

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



<u>If you want to</u>	Crganization I	Budget Status FGIBD	ST 9.3.5 (AWSDE)	√)			
specifically query by	Chart: *	1	Not	tre Dame			
<u>Account code</u> , enter	Index:						
Account and/or							
Account Type (not	Include Revenue:	~					
required).	Accounts						
	Organization:	16000	Del	bate Team			
Activity and Location	Program:	50000	Stu	Ident Activities	and Services		
(not required).	Account Type:	71	Su	pplies and Exp	ense		
	Location:						
					-	-	- 11
3. When the cursor is in the				🕂 ADD	RETRIEVE	RELATED	TOOLS
key block, the	Fiscal Year: * 18						Go
information is displayed	Query Specific:						
in a column format Click	Commit Type: Both						
\mathbf{GO} button to run query							
Go button to fun query.	Fund: 100000	E	ducational and Genera	al			
Go	Account:)					
	Activity:						

Query Results:

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Chart: 1 Notre Dame F	thart: 1 Notre Dame Fiscal Year: 18 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 16000 Debate Team Fund: 100000 Educational and General										
Program: 50000 Student A	trogram: 50000 Student Activities and Services Account: Account Type: Activity: Location:										
ORGANIZATION BUDGET STATUS											
· ORGANIZATION BUDGET ST	ATUS	count rype. Activit	y. Location.			🖶 Insert 🗖	Delete 📲 Cop	👻 Filter			
ORGANIZATION BUDGET ST Account	ATUS Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balar	Delete 📲 Cop	👻 Filter			
ORGANIZATION BUDGET ST Account 0077	атия Туре Е	Title Travel	Adjusted Budget 10,000.00	YTD Activity 0.00	Commitments	Available Balar	Delete 📲 Cop	7 Filter			
ORGANIZATION BUDGET ST Account 0077 72301	Type E E	Title Travel Computers <\$5,000	Adjusted Budget 10,000.00	YTD Activity 0.00 427.99	Commitments 0.00	Available Balan	Delete 🖷 Cop	 ✓ Filter 10,000.00 -427.99 			
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ORGANIZATION BUDGET \$T Account 0077 72301 83075	Type E E T	Title Travel Computers <\$5,000 Unrestricted Allocation Net Total	Adjusted Budget 10,000.00 -10,000.00 0,000 0,000	VTD Activity 0.00 427.99 -10.000.00 -9.572.01	Commitments 0.00 0.00 0.00 0.00 0.00	Available Balar	Delete 📲 Cop	 Filter 10,000.00 -427.99 0.00 9,572.01 			

Account	Displays the Account codes sequentially, starting with the Account
	code you may have entered above.
Туре	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.

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× Organiza	ation Budget Status FGIBDS	T 9.3.5 (AWSDEV)			🖬 /	NDD 🖹 RETRIEVE	A RELATED	# TOOLS
Chart: 1 Notre D	Dame Fiscal Year: 18 I	ndex: Query Specific Account: Include R	evenue Accounts: 🗹 🛛 Commit Type: 🛛 Bo	th Organization: 16000 Debate Team	Fund: 100000 Educationa	Q Search		
Program: 50000 ORGANIZATION E	Student Activities and Serv BUDGET STATUS	ces Account: Account Type: Activi	y: Location:			Budget Summar	y Information (FC	3IBSUM] Shift+F2
Account 0077	Type	Title	Adjusted Budget	YTD Activity	Commitments	Organization End	cumbrances [FG	IOENC]
	E	Computers <\$5,000		427.99		Transaction Deta	ail Information [F	GITRND]
		Net Total						F3

