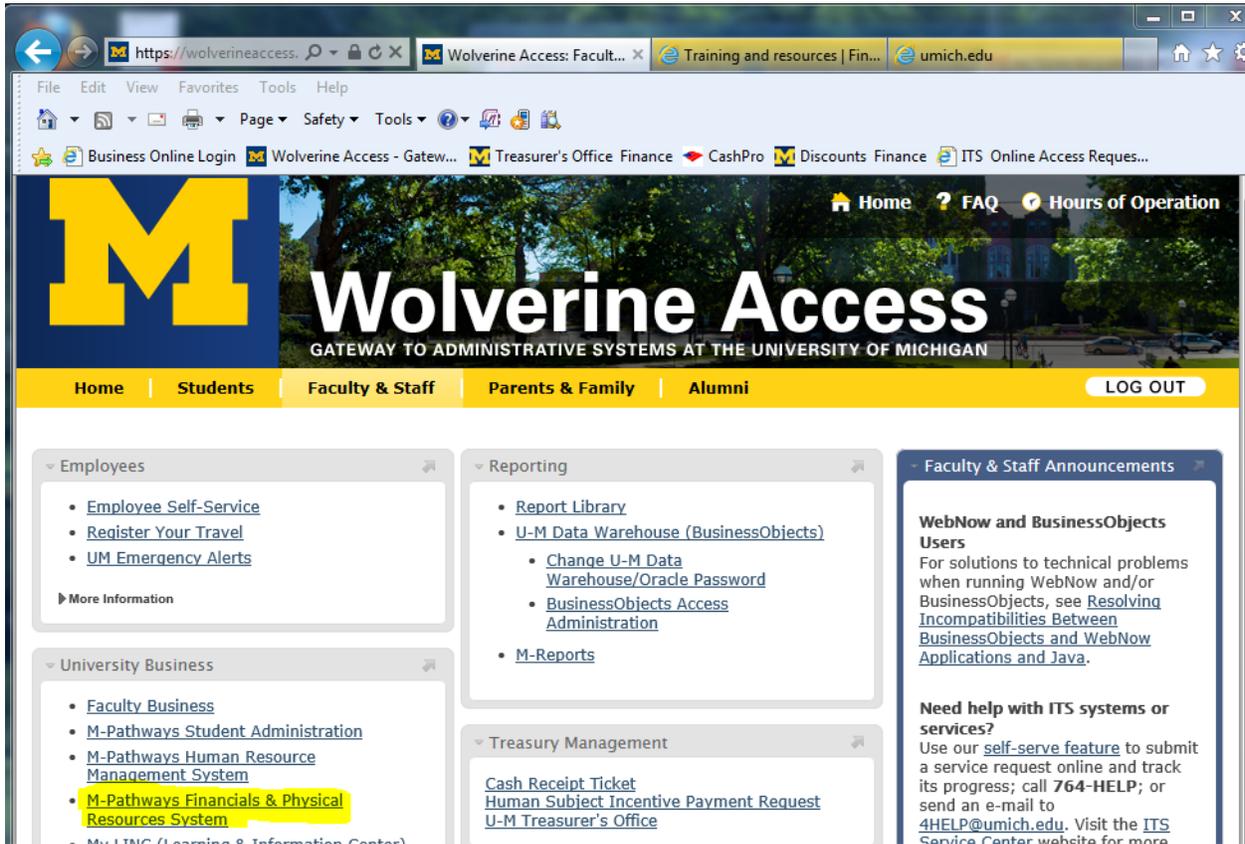


1) Select **University Business** and then **M-Pathways Financials & Physical Resources System** in **Wolverine Access**



2) Input your **username**, **password** & **MToken code**

AUTHENTICATION REQUIRED

You are connecting to a U-M website that requires authentication. Please enter your Login ID (username or Friend ID) and password to continue.

