



BRANCH CAMPUS HED REPORT OF ACTUALS

Date Issued/Rev: 7/24/2017

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:

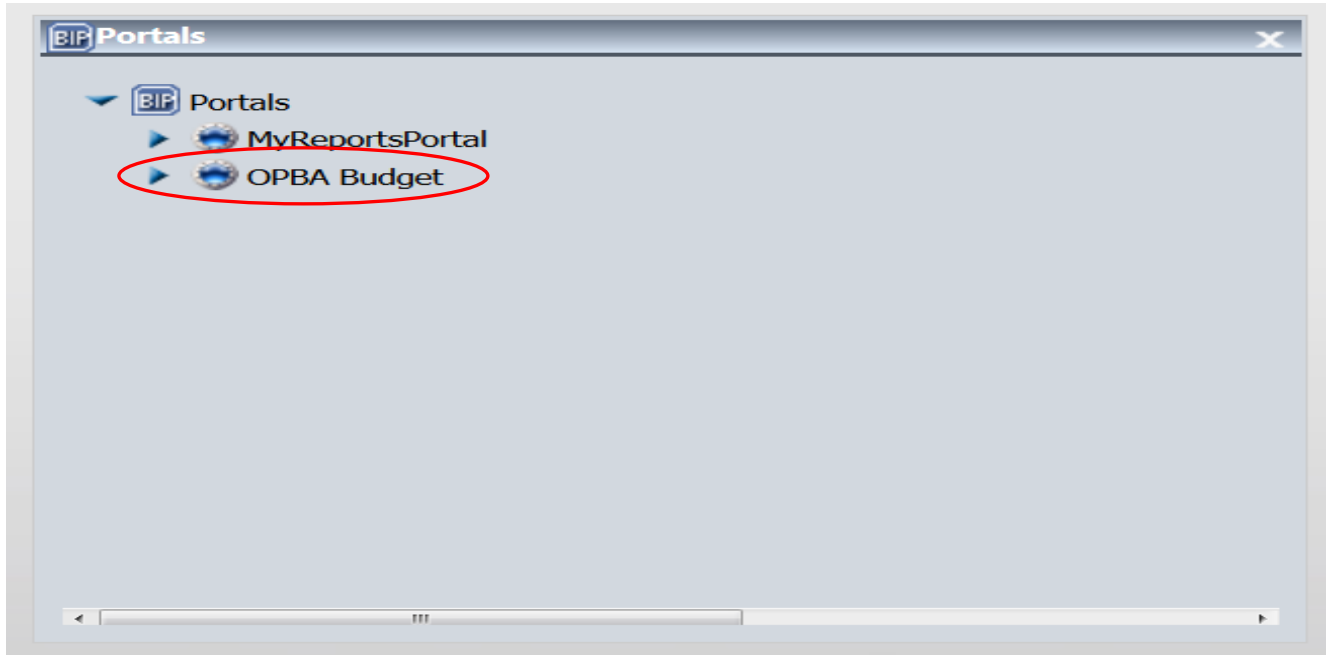
Login using your NetID and Password.

