



BUDGET PLANNER

PROJECTED ACTUALS



PA-101 Create Projected Actuals Worksheet

Date Issued/Rev: 12/07/2011

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 Balance by Index
 Projection Indices Not Modified

IMPORTANT NOTES:

- A projection is not a change value you input.
- Budget every index 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. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Under UNM Business Applications, click on "LoboWeb" or under LoboWeb For Employees, click on the "LoboWeb icon" or the "Enter LoboWeb" link

The screenshot shows the UNM website interface. At the top, the navigation menu includes 'Home', 'Campus Life', 'Library', 'UNM E-Mail', 'Employee Life' (circled in red), and 'Finance'. The date 'October 26, 2011' is displayed in the top right corner. The main content area is divided into three columns:

- Left Column (Human Resources):** Contains links for 'General Information' (HR Main Page, ePAN, Salary Structure Table, Standard Timesheet for Staff (PDF), Standard Timesheet for Staff, Standard Timesheet for Staff (Excel), Standard Timesheet for Staff - Instructions), 'Career Development' (Career Development Main Page, Education and Training, Career Ladders), and 'Staff Resources' (Counseling Assistance and Referral Services (CARS), Dispute Resolution, Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Resource Center, HR Consulting Services, Office of Equal Opportunity (OEO), Training (Employee and Organizational Development - EOD), Wellness (Employee Health Promotion Program - EHPP)).
- Middle Column (LoboWeb For Employees):** Features the 'LoboWeb' logo (circled in red) and the text 'What is LoboWeb? LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.' Below this is a red button labeled 'Enter LoboWeb' (circled in red). A red box at the bottom states: 'Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.'
- Right Column (UNM Business Applications):** Lists 'Transaction and Real-time Query Systems' (Internet Native Banner, LoboWeb (circled in red), LoboMart, UNMJobs, Workflow), 'Reporting' (E-Print, Hyperion), and 'Banner Resources' (Banner Authorization Requests, Report a Duplicate Person/Non-person, Search Class Schedule, Search Course Catalog, Electronic Forms, Purchasing Department Website). The 'Space Management' section includes Self-Service: Space Information & Floor Plans, Discover Viewer: Reports, Space Management Website, and Contacts: space@unm.edu or 277-3800.

At the bottom, the 'Whats New in HR' section lists several updates, including 'One-Time Pay Equity Supplement', '2011-2012 Medical Plan Participant Benefit Booklets', '2012 Dependent Education Application - Deadline November 30, 2011', 'Prepare for 2012 Flexible Spending Account - FSA Open Enrollment', and 'Medical Plan Representatives on Campus - Lovelace and Presbyterian'.

PA-101 Projected Actuals

4. Select the "Finance" tab
5. Click on "Budget Planner Menu."

The screenshot shows the myUNM website interface. At the top, there is a navigation bar with the myUNM logo and a "Back to Employee Life Tab" link. On the right side of the navigation bar, there are icons for E-mail, Calendar, Groups, Logout, and Help. Below the navigation bar, there are tabs for Student, Employee, Payment, and Finance. The Finance tab is selected and circled in red. A search bar is located below the tabs, and a "Go" button is next to it. On the right side of the page, there are links for RETURN TO MAIN MENU, SITE MAP, and HELP. The main content area displays the "Finance Menu" with several options: Operating Ledger Queries, Encumbrance Query, Approve Documents, View Document, Journal Voucher Entry, Budget Planner Menu (circled in red), and Categorization of Reserves. Each option has a brief description below it.

6. Click on "Create Projected Actuals Worksheet."

The screenshot shows the myUNM website interface, specifically the Budget Planner Menu. The navigation bar is the same as in the previous screenshot, but the Finance tab is highlighted in red. The search bar and "Go" button are also present. On the right side, there are links for RETURN TO FINANCE MENU, SITE MAP, and HELP. The main content area displays the "Budget Planner Menu" with several options: Create Budget Development Query, Create Budget Worksheet, Create Projected Actuals Worksheet (circled in red), Maintain Organization Lock, Budget Development Reports Menu, Projected Actuals Reports Menu, and Salary Planner Menu. Each option has a brief description below it.

