

Log in through the Finance Module Login found on Campus Connection page of MSU website (gray box).



Be seen. Be heard.

Campus Connection

FUTURE STUDENTS

- Request Information
- Apply Now

Term Schedules

View the term schedule(s) without CampusConnection at the Registrar's Office web site.

Campus Connection Login Options:

- Campus Connection Login
- Mobile Campus Connection Link
 - Claim Your Account
 - Change Your Password
 - Forgot My Password
 - NDUS Help Desk: (866) 457-6387

- Finance Module Login
- HRMS Self-Service Login (Mobile Site)

Related Information:

- Help with Browser Issues
- Undergraduate Catalog
- Graduate Catalog

CAMPUS CONNECTION CALENDAR OF EVENTS

Google Custom Search Go

Campus Connection Training



View all Campus Connection 'How To' videos

Financial Obligation Agreement

A Financial Obligation Agreement (FOA) has now been incorporated into Campus Connection. This will require students who register for classes in spring semester 2014 (term 1430) and beyond to acknowledge that they understand registering for classes results in a financial obligation. This acknowledgement is made once per term by clicking on an "Agree" button after the agreement is presented in the registration process. The FOA service indicator (also known as a hold) will be automatically removed once the student accepts the FOA for that term.

Each semester students are required to accept the financial terms and conditions outlined by MSU in order to continue their enrollment. Students will not have access to enroll until they have agreed to the FOA. By accepting MSU's financial agreement, students are agreeing to pay for services rendered by MSU and to abide by all policies and procedures.

The FOA can be found in Campus Connection at the following navigation: Main Menu > Student Center. Under the Finances section, select Financial Obligation Agreement. For additional information, please contact the Business Office at 858-3333 or 858-3233.

Reminder: It is important to verify all personal data (e.g., name, address, and social security number) to ensure receipt of complete and accurate information from MSU. If a discrepancy is found, please contact the Registrar's Office.

Change in Class Drop Recording Process

Starting Fall 2007 semester, a "W" will be recorded on your official transcript for dropped classes after the 7th class day of semester classes and the 4th class day of summer and eight-week classes (100 % drop date).

