

FY20 BUDGET BUILD KICKOFF BUDGET PLANNER OVERVIEW

MARCH 11, 2019



Overview Objectives

Timeline

- Critical events and dates

Process & System Overview

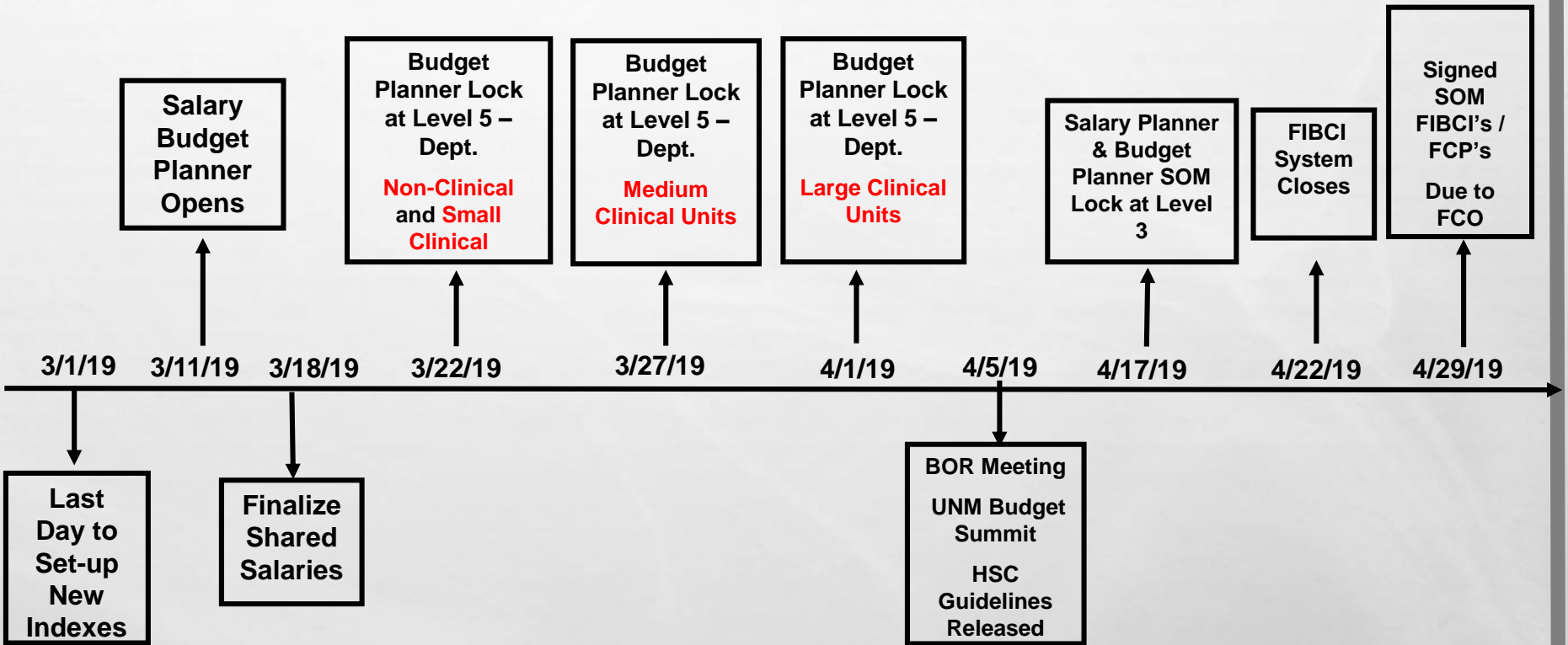
- Shared Salaries
- Salary Planner Overview
- Budget Development Business Rules
- Key points and reminders

Resources

- Contacts and Online Resources
- Budget Planner Overview / Refresher

New Users

TIMELINE FOR FY20 BUDGET BUILD



SOM LOCK DATES

MARCH 22ND

**NON-CLINICAL
AND
SMALL CLINICAL:**

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

MARCH 27TH

MEDIUM CLINICAL:

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

APRIL 1ST

LARGE CLINICAL:

CANCER CENTER
INTERNAL MEDICINE
PEDIATRICS
PSYCHIATRY
SURGERY

HSC NON-SOM UNITS LOCK DATES

- **HSC Administration / PPD / UNMMG April 12th**
- **HSC CON/COP/HSLIC April 15th**

LAB WORKING SESSIONS

Sessions will be held in HSLIC 226

- Monday, March 18th 1:00 pm – 3:00 pm
- Wednesday, March 20th 1:00 pm – 3:00 pm
- Thursday, March 21st 10:00 am – Noon

