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Mastering m-Fin: Running & Scheduling Reports [1]

The purpose of the Mastering m-Fin: Running & Scheduling Reports course is to present the different options for running, saving, and scheduling reports in the CU-Data financial reporting system. During this in-depth demo and discussion, participants will learn how to navigate CU-Data to run reports, re-prompt reports for new values and formats, and schedule reports to run automatically.

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Internet Based

Instructor: Kenyetta Rose [2], Kristina Mendez [3]

Recommended CPE Credit: 1.0 Hours

Field of Study: Computer Software and Applications

Course Objectives:

At the end of the course, participants will be able to:

- Navigate the CU-Data system to run financial reports
- Re-prompt reports for new values
- Set reports to run automatically, by schedule or by trigger
- Update scheduled reports to add or remove values

Course Developer: Kristina Mendez [3]

Course Reviewer: Fallou Thiobane [4] - March 2026

Program Policies [5]

NASBA Statement:

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