

Banner Financial Information Systems Reference Manual

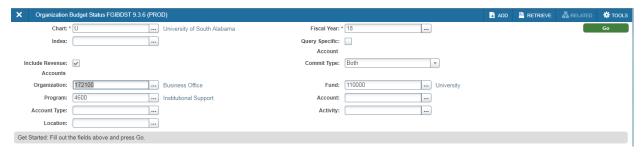
How To View Your Balances

Banner v. 9

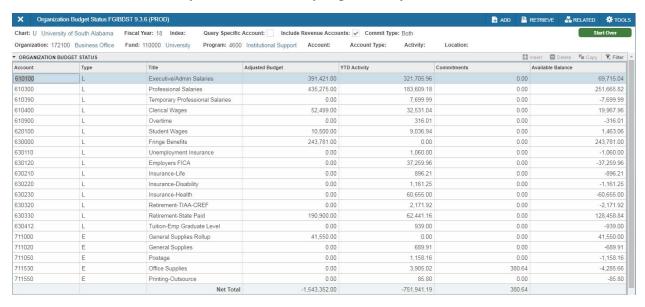
FGIBDST

From the front page log in screen, type into the search bar: 'FGIBDST'. Press enter.

- 1. To check your State Budget / Operating Balances, type Fiscal Year and your ORG number in the Key Information Block. Chart (U), Fund, and Program code will default. If you do not know your ORG number, please see the 'FOAPAL Look-up' manual.
- 2. Press the **GO** Button to view your account details.



FGIBDST shows a summary of account activity organized by Account code.



- 1. Entries are grouped by account code (left-hand side).
- 2. Available balances for each account code is listed in the far right-hand column.
- 3. Banner does not show the total available balance for all account codes. To calculate your total available balance, use this formula: (ignore any negative signs on the amounts)

Note: The budget amount shown in the 711000 (General Supplies) account code, and all transactions are listed in the other account codes (711010 - 711050).



To get your overall available balance for General Supplies follow these steps:

- 1. Add up all the transactions for account codes (711010 711050), which roll-up into account 711000. These will be the negative numbers in the Available Balance column.
- 2. Subtract that total from the Adjusted Budget amount for account code 711000.
- 3. The difference is your total available balance for General Supplies.

Example from above:

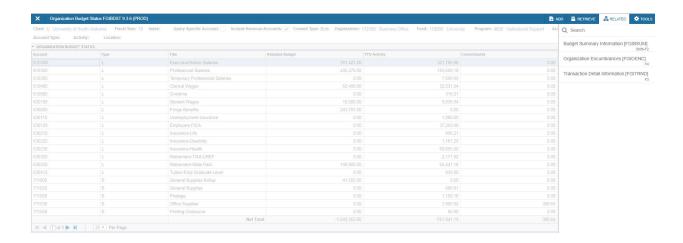
$$7110xx = -2,068.07$$

Available Balance = \$ 39,481.93

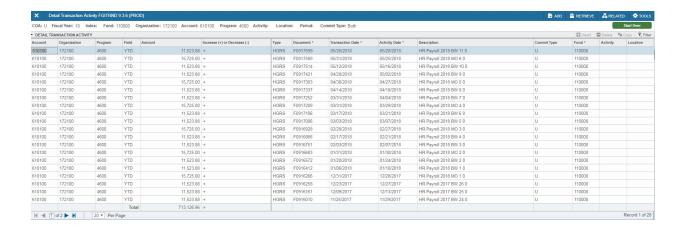
Drilling Down for Details using FGITRND

You can drill down for details on particular account. To drill down for details, follow these steps:

- 1. Select an account number by clicking on it. The record will be highlighted in blue.
- 2. Click on the **RELATED** button on the menu bar in the right upper corner of the screen. This will open the FGITRND form.

