

FY25 Banner Budget Load Instructions

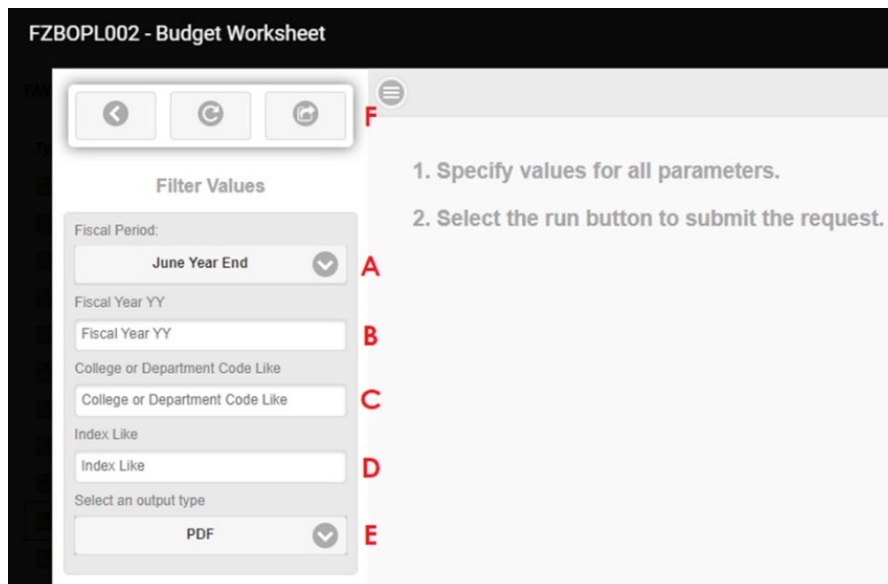
Recommended Planning Approach

With the opportunity to shift Control Total categories during the original budget load process, a recommended planning approach would be as follows:

1. Plan for your S&W needs first (see Step 1), then enter the values into "FBABDRA" in Banner (see Step 2).
2. Run the WebFocus report "FZBBUD001A – Original Budgets" to determine the calculated fringes needed for account code "B001" (see Step 3).
3. Plan for your remaining budget (SS&E/Transfers) and enter the values into "FBABDRA."
4. Re-run the WebFocus report "FZBBUD001A – Original Budgets" to ensure your loaded budget in "FBABDRA" matches your Control Total amount.
5. Contact the Budget Office, if needed, with any Control Total category adjustments.

Step 1: Reviewing the Current Fiscal Year's Budget vs Actual

1. Login to WebFocus at https://banweb.mtu.edu/ibi_apps/
2. Find report "FZBOPL002 – Budget Worksheet" in the Department Folder under Finance.



FZBOPL002 - Budget Worksheet

Filter Values

Fiscal Period:
June Year End

Fiscal Year YY
Fiscal Year YY

College or Department Code Like
College or Department Code Like

Index Like
Index Like

Select an output type
PDF

1. Specify values for all parameters.
2. Select the run button to submit the request.

- A. Select June Year End in the "Fiscal Period" parameter.
- B. Enter 24 in the "Fiscal Year YY" parameter.

- C. Enter the appropriate code in the "College or Department Code Like" parameter or enter % for all the orgs you have access to.
 - D. If you prefer to run for an individual index, enter the appropriate index in the "Index Like" parameter, otherwise enter % to include all indexes.
 - E. Select what output (we recommend Excel 2007 if you would like to enter values in the report or PDF if you would like to see pages for each index).
 - F. Select "Run with filter values."
3. Compare what was budgeted for the year to the year-to-date actual expenses for the current fiscal year.

