

To access the Aging Report:

- 1) Sign into Campus Connection:  
<https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/?cmd=expire>
- 2) Go to: NDU Applications > NDU Student Financials > Report > NDU Aging Report
- 3) To create a new Run Control, click the “Add a New Value” tab on the screen below:

File Edit View History Bookmarks Tools Help

Forms/Procedures - Depart... x NDU Aging Report x Your CampusConnection sessi... x +

https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU\_STUDENT\_FINANCIALS.NDUSF0248RNCTL.GBL?PORTALPARAM\_PTCNAV=NDU\_SF\_0248&EOPP.SCNod Google

NORTH DAKOTA UNIVERSITY SYSTEM

CS Production

Favourites | Main Menu > NDU Applications > NDU Student Financials > Report > NDU Aging Report

### NDU Aging Report

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

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Find an Existing Value | Add a New Value

Run Control Fields:

The fields with “\*” are required – the others are optional

\*Business Unit: UND01

EmplID/Org: Can choose from:

- Ind & Org – to pull both individual accounts (students, non-students) and organizations
- Individual
- Organization

Terms: Use "From Term" 0000 and "To Term" 9999 in order to pull all possible terms. Or enter a specific term (example: Fall 2014 = 1510) to just see charges outstanding that were posted during that term. Or enter any variety of term ranges.

Dept: Enter 1 department number or a range of department numbers

Fund: Enter 1 fund or a range of funds

Student Group: Usually this field will be left blank

Sort Option: These just sort the report by various options:

C = Common ID (Student ID#)

D = Dept

F = Fund

SI Code: Service Indicator Code – entering a code here will still pull accounts with that code, but there will be an "\*" in the Serv\_Flag field to indicate accounts with that service indicator. For most departmental purposes, these will be left blank.

SI Reason: Service Indicator Reason – will flag those accounts with the specified SI Code and Reason. For most purposes, leave these blank.

The screenshot shows a web browser window with the URL [https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU\\_STUDENT\\_FINANCIALS.NDUSF0248RNCTL.GBL?PORTALPARAM\\_PTCNAV=NDU\\_SF\\_0248&EOPP.SCNOd](https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU_STUDENT_FINANCIALS.NDUSF0248RNCTL.GBL?PORTALPARAM_PTCNAV=NDU_SF_0248&EOPP.SCNOd). The page title is "CS Production" and the breadcrumb trail is "Main Menu > NDU Applications > NDU Student Financials > Report > NDU Aging Report".

The main content area is titled "NDU Aging Report" and contains the following fields and controls:

- Run Control ID: Aging\_Report [Report Manager](#) [Process Monitor](#) [Run](#)
- \*Business Unit:
- \*EmpID/Org:
- From Term:
- To Term:
- From Dept:
- To Dept:
- From Fund:
- To Fund:
- Student Group:
- Sort Option:  (C = CommonID (default), D = Dept, F = Fund)

There are two columns of empty input boxes labeled "SI Code" and "SI Reason".

At the bottom of the page, there are navigation buttons: [Save](#), [Return to Search](#), [Previous in List](#), [Next in List](#), [Add](#), and [Update/Display](#).

- 4) Save Run Control
- 5) Click "Run"
- 6) On Process Scheduler Request page:
  - a. Type = Web
  - b. Format = PDF – This will still generate a CSV file that is downloadable into Excel, but selecting CSV as the format will generate a CSV file with improper formatting.
- 7) Click "OK"
- 8) Go to "Process Monitor"
- 9) Refresh as needed until
  - a. Run Status = Success
  - b. Distribution Status = Posted
- 10) Click Details
- 11) View Log/Trace
- 12) Select CSV file – it will open in Excel