ORACLE
PEOPLESOFT

User ID

Password

Select a Language

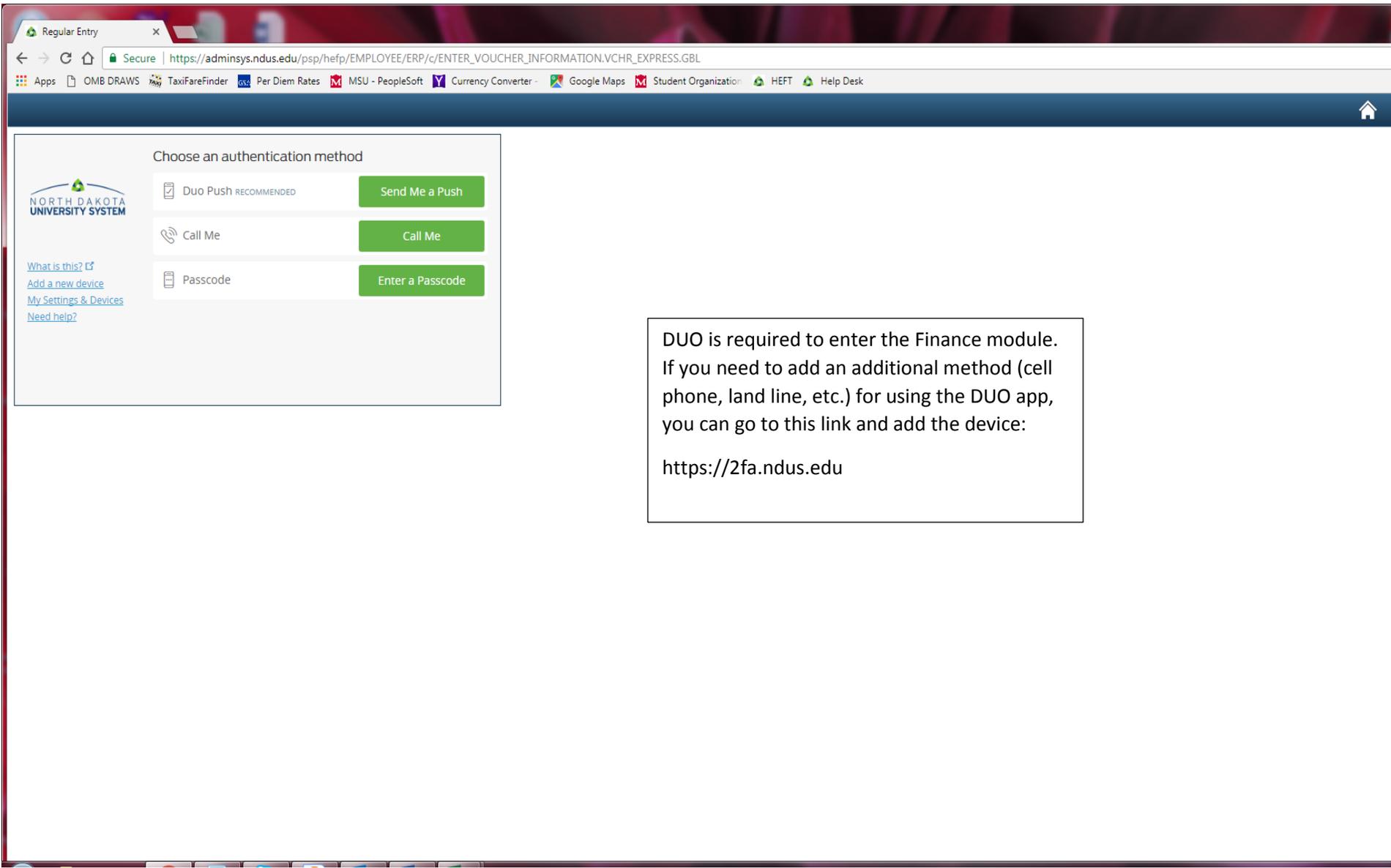
English ▼

Sign In

Enable Accessibility Mode

It is the same UserID and Password as your HRMS login.

The browsers the module works best in include, Chrome, FireFox and Safari.



