

BANNER

Finance

The Budget Entry Process

Fiscal Year 2006/2007

BANNER Finance

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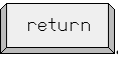
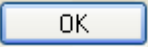
Fiscal Year 2006/2007

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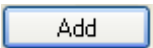
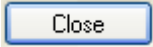
The Budget Entry Process

Opening The FBABDRA Form

1. Start Internet Explorer (or your favorite browser).
2. Navigate to Internet Native Banner:
 - a. In the **Address** field of your browser, type **go/inb**.
 - b. Press  or .
3. The gateway page to INB opens. Create a Favorite for this page by doing the following:
 - a. From the **Favorites** menu, select **Add to Favorites**. The **Add Favorite** dialog box opens.
 - b. Navigate to where you want to store this link.
 - c. Click .

Note: On subsequent INB sessions, use this Favorite to speed your access.
4. Click on the link for the **Production** database.

Note: If you have a pop-up blocker installed on your computer, you should disable it before clicking the link to the desired database. You can do so in either of the two following ways:

 - Temporary shutoff:
 - a. In IE, on the **Tools** menu, point to **Pop-up Blocker**, and then click **Turn Off Pop-up Blocker** on the submenu.
 - b. After you finish you can turn this feature back on. On the **Tools** menu, point to **Pop-up Blocker**, and then click **Turn On Pop-up Blocker** on the submenu.
 - Permanent (set allowed site):
 - a. In IE, on the **Tools** menu, point to **Pop-up Blocker**, and then click **Pop-up Blocker Settings** on the submenu. The **Pop-up Blocker Settings** dialog box opens.
 - b. In the **Address of Web site to allow** field, type **jade.middlebury.edu**.
 - c. Click .
 - d. Click .

5. When the main menu (GUAGMNU) appears, open the FBABDRA form.

- **Direct Access** method:

- a. Type **FBABDRA** in the **Direct Access** field.

- b. Press ; the **FBABDRA** form appears.

- **Menu Navigation** method – click the following items to open them:

- Note:** As you click folders on the left side, the subfolders change.

- a. **SCT Banner Menu**

- b. **Financial Menu**

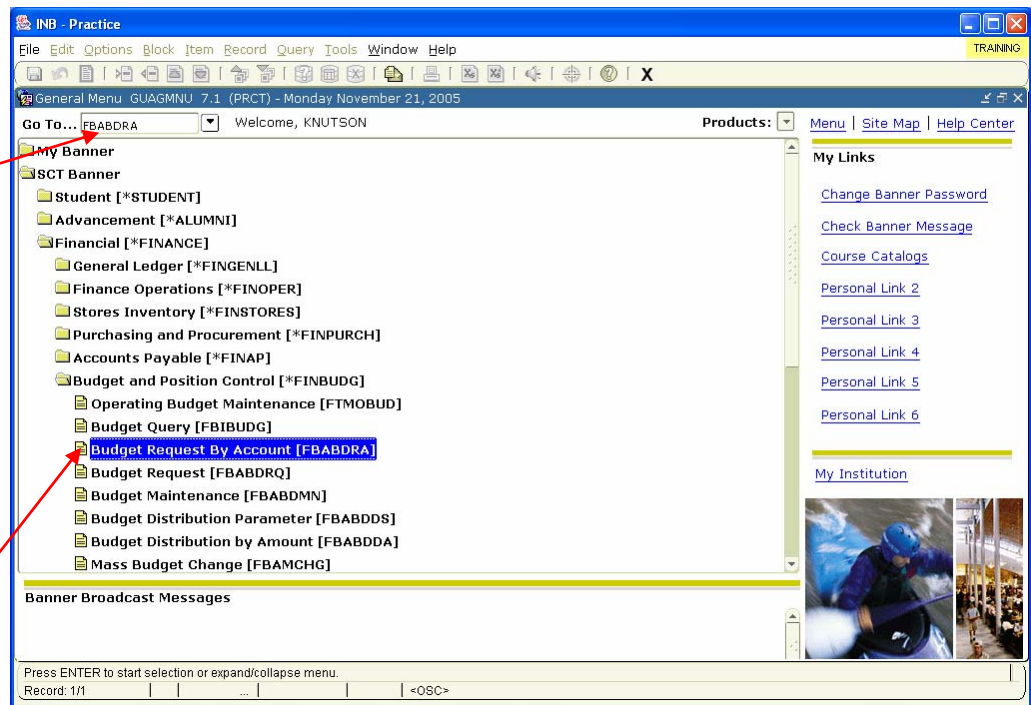
- c. **Budget and Position Control System Menu**

- d. Click **Budget Request By Account Form [FBABDRA]** to open it, the key block of the **FBABDRA** form appears.

Direct Access
method, enter
FBABDRA here
and press



Menu
Navigation
method, open
folders and click
Budget Request
By Account
Form.



