

CATEGORIZATION OF RESERVES OVERVIEW

<http://hsc.unm.edu/about/budget/>


Budget Information

Categorization of Reserves Overview – Power Point


Categorization of Reserves Workshops

Standard Operating Procedures (SOP's)


Banner Authorization Request for General Inquiry & Budget Developer Role



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E-mail Calendar Groups

UNM E-Mail

Employee Life


Finance

HSC

ral Services (CARS)
der, and Questioning (LGBTQ)
l)
ational Development - EOD)
otion Program - EHPP)

LoboWeb For Employees

Student Registration and Faculty View Summary Class Lists Unavailable 5pm 7/29 - 8am 8/1.
Student Registration and Faculty View Summary Class Lists will be unavailable from 5pm Friday July 29th through 8am Monday August 1st for Summer Term Census Processing. All other LoboWeb features will remain available during this outage.



The University of New Mexico

What is LoboWeb?
LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

Enter LoboWeb

Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

UNM Business Applications

Transaction and Real-time Query Systems

- Internet Native Banner
- LoboWeb
- LoboMart
- UNMJobs
- Workflow

Reporting

- E-Print
- Hyperion

Banner Resources

- Banner Authorization Requests**
- Report a Duplicate Person/Non-person
- Search Class Schedule
- Search Course Catalog
- Electronic Forms
- Purchasing Department Website

Space Management

- Self-Service: Space Information & Floor Plans
- Discover Viewer: Reports
- Space Management Website
- Contacts: space@unm.edu or 277-3800

Whats New in HR

- Banner ID for Insurance Inquiries - UNM Benefits
- Medical Plan Representatives on Campus - Lovelace and Presbyterian

Reminders

- **Purchase Order modifications should be done to close out inactive Purchase Orders with Balances**
- **Do not include items as Dedicated or Committed if they will be covered by future revenues**
- **Reserve dollars should be used for Non Recurring expenses only**
- **Departments are responsible to maintain backup documentation in case it is requested from the Chancellor, College, or auditors**
- **Reserves + Revenues – Expenses = Ending Reserves**
 - **Ending Reserves for FY 15 = Carry forward for FY 16**

Functionality

- **Ability to Modify Banner Encumbrances**
- **Offset Index Required when covering a Deficit or for deficit Reduction Plans**
 - **Summary Page automatically updates both Indices when an offset Index is used**
- **Previous Fiscal Year updates are rolled forward for modification in the current Fiscal Year**

Category Definitions

- **Committed :** Include funds in this category if a **formal, written commitment** has been made for the funds. Examples include signed offer letters for start-up funds, documented cost Share requirements, state appropriations for a special project, etc.
- **Dedicated:** Include funds in this category that have a **clear, focused purpose with a documented description and identify the entity/individual initiating dedication**. Examples include an F&A Reserve that has been dedicated by the dean to fund a lab renovation, a non-endowed gift amount that has been dedicated by the chair for faculty travel, student paid course fees that are being accumulated and dedicated by the dean to fund the purchase of equipment, etc.
- **Discretionary:** The remaining fund Reserve after accounting for all committed and dedicated funds.

Committed Category Options

- Capital Projects/Equipment
- Chair Packages – Contract must exist – Banner ID Required
- Cost Share
- Debt Service
- Deferred Compensation – Non HSC – Modified – Banner ID Required
- Donor Designated
- FOM FIBCI Incentive Pay/Travel/Equipment – Modified – Banner ID Required
- Faculty Start-up – Contract must exist – Banner ID Required
- Professional Service Contract – Added
- RAC/TAC Awards
- Scholarships – That have been awarded – Added
- State Appropriations
- Travel/Professional Development-Added
- Other

Dedicated Category Options

- Apply to Existing Deficit in Another Index – Offset Index Required – Modified
- Bridge Funding
- Capital Projects/Equipment
- Chair Packages – Contract does not exist - Added
- Cost Share
- Course Fees
- Debt Service
- Deficit Reduction/Another Funding Source - Index- Offset Index Required - Modified
- Deficit Reduction/Reduce Current Year Budget - Modified
- Donor Designated
- Faculty Start-up – Contract does not exist
- Part-time Instruction
- Professional Service Contract
- Rescission Set Aside
- Scholarships – Not yet awarded to a Student
- Seed Funding
- Travel/Professional Development
- General Operating – Non HSC Only - Modified
- Other

Navigating LoboWeb



Back to
Finance Tab

Student Financial Aid Employee Payment **Finance**

Search Go

[RETURN TO MAIN MENU](#) [SIT](#)



Finance Menu

Operating Ledger Queries

Review revenue and expense information by account or organization.

Encumbrance Query

Review encumbrance information by account.

Approve Documents

Approve or disapprove financial documents.

View Document

Review requisitions, purchase orders, invoices, journal vouchers, encumbrances, or direct cash receipts.

Journal Voucher Entry

Initiate a journal voucher of budget and/or actual activity.

Budget Planner Menu

[Update or review Budget Development phase information.](#) [Manage phase organization locks,](#) [View Budget Development report,](#) or [Update or review Salary Planner scenario information.](#)

Categorization of Reserves

Categorize Current Unrestricted Reserves according to UAP 7000

- **Chart of Accounts “U”**
- **Enter Org Level Three, Four, or Five**
- **Budget ID “BUD16”**
- **Budget Phase “CAR16”**
- **Click Submit**

Student Financial Aid Employee Payment **Finance**

Search Go

Reserves Categorization

Chart of Accounts

Budget ID **Budget Phase** Budget

Organization

- **Select Fund**
- **Check Box for Data Entry by Level 5 Organization only** ☒
- **Click Submit**

my **UNM**

Back to Finance Tab

Student Financial Aid Employee Payment **Finance**

Search Go

Reserves Categorization

Budget ID	BUD16	Budget Phase	CAR16	Fiscal Year	16	Chart of Accounts	U
Organization	AFA (VP HSC Administration)						

Fund	3U0023 - HU Research General 3U0029 - HU Clinical Residuals 3U0032 - HU UNMMG Purchased Services 3U0034 - HU UNMH SOM General 3U0035 - HU Internal Services Contingency
------	---

* User-entered data exists for this fund/organization

☒ Show level 5 organizations only (no index data)

Submit

Return to Organization Selection

Reminder! ALWAYS use the navigational buttons to move between screens- DO NOT use the Back or Forward buttons. Otherwise, updates may not be saved.

Summary Screen when show Level 5 Organization only (no Index data) is selected

myUNM

Back to Finance Tab

Student Financial Aid Employee Payment Finance

Search
Go
RETURN TO FINANCE MENU SITE MAP HELP

Reserves Categorization Summary

Budget ID: BUD15 Budget Phase: CAR15 Fiscal Year: 15 Chart of Accounts: 11

Organization: AFA (VP HSC Administration) Fund: 3U0029 (HU Clinical Residuals)

Working in Query Only mode.

