



BUDGET PLANNER

PROJECTED ACTUALS

Create Projected Actuals Worksheet

Date Issued/Revised: 12/12/2017

General Description: This procedure explains how to enter projection information by index. The projection process will determine if the index will have a surplus or will break even at the end of the fiscal year.

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

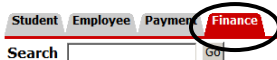
Related Reports: Projections Working
Budget to Projected Actuals
HSC Budget Year Financial Projections
Main Campus Current Unrestricted Financial Projections by Exhibit
Projected Net Reserve By Index
Projection Indices Not Modified

IMPORTANT NOTES:

- A projection is not a change value you input.
- Budget every index and account code that will have activity. If there is no budget or actual activity entered, the account code will not show in the projection system.

Create a Projected Actuals Worksheet

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 "Budget Planner Menu"
4. Click on "Create Projected Actuals Worksheet"



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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

5. Click on "Create Query"

6. Select: Adopted Budget, Year-to-Date Actuals, Adjusted Budget and Commitments.

7. Click on "Continue"

8. Select the Fiscal year, Fiscal period, Budget ID, Budget Phase and Account Index that you would like to update.

- a. Note: the Budget ID and Budget Phase should always be the current Fiscal Year (BUDxx and PROJxx).
- b. **Mid-year projections are always based on Fiscal period 06 (December)**, the Projections System is open year-round, allowing prior Budget ID, Budget Phase, Fiscal Year and Fiscal Period to be selected for department reporting.

Using the Validation Code Lookup Screens

Student Employee Payment **Finance**

Search Go

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Create Projected Actuals Worksheet

Fiscal year: Fiscal period: 06

Comparison Fiscal year: None Comparison Fiscal period: None

Budget ID Budget Phase **Budget**

Commitment Type: All

Chart of Accounts U Account Index

Fund Activity

Organization Location

Account Program

Include Revenue Accounts

Save Query as:

Shared

Submit Query

If the Budget ID or Budget Phase is unknown, click on the **"Budget"** button to access the Validation Code Lookup screen

If an index number is unknown, click on the **"Account Index"** button to access the Validation Code Lookup screen

BUDGET ID and BUDGET PHASE lookup screen

9. Enter query information in the Validation Code Lookup screen (for example: enter BUD1% in the Budget&Phase_Projection Criteria field).

a. Click on "Execute Query"

Student Employee Payment **Finance**

Search

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Validation Code Lookup

Chart of Accounts U

Budget&Phase_Projection Criteria BUD1%

Title Criteria

Maximum rows to return 100

Execute Query

Exit without Value

Note: The search criteria for Budget ID & Budget Phase is not case sensitive.

Student Employee Payment **Finance**

Search Go

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Validation Code Lookup

Code lookup results

Budget Title	Budget ID	Budget Phase Title	Budget Phase
2010 Budget ID BUD10		Projections Phase 2010	PROJ10
2011 Budget ID BUD11		Projections Phase 2011	PROJ11
2012 Budget ID BUD12		Projections Phase 2012	PROJ12
2013 Budget ID BUD13		Projections Phase 2013	PROJ13
2014 Budget ID BUD14		Projections Phase 2014	PROJ14
2015 Budget ID BUD15		Projections Phase 2015	PROJ15
2016 Budget ID BUD16		Projections Phase 2016	PROJ16
2017 Budget ID BUD17		Projections Phase 2017	PROJ17
2018 Budget ID BUD18		Projections Phase 2018	PROJ18

Click on the current fiscal year located in the Budget Phase column to populate the Projected Actuals Worksheet Budget ID and the Budget Phase

Exit without Value

Another Query

10. Click on "Another Query" to enter another search criteria.

ACCOUNT INDEX lookup screen

11. Enter query information in the Validation Code Lookup screen (for example: enter %RESIDENCE% in the Title Criteria field).

12. Click on "Execute Query"

Student Employee Payment **Finance**

Search Go SITE MAP HELP

Validation Code Lookup

Chart of Accounts U

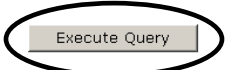
Account Index Criteria

Title Criteria

Fund Criteria

Organization Criteria

Maximum rows to return



Exit without Value

Note: The query is not limited by organization code security; however, if the index you selected is **not** within your organization code security, you will not be able to view the projection worksheet.

Note: The search criteria is case sensitive.

