BUDGET PLANNER

BUDGET DEVELOPMENT

Budgeted Transfer/Allocations Report

Date Issued/Revised: 3/07/2018

General Description: This report provides a budgeted summary by account for Transfer and Allocation account codes only. Transfer account codes begin with an "11" or "12". Allocation account codes begin with a "16".

Purpose: The report is primarily a department or organization report. The report is used to verify account code totals by an organization, fund and/or program.

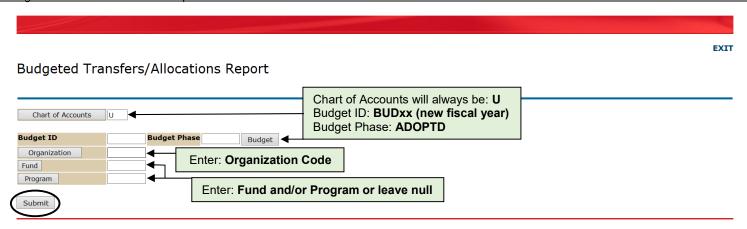**Responsible Manager:** Office of Planning, Budget and Analysis (OPBA), HSC Budget Office

Related Procedure: Create Budget Worksheet

How to request a Budgeted Transfers/Allocations 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 Transfers/Allocations 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

EXIT

Budgeted Transfers/Allocations Report

Chart of Accounts	U

Chart of Accounts will always be: **U**
Budget ID: **BUDxx (new fiscal year)**
Budget Phase: **ADOPTD**

Budget ID		Budget Phase		Budget
Organization				
Fund				
Program				

Enter: **Organization Code**

Enter: **Fund and/or Program or leave null**

Submit

To run the report: Click "Submit"

Budgeted Transfers/Allocations account codes displayed by Level 5 Organization report:

UNM

UNIVERSITY OF NEW MEXICO
BUDGETED TRANSFERS/ALLOCATIONS REPORT
Organization: 685A Safety & Risk Services
Fund: ; Program:

Account		Budgeted Amount
1120	Trsfr From I G Gen	$327,100.00
	Comments Support from HSC - offset index 060018-1100.	
1660	Allocations Other Gen	($24,750.00)
	Comments: 24,750 to be allocated to 685027 for allocation to Chemistry index 889025/1660	

ALL TRANSFERS AND ALLOCATIONS MUST INCLUDE A COMMENT WITH THE OFFSETTING INDEX AND ACCOUNT CODE

* * * END * * *