Org	Carry Fwd	Per Banner		Banner Adjusted			Per Department		Remaining
Level Organization	07/01/2014	Committed	Dedicated	Committed	Dedicated	Avail Res	Committed	Dedicated	Reserve
3 AFA - VP HSC Administration									
4 AFA0 - VP HSC Administration Class									
5 007A - HSC Clinical Contracting	5,748.66	.00	.00	.00	.00	5,748.66	.00	.00	5,748.66
5 014A - VP Health Sciences Office	50,868.16	.00	.00	.00	.00	50,868.16	50,868.16	.00	.00
5 195A - VP for Community Health	220,024.96	288.98	.00	288.98	.00	219,735.98	.00	101,454.31	118,281.67
5 773A - HSC Communications	.00	.00	.00	.00	.00	.00	.00	.00	.00
4 Subtotals for AFA0	276,641.78	288.98	.00	288.98	.00	276,352.80	50,868.16	101,454.31	124,030.33
4 AFA2 - AVP for Finance									
5 702A - HSC Budget Office	194,324.37	636.65	.00	636.65	.00	193,687.72	.00	193,687.72	.00
4 Subtotals for AFA2	194,324.37	636.65	.00	636.65	.00	193,687.72	.00	193,687.72	.00
4 AFA3 - VC HSC Academic Affairs									
5 267A - CNAH	-909.48	.00	.00	.00	.00	-909.48	.00	.00	-909.48
5 278A - Inst Indigenous Knowledge & Devl	.00	.00	.00	.00	.00	.00	.00	.00	.00
4 Subtotals for AFA3	-909.48	.00	.00	.00	.00	-909.48	.00	.00	-909.48
4 AFA9 - VP HSC Monitoring									
5 060A - VP HSC Monitoring	.04	.00	.00	.00	.00	.04	.00	.00	.04
5 332A - HSC Budget Office Monitoring	.00	.00	.00	.00	.00	.00	.00	.00	.00
5 406A - AVP F A Monitoring	214,409.21	.00	.00	.00	.00	214,409.21	214,409.21	.00	.00
4 Subtotals for AFA9	214,409.25	.00	.00	.00	.00	214,409.25	214,409.21	.00	.04
3 Totals for AFA	684,465.92	925.63	.00	925.63	.00	683,540.29	265,277.37	295,142.03	123,120.89

Return to Organization Selection Return to Fund Selection

- **Select Fund**
- **Uncheck Box for Data Entry by Index**
- **Click Submit**

my **UNM**

Back to Finance Tab

Student Financial Aid Employee Payment **Finance**

Search Go

Reserves Categorization

Budget ID	BUD16	Budget Phase	CAR16	Fiscal Year	16	Chart of Accounts	U
Organization	AFA (VP HSC Administration)						

Fund	3U0023 - HU Research General	^ v
	3U0029 - HU Clinical Residuals	
	3U0032 - HU UNMMG Purchased Services	
	3U0034 - HU UNMH SOM General	
	3U0035 - HU Internal Services Contingency	

* User-entered data exists for this fund/organization

☐ Show level 5 organizations only (no index data)

Submit

Return to Organization Selection

- Click on Hyper-link in **Red** under Committed or Dedicated Columns to take you to the Update Screen

Banner Adjusted	
Committed	Dedicated
.00	.00
.00	.00

Adjust All Encumbrances to Zero

Student **Employee** **Payment** **Finance**

Search

Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 196005
Working in Query/Update mode.

Carry Forward: 9,233.23

Doc Num	Description	Trans Date	Activty Date	Banner Amount	Adjustment	Adjusted Amount
P0087009	Enterprise Leasing Co West	07/06/2009	07/06/2009	1,288.97	<input type="text" value="1,288.97"/>	<input type="text" value="0.00"/>
P0090862	EAN Holdings LLC	11/09/2009	11/09/2009	3,827.78	<input type="text" value="3,827.78"/>	<input type="text" value="0.00"/>

Total Adjusted Banner Committed: 0.00

Total Adjusted Banner Dedicated: .00

Available Reserve: 9,233.23

[Return to Summary Page](#)

Reminder! ALWAYS use the navigational buttons to move between screens- DO NOT use the Back or Forward buttons. Otherwise, updates may not be saved.

List of PO Encumbrances

Student **Employee** **Payment** **Finance**

Search

Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 196005

Working in Query/Update mode.

Carry Forward: 9,233.23

Doc Num	Description	Trans Date	Activty Date	Banner Amount	Adjustment	Adjusted Amount
P0087009	Enterprise Leasing Co West	07/06/2009	07/06/2009	1,288.97	.00	1,288.97
P0090862	EAN Holdings LLC	11/09/2009	11/09/2009	3,827.78	.00	3,827.78

Total Adjusted Banner Committed: 5,116.75

Total Adjusted Banner Dedicated: .00

Available Reserve: 4,116.48

[Return to Summary Page](#)

Manual Adjustment to Encumbrance

Student **Employee** **Payment** **Finance**

Search

Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 196005
Working in Query/Update mode.

Carry Forward: 9,233.23

Doc Num	Description	Trans Date	Activty Date	Banner Amount	Adjustment	Adjusted Amount
P0087009	Enterprise Leasing Co West	07/06/2009	07/06/2009	1,288.97	288.97	1,000.00
P0090862	EAN Holdings LLC	11/09/2009	11/09/2009	3,827.78	.00	3,827.78

Total Adjusted Banner Committed: 4,827.78

Total Adjusted Banner Dedicated: .00

Available Reserve: 4,405.45

[Return to Summary Page](#)

Manual Adjustment to Encumbrance After Save

Student **Employee** **Payment** **Finance**

Search

Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 196005
Working in Query/Update mode.

☒ **Adjustments successfully saved**

Carry Forward: 9,233.23

Doc Num	Description	Trans Date	Activity Date	Banner Amount	Adjustment	Adjusted Amount
P0087009	Enterprise Leasing Co West	07/06/2009	07/06/2009	1,288.97	288.97	1,000.00
P0090862	EAN Holdings LLC	11/09/2009	11/09/2009	3,827.78	.00	3,827.78

Total Adjusted Banner Committed: 4,827.78

Total Adjusted Banner Dedicated: .00

Available Reserve: 4,405.45

[Return to Summary Page](#)

After Encumbrance Adjustment Saved Summary Page Updated

Org				Carry Fwd	Per Banner		Banner Adjusted	
Lev	Index	Title	Prog	07/01/2011	Committed	Dedicated	Committed	Dedicated
6	196A							
6	196004 VP		P171	6,096.00	.00	.00	.00	.00
6	196005 VP		P171	9,233.23	5,116.75	.00	4,827.78	.00
6	196010 VP		P171	79,731.63	.00	.00	.00	.00
6	Subtotals for 196A			95,060.86	5,116.75	.00	4,827.78	.00

Difference:
\$288.97

- Click on Hyper-link in **Red** under Committed or Dedicated Columns to take you to the Update Screen

Per Department	
Committed	Dedicated
.00	.00
.00	.00

Previous Fiscal Year Data Rolled Forward to Current Year

Org				Carry Fwd	Per Banner		Banner Adjusted			Per Department		Remaining
Lev	Index	Title	Prog	07/01/2011	Committed	Dedicated	Committed	Dedicated	Avail Res	Committed	Dedicated	Reserve
5		406000	P161	9,300.3	3,107.03		3,107.03		6,193.36	3,366.0		2,828.3

Banner Committed

Doc Num	Description	Adjusted Amount	Doc Num	Description	Adjusted Amount
P0095100	Bridgers & Paxton Engineers Inc	500.25		Total	.00
P0095592	Keystone International	199.50			
P0100741	Cerner Corp	100.00			
P0074991	Dekker Perich Sabatini Ltd	200.25			
P0088020	Fanning Bard Tatum Architects	857.83			
P0105664	Newport Corp	500.00			
P0104973	Sanchez, Carol Ann.	749.20			
P0105763	Olympus Imaging America Inc	3,107.03			
	Total				

Banner Dedicated

Entered Committed Items

FSYR	Description	Type	Amount			
13	SOM Research Support	ZZ	500.00	Edit	Copy	Delete
14	HSC Capital Projects	CA	500.00	Edit	Copy	Delete
14	HSC General Per 5 YR Plan	ZZ	425.50	Edit	Copy	Delete
15	SOM Research Support	ZZ	375.00	Edit	Copy	Delete
12	SOM Research Support	ZZ	625.25	Edit	Copy	Delete
14	SOM Research Support	ZZ	145.25	Edit	Copy	Delete
15	HSC General Per 5 YR Plan	ZZ	200.00	Edit	Copy	Delete
15	HSC Capital Projects	CA	160.00	Edit	Copy	Delete
13	HSC Capital Projects	CA	160.00	Edit	Copy	Delete
13	HSC General 5 YR Plan Bond Repayment	ZZ	275.00	Edit	Copy	Delete
Total			3,366.00			

Update Screen

Reserves Categorization Input

Committed expenditures for Index 196005 *********
Working in Query/Update mode.