Validation Code Lookup

Code lookup results

Title	Account Index	Fund	Organization	Account	Program	Activity	Location
115075-RESIDENCE HALL-HS - Residenc	215000	2U0001	215F1		P151	215F07	
130055-RESIDENCE HALLS	215016	2U0070	215E1		P201	GNACTV	
115077-RESIDENCE HALL-General Activ	215026	2U0001	215E1		P151	GNACTV	
115075-RESIDENCE HALL-HS - Residenc	215040	2U0001	215E1		P151	215F07	
115077-RESIDENCE HALL-HS - Residenc	215048	2U0001	215F1		P151	215F09	
115080-RESIDENCE HALL-HS - Residenc	215049	2U0001	215F1		P151	215F10	
115077-RESIDENCE HALL-HS - Residenc	215050	2U0001	215E1		P151	215F09	

Exit without Value

Click on the **Account Index** to populate the Projected Actuals Worksheet Account Index

Another Query

13. When the report parameters information is complete, select "Include Revenue Accounts" and click on "Submit Query".

Create Projected Actuals Worksheet

Fiscal year: 2018 **Fiscal period:** 06
Comparison Fiscal year: None **Comparison Fiscal period:** None
Budget ID: BUD18 **Budget Phase:** PROJ18
Commitment Type: All
Chart of Accounts: U **Account Index:** 215000
Fund: 2U0001 **Activity:** 215F07
Organization: 215F1 **Location:**
Account: **Program:** P151
 Include Revenue Accounts
Save Query as:
 Shared

Populating the Projected Actuals Worksheet

14. The Index and FOPA elements will display in the worksheet.

Create Projected Actual Worksheet

Report Parameters

Projected Actuals Worksheet			
By Account Index			
Period Ending Dec 31, 2017			
As of Dec 12, 2017			
Chart of Accounts	U University of New Mexico	Commitment Type	All
Fund	2U0001 MU Other Student Social Cultural	Program	P151 Student Social and Cultural
Organization	215F1 RLSH Res Ed Gov't	Activity	215F07 Hs - Residence Hall Assn
Account	All	Location	All
Account Index:	215000 115075-RESIDENCE HALL-HS - Residenc		



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Year-to-Date Actuals + Projected Amount = Year End Projected Actuals

Post All Zeros * Post zero values for all New Projected Amounts.

Worksheet

Account	Account Title	FY18/PD06 Adopted Budget	FY18/PD06 Adjusted Budget	FY18/PD06 Year-to-Date Actuals	FY18/PD06 New Projected Amount	FY18/PD06 Projected Amount	FY18/PD06 Year End Projected Actuals	FY18/PD06 Commitments (FY1)
11A0	Trsfr To Research Gen	0.00	0.00	(44,651.00)		(44,651.00)	(89,302.00)	0.00
1640	Allocations Pooled Allocation Gen	1,610,507.00	1,610,507.00	1,610,507.00		0.00	1,610,507.00	0.00
1900	Reserves	0.00	0.00	969,951.20		0.00	969,951.00	0.00



Note: DATA CANNOT BE ENTERED IN GRAYED-OUT FIELDS

15. The "FY18/PD06 New Projected Amount" is what you are expecting to spend/receive in the next 6 months if your projections are based on December (period 06) data. You can project "new" revenue without projecting "new" expenses. This is a projection of actuals; therefore, a projection for a corresponding expense does not have to be made.

Create Projected Actuals Worksheet

Create Projected Actual Worksheet

Report Parameters

Projected Actuals Worksheet			
By Account Index			
Period Ending Dec 31, 2017			
As of Dec 12, 2017			
Chart of Accounts	U University of New Mexico	Commitment Type	All
Fund	2U0001 MU Other Student Social Cultural	Program	P151 Student Social and Cultural
Organization	215F1 RLSH Res Ed Gov't	Activity	215F07 Hs - Residence Hall Assn
Account	All	Location	All
Account Index:	215000 115075-RESIDENCE HALL-HS - Residenc		

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Year-to-Date Actuals + Projected Amount = Year End Projected Actuals

Post All Zeros * Post zero values for all New Projected Amounts.

