



BUDGET PLANNER

BUDGET DEVELOPMENT

Budget Development Working Report - Budget Year

Date Issued/Revised: 3/06/2018

General Description: This report displays budgeted information summarized by organization and/or index. The report also allows the user to determine the level of detail to display.

Purpose: The working report is primarily a department or organization report. It is the report a department uses to verify their indices are in balance and indices and positions are budgeted correctly.

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

Related Procedure: Create Budget Worksheet

How to request a Budget Development Working Report - Budget Year

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 “Budget Development Working Report - Budget Year”
6. **Chart of Accounts:** enter “U”
7. Choose the **Detail Level:**
 - **Level 1 – Revenue and Expense Summary by Organization.** Summarizes revenues and expenditures at a high level.
 - **Level 2 – Revenue and Expense Breakdown by Organization.** Summarizes and groups by Operating Revenues, Non Operating Revenues, Reserves, Transfers, Allocations, Labor Expenses, Fringe Expenses and Other Expenses.
 - **Level 3 – Line Item Detail by Organization.** Same as the Level 2 report but includes account code Level 4 detail.
 - **Level 4 – Index Detail Without Position Detail.** Same as the Level 3 report but includes index number.
 - **Level 5 – Index Detail With Position Detail.** Same as the Level 4 report but includes the position detail from Salary Planner for the labor account codes.
 - **Level 6 – Index Summary.** Displays net balance by index.

8. **Budget ID:** enter “BUDxx” (the new fiscal year)

9. **Budget Phase:** enter “ADOPTD”

Run by index:

Account Index: enter your 6 digit index code

Or Run the report by FOP Element:

Account Index: Leave null

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



EXIT

Budget Development Working Report - Budget Year

Chart of Accounts will always be: **U**
Detail Level: **Select level 1-6 from the drop down option**

Chart of Accounts U Detail Level 1 - Revenue and Expense Summary by Organization

Budget ID: **BUDxx (new fiscal year)**
Budget Phase: **ADOPTD**

Enter: **Account Index**
or **FOP Element**
and/or **Fund Type**
Level 2

Budget ID	<input type="text"/>	Budget Phase	<input type="text"/>	Budget
Account Index	<input type="text"/>			
Organization	<input type="text"/>			
Fund Type Level 2	<input type="text"/>			
Fund	<input type="text"/>			
Program	<input type="text"/>			

Submit

To run the report: Click “Submit”

Important: Net amount in the report should be zero. If the net amount in the FY19 column is not equal to zero, it means revenue and expense budgets do not balance per index.

ALL INDICES MUST BALANCE. OUT OF BALANCE INDICES WILL NOT BE LOADED INTO THE BANNER OPERATING LEDGER.

Detail Level 1 Report displayed by Level 3 Organization and by Fund



UNIVERSITY OF NEW MEXICO
BUDGET WORKING REPORT for FY 2018-2019

Executive Level: AB Provost Academic Affairs
 Organization: ABJ College of Education COE
 Fund Type Level 2:
 Fund: 2U0224 MU I & G
 Program:

		FY 2018-2019 Budget	Budgeted FTE
522B2	COE Deans Office Gen Admin		
Revenue		3,243,352	
Expenditure		3,840,533	
522B2 LEVEL 7 SUMMARY			
Revenues		3,243,352	
Expenditures		3,840,533	
NET:		(597,181)	
Out of Balance			
526A00	NMSLI Faculty #01		
Revenue		11,940	
Expenditure		11,940	
526A00 LEVEL 6 SUMMARY			
Revenues		11,940	
Expenditures		11,940	
NET:		0	
In Balance			
583B	FDP General Administrative		
Revenue		671,784	
Expenditure		609,703	
583B LEVEL 6 SUMMARY			
Revenues		671,784	
Expenditures		609,703	
NET:		62,081	
Out of Balance			

*** END ***