



## BUDGET PLANNER

### PROJECTED ACTUALS REPORT

#### PA-104 HSC Budget Year Financial Projections Report

Date Issued/Rev: 11/10/2016

**Note:** This report is an HSC department report. The report includes restricted indices and terminated index activity. Contra indices are excluded. Main and Branch campuses should not use the report for mid-year reviews.

**General Description:** This report breaks down the Revised Unrestricted Budget, current YTD actuals, projected actual revenue and expense data for the organization selected on the report parameter page. In all instances, higher level accounts should exclude lower level accounts pulled individually.

**Purpose:** This report projects year end actual amounts for any combination of fund, organization, and/or program. This report aids in monitoring revised budget to projected actuals.

**Responsible Manager:** HSC Budget Office

The Revenues section is broken down into categories based on Account Level 2, 3 or 4.

- The revenues categories are:
  - Instruction and General-Account Level 4-1640
  - State Appropriations-Account Level 4-0720 and 0740
  - UNMMG Revenues-Account Level 3-031, 032, 038 and 039
  - UNM Hospital Funding-Account Level 3-034
  - CRTC Patient Rev Net of Allowance-Account Level 3-035, Account Level 4-03N1
  - Other Patient Service Revenues-Account Level 4-03Z0, 03N0, 0360 and 0361
  - Grant and Contract Revenues-All Other Account Level 2-OA4
  - F&A Return-Account Level 4-0820
  - Sales and Services-Account Level 2-OA5
  - Gain on Sponsored Projects-Account Level 4-0810
  - Other Revenues-Account Level 2-OA1, OA2, Account Level 3-04A, All Other Account Level 2-OA6 and All Other Account Type Level 2-51, 52
  - Allocations and Transfers, Net-All Other Account Level 2-5T

The Expenses section is broken down into Compensation Costs and Non-Salary Expenses.

- The Compensation Costs section includes salary and fringe benefits expenses:
  - Faculty Salary Detail Gen-Account Level 3-200 except Account Level 4-2005
  - Faculty Incentives-Account Level 4-2005
  - Housestaff Salaries-Account Level 3-20F
  - Other Salaries-All Other Account Type Level 2-61
  - Salary Contingency-Account Level 2-OH1
  - Fringe Benefit Costs-Account Type Level 2-62
- The Non-Salary Expenses section includes projected balances from all other expense account codes except salary expenses and payroll benefits:
  - Bad Debt Expense-Account Level 3-98A
  - Supplies-Account Level 2-OJ1
  - Travel-Account Level 2-OJ2
  - Student Costs-Account Level 2-OJ3
  - Research Costs-Account Level 2-OJ4
  - Communication Charges-Account Level 2-OJ6

- Services-Account Level 2-OJ7
- Plant Maintenance-Account Level 2-OJ8
- Utilities-Account Level 2-OJ9
- Patient Care Expense-Account Level 2-OJ5 and Account Level 4-8040
- Other Expenses-All Other Account Type Level 2-71 and All Other Account Level 1- OJ
- F&A Expense-Account Level 3-89Z
- Banner Tax-Account Level 4-80K0
- Capital Expenditures-All Other Account Level 1-OM
- Loss on Sponsored Projects-Account Level 4-8600

The Total Revenues less the Total Expenses equals the Net Margin. The Budgeted Use of Reserves line will only appear in the Revised Budgeted column and is equal to the balance in the 1901 account code for the organization. The Reserves line equals the balance in the 1900 account code and the 1903 account code. The Net Margin plus or minus the Reserves equals the Net Reserve for the organization. Also, revised unrestricted budget to projected unrestricted actual variances are displayed by dollar amount.

### Navigating to the Projected Actuals Reports Menu

1. Logon to my.unm.edu
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 “Projected Actuals Reports Menu”
5. Click on “HSC Budget Year Financial Projections Report”

Student Employee Payment **Finance**

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[RETURN TO BUDGET PLANNER MENU](#) [SITE MAP](#) [HELP](#)



## Projected Actuals Reports Menu

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### Projections Working Report

Reports projected actuals by index or any combination of fund, organization, and/or program summarized by account.

### Budget to Projected Actuals Report

Reports projected actuals by index or any combination of fund, organization, and/or program summarized by account type.

### HSC Budget Year Financial Projections Report

Reports projected actuals summarized by organization.

### Main Campus Current Unrestricted Financial Projections by Exhibit Report

Reports main campus current unrestricted financial projections summarized by exhibit.

### Projected Net Reserve By Index Report

Reports projected net reserve summarized by index.

### Projection Indices Not Modified Report

Reports projection indices that were not modified.

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Select the Report Parameters

6. Select the Budget ID and Budget Phase
  - a. Note: the Budget ID and Budget Phase should always be the current Fiscal Year (BUDxx and PROJxx).
7. The Fiscal Year defaults to the current Fiscal Year
8. The Fiscal Period defaults to 06 (December)
  - a. Mid-year projections are always based on Fiscal period 06 (December), however, the Projections System is open year-round, allowing prior Budget ID, Budget Phase, Fiscal Year and Fiscal Period to be selected for department reporting.
9. Enter the report parameters by **Organization, Fund and/or Program**
  - Remember, the more information that is entered into the Organization, Fund and Program fields, the less time the system takes to generate the data
  - Organization code levels 1 through 7
  - Fund code levels 2 or 3
  - Program code levels 2 or 3

EXIT

HSC Budget Year Financial Projections Report

The screenshot shows the report parameter selection form. Callouts provide the following information:

- Chart of Accounts:** U
- Budget ID:** Current Fiscal Year - BUDxx
- Budget Phase:** Current Fiscal Year- PROJxx
- Fiscal Year:** Defaults to Current Fiscal Year
- Fiscal Period:** Defaults to 06 (December)
- Organization, Fund, and Program:** Fields where users should enter their respective codes.
- Submit:** A button circled in red, indicating the next step.

10. Click "Submit"

While the system is compiling the report information, a white window is displayed. Once the report information is compiled, it will display the report.



What does the report displays

**FYxxxx Unrestricted Budget column**

- Revised Unrestricted Budget (or Accumulated/Adjusted Budget) in Banner for the Unrestricted Funds only for the Fiscal Year and Fiscal Period selected.

- Displays the revised budgeted balances for the Fiscal Year and Fiscal Period.
- The Revised Budget is equal to the Original Budget plus any Budget Adjustments that were made during the Fiscal Year.

**CURRENT YTD ACTUALS column**

- The current actual year to date amounts in Banner for the Fiscal Year and Fiscal Period.
  - Displays unrestricted and restricted actual balances for the Fiscal Year and Fiscal Period selected.
  - The I&G Allocation amount will be annualized for the Fiscal Period selected.

**PROJECTED FY TOTAL column**

- Displays the projected fiscal year end balance for the Fiscal Year and Fiscal Period selected.
  - Displays unrestricted and restricted projected balances for the Fiscal Year and Fiscal Period selected.
  - The I&G Allocations projected amount will be equal to the revised unrestricted budget amount.

**Unrestricted Over/(Under) Budget column**

- Calculated by taking the difference between the amount from the Unrestricted Budget column and the amount in the Unrestricted Projected FY Total column.
  - On the Revenue lines if the amount shown is negative (with parenthesis), the revenue is projected to be under the Budget.
  - On the Revenue lines if the amount shown is positive, the revenue is projected to be over the Budget.
  - On the Expense lines if the amount shown is negative (with parenthesis), the expense is projected to be under the Budget.
  - On the Expense lines if the amount shown is positive, the expense is projected to be over the Budget.

**\*\*\* END \*\*\***