Submitting Budgets for FY21

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 ‘20’ 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.

**NOTE:** For FY21, you can ignore the fringe account "B001". Once the fringe rate is determined, the Budget Office will enter in the fringes for FY21.
### Step 2: Loading Next Fiscal Year’s Budget

1. Login to Banner at [https://www.banweb.mtu.edu/applicationNavigator/seamless](https://www.banweb.mtu.edu/applicationNavigator/seamless)

2. Enter “FBABDRA” in the search box and click on the blue drop down

   ![Welcome](image)

C. Enter “U” at the **COA:** prompt. Press tab or click in the **Budget ID** prompt

D. Enter “2021” at the **Budget ID:** prompt (this step must come next)

E. Enter “INIT21” (for General Fund) or “AUX21” (for Auxiliary Fund) at the **Phase:** prompt

F. Enter the Index number from the Budget Worksheet at the **Index:** prompt

   **NOTE:** All other should automatically populate, however some may remain blank.

G. Click “Go”

<table>
<thead>
<tr>
<th>Step</th>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>COA</td>
<td>U</td>
</tr>
<tr>
<td>E</td>
<td>Phase</td>
<td>INIT21</td>
</tr>
<tr>
<td></td>
<td>Fund</td>
<td>G00000</td>
</tr>
<tr>
<td></td>
<td>Program</td>
<td>321</td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td>Facilities Mgmt Administration</td>
</tr>
<tr>
<td></td>
<td>Period</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>Display Comparative Date</td>
<td></td>
</tr>
</tbody>
</table>

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.
The following screen will appear:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Current Amount</th>
<th>Change Amount</th>
<th>Percent</th>
<th>Text</th>
<th>Duration</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>E001</td>
<td>Fringes @ Approved Rates</td>
<td>130,176.61</td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E200</td>
<td>Services</td>
<td>10,000.00</td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E506</td>
<td>Supplies</td>
<td>10,000.00</td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E706</td>
<td>Travel</td>
<td>5,000.00</td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P006</td>
<td>Admin/Professional S&amp;W</td>
<td>340,331.00</td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P111</td>
<td>FT Admin/Prof-Regular</td>
<td>4,000.00</td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P501</td>
<td>Undergraduate Students</td>
<td>7,612.50</td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H. Click “+Insert” to start a new line
I. Enter “Account code” you wish to load
   **NOTE:** For FY21, you can ignore the fringe account “B001”. Once the fringe rate is determined, the Budget Office will enter in the fringes for FY21.
J. Click tab to “Current Amount” and enter 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 and Double Checking Fringe Calculation

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 “2021” in the Budget Code parameter
   D. Enter “INIT21” (for General Fund) or “AUX21” (for Auxiliary Fund) in the Phase Like parameter
   E. Enter the college or department code you would like to run.
   F. Choose what output you would like WebFocus to deliver the report
   G. Click the “Run” button
3. Verify your figures.

**NOTE:** For FY21, 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 FY21.

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.