



BUDGET PLANNER BUDGET DEVELOPMENT



BD-109 Budgeted Account Code Totals Report

Date Issued/Rev: 02/20/2012

General Description: This report provides summary totals on budgeted account codes by account type and account level 1 within an organization.

Purpose: The report is primarily a department or organization report. The report is used to summarize account codes by account type and account code for an organization.

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

Related Procedures: BD-101 Adjust Index Budgets

How to request a Budgeted Account Code Totals 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 Account Code Totals Reports"
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 Type Level 2: Enter Fund Type Level 2 (02, 03, etc.) or leave null

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

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

Budgeted Account Code Totals Report

EXIT

Budgeted Account Code Totals Report

Chart of Accounts

Budget ID Budget Phase

Organization **Enter Organization Code**

Fund Type Level 2 **Enter Fund Type Level 2, Fund and/or Program or leave null**

Fund

Program

Submit

To run report: Click "Submit"

Account Code totals displayed by Account Type for a Level 3 Organization report:



Executive Level: AB Provost Academic Affairs
 Organization: ABC School of Public Administration
 Fund Type Level 2:
 Fund:
 Program:

	FY 2012-2013 Budget	Budgeted FTE
Revenue		
Allocations		
1640 Allocations Pooled Allocation Gen	924,013	
1660 Allocations Other Gen	32,286	
1666 Intradepartmental Allocations	0	
Reserves		
1901 Budgeted Use of Reserves	308,153	
Transfers		
11N0 Trsfr From Student Aid Gen	20,000	
Revenue Total:	1,284,452	
Expenditure		
Fringe Expense		
2160 Group Insurance Gen	458	
Other Expense		
3100 Office Supplies General	5,835	
3110 Books Periodicals Gen	150	
31A0 Business Food - Local	150	
31B0 Food F&A Excludable Gen	1,500	
31C0 Dues Memberships Gen	2,470	
31J0 Parking Permits Gen	400	
31K0 Postage Gen	800	
31K1 Overnight Delivery	320	
31L0 Printing Supplies Gen	150	
31M0 Recruitment Expense Gen	450	
37Z0 Other Supply Costs Gen	200	
3800 In State Travel Gen	705	

Budgeted Account Code Totals Report

Account Code totals by Account Type displayed for a Level 3 Organization, Fund and Program report:



UNIVERSITY OF NEW MEXICO
BUDGETED ACCOUNT CODE TOTALS REPORT for FY 2012-2013

Executive Level: AB Provost Academic Affairs
Organization: ABC School of Public Administration
Fund Type Level 2:
Fund: 2U0224 MU I & G
Program: P10 Instruction Unrestricted Ex 10

**FY 2012-2013
Budget** **Budgeted
FTE**

Revenue

Allocations

1640	Allocations Pooled Allocation Gen	924,013	
1660	Allocations Other Gen	32,286	
1666	Intradepartmental Allocations	0	

Reserves

1901	Budgeted Use of Reserves	112,644	
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Revenue Total: 1,068,943

Expenditure

Labor Expense

2000	Faculty Salary Detail Gen	143,960	1.00
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Other Expense

3100	Office Supplies General	5,550	
3110	Books Periodicals Gen	150	
31A0	Business Food - Local	150	
31B0	Food F & A Excludable Gen	150	
31C0	Dues Memberships Gen	2,470	
31K0	Postage Gen	800	
31K1	Overnight Delivery	100	
31L0	Printing Supplies Gen	150	
31M0	Recruitment Expense Gen	50	
3800	In State Travel Gen	705	
3820	Out Of State Travel Gen	5,000	
38L0	New Employee Moving Expense Gen	386	
38N0	Travel Recruiting Gen	20	
4000	Student Tuition Fee Expense Gen	30,745	

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