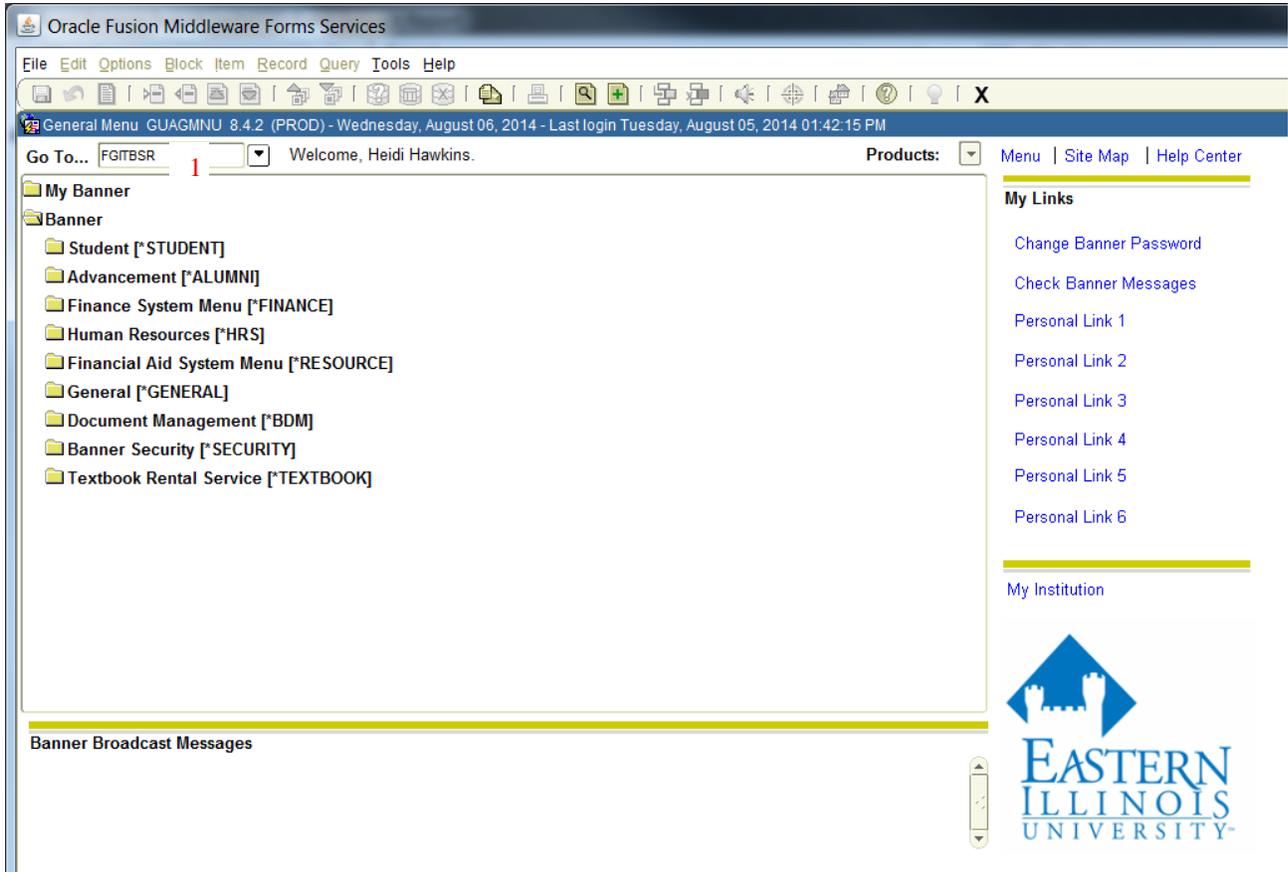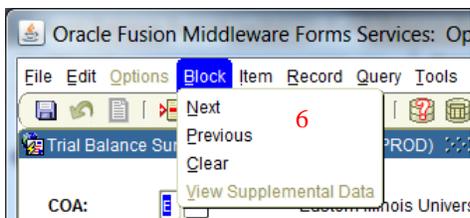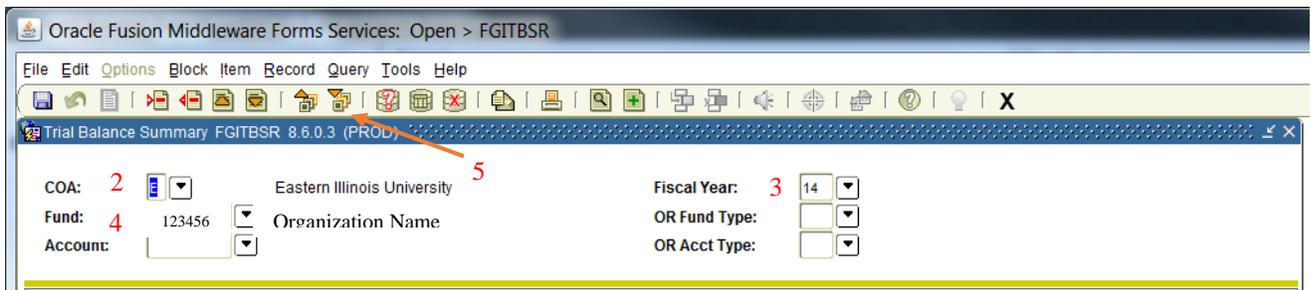# FGITBSR

