**FBIBUDG: Checking Your Base Budget**

**General Information**

There are times when departments need to review 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 a base budget 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. Departments who have access to FBIBUDG can review information on only the budgets requested on the Computer Account Request Form.

**ALL QUESTIONS ABOUT THIS INFORMATION MAY BE DIRECTED TO THE BUDGET OFFICE AT: 683 3127.**

<table>
<thead>
<tr>
<th>How to Check Your Base Budget:</th>
<th>Helpful Tips &amp; Tricks</th>
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<tbody>
<tr>
<td><strong>Actions and Steps</strong></td>
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</tr>
<tr>
<td>1. Access the <strong>Budget Query Form [FBIBUDG]</strong>.</td>
<td>Type FBIBUDG in the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
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<tr>
<td>2. Fill in <strong>Budget ID</strong> and <strong>Organization</strong>. The following information displays:</td>
<td></td>
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<tr>
<td>- <strong>Chart of Accounts</strong>: defaults to U</td>
<td></td>
</tr>
<tr>
<td>- <strong>Budget ID</strong>: press F9 to see <strong>budget ID</strong> selections</td>
<td></td>
</tr>
<tr>
<td>- <strong>Phase 1</strong>: Reflects next budget year</td>
<td></td>
</tr>
<tr>
<td>- <strong>Phase 2</strong>: Reflects budget year selected</td>
<td></td>
</tr>
<tr>
<td>- <strong>Phase 3</strong>: Reflects prior budget year</td>
<td></td>
</tr>
<tr>
<td>- <strong>Index</strong>: leave blank</td>
<td></td>
</tr>
<tr>
<td>- <strong>Fund</strong>: fills in automatically based on budget code</td>
<td></td>
</tr>
<tr>
<td>- <strong>Organization</strong>: enter the <strong>budget code</strong> you wish to query</td>
<td></td>
</tr>
<tr>
<td>- <strong>Account</strong>: leave blank to bring up all sub-accounts in the budget</td>
<td></td>
</tr>
<tr>
<td>- <strong>Program</strong>: fills in automatically based on budget code</td>
<td></td>
</tr>
<tr>
<td>- <strong>Activity</strong>: leave blank</td>
<td></td>
</tr>
<tr>
<td>- <strong>Location</strong>: leave blank</td>
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<tr>
<td>3. Under Selection Criteria:</td>
<td>This will bring up all sub-accounts with base budget amounts.</td>
</tr>
<tr>
<td>- <strong>Key 1</strong>: select <strong>Account</strong> from the drop-down menu</td>
<td></td>
</tr>
<tr>
<td>- <strong>Key 2</strong>: no action required – leave blank</td>
<td></td>
</tr>
<tr>
<td>4. In order to move to the Budget Data Information window, hit the <strong>Go Button</strong>. The base budget figures will be displayed for all sub-accounts in the selected budget.</td>
<td>Go Button or Down Arrow: Displays base budget info for 3 years.</td>
</tr>
<tr>
<td>5. To view the <strong>Budget Data Information</strong> window, use the scroll arrow at the right to see all the data lines. The following grand totals will be displayed:</td>
<td>Reporting capability is available via Insight Budget Reports. Contact the Budget Office for more details.</td>
</tr>
<tr>
<td>- <strong>Phase 1</strong>: displays next FY from the budget year selected</td>
<td></td>
</tr>
<tr>
<td>- <strong>Phase 2</strong>: displays budget year selected</td>
<td></td>
</tr>
<tr>
<td>- <strong>Phase 3</strong>: displays previous FY from the budget year selected</td>
<td></td>
</tr>
<tr>
<td>6. To view information on another budget, click the <strong>Start Over Button</strong> and then follow steps 2 -5.</td>
<td>Remember to clear out the following fields: Organization, Fund, Program</td>
</tr>
<tr>
<td>- <strong>Start Over Button</strong>:</td>
<td>If you do not clear these fields, the system will give you an error message that “Query caused no records to be retrieved”</td>
</tr>
<tr>
<td>7. Remember to log out when leaving your workstation to ensure that no one accesses information from your computer in your absence.</td>
<td>Click on the <strong>ODU Home Screen</strong> button on the toolbar to return to the Home Screen.</td>
</tr>
</tbody>
</table>
Helpful Tips & Tricks:

- **REMEMBER!** This is a Budget Query Form!
- Need access to Insight Reports? Contact the Budget Office – budget@odu.edu; 683 3127
- Month-End reports are available via EPrint! However for access to these reports, you must attend EPrint training and be granted approval by your area BUD (Budget Unit Director).
  - Check the Office of Finance Access website for the EPrint training schedule and further information at: http://odu.edu/facultystaff/university-business/information-management/data-control/reports
- **HELPFUL TIP:** A base budget is the annual budget commitment for ongoing operations of a department or area – the “base” commitment of resources for operations.
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click Lock this Computer