



# BUDGET PLANNER

## BUDGET DEVELOPMENT

### Organization Summary Report

Date Issued/Revised: 12/01/2022

**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)

**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 (new)"
5. Click on "Budget Development Reports Menu"
6. Click on "Organization Summary Report"
7. **Chart of Accounts:** "U" – is defaulted
8. **Budget:** enter "BUDxx" (Fiscal Year)
9. **Budget Phase:** enter "ADOPTD" (Fiscal Year)
  - **Note Budget and Budget Phase must be same Fiscal Years**

**Run the report by FOP Element:**

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

**Fund Type Level 1:** Enter Fund Type level 1 (00, 10 etc.) or leave null

**Fund Type Level 2:** Enter Fund Type Level 2 (02, 03, etc.) or leave null

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

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

**Select Reporting Level:** From Drop Downs

# Organization Summary Report

## Reports Parameter Page

**Chart of Accounts**  ←  
**Budget**  ←  
**Budget Phase**  ←  
**Organization**  ←  
**Fund Type Level 1**  ←  
**Fund Type Level 2**  ←  
**Fund**  ←  
**Program**  ←  
**Reporting Level**  to

**Chart of Accounts will always be: U**  
**Budget: BUDXXXX (Fiscal Year)**  
**Budget Phase: ADOPTDXXXX (Fiscal Year)**  
 \*Budget and Budget Phase must be same Fiscal Year

**Enter: Organization Code**  
**Enter: Fund Type Level 1, and/or Fund Type Level 2, and/or Fund, and/or Program or leave null**

**Select Reporting Level from the drop-down menu**

10. Click on "PDF" or "Excel"

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



### UNIVERSITY OF NEW MEXICO

#### Organization Summary Report for FY 2022-2023

Organization: ABI - Anderson Schools of Management ASM

Fund Type Level 1:

Fund Type Level 2:

Fund: ; Program:

Reported Levels: 3 to 7

Organization	Revenues	Expenses	Net Margin
ABI - Anderson Schools of Management ASM	22,429,771	22,553,671	(123,900)
ABI0 - ASM Administrative Units	11,474,469	11,587,369	(112,900)
224A - ASM Administration	11,474,469	11,587,369	(112,900)
224B - ASM Administration	8,623,648	8,638,648	(15,000)
224B0 - ASM General Administrative	978,783	993,783	(15,000)
224B1 - ASM Administration Admin	7,210,615	7,210,615	0
224B2 - ASM Administration Dean	434,250	434,250	0
224B8 - ASM Administration Development	0	0	0
224C - ASM Development Office	1,227,775	1,240,675	(12,900)

Net Margin = Total Revenues less Total Expenses

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