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

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← → C	dev.oit.nd.edu/applicationNavigator/seamless#Orga	nization Budget Summary (FGIBSUM)	☆ 🤤	M 🖸 🗅 M M: 🗘 🔿 🗄
😑 Q 🍖 DEV - Univers	sity of Notre Dame		🔘 Carol L. Gr	ontkowski 🔒 Sign Out ?
X Organization Budget Summary FGIBS	SUM 9.2.2 (AWSDEV)		🔒 ADD	🖺 RETRIEVE 🛛 🛔 RELATED 🛛 🛠 TOOLS
Chart of Accounts: 1 Fiscal Year: 18 Organ	nization: Fund: 100000 Edu	cational and General Commit Indicator: Both		Start Over
ORGANIZATION BUDGET SUMMARY				🚼 Insert 🔲 Delete 🌆 Copy 🍸 Filter
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor		-		
Direct Expenditures	10,000.0	U 427.99	0.00	9,572.01
Iransters	-10,000.0	-10,000.00	0.00	0.00
Net. Revenue minus(Labor + Expense +	0.0	U 9,572.01 Total Commitments	0.00	
		Iotal communents	0.00	Record 1 of 4
▼				CANCEL SELECT
QUERY Record: 1/4	FTVATYP_BLOCK.FTVSDAT_TITLE [1]			ellucian

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.

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COA: 1	Fiscal Year: 18	Index:	Fund: 10	0000 Organization:	Account: 0077 Program: 50	000 A	Activity: Loc	ation: Period: Commit Type: Both				l	Start Ov	ver
▼ DETAIL	TRANSACTION ACT	TIVITY									🖶 Insert	Delete	📲 Сору	👻 Filter
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Туре	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction	Date *
0077	16000	50000	OBD	10,000.00	+	BD01	BU000372	Permanent budget adjustment	U	100000			07/01/2017	
0077	16000	50000	OBD	10,000.00	+	BD01	BRR00365	Permanent budget adjustment	كن	100000			07/01/2017	·
0077	16000	50000	OBD	-10,000.00	-	BD01	BU000365	Permanent budget adjustment	U	100000			07/01/2017	
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<u> R</u> A			Per Pa										Reco	101013
EDIT	Activity D Record: 1/3)ate 06/19.	/2017 06:00	5:02 PM FGVTRND.DISPLAY_ACCT_COE	E [1]								CANCEL	SELECT LICIAN

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.

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← → C 🔒 Secu	re https://bxeadmdev.oit.nd.edu/applicationNaviga	tor/seamless#Organizationa	al Encumbranc	e List (FGIOENC)		`		🔄 🔩 🖾 🖸 🖸 M M:	🤁 📀 🗄
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× Organizational I	Encumbrance List FGIOENC 9.3.4 (AWSDEV)						•	ADD 🖹 RETRIEVE 🚔 RELAT	ed 🔅 tools
Chart: 1 Fiscal Year: 1	8 Index: Organization:	Fund: 100000 Educa	itional and Gen	eral					Start Over
 ORGANIZATIONAL ENCU 	JMBRANCE LIST							🗄 Insert 📑 Delete 📲	Copy 🔍 Filter
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type	
P1802795	Valley Screen Process		2 72001	70000				5.00 U	
PR180001			0 64030	70000				19,750.92 U	
PR180001			0 64010	70000				213,292.20 U	
PR180001			1 65000	70000				73,535.21 U	
K ◀ 1 of 1 ►)	10 T Per Page								Record 1 of 4
QUERY Record: 1.	/4 FGBENCD FGBENCD_NUM [1]							C	NICEL SELECT

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. <u>To access</u>	M InsideND ×	ND - Test // Univer × 🕲 Organization Budget Sun ×	► https://inbdev.oit.nd.edu, × Mo Inbox - cgrontko@	nd.edi ×				
FGIBSUM: From	\leftarrow \rightarrow C \blacksquare Secure https://bxeadm	dev.oit.nd.edu/applicationNavigator/seamless#Orga	anization Budget Summary (FGIBSUM)					
the Related menu	E DEV Univer	sity of Notre Dame						
of EGIBDST		sity of Notre Dame						
	Crganization Budget Summary FGIBSUM 9.2.2 (AWSDEV)							
select Budget	Chart of Accounts: 1 Fiscal Year: 18 Organization: Fund: 100000 Educational and General Commit Indicator: B			oth				
Summary	ORGANIZATION BUDGET SUMMARY Account Type Adjusted Budget YTD Activity C							
Information	Revenue							
information.	Labor	678,086.8	36 412,485.7	8				
	Direct Expenditures	4,903.0	6,893.0	4				
NOTE: For direct	Transfers	-682,990.3	-682,985.3	5				
NOTE. TOTUTECL	Net: Revenue minus(Labor + Expense +	. 0.4	19 263,606.5 Total Commitment	3				
<u>access</u> to this	K ◀ 1 of 1 ► N 10 ▼ Per Pe		Iotal communent	5				
form, from the								
Main Menu nage in								
the Search field								
type FGIBSUM								
and click Go .								
Go								
	⊼ ⊻							
	QUERY Record: 1/4	FTVATYP_BLOCK.FTVSDAT_TITLE [1]						

