

UAP 7000

CATEGORIZATION OF RESERVES

E-PRINT REPORTS

Date Issued/Revised: 6/12/2019

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 myUNM
- 2. Under Reporting (in the UNM Business Applications window), click on "E-Print"

oloyees)		Business Applications
mployees to view/update personal information, benefits a	nd deductions, pay information, tax forms Transaction	and Real-time Query Systems orms (INB)
	Banner 9 F	orms
	Employee	Dashboard
ENTER LOBOWEB	LoboWeb	
	LoboAchie	ve
	LoboMart	
Finance	• LoboTime	
Bursar Account	UNMJobs	
Bursar Account	• Performan	ce Evaluations
	Workflow	
ay 7:00 pm - 8:30 pm. See the "Banner Announcements" widget for c	other planned downtime. • AppReview	GradApp
	Grad Studi	es App
	Reporting E-Print HR Reports MyReports	5
1	MySpend F	Portal
3. Log into Banner ePrint using your Ne	etID and Password	
	Banner ePrint about Banner ePrint Eq. Channe Bannerkow Help	Lagaut
	About banner er nikt i rikg	Logodi
Login using your NetID	User ID:	
and Password.	Password:	
	Repository fin_banp - Finance Banner - Production (banp)	×
	Enter	
4. The Repository will default to fin_bar	np-Finance Banner-Production (banp)	
5. Click "Enter"		

Categorization of Reserves E-print Reports

Banner	Select Report from Report	itory fin_banp - Finance Banner - Production (banp)	fin_banp - Finance Banner - Production (banp) Repository User NetD
ePrint	About Banner ePrint FAQ My ePrint		Change Repository Help Logout
_banp - Finance Banner - Production (banp)		
	Report	Description	Latest Date
DF TEXT J	FABCHKR	Batch Disbursement Register	Fri Jun 07, 2019 11:34am
DF TEXT J	FARIAGE	Invoice Aging Report	Tue Nov 15, 2005 3:46pm
DF TEXT T	FARINVA	Invoice Activity Report	Wed Nov 03, 2004 08:36am
DF TEXT 🏅	FARINVS	Invoice Selection Report	Fri Mar 15, 2019 10:38am
DF TEXT 🏅	FARIREC	Invoices Awaiting Receiver Report	Mon Jul 02, 2018 2:58pm
DF TEXT 🏅	FAROINV	Open Invoice Report	Tue Mar 21, 2006 2:42pm
DF TEXT 🏅	FBRBDBB	Budget Build Process	Wed Apr 24, 2019 1:30pm
DF TEXT 🏅	FBRBDDS	Distribution Process Summary	Fri Apr 26, 2019 10:57am

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

Banne	er Sel	ect Report from Repository	fin_banp - Finance Banner - Production (banp)	fin_banp - Finance Banner - Production (b	panp) Repository	
ePfin	About I	Banner ePrint FAQ My ePrint		Cha	nge Repository Help Logout	
fin_banp - Finance Banner - P	roduction (banp)					
		Report	Description		Latest Date	
PDF TEXT J		FZRFBDR	Categorization of Reserves Deficit Reduction		Mon Jul 30, 2018 8:00pn	1
PDF TEXT 🏅		FZRFBDT	Categorization of Reserves Detail		Mon Jul 30, 2018 8:00pr	1
PDF TEXT 🏅		FZRFBSM	Categorization of Reserves Summary		Mon Jul 30, 2018 8:00pr	1
PDF TEXT 3		FZRGAUD	Grant Setup Audit Report		Fri May 18, 2018 09:23a	m
PDF TEXT J		FZRGRNT	UNM Allow Deferred Grant Calc		Sat Apr 02, 2016 11:26a	m
PDF TEXT J		FZRIDPG	Incomplete Document Purge Listing		Mon Jul 30, 2018 7:37pn	1
PDF TEXT J		FZRLBDV	Labor Distribution Validation		Mon Jul 30, 2018 10:32p	m
PDF TEXT J		FZROFPD	Open Fiscal Period		Wed Jul 18, 2018 08:01a	ım
Previous FZRFBDR V						
8. Click on t	the " 🔨 '	" (drill) to vie	w 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.

Categorization of Reserves E-print Reports

Banner	Report Detail: FZRFBDR	fin_banp - Finance i User NetiD	Banner - Production (banp) Repository		
erinit	About Banner ePrint (FAQ) My ePrint		Change Repository Help Logout		
hn_banp - Finance Banner - Production (bant): FZRFBUR				
	Title		Date		
PDF EXT 🗣	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Mon Jul 30, 20	8 8:00pm	
PDF TEXT	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Sun Jul 29, 2018 8:00pm	
PDF TEXT	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Sat Jul 28, 2018 8:00pm	
PDF TEXT	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Fri Jul 27, 2018 8:00pm	
PDF TEXT	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Sat Sep 30, 2017 8:00pm		
PDF TEXT	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Fri Sep 29, 2017 8:00pm	
PDF TEXT	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Thu Sep 28, 2017 8:00pm	
PDF TEXT	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve		Wed Sep 27, 2	017 8:00pm	
	Currant Unrestricted Deficit and Deficit Reduction PIs	ans by Organization leve - Mon. Jul 30, 2018,8:00pm		Nevt	
	Current Onesancted Dencir Aeduction Pra			Next	
Select the drop down box option to display a					
list of dai	ly reports available to access.				
Click on	the report you want to select The				
colected	report you want to sciect. The		Daily Reports ava	illable to access	

a report will display in the Click on the "PDF" to view the report.

will display in the "Date" column. Click on the "PDF" to view the report.

9. Click on the **PDF** icon to display the report

10. Or click on the drop down box to display a list of the 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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