



# BUDGET PLANNER PROJECTED ACTUALS REPORT



## PA-107 Projection Indices Not Modified Report

Date Issued/Rev: 11/04/2011

**General Description:** This report only lists current unrestricted indices with YTD actual activity that DO NOT have inputted changes 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. 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. Click on "Projection Indices Not Modified Report"

The screenshot shows the myUNM website interface. At the top left is the myUNM logo. Below it are navigation tabs: Student, Employee, Payment, and Finance (which is highlighted). A search bar is present. On the right side, there are icons for E-mail, Calendar Groups, and Logout. 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](#)  
Reports projected net reserve summarized by index.
- [Projection Indices Not Modified Report](#)  
Reports projection indices that were not modified.

The "Projection Indices Not Modified Report" link is circled in red in the original image.

Projection Indices Not Modified Report

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

Enter Organization, Fund and/or Program

Submit

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

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**

**YTD Actual Amount column**

- Current index YTD Actual balance in Banner for the fiscal year and fiscal period selected.

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