

Department Paid Charges by Fund Report

1. Sign into Campus Connection:
<https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/h/?tab=GUEST>
2. Navigation: NDU Applications > NDU Student Financials > Report > NDU Dept Pd Chrgs by Fund Rpt
3. Run Control ID – Add a New Value
4. Run Control ID – enter a new run control (ex: Dept_Pd_Chgs)
5. Report parameters:

The screenshot shows a web browser window with the URL https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU_STUDENT_FINANCIALS.NDU_SF_0187.GBL?PORTALPARAM_PTCNAV=NDU_SF_0187&EOPP.SCN. The page title is "NDU Dept Pd Chrgs by Fund Rpt".

The left sidebar contains a "Menu" with various report options. The "Report" section is expanded, and "NDU Dept Pd Chrgs by Fund Rpt" is selected.

The main content area is titled "NDU Dept Pd Chrgs by Fund Rpt" and contains the following configuration options:

- Run Control ID: Dept_Pd_Chgs
- Buttons: [Report Manager](#), [Process Monitor](#), [Run](#)
- *Business Unit: (with search icon)
- Department: (with search icon)
- From Term: (with search icon)
- To Term: (with search icon)
- From Date: (with calendar icon)
- To Date: (with calendar icon)
- From Fund: (with search icon)
- To Fund: (with search icon)
- From Item Type: (with search icon)
- To Item Type: (with search icon)
- Sort: (with dropdown arrow)
F - (Fund) ID TYPE, FUND, ITEM TYPE, COMMON ID (Default)
D - (Dept) ID TYPE, DEPT, FUND, ITEM TYPE, COMMON ID
- Include Zero Remaining Balances: (with dropdown arrow)
- Buttons: [Save](#), [Add](#), [Update/Display](#)

Business Unit: UND01

Department: Enter your department # or leave blank (Leaving blank will run for all departments who also meet the criteria entered in other report parameters)

From Term/To Term: Enter term ID to pull one or a range of terms – or leave blank to pull all data

From Date/To Date: Enter date range or leave blank (recommended to pull by term, not by date)

From Fund/To Fund: Enter a fund or range of funds or leave blank to pull all funds meeting other criteria

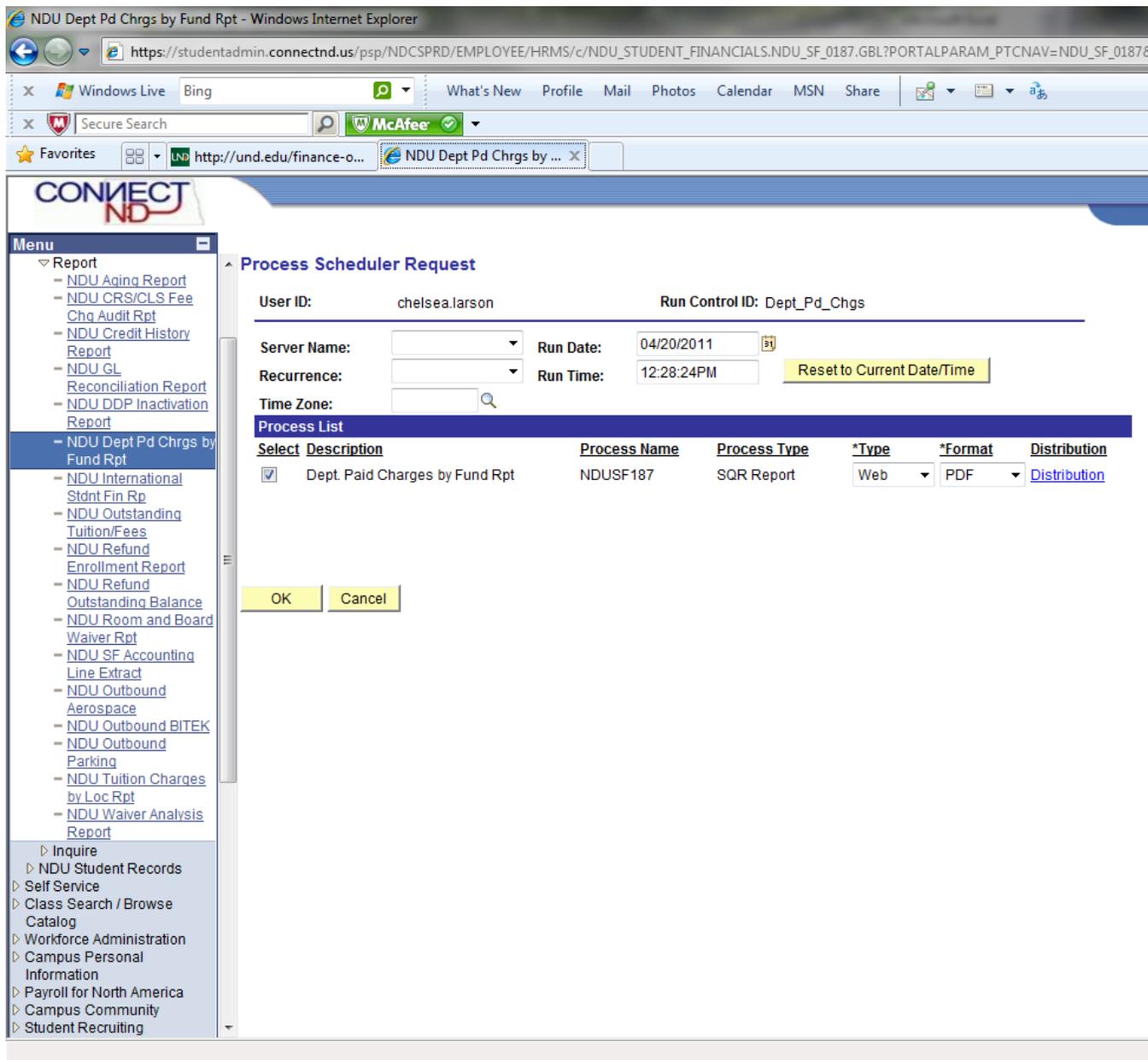
From Item Type/To Item Type: Enter an item type # or range of item types or leave blank to pull all data meeting other criteria

