



Banner Budget Inquiry

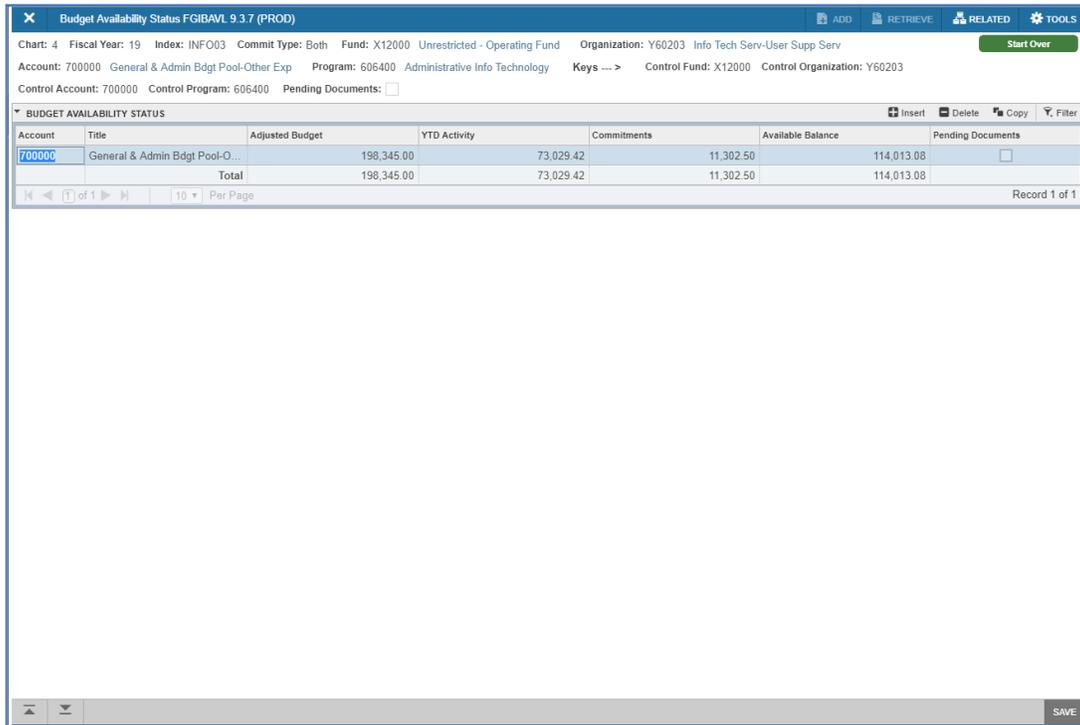
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FGIBAVL – Budget Availability Status Form

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



The screenshot displays the 'Budget Availability Status' form. At the top, it shows the title 'Budget Availability Status FGIBAVL 9.3.7 (PROD)' and various navigation buttons like 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this, there are fields for 'Chart: 4', 'Fiscal Year: 19', 'Index: INFO03', 'Commit Type: Both', 'Fund: X12000', 'Unrestricted - Operating Fund', 'Organization: Y60203', 'Info Tech Serv-User Supp Serv', 'Account: 700000', 'General & Admin Bdgt Pool-Other Exp', 'Program: 606400', 'Administrative Info Technology', 'Keys ...>', 'Control Fund: X12000', and 'Control Organization: Y60203'. A 'Start Over' button is also present. The main section is a table titled 'BUDGET AVAILABILITY STATUS' with columns: Account, Title, Adjusted Budget, YTD Activity, Commitments, Available Balance, and Pending Documents. The table contains one data row for account 700000 and a 'Total' row. The 'Pending Documents' column has a checkbox for each row. At the bottom right of the table area, it says 'Record 1 of 1'. There are also navigation arrows and a 'Per Page' dropdown set to 10.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
700000	General & Admin Bdgt Pool-O...	198,345.00	73,029.42	11,302.50	114,013.08	<input type="checkbox"/>
	Total	198,345.00	73,029.42	11,302.50	114,013.08	

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

1. The COA field and Fiscal Year field will default to the current fiscal year values. Leave these as the default unless you would like to view prior years.
2. 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 ellipsis ...) next to the Index field for a list of Indexes.*
3. In the Account Field, enter 600000 to view all pools. The only pools you are responsible for are:
 - 612000 – Discretionary Personnel Services (P.S.)
 - 612010 – Pool Lectures – Teaching – *Academic Area only*
 - 700000 - Other Expenses (O.E.)
4. Click the Go button to view details.

