



# UAP 7000

## CATEGORIZATION OF RESERVES

### E-PRINT REPORTS

Date Issued/Revised: 6/12/2019

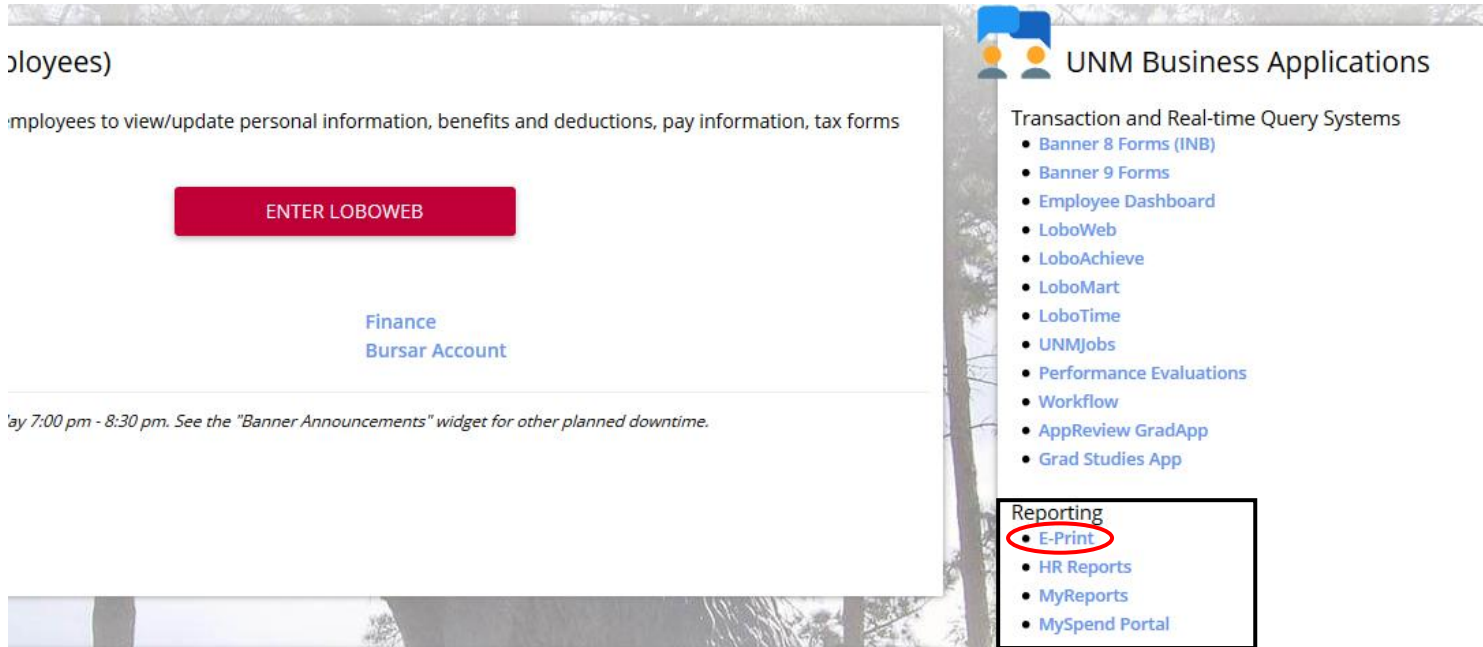
**General Description:** This procedure lists the instructions to run the Categorization of Reserves ePrint Reports. There are three Reports and the navigation steps for each report is the same. The ePrint Categorization of Reserves Reports are:

- FZRFBDR Categorization of Reserves Deficit Reduction
- FZRFBDT Categorization of Reserves Detail
- FZRFB SM Categorization of Reserves Summary

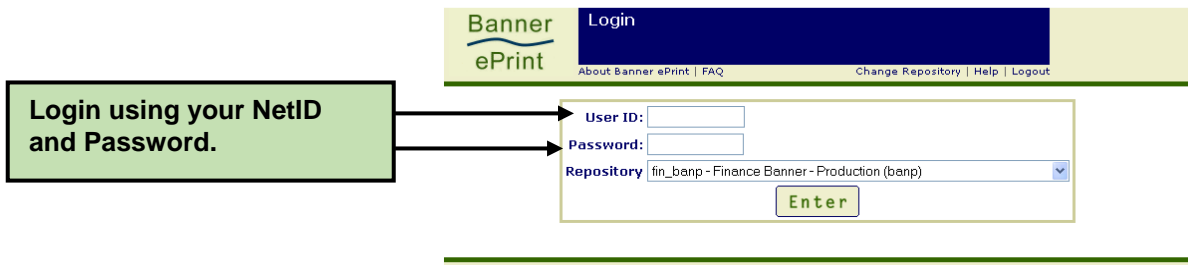
**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA)  
HSC Budget Office

#### 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”



3. Log into Banner ePrint using your NetID and Password



4. The Repository will default to fin\_banp-Finance Banner-Production (banp)
5. Click “Enter”

Report	Description	Latest Date
FABCHKR	Batch Disbursement Register	Fri Jun 07, 2019 11:34am
FARIAGE	Invoice Aging Report	Tue Nov 15, 2005 3:46pm
FARINVA	Invoice Activity Report	Wed Nov 03, 2004 08:36am
FARINVS	Invoice Selection Report	Fri Mar 15, 2019 10:38am
FARIREC	Invoices Awaiting Receiver Report	Mon Jul 02, 2018 2:58pm
FAROINV	Open Invoice Report	Tue Mar 21, 2006 2:42pm
FBRBDBB	Budget Build Process	Wed Apr 24, 2019 1:30pm
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

Report	Description	Latest Date
FZRFBDR	Categorization of Reserves Deficit Reduction	Mon Jul 30, 2018 8:00pm
FZRFBDT	Categorization of Reserves Detail	Mon Jul 30, 2018 8:00pm
FZRFBSM	Categorization of Reserves Summary	Mon Jul 30, 2018 8:00pm
FZRGAUD	Grant Setup Audit Report	Fri May 18, 2018 09:23am
FZRGRNT	UNM Allow Deferred Grant Calc	Sat Apr 02, 2016 11:26am
FZRIDPG	Incomplete Document Purge Listing	Mon Jul 30, 2018 7:37pm
FZRLBDV	Labor Distribution Validation	Mon Jul 30, 2018 10:32pm
FZROFPD	Open Fiscal Period	Wed Jul 18, 2018 08:01am

8. 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.

Banner ePrint		Report Detail: FZRFBDR	fin_banp - Finance Banner - Production (banp) Repository User: NeilD
fin_banp - Finance Banner - Production (banp) : FZRFBDR			
PDF TEXT	Title	Date	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Mon Jul 30, 2018 8:00pm	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Sun Jul 29, 2018 8:00pm	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Sat Jul 28, 2018 8:00pm	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Fri Jul 27, 2018 8:00pm	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Sat Sep 30, 2017 8:00pm	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Fri Sep 29, 2017 8:00pm	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Thu Sep 28, 2017 8:00pm	
	Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve	Wed Sep 27, 2017 8:00pm	
<input type="text" value="Current Unrestricted Deficit and Deficit Reduction Plans by Organization leve - Mon Jul 30, 2018 8:00pm"/>			Next

Select the drop down box option to display a list of daily reports available to access. Click on the report you want to select. The selected report will display in the first row. Click on the "PDF" to view the report.

Daily Reports available to access will display in the "Date" column. Click on the "PDF" to view the report.

- Click on the icon to display the report
- 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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