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.

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0	FY2021	Fiscal Year 2020-2021		Closed	i≣ Budget Module					
	FY2020	Fiscal Year 2019-2020		Closed	 Adjustments Module Reporting Module 					

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

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

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There are no items to display.	

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.

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	11000 General Operating Fund	0001 No De	epartment		10102.000111
	11000 General Operating Fund	0001 No De	epartment		10103 Investments
	11000 General Operating Fund	0001 No De	epartment		10105 Locally Imposed Reserve
	11000 General Operating Fund	0001 No De	epartment		41500 Property Tax - Current
	11000 General Operating Fund	0001 No De	epartment		41510 Property Tax - Prior Year
	11000 General Operating Fund	0001 No De	epartment		41520 Property Tax - Penalty & Interest

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.

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🖬 1100 G	Seneral Operating Fund	0001 No Department	12001 Receivables
🖬 1100 G	Seneral Operating Fund	0001 No Department	21001 Payables
1100 G	jeneral Operating Fund	0001 No Department	41500 Property Tax - Current



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.

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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.

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	11000 General Operating Fund	0001 No Department	41500 Property Tax - Current
	11000 General Operating Fund	0001 No Department	41510 Property Tax - Prior Year

Open the CSV file in Excel or similar spreadsheet software. After the temple 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.





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5 110	0 General Operating Fund	2004 Finance/Budget/Accounting	56020 Supplies - General Office	25	56							
6 1100 7	0 General Operating Fund	2004 Finance/Budget/Accounting	58080 Vehicles	1200	00							
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