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: Create Budget Worksheet

How to request an Organization Summary Report

1. Login to myUNM
2. Login to LoboWeb using one of the three options listed below:
   a. Click on “ENTER LOBOWEB” in the LoboWeb (Employees) section. Then select the “Finance” tab
   b. Click on “Finance” in the Quick links
   c. 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 (new)”
5. Click on “Budget Development Reports Menu”
6. Click on “Organization Summary Report”
7. Chart of Accounts: “U” – is defaulted
8. Budget: enter “BUDxx” (Fiscal Year)
9. Budget Phase: enter “ADOPTD” (Fiscal Year)
   a. Note Budget and Budget Phase must be same Fiscal Years

Run the report by FOP Element:

   Organization: Enter organization code (Level 1-7)
   Fund Type Level 1: Enter Fund Type level 1 (00, 10 etc.) or leave null
   Fund Type Level 2: Enter Fund Type Level 2 (02, 03, etc.) or leave null
   Fund: Enter fund code (Level 2 or 3) or leave null
   Program: Enter program code (Level 2 or 3) or leave null
   Select Reporting Level: From Drop Downs
10. Click on “PDF” or “Excel”

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

UNIVERSITY OF NEW MEXICO

Organization Summary Report for FY 2022-2023

Organization: ABI - Anderson Schools of Management ASM
Fund Type Level 1:
Fund Type Level 2:
Fund: ; Program:
Reported Levels: 3 to 7

<table>
<thead>
<tr>
<th>Organization</th>
<th>Revenues</th>
<th>Expenses</th>
<th>Net Margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABI - Anderson Schools of Management ASM</td>
<td>22,429,771</td>
<td>22,553,671</td>
<td>(123,900)</td>
</tr>
<tr>
<td>ABI0 - ASM Administrative Units</td>
<td>11,474,469</td>
<td>11,587,369</td>
<td>(122,900)</td>
</tr>
<tr>
<td>224A - ASM Administration</td>
<td>11,474,469</td>
<td>11,587,369</td>
<td>(122,900)</td>
</tr>
<tr>
<td>224B - ASM Administration</td>
<td>8,623,648</td>
<td>8,638,648</td>
<td>(15,000)</td>
</tr>
<tr>
<td>224B0 - ASM General Administrative</td>
<td>978,783</td>
<td>993,783</td>
<td>(15,000)</td>
</tr>
<tr>
<td>224B1 - ASM Administration Admin</td>
<td>7,210,615</td>
<td>7,210,615</td>
<td>0</td>
</tr>
<tr>
<td>224B2 - ASM Administration Dean</td>
<td>434,250</td>
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<td>0</td>
</tr>
<tr>
<td>224B8 - ASM Administration Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>224C - ASM Development Office</td>
<td>1,227,775</td>
<td>1,240,675</td>
<td>(12,900)</td>
</tr>
</tbody>
</table>

Net Margin = Total Revenues less Total Expenses