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Budget Inquiry

FGIBAVL – Budget Availability Status Form
The Budget Availability Status Form, shown below, provides a summarized view by budgeted pooled accounts of a department’s budget, expenditures, commitments, and available balances.

To view the data on this form, enter the following information:
1. In the Chart field, enter 1, shown below.
2. In the Fiscal Year field, enter the 2-digit fiscal year code (for example, the code for fiscal year 2004 – 2005 is 05), shown below.
3. In the Index field, enter your Index then press the Tab key on your keyboard. The Fund, Organization and Program Fields will automatically be populated - do not change the fields.
   **NOTE:** If you do not know your Index, click on the Search button (the down arrow) next to the Index field for a list of Indexes.
4. In the Account Field, enter 600000 to view all pools. The only pools you are responsible for are:
   a. 612000 – Discretionary Personnel Services (P.S.)
   b. 612010 – Pool Lectures – Teaching – Academic Area only
   c. 700000 - Other Expenses (O.E.)
5. Perform a Next Block function to view details.

FGIBDSR – Executive Summary Form
The Executive Summary form, shown on next page, provides a summarized view by ALL accounts of a department’s budget, expenditures, commitments, and available balances. This form can be used to navigate to a more detailed view of the amounts and documents related to each individual account.
To view the data on this form, enter the following information:

1. In the Chart field, enter 1.
2. In the Fiscal Year field, enter the 2-digit fiscal year code (for example, the code for fiscal year 2004 – 2005 is 05).
3. In the Index field, enter your Index then press the Tab key on your keyboard. The Fund, Organization and Program Fields will automatically be populated - do not change the fields.

NOTE: If you do not know your Index, click on the Search button (the down arrow) next to the Index field for a list of Indexes.

4. To view all accounts, leave the Account field blank.
5. To view Other Expenses (O.E.) only, in the Account Type field, enter 70 (this will give you the O.E. available balance).
6. Perform a Next Block function to view details.

Detailed Information for Specific Transactions
The Type field lists a Rule Code that describes the type of transaction. Please see the Index for our most commonly used rule codes and their descriptions.

To view more detailed information for a specific account:

1. Click once in the Account field for that account
2. Click on the Options menu, then Transaction Detail Information. This will list all of the transactions associated with that account.

To view more detailed information for specific transaction:

1. Click once in the Account field for that transaction.
2. Click on the Options menu, and then Query Document.
3. Perform a Next Block function to view Header information (creation date, amount, etc).
4. To view a detailed description, click on the Options menu, then Commodity/Accounting Information.
FGIOENC – Organizational Encumbrance List Form

The Organizational Encumbrance List form, shown below, lists all the open encumbrances for a specific department. This form can be used to navigate to a detailed view of each individual open encumbrance.

To view data on this form, enter the following information:

1. In the Chart field, enter 1.
2. In the Fiscal Year field, enter the 2-digit fiscal year code (for example, the code for fiscal year 2004 – 2005 is 05).
3. In the Index field, enter your Index then press the Tab key on your keyboard. The Fund and Organization fields will automatically be populated - do not change the fields.

NOTE: If you do not know your Index, click on the Search button (the down arrow) next to the Index field for a list of Indexes.

4. Perform a Next Block function to view details.

Detailed Information for a Specific Encumbrance

To view more detailed information regarding a specific encumbrance:

1. Click once in the Encumbrance field for that encumbrance.
2. Click on the Options menu, and then Query Detail Encumbrance Info.

FGIENCD – Detail Encumbrance Activity Form

The Detail Encumbrance Activity form, shown below, provides a detailed view of a specific encumbrance (e.g. purchase orders, personal service agreements), shown on next page. This form also illustrates any changes (e.g. additional funds, payments, and liquidation) to the encumbrance.
NOTE: When you click on **Query Detail Encumbrance Info** from the FGIOENC form, you are brought to this form.

To view data on this form, enter the following information:

1. In the **Encumbrance** field, enter the Encumbrance number. You can retrieve the Encumbrance number from the Encumbrance field on the FGIOENC form.
2. **Perform a Next Block function to view details.**

**FOIDOCH – Document History Form**

The **Document History form**, shown below, illustrates the document history for a specific document (e.g. purchase order, invoice, etc.) and all of the documents related to it.

NOTE: The form cannot be used to access information about Travel authorizations or personal service agreement (PSA) documents.

To view data on this form, enter the following information:

1. In the **Document Type** field, enter the document type using one of the following codes:
   a. **INV**  Invoices
   b. **PO**  Purchase Orders
   c. **REC**  Receiving Documents
   d. **REQ**  Requisitions
2. In the **Document Code** field, enter the full document number including preceding letters (i.e. purchase order number PC004843).
3. **Perform a Next Block function to view details.**
Detailed Information for a Specific Document
To view more detailed information regarding a specific document:
   1. Click once on the document number for that document.
   2. Click on the Options menu, and then click on the Information title.

NOTE: this title will change depending on what document number you click on. For example, if you click on a Check number, the title under Options will read Check Information or if you click on a Purchase Order number, the title under Options will read Purchase Order Information.

3. Perform a Next Block function to view Header information (creation date, amount, etc).
4. To view a detailed description, click on the Options menu, and then on Commodity/Accounting Information.