

Establishing a Run Control ID

Certain reports require that you establish a “Run Control ID.” To set-up a “Run Control ID,” click “Add a New Value.” A run control ID only needs to be set-up the first time you are using a report. You will use the “Find an Existing Value” for future searches. When establishing a “Run Control ID,” be sure to use a logical name to make future searches easier.

Navigate to the report you would like to see. Click the “Add a New Value” tab and give your report a name, or click to select a previously created Run Control ID.

The screenshot shows the 'General Ledger Activity' report configuration page. At the top, the title 'General Ledger Activity' is displayed. Below it are two tabs: 'Find an Existing Value' and 'Add a New Value'. A red arrow points down from the title to the 'Add a New Value' tab, with a red callout box containing the text 'Click "Add a New Value"'. Below the tabs is a text input field labeled 'Run Control ID:' containing the text 'General_Ledger_Activity', which is circled in red. Below the input field is a yellow 'Add' button. A red arrow points up from the 'Add' button to the 'Find an Existing Value' link in the bottom navigation bar. To the right of the 'Add' button is a red callout box containing the text 'Name Your Inquiry & Click "Add"'. The bottom navigation bar contains the links 'Find an Existing Value' and 'Add a New Value'.