Faculty Contracts Office (FCO)

SOM FIBCI (FY20 opened for entry February 18 - closes on April 22)

- Signed FIBCI's due to HSC FCO **April 29, 2019 at 5:00 PM**

COP FIBCI (FY20 opened for entry February 18 - closes on May 13)

- Signed FIBCI's due to HSC FCO **May 20, 2019 at 5:00 PM**

CON FCP (FY20 opened for entry February 18 - closes on May 13)

- Signed FCP's due to HSC FCO **May 20, 2019 at 5:00 PM**

Remember! Salary reflected in Salary Planner must equal contract salary (Base plus Supplement) as reflected on the FY20 FIBCI/FCP

Shared Salaries



- **Must be finalized between departments by March 18, 2019**

Overview

- *Why A Shared Salary Process?*
 - *Objective*
- *Who will benefit from this process?*
 - *Departments with Shared Salaries*
- *Department Tools*
 - *Report and Template*
- *Timeline*
- *Questions*

Shared Salary Process Objective

- To Provide Departments with standardized tools – Department contact list, shared salary report, and template*
- To encourage a systematic communication and collaboration between departments with shared salaries*
- To Reduce Number of indices thrown out of balance in the Budget Planner system after red department deadlines*



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 Salary

Index Organization Level 5 : '997A' Fiscal Year:

											Share Department Changes for Future Fiscal Year Budget			Home Department Changes Confirmation/Change							
Name	Org	Desc	Name	Acct	Employee	Parition	Suffi	Fun Type	Shared	Annual	Budget	Revised	Revised	Revised	Revised	Revised	Revised				
			Org				x	Desc 2	Index	Salary	Amount	%	Job	Total	Total	Total	Total				
													Annual	Budget	to Index	Note	Annual	Budget	to Index	Note	
													Prepared				Prepared			Note	
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										
COP Pharmacy Practice & Admin Scien	511A	2000	UNM Employee		FY0802	00	CRHSC	9972AC	22.53	111,491.47	25,119										
COP Pharmacy Practice & Admin Scien	511A	2000	UNM Employee		FY0802	00	CUHSC	997197	22.52	111,491.47	25,108										
COP Pharmacy Practice & Admin Scien	511A	2007	UNM Employee		FTW073	00	CRHSC	997459	32.00	35,079.87	11,226										
COPH Deans Office	304A	2000	UNM Employee		FE0137	00	CRHSC	9972F4	3.00	260,000.00	7,800										
ORTC Population Sci Academic Unit	099Z1	2020	UNM Employee		S09546	00	CRHSC	9972F4	20.00	60,919.38	12,184										
Medical Oncology	099S1	2000	UNM Employee		FY1424	00	CUHSC	9972ET	24.73	228,866.00	56,599										
Dispute Resolution	399A	2020	UNM Employee		S09739	00	CRHSC	9972CJ	8.34	45,000.00	3,753										
Dispute Resolution	399A	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	997459	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	9971FF	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	85IH	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		S09909	00	CRHSC	9972CP	10.00	72,000.00	7,200										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY0382	00	CUHSC	9971I7	25.00	207,153.00	51,788										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY1128	00	CRHSC	9972CK	15.00	97,100.00	14,565										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY0821	00	CUHSC	9971I7	12.50	196,097.00	24,512										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY0821	00	CUHSC	997994	12.50	196,097.00	24,512										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY2667	00	CRHSC	9972GK	10.00	81,000.00	8,100										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY0447	00	CUHSC	99706Y	50.00	81,000.00	40,500										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY0447	U1	CUHSC	99706Y	50.00	.00	0										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY2541	00	CRHSC	9972D2	50.00	20,500.00	10,250										
Pzyc Child Adolozcent Div C A	451C	2000	UNM Employee		FY2543	00	CRHSC	9972DM	100.00	20,500.00	20,500										
Pzyc Community Behavioral Health	451E	2000	UNM Employee		FY0040	00	CRHSC	9972GK	1.00	101,000.00	1,010										
Pzyc Community Behavioral Health	451E	2007	UNM Employee		FTW010	00	CRHSC	9972CK	100.00	8,913.25	8,913										
Pzyc Community Behavioral Health	451E	2020	UNM Employee		S09194	00	CRHSC	9972GK	5.00	51,249.92	2,563										
Pzyc Community Behavioral Health	451E	2060	UNM Employee		S08649	00	CRHSC	9972GK	25.00	19,379.88	4,845										
Pzyc Neuropsychology	451H	2000	UNM Employee		FY0753	00	CUHSC	9971F8	3.28	131,796.00	4,323										
Pzyc Neuropsychology	451H	2000	UNM Employee		FY0669	00	CRHSC	9971W1	30.00	52,400.00	15,720										
Pzyc Neuropsychology	451H	2000	UNM Employee		FY0669	00	CUHSC	9970S3	30.00	52,400.00	15,720										

