IBDV: Inquiry of Budget Development

The Inquiry of Budget Development (IBDV) function is available through IBIS and may be used to review reports for General, Agricultural Federal, Auxiliary Enterprises, University Services, and Intra-University fund types. The reports reflect permanent budget adjustments in the budget development time period. The budget development time period begins with the permanent budget at the end of April and ends with the Allocated Initial Operation Budget in July.

This document contains the following information:

**Budget Development Worksheet**

**On-Line Report Generation**

- Detail Listing of Budget Worksheet by Administrative Area
- Budget Worksheet for a Single Budget/Fund within Admin Area
- Budget Worksheet Summary by Function within a Fund Type
- Budget Worksheet Summary by Fund Type
- Admin. Area Object Code Summary by Budget/Fund/Function/Fund Type
- Summary of General Salary Increases by Administrative Area
- GSI Control Accounts by Fund Type

**Printing Worksheet/Report**

At Next Function

Type “IBDV” <Enter> to open the IBDV Main Menu
At “Please Enter A Selection: ___”
   Type the corresponding letter for the desired option and press <Enter>

<PF2>  To exit IBDV function and return to the Main Menu

Budget Development Worksheet
On-Line Report Generation
A. Budget Development Worksheet Selection Screen

The Budget Development Worksheet displays the permanent budget details for a single account.

Note: To return to the IBDV Main Menu, press <PF5>

The following variables must be entered to display the Budget Development Worksheet:
- Budget: NN-NNN-NN AA
- Fund: NNNNN

<Enter> To display the Budget Development Worksheet
Budget Development Worksheet Screen

The account number is displayed in the upper left corner.

**April Base column + Amnt Change column = Alloc Budget**

April Base column displays permanent budget details as of the end of April.

The rightmost column displays the different types of permanent budget adjustments during the budget development time period that are added together for the total **Amnt Change**. Scroll through these details by pressing `<PF7>/`<PF8>`:

- **May/June AMD** – Permanent budget adjustments with a May or June Effective Date processed through all approval paths before the end of the current fiscal year.
- **Permanent budget adjustments with a July Effective Date processed through all approval paths before the end date for Allocated Initial Operating Budget.** The adjustments are sorted into columns based on Transaction Code:
  - **Admin Div Reallocation** – transaction code 10
  - **Interdiv Budg Xfer** – transaction code 30
  - **Exp Offset By Income** – transaction code 40
  - **Sal Incr Alloc** -- transaction codes 61-64, 67-76, 78, 79, 83-84, 86, 89
  - **Additional Alloc** – transaction codes 20, 54, 56

*<Enter> To return to the worksheet account selection screen.*
<PF11> Display report with all columns for Print
Follow this link for instructions to print the worksheet/report: Printing Worksheet/Report

<PF6> To display Pop Up Screen that shows more detail for Fringe Benefits included in DA

DA & Fringe Details Pop Up Screen

<Enter> To return to the previous screen.

<PF5> To display Pop Up Screen with specific types of Income that are combined for Total Income

Income Detail Pop Up Screen

<Enter> To return to the previous screen.
B. On-Line Report Generation

Note: To return to IBDV Main Menu, press <PF5>

At “Report Selection: _”

Type the corresponding letter for the desired report and press <Enter>

The screen will update to enable entry of specific variables required for generating the requested report. The report must be printed to view the entire report.

Follow these links to learn more about each report:

A. Detail Listing of Budget Worksheet by Administrative Area
B. Budget Worksheet for a Single Budget/Fund within Admin Area
C. Budget Worksheet Summary by Function within a Fund Type
D. Budget Worksheet Summary by Fund Type
E. Admin. Area Object Code Summary by Budget/Function/Fund Type
F. Summary of General Salary Increases by Administrative Area
G. GSI Control Accounts by Fund Type
Detail Listing of Budget Worksheet by Administrative Area:

Report displays the details of each account that has any budgeted dollars within the selected Administrative Area. One account is displayed per page, and the report is sorted by Fund Type (General, Ag Federal, Auxiliary, University Services, Intra-University), Fund Number, Function, and Account Number.

