




MARCH 2022

LGBMS USER GUIDE-
BUDGET TEMPLATE APPENDIX
LOCAL GOVERNMENT BUDGET MANAGEMENT SYSTEM

LOCAL GOVERNMENT DEPARTMENT
BUDGET AND FINANCE BUREAU
<http://www.nmdfa.state.nm.us>

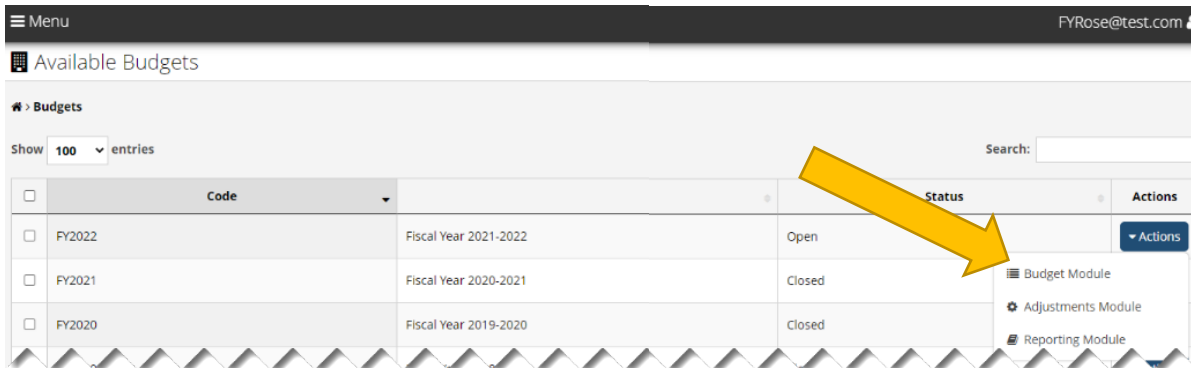


Budget Module Improvements

BUDGET TEMPLATE

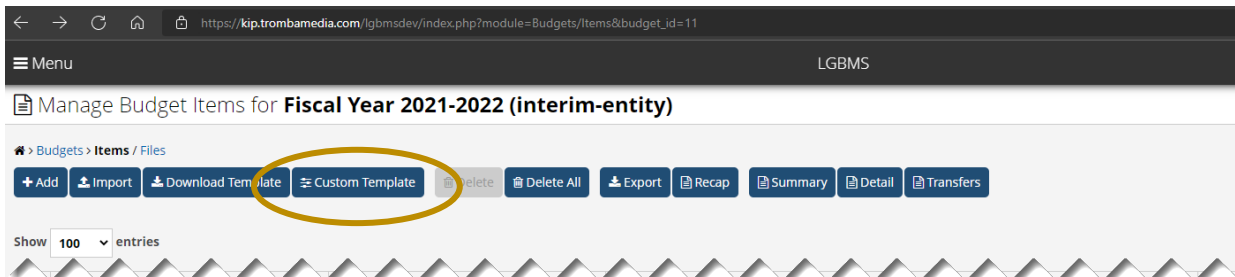
LGBMS provides users the ability to build a budget template by adding individual line items that are applicable to their local entity. Once the items have been added to the template it can be downloaded.

To access the budget template, go to the AVAILABLE BUDGETS page and click the ACTIONS button for the budget year and choose the BUDGET MODULE from the dropdown.



Code	Fiscal Year	Status	Actions
FY2022	Fiscal Year 2021-2022	Open	Actions Budget Module Adjustments Module Reporting Module
FY2021	Fiscal Year 2020-2021	Closed	
FY2020	Fiscal Year 2019-2020	Closed	

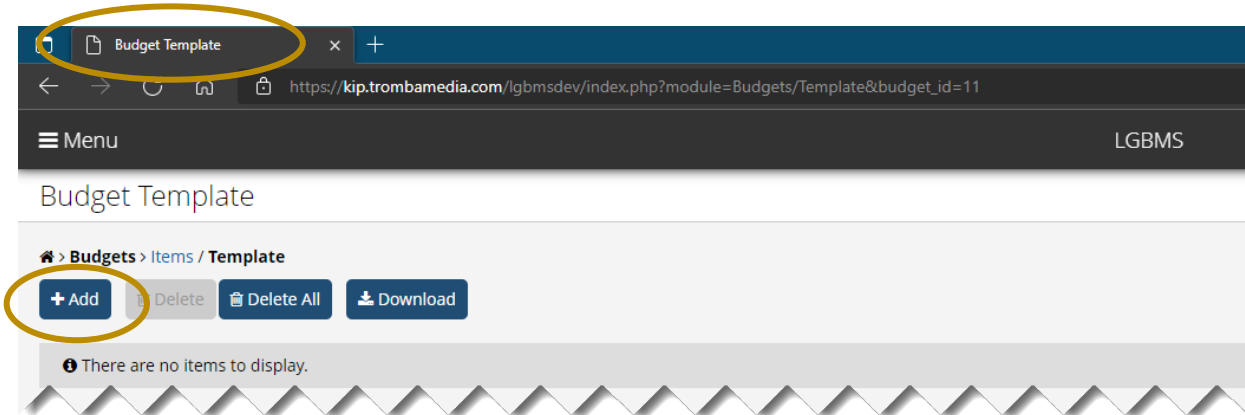
On the Manage Budget Items page click on CUSTOM TEMPLATE button on the button bar. That will take you to the Budget Template page.