997A Employee Count: 34

Shared Salary Timeline

HSC Departments will be provided with a list of Salary Planner Contacts for Each HSC Department

Shared Salary Department will run the Shared Salary Report from My Reports

Shared Department will review template and make necessary changes

Contact Home Org with changes to the template

If Home Org Dept. is in agreement, they will indicate on template and send back to Shared Org. Dept. If Home Org disagrees, they will agree within 2 weeks of receipt of template

If both departments cannot reach an agreement, the Home Org will communicate this back to the shared dept. via a final updated template by the opening date of Salary Planner

Home Org is responsible for entering agreed upon salary information into Salary Planner

Shared Salary Data Entry Deadline

If any shared salaries were not agreed upon during budget deadline, negotiations should continue and be updated in the HR/PR system in the new fiscal year

Late Jan

Late Jan

Early Feb

Mid Feb

Late Feb

Early Ma

Mid Mar

Mid Mar

Early Jul

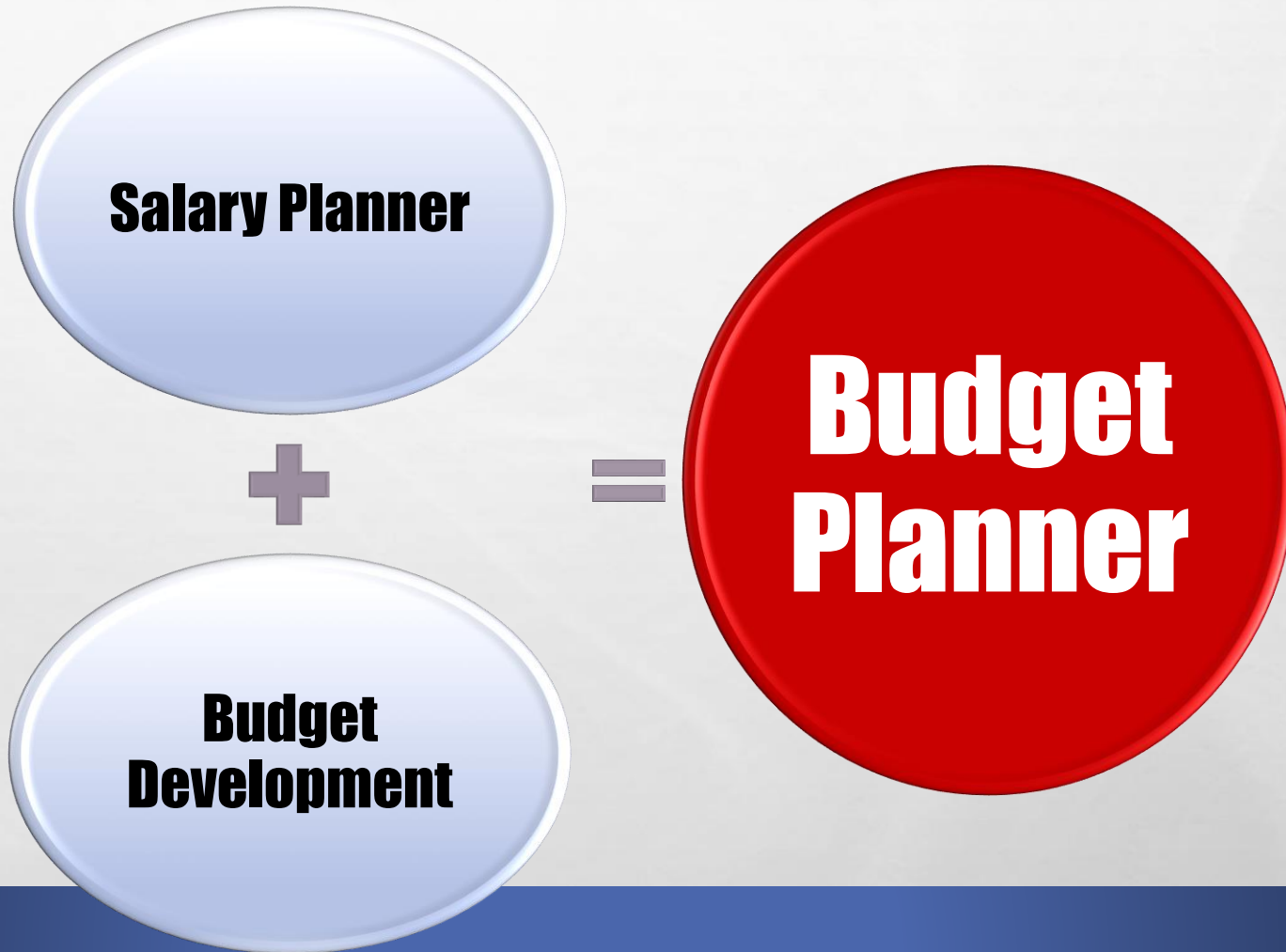
Questions



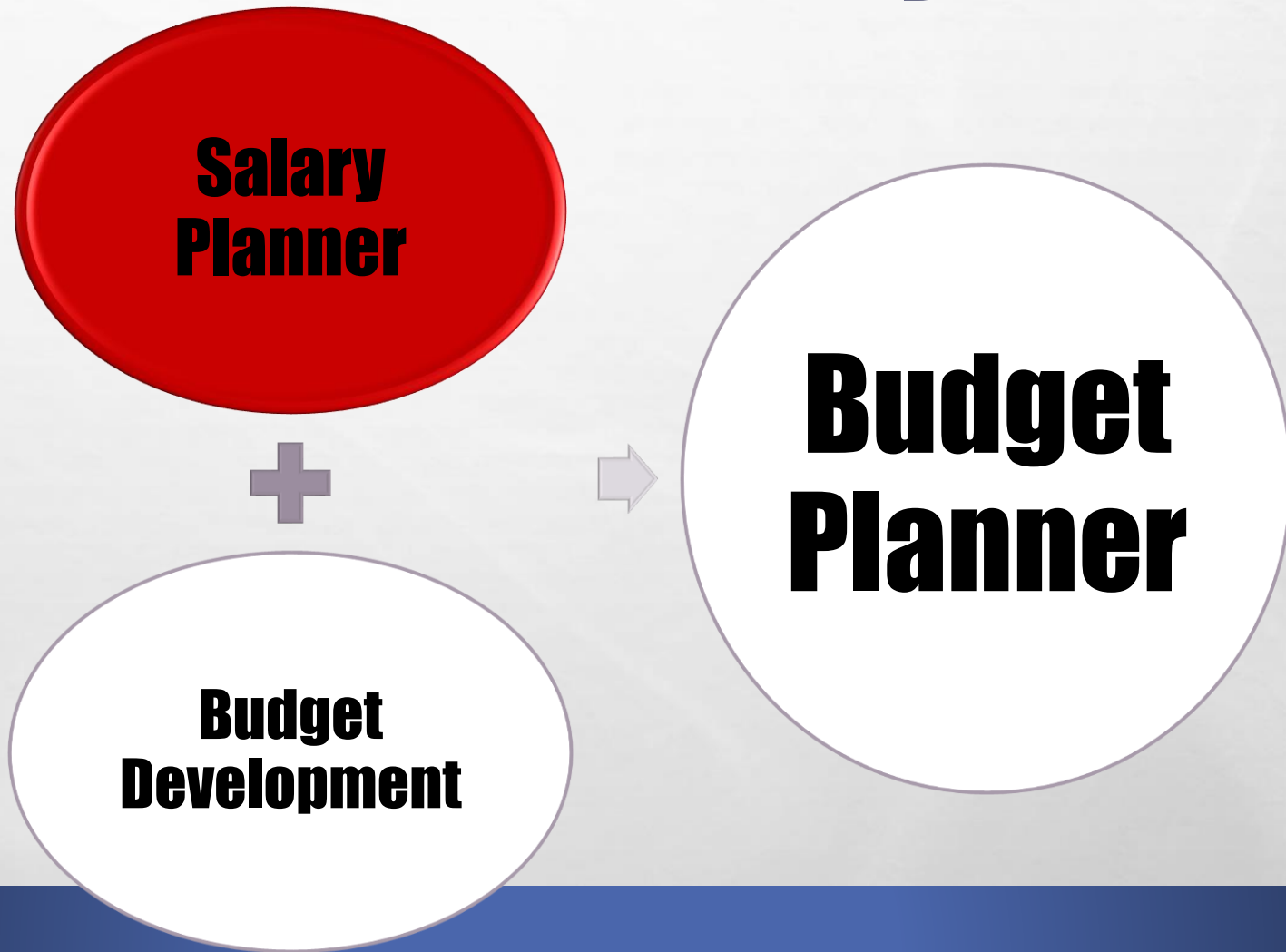
The Budget Planner System



Budget Planner System



Salary Planner



SALARY PLANNER MENU

[Student](#) [Financial Aid](#) [Employee](#) [Payment](#) [Finance](#) [Department Forms](#)

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 or unlock Budget Development phase organization locks.

