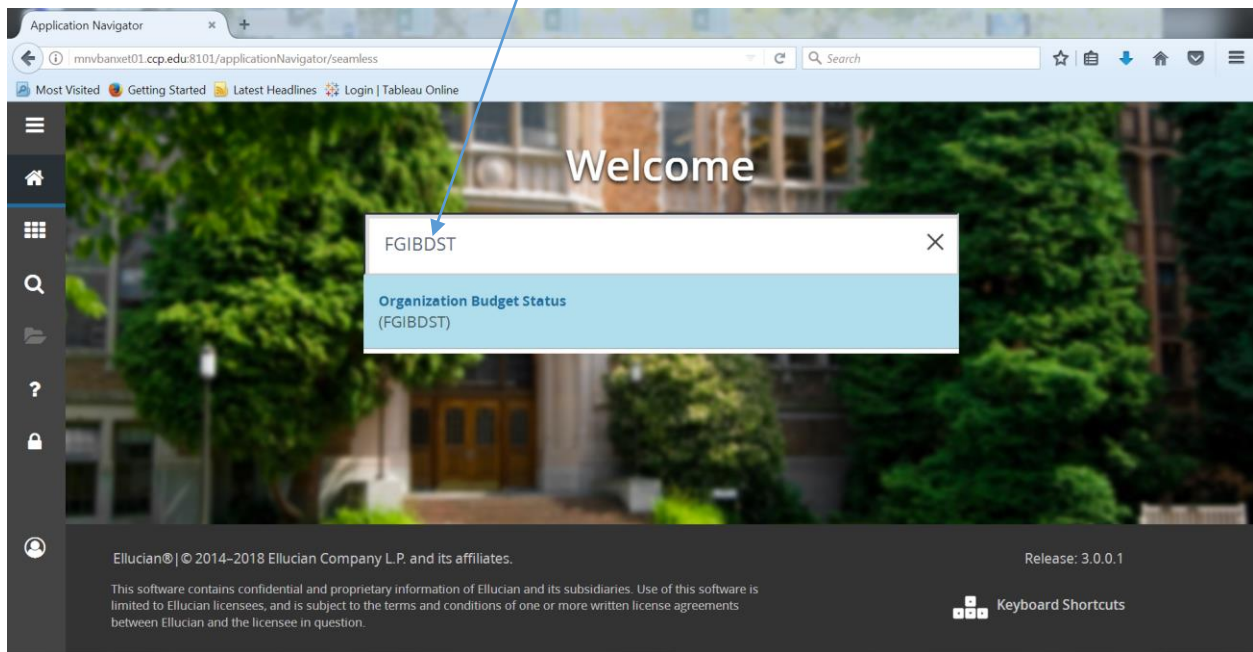Banner 9

Organization Budget Status - FGIBDST

Organization Budget Status (FGIBDST) allows the user to query the status of accounts providing current information on adjusted budget, year to date activity, budget reservations and available balance. You can also view transaction detail.   Enter FGIBDST in the search box.

The following fields are populated in: Chart and the Current Fiscal Year. Uncheck the 'Include Revenue Accounts'. This forms allows for budget query based on Organization, Fund, Program and/or Account combination and is controlled by Fund/Org security.

Enter the Organization code and the Fund and Program will automatically populate. A 'Specific Account' can be queried by entering in the account code or leave account blank and all accounts will be retrieved Click **Go**.
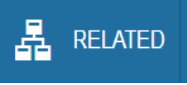
Click on , part of your screen will gray out because you are being directed to select one of the following options: Budget Summary Information, Organization Encumbrances, and Transaction Detail Information.

Select Budget Summary and a summary of your labor and operations will be displayed.

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor	616,667.00	316,487.67	171,737.38	128,441.95
Operations	90,929.00	44,172.76	1,749.19	45,007.05
Transfers				
Net: Revenue minus(Labor + Expense + T...	-707,596.00	-360,660.43		
		Total Commitments	173,486.57	

Click to be directed back to FGIBDST.

Click RELATED and select 'Organizational Encumbrances'

Open Purchase Orders and/or Requisitions for this budget would be shown here with the remaining balance.

