



## BRANCH CAMPUS

### BRANCH FYE - ACTUALS SUMMARY AND DETAIL

Date Issued/Rev: 6/15/2016

**General Description:** This is a supplemental report for internal use only and should be helpful in the validation of the totals on the WebFOCUS HED Report of Actuals exhibits. This procedure lists the instructions to run the FORBCRA - Branch FYE - Actuals Summary and Detail Report.

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

#### Running the MyReports Branch FYE - Actuals Summary and Detail Report

1. Log into myUNM
2. Click on the "MyReports" link in the UNM Business Applications section under Reporting
3. Log into "MyReports" using your NetID and Password

**MyReports**  
myreports.unm.edu

**WebFocus Sign In**

User Name:

Password:

**Login using your NetID and Password**

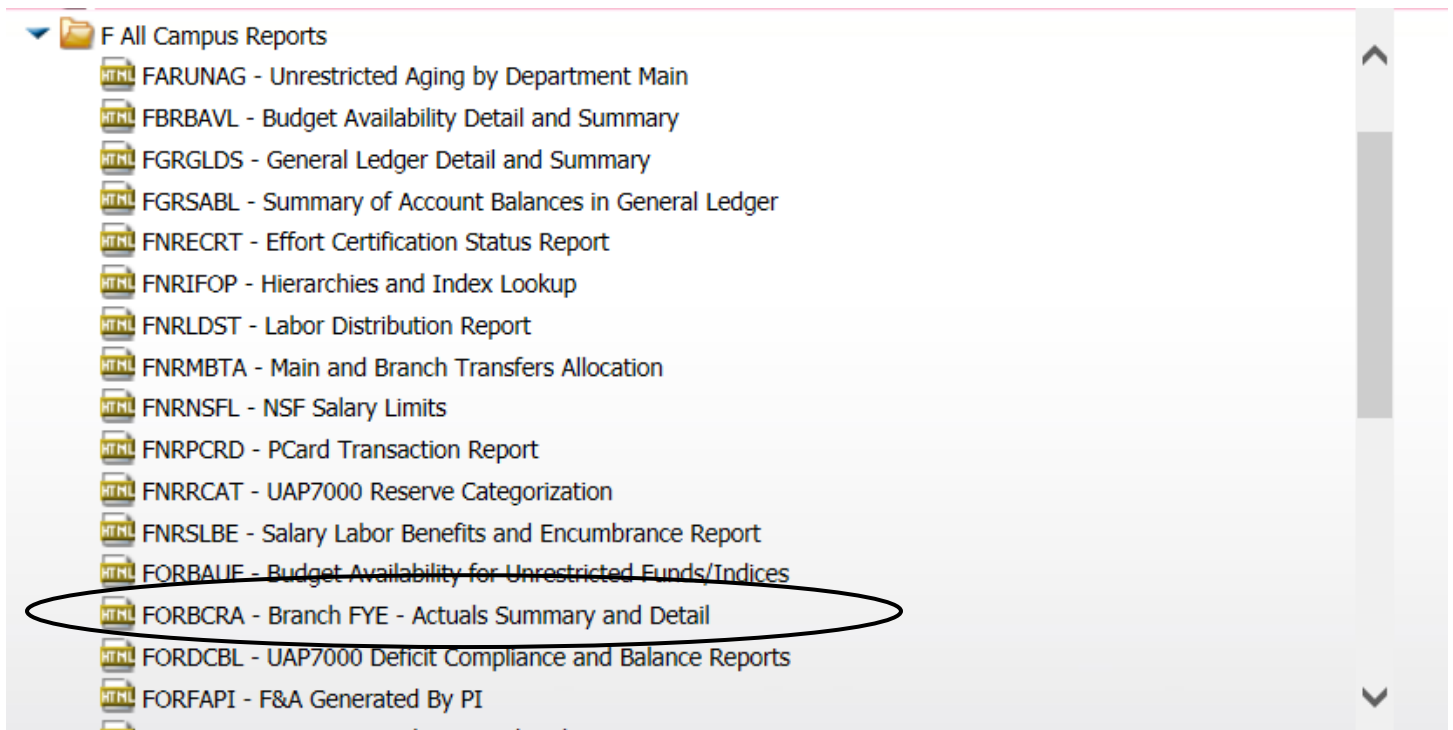
UNM

## Branch FYE – Actuals Summary and Detail

4. Select the Finance tab
5. Click on the ► to expand the list of reports located in the “F All Campus Reports” folder



6. Select “FORBCRA - Branch FYE - Actuals Summary and Detail”



**MyReports**  
myreports.unm.edu

UNM

**FORBCRA - Branch FYE - Actuals Summary and Detail**

Branch: Gallup, Los Alamos, Taos, Valencia

Fiscal Year: 2017, 2016, 2015, 2014, 2013

Select the Branch and the Fiscal Year

Data view displays all sort fields such as group exhibits for each record.

