

#### **BUDGET PLANNER**

#### **BUDGET DEVELOPMENT**

## **Budgeted Account Code Report**

Date Issued/Revised: 12/01/2022

**General Description:** This report provides the budgeted amount by index and summary total for a particular account code within an organization. **Any account code** that has been budgeted can be queried including labor and Budgeted Use of Reserves 1901 account codes.

**Purpose:** The report is primarily a department or organization report. The report is used to verify account code totals by index for an organization. Also, this report would help a department, college or VP unit to tie out allocations.

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

Related Procedure: Create Budget Worksheet

## **How to request a Budgeted Account Code 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 Account Code Report"
- 7. Chart of Accounts: enter "U" is defaulted
- 8. **Budget:** enter "BUDxx" (Fiscal year)
- 9. **Budget Phase:** enter "ADOPTD" (Fiscal Year)
  - Note Budget and Budget Phase must be same Fiscal Years
- 10. Include Suborgs: leave default setting on "Yes"
- 11. Enter report request information:

**Organization:** Enter organization code (Level 1-7)

Account: Enter account code

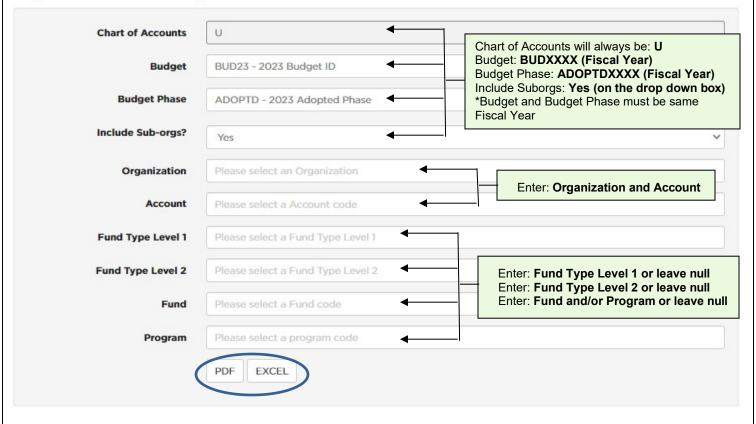
Fund Type Level 1: Enter Fund Type Level 1 (00, 10, etc.) or leave null Fund Type Level 2: Enter Fund Type Level 2 (02, 03, etc.) or leave null

Fund: Enter fund code (Level 2 or 3) or leave null

**Program:** Enter program code (Level 2 or 3) or leave null

# **Budgeted Account Code Report**

#### **Reports Parameter Page**



To run the report: Click "PDF" or "Excel"

### **Budgeted Account Code by index for a Level 5 Organization report:**



UNIVERSITY OF NEW MEXICO

Budgeted Account Code Report for FY 2022-2023

Organization: 685A - Environ Health & Safety

Fund Type Level 1: Fund Type Level 2:

Fund: ; Program: ; Account Code: 3800

Index	Budgeted Amount
685001 EHS Overhead	400.00
Comments None.	
685017 EHS General Safety	500.00
Comments None.	
Account Total	900.00

## **Budgeted Account Code by index for a Level 3 Organization report:**



### UNIVERSITY OF NEW MEXICO

Budgeted Account Code Report for FY 2022-2023

Organization: ABM - School of Architecture & Planning

Fund Type Level 1: Fund Type Level 2:

Fund: ; Program: ; Account Code: 3800

Index		Budgeted Amount	
515007	Pearl George FEL #1	100.00	
Comments None.			
515114	390431-GEORGE CLAYTON-General Activ	3,565.00	
Com	ments None.		
515249	Architecture I&G	1,500.00	
Com	ments None.		
515250	Comm & Regional Planning I&G	1,500.00	
Comments None.			
515335	SA&P Faculty Research/Creative Work	250.00	
Comments None.			
515410	Historic Preserv & Re I&G Operating	2,565.00	
Comments None.			
Account T	Cotal	9,480.00	

**Budgeted Account Code by index for a Fund and Level 3 Organization:** 



# UNIVERSITY OF NEW MEXICO

Budgeted Account Code Report for FY 2022-2023

Organization: ABK - School of Engineering SOE Fund Type Level 1:

Fund Type Level 2:

Fund: 2U0224 - MU I & G; Program: ; Account Code: 31K0

Index		Budgeted Amount	
023247	Mech Engr I&G Non-labor Operating	100.00	
Comments None.			
271409	ECE I&G Non-labor Operating	100.00	
Comments None.			
327001	NE I&G Non-labor Operating	50.00	
Comments None.			
650290	Computer Sci I&G Non-labor Operatng	20.00	
Comments None.			
929151	ESS I&G Non-labor Operating	250.00	
Comments None.			
Account Total		520.00	

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