



CATEGORIZATION OF RESERVES E-PRINT REPORTS

Date Issued/Rev: 7/29/2011

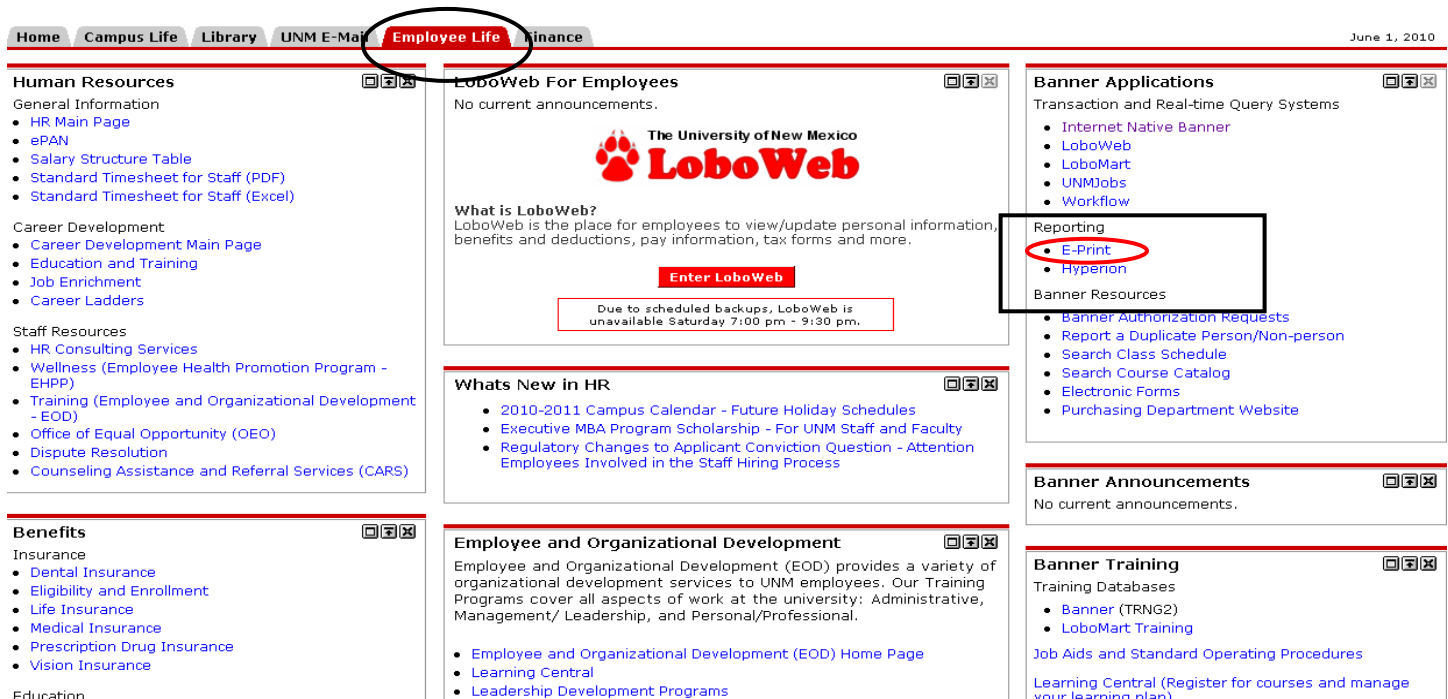
General Description: This procedure lists the instructions to run the Categorization of Reserves ePrint Reports. There are three Reports and the navigation steps for each report is the same. The ePrint Categorization of Reserves Reports are:

- 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. Logon to my.unm.edu
2. Select the “Employee Life” tab
3. Under Reporting, click on “E-Print”

