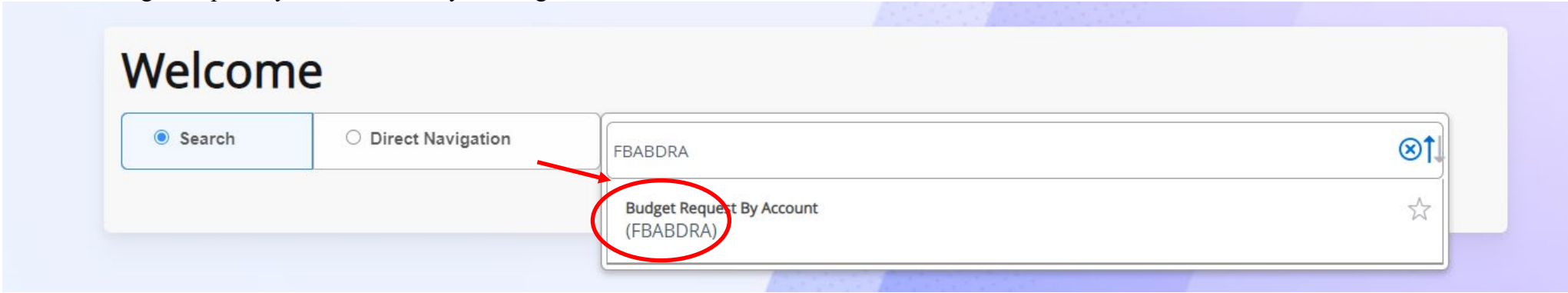# Department Instructions for Entering Budgets

Go to the Budget Request by Account form by entering FBABDRA in the direct access field.

Budgets are entered to the program level of the FOAPAL. Use the following parameters in the key data of your screen for each FOAPAL. ==Please note: Fill in COA first, then tab over to Budget ID.==

COA: 1 (Default)
==Budget ID: FY2026==   ==MUST ENTER BUDGET ID BEFORE PHASE==
Phase: DPT01
Index: Leave Blank
Fund: Fund Code
Organization: Organization Code
Program: Program Code (0000)
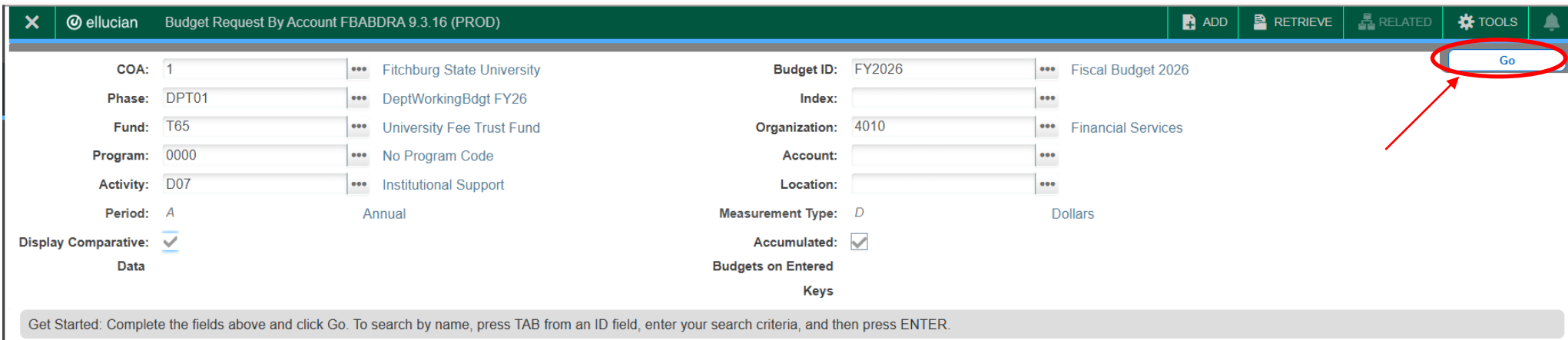Account: Leave Blank
*Activity: Auto Filled   *The Activity field will populate for most accounts entered, please leave the auto filled information.
Location: Leave Blank
Period: A (Default)
Meas. Type: D (Default)
Then select Go.

Your cursor will appear in the Account field. Enter the Pool Budget Account (B00, E00, F00, etc.) you will be budgeting into. Tab over to the Current Amount field and enter budget amount for the Pool Account Code. Arrow down to the next line and enter the next Pool Account Code you wish to enter, tab and enter amount. Repeat the process until all accounts have been budgeted. Each entry is automatically saved when you arrow down, but at the end of entering the entire budget please hit the save button.

<mark>Enter only whole dollar amount. Do not budget cents.</mark>

The Account and Current Amount are the only fields you need to enter. The Change Amount, Percent, Text, Duration, and Budget fields do not require any entry. The budget amounts listed under the Budget field are your current year budget. The information does not fill in until you have entered and saved your requests.

To change any budget amount you are entering, simply retype over the amount entered, arrow down and hit save.

Each time a fund, organization or program code changes choose Start Over and enter the new information at the top part of the screen.

Once entry is complete, run your Budget Comparison Report in Crystal Enterprise to verify your budget. The last column to the right will list your next year's budget proposal.