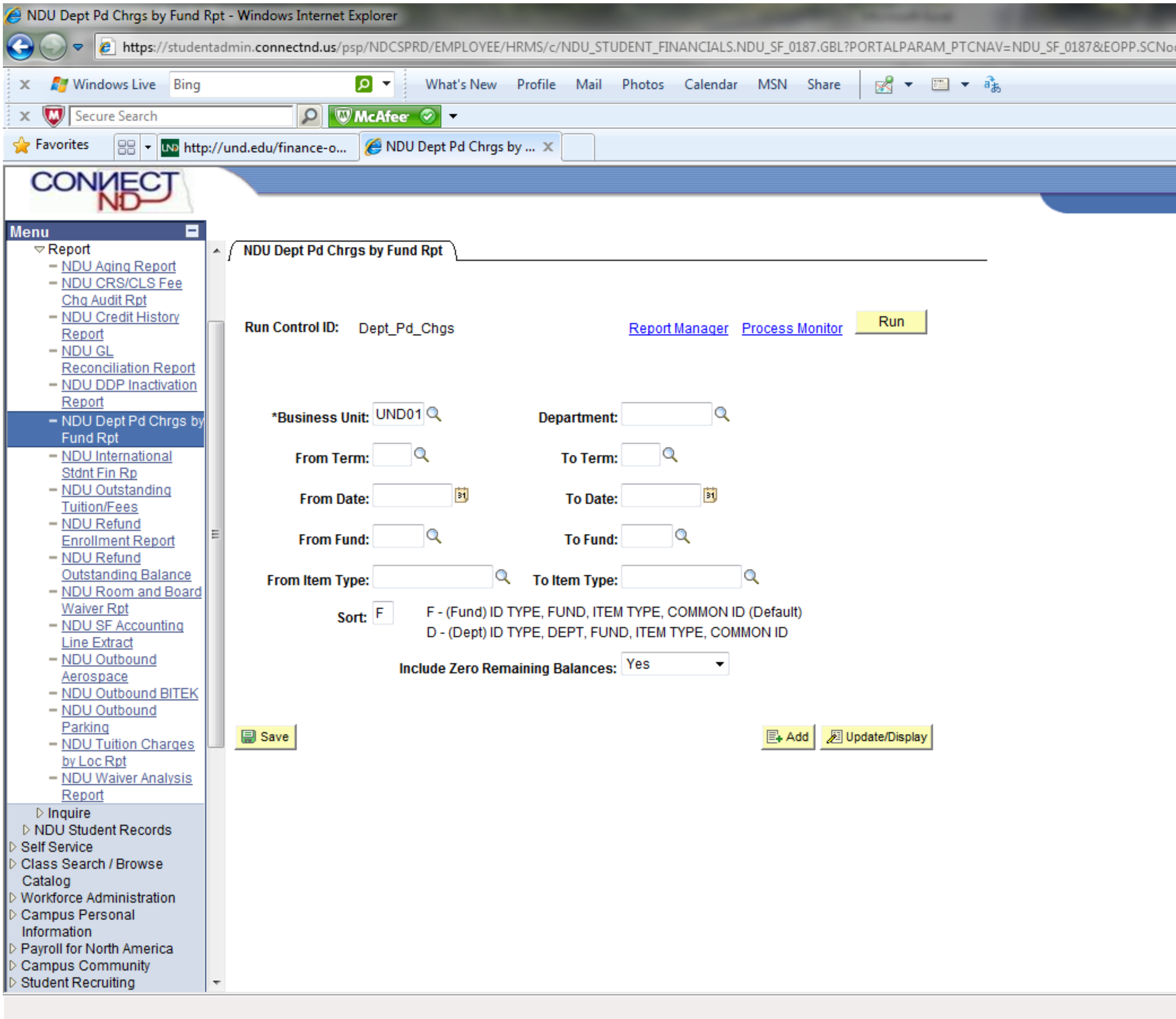
Department Paid Charges by Fund Report

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:



