



## BUDGET PLANNER BUDGET DEVELOPMENT

### Budgeted Account Code Totals Report

Date Issued/Revised: 3/07/2018

**General Description:** This report provides summary totals on budgeted account codes by account type within an organization.

**Purpose:** The report is primarily a department or organization report. The report is used to summarize account codes by account type and account code for an organization.

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

**Related Procedure:** Create Budget Worksheet

#### How to request a Budgeted Account Code Totals 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 Totals Report”
6. **Chart of Accounts:** enter “U”
7. **Budget ID:** enter “BUDxx” (the new fiscal year)
8. **Budget Phase:** enter “ADOPTD”
9. **Enter report request information:**

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

**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 Totals Report

Chart of Accounts  ← Chart of Accounts will always be: **U**  
 Budget ID  Budget Phase  Budget ← Budget ID: **BUDxx (new fiscal year)**  
 Budget Phase: **ADOPTD**

Organization  ← Enter: **Organization Code**

Fund Type Level 2  ← Enter: **Fund Type Level 2, Fund and/or Program or leave null**

Fund

Program

To run the report: Click "Submit"

Budgeted Account Code totals displayed by Account Type for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO  
 BUDGETED ACCOUNT CODE TOTALS REPORT for FY 2018-2019

Executive Level: AB Provost Academic Affairs  
 Organization: ABC School of Public Administration  
 Fund Type Level 2:  
 Fund:  
 Program:

		FY 2018-2019 Budget	Budgeted FTE
<b>Revenue</b>			
<b>Allocations</b>			
1640	Allocations Pooled Allocation Gen	739,344	
1660	Allocations Other Gen	64,000	
1662	Extended University Allocation	95,848	
1666	Intradepartmental Allocations	0	
<b>Non Operating Revenue</b>			
1000	Gifts Gen	1,000	
1011	Endowment Spending Distribution	8,420	
<b>Operating Revenue</b>			
0120	Resident Ft Gen	118,800	
0180	Resident Pt Gen	16,200	
<b>Reserves</b>			
1901	Budgeted Use of Reserves	295,839	
<b>Transfers</b>			
1120	Trsfr From I G Gen	15,000	
11E0	Trsfr To Public Service Gen	(15,000)	
11N0	Trsfr From Student Aid Gen	15,000	
12P0	Unitized Trsfr From Endowments Gen	882	
	<b>Revenue Total:</b>	<b>1,355,333</b>	
<b>Expenditure</b>			
<b>Labor Expense</b>			
2000	Faculty Salary Detail Gen	734,078	8.87
2003	Faculty Summer Instruction	28,000	1.00
2007	Faculty Temp Part Time	81,000	1.00
2020	Administrative Professional Gen	133,692	3.00

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



UNIVERSITY OF NEW MEXICO  
BUDGETED ACCOUNT CODE TOTALS REPORT for FY 2018-2019

Executive Level: AB Provost Academic Affairs  
 Organization: ABC School of Public Administration  
 Fund Type Level 2:  
 Fund: 2U0224 MU I & G  
 Program: P10 Instruction Unrestricted Ex 10

		FY 2018-2019 Budget	Budgeted FTE
<b>Revenue</b>			
<b>Allocations</b>			
1640	Allocations Pooled Allocation Gen	739,344	
1660	Allocations Other Gen	64,000	
1662	Extended University Allocation	95,848	
1666	Intradepartmental Allocations	0	
<b>Operating Revenue</b>			
0120	Resident Ft Gen	118,800	
0180	Resident Pt Gen	16,200	
<b>Reserves</b>			
1901	Budgeted Use of Reserves	123,000	
<b>Transfers</b>			
11E0	Trsfr To Public Service Gen	(15,000)	
	<b>Revenue Total:</b>	<b>1,142,192</b>	
<b>Expenditure</b>			
<b>Labor Expense</b>			
2000	Faculty Salary Detail Gen	734,078	8.87
2003	Faculty Summer Instruction	28,000	1.00
2007	Faculty Temp Part Time	81,000	1.00
2020	Administrative Professional Gen	133,692	3.00
2060	Support Staff Salary Detail Gen	33,133	1.00
20A0	Ga Ta Ra Pa Salaries Gen	49,870	1.00
	Student Salaries Gen	3,000	1.00
20L0	Federal Workstudy Gen	5,000	1.00
<b>Other Expense</b>			
3100	Office Supplies General	5,315	

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