The Budget Amendment Inquiry (IQBA) function is available through IBIS and may be used to search for and list budget amendment details for one of six options:

1. A specific budget number
2. A specific budget amendment number
3. A specific position
4. A specific transaction code and specific budget
5. A specific object code and specific budget
6. A specific mnemonic

Search results can be narrowed by two additional selections:
1. All query results within a specific fiscal year
   OR
   All query results between 2 specific dates (must be within same fiscal year)

2. Budget amendment type:
   P – Permanent
   T – Temporary
   B – Both

![Image of IQBA interface]
At Next Function

Type “IQBA” <Enter> to open the IQBA function.
To see all budget amendments that meet the search criteria in a specific year use the **fiscal year** option (1).

Note: Fiscal Year defaults to the current fiscal year. User may override default fiscal year.

To see all budget amendments that meet search criteria during a specific period enter **begin date** and **end date**. (Format: mm/dd/yyyy)

Note: Begin and end dates must be in the same fiscal year. If dates are entered IQBA uses them to reset the value in the fiscal year field.

<press enter>
Only one of the options in the **Enter One Type of Report Criteria** section can be filled in.

**Search by Budget Number**

1. Enter **Budget Number** – to display all budget amendment details associated with a specific budget. Press <PF8> to see results

<PF9> to scroll left – displays different columns
<PF8> to scroll down – if MORE is displayed in bottom right corner
<PF7> to scroll up – to see previous screen
<PF5> to return to IQBA inquiry screen
IQBA

Only one of the options in the **Enter One Type of Report Criteria** section can be filled in.

**Search by Budget Amendment Number**

2. Enter **Budget Amendment** – to display all budget amendment details of a specific budget amendment. Press <PF8> to see results

<PF8> to scroll down – if amendment has more than 8 lines
<PF7> to scroll up – to see previous screen
<PF6> to see notepad area of budget amendment
<PF5> to return to IQBA inquiry screen
Only one of the options in the **Enter One Type of Report Criteria** section can be filled in.

### Search by **Position**

3. Enter **Position Number** (preceded by admin area) – to display all budget amendment details associated with a specific position.

**NOTE:** <PF1> in the **admin area** field will display valid admin areas.

Press <PF8> to see results.
Only one of the options in the Enter One Type of Report Criteria section can be filled in.

Search by Trans Code / Budget

4. Enter Transaction Code and Budget – to display all budget amendment details associated with a specific transaction code and budget.
   Note: <PF1> in the trans. code # field, will display valid transactions codes.

Press <PF8> to see results

<PF9> to scroll left – displays different columns
<PF8> to scroll down – if MORE is displayed in bottom right corner
<PF7> to scroll up – to see previous screen
<PF5> to return to IQBA inquiry screen
Only one of the options in the **Enter One Type of Report Criteria** section can be filled in.

**Search by Object Code / Budget**

5. Enter **Object Code and Budget** – to display all budget amendment details associated with a specific object code and budget.
   
   Note: <PF1> in the **Obj Code #** field will display valid object codes.

Press <PF8> to see results

<PF9> to scroll left – displays different columns
<PF8> to scroll down – if MORE is displayed in bottom right corner
<PF7> to scroll up – to see previous screen
<PF5> to return to **IQBA inquiry screen**
IQBA  

Only one of the options in the **Enter One Type of Report Criteria** section can be filled in.

**Search by Mnemonic**

6. Enter **Mnemonic** – to display all budget amendment details associated with a specific mnemonic

Note: <PF1> in the **Mnemonic** field will display valid mnemonics.

Press <PF8> to see results

<PF9> to scroll left – displays different columns

<PF8> to scroll down – if MORE is displayed in bottom right corner

<PF7> to scroll up – to see previous screen

<PF5> to return to IQBA inquiry screen