



University of South Alabama

Division of Financial Affairs


Banner Financial Information Systems Reference Manual

How To View Your Balances

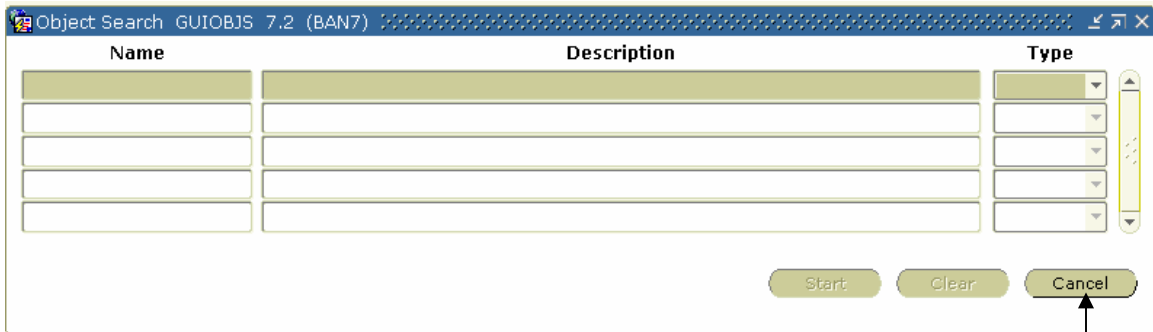
Finding Your Balances

Purpose: Finding your Budget/Operating balances using FGIBDST.

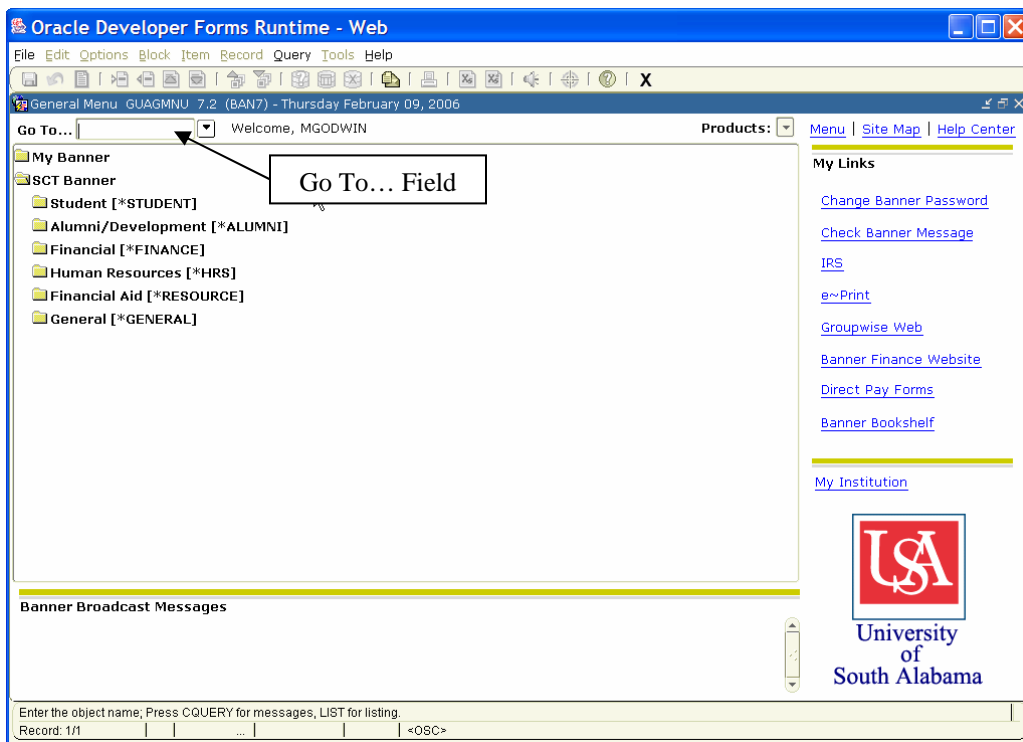
To access the FGIBDST form, follow these steps:

1. Type **FGIBDST** in the Go To... field on the Banner main menu.
2. Press **Enter** on your keyboard. **DO NOT** click the Down Arrow * button to the right of the Go To... field.

* If you click the Down Arrow button it will open the Object Search window seen below. To return to the main menu, click the **Cancel** button **twice**. Then repeat steps 1 and 2 or follow the menu option listed below.



