Banner 9 Central Connecticut State University



Banner Budget Inquiry

InformationTechnology @ CCSU Call: IT Help Desk at 860-832-1720 Email: <u>techsupport@ccsu.edu</u>

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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.

ХВ	Budget Availability Status FGIBAVL 9.3	.7 (PROD)			ADD 🖺 RETRIEVI	E 🛔 RELATED	🛠 TOOLS
Chart: 4	Fiscal Year: 19 Index: INFO03 C	ommit Type: Both Fund: X12000	Unrestricted - Operating Fund	Organization: Y60203 Info Tech Ser	v-User Supp Serv	Start	Over
Account:	700000 General & Admin Bdgt Pool-	Other Exp Program: 606400 Ad	ministrative Info Technology	Keys > Control Fund: X12000	Control Organization: Y60203		
Control Ac	ccount: 700000 Control Program: 60	6400 Pending Documents:					
* BUDGET	AVAILABILITY STATUS				🗄 Insert	Delete 🖪 Copy	Y, Filter
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		
	Total	198,345.00	73,029.	42 11,302.50	114,013.08		
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X X	<u> </u>						SAVE

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
 - o 700000 Other Expenses (O.E.)
- 4. Click the Go button to view details.

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.

Chart: 4 Fixed Year: 19 Index INFO3 Query Specific Account: ✓ Include Revenue Account: ✓ Commit Type: Both Account ✓ Account ✓ Account ✓ Chart: 4 Fixed Year: 19 Index Xear: 19 Program: 606400 Administrative Info Tech Serv-User Supp Serv Fund: X12000 Unrestricted - Operating Fund Program: 606400 Administrative Info Tech Serv-User Supp Serv Commit Type: 70 General & Administrative Info Tech Serv-User Supp Serv Commit Type: 70 Commit Type: 70 General & Administrative Info Tech Serv-User Supp Serv Adjusted Budget YD Commit Type: 70 Commi
Organization: You with the control with the
Account Type: Central & Administration-Operation Activity Locativity * EXECUTIVE SUMMENT Table Adjusted Budget YD Activity Commitments Available Balance 100000 E General & Admin Bdgt Pool-Other Exp 198,3450 0.00
VEXECUTIVE SUMEVENT Table Adjusted Budget YD Activity Committeents Autable Balance Account Type Table General & Admin Bidgt Pool-Other Exp 198,345.00 0.00 0.000
AccounttypeTiteAdjusted BudgetVTD ActivityCommitteentsAvailable Balance100000EGeneral & Admin Bdgt Pool-Other Exp198,345 000.000.000.000.0019701010EAdvertising0.000.0575 460.000.000.0019701010EOther Services0.000.282200.0000.000.000.0070200EEducational Supplies0.000.5580.000.000.000.000.0070503ETravel-Employee Training InState0.0000.2822.660.000
R00000 E General & Admin Bdgt Pool-Other Exp 198,34500 0.00 0.00 198 70101 E Advertising 0.00 575.46 0.00 198 70101 E Advertising 0.00 575.46 0.00 198 701403 E Other Services 0.00 228.22 0.00 199 70200 E Educational Supplies 0.000 6.83.429 0.000 199 70503 E Travel - Employee Training InState 0.00 2.822.66 0.00 199 70503 E Supplies - Montenance 0.00 2.822.66 0.00 199 705302 E Supplies - South& & Landscape 0.00 2.822.66 0.00 199 705032 E Facility Services - Other 0.00 0.8341.39 8.332.50 0.00 199 70700 E Faching Supplies 0.00 15.801.64 2.940.00 1.919 70710 E Software Maintenance Support<
Protoin E Advertising 0.00 575.46 0.00 70101 E Other Services 0.00 228.20 0.00 702200 E Educational Supplies 0.00 8.814.29 0.00 705030 E Travel - Employee Training InState 0.00 2.822.66 0.00 705030 E Supplies - Maintenance 0.00 2.822.66 0.00 705302 E Supplies - Grounds & Landscape 0.00 2.822.66 0.00 7.6330 F Facility Services - Other 0.00 2.822.66 0.00 7.6330 F Facility Services - Other 0.00 7.8335 0.00 7.7300 F Software Maintenance/Support 0.00 15.801.64 2.940.00
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20503 E Tavel - Employee Training InState 0 5.580.00 0.00 0.00 705030 E Supplies - Maintenance 0.00 2.822.66 0.00 0.00 705030 E Supplies - Grounds & Landscape 0.00 2.822.66 0.00 0.00 705030 E Fallity Services - Other 0.00 7.720.55 0.00 0.00 707000 E Hardware Maintenance Support 0.00 0.834139 8.362.50 0.00 707100 E Software MaintenanceSupport 0.00 15.901.56 0.00 0.00 707101 E Software MaintenanceSupport 0.000 15.901.56 0.00 0.00 707102 E Technology Supplies 0.000 15.901.56 0.000 0.00 0.00 707130 E Software Leones 0.000 3.990.90 0.000 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 <t< td=""></t<>
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Yea Supplies - Grounds & Landscape O 29998 O O 706002 E Facility Services - Other O O 77205 O O 707000 E Hardware Maintenance & Support O 0.00 0.834139 0.836250 O O 707100 E Software Maintenance/Support O 0.00 15.80144 O.2900 O
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707000 E Hardware Maintenance & Support 0.000 8.341.39 8.362.50 0.141.30 707100 E Software Maintenance/Support 0.000 115.801.64 2.940.000 0.141.30 707100 E Software Maintenance/Support 0.000 115.801.64 2.940.000 0.141.30 707100 E Software License 0.000 0.395.356 0.000 0.001 707100 E Technology Stop: Other 0.000 0.399.000 0.000 0.000 0.001 0.00
Yorloo E Software Maintenance/Support 0.00 15,801,64 2,940,00 4.1 Y0710 E Software License 0.00 119,953,56 0.00 0.1 Y0710 E Technology Svoc-Other 0.00 399,00 0.00 0.00 0.00 Y07200 E Technology Supplies 0.00 4.600 0.00
Yor Software License Onthome License Onthome Software License On
Yard E Technology Save - Other 0 39900 0000 Y07200 E Technology Sapelies 0.00 4.600.00 0.00
Yor200 E Technology Supplies Genology Supplies
T07300 E Supplies - Office One
2011 E Supplies-FoodBev/Meals 0.00 69.19 0.00 70804 E Capital Technology Equipment 0.00 4.760.94 0.00 1 Net Total 198.345.00 73.029.42 11.302.50 11.302.50
Y08040 E Capital - Technology Equipment 0.00 4,760.94 0.00 Net Total 198,345.00 73,029.42 11,302.50 11 Net Total 198,345.00 73,029.42 11,302.50 11
Net Total 198,345.00 73,029.42 11,302.50 11 N ≪ ↑ of 1 ▶ N 20 ▼ Per Page Reco Reco
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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.

