



BRANCH CAMPUS HED STATE FORMAT (MAY 1ST) DOCUMENT

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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

MyReports
myreports.unm.edu

WebFocus Sign In

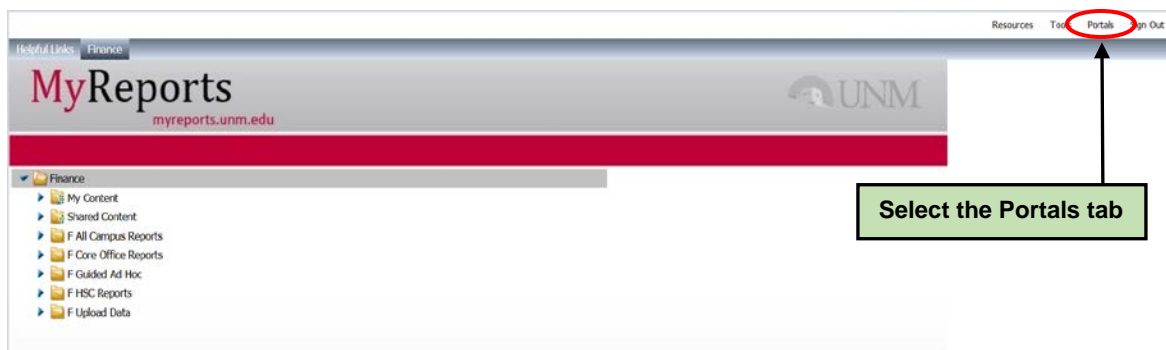
User Name:

Password:

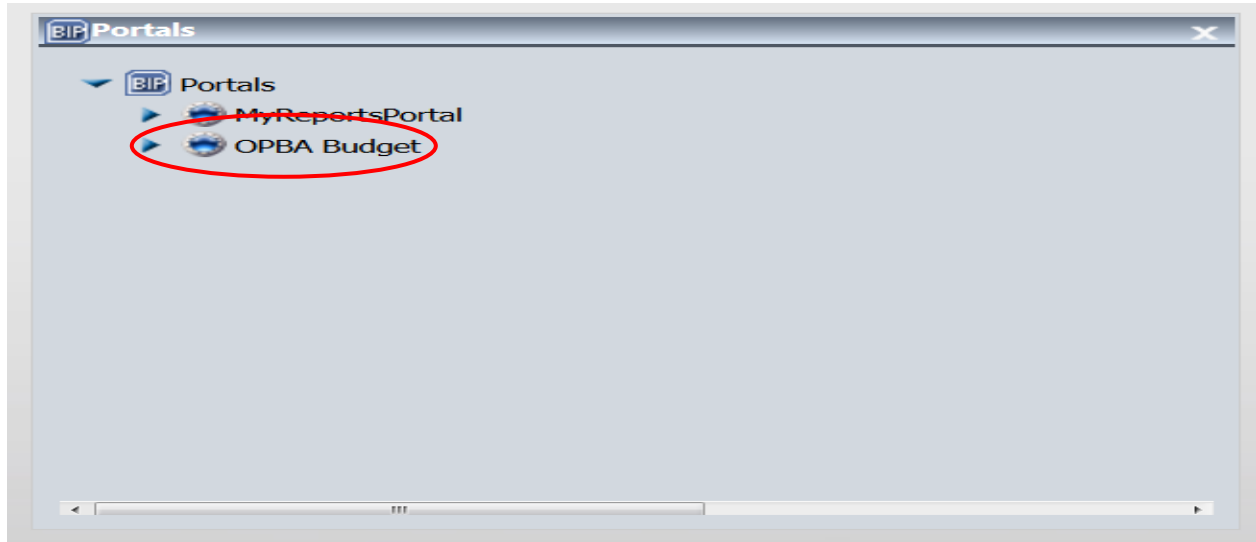
Login using your NetID and Password

UNM

4. Click on the Portals tab



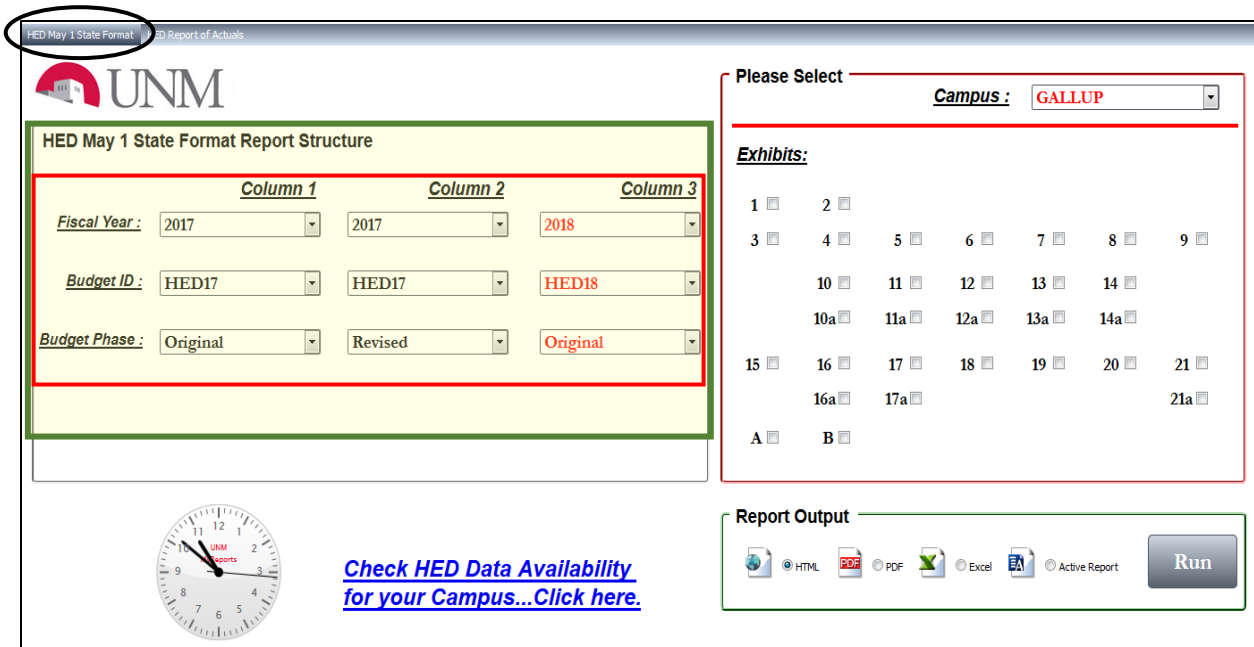
5. Double click on the OPBA Budget portal link



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”



Branch Campus HED State Format Document

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. A green box at the top right points to a dropdown menu labeled "Please Select" with "GALLUP" selected. A green box in the center points to a "Select the Exhibits to run" box. A green box at the bottom points to the "Report Output" section, which includes radio buttons for HTML, PDF, Excel, and Active Report, and a "Run" button circled in red. The interface also features a "Fiscal Year" dropdown set to 2017, "Budget ID" dropdowns set to HED17 and HED18, and "Budget Phase" dropdowns set to Original. A grid of exhibit numbers (1-21a) is visible with checkboxes next to each. A clock icon and a "Check for updates" link are also present.

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 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 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

11. Click on **"Run Report"**

