



# 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***

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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

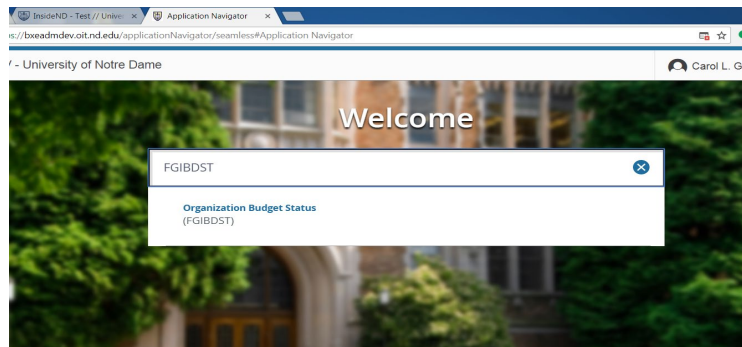
### Organization Budget Status form description:

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:

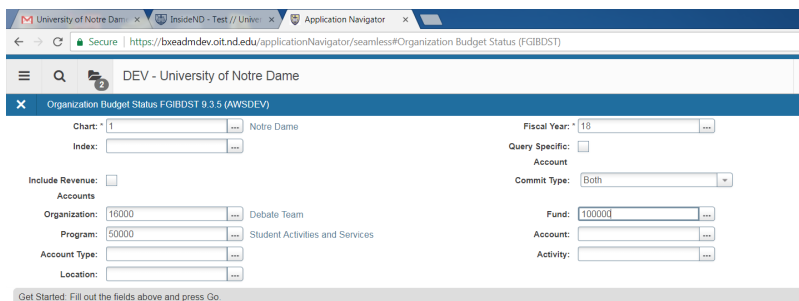
In the Chart (COA) field enter **1**.

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



# Introduction to Banner 9

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

Activity and Location (not required).

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



Organization Budget Status FGIBDST 9.3.5 (AWSDEV)

Chart: \* 1 Notre Dame

Index: [ ]

Include Revenue:

Accounts

Organization: 16000 Debate Team

Program: 50000 Student Activities and Services

Account Type: 71 Supplies and Expense

Location: [ ]

ADD RETRIEVE RELATED TOOLS

Fiscal Year: \* 18

Go

Query Specific:

Account

Commit Type: Both

Fund: 100000 Educational and General

Account: [ ]

Activity: [ ]

## Query Results:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
0077	E	Travel		10,000.00	0.00	10,000.00
72301	E	Computers - \$5,000		0.00	427.99	-427.99
83075	T	Unrestricted Allocation		-10,000.00	-10,000.00	0.00
Net Total				0.00	-9,572.01	9,572.01

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



# Introduction to Banner 9

## Additional queries:

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

The screenshot shows the 'Organization Budget Status' form in Banner 9. The 'RELATED' menu is open, displaying several options:

- Budget Summary Information [FGIBSUM]
- Organization Encumbrances [FGIOENC]
- Transaction Detail Information [FGITRND]

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

The screenshot shows the 'Organization Budget Summary' form in Banner 9. The table below displays the data:

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor				
Direct Expenditures		10,000.00	427.99	0.00
Transfers		-10,000.00	-10,000.00	0.00
Net: Revenue minus(Labor + Expense + ...)		0.00	9,572.01	
			Total Commitments	0.00

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



# Introduction to Banner 9

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

The screenshot shows the Banner 9 FGITRND screen. The header includes the University of Notre Dame logo, user name Carol L. Grontkowski, and a 'Sign Out' button. The main title is 'Detail Transaction Activity FGITRND 9.3.4 (AWSDEV)'. Below this, there are fields for COA: 1, Fiscal Year: 18, Index: Fund: 100000, Organization: 16000, Account: 0077, Program: 50000, Activity: OBD, Location: , Period: , Commit Type: Both. A 'Start Over' button is visible. The main area contains a table with the following data:

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	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	U	100000			07/01/2017
0077	16000	50000	OBD	-10,000.00	-	BD01	BU000365	Permanent budget adjustment	U	100000			07/01/2017
<b>Total</b>				10,000.00	+								

At the bottom, there is a status bar with 'Activity Date: 06/19/2017 06:06:02 PM', 'Record: 1/3', and 'FGITRND.DISPLAY\_ACCT\_CODE [1]'. Buttons for 'EDIT', 'CANCEL', and 'SELECT' are also present.

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.

The screenshot shows the Banner 9 FGIOENC screen. The header includes the University of Notre Dame logo, user name Carol L. Grontkowski, and a 'Sign Out' button. The main title is 'Organizational Encumbrance List FGIOENC 9.3.4 (AWSDEV)'. Below this, there are fields for Chart: 1, Fiscal Year: 18, Index: Organization: 16000, Fund: 100000, Educational and General. A 'Start Over' button is visible. The main area contains a table with the following data:

Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type
P1802706	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

At the bottom, there is a status bar with 'Record: 1/4' and 'FGIENC0.FGIBEND\_NUM [1]'. Buttons for 'QUERY', 'CANCEL', and 'SELECT' are also present.

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

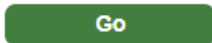
## Find Budget Summary Information Using FGIBSUM

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**.



