

## UAP 7000 POLICY CATEGORIZATION OF RESERVES

### STUDENT AFFAIRS/FOUNDATION/COLLEGES/BRANCHES 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 (CAR)
  - Review department FY18 reserves categorizations for your College/Division
  - Review Deficit Reduction Plans for your College/Division (if applicable) Review Banner
  
- ePrint Reports for your College/Division
  - 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 Exemptions submitted by departments (if applicable)
  
- Fill out College/Division FY18 UAP 7000 Policy Summary Memo template <http://budgetoffice.unm.edu/categorization-of-reserves/index.html>
  
- Dean/Director reviews material and signs memo
  
- Submit memo and attachments (if applicable) to VP Office Representative by August 25, 2017