

A 1A transfer worksheet is required for the following budget cycle processes: Budget Build, Mid-year projections, and Report of Actuals. This worksheet is needed to report and verify transfers to and from the Branch Campuses.

Mid-Year Projection and HED BAR Adjustment (Revised column)

In April, we begin the final revisions to our HED Budget as well as submitting a New Budget for the upcoming fiscal year. During this time, final Mid-year projections are used to determine revisions, while the upcoming budget is defined by elements from prior years and any new Legislative funding provided to UNM and its Branch campuses.

A four-way match between Banner, the UNM NMHED Report, the HED BAR Document, and the 1A Transfer Schedule is required.

- 1. How to Pull Banner to Review Transfers
 - a. In MyReports, pull FOROLDS Operating Ledger Detail and Summary
 - b. In the drop-down, select "Fund Type Level 2", click the "search" box, and select your Branch from the "search results" box/field.

MyReports myreports.unm.edu	NVI.
FOROLDS - Operating Le	dger Detail and Summary Report
FUND TYPE LEVEL 2	
Use * TO WILDCARD ENTRIES, POSSIBLE VALUES ARE 02 THE	RU 07, 12 THRU 17, AND 6*, 7*, 8* OR A*
* Search	RESET SELECTIONS
Search Results	Report Selections
(?) 01 - CU Institution (2) (2) - CU Main (2) (2) - CU Main (2) (2) - CU Main (2) (2) - CU Hac (2) (2) - CU Hac (2) (2) - CU Hac (2) (2) - CU Taos (2) (7) - CU Taos (2	Fund Type Level 2: 04 Calendar Year Prior Month Prior Month
	Select Report Output Type
	Run Now Schedule Report Reset Form Image: Construction of the state of the stateo

- c. Return to the drop-down menu, select "Fund" and "Level 1," and click the "search" box.
- d. From the 'search results' box, select each exhibit used by your branch, e.g., "4U1 I&G, 4U2- Research."
- e. Report Range: Fiscal Year to Date
- f. Report Type: Summary



- g. Group By: Level 1
- h. Thru Ending Period: Current Month/Current Months Calendar Year
- i. Report Output Type: Excel
- j. Run the Report

MyReports myreports.unm.edu	N.
FOROLDS - Operating Lea	lger Detail and Summary Report
Fund	Level 1
ENTER FUND LEVEL 1. CASE DOES NOT MATTER.	L EVEL 1 AS *FED 3R* OF 2*
* Search	Reset Selections
SEARCH RESULTS	REPORT SELECTIONS
4RSNM 4RSNM - GR State C and G Gallup 1 4U1 4U1 - GU Instruction and General 1 4U2 4U2 - GU Research 1 4U3 4U3 - GU Public Service 1 4U5 4U5 - GU Other 1 5EFM 5EFM - LE TRM Foundation 1 5EFQ 5EFQ - LE QSI Foundation 1	Fund Level 1: 4U1 4U2 4U3 4U5 Fund Type Level <u>2: 04</u>
Report Range Fiscal Year to Date	THRU ENDING PERIOD CALENDAR YEAR Current Month Current Month's Calendar Ye.
REPORT TYPE SUMMARY	
GROUP BY Fund Level 1 Fund Level 2 Fund Level 3	Select Report Output Type OHTML CExcel C OPDF C AW DATA
-	Run Now Schedule Report Reset Form Image: Schedule Report Image: Schedule Report Image: Schedule Report

2. In MyReports, Switch to the NMHED Reports Portal





- a. Once in the NMHED Portal, select the "HED Report of Actuals Report Structure"
- b. Select your Campus
- c. Select the applicable Exhibits for your Campus
- d. Ensure the Fiscal Year, Fiscal Period, and Budget Phase have the correct selections.
- e. Report output should be Excel
- f. Run the Report

