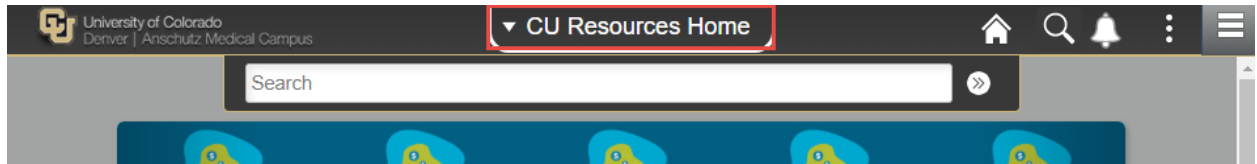
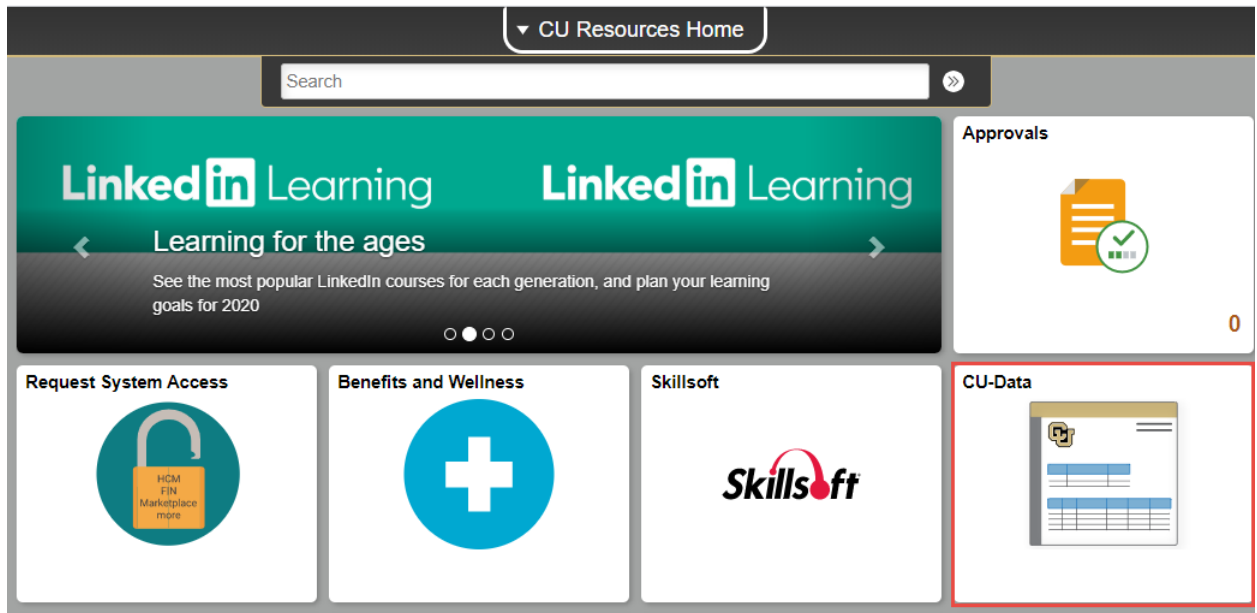


Purpose: The purpose of this document is to show how various financial reports should be pulled from CU-Data following the recent changes that occurred during calendar year 2019. Additionally, an appendix of useful reports (and when their use is applicable) is included.

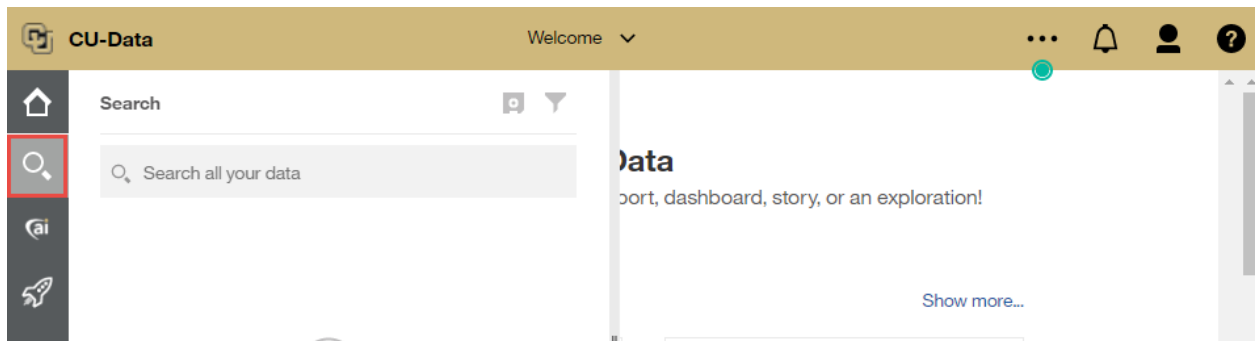
- 1) After logging in to the UCDAccess portal, ensure you are at the CU Resources Home.



