



# BUDGET PLANNER

## BUDGET DEVELOPMENT

### Budgeted Transfer/Allocations Report

Date Issued/Revised: 12/01/2022

**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)

**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 (new)”
5. Click on “Budget Development Reports Menu”
6. Click on “Budgeted Transfers/Allocations Report”
7. **Chart of Accounts:** enter “U”
8. **Budget:** enter “BUDxx” (Fiscal Year)
9. **Budget Phase:** enter “ADOPTD” (Fiscal Year)
  - **Note Budget and Budget Phase must be same Fiscal Years**

**Run the report by FOP Element:**

**At least one FOP Element must be entered**

**Organization:** Enter organization code (Level 1-7) or leave null

**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 Transfers/Allocations Report

## Reports Parameter Page

|                          |   |   |  |
|--------------------------|---|---|--|
| <b>Chart of Accounts</b> | <input type="text" value="U"/>  | ← | Chart of Accounts will always be: <b>U</b><br>Budget: <b>BUDXXXX (Fiscal Year)</b><br>Budget Phase: <b>ADOPTDXXXX (Fiscal Year)</b><br>*Budget and Budget Phase must be same Fiscal Year   |
| <b>Budget</b>            | <input type="text" value="BUD23 - 2023 Budget ID"/>                     | ← |  |
| <b>Budget Phase</b>      | <input type="text" value="ADOPTD - 2023 Adopted Phase"/>                | ← |  |
| <b>Organization</b>      | <input type="text" value="Please select an Organization"/>              | ← | At least one FOP must be entered.<br>Enter: <b>Organization</b> or leave null<br>Enter: <b>Fund Type Level 1</b> or leave null<br>Enter: <b>Fund Type Level 2</b> or leave null<br>Enter: <b>Fund</b> or leave null<br>Enter: <b>Program</b> or leave null |
| <b>Fund Type Level 1</b> | <input type="text" value="Please select a Fund Type Level 1"/>          | ← |  |
| <b>Fund Type Level 2</b> | <input type="text" value="Please select a Fund Type Level 2"/>          | ← |  |
| <b>Fund</b>              | <input type="text" value="Please select a Fund code"/>                  | ← |  |
| <b>Program</b>           | <input type="text" value="Please select a program code"/>               | ← |  |
|                          | <input type="button" value="PDF"/> <input type="button" value="EXCEL"/> |   |  |

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

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



### UNIVERSITY OF NEW MEXICO

#### Budgeted Transfers/Allocations Report for FY 2022-2023

Organization: 685A - Environ Health & Safety

Fund Type Level 1:

Fund Type Level 2:

Fund: ; Program:

| Account   | Budgeted Amount     |
|---|---------------------|
| 1120 Trsfr From I G Gen                                 | 307,900.00          |
| Comments 060018-1100 - \$307,900 HSC-EHS Agreement      |                     |
| 1640 Allocations Pooled Allocation Gen                  | 1,295,959.00        |
| 1660 Allocations Other Gen                              | (15,000.00)         |
| Comments 688110-1660 - (\$15K) FSSC-EHS FY23 Agreement. |                     |
| <b>Total:</b>   | <b>1,588,859.00</b> |

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