

FY18 BUDGET BUILD KICKOFF BUDGET PLANNER OVERVIEW

**SOM FINANCE
MARCH 13, 2017**



Overview Objectives

Timeline

- Critical events and dates

Process & System Overview

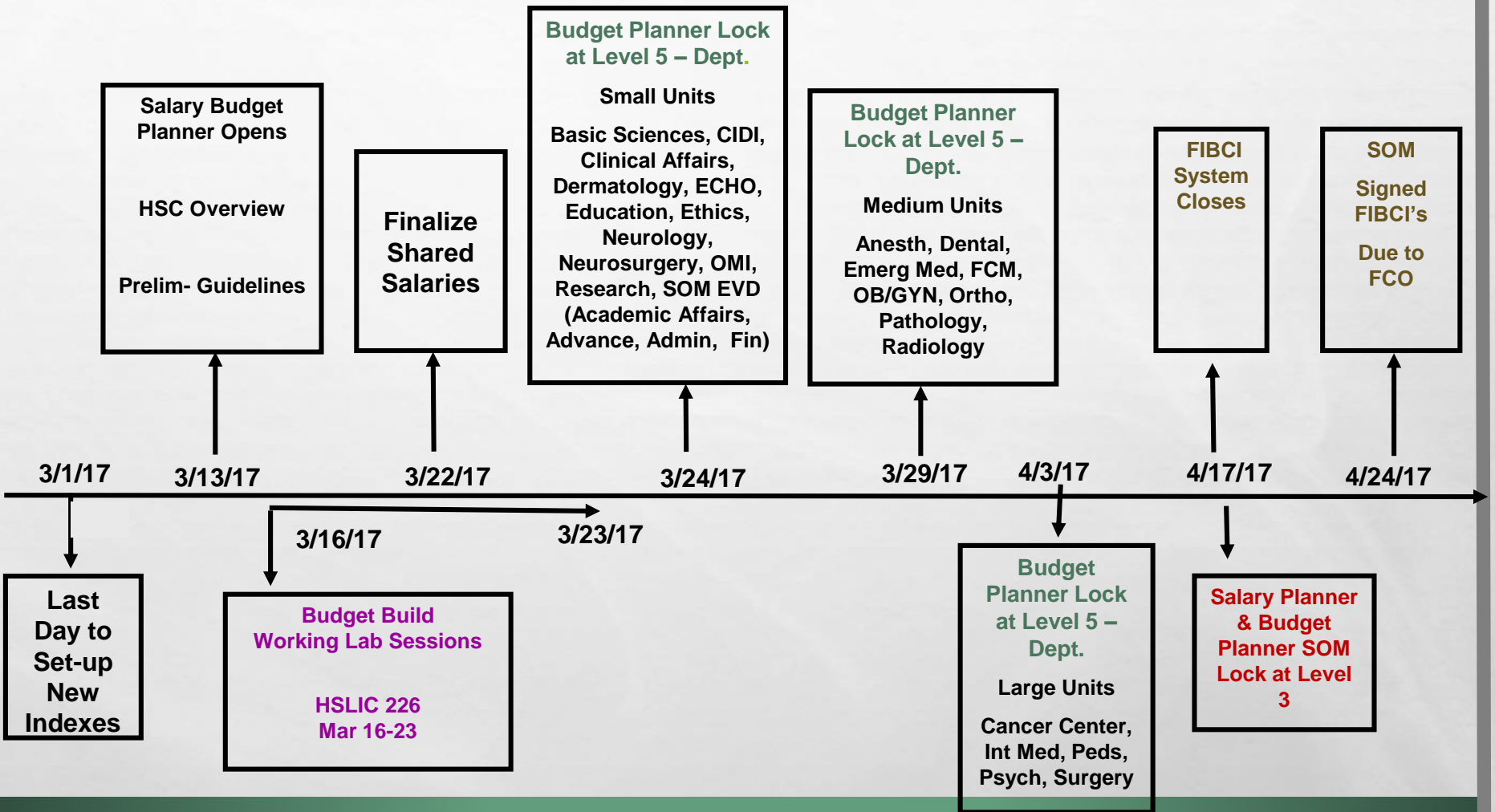
- Salary Planner & Budget Development
 - Salary Planner Overview
 - Budget Development Business Rules
 - Key points and reminders

Resources

New User

- Contacts and Online Resources
- Budget Planner Overview for New Users

BUDGET PLANNER TIMELINE FOR FY17 BUDGET BUILD



SOM LOCK DATES

MARCH 24TH

SMALL UNITS:

ACADEMIC AFFAIRS
ADVANCEMENT
BASIC SCIENCES
CIDI
CLINICAL AFFAIRS
DERMATOLOGY
ECHO
EDUCATION
INST OF ETHICS
NEUROLOGY
NEUROSURGERY
OMI
RESEARCH

MARCH 29TH

MEDIUM UNITS:

ANESTHESIOLOGY
DENTAL MEDICINE
EMERGENCY MED
FCM
OB/GYN
ORTHOPAEDICS
PATHOLOGY
RADIOLOGY

APRIL 3RD

LARGE UNITS:

CANCER CENTER
INTERNAL MEDICINE
PEDIATRICS
PSYCHIATRY
SURGERY

HSC NON-SOM UNITS LOCK DATES ORGANIZATION LEVEL 3

HSC Administration / PPD / UNMMG

April 13

HSC CON/COP/HSLIC

April 14

HSC LAB WORKING SESSIONS

All sessions will be held in HSLIC 226

- Thursday, March 16th 10:00 am – noon
- Monday, March 20th 1:00 – 3:00 pm
- Tuesday, March 21st 10:00 am - noon
- Wednesday, March 22nd 1:00 – 3:00 pm
- Thursday March, 23rd 10:00 am – noon

Faculty Contracts Office (FCO)

Salary reflected in Salary Planner must equal contract salary (Base plus Supplement) as reflected on the FY18 FIBCI/FCP

SOM FIBCI (FY18 opened for entry February 20 - closes on April 17)

- Signed FIBCI's due to HSC FCO **April 24, 2017 at 5:00 PM**

COP FIBCI (FY18 opened for entry February 20 - closes on May 15)

- Signed FIBCI's due to HSC FCO **May 15, 2017 at 5:00 PM**

CON FCP (FY18 opened for entry February 20 - closes on May 15)

- Signed FCP's due to HSC FCO **May 15, 2017 at 5:00 PM**

Shared Salaries

- **Must be finalized between departments by March 22, 2017. Entered by Home Org of employee.**
- **Utilize new Shared Salaries Process using the HSC Shared Salary Report FSRSLSH (SOP and Contact List available for departments)**
- **No changes affecting the position distribution (budget) for a shared salary employee should occur after this date.**
- **Recognize that lock dates for departments occur in stages.**
- **Communication is key to avoid throwing another department out of balance once they are locked.**

FSRSLSH - HSC Shared Salary Report

Report Criteria:

| | | |
|----------------------------------|---------|-------|
| SEGMENT | LEVEL | WILD |
| ORGANIZATION | LEVEL 5 | 997A* |
| <input type="button" value="▶"/> | | |

| Organization | Description | Level |
|--------------|-------------------|-------|
| 997A | 997A : Pediatrics | 5 |

SELECTED ORGANIZATION OF SHARED INDEX

ORGANIZATION_LEVEL_5: 997A : Pediatrics

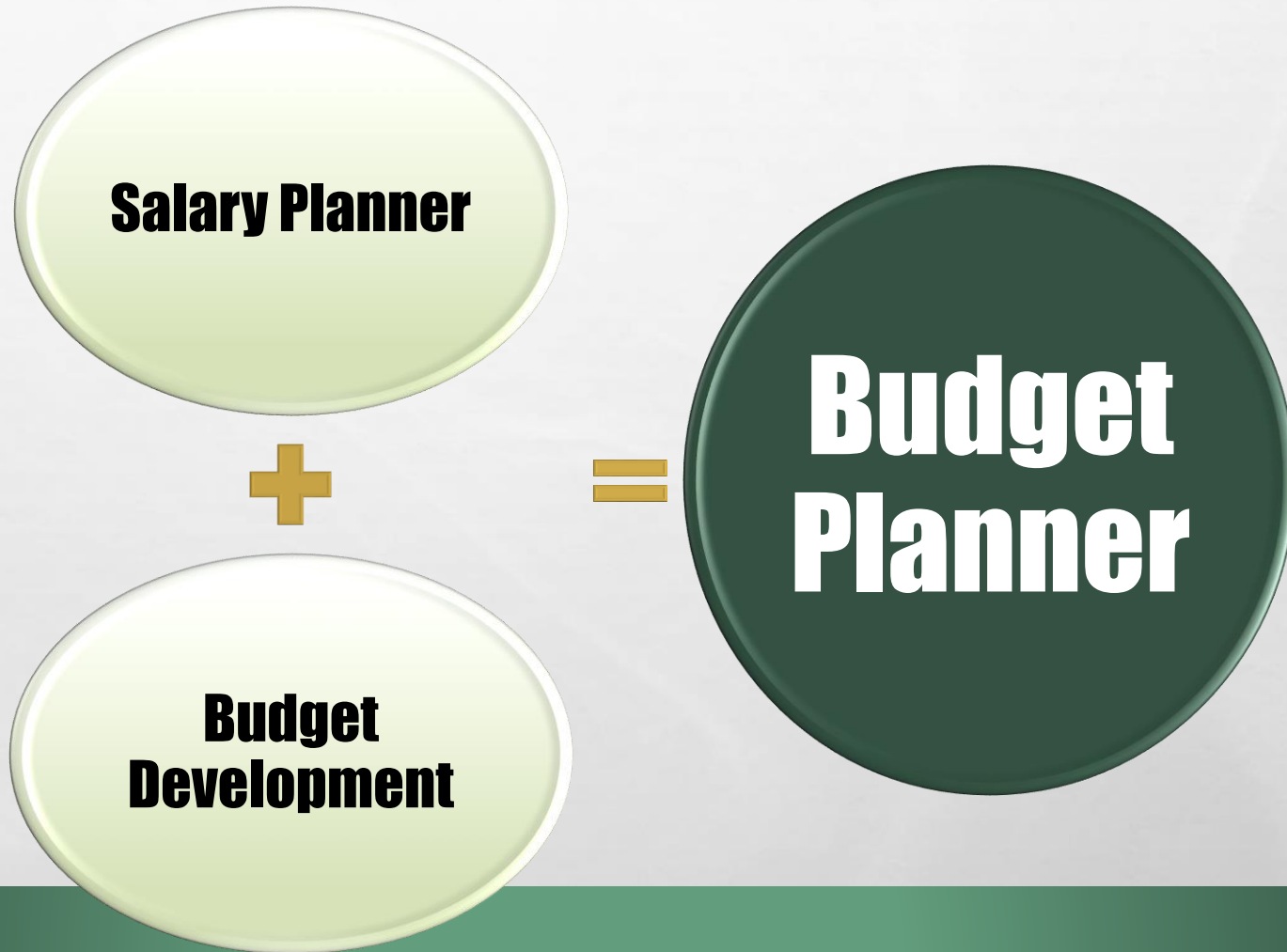
| | |
|--|--|
| FISCAL YEAR | LEVEL OF SHARED ORGANIZATION |
| Prior Month's Fiscal Year | ALL |
| Select type of display output | |
| <input checked="" type="radio"/> Excel 2007 | <input type="radio"/> HTML |
| <input type="radio"/> PDF | <input type="radio"/> HTML Active Report |
| <input type="button" value="▶"/> <input type="button" value="🕒"/> <input type="button" value="↶"/> | |

