Submitting Budgets for FY22

Step 1: Reviewing Prior Fiscal Year’s Budget vs Actual

1. Login to WebFocus at https://banweb.mtu.edu/ibi_apps/signin

2. Find report “FZBOPL002 – Budget Worksheet” in the Department Folder under Finance
   
   A. Choose “June Year End” in the first parameter
   B. Enter ‘21’ in the “Fiscal Year” parameter
   C. If you choose to run your entire department or college, enter the appropriate code in the “College or Department Code Like” parameter or enter % for all
   D. If you choose to run an individual index, enter the appropriate index in the “Index Like” parameter, otherwise enter % for all indices
   E. Choose what output
   F. Choose run
3. Compare what was budgeted and what was actually expensed

4. Write what the budget for next fiscal year should be on the blank line on the right of the page. This will be used in the next section to load into Banner

**NOTE:** For FY22, you can ignore the fringe account “B001”. Once the fringe rate is determined, the Budget Office will enter in the fringes for FY22
Step 2: Loading Next Fiscal Year’s Budget

1. Login to Banner at https://www.banweb.mtu.edu/applicationNavigator/seamless
2. Enter “FBABDRA” in the search box and click on the blue drop down

C. Enter “U” at the COA: prompt. Press tab or click in the Budget ID prompt
D. Enter “2022” at the Budget ID: prompt (this step must come next)
E. Enter “INIT22” (for General Fund) or “AUX22” (for Auxiliary Fund) at the Phase: prompt
F. Enter the Index number from the Budget Worksheet at the Index: prompt

NOTE: All other fields should automatically populate; however, some may remain blank
G. Click “Go”
H. Click “+Insert” to start a new line
I. Enter the “Account” code you wish to load
   NOTE: For FY22, you can ignore the fringe account code “B001”. Once the fringe rate is determined, the Budget Office will enter in the fringes for FY22
J. Click tab to go to “Current Amount” and enter the desired amount
K. Click “Save”
   Click “+Insert” again to start a new line
   If you make an error and wish to get rid of a line click “-Delete”
L. Click “Start Over” to move on to another Index (if applicable)
Reviewing Loaded Budgets

1. Login to WebFocus at https://banweb.mtu.edu/ibi_apps/signin
2. Find report “FZBBUD001A – Original Budgets” or “FZBBUD001B – Original Budgets by Account Group”
   C. Enter “2022” in the Budget Code parameter
   D. Enter “INIT22” (for General Fund) or “AUX22” (for Auxiliary Fund) in the Phase Like parameter
   E. Enter the college or department code you would like to run or use % for all
   F. Choose what output you would like WebFocus to deliver the report
   G. Click the “Run” button
3. Verify your figures

**NOTE:** For FY22, you can ignore the fringe account “B001” and the “Fringe Calc” column on the right-hand side of the report. Once the fringe rate is determined, the Budget Office will enter in the fringes for FY22

4. If adjustments are necessary, go back to the Banner screen “FBABDRA” (“Step 2” on Page 3)

5. After entering the *Budget ID* and the *Phase* as shown in “Step 2” and seeing the budget entry screen, click on the amount you have identified as incorrect. Input the correct amount

6. Click *Save*

7. Re-run the Original Budgets report and double check your figures again (“Step 2” on Page 5)