

Instructions for using FGIBAVL & FGIBDST

Two screens are available for monitoring your account activity and checking account balances.

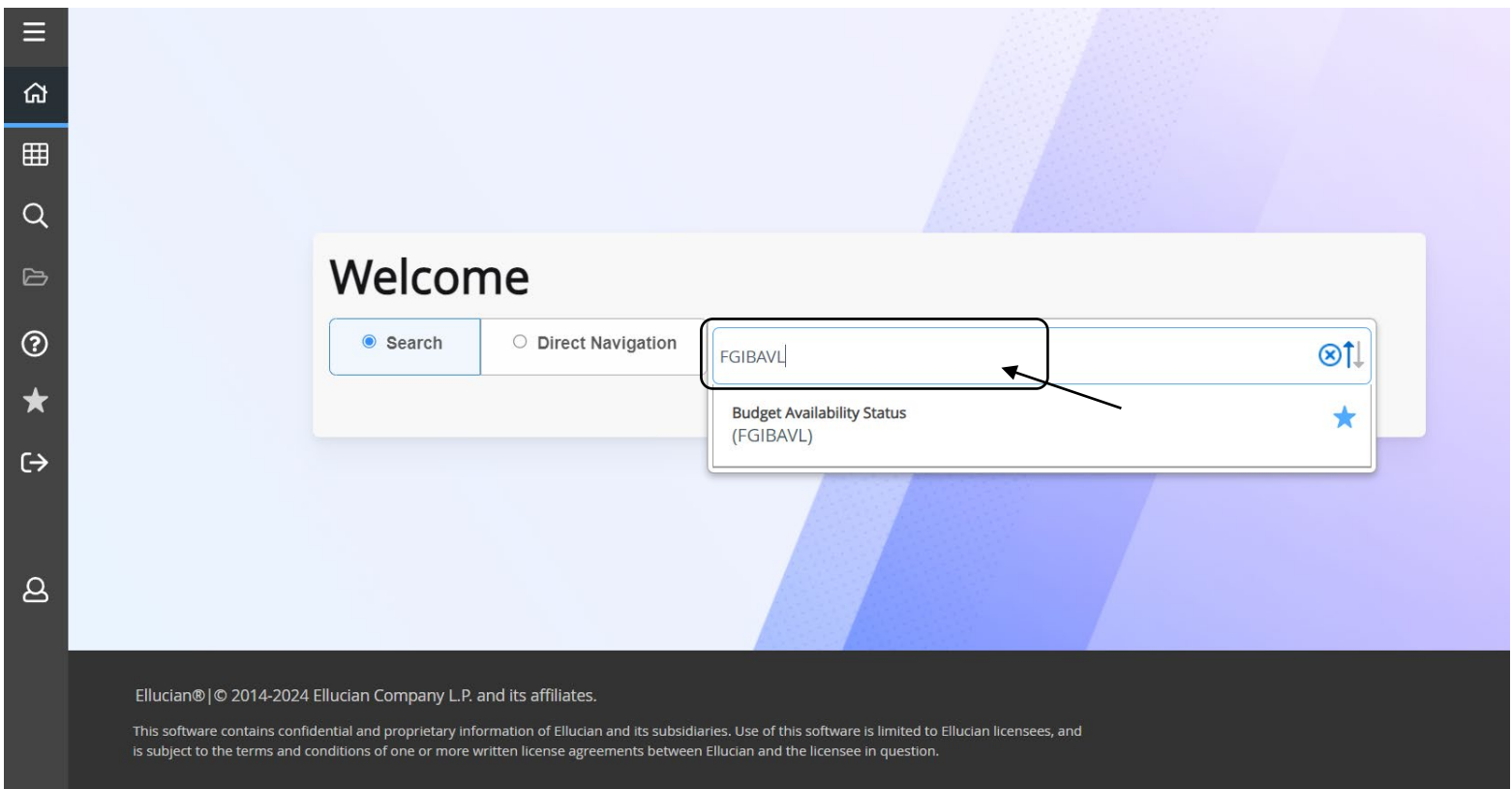
- FGIBAVL – Budget Availability Status Form provides summary information by a FOAPAL’s (term for account code) account pools. This is a “snapshot” of your budget and is the best screen to look at to see what funds are available.
- FGIBDST – Organization Budget Status Form allows the user to select the FOAPAL in whole or segments to gather data. This screen also displays detail to the program code level and allows the user to drill down and see the documents associated with a particular account.

