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. 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 “Budget Planner Menu”
4. Click on “Create Projected Actuals Worksheet”

**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”

**Create Projected Actuals Worksheet**

- **Create a New Query**
- **Retrieve Existing Query**
  - Saved Query: None
  - Retrieve Query

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

**Create Projected Actuals Worksheet**

- **Adopted Budget**
- **Year-to-Date Actuals**
- **Adjusted Budget**
- **Commitments**

**Save Query as:**
- **Shared**
  - Continue

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.

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### Create Projected Actuals Worksheet

<table>
<thead>
<tr>
<th>Fiscal year:</th>
<th>2019</th>
<th>Fiscal period:</th>
<th>06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison Fiscal year:</td>
<td>None</td>
<td>Comparison Fiscal period:</td>
<td>None</td>
</tr>
<tr>
<td>Budget ID:</td>
<td>BUD19</td>
<td>Budget Phase:</td>
<td>PROJ19</td>
</tr>
<tr>
<td>Commitment Type:</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chart of Accounts:</td>
<td>U</td>
<td>Account Index</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td>Program</td>
<td></td>
</tr>
</tbody>
</table>

- **Fiscal Year:** Defaults to the current fiscal Year
- **Fiscal Period:** Defaults to period 06 (December)
- **Budget ID:** BUDxx – current fiscal year
- **Budget Phase:** PROJxx – current fiscal year
- **Chart of Accounts:** Defaults to “U”
- **Account Index:** enter the Index that you are working on here

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Create Projected Actuals Worksheet

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. The “%” is a wildcard that stands-in for the unknown information.

   a. Click on “Execute Query”

Validation Code Lookup

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

10. Click on “Another Query” to enter another search criteria if the Budget Phase you want to work with is not listed.

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”

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

14. The Index and FOPA elements will display in the worksheet. Verify that this is the correct Index before making any changes.

15. The “FYxx/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

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY17/PD06 Adopted Budget</th>
<th>FY17/PD06 Adjusted Budget</th>
<th>FY17/PD06 Year-to-Date Actuals</th>
<th>FY17/PD06 New Projected Amount</th>
<th>FY17/PD06 Projected Amount</th>
<th>FY17/PD06 Year End Projected Actuals</th>
<th>FY17/PD06 Commitments FY17/PD06 Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0220</td>
<td>Other Student Fees Gen</td>
<td>23,498.00</td>
<td>23,498.00</td>
<td>18,750.00</td>
<td>16,000.00</td>
<td>16,000.00</td>
<td>34,750.00</td>
<td>34,750.00</td>
</tr>
<tr>
<td>0510</td>
<td>Fundraising Activities Gen</td>
<td>0.00</td>
<td>0.00</td>
<td>2,061.30</td>
<td>2,061.30</td>
<td>2,061.30</td>
<td>5,002.00</td>
<td>5,002.00</td>
</tr>
<tr>
<td>1650</td>
<td>Allocations Subsidy Gen</td>
<td>0.00</td>
<td>68.00</td>
<td>58.00</td>
<td>68.00</td>
<td>68.00</td>
<td>336.00</td>
<td>336.00</td>
</tr>
<tr>
<td>1660</td>
<td>Allocations Other Gen</td>
<td>0.00</td>
<td>[900.00]</td>
<td>[900.00]</td>
<td>[900.00]</td>
<td>[1,800.00]</td>
<td>[1,800.00]</td>
<td>[1,800.00]</td>
</tr>
<tr>
<td>1900</td>
<td>Reserves</td>
<td>0.00</td>
<td>10,104.00</td>
<td>10,104.00</td>
<td>0.00</td>
<td>10,104.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3100</td>
<td>Office Supplies General</td>
<td>523.00</td>
<td>523.00</td>
<td>110.00</td>
<td>110.00</td>
<td>110.00</td>
<td>220.00</td>
<td>220.00</td>
</tr>
<tr>
<td>3150</td>
<td>Computer Supplies &lt;5,001</td>
<td>87.00</td>
<td>87.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3182</td>
<td>Tools &lt;5,001</td>
<td>58.00</td>
<td>58.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3189</td>
<td>Food &amp; F&amp;A Unallowable Gen</td>
<td>4,318.00</td>
<td>4,318.00</td>
<td>4,091.40</td>
<td>3,628.00</td>
<td>3,628.00</td>
<td>7,117.00</td>
<td>7,117.00</td>
</tr>
<tr>
<td>31C0</td>
<td>Dues Memberships Gen</td>
<td>81.00</td>
<td>81.00</td>
<td>110.00</td>
<td>110.00</td>
<td>110.00</td>
<td>220.00</td>
<td>220.00</td>
</tr>
<tr>
<td>3130</td>
<td>Parking Permits Gen</td>
<td>0.00</td>
<td>0.00</td>
<td>315.00</td>
<td>315.00</td>
<td>315.00</td>
<td>630.00</td>
<td>630.00</td>
</tr>
<tr>
<td>2770</td>
<td>Supply Costs F&amp;A Unallowable</td>
<td>3,540.00</td>
<td>2,049.00</td>
<td>1,240.00</td>
<td>1,221.00</td>
<td>1,221.00</td>
<td>2,461.00</td>
<td>2,461.00</td>
</tr>
<tr>
<td>3820</td>
<td>Out of State Travel Gen</td>
<td>4,319.00</td>
<td>4,319.00</td>
<td>4,048.00</td>
<td>4,049.00</td>
<td>4,049.00</td>
<td>8,098.00</td>
<td>8,098.00</td>
</tr>
<tr>
<td>3830</td>
<td>Out State Trav Per Elem Non-State $</td>
<td>0.00</td>
<td>0.00</td>
<td>35.70</td>
<td>36.00</td>
<td>36.00</td>
<td>72.00</td>
<td>72.00</td>
</tr>
<tr>
<td>6350</td>
<td>Promotional Exp F&amp;A Unallowable Gen</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

17. Click on “Post” at the bottom of the screen.

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: Year-to-Date Actuals + New Projected Amount = Year End Projected Actuals
Create Projected Actuals Worksheet

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>3810</td>
<td>500</td>
</tr>
<tr>
<td>2</td>
<td>3810</td>
<td>500</td>
</tr>
<tr>
<td>3</td>
<td>3810</td>
<td>500</td>
</tr>
<tr>
<td>4</td>
<td>3810</td>
<td>500</td>
</tr>
<tr>
<td>5</td>
<td>3810</td>
<td>500</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 Zeros” will post zero values for all new FYxx/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.

*** E N D ***