Note: To return to the IBDV Main Menu, press < PF5>

The following variables must be entered to run the report:

Admin Area Number: NNN
Include GSI Control Account: “N” – GSI CTRL Accounts will not be displayed
“Y” – GSI CTRL Accounts will be displayed

<Enter> to run the report.
Report Selection A: Detail Listing of Budget Worksheets by Administrative Area

![Budget Worksheet Image]

<PF8> To page forward

<PF5> To return to On-Line Report Request menu

NOTE: If it does not exit report after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: Printing Worksheet/Report
Budget Worksheet for a Single Budget/Fund within Admin Area:

Report displays the details of a single account if the account has any permanently budgeted dollars.

Note: To return to the IBDV Main Menu, press <PF>

The following variables must be entered to run the report:

Admin Area Number: NNN
Budget: NN-NNN-NN AA
Fund: NNNNN
Include GSI Control Account: “N” – GSI Control Accounts will not be displayed
“Y” – GSI Control Accounts will be displayed

Note: “Y” must be entered to display the GSI Control Accounts.

<Enter> To run the report.
Report Selection B: Budget Worksheet for a Single Budget / Fund within Admin Area

![Budget Development Worksheet]

**NOTE:** If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)
Report Selection C: Budget Worksheet Summary by Function within a Fund Type

Budget Worksheet Summary by Function within a Fund Type

Report summarizes permanent budget details for all accounts of requested administrative area by function code group within fund type. If fund type “ALL” is select, the report is sorted by fund type and function code group.

Note: To return to the IBDV Main Menu, press <PF5>

The following variables must be entered to run the report:

Admin Area Number: NNN
Fund Type: GENL General Fund
AGFD Ag Federal Funds
AUX Auxiliary Funds
UNSV University Services
INTR Intra-University
ALL GENL, AGFD, AUX, UNSV, INTR

Include GSI Control Account: “N” – GSI Control Accounts will not be displayed
“Y” – GSI CTRL Accounts will be displayed

<Enter> to run the report.
Report Selection C: Budget Worksheet Summary by Function within a Fund Type

![Image of Budget Worksheet]

**NOTE:** If system does not exit after the first <PF5>, please press <PF5) again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)
Report Selection D: Budget Worksheet Summary by Fund Type

Budget Worksheet Summary by Fund Type

Report summarizes permanent budget details for all accounts of requested administrative area by fund type. If Fund Type “ALL” is selected, the report is sorted by fund type.

Note: To return to the IBDV Main Menu, press <PF5>

The following variables must be entered to run the report:

Admin Area Number: NNN

Fund Type: GENL General Fund
AGFD Ag Federal Funds
AUX Auxiliary Funds
UNSV University Services
INTR Intra-University
ALL GENL, AGFD, AUX, UNSV, INTR

Include GSI Control Account: “N” – GSI Control Accounts will not be displayed
“Y” – GSI CTRL Accounts will be displayed

<Enter> to run the report.
Report Selection D: Budget Worksheet Summary by Fund Type

![Budget Worksheet Summary](image)

**NOTE:** If system does not exit after the first `<PF5>`, please press `<PF5>` again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)

**<PF8>** To page forward

**<PF5>** To return to [On-Line Report Request](#) menu
Admin. Area Object Code Summary by Budget/Function/Fund Type

Report display the permanently budget details for a specific object code by account (sorted by Fund Type and Function) within the Administrative Area.

Note: To return to the IBDV Main Menu, press <PF5>

The following variables must be entered to run the report:

Admin Area Number: NNN

Fund Type: GENL General Fund
          AGFD Ag Federal Funds
          AUX Auxiliary Funds
          UNSV University Services
          INTR Intra-University
          ALL GENL, AGFD, AUX, UNSV, INTR

Include GSI Control Account: “N” – GSI Control Accounts will not be displayed
                          “Y” – GSI CTRL Accounts will be displayed

<Enter> to go to Object Code Selection Screen and run the report
Report Selection E: Admin. Area Object Code Summary by Budget/Function/Fund Type

Object Code Selection Screen

At “Selection: __:

Type the corresponding letter for the desired Object Code and press <Enter>.