The major difference between the information presented in FGIBAVL and the information presented in FGIBDST is that the balances in FGIBAVL include all items entered into Banner even if they are not yet approved or completed. When looking at balances in FGIBDST they only reflect the items that have been completely approved and processed. For the most part these two forms will not agree. **To see the actual amount of dollars available, FGIBAVL is the better screen to review; however, FGIBDST has more detailed information.**

Budget Availability Status Form - FGIBAVL

Login to Banner.

On the Home/Welcome Screen in the Direct Access Box type FGIBAVL and hit enter.



The FGIBAVL form will show an Organization's pool budget balances. The fields used to access your information are:

Chart: Required - One digit chart of accounts code
 1 = College 2 = Foundation
 Fiscal Year: Required field – Two digit Fiscal Year
 Index: Not used – Leave blank
 Commit Type: Required – Set to Both

FOAPAL: Fund: Required
 Org: Required – Organization Code/Department Code
 Account: Required
 Program: Required

Once the desired FOAPAL is entered select the Go button (or keyboard Alt + Page Down) on the right hand side. Error messages appear at the top right hand corner of the screen if any field data entered is invalid.
 (Tip: If you enter A00 as the account, even though the fund does not have an A00 budget, it will search from the beginning and will bring up all pool budgets that are associated with the rest of the FOAPAL)

The following information will be displayed:

Acct: Pool Account
 Adjusted Budget: Original budget and any budget adjustments
 YTD Activity: Expenses
 Commitments: Requisitions/purchase orders
 Avail Bal: Amount of funds available.

A total line is also displayed with totals for all accounts within the FOAPAL.

If more accounts are used within the FOAPAL then will fit in the view display click the arrow to see additional pages or increase the lines per page at the bottom.

Reminder: FGIBAVL reflects all transactions processed in Banner both completed and in process.

Sample Budget Availability Status Form

ellucian Budget Availability Status FGIBAVL 9.3.30 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: 1 Fiscal Year: 25 Index: Commit Type: Both Fund: T65 University Fee Trust Fund Organization: 4010 Financial Services Start Over

Account: A00 Pool Budget Account Program: 0000 No Program Code Keys --- > Control Fund: T65 Control Organization: 4010

Control Account: A00 Control Program: 0000 Pending Documents:

BUDGET AVAILABILITY STATUS Settings Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
B00	Pool Budget Account	2,000.00	0.00	0.00	2,000.00	<input type="checkbox"/>
C00	Pool Budget Account	4,532.00	0.00	0.00	4,532.00	<input type="checkbox"/>
E00	Pool Budget Account	5,000.00	0.00	0.00	5,000.00	<input type="checkbox"/>
U00	Pool Budget Account	8,000.00	0.00	1,872.00	6,128.00	<input type="checkbox"/>
Total		19,532.00	0.00	1,872.00	17,660.00	

1 of 1 10 Per Page Record 1 of 4

EDIT Record: 1/4 FTVACCT.FTVACCT_ACCT_CODE [1] ©2000 - 2024. Ellucian. All rights reserved. ellucian. SAVE

Sample Budget Availability Status Form – Pending Documents Drill Down

On the top of the form a check mark will appear in the box next to Pending Documents if there are pending documents.

