



# BUDGET PLANNER PROJECTED ACTUALS REPORT



## PA-106 Projected Net Balance By Index Report

Date Issued/Rev: 12/12/2011

**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.** Also, it 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 balance for each index within an organization.

**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA)

### Navigating to the Projected Actuals Reports Menu

1. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Click on "LoboWeb"
4. Select the "Finance" tab
5. Click on the "Budget Planner Menu"
6. Click on "Projected Actuals Reports Menu"
7. Select the "Projected Net Revenue By Index Report"

The screenshot shows the LoboWeb interface with the Finance tab selected. The navigation menu includes links for Student, Employee, Payment, and Finance. A search bar is present with a "Go" button. The main content area is titled "Projected Actuals Reports Menu" and lists several report options:

- 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** (circled in red)  
Reports projected net reserve summarized by index.
- Projection Indices Not Modified Report**  
Reports projection indices that were not modified.

8. Enter any combination of **Fund, Organization and/or Program**.

- Remember, the more parameter information entered means less time the system takes to generate the report.
- Enter Organization code levels 1 through 7
- Enter Fund code levels 2 or 3
- Enter Program codes levels 2 or 3

Projected Net Reserve By Index Report

EXIT

Chart of Accounts: **U**  
Budget ID: **BUD12**  
Budget Phase: **PROJ12**  
Fiscal Year: **2012**  
Fiscal Period: **06**

Enter Organization,  
Fund and/or Program

Submit

9. Click Submit

While the system is compiling the report information, a white window is displayed. Once the report information is compiled, it will display the report.

**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 the indexes listed in the report for the organization selected.
- The Projected Revenues column will contain projected year-end balances from all the revenue account codes
- The Projected Expenditures column will contain projected year-end balances from all the expense account codes
- The Projected Net Reserve column will display the Projected Net Reserve amount. (Projected Revenues less Projected Expenditures)

\*\*\* END \*\*\*