Cancel Button



Menu Option:

This form is also accessible via the menus as follows:

SCT Banner → Financial → General Ledger → General Accounting Query Forms → General Budget Query Form → Organization Budget Status [FGIBDST]

Menu access:

The screenshot displays a hierarchical menu structure. The path to the 'Organization Budget Status [FGIBDST]' form is highlighted with a red box. A yellow box labeled 'FGIBDST' has an arrow pointing to the highlighted item. The menu items are as follows:

- My Banner
 - SCT Banner
 - Student [*STUDENT]
 - Alumni/Development [*ALUMNI]
 - Financial [*FINANCE]
 - General Ledger [*FINGENLL]
 - Chart of Accounts System Control [*FINCHRTS]
 - Chart of Accounts Account Codes [*FINCHRTA]
 - Chart of Accounts Entity Maintenance [*FINENTTY]
 - General Accounting Transaction Forms [*FINGENLA]
 - General Accounting Query Forms [*FINGENLQ]
 - Executive Summary [FGIBDSR]
 - Direct Cash Receipt Summary [FGICSUM]
 - Direct Cash Receipt Inquiry [FGIDCSR]
 - Document Retrieval Inquiry [FGIDOCR]
 - General Ledger Activity [FGIGLAC]
 - Journal Voucher Summary [FGIJSUM]
 - General Ledger Trial Balance [FGITBAL]
 - Trial Balance Summary [FGITBSR]
 - Detail Transaction Activity [FGITRND]
 - General Budget Query Forms [*FINGBUDQ]
 - Budget Availability Status [FGIBAVL]
 - Executive Summary [FGIBDSR]
 - Organization Budget Status [FGIBDST]
 - Organization Budget Summary [FGIBSUM]
 - General Encumbrance Query Forms [*FINGENCQ]
 - Finance Operations [*FINOPER]
 - Stores Inventory [*FINSTORES]
 - Purchasing and Procurement [*FINPURCH]
 - Accounts Payable [*FINAP]
 - Fixed Asset [*FINASSET]
 - Investment Management [*FININVEST]
 - Research Accounting [*FINRESEARCH]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]

Finding Your Balances

FGIBDST

1. To check your State Budget/Operating balances, type **Fiscal Year** and your **Orgn number** into the **Key Information Block**. **Chart (U)**, **Fund**, and **Program** will default. If you do not know your Organization (Orgn) number please see the FOAPAL Look-up manual.
2. Click on the **Next Block** to view your account details.

Next Block

Next Block

Orgn Number Field

Fiscal Year

FGIBDST shows a summary of account activity organized by Account code, see next page.

Finding Your Balances

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status (comp to 19) FGIBDST 7.0 (BAN7)

Chart: U Organization: 173500 Transportation Services
 Fiscal Year: 06 Fund: 110000 University
 Index: Program: 4700 Operation and Maintenance of Plant
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Account Code

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610100	L	Executive/Admin Salaries	40,000.00	10,769.22	0.00	29,230.78
610400	L	Clerical Wages	20,662.00	6,381.46	0.00	14,280.54
610500	L	Craft Trade Wages	95,137.00	22,272.46	0.00	72,864.54
610900	L	Overtime	0.00	7,467.81	0.00	-7,467.81
620100	L	Student Wages	0.00	3,687.25	0.00	-3,687.25
630000	L	Fringe Benefits	28,001.00	0.00	0.00	28,001.00
630120	L	Employers FICA	0.00	3,502.15	0.00	-3,502.15
630210	L	Insurance-Life	0.00	123.84	0.00	-123.84
630220	L	Insurance-Disability	0.00	334.15	0.00	-334.15
630230	L	Insurance-Health	0.00	3,721.00	0.00	-3,721.00
630320	L	Retirement-TIAA-CREF	0.00	323.05	0.00	-323.05
630330	L	Retirement-State Paid	11,545.00	3,830.98	0.00	7,714.02
Net Total:			-579,595.00	-223,667.99	22,799.40	

Available Balance

Dup Item for Detail.Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 1/40

1. Entries are grouped by account code (left-hand side)
2. Available balance for each account code is listed in the far right-hand column

730080	E	Travel-Team	0.00	-7,063.24	0.00	7,063.24
741040	E	Audit	0.00	4,857.17	0.00	-4,857.17
741070	E	Contract Labor	0.00	107,345.67	0.00	-107,345.67
741090	E	Contract Services - Genera	0.00	191.00	9,312.00	-9,503.00
Net Total:			-579,595.00	-223,667.99	22,799.40	

Net Total Line

3. Banner does not show the total available balance for all account codes. To calculate your total available balance, use this formula: (ignore any negative signs on the amounts)

Adj Budget - YTD Activity - Commitments = Total Available Balance

Finding Your Balances

Note: The budget amount is shown in the 711000 (General Supplies) account code, and all transactions are listed in other account codes (711010 – 711080).