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

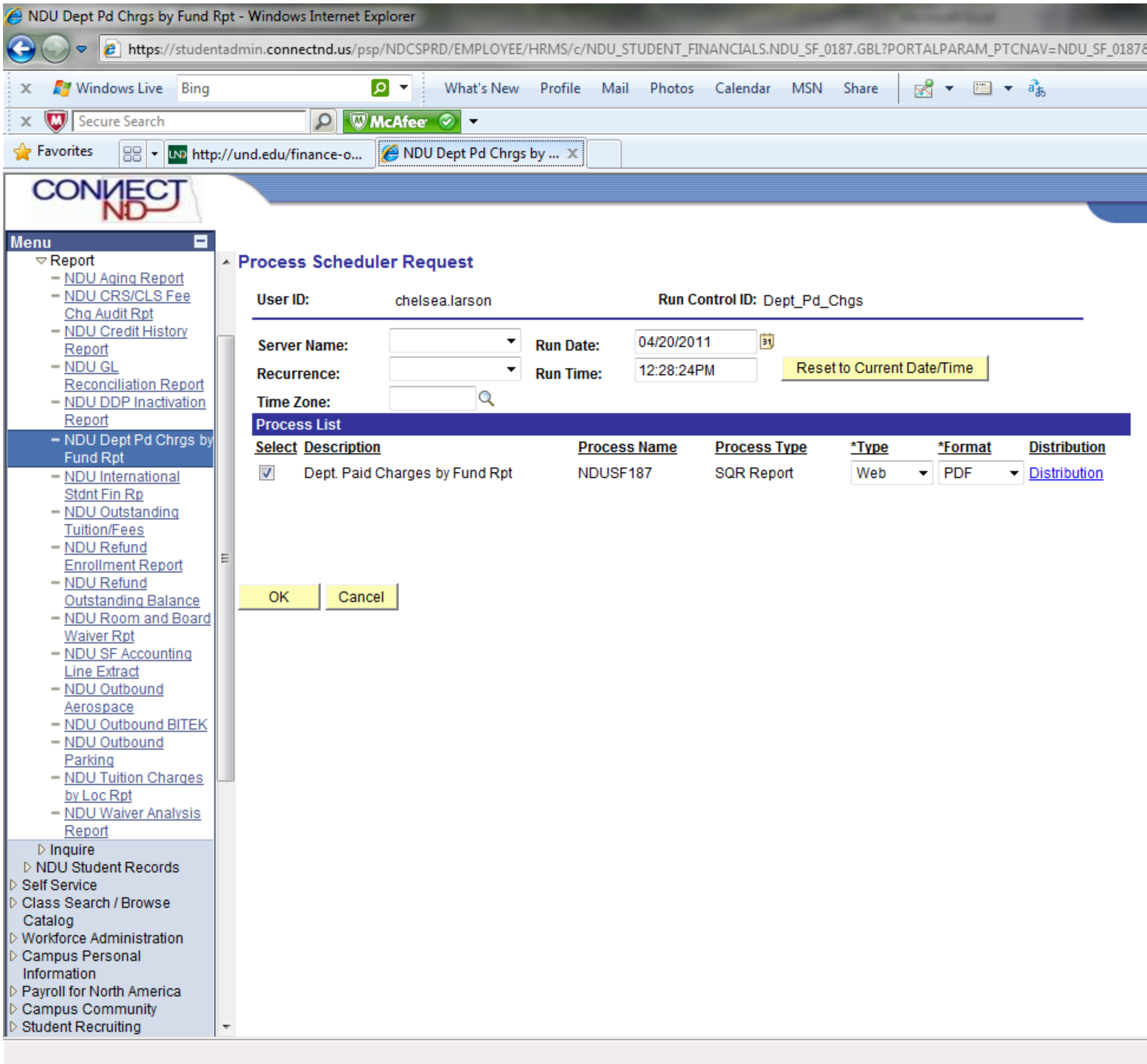
From Item Type/To Item Type: Enter an item type # or range of item types or leave blank to pull all data meeting other criteria

