



## UAP 7000

# CATEGORIZATION OF RESERVES

## CAR-101 Navigation

Date Issued/Rev: 7/25/2016

**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-102 Category and Category Type Definitions

### Accessing the System

1. Login to myUNM
2. Login to 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”

The screenshot shows the myUNM LoboWeb interface. At the top, there is a navigation bar with tabs for Student, Employee, Payment, and Finance. The Finance tab is highlighted with a green circle. Below the navigation bar, there is a search bar and a search button. The main content area is titled "Finance Menu" and lists several options: Operating Ledger Queries, Encumbrance Query, Approve Documents, View Document, Journal Voucher Entry, Budget Planner Menu, and Categorization of Reserves. The Categorization of Reserves option is circled in green.

4. **Chart of Accounts:** enter “U”
5. **Budget ID:** enter the NEW fiscal year (**BUDxx**, the system default is the last Budget ID entered)
6. **Budget Phase:** enter the NEW fiscal year phase (**CARxx**, the system default is the last Budget Phase entered)
7. **Organization:** enter Organization Code Level 3 or Level 5

8. Click Submit

The screenshot shows the 'Reserves Categorization' form. At the top, there are navigation tabs: Student, Employee, Payment, and Finance. A search bar is present. The form fields include: Chart of Accounts (U), Budget ID (New Fiscal Year - BUDxx), Budget Phase (New Fiscal Year - CARxx), Organization, and a Submit button. Annotations include: a yellow box pointing to the Budget ID and Budget Phase fields with the text 'Chart of Accounts: U Budget ID: New Fiscal Year - BUDxx Budget Phase: New Fiscal Year - CARxx'; a yellow box pointing to the Budget button with the text 'Click on Budget to go to the Validation Code Lookup screen'; and a yellow box pointing to the Organization field with the text 'Organization: Level 3 or Level 5 Organization Code'. The Submit button is circled in red.

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 screenshot shows the 'Reserves Categorization' form with the following details: Budget ID BUD17, Budget Phase CAR17, Fiscal Year 17, Chart of Accounts U, and Organization 276A (VP Inst Advancement Alumni Relation). The Fund dropdown menu is open, showing options: 2U0007 - MU Non Endowed Spending, 2U0008 - MU Endowed Spending, 2U0203 - MU Public Service, and 2U0224 - MJ J & G. A yellow box labeled 'Select Fund' points to the dropdown. Below the dropdown, there is a checkbox labeled 'Data entry by level 5 organizations only (no index data)' which is checked. A yellow box labeled 'Uncheck box for data entry at index level' points to this checkbox. A Submit button is at the bottom left. A link 'Return to Organization Selection' is at the bottom.

### Categorization of Reserves

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.
- **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.

All examples are from the test environment and do not include real departmental data.

Student Employee Payment **Finance**

Search  Go

**Reserves Categorization Summary**

---

**Budget ID** BUD17 **Budget Phase** CAR17 **Fiscal Year** 17 **Chart of Accounts** U  
**Organization** 276A (VP Inst Advancement Alumni Relation) **Fund** 2U0224 (MU I & G)

Working in Query/Update mode.

Org	Carry Fwd	Per Banner		Banner Adjusted		Avail Res	Per Department		Remaining Reserve	
		Committed	Dedicated	Committed	Dedicated		Committed	Dedicated		
5	276A - VP Inst Advancement Alumni Relation									
5	27601B 113475-ALUMNI RELATIO-General Activ	18,232.03	3,333.18	.00	2,933.18	.00	15,298.85	2,300.00	4,500.00	8,498.85
5	<b>Totals for 276A</b>	<b>18,232.03</b>	<b>3,333.18</b>	<b>.00</b>	<b>2,933.18</b>	<b>.00</b>	<b>15,298.85</b>	<b>2,300.00</b>	<b>19,398.85</b>	<b>-6,400.00</b>

[Return to Organization Selection](#) [Return to Fund Selection](#)

- **Per Banner columns**
  - **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 columns** - 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 RELATIO-General Activ Working in Query/Update mode.

