



BUDGET PLANNER
BUDGET DEVELOPMENT
Budgeted Account Code Report

Date Issued/Revised: 12/01/2022

General Description: This report provides the budgeted amount by index and summary total for a particular account code within an organization. **Any account code** that has been budgeted can be queried including labor and Budgeted Use of Reserves 1901 account codes.

Purpose: The report is primarily a department or organization report. The report is used to verify account code totals by index for an organization. Also, this report would help a department, college or VP unit to tie out allocations.

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

Related Procedure: Create Budget Worksheet

How to request a Budgeted Account Code 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 (new)”
5. Click on “Budget Development Reports Menu”
6. Click on “Budgeted Account Code Report”
7. **Chart of Accounts:** enter “U” – is defaulted
8. **Budget:** enter “BUDxx” (Fiscal year)
9. **Budget Phase:** enter “ADOPTD” (Fiscal Year)
 - **Note Budget and Budget Phase must be same Fiscal Years**
10. **Include Suborgs:** leave default setting on “Yes”
11. **Enter report request information:**

Organization: Enter organization code (Level 1-7)

Account: Enter account code

Fund Type Level 1: Enter Fund Type Level 1 (00, 10, etc.) or leave null

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 Report

Reports Parameter Page

Chart of Accounts	U	<p>Chart of Accounts will always be: U Budget: BUDXXXX (Fiscal Year) Budget Phase: ADOPTDXXXX (Fiscal Year) Include Suborgs: Yes (on the drop down box) *Budget and Budget Phase must be same Fiscal Year</p>
Budget	BUD23 - 2023 Budget ID	
Budget Phase	ADOPTD - 2023 Adopted Phase	
Include Sub-orgs?	Yes	
Organization	Please select an Organization	<p>Enter: Organization and Account</p>
Account	Please select a Account code	
Fund Type Level 1	Please select a Fund Type Level 1	<p>Enter: Fund Type Level 1 or leave null Enter: Fund Type Level 2 or leave null Enter: Fund and/or Program or leave null</p>
Fund Type Level 2	Please select a Fund Type Level 2	
Fund	Please select a Fund code	
Program	Please select a program code	

To run the report: Click "PDF" or "Excel"

Budgeted Account Code by index for a Level 5 Organization report:



UNIVERSITY OF NEW MEXICO

Budgeted Account Code Report for FY 2022-2023

Organization: 685A - Environ Health & Safety

Fund Type Level 1:

Fund Type Level 2:

Fund: ; Program: ; Account Code: 3800

Index		Budgeted Amount
685001	EHS Overhead	400.00
	Comments None.	
685017	EHS General Safety	500.00
	Comments None.	
Account Total		900.00

Budgeted Account Code by index for a Level 3 Organization report:



UNIVERSITY OF NEW MEXICO

Budgeted Account Code Report for FY 2022-2023

Organization: ABM - School of Architecture & Planning
 Fund Type Level 1:
 Fund Type Level 2:
 Fund: ; Program: ; Account Code: 3800

Index		Budgeted Amount
515007	Pearl George FEL #1 Comments None.	100.00
515114	390431-GEORGE CLAYTON-General Activ Comments None.	3,565.00
515249	Architecture I&G Comments None.	1,500.00
515250	Comm & Regional Planning I&G Comments None.	1,500.00
515335	SA&P Faculty Research/Creative Work Comments None.	250.00
515410	Historic Preserv & Re I&G Operating Comments None.	2,565.00
Account Total		9,480.00

Budgeted Account Code by index for a Fund and Level 3 Organization:



UNIVERSITY OF NEW MEXICO

Budgeted Account Code Report for FY 2022-2023

Organization: ABK - School of Engineering SOE

Fund Type Level 1:

Fund Type Level 2:

Fund: 2U0224 - MU I & G; Program: ; Account Code: 31K0

Index		Budgeted Amount
023247	Mech Engr I&G Non-labor Operating	100.00
	Comments None.	
271409	ECE I&G Non-labor Operating	100.00
	Comments None.	
327001	NE I&G Non-labor Operating	50.00
	Comments None.	
650290	Computer Sci I&G Non-labor Operatng	20.00
	Comments None.	
929151	ESS I&G Non-labor Operating	250.00
	Comments None.	
Account Total		520.00

*** END ***