The FBABDRA Key Block for Budgeting Expense Accounts

The screenshot shows the 'Budget Request By Account' window in the INB - Practice software. The 'Key Block' contains the following fields:


- COA:** 1 Middlebury College
- Budget ID:** FY2007 FY07 Budget Entry
- Phase:** EXP07 Unrestricted Expense
- Index:** BDOFFC Office of Budget Director Expense
- Fund:** 100010 Current
- Organization:** 303810 Office of Budget Director
- Program:** 140 Institutional Support
- Account:** (empty)
- Activity:** (empty)
- Location:** (empty)
- Period:** A Annual
- Measurement Type:** D Dollars

Additional options include Display Comparative Data and Accumulated Budgets on Entered Keys.


The 'Account Entry Information' table is currently empty:

Account	Description	Current Amount	Change Amount	Percent	Text	Duration	Budget


Identifying information for the accounts (**Index** or **Fund/Organization/Program**) are indicated in the **Key Block**. You will view and budget only the expense accounts using the **Index**, or your **Fund, Organization, Program** code. See the section *Revenue Accounts Using the FBABDRA Form* in this document for instructions on budgeting revenue accounts.

1. The first field, **COA** (Chart of Accounts), defaults to 1. This is okay.
2. In the **Budget ID** field, enter **FY2007**.
3.  to the **Phase** field, and enter **EXP07**.
Note that the **Period** and **Measurement Type** fields populate automatically.

4. Identify the budget for which you have responsibility to see the expense accounts:




a.  to the **Index** field, and enter your budget **Index**.

OR.....

a.  to **Fund**, and enter your **Fund**.

b. Press  and in the **Organization** field, enter your **Organization**

c. Press  and in the **Program** field, enter your **Program**.

5. Click  (Next Block) or press  + .

The FBABDRA Form – Account Entry Information Block

Account Entry Information

Current Year: 06

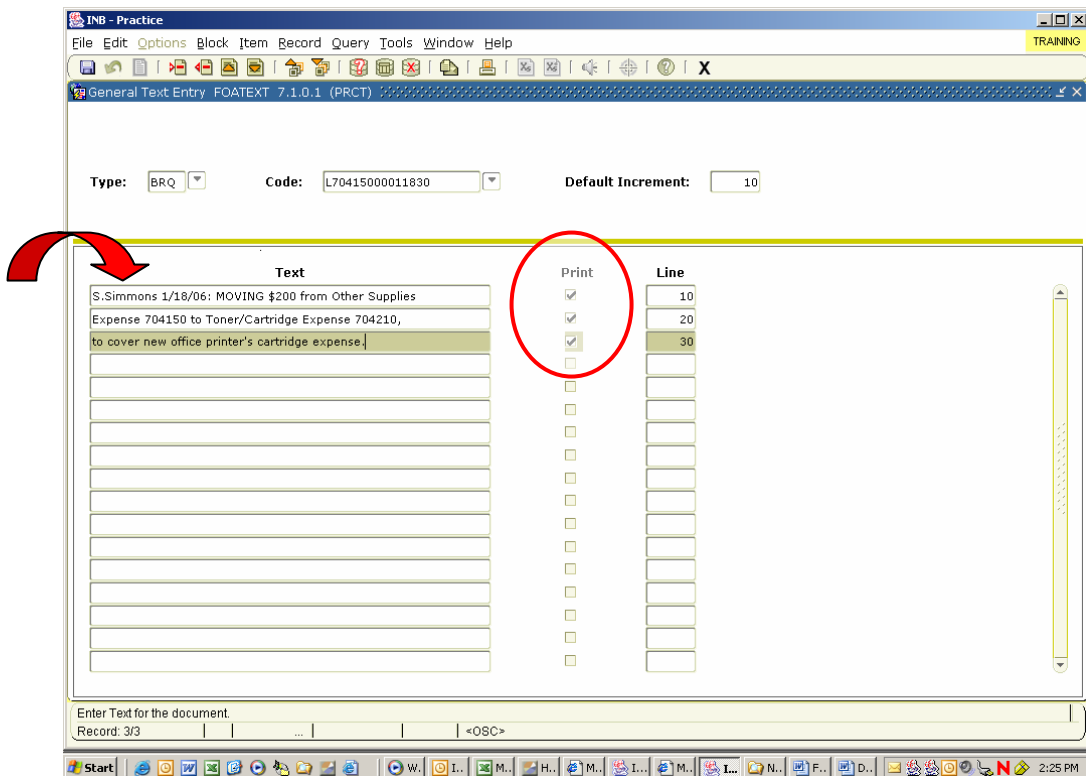
Account	Description	Current Amount	Change Amount	Percent	Text	Duration	Budget
701020	Telephone Expense	50.00			N	P	50.00
704150	Other Supplies Expense	1,260.00	+200.00		N	P	1,260.00
706120	Lodging-College Travel Expense	1,000.00			N	P	1,000.00
706130	Miscellaneous-College Travel Expe	5,500.00			N	P	5,500.00
706310	Course Fees-College Travel Exper	1,000.00			N	P	1,000.00
706330	Conference Registration Fees-Col	2,750.00			N	P	2,750.00
710220	Photocopies Expense	300.00			N	P	300.00
710285	Subscriptions Expense	100.00			N	P	100.00




Enter the incremental budget change amount or percentage change amount.
Record: 2/8 | ... | <OSC>

The **Account Entry Information** block allows you to make changes by account code. The account codes are listed in the Account column with the associated description next to it. The Current Amount column is the amount that is currently budgeted on that particular account code. Budget dollars may be moved from one account code to another, but no increases may be made to the Org in total. If you would like to move budget money from one Org to another, please contact the Budget Office.