Account Type	Adjusted Budget	YTD Activity	Commitments
Revenue			
Labor		678,086.86	412,485.78
Direct Expenditures		4,903.00	6,893.04
Transfers		-682,990.35	-682,985.35
Net: Revenue minus(Labor + Expense + ...		0.49	263,606.53
			<b>Total Commitments</b>

## 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. Enter a query, press F8 to execute.

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

<b>Account code</b>	Defaults from Key block
<b>Organization code</b>	Defaults from Key block



## Introduction to Banner 9

<b>Program code</b>	Defaults from Key block
<b>Activity Date</b>	Activity date of when transaction entered in system
<b>Type</b>	Defines transaction processes that determine how transactions are posted (also referred to as Rule Classes)
<b>Document</b>	Prefix code that refers to originator of transaction (for a complete list go to: <a href="http://controller.nd.edu">http://controller.nd.edu</a> )
<b>Description</b>	Narrative description with more detail regarding the transaction record
<b>Commit Type</b>	
<b>Fund code</b>	Provides fund code associated with transaction record
<b>Activity code</b>	Provides activity code if associated with transaction record
<b>Location code</b>	Provides location code if associated with transaction record
<b>Field code</b>	YTD, ENC, OBD
<b>Amount</b>	Amount of transaction
<b>Increase (+) / Decrease (-)</b>	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 +, that means that the transaction increased the revenue balance.</u> <u>If you are looking at a YTD expense account transaction and see a +, that means that the transaction increased your expenses.</u>

### 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.

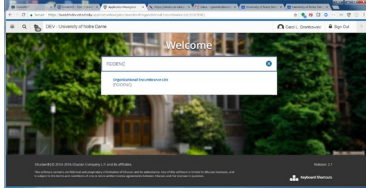
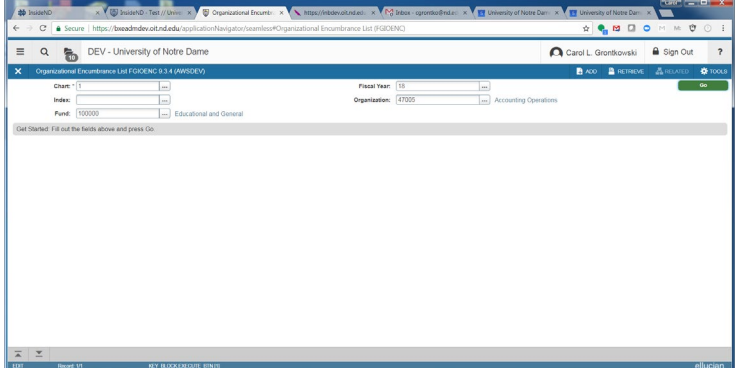
If you query a document with a document code starting with the letter J (journal voucher), you will be directed to form **FGIDOCR**. This is a document retrieval form which shows detailed information regarding any financial transaction.

If you query a document with a document code starting with the letter I (invoice), you will be directed to form **FAINVE**. 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.

<p><b>To access the form:</b> From the <b>Search Bar</b> enter <b>FGIOENC</b>.</p> <p><b>NOTE:</b> When an encumbrance is liquidated it will be removed from this list.</p>	
<ol style="list-style-type: none"> <li>1. Enter Chart -1</li> <li>2. Fiscal Year</li> <li>3. Fund</li> <li>4. Organization</li> <li>5. Click <b>Go</b></li> </ol>	

## Drill Down for Encumbrance Detail Using FGIENCD

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

Encumbrance	Vendor	Item	Acct	Prog	Actv	Loon
P1802795	Valley Screen Process		2 72001	70000		
PR180001			0 64030	70000		
PR180001			0 64010	70000		
PR180001			1 65000	70000		

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

ADD RETRIEVE RELATED TOOLS

Search

Query Detail Encumbrance Info [FGIENCD] F3



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- 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.

The screenshot displays the Banner 9 web application interface for viewing encumbrance details. The browser address bar shows the URL: [https://bxeadmdev.oit.nd.edu/applicationNavigator/seamless#Detail Encumbrance Activity \(FGIENCD\)](https://bxeadmdev.oit.nd.edu/applicationNavigator/seamless#Detail%20Encumbrance%20Activity%20(FGIENCD)). The page title is "DEV - University of Notre Dame".

The main content area is titled "Detail Encumbrance Activity FGIENCD 9.3.4 (AWSDEV)". It shows the following information:

- Encumbrance: P1802795
- Encumbrance Period: All

**ENCUMBRANCE INFORMATION**

Description	Valley Screen Process	Date Established	04/01/2016
Status	O	Balance	
Type	P	Vendor	901687624 Valley Scr

**ENCUMBRANCE DETAIL**

Item	1 n/a-Name plate (for wall) R	Orgn	47005
Sequence	1	Acct	72001
Fiscal Year	16	Prog	70000
Status	C	Actn	
Commit Indicator	U	Locn	
		Proj	
COA	1	Encumbrance	
Index		Liquidation	
Fund	100000	Balance	

**TRANSACTION ACTIVITY**

Transaction Date	Type	Document Code	Action	Transaction Amount
04/01/2016	PORD	P1802795		
04/14/2016	INEI	E1149180	T	

The interface includes navigation controls at the bottom, such as "Record: 1/2" and "FGIENCD.FGBENCD\_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:

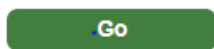
In the Chart (COA) field enter **1**.

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.

Account	Type	Title	Adjusted Budget	YTD Activity
0077	E	Travel	1,454.00	
64010	L	Staff-Administrative	476,415.00	
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	



## Introduction to Banner 9

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*Column Details:*

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