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 (new)”
5. Click on “Budget Development Reports Menu”
6. Click on “Budgeted Index/Account Comments Report”
7. Chart of Accounts: enter “U”
8. Budget: enter “BUDxx” (Fiscal Year)
9. Budget Phase: enter “ADOPTD” (Fiscal Year)
   - Note Budget and Budget Phase must be same Fiscal Years

Run the report by FOP Element:
   At least one FOP Element must be entered

   Organization: Enter organization code (Level 1-7) or leave null
   Fund Type Level 1: Enter Fund Type Level 1 (00, 10, etc.) or leave null
   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 Index/Account Comments Report

Reports Parameter Page

Chart of Accounts: U
Budget: BUDXXX (Fiscal Year)
Budget Phase: ADOPTDXXX (Fiscal Year)
*Budget and Budget Phase must be same Fiscal Year

At least one FOP must be entered.
Enter: Organization or leave null
Enter: Fund Type Level 1 or leave null
Enter: Fund Type Level 2 or leave null
Enter: Fund or leave null
Enter: Program or leave null

To run the report: Click “PDF” or “Excel”

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

UNIVERSITY OF NEW MEXICO

Budgeted Index/Account Comments Report for FY 2022-2023

Organization: ABI - Anderson Schools of Management ASM

<table>
<thead>
<tr>
<th>Index/Account</th>
<th>Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>039005 101410-MGT DEV CTR - INSTRU</td>
<td>(2,000,000.00)</td>
</tr>
<tr>
<td>Index Comments: None.</td>
<td></td>
</tr>
<tr>
<td>1666 Intradepartmental Allocations</td>
<td></td>
</tr>
<tr>
<td>Acct Comments: ($2,000,000) to 224495-1666 EMBA Tuition</td>
<td></td>
</tr>
<tr>
<td>039013 101421-ASM-ACCOUNTING-Instruction</td>
<td>2,653,175.00</td>
</tr>
<tr>
<td>Index Comments: None.</td>
<td></td>
</tr>
<tr>
<td>1668 Interdepartmental Allocations</td>
<td></td>
</tr>
<tr>
<td>Acct Comments: $2,653,175 from 224495-1668 Base Allocation for ACCT</td>
<td></td>
</tr>
</tbody>
</table>

***END***