



UAP 7000

CATEGORIZATION OF RESERVES

CAR Navigation

Date Issued/Revised: 7/16/2019

General Description: This procedure explains the Categorization of Reserves as required by the University Administrative Policies and Procedures Manual, Policy 7000 (UAP7000) and how to use the Categorization of Reserves system to report Current Unrestricted Fund Balances.

Responsible Manager: Office of Planning, Budget and Analysis (OPBA)
HSC Budget Office

Related: Budget Office SOP CAR Category and Category Type Definitions

Accessing the System

1. Login to myUNM
2. Enter LoboWeb using one of the three options listed below:
 - Click on “ENTER LOBOWEB” in the LoboWeb (Employees) section. Then select the “Finance” tab
 - Click on “Finance” in the Quick links
 - Click on “LoboWeb” in the UNM Business Applications section. Then select the “Finance” tab
3. Click on “Categorization of Reserves”

Student Financial Aid Employee Payment **Finance** Department Forms

Search Go



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

4. **Chart of Accounts:** enter "U"
5. **Budget ID:** enter the current fiscal year, **BUDxx**
(the system default is the last Budget ID entered)
6. **Budget Phase:** enter the current fiscal year, **CARxx**
(the system default is the last Budget Phase entered)
7. **Organization:** enter Organization Code Level 3 or Level 5
8. Click Submit

Note: Always replace the "xx" with the current fiscal year

The screenshot shows the 'Reserves Categorization' form with the following callouts:

- Chart of Accounts: U** (points to the 'U' in the Chart of Accounts field)
- Budget ID: Current Fiscal Year - BUDxx** (points to the Budget ID field)
- Budget Phase: Current Fiscal Year - CARxx** (points to the Budget Phase field)
- Click on Budget to go to the Validation Code Lookup screen** (points to the 'Budget' button)
- Organization: Level 3 or Level 5 Organization Code** (points to the Organization field)

9. **Fund:** select "Fund" from the drop down menu
10. **Check Box** for Data entry by level 5 organizations only OR **Uncheck** box for Data entry by index
11. Click "Submit"

The screenshot shows the 'Reserves Categorization' form with the following callouts:

- Select Fund** (points to the Fund dropdown menu showing options like '2U0224 - MU I & G' and '2U0226 - MU Student Aid')
- Uncheck box for data entry at index level** (points to the checkbox labeled 'Show level 5 organizations only (no index data)')

Categorization of Reserves

The application will compute carry-forward rolled up to Fund Level 3 and Organization Level 5 and allows users to designate all or part of this amount as either Committed or Dedicated.

Fund Category Definitions

- **Committed:** A formal, written commitment has been made for the funds.
Examples include: purchase orders, signed offer letters for start-up funds, documented cost share requirements, direct state appropriations for a special project, institutional bond debt service payments, etc.

- Dedicated:** Funds that have a clear, focused purpose with a documented description and identify the entity/individual making the dedication. Dedicated items must be approved and signed off by the Chancellor of Health Sciences Center or an executive vice president, vice president, or dean.

Examples include: purchase requisitions, manual encumbrances, an F&A reserve that has been dedicated by a dean to fund a lab renovation, a non-endowed gift amount that has been dedicated by a chair for faculty travel, student paid course fees that are being accumulated and dedicated by a dean to fund the purchase of equipment, etc.

- Discretionary:** Fund reserve remaining after accounting for all committed and dedicated funds.

Reserves Categorization Summary

Budget ID BUDXX Budget Phase CARXX Fiscal Year XX Chart of Accounts U
 Organization 712A (Budget Office) Fund 2U0224 (MU I & G)

Working in Query Only mode.

| Org | Lev | Index | Title | Prog | Carry Fwd | Per Banner | | Banner Adjusted | | Avail Res | Per Department | | Remaining Reserve |
|-----|-----|-------|---|------|------------|------------|-----------|-----------------|-----------|-----------|----------------|-----------|-------------------|
| | | | | | | Committed | Dedicated | Committed | Dedicated | | Committed | Dedicated | |
| 5 | | | 712A - Budget Office | | 07/01/2018 | | | | | | | | |
| 5 | | | 712000 113080-DIRECTOR OF BU-General Activ P131 | | | .00 | .00 | .00 | .00 | | .00 | .00 | |
| 5 | | | Totals for 712A | | | .00 | .00 | .00 | .00 | | .00 | .00 | |

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Per Banner

Committed - Purchase Orders and general encumbrances on sub-awards (account codes 87xx-88xx) from the prior fiscal year that rolled to the new fiscal year.

