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

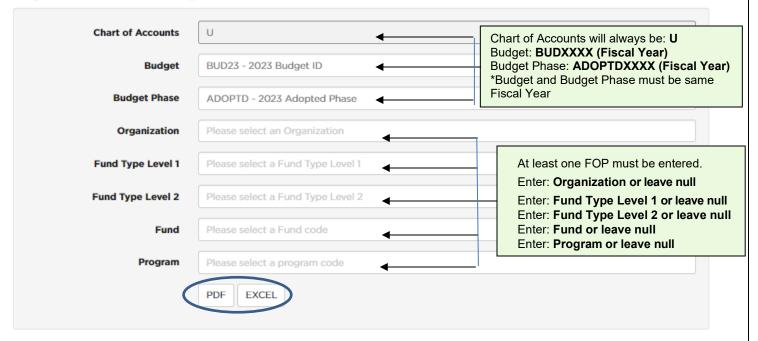
Fund Type Level 1: Enter Fund Type Level 1 (00, 10, etc.) or leave null **Fund Type Level 2:** Enter Fund Type Level 2 (02, 03, etc.) or leave null

Fund: Enter fund code (Level 2 or 3) or leave null

Program: Enter program code (Level 2 or 3) or leave null

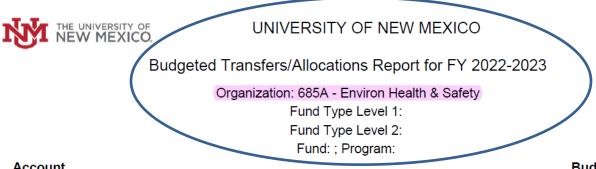
Budgeted Transfers/Allocations Report

Reports Parameter Page



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

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



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.	
Total:	1,588,859.00