Budget Development Reports Menu

View Budget Development reports.

Projected Actuals Reports Menu

View Projected Actuals reports.

Salary Planner Menu

Update Position Budgets, Job Salary and Labor Distribution for the Upcoming Fiscal Year

[\[Operating Ledger Queries \]](#) [Encumbrance Query](#)

SALARY PLANNER MENU

Student Financial Aid **Employee** Payment Finance

Search

Salary Planner

Edit Scenario

Update salary planner scenario information.

Organization Lock

Lock or unlock salary planner organization locks.

Query Multiple Extracts

View multiple salary planner scenarios by organization.

Salary Planner Reports Menu

View Salary Planner reports.

Budget Planner Menu

Update or review Budget Development phase information, Manage phase organization locks, or view Budget Development reports.

RELEASE: 8.8.3

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EDIT SCENARIO

Edit Scenario

Choose Extract ID and Scenario, then select filter criteria.

Scenario Selection

Extract ID: 12FAC20

Scenario: 12FAC19 Y 20

Filter Criteria

By Position

By Employee

RELEASE: 8.1

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12FAC20

9FAC19

9FAC20

CSTAFF19

CSTAFF20

CWA19

CWA20

HSTAFF19

HSTAFF20

POOL19

POOL20

RSTAFF19

RSTAFF20

USUNM19

USUNM20

THERE ARE NINE (8) SCENARIOS FOR DEPARTMENTS TO SELECT FROM
Extract ID and Scenario must be selected in combination as listed below

Extract ID:	Scenario:
12FAC20	12_MO_FACULTY_20
9FAC20	9_MO_FACULTY_20
HSTAFF20	HOUSESTAFF_20
RSTAFF20	REG STAFF_20
POOL20	POOLED_POSITIONS_20
CSTAFF20	CONTRACT_STAFF_20

UNION SCENARIOS

CWA20	CWA_BARG_UNIT_20
USUNM20	USUNM_BARG_UNIT_20

THERE ARE TWO FILTER CRITERIA:
BY POSITION ATTRIBUTES (WILL SELECT ALL POSITIONS) – DEFAULT OPTION

BY EMPLOYEE NAME (WILL SELECT ONE EMPLOYEE AT A TIME)

CLICK ON SELECT BUTTON AT BOTTOM OF SCREEN

SALARY PLANNER

JOB VS. POSITION

HR



How employee is paid on
July 1

Created when Employee is hired
– Always tied to an Employee

Budget



Creates the Budget

Acts as a place holder and
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

Mass Apply

Employee

Name and ID: Yvette B Hall 100011
Home Organization: 043B - School of Medicine Finance
Last Previous Position:

Extracted Jobs

Position Suffix and Title	Organization	Base Appointment Percent	Proposed Appointment Percent	Base Salary	Annual Salary Increase Percent

[Student](#) [Financial Aid](#) [Employee](#) [Payment](#) [Finance](#)

Search

Position Labor Distribution

Select the Percent link to change the proposed position budget distribution

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	

Add New Record

- 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.

POSITION & JOB SIDES SHOULD = 100% DISTRIBUTIONS SHOULD MATCH

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						

Verify that the index and account code on the Position & Job are the same!

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	

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 FY20 index**. If not, the nightly refresh process will drop that index.

The last refresh will be the night of **April 15th**.

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

Salary Planner

Example Scenarios



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

Index with term date prior to July 1 has dropped from propose distribution. Update valid index to 100% and Save.

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

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	
J	624000	3U0044	624C0	2000	P101			GNACTV	95.00	85,130.00	X	
J	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: [Redacted] 0033350

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

Job needs to be updated to match position!

