**General Description:** This procedure lists the instructions to run the MyReports Branch Campus HED State Format (May1st) Document.

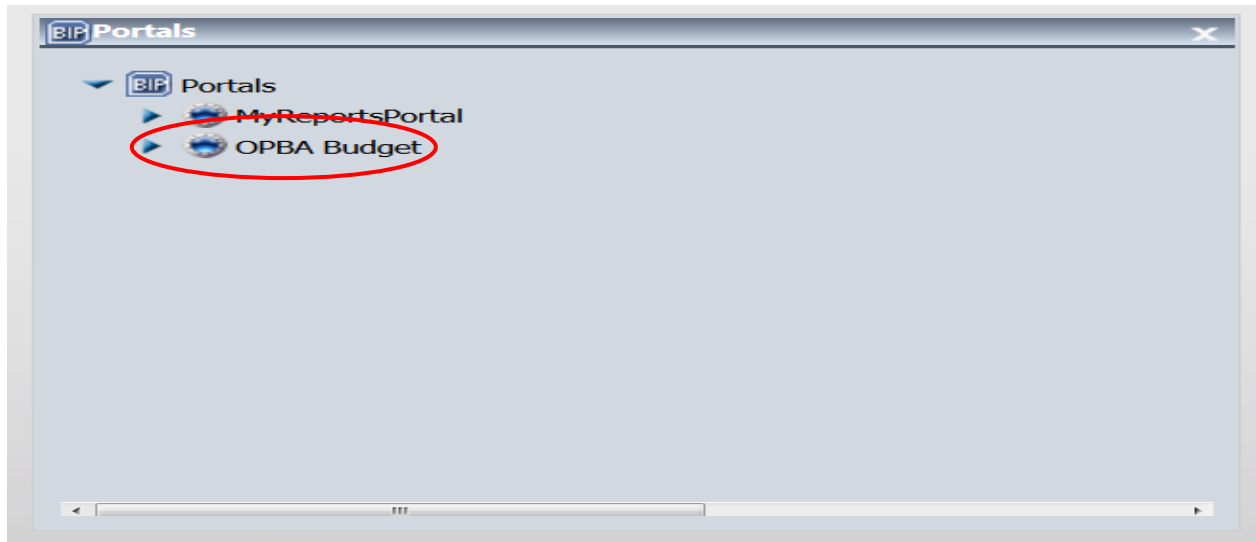**Running the MyReports Branch Campus HED State Format (May 1) Document**

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
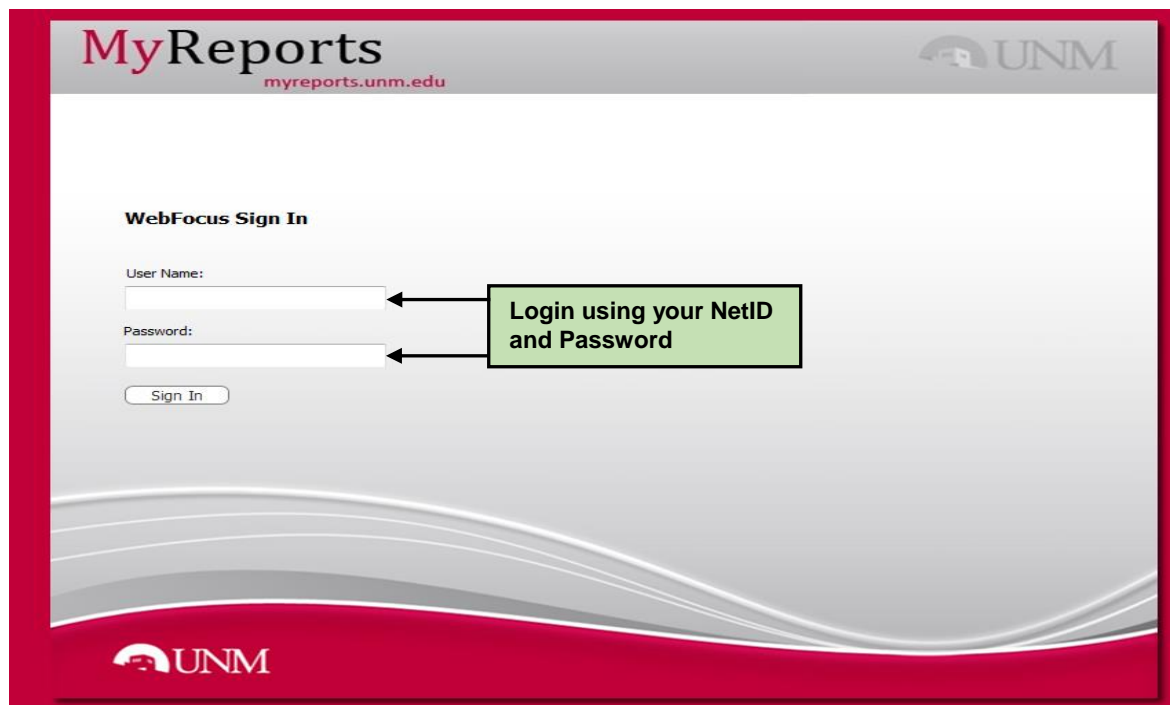
4. Click on the Portals tab
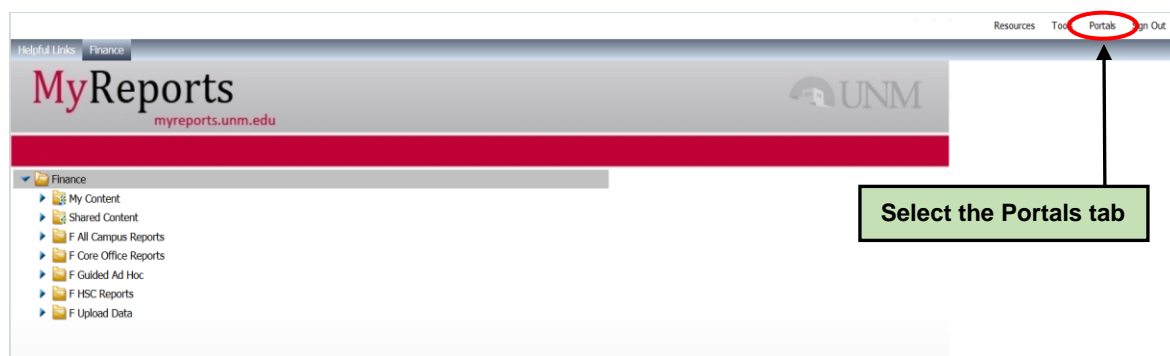
5. Double click on the OPBA Budget portal link

