Entering Projections

1. To enter projections, use one of the options listed below (see individual functions outlined in next pages of this Guide):

- Use the **Inflate** button to populate the projection values based on a percentage applied to a base value, such as Current Year Revised Budget or Current Year Actuals.

- **Enter or adjust values** directly in the white input fields under the Projection column.

- **Create a new line item** for a cost object and commitment item (G/L Account) to add a new projection.

- Populate the Projection white input fields for selected lines using a **Unit and Rate** calculation. (Example: Projecting Tuition revenue OR expenses for certain purchases like phone lines or other types of equipment).

**Inflate**

*Note:* Be careful when using the Inflate function, as this function overwrites any values in the Fall or Spring Projection column for all loaded data (loaded data could be ALL the data or just the filtered data outlined in the next section). The Inflate function also overwrites any values manually entered directly into the Fall or Spring Projection column.

1. To populate the Fall or Spring Projections input column based on a percentage applied to a base value, click on the **Inflate** button.
2. In the Inflate box, use the Drop-down button next to the Base field to choose the base value for the inflation:

- **Revised Budget** – use this option to inflate using the Current Year’s Revised Budget value as the base to apply the percentage (entered in the next step).

- **Original Budget** - use this option to inflate using the Current Year’s Revised Budget value as the base to apply the percentage (entered in the next step).

- **Annualize Current Year Actuals** – use this option to inflate by annualizing the Current Year’s Actuals to use as the base to apply the percentage (entered in next step).

- **Current Year Actuals plus Remainder of FY Budget** – use this option to inflate by adding together the Current Year’s Actuals and remainder of the Fiscal Year’s Budget to use as the base to apply the percentage (entered in next step).
3. Once the Base is selected, enter a percentage in the Inflation Percent field as follows:
   - To copy the base value and not inflate, place the number 0 in the Inflation Percent field.
   - To copy and inflate by a certain percentage, enter the percentage as a whole number (use 1 to inflate by 1%, etc.).
   - Use the Calculator drop-down in the field as needed.

4. To apply the percentage entered to the base chosen, click OK.

5. In the Warning box, read the message indicating all loaded data will be inflated, click Yes and click OK.

Note: The No option is defaulted as a reminder that the Inflate function overwrites any values in the Fall or Spring Projection column for all loaded data (loaded data could be ALL the data or just the filtered data outlined in the next section). The Inflate function also overwrites any values manually entered directly into the Projection column.

6. Review the values populated in the Fall or Spring Projections column and adjust as needed using the outline below.