[Return to Summary Page](#)

Carry Forward: 9,233.23

Banner Committed			Banner Dedicated		
Doc Num	Description	Adjusted Amount	Doc Num	Description	Adjusted Amount
P0087009	Enterprise Leasing Co West	1,288.97			
P0090862	EAN Holdings LLC	3,827.78			
Total		5,116.75			

Entered Committed Items

FSYR	Description	Type	Amount
	Total		.00

Remaining Reserve: 4,116.48

Enter New Item:

Category Type	Professional Service Contract	Fiscal Year	12	Amount	2000
Description	Professional Service Contract with XYZ				

Comments Maximum length 1500 characters (1455 remaining)
Professional Service Contract for

[Return to Summary Page](#)

Update Screen After Save

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Finance Tab

Student Employee Payment **Finance**

Search

Reserves Categorization Input

Committed expenditures for Index 196005
Working in Query/Update mode.

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Carry Forward: 9,233.23

Banner Committed			Banner Dedicated		
Doc Num	Description	Adjusted Amount	Doc Num	Description	Adjusted Amount
P0087009	Enterprise Leasing Co West	1,288.97			
P0090862	EAN Holdings LLC	3,827.78			
Total		5,116.75		Total	.00

Entered Committed Items

FSYR	Description	Type	Amount		
12	Professional Service Contract with XYZ	SC	2,000.00	<input type="button" value="Edit"/>	<input type="button" value="Copy"/>
Total			2,000.00	<input type="button" value="Delete"/>	

Remaining Reserve: 2,116.48

☒ Item successfully saved

Enter New Item:

Category Type Fiscal Year Amount

Description

Comments Maximum length 1500 characters (1500 remaining)

**Deficit
Reduction
Plan
Required for
Negative
Fund
Reserves**

- **Click on Hyper Link in red under the Dedicated column**
- **Select one of the following from the drop down list under the Description box:**
 - **Another Funding Source**
 - **Reduce Current Year Budget**
- **Description and Comment fields are required**

Deficit
Reduction
from Another
Funding
Source
Requires
Offset Index

Remaining Reserve: .00

☒ Item successfully saved

Enter New Item:

Category Type --Select Category-- **Fiscal Year** 12 **Amount**
Description

Comments Maximum length 1500 characters (1500 remaining)

[Return to Summary Page](#)

Note: Updates to both Indices Remaining Reserve Reduced on Index 473001 and Increased on Index 060076 by the same amount

Org				Carry Fwd	Per Banner		Banner Adjusted			Per Department		Remaining
Lev	Index	Title	Prog	07/01/2011	Committed	Dedicated	Committed	Dedicated	Avail Res	Committed	Dedicated	Reserve
6	473A -											
6	473001		P171	5,804.61	195.64	.00	195.64	.00	5,608.97	.00	2.48	5,606.49
6	473030		P171	27,913.24	.00	.00	.00	.00	27,913.24	.00	.00	27,913.24
6	473055		P171	.00	.00	.00	.00	.00	.00	.00	.00	.00
6	Subtotals for 473A			33,717.85	195.64	.00	195.64	.00	33,522.21	.00	2.48	33,519.73
5	Subtotals for 195A			263,650.95	5,312.39	.00	5,023.42	.00	258,627.53	2,000.00	2.48	256,625.05
4	Subtotals for AFA0			326,772.11	5,312.39	.00	5,023.42	.00	321,748.69	2,000.00	2.48	319,746.21
4	AFA9 -											
5	060A -											
5	060076		P17L	-2.48	.00	.00	.00	.00	-2.48	.00	-2.48	.00
5	060112		P171	.00	.00	.00	.00	.00	.00	.00	.00	.00
5	Subtotals for 060A			-2.48	.00	.00	.00	.00	-2.48	.00	-2.48	.00

Apply to
Existing
Deficit in
Another
Index
Requires
Offset Index

Enter New Item:

Category Type Fiscal Year Amount

Description

Offset Index

Comments Maximum length 1500 characters (1441 remaining)

To Cover Deficit in Index 007001 that occurred because....

[Return to Summary Page](#)

Screen Is Updated After Save

Reserves Categorization Input

Dedicated expenditures for Index 014018 *VP Discretionary*
Working in Query/Update mode.

[Return to Summary Page](#)

Carry Forward: 63,121.16

Show Banner Items

Total Banner Committed/Dedicated Items: .00

Entered Dedicated Items

FSYR	Description	Type	Amount	
12		EX	2,000.00	<input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
Total			2,000.00	

Remaining Reserve: 61,121.16

☒ Item successfully saved

Enter New Item:

Category Type Fiscal Year Amount
Description

Comments Maximum length 1500 characters (1500 remaining)

Save

Cancel

[Return to Summary Page](#)

Indexes Are Automatically Updated

Org				Carry Fwd	Per Banner		Banner Adjusted			Per Department		Remaining
Lev	Index	Title	Prog	07/01/2011	Committed	Dedicated	Committed	Dedicated	Avail Res	Committed	Dedicated	Reserve
3	AFA - VP HSC Administration											
4	AFA0											
5	007A											
5	007001			.00	.00	.00	.00	.00	.00	.00	-2,000.00	2,000.00
5	Subtotals for 007A			.00	.00	.00	.00	.00	.00	.00	-2,000.00	2,000.00
5	014A											
5	014018			63,121.16	.00	.00	.00	.00	63,121.16	.00	2,000.00	61,121.16
5	Subtotals for 014A			63,121.16	.00	.00	.00	.00	63,121.16	.00	2,000.00	61,121.16

Dates & Reports

- **System will open August 3rd and will be available to**
 - **Departments until August 21st**
 - **Colleges/Units until September 4th**
 - **HSC Admin Units until September 11th**
 - **Chancellor offices until September 22nd**
- **E-print reports will be available at the departmental level on a one day delay basis**
 - **Detail Report**
 - **Summary Report**
 - **Deficit Reduction Report**
- **MyReports: Finance Folder/ F All Campus Reports**
 - **FNRRCAT – UAP7000 Reserve Categorization**
 - **FORDCBL – UAP7000 Deficit Compliance and Balance Reports**
 - **FORUBSS – Unrestricted Balances and Saving Summary for UAP 7000**
- **This process will take place once a year**

ePrint & MyReports Employee Life Tab



The University of New Mexico

[My Account](#)
[Content Layout](#)

Welcome Joseph Wrobel
You are currently logged in.

[LoboMail](#) [UNM Learn](#)

[Home](#) [Campus Life](#) [Library](#) [UNM E-Mail](#) **[Employee Life](#)** [Finance](#) [HSC](#)

Human Resources

General Information

- [HR Website](#)
- [EPAF Resource Page](#)
- [ePAN](#)
- [OneSource](#)
- [Salary Structure Table](#)
- [Standard Time Sheet for Staff Office 2007 Excel form](#)
- [Standard Time Sheet for Staff Office 95-2003 Excel form](#)
- [Standard Timesheet for Staff - Instructions](#)

Career Development

- [Career Development Main Page](#)
- [Education and Training](#)
- [Career Ladders](#)

Staff Resources

- [Counseling Assistance and Referral Services \(CARS\)](#)
- [Dispute Resolution](#)
- [Lesbian, Gay, Bisexual, Transgender, and Questioning \(LGBTQ\) Resource Center](#)
- [HR Consulting Services](#)
- [Office of Equal Opportunity \(OEO\)](#)
- [Training \(Employee and Organizational Development - EOD\)](#)
- [Wellness \(Employee Health Promotion - EHP\)](#)

Benefits

Insurance

- [Dental Insurance](#)
- [Eligibility and Enrollment](#)

LoboWeb For Employees

No current announcements.



