Understanding Run Control IDs

Purpose: Use this document to better understand how to create and use Run Control IDs.

Audience: Staff running processes with Run Control IDs

Understanding Run Control IDs

To run a report, you must tell the system when and where you want the report to run. For example, you might tell the system to run the report on the database server at midnight or on a Microsoft Windows server every Sunday afternoon, or you might tell it to run the report immediately. For most reports, you must also set parameters that determine the content of the report, such as the business unit or time period on which to report.

A run control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create and save a run control with those settings. The next time that you run the report, you select the run control, and the system completes the settings.

You can create run controls that apply to several related reports. For example, suppose that all of the reports that you run at the end of a month require the same parameters: business unit, department, and from and to dates. You can create a single run control that provides values for these parameters and use it for every report.

Conversely, you can create several run controls for the same report to manage different situations. For example, you can create one run control that sets the parameters for a quarterly report and another run control that sets them for a year-to-date version of the same report. Each time that you run the report, you select the appropriate run control. This way, you can print several variations of the same report without changing the settings every time.

A run control ID is used as a key (with a user ID) for records that contain the parameters that a process needs at runtime. Storing the parameters in a table that the process can query using the run control ID and user ID enables the process to run without user intervention.

The PeopleTools Run Control table stores information that is required by PeopleSoft Process Scheduler, such as output type, format, distribution, file dependency, and destination. The application run control table stores information that is required to run a process, such as the from date, department ID, employee ID, and so on. All application run control tables are keyed by user ID and run control ID.

> 💡 **Important!** It is recommended to use alphanumeric characters when possible since some special characters may cause conflicts with some products. Do not use the forward slash (/) for running COBOL processes.

> ❗ If you have the Carry Forward ID checkbox selected in your User Defaults (Nav: Set Up SACR > User Defaults), pay careful attention when opening a New Window in ctcLink. Sometimes, your Run Control ID from the last process/window may carry forward to your new step in the new window you opened. Pay careful attention to your Run Control IDs and any parameters you are building so as to avoid creating unnecessary duplication or erroneous Run Control IDs. Until you are familiar with your process duties, it is recommended to create a spread sheet with all your processes and have your Run Control ID listed for each process.

Information gathered from [Understanding Run Control IDs](#) from Oracle's PeopleBooks.

Creating Run Control IDs

1. After navigating to the desired tile or navigation item, the process' search page displays.
2. If you are a **first-time user** of this process, you must **create a Run Control ID specific** to this process. The steps are as follows:
   a. Select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   b. Do not include spaces in your Run Control; you will receive a message, "Invalid Run Control ID. (65,33) The entered Run Control ID is not valid. Because this field is passed as a single parameter, it cannot contain embedded spaces."
   c. Run Control IDs cannot be deleted.
   d. We encourage the Run Control ID to have the same process **naming convention** but unique to the step; therefore, including your institution code and a short process description in the Run Control ID is recommended.

Trial Balance

| Find an Existing Value | **Add a New Value** |

*Run Control ID `WA140_TRIAL_BALANCE_GA1335`

[Add]

Find an Existing Value | Add a New Value

Campus Solutions Run Control ID Example

1. The **3C Engine Run Control ID** search page displays.
2. If you are a **first-time user** of this process, you must **create a Run Control ID specific** to this process. The steps are as follows:
   a. Select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   b. Do not include spaces in your Run Control; you will receive a message, **"Invalid Run Control ID. (65,33) The entered Run Control ID is not valid. Because this field is passed as a single parameter, it cannot contain embedded spaces."**
   c. Run Control IDs cannot be deleted.
   d. We encourage the Run Control ID to have the same process **naming convention** but unique to the step; therefore, including your institution code and a short process description in the Run Control ID is recommended--**e.g., WA220_ADMLTR_FYR_5 (Tacoma CC, Admissions Ltr, FYR Admit Type, Summer).**

Finance Run Control ID Example

1. The **Budget Check Transactions** search page displays.
2. If you are a **first-time user** of this process, you must **create a Run Control ID specific** to this process. The steps are as follows:
   a. Select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   b. Do not include spaces in your Run Control; you will receive a message, **"**Invalid Run Control ID. (65,33) The entered Run Control ID is not valid. Because this field is passed as a single parameter, it cannot contain embedded spaces."
   c. Run Control IDs cannot be deleted.
   d. We encourage the Run Control ID to have the same process **naming convention** but unique to the step; therefore, including your institution code and a short process description in the Run Control ID is recommended--**e.g., WA140_BUDGET_CHECK (Business Unit, Process Request).**

