



BUDGET PLANNER BUDGET DEVELOPMENT

BD-102 Budget Development Working Report - Budget Year

Date Issued/Rev: 3/03/2017

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: BD-101 Adjust Index Budgets

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.

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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

The screenshot shows a web form titled "Budget Development Working Report - Budget Year". At the top right, there is a red bar and the word "EXIT". The form includes a "Chart of Accounts" dropdown set to "U" and a "Detail Level" dropdown set to "1 - Revenue and Expense Summary by Organization". A callout box points to the "Detail Level" dropdown with the text: "Chart of Accounts will always be: U. Detail Level: Select level 1-6 from the drop down option". Below this are input fields for "Budget ID", "Budget Phase", "Account Index", "Organization", "Fund Type Level 2", "Fund", and "Program". A callout box points to the "Budget ID" and "Budget Phase" fields with the text: "Budget ID: BUDxx (new fiscal year). Budget Phase: ADOPTD". Another callout box points to the "Account Index", "Organization", "Fund Type Level 2", "Fund", and "Program" fields with the text: "Enter: Account Index or FOP Element and/or Fund Type Level 2". At the bottom left, the "Submit" button is circled.

To run the report: Click “Submit”

Important: Net amount in the report should be zero. If the net amount in the FY18 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 2017-2018

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

FY 2017-2018
Budget

Budgeted
FTE

522B2 COE Deans Office Gen Admin

Revenue

Expenditure

3,243,352
3,840,533

Out of
Balance

522B2 LEVEL 7 SUMMARY

Revenues
Expenditures

3,243,352
3,840,533

NET:

(597,181)

522C COE Development Office

Revenue

Expenditure

11,940
11,940

In
Balance

522C LEVEL 6 SUMMARY

Revenues
Expenditures

11,940
11,940

NET:

0

522G Center for Student Success

Revenue

Expenditure

671,784
609,703

Out of
Balance

522G LEVEL 6 SUMMARY

Revenues
Expenditures

671,784
609,703

NET:

62,081

*** END ***