FGIENCD – 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.

🗙 🎯 ellucian	Detail En	cumbrance Activ	ity FGIENCD 9.3.4 (PROD)				Đ	ADD 🖺 RETRIEVE	는 欚 REL	ATED	🗱 TOOLS
Encumbrance: SC040951 Encumbrance Period: All Start Over											
* ENCUMBRANCE INFO	RMATION							🚦 Insert	Delete	Pm Copy	Ÿ, Filter
Description	Escal Ins	titue of Advance	d Technolo		Date Established	07/06/2018					
Status	0				Balance		2,940.00				
Туре	P				Vendor	521935637	Escal Institue of Adva	nced Technologies, Ir	IC.		
ENCUMBRANCE DETA	IL							🚦 Insert	Delete	Па Сору	Ϋ, Filter
Item	0	Document Acco	unting Di		Orgn	Y60203					
Sequence	1				Acct	707100					
Fiscal Year	19				Prog	606400					
Status	0				Actv						
Commit Indicator	U				Locn						
					Proj						
COA	4				Encumbrance		2,940.00				
Index	INF003				Liquidation		0.00				
Fund	X12000				Balance		2,940.00				
Image: Model of 1 >> M 1 ▼ Per Page Record 1 of							ord 1 of 1				
TRANSACTION ACTIVITY	тү							🖶 Insert	Delete	Па Сору	👻 Filter
Transaction Date		Туре	Document Code	Action	Transaction Ame	ount		Remaining Balance			
07/05/2018		PORD	SC040951				2,940.00				2,940.00
[K ◀ [1] of 1 ►]	N [10 V Per Page								Rec	ord 1 of 1
	_							200 2019 Elizaion Aliziate	- meaning	-0	llucian
READ Record: 1/1		FGBENCD.FGB	ENCD_SEQ_NUM [1]				620	000 - 2018 Ellucian. All right	s reserved.	е	llucian _®

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.

FOIDOCH – 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.

X @ ellucian Document History FOIDOCH 9.3.2	2 (PROD)		🔒 ADD		🛔 REL	ATED	🗱 TOOLS
Document Type: PO Purchase Order Document Code	: PC041576				C	Start C	lver
▼ DOCUMENT HISTORY				🗄 Insert	Delete	Па Сору	Ϋ Filter
Document Type	Document Number	Status	Status Description				
Purchase Order	PC041576	A	Approved				
Invoice	10313336	P	Paid				
Check Disbursement	00355217						
						Reco	ord 1 of 3
<u> ×</u>							SAVE

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.

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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.