Manage Budget Items for **Fiscal Year 2021-2022 (interim-entity)**

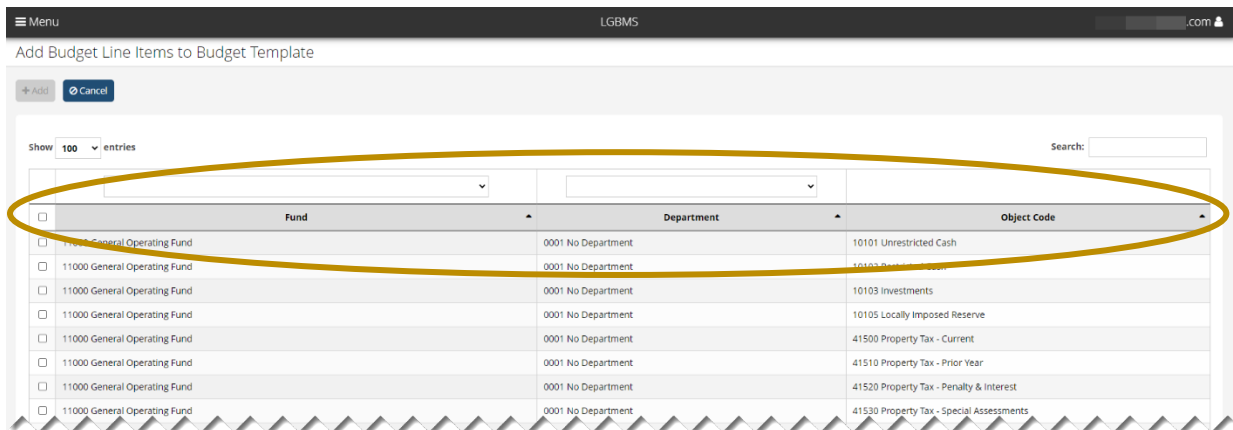
Buttons: Add, Import, Download Template, **Custom Template**, Delete, Delete All, Export, Recap, Summary, Detail, Transfers

On the BUDGET TEMPLATE page choose ADD to begin building a budget template.

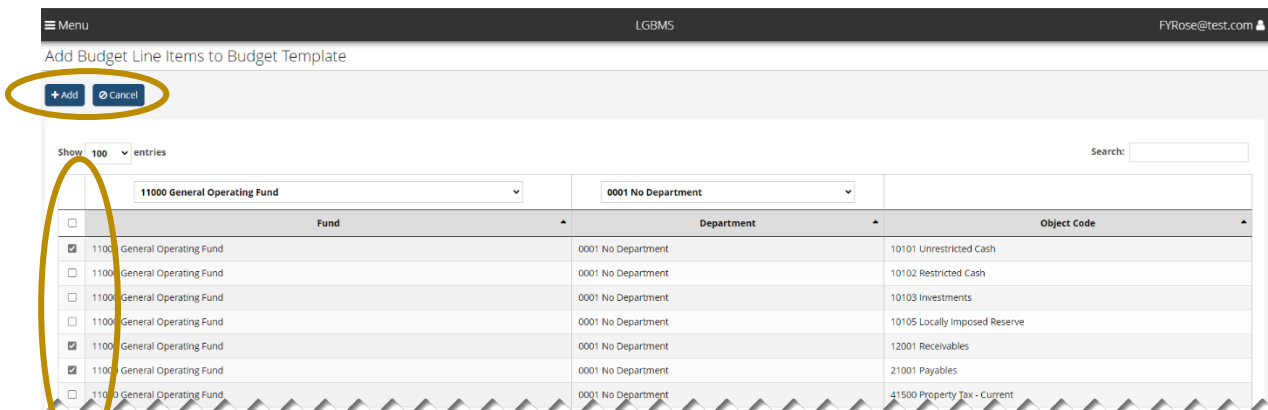


The ADD BUDGET LINE ITEMS TO BUDGET TEMPLATE page will allow you select line items to add to your template.

