

#### **BUDGET PLANNER**

#### **BUDGET DEVELOPMENT**

## **Budgeted Account Code Totals Report**

Date Issued/Revised: 3/07/2018

**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), HSC Budget Office

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"
- Click on "Budgeted Account Code Totals Report"
- 6. Chart of Accounts: enter "U"
- 7. **Budget ID:** enter "BUDxx" (the new fiscal year)
- 8. Budget Phase: enter "ADOPTD"
- 9. Enter report request information:

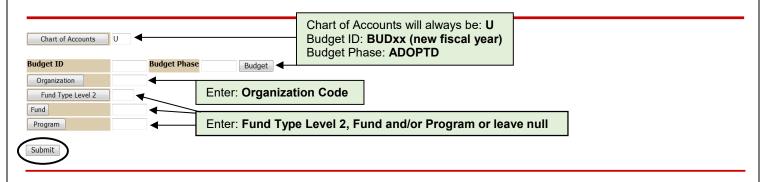
**Organization:** Enter organization code (Level 1-7)

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

### Budgeted Account Code Totals Report



To run the report: Click "Submit"

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

cutive Level: AB Provest Academic Affairs anization: ABC School of Public Administration         FY 2018-2019 Budget         Budgeted FTE           Revenue           Allocations Pooled Allocation Gen         739,344           1660         Allocations Other Gen         64,000           1662         Extended University Allocation         95,848           1668         Intradepartmental Allocations         0           Non Operating Revenue         1,000           1011         Endowment Spending Distribution         8,420           Operating Revenue         118,800           0 1980         Resident Ft Gen         118,800           0 1980         Resident Ft Gen         16,200           Reserves         295,839         17           1120         Traft From IG Gen         15,000           1150         Traft From Student Aid Gen         15,000           1190         Unitized Traft From Endowments Gen         Revenue Total:         1,356,333           Expenditure         Labor Expense         28,000         1,000           Packly Summer Instruction         28,000         1,000           2007         Faculty Temp Part Time         8,000         1,000	III	JM B	UNIVERSITY OF NEW MEXIC UDGETED ACCOUNT CODE TOTALS REPO			
Type Level 2:		AB Provost Academic Affairs	00021227.0000			
FY 2018-2019   Budgeted   FTE	nization: AB	C School of Public Administration				
Revenue		•		FY 2018-2019	Budgeted	
Allocations   Pooled Allocation Gen   739,344     1660   Allocations Other Gen   64,000     1662   Extended University Allocation   95,848     1660   Intradepartmental Allocations   0     Non Operating Revenue     1000   Gifts Gen   1,000     1011   Endowment Spending Distribution   8,420     Operating Revenue     1020   Resident Ft Gen   118,800     1030   Resident Pt Gen   16,200     Resident Pt Gen   16,200     1040   Resident Pt Gen   15,000     1750   Transfers     1120   Traff From I G Gen   15,000     11E0   Traff To Public Service Gen   15,000     11E0   Traff To Public Service Gen   15,000     11E0   Unitized Traff From Endowments Gen   882     12Popenditure   Revenue Total: 1,355,333     Expenditure   Revenue Total: 1,355,333     Expenditure   Revenue Total: 1,355,333     2003   Faculty Salary Detail Gen   734,078   8,87     2003   Faculty Summer Instruction   28,000   1,00     2006   Faculty Summer Instruction   28,000   1,00     2007   Faculty Temp Part Time   1,000   1,00     1,000   1,000     1,000   1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000     1,000   1,000     1,000	am:				FTE	
Allocations   Pooled Allocation Gen   739,344     1660   Allocations Other Gen   64,000     1662   Extended University Allocation   95,848     1660   Intradepartmental Allocations   0     Non Operating Revenue     1000   Gifts Gen   1,000     1011   Endowment Spending Distribution   8,420     Operating Revenue     1020   Resident Ft Gen   118,800     1030   Resident Pt Gen   16,200     Resident Pt Gen   16,200     1040   Resident Pt Gen   15,000     1750   Transfers     1120   Traff From I G Gen   15,000     11E0   Traff To Public Service Gen   15,000     11E0   Traff To Public Service Gen   15,000     11E0   Unitized Traff From Endowments Gen   882     12Popenditure   Revenue Total: 1,355,333     Expenditure   Revenue Total: 1,355,333     Expenditure   Revenue Total: 1,355,333     2003   Faculty Salary Detail Gen   734,078   8,87     2003   Faculty Summer Instruction   28,000   1,00     2006   Faculty Summer Instruction   28,000   1,00     2007   Faculty Temp Part Time   1,000   1,00     1,000   1,000     1,000   1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000   1,000     1,000     1,000   1,000     1,000	Revenue					
1660   Allocations Other Gen   64,000     1662   Extended University Allocation   95,848     1666   Intradepartmental Allocations   0     Non Operating Revenue		ıs				
1662         Extended University Allocation         95,848           1666         Intradepartmental Allocations         0           Non Operating Revenue         Non Operating Revenue           1000         Gifts Gen         1,000           1011         Endowment Spending Distribution         8,420           Operating Revenue         118,800           0180         Resident Pt Gen         16,200           Reserves         295,839           Transfers           1901         Budgeted Use of Reserves         295,839           Transfers         15,000           1120         Treft From LG Gen         15,000           1140         Treft From Student Aid Gen         15,000           11M0         Treft From Student Aid Gen         15,000           12P0         Unitized Treft From Endowments Gen         882           Revenue Total:         1,355,333           Expenditure           Labor Expenses         2         1,400           2000         Faculty Salary Detail Gen         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000<	1640	Allocations Pooled Allocation Gen		739,344		
1666   Intradepartmental Allocations   0	1660	Allocations Other Gen		64,000		
Non Operating Revenue           1000         Gifts Gen         1,000           1011         Endowment Spending Distribution         8,420           Operating Revenue           0120         Resident Ft Gen         118,800           0180         Resident Pt Gen         16,200           Reserves           1901         Budgeted Use of Reserves         295,839           Transfers           1120         Trsfr From I G Gen         15,000           11E0         Trsfr To Public Service Gen         (15,000)           11N0         Trsfr From Student Aid Gen         15,000           11N0         Trsfr From Endowments Gen         82           Revenue Total:         1,355,333           Expenditure           Labor Expense           2000         Faculty Salary Detail Gen         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2004         Faculty Temp Part Time         81,000         1.00	1662	Extended University Allocation		95,848		
