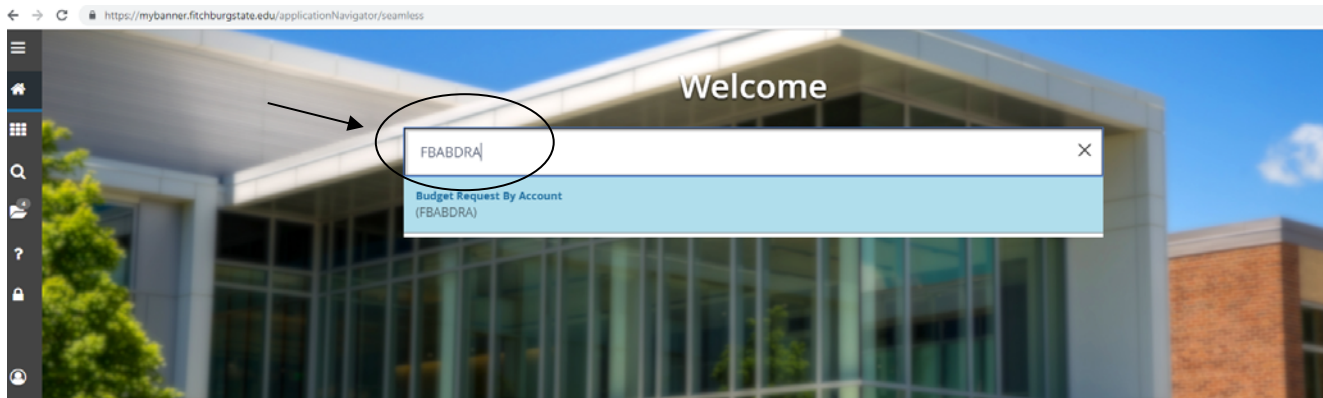


Department Instructions for Entering Budgets

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:

COA:	1 (Default)	Budget ID:	FY2020
Phase:	DPT01	Index:	Leave Blank
Fund:	Fund Code	Organization:	Organization Code
Program:	Program Code	Account:	Leave Blank
*Activity:	Auto Filled	Location:	Leave Blank
Period:	A (Default)	Meas. Type:	D (Default)

*The Activity field will populate for most accounts entered, please leave the auto filled information.

Once key data is entered, select Go.

A screenshot of a web form titled 'Budget Request By Account FBABDRA 9.3.3 (PROD)'. The form has a blue header with navigation icons. The form fields are arranged in two columns. The left column contains: COA (dropdown), Phase (dropdown), Fund (dropdown), Program (dropdown), Activity (dropdown), Period (dropdown), and a checked checkbox for 'Display Comparative Data'. The right column contains: Budget ID (dropdown), Index (dropdown), Organization (dropdown), Account (dropdown), Location (dropdown), Measurement Type (dropdown), and a checked checkbox for 'Accumulated Budgets on Entered Keys'. A 'Go' button is located in the top right corner, circled in red with an arrow pointing to it. A footer note reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

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.

Enter only whole dollar amount. Do not budget cents.

COA: 1 Fitchburg State University Budget ID: FY2020 Fiscal Budget 2020 Phase: DPT01 DeptWorkingBdgt2020 Index: Fund: T65 University Fee Trust Fund Organization: 4010 Financial Services Start Over

Program: 0000 No Program Code Account: Activity: Location: Period: A Annual Measurement Type: D Dollars Display Comparative Data: [checked] Accumulated Budgets on Entered Keys: [checked]

Account	Description	Current Amount *	Change Amount	Percent	Text	Duration *	Budget
B00	Pool Budget Account	2,000.00			N	P	7,000.00
E00	Pool Budget Account	8,500.00			N	P	8,500.00

Record 1 of 2

SAVE

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.