Report View  Data View

View the Summary or Detail version of this report.

Summary  Detail

Select type of display output. Use PDF for printing.

PDF  Excel  HTML

Click to run the report

Version 1.5

7. Select the “Branch”
  - Click on Gallup, Los Alamos, Taos or Valencia
8. Select the “Fiscal Year”
  - The fiscal period is programmed to default to Period 14 for this report
9. Select the “Report View” or the “Data View”
  - The Report View does not display all sort fields for each record
  - Use the Data View when exporting to Excel to display all sort fields for each record
10. Select the “Summary” or the “Detail” version
11. Select the type of display output
  - PDF, Excel, or HTML
    - **Only the Excel display output is available for the Detail Report**
12. Click the arrow to run the report

## Branch FYE – Actuals Summary and Detail

After the run button is selected, the report generates in a new window and will display in this area once it has finished generating

13. If the Excel display output is selected for the “Summary” or “Detail” a message box will display, click on Open.

14. The report can be saved in a drive and location (folder) of your choice

### Summary Report Information

1. The report is sorted in order by Program Level 2 with the Unrestricted Balances appearing first, followed by the Restricted Balances

FORBCRA Branch FYE - Actuals Summary and Detail										
Branch: Gallup										
Fiscal Year: 2016										
				ALLOCATIONS	EXPENSES	REIMBURSED EXPENSES*	RESERVES	REVENUES	TRANSFERS	TOTAL
PROGRAM LEVEL 2		FUND TYPE 2								
CU Gallup: I & G	P09	Instruction and General Revenue	CU Gallup	(16,234,580.00)	(6.31)	0.00	6,422,482.43	14,602,259.03	(663,335.00)	4,126,820.15
	P10	Instruction Unrestricted Ex 10	CU Gallup	7,668,998.00	(7,194,927.27)	0.00	123,861.94	254,037.67	500.00	852,470.34
	P11	Academic Support Unrestr Ex 11	CU Gallup	2,037,106.00	(1,748,233.46)	0.00		872.23	0.00	289,744.77
	P12	Student Services Ex 12	CU Gallup	1,286,632.00	(1,127,249.61)	0.00		0.00	0.00	159,382.39
	P13	Institutional Support Ex 13	CU Gallup	2,902,022.00	(2,640,884.08)	86,219.78	55,102.70	1,789.83	(55,900.00)	348,350.23
	P14	Operations and Maintenance Ex 14	CU Gallup	2,339,822.00	(1,527,392.68)	0.00		0.00	34,356.00	846,785.32
<b>*TOTAL CU Gallup: I &amp; G</b>				<b>(14,238,693.41)</b>	<b>86,219.78</b>	<b>6,601,447.07</b>	<b>14,858,958.76</b>	<b>(684,379.00)</b>	<b>6,623,553.20</b>	
CU Gallup: NON I & GP	P15	Student Social and Cultural Ex 15	CU Gallup		(123,927.24)	0.00	222,721.82	90,664.43	2,000.00	191,459.01
	P17	Non Sponsored Pub Svc Unrestr Ex 17	CU Gallup		(117,046.18)	0.00	269,722.61	32,312.40	57,500.00	242,488.83
	P18	Internal Services Ex 18	CU Gallup	0.00	(29,268.53)	23,494.23	12,888.04	0.00	3,011.96	10,125.70
	P19	Student Aid Unrestr Ex 19	CU Gallup	0.00	(215,099.25)	0.00	303,681.71	16,144.01	102,049.78	206,776.25
	P20	Auxiliaries Ex 20	CU Gallup	0.00	(1,436,918.98)	11,205.38	62,641.38	1,086,437.18	(16,765.86)	(293,400.90)
<b>*TOTAL CU Gallup: NON I &amp; G</b>				<b>(1,922,260.18)</b>	<b>34,699.61</b>	<b>871,655.56</b>	<b>1,225,558.02</b>	<b>147,795.88</b>	<b>357,448.89</b>	
CR Gallup: NON I & GP	P10R	Sponsored Instruction Restr Ex 10	CR Gallup	0.00	(271,975.77)	0.00	0.00	272,017.06	0.00	41.29
	P17R	Sponsor Public Service Restr Ex 17	CR Gallup	0.00	(783,798.87)	0.00	0.00	783,798.87	0.00	
<b>*TOTAL CR Gallup: NON I &amp; G</b>				<b>(1,055,774.64)</b>				<b>1,055,815.93</b>		<b>41.29</b>

