



BRANCH CAMPUS FISCAL YEAR-END REPORT OF ACTUALS - DETAIL



Date Issued/Rev: 7/20/2010

General Description: This procedure lists the instructions to run the Hyperion Branch Campus Fiscal Year-End Report of Actuals - Detail and how to use the exported Excel file to prepare the Report of Actuals.

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

Running the Hyperion Branch Campus Fiscal Year-End Report of Actuals - Detail

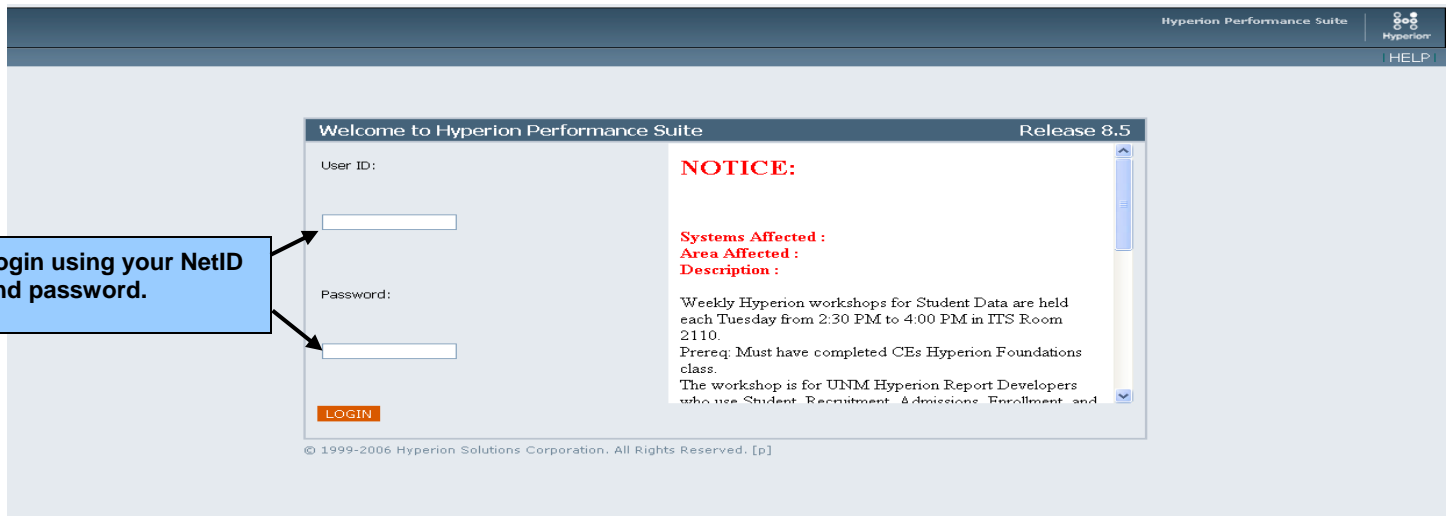
1. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Under Reporting, click on "Hyperion"

The screenshot shows the UNM Employee Life website interface. The navigation tabs at the top include Home, Campus Life, Library, UNM E-Mail, Employee Life (circled in red), and Finance. The main content area is divided into several sections:

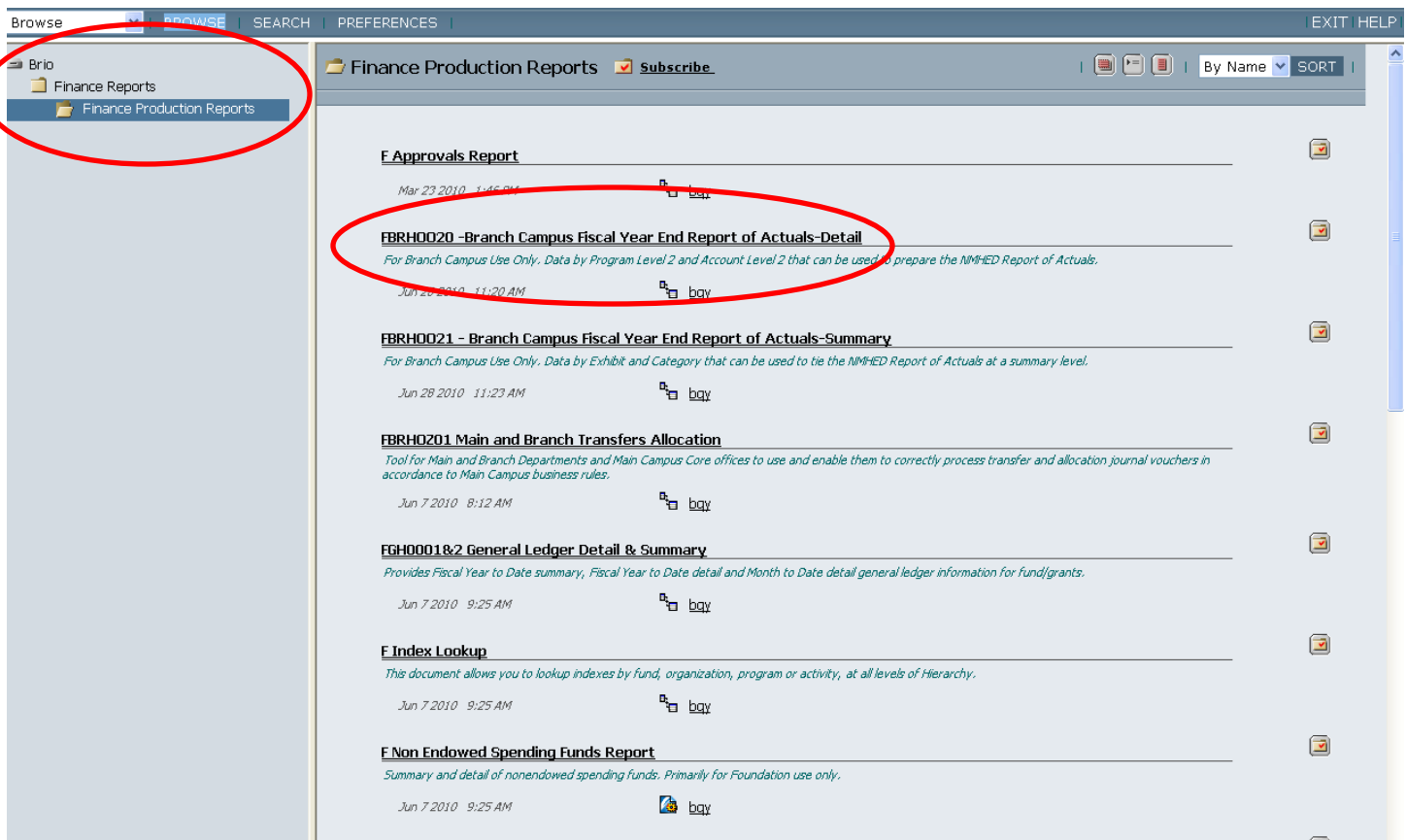
- Human Resources:** Includes links for General Information, HR Main Page, ePAN, Salary Structure Table, Standard Timesheet for Staff (PDF), Standard Timesheet for Staff (Excel), Career Development, Career Development Main Page, Education and Training, Job Enrichment, Career Ladders, and Staff Resources.
- LoboWeb For Employees:** Features the LoboWeb logo and a message: "No current announcements." Below the logo is the text "The University of New Mexico LoboWeb" and "What is LoboWeb? LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more." There is an "Enter LoboWeb" button and a notice: "Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm."
- Whats New in HR:** Lists recent updates such as "2010-2011 Campus Calendar - Future Holiday Schedules", "Executive MBA Program Scholarship - For UNM Staff and Faculty", and "Regulatory Changes to Applicant Conviction Question - Attention Employees Involved in the Staff Hiring Process".
- Employee and Organizational Development:** Provides information about EOD services and lists links for "Employee and Organizational Development (EOD) Home Page", "Learning Central", and "Leadership Development Programs".
- Banner Applications:** Lists various systems and resources, including "Internet Native Banner", "LoboWeb", "LoboMart", "UNMJobs", "Workflow", "Reporting", "E-Print", "Hyperion" (circled in red), and "Banner Resources".
- Banner Announcements:** States "No current announcements."
- Banner Training:** Lists training resources like "Banner (TRNG2)", "LoboMart Training", "Job Aids and Standard Operating Procedures", and "Learning Central (Register for courses and manage your learning plan)".