HED May 1 State Format HED Report of Actuals BAC Schedules		NIVERSITY OF			Please	Select -	9	Campus :	Taos		~
Budget to Actuals Monthly Projections to Reviewed Budget Capital Outlay Actuals Quarterly BAC	HED Report o Fiscal Year : Fiscal Period : Budget Phase :	Includes Report Struct Column 1 2024 14 Original	Column 2 2024 ~ 14 ~ Revised ~	Column 3 2024 ~ 14 ~ Actuals ~	Exhibit: 1 2 3 2 15 2 A 2	2 2 4 2 10 10a 2 16a 2 B 2	5 🖸 11 🖸 11a 🖸 17 🖸 17a 😨	6 🖸 12 🗹 12a ⊄ 18 🗹	7 🗹 13 🗹 13a 🗹 19 💆	8 🔽 14 🖸 14a 🖸 20 🔽	9 2 21 2 21a 2
		9 9 7 6 5 10 10 2 10 2 10 2 10 12 10 12 10 12 10 12 10 12 10 12 10 12 10 12 10 12 10 12 10 12 10 10 10 10 10 10 10 10 10 10 10 10 10	<u>Check ROA Data.</u> for your Campus.	<u>Availability</u> Click here.	Report	ielect All I Output - http://www.	Exhibits Oppr X	e twe	Res D Active Repor	et All Selec	rtions Run

- 3. Next, open the BAR Excel File completed by the branch to verify the transfers area in the revised budget column
- 4. Also, open the 1A Schedule Excel file for your branch sent by the Budget Office
- 5. First, compare the BAR Unrestricted and Restricted Excel File with the NMHED Report of Actuals Report (ROA). The ROA Report should pull from Banner, so if there is an issue, then the ROA report could be pulling something in error or missing something in error.
- 6. Verify that Preliminary BAR total revenues, expenses, and transfers match with ROA Report Exhibit 1 totals. The exact process needs to be done for the Restricted and Unrestricted side.

	1	NEW MEXICO HIGHER E	DUCATION DEPARTMENT			4	Exhibit 1 - UNM TAOS	Campus		5	-		0	
		BUDGET ADJUS	SIMENTREQUEST			5	Summary of Current and	Plant Funds						
INSTITUTION :	University of N	New Mexico-Taos		FY 24	-	6			Origi	inal	Revi	sed	Origi	nal
Adjustment to Fund	Restricted		B	equest# 1		7			Budge	t 2024	Budge	t 2024	Budget	2025
rigadanent to riana.	reconicted				1	8					1]	
		Current Approved Budget	(DECREASE)	Revised Budget		9			Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
						10) Revenues	Instruction and General	9,914,818	53,648	10,045,783	147,800	10,749,857	147,80
						11		Student Social and Cultural Ex 15	55,000	0	57,500	0	55,000	
REVENUES					1	12	2	Research Ex 16	0	101,150	0	31,035	← 0	100,000
Instruction and Gene	ral	53,648	94,152	147,800		13	3	Public Service Ex 17	365,000	4,585,980	440,000	4,674,692	* 390,000	5,025,000
Student Social & Cult	ural Activities		0			14	1	Student Aid Ex 19	0	0	5,000	0	0	
Research		101,150	(1,150)	100,000		15	5	Auxiliaries Ex 20	40,000	0	40,000	0	40,000	
Public Service		4,585,980	439,020	5,025,000		16	Subtotal Current Funds		10.374.818	4.740.778	10.588.283	4.853.527	11.234.857	5.272.800
Internal Service Dept			0			17	TOTAL Revenues		10,374,818	4,740,778	10.588.283	4.853,527	X1.234.857	5.272.800
Student Financial Aid			0			18	Beginning Balance	Instruction and General	4,837,955	0	7,497,143	0	5,309,715	
Addition Second			0			19	3	Student Social and Cultural Ex 15	111.269	0	76.609	0	76.609	
Independent Operatio	ons	-	0			20)	Research Ex 16	0	0	0	0	0	
Subtotal Current Fi	unds	4,740,778	532,022	5,272,800		21		Public Service Ex 17	688,333	0	878,240	0	669.366	
Capital Outlay			0			22	>	Student Aid Ex 19	334,997	0	384.932	0	384 932	
Renewals & Replace	ments		0			23	3	Auxiliaries Ex 20	88 138	0	89 798	0	89 798	
Retirement of Indebte	edness	Y	0			24	Subtotal Current Funds		6 060 687	0	8 926 222	0	6 529 920	
Subtotal Plant Fund	is	0	0	0	~	20			0,000,007	0	0,720,222	0	0,527,720	
TOTAL REVENUES		4,740,778	532,022	5,272,800	X	23	101AL Beginning Balance		6,060,687	0	8,926,222	0	6,529,920	0
						26	Total Available	Instruction and General	14,752,773	53,648	17,542,926	147,800	16.059.572	147,800