711000	E	General Supplies Rollup	41,550.00	0.00	0.00	41,550.00
711015	E	Express Mail	0.00	40.36	0.00	-40.36
711050	E	Postage	0.00	3,366.21	0.00	-3,366.21
711060	E	Purchasing Card Transactio	0.00	931.41	0.00	-931.41
711520	E	Copying & Binding	0.00	200.00	0.00	-200.00

Transaction Lines

Budget Line

To get your overall available balance for General Supplies follow these steps:

1. Add up all the transactions for account codes (711010 - 711080), which roll-up into account 711000. These will be the negative numbers in the Available Balance column.
2. Subtract that total from the Adjusted Budget amount for account code 711000
3. The difference is your total available balance for General Supplies.

Example above:

$$\begin{array}{r}
 711000 = \$ 41,550.00 \\
 7110xx = \underline{- 4,337.98} \\
 \text{Available Balance} = \$ 37,212.02
 \end{array}$$

Drilling Down for Details using FGITRND

You can drill down for details on a particular account. To drill down for details, follow these steps:

1. Select an Account number by clicking on it. The record will be highlighted in beige.
2. Click on the **Options** menu in the Banner menu bar, and select **Transaction Detail Information**. (Options -> Transaction Detail Information) This will open the FGITRND form.

The screenshot shows the Oracle Developer Forms Runtime interface. The 'Options' menu is open, and 'Transaction Detail Information [FGITRND]' is selected. The form displays a table of account balances and activities for various accounts, with account 711050 highlighted in beige.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
630330	L	Retirement-State Paid	103,772.00	25,707.74	0.00	78,064.26
711000	E	General Supplies Rollup	41,550.00	0.00	0.00	41,550.00
711015	E	Express Mail	0.00	40.36	0.00	-40.36
711020	E	General Supplies	0.00	-5,000.00	0.00	5,000.00
711050	E	Postage	0.00	3,366.21	0.00	-3,366.21
711060	E	Purchasing Card Transactio	0.00	931.41	0.00	-931.41
711520	E	Copying & Binding	0.00	200.00	0.00	-200.00
711530	E	Office Supplies	0.00	844.89	0.00	-844.89
712000	E	Minor Equipment & Furnitur	1,650.00	0.00	0.00	1,650.00
712200	E	Equipment & Furniture \$2,0	0.00	3,000.00	0.00	-3,000.00
712315	E	Workshop and Training Exp	0.00	195.00	0.00	-195.00
712540	E	Equipment Maintenance & R	0.00	366.75	0.00	-366.75
Net Total:			-1,672,887.00	-637,153.81	40,000.00	

FGITRND will list all transactions associated with a particular Account code Ex:711050, see next page.

Finding Your Balances

To Exit this form and return to FGIBDST click on **X**.

Account	Organization	Program	Activity Date	Type	Field Code	Amount	Increase (+) or Decrease (-)	
711050	172100	4600	04-JAN-2006	JVU	YTD	1,009.23	+	
711050	172100	4600	05-DEC-2005	JVU	YTD	1,317.96	+	
711050	172100	4600	04-NOV-2005	JVU	YTD	54.06	+	
711050	172100	4600	04-NOV-2005	JVU	YTD	984.96	+	
						Total:	3,366.21	+

Press Key Dup Item for document query forms.
Record: 1/4

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

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

Options
Query Document [By Type]
Query Total for all records
Format Display Preferences

Account	Organization	Program	Activity Date	Type	Field Code	Amount	Increase (+) or Decrease (-)	
711050	172100	4600	04-JAN-2006	JVU	YTD	1,009.23	+	
711050	172100	4600	05-DEC-2005	JVU	YTD	1,317.96	+	
711050	172100	4600	04-NOV-2005	JVU	YTD	54.06	+	
711050	172100	4600	04-NOV-2005	JVU	YTD	984.96	+	
						Total:	3,366.21	+

Press Key Dup Item for document query forms; Count Query for encumbrance detail
Record: 1/4

Finding Your Balances

This will open a Banner document form. The form that opens will depend on the type of Banner document you are trying to view.