FSRSLSH-HSC Salary Planner Shared Salaries
Index Organization Level 5 '997A' Fiscal Year: 2017

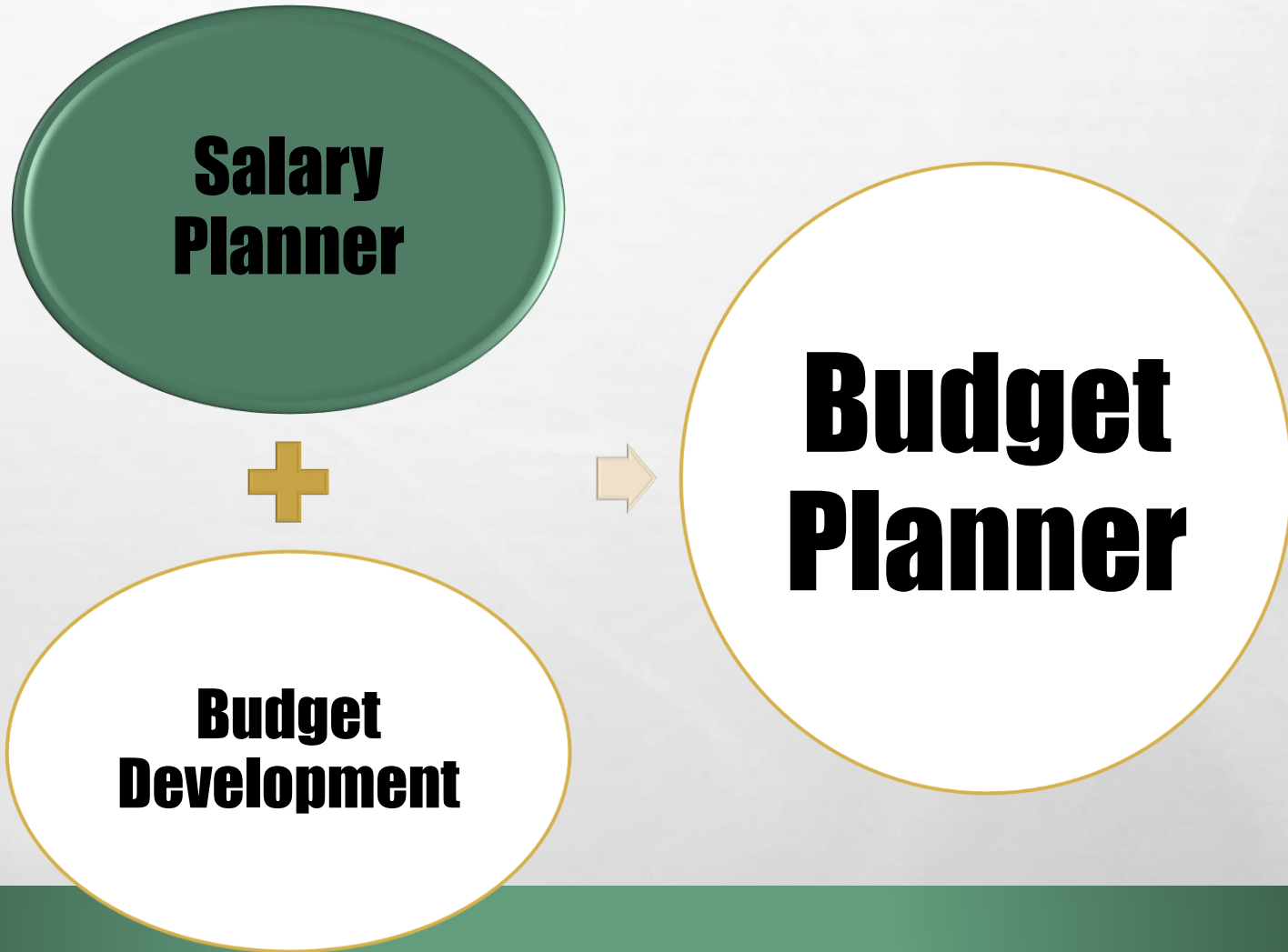
| | | | | | | | | | | Share Department Changes for Future Fiscal Year Budget | | | Home Department Changes Confirmation/Change | | | |
|---|----------|------|--------------|----------|-------|-----------------|--------------|--------|---------------|--|-------------------------------|------------------------------------|---|-------------------------------|------------------------------------|--------------------------------|
| Home Org Desc | Home Org | Acct | Employee | Position | Suffi | Fun Type Desc 2 | Shared Index | % | Annual Salary | Budget Amount | Revised Labor Distributi on % | Revised Job Annual Salary Prepared | Revised Total Budgets to Index | Revised Labor Distributi on % | Revised Job Annual Salary Prepared | Revised Total Budgets to Index |
| Index Organization Level 5 : 997A-Pediatrics | | | | | | | | | | | | | | | | |
| College of Nursing | AFD | 2000 | UNM Employee | FY1063 | 00 | CRHSC | 9972AJ | 10.00 | 100,000.00 | 10,000 | | | | | | |
| College of Nursing | AFD | 2000 | UNM Employee | FY0469 | 00 | CRHSC | 9972AC | 13.04 | 141,800.00 | 18,491 | | | | | | |
| College of Nursing | AFD | 2000 | UNM Employee | FY0599 | 00 | CRHSC | 9972AJ | 10.00 | 100,000.00 | 10,000 | | | | | | |
| College of Nursing | AFD | 2000 | UNM Employee | FY0723 | 00 | CRHSC | 9972AJ | 15.00 | 118,800.00 | 17,820 | | | | | | |
| Anthropology Department | 045A | 2000 | UNM Employee | FY2369 | 00 | CRHSC | 9972DS | 43.34 | 52,500.00 | 22,754 | | | | | | |
| POF Pharmacy Practice & Admin Scien | 511A | 2000 | UNM Employee | FY0802 | 00 | CRHSC | 9972AC | 22.53 | 111,491.47 | 25,119 | | | | | | |
| POF Pharmacy Practice & Admin Scien | 511A | 2000 | UNM Employee | FY0802 | 00 | CUHSC | 997197 | 22.52 | 111,491.47 | 25,108 | | | | | | |
| POF Pharmacy Practice & Admin Scien | 511A | 2007 | UNM Employee | FTW073 | 00 | CRHSC | 497459 | 32.00 | 35,079.87 | 11,226 | | | | | | |
| POPH Deans Office | 304A | 2000 | UNM Employee | FE0137 | 00 | CRHSC | 9972F4 | 3.00 | 260,000.00 | 7,800 | | | | | | |
| ORTC Population Sci Academic Unit | 09921 | 2020 | UNM Employee | S09546 | 00 | CRHSC | 9972F4 | 20.00 | 60,919.38 | 12,184 | | | | | | |
| Medical Oncology | 09951 | 2000 | UNM Employee | FY1424 | 00 | CUHSC | 9972ET | 24.73 | 228,866.00 | 56,599 | | | | | | |
| Dispute Resolution | 398A | 2020 | UNM Employee | S09739 | 00 | CRHSC | 9972CJ | 8.34 | 45,000.00 | 3,753 | | | | | | |
| Dispute Resolution | 398A | 2020 | UNM Employee | S09739 | 00 | CRHSC | 9972CK | 8.33 | 45,000.00 | 3,749 | | | | | | |
| Family Community Medicine FCM | 160B | 2000 | UNM Employee | FY2189 | 00 | CRHSC | 9972F4 | 5.00 | 96,000.00 | 4,800 | | | | | | |
| Family Community Medicine FCM | 160B | 2000 | UNM Employee | FY1512 | 00 | CRHSC | 497459 | 100.00 | 33,861.52 | 33,862 | | | | | | |
| Family Community Medicine FCM | 160B | 2000 | UNM Employee | FY2331 | 00 | CRHSC | 9972F4 | 15.00 | 87,450.59 | 13,118 | | | | | | |
| Family Community Medicine FCM | 160B | 2000 | UNM Employee | FY0790 | 00 | CRHSC | 9971PF | 5.00 | 105,478.74 | 5,274 | | | | | | |
| Family Community Medicine FCM | 160B | 2000 | UNM Employee | FY0790 | 00 | CRMain | 9971WY | 5.00 | 105,478.74 | 5,274 | | | | | | |
| Family Community Medicine FCM | 160B | 2000 | UNM Employee | FY0848 | 00 | CRHSC | 9972DR | 4.80 | 195,999.08 | 9,408 | | | | | | |
| Family Community Medicine FCM | 160B | 2000 | UNM Employee | FY0848 | 00 | CRHSC | 9972DS | 4.80 | 195,999.08 | 9,408 | | | | | | |
| HS Library and Informatic Ctr | 483A | 2040 | UNM Employee | S01644 | 00 | CUHSC | 997590 | 100.00 | 46,115.16 | 46,115 | | | | | | |
| IM Div of Epidemiology | 351H | 2000 | UNM Employee | FY1060 | 00 | CRHSC | 9972F4 | 20.00 | 100,000.00 | 20,000 | | | | | | |
| Neurology Child | 490C | 2000 | UNM Employee | FY0596 | 00 | CRHSC | 9972CK | 10.00 | 222,634.76 | 22,263 | | | | | | |
| Neurology Child | 490C | 2000 | UNM Employee | FY0411 | 00 | CRHSC | 9972CJ | 1.00 | 176,942.06 | 1,769 | | | | | | |
| Neurology Child | 490C | 2000 | UNM Employee | FY0411 | 00 | CRHSC | 9972CK | 69.00 | 176,942.06 | 122,090 | | | | | | |
| Neurology Child | 490C | 2000 | UNM Employee | FY0411 | 00 | CRHSC | 9972CM | 1.00 | 176,942.06 | 1,769 | | | | | | |
| OB GYN Maternal Fetal Medicine | 794D | 2020 | UNM Employee | S08909 | 00 | CRHSC | 9972CP | 10.00 | 72,000.00 | 7,200 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY0382 | 00 | CUHSC | 9971I7 | 25.00 | 207,153.00 | 51,788 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY1128 | 00 | CRHSC | 9972CK | 15.00 | 97,100.00 | 14,565 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY0821 | 00 | CUHSC | 9971I7 | 12.50 | 196,097.00 | 24,512 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY0821 | 00 | CUHSC | 997994 | 12.50 | 196,097.00 | 24,512 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY2667 | 00 | CRHSC | 9972GK | 10.00 | 81,000.00 | 8,100 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY0447 | 00 | CUHSC | 99706Y | 50.00 | 81,000.00 | 40,500 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY0447 | U1 | CUHSC | 99706Y | 50.00 | .00 | 0 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY2541 | 00 | CRHSC | 9972D2 | 50.00 | 20,500.00 | 10,250 | | | | | | |
| Psych Child Adolscnt Div CA | 451C | 2000 | UNM Employee | FY2543 | 00 | CRHSC | 9972DM | 100.00 | 20,500.00 | 20,500 | | | | | | |
| Psych Community Behavioral Health | 451E | 2000 | UNM Employee | FY0040 | 00 | CRHSC | 9972GK | 1.00 | 101,000.00 | 1,010 | | | | | | |
| Psych Community Behavioral Health | 451E | 2007 | UNM Employee | FTW010 | 00 | CRHSC | 9972CK | 100.00 | 8,913.25 | 8,913 | | | | | | |
| Psych Community Behavioral Health | 451E | 2020 | UNM Employee | S09194 | 00 | CRHSC | 9972GK | 5.00 | 51,249.92 | 2,563 | | | | | | |
| Psych Community Behavioral Health | 451E | 2060 | UNM Employee | S08649 | 00 | CRHSC | 9972GK | 25.00 | 19,379.88 | 4,845 | | | | | | |
| Psych Neuropsychology | 451H | 2000 | UNM Employee | FY0753 | 00 | CUHSC | 9971F8 | 3.28 | 131,796.00 | 4,323 | | | | | | |
| Psych Neuropsychology | 451H | 2000 | UNM Employee | FY0669 | 00 | CRHSC | 9971WI | 30.00 | 52,400.00 | 15,720 | | | | | | |
| Psych Neuropsychology | 451H | 2000 | UNM Employee | FY0669 | 00 | CUHSC | 9970S3 | 30.00 | 52,400.00 | 15,720 | | | | | | |

997A Employee Count: 34

Budget Planner System



Salary Planner



SALARY PLANNER JOB VS. BUDGET

HR

How employee is paid on
July 1



Created when Employee is
hired – Always tied to an
Employee

Budget



Place Holder Creates the
Budget – Can be an open
position

Note: If the employee is on any Restricted
awards, then you must budget on both sides
in order to get to 100% distribution

***Does not affect or change Grant budget ***

JOB VS. POSITION

Mass Change
 Hourly or Salary:

| Reason | Percent | Amount | Include in Change Totals |
|------------------------|----------------------|----------------------|--------------------------|
| Annual Salary Increase | <input type="text"/> | <input type="text"/> | Yes |

Employee
 Name and ID: Yvette B Hall 100011183
 Home Organization: 043B - School of Medicine Finance

Extracted Jobs

| Position Suffix and Title | Organization | Base Appointment Percent | Proposed Appointment Percent | Base Salary | Annual Salary Increase Percent |
|---------------------------|--------------|--------------------------|------------------------------|-------------|--------------------------------|
| [Empty Table] | | | | | |

Student Financial Aid **Employee** Payment Finance

Search

Position Labor Distribution

Select the Percent link to change the proposed position budget distributi

Budget Distribution for Position S09164 Technical Analyst 1.

Current

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Pro |
|-----|--------|--------|--------------|---------|---------|----------|----------|-----|
| U | 043469 | 3U0032 | 043D2 | 2020 | P222 | 043D08 | | |
| U | 043015 | 3U0044 | 043C | 2020 | P111 | GNACTV | | |

Proposed

| COA | Index | Fund | Organization | Account | Program | Activity | Loc |
|-----|--------|--------|--------------|---------|---------|----------|-----|
| U | 043469 | 3U0032 | 043D2 | 2020 | P222 | 043D08 | |
| U | 043015 | 3U0044 | 043C | 2020 | P111 | GNACTV | |

-Job side is tied to a person. Name and ID appear as the record header.
 -Position side is tied to the position/budget and reflects a position number instead.

BOTH POSITION & JOB SIDES SHOULD BE 100%

Job Labor Distribution

Select the percent link to change the Proposed Job Labor Distribution. Select Add a new record to add distribution records.

Name and ID: [Redacted]
Position-Suffix and Title: [Redacted]
EPAF Transaction #: 150251

Current

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Type | Cost | Type | Percent | Amount | |
|-----------|--------|--------------|---------|---------|----------|----------|---------|------|------|------|---------|-----------|-----------|
| U | 730005 | 2U0224 | 730B3 | 2020 | P131 | GNACTV | | | | | 50.00 | 48,475.40 | |
| U | 738001 | 3U0044 | 738A | 2020 | P131 | GNACTV | | | | | 50.00 | 48,475.40 | |
| | | | | | | | | | | | Total | 100.00 | 96,950.79 |

Proposed

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Type | Cost | Type | Percent | Amount | Del | |
|-----------|------------------------|--------------|---------|---------|----------|----------|---------|------|------|------|---------|-----------|-----------|--|
| U | 730005 | 2U0224 | 730B3 | 2020 | P131 | GNACTV | | | | | 50.00 | 48,475.40 | X | |
| U | 738001 | 3U0044 | 738A | 2020 | P131 | GNACTV | | | | | 50.00 | 48,475.40 | X | |
| | | | | | | | | | | | Total | 100.00 | 96,950.79 | |

Add New Record

Proposed Position Distribution

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project | Type | Cost | Type | Percent | Amount | |
|-----------|--------|--------------|---------|---------|----------|----------|---------|------|------|------|---------|-----------|-----------|
| U | 730005 | 2U0224 | 730B3 | 2020 | P131 | GNACTV | | | | | 50.00 | 48,476.00 | |
| U | 738001 | 3U0044 | 738A | 2020 | P131 | GNACTV | | | | | 50.00 | 48,476.00 | |
| | | | | | | | | | | | Total | 100.00 | 96,952.00 |

Save Copy Position Distribution to Job Copy Job Distribution to Position

All Labor Distributions on both the job and the position must equal 100%

When you update an Index remember that the index must be a **valid FY18 index**. If not the nightly refresh process will drop that index.

The last refresh will be the night of **April 17th**.

Salary Planner

Types of Scenarios



COPY POSITION TO JOB – NO INCENTIVE

Position Labor Distribution

Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

Budget Distribution for Position FY0246 Associate Professor.

Current

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | |
|-----------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|-----------|-----------|
| U | 624000 | 3U0044 | 624C0 | 2000 | P101 | | | GNACTV | 95.00 | 85,130.45 | |
| U | 624309 | 3L500 | 624C18 | 2000 | P16R | | | GNACTV | 5.00 | 4,480.55 | |
| | | | | | | | | | Total | 100.00 | 89,611.00 |

Proposed

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | Del | |
|-----------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|-----------|-----------|--|
| U | 624000 | 3U0044 | 624C0 | 2000 | P101 | | | GNACTV | 95.00 | 85,130.00 | X | |
| U | 624309 | 3L500 | 624C18 | 2000 | P16R | | | GNACTV | 5.00 | 4,481.00 | X | |
| | | | | | | | | | Total | 100.00 | 89,611.00 | |

Add New Record

Current Incumbent

Name and ID: Laura V Gonzalez Bosc 100033350

Position-Suffix and Title: FY0246-00 Associate Professor

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | |
|-----------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|-----------|-----------|
| U | 624000 | 3U0044 | 624C0 | | | | | | 90.00 | 80,649.90 | |
| U | 624309 | 3L500 | 624C18 | 2000 | P16R | | | GNACTV | 5.00 | 4,480.55 | |
| U | 624329 | 3V760 | 624C08 | 2000 | P16R | | | GNACTV | 5.00 | 4,480.55 | |
| | | | | | | | | | Total | 100.00 | 89,611.00 |

Save

Copy Position Distribution to Job

Update Budget



Job needs to be updated to match!

- UPDATE THE DISTRIBUTION AS APPROPRIATE BY MAKING CHANGES TO THE INDEX, ACCOUNT, PERCENT OR AMOUNT.
- CLICK ON “COPY POSITION DISTRIBUTION TO JOB” TO PULL THE INFORMATION INTO THE JOB LABOR DISTRIBUTION.

COPY POSITION TO JOB – ADD INCENTIVE

Select the Percent link to change the proposed position budget distribution. Select Add a New Record to add distribution records.

Budget Distribution for Position FY0007 Clinician Ed - Professor.

Current

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | |
|-----------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|------------|------------|
| U | 160026 | 3U0032 | 160B00 | 2000 | P222 | GNACTV | | | 2.10 | 4,164.91 | |
| U | 311007 | 3U0034 | 311A | 2005 | P222 | 311A05 | | | 10.39 | 20,606.38 | |
| U | 160341 | 3U0034 | 160B00 | 2000 | P222 | 160B00 | | | 24.78 | 49,145.93 | |
| U | 311007 | 3U0034 | 311A | 2000 | P222 | 311A05 | | | 62.73 | 124,411.78 | |
| | | | | | | | | | Total | 100.00 | 198,329.00 |

Position Side Includes Incentive

Proposed

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | Del | |
|-----------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|------------|------------|--|
| U | 160026 | 3U0032 | 160B00 | 2000 | P222 | GNACTV | | | 2.10 | 4,165.00 | X | |
| U | 311007 | 3U0034 | 311A | 2005 | P222 | 311A05 | | | 10.39 | 20,606.00 | X | |
| U | 160341 | 3U0034 | 160B00 | 2000 | P222 | 160B00 | | | 24.78 | 49,146.00 | X | |
| U | 311007 | 3U0034 | 311A | 2000 | P222 | 311A05 | | | 62.73 | 124,412.00 | X | |
| | | | | | | | | | Total | 100.00 | 198,329.00 | |

Add New Record

Current Incumbent

Name and ID: Charles Quay North 100037802

Position-Suffix and Title: FY0007-00 Clinician Ed - Professor Job Side Does Not

| COA Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | |
|-----------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|------------|------------|
| U | 160341 | 3U0034 | 160B00 | 2000 | P222 | 160B00 | | | 27.65 | 49,139.23 | |
| U | 311007 | 3U0034 | 311A | 2000 | P222 | 311A05 | | | 70.00 | 124,403.10 | |
| U | 160026 | 3U0032 | 160B00 | 2000 | P222 | GNACTV | | | 2.35 | 4,176.39 | |
| | | | | | | | | | Total | 100.00 | 177,718.72 |

Save

Copy Position Distribution to Job

Update Budget

ZERO OUT A POSITION – ZERO OUT JOB



Back to Employee Life Tab

LoboMail
 UNM Learn
 Calendar
 Groups
 Logout

[Jump to Bottom](#)

023A - SOE Mechanical Engineering, Locked, Updateable

| Position and Title | Base Appointment Percent | Proposed Appointment Percent | Base FTE | Proposed FTE | Base Budget | Change Percent | Change Amount | Proposed Budget | Bargaining Unit | Proposed Job Salary | Links | Extract Status | Exclude from Totals |
|---|--------------------------|------------------------------|----------|--------------|-------------|----------------|---------------|-----------------|-----------------|---------------------|--|----------------|--------------------------|
| FY0160 Research Assoc Professor | 100.00 | 100.00 | 0 | 0 | .00 | .00 | .00 | .00 | | .00 | Distribution Comments Employee | | <input type="checkbox"/> |
| FY1015 Research Professor | 100.00 | 100.00 | .85 | .85 | 102,479.00 | 0.00 | 0.00 | 102479.00 | | 117,971.00 | Distribution Comments Employee | | <input type="checkbox"/> |
| FY1101 Research Asst Professor | 100.00 | 100.00 | .5 | .5 | 48,900.00 | -100.00 | -48900.00 | 0.00 | | .00 | Distribution Comments Employee | | <input type="checkbox"/> |
| FY1607 Research Asst Professor | 100.00 | 100.00 | 0 | 0 | .00 | .00 | .00 | .00 | | .00 | Distribution Comments | | <input type="checkbox"/> |
| Total: | | | 1.35 | 1.35 | 151,379.00 | .00 | .00 | 151,379.00 | | | | | |

To zero out a proposed budget, enter a minus 100 in the change percent field. After you enter that and tab thru the proposed budget field will reflect zero.

Summary

| Organization | Base Appointment Percent | Proposed Appointment Percent | Base FTE | Proposed FTE | Base Budget | Change Percent | Change Amount | Proposed Budget |
|---|--------------------------|------------------------------|----------|--------------|-------------|----------------|---------------|-----------------|
| 023A - SOE Mechanical Engineering | | | 1.35 | 1.35 | 151,379.00 | .00 | .00 | 151,379.00 |

DISTRIBUTION NOT EQUAL TO 100%

| Position and Title | Base Appointment Percent | Proposed Appointment Percent | Base FTE | Proposed FTE | Base Budget | Change Percent | Change Amount | Proposed Budget | Bargaining Unit | Estimated Fiscal Year Budget | Links | Extract Status | Exclude from Totals |
|--|--------------------------|------------------------------|----------|--------------|-------------|----------------|---------------|-----------------|-----------------|------------------------------|--|----------------|--------------------------|
| FY0056 Clinician Ed - Professor | 100.00 | 100.00 | 0 | 0 | .00 | .00 | .00 | .00 | | .00 | Distribution Comments Employee | | <input type="checkbox"/> |

Saved Proposed Position Labor Distribution Percent does not total 100

Budget Distribution for Position FY0056 Clinician Ed - Professor.

Current

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount |
|-------|--------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|--------|
| U | 9970US | 3R72KC | 997B00 | 2000 | P17R | GNACTV | | | | 1.00 | .00 |
| U | 9970O3 | 3U0034 | 997I0 | 2000 | P222 | 997I01 | | | | 99.00 | .00 |
| Total | | | | | | | | | | 100.00 | .00 |

Proposed

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | Del |
|-------|--------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|--------|-----|
| U | 9970O3 | 3U0034 | 997I0 | 2000 | P222 | 997I01 | | | | 99.00 | .00 | X |
| Total | | | | | | | | | | 99.00 | .00 | |

Add New Record

This Position has no incumbents

Save

Copy Position Distribution to Job

Update Budget

Proposed

| COA | Index | Fund | Organization | Account | Program | Activity | Location | Project Type | Cost Type | Percent | Amount | Del |
|-------|--------|--------|--------------|---------|---------|----------|----------|--------------|-----------|---------|--------|-----|
| U | 9970O3 | 3U0034 | 997I0 | 2000 | P222 | 997I01 | | | | 100.00 | .00 | X |
| Total | | | | | | | | | | 100.00 | .00 | |

Add New Record

This Position has no incumbents

Save

Copy Position Distribution to Job

Update Budget

ZERO OUT A JOB - EMPLOYEE LEAVING BUT KEEP THE POSITION

If the Job loads in Salary Planner, but you know the employee will be separating prior to 7/1, the separation paperwork is processed after the Salary Planner refresh, then you must zero out the job in Salary Planner. Note: You can keep the budget on the position if you plan to fill it.

List By Employee

Enter a Mass Change or modify an employee, then select Save. Rounding applies to mass change as well as individual employee changes.

Mass Change

Hourly or Salary: Both

| Reason | Percent | Amount | Include in Change Totals |
|------------------------|----------------------|----------------------|--------------------------|
| Annual Salary Increase | <input type="text"/> | <input type="text"/> | Yes |

[Jump to Bottom](#)

013B Continuing Med Educ Gen Admin, Locked, Updateable

| ID and Name | Position, Suffix and Title | Employee Totals | | Department Totals | | Base Salary | Change Percent | Change Amount | Proposed Job Salary | Ext Sta |
|-------------|---|---------------------|-----------|--------------------------|------------------------------|-------------|--------------------------------------|--|-----------------------------------|---------|
| | | Appointment Percent | Salary | Base Appointment Percent | Proposed Appointment Percent | | | | | |
| | S09333 - 00 Coord, Education Support | 100.00 | 36,420.80 | 100.00 | 100.00 | 36,420.80 | <input type="text" value="-100.00"/> | <input type="text" value="-36420.80"/> | <input type="text" value="0.00"/> | |

CHANGE IN APPOINTMENT PERCENTAGE



Back to Employee Life Tab

LoboMail
 UNM Learn
 Calendar
 Groups
 Logout
 Help

| ID and Name | Position, Suffix and Title | Employee Totals | | Department Totals | | | | | | | |
|--|---|---------------------|-----------|--------------------------|------------------------------|-------------|----------------|---------------|---------------------|----------------|----------------------|
| | | Appointment Percent | Salary | Base Appointment Percent | Proposed Appointment Percent | Base Salary | Change Percent | Change Amount | Proposed Job Salary | Extract Status | Excluded from Totals |
| 100006344 Archuleta, Marvin T. | S02182 - 00 Accountant 2 | 100.00 | 45,426.07 | 100.00 | 100.00 | 44,318.12 | 2.50 | 1,107.95 | 45,426.07 | Changed | |
| 100479171 Beenhouwer, Kyle | S06529 - 01 Student Success Specialist | 100.00 | 38,850.00 | 100.00 | 100.00 | 36,999.96 | 2.50 | 925.00 | 37,924.96 | Changed | |
| 101499905 Hatcher, James C. | S06887 - 00 Sr IT Support Tech | 100.00 | 36,598.65 | 100.00 | 100.00 | 35,706.00 | 2.50 | 892.65 | 36,598.65 | Changed | |
| 100251717 Holub, Justin M. | S09090 - 00 Coord, Education Support | 100.00 | 33,046.00 | 100.00 | 100.00 | 32,240.00 | 2.50 | 806.00 | 33,046.00 | Changed | |
| 100010481 Holub, Paula R. | S03276 - 00 Academic Opns Ofcr | 100.00 | 90,948.42 | 100.00 | 100.00 | 88,730.17 | 2.50 | 2,218.25 | 90,948.42 | Changed | |
| 101663334 Ibrahim, Olla A. | S09177 - 00 Student Success Specialist | 100.00 | 38,665.00 | 100.00 | 100.00 | 36,999.96 | 2.50 | 925.00 | 37,924.96 | Changed | |
| 100013675 Lofton, Ramsey A. | S04376 - 00 Supv, Community Ed Programs | 100.00 | 53,483.13 | 75.00 | 100.00 | 49,134.00 | 35.83 | 14,023.00 | 53,157.00 | Changed | |

Appointment Percentage Changes

Changes in Appointment Percentage could be processed through Salary Planner and require a Change in Appointment Percentage EPAF and form.

Example: Faculty increasing FTE from .75 to 1.0 FTE

Note: Change must also be done on the Position Side!

CHANGE IN SALARY

EXAMPLE: CAREER LADDER

List By Employee

Enter a Mass Change or modify an employee, then select Save. Rounding applies to mass change as well as individual employee changes.

Mass Change

Hourly or Salary:

| Reason | Percent | Amount | Include in Change Totals |
|------------------------|----------------------|----------------------|--------------------------|
| Annual Salary Increase | <input type="text"/> | <input type="text"/> | Yes |

Mass Apply

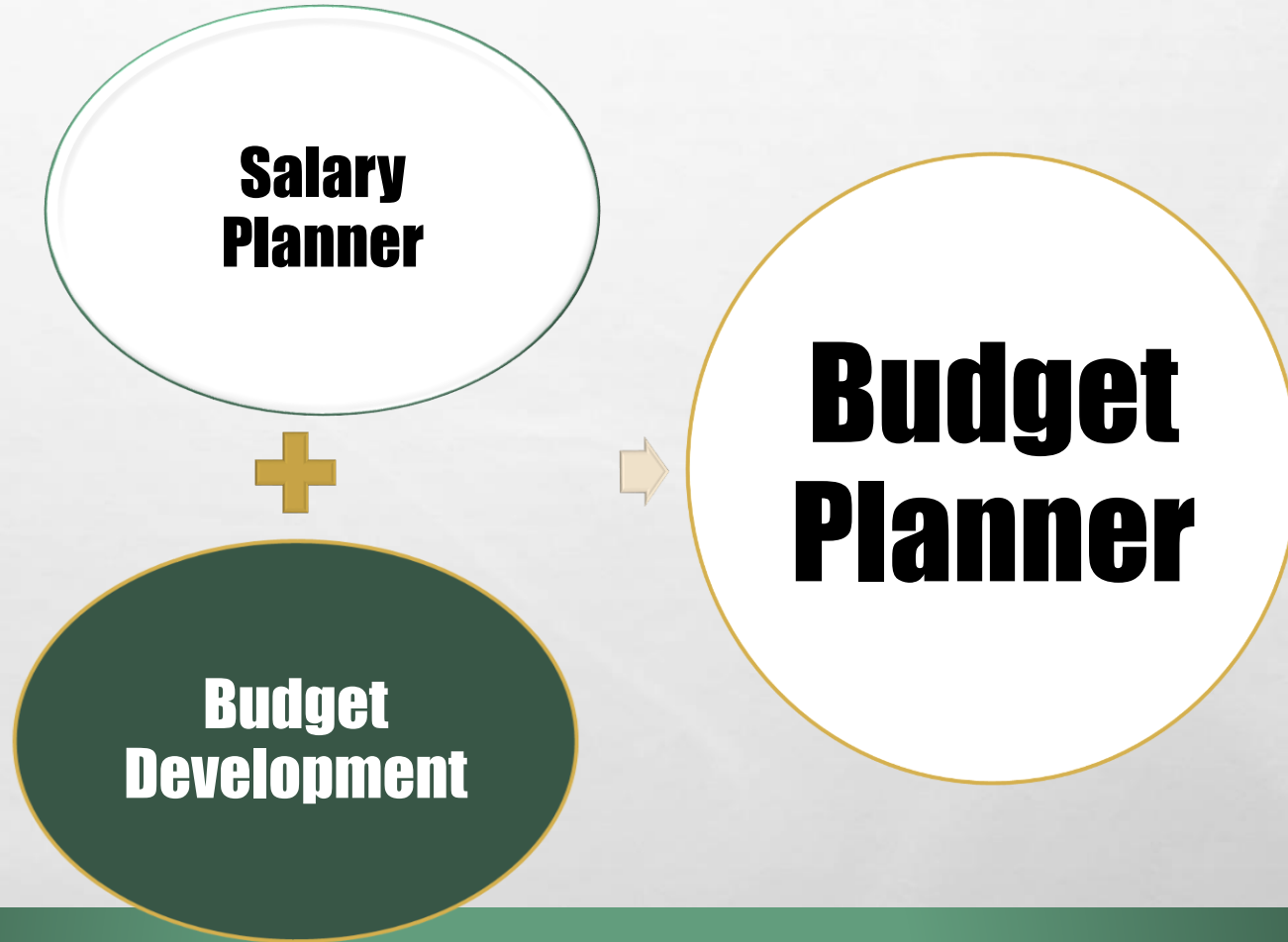
[Jump to Bottom](#)

013B Continuing Med Educ Gen Admin, Locked, Updateable

| | | Employee Totals | | Department Totals | | | | | | | |
|---------------|---|---------------------|-----------|--------------------------|------------------------------|-------------|----------------|---------------|---------------------|----------------|----------------------|
| ID and Name | Position, Suffix and Title | Appointment Percent | Salary | Base Appointment Percent | Proposed Appointment Percent | Base Salary | Change Percent | Change Amount | Proposed Job Salary | Extract Status | Excluded from Totals |
| | S04847 - 00 Program Manager | 100.00 | 57,607.03 | 100.00 | 100.00 | 56,201.98 | 2.50 | 1,405.05 | 57,607.03 | Changed | |
| Total: | | | | | | 92,622.78 | 1.52 | 1,405.05 | 94,027.83 | | |

During the Salary Planner refresh period, if you process an action impacting the employee's salary, then you must update the changes in Salary Planner as well.

Budget Planner



BUDGET PLANNER

BUDGET DEVELOPMENT

ENTER INFORMATION USING:

ALL INDICES WITH
CURRENT
UNRESTRICTED
FUNDS MUST BE
BUDGETED!

BUDGET ID: BUD18
BUDGET PHASE: ADOPTD

No budget equals no spending!

Budget Development Business Rules

- **INDEX BUDGETS MUST NET TO ZERO:** BUDGETED REVENUES MINUS BUDGETED EXPENSES MUST EQUAL ZERO
- **BUDGET ALL SOURCES OF REVENUE AND CORRESPONDING EXPENDITURES**
- THE FOLLOWING INFORMATION WILL BE PROVIDED TO YOUR DEPARTMENT BY THE SOM FINANCE OFFICE AS SOON AS IT IS AVAILABLE.

NOTE: REVENUE MUST MATCH AMOUNTS IN SOM DEPARTMENT FOLDER

- UNMMG REVENUE
- DEAN'S ALLOCATIONS / I&G ALLOCATIONS
- APPROVED MARGIN
- F&A DISTRIBUTION
- ENDOWED FUNDING DISTRIBUTION GUIDELINES
- SALARY AGREEMENTS AND MID-LEVEL PASS THROUGHES WITH HOSPITAL (NOT IN FOLDER, BUT MUST BE BUILT INTO REVENUE)
- CHECKLIST TO BE REVIEWED BY SOM FINANCE OFFICE

SOM CHECKLIST

| | | | |
|----|---------------------------|-------|---|
| 1 | Closeout Checklist | | |
| 2 | Department Name: | | |
| 3 | Reviewer: | | |
| 4 | Date: | | |
| 5 | Salary Planner | | |
| 6 | Generate and Save: | | |
| 7 | | | |
| 8 | Baseline | Final | |
| 9 | | | Salary Planner Working Report |
| 10 | | | Salary Planner Exception Report |
| 11 | | | Vacant Position Report |
| 12 | | | Salary Planner Position Report |
| 13 | | | |
| 14 | In MyReports | | |
| 15 | Generate and Save: | | |
| 16 | | | |
| 17 | | | Unrestricted Balances by Index through prior month and prior year |
| 18 | | | Operating Ledger Summary prior month and prior Year end 6/30/XX |
| 19 | | | |
| 20 | EPRINT | | |
| 21 | Generate and Save: | | |
| 22 | | | Index Hierarchy Report |
| 23 | Budget Planner | | |
| 24 | Generate and Save: | | |
| 25 | | | |
| 26 | Baseline | Final | |
| 27 | | | Budgeted Account Code Totals Report |
| 28 | | | Index out of Balance |
| 29 | | | Operating Budget Summary |
| 30 | | | Budget Development Working Report-w/ Postion Detail |
| 31 | | | Budgeted Transfer/Allocations Report |

Labor Distribution and Position Distribution should be 100%

Use in analysis of 1901

Use in analysis of FB, 1901 and Misc revenues

Use to determine current unrestricted indices under your org

Should net to target margin

Any indices out of balance should be balanced

Should net to target margin

Run Baseline Reports Before You Begin

SOM CHECKLIST

| | Acct | Description | Target |
|----|----------------|--|--|
| 38 | | | |
| 39 | 0720 | State Appropriation | Should tie to State Appropriations Letter |
| 40 | 0740 | State Appropriation | Should tie to State Appropriations Letter |
| 41 | 0750 | State Appropriation | Should tie to State Appropriations Letter |
| 42 | 1100 | State Appropriation F&A Administrative Overhead Charge | Should tie F&A State Appropriations Letter |
| 43 | 1640 | I&G | Should tie to Dean's I&G Allocation sheet |
| 44 | 1601 | F&A | Should tie to SOM F&A Summary |
| 45 | 1610 | Dean's Allocations | Should tie to Dept Rept of Allocations |
| 46 | 1600/1620/1660 | Internal allocation run by level 5 Org and by fund | Should net to zero by fund and in total unless external alloc's |
| 47 | 0340 | UH allocation | Should tie to Dean's Allocation (plus Sal Agrmts/Other MOU's) |
| 48 | 0341 | UH allocation run by level 5 Org and by fund | Should net to zero and only be in Fund 3U0034 Indices |
| 49 | 0380 | UNMMG Purchased Service less Special Arrangement (SA) | Must tie to UNMMG template less Special Arrangements |
| 50 | 0381 | Allocation of UNMMG non SA | Should net to zero and only between Funds 3U0032 and 3U0033 |
| 51 | 0390 | UNMMG Purchased Service SA | Must tie to UNMMG template for Special Arrangements |
| 52 | 0391 | Allocation of UNMMG SA | Should net zero and only between Funds 3U0033 and 3U0032 |
| 53 | 07D0 | Santa Fe Tax for clinical Depts | Should tie to SoM Dean's Santa Fe Tax Summary |
| 54 | 0351 0381 | Cancer Center Shared Distributions (USE ACCT 0381) | Should tie to CC Distribution Schedule |
| 55 | 0360 | SRMC Revenue | Should equal sum of projected dept-incurred SRMC expenses of only "pre-approved" SRMC positions, with raises on these positions built into the amount. Check validity of dept's budgeted amount by comparing 0360 amounts year over year. |
| 56 | | | |
| 57 | | | |
| 58 | | | |
| 59 | 0361 | Allocation of SRMC Revenue | Should net to zero between Funds 3U0070 and 3U0087 |
| 60 | 1000 | Gifts | Compare to YTD and Prior Year to determine if reasonable |
| 61 | 1011 | Endowed Spending | Should tie to spreadsheet provided by Dean's Office |
| 62 | 11xx/12xx | Transfer to From | need to be run and determine if correct |
| 63 | 12P0 | Transfer from Endowment | Should tie to spreadsheet provided by Dean's Office |
| 64 | 12P1 | DO NOT USE THIS ACCT CODE Non unitized transfer | Change to 12P0-Do not use 12P1 |
| 65 | 07Z0 | Other Sales and Services | Compare to YTD and Prior Year to determine if reasonable |
| 66 | 0810 | Gain on Sponsored Project | Compare to YTD and Prior Year to determine if reasonable |
| 67 | 0811 | Gain on Unrestricted Project | Compare to YTD and Prior Year to determine if reasonable |
| 68 | 1901 | Use of Balance | Should not exceed projected year-end balance in index - Total net to Approved Use of CF (Target Net Margin) given by SOM |
| 69 | | | |
| 70 | 2110-21J0 | Fringe total | Compare to YTD and Prior Year to determine if reasonable |

Cross Check List Before Submitting Your Budget

SALARY PLANNER REPORTS



Salary Planner Reports Menu

Salary Planner Working Report

Reports Salary Planner information by index within organization.

Salary Planner Exception Report

Reports Salary Planner updates that do not adhere to salary increase rules.

Vacant Position Report

Reports vacant positions by organization.

Salary Planner Position Working Report

Reports Salary Planner Position information by index within organization.

Compare these two reports.

Job distribution, by index, should be in sync with position distribution .

If reason is other than incentive (2005) amount, please correct or explain in the comments the reason.

Budget Development Business Rules

- **1901 Budgeted Use of Reserves**

Budget use of carryforwards using this account code. (refer to slide 56 Budgeting Use of Reserves for an example of budgeting the use of 1901)

SOM Departments should build to their Target Margins approved by the Dean's office.

- **8060 (Other Operating Costs)**

Use of this account code is strongly discouraged.

If use of 8060 is required, use it sparingly and include detail in notes.

Budget Development Business Rules

20H0 - Health System Compensation

- Used for Salary Agreements with the Medical Group and UH

20SA - Salary Adjustments

- Used to budget a position that does not exist in the system.
- Used for Salaries **ONLY!**
- **No Faculty Incentives** (use 20FI – see below)
- No negative adjustments and no adjustments to existing salaries.
- **Must enter comments.** Include Position and Amount for each item included
- Must be reallocated in July to correct Salary Account codes immediately after FY18 budgets are posted in Banner.
- Impacts reporting.

20FI - Faculty Incentive Adjustments (previously used 20SA)

- Use to budget faculty incentive amounts not budgeted in Salary Planner using 2005 (due to unidentified people / amounts / timing)
- Must be reallocated to 2005 in July.
- Impacts reporting

Budget Development Business Rules

- **ALLOCATIONS AND TRANSFERS**
 - Must Zero Out
 - Budget both sides (TO and FROM)
 - If monies are going to another department, make sure the other department budgets their part for the exact amount.
Departments must work collaboratively on this effort.
 - Allocations (16XX) must zero by fund unless its an external allocation
 - Return Schedule of Xfers and Allocations to Theresa Kelley by your scheduled lock date.
 - **ENTER COMMENTS IN ACCOUNT CODE TEXT BOX**
Explain where allocation/transfer is going to
or coming from
INCLUDE INDEX, ACCOUNT CODE AND AMOUNT

Budget Development Business Rules

- **REGULAR I&G**

- 1610, 1640 & 1660 ACCOUNT CODES
- NO 01XX OR 02XX ACCOUNT CODES – THESE BELONG IN SELF SUPPORTING I&G

- **SELF SUPPORTING I&G (PROGRAM CODE ENDS IN 2)**

- INCLUDES ANYTHING THAT IS NOT 1610, 1640 OR 1660 ACCOUNT CODES
- EXAMPLES: COURSE FEES, STUDENT FEES, TUITION, TRANSFERS FROM MAIN CAMPUS

THINGS TO REMEMBER

- FTE Changes - Decreases/increases in FTE require signed “Change in FTE” form. This change impacts benefits.
- There should **not** be two people in the same position (two jobs tied to one position). Contact your Employment Area, for assistance to correct.
- If a position labor distribution includes Restricted Indices, that portion of the distribution will not feed to Budget Finance; however, it still needs to be included for the distribution to equal 100%. This will not override your existing grant budget.
- If Restricted Index is ending, be sure to have your shell index or another index to budget against.
- Deadline to set-up Unrestricted and/or Restricted shell accounts for Budget Development is March 31, 2017
Note: Request to Spend Funds form (RTSF) for MSU request deadline was Feb 15, 2017.

THINGS TO REMEMBER

- When building your budget, start by entering the information received in the folder provided by SOM Finance (you will be contacted when this information available for your department).
- Discuss unique circumstances with Kristin Gates (SOM departments) or HSC Budget Office (all other departments and colleges).
- Utilize the open lab sessions for one-on-one assistance from SOM, HSC Budget Office and HR reps.
- Send an email to Yvette Hall yhall@salud.unm.edu when the Level 5 Dept budget is complete and ready to be submitted.

TERM EMPLOYEES

- DEPARTMENTS WITH EMPLOYEES WHO ARE ON TERM APPOINTMENTS ENDING ON OR BEFORE 6/30/2017 AND WHOSE TERMS WILL NOT BE EXTENDED, YOU MUST SUBMIT A SEPARATION EPAF ALONG WITH THE APPROPRIATE DOCUMENTATION.
- REGARDLESS IF THE JOB IS EXTENDED PAST 6/30/2017, IT WILL LOAD IN SALARY PLANNER. THIS WILL ALLOW DEPARTMENTS TO WORK ON THE JOB AND THE POSITION IN SALARY PLANNER.

POSITION MANAGEMENT

- Staff Positions
 - HR Transaction Center 277-4777
- Faculty Positions
 - Office of Faculty Affairs & Services
(Main and Branch Campuses) 277-4528
 - HSC Faculty Contracts 272-4231
- Student Positions
 - Student Employment 277-3511

RESOURCES

UNM Budget Office

Website: <http://budgetoffice.unm.edu/budget/index.html>

FY17/18 Budget Development Calendar

FY18 Budget Guidelines

Standard Operating Procedures (SOPs)

Learning Central

Website: learningcentral.health.unm.edu/plateau/user/login.jsp

Budget Planner Online Course

Budget Planner Proficiency Exam

Human Resources Division

Support Center 277-4777

Help with navigational issues in Salary Planner
Referral to the correct Subject Matter Expert for
your question

Contact your HR Consultant

following website: https://www8.unm.edu/apex_ods/f?p=145:1

To locate the name of your HR Consultant, visit the

CONTACTS

SOM FINANCE

| | |
|-----------------|----------|
| KRISTIN GATES | 272-8189 |
| THERESA KELLEY | 272-4987 |
| MARIANNE MURPHY | 272-3132 |
| SYLVIA MCCLEARY | 272-0592 |
| YVETTE HALL | 272-5065 |
| SARAH MARTINEZ | 272-0454 |

KGATES@SALUD.UNM.EDU
TKELLEY@SALUD.UNM.EDU
MAMURPHY@SALUD.UNM.EDU
SMCCLEARY@SALUD.UNM.EDU
YHALL@SALUD.UNM.EDU
SMARTINEZ@SALUD.UNM.EDU

HSC BUDGET OFFICE

| | |
|------------------|----------|
| JOSEPH WROBEL | 272-5664 |
| DESIREE GATHINGS | 272-0904 |

JWROBEL@SALUD.UNM.EDU
DGATHINGS@SALUD.UNM.EDU

HSC FACULTY CONTRACTS OFFICE

| | |
|----------------|----------|
| MARIE CHESTNUT | 272-2260 |
|----------------|----------|

MCHESTNUT@SALUD.UNM.EDU

QUESTIONS?

★ THANK YOU !

Budget Development

Budget Planner New User System Overview

BUDGET PLANNER SYSTEM ACCESS

- Access system through LoboWeb
- New users must take the Budget Planner Online Course and pass the Budget Planner Proficiency Exam on Learning Central in order to get access to the system
- BAR access roles necessary
 - Department General Inquiry
 - Department Budget DeveloperRequest only highest level organization code – workflow recognizes org hierarchies
- Department Salary Planner
 - Request highest level organization code – workflow recognizes org hierarchies.
- If you have access to Budget Planner but changed departments, you will need to update your BAR organization security for Budget Planner

BUDGET DEVELOPMENT

my **UNM**

back to Finance Tab

e-mail calendar groups logout help

Student Employee Payment **Finance**

Search Go

[RETURN TO MAIN MENU](#) [SITE MAP](#) [HELP](#)

The University of New Mexico
LoboWeb

Finance Menu

Operating Ledger Queries
Review revenue and expense information by account or organization.

Encumbrance Query
Review encumbrance information by account.

Approve Documents
Approve or disapprove financial documents.

View Document
Review requisitions, purchase orders, invoices, journal vouchers, encumbrances, or direct cash receipts.

Journal Voucher Entry
Review requisitions, purchase orders, invoices, journal vouchers, encumbrances, or direct cash receipts.

Budget Planner Menu
Update or review Budget Development phase information, Manage phase organization locks, View Budget Development report, or Update or review Salary Planner scenario information.

- GO TO THE "FINANCE" TAB IN LOBOWEB AND CLICK ON BUDGET PLANNER MENU.

BUDGET DEVELOPMENT CREATE BUDGET WORKSHEET

my **UNM**

back to Finance Tab

e-mail calendar groups logout help

Student Employee Payment **Finance**

Search Go

[RETURN TO FINANCE MENU](#) [SITE MAP](#) [HELP](#)

The University of New Mexico
LoboWeb

Budget Planner Menu

- Create Budget Development Query**
Review Budget Development phase information by account or organization.
- Create Budget Worksheet**
Open 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.
- Projected Actuals Reports Menu**
View Projected Actuals reports.

- FROM THE BUDGET PLANNER MENU CLICK ON "CREATE BUDGET WORKSHEET".


BUDGET DEVELOPMENT CREATE QUERY

Student Employee Payment **Finance**

Search

[RETURN](#)

Create Budget Worksheet

 To create a new worksheet, select Create Query. To open a worksheet using an existing template, choose a saved query and select Retrieve Query.