Choose an authentication method

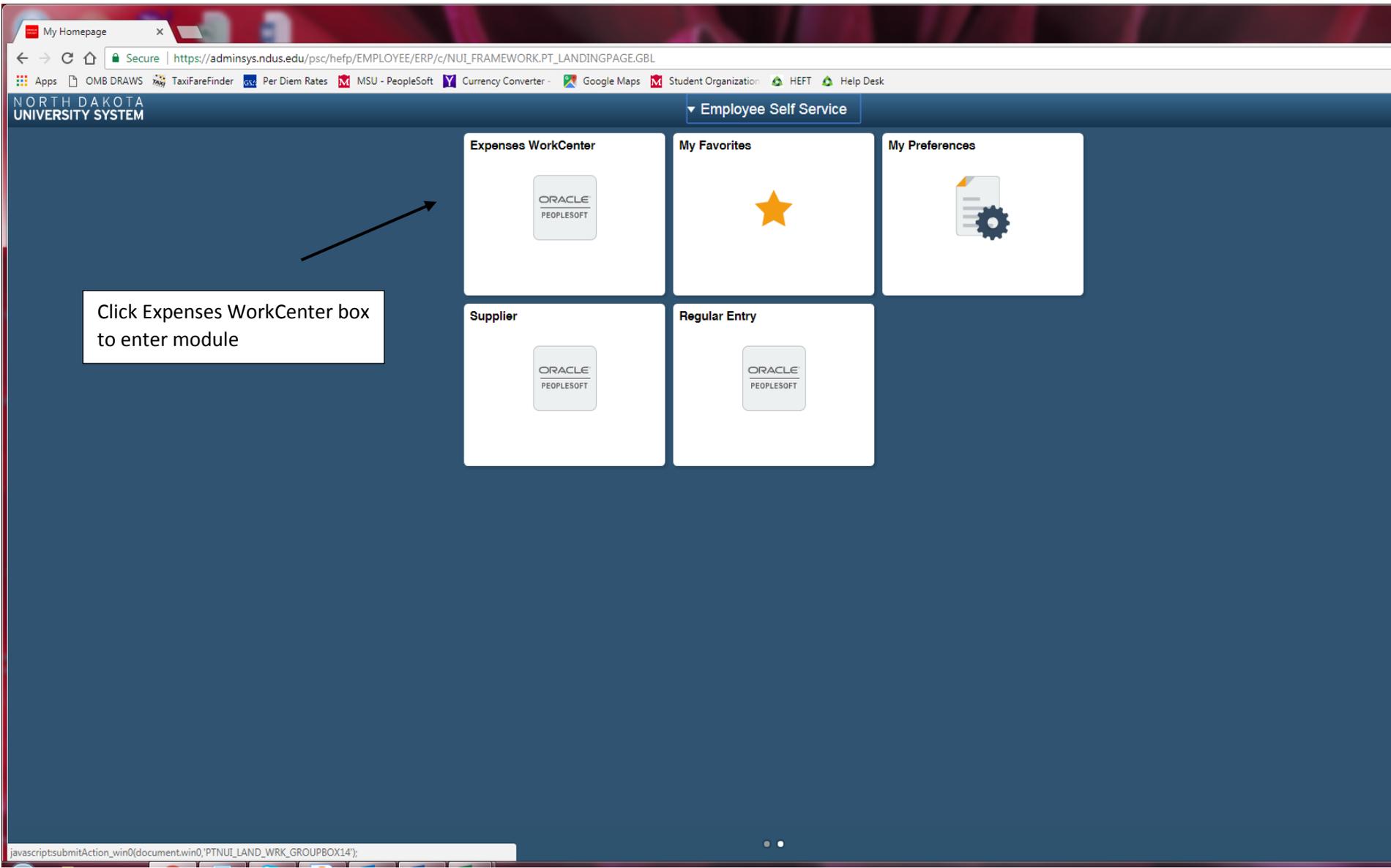


- [What is this?](#)
- [Add a new device](#)
- [My Settings & Devices](#)
- [Need help?](#)

- Duo Push RECOMMENDED
- Call Me
- Passcode

DUO is required to enter the Finance module. If you need to add an additional method (cell phone, land line, etc.) for using the DUO app, you can go to this link and add the device:

<https://2fa.ndus.edu>



Expenses WorkCenter
ORACLE
PEOPLESFT

My Favorites
★

My Preferences
⚙️

Supplier
ORACLE
PEOPLESFT

Regular Entry
ORACLE
PEOPLESFT

Click Expenses WorkCenter box to enter module

Expenses WorkCenter

Secure | https://admsys.ndus.edu/psp/hefp/EMPLOYEE/ERP/c/AUDIT_EXPENSE_FUNCTIONS.EX_WORKCENTER.GBL

Apps | OMB DRAWS | TaxiFareFinder | Per Diem Rates | MSU - PeopleSoft | Currency Converter | Google Maps | Student Organization | HEFT | Help Desk

Employee Self Service Expenses WorkCenter

Expenses WorkCenter

Main Reports/Queries

My Work Edit Filters

- On Hold/Pending Approvals
 - Expense Report (22)
- Alerts
 - Pending Expense Reports

