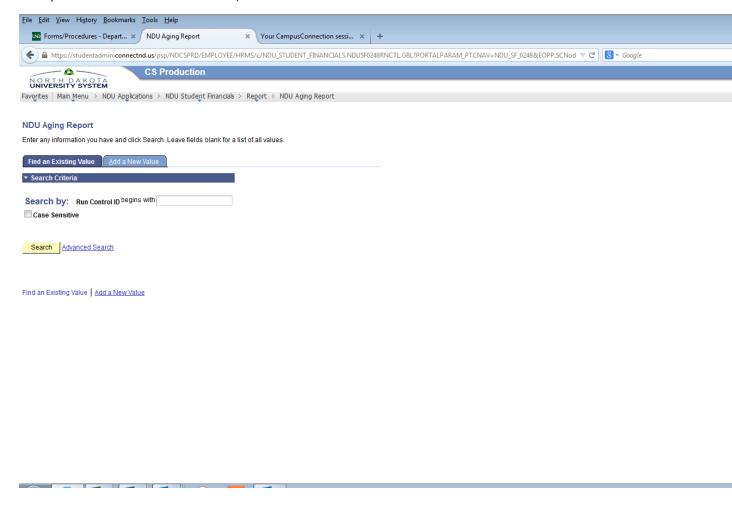
To access the Aging Report:

- 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:



Run Control Fields:

The fields with "*" are required – the others are optional

*Business Unit: UND01

EmplID/Org: Can choose from:

 $\label{lem:continuous} \mbox{Ind \& Org - to pull both individual accounts (students, non-students) and organizations \\ \mbox{Individual} \\ \mbox{Organization}$

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:

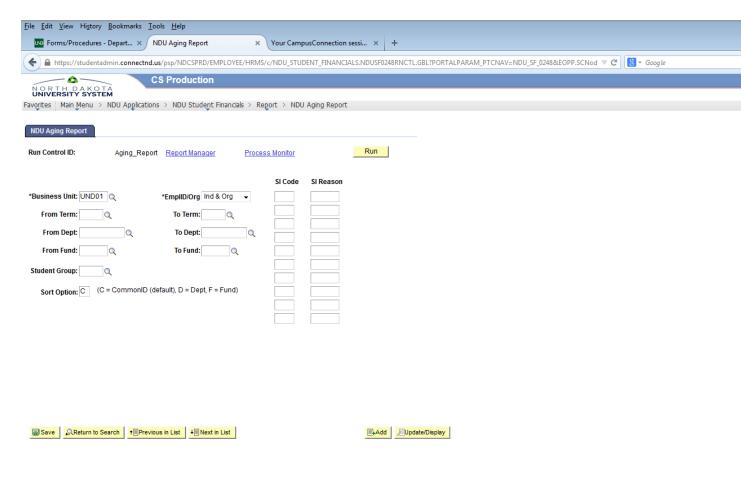
C = Common ID (Student ID#)

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.



- 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