Finance Inquiry Navigations

Login to PS Finance: [https://adminsys.ndus.edu/psp/hefp/?cmd=login&languageCd=ENG](https://adminsys.ndus.edu/psp/hefp/?cmd=login&languageCd=ENG)

Need Assistance
NDUS Help Desk (866) 457-6387
UND Help Desk 777-2222
Email to: financequestions@email.und.edu

Password (Change)
Menu > Change my Password

Password (Locked)
Contact the NDUS Help Desk at (866) 457-6387 to reset

Budget Details
Menu > Commitment Control > Review Budget Activities > Budget Details

Budgets Overview
Menu > Commitment Control > Review Budget Activities > Budgets Overview

Inventory Query
Menu > Reporting Tools > Query > Query Viewer
Inventory Query Name: NDU_AM20_INVENTORY_BY_DEPT

Journal Entry/Journal Import
Menu > General Ledger > Review Financial Information > Journals

Ledger Inquiry
Menu > General Ledger > Review Financial Information > Ledger

My Favorites
Menu > My Favorites

Payment Inquiry
Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

Process Monitor (Retrieve your requested reports)
Menu > People Tools > Process Monitor

Purchase Order Inquiry
Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Purchase Order Activity Summary
Menu > Purchasing > Purchase Orders > Review PO Information > Activity Summary

Purchase Order Document Status
Menu > Purchasing > Purchase Orders > Review PO Information > Document Status

Queries
Menu > Reporting Tools > Query > Query Viewer
Tip: Queries for Higher Education begin with NDU_

Voucher Inquiry
Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Voucher Accounting Entries - Review accounting entries & its posting to the General Ledger (Journal IDs)
Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries