



# BUDGET PLANNER

## BUDGET DEVELOPMENT

### Organization Summary Report

Date Issued/Revised: 3/07/2018

**General Description:** This report assists large departments, colleges, schools or branches to tie out budgets by organization level. The user is able to run this report by two selected organizational levels. The most commonly used scenario is to select to run reporting organization level 3 with the lower reporting level - organization level 5.

**Purpose:** The report is primarily a department or organization report. It provides a summary of revenues and expenses by organization. In addition, it provides net margin information, meaning how much reserves are needed to cover additional expenditures for the upcoming fiscal year or how much reserves savings are projected. **This report does not include 1901 budgeted use of reserves totals. This report should not be used to determine if indices are in balance.**

**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA), HSC Budget Office

**Related Procedure:** Create Budget Worksheet

#### How to request an Organization Summary Report

1. Login to myUNM
2. Login to LoboWeb using one of the three options listed below:
  - Click on "ENTER LOBOWEB" in the LoboWeb (Employees) section. Then select the "Finance" tab
  - Click on "Finance" in the Quick links
  - Click on "LoboWeb" in the UNM Business Applications section. Then select the "Finance" tab
3. Click on the "Budget Planner Menu"
4. Click on "Budget Development Reports Menu"
5. Click on "Organization Summary Report"
6. **Chart of Accounts:** enter "U"
7. **Budget ID:** enter "BUDxx" (the new fiscal year)
8. **Budget Phase:** enter "ADOPTD"

#### Run the report by FOP Element:

**Organization:** Enter organization code (Level 1-7)

**Fund:** Enter fund code (Level 2 or 3) or leave null

**Program:** Enter program code (Level 2 or 3) or leave null

Organization Summary Report

Chart of Accounts will always be: **U**  
 Budget ID: **BUDxx (new fiscal year)**  
 Budget Phase: **ADOPTD**

Chart of Accounts: U

Budget ID:  Budget Phase:  Budget:

Organization:

Fund:

Program:

Enter: **Organization Code**  
 Enter: **Fund and/or Program or leave null**

**Continue**

9. Click on "Continue"

10. Select Reporting Level

Organization Summary Report


Reporting Level: 3 - College/Campus to 7 - Sub Department/Faculty

**Submit**

Select Reporting Level from the drop down menu

To run the report: Click "Submit"

Organization Summary Report displayed by Organization Level 3, reported levels 3 to 7:



UNIVERSITY OF NEW MEXICO  
 ORGANIZATION SUMMARY REPORT for FY 2018 - 2019  
 Organization: ABI Anderson Schools of Management ASM Fund: Program:  
 Reported Levels: 3 to 7

Organization	Revenues	Expenses	Net Margin
ABI - Anderson Schools of Management ASM	\$15,708,105	\$15,715,034	(6,929)
ABI0 - ASM Administrative Units	\$5,500,380	\$5,507,309	(6,929)
224A - ASM Administration	\$5,500,380	\$5,507,309	(6,929)
224B - ASM Administration	\$2,132,076	\$2,132,076	0
224B0 - ASM General Administrative	\$230,604	\$230,604	0
224B1 - ASM Administration Admin	\$1,566,036	\$1,566,036	0
224B2 - ASM Administration Dean	\$85,436	\$85,436	0

Net Margin=Total Revenues less Total Expenses

\*\*\* END \*\*\*