\* Please note: Reimbursed Expenses (06xx account codes) should be excluded from the Revenues section of the Report of Actuals and included in the Expenditures section of the Report.

When reclassifying the Reimbursed Expenses, the sign on the balances in these account codes should be reversed (i.e. positive amounts become negative amounts and vice versa).

- For each program, the report is categorized into columns by Account Group which corresponds to the various sections in the Exhibits on the HED Report of Actuals document
- Reimbursed Expenses (06xx account codes) should be re-classified into the Expenditures section
- The balances on this report must tie out by Account Group, by Exhibit to the HED Report of Actuals, Exhibit 1 document
  - The Beginning Balances on the HED Report of Actuals will equal the Reserves Account Group category
  - Allocations are not included in the HED Report of Actuals. The balances zero out within each Exhibit (I&G, Student Social & Cultural, etc.)
  - The Expenditures on the HED Report of Actuals will equal the Expenses less the Reimbursed Expenses on the report

## Branch FYE – Actuals Summary and Detail

- The Total column on the MyReports Report will equal the Ending Balance for each Program on Exhibit 1 of the HED Report of Actuals

- The Restricted Reserves for each program code should be zero
- After the close of the fiscal year (June 30, 20xx) the report ran for period 14 will tie out to Banner

### Detail Report Information

- The file has a default data sort by Program Level 2 and then by Account Level 2

FORBCRA Branch FYE - Actuals Summary and Detail  
Branch: Gallup  
Fiscal Year: 2016