Dedicated - Displays the amount of manual encumbrances from the prior fiscal year that rolled to the new fiscal year.

Banner Adjusted

- used to make approved adjustments to activity that rolled into the new fiscal year. Approved adjustments would be for items such as adjusting amounts on master purchase orders that span multiple fiscal years or purchase orders that should have been liquidated.

Committed - To enter an adjustment in the Banner Adjusted Committed fields click on the dollar amount in the Committed column ([Red Hyperlink](#)).

Dedicated - To enter an adjustment in the Banner Adjusted Dedicated fields click on the dollar amount in the Dedicated column ([Red Hyperlink](#)).

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Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 276018 113475-ALUMNI RELATIO-General Activ Working in Query/Update mode.

Carry Forward: 18,232.03

| Doc Num | Description |
|----------|-----------------------------|
| P0001755 | Embarcadero Technologies |
| P0002461 | New Mexico Press Service |
| P0013746 | Lorton Data Inc |
| P0026418 | Oso Grande Technologies Inc |
| P0091332 | New Mexico Press Inc |

Total Adjusted Banner Committed: 2,933.18
 Total Adjusted Banner Dedicated: .00
 Available Reserve: 15,298.85

| Banner Amount | Adjustment | Adjusted Amount |
|---------------|------------|-----------------|
| 625.00 | 400.00 | 225.00 |
| 618.52 | .00 | 618.52 |
| 1,800.00 | .00 | 1,800.00 |
| 106.36 | .00 | 106.36 |
| 183.30 | .00 | 183.30 |

Adjustment amount **cannot** exceed encumbrance amount

Adjusted Amount equals Banner Amount unless adjustments are made

Enter adjustment here and save

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Edit Banner Encumbrance Adjustments

Committed Banner encumbrances for Index 276018 113475-ALUMNI RELATIO-General Activ Working in Query/Update mode.

Carry Forward: 18,232.03

| Doc Num | Description | Trans Date | Activity Date | Banner | Amount | Adjustment | Adjusted Amount |
|----------|-----------------------------|------------|---------------|--------|----------|------------|-----------------|
| P0001755 | Embarcadero Technologies | | | | 625.00 | 625.00 | 0.00 |
| P0002461 | New Mexico Press Service | | | | 618.52 | 618.52 | 0.00 |
| P0013746 | Lorton Data Inc | | | | 1,800.00 | 1,800.00 | 0.00 |
| P0026418 | Oso Grande Technologies Inc | | | | 106.36 | 106.36 | 0.00 |
| P0091332 | Lane Press Inc | | | | 183.30 | 183.30 | 0.00 |

| | |
|----------------------------------|-----------|
| Total Adjusted Banner Committed: | 0.00 |
| Total Adjusted Banner Dedicated: | .00 |
| Available Reserve: | 18,232.03 |

Adjust All to Zero
Adjusted Amount clears to zero and Banner Amount will appear in the Adjustment column

Adjust All to Zero Reset All

Save

Reset All – returns data to original fiscal year-end amounts

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• **Per Department columns**

▪ **Committed**

1. To enter items into the Committed Category, click on the dollar amount in the Committed column under the Per Department field ([Red Hyperlink](#))
2. Select the Category Type from drop-down list
3. Enter: Dollar Amount
4. Enter: Description
5. Enter: Comments - text comments must be entered or an error message will activate
6. Save