What is LoboWeb?

LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

[Enter LoboWeb](#)

Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

Whats New in HR

- [Visit the New HR Website -](#)
- [A Fresh Look at EOD Leadership Programs -](#)
- [Retirement Representatives on Campus - TIAA-CREF, Fidelity, VALIC, MetLife, and ING](#)
- [Tips on Reducing Back Pain -](#)
- [Feeling Overwhelmed? - CARS is Here to Help!](#)
- [Medical Plan Representatives on Campus - BlueCross BlueShield, Presbyterian, and UNM Health](#)
- [July Training Calendar -](#)
- [Wellness Events - July 2015 - Blood Testing and Fitness Classes](#)
- [Back Extensions on Ball -](#)
- [Hire Right! -](#)

UNM Business Applications

Transaction and Real-time Query Systems

- [Internet Native Banner](#)
- [LoboWeb](#)
- [LoboAchieve](#)
- [LoboMart](#)
- [LoboTime](#)
- [UNMJobs](#)
- [Workflow](#)
- [AppReview GradApp](#)

Reporting

- [E-Print](#)
- [Enterprise Metrics Reporting \(EMR\)](#)
- [HR Reports](#)
- [MyReports](#)

Banner Resources

- [Banner Authorization Requests](#)
- [Report a Duplicate Person/Non-person](#)
- [Search Class Schedule](#)
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- [Electronic Forms](#)
- [Purchasing Department Website](#)

Space Management

- [FAMIS Portal](#)
- [Space Management Website](#)
- [Contacts: \[space@unm.edu\]\(mailto:space@unm.edu\) or 277-3800](#)

ePrint Reports



Select Report from Repository **fin_intg - Finance Banner Integration Testing (intg)**

fin_intg - Finance Banner Integration Testing (intg)
Repository
jalberti

[About Banner ePrint](#) | [FAQ](#) | [My ePrint](#)

[Change Repository](#) | [Help](#) | [Logout](#)

fin_intg - Finance Banner Integration Testing (intg)

	<u>Report</u>	<u>Description</u>	<u>Latest Date</u>
	FZRFBDR	Categorization of Reserves Deficit Reduction	Wed Jul 27, 2011 2:35pm
	FZRFBDT	Categorization of Reserves Detail	Wed Jul 27, 2011 3:35pm
	FZRFBSM	Categorization of Reserves Summary	Wed Jul 27, 2011 2:36pm
	FZRGAUD	Grant Setup Audit Report	Mon Feb 04, 2008 10:33am
	FZRGPMU	Grant Personnel Mass Update	Wed Jan 13, 2010 2:38pm
	FZRIDPG	Incomplete Document Purge Listing	Tue Jul 26, 2011 7:32pm
	FZRLBDV	Labor Distribution Validation	Tue Jul 26, 2011 8:08pm
	FZRLEGI	UNM Legacy Interface to Banner	Tue May 17, 2011 3:13pm

[Previous](#)

FZRFBDR ▼

FZRFBDR Categorization of Reserves Deficit Reduction
FZRFBDT Categorization of Reserves Detail
FZRFBSM Categorization of Reserves Summary

MyReports

The screenshot displays the WebFOCUS BI Portal interface. The browser address bar shows the URL https://myreports.unm.edu/ibi_apps/welcome. The page features a blue header with the 'WebFOCUS' logo and a large '8' graphic. A left-hand navigation pane titled 'Resources' contains a 'Filter' section and a 'Content' tree. The 'Content' tree is expanded to show 'F All Campus Reports', which lists various financial reports. Two reports are highlighted with blue boxes: 'FNRRCAT - UAP7000 Reserve Categorization' and 'FORUBSS - Unrestricted Balances and Saving Summary for UAP 7000'. The main content area on the right displays the 'WebFOCUS' logo and the text 'Welcome to WebFOCUS'.

WebFOCUS

Resources

Filter

Content

- Finance
 - My Content
 - Shared Content
 - F All Campus Reports
 - FARUNAG - Unrestricted Aging by Department Main
 - FBRBAVL - Budget Availability Detail and Summary
 - FGRGLDS - General Ledger Detail and Summary
 - FGRSABL - Summary of Account Balances in General Ledger
 - FNRECR - Effort Certification Status Report
 - FNRIPOP - Hierarchies and Index Lookup
 - FNRLDST - Labor Distribution Report
 - FNRMFTA - Main and Branch Transfers Allocation
 - FNRSFL - NSF Salary Limits
 - FNRPCTD - PCard Transaction Report
 - FNRRCAT - UAP7000 Reserve Categorization**
 - FNRLBE - Salary Labor Benefits and Encumbrance Report
 - FNREND - Vendor lookup by Banner ID
 - FORBAUF - Budget Availability for Unrestricted Funds/Indices
 - FORBCRA - Branch FYE - Actuals Summary and Detail
 - FORDCBL - UAP7000 Deficit Compliance and Balance Reports**
 - FORFAP - F&A Generated By PI
 - FOROLDS - Operating Ledger Detail and Summary
 - FORSLAP - Salary Projections Dashboard For Executives
 - FORUBSS - Unrestricted Balances and Saving Summary for UAP 7000**
 - FRGGR90 - Closeout workflow for Funds Ending on contracts and grants
 - FRRGLDS - Grant Ledger Detail Summary
 - FRRCGES - Contract and Grant Ledger Executive Summary
 - FORSABL - Summary of Account Balances in Operating Ledger
 - FORNESF - Non Endowed Spending Funds
 - FMRFAQR - Finance Approval Queue Inquiry Report
 - FODEMTR - Enterprise Metrics Executive Dashboard

Categorization of Reserves Workshops

- **Tuesday, August 4 8:30 - 11:30 Med II**
- **Wednesday, August 5 8:30 - 11:30 HSLIC 226**
- **Monday, August 10 1:30 - 4:30 HSLIC 226**
- **Tuesday, August 11 1:30 - 4:30 HSLIC 226**
- **Wednesday, August 19 8:30 - 11:30 HSLIC 226**
- **Thursday, August 20 8:30 - 11:30 HSLIC 226**

Please e-mail jwrobel@salud.unm.edu to reserve a spot. Walk-ins are welcome but space is limited.