Index Code	Index Description	Fund	Fund Desc	Fund Type Level 2	Fund Type Desc 2	Org. Level 5	Org. Desc 5	Prog. Level 2	Prog. Desc 2	Account	Account Desc	Acct. Level 2	Account Desc 2	Account Group	Restricted Balance	Unrestricted Balance
*64004	Gallup Fall Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01W1	Senior Citizens	0A1	Tuition Revenue	REVENUE	00	-1,938.88
*64004	Gallup Fall Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01Y1	Uncollectible Tuition	0A1	Tuition Revenue	REVENUE	00	-61,845.15
*64004	Gallup Fall Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01Z1	High School Dual Credit Waiver	0A1	Tuition Revenue	REVENUE	00	-15,153.60
*64004	Gallup Fall Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01K0	Nonresident Pt Gen	0A1	Tuition Revenue	REVENUE	00	31,172.00
*64004	Gallup Fall Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01E0	Nonresident Pt Gen	0A1	Tuition Revenue	REVENUE	00	18,576.00
*64004	Gallup Fall Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01D0	Resident Pt Gen	0A1	Tuition Revenue	REVENUE	00	306,771.22
*64004	Gallup Fall Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01B0	Resident Pt Gen	0A1	Tuition Revenue	REVENUE	00	429,021.08
*64001	Gallup Summer Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01W1	Senior Citizens	0A1	Tuition Revenue	REVENUE	00	-259.89
*64001	Gallup Summer Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01Y1	Uncollectible Tuition	0A1	Tuition Revenue	REVENUE	00	-5,624.62
*64001	Gallup Summer Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01D0	Resident Pt Gen	0A1	Tuition Revenue	REVENUE	00	61,253.20
*64001	Gallup Summer Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01B0	Resident Pt Gen	0A1	Tuition Revenue	REVENUE	00	70,877.79
*64012	Dvl Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01Z0	Other Tuition Gen	0A1	Tuition Revenue	REVENUE	00	26,550.00
*64005	Gallup Spring Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01W5	Prior Year Tuition Adjustments	0A1	Tuition Revenue	REVENUE	00	-193.35
*64005	Gallup Spring Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01W1	Senior Citizens	0A1	Tuition Revenue	REVENUE	00	-3,574.81
*64005	Gallup Spring Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01Z1	High School Dual Credit Waiver	0A1	Tuition Revenue	REVENUE	00	-10,633.40
*64005	Gallup Spring Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	01K0	Nonresident Pt Gen	0A1	Tuition Revenue	REVENUE	00	21,416.40
*64005	Gallup Spring Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01E0	Nonresident Pt Gen	0A1	Tuition Revenue	REVENUE	00	22,704.00
*64005	Gallup Spring Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01D0	Resident Pt Gen	0A1	Tuition Revenue	REVENUE	00	828,688.45
*64005	Gallup Spring Tuition	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*01B0	Resident Pt Gen	0A1	Tuition Revenue	REVENUE	00	400,353.55
*64045	Technology and Materials Fees	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	02Z1	Mandatory Student Fees	0A2	Student Fees	REVENUE	00	354,132.34
*64008	Testing Fee Revenues	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*0230	Testing Fees Gen	0A2	Student Fees	REVENUE	00	1,670.00
*64011	Application Fee Revenues	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*0210	Application Fees Gen	0A2	Student Fees	REVENUE	00	8,165.00
*64045	Technology and Materials Fees	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	02Z5	Prior Year Fee Adjustments	0A2	Student Fees	REVENUE	00	-31.05
*64045	Technology and Materials Fees	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	02Z4	Current Year Fee Adjustments	0A2	Student Fees	REVENUE	00	-749.87
*64045	Technology and Materials Fees	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	*0220	Course Lab Fees Gen	0A2	Student Fees	REVENUE	00	44,388.00
*64008	Testing Fee Revenues	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	07Z0	Other Sales and Service Revenue	0A5	Sales Services	REVENUE	00	1,050.00
*64006	Miscellaneous Revenues	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	07Z0	Other Sales and Service Revenue	0A5	Sales Services	REVENUE	00	1,368.56
*64021	Facility Rental Revenues	400006	GUI and G	*04	CJ Gallup	164A	Gallup Business Office	P03	Instruction and General Revenue	08A0	Lease Rental Income Gen	0A6	Other Operating Revenue	REVENUE	00	30,585.96

Default data sort by Program Level 2 and Account Level 2

- The Excel file can be sorted in several different ways in order to group items when preparing the Report of Actuals

### Examples:

- To verify data on the Exhibit 10A schedules, the data can be sorted by Index Code
- To verify data on Exhibit 3, the Tuition Revenue can be sorted by Account Code

- The Account Group column will determine the section in the Exhibits where the balances will be placed: Revenues, Reserves, Allocations, Transfers, Expenses and Reimbursed Expenses

- Revenues** - Account Level 2 of OA1 through OA6 and OP1 through OP5 (with the exception of OA5 06xx account codes)
- Reserves** - Account Level 2 of OZ1
  - The Beginning Balances on the HED Report of Actuals document, Exhibit 1 will equal the balances in the Reserves (19xx Accounts) in the Excel file

## Branch FYE – Actuals Summary and Detail

---

- **Allocations 16xx** - Account Level 2 of OV1
    - Allocations are not included in the Report of Actuals. The balances zero out within each Exhibit (I&G, Student Social & Cultural, etc.)
  - **Transfers 11xx and 12xx** - Account Level 2 of OS1
  - **Expenses** - Account Level 2 of OF1, OG1, OH1, OJ1 through OJ9, OJA, OJB and OM1 through OM3
  - **Reimbursed Expenses** - Account Level 2 of OA5, the Reimbursed Expenses are all accounts with the 06xx account codes
    - For the items listed as Reimbursed Expenses in the Account Group column, these balances are actually in revenue account codes. These accounts need to be reclassified into the Expenditures section of the Report of Actuals. Reimbursed Expenses should be excluded from the Revenues section and included in the Expenditures section of the report.
4. The file has a column for **Restricted** actual balances and a column for **Unrestricted** actual balances
  5. The Excel file exported from MyReports will tie out to Banner as of the end of the fiscal year (June 30, 20xx).
  6. For the **Restricted** column, the Beginning Balances and Ending Balances amounts must be zero on the HED Report of Actuals document.

\*\*\* E N D \*\*\*