BUDGET PLANNER

PROJECTED ACTUALS

Projections Working Report

Date Issued/Revised: 12/01/2022

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. 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 "Budget Planner Menu"

4. Select the "Projected Actuals Reports Menu"

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 "Projections Working 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. In **Budget** type BUDxx then tab. **Budget Phase** should automatically fill in with matching Fiscal Year, if not then type PROJxx then tab.
   - 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)

    - 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.

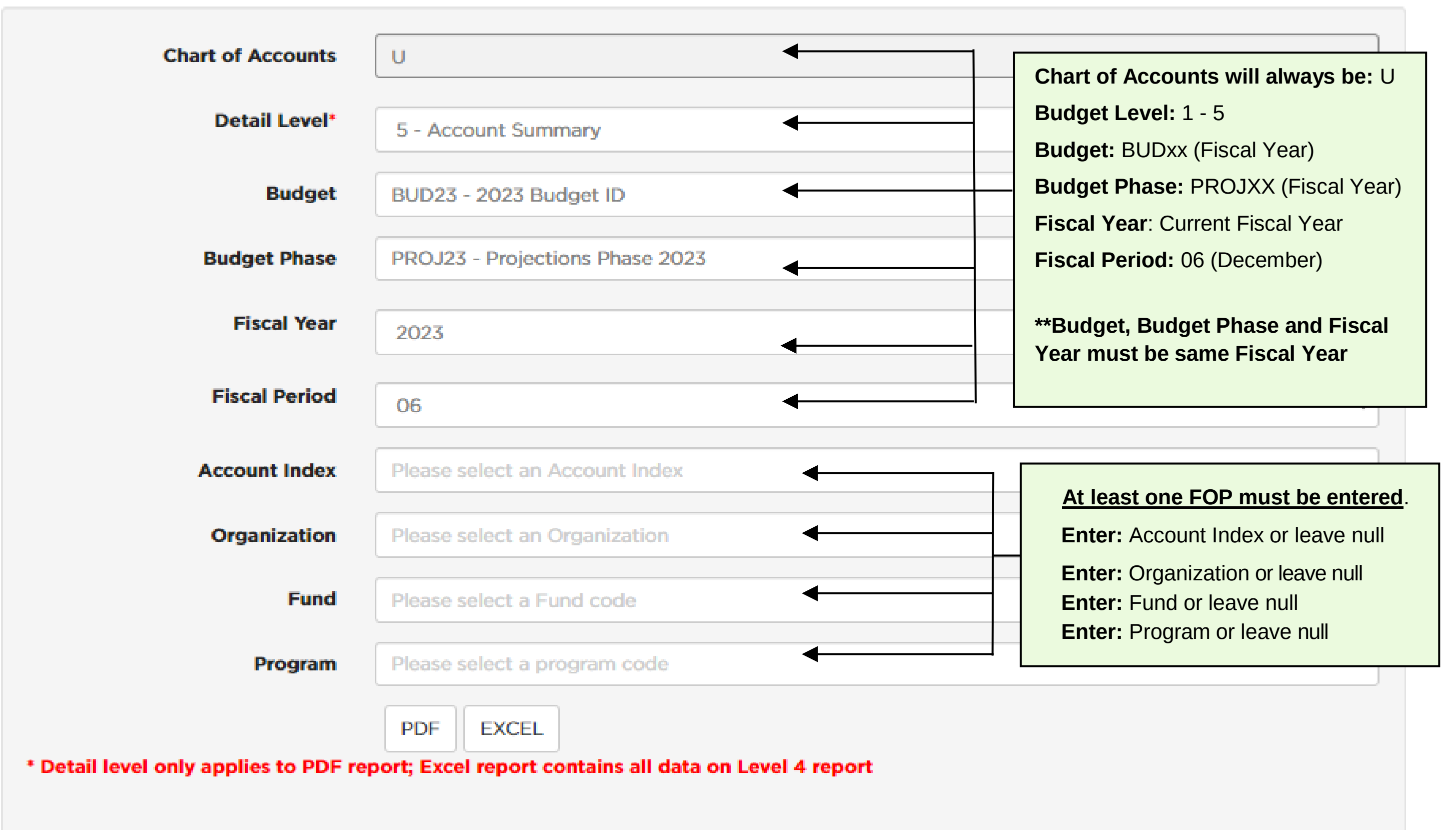
10. Enter the report parameters by **Account Index**, **Organization**, **Fund** and/or **Program**

    - 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 will take to generate the data

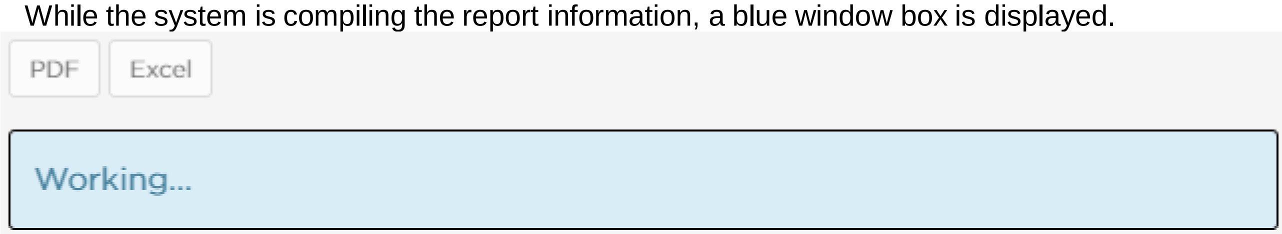
Projections Working Report

Reports Parameter Page



11. Click “PDF” or “Excel”

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



What does the report display?

FY 20xx-20xx 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 20xx-20xx Year End Actuals column

- Displays the prior year end (at June 30) 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 Dollar Variance column

- Calculated by taking the difference between the amount in the Original 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 Original Budget.
    - On the Revenue lines if the Dollar Variance shown is positive, the revenue is projected to be over the Original Budget.
    - On the Expense lines if the Dollar Variance shown is negative (with parenthesis), the expense is projected to be under the Original Budget.
    - On the Expense lines if the Dollar Variance shown is positive, the expense is projected to be over the Original Budget.

Budget to Projections Percent Variance column

- Calculated by taking the amount from the Budget to Projections Dollar Variance column and dividing by the amount in the Original Budget column.
    - On the Revenue lines if the Percent Variance shown is negative (with parenthesis), the revenue is projected to be under the Original Budget.
    - On the Revenue lines if the Percent Variance shown is positive, the revenue is projected to be over the Original Budget.
    - On the Expense lines if the Percent Variance shown is negative (with parenthesis), the expense is projected to be under the Original Budget.
    - On the Expense lines if the Percent Variance shown is positive, the expense is projected to be over the Original Budget.

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