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**.

Next Block

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

To Exit this form and return to FGIBDST click on **X**.

Header Information

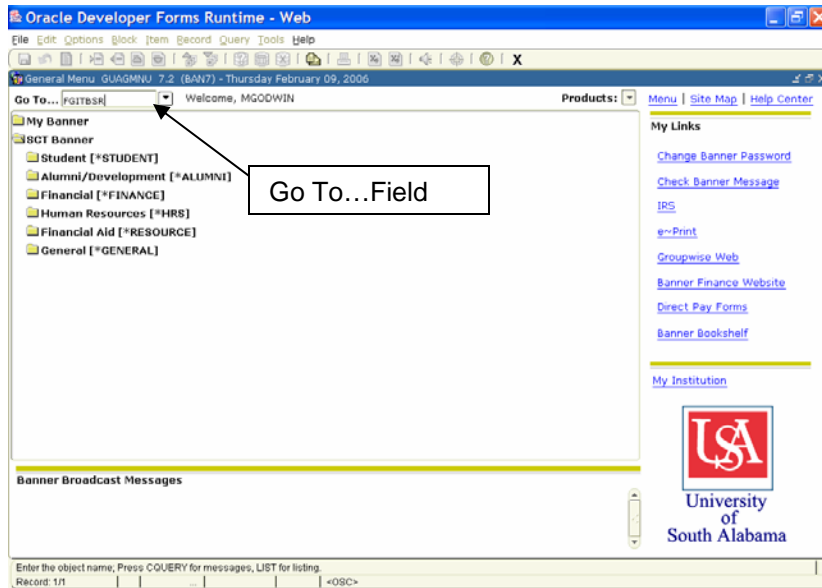
Detail

Find Your Fund Balance using FGITBSR

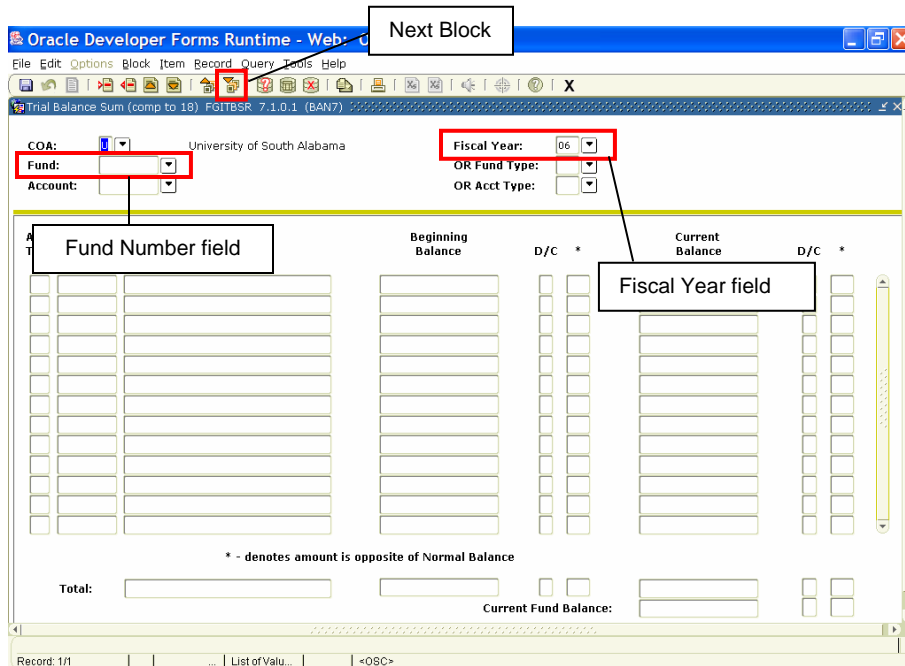
You can quickly check a Fund balance using the FGITBSR form.

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. Type your **Fund number** and **Fiscal Year** in the appropriate fields in the **Key Information Block**.
4. Click on the **Next Block** button to view your account details.



