



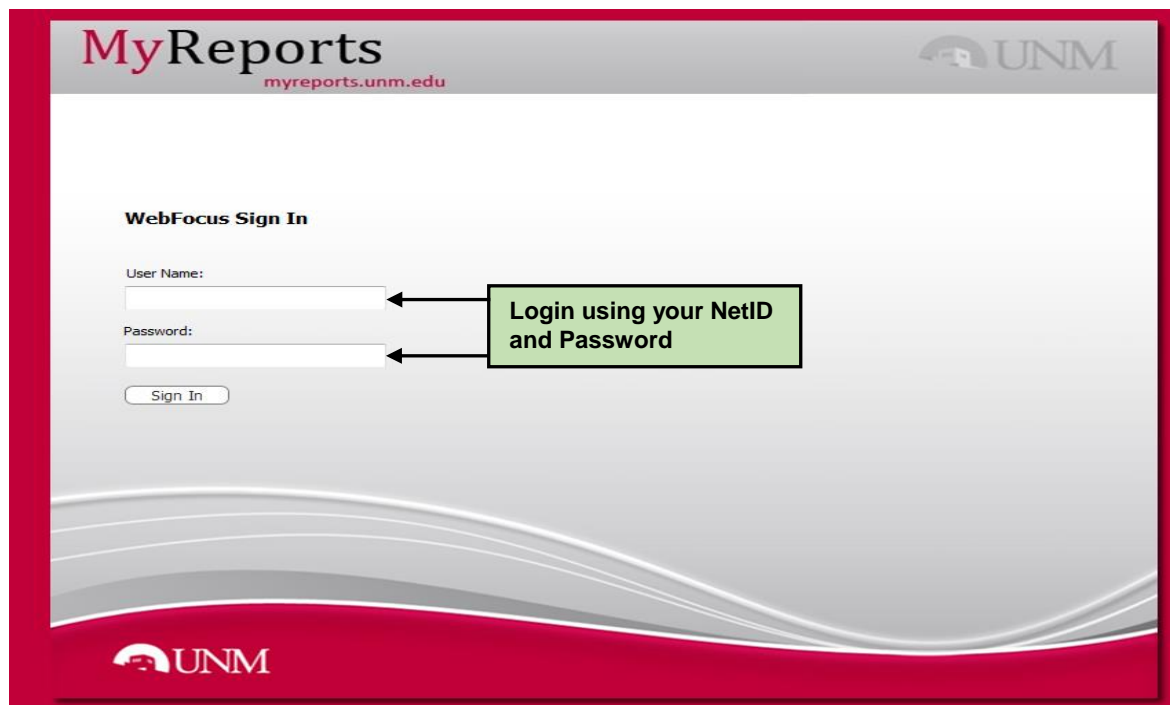
BRANCH CAMPUS HED STATE FORMAT (MAY 1ST) DOCUMENT

Date Issued/Revised: 3/08/2017

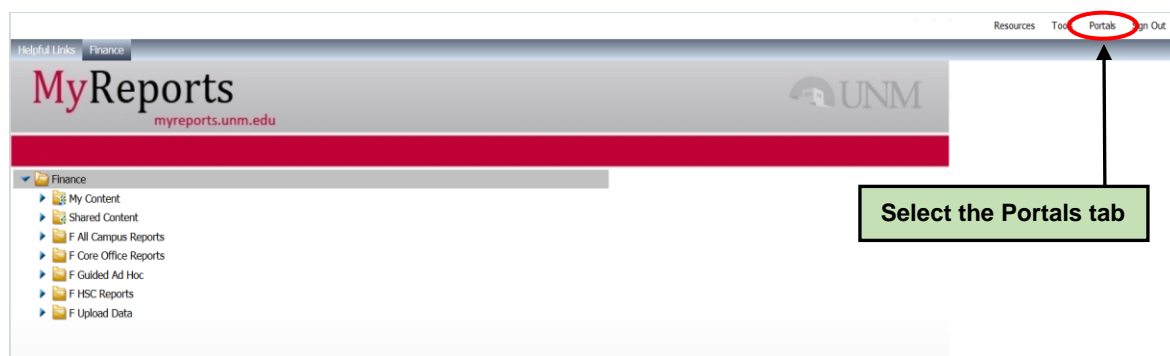
General Description: This procedure lists the instructions to run the MyReports Branch Campus HED State Format (May1st) Document.