<PF8> To page forward
<PF5> To return to On-Line Report Request menu

NOTE: If system does not exit after the first <PF5>, please press <PF5) again.

Follow this link for instructions to print the worksheet/report: Printing Worksheet/Report
Report Selection F: Summary of General Salary Increases by Administrative Area

Summary of General Salary Increase by Administrative Area

Report displays General Salary Increase amounts for Object Code groupings by account, sorted by Fund Type and Function) within the requested Administrative Area. The GSI dollars shown will match the amounts in the “Sal Incr Alloc” column on the Budget Development Worksheet for each account. The following Object Code groupings are displayed on the Summary of General Salary Increases by Administrative Area report:

- Exec, Adm, Staff
- Acad, Acam, FTMY
- Non-Stng Academic
- Grad Asst
- Non-Stng Non-Acad
- Technical Service
- Reserve Sal Incr
- Wages/DA/Alloc Fund

Note: To return to the IBDV Main Menu, press <PF5>

The following variables must be entered to run the report:
Admin Area Number: NNN
Include GSI Control Account: “N” – GSI Control Accounts will not be displayed
“Y” – GSI CTRL Accounts will be displayed

<Enter> To run the report
Report Selection F: Summary of General Salary Increase by Administrative Area

NOTE: If system does not exit after the first <PF5>, please press <PF5> again.

Follow this link for instructions to print the worksheet/report: Printing Worksheet/Report
Report Selection G: GSI Control Accounts by Fund Type

This report is for **CENTRAL USE ONLY**

**Print GSI Control Account by Fund Type**

Report displays GSI Control Account that has a structure in IBIS for the requested Fiscal Year (even if the account has no permanent budget amounts). The report is sorted by Administrative Area and Fund Type.

Note: To return to the IBDV Main Menu, press <PF5>

**The following variables must be entered to run the report:**

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENL</td>
<td>General Fund</td>
</tr>
<tr>
<td>AGFD</td>
<td>Ag Federal Funds</td>
</tr>
<tr>
<td>AUX</td>
<td>Auxiliary Funds</td>
</tr>
<tr>
<td>UNSV</td>
<td>University Services</td>
</tr>
<tr>
<td>INTR</td>
<td>Intra-University</td>
</tr>
<tr>
<td>ALL</td>
<td>GENL, AGFD, AUX, UNSV, INTR</td>
</tr>
</tbody>
</table>

<Enter> To run the report
Print GSI Control Account by Fund Type

![Budget Development Worksheet](image)

**<PF8>** To page forward

**<PF5>** To return to [On-Line Report Request](#) menu

**NOTE:** If system does not exit after the first <PF5>, please press <PF5) again.

Follow this link for instructions to print the worksheet/report: [Printing Worksheet/Report](#)
Printer Worksheet/Report

Type “%h” in the upper left corner of the screen and <Enter> to open printer selection screen

Printer Selection Screen

At “Destination” Type the TCPNNNNP number for the desired printer and press <Enter>

Note: These reports should be printed LANDSCAPE

<PF3> To return to the worksheet/report menu without printing worksheet/report.
Budget Development Worksheet
On-Line Report Generation
   Detail Listing of Budget Worksheet by Administrative Area
   Budget Worksheet for a Single Budget/Fund within Admin Area
   Budget Worksheet Summary by Function within a Fund Type
   Budget Worksheet Summary by Fund Type
   Admin. Area Object Code Summary by Budget/Function/Fund Type
   Summary of General Salary Increases by Administrative Area
   GSI Control Accounts by Fund Type
Printing Worksheet/Report