Save

Copy Position Distribution to Job

Update Budget

- UPDATE THE POSITION DISTRIBUTION, AS APPROPRIATE, BY MAKING CHANGES TO THE INDEX, ACCOUNT, PERCENT OR AMOUNT.
- CLICK “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					2.10	4,164.91
U	311007	3U0034	311A	2005	P222					10.39	20,606.38
U	160341	3U0034	160B00	2000	P222					24.78	49,145.93
U	311007	3U0034	311A	2000	P222					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					2.10	4,165.00	X	
U	311007	3U0034	311A	2005	P222					10.39	20,606.00	X	
U	160341	3U0034	160B00	2000	P222					24.78	49,146.00	X	
U	311007	3U0034	311A	2000	P222					62.73	124,412.00	X	
										Total	100.00	198,329.00	

Add New Record

Current Incumbent

Name and ID: Charles [REDACTED]

Position-Suffix and Title: FY0007-00 Clinician Ed - Professor

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

Job Side Does Not Include Incentive

Save

Copy Position Distribution to Job

Update Budget

HINT: FIRST COPY POSITION TO JOB WITHOUT THE INCENTIVE. THEN, GO BACK TO POSITION AND ADD THE INCENTIVE AND SAVE – **DO NOT COPY TO JOB AGAIN**

ZERO OUT A POSITION BUDGET

(EX: YOU ARE NOT FILLING A POSITION – FREE UP BUDGET)



Back to Employee Life Tab



[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		<input type="checkbox"/>
FY1607 Research Asst Professor	100.00	100.00	0	0	.00	.00	.00	.00					<input type="checkbox"/>
Total:			1.35	1.35	151,379.00	.00	.00	151,379.00					

Summary

Organization	Base Appointment Percent	Proposed Appointment Percent	Base FTE	Proposed FTE	Base Budget	Change Percent	Change Amount	Proposed Budget	Bargaining Unit	Proposed Job Salary
023A - SOE Mechanical Engineering			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. Save.

ZERO OUT A JOB

(EX: EMPLOYEE IS SEPARATING BEFORE JULY 1ST,
BUT YOU WANT TO KEEP THE POSITION BUDGETED)

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	Ext Sta
	S09333 - 00 Coord,Education Support	100.00	36,420.80	100.00	100.00	36,420.80	-100.00	-36420.80	0.00	

Note: Remember to enter comments to explain why job and position don't match!!

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!

POSITION DETAIL SCREEN

Position Detail

Update of Budget Development

Chart of Account: U
Budget ID: BUD20
Budget Phase: ADOPTD

Mass Changes

Percent:

Amount:

* - indicates a required field.

Budget Detail for Position FY1620 Clinician Ed - Professor

Model:	Proposed	Base	Current
Fiscal Year Budget:	181,800.00	181,800.00	181,800.00
FTE:*	1	1	1
Appointment Percent:	100.00	100.00	100.00
Total Salaries:	181,800.00	181,800.00	
Estimated Fiscal Year Budget:	181,800.00		
Exclude from Totals:	No		

Position

Organization: 160B - Family Community Medicine FCM
Type: Single
Begin Date: Jan 01, 2011
End Date:
Status: Active

[Previous](#)

[Next](#)

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.

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.

After doing your updates in SP, compare these two reports. Job distribution, by index, should be in sync with position distribution .

