

BUDGET PLANNER

BUDGET DEVELOPMENT

Budget Development Working Report - Budget Year

Date Issued/Revised: 3/06/2018

General Description: This report displays budgeted information summarized by organization and/or index. The report also allows the user to determine the level of detail to display.

Purpose: The working report is primarily a department or organization report. <u>It is the report a department uses to verify their indices are in balance and indices and positions are budgeted correctly.</u>

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

Related Procedure: Create Budget Worksheet

How to request a Budget Development Working Report - Budget Year

- 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"
- 5. Click on "Budget Development Working Report Budget Year"
- 6. Chart of Accounts: enter "U"
- 7. Choose the **Detail Level**:
 - Level 1 Revenue and Expense Summary by Organization. Summarizes revenues and expenditures at a high level.
 - Level 2 Revenue and Expense Breakdown by Organization. Summarizes and groups by Operating Revenues, Non Operating Revenues, Reserves, Transfers, Allocations, Labor Expenses, Fringe Expenses and Other Expenses.
 - Level 3 Line Item Detail by Organization. Same as the Level 2 report but includes account
 code Level 4 detail.
 - Level 4 Index Detail Without Position Detail. Same as the Level 3 report but includes index number.
 - Level 5 Index Detail With Position Detail. Same as the Level 4 report but includes the position detail from Salary Planner for the labor account codes.
 - Level 6 Index Summary. Displays net balance by index.

- 8. **Budget ID:** enter "BUDxx" (the new fiscal year)
- 9. Budget Phase: enter "ADOPTD"

Run by index:

Account Index: enter your 6 digit index code

Or Run the report by FOP Element:

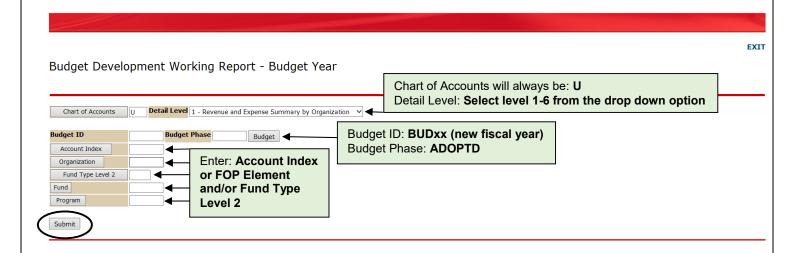
Account Index: Leave null

Organization: Enter organization code (Level 1-7)

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



To run the report: Click "Submit"

Important: Net amount in the report should be zero. If the net amount in the FY19 column is not equal to zero, it means revenue and expense budgets do not balance per index.

ALL INDICES MUST BALANCE. OUT OF BALANCE INDICES WILL NOT BE LOADED INTO THE BANNER OPERATING LEDGER.

Detail Level 1 Report displayed by Level 3 Organization and by Fund

