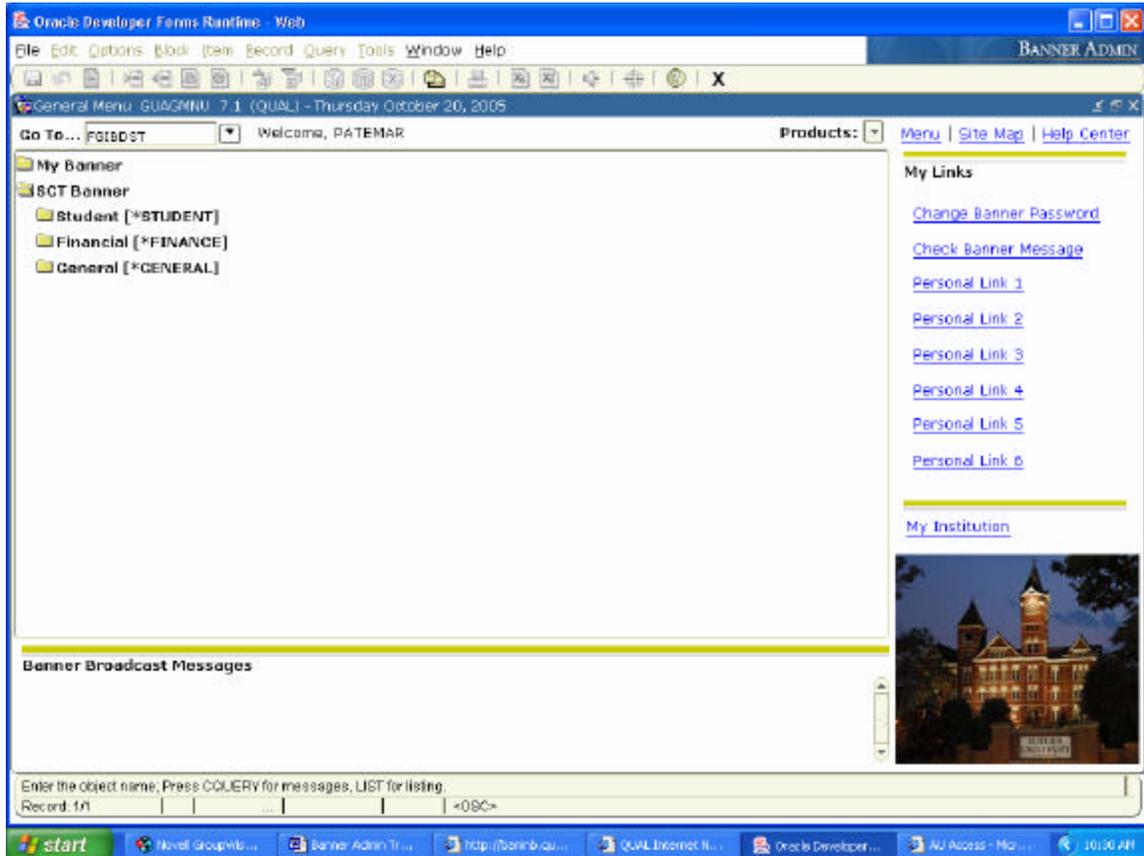


How to View Your Balances

Purpose: Finding your Budget/Operating balances using FGIBDST.

To access the FGIBDST form, type **FGIBDST** in the Go To... field on the Banner main menu. Press **Enter** on your keyboard.