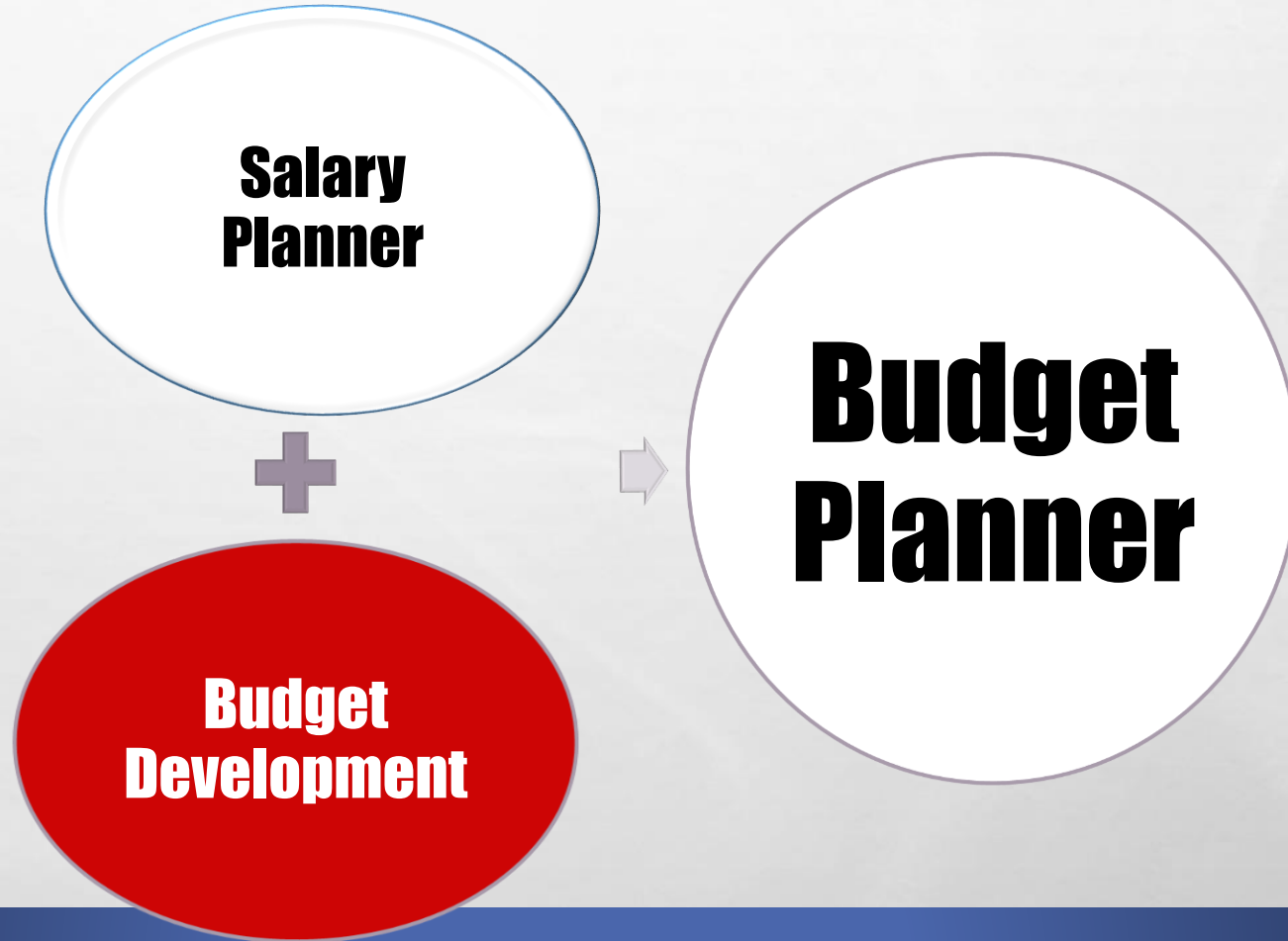
If reason is other than incentive amount (2005, 200G or 200H), **please correct, or explain the reason in the comments.**



UNIVERSITY OF NEW MEXICO
 SALARY PLANNER WORKING REPORT for FY 2018 - 2019
 Organization: 043A - School of Medicine Deans Office ; Include Vacant Positions: Y
 Index: - ; Fund: -

Account	Employee Name	Position, Suffix, Title	Hiring Org	Performance Rating	Posn Budget	Current Labor Distribution			Proposed Labor Distribution			Change Amt	Change %
						Index	%	Amount	FTE	Index	%		
2020	* Vacant Position	S06807 Executive Project Director	099D		0	043482	100.00%	0	043482	100.00%	0	0	0.00%
	* Vacant Position	S06709 HS Associate Scientist 3	099Q			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S06716 Fiscal Services Tech	523K		0	R 043499	100.00%	1	R 043499	100.00%	1	0	0.00%
	* Vacant Position	S06767 Health Educator	160I			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S06853 HS/Associate Scientist 2	099Q			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07318 Dental Assistant	523K			R 043499	100.00%	1		0.00%	0	(1)	(100.00%)
	* Vacant Position	S07332 Health Educator	160I			R 043499	100.00%	0		0.00%	0	0	0.00%
	Vacant Position	S07380 Mgr, Som Faculty Emplmt Svcs	043G		0	268000	100.00%	0	268000	100.00%	0	1.00	0.00%
	* Vacant Position	S07412 Clinical Research Mgr	568B			R 043499	0.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07424 HS Research Tech 2	099Q			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07599 Training & Devt Consultant	568E			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07627 Dental Assistant	523K			R 043499	100.00%	1		0.00%	0	(1)	(100.00%)
	* Vacant Position	S07645 Dental Assistant	523K			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07646 Admin Assistant 2	523K		0	R 043499	100.00%	1	R 043499	100.00%	1	0	0.00%
	* Vacant Position	S07651 Database Administrator	651E			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07696 Dental Assistant	523K			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07705 Dental Assistant	523K			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07925 Clinical Research Mgr	568B			R 043499	0.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07944 Analyst/Programmer 2	099M			R 043499	100.00%	0		0.00%	0	0	0.00%
	* Vacant Position	S07986 *Stndt Success Mgr	524I			R 043499	100.00%	1		0.00%	0	(1)	(100.00%)
	* Vacant Position	S08133 HS/Associate Scientist 1	568B			R 043499	0.00%	0		0.00%	0	0	0.00%

Budget Planner



Budget Development Business Rules and General Guidelines



BUDGET PLANNER

BUDGET DEVELOPMENT

ENTER INFORMATION USING:

ALL INDICES WITH
CURRENT
UNRESTRICTED
FUNDS MUST BE
BUDGETED!