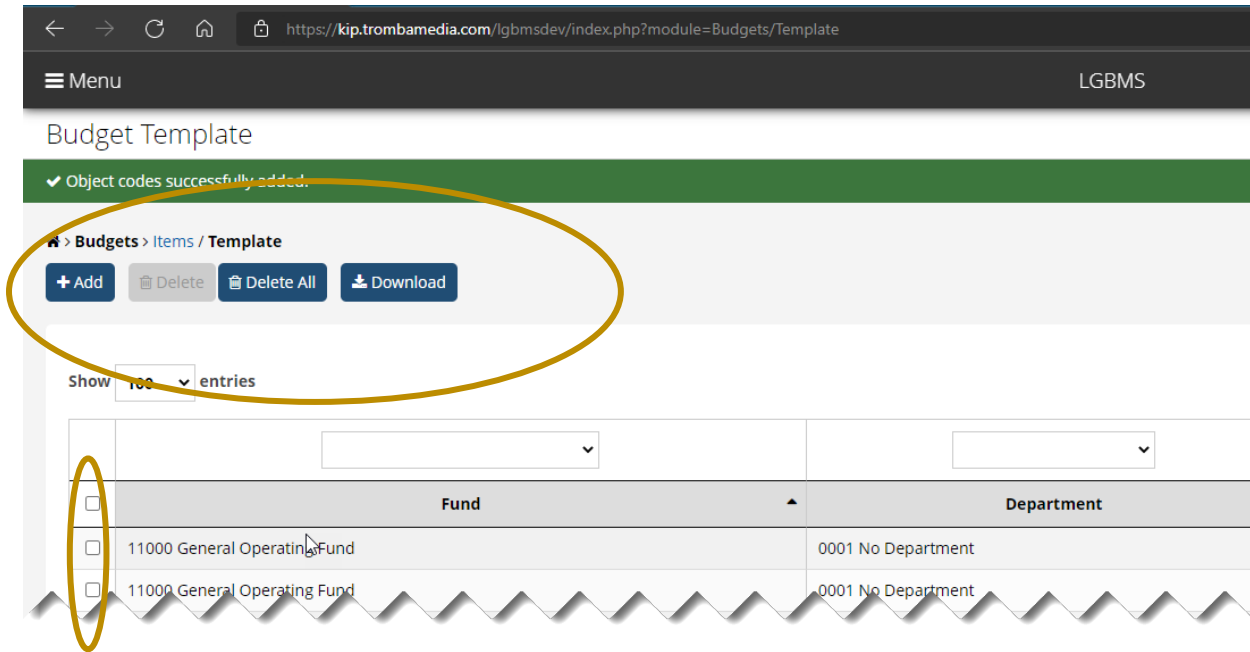
Items can be sorted by Fund and Department. When items are sorted by fund and department only available object codes are displayed.



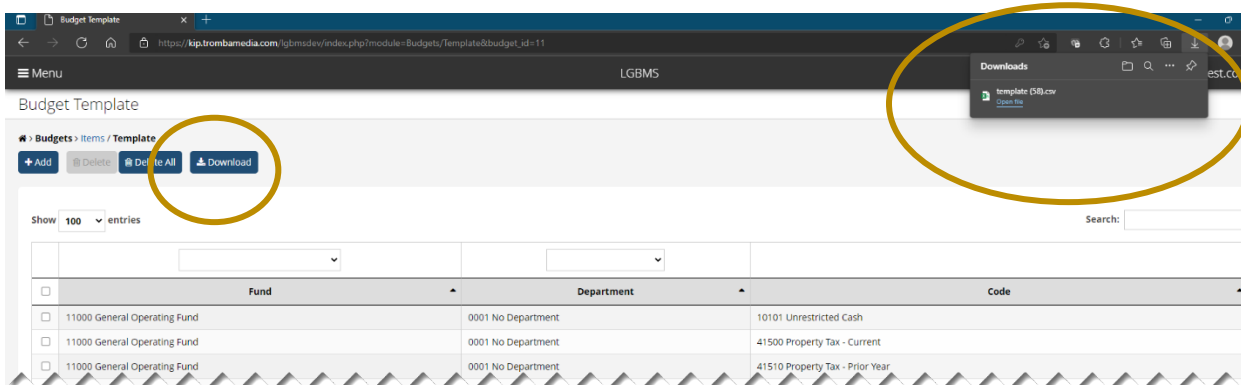
To add line items, click the check box on the left side of the Fund, Department, Object Code. You can select multiple items. Then click the ADD button to add the selected line items to your budget template. Choosing Cancel will remove the line items you selected.



After successfully adding line items you will return to the BUDGET TEMPLATE page. Budget line items can be managed from this page. Click ADD to continue adding line items. To delete an item from your template, select the line item by checking the box on the left side of the item to be deleted and click the DELETE button. All items can be deleted at one time by choosing the DELETE ALL button.



Once you had added the line items you need, click DOWNLOAD. The template will be downloaded as a CSV file to the Downloads folder on your computer.



Open the CSV file in Excel or similar spreadsheet software. After the template is open, add your budget amounts to column D. Instructions for importing the CSV file can be found in the LGBMS Entity User Guide on page 22.

AutoSave Off template (35).csv Search (Alt+Q)

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Undo Clipboard Font Alignment Number Conditional Formatting

	A	B	C	D	E	F	G
1	Fund	Department	Object Code	Amount			
2	11000 General Operating Fund	0001 No Department	10101 Unrestricted Cash	125699			
3	11000 General Operating Fund	0001 No Department	44010 Administrative Fees	1200			
4	11000 General Operating Fund	1001 Governing Body	51040 Salaries - Part-Time Positions	26750			
5	11000 General Operating Fund	2004 Finance/Budget/Accounting	56020 Supplies - General Office	256			
6	11000 General Operating Fund	2004 Finance/Budget/Accounting	58080 Vehicles	12000			
7							
8							