



**Business
Technology
Services**

Reports and Queries Run Control ID

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Run Control ID

Run Control ID Overview

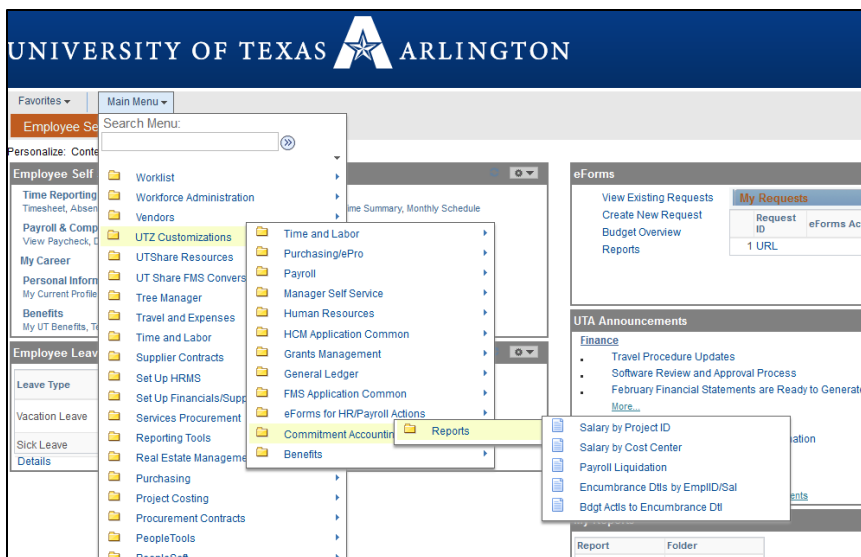
To run a process or job in UT Share, a set of parameters must be provided. Those parameters are attached to a **Run Control ID** name. The Run Control ID name only needs to be created and saved the first time you run the report, it can then be re-used the next time the report is generated.

- Creating a Run Control is a preliminary step that must be completed before you run any process or report in UT Share.
- The parameters specify what information should appear on the report. Instead of entering the same values each time you run the report, a run control is created and saved with those settings.
- Once the reports are created, they will be available to view using Report Manager.

Create a Run Control ID

Starting from the UT Share Main Menu, you will navigate to the desired page that requires a Run Control ID.

1. Click on **Main Menu - UTZ Customizations - Commitment Accounting - Reports.**



A list of reports presents.

2. Select a report to create a run control ID.
3. Two tabs display; Find an **Existing Value and Add a New Value.**
4. Use one of the following options:

Existing Run Control ID

Find an Existing Value tab - Use the Find Existing Value tab to search for an existing Run Control ID that was created before.

- a) Click the **Find an Existing Value** tab.
- b) Choose a condition option beside **the Run Control ID** field.

- c) Enter the Run Control ID name. (use the % as a wildcard to help find the Run Control). **OR** leave the field blank.
- d) Click the **Search** button. Proceed to Step 4.

Note: *If you don't remember the Run Control ID, leave the field blank and press Search.*

Employee Self-Service | Training

Salary by Cost Center

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 []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Add a New Run Control ID

1. Add a New Value tab: - Use the Add a New Value tab to create a new Run Control ID if this is your first time generating the report.
 - a) Click the **Add a New Value** TAB.
 - b) Name the **Run Control ID**.

Note: *The name should correspond with the process/job you are running:*

- *It is user specific and cannot be shared.*
- *It is case sensitive.*
- *Cannot contain spaces.*
- *30 characters is the maximum.*
- *Dashes, periods, underscores are allowed.*

2. Click the **ADD** button.

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Find an Existing Value | Add a New Value

Run Control ID Salary.by.Cost.Center

Add

Find an Existing Value | Add a New Value

Report Parameters

The report parameters page is displayed. At the top-left corner of the page, you will notice the name of your Run Control ID.

The **Report Request Parameters** section contains the parameter values necessary to run a report. These will vary by report. The parameter values determine what information appears in the report. Fields with an asterisk (*) are required.

