

## **Mastering m-Fin: Running & Scheduling Reports** <sup>[1]</sup>

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:** [Kristina Mendez](#) <sup>[2]</sup>

**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](#) <sup>[2]</sup>

**Course Reviewer:** [Fallou Thiobane](#) <sup>[3]</sup> - March 2026

**Program Policies** <sup>[4]</sup>

**NASBA Statement:**

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**Links**

[1] <https://www.cu.edu/controller/mastering-m-fin-running-scheduling-reports>

[2] <https://www.cu.edu/controller/kristina-mendez-cpe-instructor> [3] <https://www.cu.edu/controller/fallou-thiobane-cpe-instructor> [4] <https://www.cu.edu/controller/cpe-cpas-policies> [5]

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