General Description: This report displays the budgeted account code comments by index and/or subordinate account code comments.

Purpose: The report is primarily a department report. The report is used to describe the business purpose or any additional information that explains activity in the index and/or account code.

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

Related Procedure: BD-101 Adjust Index Budgets

How to request a Budgeted Index/Account Comments 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 Index/Account Comments 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: Enter fund code (Level 2 or 3) or leave null
   Program: Enter program code (Level 2 or 3) or leave null
To run the report: Click “Submit”

Budgeted Index/Account Code Comments Report displayed by Index for a Level 3 Organization report:

**UNIVERSITY OF NEW MEXICO**
**BUDGETED INDEX/ACCOUNT CODE COMMENTS REPORT**
Organization: ADD Controller
Fund: ; Program:

<table>
<thead>
<tr>
<th>Index/Account</th>
<th>Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>112002 Cont Grant Acct Main</td>
<td></td>
</tr>
<tr>
<td>11C0 Trsf From Research Gen</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>428000 Unrestricted Acct Main Admin</td>
<td></td>
</tr>
<tr>
<td>1660 Allocations Other Gen</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

Budgeted Index/Account Code Comments Report displayed by Index for a Level 3 Organization report:

**UNIVERSITY OF NEW MEXICO**
**BUDGETED INDEX/ACCOUNT CODE COMMENTS REPORT**
Organization: ABG College of Fine Arts CFA
Fund: ; Program:

<table>
<thead>
<tr>
<th>Index/Account</th>
<th>Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>694257 Arts Lab State Special Appropriation</td>
<td></td>
</tr>
<tr>
<td>Index Comments: Index will be terminated in FY18 and no longer used.</td>
<td></td>
</tr>
</tbody>
</table>