

Quick Reference Guide

Accessing Financial Reports

In MyUNiverse

ACCESSING REPORTS

Staff with appropriate authorization can view and print financial reports.

1. Login to MyUNiverse.
2. Click Reporting tab.
3. Select the report you wish to run from the list.

Financial Reports



Data Warehouse Reports

The data warehouse provides reports as of yesterday's data.

- [Funds Available for Viewing](#)
- [Orgs Available for Viewing](#)
- [Statement of Account](#)
- [Statement of Account Detail](#)
- [Statement of Account Financial Summary](#)
- [Transaction Detail Report](#)

To submit a suggestion for a new report or leave a comment or question, contact [Tonya Gerbracht](#).

4. If the above, Financial Reports, does not display, click on Content and check the box for Financial Reports under Reporting Pagelets. Click Save.

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.

For questions about this document, please contact Tonya Gerbracht, at 3-6520.