Budget Check Transactions

Find an Existing Value	**Add a New Value**

*Run Control ID `WA140_BUDGET_CHECK`

[**Add**]

Find an Existing Value | Add a New Value

Financial Aid Run Control ID Example

1. The **Financial Aid** search page displays.
2. If you are a **first-time user** of this process, you must **create a Run Control ID specific** to this process. The steps are as follows:
   a. Select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   b. Do not include spaces in your Run Control; you will receive a message, **"**Invalid Run Control ID. (65,33) The entered Run Control ID is not valid. Because this field is passed as a single parameter, it cannot contain embedded spaces." Instead, use underscores.
   c. Run Control IDs cannot be deleted.
   d. We encourage the Run Control ID to have the same process **naming convention** but unique to the step; therefore, including your institution code and a short process description in the Run Control ID is recommended.-**e.g. WA220_DL_OUTBOUND_KF**
   e. It is also recommended that you use differentiation of Aid Years (AY) for your Run Controls that are being used in the JobSets. For example, if you are running multiple AYs in your JobSets, you cannot use both Run Control IDs in your different AY JobSets.-**e.g. WA220_EY_ISIR_SUSPENSE_QRY_KF** where EY = Even Year (2024) and OY = Odd Year (2025)
   f. Please end the Run Control ID with your unique initials. If you happen to create the exact same Run Control as another user in the system, it is possible you may run their process even if that Run Control ID is unique to their user ID and instituition. Putting your initials at the end of your Run Control ID avoids duplication.-**e.g. WA220_PELL_INBOUND_KF**

COD File Inbound

Find an Existing Value | Add a New Value

*Run Control ID WA220_PELL_INBOUND_KF

Add

Find an Existing Value | Add a New Value

Human Capital Management Run Control ID Example

1. The **HCM** search page displays.
2. If you are a **first-time user** of this process, you must **create a Run Control ID specific** to this process. The steps are as follows:
   a. Select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   b. Do not include spaces in your Run Control; you will receive a message, **"**Invalid Run Control ID. (65,33) The entered Run Control ID is not valid. Because this field is passed as a single parameter, it cannot contain embedded spaces."
   c. Run Control IDs cannot be deleted.
   d. We encourage the Run Control ID to have the same process **naming convention** but unique to the step; therefore, including your institution code and a short process description in the Run Control ID is recommended--**e.g., WA260_PRESHT_AUD_RPT_JL (Lake Washington, Run Presheet Audit Report, User Initials)**

Presheet Audit Report

| Find an Existing Value | **Add a New Value** |

*Run Control ID WA260_PRESHT_AUD_RPT_JL

Add

Student Financials Run Control ID Example

1. The **Credit History** search page displays.
2. If you are a **first-time user** of this process, you must **create a Run Control ID specific** to this process. The steps are as follows:
   a. Select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
   b. Do not include spaces in your Run Control; you will receive a message, **"**Invalid Run Control ID. (65,33) The entered Run Control ID is not valid. Because this field is passed as a single parameter, it cannot contain embedded spaces."
   c. Run Control IDs cannot be deleted.
   d. We encourage the Run Control ID to have the same process **naming convention** but unique to the step; therefore, including your institution code and a short process description in the Run Control ID is recommended--**e.g., WA010_RUN_CRED_HIST_AR (Peninsula, Run Credit History, User Initials).**

Using Existing Run Control IDs

1. Choose the **Find an Existing Value** tab.
2. Enter an existing **Run Control ID** into the Run Control ID field. If you are unsure of the exact Run Control ID name, select an option from the drop down menu before the Run Control ID field.
3. Select **Search** to reuse the **Run Control ID** specific to this process if you have already run it.
   a. Ensure that you select the appropriate Run Control ID from the available search results.

Trial Balance

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ **Search Criteria**

Run Control ID [begins with ▼] WA140_TRIAL_BALANCE

begins with
contains
=
not =
<
<=
>
>=
between
in

☐ Case Sensitive

Search | C___ ___arch 🗗 Save Search Criteria

Find an Existing V___ ___ew Value