7. Click on "Create Query"

The screenshot shows the "Create Projected Actuals Worksheet" page. The page title is "Create Projected Actuals Worksheet". Below the title, there is a section for "Create a New Query" with a "Create Query" button circled in red. Below that, there is a section for "Retrieve Existing Query" with a "Saved Query" dropdown menu set to "None" and a "Retrieve Query" button.

PA-101 Projected Actuals

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

Student Employee Payment **Finance**

Search SITE MAP HELP

Create Projected Actuals Worksheet

Adopted Budget
 Year-to-Date Actuals
 Adjusted Budget
 Commitments

Save Query as:

Shared

9. Click "Continue"

10. 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 & PROJXX)
- b. Mid-year projections are always based on fiscal period 06 (December)

Student Employee Payment **Finance**

Search RETURN TO BUDGET PLANNER MENU SITE MAP HELP

Create Projected Actuals Worksheet

Fiscal year: Fiscal period:

Comparison Fiscal year: Comparison Fiscal period:

Budget ID: Budget Phase: Budget

Commitment Type:

Chart of Accounts: Account Index:

Fund: Activity:

Organization: Location:

Account: Program:

Include Revenue Accounts

Save Query as:

Shared

11. If an index number is unknown, click on Account index button and enter query information in the Validation Code Lookup screen

Validation Code Lookup

Chart of Accounts

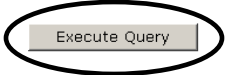
Account Index Criteria

Title Criteria

Fund Criteria

Organization Criteria

Maximum rows to return




Exit without Value

Note: The query is not isolated to org code security; however, if the index you selected is **not** within your org code security, you will not be able to view the projection worksheet.

Note: The search criteria is case sensitive

Validation Code Lookup

Code lookup results



| Title | Account Index | Fund | Organization | Account | Program | Activity | Location |
|-------------------------------------|------------------------|--------|--------------|---------|---------|----------|----------|
| 115075-RESIDENCE HALL-HS - Residenc | 215000 | 2U0001 | 215F1 | | P151 | 215F07 | |
| 130055-RESIDENCE HALLS | 215016 | 2U0070 | 215E1 | | P201 | GNACTV | |
| 115077-RESIDENCE HALL-General Activ | 215026 | 2U0001 | 215E1 | | P151 | GNACTV | |
| 115075-RESIDENCE HALL-HS - Residenc | 215040 | 2U0001 | 215E1 | | P151 | 215F07 | |
| 115077-RESIDENCE HALL-HS - Residenc | 215048 | 2U0001 | 215F1 | | P151 | 215F09 | |
| 115080-RESIDENCE HALL-HS - Residenc | 215049 | 2U0001 | 215F1 | | P151 | 215F10 | |
| 115077-RESIDENCE HALL-HS - Residenc | 215050 | 2U0001 | 215E1 | | P151 | 215F09 | |

Exit without Value

Another Query

12. Click the account index that you would like to project. This will automatically populate the account index field on the Projected Actuals Worksheet parameter page.

PA-101 Projected Actuals

13. Select "Include Revenue Accounts" and click on "Submit Query".

Student Employee Payment **Finance**

Search

RETURN TO BUDGET PLANNER MENU SITE MAP HELP

Create Projected Actuals Worksheet

Fiscal year: 2012 Fiscal period: 06
 Comparison Fiscal year: None Comparison Fiscal period: None
 Budget ID: BUD12 Budget Phase: PROJ12 Budget
 Commitment Type: All
 Chart of Accounts: U Account Index: 215000
 Fund: 2U0001 Activity: 215F07
 Organization: 215F1 Location:
 Account: Program: P151

Include Revenue Accounts

Save Query as:

Shared

14. The Index and FOPA elements will display in the worksheet.

Create Projected Actual Worksheet

Report Parameters

Projected Actuals Worksheet
 By Account Index
 Period Ending Dec 31, 2011
 As of Dec 07, 2011

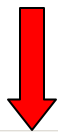
| | | | |
|-------------------|--|-----------------|----------------------------------|
| Chart of Accounts | U University of New Mexico | Commitment Type | All |
| Fund | 2U0001 MU Other Student Social Cultural | Program | P151 Student Social and Cultural |
| Organization | 215F1 Residence Hall Student Government | Activity | 215F07 Hs - Residence Hall Assn |
| Account | All | Location | All |
| Account Index: | 215000 115075-RESIDENCE HALL-HS - Residenc | | |

[Jump To Bottom](#) [Return to Index Page](#)



Year-to-Date Actuals + Projected Amount = Year End Projected Actuals

* Post zero values for all New Projected Amounts.



