

## HOW TO FIND THE ITEM TYPES USED BY YOUR DEPARTMENT

Access the IUIE and navigate to the following reports.

### **Basic report to identify item types only:**

Master Catalog> Student> Financial Aid> Awarding> General Award Info & Audits> Item Types – valid values

- a. Enter the Item Type Number in this format: 9999115% (*9999 represents a scholarship; the following three digits represent your department ID number. Use the Dept ID list to find the digits for your specific department.*)
- b. Select Columns to include in output
- c. Select “No Limit” to Maximum Number of Rows to Return
- d. Click Run

### **Advanced report to identify item types and their GL Account Number\*:**

Master Catalog> Student> Financial Aid> Awarding> General Award Info & Audits> Item Types

- a. Enter the Institution
- b. Enter the Aid Year
- c. Enter the Item Type Number in this format: 9999115% (*9999 represents a scholarship; the following three digits represent your department ID number. Use the Dept ID list to find the digits for your specific department.*)
- d. Leave all other fields blank
- e. Select your desired output parameters, such as the GL Acct Number
- f. Select “No Limit” to Maximum Number of Rows to Return
- g. Click Run

\*You may also use this report to find the item types attached to a specific GL Account Number. Simply enter the number into the GL Account Number field.

### **Advanced report to identify students with a specific item type:**

Master Catalog> Student> Financial Aid> Awarding> General Award Info & Audits> Item Types and Enrolled Hours Check

- a. Enter Institution
- b. Enter Aid Year
- c. Enter Term Code

- d. Enter the item type numbers you want to search for in the "Item Type List" field. Divide each item type with a comma.
- e. Enter zero for the "Enrolled Hours Min"
- f. Enter a high number for the "Enrolled Hours Max" *[This will pull all students regardless of actual enrollment. Adjust as needed.]*
- g. Leave all other fields blank
- h. Click Run