4. Click "Yes" on the Security Information pop-up box that displays
5. Log into Hyperion using your NetID and password

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6. Click "Yes" on the Security Alert pop-up box that displays
7. Select the "Finance Reports" folder
8. Select the "Finance Production Reports" folder
9. Select "FBRH0020 Branch Campus Fiscal Year End Report of Actuals-Detail"



10. Select the "Branch" from the drop down arrow: Gallup, Los Alamos, Taos or Valencia

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11. Select the "Fiscal Year" from the drop down arrow

Note: the fiscal period is programmed to default to Period 14 for this report

12. Click on the "Process" tab

EIS

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Branch Campus Fiscal Year End Report of Actuals-Detail

Branch: Gallup

Fiscal Year: 2010

Process

Select the Branch

Select the Fiscal Year

Click on "Process" to generate the report information

A screenshot of a web application interface for generating a report. At the top, there is a header with 'EIS' on the left and 'THE UNIVERSITY OF NEW MEXICO' in the center. Below the header is a title bar that reads 'Branch Campus Fiscal Year End Report of Actuals-Detail'. The main content area contains three dropdown menus: 'Branch' with 'Gallup' selected, 'Fiscal Year' with '2010' selected, and a 'Process' button. Three blue callout boxes with arrows point to these elements: the first points to the 'Branch' dropdown with the text 'Select the Branch', the second points to the 'Fiscal Year' dropdown with the text 'Select the Fiscal Year', and the third points to the 'Process' button with the text 'Click on "Process" to generate the report information'.

When the report has finished generating, the following message box will display.

EIS

THE UNIVERSITY OF NEW MEXICO

Branch Campus Fiscal Year End Report of Actuals-Detail

Branch: Gallup

Fiscal Year: 2010

Process

Export Report

Reports are generated. Please click the Export Report button.

OK

A screenshot of the same web application interface as above. The 'Process' button has been clicked, and a message box has appeared. The message box has a blue title bar and contains the text 'Reports are generated. Please click the Export Report button.' and an 'OK' button. Below the message box, the 'Process' button is now disabled, and a new 'Export Report' button has become visible and active.

13. Click "OK"

14. Click on "Export Report"

Branch Campus Fiscal Year-End Report of Actuals-Detail

3. The Excel file can be sorted in several different ways in order to group items when preparing the Report of Actuals

Examples:

- To complete the Exhibit 10A schedules, the data can be sorted by Index Code
- To complete Exhibit 3, the Tuition Revenue can be sorted by Account Code

4. The Excel file displays the balances according to which Group of Account category is assigned

- The Group of Account categories of Revenues, Balance Forwards, Allocations, Transfers and Reimbursed Expenses shown as positive numbers have a credit balance
- The Group of Account categories of Revenues, Balance Forwards, Allocations, Transfers and Reimbursed Expenses shown as negative numbers have a debit balance
- The Group of Account category of Expenses shown as positive numbers have a debit balance
- The Group of Account category of Expenses shown as negative numbers have a credit balance

5. The Group of Account column will determine the section in the Exhibits where the balances will be placed: Revenues, Balance Forwards, Allocations, Transfers, Expenses and Reimbursed Expenses

- **Revenues** - Account Level 2 of OA1 through OA6 and OP1 through OP5
- **Balance Forwards** - Account Level 2 of OZ1
 - The Beginning Balances on Exhibit 1 will equal the balances in the Balance Forward accounts (19xx account codes) in the Excel file
- **Allocations** - Account Level 2 of OV1
 - Allocations (16xx) are not included in the Report of Actuals. The balances zero out within each Exhibit (I&G, Student Social & Cultural, etc.)
- **Transfers** - Account Level 2 of OS1, all account with the 11xx and 12xx account codes
- **Expenses** - Account Level 2 of OF1, OG1, OJ1 through OJ9, OJA, OJB and OM1 through OM3
- **Reimbursed Expenses** - Account Level 2 of OA5, the Reimbursed Expenses are all accounts with the 06xx account codes

6. The file has a column for **Unrestricted** actual balances and a column for **Restricted** actual balances

Important Reminders - Report of Actuals

1. For the items listed as Reimbursed Expenses in the Group of Account column, these balances are actually in revenue account codes. These accounts need to be reclassified into the Expenditures section of the Report of Actuals.
 - The sign (positive or negative) must be reversed in the Excel file (If the balance is listed as a positive, the sign needs to be changed to a negative and if the balance is listed as a negative, the sign needs to be changed to a positive)
 - When determining which expense category these balances should be placed into on the Report of Actuals, please refer to the Banner FGIBDST screen for each index. Drill into the 06xx account code and determine what most of activity in the account relates to.

Example: If the expense is for copy charges, it should be grouped with the copy expenses (account code 63C0) in the Report of Actuals
2. For the **Restricted** column, the Beginning Balances and Ending Balances amounts must be zero on the HED Report of Actuals document.
3. The Excel file exported from Hyperion will tie out to Banner as of the end of the fiscal year (June 30, 20xx)

*** END ***