

BUDGET PLANNER

BUDGET DEVELOPMENT

Budget Index/Account Code Comments Report

Date Issued/Revised: 3/07/2018

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), HSC Budget Office

Related Procedure: Create Budget Worksheet

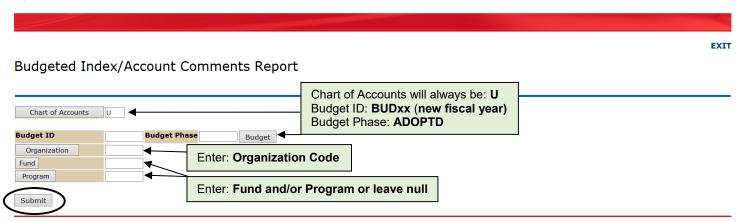
How to request a Budgeted Index/Account Comments Report

- 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"
- Click on "Budgeted Index/Account Comments 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)

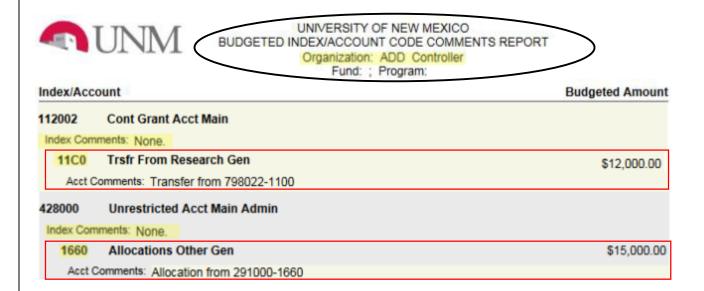
Fund: Enter fund code (Level 2 or 3) or leave null

Program: Enter program code (Level 2 or 3) or leave null



To run the report: Click "Submit"

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



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