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

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.

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

Budget ID: **Current Fiscal Year - BUDxx**
Budget Phase: **Current Fiscal Year - PROJxx**

Chart of Accounts: **U**
Account Index: **6 digit index number**
Create Projected Actuals Worksheet

**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”

   ![Validation Code Lookup Screen](image)

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

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

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
Create Projected Actuals Worksheet

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”

Validation Code Lookup

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Index Criteria</td>
<td></td>
</tr>
<tr>
<td>Title Criteria</td>
<td>%RESIDENCE%</td>
</tr>
<tr>
<td>Fund Criteria</td>
<td></td>
</tr>
<tr>
<td>Organization Criteria</td>
<td></td>
</tr>
<tr>
<td>Maximum rows to return</td>
<td>100</td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>115075-RESIDENCE HALL-HS - Resident</td>
</tr>
<tr>
<td>130085-RESIDENCE HALLS</td>
</tr>
<tr>
<td>115077-RESIDENCE HALL-General Actv</td>
</tr>
<tr>
<td>115075-RESIDENCE HALL-HS - Resident</td>
</tr>
<tr>
<td>115077-RESIDENCE HALL-HS - Resident</td>
</tr>
<tr>
<td>115080-RESIDENCE HALL-HS - Resident</td>
</tr>
<tr>
<td>115077-RESIDENCE HALL-HS - Resident</td>
</tr>
</tbody>
</table>

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

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

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

**Create Projected Actuals Worksheet**

**Fiscal year:** 2018
**Fiscal period:** 06
**Comparison Fiscal year:** None
**Comparison Fiscal period:** None

**Budget ID:** BUD18
**Budget Phase:** PROJ18
**Budget:**

**Commitment Type:** All

**Account:** 215000
**Account Index:**

**Fund:** 2U0001
**Activity:** 215F07
**Organization:** 215F1
**Location:**

**Program:** P151

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**Populating the Projected Actuals Worksheet**

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.

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**Note:** DATA CANNOT BE ENTERED IN GRAYED-OUT FIELDS
16. Enter the projected amounts in the “FY18/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.
Create Projected Actuals Worksheet

**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.

<table>
<thead>
<tr>
<th>New Row</th>
<th>Account</th>
<th>Projected Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Account1</td>
<td>38100</td>
</tr>
<tr>
<td>2</td>
<td>Account2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Account3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Account4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Account5</td>
<td></td>
</tr>
</tbody>
</table>

- 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.

#### Field prior to selecting “Post All Zeroes”

#### Field after selecting “Post All Zeroes”

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”

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 ***

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**Raw Text**

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

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*** END ***