1. Enter UTARL in the **Set ID** field.
2. Enter the **Fiscal Year**.
3. Enter the **Period**.
4. Enter or search for the **Cost Center**.
5. Enter the **Empl ID** if needed, this is optional.
6. Click the **Save** button.
7. Click the **Run** button to run the process/job with the parameters entered.

The screenshot shows the 'Salary by Cost Center' report configuration page. At the top, there are tabs for 'Employee Self-Service' and 'Training'. Below the title, it says 'Run Control ID Salary.by.Cost.Center' and 'Report Manager Process Monitor Run'. The 'Report Request Parameter(s)' section contains the following fields:

- *Set ID: UTARL (with a search icon) - Value: UT Arlington
- *Fiscal Year: 2019
- *Period: 7 (with a search icon)
- Cost Center: 310157 (with a search icon)
- Empl ID: (empty field)

At the bottom, there are buttons for 'Save', 'Notify', 'Add', 'Update/Display', and 'Run'.

Note: In some cases, a process/job may not have any parameters, but a Run Control ID is still required to run the report (e.g. Birthday Report, Emergency Contact Report, etc.).

The Process Scheduler Request opens, and the process/job displays. You can have the report sent directly to your email, **OR** view the report through the Report Manager function or through your home page Report pagelet.

8. Select the **Type** from the drop down list.
 - Email will send the report directly to your email when it has processed.
 - Web will make the report available through the Report Manager.
9. Select the **Format** from the drop down list. Recommend to choose XLS or PDF.
10. Press **OK**

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, there are tabs for 'Employee Self-Service' and 'Training'. Below the title, it says 'Process Scheduler Request'. The 'User ID' is 6001363564 and the 'Run Control ID' is Salary.by.Cost.Center. There are fields for 'Server Name', 'Run Date' (04/17/2019), 'Recurrence', 'Run Time' (2:35:03PM), and 'Time Zone'. There is a 'Reset to Current Date/Time' button. Below is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Salary by Cost Center	UTZHC509	Application Engine	Email	XLS	Distribution

At the bottom, there are buttons for 'OK' and 'Cancel'.

Process Monitor

A Process Instance number is assigned. This is like a tracking number for your process/job.

1. Click the [blue Process Monitor link](#) to see the status of your process/job.

Employee Self-Service | Training

Salary by Cost Center

Run Control ID Salary.by.Cost.Center Report Manager Process Monitor

Process Instance:1610630

Report Request Parameter(s)

*Set ID UT Arlington Cost Center

*Fiscal Year

*Period Period 7 - 2019-03-01 Empl ID

The most recent job appears in the list. The initial status of the report status is “Queued” and the Distribution Status is N/A. The report is complete when *the **Run Status** becomes Success, and the **Distribution Status** is Posted*. Once the report is complete go to step 13.

Note: *If the job is not completed, press the Refresh button. Refresh does not speed-up the process of generating the report, it just refreshes the screen.*

2. Click the [blue “Go back to” link](#) at the bottom of the page to go back.

Note: *the “Go back to...” will vary depending on the job/process you are running.*

Employee Self-Service | Training

View Process Request For

User ID Type Last Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1610630		Application Engine	UTZHC509	6001363564	04/18/2019 12:00:07PM CDT	Success	Posted	Details
<input type="checkbox"/>	1610219		Application Engine	UTZHC509	6001363564	04/17/2019 2:31:01PM CDT	Success	Posted	Details
<input type="checkbox"/>	1610218		Application Engine	UTZHC509	6001363564	04/17/2019 2:29:10PM CDT	Success	Posted	Details
<input type="checkbox"/>	1610215		Application Engine	UTZHC509	6001363564	04/17/2019 2:19:20PM CDT	Success	Posted	Details

Go back to Salary by Cost Center

Run Status Definitions	Distribution Status Definitions
Queued – The process is waiting to run.	Queued – The process is waiting to run.
Initiated – The process has started.	NA – The process is still running.
Processing – The process is running.	Posted – The report has posted.
No Success – The process did not run. Make sure the report parameters are correct.	Not Posted – The report did not post.
Warning – The process ran, but there may be a problem.	
Success – The process ran successfully.	

