BUDGET PLANNER

BUDGET DEVELOPMENT

Index Out-of-Balance Exception Report

Date Issued/Revised: 3/06/2018

General Description: This report provides a way to verify <u>all indices are in balance.</u> Based on the user security, the report generates a list of indices that **do not** net to zero. The report identifies the organization, organization level, the index, index description and the net out-of-balance amount. This report is generated from both the Budget Development Tables and the Salary Planner Tables.

Purpose: Verify indices for an organization net to zero.

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

Related Procedure: Create Budget Worksheet

How to request an Index Out-of-Balance Exception 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 "Index Out-of-Balance Exception Report"
6. **Chart of Accounts:** enter "U"
7. **Budget ID:** enter "BUDxx" (the new fiscal year)
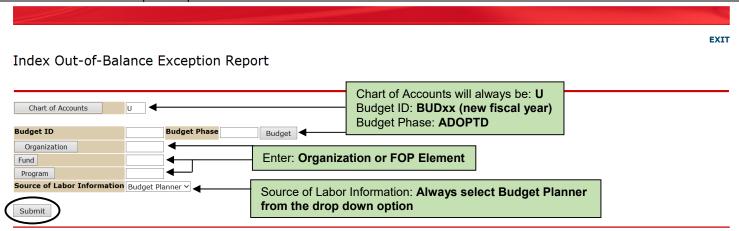8. **Budget Phase:** enter "ADOPTD"

Run the report by FOP Element:

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

Source of Labor Information: Always select "Budget Planner"

EXIT

Index Out-of-Balance Exception 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 or FOP Element**

Source of Labor Information Budget Planner ∨

Source of Labor Information: **Always select Budget Planner from the drop down option**

Submit

To run the report: Click "Submit"

Index Out-of-Balance Exception Report displayed by Organization Level 3:

UNM

UNIVERSITY OF NEW MEXICO
INDEX OUT-OF-BALANCE REPORT for FY 2018-2019
Organization: ABE VP Division of Enrollment Mgmt Fund:
Program: Labor Source: BP

Organization	Level	Index	Net
085A: Admissions Office	5	085000: 112410-ADMISSIONS-Admissions-Gen	722,390
176B0: Registrar's Office	7	176000: 112405-REGISTRAR'S OFFICE	100,999
290B0: VPDEM Office	7	290000: VPDEM Gen Admin Office	318
454B: SFAO Administration	6	454000: 112350-STU FINANCIAL -General Activ	200,005
Total:			**1,023,712**

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