Create a New Worksheet Query

Retrieve Existing Worksheet Query

Saved Query

None


- **CLICK ON "CREATE QUERY".**

BUDGET DEVELOPMENT

Student Employee Payment **Finance**

Search

Create Budget Worksheet

 Select columns to display amounts captured at the time the budget was built from the Operating or Position

| | |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Adopted Budget |
| <input type="checkbox"/> | Permanent Budget Adjustments |
| <input type="checkbox"/> | Temporary Adopted |
| <input type="checkbox"/> | Temporary Adjustments |

- **YOU DO NOT NEED TO SELECT ANY OF THE COLUMNS TO DISPLAY (UNLESS YOU WOULD LIKE TO ADD A DIFFERENT COLUMN VIEW).**

- **CLICK "CONTINUE".**

BUDGET DEVELOPMENT

Create Budget Worksheet

Chart, Budget ID, Phase, Fund, and Organization are required. Program and Account m Budget Duration (or All), source for Financial Manager (or None), and account types to

| | | | | |
|-----------------------|--------|--------------|--------|--------|
| Chart of Accounts | U | Budget Phase | ADOPTD | Budget |
| Budget ID | BUD18 | Program | P131 | |
| Account Index | 702000 | Activity | GNACTV | |
| Fund | 3U0044 | Location | | |
| Organization | 702A | | | |
| Display Fin Mgr from: | None | | | |

| | |
|-------------------------------------|------------------|
| Check to Include: | |
| <input checked="" type="checkbox"/> | Revenue Accounts |
| <input checked="" type="checkbox"/> | Labor Accounts |
| <input checked="" type="checkbox"/> | Expenses |
| <input checked="" type="checkbox"/> | Deleted Items |

Account Index Lookup feature in Budget Development also returns a list of unrestricted indices based on lookup parameters

Save Query as:

Shared

- ENTER "U" FOR THE CHART OF ACCOUNTS, BUDGET ID, BUDGET PHASE, AND ACCOUNT INDEX.
- SELECT TO INCLUDE REVENUE ACCOUNTS, LABOR ACCOUNTS, EXPENSES, AND DELETED ITEMS.
- CLICK "SUBMIT" TWICE.

ADD ACCOUNT CODES OR COMMENTS



Worksheet

| Status | Text | Index | Program | Account Type/Code | Title | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent | Cumulative Change | New Budget | Delete Record |
|--------|------|-------|---------|----------------------|-------------------------------------|-----------------|----------------------|-----------------|--------------|--------------------------|-------------------|-----------------|--------------------------|
| | | | P101 | | Instruction Unrestricted | | | | | | | | |
| | | | | 5T | Intra University Activities | | | | | | | | |
| OPAL | N | | | 1610 | Allocations SOM Gen | (1,548,644.00) | P | (1,548,644.00) | | <input type="checkbox"/> | 0.00 | (1,548,644.00) | <input type="checkbox"/> |
| OPAL | N | | | 1640 | Allocations Pooled Allocation Gen | 1,616,275.00 | P | 1,616,275.00 | | <input type="checkbox"/> | 0.00 | 1,616,275.00 | <input type="checkbox"/> |
| OPAL | N | | | 1660 | Allocations Other Gen | 0.00 | P | 0.00 | | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| OPAL | N | | | 1901 | Budgeted Use of Reserves | 0.00 | P | 0.00 | | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| | | | | 63 | Operating Expense Labor Contingency | | | | | | | | |
| OPAL | N | | | 20SA | Salary Adjustments | 67,631.00 | P | 67,631.00 | | <input type="checkbox"/> | 0.00 | 67,631.00 | <input type="checkbox"/> |
| | | | | 71 | Operating Expense Other | | | | | | | | |
| OPAL | N | | | 3100 | Office Supplies General | 0.00 | P | 0.00 | | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| OPAL | N | | | 80K0 | Banner Tax | 0.00 | P | 0.00 | | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |

New rows may be added within the parameters used to create the worksheet.
 Select Calculate to update the worksheet with additions, subtractions, percentage adjustments, deletions.
 Select Post to recalculate and save changes.
 Select Revert to return to values last posted.

| New Row | Account | Proposed Budget |
|---------|---------------|-----------------|
| 1 | Account1 69Y0 | 1000 |
| 2 | Account2 | |
| 3 | Account3 | |

- Add a new account code and value by entering the information under "New Row".
- Click on the account code to leave a comment, if pertinent.
- If using 20SA or 20FI – there must be a comment with details including position, FTE, amount and the initials of the person entering the comment.
Only enter a positive amount in this account code.

UPDATED NEW ACCOUNT CODE AND DELETE RECORD OPTION

Change Value: Percent



Worksheet

| Status | Text | Index Code | Program | Account Type/Code | Title | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent | Cumulative Change | New Budget | Delete Record |
|--------|------|------------------------|---------|----------------------|-------------------------------------|-----------------|----------------------|--------------------------|----------------------|--------------------------|-------------------|-----------------|--------------------------|
| | | 043000 | P101 | | Instruction Unrestricted | | | | | | | | |
| | | | | 5T | Intra University Activities | | | | | | | | |
| OPAL | N | | | 1610 | Allocations SOM Gen | (1,548,644.00) | P | (1,548,644.00) | <input type="text"/> | <input type="checkbox"/> | 0.00 | (1,548,644.00) | <input type="checkbox"/> |
| OPAL | N | | | 1640 | Allocations Pooled Allocation Gen | 1,616,275.00 | P | 1,616,275.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 1,616,275.00 | <input type="checkbox"/> |
| OPAL | N | | | 1660 | Allocations Other Gen | 0.00 | P | 0.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| OPAL | N | | | 1901 | Budgeted Use of Reserves | 0.00 | P | 0.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| | | | | 63 | Operating Expense Labor Contingency | | | | | | | | |
| OPAL | N | | | 20SA | Salary Adjustments | 67,631.00 | P | 67,631.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 67,631.00 | <input type="checkbox"/> |
| | | | | 71 | Operating Expense Other | | | | | | | | |
| OPAL | N | | | 2100 | Office Supplies General | 0.00 | P | 0.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| NEW | N | | | 69Y0 | Professional Svcs F&A | 0.00 | P | 1,000.00 | <input type="text"/> | <input type="checkbox"/> | 1,000.00 | 1,000.00 | <input type="checkbox"/> |
| OPAL | N | | | 80K0 | Banner Tax | 0.00 | P | 0.00 | <input type="text"/> | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |

- ACCOUNT 69Y0 HAS BEEN ADDED IN THE AMOUNT OF \$1,000
- CAN ALSO DELETE ACCOUNT CODE RECORD – SEE COLUMN TO FAR RIGHT

| | | | |
|---|----------|--|--|
| 2 | Account2 | | |
| 3 | Account3 | | |
| 4 | Account4 | | |
| 5 | Account5 | | |

Requery Calculate Post

Download All Worksheet Columns Download Selected Worksheet Columns

Summary Totals

| Account Type | Account Type Title | Base Budget | Proposed Budget | New Budget | Cumulative Change |
|--------------|---|------------------|------------------|------------------|-------------------|
| 5T | Intra University Activities | 67,631.00 | 68,631.00 | 68,631.00 | 1,000.00 |
| 50 | Revenues and Intra Univ Activities | 67,631.00 | 68,631.00 | 68,631.00 | 1,000.00 |
| 63 | Operating Expense Labor Contingency | 67,631.00 | 67,631.00 | 67,631.00 | 0.00 |
| 60 | Operating Expenses-Labor | 67,631.00 | 67,631.00 | 67,631.00 | 0.00 |
| 71 | Operating Expense Other | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 70 | Other Expense | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| Net | | 0.00 | 0.00 | 0.00 | 0.00 |

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ONCE YOU HAVE MADE THE APPROPRIATE CHANGE(S) AND POSTED THEM, YOU CAN VIEW THE SUMMARY TO SEE IF THE INDEX BALANCES.

BUDGETING USE OF RESERVES - 1901

**SOM Departments should build to their Target Margins
approved by the Dean's Office
Use of Reserves only allowed to be built if approved for use.**

| Account Type/Code | Title | Adopted Budget | Permanent Adjustments | Temporary Adopted | Temporary Adjustments | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent | Cumulative Change | New Budget | Delete Record |
|----------------------|---------------------------------|----------------|-----------------------|-------------------|-----------------------|-------------|----------------------|---------------------------|--------------|--------------------------|-------------------|---------------------------|--------------------------|
| | Non Sponsored Public Service | | | | | | | | | | | | |
| 51 | Operating Revenues | | | | | | | | | | | | |
| 0380 | UNMMG Clinical Sales & Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 0.00 | | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| 5T | Intra University Activities | | | | | | | | | | | | |
| 1901 | Budgeted Use of Reserves | 8,080.00 | 0.00 | 0.00 | 0.00 | 8,080.00 | P | 10,000.00 | | <input type="checkbox"/> | 1,920.00 | 10,000.00 | <input type="checkbox"/> |
| 71 | Operating Expense Other | | | | | | | | | | | | |
| 50E0 | Lab Medical Supplies Gen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 0.00 | | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| 69Z0 | Other Professional Services Gen | 8,000.00 | 0.00 | 0.00 | 0.00 | 8,000.00 | P | 10,000.00 | | <input type="checkbox"/> | 2,000.00 | 10,000.00 | <input type="checkbox"/> |
| 8045 | Interdepartmental Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 0.00 | | <input type="checkbox"/> | 0.00 | 0.00 | <input type="checkbox"/> |
| 80K0 | Banner Tax | 80.00 | 0.00 | 0.00 | 0.00 | 80.00 | P | 0.00 | | <input type="checkbox"/> | (80.00) | 0.00 | <input type="checkbox"/> |

Index Must net to \$0

BUDGETING SURPLUS IN AN INDEX

INCORRECT WAY TO BUDGET

| Program | Account Type/Code | Title | Adopted Budget | Permanent Adjustments | Temporary Adopted | Temporary Adjustments | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent | Cumulative Change | New Budget | Delete Record |
|---------|-------------------|----------------------------------|----------------|-----------------------|-------------------|-----------------------|-------------|----------------------|-----------------|--------------|---------|-------------------|------------|---------------|
| 171 | | Non Sponsored Public Service | | | | | | | | | | | | |
| | 51 | Operating Revenues | | | | | | | | | | | | |
| | 0380 | UN IMG Clinical Sales & Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 20,000.00 | | | 20,000.00 | 20,000.00 | |
| | 5T | Intra University Activities | | | | | | | | | | | | |
| | 1901 | Budgeted Use of Reserves | 8,080.00 | 0.00 | 0.00 | 0.00 | 8,080.00 | P | 0.00 | | | (8,080.00) | 0.00 | |
| | 71 | Operating Expense Other | | | | | | | | | | | | |
| | 50E0 | Lab Medical Supplies Gen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 0.00 | | | 0.00 | 0.00 | |
| | 69Z0 | Other Professional Services Gen | 8,000.00 | 0.00 | 0.00 | 0.00 | 8,000.00 | P | 10,000.00 | | | 2,000.00 | 10,000.00 | |
| | 8045 | Interdepartmental Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 0.00 | | | 0.00 | 0.00 | |
| | 80K0 | Banner Tax | 80.00 | 0.00 | 0.00 | 0.00 | 80.00 | P | 0.00 | | | (80.00) | 0.00 | |

Summary Totals

| Account Type | Account Type Title | Base Budget | Proposed Budget | New Budget | Cumulative Change |
|--------------|--|-----------------|------------------|------------------|-------------------|
| 51 | Operating Revenues | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 5T | Intra University Activities | 8,080.00 | 0.00 | 0.00 | (8,080.00) |
| | 50 Revenues and Intra Univ Activities | 8,080.00 | 20,000.00 | 20,000.00 | 11,920.00 |
| 71 | Operating Expense Other | 8,080.00 | 10,000.00 | 10,000.00 | 1,920.00 |
| | 70 Other Expense | 8,080.00 | 10,000.00 | 10,000.00 | 1,920.00 |
| | Net | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 |

This example creates an Index Out of Balance

BUDGETING SURPLUS IN AN INDEX (CONT.)

