General Description: This procedure lists the instructions to run the UAP7000 Deficit Compliance and Balance Reports. This report provides two different display options for the Reserves activity, the “All Balances” and the “Deficit Balances Only” by Detail or Summary. The Detail and Summary reports are displayed at a Level 3 Fund, Level 5 Organization. **Note:** The report will not display over budgeted 1901 activity and the report only displays balances in current unrestricted indices.

Purpose: This report displays the 1900 Reserves, 1901 Budgeted Use of Reserves and the 1903 Change in Reserves activity by index, fund or organization. This report can be used to monitor departmental reserves and/or deficit reserves activity.

Responsible Manager: Office of Planning, Budget and Analysis (OPBA)

Running the UAP 7000 Deficit Compliance and Balance Reports

1. Login to myUNM
2. Under Reporting, click on “MyReports”
UAP 7000 Deficit Compliance and Balance Reports

3. Log into “MyReports” using your NetID and Password

4. Select the “Finance” tab

5. Click on the to expand the list of reports located in the “F All Campus Reports” folder

6. Select the “FORDCBL - UAP7000 Deficit Compliance and Balance Reports”
7. In the Query Parameters section

- Select “**Report by:**” by clicking on the drop down menu
  - Index
  - Fund (Level 1, 2 or 3)
  - Organization (Level 2, 3 or 5)

- Enter a **Value:**
  - If the value is unknown
    - Enter a value containing the asterisk in the beginning, middle or end (the asterisk is the wildcard character)
    - Click on the “Find Values” option

- When the report information displays in the upper box, click on the underlined value to select
- The value then displays in the lower lines Fund:, Org:, or Index:
8. Select the “Month:” and the “Fiscal Year:” by clicking on the drop down menu

9. Select the “Report Type:” by clicking on the drop down menu
   - Detail
   - Summary

10. Select the “Group by:” options by clicking on the drop down menu
    - Organization
    - Fund

11. Select the “Report Option:” by clicking on the drop down menu
    - All Balances
    - Deficit Balances Only

12. Select type of display output
    - PDF (use for printing)
    - Excel 07
    - HTML
    - HTML Active Report

13. Click on the “Run Report” button

14. A white tab box displays while the report is generating and the report will display in this area once it has completed generating
Displays the detail for the “All Balances” or “Deficit Balances Only” report for the Index, Fund, and/or Organization based on the criteria selected.

- Fund
- Fund Description
- Organization
- Index
- Index Description
- 1901 Budgeted Use of Reserves
- 1900 Reserves
- 1903 Change in Reserves
- Unbudgeted Net Reserves (1900 Reserves plus 1903 Change in Reserves minus 1901 Budgeted Use of Reserves equals the Unbudgeted Net Reserves)

Displays the summary for the “All Balances” or “Deficit Balances Only” report for the Index, Fund, and/or Organization based on the criteria selected.

- Fund
- Fund Description
- 1901 Budgeted Use of Reserves
- 1900 Reserves
- 1903 Change in Reserves
- Unbudgeted Net Reserves (1900 Reserves plus 1903 Change in Reserves minus 1901 Budgeted Use of Reserves equals the Unbudgeted Net Reserves)