



BRANCH CAMPUS HED REPORT OF ACTUALS

Date Issued/Rev: 6/15/2016

General Description: This procedure lists the instructions to run the MyReports Branch Campus HED Report of Actuals Document.

Responsible Manager: Office of Planning, Budget and Analysis (OPBA)

Running the MyReports Branch Campus HED Report of Actuals Document

1. Log into myUNM
2. Click on the “MyReports” link in the UNM Business Applications section under Reporting
3. Log into “MyReports” using your NetID and Password

MyReports
myreports.unm.edu

WebFocus Sign In

User Name:

Password:

Login using your NetID and Password.

4. Click on the Portals tab

Home **Portals** Sign Out

MyReports
myreports.unm.edu

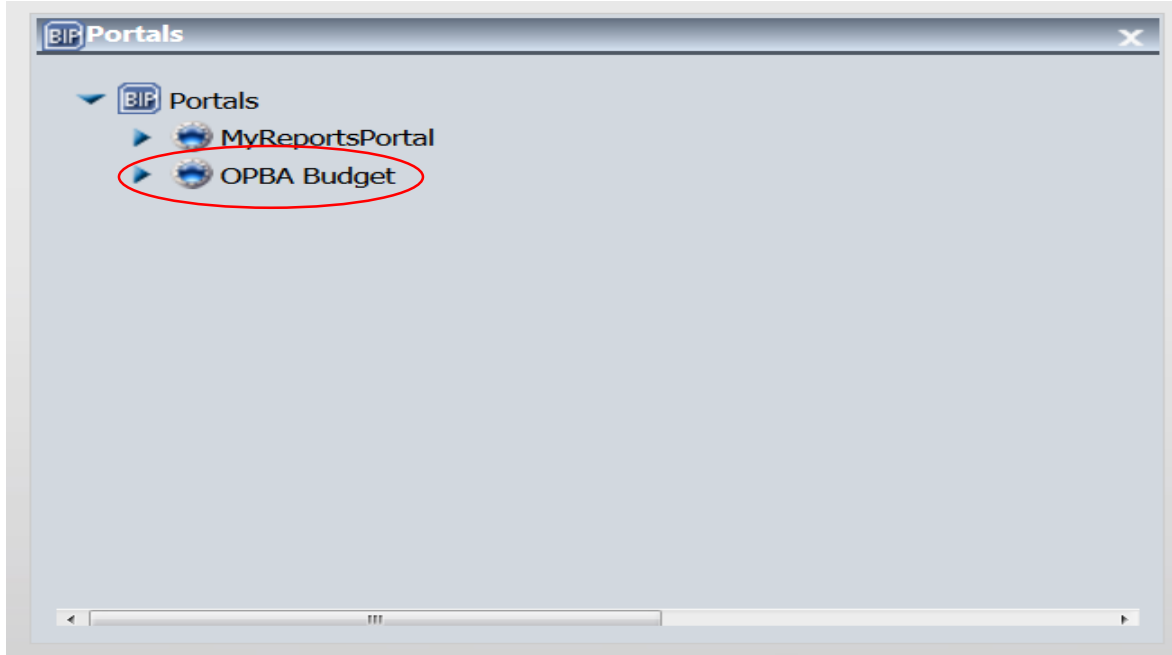
Helpful Links: Finance

Select the Portals tab

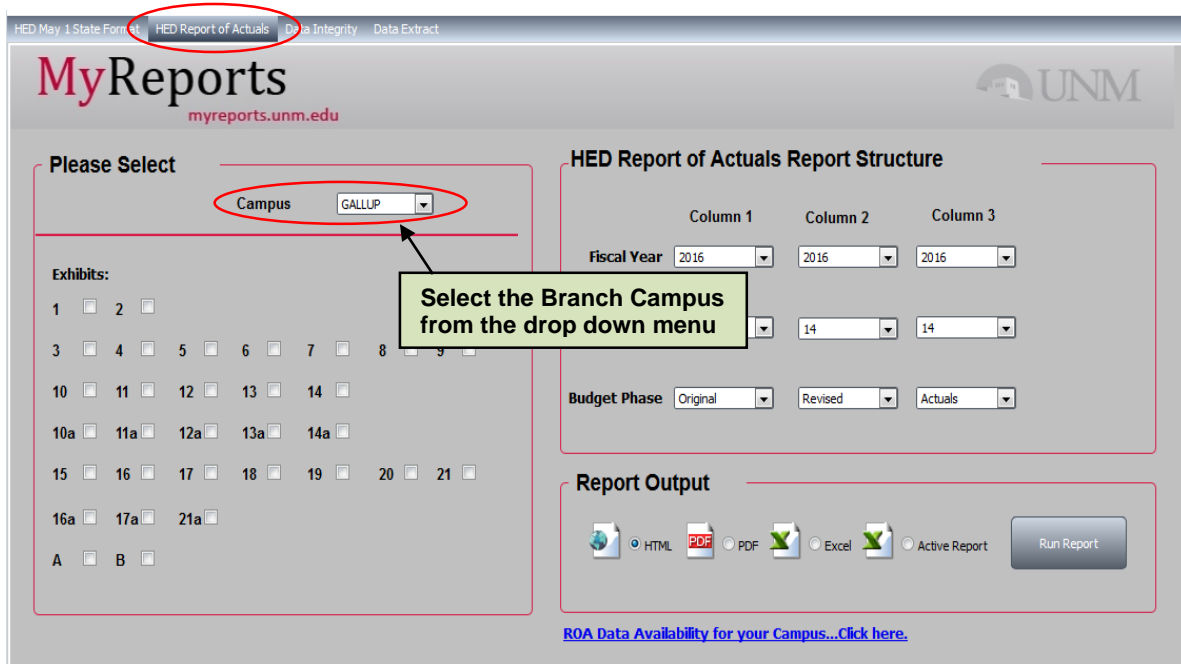
- Finance
 - My Content
 - Shared Content
 - F All Campus Reports
 - F Core Office Reports
 - F Guided Ad Hoc
 - F HSC Reports
 - F Upload Data

