



BUDGET PLANNER PROJECTED ACTUALS

Projected Net Reserve by Index Report

Date Issued/Revised: 12/01/2022

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. 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 the “Budget Planner Menu”
4. Click on “Projected Actuals Reports Menu”

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.

Budget Development Reports Menu (new)

View Budget Development reports (new)

Projected Actuals Reports Menu

View Projected Actuals reports.

Projected Actuals Reports Menu (new)

View Projected Actuals reports (new)

Salary Planner Menu

Update Position Budgets, Job Salary and Labor Distribution for the Upcoming Fiscal Year

5. Select the “Projected Net Reserve by Index Report”

Projected Actuals Reports

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.

Original Budget to Projected Actuals Report

Reports original budget to projected actuals by index or any combination of fund, organization, and/or program summarized by account type.

Select the Report Parameters

6. Chart of Accounts is defaulted to U and cannot be changes.

7. In **Budget** type BUDxx then tab. **Budget Phase** should automatically fill in with matching Fiscal Yea, if not then type PROJxx then tab. Select the Budget ID and Budget Phase

a. Note: the **Budget** and **Budget Phase** should always be the current Fiscal Year (BUDxx and PROJxx).

8. The **Fiscal Year** should be the same as the Fiscal Year in Budget and Budget Phase

9. The **Fiscal Period** defaults to 06 (December)

a. Mid-year projections are always based on Fiscal period 06 (December).

10. Enter the report parameters by **Organization, Fund** and/or **Program**

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

The more information that is entered into the Organization, Fund and Program fields, the less time the system takes to generate the data

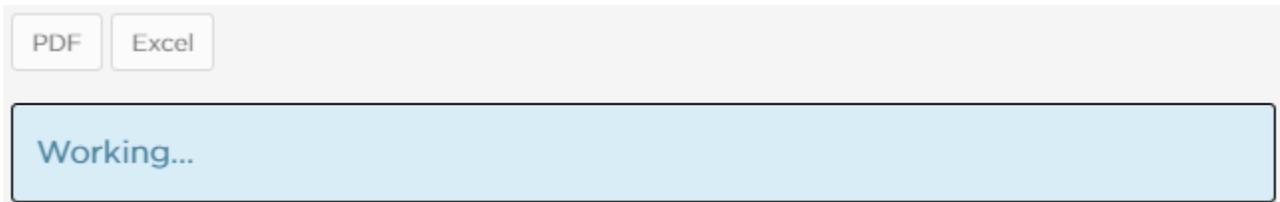
Projected Net Reserves by Index Report

Reports Parameter Page

Chart of Accounts	<input type="text" value="U"/>	←	Chart of Accounts will always be: U Budget: BUDxx (Fiscal Year) Budget Phase: PROJXX (Fiscal Year) Fiscal Year: Current Fiscal Year Fiscal Period: 06 (December) **Budget, Budget Phase and Fiscal Year must be same Fiscal Year
Budget	<input type="text" value="BUD23 - 2023 Budget ID"/>	←	
Budget Phase	<input type="text" value="PROJ23 - Projections Phase 2023"/>	←	
Fiscal Year	<input type="text" value="2023"/>	←	
Fiscal Period	<input type="text" value="06"/>	←	
Organization	<input type="text" value="Please select an Organization"/>	←	<u>At least one FOP must be entered.</u> Enter: Organization or leave null Enter: Fund or leave null Enter: Program or leave null
Fund	<input type="text" value="Please select a Fund code"/>	←	
Program	<input type="text" value="Please select a program code"/>	←	
	<input type="button" value="PDF"/> <input type="button" value="Excel"/>		

11. Click "PDF" or "EXCEL"

While the system is compiling the report information, a blue window box is displayed.



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 of the indices listed in the report for the organization selected.
- The Projected Revenues column contains projected year-end balances from all the revenue account codes.
- The Projected Expenditures column contains projected year-end balances from all the expense account codes.
- The Projected Net Reserve column displays the Projected Net Reserve amount (Projected Revenues less Projected Expenditures).

*** END ***