



## Finance Systems Management

Date: 6/25/2013

### Contract and Grant Ledger Executive Summary Report in MyReports FSJA-100

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 FRRCGES – Contract and Grant Ledger Executive Summary.
5. Use the 'Report By' dropdown to select how to run your report.
6. Choose the Level from the second dropdown.
7. Enter all or part of the value for your Report By selection in the Value field, then click on the Find Values button.
8. 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 on the Reset Values button.
9. Select whether to report by Fund or Grant using the radio buttons.
10. Choose your Filters:
  - Only Active Funds and/or ARRA
  - Period
  - Calendar Year

11. Select the output file type using the radio buttons.

12. Click Run Report Now or Run Report Deferred button.

Note: Run Report Deferred will allow you to run the report in the background and access the output at a later time.

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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