FGITBSR is an inquiry screen within Internet Native Banner (INB) that is used to monitor Fund Balance. Log into Banner and enter "FGITBSR" (1) and then enter.

Enter "E" (2) in COA (Chart of Accounts). Enter in the fiscal year (3) and fund number (4) that you are inquiring about. Click on the icon (5) for next block or select "Block" then "Next" (6) from the menu.

Use the scroll bar on the right side of the information to scroll to the bottom. In the below example, the current fund balance is $32,604.03. Note that Banner calculates this based upon prior year ending fund balance plus year to date revenue less year to date expenditures $(342,945.48 + 1,742,472.87 - 2,052,814.32 = 32,604.03)$ (A+B-C=D). Notice that the Current Fund Balance doesn't take into consideration Encumbrances (7) or Reservations (8).

In the above screenshot, you can see that this Banner Inquiry screen gives a nice high level view of Budgeted Revenue/Expenditures compared to Year-To-Date Revenue/Expenditures.

FGIBAVL

FGIBAVL is an inquiry screen within Internet Native Banner (INB) that is used to monitor Budget availability—i.e., how much budget do you still have left. (Note: There is also a report in Argos titled "Budget Availability Report (with FOS) – BAVL" which is equivalent).

Log into Banner and enter "FGIBAVL" (1) and then strike enter.
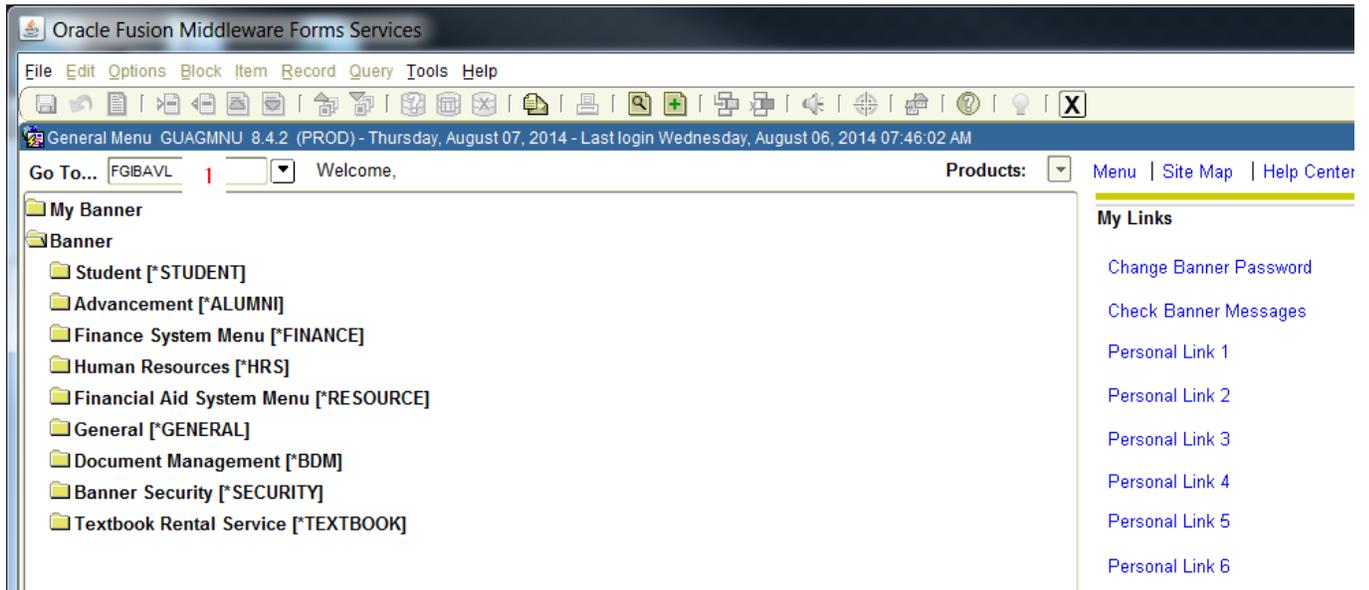
Enter "E" (2) in COA (Chart of Accounts). Enter in the fiscal year (3) and either enter the Index number (4) or enter the Organization number (5) that you are inquiring about. Other fields will auto populate except for the Account (6) which you will need to enter "61000". Click on the icon (7) for next block or select "Block" then "Next" (8) from the menu.

