Reviewing Columns of Loaded Data

1. Once data is loaded, review and use the columns included in the layout to help you with your projections, as outlined below:

   - **Comment** = indicates if comments have been added for the line item – the word “Text” will appear if comments have been added.
   - **Fund and Description** = provides the seven digit cost object and description.
   - **Fund Group (FG)** = indicates the type of fund / cost object by providing the group (examples: U = Unrestricted, R = Restricted, A = Allocated, etc.).
   - **Commitment Item (G/L Account) and Description** = indicates the six digit G/L Account and description related to the line item.
   - **Line Item (LI)** = identifies the item number for the Commitment Item / G/L Account; useful especially if adding more lines for a single G/L Account.
   - **Budget Package** = this column displays only if data is selected through the Projections by BFR link and references the random number assigned to an organizational unit that is used to facilitate data selection and workflow (column not shown in the example above as this view was selected through the Projections by Package link).

Note: When loading data, you may need to **scroll to the top of the data**. The view may open at a line item toward the bottom, so simply scroll to the top of the data. **Remember to maximize the screen** for better viewing as well.

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• **Prior Year Actuals** – displays prior Fiscal Year’s actuals.

• **Current Year Budget Original** – displays current Fiscal Year’s original budget.

• **Current Year Budget Revised** – displays the last Revised Budget numbers from Budget Modifications that have been done.

• **Current Year to Date Actuals** – displays the current Fiscal Year’s year-to-date actuals.

• **Current Year End Fall Projections** – provides a white input column used to enter the Fall Projections or Spring projections, whichever is applicable (the Fall Projections will show in a gray display only column if Spring Projections are being entered).

• **Current Year End Spring Projections** – provides a white input column used to enter the Spring Projections per the next steps.

• **% Change from Current Year Budget Revised** – calculates the change by percentage of the Fall or Spring Projections value compared to the Current Year Budget Revised value.

• **$ Change from Current Year Budget Revised** – calculates the change in dollar value of the Fall or Spring Projections value compared to the Current Year Budget Revised value.