

# BANNER FORM: FBABDRA

## Budget Request by Account

**FORM INSTRUCTIONS:** Access Banner Form FBABDRA from the General Menu Screen

If you receive a similar **Warning** upon opening the form, select **Continue** and proceed to step 1.

The screenshot shows the top portion of the Banner Form FBABDRA. It includes a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this are input fields for 'Budget ID:', 'Index:', 'Organization:', and 'Account:'. A yellow warning box is overlaid on the right side, stating: 'WARNING - Self Service Budgeting enabled. This form will not use the Self Service Budget fund/org security, check for lock/unlock status, or insert audit records.' At the bottom right of the form, there are 'Continue' and 'Cancel' buttons.

**COMPLETE FORM FBABDRA IN THE ORDER BELOW. (BUDGET ID MUST BE ENTERED **BEFORE** PHASE)**

1	COA	A
2	Budget ID	FY2023
3	Phase	DEPT23
4	Index	(Do not enter)
5	Fund	(Skip to Organization)
6	Organization	Enter your assigned 6-digit Organization Code
7	Program	(Should systematically populate)
8	Account	(Do not enter)
9	Activity	(Do not enter)
10	Location	(Do not enter)

Once the **Organization Code** is entered, the **Fund Code** and **Program Code** should systematically populate. **Do not change the systematic default.**

11	Fund	If Fund does not populate, enter the correct Fund Code(100000 or 200000).
12	Program	If Program does not populate, enter the correct 2-digit Program Code.

To continue to the Account Request Section, select **GO** (top right), or **NEXT SECTION ▼** (bottom left)

**NOTE:** consider printing or keeping a note of original figures before requested amounts are entered.

13	Use the <u>Change Amount</u> field to increase or decrease the <u>Current Amount</u> for all categories <b><i>EXCEPT</i></b> salaries and fringe benefits.		
14	"Enter" or "Tab" until Change Amount column disappears, and Current Amount is updated		
15	<b>ONLY INSERT MAJOR OBJECT CODES</b>		
	<b>404000</b> Travel	<b>405000</b> Contractual	<b>406000</b> Commodities
			<b>408000</b> Capital Outlay

Notice that the Budget Column (located at the far right) is not affected.

16	Continue adjusting other accounts until they reflect the desired requests
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