



BRANCH CAMPUS FISCAL YEAR-END REPORT OF ACTUALS - SUMMARY



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 - Summary which contains the information from the Banner System by Exhibit and by Category. This report can be used to tie out Banner to the Report of Actuals at a summary level.

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

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

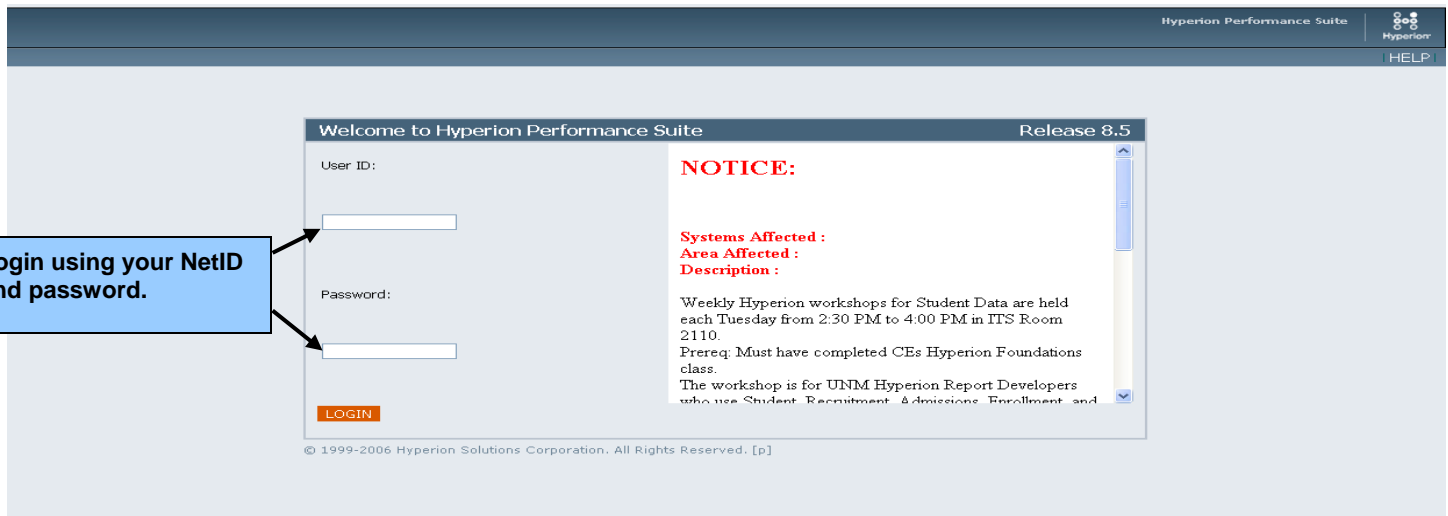
1. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Under Reporting, click on "Hyperion"

The screenshot shows the UNM Employee Life website interface. The navigation menu at the top includes Home, Campus Life, Library, UNM E-Mail, Employee Life (highlighted with a red circle), and Finance. The main content area is divided into several sections:

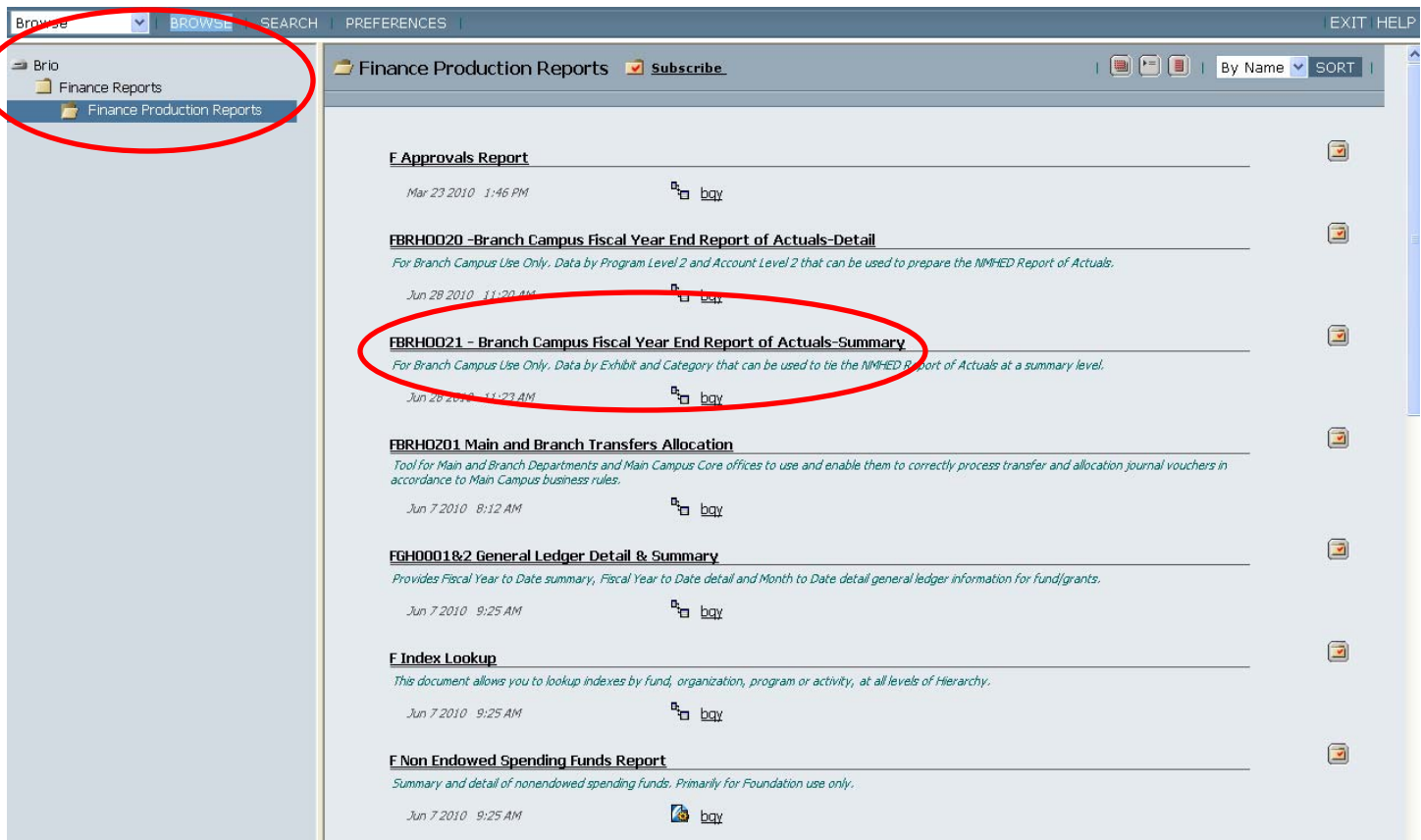
- Human Resources:** General Information (HR Main Page, ePAN, Salary Structure Table, Standard Timesheet for Staff (PDF), Standard Timesheet for Staff (Excel)), Career Development (Career Development Main Page, Education and Training, Job Enrichment, Career Ladders), and Staff Resources (HR Consulting Services, Wellness (Employee Health Promotion Program - EHPP), Training (Employee and Organizational Development - EOD), Office of Equal Opportunity (OEO), Dispute Resolution, Counseling Assistance and Referral Services (CARS)).
- LoboWeb For Employees:** No current announcements. The LoboWeb logo is displayed. Below it, the text reads: "What is LoboWeb? LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more." A red button labeled "Enter LoboWeb" is visible. A note states: "Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm."
- Whats New in HR:** 2010-2011 Campus Calendar - Future Holiday Schedules, Executive MBA Program Scholarship - For UNM Staff and Faculty, Regulatory Changes to Applicant Conviction Question - Attention Employees Involved in the Staff Hiring Process.
- Employee and Organizational Development:** Employee and Organizational Development (EOD) provides a variety of organizational development services to UNM employees. Our Training Programs cover all aspects of work at the university: Administrative, Management/ Leadership, and Personal/Professional. Links include: Employee and Organizational Development (EOD) Home Page, Learning Central, and Leadership Development Programs.
- Banner Applications:** Transaction and Real-time Query Systems. Links include: Internet Native Banner, LoboWeb, LoboMart, UNMJobs, and Workflow.
- Reporting:** E-Print, Hyperion (highlighted with a red circle), and Banner Resources.
- Banner Announcements:** No current announcements.
- Banner Training:** Training Databases (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 "FBRH0021 Branch Campus Fiscal Year End Report of Actuals-Summary"



