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”
5. Click on “Create Query”

![Create Projected Actuals Worksheet](image)

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

![Create Projected Actuals Worksheet](image)

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.

![Create Projected Actuals Worksheet](image)
Using the Validation Code Lookup Screens

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”

Note: The search criteria for Budget ID & Budget Phase is not case sensitive.
PA-101 Create Projected Actuals Worksheet

10. Click on “Another Query” to enter another search criteria (for example: enter %16% in the Title Criteria field).

   a. Click on “Execute Query”

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”

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

<table>
<thead>
<tr>
<th>Code lookup results</th>
<th>Title</th>
<th>Account Index Fund</th>
<th>Organization Account</th>
<th>Program Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>115075-RESIDENCE HALL-HS - Residency</td>
<td>215000</td>
<td>200001</td>
<td>215F1</td>
<td>P1S1</td>
</tr>
<tr>
<td></td>
<td>130055-RESIDENCE HALLS</td>
<td>215016</td>
<td>200001</td>
<td>215E1</td>
<td>P201</td>
</tr>
<tr>
<td></td>
<td>115077-RESIDENCE HALL-General Activity</td>
<td>215049</td>
<td>200001</td>
<td>215E1</td>
<td>P1S1</td>
</tr>
<tr>
<td></td>
<td>115075-RESIDENCE HALL-HS - Residency</td>
<td>215040</td>
<td>200001</td>
<td>215E1</td>
<td>P1S1</td>
</tr>
<tr>
<td></td>
<td>115077-RESIDENCE HALL-HS - Residency</td>
<td>215049</td>
<td>200001</td>
<td>215E1</td>
<td>P1S1</td>
</tr>
<tr>
<td></td>
<td>115077-RESIDENCE HALL-HS - Residency</td>
<td>215050</td>
<td>200001</td>
<td>215E1</td>
<td>P1S1</td>
</tr>
</tbody>
</table>

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

Populating the Projected Actuals Worksheet

14. The Index and FOPA elements will display in the worksheet.
15. The “FY17/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.

16. Enter the projected amounts in the “FY17/PD06 New Projected Amount” column.

17. Click on “Post”.
18. The “Year End Projected Actuals” column is then updated to reflect the new projected amounts.

**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:** FY17/PD06 Year-to-Date Actuals + FY17/PD06 New Projected Amount = FY17/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.

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 FY17/PD06 Projected Amounts.

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