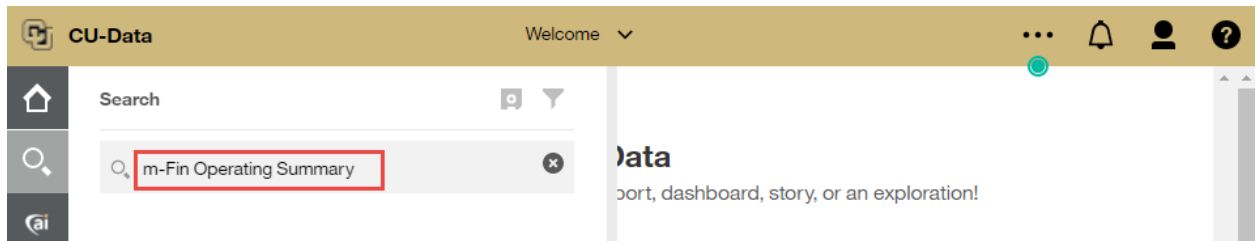
- 2) Click the CU-Data tile.



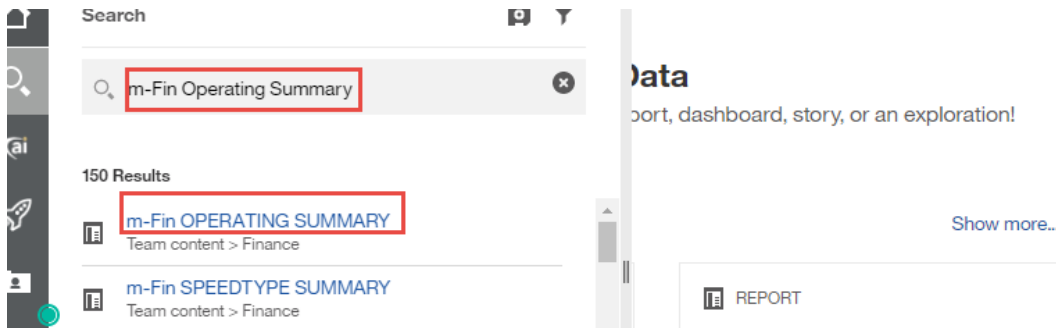
- 3) Select the Search magnifying glass on the left-hand side of the screen



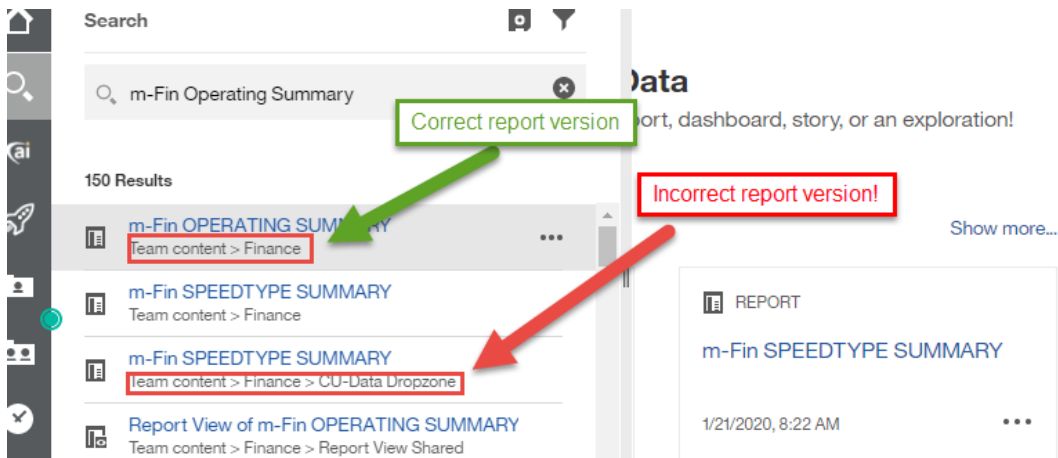
- 4) Type the name of the report you desire **beginning with m-Fin** and hit Enter



- 5) Select the report that matches your report name exactly.



****ENSURE THE REPORT YOU SELECT IS LOCATED AT:
Team Content > Finance**



If you select a different version of your report then it may have customizations another user has saved and can provide incorrect data.

Notes:

- i) Different fund types may use different reports depending on the objective of the user. The different fund types are identified by the first three digits of the speedtype (e.g. 610XXXXX):
 - a. General Funds (610, 611)
 - b. Auxiliary Funds (620, 629)
 - c. Grant Funds (630, 631)
 - d. Gift funds (634)
- e. If you're interested in looking at individual transactions, all fund types use:
 - i. **m-Fin Financial Detail**
- f. If you're looking for a snapshot of a speedtype's balance, revenues, and expenses:
 - i. Fund 610, 611 use the **m-Fin Revenue and Expenditure Summary**
 - ii. Fund 620, 629, and 634 use the **m-Fin Operating Summary**
 - iii. Fund 630 use the **m-Fin Trial Balance Summary**
- g. If you want to look at just the current balance in one or more gift or auxiliary funds simultaneously use:
 - i. **m-Fin Speedtype Summary**
- ii) Different fund types are generally overseen by different CLAS Dean's Office personnel. If you have a question about a report or which report to run use the below as a guide:

Fund Type	Fund Prefix	Contact Name	Contact Email	Contact Extension
General	610, 611	Pam Sulsona	pamela.sulsona@ucdenver.edu	57028
Auxiliary	620, 629	Alex Hegg	alexander.hegg@ucdenver.edu	57033
Grant	630, 631	Liz Lee	elizabeth.lee@ucdenver.edu	57018
Gift	634	Alex Hegg	alexander.hegg@ucdenver.edu	57033