6. Select the report tab "HED May 1 State Format"

7. Select the "**HED May 1 State Format Report Structure**" using the drop down options

- Fiscal Year: Column 1 and Column 2 are the current fiscal year. Column 3 is the new fiscal year

- Budget ID: Column 1 and Column 2 are HEDxx (current fiscal year). Column 3 is HEDxx (the new fiscal year)

- Budget Phase: Column 1 is "Original", Column 2 is "Revised", and Column 3 is "Original"

8. Select the "**Campus**" from the drop down menu

   - Click on Gallup, Los Alamos, Taos or Valencia

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

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

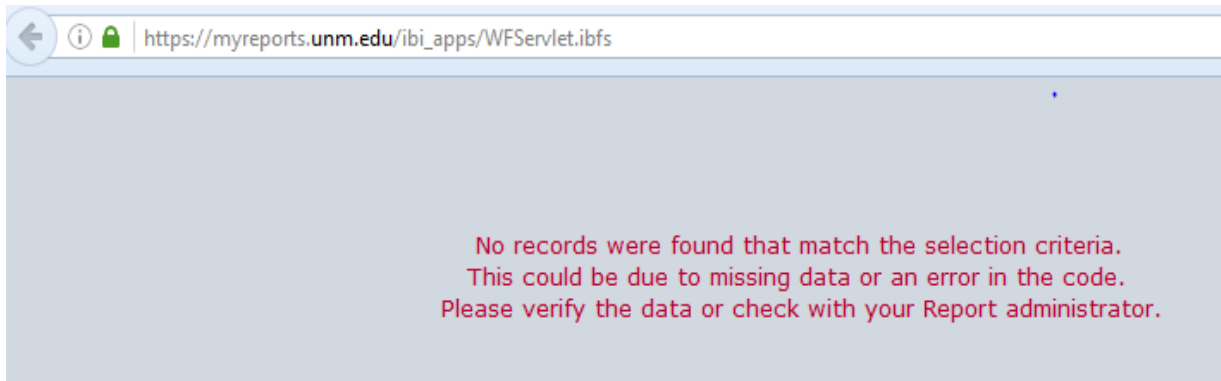10. Click on the radio button to select the "**Report Output**"

   - 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 document 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 futher sort and categorize the data. When multiple exhibits are selected to run, each exhibit will display on a tab. An Excel version of the HED document is usually submitted with the pdf to NMHED.

   - 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. Click on "Run Report"

3

12. The "**Check HED Data Availability for your Campus…Click here**" link lists the earliest fiscal year for State Format May Document Column Data Availability

13. The report dashboard also displays a clock with the current time of day.

14. 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

No records were found that match the selection criteria.
This could be due to missing data or an error in the code.
Please verify the data or check with your Report administrator.

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