



Budget Report

BU-YTD Unrestricted Fund Detail-Data Reference Fact Sheet

Purpose: Provides a detail listing of all activity in the Unrestricted Fund rolling up to a particular Summary Organization. Report provides information by program, department, fund and account for the prior month-end side-by-side with activity posted through the prior working day.

This report can be used to assess budget to actual status daily, if desired.

Example for Report Use:

- Monitor Unrestricted Budget to Actual through-out the year.
- Monitor changes from original budget to adjusted budget
- Compare previous Month end to Current Month activity
- Use in preparing annual budget submission
- Deans and Unit heads can monitor all departments within their summary organization

Reference: This report provides information similar to that provided by e~Print report shown below.

e~Print – Report Name
ZAFGRBD


Updated Frequency: Nightly

Report Data Results

Program: The number and the description of the Program level 2. The program designates the function (specific purpose or objective) related to the transactions, such as Instruction, Academic Support, Institutional Support, etc. Programs 10 through 14 represent I&G programs.

Organization: The number and the description of the Organization. The organization is a designation for departmental/budgetary subdivisions within NMSU.

Fund: The number and the description of the fund. The fund is a fiscal and accounting entity with a self-balancing set of accounts in which transactions are recorded and segregated to carry on specific activities or attain certain objectives.





Account Category:

Separately identifies Revenue accounts from Expense Accounts. On this report, revenues are shown in brackets and expenses are shown without brackets. Should there be a decrease in revenue or expense, they will be shown with the opposite indicator (i.e., revenue will be shown without brackets and expense will be shown with brackets).

Note: In general, programs 10 through 14 will not have a revenue budget or actual revenue; they will have only an expense budget and expenses.

Account (L2):

The number and the description of the Account. The account is a designation for individual asset, liability, equity, revenue and expenditure and/or transfer account classifications. For this particular report, only revenue and expense account types should appear.

Month-End set of columns: The Month-End columns show information as of the last closed fiscal period. The last closed fiscal period is indicated at the top left corner. The period number relates to the month within the *fiscal year* with July being Period 01 and June being Period 12 (Period 14 for final close).


Current set of columns: The “Current” columns show information as of the previous working day of the Open Fiscal Period indicated in the top left corner. The period number relates to the month within the fiscal year with July being Period 01 and June being Period 12 (Period 14 for final close).

Columns under Month-End and Current:

Original Budget: Represents the budget Adopted by the Board of Regents and approved by the NM Higher Education Department (HED) and the Department of Finance and Administration (DFA).

Adjusted Budget: Represents the Original Budget adjusted for any permanent (BD02 transaction codes) or temporary (BDC or BD04 transaction codes) budget adjustments.

YTD: Represents activity booked from July 1 through the closed period for Month-End Columns or the last working day of the open period for the Current columns (see definition for Month-End and Current above).





Commitments: The total of open purchase orders, personal service contracts or other commitments which have been booked into the Banner system.

Remaining Balance: Equal to the Adjusted Budget less the YTD activity and less the Commitments. Represents the budget balance available as of these periods.

Summary at the End of Report: At the end of the report is a summary of total revenue and expense by program without the organization and account number detail.

