Navigating to the Projected Actuals Reports Menu

1. Login to my.unm.edu
2. Enter LoboWeb and access the Finance Menu 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 “Projected Actuals Reports Menu”
5. Click on “Projection Indices Not Modified Report”

Projected Actuals Reports Menu

- **Projections Working Report**
  Reports projected actuals by index or any combination of fund, organization, and/or program summarized by account.

- **Budget to Projected Actuals Report**
  Reports projected actuals by index or any combination of fund, organization, and/or program summarized by account type.

- **HSC Budget Year Financial Projections Report**
  Reports projected actuals summarized by organization.

- **Main Campus Current Unrestricted Financial Projections by Exhibit Report**
  Reports main campus current unrestricted financial projections summarized by exhibit.

- **Projected Net Reserve By Index Report**
  Reports projected net reserve summarized by index.

- **Projection Indices Not Modified Report**
  Reports projection indices that were not modified.

- **Original Budget to Projected Actuals Report**
  Reports original budget to projected actuals by index or any combination of fund, organization, and/or program summarized by account type.
6. Select the Budget ID and Budget Phase
   
a. Note: the Budget ID and Budget Phase should always be the current Fiscal Year (BUDxx and PROJxx).

7. The Fiscal Year defaults to the current Fiscal Year

8. The Fiscal Period defaults to 06 (December)
   
a. Mid-year projections are always based on Fiscal period 06 (December), however, the Projections System is open year-round, allowing prior Budget ID, Budget Phase, Fiscal Year, and Fiscal Period to be selected for department reporting.

9. Enter the report parameters by Organization, Fund and/or Program
   
   • Organization code levels 1 through 7
   • Fund code levels 2 or 3
   • Program code levels 2 or 3

   The more information that is entered into the Organization, Fund and Program fields, the less time the system takes to generate the data

10. Click “Submit”

   While the system is compiling the report information, a white window box is displayed. Once the report information is compiled, it will display the report in a new window.
What does the report display?

YTD Actual Amount column

- Current index YTD Actual balance in Banner for the Fiscal Year and Fiscal Period selected

***END***