



BUDGET PLANNER BUDGET DEVELOPMENT



BD-107 Budgeted Account Code Report

Date Issued/Rev: 02/20/2012

General Description: This report provides the budgeted amount by index and summary total for a particular account code within an organization. **Any account code** that has been budgeted can be queried including labor and Budgeted Use of Reserves 1901 account codes.

Purpose: The report is primarily a department or organization report. The report is used to verify account code totals by index for an organization. Also, this report would help a department, college or VP unit to tie out allocations.

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

Related Procedures: BD-101 Adjust Index Budgets

How to request a Budgeted Account Code 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 Report"
8. **Chart of Accounts:** enter "U"
9. **Budget ID:** enter "BUD13" (The budget year)
10. **Budget Phase:** enter "ADOPTD"
11. **Include Suborgs:** leave default setting on "Yes"
12. **Enter report request information:**

Organization: Enter organization code (Level 1-7)

Account: Enter the account code

Fund Type Level 2: Enter the 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 Report

EXIT

Budgeted Account Code Report

Chart of Accounts

Budget ID: BUD13 Budget Phase: ADOPTD Budget: Budget Include Suborgs: Yes **Select Yes**

Organization: **Enter Organization and Account Code**

Account:

Fund Type Level 2: **Enter Fund Type Level 2 or leave null**

Fund: **Enter Fund and/or Program or leave null**

Program:

Submit

To run report: Click "Submit"

Account Code totals by index for a Level 5 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED ACCOUNT CODE REPORT
 Organization: 685A Safety & Risk Services; Fund Type:
 Fund: , Program: ; Account Code: 3140

Index		Budgeted Amount
685001	SRS Overhead	\$44,500.00
	Comments: \$4500 for programs on desktops \$40,000 for locational database software maintenance per Don...	
Account Total:		\$44,500.00

Account Code totals by index for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED ACCOUNT CODE REPORT
 Organization: ABE VP Division of Enrollment Mgmt; Fund Type:
 Fund: , Program: ; Account Code: 3100

Index		Budgeted Amount
085000	112410-ADMISSIONS-Admissions-Gen	\$3,000.00
	Comments: None.	
176000	112405-REGISTRAR'S OFFICE	\$3,000.00
	Comments: None.	
290000	VPDEM Gen Admin Office	\$1,500.00
	Comments: None.	
290003	College Prep Mentoring	\$676.00
	Comments: None.	
290007	Communications Center	\$2,000.00
	Comments: None.	
290016	Enrollment Reporting	\$500.00
	Comments: None.	
290017	Veteran's Outreach	\$1,500.00
	Comments: None.	
454000	112350- STU FINANCIAL - General Activ	\$4,000.00
	Comments: None.	
Account Total:		\$16,176.00

Budgeted Account Code Report

Account Code totals by index for a Fund Code and Level 3 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED ACCOUNT CODE REPORT
 Organization: ABE VP Division of Enrollment Mgmt; Fund Type:
 Fund: 2U0224, Program: ; Account Code: 3100

Index		Budgeted Amount
085000	112410- ADMISSIONS-Admissions-Gen	\$3,000.00
	Comments: None.	
176000	112405- REGISTRAR'S OFFICE	\$3,000.00
	Comments: None.	
290000	VPDEM Gen Admin Office	\$1,500.00
	Comments: None.	
290007	Communications Center	\$2,000.00
	Comments: None.	
290016	Enrollment Reporting	\$500.00
	Comments: None.	
290017	Veteran's Outreach	\$1,500.00
	Comments: None.	
454000	112350- STU FINANCIAL - General Activ	\$4,000.00
	Comments: None.	
Account Total:		\$15,500.00

Account Code totals by index, for a Program and Level 3 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED ACCOUNT CODE REPORT
 Organization: ABE VP Division of Enrollment Mgmt; Fund Type:
 Fund: , Program: P17; Account Code: 3100

Index		Budgeted Amount
290003	College Prep Mentoring	\$676.00
	Comments: None.	
Account Total:		\$676.00

Account Code totals by index, for a Fund Type Level 2, Program and Level 3 Organization report:



UNIVERSITY OF NEW MEXICO
 BUDGETED ACCOUNT CODE REPORT
 Organization: ABE VP Division of Enrollment Mgmt; Fund Type: 02
 Fund: , Program: P12; Account Code: 3100

Index		Budgeted Amount
085000	112410- ADMISSIONS-Admissions-Gen	\$3,000.00
	Comments: None.	
176000	112405- REGISTRAR'S OFFICE	\$3,000.00
	Comments: None.	
290000	VPDEM Gen Admin Office	\$1,500.00
	Comments: None.	
290007	Communications Center	\$2,000.00
	Comments: None.	
290016	Enrollment Reporting	\$500.00
	Comments: None.	
290017	Veteran's Outreach	\$1,500.00
	Comments: None.	
454000	112350- STU FINANCIAL - General Activ	\$4,000.00
	Comments: None.	
Account Total:		\$15,500.00

*** END ***