BUDGET PLANNER

PROJECTED ACTUALS

Budget to Projected Actuals Report

Date Issued/Revised: 12/02/2019

General Description: This report breaks down the revised budget, current YTD actuals, projected year-end actuals and prior-year-end actual revenue and expense data for the organization selected on the report parameter page. It also includes terminated indices and excludes contra indices.

Purpose: This report displays the revised budget, current YTD actuals, projected year-end actuals and prior-year-end actual data by index or any combination of fund, organization, and/or program. This report aids in monitoring revised budget to projected actuals. **Note: the revenues and expenses listed on this report are for the current unrestricted funds only.**

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 expenses (Account Level 2 OF1 data by account code), Payroll Benefits by Account Level 2 OG1 and Salary Contingency by Account Level 2 OH1.
- The Non-Salary Expenses section includes balances from all other expense account codes except salary expenses, payroll benefits and salary contingencies. 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 - 804 Account Level 3
- Banner Tax - 80K0 account code
- Admin Fee - 80K1 account code
- Capital Expenditures - OM1
- Other Expenses - All other account codes

Total Revenues less 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. The Change in Reserves line equals the balance in the 1903 account code. The Net Margin plus the Budgeted Use of Reserves (where applicable), the Reserves and the Change in Reserves equals the Net Reserve for the organization. Also, revised budget to projected actual variances are displayed by dollar amount and percent.

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
   - 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. Select the "Budget to Projected Actuals Report"

| Student | Financial Aid | Employee | Payment | **Finance** | Department Forms |

Search [ ] Go

Projected Actuals Reports Menu

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.

Original Budget to Projected Actuals Report
Reports original budget to projected actuals by index or any combination of fund, organization, and/or program summarized by account type.

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 **Account Index, Organization**, **Fund** and/or **Program**

   - Organization code levels 1 through 7
   - Fund code levels 2 or 3
   - Program code levels 2 or 3

The more information that is entered into the **Organization**, **Fund** and **Program** fields, the less time the system takes to generate the data

# Budget to Projected Actuals Report

Reports Parameter Page

| Chart of Accounts | U |

Chart of Accounts: U
Budget ID: BUDxx – Current Fiscal Year
Budget Phase: PROJxx – Current Fiscal Year

| **Budget ID** | BUD20 | **Budget Phase** | PROJ20 | Budget |

| **Fiscal Year** | 2020 ∨ | **Fiscal Period** | 06 ∨ |

Fiscal Year: Defaults to Current Fiscal Year
Fiscal Period: Defaults to 06 (December)

Account Index	
Organization	
Fund	
Program	

Enter: **Account Index** or **Organization**, **Fund** and/or **Program**

Submit

10. Click "Submit"

While the system is generating the report, a new window will be opened. Once the report is compiled, it will display the report in the new window.

OracleAS Reports Services - Servlet - Internet Explorer   —   □   ✕
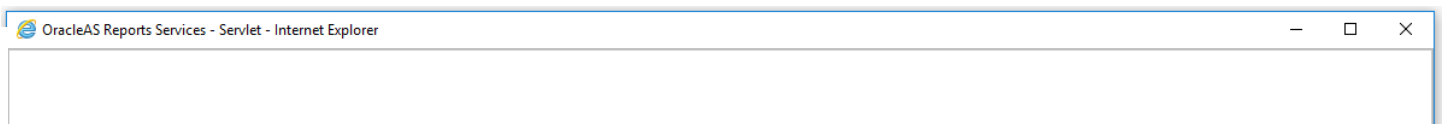
What does the report display?

FY xxxx-xxxx Revised Budget column

- Displays the Revised Budget (or Accumulated/Adjusted Budget) in Banner for the Fiscal Year and Fiscal Period.

- The Revised Budget is equal to the Original Budget plus any Budget Revisions that were made during the fiscal year.

Current YTD Actuals column

- Displays the Actual Year-to-Date amounts in Banner for the Fiscal Year and Fiscal Period.

Projected Year End Actuals column

- Displays the projected actual balances for the Fiscal Year and Fiscal Period.

FY xxxx-xxxx Year End Actuals column

- Displays prior year end (June 30th) Actual Year-to-Date amounts in Banner.
- The Prior Fiscal Year is determined by the system based on the Fiscal Year selected on the report parameter page.

Budget to Projections Dollar Variance column

- Calculated by taking the difference between the amount in the Revised Budget column and the amount in the Projected Year End Actuals column.

  - On the Revenue lines if the Dollar Variance shown is negative (with parenthesis), the revenue is projected to be under the Revised Budget.
  - On the Revenue lines if the Dollar Variance shown is positive, the revenue is projected to be over the Revised Budget.
  - On the Expense lines if the Dollar Variance shown is negative (with parenthesis), the expense is projected to be under the Revised Budget.
  - On the Expense lines if the Dollar Variance shown is positive, the expense is projected to be over the Revised Budget.

Budget to Projections Percent Variance column

- Calculated by taking the amount from the Budget to Projections Dollar Variance column and dividing by the amount in the Revised Budget column.

  - On the Revenue lines if the Percent Variance shown is negative (with parenthesis), the revenue is projected to be under the Revised Budget.
  - On the Revenue lines if the Percent Variance shown is positive, the revenue is projected to be over the Revised Budget.
  - On the Expense lines if the Percent Variance shown is negative (with parenthesis), the expense is projected to be under the Revised Budget.
  - On the Expense lines if the Percent Variance shown is positive, the expense is projected to be over the Revised Budget.

* * * E N D * * *