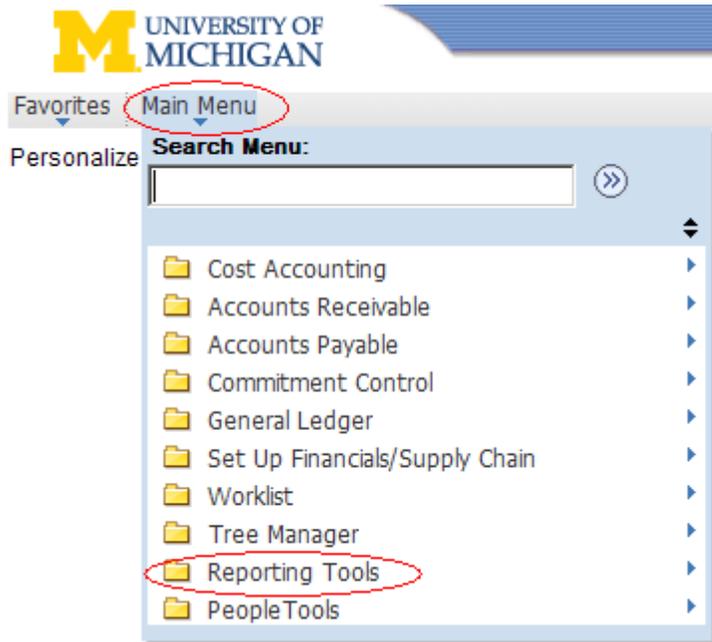
Need a Login ID?

If you don't have a Login ID, you can [create one now](#).

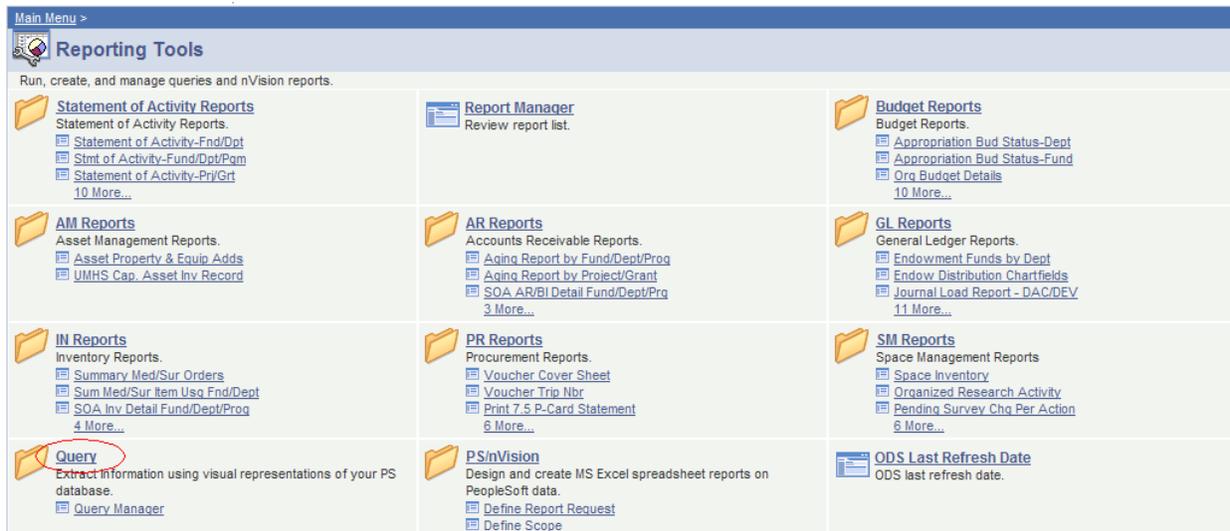
A screenshot of the authentication form. The form is light blue and contains the following fields and options: 'Login ID' with a text input field, 'Password' with a text input field, 'MToken Required' section with 'Tokencode' and a text input field, and a checkbox labeled 'I don't have an MToken'. Below the checkbox are links for 'What is an MToken?' and 'Forgot yours? MToken Help'. At the bottom right is a 'Log In' button. At the bottom center are links for 'Forgot your password?' and 'Login Help'. Red circles are drawn around the 'Login ID' and 'Password' fields, and another red circle is drawn around the 'MToken Required' section.