4. Click on the Portals tab

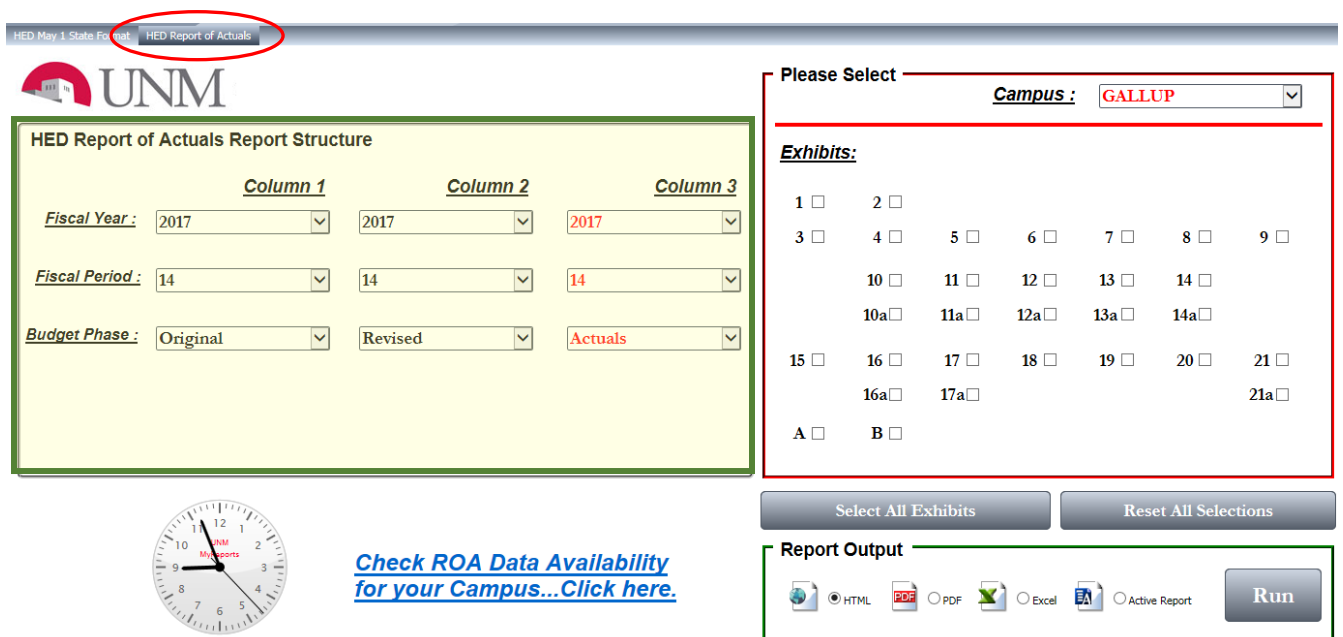


Branch Campus HED Report of Actuals

5. Double click on the OPBA Budget portal link



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

A screenshot of the "HED Report of Actuals" report structure page. The page has a header with the UNM logo and a tab labeled "HED Report of Actuals" circled in red. The main content area is titled "HED Report of Actuals Report Structure" and contains three columns of dropdown menus for "Fiscal Year", "Fiscal Period", and "Budget Phase". The "Budget Phase" dropdown for Column 3 is set to "Actuals". To the right, there is a "Please Select" section with a "Campus" dropdown set to "GALLUP" and a list of "Exhibits" (1-21) with checkboxes. Below the exhibits are "Select All Exhibits" and "Reset All Selections" buttons. At the bottom right, there is a "Report Output" section with radio buttons for HTML, PDF, Excel, and Active Report, and a "Run" button. A clock icon and a link "Check ROA Data Availability for your Campus...Click here." are also visible.

7. 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)

Branch Campus HED Report of Actuals

- 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”

8. Select the “**Campus**” from the drop down menu

- Click on Gallup, Los Alamos, Taos or Valencia

The screenshot shows the UNM HED Report of Actuals interface. The top left features the UNM logo and a clock icon. The main form includes fields for Fiscal Year (2017), Fiscal Period (14), and Budget Phase (Original, Revised, Actuals). A green box highlights the 'Please Select' dropdown menu where 'GALLUP' is selected. Another green box points to the 'Exhibits' section, which contains a grid of checkboxes for exhibits 1 through 21a. A third green box points to a link: 'Check ROA Data Availability for your Campus...Click here.' Below the exhibits are buttons for 'Select All Exhibits' and 'Reset All Selections'. The 'Report Output' section has radio buttons for HTML, PDF, Excel, and Active Report, with a 'Run' button circled in red. A green box at the bottom explains: 'Report Output: Select HTML, PDF, Excel or Active Report'.

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

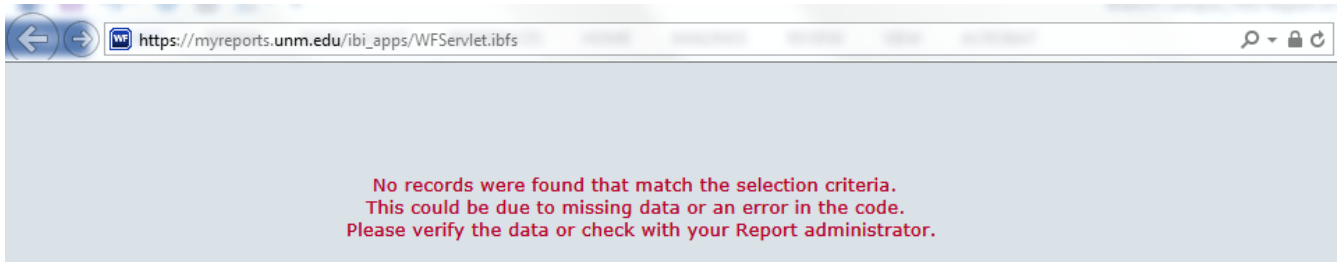
- Remember if the “**Select All Exhibits**” option is used, not all exhibits have data in them and will return zero records depending on the Report Output selection

10. Click on the radio button to select the “**Report Output**”

- HTML - includes a link on the line item total amount which displays a Detail Report of the transactions that make up that total
- PDF - displays the pdf only. To combine the pdf’s into one document Adobe Acrobat Pro can be used
 - Do not run all of the exhibits at one time unless the exhibits selected have data in them. If an exhibit is selected and no data is found, the report will return the no records found error message

Branch Campus HED Report of Actuals

- Excel - exports the report in Excel format and can be used to further sort and categorize the fiscal year-end data
 - Exhibits that are selected export into one Excel spreadsheet with each Exhibit on one tab (preferred HED format)
 - Only Exhibits that contain data should be selected. If an exhibit is selected and no data is found the below error message will display (e.g., Branch Campuses do not have an Exhibit 21 and 21a)
 - Deselect the exhibit causing this error when producing the reports



- 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

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

12. Click on “Run”

*** END ***