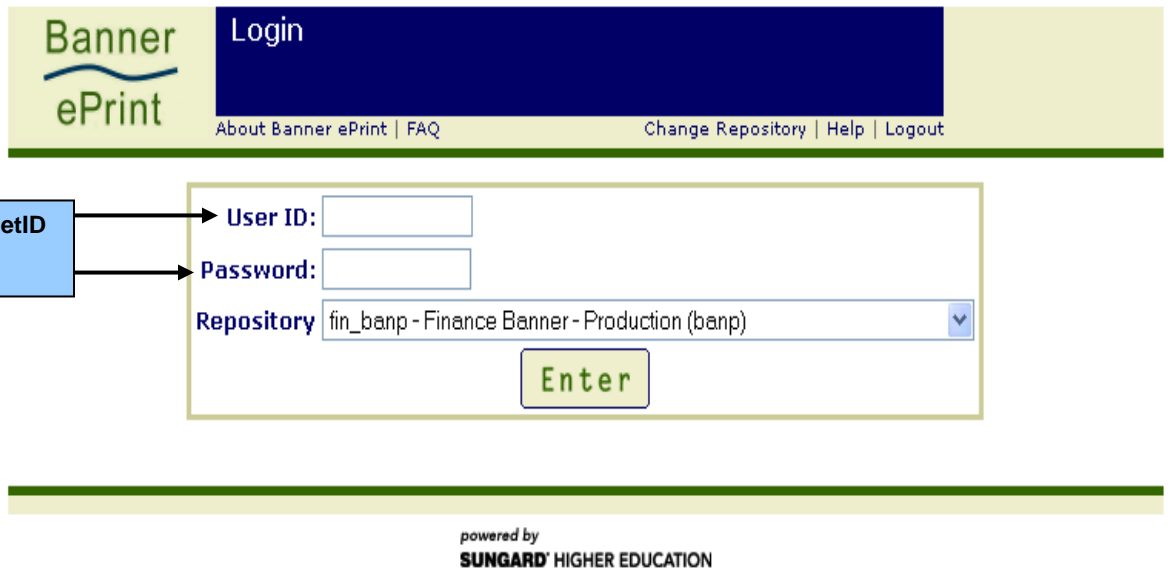


The screenshot shows the Banner system interface with the 'Employee Life' tab selected. The 'Reporting' section is highlighted, and the 'E-Print' option is circled. The interface includes a navigation bar with 'Home', 'Campus Life', 'Library', 'UNM E-Mail', 'Employee Life', and 'Finance'. The main content area is divided into several sections: 'Human Resources', 'LoboWeb For Employees', 'Banner Applications', 'Benefits', 'Employee and Organizational Development', and 'Banner Training'. The 'LoboWeb For Employees' section is currently displaying a message about scheduled backups.

4. Click “Yes” on the Security Alert Information pop-up box that displays

Categorization of Reserves E-print Reports

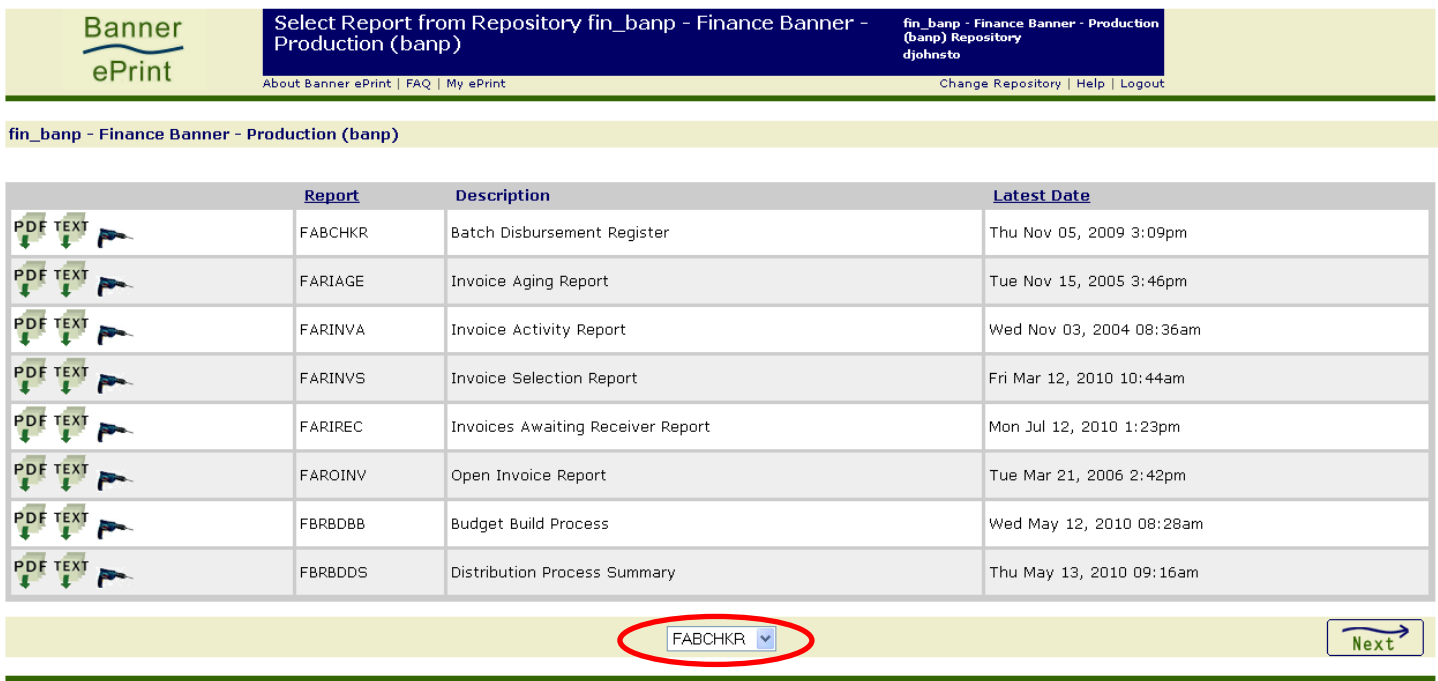
5. Log into Banner ePrint using your NetID and password



