



BUDGET PLANNER
BUDGET DEVELOPMENT



BD-108 Budgeted Transfers/Allocations Report

Date Issued/Rev: 02/17/2012

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 Procedures: BD-101 Adjust Index Budgets

How to request a Budgeted Transfers/Allocations Report

1. Logon to my.unm.edu
2. Select the "Employee Life" tab
3. Click on "LoboWeb"
4. Select the "Finance" tab
5. Click on the "Budget Planner Menu"
6. Click on "Budget Development Reports Menu"
7. Click on "Budgeted Transfers/Allocations Report"
8. **Chart of Accounts:** enter "U"
9. **Budget ID:** enter "BUD13" (The budget year)
10. **Budget Phase:** enter "ADOPTD"
11. **Enter report request information:**

Organization: Enter organization code (Level 1-7)

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

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

Budgeted Transfers/Allocations Report

Chart of Accounts | U

Budget ID | BUD13 | Budget Phase | ADOPTD | Budget

Organization | ← Enter Organization Code

Fund | ← Enter Fund and/or Program or leave null

Program | ← Enter Fund and/or Program or leave null

Submit

To run report: Click "Submit"

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



UNIVERSITY OF NEW MEXICO
 BUDGETED TRANSFERS/ALLOCATION'S 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.

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



UNIVERSITY OF NEW MEXICO
 BUDGETED TRANSFERS/ALLOCATION'S 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

*** END ***