Reserves Categorization Summary

Budget ID BUDxx Budget Phase CARxx Fiscal Year xx Chart of Accounts U
 Organization 276A (VP Inst Advancement Alumni Relation) Fund 2U0007 (MU Non Endowed Spending)

| Org Lev | Index | Title | Prog | Carry Fwd 07/01/20 XX | Per Banner | | Banner Adjusted | | Avail Res | Per Department | | Remaining Reserve |
|---------|--------|--|------|-----------------------|-----------------|------------|-----------------|------------|------------------|-----------------|------------------|-------------------|
| | | | | | Committed | Dedicated | Committed | Dedicated | | Committed | Dedicated | |
| 5 | | 276A - VP Inst Advancement Alumni Relation | | | | | | | | | | |
| 5 | 276018 | 113475-ALUMNI RELATIO-General Activ | P131 | 18,232.03 | 3,333.18 | .00 | 2,933.18 | .00 | 15,298.85 | 2,300.00 | 4,500.00 | 8,498.85 |
| 5 | | Totals for 276A | | 18,232.03 | 3,333.18 | .00 | 2,933.18 | .00 | 15,298.85 | 2,300.00 | 19,398.85 | -6,400.00 |

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

Note: Always replace the "xx" with the current fiscal year

Reserves Categorization Input

Committed expenditures for Index 276018 113475-ALUMNI RELATIO-General Activ
Working in Query/Update mode.

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Carry Forward: 18,232.03

Click on **Hide Banner Items** to display only the Total of the Banner Committed/Dedicated Items

| Banner Committed | | | Banner Dedicated | | |
|------------------|-----------------------------|-----------------|------------------|-------------|-----------------|
| Doc Num | Description | Adjusted Amount | Doc Num | Description | Adjusted Amount |
| P0001755 | Embarcadero Technologies | 225.00 | Total .00 | | |
| P0002461 | New Mexico Press Service | 618.52 | | | |
| P0013746 | Lorton Data Inc | 1,800.00 | | | |
| P0026418 | Oso Grande Technologies Inc | 106.36 | | | |
| P0091332 | Lane Press Inc | 183.30 | | | |
| Total | | 2,933.18 | | | |

Note: Always replace the "xx" with the current fiscal year

Entered Committed Items

| FSYR | Description | Type | Amount |
|--------------|-------------|------|--------|
| Total | | | .00 |

Select Category from the drop down box

Remaining Reserve: 10,798.85

Enter New Item:

Category Type: Fiscal Year: Amount:

Description:

Enter the Amount and Description

Comments: Maximum length 1500 characters (1500 remaining)

Text comments must be entered or an error warning box will display when attempting to save.

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- When the comments are saved the following screen populates.

Reserves Categorization Input

Committed expenditures for Index 276018 113475-ALUMNI RELATIO-General Activ
Working in Query/Update mode.

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Carry Forward: 18,232.03

| Banner Committed | | | Banner Dedicated | | |
|------------------|-----------------------------|-----------------|------------------|-------------|-----------------|
| Doc Num | Description | Adjusted Amount | Doc Num | Description | Adjusted Amount |
| P0001755 | Embarcadero Technologies | 225.00 | Total .00 | | |
| P0002461 | New Mexico Press Service | 618.52 | | | |
| P0013746 | Lorton Data Inc | 1,800.00 | | | |
| P0026418 | Oso Grande Technologies Inc | 106.36 | | | |
| P0091332 | Lane Press Inc | 183.30 | | | |
| Total | | 2,933.18 | | | |

Entered Committed Items

| FSYR | Description | Type | Amount | |
|--------------|--|------|----------|---|
| XX | Technical Services related to annual publication | PD | 2,300.00 | <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/> |
| Total | | | 2,300.00 | |

Remaining Reserve: 8,498.85

Item successfully saved

Enter New Item:

Category Type: Fiscal Year: Amount:

Description:

Comments: Maximum length 1500 characters (1500 remaining)

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Note: Always replace the "xx" with the current fiscal year

• **What is displayed**

- Detail for Banner Commitments by Purchase Order Number
- Entered Committed Items
- Edit, Copy or Delete Options
 - Click on "Edit" to return to data in the line item to update
 - Click on "Delete" to remove the line item
- Description of Transactions

• **Entering Multiple years**

1. After the category information is saved in the current fiscal year, click on the "copy" box
2. Select the Fiscal Year from the drop down box
3. Save
4. The additional fiscal year(s) display under the current fiscal year information on the Reserves Categorization Input page

Note: Multiple years can be entered in the committed and/or dedicated categorizations

