THE UNIVERSITY OF NEW MEXICO

UAP 7000 POLICY CATEGORIZATION OF RESERVES

DEPARTMENT CHECKLIST

- [ ] Review MyReports FORUBSS – Unrestricted Balances and Saving Summary for UAP 7000 as of June 30, 2023 for your Department

- [ ] Finance Self-Service (LoboWeb Finance) – Categorization of Reserves
  Categorize department FY2024 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 FY24 UAP 7000 Policy Section 4 Deficit Compliance Exemption template (if applicable)
  http://budgetoffice.unm.edu/categorization-of-reserves/index.html

- [ ] Fill out Department FY2024 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 11, 2023 (current fiscal year)

- [ ] Submit Journal Vouchers in Banner (if applicable) by September 22, 2023