HOW DO I . . .

. . . CHECK MY BASE BUDGET

GENERAL INFORMATION

There are times when departments need to review the "base budget" versus current operating budget. The information contained in this document will explain the process for doing so. The Budget Query Form is **query-only** for departments to review continuation costs for a full fiscal year. If departments need to modify base budget amounts, a budget adjustment should be submitted. Only the University Budget Office has authorization to modify base budgets in accordance with the annual University budget approval process and as operating year adjustments impact the "base." Remember, base budgets do not reflect one-time funds.

Perhaps the easiest distinction between a base and an operating budget can be illustrated as follows: refilling a vacant position requires funds to be expended only in the operating year whereas the base budget must factor in the ensuing full fiscal year's continuation costs.

Departments who have access to FBIBUDG can review information on only the budgets requested on the Computer Account Request Form.

Questions about this information can be directed to the Budget Office at 683-3127.

How to Check My Base Budget

	ACTIONS/STEPS	NOTES/HINTS
1.	At the Direct Access box, access the **Budget Query Form**.	Type FBIBUDG in the **"Go to"** field and Press <***ENTER***>
2.	Fill in **Budget ID** and **Organization**. The following information displays 1. **Chart of Accounts –** defaults to U 2. **Budget ID –** press **F9** to see **budget ID** selections 3. **Index –** leave blank 4. **Organization –** enter the **budget code** you wish to query 5. **Fund –** fills in automatically based on budget code 6. **Account – leave blank** to bring up all sub-accounts in the budget 7. **Program –** fills in automatically based on budget code 8. **Activity –** leave blank 9. **Location –** leave blank 10. **Phase 1 –** fills in automatically based on Budget ID (displays the base budget for the next fiscal year) 11. Phase 2 – fills in automatically based on Budget ID (displays the final base of the fiscal year identified in Budget ID) 12. **Phase 3 –** fills in automatically based on Budget ID (displays the Prior Month Base)	
3.	Under Selection Criteria: 3. **Key 1 –** click and drag the ▼ symbol to highlight **Account** 4. Key 2 – no action required – leave blank	This will bring up all sub-accounts with base budget amounts.
4.	In order to move to the *Budget Data Information* window, perform a ***Next Block*** function. The base budget figures will be displayed for all sub-accounts in the selected budget.	***Ctrl+Page Down***

Continued .... How to Check My Base Budget		NOTES/HINTS
5.	To view the *Budget Total Information* window, perform a ***Next Block*** function. The following grand totals will be displayed: 1. Phase 1 2. Phase 2 3. Phase 3	***Ctrl+Page Down***
6.	To view information on another budget, *click* on ***Rollback*** and then follow steps 2 -5.	Remember to clear out the following fields: Organization Fund Program If you do not clear these fields, the system will give you an error message that "Query caused no records to be retrieved."
7.	Remember to log out of Banner to assure the security of information.	*Click* on the ***Exit*** icon in the toolbar.