



BUDGET PLANNER

PROJECTED ACTUALS REPORT



PA-104 HSC Budget Year Financial Projections Report

Date Issued/Rev: 12/06/2011

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.

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

- The revenue categories are:
 - Instruction and General-Account Level 4-1640
 - State Appropriations-Account Level 4-0720 and 0740
 - UNMMG Revenues-Account Level 3-031, 032, 038 and 039
 - UNM Hospital Funding-Account Level 3-034
 - CRTC Patient Rev Net of Allowance-Account Level 3-035, Account Level 4-03N1
 - Other Patient Service Revenues-Account Level 4-03Z0,03N0 and 0371
 - Grant and Contract Revenues-All Other Account Level 2-OA4
 - F&A Return-Account Level 4-0820
 - Sales and Services-Account Level 2-OA5
 - Locum Tenens/SES Revenues-Account Level 4-0330, 0370
 - Gain on Sponsored Projects-Account Level 4-0810
 - Other Revenues-Account Level 2-OA1, OA2, Account Level 3-04A, All Other Account Level 2-OA6 and All Other Account Type Level 2-51, 52
 - Other Allocations and Transfers (Net)-All Other Account Level 2-5T

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

- The Compensation Costs section includes salary expenses:
 - Faculty Salary Detail Gen-Account Level 3-200 except Account Level 4-2005
 - Faculty Incentives-Account Level 4-2005
 - Housestaff Salaries-Account Level 3-20F
 - Other Salaries-All Other Account Type Level 2-61
 - Fringe Benefit Costs-Account Type Level 2-62
 - Salary Adjustments-Account Level 4-20SA
- The Non-Salary Expenses section includes projected balances from all other expense account codes except salary expenses and payroll benefits:
 - Bad Debt Expense-Account Level 3-98A
 - Supplies-Account Level 2-OJ1
 - Travel-Account Level 2-OJ2
 - Student Costs-Account Level 2-OJ3
 - Research Costs-Account Level 2-OJ4
 - Communication Charges-Account Level 2-OJ6

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- Services-Account Level 2-OJ7
- Plant Maintenance-Account Level 2-OJ8
- Utilities-Account Level 2-OJ9
- Patient Care Expense-Account Level 2-OJ5 and Account Level 4-8040
- Other Expenses-All Other Account Type Level 2-71 and All Other Account Level 1- OJ
- F&A Expense-Account Level 3-89Z
- Banner Tax-Account Level 4-80K0
- Capital Expenditures-All Other Account Level 1-OM
- Loss on Sponsored Projects-Account Level 4-8600

The Total Revenues less the Total Expenses equals the Net Margin. The Budgeted Use of Revenues 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 amount.

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: Office of Planning, Budget and Analysis (OPBA)

Navigating to the Projected Actuals Reports Menu

1. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Click on "LoboWeb"
4. Select the "Finance" tab
5. Click on the "Budget Planner Menu"
6. Click on "Projected Actuals Reports Menu"
7. Click on "HSC Budget Year Financial Projections Report"

The screenshot shows the myUNM website interface. At the top, there is a red header with the myUNM logo. Below the header, there are navigation tabs for Student, Employee, Payment, and Finance. The Finance tab is selected. A search bar is visible on the left, and navigation links for E-mail, Calendar, Groups, and Logout are on the right. The main content area displays the "Projected Actuals Reports Menu" with several report options. The "HSC Budget Year Financial Projections Report" is circled in red. Below it are other reports like "Main Campus Current Unrestricted Financial Projections by Exhibit Report" and "Projected Net Reserve By Index Report".

8. Enter the report parameters by **Fund, Organization, and/or Program** option
 - Remember, the more information that is entered into the Organization, Fund and Program fields, the less time the system takes to generate the data
 - Organization code-all levels
 - Fund code level-2 or 3
 - Program code level-2 or 3

EXIT

HSC Budget Year Financial Projections Report

The screenshot shows a web form for generating a report. The form includes the following fields and values:

- Chart of Accounts: U
- Budget ID: BUD12
- Budget Phase: PROJ12
- Fiscal Year: 2012
- Fiscal Period: 06
- Organization: (empty)
- Fund: (empty)
- Program: (empty)
- Submit button: (circled in red)

Two yellow callout boxes provide additional information:

- A box on the right lists: Chart of Accounts: **U**, Budget ID: **BUD12**, Budget Phase: **PROJ12**, Fiscal Year: **2012**, Fiscal Period: **06**.
- A box in the center points to the Organization, Fund, and Program fields with the text: "Enter Organization, Fund and/or Program".

9. Click Submit

- While the system is compiling the report information, a white window is displayed. Once the report information is compiled, it will display the report



What does the report display

FY xx 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.
 - Displays the budgeted balances for the Fiscal Year and Fiscal Period
 - The Revised Budget is equal to the Original Budget plus any Budget Adjustments that were made during the year

CURRENT YTD ACTUALS column

- The current actual year to date amounts in Banner for the Fiscal Year and Fiscal Period
 - Displays unrestricted and restricted actual balances for the Fiscal Year and Fiscal Period selected.
 - The I&G Allocation amount will be annualized for the Fiscal Period selected.

PROJECTED FY TOTAL column

- Displays the projected fiscal year end balance for the Fiscal Year and Fiscal Period selected.
 - Displays unrestricted and restricted projected balances for the Fiscal Year and Fiscal Period selected.
 - The 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
 - On the Revenue lines if the amount shown is negative (with parenthesis), the revenue is projected to be under the Budget
 - On the Revenue lines if the amount shown is positive, the revenue is projected to be over the Budget
 - On the Expense lines if the amount shown is negative (with parenthesis), the expense is projected to be under the Budget
 - On the Expense lines if the amount shown is positive, the expense is projected to be over the Budget.

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