Account	Account Title	FY18/PD06 Adopted Budget	FY18/PD06 Adjusted Budget	FY18/PD06 Year-to-Date Actuals	FY18/PD06 New Projected Amount	FY18/PD06 Projected Amount	FY18/PD06 Year End Projected Actuals	FY18/PD06 Commitments (FYI)
0220	Other Student Fees Gen	35,000.00	35,000.00	0.00		0.00	0.00	0.00
0520	Food Sales Revenue Gen	1,700.00	1,700.00	0.00		0.00	0.00	0.00
0540	Housing Dorm Rental Gen	0.00	0.00	16,455.00		16,455.00	32,910.00	0.00
05L0	Fundraising Activities Gen	1,500.00	1,500.00	3,238.28		3,238.00	6,476.00	0.00
0720	Other Sales and Service Revenue	1,500.00	1,500.00	7,856.00		7,856.00	15,712.00	0.00
0722	Reimbursement Holding	0.00	0.00	0.00		0.00	0.00	0.00
1600	Allocations Earned Revenue Gen	0.00	0.00	0.00		0.00	0.00	0.00
1900	Reserves	0.00	0.00	1,834.33		0.00	1,834.00	0.00
1903	Change in Reserves	0.00	0.00	(87.95)		0.00	(88.00)	0.00
3100	Office Supplies General	0.00	0.00	51.19		51.00	102.00	0.00
3180	Food F&A Excludable Gen	12,150.00	12,150.00	3,014.18		3,014.00	6,028.00	0.00
37Y0	Supply Costs F&A Excludable	11,500.00	11,500.00	5,773.89		5,774.00	11,548.00	0.00
3820	Out Of State Travel Gen	0.00	0.00	1,907.72		1,908.00	3,816.00	0.00
3830	Out Of State Trvl-Per Diem Non-State \$	0.00	0.00	0.00		0.00	0.00	0.00
3830	Out State Trvl-Per Diem Non-State \$	0.00	0.00	0.00		0.00	0.00	0.00
38A0	Motor Pool Rental Gen	479.00	479.00	0.00		0.00	0.00	0.00
4080	Student Travel Gen	1,400.00	1,400.00	0.00		0.00	0.00	0.00

16. Enter the projected amounts in the "FY18/PD06 New Projected Amount" column.

17. Click on "Post".

37Y0	Supply Costs F&A Excludable	11,500.00	11,500.00	5,773.89		5,774.00	11,548.00	0.00
3820	Out Of State Travel Gen	0.00	0.00	1,907.72	1500	1,908.00	3,816.00	0.00
3830	Out State Trvl-Per Diem Non-State \$	0.00	0.00	0.00		0.00	0.00	0.00
38A0	Motor Pool Rental Gen	479.00	479.00	0.00	400	0.00	0.00	0.00
4080	Student Travel Gen	1,400.00	1,400.00	0.00	2000	0.00	0.00	0.00
40A0	Student Participant Costs Gen	1,000.00	1,000.00	0.00	1500	0.00	0.00	0.00
4520	Student Costs Other Gen	0.00	0.00	110.00		110.00	220.00	0.00
6310	Internet Fees Gen	0.00	0.00	0.00		0.00	0.00	0.00
6350	Promotional Exp F&A Excludable Gen	1,000.00	1,000.00	0.00	1200	0.00	0.00	0.00
63A0	Conference Fees Gen	4,000.00	4,000.00	3,066.00		3,066.00	6,132.00	0.00
63A1	Event Fees	3,000.00	3,000.00	2,606.94		2,607.00	5,214.00	0.00

Post

Another Query

18. The "Year End Projected Actuals" column is then updated to reflect the new projected amounts.

Account	Account Title	FY18/PD06 Adopted Budget	FY18/PD06 Adjusted Budget	FY18/PD06 Year-to-Date Actuals	FY18/PD06 New Projected Amount	FY18/PD06 Projected Amount	FY18/PD06 Year End Projected Actuals	FY18/PD06 Commitments (FYI)
37Y0	Supply Costs F&A Excludable	11,500.00	11,500.00	5,773.89		5,774.00	11,548.00	0.00
3820	Out Of State Travel Gen	0.00	0.00	1,907.72		1,500.00	3,408.00	0.00
3830	Out State Trvl-Per Diem Non-State \$	0.00	0.00	0.00		0.00	0.00	0.00
38A0	Motor Pool Rental Gen	479.00	479.00	0.00		400.00	400.00	0.00
4080	Student Travel Gen	1,400.00	1,400.00	0.00		2,000.00	2,000.00	0.00
40A0	Student Participant Costs Gen	1,000.00	1,000.00	0.00		1,500.00	1,500.00	0.00
4520	Student Costs Other Gen	0.00	0.00	110.00		110.00	220.00	0.00
6310	Internet Fees Gen	0.00	0.00	0.00		0.00	0.00	0.00
6350	Promotional Exp F&A Excludable Gen	1,000.00	1,000.00	0.00		1,200.00	1,200.00	0.00
63A0	Conference Fees Gen	4,000.00	4,000.00	3,066.00		3,066.00	6,132.00	0.00
63A1	Event Fees	3,000.00	3,000.00	2,606.94		2,607.00	5,214.00	0.00

