

# HOW TO Query uPrint Charges by Fund (uPrint)

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The query uPrint charges by Fund menu allows authorized users\* to view uPrint charges (print and copy) posted to their funds:

- Monthly uPrint (print or copy) charges for the selected Fund will be displayed.
- By default, the last billing month is always selected, however, you may also view the current month's charges.
- Charges may be filtered by entering a Short Username.

\*Authorized User = Fund Financial Managers or Principal Investigators, those who are directly responsible for administering funds, have automatic access to query fund balances and transactions posted to their funds and grants in Minerva. Administrative staff and others who need access to query this information must attend training and submit the [FIS Authorization form](#).

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## How to Query uPrint Charges by Fund

1. Log in to [Minerva](#).
2. Go to the **Finance (Fund) Administration** Menu
3. Select the uPrint Campus Printing Menu option
4. Click on Query uPrint Charges by Fund menu option

5. Enter the 6 digit code in the **Fund Code** field. Click on the magnifying glass icon if the fund is not known.

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*Note: A drop down list appears if you have access to less than 100 funds; otherwise a magnifying glass icon will appear.*

6. By default, the **Transaction Type** field is set to "All". Leave as is or use the drop down list to choose either "Print" or "Copy" to view only these specific charges.
7. By default, **Month** and **Year** fields are set to the last billing month and year. Leave as is or make a selection from the drop down list (you may view current or previous month's charges).
8. If you would like to display charges made by a particular individual, enter their username in the **Short Username** field. Click on the magnifying glass icon to search for a person. Otherwise, leave blank to see a complete list of uPrint charges for the Fund Code entered above.
9. Click on the **Search** button.

### Search Results explained

If there are no uPrint transactions charged to the specified Fund Code and/or no uPrint charges attributed to the entered Short Username, the following message will appear *"No transactions were found for the specified search criteria"*.

Otherwise, a list of uPrint charges based on the entered criteria will be displayed.

- **When viewing the list of uPrint charges for a Fund**, summary details are displayed by Short Username. For more information, **click on the "+" sign** next to a Short Username. A detailed listing of uPrint charges will appear.
- **When viewing the list of uPrint charges for a particular individual** (Short Username entered in the Search criteria), only their uPrint charges will be displayed.