

Departmental No Pass List

Access the IUIE and navigate to the following reports.

Report to identify the No Pass List using Item Types:

My Catalog > Shared Folders > IUB Dept Reports from OSFA > Monthly Reports for Auditing > Department No Pass List – by Item Type

- a. Enter the current Aid Year.
- b. Enter the Term.
- c. Choose the Award Period.
- d. Enter Item Types using a comma to separate multiple Item Types.

*****NOTE: Do not use default ITEM TYPES. Make sure you change them to those you want to view.**

- e. Click “Run.”

Report to identify the No Pass List using GL Accounts:

My Catalog > Shared Folders > IUB Dept Reports from OSFA > Monthly Reports for Auditing > Department No Pass List – by Account Nbr

- a. Enter the current Aid Year.
- b. Enter the Term.
- c. Enter the Award Period.
- d. Enter the GL Account Number in GL_ACCT_NBR using a comma to separate multiple GL Accounts.

*****NOTE: Do not use default GL ACCOUNTS. Make sure you change them to those you want to view.**

- e. Click “Run.”

For questions or problems, please review the information provided on the OSFA website: http://www.indiana.edu/~sfa/types/scholarships_processing.html

Please contact deptsch@indiana.edu with all other questions.