Report Manager

1. Click the [blue Report Manager link](#) to view the report.

The screenshot shows the 'Salary by Cost Center' report configuration page. At the top, there are tabs for 'Employee Self-Service' and 'Training'. Below the title, there are links for 'Run Control ID', 'Salary by Cost Center', 'Report Manager', and 'Process Monitor', along with a 'Run' button. The 'Process Instance' is 1610630. The 'Report Request Parameter(s)' section includes:

- *Set ID: UTARL (UT Arlington)
- *Fiscal Year: 2019
- *Period: 7 (Period 7 - 2019-03-01)
- Cost Center: 310157
- Empl ID: 6001363564

 At the bottom, there are several action buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.

2. Click the report that matches the Process Instance number and the output file that you selected earlier.

The screenshot shows the 'Reports' list in the Report Manager. At the top, there are tabs for 'Employee Self-Service' and 'Training'. Below the title, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. The 'View Reports For' section includes a 'Folder' dropdown, 'Instance' range, and a 'Refresh' button. The 'Name' field is empty, and 'Created On' is set to 'Last' with a '1 Days' filter. The 'Reports' table has the following data:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UTZHC509	SALARY BY COST CENTER	General	04/18/19 12:02PM	896846	1610630
2 UTZ_HC509 - UTZ_HC509.xlsx	UTZ_HC509 - UTZ_HC509.XLSX	General	04/18/19 12:02PM	896848	1610630
3 UTZHC509	SALARY BY COST CENTER	General	04/17/19 2:32PM	896438	1610219
4 UTZ_HC509 - UTZ_HC509.xlsx	UTZ_HC509 - UTZ_HC509.XLSX	General	04/17/19 2:32PM	896439	1610218
5 UTZHC509	SALARY BY COST CENTER	General	04/17/19 2:32PM	896437	1610218
6 UTZ_HC509 - UTZ_HC509.xlsx	UTZ_HC509 - UTZ_HC509.XLSX	General	04/17/19 2:21PM	896434	1610215
7 UTZHC509	SALARY BY COST CENTER	General	04/17/19 2:21PM	896433	1610215

At the bottom, there is a 'Go back to Salary by Cost Center' link and a 'Save' button.

The **Report Index** page may display depending on the tab you use.

3. Click on the **blue report name link** you want to view.

The screenshot shows the 'Report Manager' page with the following details:

- Report ID:** 896849
- Process Instance:** 1610630
- Name:** XMLP
- Process Type:** XML Publisher
- Run Status:** Success
- File Name:** UTZ_HC509 - UTZ_HC509.xlsx
- Distribution Details:**
 - Distribution Node:** PS-HTTP
 - Expiration Date:** 06/02/2019
- File List:**

Name	File Size (bytes)	Datetime Created
UTZ_HC509.xlsx	6,037	04/18/2019 12:02:41.685639PM CDT
- Distribute To:**

Distribution ID Type	Distribution ID
User	6001363564

Note: Depending on your browser and/or the file type, you may be presented with a dialog box prompting you to **Save** or **Open** the report; or the report will open immediately in a new window.

4. Export the report to excel to save the file, format and print as needed.

To return to a specific page in the process, click a link in the navigation path at the top (breadcrumb trail).

The breadcrumb trail at the top of the page is: Favorites > Main Menu > UTZ Customizations > Commitment Accounting > Reports > Salary by Cost Center > Report Manager. Below the trail are two tabs: 'Employee Self-Service' and 'Training'.

Optional

Distribute Reports to Additional Recipients

When reports are run, they can be shared with others. The reports are sent to other users using the Distribution link when it is available. Starting from the UT Share Main Menu, navigate to the desired page and enter a run control ID. Once the report parameters page is displayed, update the conditions for the report (if necessary).

