



## BUDGET PLANNER PROJECTED ACTUALS

### Main Campus Current Unrestricted Financial Projections by Exhibit Report

Date Issued/Revised: 12/01/2022

**General Description:** This report displays Main Campus Current Unrestricted Fund Budget Exhibits **projected revenues and projected expenses** for the fiscal year, fiscal period and organization selected on the report parameter page. This report also includes terminated index activity and excludes contra indices.

**Purpose:** This report is used by Main Campus and is the basis of discussion at mid-year reviews.

**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, OAA, OAB, OAC
- Student Fees - OA2
- Patient Services - OA3 and OA7
- Sales Services - OA5
- State Appropriations - 0720 and 0740 account codes
- Gifts And Other - OP3
- Investment Income - OP4 and OPD
- I&G and F&A Allocations - 1640, 1601 and 1602 account codes and OW1
- Other Allocations and Transfers, net - OS1 and OV1 except 1640, 1601 and 1602 account codes
- Other Revenues - OA4, OA6, OA8, OA9, OP1 (except 0720 and 0740 account codes), OP2, OP5, OP6, OP7, OP8, OP9, OPA, OPB, and OPC

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

- The Compensation Costs section includes salary expense, Account Level 2 OF1, data by account code. Payroll Benefits are summarized by Account Level 2 OG1 and OC1. Salary Contingencies are summarized by Account Level 2 OH1.
- The Non-Salary Expenses section includes projected balances from all other expense account codes except salary and benefit expenses. 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 - 804x Account Level 3
  - Banner Tax - 80K0 account code
  - Admin Fee - 80K1 account code
  - Capital Expenditures - OM1
  - Other Expenses - All other account codes

Net Margin equals Total Revenues less Total Expenses. 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 Reserves and the Change in Reserves equals the Net Reserve for the organization.

## 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, also in the LoboWeb (Employees) section
  - Click on “LoboWeb” in the UNM Business Applications section. Then select the “Finance” tab
3. Click on “Budget Planner Menu”
4. Click “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. Select the “Main Campus Current Unrestricted Financial Projections by Exhibit 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 the Parameters**

6. Select the **Budget ID** and **Budget Phase**

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).

9. Enter the report parameter by **Organization**

- Organization code levels 1 through 7

**Main Campus Current Unrestricted Financial Projections by Exhibit Report**

**Reports Parameter Page**

The screenshot shows a form with the following fields and values:

- 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

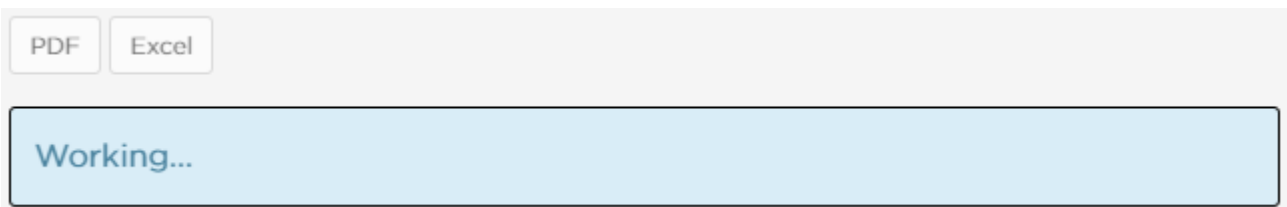
At the bottom of the form are two buttons: PDF and Excel.

A callout box on the right contains the following text:

- Chart of Account will always be: U
- Budget: BUDXX (Fiscal Year)
- Budget Phase: PROJXX (Fiscal Year)
- Fiscal Year: Current Fiscal Year
- Fiscal Period: 06 (December)
- Organization: Select Department's org
- \*\*Budget, Budget Phase and Fiscal Year must be same Fiscal Year

10. Click "PDF" or "Excel"

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



**What does the report display?**

- The columns on the report show the balances by Budget Exhibit. Each exhibit is categorized by Fund Level 2:

- Instruction and General - 2U1G
  - Student Social and Cultural - 2U53
  - Research - 2U2G
  - Public Service - 2U3G
  - Internal Services - 2U54
  - Student Aid - 2U55
  - Auxiliaries - 2U51
  - Athletics - 2U52
- The last column on the right of the report is the Total column which summarizes the projected balance for all the Budget Exhibits in that row.

**\*\*\* END \*\*\***