BUDGET ID: BUD20
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

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

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

Budget Development Business Rules

ALLOCATIONS AND TRANSFERS

- **Budget both sides (TO and FROM)**
use MyReports FORITAH - HSC Transfer Allocation Report if you need help determining if you should be budgeting a Transfer or Allocation.
- **Allocations (16xx) must zero out by fund unless its an external allocation.**
- 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.
- **ENTER COMMENTS IN ACCOUNT CODE TEXT BOX**
Explain where allocation/transfer is going to or coming from.
INCLUDE INDEX, ACCOUNT CODE AND AMOUNT

Return Schedule of Transfers and Allocations to Theresa Kelley by or before your scheduled lock date.

Budget Development Business Rules

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 FY20 budgets are posted in Banner.
- Impacts reporting.

20FI - Faculty Incentive Adjustments

- 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

20H0 - Health System Compensation

- Used for Salary Agreements with the Medical Group and UH

Budget Development Business Rules

- **SOM Departments should build to their Target Margins approved by the Dean's office.**
1901 (Budgeted Use of Reserves)
Note: only to be used between indices and/or for approved amounts only – see slide 61)
- **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.

THINGS TO REMEMBER

- There should **not** be two people in the same position (two jobs tied to one position). Contact your Employment Area, for assistance to correct.
- FTE Changes - Decreases/increases in FTE require signed “Change in FTE” form. This change impacts benefits.
- 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 29, 2019.
Note: Request to Spend Funds form (RTSF) for MSU request deadline was Feb 15, 2019.

MORE 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 locked (if earlier than 5pm on your scheduled lock date).

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>

FY19/20 Budget Development Calendar

FY20 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
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HSC BUDGET OFFICE

JOSEPH WROBEL	272-5664
DESIREE GATHINGS	272-0904
CHRISTINA LOUNSBURY	272-5492

JWROBEL@SALUD.UNM.EDU
DGATHINGS@SALUD.UNM.EDU
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HSC FACULTY CONTRACTS OFFICE

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

MCHESTNUT@SALUD.UNM.EDU

QUESTIONS?

COMING UP NEXT:
**BUDGET PLANNER OVERVIEW
FOR NEW USERS**



Budget Planner

New User
System Overview

BUDGET PLANNER SYSTEM ACCESS

Accessed 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:

Department General Inquiry

Department Budget Developer

Department Salary Planner

Request only highest level organization code – workflow recognizes org hierarchies

Changed departments since last budget process?

Be sure to update your BAR Organization security

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	BUD20	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 Code	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 Recalc 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

[Return To Top](#)

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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 always build to their Target Margins approved by the Dean's Office.

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 Development Reports

Working Report

Budget Development Reports Menu

Budget Development Working Report - Budget Year

Reports on new year budget development and salary plan 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

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 Budget Phase

Account Index

Organization

Fund Type Level 2

Fund

Program

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



UNIVERSITY OF NEW MEXICO
BUDGET WORKING REPORT for FY 2019-2020

Executive Level: AF VP Health Sciences Center
Organization: 523A SOM Surgery
Fund Type Level 2:

Fund:	Appt Percent	Hiring Orgn	FY 2019-2020 Budget	Budgeted FTE
Program:				
523H0 Surgery Cardio				
Index: 523007				
Cardio-Thoracic I&G				
Allocations				
1640			121,604	
Allocations Pooled Allocation Gen				
			Revenue Total:	121,604
Labor Expense				
2000			47,441	1.05
Faculty Salary Detail Gen				
-- Vacant Position --				
	FY0103	100 % 523H	33,736	1.00
	FY0269	100 % 523H	13,705	0.05
2060			74,125	1.98
Support Staff Salary Detail Gen				
	S04498	100 % 523H	32,109	0.98
	S04877	100 % 523H	42,016	1.00
Other Expense				
3100			38	
Office Supplies General				
			Expenditure Total:	121,604
			523007 Net:	0

Budget Development Reports

Operating Budget Summary

Budget Development Reports Menu

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

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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

NET MARGIN	(\$137,000)
Budgeted Use of Reserves	\$137,000
NET RESERVES	\$0

**THANK YOU FOR
COMING!**

