

BUDGET PLANNER

BUDGET DEVELOPMENT

Budget Index/Account Code Comments Report

Date Issued/Revised: 12/01/2022

General Description: This report displays the budgeted account code comments by index and/or subordinate account code comments.

Purpose: The report is primarily a department report. The report is used to describe the business purpose or any additional information that explains activity in the index and/or account code.

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

Related Procedure: Create Budget Worksheet

How to request a Budgeted Index/Account Comments 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 Index/Account Comments 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

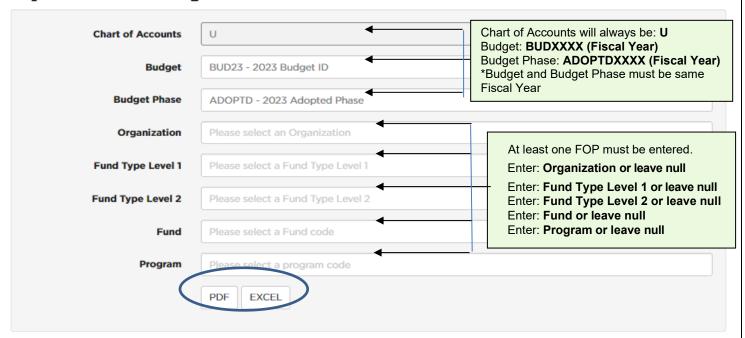
Fund Type Level 1: Enter Fund Type Level 1 (00, 10, etc.) or leave null **Fund Type Level 2:** Enter Fund Type Level 2 (02, 03, etc.) or leave null

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

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

Budgeted Index/Account Comments Report

Reports Parameter Page



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

Budgeted Index/Account Code Comments Report displayed by Index for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO

Budgeted Index/Account Comments Report for FY 2022-2023

Organization: ABI - Anderson Schools of Management ASM

Fund Type Level 1: Fund Type Level 2: Fund: ; Program:

Index/Account Budgeted Amount

039005 101410-MGT DEV CTR - INSTRU

Index Comments: None.

1666 Intradepartmental Allocations

Acct Comments: (\$2,000,000) to 224495-1666 EMBA Tuition

039013 101421-ASM-ACCOUNTING-Instruction

Index Comments: None.

1668 Interdepartmental Allocations

2,653,175.00

(2,000,000.00)

Acct Comments: \$2,653,175 from 224495-1668 Base Allocation for ACCT

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