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.

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

1. COA
2. Budget ID
   FY2022
3. Phase
   DEPT22
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 Change Amount field to increase or decrease the Current Amount for all categories EXCEPT salaries and fringe benefits.
14. “Enter” or “Tab” until Change Amount column disappears, and Current Amount is updated

15. ONLY INSERT MAJOR OBJECT CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>404000</td>
<td>Travel</td>
</tr>
<tr>
<td>405000</td>
<td>Contractual</td>
</tr>
<tr>
<td>406000</td>
<td>Commodities</td>
</tr>
<tr>
<td>408000</td>
<td>Capital Outlay</td>
</tr>
</tbody>
</table>

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

16. Continue adjusting other accounts until the desired requests are reflected.