

Instructions for completing the over expenditure worksheet

Tab named “Over expenditure Index”

1. Column A lists the current over expenditure index for each fund that has an end date greater than 06/30/06 (if one has been entered), or is blank if there is not one in the system. There can only be 1 over expenditure index per FUND.
2. Review the current index that is listed for accuracy and replace if necessary.
3. Enter an over expenditure index in column A if it is blank.

Tab named “Default Index”

1. Enter a default over expenditure index in Column A at a minimum to level five organizations or lower depending on department requirements. This will be entered into Banner at the time the fund is created. When the signature authorization form is received in the core accounting office, the default index will be replaced by the one listed on the signature authorization form.

Please complete the spreadsheet and email by 5/11/07 to:

Main and branch campus: Barbara West at bwest@unm.edu

HSC: Shannon Gilbert at SKGilbert@sauld.unm.edu