

# **MyReports Finance – Report Caster Demo**

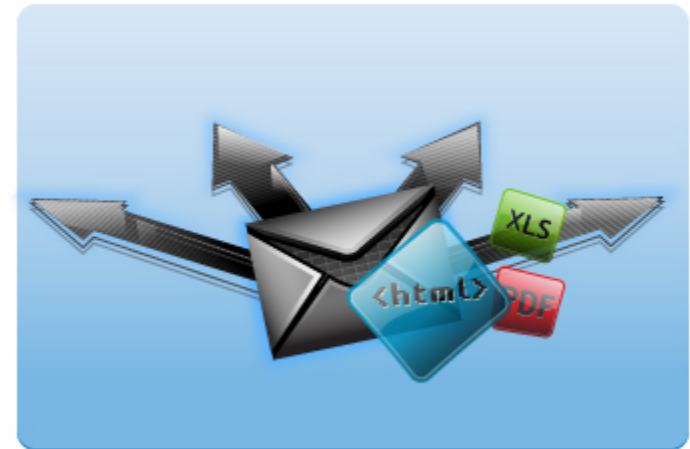
## **Research Administration Network**

### **October 13, 2015**

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# Report Caster

- **What is it?**
  - New Functionality in MyReports to Schedule Reports to your Email Inbox!
- **Available for Finance Reports**
- **Schedule Between Mon – Fri 7:00 AM to 7:00 PM**
- **Desired Frequency**
  - Daily
  - Weekly
  - Monthly
  - Yearly
  - Custom – E.g. Every 7<sup>th</sup> Day of the Month



# Training and Support

- **MyReports Information Website**
  - <http://myreportsinfo.unm.edu/>
- **Training Documents**
  - <http://myreportsinfo.unm.edu/finance/training%20documents/index.html>
- **Finance Reports by Business Cycle**
  - <http://myreportsinfo.unm.edu/finance/Reports%20by%20Business%20Cycle/index.html>
- **Walk-In Help Session**
  - Wednesday, September 9, 2015 3:30 - 5:00 PM
  - Thursday, October 8, 2015 10:30 AM - 12:00 Noon
  - Email [fsm@unm.edu](mailto:fsm@unm.edu) if interested
- **MyReports Finance Customer Support**
  - Email [fsm@unm.edu](mailto:fsm@unm.edu)



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