



BUDGET PLANNER BUDGET DEVELOPMENT

BD-104 Index Out-of-Balance Exception Report

Date Issued/Rev: 3/03/2017

General Description: This report provides a way to verify all indices are in balance. Based on the user security, the report generates a list of indices that **do not** net to zero. The report identifies the organization, organization level, the index, index description and the net out-of-balance amount. This report is generated from both the Budget Development Tables and the Salary Planner Tables.

Purpose: Verify indices for an organization net to zero.

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

Related Procedure: BD-101 Adjust Index Budgets

How to request an Index Out-of-Balance Exception 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 “Index Out-of-Balance Exception Report”
6. **Chart of Accounts:** enter “U”
7. **Budget ID:** enter “BUDxx” (the new fiscal year)
8. **Budget Phase:** enter “ADOPTD”

Run the report by FOP Element:

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

Source of Labor Information: Always select “Budget Planner”

Index Out-of-Balance Exception Report

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

Enter: **Organization or FOP Element**

Source of Labor Information: **Always select Budget Planner from the drop down option**

Submit

To run the report: Click "Submit"

Index Out-of-Balance Exception Report displayed by Organization Level 3:

UNM

UNIVERSITY OF NEW MEXICO
 INDEX OUT-OF-BALANCE REPORT for FY 2017-2018
 Organization: ABE VP Division of Enrollment Mgmt. Fund:
 Program: Labor Source: BP

| Organization | Level | Index | Net |
|---------------------------|-------|---|------------------|
| 085A: Admissions Office | 5 | 085000: 112410-ADMISSIONS-Admissions-Gen | 722,390 |
| 176B0: Registrar's Office | 7 | 176000: 112405-REGISTRAR'S OFFICE | 100,999 |
| 290B0: VPDEM Office | 7 | 290000: VPDEM Gen Admin Office | 318 |
| 454B: SFAO Administration | 6 | 454000: 112350-STU FINANCIAL -General Activ | 200,005 |
| Total: | | | 1,023,712 |

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