Drill Down for Transaction Details Using FGITRND



1. Enter **FGITRND** in the 1 InsideND Application Navigator × InsideND - Test // Un https://inbdev.oit.nd.ed search bar, click GO C Secure https://bxeadmdev.oit.nd.edu/applicationNavigator/seamless#Detail Transaction Activity (FGITRND) ⇐ Q DEV - University of Notre Dame Go = COA Fiscal Year 2. Set up your query, enter Index Fund: 100000 COA-1, Fiscal Year, 47005 Organization: Account: Program: 70000 Activity: Fund, Org (Account-Location Period: optional) Commit Type: Both 3. Click Go. Get Started: Fill out the fields above and press Go. Go \bigcirc Enter a query; press F8 to execute 4. 5. Highlight the transaction . 🔪 https://inbdev.oit.nd.edu 🗙 InsideND - Test // Univer Application Navigator × row to see the Account C Secure | https://bxeadmdev.oit.nd.edu/applicationNavigator/seamless#Invoice/Credit Memo Query (FAIINVE) code detail. DEV - University of Notre Dame = Q Detail Transaction Activity FGITRND 9.3.4 (AWSDEV) × COA: Fiscal Year: 18 Index: Fund: 100000 Organization: 47005 Account: Program: 70000 Activity: Location: Period: DETAIL TRANSACTION ACTIVITY Organization Program Field Amount Increase (+) or Decrease (-) Type Document * Description 47005 70000 0.00 DNNI 01712149 Jobelephant.con 47005 70000 YTD 725.00 + INNI 11181009 Jobelephant.com 1.00 + 72001 47005 70000 YTD FJ1 CD009985 test a INNI 72001 47005 70000 YTD 2,000.00 + TK005390 Andrews Univers 72001 47005 70000 YTD -10.00 FJ1 JV023761 test 10 72001 47005 70000 YTD 1.00 + FJ1 JV023751 test 1 72001 47005 70000 YTD 100.00 + JV023741 test "" all@@@s INE 72001 47005 70000 ENC -2.98 DP14463 Office Depot 47005 70000 YTD 2.98 + INEI DP144637 Office Depot 72001 47005 70000 ENC -8.99 INEI DP144315 Office Depot INEI 72001 47005 70000 YTD 8.99 + DP144315 Office Depot 47005 INEI DP144250 Office Depot 72001 70000 ENC -22.78 -13.24 INEI DP144250 Office Depot 7200 47005 70000 ENC 72001 47005 70000 YTD 13.24 + INEI DP144250 Office Depot 72001 47005 70000 YTD 22.78 + INEI DP144250 Office Depot PORD P1879846 Office Depot 72001 47005 70000 ENC 2.98 + PORD P1879084 72001 47005 70000 ENC 8.99 + Office Depot 72001 47005 70000 ENC 13.24 + PORD P1878834 Office Depot 72001 47005 70000 ENC 22.78 + PORD P1878834 Office Depot INEI DP143209 -18.70 72001 47005 70000 ENC Office Depot 209 Activity Date 01/02/2018 05:10: -LAY_ACCT_CODE [109] RETRIEVE 🖧 RELATED TOOLS 6. From the **Related** menu, DD select Query by Doc Q Search Type Query Document [BY TYPE] Detail Encumbrance Info [FGIENCD]

Transaction Detail Report fields

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

University of Notre Dame



Program code	Defaults from Key block
Activity Date	Activity date of when transaction entered in system
Туре	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 (+) /	A plus sign (+) or a minus (-) will appear in this column for each
Decrease (-)	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.
	If you are looking at a YTD revenue account transaction and
	see a +, that means that the transaction increased the revenue
	balance.
	If you are looking at a YTD expense account transaction and
	see a +, 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), you will be directed to form FGIDOCR</u>. 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</u> (<u>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.