Worksheet

| Account | Account Title | FY12/PD06 Adopted Budget | FY12/PD06 Adjusted Budget | FY12/PD06 Year-to-Date Actuals | FY12/PD06 New Projected Amount | FY12/PD06 Projected Amount | FY12/PD06 Year End Projected Actuals | FY12/PD06 Commitments (FY1) |
|---------|---------------------------------|--------------------------|---------------------------|--------------------------------|--------------------------------|----------------------------|--------------------------------------|-----------------------------|
| 0220 | Other Student Fees Gen | 35,000.00 | 35,000.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 0520 | Food Sales Revenue Gen | 1,700.00 | 1,700.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 0540 | Housing Dorm Rental Gen | 0.00 | 0.00 | 16,455.00 | | 16,455.00 | 32,910.00 | 0.00 |
| 05L0 | Fundraising Activities Gen | 1,500.00 | 1,500.00 | 2,996.16 | | 2,996.00 | 5,992.00 | 0.00 |
| 0720 | Other Sales and Service Revenue | 1,500.00 | 1,500.00 | 7,806.00 | | 7,806.00 | 15,612.00 | 0.00 |
| 1900 | Reserves | 0.00 | 0.00 | 1,834.33 | | 0.00 | 1,834.00 | 0.00 |
| 1903 | Change in Reserves | 0.00 | 0.00 | (87.95) | | 0.00 | (88.00) | 0.00 |
| 3100 | Office Supplies General | 0.00 | 0.00 | 51.19 | | 51.00 | 102.00 | 0.00 |

Note: DATA CANNOT BE ENTERED IN GRAYED-OUT FIELDS

PA-101 Projected Actuals

15. The “FY12/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” expenditures. This is a projection of actuals; therefore, a projection for corresponding expense does not have to be made.

Report Parameters

| | | | |
|-----------------------------|--|-----------------|----------------------------------|
| Projected Actuals Worksheet | | | |
| By Account Index | | | |
| Period Ending Dec 31, 2011 | | | |
| As of Nov 16, 2011 | | | |
| Chart of Accounts | U University of New Mexico | Commitment Type | All |
| Fund | 2U0001 MU Other Student Social Cultural | Program | P151 Student Social and Cultural |
| Organization | 215F1 Residence Hall Student Government | Activity | 215F07 Hs - Residence Hall Assn |
| Account | All | Location | All |
| Account Index: | 215000 115075-RESIDENCE HALL-HS - Residenc | | |

[Jump To Bottom](#)

[Return to Index Page](#)

Year-to-Date Actuals + Projected Amount = Year End Projected Actuals

Post All Zeros * Post zero values for all New Projected Amounts.