Welcome to the Expenses WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

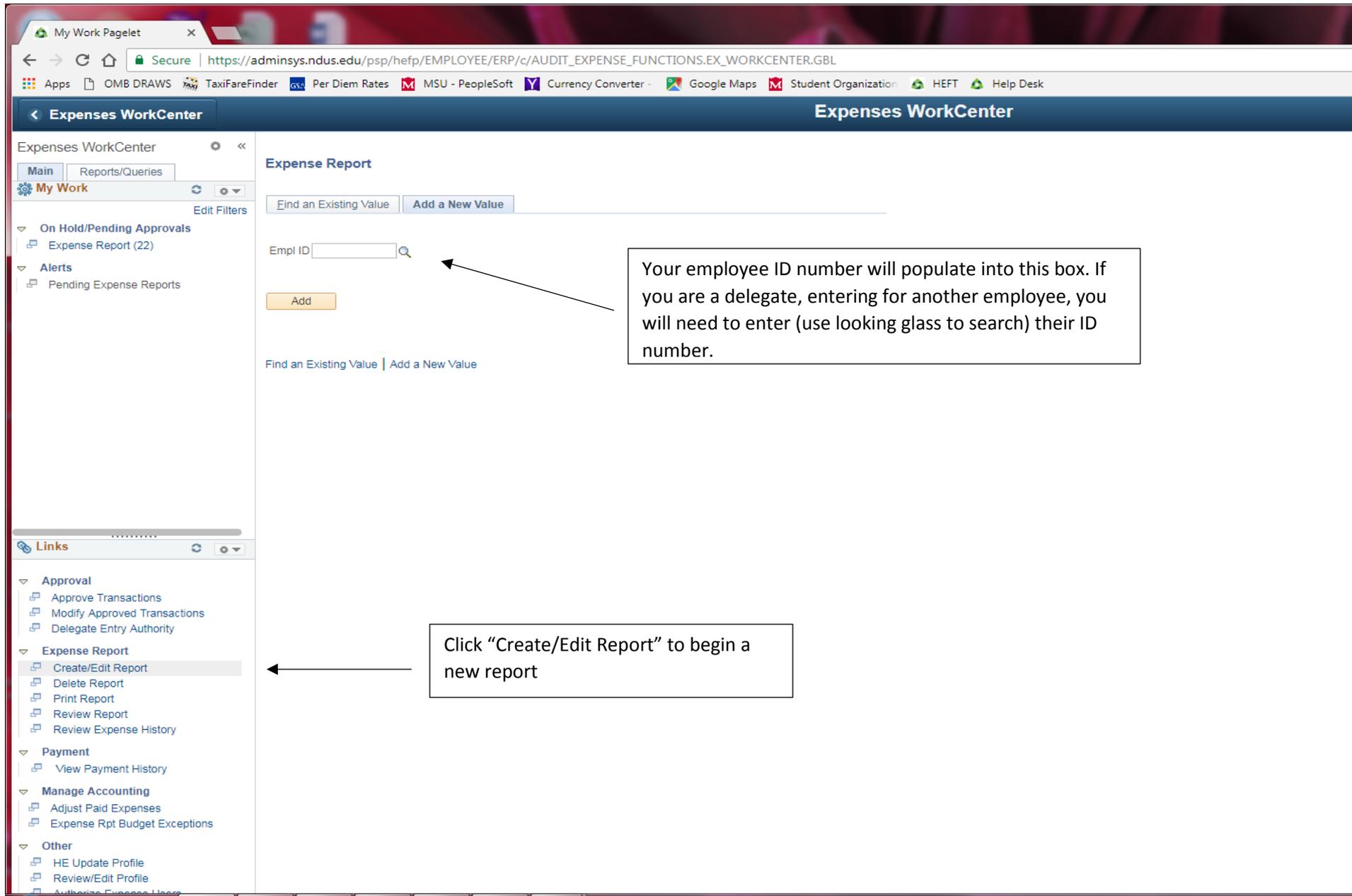
Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

Links

- Approval
 - Approve Transactions
 - Modify Approved Transactions
 - Delegate Entry Authority
- Expense Report
 - Create/Edit Report
 - Delete Report
 - Print Report
 - Review Report
 - Review Expense History
- Payment
 - View Payment History
- Manage Accounting
 - Adjust Paid Expenses
 - Expense Rpt Budget Exceptions
- Other
 - HE Update Profile
 - Review/Edit Profile
 - Authorize Expense Users

If you wish to assign a delegate to enter travel on your behalf, click the Delegate Entry Authority. You will need to enter the employee's name and assign them the desired roll. "Edit and Submit" gives them full access to both create and submit an expense report. "Edit" allows them to create the report, but does not let them submit. "View" limits them to only view the report.



Your employee ID number will populate into this box. If you are a delegate, entering for another employee, you will need to enter (use looking glass to search) their ID number.

Click "Create/Edit Report" to begin a new report

Authorize Users Expenses WorkCenter

Create Expense Report Required fields have an * Save for Later | Summary and Submit

*Business Purpose
*Report Description
Reference
Default Location Attachments Place of travel
Quick Start GO Can copy from previous reports

Expenses Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/> 254 characters remaining	<input type="text" value="Employee Paid"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Expand All | Collapse All Total 0.00 USD

Notify Previous tab Next tab Refresh Add

Expert Entry

Create Expense Report

Save for Later | Summary and Submit

*Business Purpose Meeting

Default Location BISMARCK ND

Quick Start ...Populate From GO

*Report Description Expense Module Training

Attachments

Reference

Expenses

Expand All | Collapse All | Add: My Wallet (0) | Quick-Fill

Total 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
08/02/2017	Meals Taxable NoOvernightStay	Lunch was provided 235 characters remaining	Employee Paid	0.00	USD

Expand All | Collapse All

Total 0.00 USD

Notify | Previous tab | Next tab | Refresh

Add

Expert Entry

Use drop down or icon to enter Expense Type

Authorize Users **Expenses WorkCenter**

Create Expense Report Save for Later | Summary and Subm

*Business Purpose: Meeting
 *Report Description: Expense Module Training
 Reference:
 Default Location: BISMARCK ND