Carry Forward: 18,232.03

Doc Num	Description	Trans Date	Activity Date	Banner Amount	Adjustment	Adjusted Amount
P0001755	Embarcadero Technologies	11/28/2012	11/28/2012	625.00	400.00	225.00
P0002461	New Mexico Press Service	01/06/2014	07/24/2014	618.52	.00	618.52
P0013746	Lorton Data Inc	08/29/2013	08/29/2013	1,800.00	.00	1,800.00
P0026418	Oso Grande Technologies Inc	04/09/2014	07/24/2014	106.36	.00	106.36
P0091332	Lane Press Inc	12/16/2009	04/20/2010	183.30	.00	183.30

Total Adjusted Banner Committed: 2,933.18  
 Total Adjusted Banner Dedicated: .00  
 Available Reserve: 15,298.85

[Return to Summary Page](#)

Adjustment amount **cannot** exceed encumbrance amount

Adjusted Amount equals Banner Amount unless adjustments are made

Enter adjustment here and save

### Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 276018 113475-ALUMNI RELATIO-General Activ Working in Query/Update mode.

Carry Forward: 18,232.03

Doc Num	Description	Trans Date	Activity Date	Banner Amount	Adjustment	Adjusted Amount
P0001755	Embarcadero Technologies	11/28/2012	11/28/2012	625.00	625.00	0.00
P0002461	New Mexico Press Service	01/06/2014	07/24/2014	618.52	618.52	0.00
P0013746	Lorton Data Inc	08/29/2013	08/29/2013	1,800.00	1,800.00	0.00
P0026418	Oso Grande Technologies Inc	04/09/2014	07/24/2014	106.36	106.36	0.00
P0091332	Lane Press Inc	12/16/2009	04/20/2010	183.30	183.30	0.00

Total Adjusted Banner Committed: 0.00  
 Total Adjusted Banner Dedicated: .00  
 Available Reserve: 18,232.03

[Return to Summary Page](#)

**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

- Per Department columns

- Committed

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

Categorization of Reserves

**Budget ID** BUD17 **Budget Phase** CAR17 **Fiscal Year** 17 **Chart of Accounts** U

**Organization** 276A (VP Inst Advancement Alumni Relation) **Fund** 2U0224 (MU I & G)

Working in Query/Update mode.

Org	Lev	Index	Title	Prog	Carry Fwd 07/01/2016	Per Banner		Banner Adjusted		Avail Res	Per Department		Remaining Reserve
						Committed	Dedicated	Committed	Dedicated		Committed	Dedicated	
5			<b>276A - VP Inst Advancement Alumni Relation</b>										
5		276018	113475-ALUMNI RELATIO-General Activ	P131	18,232.03	3,333.18	.00	2,933.18	.00	15,298.85	2,300.00	4,500.00	8,498.85
5			<b>Totals for 276A</b>		<b>18,232.03</b>	<b>3,333.18</b>	<b>.00</b>	<b>2,933.18</b>	<b>.00</b>	<b>15,298.85</b>	<b>2,300.00</b>	<b>19,398.85</b>	<b>-6,400.00</b>

[Return to Organization Selection](#) [Return to Fund Selection](#)

Reserves Categorization Input

**Committed** expenditures for Index 276018 113475-ALUMNI RELATIO-General Activ  
Working in Query/Update mode.

[Return to Summary Page](#)

Carry Forward: 18,232.03

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

Banner Committed			Banner Dedicated		
Doc Num	Description	Adjusted Amount	Doc Num	Description	Adjusted Amount
P0001755	Embarcadero Technologies	225.00		<b>Total</b>	.00
P0002461	New Mexico Press Service	618.52			
P0013746	Lorton Data Inc	1,800.00			
P0026418	Oso Grande Technologies Inc	106.36			
P0091332	Lane Press Inc	183.30			
	<b>Total</b>	2,933.18			

Entered Committed Items

FSYR	Description	Type	Amount
	<b>Total</b>		.00

Select Category from the drop down box

Remaining Reserve: 10,798.85

**Enter New Item:**

Category Type:  Fiscal Year:  Amount:

Description:

Enter the Amount and Description

**Comments** Maximum length 1500 characters (1500 remaining)

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

[Return to Summary Page](#)

- When the comments are saved the following screen populates.

