



## BUDGET PLANNER

### BUDGET DEVELOPMENT

#### BD-107 Budgeted Account Code Report

Date Issued/Rev: 3/03/2017

**General Description:** This report provides the budgeted amount by index and summary total for a particular account code within an organization. **Any account code** that has been budgeted can be queried including labor and Budgeted Use of Reserves 1901 account codes.

**Purpose:** The report is primarily a department or organization report. The report is used to verify account code totals by index for an organization. Also, this report would help a department, college or VP unit to tie out allocations.

**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA)

**Related Procedure:** BD-101 Adjust Index Budgets

#### How to request a Budgeted Account Code Report

1. Login to myUNM
2. Login to LoboWeb using one of the three options listed below:
  - Click on "ENTER LOBOWEB" in the LoboWeb (Employees) section. Then select the "Finance" tab
  - Click on "Finance" in the Quick links
  - Click on "LoboWeb" in the UNM Business Applications section. Then select the "Finance" tab
3. Click on the "Budget Planner Menu"
4. Click on "Budget Development Reports Menu"
5. Click on "Budgeted Account Code Report"
6. **Chart of Accounts:** enter "U"
7. **Budget ID:** enter "BUDxx" (the new fiscal year)
8. **Budget Phase:** enter "ADOPTD"
9. **Include Suborgs:** leave default setting on "Yes"
10. **Enter report request information:**

**Organization:** Enter organization code (Level 1-7)

**Account:** Enter account code

**Fund Type Level 2:** Enter Fund Type Level 2 (02, 03, etc.) or leave null

**Fund:** Enter fund code (Level 2 or 3) or leave null

**Program:** Enter program code (Level 2 or 3) or leave null

## Budgeted Account Code Report

EXIT

### Budgeted Account Code Report

Chart of Accounts will always be: **U**  
 Budget ID: **BUDxx (new fiscal year)**  
 Budget Phase: **ADOPTD**  
 Include Suborgs: **Yes (on the drop down box)**

Chart of Accounts:

Budget ID:  Budget Phase:  Budget:  Include Suborgs:

Organization:  → Enter: **Organization and Account**

Account:

Fund Type Level 2:  → Enter: **Fund Type Level 2 or leave null**

Fund:  → Enter: **Fund and/or Program or leave null**

Program:

To run the report: Click "Submit"

### Budgeted Account Code totals by index for a Level 5 Organization report:



UNIVERSITY OF NEW MEXICO  
 BUDGETED ACCOUNT CODE REPORT  
 Organization: 685A Safety & Risk Services; Fund Type:  
 Fund: , Program: ; Account Code: 3140

Index		Budgeted Amount
685001	SRS Overhead	\$44,500.00
	Comments: \$4,500 for programs on desk tops \$40,000 for locational database software maintenance per Don	
Account Total:		\$44,500.00

### Budgeted Account Code totals by index for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO  
 BUDGETED ACCOUNT CODE REPORT  
 Organization: ABE VP Division of Enrollment Mgmt; Fund Type:  
 Fund: , Program: ; Account Code: 3100

Index		Budgeted Amount
085000	112410- ADMISSIONS-Admissions-Over	\$3,000.00
	Comments: None.	
176000	112405- REGISTRAR'S OFFICE	\$3,000.00
	Comments: None.	
290000	VPDEM Gen Admin Office	\$1,500.00
	Comments: None.	
290003	College Prep Mentoring	\$676.00
	Comments: None.	
290007	Communications Center	\$2,000.00
	Comments: None.	
290016	Enrollment Reporting	\$500.00
	Comments: None.	
290017	Veteran's Outreach	\$1,500.00
	Comments: None.	
454000	112350- STU FINANCIAL- General Activ	\$4,000.00
	Comments: None.	
Account Total:		\$16,176.00

**Budgeted Account Code Report**

**Budgeted Account Code totals by index for a Fund and Level 3 Organization report:**



UNIVERSITY OF NEW MEXICO  
BUDGETED ACCOUNT CODE REPORT  
Organization: ABE VP Division of Enrollment Mgmt; Fund Type:  
Fund: 2U0224, Program: ; Account Code: 3100

Index		Budgeted Amount
085000	112410-ADMISSIONS-Admissions-Gen	\$3,000.00
	Comments: None.	
176000	112405-REGISTRAR'S OFFICE	\$3,000.00
	Comments: None.	
290000	VPDEM Gen Admin Office	\$1,500.00
	Comments: None.	
290007	Communications Center	\$2,000.00
	Comments: None.	
290016	Enrollment Reporting	\$500.00
	Comments: None.	
290017	Veteran's Outreach	\$1,500.00
	Comments: None.	
454000	112350-STU FINANCIAL - General Activ	\$4,000.00
	Comments: None.	
Account Total:		\$15,500.00

**Budgeted Account Code totals by index for a Program and Level 3 Organization report:**



UNIVERSITY OF NEW MEXICO  
BUDGETED ACCOUNT CODE REPORT  
Organization: ABE VP Division of Enrollment Mgmt; Fund Type:  
Fund: , Program: P17; Account Code: 3100

Index		Budgeted Amount
290003	College Prep Mentoring	\$676.00
	Comments: None.	
Account Total:		\$676.00

**Budgeted Account Code totals by index for a Fund Type Level 2, Program and Level 3 Organization report:**



UNIVERSITY OF NEW MEXICO  
BUDGETED ACCOUNT CODE REPORT  
Organization: ABE VP Division of Enrollment Mgmt; Fund Type: 02  
Fund: , Program: P12; Account Code: 3100

Index		Budgeted Amount
085000	112410-ADMISSIONS-Admissions-Gen	\$3,000.00
	Comments: None.	
176000	112405-REGISTRAR'S OFFICE	\$3,000.00
	Comments: None.	
290000	VPDEM Gen Admin Office	\$1,500.00
	Comments: None.	
290007	Communications Center	\$2,000.00
	Comments: None.	
290016	Enrollment Reporting	\$500.00
	Comments: None.	
290017	Veteran's Outreach	\$1,500.00
	Comments: None.	
454000	112350-STU FINANCIAL - General Activ	\$4,000.00
	Comments: None.	
Account Total:		\$15,500.00

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