

BUDGET PLANNER

BUDGET DEVELOPMENT

Index Out-of-Balance Exception Report

Date Issued/Revised: 12/01/2022

General Description: This report provides a way to verify <u>all indices are in balance.</u> 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: Create Budget Worksheet

How to request an Index Out-of-Balance Exception Report

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:

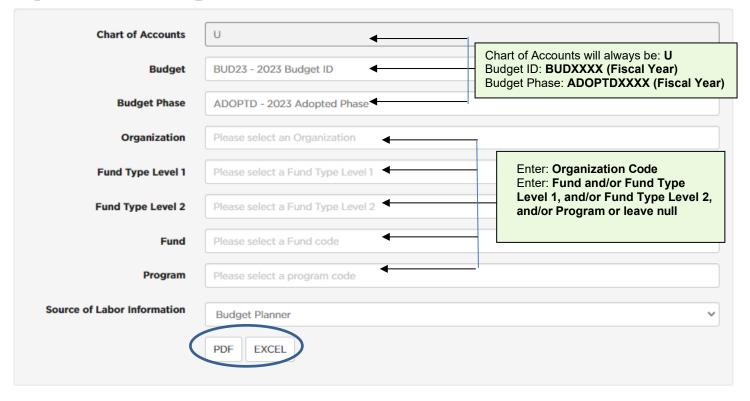
Organization: Enter organization code (Level 1-7) **Fund:** Enter fund code (Level 2 or 3) or leave null

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

Source of Labor Information: Always select "Budget Planner"

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Reports Parameter Page



To run the report: Click on "PDF" or "EXCEL"

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

