

**Hyperion Finance Production  
Folder Reports Instructions  
FSJA-027**

Hyperion is available on the MyUNM portal in the UNM Business Applications channel.

Reports are located in the Finance Production Reports folder.

Most reports use the same basic dashboard.

Most reports can be run for several values.

To add additional values use the 'Select Value' button.

**FBRH0020-Branch Campus Fiscal Year End Report of Actuals-Detail and**

**FBRH0021-Branch Campus Fiscal Year End Report of Actuals-Summary**

For Branch Campus' only. Data by Program Level 2 and Account Level 2 that can be used to prepare the NMHED Report of Actuals.

1. Select Branch.
2. Select Fiscal Year.
3. Process.

**FBRH0021 Main and Branch Transfers Allocation**

Used by Main and Branch offices to identify how to correctly process a transfer and allocation JV in accordance with UNM business rules.

1. Select A - Transfer/Allocation
  - Entry to enter indices.
2. Select B - Index & FOPA Detail Look Up
  - To lookup details on an index.

**FGH0001&2 General Ledger Detail & Summary**

Provides Fiscal Year to Date summary, detail or Month to Date general ledger activity for funds and or grants.

1. Select Segment.
2. Select appropriate Level.
3. Enter Grant or Fund number.
4. Select Values
5. Set date options.
6. Process Report.

**F Index Lookup**

FOPA Hierarchy Report.

1. Select an Index or FOPA element.
2. Enter the Code for the Index or FOPA.
3. Show Report or Export.

**FOH0001&2: Operating Ledger Detail and Summary**

Operating Ledger Detail and Summary reports.

1. Select a Segment.
2. Select the Level.
3. Enter the Value of the Segment.
4. Find.
5. Set date and grouping options.
6. Process.

**FOH0003&4: Budget Availability Detail & Summary Reports**

Includes information regarding Unrestricted Research, Unrestricted Public Service, and Athletics funds.

1. Enter Organization Level, Level 3 or 5.
2. Enter Organization code number.
3. Find.
4. Select Value(s).
5. Generate Report.

**FOH0007 - Unrestricted Balances and Savings Summary for UBPP 7000**

This report measures current year savings in accordance with UBPP # 7000.

1. Enter Organization Code.
2. Enter Fund.
3. Set the date options.
4. Process Report.

**FOH0009 - Budget Availability for Unrestricted Funds-Indices**

This report shows NSF balance availability for all unrestricted Funds/Indices.

1. Enter Organization Code.
2. Enter a Fund or leave blank.
3. Enter the Fiscal Year.
4. Process.

**FOP Hierarchies and Index Lookup**

Enables the look up of all FOPAL elements and index codes.

1. Select Index Or FOP Element To Look Up.
2. Select Level.
3. Select Code Status
4. Select Search by criteria and enter value (i.e. org code)
5. Find.

### **FRH0002 - Non Endowed Spending Funds Report**

Provides Non Endowed Spending Funds.

1. Select Fund.
2. Select date.
3. Select summary or detail.
4. Process or Process and Export.

### **FORHOZ01-Finance Approval Queue Inquiry Report**

This report will not display documents awaiting approval. Use this report to find out your Finance Approval Queue information.

1. Select Report By option.
2. Enter value; Org Code, Queue ID or Approvers NetID.
3. Find.
4. Select Values.
5. Process.

### **FPRHOZ02 - Pcard Transaction Report**

Report to facilitate easier PCard review and reconciliation.

1. Select Report By option.
2. Enter Value.
3. Find.
4. Check Restricted Funds if applicable.
5. Enter date.
6. Select preferred details.
7. Process.

### **FRH0001&2 Grant Ledger Detail and Summary**

Grant Ledger detail and summary report.

1. Select Segment.
2. Set Level.
3. Enter Value, Find.
4. Select Only Active Funds if applicable.
5. Set date and grouping options.
6. Process.

### **FRH0003: Contract and Grant Ledger Executive Summary**

Grant listing by organization code. It displays budget, expenses to date, encumbrances and available balance summarized by Grant Code. \*New Modifications allow ARRA reporting\*.

1. Segment - Grant Organization.
2. Level – Org Level.
3. Find, Select Value(s).
4. Set the date and grouping options.
5. Only Active Funds if applicable.
6. ARRA Only if applicable
7. Process.

### **FRH0004 - F&A Generated by PI**

Facilities and Administrative Costs by Primary Investigator (PI).

1. Enter Organization Code.
2. Find, Select Value(s).
3. Set the date options.
4. Process Report.

### **FRH0005 - Closeout Workflow For Funds Ending On Contracts and Grants**

Workflow close out report by status. Reports by organization, Principle Investigator, Account Administrator and Fiscal Monitor.

1. Select Segment.
2. Enter Value, Select Value.

### **FSH0001 Salary Labor Benefits and Encumbrance Report**

Salary Labor benefits and encumbrances report. Includes ability to report by 'Fringe rate by org'.

1. Confirm Fiscal Year
2. Select Report by criteria.
3. Enter Index, Org Code or Employee Banner ID.
4. Find.

### **FSH0002 Labor Distribution Reports**

Labor distribution by hiring Organization or Employee.

1. Select Report By option.
2. Enter the Org, Employee, Index, Fund or Grantcode, and select either 'starts with' or 'contains.'
3. Find.
4. Highlight the Value, Select Values.
5. Select a distribution option, noting that Active includes only the current distribution and Historical reflects all distributions.
6. Process.

\*\*\*End\*\*\*