



BUDGET PLANNER PROJECTED ACTUALS REPORT



PA-103 Budget to Projected Actuals Report

Date Issued/Rev: 12/06/2011

General Description: This report breaks down the revised budget, current YTD actual, projected actual and prior year-end actual revenue and expense data for the organization selected on the report parameter page. The Revenue section is broken down into categories based on Account Level 2 or Account Code:

- Tuition Revenue-OA1
- Student Fees-OA2
- Patient Services-OA3
- Sales and Services-OA5
- State Appropriations-0720 and 0740 account codes
- Gifts and Other-OP3
- Investment Income-OP4
- I&G and F&A Allocations-1640, 1601 and 1602 account codes
- Other Allocations and Transfers (net)-OS1 and OV1 except 1640, 1601 and 1602 account codes
- Other Revenues-OA4, OA6, OP1 (except 0720 and 0740 account codes), OP2 and OP5

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

- The Compensation Costs section includes salary expenses (Account Level 2 OF1 data by account code) Payroll Benefits by Account Level 2 OG1 and Salary Adjustments by account code 20SA.
- The Non-Salary Expenses section includes projected balances from all other expense account codes except salary expenses and payroll benefits. 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 Cost-OJ3
 - Research Cost-OJ4
 - Patient Care Cost-OJ5
 - Communication Charges-OJ6
 - Services-OJ7
 - Plant Maintenance-OJ8
 - Utilities-OJ9
 - Cost of Goods Sold-804 Account Level 3
 - Banner Tax-80K0 account code
 - Admin Fee-80K1 account code
 - Capital Expenditures-OM1
 - Other Expense-All other account codes

The Total Revenues less the Total Expenses equals the 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. The Change in Reserves line equals the balance in the 1903 account code. The Net Margin plus the Budgeted Use of Reserves (where applicable), the Reserves and the Change in Reserves equals the Net Reserve for the organization. Also, revised budget to projected actual variances are displayed by amount and percent.

PA-103 Budget to Projected Actuals Report

Purpose: This report displays revised budget, current YTD actual, projected actual, prior year end actual 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.** It also includes terminated indices and excludes contra indices.

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. Select the Budget to Projected Actuals Report

The screenshot shows the my.unm.edu website interface. At the top, there is a red header with the UNM 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 a navigation menu is on the right with links for RETURN TO BUDGET PLANNER MENU, SITE MAP, and HELP. The main content area displays the Projected Actuals Reports Menu, which includes several report options. The "Budget to Projected Actuals Report" option is circled in red.

my UNM

Back to Employee Life Tab

E-mail Calendar Groups Logout

Student Employee Payment Finance

Search [] Go

RETURN TO BUDGET PLANNER MENU SITE MAP HELP

The University of New Mexico

LoboWeb

Projected Actuals Reports Menu

Projections Working Report
Reports projected actuals by any combination of fund, organization, and/or program summarized by account.

Budget to Projected Actuals Report
Reports projected actuals by 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.

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

- Remember, the more information entered into the Fund, Organization, and Program fields (FOP), the less time it takes the system to generate the data

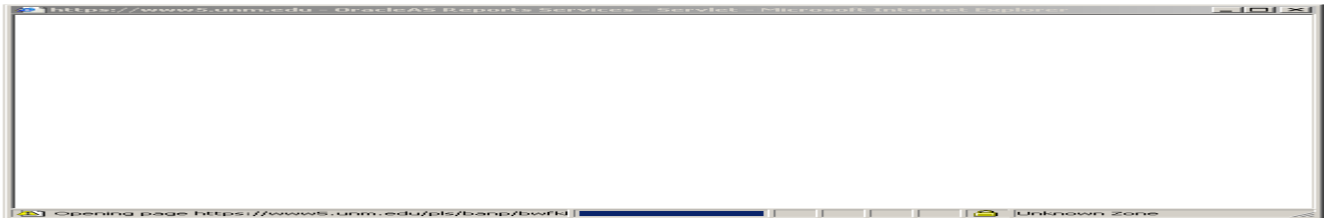
Budget to Projected Actuals Report

Chart of Accounts will always be: **U**
Budget ID: **BUD12**
Budget Phase: **PROJ12**
Fiscal Year: **2012**
Fiscal Period: **06**

Enter Account Index or FOP here

9. Click Submit

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



What does the report display

FY xx-xx 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 projected actual balances for the Fiscal Year and Fiscal Period.

FY xx-xx Year End Actuals column

- Displays prior year end (June 30th) 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 Revised 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 Revised Budget
 - On the Revenue lines if the Dollar Variance shown is positive, the revenue is projected to be over the Revised Budget
 - On the Expenditure lines if the Dollar Variance shown is negative (with parenthesis), the expenditure is projected to be under the Revised Budget
 - On the Expenditure lines if the Dollar Variance shown is positive, the expenditure is projected to be over the Revised 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 Revised Budget column
 - On the Revenue lines if the Percent Variance shown is negative (with parenthesis), the revenue is projected to be under the Revised Budget
 - On the Revenue lines if the Percent Variance shown is positive, the revenue is projected to be over the Revised Budget
 - On the Expenditure lines if the Percent Variance shown is negative (with parenthesis), the expenditure is projected to be under the Revised Budget
 - On the Expenditure lines if the Percent Variance shown is positive, the expenditure is projected to be over the Revised Budget

*** END ***