BUDGET PLANNER

PROJECTED ACTUALS

Projection Indices Not Modified Report

Date Issued/Revised: 12/01/2022

General Description: The Main Campus report only lists current unrestricted indices and the HSC report lists current unrestricted and restricted indices with YTD actual activity that DO NOT have any entries to account code projected amounts. If the index account code projected amount has been updated in any way, (even if the projected amount is zero), the index will not display in this report.

Purpose: This report displays indices that have not been modified in the projection system for any combination of fund, organization and/or program.

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 "Projection Indices Not Modified 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 changed.

7. In **Budget** type BUDxx then tab. **Budget Phase** should automatically fill in with matching Fiscal Year, if not t then type PROJxx then tab.
   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)

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

10. Enter the report parameters by **Account Index, 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

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Projection Indices Not Modified Report

Reports Parameter Page

Chart of Accounts	U
Budget	BUD23 – 2023 Budget ID
Budget Phase	PROJ23 – Projections Phase 2023
Fiscal Year	2023
Fiscal Period	06
Organization	Please select an Organization
Fund	Please select a Fund code
Program	Please select a program code

PDF   Excel

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

At least one FOP must be entered.
Enter: Organization or leave null
Enter: Fund or leave null
Enter: Program or leave null

11. Click "PDF" or "Excel"

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

PDF   Excel

Working...
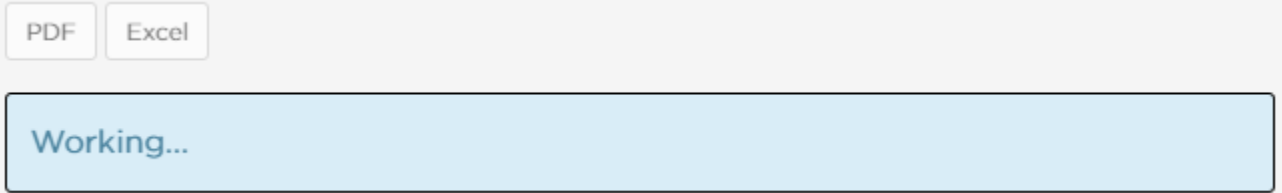
Once the report information is compiled, it will display the report in a new window.

What does the report

YTD Actual Amount column

- Current index YTD Actual balance in Banner for the Fiscal Year and Fiscal Period selected

* * * END * * *