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, 2022 for your College/Division

☐ Finance Self-Service (LoboWeb Finance) – Categorization of Reserves (CAR)
  • Review department FY23 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 FY23 UAP 7000 Policy Section 4 Deficit Compliance Exemptions submitted by departments (if applicable)

☐ Fill out College/Division FY23 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 19, 2022