The image shows the Banner ePrint login page. At the top left is the Banner ePrint logo. To its right is a dark blue header with the word "Login" in white. Below the header are links: "About Banner ePrint | FAQ" and "Change Repository | Help | Logout". The main content area contains a login form with three fields: "User ID:" with an input box, "Password:" with an input box, and "Repository" with a dropdown menu showing "fin_banp - Finance Banner - Production (banp)". Below the fields is a green "Enter" button. A blue callout box on the left says "Login using your NetID and password." with arrows pointing to the User ID and Password fields. At the bottom, it says "powered by SUNGARD HIGHER EDUCATION".

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

7. Click "Enter"



The image shows the Banner ePrint report selection page. At the top left is the Banner ePrint logo. To its right is a dark blue header with the text "Select Report from Repository fin_banp - Finance Banner - Production (banp)". Below the header are links: "About Banner ePrint | FAQ | My ePrint" and "Change Repository | Help | Logout". The main content area has a sub-header "fin_banp - Finance Banner - Production (banp)". Below this is a table with the following data:

	Report	Description	Latest Date
PDF TEXT	FABCHKR	Batch Disbursement Register	Thu Nov 05, 2009 3:09pm
PDF TEXT	FARIAGE	Invoice Aging Report	Tue Nov 15, 2005 3:46pm
PDF TEXT	FARINVA	Invoice Activity Report	Wed Nov 03, 2004 08:36am
PDF TEXT	FARINVS	Invoice Selection Report	Fri Mar 12, 2010 10:44am
PDF TEXT	FARIREC	Invoices Awaiting Receiver Report	Mon Jul 12, 2010 1:23pm
PDF TEXT	FAROINV	Open Invoice Report	Tue Mar 21, 2006 2:42pm
PDF TEXT	FBRBDBB	Budget Build Process	Wed May 12, 2010 08:28am
PDF TEXT	FBRBDDS	Distribution Process Summary	Thu May 13, 2010 09:16am

Below the table is a green bar with a dropdown menu showing "FABCHKR" and a "Next" button with a right-pointing arrow. The dropdown menu is circled in red.

























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

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

Categorization of Reserves E-print Reports

	Select Report from Repository fin_banp - Finance Banner - Production (banp)	fin_banp - Finance Banner - Production (banp) Repository djohnsto
About Banner ePrint FAQ My ePrint	Change Repository Help Logout	


fin_banp - Finance Banner - Production (banp)

	Report	Description	Latest Date
  	FZRFBDR	Categorization of Reserves Deficit Reduction	Fri Jul 15, 2011 01:53am
  	FZRFBDT	Categorization of Reserves Detail	Thu Jul 14, 2011 2:59pm
  	FZRFBSM	Categorization of Reserves Summary	Thu Jul 14, 2011 2:59pm
  	FZRGAUD	Grant Setup Audit Report	Mon Feb 04, 2008 10:33am
  	FZRGPMU	Grant Personnel Mass Update	Wed Jan 13, 2010 2:38pm
  	FZRIDPG	Incomplete Document Purge Listing	Sun Jul 17, 2011 7:26pm
  	FZRLBDV	Labor Distribution Validation	Sun Jul 17, 2011 7:44pm
  	FZRLEGI	UNM Legacy Interface to Banner	Tue May 17, 2011 3:13pm




10. 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.