1000   Gifts Gen   1,000     1011   Endowment Spending Distribution   8,420     Operating Revenue     0120   Resident Pt Gen   118,800     0180   Resident Pt Gen   16,200     Reserves	1666	Intradepartmental Allocations		0		
1011   Endowment Spending Distribution   8,420     Operating Revenue	Non Oper	ating Revenue				
Operating Revenue           0120         Resident Ft Gen         118,800           0180         Resident Pt Gen         16,200           Reserves         295,839           Transfers           1120         Trsfr From I G Gen         15,000           11E0         Trsfr To Public Service Gen         (15,000)           11N0         Trsfr From Student Aid Gen         15,000           12P0         Unitized Trsfr From Endowments Gen         882           Revenue Total: 1,355,333           Expenditure           Labor Expense         2000         Faculty Salary Detail Gen         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000         1.00	1000	Gifts Gen		1,000		
0120       Resident Ft Gen       118,800         0180       Resident Pt Gen       16,200         Reserves         1901       Budgeted Use of Reserves       295,839         Transfers         1120       Trsfr From I G Gen       15,000         11E0       Trsfr To Public Service Gen       (15,000)         11N0       Trsfr From Student Aid Gen       15,000         12P0       Unitized Trsfr From Endowments Gen       882         Revenue Total:       1,355,333         Expenditure         Labor Expense         2000       Faculty Salary Detail Gen       734,078       8.87         2003       Faculty Summer Instruction       28,000       1.00         2007       Faculty Temp Part Time       81,000       1.00	1011	Endowment Spending Distribution		8,420		
0180         Resident Pt Gen         16,200           Reserves         1901         Budgeted Use of Reserves         295,839           Transfers         1120         Trsfr From I G Gen         15,000           11E0         Trsfr To Public Service Gen         (15,000)           11N0         Trsfr From Student Aid Gen         15,000           12P0         Unitized Trsfr From Endowments Gen         882           Revenue Total:         1,355,333           Expenditure           Labor Expense         2000         Faculty Salary Detail Gen         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000         1.00	Operating	J Revenue				
Reserves         295,839           Transfers           1120 Trsfr From I G Gen         15,000           1180 Trsfr To Public Service Gen         (15,000)           11N0 Trsfr From Student Aid Gen         15,000           12P0 Unitized Trsfr From Endowments Gen         882           Revenue Total: 1,355,333           Expenditure           Labor Expense           2000 Faculty Salary Detail G en         734,078         8.87           2003 Faculty Summer Instruction         28,000         1.00           2007 Faculty Temp Part Time         81,000         1.00	0120	Resident Ft Gen		118,800		
1901   Budgeted Use of Reserves   295,839	0180	Resident Pt Gen		16,200		
Transfers           1120         Tr sfr From I G Gen         15,000           11E0         Tr sfr Fo Public Service Gen         (15,000)           11N0         Tr sfr From Student Aid Gen         15,000           12P0         Unitized Tr sfr From Endowments Gen         882           Revenue Total: 1,355,333           Expenditure           Labor Expense           2000         Faculty Salary Detail Gen         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000         1.00	Reserves					
1120       Trsfr From I G Gen       15,000         11E0       Trsfr From Public Service Gen       (15,000)         11N0       Trsfr From Student Aid Gen       15,000         12P0       Unitized Trsfr From Endowments Gen       882         Revenue Total: 1,355,333         Expenditure         Labor Expense         2000       Faculty Salary Detail Gen       734,078       8.87         2003       Faculty Summer Instruction       28,000       1.00         2007       Faculty Temp Part Time       81,000       1.00	1901	Budgeted Use of Reserves		295,839		
11E0         Trsfr To Public Service G en         (15,000)           11N0         Trsfr From Student Aid Gen         15,000           12P0         Unitized Trsfr From Endowments Gen         882           Revenue Total: 1,355,333           Expenditure           Labor Expense           2000         Faculty Salary Detail G en         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000         1.00	Transfers					
11N0       Trsfr From Student Aid Gen       15,000         12P0       Unitized Trsfr From Endowments Gen       882         Revenue Total: 1,355,333         Expenditure         Labor Expense         2000       Faculty Salary Detail Gen       734,078       8.87         2003       Faculty Summer Instruction       28,000       1.00         2007       Faculty Temp Part Time       81,000       1.00	1120	Trsfr From I G Gen		15,000		
12P0     Unitized Trsfr From Endowments Gen     882       Revenue Total: 1,355,333       Expenditure       Labor Expense       2000     Faculty Salary Detail Gen     734,078     8.87       2003     Faculty Summer Instruction     28,000     1.00       2007     Faculty Temp Part Time     81,000     1.00	11E0	Trsfr To Public Service Gen		(15,000)		
Revenue Total: 1,355,333       Expenditure       Labor Expense       2000     Faculty Salary Detail Gen     734,078     8.87       2003     Faculty Summer Instruction     28,000     1.00       2007     Faculty Temp Part Time     81,000     1.00	11NO	Trsfr From Student Aid Gen		15,000		
Expenditure           Labor Expense         2000         Faculty Salary Detail Gen         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000         1.00	12P0	Unitized Trsfr From Endowments G	en	882		
Labor Expense           2000         Faculty Salary Detail Gen         734,078         8.87           2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000         1.00			Revenue Total:	1,355,333		
2000       Faculty Salary Detail Gen       734,078       8.87         2003       Faculty Summer Instruction       28,000       1.00         2007       Faculty Temp Part Time       81,000       1.00						
2003         Faculty Summer Instruction         28,000         1.00           2007         Faculty Temp Part Time         81,000         1.00	Labor Exp	oen se				
<b>2007 Faculty Temp Part Time</b> 81,000 1.00	2000	Faculty Salary Detail Gen		734,078	8.87	
2020 Administrative Professional Gen 133,692 3.00				•		
	2020	Administrative Professional Gen		133,692	3.00	