CATEGORIZATION OF RESERVES OVERVIEW CONTACT INFORMATION

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FY16 SCHOOL OF MEDICINE CATEGORIZATION OF RESERVES



**HOW DID THE SCHOOL OF MEDICINE
BEGIN FY15 AND WHERE WILL WE START
FOR FY16?**



FY 15 FUND RESERVE BALANCE \$24,001,876



**PLUS FY15 POSITIVE MARGIN
\$7,023,062**



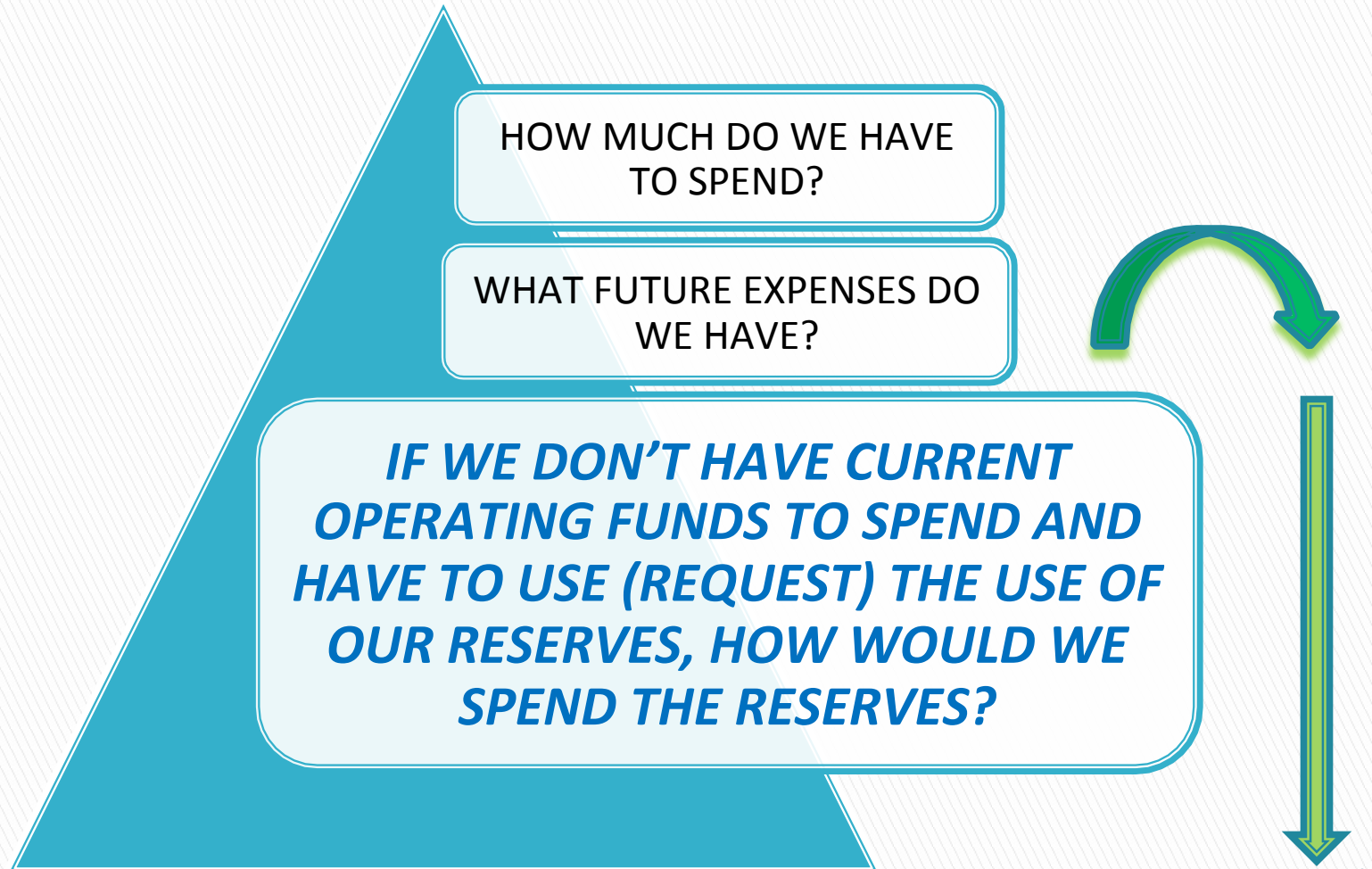
**FY 16 FUND RESERVE
\$30,694,418**

For FY15, the SOM revenues exceeded the SOM expenditures which resulted in a NET GAIN for the Fiscal Year

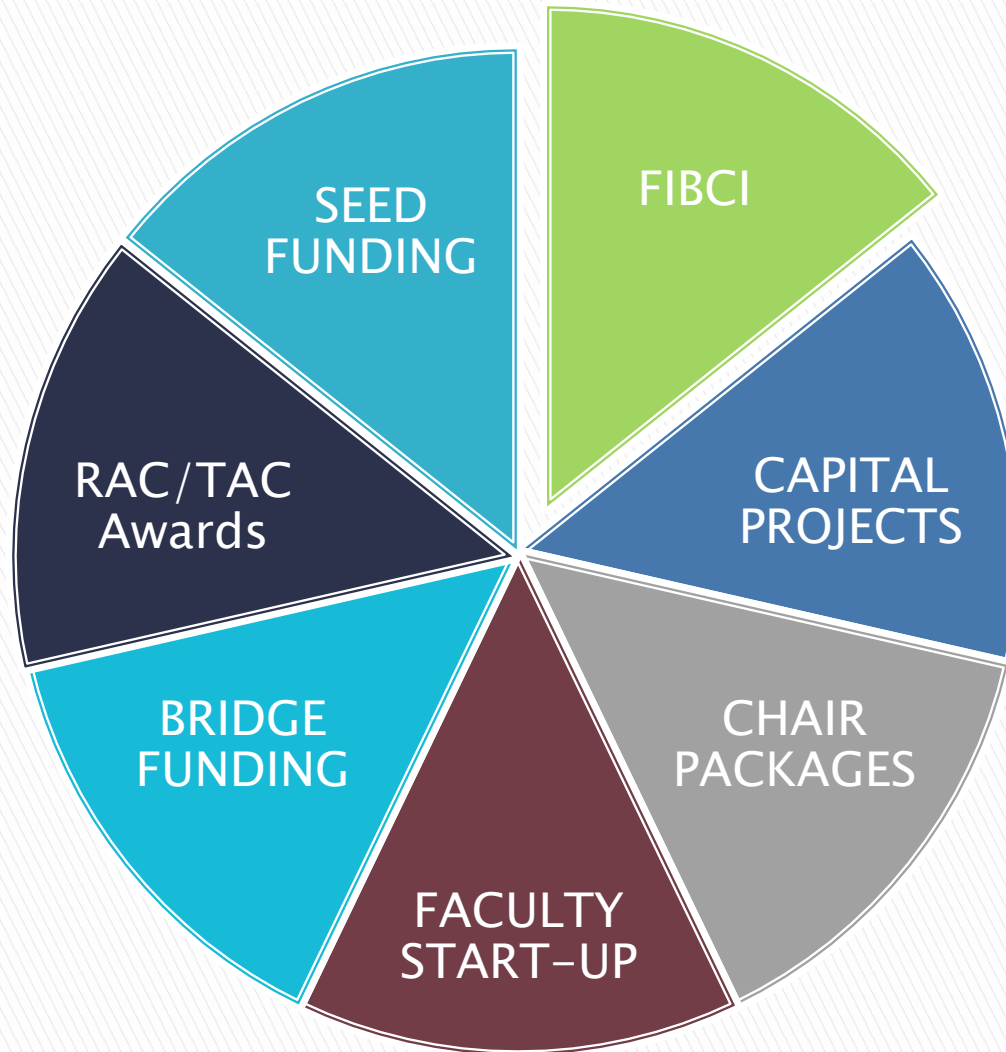
For FY15, the FUND RESERVE was INCREASED by \$7,023,062 (the Net Gain)

THE CONCEPT OF CATEGORIZING YOUR FUND RESERVE

FUND RESERVES =
RETAINED EARNINGS =
SAVINGS ACCOUNT



FUTURE EXPENSES MIGHT INCLUDE:



THINGS TO THINK ABOUT

FUND RESERVES

CAN BE RELATED TO RETAINED EARNINGS (FOR PROFIT ORGANIZATION) OR
A SAVINGS ACCOUNT (PERSONAL)



THE FUND RESERVES PROCESS

GIVES THE ORGANIZATION THE ABILITY TO PLAN FOR FUTURE
EXPENDITURES THAT ARE OUTSIDE THE NORMAL DAY-TO-DAY OPERATING
EXPENDITURES

THINGS TO THINK ABOUT

WHY DO WE CATEGORIZE FUND RESERVES?