To view pending documents select an account row with the Pending Documents indicator checked.

ellucian Budget Availability Status FGIBAVL 9.3.30 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: 1 Fiscal Year: 25 Index: Commit Type: Both Fund: T65 University Fee Trust Fund Organization: 2000 Capital Planning & Maintenance Start Over

Account: A00 Pool Budget Account Program: 0000 No Program Code Keys --- > Control Fund: T65 Control Organization: 2000

Control Account: A00 Control Program: 0000 Pending Documents:

BUDGET AVAILABILITY STATUS Settings Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
B00	Pool Budget Account	10,249.00	0.00	0.00	10,249.00	<input type="checkbox"/>
C00	Pool Budget Account	85,340.80	0.00	0.00	85,340.80	<input type="checkbox"/>
D00	Pool Budget Account	800.00	0.00	0.00	800.00	<input type="checkbox"/>
E00	Pool Budget Account	10,000.00	0.00	0.00	10,000.00	<input type="checkbox"/>
F00	Pool Budget Account	18,500.00	6,804.60	11,695.40	0.00	<input type="checkbox"/>
J00	Pool Budget Account	5,221.00	0.00	0.00	5,221.00	<input type="checkbox"/>
K00	Pool Budget Account	2,500.00	0.00	0.00	2,500.00	<input type="checkbox"/>
L00	Pool Budget Account	1,000.00	0.00	0.00	1,000.00	<input type="checkbox"/>
N00	Pool Budget Account	31,300.00	0.00	31,300.00	0.00	<input checked="" type="checkbox"/>
U00	Pool Budget Account	53,154.20	0.00	0.00	53,154.20	<input type="checkbox"/>
Total		218,065.00	6,804.60	42,995.40	168,265.00	

1 of 1 10 Per Page Record 9 of 10

EDIT Record: 9/10 FTVACCT.FTVACCT_ACCT_CODE [9] ©2000 - 2024. Ellucian. All rights reserved. ellucian. SAVE

Then select Related on the main toolbar and choose Pending Documents. You will be able to view unposted documents affecting available balances.

Budget Availability Status FGIBAVL 9.3.30 (PROD)

Chart: 1 Fiscal Year: 25 Index: Commit Type: Both Fund: T65 University Fee Trust Fund Organization: 2000 Capital Planning & Maintenance
 Account: A00 Pool Budget Account Program: 0000 No Program Code Keys ---> Control Fund: T65 Control Organization: 2000
 Control Account: A00 Control Program: 0000 Pending Documents:

BUDGET AVAILABILITY STATUS

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available B...
B00	Pool Budget Account		10,249.00	0.00	0.00
C00	Pool Budget Account		85,340.80	0.00	0.00
D00	Pool Budget Account		800.00	0.00	0.00
E00	Pool Budget Account		10,000.00	0.00	0.00
F00	Pool Budget Account		18,500.00	6,804.60	11,695.40
J00	Pool Budget Account		5,221.00	0.00	0.00
K00	Pool Budget Account		2,500.00	0.00	0.00
L00	Pool Budget Account		1,000.00	0.00	0.00
N00	Pool Budget Account		31,300.00	0.00	31,300.00
U00	Pool Budget Account		53,154.20	0.00	0.00
Total			218,065.00	6,804.60	42,995.40

1 of 1 | 10 Per Page

EDIT Record: 9/10 FTVACCT.FTVACCT_ACCT_CODE [9] ©2000 - 2024. Ellucian. All rights reserved. ellucian.

The status field will indicate the status of the document. For example, incomplete, pending, approval, etc.

Transaction In Process Status FGITINP 9.3.13 (PROD)

Chart: 1 Fiscal Year: 25 Index: Commit Type: Both Fund: T65 University Fee Trust Fund Organization: 2000 Capital Planning & Maintenance
 Account: N00 Program: 0000 No Program Code Budget Control Keys Fund: T65 Organization: 2000 Account: N00 Program: 0000

TRANSACTIONS IN PROCESS STATUS

Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description
P0086273	0.00	0.00	31,300.00	In Approvals	T65	2000	NN1	0000	Sightlines, LLC
P0086273	0.00	0.00	-31,300.00	In Approvals	T65	2000	NN1	0000	Sightlines, LLC
Total	0.00	0.00	0.00						
Available Balance I...			0.00						

