Review MyReports FORUBSS – Unrestricted Balances and Saving Summary for UAP 7000 as of June 30, 2020 for your Department

Finance Self-Service (LoboWeb Finance) – Categorization of Reserves
Categorize department FY2021 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 FY21 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 14, 2020 (current fiscal year)

Submit Journal Vouchers in Banner (if applicable) by September 21, 2020