

# Quick Reference Guide

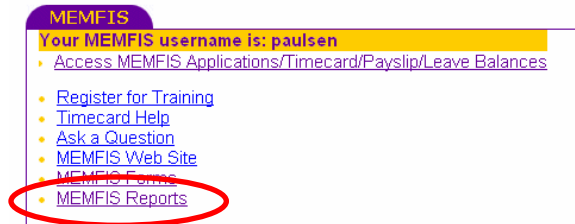
# Accessing MEMFIS Reports

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](mailto:memfis-help@uni.edu).

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