1. In this example, the parameters for the report have already been entered. You are ready to generate the report.

The screenshot shows the 'Salary by Cost Center' report parameters page. At the top, there are tabs for 'Employee Self-Service' and 'Training'. Below the title, there is a 'Run Control ID' field with the value 'Salary.by.Cost.Center' and a 'Run' button circled in red. The 'Report Request Parameter(s)' section contains the following fields:

- *Set ID: UTARL (with a search icon) - UT Arlington
- *Fiscal Year: 2019
- *Period: 7 (with a search icon) - Period 7 - 2019-03-01
- Cost Center: 310157 (with a search icon)
- Empl ID: 6001363564

At the bottom, there are several buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.

2. Click the **Run** button.

The Process Scheduler Request page displays. This is the page used to indicate the report output format (e.g. PDF or XLS) and to distribute the report to additional recipients.

3. Click the [blue Distribution link](#).

The screenshot shows the 'Process Scheduler Request' page. At the top, there are tabs for 'Employee Self-Service' and 'Training'. Below the title, there is a 'User ID' field with the value '6001363564' and a 'Run Control ID' field with the value 'Salary.by.Cost.Center'. The 'Server Name' field is empty, and the 'Run Date' is '04/19/2019'. The 'Recurrence' field is empty, and the 'Run Time' is '10:38:32AM'. There is a 'Reset to Current Date/Time' button. The 'Time Zone' field is empty. Below the 'Process List' section, there is a table with the following data:


Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Salary by Cost Center	UTZHC509	Application Engine	Web	XLS	Distribution

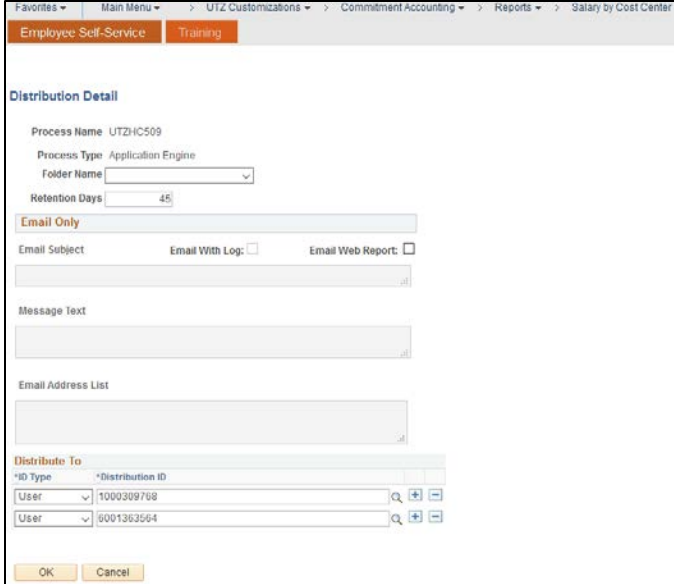
At the bottom, there are 'OK' and 'Cancel' buttons.

The **Distribution Detail** page is displayed. This page is used to specify the recipients who are to receive the report. You can also set the number of Retention Days to keep the report available to the recipients.

4. Enter the number of days to retain the report in the **Retention Days** field.
5. Click the **+** icon in the bottom **Distribute To** panel to add additional users.

Note: Your *Empl ID* will automatically default on the first line. It is recommended that you leave that default value.

6. Select User or Role from the **ID Type** drop down field.
7. Enter or search for the Employee ID# in the **Distribution ID** field.
8. Click the **OK**  button.



Employee Self-Service Training

Distribution Detail

Process Name: UTZHC509
Process Type: Application Engine
Folder Name:
Retention Days:

Email Only

Email Subject: Email With Log: Email Web Report:

Message Text:

Email Address List:

Distribute To

ID Type	Distribution ID
User	1000309768
User	6001363564

OK Cancel