

1A Transfer Worksheet Verification – SOP

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.

The screenshot shows the MyReports web interface. At the top, it says "MyReports" and "myreports.unm.edu". Below that is a red header with "FOROLDS - Operating Ledger Detail and Summary Report". The main area has a dropdown menu set to "FUND TYPE LEVEL 2". Below this is a search bar with a "SEARCH" button. To the right is a "RESET SELECTIONS" button. Under "SEARCH RESULTS", there is a table with the following entries:

01	CU Institution
02	CU Main
03	CU HSC
04	CU Gallup
05	CU Los Alamos
06	CU Valencia
07	CU Taos

The "04 - CU Gallup" entry is highlighted with a red box. To the right of the search results is a "REPORT SELECTIONS" box containing "Fund Type Level 2: 04". Below the search results are several dropdown menus: "REPORT RANGE" (set to "SINGLE MONTH"), "REPORT TYPE" (set to "DETAIL"), "CALENDAR YEAR" (set to "Prior Month's Calendar Year"), and "SELECT REPORT OUTPUT TYPE" (with "HTML" selected). At the bottom, there are three buttons: "RUN NOW", "SCHEDULE REPORT", and "RESET FORM".

- 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

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- 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

FOROLDS - Operating Ledger Detail and Summary Report

FUND: [Dropdown] LEVEL 1: [Dropdown]

ENTER FUND LEVEL 1. CASE DOES NOT MATTER.
USE * TO WILDCARD ENTRIES: * FOR ALL FUND LEVEL 1. FUND LEVEL 1 AS *FED, 3R*, OR 2*.

* [Text Box] → SEARCH

RESET SELECTIONS

SEARCH RESULTS

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
SEFM	SEFM - LE TRM Foundation	1
SEFQ	SEFQ - LE QSI Foundation	1

REPORT SELECTIONS

Fund Level 1: 4U1 4U2 4U3 4U5
Fund Type Level 2: 04

REPORT RANGE
FISCAL YEAR TO DATE [Dropdown]

THRU ENDING PERIOD [Dropdown] **CALENDAR YEAR** [Dropdown]
Current Month | Current Month's Calendar Year

REPORT TYPE
SUMMARY [Dropdown]

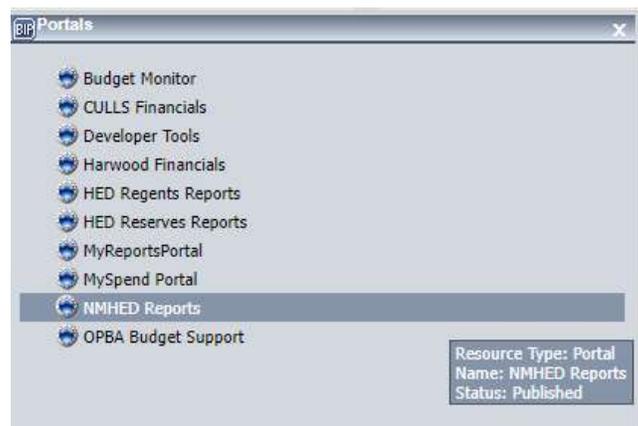
GROUP BY
Fund Level 1 [Dropdown]
Fund Level 2
Fund Level 3

SELECT REPORT OUTPUT TYPE

HTML [Radio] **EXCEL [Radio]** PDF [Radio] RAW DATA [Radio]

RUN NOW [Button] SCHEDULE REPORT [Button] RESET FORM [Button]

2. In MyReports, Switch to the **NMHED Reports Portal**



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- Once in the NMHED Portal, select the “HED Report of Actuals Report Structure”
- Select your Campus
- Select the applicable Exhibits for your Campus
- Ensure the Fiscal Year, Fiscal Period, and Budget Phase have the correct selections.
- Report output should be Excel
- Run the Report

- Next, open the BAR Excel File completed by the branch to verify the transfers area in the revised budget column
- Also, open the 1A Schedule Excel file for your branch sent by the Budget Office
- 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.
- 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.

NEW MEXICO HIGHER EDUCATION DEPARTMENT BUDGET ADJUSTMENT REQUEST				4 Exhibit 1 - UNM TAOS Campus 5 Summary of Current and Plant Funds					
INSTITUTION: University of New Mexico-Taos		FY 24		Original Budget 2024		Revised Budget 2024		Original Budget 2025	
Adjustment to Fund: Restricted		Request# 1		Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
	Current Approved Budget	INCREASE (DECREASE)	Revised Budget						
REVENUES									
Instruction and General	53,648	94,152	147,800	9,914,818	53,648	10,045,783	147,800	10,749,857	147,800
Student Social & Cultural Activities		0		55,000	0	57,500	0	55,000	0
Research	101,150	(1,150)	100,000	0	101,150	0	31,035	0	100,000
Public Service	4,585,980	439,020	5,025,000	365,000	4,585,980	440,000	4,674,692	390,000	5,025,000
Internal Service Dept.		0		0	0	5,000	0	0	0
Student Financial Aid		0		40,000	0	40,000	0	40,000	0
Auxiliary Enterprises		0		0	0	0	0	0	0
Athletics		0		0	0	0	0	0	0
Independent Operations		0		0	0	0	0	0	0
Subtotal Current Funds	4,740,778	532,022	5,272,800	10,374,818	4,740,778	10,588,283	4,853,527	11,234,857	5,272,800
Capital Outlay		0		10,374,818	4,740,778	10,588,283	4,853,527	11,234,857	5,272,800
Renewals & Replacements		0		0	0	0	0	0	0
Retirement of Indebtedness		0		0	0	0	0	0	0
Subtotal Plant Funds	0	0	0	0	0	8,926,222	0	6,529,920	0
TOTAL REVENUES	4,740,778	532,022	5,272,800	6,060,687	6,060,687	8,926,222	4,853,527	6,529,920	5,272,800
				6,060,687	0	8,926,222	0	6,529,920	0
				14,752,773	53,648	17,542,926	147,800	16,059,572	147,800

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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 screenshot shows the 'Budget Planner Reports' page on the UNM website. The page title is 'Budgeted Transfers/Allocations Report' and it is a 'Reports Parameter Page'. The form contains the following fields:

- Chart of Accounts: U
- Budget: BUD25 - 2025 Budget ID
- Budget Phase: 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

At the bottom of the form are two buttons: 'PDF' and '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

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The screenshot shows a web-based interface for verifying the 1A Transfer Worksheet. It includes the following components:

- Header:** NM THE UNIVERSITY OF NEW MEXICO logo.
- Section:** HED May 1 State Format Report Structure.
- Form Fields:**
 - Fiscal Year:** Three dropdown menus for Column 1 (2024), Column 2 (2024), and Column 3 (2025).
 - Budget ID:** Three dropdown menus for Column 1 (HED24), Column 2 (HED24), and Column 3 (HED25).
 - Budget Phase:** Three dropdown menus for Column 1 (Original), Column 2 (Revised), and Column 3 (Original).
- Exhibits Selection:** A grid of checkboxes for selecting exhibits (1-21, 5a, 10a-14a, 16a-17a, A, B). All checkboxes are currently checked.
- Buttons:** "Select All Exhibits" and "Reset All Selections".
- Report Output:** Radio buttons for "HTML", "PDF", "Excel", and "Active Report". A "Run" button is located to the right.
- Additional Elements:** A clock icon and a link: "Check HED Data Availability for your Campus...Click here."

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.