Worksheet

| Account | Account Title | FY12/PD06 Adopted Budget | FY12/PD06 Adjusted Budget | FY12/PD06 Year-to-Date Actuals | FY12/PD06 New Projected Amount | FY12/PD06 Projected Amount | FY12/PD06 Year End Projected Actuals | FY12/PD06 Commitments (FYI) |
|---------|---------------------------------|--------------------------|---------------------------|--------------------------------|--------------------------------|----------------------------|--------------------------------------|-----------------------------|
| 0220 | Other Student Fees Gen | 35,000.00 | 35,000.00 | 0.00 | <input type="text"/> | 0.00 | 0.00 | 0.00 |
| 0520 | Food Sales Revenue Gen | 1,700.00 | 1,700.00 | 0.00 | <input type="text"/> | 0.00 | 0.00 | 0.00 |
| 0540 | Housing Dorm Rental Gen | 0.00 | 0.00 | 16,455.00 | <input type="text"/> | 16,455.00 | 32,910.00 | 0.00 |
| 05L0 | Fundraising Activities Gen | 1,500.00 | 1,500.00 | 2,996.16 | <input type="text"/> | 2,996.00 | 5,992.00 | 0.00 |
| 0720 | Other Sales and Service Revenue | 1,500.00 | 1,500.00 | 7,806.00 | <input type="text"/> | 7,806.00 | 15,612.00 | 0.00 |
| 1900 | Reserves | 0.00 | 0.00 | 1,834.33 | <input type="text"/> | 0.00 | 1,834.00 | 0.00 |
| 1903 | Change in Reserves | 0.00 | 0.00 | (87.95) | <input type="text"/> | 0.00 | (88.00) | 0.00 |
| 3100 | Office Supplies General | 0.00 | 0.00 | 51.19 | <input type="text"/> | 51.00 | 102.00 | 0.00 |

16. Enter the projected numbers

17. Click on “Post”

| | | | | | | | | |
|------|------------------------------------|----------|----------|--------|-----------------------------------|------|--------|--------|
| 3820 | Out Of State Travel Gen | 0.00 | 0.00 | 767.56 | <input type="text" value="1500"/> | 0.00 | 768.00 | 0.00 |
| 38A0 | Motor Pool Rental Gen | 479.00 | 479.00 | 0.00 | <input type="text" value="400"/> | 0.00 | 0.00 | 0.00 |
| 4090 | Student Travel Gen | 1,400.00 | 1,400.00 | 0.00 | <input type="text" value="2000"/> | 0.00 | 0.00 | 0.00 |
| 40A0 | Student Participant Costs Gen | 1,000.00 | 1,000.00 | 0.00 | <input type="text" value="1500"/> | 0.00 | 0.00 | 0.00 |
| 45Z0 | Student Costs Other Gen | 0.00 | 0.00 | 0.00 | <input type="text"/> | 0.00 | 0.00 | 110.00 |
| 6350 | Promotional Exp F&A Excludable Gen | 1,000.00 | 1,000.00 | 0.00 | <input type="text" value="1200"/> | 0.00 | 0.00 | 0.00 |
| 63A0 | Conference Fees Gen | 4,000.00 | 4,000.00 | 0.00 | <input type="text"/> | 0.00 | 0.00 | 0.00 |
| 63A1 | Event Fees | 3,000.00 | 3,000.00 | 981.50 | <input type="text"/> | 0.00 | 982.00 | 0.00 |



PA-101 Projected Actuals

18. The “Year End Projected Actuals” is then updated to reflect the new projected amounts.

- a. Note: If a new projected amount was not originally entered, then the year end projection amount is annualized based on the fiscal period selected and YTD actuals for that period.

Worksheet

| Account | Account Title | FY12/PD06 Adopted Budget | FY12/PD06 Adjusted Budget | FY12/PD06 Year-to-Date Actuals | FY12/PD06 New Projected Amount | FY12/PD06 Projected Amount | FY12/PD06 Year End Projected Actuals | FY12/PD06 Commitments (FY1) |
|---------|------------------------------------|--------------------------|---------------------------|--------------------------------|--------------------------------|----------------------------|--------------------------------------|-----------------------------|
| 3820 | Out Of State Travel Gen | 0.00 | 0.00 | 767.56 | | 1,500.00 | 2,268.00 | 0.00 |
| 38A0 | Motor Pool Rental Gen | 479.00 | 479.00 | 0.00 | | 400.00 | 400.00 | 0.00 |
| 4080 | Student Travel Gen | 1,400.00 | 1,400.00 | 0.00 | | 2,000.00 | 2,000.00 | 0.00 |
| 40A0 | Student Participant Costs Gen | 1,000.00 | 1,000.00 | 0.00 | | 1,500.00 | 1,500.00 | 0.00 |
| 45Z0 | Student Costs Other Gen | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 110.00 |
| 6350 | Promotional Exp F&A Excludable Gen | 1,000.00 | 1,000.00 | 0.00 | | 1,200.00 | 1,200.00 | 0.00 |
| 63A0 | Conference Fees Gen | 4,000.00 | 4,000.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 63A1 | Event Fees | 3,000.00 | 3,000.00 | 981.50 | | 0.00 | 982.00 | 0.00 |

Note: FY12/PD06 Year-to-Date Actuals + FY12/PD06 New Projected Amount = FY12/PD06 Year End Projected Actuals

19. The “Post All Zeroes” will post zero values for all new FY12/PD06 Projected Amounts.

Note: Once this action is taken, it cannot be reversed.

