

UAP 7000 POLICY CATEGORIZATION OF RESERVES

EVP PROVOST OFFICE/EVP ADMINISTRATION OFFICE CHECKLIST

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

- Finance Self-Service (LoboWeb Finance) – Categorization of Reserves
 - Review FY18 categorizations for your direct reports
 - Review Deficit Reduction Plans for your direct reports (if applicable)

- Review Banner ePrint Reports for your direct reports
 - FZRFBDT - Categorization of Reserves Detail
 - FZRFBSM - Categorization of Reserves Summary
 - FZRFBDR - Categorization of Reserves Deficit Reduction (if applicable)

- Review FY18 UAP 7000 Policy Section 4 Deficit Compliance Exemption templates submitted by your direct reports (if applicable)

- Fill out EVP Provost Office/EVP Administration Office FY18 UAP 7000 Policy Summary Memo template <http://budgetoffice.unm.edu/categorization-of-reserves/index.html>

- EVP Provost/EVP Administration reviews material and signs memo

- Submit memo and attachments (if applicable) to the Office of Planning, Budget and Analysis by September 1, 2017