



BUDGET PLANNER BUDGET DEVELOPMENT

Budgeted Account Code Totals Report

Date Issued/Revised: 12/01/2022

General Description: This report provides summary totals on budgeted account codes by account type within an organization.

Purpose: The report is primarily a department or organization report. The report is used to summarize account codes by account type and account code for an organization.

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

Related Procedure: Create Budget Worksheet

How to request a Budgeted Account Code Totals Report

1. Login to myUNM
2. Login to LoboWeb using one of the three options listed below:
 - Click on “ENTER LOBOWEB” in the LoboWeb (Employees) section. Then select the “Finance” tab
 - Click on “Finance” in the Quick links
 - Click on “LoboWeb” in the UNM Business Applications section. Then select the “Finance” tab
3. Click on the “Budget Planner Menu”
4. Click on “Budget Development Reports Menu (new)”
5. Click on “Budget Development Reports Menu”
6. Click on “Budgeted Account Code Totals Report”
7. **Chart of Accounts:** enter “U”
8. **Budget:** enter “BUDxx” (Fiscal Year)
9. **Budget Phase:** enter “ADOPTD” (Fiscal Year)
 - **Note Budget and Budget Phase must be same Fiscal Years**

Run the report by FOP Element:

At least one FOP Element must be entered

Organization: Enter organization code (Level 1-7) or leave null

Fund Type Level 1: Enter Fund Type Level 1 (00, 10, etc.) or leave null

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

Budgeted Account Code Totals Report

Reports Parameter Page

Chart of Accounts	<input type="text" value="U"/>	←	Chart of Accounts will always be: U Budget: BUDXXXX (Fiscal Year) Budget Phase: ADOPTDXXXX (Fiscal Year) *Budget and Budget Phase must be same Fiscal Year
Budget	<input type="text" value="BUD23 - 2023 Budget ID"/>	←	
Budget Phase	<input type="text" value="ADOPTD - 2023 Adopted Phase"/>	←	
Organization	<input type="text" value="Please select an Organization"/>	←	At least one FOP must be entered. Enter: Organization or leave null Enter: Fund Type Level 1 or leave null Enter: Fund Type Level 2 or leave null Enter: Fund or leave null Enter: Program or leave null
Fund Type Level 1	<input type="text" value="Please select a Fund Type Level 1"/>	←	
Fund Type Level 2	<input type="text" value="Please select a Fund Type Level 2"/>	←	
Fund	<input type="text" value="Please select a Fund code"/>	←	
Program	<input type="text" value="Please select a program code"/>	←	

To run the report: Click "PDF" or "Excel"

Budgeted Account Code totals displayed by Account Type for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO

Budgeted Account Code Totals Report for FY 2022-2023

Executive Level:AB-Provost Academic Affairs

Organization:ABE - VP Division of Enrollment Mgmt

Fund Type Level 1:

Fund Type Level 2:

Fund: ; Program:

		FY 2022-2023 Budget	Budgeted FTE
Revenue			
Allocations		13,092,660	
1640	Allocations Pooled Allocation Gen	8,062,034	
1660	Allocations Other Gen	5,030,626	
1666	Intradepartmental Allocations	0	
Non Operating Revenue		31,467,682	
0421	State Lottery Success Scholarship	29,700,000	
0710	Federal Appropriation Gen	55,645	
1000	Gifts Gen	712,014	
1011	Endowment Spending Distribution	1,000,023	
Operating Revenue		642,205	
0210	Application Fees Gen	300,000	
02C0	Transcript Fees Gen	200,000	
02Z0	Other Student Fees Gen	19,875	
0420	State Grants Contracts Gen	30,000	
05K0	Registration Fee Revenue Gen	82,000	
0699	Miscellaneous Services	8,330	
07Z0	Other Sales and Service Revenue	2,000	
Reserves		9,888,478	
1901	Budgeted Use of Reserves	9,888,478	
Transfers		15,416,682	
1100	Trsfr To I G Gen	(1,184,819)	
1120	Trsfr From I G Gen	16,716,728	
11E0	Trsfr To Public Service Gen	(142,110)	
11H0	Trsfr To Internal Services Gen	(101,611)	
11T0	Trsfr To Athletics Gen	(250,000)	
12P0	Unitized Trsfr From Endowments Gen	378,494	
Revenue Total:		70,507,707	

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



UNIVERSITY OF NEW MEXICO

Budgeted Account Code Totals Report for FY 2022-2023

Executive Level: AB-Provost Academic Affairs

Organization: ABI - Anderson Schools of Management ASM

Fund Type Level 1:

Fund Type Level 2:

Fund: 2U0224 - MU I & G; Program: P10 - Instruction Unrestricted Ex 10

		FY 2022-2023 Budget	Budgeted FTE
Revenue			
Allocations		4,295,591	
1666	Intradepartmental Allocations	(6,470,000)	
1668	Interdepartmental Allocations	10,765,591	
Operating Revenue		7,258,000	
0120	Resident Ft Gen	1,016,500	
0180	Resident Pt Gen	1,436,500	
01E0	Nonresident Ft Gen	27,000	
01K0	Nonresident Pt Gen	18,000	
01N0	Undergraduate Online Degrees	640,000	
01N1	Graduate Online Degrees	630,000	
01Z0	Other Tuition Gen	3,010,000	
0220	Course Lab Fees Gen	480,000	
Revenue Total:		11,553,591	
Expenditure			
Labor Expense		8,587,305	
2000	Faculty Salary Detail Gen	6,774,782	52.90
2003	Faculty Summer Instruction	258,800	10.41
2004	Teaching Overload	60,000	2.56
2007	Faculty Temp Part Time	547,643	22.03
2020	Administrative Professional Gen	207,744	3.20
20A1	RA PA Tuition Compensation	130,000	4.15
20EA	Extra Faculty Compensation	98,000	0.00
20FA	Pooled Faculty Compensation	405,583	0.00
20J0	Student Salaries Gen	35,000	1.49
20SA	Salary Adjustments	69,753	0.00
Fringe Expense		2,645,504	
2110	Fica Gen	579,588	
2140	Retirement Gen	1,125,321	
2160	Group Insurance Gen	574,038	
2180	Unemployment Compensation Gen	7,569	
21A0	Workers Compensation Gen	7,177	
21J0	Other Staff Benefits Gen	351,811	

**** END ****