

Operating Ledger Detail and Summary Report in MyReports FSJA-101

MyReports is accessed from the MyUNM Portal. The link is located on the UNM Business Applications channel.

1. Login to MyReports with your NetID and password.
2. Select the Finance tab.
3. Click on F All Campus Reports to expand the folder.
4. To open the report dashboard, double click on FOROLDS – Operating Ledger Detail and Summary.
5. Select the criteria for your report:
 - a. Report By
 - Index
 - Fund
 - Organization
 - Program
 - Fund Manager
 - Fund Type
 - Account
 - b. Value
 - Enter the Value as it corresponds to your criteria above.
 - Note * is the wild card
6. Select the value you want by highlighting the value and then click the Select Values button.

Note: to clear the selection and search again, click the Reset Values button.

7. Review the Grouping Options in the second column.
 - Select to view the report details or summary.
 - When viewing the report summary, grouping options are available in the Report Grouping dropdown list.

8. Select your Run Options.
 - You can run the report for a single month or Fiscal Year to date.
 - If you select Single Month, indicate the month and year using the dropdown lists.
9. Select the output file type:
 - PDF
 - Excel
 - Excel-Data
 - CSV
 - XML
10. Select Run Report Now, Run Report Deferred, or Schedule Report.
11. The report output file will open in another window. You will have the option to save and/or print the report.

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