Finding Your Balances

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

COA: University of South Alabama
 Fund: 122001 Brookley Center
 Account:
 Fiscal Year: 06
 OR Fund Type:
 OR Acct Type:

Acct Type	Account	Description	Beginning Balance	D/C	Current Balance
11	100001	Cash Interfund Account	1,297,617.31	C	1,501,525.66
11	112004	Petty Cash Golf Shop-Freal	1,000.00	C	1,000.00
11	112010	Petty Cash Brookley Admin-Downing	200.00	D	200.00
13	133530	AR-Brookley Food Service	37,944.97	D	109,357.60
13	133540	AR-Brookley Educational Leasing	48,006.99	D	86,189.57
13	133550	AR-Brookley Conf Ed Lodge	11,659.70	D	14,542.42
13	133560	AR-Brookley Food Service Comm	10,682.47	D	3,208.69
13	133570	AR-Brookley Investment Housing	19,152.52	D	24,768.52
13	134180	AR Returned Checks	3,716.95	D	4,852.80
14	141401	Inventories-Golf Shop	16,275.10	D	10,652.77
21	210000	Accounts Payable-Banner System	0.00	C	0,100.00
21	212520	Sales Tax Payable Bookstore	0.00	C	0.00
21	212530	Sales Tax Payable Golf Shop	166.25	C	209.59
Total: ALL ACCOUNTS			0.00		0.00
Current Fund Balance:			1,496,608.25	D	

* - denotes amount is opposite of Normal Balance

The current fund balance appears at the bottom of the FGITBSR 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 view a summary of your transactions using the FGIBDSR form proceed as follows:

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.

General Menu: GUAGMNU 7.2 (BAN7) - Friday February 10, 2006

Go To...: FGIBDSR

My Banner

- SCT Banner
 - Student [*STUDENT]
 - Alumni/Development [*ALUMNI]
 - Financial [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]

My Links

- Change Banner Password
- Check Banner Message
- IRS
- Print
- Groupwise Web
- Banner Finance Website
- Direct Pay Forms
- Banner Bookshelf

My Institution

University of South Alabama

Finding Your Balances

Enter the **Fiscal Year** and **Fund number** into the appropriate fields in the **Key Information Block** and click **Next Block**. Organization and Program will default.

The screenshot shows the Oracle Developer Forms Runtime interface. The 'Key Information Block' contains several fields: 'Fiscal Year' (set to '06'), 'Fund' (set to '122001'), 'Organization' (set to 'Brookley Center'), 'Program', 'Account', 'Account Type', 'Activity', and 'Location'. The 'Fiscal Year' and 'Fund' fields are highlighted with red boxes. A callout box points to the 'Fund' field with the text 'Fund number field'. Another callout box points to the 'Fiscal Year' field with the text 'Fiscal Year field'. Below the form is a table with columns: 'Account Type', 'Title', 'Adjusted Budget', 'YTD Activity', and 'Balance'. The table is currently empty.

After you have clicked Next Block you will see the summary of all transactions associated with the fund you selected.

The screenshot shows the Oracle Developer Forms Runtime interface with the 'Key Information Block' populated. The 'Fiscal Year' is '06' and the 'Fund' is '122001'. The table below shows the summary of transactions for the selected fund.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
550510	R Brookley Supplies Tax	49,000.00	16,263.72	0.00	32,636.28
550515	R Brookley Supplies Non	800.00	160.00	0.00	640.00
550520	R Brookley Rental Incurr	1,506,812.00	181,331.37	0.00	1,325,480.63
550525	R Brookley Facility Asses	78,000.00	0.00	0.00	78,000.00
550530	R Brookley Miscellaneous	418,136.00	384,860.62	0.00	33,275.38
580100	R Other Revenues Miscel	0.00	1,425.80	0.00	-1,425.80
580200	R Bad Debt Recovery	15,000.00	0.00	0.00	15,000.00
580300	R Over/Short	0.00	0.20	0.00	-0.20
590450	R Sales Tax Discount	0.00	11.36	0.00	-11.36
610100	L Executive/Admin Salar	100,296.00	40,024.07	0.00	60,271.93
610300	L Professional Salaries	39,613.00	0.00	0.00	39,613.00
610400	L Clerical Wages	149,581.00	29,415.24	0.00	120,165.76
Net Total:		12,485.00	-134,264.04	292,584.07	

You are able to drill down for details on any particular account in this summary. Follow the same instructions listed previously in this manual for "Drilling Down for Details using FGITRND".