Branch Campus HED Report of Actuals

5. Double click on the OPBA Budget portal link



6. Select the report tab "HED Report of Actuals"



7. Select the "Campus" from the drop down menu
 - Click on Gallup, Los Alamos, Taos or Valencia

Branch Campus HED Report of Actuals

8. Select the “**HED Report of Actuals Report Structure**” using the drop down options
 - Fiscal Year: Column 1, Column 2, and Column 3 are the prior fiscal year (if the report is ran after June 30, 20xx)
 - Fiscal Period: Column 1, Column 2, and Column 3 are period 14 (other fiscal periods can be selected for reporting purposes, however, for the final ROA, fiscal period 14 is used)
 - Budget Phase: Column 1 is “Original”, Column 2 is “Revised”, and Column 3 is “Actuals”

HED May 1 State Format | HED Report of Actuals | Data Integrity | Data Extract

MyReports
myreports.unm.edu

UNM

Please Select

Campus: GALLUP

Exhibits:

1 2

3 4 5 6 7 8 9

10 11 12 13 14

10a 11a 12a 13a 14a

15 16 17

16a 17a 21a

A B

Report Output: Select HTML, PDF, Excel or Active Report

HED Report of Actuals Report Structure

	Column 1	Column 2	Column 3
Fiscal Year	2016	2016	2016
Fiscal Period	14	14	14
Budget Phase	Original	Revised	Actuals

Report Output

HTML PDF Excel Active Report

Run Report

[ROA Data Availability for your Campus...Click here.](#)

9. Click on the radio button to select the “**Report Output**”
 - HTML - includes a link on the total amount which displays all of the transactions that make up that total
 - PDF - displays pdf only. The final version of your Branch HED Report of Actuals Report must be submitted to NMHED in a single PDF. To combine the pdf’s into one document Adobe Acrobat Pro can be used
 - Excel - exports the report in Excel format and can be used to further sort and categorize the fiscal year-end data
 - Active Report - produces a HTML file that allows for sort and filter options on each column by clicking on the down-arrow in the column header. The down-arrow opens a context menu of choices

Branch Campus HED Report of Actuals

10. To run an “**Exhibit**”, click in the box next to the exhibit number

Note: Do not run all of the exhibits at one time

MyReports
myreports.unm.edu

HED Report of Actuals Report Structure

Column 1 Column 2 Column 3

Fiscal Year 2016 2016 2016

2016 14 14

Budget Phase Original Revised Actuals

Report Output

Excel Active Report Run Report

Select the Exhibit to run

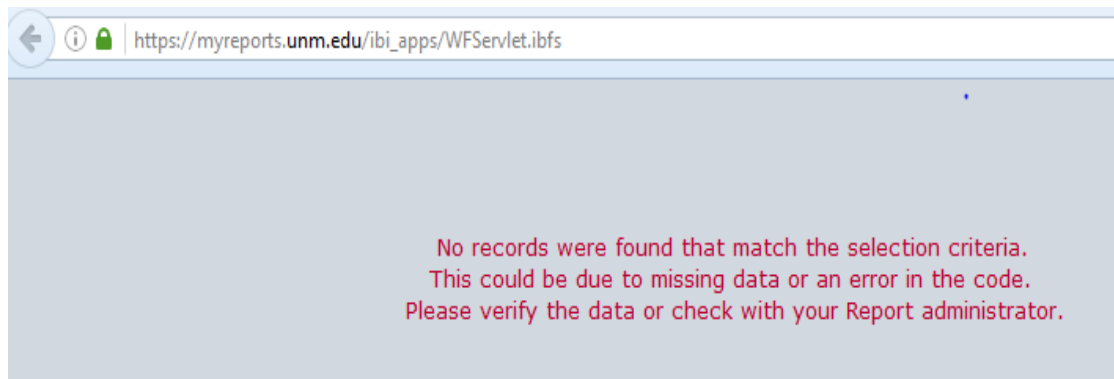
Click on ROA Data Availability for your Campus...

ROA Data Availability for your Campus...Click here.

11. The “**ROA Data Availability for your Campus...Click here**” link lists the earliest fiscal year Report of Actuals Column Data Availability

12. Click on “Run Report”

13. Branch Campuses may not have data for every exhibit. If an exhibit is selected and no data is found the below error message will display. Deselect the exhibit causing this error when producing the reports.



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