



BUDGET PLANNER BUDGET DEVELOPMENT

Index Out-of-Balance Exception Report

Date Issued/Revised: 12/01/2022

General Description: This report provides a way to verify all indices are in balance. 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)

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”


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Reports Parameter Page

Chart of Accounts	U	Chart of Accounts will always be: U Budget ID: BUDXXXX (Fiscal Year) Budget Phase: ADOPTDXXXX (Fiscal Year)
Budget	BUD23 - 2023 Budget ID	
Budget Phase	ADOPTD - 2023 Adopted Phase	
Organization	Please select an Organization	Enter: Organization Code Enter: Fund and/or Fund Type Level 1, and/or Fund Type Level 2, and/or Program or leave null
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	
Source of Labor Information	Budget Planner	
<input type="button" value="PDF"/> <input type="button" value="EXCEL"/>		

To run the report: Click on "PDF" or "EXCEL"

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



UNIVERSITY OF NEW MEXICO

Index Out-of-Balance Exception Report for FY 2022-2023

Organization: ABE - VP Division of Enrollment Mgmt
 Fund Type Level 1:
 Fund Type Level 2:
 Fund: ; Program: ; Labor Source: BP

Organization	Level	Index	Net
085A: Admissions Office	5	085000: 112410-ADMISSIONS-Admissions-Gen	722,390.00
176B0: Registrar's Office	7	176000: 112405-REGISTRAR'S OFFICE	100,999.00
290B0: VPDEM Office	7	290000: VPDEM Gen Admin Office	318.00
454B: SFAO Administration	6	454000: 112350-STU FINANCIAL -General Activ	200,005.00
Total:			1,023,712.00

*** END ***