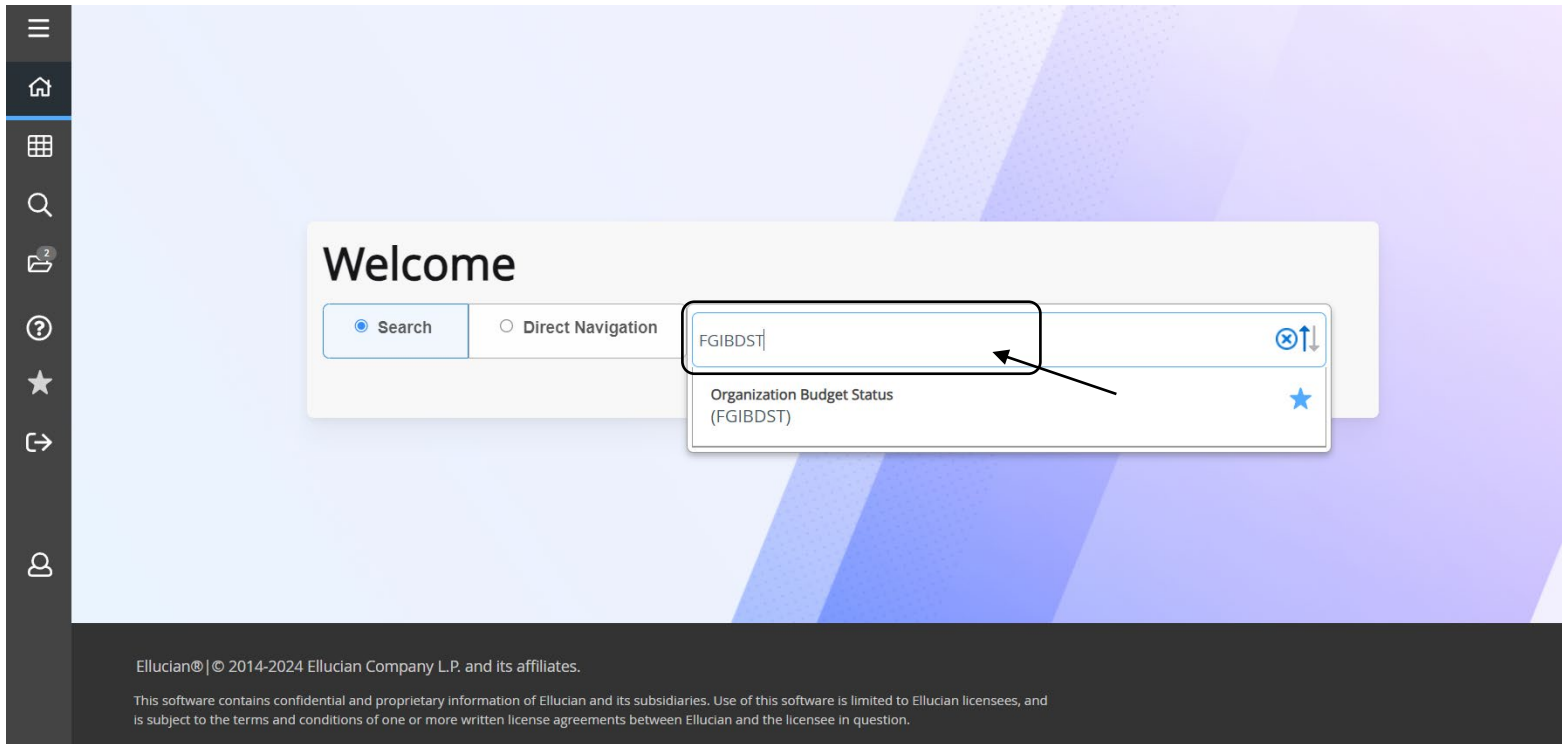
1 of 1 | 10 Per Page Record 1 of 2

QUERY Record: 1/2 FGRBAKO.FGRBAKO_DOC_NUM [1] ©2000 - 2024. Ellucian. All rights reserved. ellucian.

Organization Budget Status Form – FGIBDST

Login to Banner.

On the Home/Welcome Screen in the Direct Access Box type FGIBDST and hit enter.