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

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Branch Campus Fiscal Year End Report of Actuals-Summary

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. 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-Summary'. The main content area is a light gray box containing two dropdown menus: 'Branch:' with 'Gallup' selected and 'Fiscal Year:' with '2010' selected. Below these is a yellow button labeled 'Process'. To the right of the dropdowns and button are three blue callout boxes with black arrows pointing to the respective elements. The first callout says 'Select the Branch', the second says 'Select the Fiscal Year', and the third says '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-Summary

Branch: Gallup

Fiscal Year: 2010

Process

View Report

Reports are generated. Please click the View Report button.

OK

A screenshot of the same web application interface as above. The 'Process' button is now disabled and grayed out. A new yellow button labeled 'View Report' has appeared below it. A blue message box with a white background and a blue border is overlaid on the right side of the interface. The message box contains the text 'Reports are generated. Please click the View Report button.' and an 'OK' button at the bottom.

13. Click "OK"

14. Click on "View Report"

15. To print the report, click on "File", "Print"

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Branch Campus Fiscal Year End Report of Actuals-Summary

Run on: 06/09/10 07:35 AM

Branch: Gallup
Fiscal Year: 2010

CU Gallup

I & G

P09-Instruction and General Revenue

Group of Account	Fund Type Desc 2	Unrestricted Balance	Restricted Balance
Revenues	CU Gallup	15,417,209.91	0.00
Balance Forwards	CU Gallup	-289,655.87	0.00
Allocations	CU Gallup	-14,073,901.00	0.00
Transfers	CU Gallup	-695,023.00	0.00
P09 Total:		358,630.04	0.00

P10-Instruction Unrestricted Ex 10

Group of Account	Fund Type Desc 2	Unrestricted Balance	Restricted Balance
Revenues	CU Gallup	39,505.43	0.00
Balance Forwards	CU Gallup	1,973,262.51	0.00
Allocations	CU Gallup	7,540,581.00	0.00
Transfers	CU Gallup	-12,747.00	0.00
Expenses	CU Gallup	6,920,676.60	0.00
P10 Total:		2,619,925.34	0.00

I & G Summary

Revenues	CU Gallup	15,457,641.51	0.00
Balance Forwards	CU Gallup	3,612,487.70	0.00
Allocations	CU Gallup	0.00	0.00
Transfers	CU Gallup	-657,513.00	0.00
Expenses	CU Gallup	12,592,610.10	0.00
Reimbursed Expenses*	CU Gallup	74,733.84	0.00
I & G Total:		5,894,739.95	0.00

General Report Information

1. The report is sorted in order by Program with the Unrestricted Balances appearing first, followed by the Restricted Balances
2. For each program, the report is categorized by Group of Account which corresponds to the various sections in the Exhibits on the Report of Actuals

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3. There is an Instruction and General (I&G) Summary section located at the bottom of the I&G Programs (P09-P14)
4. Reimbursed Expenses - should be excluded from the Revenue section and included in the Expenditures section of the Report of Actuals
5. The Report 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
6. The balances on this report must tie out by Group of Account, by Exhibit to the Report of Actuals Exhibit 1
 - The Beginning Balances (account codes 19xx) on the Report of Actuals will equal the Balance Forwards Group of Account category on the report
 - Allocations (account codes 16xx) are not included in the Report of Actuals. The balances zero out within each Exhibit (I&G, Student Social & Cultural, etc.)
 - The Expenses on the Report of Actuals will equal the Expenses less the Reimbursed Expenses (account codes 06xx) Group of Account category on the report
 - The Ending Balance for each Exhibit on the Report of Actuals will equal the total for each Program on the report
7. For the Restricted Balances on the report, the total balance per program code on the HED Report of Actuals should be zero
8. The Hyperion Summary Report will tie out to Banner as of the end of the fiscal year (June 30, 20xx)

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