



BUDGET PLANNER

PROJECTED ACTUALS REPORT

PA-102 Projections Working Report

Date Issued/Rev: 11/08/2016

General Description: This report provides five different detail level options. The information contained in each report is the same – the level of presentation detail is what differs by report. 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 actuals 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)

Detail Level 1 Report – Revenue and Expense Summary by Organization

This report summarizes the revenue and expenditure data by organization. The only categories shown on this report are Revenue and Expenditure. The Revenue category will contain balances from all the revenue account codes. The Expenditure category will contain balances from all the expense account codes.

When an Organization is entered from the dashboard of the Report, the report will then summarize the data for all the existing organizations that roll up to that Organization Level within the Hierarchy. Each Organization will be listed in order on the report. Total Revenues less Total Expenditures equals the NET balance for each organization. At the end of the report there is a HIERARCHY SUMMARY section, which displays the summary totals for all the organizations listed in the report.

Detail Level 2 Report – Revenue and Expense Breakdown by Organization

This report breaks down the revenue and expenditure data in detail by organization. The Revenue section is broken down into the following categories: Allocations, Non-Operating Revenue, Operating Revenue, Reserves and Transfers. The Allocations category includes balances from the 16xx account codes. The Reserves category includes balances from the 19xx account codes. The Transfers category includes balances from the 11xx and 12xx account codes. The Expenditure section is broken down into the Labor Expense, Fringe Expense and Other Expense. The Labor Expense category includes balances from salary account codes. The Fringe Expense category includes balances from payroll benefit account codes. The Other Expense category includes balances from all other account codes except labor and payroll benefit expenses.

When an Organization is entered from the dashboard of the Report, the report summarizes the data for all the existing organizations that roll up to that Organization Level within the Hierarchy. Each Organization along with its Level will be listed in order on the report. The Revenues are summarized by category and are added together to equal the Revenue Total line. The Expenditures are summarized by category and are added together to equal the Expenditure Total line. Total Revenues less Total Expenses equals the NET balance for each organization. At the end of the report there is a HIERARCHY SUMMARY section, which displays the summary totals for all the organizations listed in the report.

Detail Level 3 Report – Line Item Detail by Organization

This report breaks down the revenue and expenditure data in detail by organization. The Revenue section is broken down into the following categories: Allocations, Non-Operating Revenue, Operating Revenue, Reserves and Transfers. The account codes and their descriptions are listed under each category. The Expenditure section is broken down into the Labor Expense, Fringe Expense and Other Expense and like the Revenue section, the account codes and their descriptions are listed under each category.

When an Organization is entered from the dashboard of the Report, the report will then summarize the data for all the existing organizations that roll up to that Organization Level within the Hierarchy. Each Organization along with its Level will be listed in order on the report. The Revenues are summarized by account and are added together to equal the Revenue Total line. The Expenditures are summarized by account and are added together to equal the Expenditure Total line. Total Revenues less Total Expenses equals the NET balance for each organization. At the end of the report there is a HIERARCHY SUMMARY section, which displays the summary totals for all the organizations listed in the report.

Detail Level 4 Report – Index Detail Without Position Detail

This report breaks down the revenue and expenditure data in detail by organization and then by individual index within the organization. The Revenue section is broken down into the following categories: Allocations, Non-Operating Revenue, Operating Revenue, Reserves and Transfers. The account codes and their descriptions are listed under each category. The Expenditure section is broken down into the Labor Expense, Fringe Expense and Other Expense and like the Revenue section, the account codes and their descriptions are listed under each category. It also displays index comments entered in the worksheet.

When an Organization is entered from the dashboard of the Report, the report will then summarize the data for all the existing organizations that roll up to that Organization Level within the Hierarchy. Each index in a particular organization will be listed in order on the report. The Revenues are summarized by account and are added together to equal the Revenue Total line. The Expenditures are summarized by account and are added together to equal the Expenditure Total line. Total Revenues less Total Expenses equals the NET balance for each index. All indexes for the particular organization are then summarized and a NET balance for each organization is listed. At the end of the report there is a HIERARCHY SUMMARY section, which displays the summary totals for all the organizations listed in the report.

Detail Level 5 Report – Account Summary

This report lists account code totals for the revenue and expenditure data by organization. The Revenue section is broken down into the following categories: Allocations, Non-Operating Revenue, Operating Revenue, Reserves and Transfers. The Allocations category includes balances from the 16xx account codes. The Reserves category includes balances from the 19xx account codes. The Transfers category includes balances from the 11xx and 12xx account codes. The Expenditure section is broken down into the Labor Expense, Fringe Expense and Other Expense. The Labor Expense category includes balances from salary account codes. The Fringe Expense category includes balances from payroll benefit account codes. The Other Expense category includes balances from all other account codes except labor and payroll benefit expense.

When an Organization is entered from the dashboard of the Report, the report will then summarize the data for all the existing organizations that roll up to the Organization entered within the Hierarchy. At the end of the report there is a HIERARCHY SUMMARY section, which displays the summary totals for all the organizations listed in the report.

Navigating to the Projected Actuals Reports Menu

1. Login 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 “Budget Planner Menu”
4. Click on “Projected Actuals Reports Menu”

5. Click on the “Projections Working Report”

The screenshot shows the myUNM website interface. At the top, there is a navigation bar with 'myUNM' and 'Back to Employee Life Tab'. Below this is a menu with 'Student', 'Employee', 'Payment', and 'Finance'. A search bar is present. The main content area is titled 'The University of New Mexico LoboWeb' and 'Projected Actuals Reports Menu'. The 'Projections Working Report' link is circled in red. Below it are several other report links: 'Budget to Projected Actuals Report', 'HSC Budget Year Financial Projections Report', 'Main Campus Current Unrestricted Financial Projections by Exhibit Report', 'Projected Net Reserve By Index Report', and 'Projection Indices Not Modified Report'.

Select the Report Parameters

The screenshot shows the 'Projections Working Report' form. A green box highlights the 'Chart of Accounts: U' and 'Detail Level: Level 1-5' fields. Another green box highlights the 'Budget ID: Current Fiscal Year - BUDxx' and 'Budget Phase: Current Fiscal Year - PROJxx' fields. A third green box highlights the 'Fiscal Year' and 'Fiscal Period 06' fields, with text indicating they default to the current fiscal year and December. A fourth green box highlights the 'Account Index', 'Organization', 'Fund', and 'Program' fields, with text indicating they should be entered. The 'Submit' button is circled in red. An 'EXIT' link is visible in the top right corner.

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**

- 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

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 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 year end projected actuals for the Fiscal Year and Fiscal Period.

FY xxxx-xxxx Year End Actuals column

- Displays the 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 Variance Dollar 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 Variance Percent 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.

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