1. Enter any changes in the **Change Amount** column.
 - To increase an account by \$200, enter **+200** in the **Change Amount** column.
 - To decrease an account by \$200, enter **-200** in the **Change Amount** column.
 - Do not create any budget lines less than \$10.00. All amounts must be rounded to the nearest dollar (.00).
2. Click on the **Options** pull-down menu at the top and select **Line Item Text**. The **General Text Entry Form (FOATEXT)** opens. This is where you enter your name, the date, and explain the increase or decrease.

General Text Entry Form (FOATEXT)






1. Enter or edit text documentation. Note that the line length varies; BANNER does not accept text to the end of the lines, and will 'beep' when no more can be entered. Press  to move to the next line and continue text.
 - Because an increase should be offset by a decrease in another account, indicate the names of the accounts given offsetting decreases.
 - Be sure to click on the **Print** check box(es) to add a checkmark in the box, so that the line(s) will be printed on reports. See screenshot above.
2. Click  (Save) when finished with the text documentation.
3. Click on the  (Exit to be returned to the budget change screen).

Note: It is helpful to print and retain a copy of this screen for your records.

Press  +  to capture the image, then open a Word document, and press  +  to paste the screenshot into the document.


Adding Accounts To Your Budget







1. Open the FBABDRA form using the instructions in the section *Opening the FBABDRA Form*.
2. Enter the **Budget ID**, **Phase**, and **Index** or **Orgn/Fund/Program** codes in the same manner as in the section *The FBABDRA Key Block for Budgeting Expense Accounts*.

3. Click  (Next Block) or press  + .

4. In the **Acct** field, click in the blank line below existing accounts and enter the first new account number you want to add.



Note: A list of commonly used account codes is available on the Budget Office website (<http://www.middlebury.edu/~budget/>).

5. Press  and enter the dollar amount to allocate to the account in the **Current Amount** field.

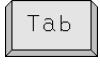





6. Click on **Options** and select **Line Item Text**.
 - a. Enter your explanation.
 - b. Check the **Print** box at the end of each line.
 - c. Click on  (Save).
 - d. Click  (Exit) to return to your budgets.
7. Press  and repeat the last three step as many times as necessary to add other account numbers, always entering/saving **Text Notes** for each change.
8. When you are finished, press  to move to a blank line.
9. Click  (Save) to save your changes.
10. When finished, click  (Exit).

Revenue Accounts Using The FBABDRA Form

After you have finished working with the expense accounts, you can view and budget revenue accounts.

1. Click  (Rollback) to exit the **Account Entry Information block** and gain access to the **Key block**.
2. Click in the **Phase** field and type **REV07**.
3. Identify the budget for which you have responsibility to see the Revenue accounts:
 - a.  to the **Index** field, and enter your budget **Index**.

OR.....

 - a.  to **Fund**, and enter your **Fund**.
 - b. Press  and in the **Orgn** field, enter your **Organization**
 - c. Press  and in the **Program** field, enter your **Program**.
4. Click  (Next Block) or press  + . Your Revenue accounts will display in the **Account Entry Information block**, the same as Expenses.

Notes On The Budget Entry Process

1. Additional funds may **not** be added to an Org. To request additional funding, please refer to the FY07 Budget Information e-mail from the Budget Office.
2. You may add accounts that are not in your current budget, as long as you move budget dollars from another account to cover the new. See the section *Adding Accounts To Your Budget* of this document for instructions.
3. Program Code 210 is no longer being used to indicate revenue. Revenues are already in unique account codes that begin with '5.' The program code to use for your revenue budget and YTD activity is now the same as for your expenses, as in your Index: 120, 130, 140, etc.
4. Any equipment over \$5,000 must go through a separate budgeting process. Please refer to the FY07 Budget Information e-mail from the Budget Office.
5. For the specific categories listed below, you may budget under one account (shown in parentheses) for simplicity, or at the detail level if you choose. Remember, actual spending activity must be applied at the detail level.
 - Catering and Meals (710510)
 - Contracted Services (703580)
 - College Travel (706130)
 - Library Books and Periodicals (704820)
 - Supplies (704150)
 - Visitor Travel (706630)
6. Endowment fund and restricted gift budgets will be budgeted by the Budget Office.
7. If you have any questions, please contact the Budget Office at x.2049.