CLARIFIES USE OF OUR RESERVES TO UNM REGENTS AND STATE
LEGISLATORS



ALSO

STATES OUR FINANCIAL PLAN FOR THE NEXT 5 YEARS



AS WELL AS

CONCEPT: FINANCIAL PLANNING TOOL

THINGS TO THINK ABOUT

HOW WOULD WE USE FUND RESERVE



CATEGORIZE YOUR FUND RESERVES

BY FUND TYPE (RECOMMENDED FOR LARGER DEPARTMENTS)



OR CATEGORIZE YOUR FUND RESERVES

BY INDEX

CATEGORIES THAT NEED SPECIAL ATTENTION

GENERAL OPERATING

- This should Never be Used

OTHER

- Only use if there is not another Category that would be appropriate
 - Remember to Always include a Description or Comment



► **DO NOT CATEGORIZE ANY FUND RESERVE FOR THE FOLLOWING:**

- Salaries and Fringe
- Supplies
- Program Costs
- Dues Membership
- Computer Software, Computer Supplies
- Cellular Charges, Long Distance, Telephone
- Student Costs

SINCE THESE ARE CONSIDERED OPERATING EXPENSES, THE PROPER CLASSIFICATION IS DISCRETIONARY FUND RESERVE

TO ENHANCE THE FINANCE OFFICE REVIEW PROCESS

ONLY USE THE PRESET CATEGORIES

THIS WILL ENSURE CONSISTENCY IN THE SOM



ONLY USE THE “OTHER” CATEGORY

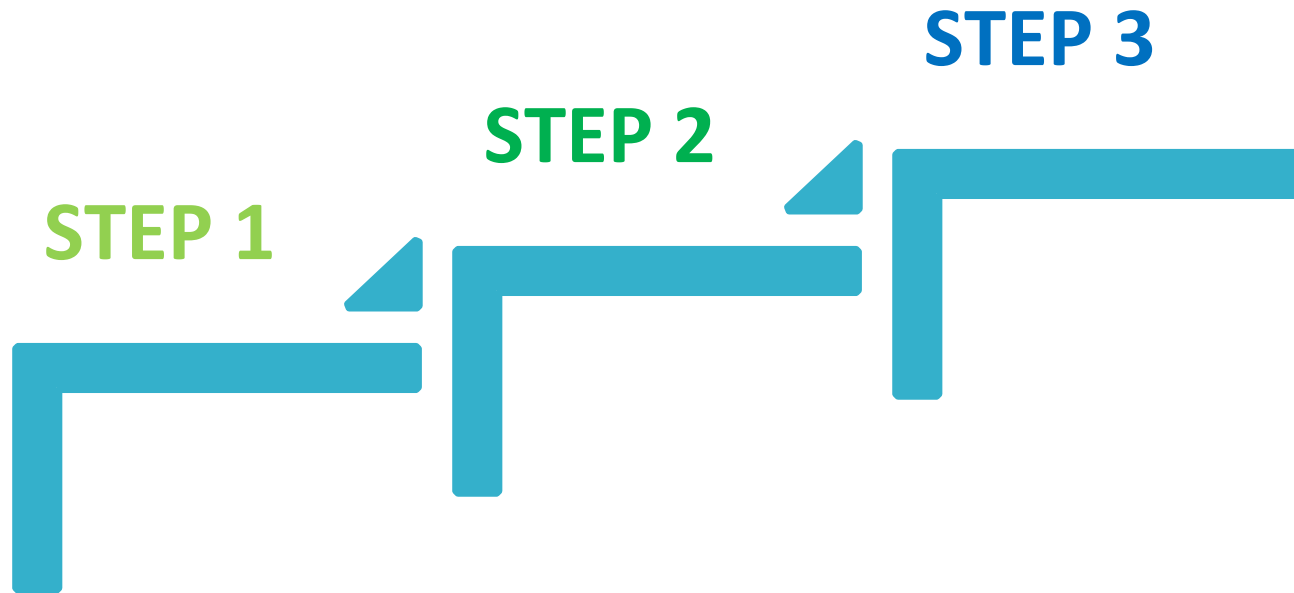
IF THERE IS NOT A PRESET CATEGORY



INFORM MARIANNE AS SOON AS YOU HAVE COMPLETED
YOUR CATEGORIZATION

So that the review can be completed in a timely manner

SUGGESTED PROCEDURES FOR FY16 CATEGORIZATION OF RESERVES



DOCUMENTS YOU WILL NEED

- ▶ **Prior Year Categorization of Reserves:**
 - * FNRRCAT – Executive Summary Report
 - * FNRRCAT – Department Summary Report By Fund Level 3
 - * FNRRCAT – Department Detail Report by Index
- ▶ **MyReports: FORURBH Unrestricted Balances by Index as of June 30, 2015 for your Organization**
- ▶ **Commitments (Encumbrances) that roll forward into FY16**
- ▶ **Budget Approval for Use of Reserves for FY16**

Prior Year Categorization of Reserves:

- * **FNRRCAT – Executive Summary Report**

FNRRCAT - Reserve Categorization Department Executive Summary Report

For Fiscal Year 2015

	Banner Carry Forward	Banner Adjusted Committed	Banner Adjusted Dedicated	Net Available Reserve	Department Commitments	Department Dedications	Net Discretionary Reserve
03-CU HSC							
AFC-School of Medicine	1,557,397.56	50,074.67	.00	1,507,322.89	405,845.55	746,499.16	354,978.18
Total 03	1,557,397.56	50,074.67	.00	1,507,322.89	405,845.55	746,499.16	354,978.18
Grand Total:	1,557,397.56	50,074.67	.00	1,507,322.89	405,845.55	746,499.16	354,978.18

Page 1 of 1 Date/Time: 07/13/2015 2:04PM

Report Parameters:

For Fiscal Year 2015

Selections: ORGANIZATION_LEVEL_5=Example

**Executive Summary Report – Shows totals for Committed,
Dedicated and Discretionary**

Prior Year Categorization of Reserves:

- * **FNRRCAT – Department Summary Report By Fund Level 3**

FNRRCAT - Reserve Categorization Department Summary Report

For Fiscal Year 2015

	Banner Carry Forward	Banner Adjusted Committed	Banner Adjusted Dedicated	Net Available Reserve	Department Commitments	Department Dedications	Net Discretionary Reserve
3U0032 - HU UNMMG Purchased Services							
001A Example Dept	1,201,496.26	50,074.67	.00	1,151,421.59	389,834.00	596,268.57	165,319.02
Total 3U0032	1,201,496.26	50,074.67	.00	1,151,421.59	389,834.00	596,268.57	165,319.02
3U0034 - HU UNMH SOM General							
001A Example Dept	-24,195.27	.00	.00	-24,195.27	.00	-24,195.27	.00
Total 3U0034	-24,195.27	.00	.00	-24,195.27	.00	-24,195.27	.00
3U0044 - HU I and G							
001A Example Dept	9,373.78	.00	.00	9,373.78	9,373.78	.00	.00
Total 3U0044	9,373.78	.00	.00	9,373.78	9,373.78	.00	.00
3U0047 - HU F&A							
001A Example Dept	64,041.12	.00	.00	64,041.12	.00	11,666.67	52,374.45
Total 3U0047	64,041.12	.00	.00	64,041.12	.00	11,666.67	52,374.45
3U0070 - HU Sandoval Regional MC							
001A Example Dept	-68,439.32	.00	.00	-68,439.32	.00	-68,439.32	.00
Total 3U0070	-68,439.32	.00	.00	-68,439.32	.00	-68,439.32	.00
3U0301 - HU Non Endow Spending Clinical Svc							
001A Example Dept	277.77	.00	.00	277.77	277.77	.00	.00
Total 3U0301	277.77	.00	.00	277.77	277.77	.00	.00
Grand Total:	1,182,554.34	50,074.67	.00	1,132,479.67	399,485.55	515,300.65	217,693.47

The Department Summary Report shows Committed, Dedicated and Discretionary by Org Level 5 and Fund Level 3

Prior Year Categorization of Reserves:

