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.