For this inquiry report, Banner groups budgets and expenditures into pooled account codes. In the below example, the overall available balance (9) is still ok, but there are a couple pooled areas (A) that have exceeded budget availability. (If a requisition was to be entered for an expenditure within the 71000 account series, it would go into NSF (non-sufficient funds) and not turned into a purchase order until a budget transfer was processed or Accounting overrode the NSF for the requisition.)

Oracle Fusion Middleware Forms Services: Open > FGIBAVL

File Edit Options Block Item Record Query Tools Help

Budget Availability Status FGIBAVL 8.6.1.4 (PROD)

Chart:	E		Fund:	654321	Fund Name
Fiscal Year:	14		Organization:	123456	Organization Name
Index:			Account:	61000	Salary and Wages
Commit Type:	Both		Program:	50	Student Services

Pending Documents

Control Keys ---> Fund: 113150   Organization: 244001   Account: 61000   Program: 50

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
61000	Salary and Wages	1,528,834.39	1,528,767.31	0.00	67.08	
61310	Student Regular Salary	22,065.61	22,610.12	0.00	A -544.51	
62700	Fringe Benefits Pool	24,186.00	24,186.00	0.00	0.00	
71000	Direct Expenditure Pool	477,246.82	449,247.39	31,230.66	A -3,231.23	
77100	Resale Pool	32,753.18	28,003.50	0.00	4,749.68	
	Total:	2,085,086.00	2,052,814.32	31,230.66	1,041.02	9

FGRODTA
Organization Detail Activity Report List of current month transactions

Log on to Internet Native Banner (INB)
At the "Go To" field box: type **FGRODTA** press ENTER. The form will display.
Select the NEXT BLOCK icon

PRINTER CONTOL SECTION:

| Printer Control				
Printer: DATABASE	▼	Special Print:	Lines: 55	Submit Time:

- PRINTER FIELD: type **DATABASE** (all caps)
  - Click NEXT BLOCK
    - You will select the data parameters to compile the report

PARAMATER VALUES SECTION:

Parameter Values		
Number	Parameters ▼	Values ▼
01	Fiscal Year	07
02	Chart of Accounts	E
03	From Organization Code	133300
04	To Organization Code	133300
05	From Fund Code	
06	To Fund Code	
07	From Account Code	
08	To Account Code	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter ending range of Funds to be reported.

09	From date (DD-MON-YYYY)	01-OCT-2006
10	To date (DD-MON-YYYY)	31-OCT-2006
11	Include Accrual for Last Prd	Y
12	Print Organization Totals	Y
13	Commitment Type	U

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter ending range of Funds to be reported.