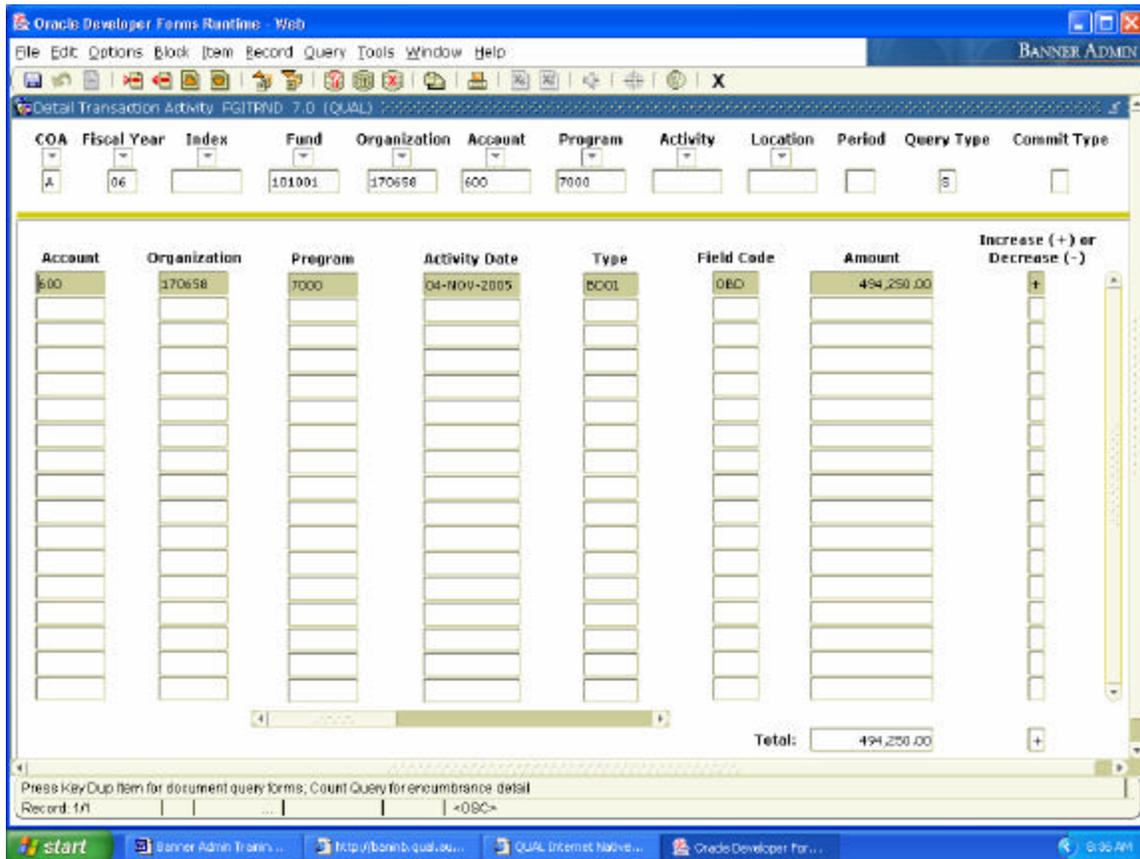


Menu Option:

This form is also accessible via the menu as follows:

**SCT Banner / Financial / General Ledger / General Accounting Query Forms /
General Budget Query Form / Organization Budget Status (FGIBDST)**

FGITRND will list all transactions associated with a particular Account code (for example Account code 560).



To Exit this form and return to FGIBDST click on the X to the right and above Activity on the tool bar.

Scrolling will enable you to see the entire line.

You can drill down for further detail by using the **Options** menu. To drill down for detail, follow these directions:

1. Select the records on the screen by clicking on the Account code on the left side of the record.
2. Click the **Options** pull-down menu and select **Query Document [By Type]**.
(Options - > Query Document [By Type])

In this example the type of document is a Journal Voucher.

Once you have selected Query Document [By Type] another window will open. At this point click **Next Block**.

The screenshot shows a web-based Oracle Developer Forms Runtime window titled "Banner Admin". The main window is titled "Document Retrieval Inquiry FGI0OCR 7.0 (QUAL)". At the top, there are fields for "Document:" (with a dropdown menu showing "10000345"), "Submission Number:" (with an empty input field), and "Document Type:" (with a dropdown menu showing "20").

Below these fields is a section titled "Header Information" containing several input fields: "Transaction Date:", "Fiscal Year:", "Fiscal Period:", "Items:", "Commit Type:", and "Text Exists:". Each field has a small rectangular input area.

The next section is "Detail Information", which contains two identical tables. Each table has the following columns: "Item", "Sequence", "Journal Type", "Description", "Amount", "Sign", "Currency", and "Document Reference". Below each of these columns are several smaller input fields for more detailed data entry, including "COA", "Index", "Fund", "Orgn", "Acct", "Prog", "Actv", "Locn", "Proj", "NSF Override", "Bank", and "Accrual".

At the bottom of the form, there is a text prompt: "Enter the Document Number. Press LIST for valid values." Below this is a "Record: 1/1" indicator and a ">DSC<" button.

The Windows taskbar at the bottom shows the "start" button, several open applications including "Banner Admin Train...", "http://banner.qual.su...", "QUAL Internet Native...", and "Oracle Developer For...", and a system clock showing "8:39 AM".

You should see the detail behind the document which you are querying.

Document: 00000365 Submission Number: Document Type: JV

Header Information

Transaction Date: 04-NOV-2005 Fiscal Year: 06 Fiscal Period: 02 Items: 4 Commit Type: U Text Exists: N

Detail Information

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference				
0	1	DD01	PY05-06 Permanent Adopted Bdgt	494,250.00	+						
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Prej	NSF Override	Bank	Accrual
A		101001	170658	600	7000				N	05	

Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference				
0	2	DD01	PY05-06 Permanent Adopted Bdgt	3,950.00	+						
COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Prej	NSF Override	Bank	Accrual
A		101001	170658	610	7000				N	05	

