



UAP 7000

CATEGORIZATION OF RESERVES E-PRINT REPORTS

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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 and resources, and the LoboWeb section provides quick links for Leave Balances, Pay Information, and Benefits.

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:

Enter

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, there is a purple header with the Banner ePrint logo on the left, the text "Select Report from Repository fin_banp - Finance Banner - Production (banp)" in the center, and "fin_banp - Finance Banner - Production (banp) Repository User NetID" on the right. Below the header is a table with columns for Report, Description, and Latest Date. The table contains eight rows of reports. At the bottom of the table, there is a dropdown menu with "FABCHKR" selected, circled in red. A "Next" button is located at the bottom right of the page.

Report	Description	Latest Date
FABCHKR	Batch Disbursement Register	Wed Jul 27, 2016 2:05pm
FARINGE	Invoice Aging Report	Tue Nov 15, 2005 3:46pm
FARINVA	Invoice Activity Report	Wed Nov 03, 2004 08:36am
FARINVS	Invoice Selection Report	Mon May 12, 2014 5:35pm
FARIRFC	Invoices Awaiting Receiver Report	Mon Jul 11, 2016 3:59pm
FAROINV	Open Invoice Report	Tue Mar 21, 2006 2:42pm
FBRBDBB	Budget Build Process	Tue May 17, 2016 09:53am
FBRBDDS	Distribution Process Summary	Fri Apr 29, 2016 08:30am

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

Report	Description	Latest Date
FZRFDDR	Categorization of Reserves Deficit Reduction	Wed Jul 27, 2016 8:00pm
FZRFBDT	Categorization of Reserves Detail	Wed Jul 27, 2016 8:00pm
FZRFBSM	Categorization of Reserves Summary	Wed Jul 27, 2016 8:00pm
FZRGADU	Grant Setup Audit Report	Tue Jul 05, 2016 4:42pm
FZRGINT	UNIM Allow Deferred Grant Calc	Sat Apr 02, 2016 11:26am
FZRIDPG	Incomplete Document Purge Listing	Wed Jul 27, 2016 7:45pm
FZRLBDV	Labor Distribution Validation	Wed Jul 27, 2016 9:21pm
FZROFPD	Open Fiscal Period	Fri Jul 01, 2016 12:56am


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.

Title	Date
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Wed Jul 27, 2016 8:00pm
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Wed Sep 30, 2015 8:00pm
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Tue Sep 29, 2015 8:00pm
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Mon Sep 28, 2015 8:00pm
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Sun Sep 27, 2015 8:00pm
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Sat Sep 26, 2015 8:00pm
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Fri Sep 25, 2015 8:00pm
Current Unrestricted Deficit and Deficit Reduction Plans by Organization level	Thu Sep 24, 2015 8:00pm

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

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