



## BUDGET PLANNER BUDGET DEVELOPMENT



### BD-102 Budget Development Working Report - Budget Year

Date Issued/Rev: 02/23/2012

**General Description:** This report displays budgeted information summarized by organization and/or index. This report also allows the user to determine the level of detail to display.

**Purpose:** The working report is primarily a department or organization report. It is the report a department uses to verify their indices are in balance and indices and positions are budgeted correctly.

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

**Related Procedures:** BD-101 Adjust Index Budgets

#### How to request a Budget Development Working Report - Budget Year

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 "Budget Development Working Report - Budget Year"
8. **Chart of Accounts:** enter "U"
9. Choose the **Detail Level:**
  - **Level 1 – Revenue and Expense Summary by Organization.** Summarizes revenues and expense at a high level.
  - **Level 2 – Revenue and Expense Breakdown by Organization.** Summarizes and groups by Operating Revenues, Non-operating Revenues, Reserves, Transfers, Allocations, Labor Expenses, Fringe Expenses and Other Expenses.
  - **Level 3 – Line Item Detail by Organization.** Same as the Level 2 report but includes account code Level 4 detail.
  - **Level 4 – Index Detail without Position Detail.** Same as Level 3 but includes index.
  - **Level 5 – Index Detail with Position Detail.** Same as the Level 4 report but includes the position detail from Salary Planner for the labor account codes.
  - **Level 6 – Index Summary.** Displays net balance by index.

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10. **Budget ID:** enter “BUD13” (The budget year)

11. **Budget Phase:** enter “ADOPTD”

**Run by index:**

**Account Index:** enter your 6 digit index code

**Or Run by FOP Element:**

**Account Index:** Leave null

**Organization:** Enter organization code (Level 1-7)

**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



EXIT

Budget Development Working Report - Budget Year

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Chart of Accounts: U    Detail Level: 1 - Revenue and Expense Summary by Organization    **Select Detail Level**

Budget ID: BUD13    Budget Phase: ADOPTD    Budget

Account Index: [ ]

Organization: [ ]

Fund Type Level 2: [ ]

Fund: [ ]

Program: [ ]

**Run by Index or FOP element and/or Fund Type Level 2**

**Submit**

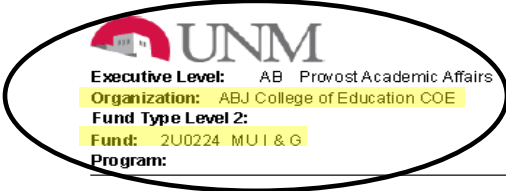
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**To run report:** Click “Submit”

**Important:** Net amount in the report should be zero. If the net amount in FY13 column is not equal to zero, it means revenue and expense budgets do not balance per index. **ALL INDICES MUST BALANCE. OUT OF BALANCE INDICES WILL NOT BE LOADED INTO THE OPERATING LEDGER.**

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**Report displayed by Level 3 Organization and by Fund**



UNIVERSITY OF NEW MEXICO  
BUDGET WORKING REPORT for FY 2012-2013

		FY 2012-2013 Budget	Budgeted FTE
<b>522B2</b>	<b>COE Deans Office Gen Admin</b>		
Revenue		3,243,352	
Expenditure		3,840,533	
522B2 LEVEL 7	SUMMARY		
Revenues		3,243,352	
Expenditures		3,840,533	
<b>NET:</b>		<b>(597,181)</b>	
<b>Out of Balance</b>			
<b>522C</b>	<b>COE Development Office</b>		
Revenue		11,940	
Expenditure		11,940	
522C LEVEL 6	SUMMARY		
Revenues		11,940	
Expenditures		11,940	
<b>NET:</b>		<b>0</b>	
<b>In Balance</b>			
<b>522G</b>	<b>Center for Student Success</b>		
Revenue		671,784	
Expenditure		609,703	
522G LEVEL 6	SUMMARY		
Revenues		671,784	
Expenditures		609,703	
<b>NET:</b>		<b>62,081</b>	
<b>Out of Balance</b>			

\*\*\* END \*\*\*