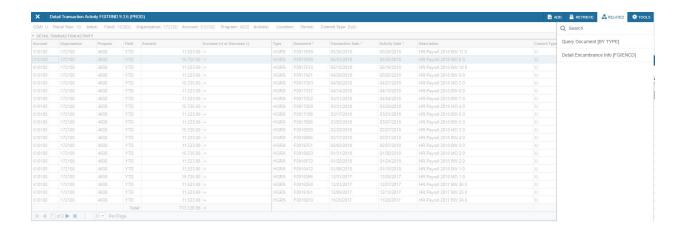


FGITRND will list all transactions associated with a particular account code.



You can drill down for further detail by using the **RELATED** button. To drill down for detail, follow these directions:

- 1. Select one of the records on the screen by clicking on the account code on the left-hand side of the screen.
- 2. Click on the RELATED button. And select Query Document (BY TYPE).

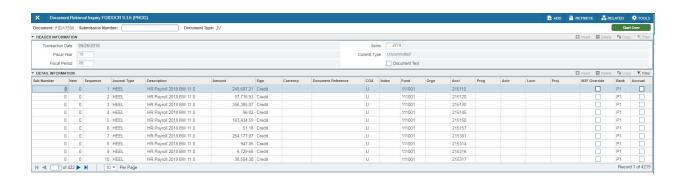


This will open a Banner document form. The form that opens will depend on the type of Banner document you are trying to view.

Once you have selected **Query Document (BY TYPE)** another window will open. At this point click **GO**.



You should then see the detail behind the document which you are querying.



Find Your Fund Balance using FGITBSR

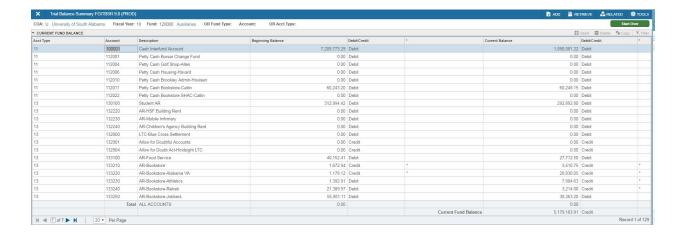
You can quickly check a Fund balance using the FGITBSR form.

To access the FGITBSR form, follow these steps:

- 1. From the front page log in screen, type into the search bar: 'FGITBSR'. Press enter.
- 2. This will open the FGITBSR form.
- 3. Type your Fund number and Fiscal Year in the appropriate fields in the Key Information Block.
- 4. Click on the **GO** Button to view your account details.



FGITBSR shows a summary of account activity organized by Account code.



The current Fund balance appears at the bottom of the FGITBSR window. In the example above, this fund has a Credit (positive) balance as indicated by the word 'Credit' to the right of the Current Fund Balance amount.

View Transactions on FGIBDSR

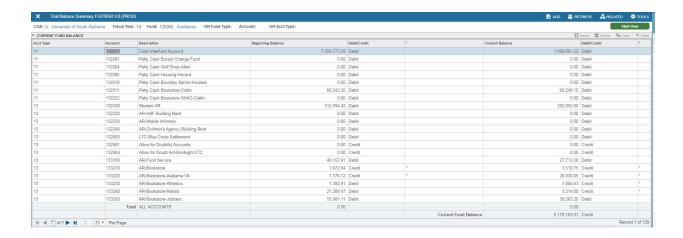
To view a summary of your transactions using the FGIBDSR form proceed as follows:

- 1. From the front page log in screen, type into the search bar: 'FGIBDSR'. Press enter.
- 2. This will open the FGIBDSR form.

Enter the Fiscal Year and Fund Number into the appropriate fields in the Key Information Block and click the **GO** button. ORG and PROG codes will default.



After you have clicked the **GO** button, you will see the summary of all transactions associated with the Fund you selected.



You are able to drill down for details on any particular account in this summary. Follow the instructions listed previously in this manual for 'Drilling Down for Details using FGITRND'.