

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, 2016 for your College/Division

Finance Self-Service (LoboWeb Finance) – Categorization of Reserves (CAR)

- Review department FY17 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 FY17 UAP 7000 Policy Section 4 Deficit Compliance Exemptions submitted by departments (if applicable)

Fill out College/Division FY17 UAP 7000 Policy Summary Memo template
<http://www.unm.edu/~budget/UAP7000/>

Dean/Director reviews material and signs memo

Submit memo and attachments (if applicable) to VP Office Representative by August 26, 2016