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 and type a keyword such as operating for Operating Summary - select the report

   - Or you can click the **Team ContentTeam ContentYou can navigate the Team content folder to get to all reports. Reports are listed in alphabetical order.** [3] **?** folder and select 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 As** icon in the upper left then select **Reset prompts and run**.

Want a different format?

Click the **Run As** icon 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 the same tab.

Have a question or feedback?

Questions & Feedback [4]

Feedback or Question *

Your Name

Your Email Address

Submit

Source URL: https://www.cu.edu/controller/m-fin-how-running-report-cu-data?_ga=2.210462614.24253606.1585079339-272735915.1572905438

Links
[1] https://www.cu.edu/controller/m-fin-how-running-report-cu-data [2] https://my.cu.edu
[3] https://www.cu.edu/ [4] https://www.cu.edu/controller/forms/questions-feedback-0