



Finance Systems Management

Date: 6/24/2013

Salary Projections Dashboard for Executives Report in MyReports FSJA-102

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 FORSALP – Salary Projections Dashboard for Executives.
5. Select the criteria for your report:
 - a. Report By
 - Fund
 - Fund Type
 - Organization or
 - Program
 - b. Level
 - Choose the level as it corresponds to your criteria above.
 - c. 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 clicking the Select Values button.

Note: to clear the selection and search again, click the Reset Values button.
7. Select the Fiscal Year from the dropdown in the second column.
8. Click the Run Report button.

The report output file will open in another window.

You will have the option to save and/or print the report.

END