Entered Dedicated Items

| FSYR | Description | Type | Amount | On Index | | | |
|--------------|---|------|----------|----------|-------------------------------------|-------------------------------------|---------------------------------------|
| XX | Annual Professional Development funds set aside | SC | 1,500.00 | | <input type="button" value="Edit"/> | <input type="button" value="Copy"/> | <input type="button" value="Delete"/> |
| XX | Annual Professional Development funds set aside | SC | 1,500.00 | | <input type="button" value="Edit"/> | <input type="button" value="Copy"/> | <input type="button" value="Delete"/> |
| XX | Annual Professional Development funds set aside | SC | 1,500.00 | | <input type="button" value="Edit"/> | <input type="button" value="Copy"/> | <input type="button" value="Delete"/> |
| Total | | | 4,500.00 | | | | |

Multiple year Display

▪ **Dedicated**

1. To enter items into the Dedicated Category, click on the dollar amount in the Dedicated column under the Per Department field ([Red Hyperlink](#))
2. Select the Category Type from drop-down list
3. Enter: Dollar Amount
4. Enter: Description

Note: Description will auto populate after the offset index is entered for the following categories:

- Apply to Existing Deficit
- Deficit Reduction/Another Funding Source-Index

5. Enter: Comments - text comments must be entered or an error message will activate
6. Save

Note: Always replace the "xx" with the current fiscal year

Search Go

Reserves Categorization Summary

Budget ID BUDxx Budget Phase CARxx Fiscal Year xx Chart of Accounts U
 Organization 276A (VP Inst Advancement Alumni Relation) Fund 2U0007 (MU Non Endowed Spending)

| Org | Lev | Index | Title | Prog | Carry Fwd | Per Banner | | | Banner Adjusted | Avail Res | Per Department | | Remaining Reserve | |
|-----|------------------------|--------|--|------|-----------|------------------|-----------------|------------|-----------------|------------|------------------|-----------------|-------------------|------------------|
| | | | | | | Committed | Dedicated | | | | Committed | Dedicated | | |
| 5 | | | 276A - VP Inst Advancement Alumni Relation | | | | | | | | | | | |
| 5 | 276018 | 113475 | ALUMNI RELATIO-General Activ | P131 | 18,232.03 | 3,333.18 | .00 | 2,933.18 | .00 | 15,298.85 | 2,300.00 | 4,500.00 | 8,498.85 | |
| 5 | Totals for 276A | | | | | 18,232.03 | 3,333.18 | .00 | 2,933.18 | .00 | 15,298.85 | 2,300.00 | 19,398.85 | -6,400.00 |

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Select Category from the drop down box

Enter New Item:

Category Type Fiscal Year Amount
 Description

Enter the Amount and Description

Search Go

Reserves Categorization Input

Dedicated expenditures for Index 276018 113475-ALUMNI RELATIO-General Activ
 Working in Query/Update mode.

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Carry Forward: 18,232.03

Click on **Hide Banner Items** to display only the Total of the Banner Committed/Dedicated Items

Hide Banner Items

| Banner Committed | | | Banner Dedicated | | |
|------------------|-----------------------------|-----------------|------------------|-------------|-----------------|
| Doc Num | Description | Adjusted Amount | Doc Num | Description | Adjusted Amount |
| P0001755 | Embarcadero Technologies | 225.00 | Total .00 | | |
| P0002461 | New Mexico Press Service | 618.52 | | | |
| P0013746 | Lorton Data Inc | 1,800.00 | | | |
| P0026418 | Oso Grande Technologies Inc | 106.36 | | | |
| P0091332 | Lane Press Inc | 183.30 | | | |
| Total | | 2,933.18 | | | |

Entered Dedicated Items

| FSYR | Description | Type | Amount |
|--------------|-------------------|------|-------------|
| XX | General Operating | OP | 4,500.00 |
| Total | | | OP 4,500.00 |

Remaining Reserve: 6,498.85

Item successfully saved

Enter New Item:

Enter New Item:

Category Type Fiscal Year Amount
 Description

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Text comments must be entered or an error warning box will display when attempting to save.

• What is displayed

- Detail for Banner Dedicated Commitments by Purchase Order Number
- Entered Dedicated Items
- Edit, Copy or Delete Options
 - Click on "Edit" to return to data in the line item to update
 - Click on "Delete" to remove the line item
- Description of Transactions

*****END*****