EXPENDITURES								A	B	C	D	E	F	G	H
Instruction and Genera	1	53.648		94.152	147,800		43	3		Budget	2024	Budget	2024	Budget	2025
Student Social & Cultur	al Activities			0			44			r		-		1	
Research		101,150		(1,150)	100,000		45			Harrison States of	Destated	the second start of	Desta lateral	Manual Asked	Destable
Public Service		4,585,980		439,020	5,025,000		40		1	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Internal Service Dept.				0			40	Expenditures	Instruction and General	9,680,544	53,648	9,707,759	147,800	10,378,061	147,800
Student Financial Aid				0			47		Student Social and Cultural Ex 15	55,000	0	66,500	0	55,000	0
Auxiliary Enterprises				0			48	3	Research Ex 16	0	101,150	0	100,000	0	100,000
Athletics				0			49)	Public Service Ex 17	365,000	4,585,980	639,874	5,025,000	390,000	5,025,000
Independent Operation	S			0			50)	Student Aid Ex 19	84,145	0	89,145	0	84,145	0
Subtotal Current Fun	ds	4,740,778		532,022	5,272,800		51		Auxiliaries Ex 20	40,000	0	40,000	0	40,000	0
Capital Outlay				0			52	Subtotal Current Funds		10,224,689	4,740,778	10.543.278	5.272.800	10.947.206	5,272,800
Renewals & Replacem	ients			0			51	TOTAL		10,004,000	1 740 770	0 5 40 0 70	5 979 999	10 0 17 004	5 979 999
Retirement of Indebted	ness			0		_	5.	TOTAL Expenditures	-	10,224,689	4,740,778	10,543,278	5,272,800	10,947,206	5,272,800
Subtotal Plant Funds		0	1	0	0		- 54	Transfers	Instruction and General	(234,274	0	(2,525,452)	0	(371,796)	0
TOTAL EXPENDITURES		4,740,778	~	532,022	5,272,800	\sim	55	5	Student Social and Cultural Ex 15	0	0	9,000	0	0	0
							56	5	Research Ex 16	0	0	0	68,965	• 0	0
TRANSFERS IN (OUT)							57		Public Service Ex 17	0	0	(9,000)	350,308	0	0
Instruction and Genera	1	0		0	0	-	58	3	Student Aid Ex 19	84,145	0	84,145	0	84,145	0
Student Social & Cultur	al Activities			0	-		59	Subtotal Current Funds		(150,129)	0	(2,441,307)	419,273	(287.651)	0
Research				0	-		60	TOTAL Tenesfore		(150 120)		12 444 207	410 272	(207 (54)	0
Public Service				0		-	00	TOTAL ITALISTEES		(130,123)	0	(2,441,307)	417,273	(207,031)	0
Internal Service Dept.				0	-	-	0	Ending Balance	Instruction and General	4,837,955	0	5,309,715	0	5,309,715	0
Student Financial Aid				0	-		62	2	Student Social and Cultural Ex 15	111,269	0	76,609	0	76,609	0
Auxiliary Enterprises					-	-	63	3	Research Ex 16	0	0	0	0	0	0
Athletics		220		0		-	64	1	Public Service Ex 17	688,333	0	669,366	0	669,366	0
Subtotal Current Fun	de .				0		65	5	Student Aid Ex 19	334,992	0	384,932	0	384,932	0
Capital Outlan	us			0	0		66	5	Auxitiaries Ex 20	88,138	0	89.298	0	89.298	0
Capital Outlay	anta			0	0		67	Subtotal Current Funds		6.060.687	0	6.529.920	0	6.529.920	0
Reliewals & Replacent	nence			0	0		60	TOTAL Fadina Balance		(0(0 (97		(530 030		(520,020	0
Subtotal Plant Funde		0	-	0	0		00	Total Enoug Balance		0,000,007	0	0,529,920	0	0,529,920	0
NET TRANSFERS		0	V	0	0	X	69	Balances		16,435,505	4,740,778	19,514,505	4,853,527	X17,764,777	5,272,800
	L	-	1		-		70			-		_		1	