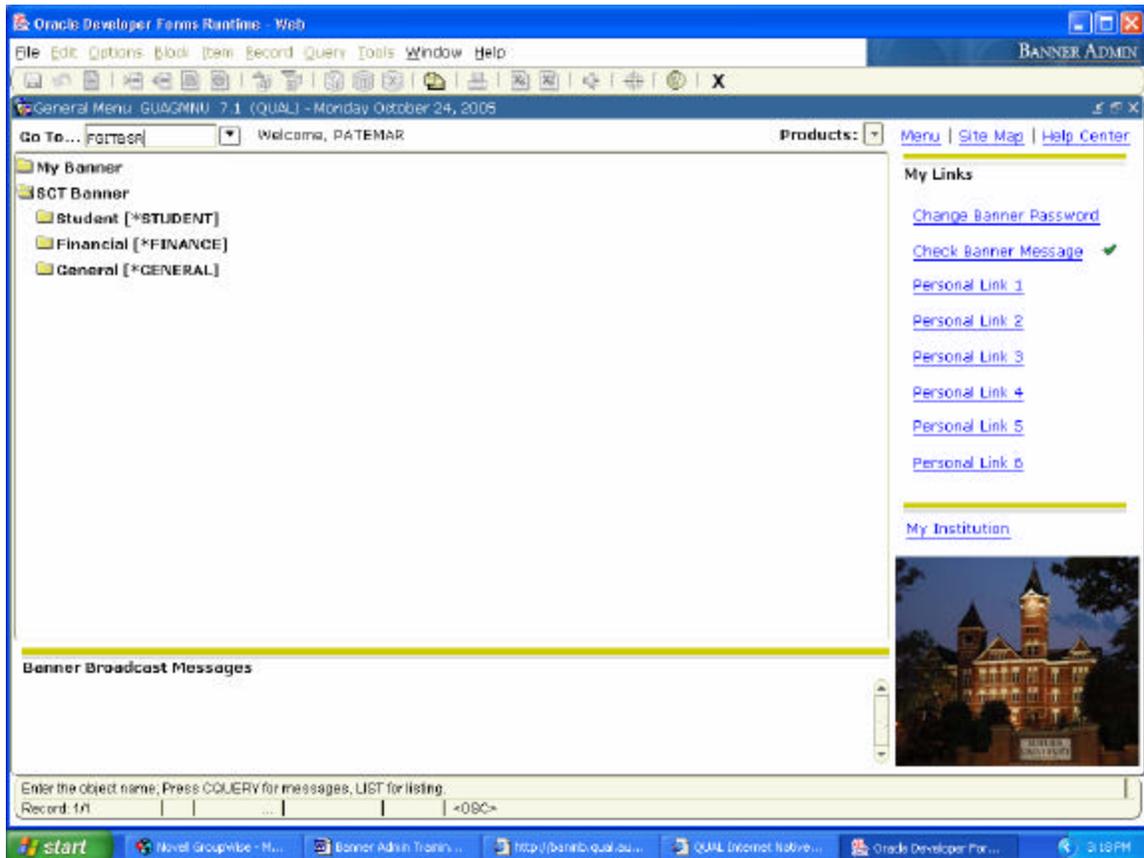
Press Duplicate Item to access FGDDOCP.
Record: 1/2

Find Your Fund Balance using FGITBSR

You can quickly check a Fund balance using the FGITBSR form.

To access the FGITBSR form, follow these steps:

1. Type **FGITBSR** in the Go To... field on the Banner main menu.
2. Press the **Enter** key on your keyboard. This will open the FGITBSR form.



3. **COA** and **Fiscal Year** default in when you open this form. Type the **Fund** number you want to check the balance on.
4. Click on the **Next Block** button to view your account details.

COA: A Auburn University
 Fund: 101001 AU Unrestricted Base Budget
 Account:
 Fiscal Year: 06
 OR Fund Type:
 OR Acct Type:

Account	Description	Beginning Balance	D/C *	Current Balance	D/C *
11000	Claim on Cash	0.00	D	1,794.35	C *
13051	Accounts Receivable Other	0.00	D	160.00	D
20011	Other General Accounts Payable	0.00	C	561.35	C
30130	Budgeted Revenue Control	0.00	D	1,682,200.00	D
30215	Expenditure Control Operating	0.00	D	2,185.70	D
30230	Budgeted Expenditure Control Salary	0.00	C	1,052,926.00	C
30235	Budgeted Expenditure Control Oper	0.00	C	45,838.00	D *
30250	Reservation Control	0.00	D	100.00	D
30260	Reservation Control Reserve	0.00	C	100.00	C
30415	Encumbrance Control Operating	0.00	D	100,000.00	D
30435	Reserve for Encumbrance Operating	0.00	C	100,000.00	C
30470	Budgeted Change to Fund Balance	0.00	D	675,112.00	C *
Total: ALL ACCOUNTS		0.00		0.00	
				Current Fund Balance:	2,185.70

* - denotes amount is opposite of Normal Balance

FGITBSR shows a summary of account activity organized by Account code.

An * in the last field indicates the balance shown is opposite of the normal balance as shown by the letter assigned in the Debit/Credit field.

D/C (Debit/Credit) field indicates whether the balance shown is a debit or credit balance.

Current Fund Balance: The fund has a debit balance shown by the D to the right of the amount.

The Current Fund Balance appears at the bottom of the FGITBSR form in a window. In the example above this Fund has a debit (negative) Fund balance as indicated by the “D” to the right of the amount.

View Transactions on FGIBDSR

To access the FGIBDSR form, follow these steps:

1. Type **FGIBDSR** in the Go To... field on the Banner main menu.
2. Press the **Enter** key on your keyboard. This will open the FGIBDSR form.