# 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 2018-2019 Executive Level: AB Provost Academic Affairs
Organization: ABC School of Public Administration Fund Type Level 2: Fund: 2U0224 MU I & G
Program: P10 Instruction Unrestricted Ex 10 FY 2018-2019 Budgeted FTE Allocations 1640 Allocations Pooled Allocation Gen 739,344 1660 Allocations Other Gen 64,000 1662 **Extended University Allocation** 95,848 1666 Intradepartmental Allocations 0 Operating Revenue 0120 Resident Ft Gen 118,800 0180 Resident Pt Gen 16,200 Reserves 1901 **Budgeted Use of Reserves** 123,000 Transfers 11E0 Trsfr To Public Service Gen (15,000) Revenue Total: 1,142,192 Expenditure Labor Expense 2000 Faculty Salary Detail Gen 734,078 8.87 2003 **Faculty Summer Instruction** 28,000 1.00 2007 Faculty Temp Part Time 81,000 1.00 2020 Administrative Professional Gen 133,692 3.00 2060 Support Staff Salary Detail Gen 33,133 1.00 20A0 Ga Ta Ra Pa Salaries Gen 49,870 1.00 Student Salaries Gen 3,000 1.00 20L0 Federal Workstudy Gen 5,000 1.00 Other Expense 3100 Office Supplies General 5,315