The FGIBDST form allows the user to select the FOAPAL in whole or segments to gather data. This screen also displays detail to the account code/line item level and allows the user to drill down and see the documents associated with a particular account. The fields used to access your information are:

Chart: Required – One digit chart of accounts code
1=University 2=Foundation
Fiscal Year: Required field – Two digit fiscal year
Index: Not used – leave blank
Commit Type: Required – Set to both

FOAPAL: Org: Optional – Organization Code
Fund: Optional
Program: Optional
Account: Optional
Acct Type: Leave blank
Activity: Leave blank
Location: Leave blank

Two checkboxes are on the key data selection screen: Query Specific Account and Include Revenue Account. To query a specific account check the Specific Account box, fill in the first four parts of the FOAPAL, and that is the only account that will show on the screen. To view revenue check the Include Revenue Accounts box and leave the account code blank; if you do not want to view revenue accounts uncheck the box.

Not all segments of the FOAPAL are needed to view your accounts but it will collapse all your FOAPAL information if they are left blank.

Once the desired FOAPAL or segment of FOAPAL is entered select the go button (or keyboard Alt + Page Down) to view the results of your inquiry. Error messages appear at the upper right hand corner of the screen if any field data entered is invalid.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: * 1 Fitchburg State University Fiscal Year: * 24

Index: Query Specific:

Account Commit Type: Both

Include Revenue:

Accounts

Organization: 4010 Financial Services Fund: T65 University Fee Trust Fund

Program: 0000 No Program Code Account: A00 Pool Budget Account

Account Type: Activity:

Location:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK:KEYBLOC ACCT_CODE [1] ©2000 - 2024, Ellucian. All rights reserved. ellucian.

The following information will be displayed:

- Acct: Pool Account
- Type: Account Type
- Adjusted Budget: Original budget and any budget adjustments
- YTD Activity: Expenses
- Commitments: Requisitions/Purchase Orders
- Avail Bal: Amount of funds available.

A total line is also displayed with totals for all accounts within the FOAPAL. If more accounts are used within the FOAPAL then will fit in the view display click the arrow to see additional pages or increase the lines per page at the bottom.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: 1 Fitchburg State University Fiscal Year: 24 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 4010 Financial Services Fund: T65 University Fee Trust Fund Program: 0000 No Program Code Account: A00 Pool Budget Account Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
B00	E	Pool Budget Account	1,322.13	0.00	0.00	1,322.13
B01	E	Out of State Travel&Conf Registri	0.00	1,930.99	0.00	-1,930.99
B02	E	In State Travel & Conf Registration	0.00	754.63	0.00	-754.63
C00	L	Pool Budget Account	3,083.86	0.00	0.00	3,083.86
CC5	L	Student workers no fringe	0.00	3,270.00	0.00	-3,270.00
E00	E	Pool Budget Account	9,490.95	0.00	0.00	9,490.95
E01	E	Office & Admin Supplies	0.00	824.31	0.00	-824.31
E02	E	Printing Exp & Supp Outside Service	0.00	4,919.62	0.00	-4,919.62
E12	E	Subscriptions & Memberships	0.00	4,008.08	0.00	-4,008.08
E19	E	Fees Fines Licenses & Permits	0.00	0.00	0.00	0.00
F00	E	Pool Budget Account	0.00	0.00	0.00	0.00
F01	E	Food and Beverages Outside Vendor	0.00	109.22	0.00	-109.22
K00	E	Pool Budget Account	100.00	0.00	0.00	100.00
K05	E	Office Equipment	0.00	100.00	0.00	-100.00
L00	E	Pool Budget Account	1,106.50	0.00	0.00	1,106.50
L45	E	Office Equipment Maint & Repair	0.00	1,106.50	0.00	-1,106.50
U00	E	Pool Budget Account	4,428.56	0.00	0.00	4,428.56
U01	E	Telecommunications Service Data	0.00	220.60	0.00	-220.60
U02	E	Telecommunications Services Voice	0.00	1,526.20	306.20	-1,832.40
U03	F	Software and IT Licenses	0.00	2,171.00	0.00	-2,171.00

1 of 2 Per Page Record 1 of 21

EDIT Record: 1/21 FTVACCT_BLOCK:FTVACCT ACCT_CODE [1] ©2000 - 2024, Ellucian. All rights reserved. ellucian.