7. Once confirmed or corrected. Compare the NMHED ROA Report with the 1A Transfer Document. Ensure all three column totals in Exhibit 1 of the 1A transfer match the total for each restricted and unrestricted exhibit. If a transfer is missing or does not tie, work with Natalia Koup to make the correction.

al A	вс	DE	F	G H		A	В	С	D	E	F	G	H
					14	1 Exhibit 1 - UNM TAOS Car	mpus						
Exhibit 1a - UNM Taos Campus - Detail of Transfers					4	2 Summary of Current and Pla	nt Funds						
	Original Budget	Pauland Budget	Actuals	1		3		Orig	inal	Revi	sed		
	Criginal budget	EX 2024	Actuals		(5		ong					
A. TOTAL TO (FROM) INSTRUCTION & GENERAL:	(234,274)	(2.525.452)	(2.585.452)		_ 4	4		Budge	t 2024	Budge	t 2024	Actual	s 2024
0	1				4	5		PERIC	D 14	PERIC	DD 14	PERIC	DD 14
1 NON-MANDATORY TRANSFERS:						6							
2 STUDENT SOCIAL CULTURAL	0	0	0			7					-		
3 PUBLIC SERVICE	0	0	0			1		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
4 INTERNAL SERVICES	0	0	0		- 4	8 Expenditures	Instruction and General	9,680,544	53,648	9,707,759	147,800	8,131,860.88	127,506.00
5 STUDENT AID GRANTS AND STIPENDS	0	0	0			0	Fluidagh Capital and Cultural Funds	FF 000		44 500	0	12 045 54	
6 AUXILIARIES	0	0	0			5	Student Social and Cultural EX 15	55,000	0	00,000	0	02,940.00	.00
7 MAIN CAMPUS - INSTRUCTION & GENERAL	0	0	0			0	Research Ex 16	0	101,150	0	100,000	.00	88,439.00
9 RENEWAL/REPLACEMENT	(79.998)	(2,187,428)	(2,247,428)	-	5	1	Public Service Ex 17	365,000	4,585,980	639,874	5,025,000	572,909.92	4,708,440.00
0 RENEWAL/REPLACEMENT - ONE TIME	0	0	0		5	2	Student Aid Ex 19	84,145	0	89,145	0	48,277,34	.00
1 RESTRICTED I&G	0	0	0		4	3	Augustan Francisco	40,000	-	10,000		52 244 50	
2 RESTRICTED PUBLIC SERVICE	0	(35,400)	(35,400)			3	Auxiliaries Ex 20	40,000	0	40,000	0	52,244.59	.00
3 RESTRICTED RESEARCH	0	(68,965)	(68,965)		5	4 Subtotal Current Funds		10,224,689	4,740,778	10,543,278	5,272,800	8,868,238.29	4,924,385.00
4 RESTRICTED STUDENT AID	0	0	0		-	5 TOTAL Expenditures		10,224,689	4.740.778	10.543.278	5,272,800	8.868.738.29	4.924.385.00
