UNM	**BUDGET PLANNER**
	BUDGET DEVELOPMENT
	BD-108 Budgeted Transfers/Allocations Report
	Date Issued/Rev: 3/03/2017

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.

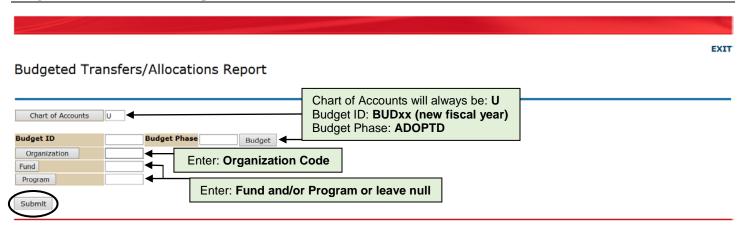**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA)

Related Procedure: BD-101 Adjust Index Budgets

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"
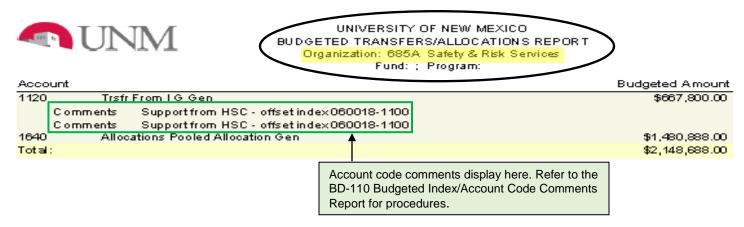9. **Enter report request information:**

    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

EXIT

Budgeted Transfers/Allocations Report

Chart of Accounts: U

Chart of Accounts	U

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

Budget ID		Budget Phase		Budget
Organization				
Fund				
Program				

Enter: **Organization Code**

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

Submit

To run the report: Click "Submit"

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

UNM

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

Account		Budgeted Amount
1120	Trsfr From I G Gen	$667,800.00
	Comments Support from HSC - offset index 060018-1100	
	Comments Support from HSC - offset index 060018-1100	
1640	Allocations Pooled Allocation Gen	$1,480,888.00
Total:		$2,148,688.00

Account code comments display here. Refer to the BD-110 Budgeted Index/Account Code Comments Report for procedures.

Budgeted Transfers/Allocations account codes displayed by Level 3 Organization and Program report:

UNM

UNIVERSITY OF NEW MEXICO
BUDGETED TRANSFERS/ALLOCATIONS REPORT
Organization: ABA Provost Administrative Units
Fund: ; Program: P10

Account		Budgeted Amount
11A0	Trsfr To Research Gen	($42,000.00)
11C0	Trsfr From Research Gen	$2,200.00
11E0	Trsfr To Public Service Gen	($30,000.00)
11V0	Trsfr From Athletics Gen	$40,138.00
1640	Allocations Pooled Allocation Gen	$8,426,866.00
1660	Allocations Other Gen	($3,661,978.00)
Total:		$4,735,226.00

Report with no account code comments entered.

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