Click "Expand All" to expand the line

Expenses Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill Total 35.00 USD

*Date: 08/02/2017 | *Expense Type: Meals Taxable NoOvernightStay | Description: Lunch was provided | *Payment Type: Employee Paid | *Amount: 35.00 | *Currency: USD

*Billing Type: General | *Originating Location: MINOT ND | Location: BISMARCK ND | *Start Time (HH:MI): 6:00AM | *End Time (HH:MI): 7:30PM

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit
35.00	MISU1	35.00	USD	1.00000000	521035	31400	3005			

The "start" and "end" times are required to verify per diem (same as the "departure/return" times that were necessary on the travel voucher. If an overnight stay/multiple days are involved, the start time is necessary on the first day, and the end time necessary on the last day. The other days in between will be all day—12:00am to 11:59pm

Authorize Users Expenses WorkCenter

Create Expense Report

Save for Later | Summary and Submit

*Business Purpose Meeting
 *Report Description Expense Module Training
 Reference

Default Location BISMARCK ND
 Attachments

Actions ...Choose an Action GO

Click "per diem deductions" link to take off any provided meals, or meals not reimbursable due to start/end times.

Click the check box next to meals that need to be deducted from reimbursement

*Date 08/02/2017 *Expense Type Meals Taxable NoOvernightStay Description Lunch was provided
 236 characters remaining Receipt Split
 *Billing Type General *Originating Location MINOT ND Per Diem Deductions
 Location BISMARCK ND
 *Start Time (HH:MI) 6:00AM *End Time (HH:MI) 7:30PM

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account
35.00	MISU1	35.00	USD	1.00000000	521035

Per Diem Info

Create Expense Report

Per Diem Deductions

Report ID NEXT

Please select all expenses that were paid by an establishment or an individual other than yourself.

Per Diem Amount 35.00 USD

Per Diem Details	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag
No Breakfast PerDiemDedUseOnly	20.00			<input type="checkbox"/>
No Lunch PerDiemDedUseOnly	30.00			<input checked="" type="checkbox"/>
No Dinner PerDiemDedUseOnly	50.00			<input type="checkbox"/>

OK Cancel Refresh

Expand All | Collapse All

Total 35.00 USD

Notify Previous tab Next tab Refresh

Add

Expert Entry

Authorize Users Expenses WorkCenter

Create Expense Report Save for Later | Summary and Submit

*Business Purpose: Meeting
 *Report Description: Expense Module Training
 Reference:
 Default Location: BISMARCK ND
 Attachments

Expenses Total 24.50 USD

Expand All | Collapse All | Add: | My Wallet (0) | Quick-Fill

*Date: 08/02/2017
 *Expense Type: Meals Taxable NoOvernightStay
 Description: Lunch was provided
 *Payment Type: Employee Paid
 *Amount: 24.50
 *Currency: USD
 *Billing Type: General
 *Originating Location: MINOT
 Location: BISMARCK
 *Start Time (HH:MI): 6:00AM
 *End Time (HH:MI): 7:30PM

If you use grant funding, along with the fund/dept, the "PC Bus Unit" (MISU1), "Project" (grant #), and "Activity" (always "1") need to be entered.

Accounting Details

Amount	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
24.50	1.00000000	521035	31400	3005					

Expand All | Collapse All Total 24.50 USD

Notify | Previous tab | Next tab | Refresh Add

Expert Entry

Expense Report | Expenses WorkCenter

*Date: 08/02/2017 | *Expense Type: Meals In State | Description: Lunch was provided | *Payment Type: Employee Paid | *Amount: 24.50 | *Currency: USD

236 characters remaining

*Billing Type: General | *Originating Location: MINOT | Location: BISMARCK | *Start Time: 6:00AM | *End Time: 7:30PM

Note: "meals in state" is used for meals being claimed with an overnight stay. "meals taxable no overnight stay" is used for travel with no overnight stay involved.

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account
24.50	MISU1	24.50	USD	1.00000000	521020

An example showing lodging added in. The name of the hotel must be entered in the "merchant" line.

