



## BUDGET PLANNER

### BUDGET DEVELOPMENT

#### Budget Development Working Report - Budget Year

Date Issued/Revised: 12/01/2022

**General Description:** This report displays budgeted information summarized by organization and/or index. The report also allows the user to determine the level of detail to display.

**Purpose:** The working report is primarily a department or organization report. It is the report a department uses to verify their indices are in balance and indices and positions are budgeted correctly.

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

**Related Procedure:** Create Budget Worksheet

#### How to request a Budget Development Working Report - Budget Year

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 “Budget Development Working Report - Budget Year”
6. **Chart of Accounts:** enter “U”
7. Choose the **Detail Level:**
  - **Level 1 – Revenue and Expense Summary by Organization.** Summarizes revenues and expenditures at a high level.
  - **Level 2 – Revenue and Expense Breakdown by Organization.** Summarizes and groups by Operating Revenues, Non Operating Revenues, Reserves, Transfers, Allocations, Labor Expenses, Fringe Expenses and Other Expenses.
  - **Level 3 – Line Item Detail by Organization.** Same as the Level 2 report but includes account code Level 4 detail.
  - **Level 4 – Index Detail Without Position Detail.** Same as the Level 3 report but includes index number.
  - **Level 5 – Index Detail With Position Detail.** Same as the Level 4 report but includes the position detail from Salary Planner for the labor account codes.
  - **Level 6 – Index Summary.** Displays net balance by index.

- 8. **Budget ID:** enter “BUDXX” (Fiscal Year)
- 9. **Budget Phase:** enter “ADOPTD” (Fiscal Year)

**Run by index:**

**Account Index:** enter your 6 digit index code

**Or Run the report by FOP Element:**

- Account Index:** Leave null
- Organization:** Enter organization code (Level 1-7)
- 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

**Important:** Net amount in the report should be zero. If the net amount in the FY 2022-2023 column is not equal to zero, it means revenue and expense budgets do not balance per index.

**ALL INDICES MUST BALANCE. OUT OF BALANCE INDICES WILL NOT BE LOADED INTO THE BANNER OPERATING LEDGER.**

## Budget Development Working Report - Budget Year

### Reports Parameter Page

The screenshot shows a form with the following fields and values:

- Chart of Accounts:** U
- Detail Level\*:** 1 - Revenue and Expense Summary by Organization
- Budget:** BUD23 - 2023 Budget ID
- Budget Phase:** ADOPTD - 2023 Adopted Phase
- Account Index:** Please select an Account Index
- Organization:** Please select an Organization
- Fund Type Level 1:** Please select a Fund Type Level 1
- Fund Type Level 2:** Please select a Fund Type Level 2
- Fund:** Please select a Fund code
- Program:** Please select a program code

Annotations and callouts:

- Arrows point from the **Chart of Accounts**, **Detail Level\***, **Budget**, and **Budget Phase** fields to a callout box containing: "Chart of Account will always be: U  
Detail Level: **Select level 1-6 from the drop-down option**  
Budget: **BUDXX (Fiscal Year)**  
Budget Phase: **ADOPTDXXXX (Fiscal Year)**"
- Arrows point from the **Account Index**, **Organization**, **Fund Type Level 1**, **Fund Type Level 2**, **Fund**, and **Program** fields to a callout box containing: "Enter: **Account Index or FOP Element and/or Fund Type Level 2**"
- The **PDF** and **EXCEL** buttons at the bottom are circled in blue.

\* Detail Level only applies to PDF report; Excel report contains all data on Level 5 report

**To run the report:** Click “PDF” or “EXCEL”

**Detail Level 1 Report displayed by Level 3 Organization and by Fund**



**UNIVERSITY OF NEW MEXICO**

**Budget Development Working Report - Budget Year for FY 2022-2023**

Executive Level: AB-Provost Academic Affairs

Organization: ABJ - College of Ed & Human Science COEHS

Fund Type Level 1:

Fund Type Level 2:

Fund: 2U0224 - MU I & G; Program:

Detail Level: 1 - Revenue and Expense Summary by Organization

			FY 2022-2023	Budgeted
			Budget	FTE
050A00	COEHS TEC PI #1			
	Revenue		100,000	
	Expenditure		100,000	
050A00	LEVEL 6	SUMMARY		
		Revenues	100,000	
		Expenditures	100,000	
		NET:	0	
050B	COEHS TEC General Administrative			
	Revenue		85,365	
	Expenditure		185,365	
050B	LEVEL 6	SUMMARY		
		Revenues	85,365	
		Expenditures	185,365	
		NET:	(100,000)	

In Balance

Out of Balance

\*\*\* END \*\*\*