

UAP 7000 POLICY CATEGORIZATION OF RESERVES

DEPARTMENT CHECKLIST

- Review MyReports FORUBSS – Unrestricted Balances and Saving Summary for UAP 7000 as of June 30, 2017 for your Department

- Finance Self-Service (LoboWeb Finance) – Categorization of Reserves
 - Categorize department FY2018 reserves
 - Input Deficit Reduction Plans (if applicable)

- Print and Review Banner ePrint Reports
 - FZRFBDT - Categorization of Reserves Detail
 - FZRFBSM - Categorization of Reserves Summary
 - FZRFBDR - Categorization of Reserves Deficit Reduction (if applicable)

- Fill out FY17 UAP 7000 Policy Section 4 Deficit Compliance Exemption template (if applicable)
<http://budgetoffice.unm.edu/categorization-of-reserves/index.html>

- Fill out Department FY20XX UAP 7000 Policy Summary Memo template
<http://budgetoffice.unm.edu/categorization-of-reserves/index.html>

- Department Head/Department Chair reviews material and signs memo

- Submit memo and attachments (if applicable) to Dean/Director by August 18, 2017
(current fiscal year)

- Submit Journal Vouchers in Banner (if applicable) by September 22, 2017