Finding Current Balance

This document shows you how to find your current account balance using Banner forms. You will also learn how to drill down for transaction and encumbrance details.

Objectives

After completing this session, you will be able to:

- Find your account balance using FGIBDST

- Find summary budget information by revenue, expenditures and transfers using FGIBSUM

- Drill down for transaction detail using FGITRND

- Drill down for encumbrance detail using FGIOENC/FGIENCD

- Review aggregate account information using FGIBDSR

## Find Your Current Balance Using FGIBDST

Organization Budget Status form description:

The Organization Budget Status Form is the primary form to use when checking an organization's budget status. This form provides the most detailed budget spending information. You can query online the budget unit on adjusted budget, year-to-date activity, encumbrances, and available balance for selected fund, organization, account, program, activity, and location combinations.

Access and navigation:

1. For the most direct access: Use the Search Box in the center of the page type **FGIBDST** and press **Enter**.

    The Organization Budget Status form (FGIBDST) opens.
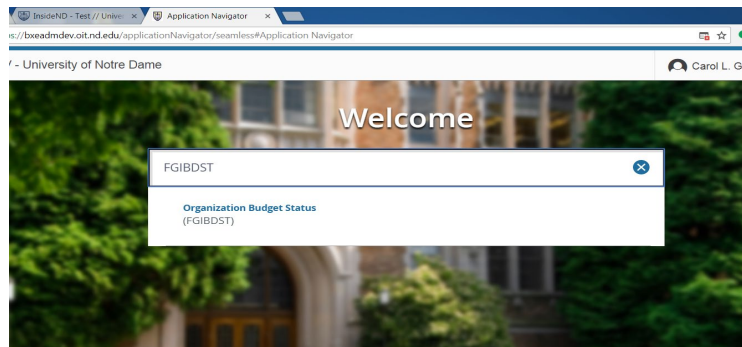
2. Enter the following information in the Key block:
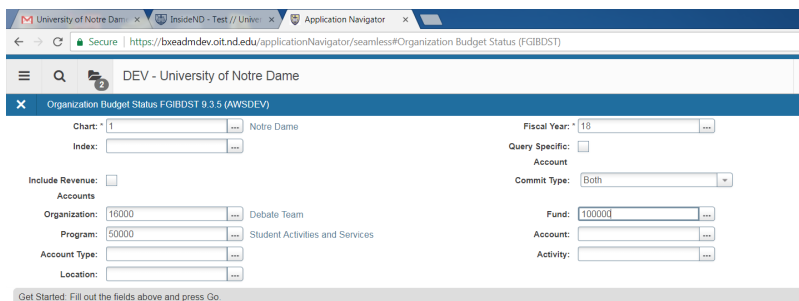
    In the Chart (COA) field enter **1**.

    Enter *the appropriate Fiscal Year*.

    Enter the *Orgn code you want to query* (required).

    Enter *the Fund code you want to query* (required).

    The Program code will default.

Include Revenue Accounts
Checked: In order to review revenue transactions, this field must be checked.
Unchecked: Because the available balances are calculated using budgets, not revenue, checking this box will not show computation of available balance for the entire organization

If you want to specifically query by Account code, enter Account and/or Account Type (not required).

Activity and Location (not required).

3. When the cursor is in the key block, the information is displayed in a column format. Click **GO** button to run query.

Go

Query Results:

Account	Displays the Account codes sequentially, starting with the Account code you may have entered above.
Type	Indicates the type of transaction processed (labor, expenses, transfers)
Title	Account code description
Adjusted Budget	Current adjusted budget for the Account code
YTD Activity	Current operating ledger year-to-date actual transaction total for the Account code
Commitments	Current encumbrance total for the Account code
Available Balance	Remaining budget which is Adj Budget minus YTD activity minus commitments
Net Total	The total of the records in each column

Additional queries:

Additional queries can be performed using the **Related** menu button.

FGIBSUM: From the **Related** menu, select **Budget Summary Information**, which summarizes the operating ledger activity by internal account type (revenue, labor, direct expenditures, transfers).

When finished, click the X (upper left corner) to return to the FGIBDST form.

FGITRND: From the **Related** menu select **Transaction Detail Information**, which displays detailed operating ledger activity.

When finished, click the X to return to the FGIBDST form.

FGIOENC: From the **Related** menu select **Organization Encumbrances**, which displays an online list of all open encumbrances by organization.

When finished, click the X to return to the FGIBDST form.

Find Budget Summary Information Using FGIBSUM

Use this form for a quick, high level summary of your organization's adjusted budget, year-to-date activity, commitments, and available balance by the following major account types: Revenue, Labor, Direct Expenditures, and Transfers.

1. To access FGIBSUM: From the **Related** menu of FGIBDST, select **Budget Summary Information**.

   NOTE: For direct access to this form, from the Main Menu page in the Search field type **FGIBSUM** and click **Go**.

Drill Down for Transaction Details Using FGITRND

1. Enter **FGITRND** in the search bar, click GO

   .
2. Set up your query, enter COA-1, Fiscal Year, Fund, Org (Account-optional)
3. Click Go.