Account Code Title	Base Budget	One Time Adj	FY XX Budget	YTD Activity	Open Encumb	Total Actual	Next Year's Budget
P006 Exempt S&W - Budget	796,974.85	23,496.01	820,470.86	.00	.00	.00	
P141 FT Admin Exempt-Regular	.00	.00	.00	612,315.42	.00	612,315.42	
P142B Admin Exempt-Exemplary Bonus	.00	.00	.00	36,036.61	.00	36,036.61	
P142L Admin Exempt-Supplemental Comp	.00	.00	.00	13,936.58	.00	13,936.58	
P151 FT Technical Exempt - Regular	.00	.00	.00	52,533.71	.00	52,533.71	
* P006 - Exempt S&W - Budget	796,974.85	23,496.01	820,470.86	714,822.32	.00	714,822.32	
P007 Non-Exempt S&W - Budget	279,136.62	14,019.20	293,155.82	.00	.00	.00	
P211 FT UAW-Regular	.00	.00	.00	163,490.54	.00	163,490.54	
P341 FT Admin Non-Exempt-Regular	.00	.00	.00	34,770.67	.00	34,770.67	
* P007 - Non-Exempt S&W - Budget	279,136.62	14,019.20	293,155.82	198,261.21	.00	198,261.21	
P601 Undergraduate Students - Budget	8,200.00	.00	8,200.00	.00	.00	.00	
P641 Undergraduate Students	.00	.00	.00	9,456.65	.00	9,456.65	
* P601 - Undergraduate Students - Budget	8,200.00	.00	8,200.00	9,456.65	.00	9,456.65	
B001 Fringes @ Approved Rates	419,683.47	14,630.93	434,314.40	342,453.94	.00	342,453.94	
* B000 - Fringe Benefits	419,683.47	14,630.93	434,314.40	342,453.94	.00	342,453.94	
E000 Capital Costs	3,665.00	.00	3,665.00	.00	.00	.00	
E009 Leases - Office Equipment	.00	.00	.00	3,665.07	1,221.69	4,886.76	
* E000 - Capital Costs	3,665.00	.00	3,665.00	3,665.07	1,221.69	4,886.76	
E200 Services - Budget	19,550.00	.00	19,550.00	.00	.00	.00	
E2050 On-line Service	.00	.00	.00	4,983.34	.00	4,983.34	
E227 Maintenance - Office Equipment	.00	.00	.00	203.68	5,496.32	5,700.00	

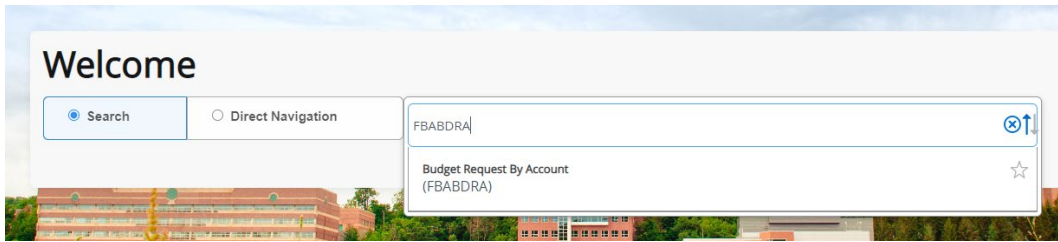
4. Write/enter what the budget for next fiscal year should be in the "Next Year's Budget" column. This will be used during the budget entry process.

NOTE: For FY25, when planning for the fringe account "B001", use the following rates for the different fringe categories:

Full Fringe Rate:	38.4%
Add'l Comp Rate:	20.2%
Temp Rate:	9.8%
Grad Stipend Rate:	12.3%
Hourly Student Rate:	0.0%

Step 2: Loading Next Fiscal Year's Budget

1. Login to Banner at <https://www.banweb.mtu.edu/applicationNavigator>
2. Enter "FBABDRA" in the search box and select "Budget Request by Account."



3. In the FBABDRA form, you will need to enter a series of parameters.

- A. Enter U in the "COA" parameter.
- B. Enter 2025 in the "Budget ID" parameter.
- C. Enter INIT25 (for Non-Lab General Fund) or AUX25 (for Auxiliary Fund) in the "Phase" parameter.
- D. Enter the index from the Budget Worksheet in the "Index" parameter.
NOTE: Once the index code is entered, other fields will fill in that are required automatically.
- E. Select the "Go" button.