Drill Down for Encumbrance Detail Using FGIENCD

3. On the FGIOENC form,	ThisideND >>	K 🕼 InsideND - Test // Univer 🗙 🐻 Application Naviga	tor × https://inbdev.oit.nd.ed	u 🗙 Minbox - cgrontko@nd.ed	× S Univer			
select an encumbrance	← → C ^e Secure ht	ttps://bxeadmdev.oit.nd.edu/applicationNavigator/seam	nless#Organizational Encumbrance I	List (FGIOENC)				
row from the list by clicking	E Q 🐻 DEV - University of Notre Dame							
on it.	× Organizational Encum	brance List FGIOENC 9.3.4 (AWSDEV)						
	Chart: 1 Fiscal Year: 18 In	dex: Organization: 47005 Accounting Operations Fu	und: 100000 Educational and Genera	al				
	Encumbrance	Vendor	Item Acct	Prog Actv	Locn			
	P1802795	Valley Screen Process	2 72001	70000				
	PR180001		0 64030	70000				
	PR180001		0 64010	70000				
	PR180001	(0 - D- D	1 65000	70000				
4. From the Related menu, select Query Detail Encumbrance Info . This			* TOOLS		_			
form.	Query Deta	il Encumbrance Info						
	[FGIENCD]		F3					



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.

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= Q 🖥	DEV - Unive	ersity of Notre	Dame				
× Detail Encum	brance Activity FGIEN	ICD 9.3.4 (AWSDE)	v)				
Encumbrance: P1802	795 Encumbrance Pe	eriod: All					
* ENCUMBRANCE INFO	RMATION						
Description	Valley Screen Proces	SS			Date Established	04/01/2016	
Status	0				Balance		
Туре	P			Vendor	901687624	Valley Sc	
· ENCUMBRANCE DETA	IL						
Item	1 n/a-Name	plate (for wall) R		Orgn	47005		
Sequence	0				Acct	72001	
Fiscal Year	16				Prog	70000	
Status	С				Actv		
Commit Indicator	U				Locn		
					Proj		
COA	1				Encumbrance		
Index					Liquidation		
Fund	100000				Balance		
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▼ TRANSACTION ACTIV	ITY						
Transaction Date		Туре	Document Code	Action	Transaction An	nount	
04/01/2016		PORD	P1802795				
04/14/2016		INEI	EI149180	Т			
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READ Record	1: 1/2	FGBENCD.FGBE	NCD_SEQ_NUM[1]				



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.

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	Chart: *	1		Fiscal Year	:* 18						
	Index:			Query Specific							
		_		Account							
Include R	Revenue:	~		Commit Type	Both						
Orga	nization:	47005		Accounting Operations Fund	100000						
P	Program:	70000		General Administration Account	:						
Accou	int Type:			Activity	:						
L	ocation:										
Get Started	: Fill out th	ne fields above and press Go.									
X											
EDIT	Record:	1/1 KEY	BLO	XKEYBLOC_COAS_CODE [1]							

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Chart: 1 Fis	cal Year: 18 Inde:	: Query Specific Account: Include Reve	enue Accounts: Commit Type: Both Organization	n: 47005 Accounting C				
Program: 700	000 General Admin	stration Account: Account Type:	Activity: Location:					
EXECUTIVE S	SUMMARY							
Account	Туре	Title	Adjusted Budget	YTD Activity				
0077	E	Travel	1,454.00					
64010	L	Staff-Administrative	476,415.80					
64030	L	Staff-Support	39,501.77					
65000	L	Benefits	162,169.29					
70000	E	Ending Balance Roll-Over	0.00					
71171	E	Advertising	0.00					
72001	E	Supplies	2,027.00					
72002	E	Supplies-Participant Support-NIC	0.00					
72301	E	Computers <\$5,000	0.00					
	_							



Column Details:

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