



## UAP 7000 POLICY CATEGORIZATION OF RESERVES

### **DEPARTMENT CHECKLIST**

- ☐ Review MyReports FORUBSS – Unrestricted Balances and Saving Summary for UAP 7000 as of June 30, 2025 for your Department
  
- ☐ Finance Self-Service (LoboWeb Finance) – Categorization of Reserves  
Categorize department FY2026 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 FY26 UAP 7000 Policy Section 4 Deficit Compliance Exemption template (if applicable)  
<http://budgetoffice.unm.edu/categorization-of-reserves/index.html>
  
- ☐ Fill out Department FY2026 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 08, 2025 (current fiscal year)
  
- ☐ Submit Journal Vouchers in Banner (if applicable) by September 22, 2025