*** FNRRCAT – Department Detail Report by Index**



FNRRCAT - Reserve Categorization Department Detail Report
For Fiscal Year 2015

Rollup Organization		Category	Department Commitments	Department Dedications	Total
. - .					
001A	Example Org	AP-State Appropriations	9,373.78	.00	9,373.78
001A	Example Org	DD-Donor Designated	277.77	.00	277.77
001A	Example Org	DR1-Deficit Reduction/Another Funding Source - Index	.00	-92,634.59	-92,634.59
001A	Example Org	DR2-Deficit Reduction/Reduce Current Year Budget	.00	-801.49	-801.49
001A	Example Org	ST-Faculty Startup	200,000.00	500,000.00	700,000.00
Total .			209,651.55	406,563.92	616,215.47
123XXX - Index					
001A	Example Org	ST-Faculty Startup	.00	11,666.67	11,666.67
Total 123XXX			.00	11,666.67	11,666.67
123XXX - Index					
001A	Example Org	EX-Apply to Existing Deficit in Another Index	.00	173,387.82	173,387.82
001A	Example Org	FI-FOM FIBCI Incentive Pay/Travel/Equipment	183,474.00	.00	183,474.00
Total 123XXX			183,474.00	173,387.82	356,861.82
123XXX - Index					
001A	Example Org	PD-Travel/Professional Development	.00	270.60	270.60
Total 123XXX			.00	270.60	270.60
Grand Total:			399,835.77	515,340.45	915,176.22

The Department Detail Report shows by Fund and/or Index, the Categories and Amounts that are Committed and Dedicated

DOCUMENTS YOU WILL NEED

- ▶ MyReports: FORURBH Unrestricted Balances by Index as of June 30, 2015 for your Org

Index	Index Title	Org	Prog	Activity	Reserves	Revenues	Transfers	Expenditures	Net Balance	Commitments	Balance Available
3U0002 - HU Non Endowed Spending Education											
762013	246731-1731 INST FOR -General Activ	762B	P3N352	GNACTV	9,875.25	2,000.00	.00	4,849.74	7,025.51	.00	7,025.51
762017	202264 Rust Ethics Aging Program	762B	P3N282	GNACTV	21,514.51	.00	.00	1,949.30	19,565.21	.00	19,565.21
*TOTAL 3U0002 - HU Non Endowed Spending Education					31,389.76	2,000.00	.00	6,799.04	26,590.72	.00	26,590.72
3U0003 - HU Endowed Spending Education											
762009	470164-TRUE ENDOWMENT-General Activ	762B	P3E124	GNACTV	54,531.28	13,177.10	9,001.22	19,301.55	57,408.05	350.35	57,057.70
3U0029 - HU Clinical Residuals											
762006	238640-HS ETHICS RESI-Crosswalk Uni	762B	P171	GNACTV	16,744.29	3,500.00	.00	707.11	19,537.18	.00	19,537.18
3U0032 - HU UNMMG Purchased Services											
762012	Inst for Ethics/Salary&Fringe Sprt	762B	P222	762B06	.00	39,365.72	.00	39,365.72	.00	.00	.00
3U0034 - HU UNMH SOM General											
762008	Inst for Ethics/Clinical Ethics	762B	P222	762B03	.00	37,622.41	.00	37,622.41	.00	.00	.00
3U0044 - HU I and G											
762022	210261-ETHICS I&G-Gen Activ	762B	P101	GNACTV	.00	174,430.35	.00	174,466.80	-36.45	.00	-36.45
3U0300 - HU Education General											
762005	Ethics General Education	762B	P171	GNACTV	3,600.70	.00	.00	.00	3,600.70	.00	3,600.70
3U0303 - HU Clinical Service General											
762020	230645-HEALTH CARE ETHICS	762B	P171	762B02	47,324.82	.00	.00	.00	47,324.82	.00	47,324.82
TOTAL					153,590.85	270,095.58	9,001.22	278,262.63	154,425.02	350.35	154,074.67

This Report gives a Snapshot of your Organization By Fund and Index. The Last Two Columns: Commitments and Balance Available are the amounts that Need to be Categorized

DOCUMENTS YOU WILL NEED

- ▶ Commitments (Encumbrances) that roll forward into
FY16

[Student](#) [Employee](#) [Payment](#) [Finance](#)Search [RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

Reserves Categorization Summary

Budget ID BUD15 **Budget Phase** ADOPTD **Fiscal Year** 15 **Chart of Accounts** U**Organization** 762A (SOM Institute for Ethics) **Fund** 3U0003 (HU Endowed Spending Education)

Working in Query/Update mode.

Org			Carry Fwd	Per Banner		Banner Adjusted			Per Department		Remaining	
Lev	Index	Title	Prog	07/01/2014	Committed	Dedicated	Committed	Dedicated	Avail Res	Committed	Dedicated	Reserve
5	762A - SOM Institute for Ethics											
6	762B - Institute for Ethics Operations											
6	762009	470164-TRUE ENDOWMENT-General Activ	P3E124	57,408.05	350.35	.00	350.35	.00	57,057.70	.00	.00	57,057.70
6	Subtotals for 762B			57,408.05	350.35	.00	350.35	.00	57,057.70	.00	.00	57,057.70
5	Totals for 762A			57,408.05	350.35	.00	350.35	.00	57,057.70	.00	.00	57,057.70

[Return to Organization Selection](#) [Return to Fund Selection](#)

[Student](#) [Employee](#) [Payment](#) [Finance](#)Search [RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 762009 470164-TRUE ENDOWMENT-General Activ

Working in Query/Update mode.

Carry Forward: 57,408.05

Doc Num	Description	Trans Date	Activity Date	Banner Amount	Adjustment	Adjusted Amount
P0116911	ILD Telecommunications Inc	10/18/2012	10/18/2012	350.35	.00	350.35

Total Adjusted Banner Committed: 350.35

Total Adjusted Banner Dedicated: .00

Available Reserve: 57,057.70

[Return to Summary Page](#)

[Student](#) [Employee](#) [Payment](#) [Finance](#)Search [RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 762009 470164-TRUE ENDOWMENT-General Activ
Working in Query/Update mode.

☒ Adjustments successfully saved

Carry Forward: 57,408.05

Doc Num	Description	Trans Date	Activity Date	Banner Amount	Adjustment	Adjusted Amount
P0116911	ILD Telecommunications Inc	10/18/2012	10/18/2012	350.35	<input type="text" value="350.35"/>	<input type="text" value=".00"/>

Total Adjusted Banner Committed: .00

Total Adjusted Banner Dedicated: .00

Available Reserve: 57,408.05

[Return to Summary Page](#)[\[Operating Ledger Queries | Encumbrance Query | Approve Documents | View Document | Journal Voucher Entry | Budget Planner Menu | Categorization of Reserves \]](#)

RELEASE: 8.6

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DOCUMENTS YOU WILL NEED

- ▶ Budget Approval of Use of Reserves for FY16



UNIVERSITY OF NEW MEXICO
BUDGETED ACCOUNT CODE REPORT
Organization: 123A EXAMPLE DEPARTMENT; Fund Type:
Fund: , Program: ; Account Code: 1901

Index		Budgeted Amount
123000	235610-UPA FOM	\$130,982.00
Comments	SOM Approved \$200k of Carryforward per email from K Gates dated 04/04/2014	
123001	237260-123A RESIDUAL BAL	\$51,549.00
Comments	1901 Approved \$200K if Carryforward per email from K Gates dated 04/04//2014.	
123002	237930-123A RESIDUAL-PERSON	\$17,469.00
Comments	SOM Approved \$200K if Carryforward per email from K Gates dated 04/04/2014	
Account Total:		\$200,000.00

This is an Example of A Department that has been Approved to Use Reserves . This information will help when Categorizing Reserves for FY16 in these Indices and Funds

Departments That Categorize Reserves For Future Years

- ▶ Remember to Update the Amounts that were categorized in FY15 Fund Reserve to reflect FY 16 Reserve Balance
- ▶ Example of an Organization that Categorized for FY16 – FY20



Search

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

Reserves Categorization Input

Dedicated expenditures for Organization 123A EXAMPLE DEPARTMENT[Working in Query/Update mode.](#)[Return to Summary Page](#)

Carry Forward: -4,535,176.81

Banner Committed

Doc Num **Description** **Adjusted Amount**

Entered Dedicated Items

FSYR	Description	Type	Amount	On Index
19	10 Year payback plan	DR2	-1,923,726.05	
17	10 year payback plan	DR2	-384,745.21	123004
18	10 year payback plan	DR2	-384,745.21	123004
16	10 year payback plan	DR2	-384,745.21	123004
15	10 year payback plan	DR2	-182,948.33	123004
Total			-3,260,910.01	

Remaining Reserve: -1,301,363.21

Banner Dedicated

Doc Num **Description** **Adjusted Amount**
Total .00**Enter New Item:****Category Type** [Apply to Existing Deficit in Another Index](#)**Description****Offset****Index****Comments** Maximum length 1500 characters (1500 remaining)**Fiscal Year** 15 **Amount**

Fiscal Years 16 through 20 need to be updated to adjust for the increased Deficit Amount of (\$1,301,363).