11. Click on the “” to display the report

	Select Report from Repository fin_banp - Finance Banner - Production (banp)	fin_banp - Finance Banner - Production (banp) Repository djohnsto
About Banner ePrint FAQ My ePrint	Change Repository Help Logout	

fin_banp - Finance Banner - Production (banp)

	Title	Date
  	Current Unrestricted Deficit Balances and Deficit Reduction Plans by Organization	Tue Jul 27, 2010 08:29am

Two weeks of reports available to access will display in the Date column

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

15-JUL-2011 11:53:52 AM University of New Mexico Page 43
 UBPP 7000 Categorization of Reserves FZRFEDR
 Current Unrestricted Deficit and Deficit Reduction Plans by Organization Level 5

Level 3 Organization ABL - School of Law LAW
 Level 5 Organization 345A - Natural Resources Center

Fund 2U0203 - MU Public Service		Deficit Reduction Plan	
Carry Forward FSYR 10	Carry Forward	Description	
	-24180.78		
Carry Forward FSYR 09	-24180.78		
Change from Previous Year	0.00		

Fiscal Year 11 17651.69 Another Funding Source
 This deficit is being paid by the Vice President for Research's office on index number 798137. JV# J028766.

6529.09 Another Funding Source
 This deficit is being paid by the Vice President for Research's office on index number 798137. JV# J028763.

Total Org Level 5 - 345A/Fund 2U0203 0.00

All report examples are from the test environment and do not include real departmental data

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)

27-JUL-2011 04:44:42 PM University of New Mexico Page 298
 UBPP 7000 Categorization of Reserves FZRFBDT
 Current Unrestricted Fund/Index Detail

Level 3 Organization ABL - College of Education COE
 Level 5 Organization 050A - Technology Education Center TEC

Fund 2U0006 - MU Idc

Carry Fwd	COMMITTED Categorizations	DEDICATED Categorizations	Remaining Res
Index 050001 - 119436-TEC (Organization 050A00 - COE TEC DI #1)			
FY2011 13669.77	11840.26	.00	1829.51
	11840.26 Banner P0096702-NM Office Furniture Inc		
Department Summary Entries For 050A / 2U0006			
FY2011 .00	.00	.00	
Total 2U0006 13669.77	11840.26	.00	1829.51

Fund 2U0203 - MU Public Service

Carry Fwd	COMMITTED Categorizations	DEDICATED Categorizations	Remaining Res
Index 050002 - 123070-TEC (Organization 050A00 - COE TEC DI #1)			
FY2011 46430.45	.00	4320.00	42110.45
		720.00 OP Operating Expenses	
		720.00 OP Operating Expenses	
		720.00 OP Operating Expenses	
		720.00 OP Operating Expenses	
		720.00 OP Operating Expenses	
		720.00 OP Operating Expenses	
Department Summary Entries For 050A / 2U0203			
FY2011 .00	.00	.00	
Total 2U0203 46430.45	.00	4320.00	42110.45

Fund 2U0224 - MU I & G

Carry Fwd	COMMITTED Categorizations	DEDICATED Categorizations	Remaining Res
Index 050000 - 101837-TEC (Organization 050B - COE TEC General Administrative)			
FY2011 64244.85	.00	64244.85	.00
		64244.85 CA Travelstead Building	
Index 050011 - 050002 TEC - Course Fees (Organization 050A00 - COE TEC DI #1)			
FY2011 101020.01	.00	101020.00	.01
		101020.00 FE Course Fees	
Department Summary Entries For 050A / 2U0224			
FY2011 .00	.00	.00	
Total 2U0224 165264.86	.00	165264.85	.01
Total 050A 225365.08	11840.26	169584.85	43939.97

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

14-JUL-2011 02:59:49 PM

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 UBPP 7000 Categorization of Reserves
 Current Unrestricted Fund Analysis by Index

Page 211
 FZRFBSM

Level 3 Organization ABL - School of Law LAW
 Level 5 Organization 345A - Natural Resources Center

Index - Title	Carry Fwd	Adj Banner Committed	Adj Banner Dedicated	Net Avail Reserve	Department Commitments	Department Dedications	Net Discr Reserve
Fund 2U0203 - MU Public Service							
345000 122455-NATURAL RES CE-Crosswalk Uni	-6529.09	.00	.00	-6529.09	.00	-6529.09	.00
345002 122940-NATURAL RES CE-General Activ	-17651.69	.00	.00	-17651.69	.00	-17651.69	.00
Org/Fund Summary Entries	.00	.00	.00	.00	.00	.00	.00
Total Fund - 2U0203/MU Public Service	-24180.78	.00	.00	-24180.78	.00	-24180.78	.00
Total Org Lev 5 - 345A/Natural Resources Center	-24180.78	.00	.00	-24180.78	.00	-24180.78	.00

*** END ***