08/02/2017 | Lodging In State | Holiday Inn | Employee Paid | 88.04 | USD

243 characters remaining

*Billing Type: General | *Originating Location: MINOT | Location: BISMARCK | *Number of Nights: 1 | *Merchant: Non-Preferred | Holiday Inn

Default Rate | Exchange Rate: 1.00000000 | Non-Reimbursable | Base Currency Amount: 88.04 | No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit
88.04	MISU1	88.04	USD	1.00000000	521015	31400	3005			

Expand All | Collapse All

Total 112.54 USD

Expense Report Expenses WorkCenter

Create Expense Report

*Business Purpose Meeting
*Report Description Expense Module Training
Reference
Default Location BISMARCK ND
Attachments

Save for Later | Summary and Submit
Actions ...Choose an Action GO

Hit "save for later" to save. When ready to submit, hit "summary and submit" button

Expenses

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Total 112.54 USD

*Date 08/02/2017 *Expense Type Meals In State Description Lunch was provided *Payment Type Employee Paid *Amount 24.50 *Currency USD
*Billing Type General *Originating Location MINOT Location BISMARCK ND *Start Time (HH:MI) 6:00AM *End Time (HH:MI) 7:30PM
236 characters remaining
Receipt Split
Per Diem Deductions
Default Rate Exchange Rate 1.00000000
Non-Reimbursable Base Currency Amount 24.50 USD
No Receipt

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit
24.50	MISU1	24.50	USD	1.00000000	521020	31400	3005			

08/02/2017 Lodging In State Holiday Inn Employee Paid 88.04 USD
243 characters remaining
Receipt Split
Itemize Hotel Bill
Default Rate Exchange Rate 1.00000000
Non-Reimbursable Base Currency Amount 88.04 USD
No Receipt
*Number of Nights 1
*Merchant Preferred Non-Preferred
Holiday Inn

My Work Pagelet

Secure | https://admsys.ndus.edu/psp/hefp/EMPLOYEE/ERP/c/AUDIT_EXPENSE_FUNCTIONS.EX_WORKCENTER.GBL

Apps | OMB DRAWS | TaxiFareFinder | Per Diem Rates | MSU - PeopleSoft | Currency Converter | Google Maps | Student Organization | HEFT | Help Desk

Expense Report **Expenses WorkCenter**

Create Expense Report Save for Later | Expense Details

Actions ...Choose an Action GO

*Business Purpose Meeting

*Description Expense Module Training

Reference

Totals View Printable Version View Analytics Notes Attachments

Employee Expenses (2 Lines)	112.54 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 112.54 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

Notify Previous tab Next tab Refresh Add

Expert Entry

Hit "notify" if a delegate, and need to notify employee their report is ready to submit

To submit, check box, and hit "submit expense report" button. A box will pop up asking you to confirm—click "ok."

Any additional notes pertaining to the travel can be added in this section to provide clarification for the Approvers.

Expenses WorkCenter

Expenses WorkCenter

Expenses WorkCenter

Main Reports/Queries

My Work

Edit Filters

On Hold/Pending Approvals

Expense Report (24)

Alerts

Pending Expense Reports

Links

Approval

- Approve Transactions
- Modify Approved Transactions
- Delegate Entry Authority

Expense Report

- Create/Edit Report
- Delete Report
- Print Report
- Review Report
- Review Expense History

Payment

- View Payment History

Manage Accounting

- Adjust Paid Expenses
- Expense Rpt Budget Exceptions

Other

- HE Update Profile
- Review/Edit Profile
- Authorize Expense Users

Expense 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

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Creation Date =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

To find a saved report (not yet submitted), click the "Create/Edit Report" link, then hit the "Find an Existing Value" tab. Search by Empl ID, Name, or Report ID.

Expense Report Exceptions

Expenses WorkCenter

Main Reports/Queries

My Work

On Hold/Pending Approvals

- Expense Report (21)

Alerts

- Pending Expense Reports

Links

- Approval
 - Approve Transactions
 - Modify Approved Transactions
 - Delegate Entry Authority
- Expense Report
 - Create/Edit Report
 - Delete Report
 - Print Report
 - Review Report**
 - Review Expense History
- Payment
 - View Payment History
- Manage Accounting
 - Adjust Paid Expenses
 - Expense Rpt Budget Exceptions
- Other
 - HE Update Profile
 - Review/Edit Profile
 - Authorize Expense Users

Expenses WorkCenter

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Realtime Search Keyword Search

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Report Status =

Creation Date =

Case Sensitive

Search Clear Basic Search Save Search Criteria

If you want to check on the status of a report that has been submitted, go to "Review Report" and search by Empl ID, last name, or Report ID