NOW LET'S TAKE A LOOK AT THE
CATEGORIES THAT WE WILL BE USING

FUNDS THAT HAVE PRE – DETERMINED CATEGORIES AND CATEGORY TYPES

NON ENDOWED SPENDING AND ENDOWED SPENDING

3U0001 – Non Endowed Spending Research



3U0002 – Non Endowed Spending Education



3U0301 – Non Endowed Spending Clinical



3U0003 – Endowed Spending Education



3U0081 – Endowed Spending Research



3U0302 – Endowed Spending Clinical



CATEGORY: *COMMITTED*

CATEGORY TYPE: *DD – DONOR DESIGNATED*

FUNDS THAT HAVE PRE – DETERMINED CATEGORIES AND CATEGORY TYPES

INSTRUCTION AND GENERAL (I&G)

3U0044 – I&G



CATEGORY: *COMMITTED*

CATEGORY TYPE: *AP – STATE APPROPRIATIONS*

DEFICIT BALANCES

ORGANIZATIONS WHERE OVERALL BALANCE IS A DEFICIT

Can only Categorize by Fund if using Category EX. Have to categorize by Index if using DR1/DR2

CATEGORY: **DEDICATED**

CATEGORY TYPE: *Used in the Index with the Negative or Deficit Balance*

- 1.) DR1 – DEFICIT REDUCTION/ANOTHER FUNDING SOURCE – INDEX and/or**
- 2.) DR2 – DEFICIT REDUCTION /REDUCE CURRENT YEAR BUDGET**

and/or

CATEGORY TYPE: *Used in the Index/Fund with the positive balance*

- 1.) EX – APPLY TO EXISTING DEFICIT IN ANOTHER INDEX**



EXAMPLES OF COMMITTED

AW – RAC/TAC AWARDS

- ❖ EXAMPLE: The Research Allocation Committee has awarded RAC/TAC Awards in the amount of \$25,000 to a Professor to further his research
- ❖ REQUIRED DOCUMENTATION: Award Letter

CA – CAPITAL PROJECTS/EQUIPMENT

- ❖ EXAMPLE: \$50,000 FOR Purchase of Replacement Microscope
- ❖ REQUIRED DOCUMENTATION: Purchase Order

CH – CHAIR PACKAGES

- ❖ EXAMPLE: \$200,000 for Commitment to new Department Chair to renovate lab
 - ❖ REQUIRED DOCUMENTATION: Chair's Offer Letter
- 

EXAMPLES OF COMMITTED

CS – COST SHARES

- ❖ EXAMPLE: Close out of fund with a loss of \$17,600
- ❖ REQUIRED DOCUMENTATION: Grant Document

FI – FOM FIBCI INCENTIVE PAY/TRAVEL/EQUIPMENT (Faculty Net ID Required)

- ❖ EXAMPLE: Faculty had \$50K credited to his/her individual FOM index during the fiscal year. This \$50K was specifically stated in the FIBCI contract for performance based incentive. Faculty received incentive in the amount of \$25K during the fiscal year, leaving a balance of \$25K.
- ❖ REQUIRED DOCUMENTATION: FIBCI Contract

PD – TRAVEL/PROFESSIONAL DEVELOPMENT

- ❖ EXAMPLE: Dept committed to providing \$500 annually per Resident for 15 residents for educational/professional expenditures
- ❖ REQUIRED DOCUMENTATION: Purchase Order or Signed Documentation

EXAMPLES OF COMMITTED

SS - SCHOLARSHIPS

- ❖ EXAMPLE: 2 undergraduate students were awarded scholarships in the amount of \$1,000 each
- ❖ REQUIRED DOCUMENTATION: Award Letter to Student

ST – FACULTY STARTUP (Faculty Net ID Required)

- ❖ EXAMPLE: \$150K to new Faculty member hired for his potential to be awarded grant funding of \$150K. Will be used to pay salaries of support staff until funding is awarded
- ❖ REQUIRED DOCUMENTATION: Offer Letter

EXAMPLES OF DEDICATED

BR – BRIDGE FUNDING

- ❖ EXAMPLE: Grant funding has terminated at the end of FY15 but a new award is anticipated to start in Sept FY16. Prior year gain on the close out of the FY15 grant will be used in July and August to keep employees on the payroll until the new funding begins in September 2015.
- ❖ REQUIRED DOCUMENTATION: Letter/memo from Chair/SOM Director of Finance authorizing this use of Carryforward

CA – CAPITAL PROJECTS/EQUIPMENT

- ❖ EXAMPLE \$75K planned to be used in two years to potentially replace outdated equipment
- ❖ REQUIRED DOCUMENTATION: Chair's memo outlining plan for replacing worn out or obsolete equipment

CH – CHAIR PACKAGES

- ❖ EXAMPLE: \$500K planned to be used in 2016 when Chair has indicated he will be retiring. Balance designated to spend on recruitment expenditures for a new Chair
- ❖ REQUIRED DOCUMENTATION: Chair's memo indicating potential cost of recruiting a replacement

EXAMPLES OF DEDICATED

CS – COST SHARE

- ❖ EXAMPLE: Proposal submitted and anticipated will be awarded at end of 2015. Mandatory cost share is included in the award.
- ❖ REQUIRED DOCUMENTATION: Grant Documentation

PD – TRAVEL/PROFESSIONAL DEVELOPMENT

- ❖ EXAMPLE: One faculty member and two staff are planning on attending an educational conference that will take place in FY16
- ❖ REQUIRED DOCUMENTATION: Documentation as to the purpose and those faculty and staff that the dept anticipates will be attending the conference

SF – SEED FUNDING

- ❖ EXAMPLE: Dept is in the process of establishing a new program/initiative that will not be able to pay for itself for at least the first 2 years, but is expected to be self-sustaining early in its 3rd year of operation. Dept will dedicate \$600K to get this program off the ground
 - ❖ REQUIRED DOCUMENTATION: Documentation detailing the program's mission and required resources.
- 

EXAMPLES OF DEDICATED

SS - SCHOLARSHIPS

- ❖ EXAMPLE: For FY16, department has determined that it will award 3 undergraduate students \$500 each. The recipients have not been determined yet.
- ❖ REQUIRED DOCUMENTATION: Documentation detailing the amount of the scholarship, the number of recipients and the criteria for receiving the scholarship.

ST – FACULTY STARTUP

- ❖ EXAMPLE: \$200K planned to be used for startup packages of two new faculty that the dept will be adding in the next 3 years
- ❖ REQUIRED DOCUMENTATION: PRC document giving approval to begin recruitment process

Categorization Must be Completed by:



DUE DATE

- Friday, August 21
- by 5:00 PM
- Please call Marianne at 2-3132 or email MaMurphy@salud.unm.edu when you have completed the Categorization of Reserves

THANK YOU FOR COMING TO THE OVERVIEW

HOPE YOU HAVE A GREAT DAY!

