



BUDGET PLANNER BUDGET DEVELOPMENT

BD-105 Organization Summary Report

Date Issued/Rev: 3/03/2017

General Description: This report assists large departments, colleges, schools or branches to tie out budgets by organization level. The user is able to run this report by two selected organizational levels. The most commonly used scenario is to select to run reporting organization level 3 with the lower reporting level - organization level 5.

Purpose: The report is primarily a department or organization report. It provides a summary of revenues and expenses by organization. In addition, it provides net margin information, meaning how much reserves are needed to cover additional expenditures for the upcoming fiscal year or how much reserves savings are projected. **This report does not include 1901 Budgeted Use of Reserves totals. This report should not be used to determine if indices are in balance.**

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

Related Procedure: BD-101 Adjust Index Budgets

How to request an Organization Summary Report

1. Login to myUNM
2. Login to 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 the "Budget Planner Menu"
4. Click on "Budget Development Reports Menu"
5. Click on "Organization Summary Report"
6. **Chart of Accounts:** enter "U"
7. **Budget ID:** enter "BUDxx" (the new fiscal year)
8. **Budget Phase:** enter "ADOPTD"

Run the report by FOP Element:

Organization: Enter organization code (Level 1-7)

Fund: Enter fund code (Level 2 or 3) or leave null

Program: Enter program code (Level 2 or 3) or leave null

Organization Summary Report

EXIT

Organization Summary Report

Chart of Accounts will always be: **U**
 Budget ID: **BUDxx (new fiscal year)**
 Budget Phase: **ADOPTD**

Chart of Accounts

Budget ID Budget Phase Budget

Organization

Fund

Program

Enter: **Organization Code**
 Enter: **Fund and/or Program or leave null**

9. Click on "Continue"
10. Select Reporting Level

EXIT

Organization Summary Report

Reporting Level to

Select Reporting Level from the drop down menu

To run the report: Click "Submit"

Organization Summary Report displayed by Organization Level 3, reported levels 3 to 7:



UNIVERSITY OF NEW MEXICO
 ORGANIZATION SUMMARY REPORT for FY 2017 - 2018
 Organization: ABC School of Public Administration Fund: Program
 Reported Levels: 3 to 7

Organization	Revenues	Expenses	Net Margin
ABC - School of Public Administration	\$1,382,236	\$1,703,584	(321,348)
ABC1 - Public Administration	\$1,382,236	\$1,703,584	(321,348)
390A - School of Public Administration	\$1,382,236	\$1,703,584	(321,348)
390B - Sch Public Admin Administration	\$8,000	\$12,785	(4,785)
390B0 - Sch Public Admin General	\$4,800	\$4,940	(140)
390B05 - SPA Faculty #6	\$3,200	\$7,845	(4,645)
390C - Sch Public Admin Development	\$0	\$148,311	(148,311)
390C0 - Sch Public Admin Devel General	\$0	\$124,123	(124,123)
390C01 - Development SPA Faculty #3	\$0	\$12,648	(12,648)
390C1 - Student Scholarships	\$0	\$11,540	(11,540)
390E - Sch Public Admin Instruction	\$1,334,236	\$1,502,488	(168,252)
390G - Sch of Public Admin Summer School	\$40,000	\$40,000	0

Net Margin=Total Revenues less Total Expenses

*** END ***