

To access the GL Reconciliation 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 GL Reconciliation 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 GL Reconciliation Report x Your CampusConnection sessi... x +

https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU_STUDENT_FINANCIALS.NDU.0136_SF.GBL?Folder=MYFAVORITES

Google

NORTH DAKOTA UNIVERSITY SYSTEM

CS Production

Favorites Main Menu > NDU Applications > NDU Student Financials > Report > NDU GL Reconciliation Report

NDU GL Reconciliation 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:

Business Unit field is required: UND01

Optional fields:

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

Fund: Enter 1 fund or a range of funds

Item Type: Enter 1 item type number or a range of item type numbers

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

C = Common ID (Student ID#)

D = Dept

F = Fund

The screenshot shows a web browser window with the following elements:

- Browser tabs: "Forms/Procedures - Depart...", "NDU GL Reconciliation Report", "Your CampusConnection sessi..."
- Address bar: "https://studentadmin.connectnd.us/psp/NDCSPRD/EMPLOYEE/HRMS/c/NDU_STUDENT_FINANCIALS.NDU_0136_SF.GBL?Folder=MYFAVORITES"
- Page Header: "NORTH DAKOTA UNIVERSITY SYSTEM" logo and "CS Production" text.
- Breadcrumbs: "Main Menu > NDU Applications > NDU Student Financials > Report > NDU GL Reconciliation Report"
- Section Header: "NDU GL Reconciliation Report" in a blue box.
- Run Control ID: "GL_Recon" with links for "Report Manager" and "Process Monitor", and a yellow "Run" button.
- Form Fields:
 - *Business Unit: with a search icon.
 - From Dept: To Dept: (both with search icons).
 - From Fund: To Fund: (both with search icons).
 - From Item Type: To Item Type: (both with search icons).
 - Sort Option: (C=CommonId, D=Dept, F=Fund)
- Navigation Buttons: "Save", "Return to Search", "Previous in List", "Next in List", "Add", "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
 - c. Run Status = Success
 - d. Distribution Status = Posted
- 10) Click Details
- 11) View Log/Trace
- 12) Select CSV file – it will open in Excel