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

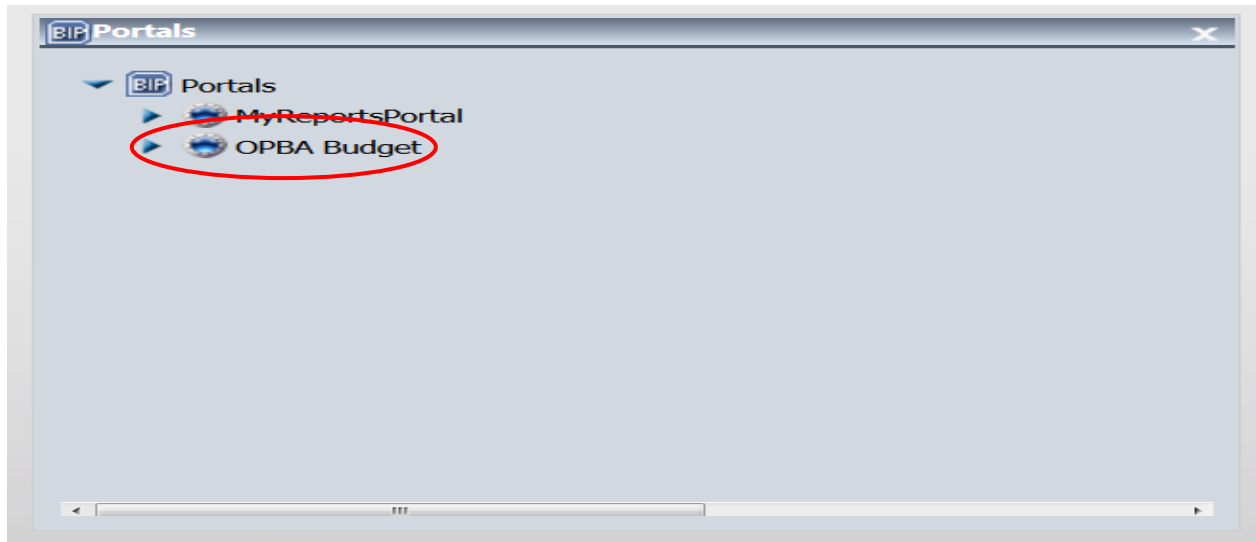
1. Log into myUNM
2. Click on the “MyReports” link in the UNM Business Applications section under Reporting
3. Log into “MyReports” using your NetID and Password



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”

HED May 1 State Format | ED Report of Actuals

THE UNIVERSITY OF NEW MEXICO

HED May 1 State Format Report Structure

	Column 1	Column 2	Column 3
Fiscal Year:	2018	2018	2019
Budget ID:	HED18	HED18	HED19
Budget Phase:	Original	Revised	Original

Please Select Campus: **GALLUP**

Exhibits:

<input type="checkbox"/> 1	<input type="checkbox"/> 2					
<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12	<input type="checkbox"/> 13	<input type="checkbox"/> 14		
<input type="checkbox"/> 10a	<input type="checkbox"/> 11a	<input type="checkbox"/> 12a	<input type="checkbox"/> 13a	<input type="checkbox"/> 14a		
<input type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input type="checkbox"/> 20	<input type="checkbox"/> 21
<input type="checkbox"/> 16a	<input type="checkbox"/> 17a					<input type="checkbox"/> 21a
<input type="checkbox"/> A	<input type="checkbox"/> B					

Select All Exhibits | Reset All Selections

Report Output

HTML PDF PDF Excel Active Report **Run**

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

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

- Click on Gallup, Los Alamos, Taos or Valencia

The screenshot shows the 'HED May 1 State Format Report Structure' interface. At the top right, a box labeled 'Select the Campus from the drop down menu' points to a dropdown menu where 'GALLUP' is selected. Below this, a table of exhibits is shown with checkboxes next to numbers 1 through 21, and letters A and B. A box labeled 'Select the Exhibit to run' points to the checkbox for exhibit 1. At the bottom, a 'Report Output' section has radio buttons for HTML, PDF, Excel, and Active Report. A box labeled 'Report Output: Select HTML, PDF, Excel or Active Report' points to the HTML radio button. A 'Run' button is circled in red. A clock icon and the text 'Check for you' are also visible.

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**”

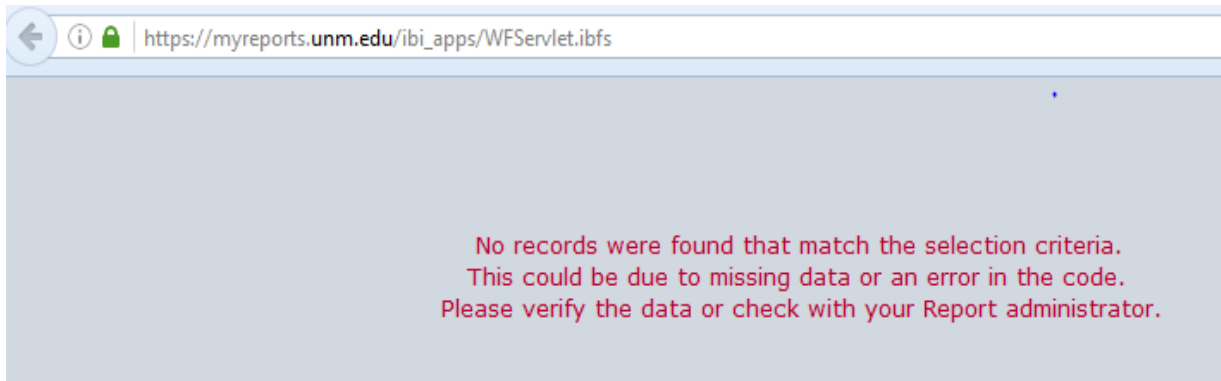
- HTML - includes a link on the total amount which displays all of the transactions that make up that total
- PDF - displays pdf only. The final version of your Branch HED document must be submitted to NMHED in a single PDF. To combine the pdf’s into one document Adobe Acrobat Pro can be used
- Excel - exports the report in Excel format and can be used to further 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”

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

The screenshot shows the 'HED May 1 State Format Report Structure' interface. It features a 'Please Select' section where 'Campus' is set to 'GALLUP'. Below this is a grid of exhibit checkboxes labeled 1 through 21, and A through B. A green callout box with an arrow points to a blue link: [Check HED Data Availability for your Campus...Click here.](#) The interface also includes a 'Report Output' section with radio buttons for HTML, PDF, Excel, and Active Report, and a 'Run' button. A clock is visible in the lower-left area of the interface.

- 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



*** E N D ***