General Description: This procedure explains the Categorization of Reserves as required by the University Administrative Policies and Procedures Manual, Policy 7000 (UAP7000) and how to use the Categorization of Reserves system to report Current Unrestricted Fund Balances.

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

Related: Budget Office SOP CAR Category and Category Type Definitions

Accessing the System

1. Login to myUNM
2. Enter LoboWeb using one of the three options listed below:
   - Click on “ENTER LOBOWEB” in the LoboWeb (Employees) section. Then select the “Finance” tab
   - Click on “Finance” in the Quick links
   - Click on “LoboWeb” in the UNM Business Applications section. Then select the “Finance” tab
3. Click on “Categorization of Reserves"
4. **Chart of Accounts:** enter “U”  
5. **Budget ID:** enter the current fiscal year, BUDxx  
   (the system default is the last Budget ID entered)  
6. **Budget Phase:** enter the current fiscal year, CARxx  
   (the system default is the last Budget Phase entered)  
7. **Organization:** enter Organization Code Level 3 or Level 5  
8. Click Submit

9. **Fund:** select “Fund” from the drop down menu
10. **Check Box** for Data entry by level 5 organizations only OR **Uncheck** box for Data entry by index  
11. Click “Submit”

The application will compute carry-forward rolled up to Fund Level 3 and Organization Level 5 and allows users to designate all or part of this amount as either Committed or Dedicated.

**Fund Category Definitions**

- **Committed:** A formal, written commitment has been made for the funds.  
  Examples include: purchase orders, signed offer letters for start-up funds, documented cost share requirements, direct state appropriations for a special project, institutional bond debt service payments, etc.

Note: Always replace the “xx” with the current fiscal year.
- **Dedicated**: Funds that have a clear, focused purpose with a documented description and identify the entity/individual making the dedication. Dedicated items must be approved and signed off by the Chancellor of Health Sciences Center or an executive vice president, vice president, or dean.

  **Examples include**: purchase requisitions, manual encumbrances, an F&A reserve that has been dedicated by a dean to fund a lab renovation, a non-endowed gift amount that has been dedicated by a chair for faculty travel, student paid course fees that are being accumulated and dedicated by a dean to fund the purchase of equipment, etc.

- **Discretionary**: Fund reserve remaining after accounting for all committed and dedicated funds.

### Reserves Categorization Summary

<table>
<thead>
<tr>
<th>Org</th>
<th>Carry Fwd</th>
<th>Per Banner</th>
<th>Banner Adjusted</th>
<th>Per Department</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Committed</td>
<td>Dedicated</td>
<td>Committed</td>
<td>Dedicated</td>
</tr>
<tr>
<td>5</td>
<td>712A - Budget Office</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>712000 113080-DIRECTOR OF BU-General Activ P131</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>Totals for 712A</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Return to Organization Selection  Return to Fund Selection

### Per Banner

**Committed** - Purchase Orders and general encumbrances on sub-awards (account codes 87xx-88xx) from the prior fiscal year that rolled to the new fiscal year.

**Dedicated** - Displays the amount of manual encumbrances from the prior fiscal year that rolled to the new fiscal year.

### Banner Adjusted

**Banner Adjusted** - used to make approved adjustments to activity that rolled into the new fiscal year. Approved adjustments would be for items such as adjusting amounts on master purchase orders that span multiple fiscal years or purchase orders that should have been liquidated.

**Committed** - To enter an adjustment in the Banner Adjusted Committed fields click on the dollar amount in the Committed column (Red Hyperlink).

**Dedicated** - To enter an adjustment in the Banner Adjusted Dedicated fields click on the dollar amount in the Dedicated column (Red Hyperlink).

### Edit Banner Encumbrance Adjustments

**Committed** Banner encumbrances for Index 276018 113475-ALUMNI RELATION-General Activ

**Carry Forward**: 18,232.03

**Total Adjusted Banner Committed**: 2,933.18

**Total Adjusted Banner Dedicated**: 0.00

**Available Reserve**: 15,298.65

**Adjusted Amount equals Banner Amount unless adjustments are made**

Adjustment amount **cannot** exceed encumbrance amount

**Enter adjustment here and save**
Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 276018 1137475-ALUMNI RELATIO-General Activ
Working in Query/Update mode.

Carry Forward: 18,232.03

- Per Department columns
  - Committed
    1. To enter items into the Committed Category, click on the dollar amount in the Committed column under the Per Department field (Red Hyperlink)
    2. Select the Category Type from drop-down list
    3. Enter: Dollar Amount
    4. Enter: Description
    5. Enter: Comments - text comments must be entered or an error message will activate
    6. Save

Adjust All to Zero
Adjusted Amount clears to zero and Banner Amount will appear in the Adjustment column

Reset All – returns data to original fiscal year-end amounts

Note: Always replace the “xx” with the current fiscal year
When the comments are saved the following screen populates.

Click on **Hide Banner Items** to display only the Total of the Banner Committed/Dedicated Items.

**Note:** Always replace the “xx” with the current fiscal year.

Select Category from the drop down box.

Enter the Amount and Description.

Text comments must be entered or an error warning box will display when attempting to save.

- When the comments are saved the following screen populates.
• What is displayed
  - Detail for Banner Commitments by Purchase Order Number
  - Entered Committed Items
  - Edit, Copy or Delete Options
    - Click on “Edit” to return to data in the line item to update
    - Click on “Delete” to remove the line item
  - Description of Transactions

• Entering Multiple years
  1. After the category information is saved in the current fiscal year, click on the “copy” box
  2. Select the Fiscal Year from the drop down box
  3. Save
  4. The additional fiscal year(s) display under the current fiscal year information on the Reserves Categorization Input page

  Note: Multiple years can be entered in the committed and/or dedicated categorizations

<table>
<thead>
<tr>
<th>Entered Dedicated Items</th>
<th>Multiple year Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSYR Description</td>
<td>Type Amount On Index</td>
</tr>
<tr>
<td>XX Annual Professional</td>
<td>SC 1,500.00</td>
</tr>
<tr>
<td>Development funds set</td>
<td>SC 1,500.00</td>
</tr>
<tr>
<td>aside</td>
<td>SC 1,500.00</td>
</tr>
<tr>
<td>Total</td>
<td>4,500.00</td>
</tr>
</tbody>
</table>

- **Dedicated**
  1. To enter items into the Dedicated Category, click on the dollar amount in the Dedicated column under the Per Department field (Red Hyperlink)
  2. Select the Category Type from drop-down list
  3. Enter: Dollar Amount
  4. Enter: Description

    Note: Description will auto populate after the offset index is entered for the following categories:
    - Apply to Existing Deficit
    - Deficit Reduction/Another Funding Source-Index
  5. Enter: Comments - text comments must be entered or an error message will activate
  6. Save

Note: Always replace the “xx” with the current fiscal year
What is displayed

- Detail for Banner Dedicated Commitments by Purchase Order Number
- Entered Dedicated Items
- Edit, Copy or Delete Options
  - Click on “Edit” to return to data in the line item to update
  - Click on “Delete” to remove the line item
- Description of Transactions

Note: Always replace the “xx” with the current fiscal year

Select Category from the drop down box

Enter the Amount and Description

Click on Hide Banner Items to display only the Total of the Banner Committed/Dedicated Items

Text comments must be entered or an error warning box will display when attempting to save.