By using this service you agree to adhere to the [Information Technology Policies at U-M](#).

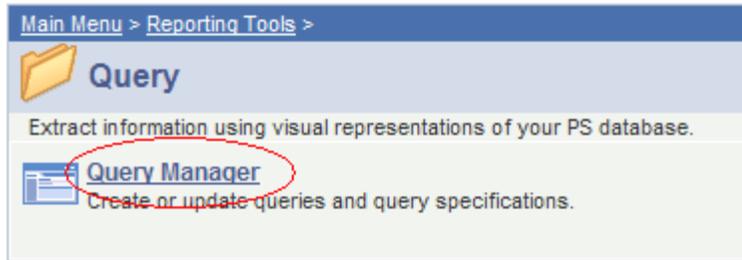
3) Click on the “Main Menu” and then the “Reporting Tools” link



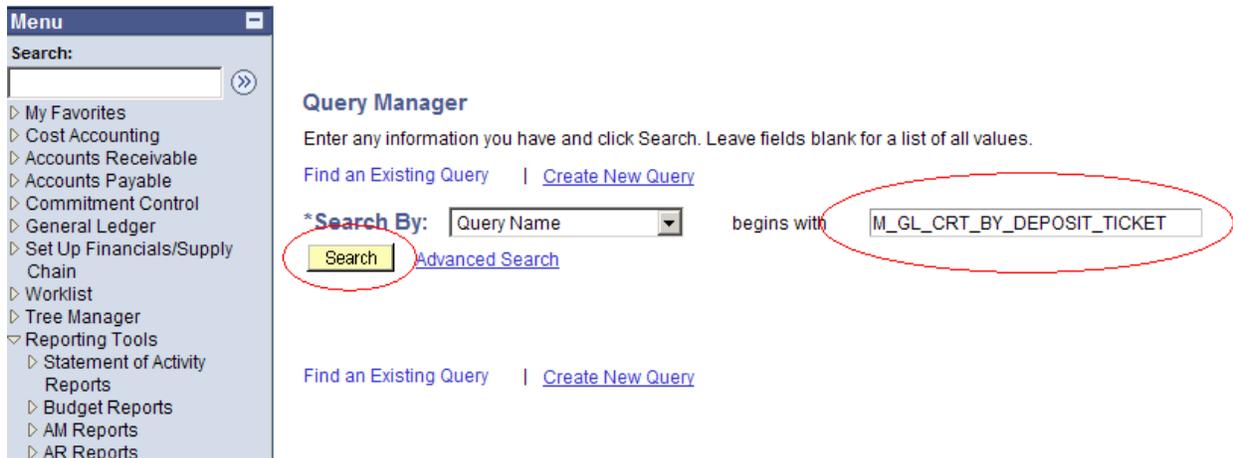
4) Click on the “Query” link



5) Click on the "Query Manager" link



6) Type "MGL04329_LOCATION_DEPOSIT_ACTV" for location deposit activity or "M_GL_CRT_BY_DEPOSIT_TICKET" for cash receipt ticket info into the search box and click the "Search" button



7) Click the "Excel" link for the desired report. A new window will pop up.

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel
MGL04329_LOCATION_DEPOSIT_ACTV	Deposit Activity by Location	Public		Edit	HTML	Excel
M_GL_CRT_BY_DEPOSIT_TICKET	Online CRT for a Deposit Tick	Public		Edit	HTML	Excel

8) Click the “**Excel**” link for the desired report. A new window will pop up.

For the “MGL04329 LOCATION DEPOSIT ACTV” Report

Input the report parameters and click view results.

Enter Begin Date: 

Enter End Date: 

Enter Location Code:

[View Results](#)

Another window will pop up. Choose Open or Save to view or save the report.

For the “M GL CRT BY DEPOSIT TICKET” Report

Input your deposit ticket (CRT) number the report parameters and click **View Results**.

Deposit Ticket Number:

[View Results](#)

Another window will pop up. Choose **Open** or **Save** to view or save the report.

It is suggested that you “**Add to Favorites**” to save this web page for future quick access.