



## BUDGET PLANNER BUDGET DEVELOPMENT

### Budget Index/Account Code Comments Report

Date Issued/Revised: 12/01/2022

**General Description:** This report displays the budgeted account code comments by index and/or subordinate account code comments.

**Purpose:** The report is primarily a department report. The report is used to describe the business purpose or any additional information that explains activity in the index and/or account code.

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

**Related Procedure:** Create Budget Worksheet

#### How to request a Budgeted Index/Account Comments 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 Index/Account Comments 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 Index/Account Comments Report

## Reports Parameter Page

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

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

Budgeted Index/Account Code Comments Report displayed by Index for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO

Budgeted Index/Account Comments Report for FY 2022-2023

Organization: ABI - Anderson Schools of Management ASM

Fund Type Level 1:

Fund Type Level 2:

Fund: ; Program:

Index/Account	Budgeted Amount
039005 101410-MGT DEV CTR - INSTRU Index Comments: None.	
1666 Intradepartmental Allocations Acct Comments: (\$2,000,000) to 224495-1666 EMBA Tuition	(2,000,000.00)
039013 101421-ASM-ACCOUNTING-Instruction Index Comments: None.	
1668 Interdepartmental Allocations Acct Comments: \$2,653,175 from 224495-1668 Base Allocation for ACCT	2,653,175.00

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