Sort: Sort by fund or department ID

Include Zero Remaining Balances: Select “Yes” in order to get complete list of all customers charged, including those who have already paid. Select “No” in order to get list of only customers who still owe a balance.

6. Once parameters are entered, click “Run”

7. Process Scheduler:



Server Name: always leave blank

Type: Web

Format: PDF (leaving the format as PDF will still generate a CSV file that can be opened in Excel. However, changing the format to CSV can sometimes produce odd formatting for some amounts, etc. Recommend leaving format as PDF).

8. Click “OK” to run

9. Click "Process Monitor"

10. When the Run Status indicates "Success," click "Details" to open your report:

NDU Dept Pd Chrgs by Fund Rpt - Windows Internet Explorer

https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU_STUDENT_FINANCIALS.NDU_SF_0187.GBL?PORTALPARAM_PTCNAV=NDU_SF_0187&EOPP...

Windows Live Bing What's New Profile Mail Photos Calendar MSN Share

Secure Search McAfee

Favorites http://und.edu/finance-o... NDU Dept Pd Chrgs by ...

CONNECT ND

Menu

- Report
 - NDU Aging Report
 - NDU CRS/CLS Fee Chg Audit Rpt
 - NDU Credit History Report
 - NDU GL Reconciliation Report
 - NDU DDP Inactivation Report
 - NDU Dept Pd Chrgs by Fund Rpt
 - NDU International Stmt Fin Rp
 - NDU Outstanding Tuition/Fees
 - NDU Refund Enrollment Report
 - NDU Refund Outstanding Balance
 - NDU Room and Board Waiver Rpt
 - NDU SF Accounting Line Extract
 - NDU Outbound Aerospace
 - NDU Outbound BITEK
 - NDU Outbound Parking
 - NDU Tuition Charges by Loc Rpt
 - NDU Waiver Analysis Report
- Inquire
 - NDU Student Records
- Self Service
- Class Search / Browse Catalog
- Workforce Administration
- Campus Personal Information
- Payroll for North America
- Campus Community
- Student Recruiting

Process List

View Process Request For

User ID: chelsea.larsor Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4341373		SQR Report	NDUSF187	chelsea.larsor	04/20/2011 12:28:24PM CDT	Processing	N/A	Details
<input type="checkbox"/>	4341081		SQR Report	NDUSF187	chelsea.larsor	04/20/2011 11:02:38AM CDT	Success	Posted	Details

[Go back to NDU Dept Pd Chrgs by Fund Rpt](#)

Save

Done

11. Click "View Log/Trace"

12. Select the CSV file from the list of files:

The screenshot shows a web browser window with the URL https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU_STUDENT_FINANCIALS.NDU_SF_0187.GBL?PORTALPARAM_PTCNAV=NDU_SF_0187&EOPP.SCN. The page title is "NDU Dept Pd Chrgs by Fund Rpt - Windows Internet Explorer".

The main content area is titled "View Log/Trace" and contains the following information:

- Report ID:** 1001949
- Process Instance:** 4341081
- Name:** NDUSF187
- Process Type:** SQR Report
- Run Status:** Success
- Dept. Paid Charges by Fund Rpt**
- Distribution Details:**
 - Distribution Node:** PSREPORTS
 - Expiration Date:** 05/05/2011
- File List:**

Name	File Size (bytes)	Datetime Created
NDUSF187CSV_4341081.CSV	5,042	04/20/2011 11:13:34.000000AM CDT
NDUSF187_4341081.PDF	6,098	04/20/2011 11:13:34.000000AM CDT
NDUSF187_4341081.out	758	04/20/2011 11:13:34.000000AM CDT
SQR_NDUSF187_4341081.log	1,910	04/20/2011 11:13:34.000000AM CDT
- Distribute To:**
 - Distribution ID Type:** *Distribution ID
 - User:** chelsea.larson

A red arrow points to the "NDUSF187CSV_4341081.CSV" file in the File List table. A "Return" button is located at the bottom of the page.