



BUDGET PLANNER

BUDGET DEVELOPMENT

BD-110 Budgeted Index/Account Comments Report

Date Issued/Rev: 3/03/2017

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

Budgeted Index/Account Comments Report

EXIT

Budgeted Index/Account Comments Report

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

Budget ID Budget Phase Budget


Organization ← Enter: **Organization Code**

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

Program

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:

Index/Account	Budgeted Amount
112002 Cont Grant Acct Main Index Comments: None.	
11C0 Trsfr From Research Gen Acct Comments: Transfer from 798022-1100	\$12,000.00
428000 Unrestricted Acct Main Admin Index Comments: None.	
1660 Allocations Other Gen Acct Comments: Allocation from 291000-1660	\$15,000.00

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:

Index/Account	Budgeted Amount
694257 Arts Lab State Special Appropriatio Index Comments: Index will be terminated in FY18 and no longer used.	

*** END ***