

# HOW TO View Users Assigned by Fund (uPrint)

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The View Users Assigned by Fund menu option allows authorized users\* to review the names of academic staff, administrative and support staff, and resource accounts assigned to use a Fund for uPrint (print and copy) charges.

This menu option is for query purposes only. Changes to a user's default FOAPAL/to any of the assigned funds, may only be done by the Key Financial Contact/uPrint Administrator - see the HOW TO Assign or Delete FOAPALS / Assign or Delete Badge IDs associated to Users (uPrint) for more information.

\*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 View Users Assigned 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 **View Users Assigned by Fund** menu option

**View Users Assigned by Fund**

Fund Financial Managers and FIS Users (based on their Fund/Org query access) can view which users (faculty, staff, resource accounts) are assigned to a Fund for uPrint (print and copy) charges. For example, if you have access to query all Funds in Org 00293 (Physics), you may only query Funds affiliated to Physics.

To assign a FOAPAL for these users or to make modifications to a user's default FOAPAL, please use the [Assign FOAPALs to Users](#) form.

You must enter a **Fund code** to review the names of faculty, staff and resource accounts assigned to use this Fund for uPrint (print and copy) charges. The following filters are also available:

- **Short Username:** Filter the results by a specific user or resource account.
- **Resource Accounts only:** checking this box displays all the [Resource Accounts](#) that are assigned to use this Fund for uPrint (print and copy) charges.

Fund Code\*  Click the magnifier icon to search for a code. If nothing happens, you may already have an active Code Search window. Alt-tab to retrieve it.

Short Username  Click the magnifier icon to search for a person. If nothing happens, you may already have an active Person Search window. Alt-tab to retrieve it.

Resource Accounts Only?

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5. Enter the 6 digit code in the **Fund Code** field. Click on the magnifying glass icon if the fund is not known.  
*Note: A drop down list appears if you have access to less than 100 funds; otherwise a magnifying glass icon will appear.*
6. You may further filter by a academic staff or administrative and support staff member by the **Short Username** field.  
Click on the magnifying glass icon if the Short Username is not known.  
Otherwise, leave blank to see a complete list of all users assigned to the Fund Code entered above.
7. To view a list of all resource accounts assigned to the entered Fund Code, excluding academic staff and administrative and support staff, select the check box next to "**Resource Accounts Only**".
8. Click on the **Search** button.