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

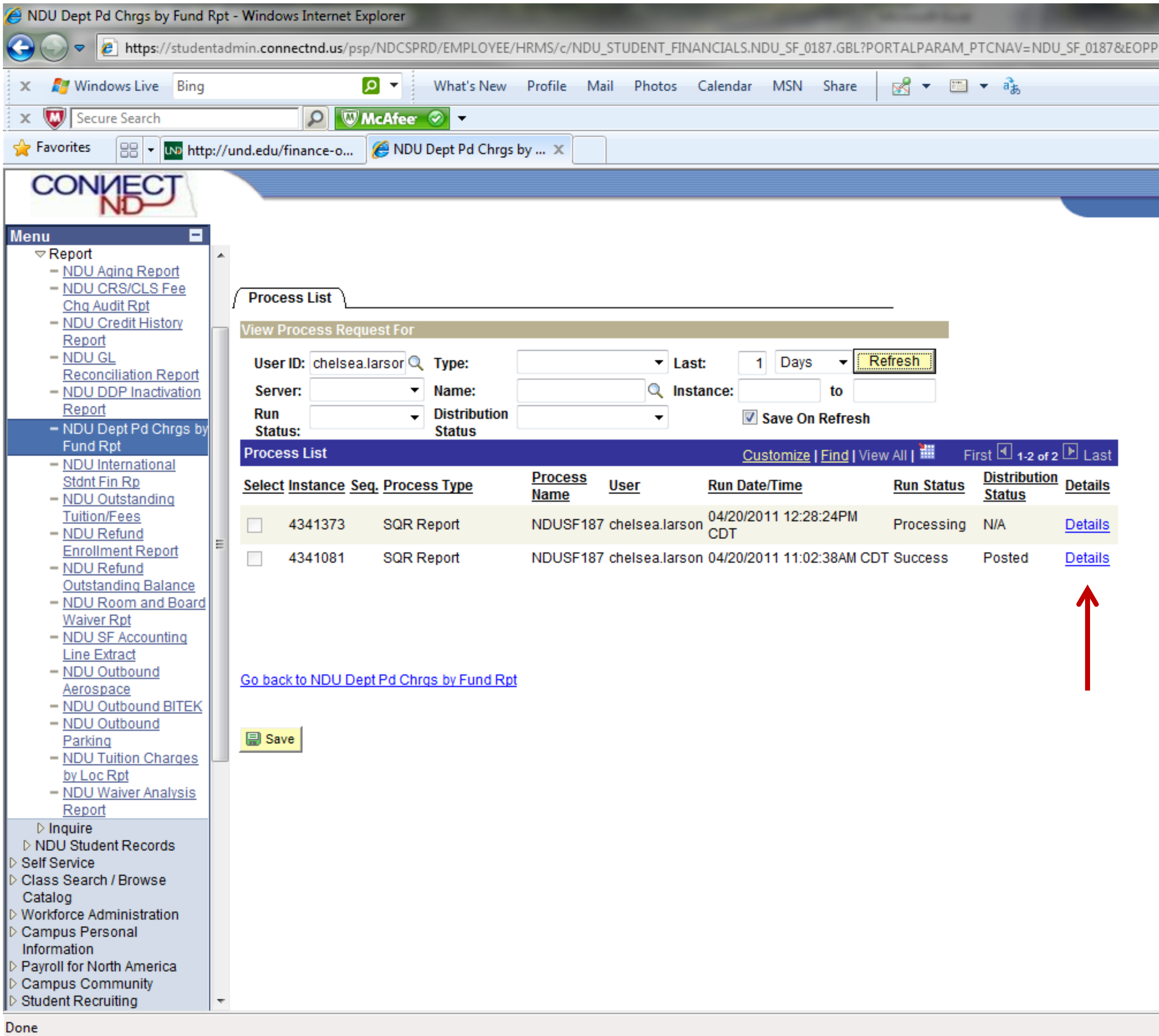
Type: Web

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:



11. Click “View Log/Trace”

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