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 (new)”
5. Click on “Budget Development Reports Menu”
6. Click on “Budgeted Transfers/Allocations 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
To run the report: Click “PDF” or “Excel”

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Budgeted Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1120 Trsfr From I G Gen</td>
<td>307,900.00</td>
</tr>
<tr>
<td>Comments</td>
<td>060018-1100 - $307,900 HSC-EHS Agreement</td>
</tr>
<tr>
<td>1640 Allocations Pooled Allocation Gen</td>
<td>1,295,959.00</td>
</tr>
<tr>
<td>1660 Allocations Other Gen</td>
<td>(15,000.00)</td>
</tr>
<tr>
<td>Comments</td>
<td>688110-1660 - ($15K) FSSC-EHS FY23 Agreement</td>
</tr>
</tbody>
</table>

Total: 1,588,859.00

*** END ***