



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/lgbms.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/lgbms.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.