✓ **CORRECT WAY TO BUDGET**

| Account Type/Code | Title | Adopted Budget | Permanent Adjustments | Temporary Adopted | Temporary Adjustments | Base Budget | Budget Duration Code | Proposed Budget | Change Value | Percent | Cumulative Change | New Budget | Dele Reco |
|-------------------|---------------------------------|----------------|-----------------------|-------------------|-----------------------|-------------|----------------------|-----------------|--------------|---------|-------------------|--------------|-----------|
| | Non Sponsored Public Service | | | | | | | | | | | | |
| 51 | Operating Revenues | | | | | | | | | | | | |
| 0380 | UNMMG Clinical Sales Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 20,000.00 | | | 20,000.00 | 20,000.00 | |
| 5T | Intra University Activities | | | | | | | | | | | | |
| 1901 | Budgeted Use of Reserves | 8,080.00 | 0.00 | 0.00 | 0.00 | 8,080.00 | P | (10,000.00) | | | (18,080.00) | (10,000.00) | |
| 71 | Operating Expense Other | | | | | | | | | | | | |
| 50E0 | Lab Medical Supplies Gen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 0.00 | | | 0.00 | 0.00 | |
| 6920 | Other Professional Services Gen | 8,000.00 | 0.00 | 0.00 | 0.00 | 8,000.00 | P | 10,000.00 | | | 2,000.00 | 10,000.00 | |
| 8045 | Interdepartmental Support | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | P | 0.00 | | | 0.00 | 0.00 | |
| 80K0 | Banner Tax | 80.00 | 0.00 | 0.00 | 0.00 | 80.00 | P | 0.00 | | | (80.00) | 0.00 | |

Summary Totals

| Account Type | Account Type Title | Base Budget | Proposed Budget | New Budget | Cumulative Change |
|--------------|------------------------------------|-------------|-----------------|--------------|-------------------|
| 51 | Operating Revenues | 0.00 | 20,000.00 | 20,000.00 | 20,000.00 |
| 5T | Intra University Activities | 8,080.00 | (10,000.00) | (10,000.00) | (18,080.00) |
| 50 | Revenues and Intra Univ Activities | 8,080.00 | 10,000.00 | 10,000.00 | 1,920.00 |
| 71 | Operating Expense Other | 8,080.00 | 10,000.00 | 10,000.00 | 1,920.00 |
| 70 | Other Expenses | 8,000.00 | 10,000.00 | 10,000.00 | 1,920.00 |
| | Net | 0.00 | 0.00 | 0.00 | 0.00 |

This index is in balance

Budgeting a Negative Amount to 1901 creates a surplus in this index.

BUDGET DEVELOPMENT REPORTS

Student Employee Payment **Finance**

Search



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 and unlock Budget Development phase organization locks.

Budget Development Reports Menu

View Budget Development reports.

Projected Actuals Reports Menu

View Projected Actuals reports.

- **CLICK ON THE "BUDGET DEVELOPMENT REPORTS MENU"**

BUDGET DEVELOPMENT REPORTS (CONT.)

Student Employee Payment **Finance**

Search



Budget Development Reports Menu

Budget Development Working Report - Budget Year

Reports new year budget development and salary planner information in detail or summary by organization and/or index.

Use throughout process to see results at detailed or summary level by org and/or index

Operating Budget Summary Report

Reports income statement summary information by account type.

Index Out-of-Balance Exception Report

Reports indices within locked organizations where revenues less expenses does not net to zero.

Confirm indices net to zero

Organization Summary Report

Reports income statement summary information by organization.

Budgeted Account Code Report

Reports budgeted indices by organization for a specific account.

Confirm allocations by Fund net to zero

Budgeted Transfers/Allocations Report

Reports budgeted summary by account for transfer and allocation accounts only

Confirm comments added for all transfers

Budgeted Account Code Totals Report

Reports all Account Codes budgeted with summary totals by Account Type.

Budgeted Index/Account Comments Report

Reports budgeted Index code comments with subordinate Account code

Run at beginning for list of all indices, and run again after budget process to ensure nothing was missed

Budgeted Indices Not Modified Report

Reports budgeted Index codes that have not been modified

[[Operating Ledger Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Documents](#)]

BUDGET PLANNER REPORTS WORKING REPORTS

Budget Development Working Report - Budget Year

- 1 - Revenue and Expense Summary by Organization
- 2 - Revenue and Expense Breakdown by Organization
- 3 - Line Item Detail by Organization
- 4 - Index Detail Without Position Detail
- 5 - Index Detail With Position Detail
- 6 - Index Summary

Chart of Accounts **Detail Level**

| | | | | |
|-------------------|-------------------------------------|---------------------|-------------------------------------|-------------------------------------|
| Budget ID | <input type="text" value="BUD18"/> | Budget Phase | <input type="text" value="ADOPTD"/> | <input type="text" value="Budget"/> |
| Account Index | <input type="text" value="238954"/> | | | |
| Organization | <input type="text"/> | | | |
| Fund Type Level 2 | <input type="text"/> | | | |
| Fund | <input type="text"/> | | | |
| Program | <input type="text"/> | | | |

- ENTER THE APPROPRIATE INFORMATION IN CHART OF ACCOUNTS, BUDGET ID, BUDGET PHASE, AND ACCOUNT INDEX.
- CLICK "SUBMIT" TO VIEW THE REPORT

Budget Development Reports

Operating Budget Summary

Budget Development Reports Menu

Budget Development Working Report - Budget Year

Reports new year budget development and salary planner information in detail or summary by organization and/or index.

Operating Budget Summary Report

Reports income statement summary information by account type.

Index Out-of-Balance Exception Report

Reports indices within locked organizations where revenues less expenses does not net to zero.

Organization Summary Report

Reports income statement summary information by organization.

Budgeted Account Code Report

Reports budgeted indices by organization for a specific account.

Budgeted Transfers/Allocations Report

Reports budgeted summary by account for transfer and allocation accounts only

Budgeted Account Code Totals Report

Reports all Account Codes budgeted with summary totals by Account Type.

Budgeted Index/Account Comments Report

Reports budgeted Index code comments with subordinate Account code comments

Budgeted Indices Not Modified Report

Reports budgeted Index codes that have not been modified

OPERATING BUDGET SUMMARY

NO APPROVED USE OF RESERVE



UNIVERSITY OF NEW MEXICO
OPERATING BUDGET SUMMARY for FY 2014 - 2015
Organization: 762A SOM Institute for Ethics
Fund: ; Fund Type Level 2:
Program:

REVENUES

| | |
|--------------------------------|------------------|
| Instruction and General | \$59,483 |
| UNM Hospital Funding | \$50,275 |
| Sales and Service | \$6,100 |
| Other Revenues | \$13,230 |
| Allocations and Transfers, net | \$180,271 |
| Total REVENUES | \$309,359 |

EXPENSES

Compensation Costs

| | |
|---------------------------------|------------------|
| Faculty Salary Detail | \$115,113 |
| Other Salaries | \$110,487 |
| Payroll Benefits | \$21,318 |
| Total Compensation Costs | \$246,918 |

Non-Salary Expenses

| | |
|----------------------------------|-----------------|
| Supplies | \$14,700 |
| Travel | \$10,694 |
| Communication Charges | \$3,516 |
| Services | \$22,035 |
| Plant Maintenance | \$3,950 |
| Other Expense | \$7,028 |
| Banner Tax | \$518 |
| Total Non-Salary Expenses | \$62,441 |

| | |
|-----------------------|------------------|
| Total EXPENSES | \$309,359 |
|-----------------------|------------------|

| | |
|-------------------|------------|
| NET MARGIN | \$0 |
|-------------------|------------|

| | |
|---------------------------------|------------|
| Budgeted Use of Reserves | \$0 |
|---------------------------------|------------|

| | |
|---------------------|------------|
| NET RESERVES | \$0 |
|---------------------|------------|

OPERATING BUDGET SUMMARY

WITH APPROVED USE OF RESERVE



UNIVERSITY OF NEW MEXICO
 OPERATING BUDGET SUMMARY for FY 2014 - 2015
 Organization: 794A Obstetrics Gynecology OB GYN
 Fund: ; Fund Type Level 2:
 Program:

REVENUES

| | |
|-----------------------------------|---------------------|
| Instruction and General | \$1,656,035 |
| UNMMG Revenues | \$6,523,903 |
| UNM Hospital Funding | \$1,369,709 |
| CRTC Patient Rev Net of Allowance | \$164,965 |
| Other Patient Service | \$680,093 |
| Grant and Contract Revenues | \$70,371 |
| F and A Return | \$24,935 |
| Sales and Service | \$2,000 |
| Other Revenues | (\$331,292) |
| Allocations and Transfers, net | \$86,071 |
| Total REVENUES | \$10,246,790 |

EXPENSES

Compensation Costs

| | |
|---------------------------------|--------------------|
| Faculty Salary Detail | \$4,498,037 |
| Faculty Incentive | \$468,842 |
| Salary Adjustments | \$338,388 |
| Other Salaries | \$2,591,863 |
| Payroll Benefits | \$1,562,550 |
| Total Compensation Costs | \$9,459,680 |

Non-Salary Expenses

| | |
|----------------------------------|------------------|
| Supplies | \$326,324 |
| Travel | \$198,064 |
| Student Costs | \$2,300 |
| Research Costs | \$40,055 |
| Communication Charges | \$51,000 |
| Services | \$154,535 |
| Plant Maintenance | \$48,820 |
| Patient Care Expense | \$9,950 |
| Other Expense | \$48,133 |
| F and A Expense | \$4,819 |
| Banner Tax | \$9,424 |
| Capital Expenditures | \$30,686 |
| Total Non-Salary Expenses | \$924,110 |

Total EXPENSES \$10,383,790

NET MARGIN (\$137,000)

Budgeted Use of Reserves \$137,000

NET RESERVES \$0

THANK YOU !