5 ENDOWMENTS	0	0	0			0					-,,	-,,	
6 HEALTH SCIENCE - INSTRUCTION & GENERAL	0	615	615		H 5	O Transfers	Instruction and General	(234,274)	0	(2,525,452	0	(2,585,452.31)	.00
7 AGENCY FUND	0	0	0		5	7	Student Social and Cultural Ex 15	0	0	9,000	0	9,000.00	.00
8 TOTAL NON-MANDATORY TRANSFERS	(79,998)	(2,3/1,1/6)	(2,431,176)		5	8	Research Ex 16	0	0	0	68,965	.00	68,965,00
0 REQUIRED TRANSFERS:					6	0	Public Coming Eu 17			(0.000	250 208	10,000,000	250 208 00
1 STUDENT AID GRANTS AND STIPENDS-3%	(79.145)	(79.145)	(79.145)			5	Public Service EX 17	0	0	(9,000	330,300	(9,000.00)	350,300.00
2 RENEWAL/REPLACEMENT - BR&R	(44,994)	(44,994)	(44,994)		10	0	Student Aid Ex 19	84,145	0	84,145	0	83,255.75	.00
3 PLANT FUND MINOR - ER&R	(30,137)	(30,137)	(30,137)		6	1 Subtotal Current Funds		(150,129)	0	(2,441,307	419,273	(2,502,196.56)	419,273.00
4 TOTAL REQUIRED TRANSFERS	(154,276)	(154,276)	(154,276)		- e	2 TOTAL Transfers		(150,129)	0	(2 441 307	419 273	(2 502 196 56)	419 273 00
	-	0.000	0.000		6	3 Factors Balance	Instruction and Connect	4 827 055		5 200 745	117,215	7 508 4/0 04	
B. TOTAL TO (FROM) STUDENT SOCIAL CULTURAL (Exh 15)	0	9,000	9,000			5 Ending Balance	Instruction and General	4,837,955	0	5,309,715	0	7,508,449.94	.00
8 PUBLIC SERVICE	0	9.000	9.000		e	4	Student Social and Cultural Ex 15	111,269	0	76,609	0	74,845.86	.00
9 RENEWAL & REPLACEMENT	0	0	0		6	5	Research Ex 16	0	0	0	0	.00	.00
0					6	6	Public Service Ex 17	688,333	0	669,366	0	704,602.25	.00
					e	7	Student Aid Ex 19	334,992	0	384,932	0	434,582,45	.00
2 C. TOTAL TO (FROM) RESEARCH (EXIL 16)	0	U	0	-	F	8	Augularias Ex 20	00 430	-	90 209	0	67 690 07	00
4					-	0	Previous Incs EX 20	00,130		07,290		07,009.97	.00
5 D. TOTAL TO (FROM) PUBLIC SERVICE (Exh 17)	0	(9,000)	(9,000)		C	Subtotal Current Funds		6,060,687	0	6,529,920	0	8,790,170.47	.00
6 1& G	0	0	0		1	0 TOTAL Ending Balance		6,060,687	0	6,529,920	0	8,790,170.47	.00
7 STUDENT SOCIAL CULTURAL	0	(9.000)	(9.000)	1	¥	Total Expenditures, Transfers and							