4.

5. Highlight the **transaction row** to see the Account code detail.

6. From the **Related** menu, select **Query by Doc Type**

Transaction Detail Report fields

Account code	Defaults from Key block
Organization code	Defaults from Key block

Program code	Defaults from Key block
Activity Date	Activity date of when transaction entered in system
Type	Defines transaction processes that determine how transactions are posted (also referred to as Rule Classes)
Document	Prefix code that refers to originator of transaction (for a complete list go to: **http://controller.nd.edu**)
Description	Narrative description with more detail regarding the transaction record
Commit Type	
Fund code	Provides fund code associated with transaction record
Activity code	Provides activity code if associated with transaction record
Location code	Provides location code if associated with transaction record
Field code	YTD, ENC, OBD
Amount	Amount of transaction
Increase (+) / Decrease (-)	A plus sign (+) or a minus (-) will appear in this column for each transaction. When looking at a row that has YTD in the FLD field, the plus (+) indicates an increase in the account balance; a minus (–) indicates a decrease in the account balance. <u>If you are looking at a YTD revenue account transaction and see a +</u>, that means that the transaction increased the revenue balance. <u>If you are looking at a YTD expense account transaction and see a +</u>, that means that the transaction increased your expenses.

Find document that created the transaction record:

1. Put cursor in the **Acct field** *on the row you wish to review*.

2. From the **Related** menu, select **Query Document***.*

NOTE: The form that Banner will direct you to depends on the type of transaction.
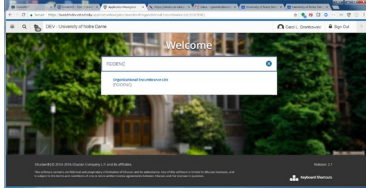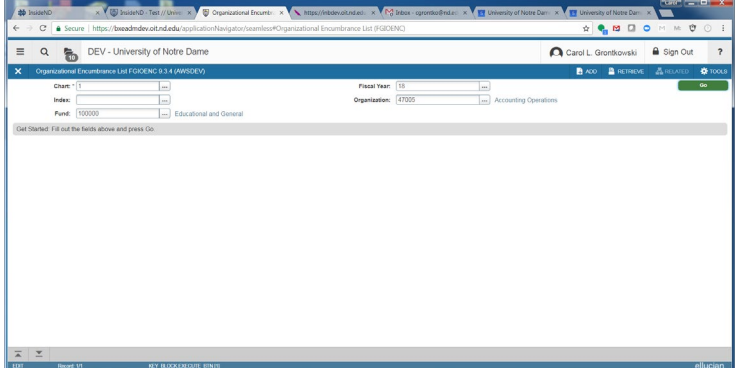
<u>If you query a document with a document code starting with the letter **J** (journal voucher),</u> you will be directed to form **FGIDOCR**. This is a document retrieval form which shows detailed information regarding any financial transaction.

<u>If you query a document with a document code starting with the letter **I** (invoice)</u>, you will be directed to form **FAIINVE.** This is the Invoice Query form, which will show you information regarding that particular invoice.

List Encumbrances Using FGIOENC

You can use the **FGIOENC** form to list all the encumbrances (or commitments) that are currently open by org code.

<u>To access the form</u>: From the **Search Bar enter FGIOENC.** **NOTE:** When an encumbrance is liquidated it will be removed from this list.	
1. Enter Chart -1 2. Fiscal Year 3. Fund 4. Organization 5. Click **Go**	

Drill Down for Encumbrance Detail Using FGIENCD

3. On the **FGIOENC** form, select an encumbrance row from the list by clicking on it.

4. From the **Related** menu, select **Query Detail Encumbrance Info**. This will open the FGIENCD form.

5. Form gives you vendor and balance detail, FOAP string, encumbrance amounts, and accounting activity.

When you are finished viewing your encumbrance details, click X to close the form.

Executive Summary Reporting FGIBDSR

This form is called the Executive Summary because it is useful for those who want to review aggregate numbers rather than analyze specific accounting transactions.

Using the Executive Summary form you can query online for the highest level of the account structure hierarchy for: adjusted budget, year-to-date activity, budget commitments, and available balance for selected fund, organization, account, program activity, and location combinations.

1. From the Main Menu page, in the Search Bar type **FGIBDSR** and press **Enter**.

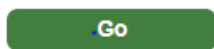2. Enter the following information in the Key section:

   In the Chart (COA) field enter **1**.

   Enter *the Fiscal Year*.

   Enter the *Organization code you want to query*.

   Enter *the Fund code you want to query*

   Click **Go**.

3. View the detail in the Information block.

Column Details:

Account	Displays the Account codes sequentially
Type	L=Labor, E=Expense, R=Revenue, T=Transfer
Title	Account code description
Adjusted Budget	Current adjusted budget for the Account code
YTD activity	Current operating ledger year-to-date actual transaction total for Account code
Commitments	Current encumbrance total for the Account code.
Available Balance	Remaining budget **Adj Budget** *minus* **YTD activity** *minus* **Commitments**
Net Total	The total of the records in each column.