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FGIBDSR – Executive Summary Form

The Executive Summary form 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.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
700000	E	General & Admin Bdgt Pool-Other Exp	198,345.00	0.00	0.00	198,345.00
701001	E	Advertising	0.00	575.46	0.00	-575.46
701403	E	Other Services	0.00	228.20	0.00	-228.20
702200	E	Educational Supplies	0.00	8,834.29	0.00	-8,834.29
705003	E	Travel - Employee Training InState	0.00	5,580.00	0.00	-5,580.00
706300	E	Supplies - Maintenance	0.00	2,822.66	0.00	-2,822.66
706302	E	Supplies - Grounds & Landscape	0.00	299.98	0.00	-299.98
706605	E	Facility Services - Other	0.00	728.55	0.00	-728.55
707000	E	Hardware Maintenance & Support	0.00	8,341.39	8,362.50	-16,703.89
707100	E	Software Maintenance/Support	0.00	15,801.64	2,940.00	-18,741.64
707101	E	Software License	0.00	19,953.56	0.00	-19,953.56
707153	E	Technology Svcs - Other	0.00	399.00	0.00	-399.00
707200	E	Technology Supplies	0.00	4,600.00	0.00	-4,600.00
707300	E	Supplies - Office	0.00	34.56	0.00	-34.56
707301	E	Supplies - Food/Bev/Meals	0.00	69.19	0.00	-69.19
708040	E	Capital - Technology Equipment	0.00	4,760.94	0.00	-4,760.94
		Net Total	198,345.00	73,029.42	11,302.50	114,013.08

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

1. The COA field and Fiscal Year field will default to the current fiscal year values. Leave these as the default unless you would like to view prior years.
2. 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 ellipsis ...) next to the Index field for a list of Indexes.*
3. To view all accounts, leave the Account field blank. To view Other Expenses (O.E.) only, in the Acct Type field, enter 70 (this will give you the O.E. available balance).
4. Click the Go button to view details.

Detailed Information for Specific Transactions

To view more detailed information for a specific account:

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

To view more detailed information for specific transaction (excluding MC transaction types):

1. Click once in the Acct field for that transaction

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2. Click on the Related button, then Query Document
3. Click the Go button to view Header information (creation date, amount, etc)
4. To view a detailed description, click on the Tools menu, then Commodity or Accounting Information.

FGIOENC – Organizational Encumbrance List Form

The Organizational Encumbrance List form 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. The Chart field and Fiscal Year field will default to the current fiscal year values. Leave these as the default unless you would like to view prior years.
2. 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 ellipsis ...) next to the Index field for a list of Indexes.*
3. Click the Go button 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 Related button, then Query Detail Encumbrance Info.

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FGIENC – Detail Encumbrance Activity Form

The Detail Encumbrance Activity form provides a detailed view of a specific encumbrance (e.g. purchase orders, personal service agreements). This form also illustrates any changes (e.g. additional funds, payments, and liquidation) to the encumbrance.

The screenshot shows the 'Detail Encumbrance Activity FGIENC 9.3.4 (PROD)' window. The top bar includes navigation options: ADD, RETRIEVE, RELATED, and TOOLS. The main content is divided into three sections:

- ENCUMBRANCE INFORMATION:** A table with fields: Description (Escal Institute of Advanced Technolo), Date Established (07/06/2018), Status (O), Balance (2,940.00), Type (P), and Vendor (521935637 Escal Institute of Advanced Technologies, Inc.).
- ENCUMBRANCE DETAIL:** A table with fields: Item (0 Document Accounting Di), Sequence (1), Fiscal Year (19), Status (O), Commit Indicator (U), COA (4), Index (INFO03), Fund (X12000), Orgn (Y60203), Acct (707100), Prog (606400), Actv, Locn, Proj, Encumbrance (2,940.00), Liquidation (0.00), and Balance (2,940.00).
- TRANSACTION ACTIVITY:** A table with columns: Transaction Date, Type, Document Code, Action, Transaction Amount, and Remaining Balance. It shows one transaction on 07/05/2018 of type PORD with document code SC040951, amount 2,940.00, and remaining balance 2,940.00.

Navigation and status elements include 'Record 1 of 1', 'Per Page' dropdowns, and a footer with 'READ Record: 1/1 FGBENC.FGBENC_SEQ_NUM [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.'

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. Click the Go button to view details.

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FOIDOC – Document History Form

The Document History form 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.

Document Type	Document Number	Status	Status Description
Purchase Order	PC041576	A	Approved
Invoice	10313336	P	Paid
Check Disbursement	00355217		

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 common codes (for additional codes, click on the Search button (the ellipsis ...) and select from the list):
 - 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. Click the Go button 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 Related button, then click on Query Document.
3. You will be routed to a separate screen, click on Go to view the information.