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m-Fin How-to: Running a Report in CU-Data [1]

Are you ready to run a report in the CU Reporting System?

Watch the video

Read the procedures

1. Log in to your campus portal [2] and on the **CU Resources Home** tab, click the **CU-Data** tile.
    - You can use the **Search** icon in the top ribbon and type a keyword such as operating for Operating Summary - select the report
    - From the home page, click the **Team content** tab > **Finance**.
    - ?Or, click **Open menu** button in the top left > **Content > Team content > Finance**. ?
2. A list of reports will appear in alphabetical order - select the report
3. ?Enter your report prompts and click **Finish** to run.

??Want to re-run the report with different parameters?

Click the **Run** icon in the upper left then enter the new prompts.

Want a different format?

Click the **Select a format** button and select the format you prefer: PDF … Excel ...Excel data … or CSV. If you want to print a fully formatted report, it's helpful to run the report to PDF.

Want to drill for additional detail?

Click on any of the blue hyperlinked values. The resulting data will generally display in a new tab.

Have a question or feedback?

For questions or feedback contact

Source URL:https://www.cu.edu/controller/m-fin-how-running-report-cu-data

Links
[1] https://www.cu.edu/controller/m-fin-how-running-report-cu-data [2] https://my.cu.edu
[3] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20'

+ window.location.href +