Note: If a new projected amount was not entered, then the year end projected actuals amount is annualized based on the fiscal period selected and the Year-to-Date actuals for that period.

Note: FY18/PD06 Year-to-Date Actuals + FY18/PD06 New Projected Amount = FY18/PD06 Year End Projected Actuals

Adding new Accounts

- New rows may be added within the parameters used to create the worksheet.
- Select Post to recalculate and save changes.

New Row	Account	Projected Amount
1	Account1 3810	500
2	Account2	
3	Account3	
4	Account4	
5	Account5	

To add a New Account and Projected Amount, enter the account code in the **Account** field and the amount in the **Projected Amount** field and click on "Post"

19. The "Post All Zeroes" will post zero values for all new FY18/PD06 Projected Amounts.

Note: Once this action is taken, it cannot be reversed unless each account code amount is entered individually.

* Post zero values for all New Projected Amounts.

Field prior to selecting "Post All Zeroes"

Worksheet

Account	Account Title	FY18/PD06 Adopted Budget	FY18/PD06 Adjusted Budget	FY18/PD06 Year-to-Date Actuals	FY18/PD06 New Projected Amount	FY18/PD06 Projected Amount	FY18/PD06 Year End Projected Actuals	FY18/PD06 Commitments (FY1)
3100	Office Supplies General	539.00	539.00	99.44		99.00	198.00	0.00
3150	Computer Supplies <\$5,001	90.00	90.00	544.80		1,800.00	2,345.00	0.00
3182	Tools <\$5,001	60.00	60.00	0.00		0.00	0.00	0.00
3180	Food F&A Unallowable Gen	4,452.00	4,452.00	5,648.49		2,000.00	7,648.00	0.00
31C0	Dues Memberships Gen	83.00	83.00	110.00		110.00	220.00	0.00
37Y0	Supply Costs F&A Unallowable	3,650.00	3,650.00	3,065.62		800.00	3,866.00	0.00
3820	Out Of State Travel Gen	4,453.00	4,453.00	0.00		0.00	0.00	0.00
6370	Printing/Copying/Binding Gen	0.00	0.00	22.97		150.00	173.00	0.00
63A0	Conference Fees Gen	4,462.00	4,462.00	0.00		6,000.00	6,000.00	0.00

Field after selecting "Post All Zeroes"

Account	Account Title	FY18/PD06 Adopted Budget	FY18/PD06 Adjusted Budget	FY18/PD06 Year-to-Date Actuals	FY18/PD06 New Projected Amount	FY17/PD06 Projected Amount	FY18/PD06 Year End Projected Actuals	FY18/PD06 Commitments (FY1)
3100	Office Supplies General	539.00	539.00	99.44		0.00	99.00	0.00
3150	Computer Supplies <\$5,001	90.00	90.00	544.80		0.00	545.00	0.00
3182	Tools <\$5,001	60.00	60.00	0.00		0.00	0.00	0.00
3180	Food F&A Unallowable Gen	4,452.00	4,452.00	5,648.49		0.00	5,648.00	0.00
31C0	Dues Memberships Gen	83.00	83.00	110.00		0.00	110.00	0.00
37Y0	Supply Costs F&A Unallowable	3,650.00	3,650.00	3,065.62		0.00	3,066.00	0.00
3820	Out Of State Travel Gen	4,453.00	4,453.00	0.00		0.00	0.00	0.00
6370	Printing/Copying/Binding Gen	0.00	0.00	22.97		0.00	23.00	0.00
63A0	Conference Fees Gen	4,462.00	4,462.00	0.00		0.00	0.00	0.00

20. Once all changes have been entered and posted, select "Another Query" to enter projections on additional indices. If there are no additional projections to enter, you can exit LoboWeb.

*** END ***