Chart of Accounts Crosswalk Tips

- Become familiar with the Local Government Division (LGD) Chart of Accounts Structure by going to the LGBMS webpage: http://www.nmdfa.state.nm.us/lgbs.aspx

- Focus on revenue and expenditure line items.

- Organize crosswalk by Fund Type (i.e. General Fund, Special Revenue, etc.)

- Focus on the General Fund first as this is where the bulk of your local government’s financial activity takes place.

- No “department” is needed for revenues, so use Department Code 0000.

- Expenditures will require the use of a Department Code, so select from the various codes available using the codes closest to your departmental structure.

- There may be multiple internal accounts that crosswalk to one LGD “object code”, requiring that dollar amounts for the multiple internal accounts be added together in order to report one total amount per “object code”.

- Work with your accounting software provider in developing your crosswalk so that it becomes an automatic process/function available on your software.

- Study the crosswalk samples on the LGBMS webpage: http://www.nmdfa.state.nm.us/lgbs.aspx to create your own crosswalk on Excel.

- Contact your assigned Budget & Finance Bureau (BFB) Analyst for guidance if needed; however, keep in mind that your analyst cannot complete the crosswalk for you.