N. TOTAL TO (FROM) RESTRICTED RESEARCH	0	68,965	68,965	1		54 s	Subtotal Current Funds	1	10,224,689	4,740,778	10,543,278	5,272,800	8,868,238.29	4,924,385.00
TAOS 18/G	0	68,965	68,965			55 T	TOTAL Expenditures		10,224,689	4,740,778	10,543,278	5,272,800	8,868,238.29	4,924,385.00
					H	56 T	Fransfers	Instruction and General	(234,274)	0	(2,525,452)	0	(2,585,452.31)	.00
O. TOTAL TO (FROM) RESTRICTED PUBLIC SERVICE	0	-> 350,308	-> 350,308			57		Student Social and Cultural Ex 15	0	0	9,000	0	9,000.00	.00
MAIN CAMPUS RESTRICTED FUND	-	314,908	314,908			58		Research Ex 16	0	0	0		.00	
				-		59		Public Service Ex 17	0	0	(9,000)		(9,000.00)	
P. TOTAL TO (FROM) RESTRICTED STUDENT AID	0	0	0		20	60		Student Aid Ex 19	84,145	0	84,145	0	83,255.75	.00
					1	61 s	Subtotal Current Funds		(150,129)	0	(2,441,307)	419,273	(2,502,196.56)	419,273.00



8. Finally, compare the May 1 State Format Report with the Final BAR Excel file. Repeat the exact process in step b.i. Does each transfer and budget tie? If not, work with Araceli to make corrections or updates as needed.

Budget Build (New Original column)

In April, a New Budget for the upcoming fiscal year is to be entered into the Budget Planning system, to include elements from prior years and any new Legislative funding provided to UNM and its Branch campuses.

The Budget Planner, the HED May 1 State Format Report, and the 1A Transfer Schedule must match three ways.

- 1. How to Pull Budget Planner Reports:
 - a. Under the Budget Reports Menu, select "Budget Transfers/Allocation Reports
 - b. Input the current Budget Period
 - c. Input the "ADOPTD" Budget Phase
 - d. Input and select the level 3 org for your Campus
 - e. Select the Fund Type Level 1 and input and select I&G (ie: 4U1 I&G)
 - f. Run via Excel

THE UNIVERSITY OF	UNM A-Z	myUNM	Directory	Help +	more +	Search	٩
INT NEW MEXICO.				Bu	ldget P	lanner	Reports
😤 Home							
Announcement: Welcome							×
Home / Main Menu / Budgeted Reports Menu							🕒 Log out

Budgeted Transfers/Allocations Report

Reports Parameter Page Chart of Accounts U Budget BUD25 - 2025 Budget ID Budget ADOPTD - 2025 Adopted Phase Organization AGA - Gallup Branch Fund Type Level 1 Please select a Fund Type Level 1 Fund Type Level 2 Please select a Fund Type Level 2 Fund Please select a Fund code Program Please select a program code PDF EXCEL

- g. Run Each Exhibit, Fund Type Level 2 (exhibit) for each fund type for your Campus
- 2. Compare Transfers by Fund Type Level 2 with the 1A Transfer Report provided by OPBA.
 - a. If totals do not match, please work with Natalia Koup on adjustments needed
- 3. After the Budget Planner has been finalized and closed, Run the 'HED May 1 State Format Report' for your Campus:
 - a. Once in the NMHED Portal, select your Branch
 - b. Select all the applicable Exhibits
 - c. Report output should be Excel



<u> </u>										1105		
HED May 1 St	ate Format Rep	ort Stru	cture			Exhibit	s:					
	Colu	<u>mn 1</u>	C	olumn 2	Column 3	1 🖬	2 🖬					
Fiscal Year :	2024	•	2024	~	2025 💌	3 🖬	4 🖬	5 🖾	6 🗹	7 🖾	8 🖬	9 🖬
Budget ID :	HED24	۲	HED24	•	HED25 V			5a 🗹				
	-						10 🗹	11 🗹	12 🖬	13 🗹	14 🗹	
Sudget Phase :	Original	~	Revised	•	Original ×		10a 🗹	11a 🗹	12a 🗹	13a 🗹	14a 🗹	
						15 🖾	16 🗹	17 🗹	18 🖾	19 🗹	20 🜌	21 🗹
							16a 🗹	17a 🖾				21a 🗹
						A 🗹	B 🗹					
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4. Compare the NMHED Report with the 1A Transfer Document. If a transfer is missing or not tied, work with the Main Campus budget office on the correction.