BUDGET PLANNER

PROJECTED ACTUALS

Main Campus Current Unrestricted Financial Projections by Exhibit Report

Date Issued/Revised: 11/19/2019

General Description: This report displays Main Campus Current Unrestricted Fund Budget Exhibits **projected revenues and projected expenses** for the fiscal year, fiscal period and organization selected on the report parameter page. This report also includes terminated index activity and excludes contra indices.

Purpose: This report is used by Main Campus and is the basis of discussion at mid-year reviews.

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

The Revenues section is broken down into categories based on Account Level 2 or Account Code.

- Tuition Revenue - OA1
- Student Fees - OA2
- Patient Services - OA3
- Sales Services - OA5
- State Appropriations - 0720 and 0740 account codes
- Gifts And Other - OP3
- Investment Income - OP4
- I&G and F&A Allocations - 1640, 1601 and 1602 account codes
- Other Allocations and Transfers, net - OS1 and OV1 except 1640, 1601 and 1602 account codes
- Other Revenues - OA4, OA6, OP1 (except 0720 and 0740 account codes), OP2 and OP5

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

- The Compensation Costs section includes salary expense, Account Level 2 OF1, data by account code. Payroll Benefits are summarized by Account Level 2 OG1. Salary Contingencies are summarized by Account Level 2 OH1.

- The Non-Salary Expenses section includes projected balances from all other expense account codes except salary and benefit expenses. The Non-Salary Expenses section is broken down into categories based on Account Level 2 or another account code level as indicated:

  - Supplies - OJ1
  - Travel - OJ2
  - Student Costs - OJ3
  - Research Costs - OJ4
  - Patient Care Costs - OJ5
  - Communication Charges - OJ6
  - Services - OJ7
  - Plant Maintenance - OJ8
  - Utilities - OJ9
  - Cost of Goods Sold - 804x Account Level 3
  - Banner Tax - 80K0 account code
  - Admin Fee - 80K1 account code
  - Capital Expenditures - OM1
  - Other Expenses - All other account codes

Net Margin equals Total Revenues less Total Expenses. The Reserves line equals the balance in the 1900 account code. The Change in Reserves line equals the balance in the 1903 account code. The Net Margin plus the Reserves and the Change in Reserves equals the Net Reserve for the organization.

Navigating to the Projected Actuals Reports Menu

1. Login to my.unm.edu
2. Enter LoboWeb and access the Finance Menu 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, also in the LoboWeb (Employees) section
   - Click on "LoboWeb" in the UNM Business Applications section. Then select the "Finance" tab
3. Click on "Budget Planner Menu"
4. Click "Projected Actuals Reports Menu"
5. Select "Main Campus Current Unrestricted Financial Projections by Exhibit Report"

Select the Report the Parameters

6. Select the **Budget ID** and **Budget Phase**

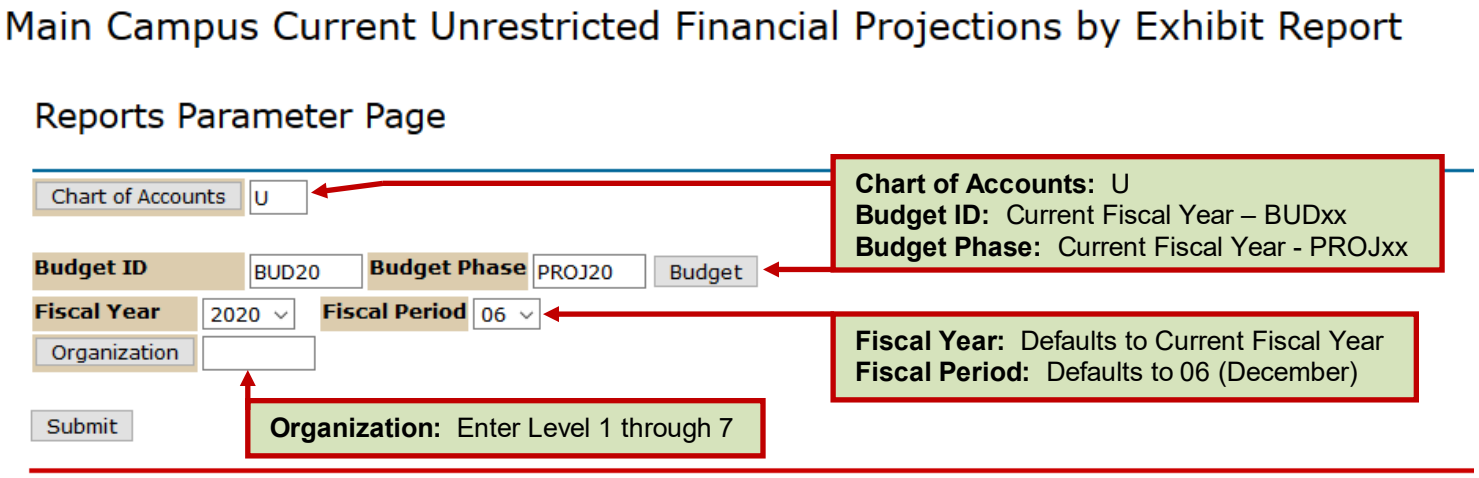
   Note: The **Budget ID** and **Budget Phase** should always be the current Fiscal Year (BUDxx and PROJxx).

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.

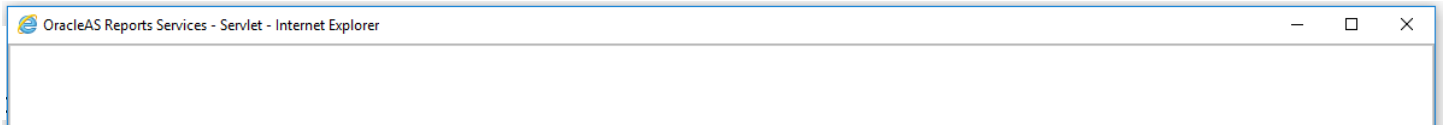
9. Enter the report parameter by **Organization**

    - Organization code levels 1 through 7



10. Click “Submit”

While the system is compiling the report information, a new window will open. Once the report information is compiled, it will display the report in this new window.



What does the report display?

- The columns on the report show the balances by Budget Exhibit. Each exhibit is categorized by Fund Level 2:
    - Instruction and General - 2U1G
    - Student Social and Cultural - 2U53
    - Research - 2U2G
    - Public Service - 2U3G
    - Internal Services - 2U54
    - Student Aid - 2U55
    - Auxiliaries - 2U51
    - Athletics - 2U52
- The last column on the right of the report is the Total column which summarizes the projected balance for all the Budget Exhibits in that row.

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