



BUDGET PLANNER PROJECTED ACTUALS REPORT



PA-102 Projections Working Report

Date Issued/Rev: 11/07/2011

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 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.**

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, Reserves, Non-Operating Revenue, Operating Revenue 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. 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"



Projected Actuals Reports Menu

- 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.

7. Select the "Projections Working Report"



EXIT

Projections Working Report

Chart of Accounts **Detail Level** 1 - Revenue and Expense Summary by Organization ← **Select Detail Level 1-5 here**

Budget ID **Budget Phase**

Fiscal Year **Fiscal Period**

Account Index

Organization

Fund

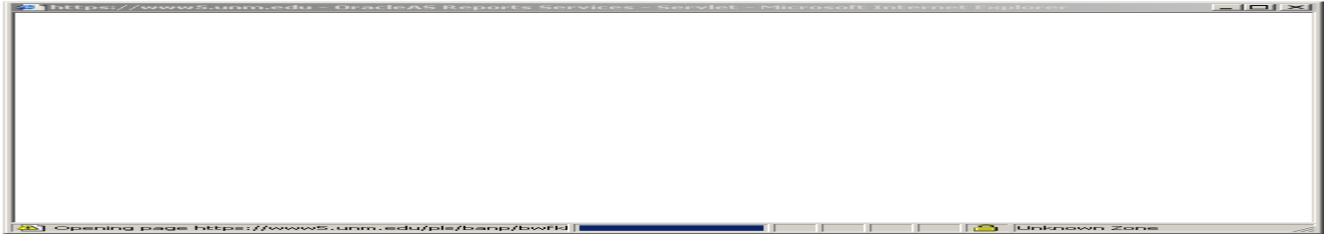
Program

- Step 1:** Select the Chart of Accounts - Enter U
- Step 2:** Select a Detail Level from the Drop Down box (the information contained in each report is the same - the level of display detail is what differs by report)
- Step 3:** Select the Budget ID and Budget Phase - Enter BUD12 and PROJ12
- Step 4:** Select the Fiscal Year - Enter 2012
- Step 5:** Select the Fiscal Period - Enter 06
- Step 6:** Select the Account Index **OR** Organization, Fund **and/or** Program

8. Click "Submit"

Remember the more information entered into the Account Index, Organization, Fund, and/or Program fields, the less time the system takes to generate/process the data.

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



What does the report display

FY xx-xx Revised Budget column

- Displays the Revised Budget (or Accumulated/Adjusted Budget) per 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 year

Current YTD Actuals column

- Actual Year to Date amounts per Banner for the Fiscal Year and Fiscal Period

Projected Year End Actuals column

- Displays year end projected actuals for the Fiscal Year and Fiscal Period

FY xx-xx Year End Actuals column

- Contains the Actual Year to Date amounts in Banner for the prior fiscal year end (June 30) The Prior Fiscal Year is determined by the system based on the Fiscal Year selected from the report parameter page

Budget to Projections Variance Dollar 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 Variance Percent 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 *****