



BUDGET PLANNER

BUDGET DEVELOPMENT

Budgeted Transfer/Allocations Report

Date Issued/Revised: 3/07/2018

General Description: This report provides a budgeted summary by account for Transfer and Allocation account codes only. Transfer account codes begin with an "11" or "12". Allocation account codes begin with a "16".

Purpose: The report is primarily a department or organization report. The report is used to verify account code totals by an organization, fund and/or program.

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

Related Procedure: Create Budget Worksheet

How to request a Budgeted Transfers/Allocations 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 Transfers/Allocations 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 Transfers/Allocations Report

Chart of Accounts ←

Budget ID **Budget Phase** **Budget**

Organization ←

Fund ←

Program ←

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

Enter: **Organization Code**

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

To run the report: Click "Submit"

Budgeted Transfers/Allocations account codes displayed by Level 5 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED TRANSFERS/ALLOCATIONS REPORT
 Organization: 685A Safety & Risk Services
 Fund: ; Program:

Account	Budgeted Amount
1120 Trsfr From I G Gen	\$327,100.00
Comments: Support from HSC - offset index 060018-1100.	
1660 Allocations Other Gen	(\$24,750.00)
Comments: 24,750 to be allocated to 685027 for allocation to Chemistry index 889025/1660	

*** END ***