

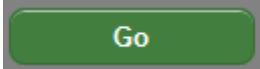

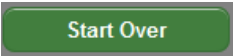
FBIBUDG: Checking Your Base Budget

General Information

There are times when departments need to review *base budget* versus current operating budget. The information contained in this document will explain the process for doing so. The Budget Query Form is query-only for departments to review continuation costs for a full fiscal year. If departments need to modify base budget amounts, a budget adjustment should be submitted. Only the University Budget Office has authorization to modify a base budget in accordance with the annual University budget approval process and as operating year adjustments impact the *base*. Remember – base budgets do not reflect one-time funds. Departments who have access to **FBIBUDG** can review information on only the budgets requested on the Computer Account Request Form.

ALL QUESTIONS ABOUT THIS INFORMATION MAY BE DIRECTED TO THE BUDGET OFFICE AT: 683 3127.

How to Check Your Base Budget:

Actions and Steps	Helpful Tips & Tricks
1. Access the Budget Query Form [FBIBUDG] .	Type FBIBUDG in the Search Block field on the Old Dominion University Home Screen and press Enter .
2. Fill in Budget ID and Organization . The following information displays: <ul style="list-style-type: none"> ◆ Chart of Accounts: defaults to U ◆ Budget ID: press F9 to see budget ID selections ◆ Phase 1: Reflects next budget year ◆ Phase 2: Reflects budget year selected ◆ Phase 3: Reflects prior budget year ◆ Index: leave blank ◆ Fund: fills in automatically based on budget code ◆ Organization: enter the budget code you wish to query <li style="background-color: yellow;">◆ Account: leave blank to bring up all sub-accounts in the budget ◆ Program: fills in automatically based on budget code ◆ Activity: leave blank ◆ Location: leave blank 	
3. Under Selection Criteria: <ul style="list-style-type: none"> ◆ Key 1: select Account from the drop-down menu ◆ Key 2: no action required – leave blank 	This will bring up all sub-accounts with base budget amounts.
4. In order to move to the Budget Data Information window, hit the Go Button . The base budget figures will be displayed for all sub-accounts in the selected budget.	Go Button or Down Arrow:  
5. To view the Budget Data Information window, use the scroll arrow at the right to see all the data lines. The following grand totals will be displayed: <ul style="list-style-type: none"> ◆ Phase 1: displays next FY from the budget year selected ◆ Phase 2: displays budget year selected ◆ Phase 3: displays previous FY from the budget year selected 	Displays base budget info for 3 years. Reporting capability is available via Insight Budget Reports. Contact the Budget Office for more details.
6. To view information on another budget, click the Start Over Button and then follow steps 2 -5. <ul style="list-style-type: none"> ◆ Start Over Button:  	<i>Remember to clear out the following fields:</i> Organization, Fund, Program <i>If you do not clear these fields, the system will give you an error message that "Query caused no records to be retrieved"</i>
7. Remember to log out when leaving your workstation to ensure that no one accesses information from your computer in your absence.	Click on the ODU Home Screen button on the toolbar to return to the Home Screen.

FBIBUDG Sample Screenshot:

BUDGET DATA INFORMATION

Key 1	Key 2	Title	Data 1	Data 2	Data 3
4001		ADMINISTRATIVE SALARIES	295,878.00	253,266.00	253,266.00
4002		CLASSIFIED SALARIES	2,738,554.00	2,654,859.00	2,664,579.00
4011		SALARIES - INFO TECH EMPLOYEES	0.00	0.00	0.00
4012		CLASS SURPLUS SALARY-HOLDING	44,858.00	28,203.00	65,029.00
4021		WAGES - GENERAL	52,902.00	52,902.00	52,902.00
4025		STUDENT WAGES - W/O FICA	3,000.00	3,000.00	3,000.00
4028		STUDENT WAGES - WORKSTUDY	0.00	0.00	0.00
4799		INTRA RECOVERY - MIS SERV	0.00	0.00	0.00
4949		INTRA RECOVERY-EMPLOYEE BEN	0.00	0.00	0.00
4999		POOL-EMPLOYEES BENEFIT	1,225,406.00	1,316,903.00	1,273,435.00
5003		MESSENGER SERVICES	0.00	0.00	2,400.00
5004		POSTAL SERVICES	0.00	0.00	36,604.00
5005		PRINTING SERVICES	0.00	0.00	10,000.00
5006		TELEPHONE SERVICES	0.00	0.00	17,905.00
5010		TELEPHONE SERVICES	0.00	0.00	3,000.00
5101		ORGANIZATION MEMBER	0.00	0.00	400.00
5102		PUBLICATION SUBSCRIPTION	0.00	0.00	1,500.00
5103		EMPLOYEE TRAINING COURSES/CONF	0.00	0.00	4,000.00
5203		FISCAL SERVICES	0.00	0.00	27,122.00
5213		BANK SERVICE CHARGES	0.00	0.00	27,824.00

HELPFUL TIPS & TRICKS:
 Don't forget to look at the number of pages and total number of records for each form you review in Banner!
 You may also expand the number of items viewable per page here!

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Helpful Tips & Tricks:

- ❖ REMEMBER! This is a Budget Query Form!
- ❖ Need access to Insight Reports? Contact the Budget Office – budget@odu.edu; 683 3127
- ❖ Month-End reports are available via EPrint! However for access to these reports, you must attend EPrint training and be granted approval by your area BUD (*Budget Unit Director*).
 - Check the Office of Finance Access website for the EPrint training schedule and further information at: <http://odu.edu/facultystaff/university-business/information-management/data-control/reports>
- ❖ **HELPFUL TIP:** A base budget is the annual budget commitment for ongoing operations of a department or area – the “base” commitment of resources for operations.
- ❖ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**