



UNIVERSITY BUDGET OFFICE

Incidental Income Projection Guidance

Overview

The Incidental Income (Inc Inc) Projection Application captures all income other than tuition and fees for FY26 which will be imported into budget construction. The budget office will ensure Inc Inc reconciles to these income and transfer object codes throughout budget construction. If income projections change after Inc Inc closes, the UBO must be notified so that both Inc Inc and budget construction can be updated. This exercise helps us to have earlier projections for these income types.

About the Application

The application is prepopulated with existing accounts from each area that have the applicable income and transfer-in object codes with either actuals or budget in KFS. Any new accounts that do not have data with these object codes may need to be manually requested from UBO by emailing budu@iu.edu. Access to Inc Inc is managed by the KFS budget construction user access which is configured at the KFS organization level.

Data populated in the application includes Actual 2024, Adj. Base 2025, Actual YTD (12/31/24) at the account and object level. Users should fill in Projections for fiscal years 2026 and 2027, including notes as needed for documentation.

Completing Inc Inc

The Inc Inc application can be access through the [University Budget Office](#) website under the “Applications” tab.

University Budget Office

ABOUTFNSSREPORTSDOCUMENTATIONPROGRAMSAPPLICATIONSCONTACT ⓘ

Official Budgets

Years Available

[2024-2025 \(PDF\)](#)
[2023-2024 \(PDF\)](#)

The Indiana University Official Budget represents approved by the Trustees of Indiana University. T

Three-Year Model
Credit Hour Projector
Fee Rate Request
Incidental Income Editor



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Basic Navigation and Editing

Chart Selection Chart Report Selection

BL - BLOOMINGTON ▾ Detail ▾ Export To Excel Export Suppressed To Excel

Edit RTF Format ☒ Print

- If logging in at the campus level, Click “Edit” to navigate to RC selection screen.
- Drill down to the RC you wish to select, click “Edit” and the accounts within that RC will appear.
- If logging in at the RC level you will click “edit” and the accounts within the RC will appear.
- Choose the account you want to edit by clicking on the small radio button to the left of the account number, then click “Edit”.
 - Note: Status will display ??? and will update to **DONE** when you have saved your edits.

Chart Selection -> RC Selection -> Account Sel RC Report Selection

UA - UNIV ADMIN 9E (Use list below) Detail ▾ Export To Excel Export Suppressed To Excel

RTF Format ☒ Print

Accounts to update: Edit Insert

Account	Sacct	Status	Title	Account	Sacct	Status	Title		
<input checked="" type="radio"/>	1911420	----	DONE	VP STUDENT SUCCESS	<input type="radio"/>	1911487	----	???	RCB-VP STUDENT SUCCE
<input type="radio"/>	1912790	----	???	OFFICE OF FINANCIAL					

Edit

- Review historical data and other factors to determine appropriate budget amount for these areas.
 - Note: Historical actual data (last 3 completed fiscal years) is available by clicking on the small field (<) just to the right of the Actual 2024 column.
- Verify/update the Projected 2026 and 2027 columns.
- Amounts should be entered as whole numbers.
- Explain changes using the Note button/field.
- After completing, click “Save”. You can navigate back to the selection pages by selecting “AcctSel”.
 - **NOTE: Use the navigation tools in the application instead of using your browser’s “back” functionality. Also be cautious of exiting your browser or using the back functionality prior to saving to prevent losing your work.**



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Adding Accounts and Objects

The data update tables pull data from the FY2025 budget and populate all of the data fields. However, if a budget was missed or something changed in the FY2025 budget plan that has not been updated in the budget module, those accounts/sub accounts or object codes/sub object codes, may not populate in the table for you to update.

- From the Chart, RC, or Account selection pages, select the “Export Suppressed To Excel” to find actual incidental income from FY2024 that was not budgeted in FY2025. This may help you identify areas that may need to be added to the FY2026 budget. If you don’t anticipate future revenue or transfers, you can ignore.
- Select “Insert” at the top of the Account Selection or Account Update pages to add additional accounts or subaccounts within the RC.

Reports

- To print your Inc Inc report, choose the whole campus, or RC you wish to print.
- Select “detail” or “detail with notes” from the drop down.
- Select Print.

[Chart Selection](#) -> [RC Selection](#) -> Account Sel RC Report Selection
EA - EAST 12 (Use list below)
RTF Format ☒