

Quick Reference Guide

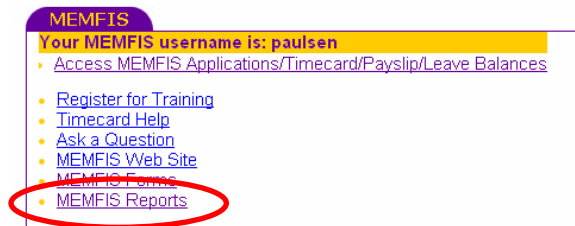
Accessing MEMFIS Reports

In MyUNiverse

ACCESSING MEMFIS REPORTS

Staff with appropriate authorization can view and print Web Focus and Discoverer reports in MyUNiverse.

1. Login to My UNiverse.
2. Click MEMFIS Reports in the MEMFIS channel.



3. Select the report you wish to run from the list.

MEMFIS WebFOCUS Reports *(Restricted by user login and password.)*

Financial (FIN) Reports

Budget Report

Encumbrance Summary

Funds Available for Viewing

Personnel Expenditures Detail *(rewritten in Discoverer 01-JAN-05)*

Personnel Expenditures Summary *(rewritten in Discoverer 01-JAN-05)*

Statement of Account

Statement of Account Financial Summary

Summary Trial Balance

Transaction Detail

MEMFIS Discoverer Reports *(Restricted by user responsibility and password.)*

Discoverer Financial (FIN) Reports

Budget Detail Report

Payroll Expense Report

Personnel Expenditures Report (Salary Savings)

Discoverer Human Resources (HR) Reports

Employee Listing by HR Organization

Labor Distribution Report

Student Assignment Approval Listing

MEMFIS References (Look-ups)

Accounts Available for Viewing

Campus Supply Catalog

Employee Listing by Organization

Employee Number Listing

Search for Legacy Account

Search for MEMFIS Account

Supervisor Listing of Employee's MEMFIS Responsibilities

For questions, please contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.