



## BUDGET PLANNER

### PROJECTED ACTUALS REPORT

#### PA-106 Projected Net Reserve By Index Report

Date Issued/Rev: 11/09/2016

**General Description:** This report summarizes the projected revenue and projected expenditure data by index for each organization. Indices for each organization will be listed in order on the report along with organizational subtotals and an ending summary total. **Note: This report only displays current unrestricted fund indices.** It also includes terminated indices and excludes contra indices.

**Purpose:** This report displays year-end projected actual balances for any combination of fund, organization and/or program. The projected year-end actual balances are summarized into total projected revenues, total projected expenditures and a calculated total projected net reserve for each index within an organization.

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

#### Navigating to the Projected Actuals Reports Menu

1. Login to my.unm.edu
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 “Projected Actuals Reports Menu”
5. Select the “Projected Net Reserve By Index Report”

Student Employee Payment **Finance**

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#### 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.

Select the Report Parameters

- 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**
  - Remember, the more information that is entered into the Organization, Fund and Program fields, the less time the system takes to generate the data
  - Organization code levels 1 through 7
  - Fund code levels 2 or 3
  - Program code levels 2 or 3

EXIT

Projected Net Reserve By Index Report

The screenshot shows a web form for 'Projected Net Reserve By Index Report'. It includes fields for 'Chart of Accounts' (value: U), 'Budget ID', 'Budget Phase', 'Budget', 'Fiscal Year', 'Fiscal Period' (value: 06), 'Organization', 'Fund', and 'Program'. A 'Submit' button is circled. Three callout boxes with green borders and arrows point to specific fields: the top box points to 'Chart of Accounts' and 'Budget Phase'; the middle box points to 'Fiscal Year' and 'Fiscal Period'; the bottom box points to 'Organization', 'Fund', and 'Program'.

Chart of Accounts: **U**  
Budget ID: **Current Fiscal Year - BUDxx**  
Budget Phase: **Current Fiscal Year - PROJxx**

Fiscal Year: **Defaults to Current Fiscal Year**  
Fiscal Period: **Defaults to 06 (December)**

Enter: **Organization, Fund and/or Program**

- 10. Enter the report parameters by **Organization, Fund and/or Program**
  - Remember, the more information that is into the Organization, Fund and Program fields, the less time the system takes to generate the data

## PA-106 Projected Net Reserve By Index Report

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- Organization code levels 1 through 7
- Fund code levels 2 or 3
- Program codes levels 2 or 3

11. Click “Submit”

While the system is compiling the report information, a white window is displayed. Once the report information is compiled, it will display the report.



### What does the report display

- There are subtotals shown for each organization and at the end of the report there is a summary total for all the indexes listed in the report for the organization selected.
- The Projected Revenues column will contain projected year-end balances from all the revenue account codes.
- The Projected Expenditures column will contain projected year-end balances from all the expense account codes.
- The Projected Net Reserve column will display the Projected Net Reserve amount (Projected Revenues less Projected Expenditures).

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