

## **BUDGET PLANNER**

### **BUDGET DEVELOPMENT**

# **Budgeted Indices Not Modified Report**

Date Issued/Revised: 3/06/2018

**General Description:** The Main Campus report only lists current unrestricted indices that DO NOT have activity of any kind. The HSC report lists current unrestricted and restricted indices that DO NOT have activity of any kind. If the index account code amount has been updated in any way, (even if the amount is zero), the index will not display in this report.

**Purpose:** This report displays indices that have not been modified in Budget Planner for any combination of fund, organization and/or program.

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

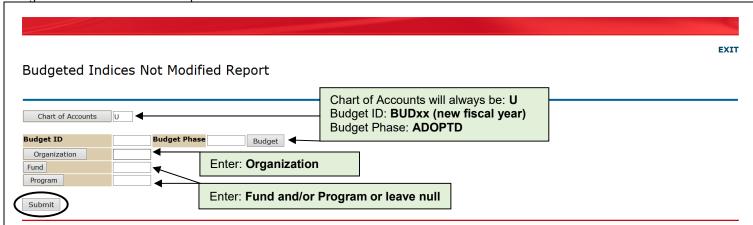
# How to request a Budgeted Indices Not Modified Report

- 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"
- 5. Click on "Budgeted Indices Not Modified 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)

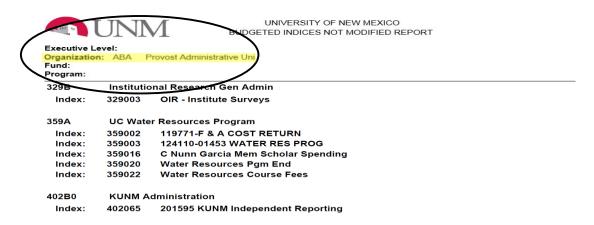
Fund: Enter fund code (Level 2 or 3) or leave null

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



To run the report: Click "Submit"

## **Budgeted Indices Not Modified for a Level 3 Organization report:**



### **Budgeted Indices Not Modified for a Fund report:**

