



UAP 7000

CATEGORIZATION OF RESERVES E-PRINT REPORTS

Date Issued/Rev: 8/08/2017

General Description: This procedure lists the instructions to run the Categorization of Reserves ePrint Reports. There are three Reports and the navigation steps for each report is the same. The ePrint Categorization of Reserves Reports are:

- FZRFBDR Categorization of Reserves Deficit Reduction
- FZRFBDT Categorization of Reserves Detail
- FZRFBSM Categorization of Reserves Summary

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

Running the Banner ePrint Categorization of Reserves Reports

1. Login to myUNNM
2. Under Reporting, click on “E-Print”

The screenshot displays the myUNM website interface. The top navigation bar includes the UNM logo, a search bar, and a Logout button. The main content area is divided into three columns: Human Resources, LoboWeb (Employees), and UNM Business Applications. The LoboWeb section features a large red button labeled 'ENTER LOBOWEB'. The UNM Business Applications section contains a 'Reporting' sub-menu, which is highlighted with a red circle. Within this sub-menu, the 'E-Print' option is also highlighted with a red circle. Other options in the Reporting sub-menu include Enterprise Metrics Reporting (EMR), HR Reports, and MyReports. The Human Resources section lists various services such as HR Website, E-PAF Resource Page, ePAN, OneSource, and Salary Structure Table. The LoboWeb section provides quick links for Leave Balances, Pay Information, Benefits, Finance, Bursar Account, and Retirement Manager.

Categorization of Reserves E-print Reports

3. Log into Banner ePrint using your NetID and Password



Login using your NetID and Password.

User ID:

Password:

Repository:

4. The Repository will default to fin_banp-Finance Banner-Production (banp)

5. Click "Enter"

The image shows the Banner ePrint report selection screen. At the top, it says "Select Report from Repository fin_banp - Finance Banner - Production (banp)". Below this is a table of reports. At the bottom, there is a dropdown menu with "FABCHKR" selected and a "Next" button.


Report	Description	Latest Date
FABCHKR	Batch Disbursement Register	Tue Aug 08, 2017 1:39pm
FARIAGE	Invoice Aging Report	Tue Nov 15, 2005 3:46pm
FARINVA	Invoice Activity Report	Wed Nov 03, 2004 08:38am
FARINVS	Invoice Selection Report	Mon May 12, 2014 5:35pm
FARIREC	Invoices Awaiting Receiver Report	Mon Jul 11, 2016 3:59pm
FAROINV	Open Invoice Report	Tue Mar 21, 2006 2:42pm
FBRBDBB	Budget Build Process	Fri May 05, 2017 09:12am
FBRBDOS	Distribution Process Summary	Sun May 08, 2101 09:07am

6. Click on the drop down arrow to display the list of reports in ePrint.

7. Scroll down to locate the Categorization of Reserves Report and click on the report you want to access

- **FZRFBDR**
- **FZRFBDT**
- **FZRFBSM**

Categorization of Reserves E-print Reports



Select Report from Repository fin_banp - Finance Banner - Production (banp)

fin_banp - Finance Banner - Production (banp)
Repository
User NameID

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fin_banp - Finance Banner - Production (banp)

Report	Description	Latest Date
	FZRFBDR Categorization of Reserves Deficit Reduction	Mon Aug 07, 2017 8:00pm
	FZRFBDT Categorization of Reserves Detail	Mon Aug 07, 2017 8:00pm
	FZRFBSM Categorization of Reserves Summary	Mon Aug 07, 2017 8:00pm
	FZRGAUD Grant Setup Audit Report	Wed Jun 07, 2017 09:09am
	FZRGRNT UNM Allow Deferred Grant Calc	Sat Apr 02, 2016 11:26am
	FZRIDPG Incomplete Document Purge Listing	Mon Aug 07, 2017 7:59pm
	FZRLBDV Labor Distribution Validation	Mon Aug 07, 2017 8:57pm
	FZROFPD Open Fiscal Period	Thu Aug 03, 2017 3:33pm

Previous Next

8. Click on the “” (drill) to view the report Latest Date selection

Note: these reports refresh nightly. If data is entered into the module today, it will not display for 24 hours provided the nightly refresh process has completed.



Report Detail: FZRFBDR

fin_banp - Finance Banner - Production (banp)
Repository
User NameID

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fin_banp - Finance Banner - Production (banp) : FZRFBDR

Title	Date
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Mon Aug 07, 2017 8:00pm
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Sun Aug 06, 2017 8:00pm
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Sat Aug 05, 2017 8:00pm
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Fri Aug 04, 2017 8:00pm
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Fri Aug 04, 2017 1:20pm
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Fri Sep 30, 2016 8:00pm
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Thu Sep 29, 2016 8:00pm
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Wed Sep 28, 2016 8:00pm

Next

Select the drop down box option to display a list of daily reports available to access. Click on the report you want to select. The selected report will display in the first row. Click on the “PDF” to view the report.

Daily Reports available to access will display in the “Date” column. Click on the “PDF” to view the report.

9. Click on the “” to display the report

10. Or click on the drop down box to display a list of the reports

Categorization of Reserves E-print Reports

Categorization of Reserves Deficit Reduction Report FZRFBDR

- Displays Fund Codes deficit balances at Organization Level 5
- Current Unrestricted Deficit Balance in the 1900 account code
- Deficit Reduction Plan entered by departments

Categorization of Reserves Detail Report FZRFBDT

- Displays Unrestricted Index detail by Fund
- Current fiscal year or five next consecutive years
- Displays Adjusted Banner Commitments and Dedications
- Displays Department categorizations entered into the CAR system (24 hours prior)

Categorization of Reserves Summary Report FZRFBSM

- Displays summary data by Fund and by Index Code
- Displays Adjusted Banner Commitments and Dedications totals
- Displays Department Commitments and Dedications totals
- Includes Net Discretionary Reserve balances

***** END *****