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