To view one of the document listed click on the document number under encumbrance field and click on RELATED and select Query Detail Encumbrance Info.

Detail Encumbrance Activity (FGIENCD)

Click ❌ until you return to FGIBDST.

Click on an account number to highlight it. Click on **RELATED** and select Transaction Details.

Each document charged to this account is shown.

Click RELATED to query document and/or look at the encumbrance.

Select Query Document and click **Go** to view the document. Click ⊻ (Next Selection) to view the document.
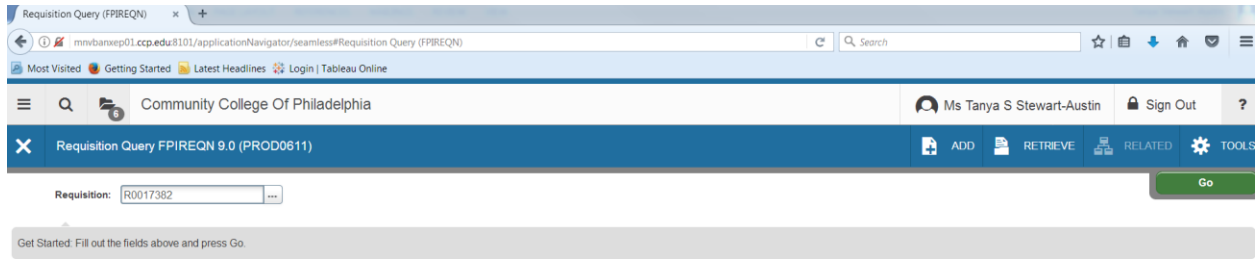
Click ❌ to be directed back to Detail Transition Activity (FGITRND).

You will be direct to the document in question. Click **Go** and Click ⊻ (Next Selection) to view the document.
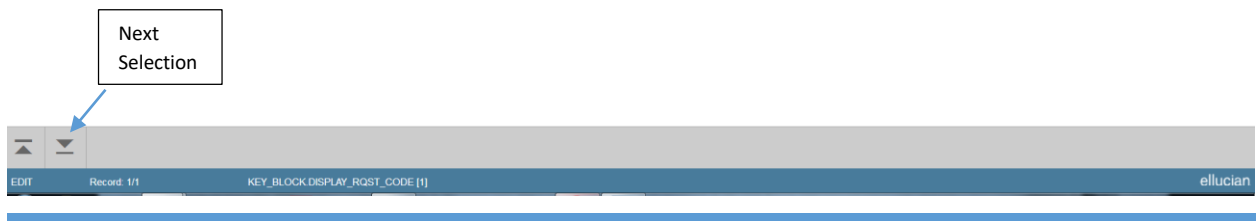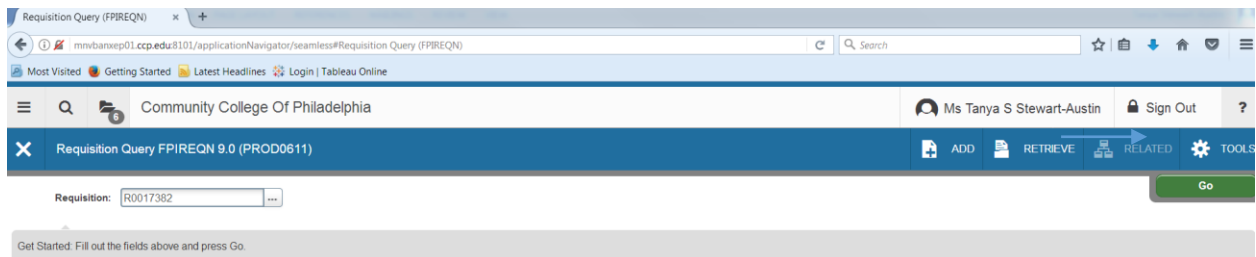
After finishing viewing the document, Click ![X] to be brought back to FGITRND (Detail Transaction Activity).

Click RELATED and select Detail Encumbrance Info (FGIENCD)

Click ![X] to return to FGITRND. Click Start Over to start the process all over again.