- LINE 01 Fiscal Year – Type current fiscal year (ex. **07**) [arrow down]
- LINE 02 Chart of Accounts - Type **E** (must be capital letter) [arrow down]
- LINE 03 and 04 – From and To Organization Code – [arrow down]
  - For multiple organization codes, enter the range.
  - For one specific organization code, enter the same organization code in both places
- LINE 05 and 06 Fund Code – Leave Blank - [arrow down]
- LINE 07 and 08 – From and To Account Code - [arrow down]
  - Leave Blank to view all Account codes
  - For multiple Account codes, enter a range.
  - For one specific Account code, enter the same Account code in both places
- LINE 9 and 10 From and To Date – [arrow down]
  - To view a range of dates enter the beginning and ending date range (dd-mmm-yyyy) - [arrow down]
    - for example, the month of October: Beginning: 01-OCT-2006   Ending: 31-OCT-2006
- LINE 11 Include Accrual for Last Prd - Enter Y if you wan to include accrual entries - [arrow down]
  - These are the journal entries by accounting that were entered in the next month but applied to the previous.
- LINE 12 and 13 – Leave "as is"
- Select NEXT BLOCK icon
- Select SAVE icon in upper left hand corner.
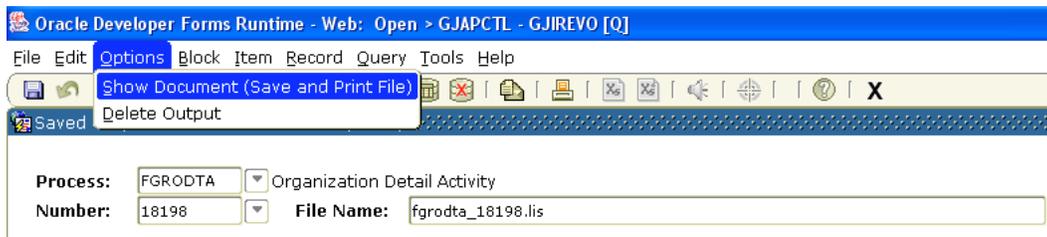
REVIEWING REPORT OUTPUT:
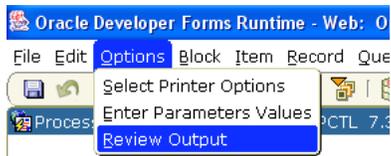
- Click <u>OPTIONS</u>
- Select <u>REVIEW OUTPUT</u>
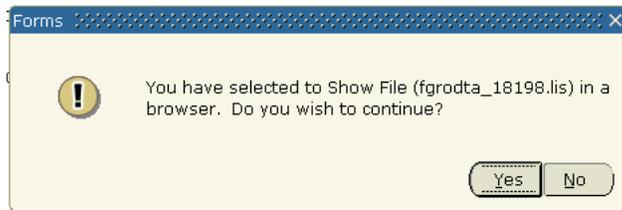 - o This will take you to another screen. The screen will be blank.
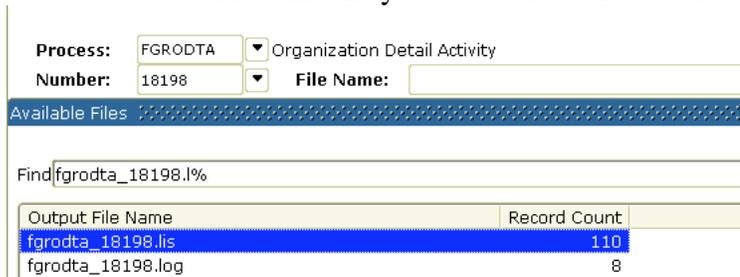
- Double click in the File Name box.
  - o The file that you just requested will appear and be highlighted.
- Double click on the blue highlighted file

PRINT REPORT or SAVE TO YOUR COMPUTER:

- Select <u>OPTIONS</u>
- Select <u>Show Document (Save & Print File)</u>
- A dialog box will appear

***Hold down your Ctrl key, and click yes at the same time.

The report will display

To view the report easily:
In your Browser – Go to View: Text Size: and choose smallest
Go to File: Page Set up: choose Landscape

- Choose to Print or Save As to an excel file or other file of your choice.
  - ▪ TIP – Change your printer options to Landscape