



BUDGET PLANNER
BUDGET DEVELOPMENT



BD-110 Budgeted Index/Account Code Comments Report

Date Issued/Rev: 02/28/2012

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 describes activity in the index and/or account code.

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

Related Procedures: BD-101 Adjust Index Budgets

How to request a Budgeted Index/Account Code Comments 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 Index/Account Code Comments Report"
8. **Chart of Accounts:** enter "U"
9. **Budget ID:** enter "BUD13" (The budget year)
10. **Budget Phase:** enter "ADOPTD"
11. **Enter the 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 Index/Account Comments 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"

Account Code comments by Index for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED INDEX/ACCOUNT CODE COMMENTS REPORT
 Organization: ADD Controller
 Fund: ; Program:

Index/Account	Budgeted Amount
112002 Cont Grant Acct Main Index Comments: None.	
1100 Trsfr From Research Gen Acct Comments: Transfer from Index 798022-1100.	\$1,211,750.00
428000 Unrestricted Acct Main Admin Index Comments: None.	
1660 Allocations Other Gen Acct Comments: Allocation from Police Department index 291000-1660.	\$15,000.00

Index Code comments by Index for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED INDEX/ACCOUNT CODE COMMENTS REPORT
 Organization: ADD Controller
 Fund: ; Program:

Index/Account	Budgeted Amount
010101 LSL Operations Index Comments: Index 010101 is being replaced by Index 020202 beginning in FY13.	

*** END ***