The following screen will appear:

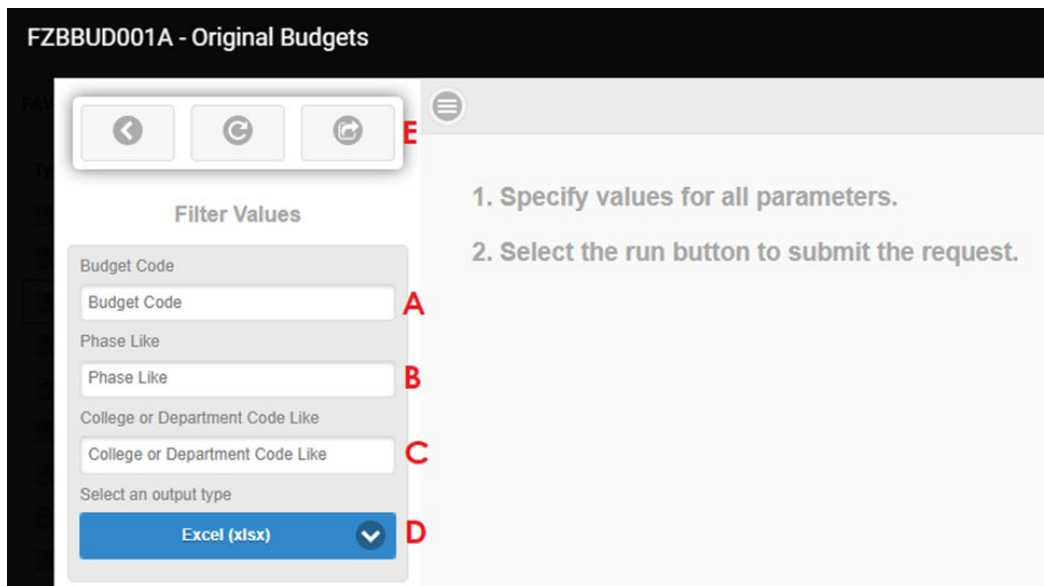
Account *	Description	Current Amount *	Change Amount	Percent	Text	Duration *	Budget
E200	Services - Budget	2,000.00			N	P	
E600	Supplies - Budget	1,500.00			N	P	
E205	Miscellaneous Services	1,250.00			N	P	
E624	Computer Software/Site License	22,155.00			N	P	
P181T	Temp Admin Exempt	4,500.00			N	P	
P641	Undergraduate Students	3,000.00			N	P	
B001	Fringes @ Approved Rates				N	P	

- F. Click the "+Insert" button to start a new row or use the down arrow if you are at the last row.

- G. Enter the “Account” code you wish to load. This can be a specific account code or a pooled account code.
- H. Click the “tab” key to go to the “Current Amount” column. This is where you will enter the desired budget amount for FY25.
- I. You can continue to insert additional account codes and budget amounts until you are finished loading your index budget. Once finished, click the “Save” button in the bottom right corner.
- J. If you make an error and wish to get rid of a row, move to the row that you wish to delete and click the “-Delete” button. If you want to adjust a budget amount, simply return to the row you wish to update and re-enter the new budget amount.
- K. Click “Start Over” to move on to another index (if applicable).

Step 3: Reviewing Loaded Budgets

1. Login to WebFocus at https://banweb.mtu.edu/ibi_apps
2. Find report “FZBBUD001A – Original Budgets” or “FZBBUD001B – Original Budgets by Account Group”.



- A. Enter 2025 in the “Budget Code” parameter.
- B. Enter INIT25 (for Non-Lab General Fund) or AUX25 (for Auxiliary Fund) in the “Phase Like” parameter.
- C. Enter the appropriate code in the “College or Department Code Like” parameter or enter % for all the orgs you have access to.

- D. Select what output (we recommend Excel (xlsx) if you would like to enter values in the report or PDF if you would like to see pages for each index).
 - E. Select "Run with filter values."
3. Verify your index totals.
NOTE: For the fringe account "B001", the value entered for this account code should match the subtotal amount in the "FringeCalc" column for the index. The report utilizes the payroll account codes used in "FBABDRA" and calculates what the associated fringes should be.
 4. If adjustments are necessary, go back to the Banner screen "FBABDRA" (see Step 2).
 5. After entering the parameters and entering the details section of "FBABDRA," click on the amount you have identified as incorrect. Update the amount as needed and click save.
 6. Return to Step 3 and verify your index totals.