BUDGET PLANNER

PROJECTED ACTUALS

HSC Budget Year Financial Projections Report

Date Issued/Revised: 12/01/2022

Note: **This report is an HSC department report. The report includes restricted indices and terminated index activity. Contra indices are excluded. Main and Branch campuses should not use the report for mid-year reviews.**

General Description: This report breaks down the Revised Unrestricted Budget, current YTD actuals, projected actual revenue and expense data for the organization selected on the report parameter page. In all instances, higher level accounts should exclude lower level accounts pulled individually.

Purpose: This report projects year end actual amounts for any combination of fund, organization, and/or program. This report aids in monitoring revised budget to projected actuals.

Responsible Manager: HSC Budget Office

The Revenues section is broken down into categories based on Account Level 2, 3 or 4.

- The revenue categories are:

  o Instruction and General - Account Level 4 - 1640
  o State Appropriations - Account Level 4 - 0720 and 0740
  o UNMMG Revenues - Account Level 3 - 031, 032, 038 and 039
  o UNM Hospital Funding - Account Level 3 - 034
  o CRTC Patient Rev Net of Allowance - Account Level 3 - 035, Account Level 4 - 03N1
  o SRMC Revenues – Account Level 3 – 036
  o Other Patient Service Revenues - Account Level 4 - 03Z0, 03N0
  o Grant and Contract Revenues - All Other Account Level 2 - OA4
  o F&A Return - Account Level 4 – 0820, 1601, 1602
  o Sales and Services - Account Level 2 - OA5
  o Gain on Sponsored Projects - Account Level 4 - 0810
  o Other Revenues - Account Level 3 - 04A, All Other Account Level 2 – OA1, OA2, OA6 (except 0810 and 0820), OA8, OA9, OAA, OAB, OAC, OP1 (except 0720 and 0740 account codes), OP2, OP3, OP4, OP6, OP7, OP8, OP9, OPA, OPB, OPC, OPD and All Other Account Type Level 2 - 51, 52
  o Allocations and Transfers, Net - All Other Account Level 2 - 5T

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

- The Compensation Costs section includes salary and fringe benefits expenses:

  o Faculty Salary Detail Gen - Account Level 3 - 200 except Faculty Incentives (below)
  o Faculty Incentives - Account Level 4 – 2005, 200G, 200H
  o Housestaff Salaries - Account Level 3 - 20F
  o Salary Adjustments – 20SA
  o Other Salaries - All Other Account Type Level 2 – 61 and 63
  o Fringe Benefit Costs - Account Type Level 2 – 62 and 64

- ▪ The Non-Salary Expenses section includes projected balances from all other expense account codes except salary expenses and payroll benefits:

  - o Bad Debt Expense - Account Level 3 - 98A
  - o Supplies - Account Level 2 - OJ1
  - o Travel - Account Level 2 - OJ2
  - o Student Costs - Account Level 2 - OJ3
  - o Research Costs - Account Level 2 - OJ4
  - o Communication Charges - Account Level 2 - OJ6
  - o Services - Account Level 2 - OJ7
  - o Plant Maintenance - Account Level 2 - OJ8
  - o Utilities - Account Level 2 - OJ9
  - o Patient Care Expense - Account Level 2 - OJ5 and Account Level 4 - 8040
  - o Other Expenses - All Other Account Type Level 2 – 71, 72 and 73 and All Other Account Level 1 – OJ and OM
  - o F&A Expense - Account Level 3 - 89Z
  - o Banner Tax - Account Level 4 - 80K0
  - o Capital Expenditures - All Other Account Level 2 – OM1, OM2, OM3
  - o Loss on Sponsored Projects - Account Level 4 - 8600

Total Revenues less Total Expenses equals 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 and the 1903 account code. The Net Margin plus or minus the Reserves equals the Net Reserve for the organization. Also, revised unrestricted budget to projected unrestricted actual variances are displayed by dollar amount.

Navigating to the Projected Actuals Report Menu

1. Logon 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 (new)"

Budget Planner Menu

Create Budget Development Query
Review Budget Development phase information by account or organization.

Create Budget Worksheet
Update Budget Development phase information via a budget worksheet.

Create Projected Actuals Worksheet
Create financial projections through current fiscal year end via a projected actuals worksheet.

Maintain Organization Lock
Lock or unlock Budget Development phase organization locks.

Budget Development Reports Menu
View Budget Development reports.

Budget Development Reports Menu (new)
View Budget Development reports (new)

Projected Actuals Reports Menu
View Projected Actuals reports.

Projected Actuals Reports Menu (new)
View Projected Actuals reports (new)

Salary Planner Menu
Update Position Budgets, Job Salary and Labor Distribution for the Upcoming Fiscal Year

5. Click on "HSC Budget Year Financial Projections Report"

Projected Actuals Reports

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. Chart of Accounts is defaulted to U and cannot be changed

7. 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).

8. The **Fiscal Year** should be the same as the Fiscal Year in Budget and Budget Phase

9. 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.

10. Enter the report parameters by **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

HSC Budget Year Financial Projections Report

Reports Parameter Page

Chart of Accounts	U
Budget	BUD23 - 2023 Budget ID
Budget Phase	PROJ23 - Projections Phase 2023
Fiscal Year	2023
Fiscal Period	06
Organization	Please select an Organization
Fund	Please select a Fund code
Program	Please select a program code

PDF   Excel

Chart of Accounts will always be: U
Budget: BUDxx (Fiscal Year)
Budget Phase: PROJXX (Fiscal Year)
Fiscal Year: Current Fiscal Year
Fiscal Period: 06 (December)

**Budget, Budget Phase and Fiscal Year must be same Fiscal Year

At least one FOP must be entered.
Enter: Organization or leave null
Enter: Fund or leave null
Enter: Program or leave null

1. Click "PDF" or "Excel"

While the system is compiling the report information, a blue window box is displayed.

PDF   Excel

Working...

What does the report display?

FY 20xx Unrestricted Budget column

- Revised Unrestricted Budget (or Accumulated/Adjusted Budget) in Banner for the Unrestricted Funds only for the Fiscal Year and Fiscal Period selected.

  o The Revised Budget is equal to the Original Budget plus any Budget Adjustments that were made during the Fiscal Year.

CURRENT YTD ACTUALS column

- The current Unrestricted or Restricted actual year-to-date amounts in Banner for the Fiscal Year and Fiscal Period.

  o Any I&G Allocation amount will be annualized for the Fiscal Period selected.

PROJECTED FY TOTAL column

- Displays the projected Unrestricted or Restricted fiscal year-end balance for the Fiscal Year and Fiscal Period selected.

  o Any I&G Allocations projected amount will be equal to the revised unrestricted budget amount.

Unrestricted Over/(Under) Budget column

- Calculated by taking the difference between the amount from the Unrestricted Budget column and the amount in the Unrestricted Projected FY Total column.

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

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