Search

Reserves Categorization Input

**Committed** expenditures for Index: 276018 113475-ALUMNI RELATIO-General Activ  
Working in Query/Update mode.

[Return to Summary Page](#)

Carry Forward: 18,232.03

Banner Committed			Banner Dedicated		
Doc Num	Description	Adjusted Amount	Doc Num	Description	Adjusted Amount
P0001755	Embarcadero Technologies	225.00	<b>Total</b> .00		
P0002461	New Mexico Press Service	618.52			
P0013746	Lorton Data Inc	1,800.00			
P0026418	Oso Grande Technologies Inc	106.36			
P0091332	Lane Press Inc	183.30			
<b>Total</b>		2,933.18			

Entered Committed Items			
FSYR	Description	Type	Amount
17	Technical Services related to annual publication	PD	2,300.00
<b>Total</b>			2,300.00

Remaining Reserve: 8,498.85

Item successfully saved

Enter New Item:

Category Type:  Fiscal Year:  Amount:

Description:

Comments: Maximum length 1500 characters (1500 remaining)

[Return to Summary Page](#)

• 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

Entered Dedicated Items

Multiple year Display

FSYR	Description	Type	Amount	On Index	
17	Annual Professional Development funds set aside	SC	1,500.00		<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
18	Annual Professional Development funds set aside	SC	1,500.00		<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
19	Annual Professional Development funds set aside	SC	1,500.00		<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
<b>Total</b>			4,500.00		

Dedicated

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

Categorization of Reserves

Budget ID BUD17 Budget Phase CAR17 Fiscal Year 17 Chart of Accounts U  
 Organization 276A (VP Inst Advancement Alumni Relation) Fund 2U0224 (MU I & G)

Working in Query/Update mode.

Org	Lev	Index	Title	Prog	Carry Fwd	Per Banner		Banner Adjusted		Avail Res	Per Department		Remaining Reserve	
						07/01/2016	Committed	Dedicated	Committed		Dedicated	Committed		Dedicated
5			276A - VP Inst Advancement Alumni Relation											
5		276018	113475-ALUMNI RELATIO-General Activ	P131	18,232.03	3,333.18	.00	2,933.18	.00	15,298.85	2,300.00	4,500.00	8,498.85	
5	<b>Totals for 276A</b>					18,232.03	3,333.18	.00	2,933.18	.00	15,298.85	2,300.00	19,398.85	-6,400.00

[Return to Organization Selection](#) [Return to Fund Selection](#)

Select Category from the drop down box

Enter New Item:

Category Type  Fiscal Year  Amount

Description

Enter the Amount and Description

Reserves Categorization Input

**Dedicated** expenditures for Index 276018 113475-ALUMNI RELATIO-General Activ  
Working in Query/Update mode.

[Return to Summary Page](#)

Carry Forward: 18,232.03

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

Banner Committed			Banner Dedicated		
Doc Num	Description	Adjusted Amount	Doc Num	Description	Adjusted Amount
P0001755	Embarcadero Technologies	225.00	<b>Total</b> .00		
P0002461	New Mexico Press Service	618.52			
P0013746	Lorton Data Inc	1,800.00			
P0026418	Oso Grande Technologies Inc	106.36			
P0091332	Lane Press Inc	183.30			
<b>Total</b>		2,933.18			

  

Entered Dedicated Items		
FSYR	Description	Type Amount
17	General Operating	OP 4 500.00
<b>Total</b>		OP 4 500.00

Item successfully saved

Enter New Item:

Category Type  Fiscal Year  Amount

Description

Comments

[Return to Summary Page](#)

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

• 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