



UBPP 7000 CATEGORIZATION OF RESERVES



CAR-101 Navigation

Date Issued/Rev: 7/29/2011

General Description: This procedure explains how to use the Categorization of Reserves system to report Current Unrestricted Fund Balances and Categorization of Reserves as required by the University Business Policies and Procedures 7000.

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

Related: Budget Office SOP CAR-102 Category and Category Type Definitions

Accessing the System

1. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Click on "LoboWeb"
4. Select the "Finance" tab
5. Click on "Categorization of Reserves"

The screenshot shows the myUNM website interface. At the top, there is a red navigation bar with the myUNM logo on the left and utility icons (E-mail, Calendar, Groups, Logout, Help) on the right. Below this is a secondary navigation bar with tabs for Student, Employee, Payment, and Finance. A search bar is located below the Finance tab. The main content area displays the "Finance Menu" with several options: Operating Ledger Queries, Encumbrance Query, Approve Documents, View Document, Journal Voucher Entry, Budget Planner Menu, and **Categorization of Reserves**. The "Categorization of Reserves" option is circled in green. Below the menu items, there is a horizontal line.

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6. **Chart of Accounts:** enter "U"
7. **Budget ID:** enter "BUD12"
8. **Budget Phase:** enter "CAR12"
9. **Organization:** enter Organization Code Level 3 or Level 5
10. Click Submit

myUNM

Back to Employee Life Tab

E-mail Calendar Groups Logout Help

Student Employee Payment **Finance**

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Categorization of Reserves

Chart of Accounts [U]

Budget ID [BUD12] Budget Phase [CAR12] Budget []

Organization []

Submit

Click on Budget to go to the Validation Code Lookup screen

Enter Level 3 or 5 Organization Code

11. **Fund:** select "Fund" from the drop down menu
12. **Check Box** for Data Entry by Level 5 Organizations only
13. **Uncheck Box** for Data Entry by Index
14. Click "Submit"

myUNM

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Categorization of Reserves

Budget ID BUD12 Budget Phase CAR12 Fiscal Year 12 Chart of Accounts U

Organization 276A (VP Inst Advancement Alumni Relation)

Fund [2U0007 - MU Non Endowed Spending*
2U0008 - MU Endowed Spending
2U0203 - MU Public Service*
2U0224 - MU I & G*]

* User-entered data exists for this fund/organization

Show level 5 organizations only (no index data)

Submit

Return to Organization Selection

Select Fund

Uncheck box for data entry at index level

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, executive vice president, vice president or the dean. Examples include purchase requisitions, manual encumbrances, an F&A balance 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:** Fund reserves remaining after accounting for all committed and dedicated funds.

Student Employee Payment **Finance**

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Categorization of Reserves

All examples are from the test environment and do not include real departmental data.

Budget ID BUD12 Budget Phase CAR12 Fiscal Year 12 Chart of Accounts U
 Organization 276A (VP Inst Advancement Alumni Relation) Fund 2U0224 (MU I & G)

Working in Query/Update mode.

Org	Lev	Index	Title	Prog	Carry Fwd 07/01/2011	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](#)

• **Per Banner columns**

- **Committed**
 - Purchase Orders and general encumbrances on sub-awards (account codes 8700-8899) 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 columns** - 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).

Student Employee Payment **Finance**

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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	08/06/2004	07/23/2010	625.00	400.00	225.00
P0002461	New Mexico Press Service	09/07/2004	07/23/2010	618.52	.00	618.52
P0013746	Lorton Data Inc	02/14/2005	07/23/2010	1,800.00	.00	1,800.00
P0026418	Oso Grande Technologies Inc	09/01/2005	07/23/2010	106.36	.00	106.36
P0091332	Lane Press Inc	12/16/2009	04/20/2010	183.30	.00	183.30

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

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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	08/06/2004	07/23/2010	625.00	625.00	0.00
P0002461	New Mexico Press Service	09/07/2004	07/23/2010	618.52	618.52	0.00
P0013746	Lorton Data Inc	02/14/2005	07/23/2010	1,800.00	1,800.00	0.00
P0026418	Oso Grande Technologies Inc	09/01/2005	07/23/2010	106.36	106.36	0.00
P0091332	Lane Press Inc	12/16/2009	04/20/2010	183.30	183.30	0.00

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

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

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

• 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

Student Employee Payment **Finance**

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Categorization of Reserves

Budget ID BUD12 Budget Phase CAR12 Fiscal Year 12 Chart of Accounts U
 Organization 276A (VP Inst Advancement Alumni Relation) Fund 2U0224 (MU I & G)

Working in Query/Update 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		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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Student Employee Payment **Finance**

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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

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 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: --Select Category-- Fiscal Year: 12 Amount:

Description:

Enter the Amount and Description

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Comments Maximum length 1500 characters (1500 remaining)

[Save](#) [Cancel](#) [Return to Summary Page](#)

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

- When the comments are saved the following screen populates.

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Reserves Categorization Input

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

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Banner Committed			Banner Dedicated		
Doc Num	Description	Adjusted Amount	Doc Num	Description	Adjusted Amount
P0001755	Embarcadero Technologies	225.00	Total		
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	
12	Technical Services related to annual publication	SC	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)

[Save](#) [Cancel](#) [Return to Summary Page](#)

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 FY12 information on the Reserves Categorization Input page

Entered Dedicated Items

FSYR	Description	Type	Amount			
12	Annual Professional Development funds set aside	PD	1,500.00	Edit	Copy	Delete
14	Annual Professional Development funds set aside	PD	1,500.00	Edit	Copy	Delete
13	Annual Professional Development funds set aside	PD	1,500.00	Edit	Copy	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

Categorization of Reserves

Budget ID BUD12 Budget Phase CAR12 Fiscal Year 12 Chart of Accounts U
 Organization 276A (VP Inst Advancement Alumni Relation) Fund 2U0224 (MU I & G)

Working in Query/Update mode.

Org	Lev	Index	Title	Prog	Carry Fwd	Per Banner		Banner Adjusted		Avail Res	Per Department		Remaining Reserve
						07/01/2011	Committed	Dedicated	Committed		Dedicated	Committed	
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
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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

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

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
12	General Operating	OP	6,500.00
Total			6,500.00

Remaining Reserve: 6,498.85

Item successfully saved

Enter New Item:

Category Type: Fiscal Year: Amount:

Description:

Comments: Maximum length 1500 characters (1500 remaining)

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• 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 ***