

## How to Create a Run Control

To initiate the process of generating reports in PeopleSoft Finance, the first step involves creating a run control. A run control is specific to a report and should only be created once per report type. A run control is required to generate reports in PeopleSoft Finance.

To set up a run control in [PeopleSoft Finance](#), log in and click on the NavBar icon  located in the upper right corner. From there, navigate to a specific report and select.

If you do not have access to PeopleSoft Finance, please click on the following link to learn how to obtain access: <https://campus.und.edu/finance/finance-access-request.html>.

1. Select **Add a New Value**.



2. In the **Run Control ID** field, enter the name of the run control, for example the name of the report and your initials (awd\_prj\_summary\_report\_jp).

All fields with an asterisk (\*) are required.



3. Click **Add**.

