



BUDGET PLANNER BUDGET DEVELOPMENT



BD-104 Index Out-of-Balance Exception Report

Date Issued/Rev: 02/21/2012

General Description: This report provides a way to verify all indices are in balance. 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 Procedures: BD-101 Adjust Index Budgets

How to request an Index Out-of-Balance Exception 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 "Index Out-of-Balance Exception Report"
8. **Chart of Accounts:** enter "U"
9. **Budget ID:** enter "BUD13" (The budget year)
10. **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".

Index Out-of-Balance Exception Report

Chart of Accounts

Budget ID Budget Phase Budget

Organization

Fund

Program

Source of Labor Information

Run by Organization or FOP element

Always select Budget Planner

To run report: Click "Submit"

Index out-of-balance exception report displayed by Organization Level 3:



UNIVERSITY OF NEW MEXICO
 INDEX OUT-OF-BALANCE REPORT for FY 2012-2013
 Organization: ABE VP Division of Enrollment Mgmt Fund:
 Program: Labor Source: BP

Organization	Level	Index	Net
085A: Admissions Office	5	085000: 112410-ADMISSIONS-Admissions-Gen	(26,254)
176B0: Registrar's Office	7	176000: 112405-REGISTRAR'S OFFICE	(27,418)
290B0: VPDEM Office	7	290000: VPDEM Gen Admin Office	(63,437)
		290002: ENLACE Los Campanero	(19,761)
		290003: College Prep Mentoring	3
290D: Business Applications/IT Computer	6	290015: Business Applications- IT Computer	(24,960)
290E: Enrollment Reporting	6	290016: Enrollment Reporting	(100,116)
290F: Veteran's Outreach	6	290017: Veteran's Outreach	(10,605)
454B: SFAO Administration	6	454000: 112350-STU FINANCIAL -General Activ	(2,624)
		454357: Pell Admin. Program	(29,182)
		454603: UNM Regents Financial Aid	1
Total:			(304,353)

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