Post All Zeroes * Post zero values for all New Projected Amounts.

Field prior to selecting “Post All Zeroes”

Worksheet

| Account | Account Title | FY12/PD06 Adopted Budget | FY12/PD06 Adjusted Budget | FY12/PD06 Year-to-Date Actuals | FY12/PD06 New Projected Amount | FY12/PD06 Projected Amount | FY12/PD06 Year End Projected Actuals | FY12/PD06 Commitments (FY1) |
|---------|---------------------------------|--------------------------|---------------------------|--------------------------------|--------------------------------|----------------------------|--------------------------------------|-----------------------------|
| 0220 | Other Student Fees Gen | 35,000.00 | 35,000.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 0520 | Food Sales Revenue Gen | 1,700.00 | 1,700.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 0540 | Housing Dorm Rental Gen | 0.00 | 0.00 | 16,455.00 | | 7,000.00 | 23,455.00 | 0.00 |
| 05L0 | Fundraising Activities Gen | 1,500.00 | 1,500.00 | 2,996.16 | | 0.00 | 2,996.00 | 0.00 |
| 0720 | Other Sales and Service Revenue | 1,500.00 | 1,500.00 | 7,806.00 | | 3,000.00 | 10,806.00 | 0.00 |
| 1900 | Reserves | 0.00 | 0.00 | 1,834.33 | | 0.00 | 1,834.00 | 0.00 |
| 1903 | Change in Reserves | 0.00 | 0.00 | (87.95) | | 0.00 | (88.00) | 0.00 |
| 3100 | Office Supplies General | 0.00 | 0.00 | 51.19 | | 500.00 | 551.00 | 0.00 |
| 31B0 | Food F&A Excludable Gen | 12,150.00 | 12,150.00 | 2,354.37 | | 0.00 | 2,354.00 | 0.00 |

Field after selecting “Post All Zeroes”

Worksheet

| Account | Account Title | FY12/PD06 Adopted Budget | FY12/PD06 Adjusted Budget | FY12/PD06 Year-to-Date Actuals | FY12/PD06 New Projected Amount | FY12/PD06 Projected Amount | FY12/PD06 Year End Projected Actuals | FY12/PD06 Commitments (FY1) |
|---------|---------------------------------|--------------------------|---------------------------|--------------------------------|--------------------------------|----------------------------|--------------------------------------|-----------------------------|
| 0220 | Other Student Fees Gen | 35,000.00 | 35,000.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 0520 | Food Sales Revenue Gen | 1,700.00 | 1,700.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 0540 | Housing Dorm Rental Gen | 0.00 | 0.00 | 16,455.00 | | 0.00 | 16,455.00 | 0.00 |
| 05L0 | Fundraising Activities Gen | 1,500.00 | 1,500.00 | 2,996.16 | | 0.00 | 2,996.00 | 0.00 |
| 0720 | Other Sales and Service Revenue | 1,500.00 | 1,500.00 | 7,806.00 | | 0.00 | 7,806.00 | 0.00 |
| 1900 | Reserves | 0.00 | 0.00 | 1,834.33 | | 0.00 | 1,834.00 | 0.00 |
| 1903 | Change in Reserves | 0.00 | 0.00 | (87.95) | | 0.00 | (88.00) | 0.00 |
| 3100 | Office Supplies General | 0.00 | 0.00 | 51.19 | | 0.00 | 51.00 | 0.00 |
| 31B0 | Food F&A Excludable Gen | 12,150.00 | 12,150.00 | 2,354.37 | | 0.00 | 2,354.00 | 0.00 |

19. 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.

*** END ***