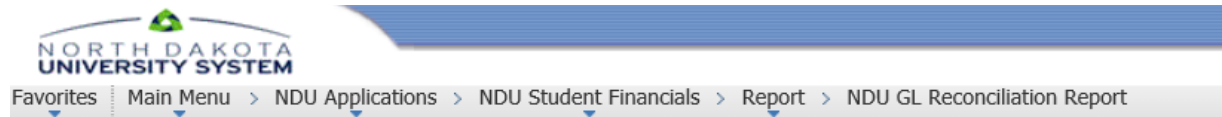To access the GL Reconciliation Report:

1) Sign into Campus Connection:
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:

Run Control Fields:

Business Unit field: NDSU1

Please note, student information is to be used only for legitimate business purposes. You must include your department and/or fund number when running the GL Reconciliation report.

Dept: Enter your department number(s)
Fund: Enter your fund number(s)
Item Type: Enter 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

NDU GL Reconciliation Report

Run Control ID: TL_MISC   Report Manager   Process Monitor   Run

*Business Unit: NDSU1

From Dept: 3110   **To Dept:** 3110

From Fund: **To Fund:**

From Item Type: **To Item Type:**

Sort Option: C   (C=CommonId, D=Dept, F=Fund)

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