



## UAP 7000

### CATEGORIZATION OF RESERVES

#### MyReports

## UAP 7000 DEFICIT COMPLIANCE AND BALANCE REPORTS

Date Issued/Rev: 7/22/2016

**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.

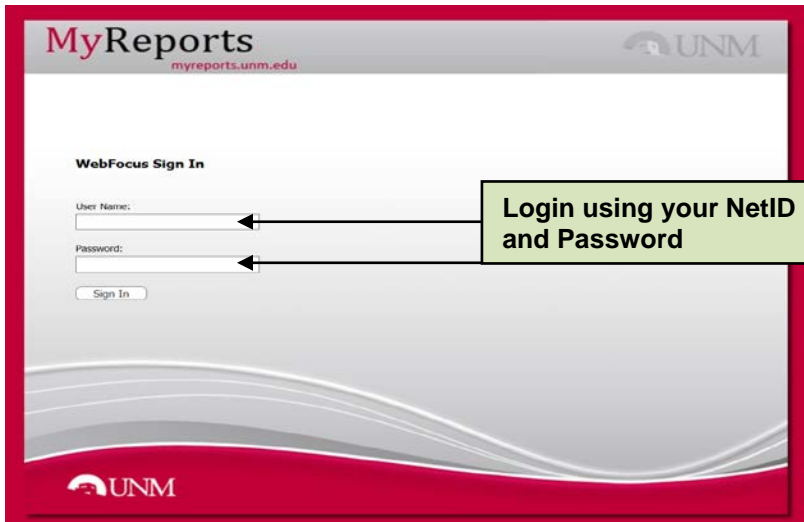
**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA)

### Running the UAP 7000 Deficit Compliance and Balance Reports

1. Login to myUNM
2. Under Reporting, click on “MyReports”

The screenshot shows the myUNM website interface. The top navigation bar includes the UNM logo, a search bar, and a Logout button. The main content area is divided into three columns: Human Resources, LoboWeb (Employees), and UNM Business Applications. The UNM Business Applications column contains a Reporting menu with the following items: E-Print, Enterprise Metrics Reporting (EMR), and MyReports. The MyReports item is circled in red. The LoboWeb (Employees) column features a large red button labeled "ENTER LOBOWEB" and a list of quick links including Leave Balances, Pay Information, Benefits, Finance, Bursar Account, and Retirement Manager. The Human Resources column lists various services such as HR Website, EPAP Resource Page, iPAN, OneSource, and Salary Structure Table.

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

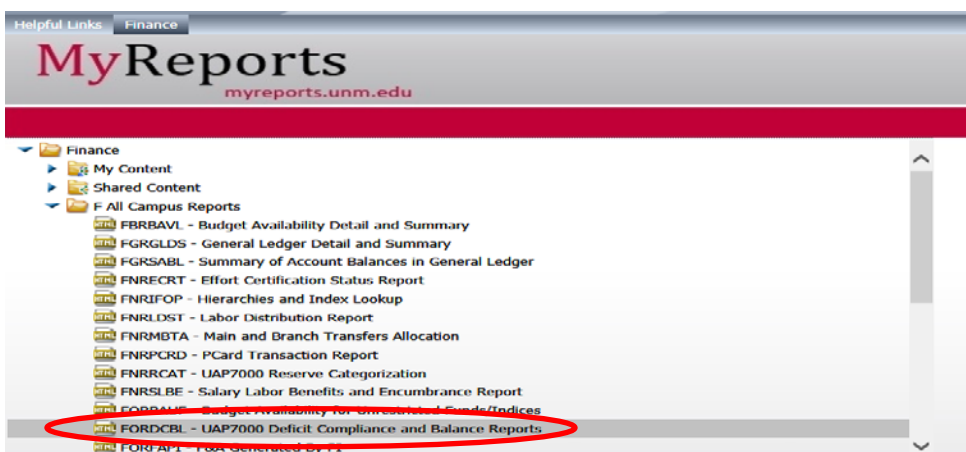


4. Select the “Finance” tab

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

**MyReports**  
myreports.unm.edu

**FORDCBL - UAP 7000 Deficit Compliance and Balance Reports**

Report by: Organization Level: Level 5 Value: \*7 Find Values

Report Type: Detail Group by: Organiza Report Option:

Select type of display

PDF PDF Excel 07  
HTML HTML Active Report

Fund: Org: '037A' Index: Month: Fiscal Year: Prior Month's Fiscal Year

Version 1.3

Enter search criteria

Click "Find Values" to display search results

Search results display here

- 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:

**MyReports**  
myreports.unm.edu

**FORDCBL - UAP 7000 Deficit Compliance and Balance Reports**

Report by: Organization Level: Level 5 Value: \*7 Find Values

007A	HSC Clinical Contracting
017A	Taos Business Office
027A	Assoc VP Stu SvcCollege Enrich Prgm
037A	Student Health and Counseling
047A	CE Bus Tech Training Prg Summary
047J	CE-Business & Technology
047K	CE-Custom Programs
047L	CE-Program Support
047M	CE-Research, Evaluation & Assessment

Report Type: Detail Group by: Organization Report Option: All Balances

Select type of display output Use PDF for printing.

PDF  Excel 07  
 HTML  HTML Active Report

Fund: Org: '037A' Index:

Month: JAN Fiscal Year: 2017

Click to run the report

Version 1.3

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

**UAP 7000 Deficit Compliance and Balance Report - Detail**

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)

**UAP 7000 Deficit Compliance and Balance Report - Summary**

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)

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