To view specific parts of an account enter the appropriate part of the FOAPAL and select the go button. For example, to view a particular Program you need to enter that Program in the Program box. When leaving any of the first four blocks empty, Banner will automatically collapse the part of the FOAPAL that is left blank. The last three blocks for Acct. Type, Activity and Location are not needed.

In the example below Fund T65 and Organization 4010 were selected. The information that appears is specific to T65-4010 but all Program and Account information is collapsed.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7090	R	Rebate	0.00	18,323.65	0.00	-18,323.65
B00	E	Pool Budget Account	1,322.13	0.00	0.00	1,322.13
B01	E	Out of State Travel&Conf Registri	0.00	1,930.99	0.00	-1,930.99
B02	E	In State Travel & Conf Registration	0.00	754.63	0.00	-754.63
C00	L	Pool Budget Account	3,083.86	0.00	0.00	3,083.86
CC5	L	Student workers no fringe	0.00	3,270.00	0.00	-3,270.00
E00	E	Pool Budget Account	9,490.95	0.00	0.00	9,490.95
E01	E	Office & Admin Supplies	0.00	824.31	0.00	-824.31
E02	E	Printing Exp & Supp Outside Service	0.00	4,919.62	0.00	-4,919.62
E12	E	Subscriptions & Memberships	0.00	4,008.08	0.00	-4,008.08
E19	E	Fees Fines Licenses & Permits	0.00	0.00	0.00	0.00
F00	E	Pool Budget Account	0.00	0.00	0.00	0.00
F01	E	Food and Beverages Outside Vendor	0.00	109.22	0.00	-109.22
K00	E	Pool Budget Account	100.00	0.00	0.00	100.00
K05	E	Office Equipment	0.00	100.00	0.00	-100.00
L00	E	Pool Budget Account	1,106.50	0.00	0.00	1,106.50
L45	E	Office Equipment Maint & Repair	0.00	1,106.50	0.00	-1,106.50
U00	E	Pool Budget Account	4,428.56	0.00	0.00	4,428.56
U01	E	Telecommunications Service Data	0.00	220.60	0.00	-220.60
U02	E	Telecommunications Services Voice	0.00	1,526.20	306.20	1,832.40

The Available Balance column calculates for any activity within a particular Account Number. A calculation of the available balance by pool account can be done by entering a query - select the Filter button on the top right of the form, then type the desired pool letter followed by the % sign, (i.e. U%) then select the Go button (or F8).

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
B00	E	Pool Budget Account	2,000.00	0.00	0.00	0.00
C00	L	Pool Budget Account	4,532.00	0.00	0.00	0.00
E00	E	Pool Budget Account	5,000.00	0.00	0.00	0.00
U00	E	Pool Budget Account	8,000.00	0.00	0.00	0.00
U03	E	Software and IT Licenses	0.00	0.00	0.00	1,872.00
Net Total			-19,532.00	0.00	0.00	1,872.00

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: 1 Fitchburg State University Fiscal Year: 25 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 4010 Financial Services Fund: T65 University Fee Trust Fund Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Basic Filter Advanced Filter

Account: U%

Execute Query

Clear All Go

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
B00	E	Pool Budget Account	2,000.00	0.00	0.00	
C00	L	Pool Budget Account	4,532.00	0.00	0.00	
E00	E	Pool Budget Account	5,000.00	0.00	0.00	
U00	E	Pool Budget Account	8,000.00	0.00	0.00	
U03	E	Software and IT Licenses	0.00	0.00	1,872.00	
Net Total			-19,532.00	0.00	1,872.00	

1 of 1 Per Page Record 1 of 5

EDIT Record: 1/5 FTVACCT_BLOCKFTVACCT_ACCT_CODE... ©2000 - 2024, Ellucian. All rights reserved. ellucian.

Banner will display all activity for just the U accounts. To get the balance remaining in the U's you need to subtract the YTD Activity and Commitments from the Adjusted Budget. Or you can go to the FGIBAVL screen and the activity information and remaining balance will show under the POOL Account.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: 1 Fitchburg State University Fiscal Year: 25 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 4010 Financial Services Fund: T65 University Fee Trust Fund Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Active filters: Account: U% Clear All

Filter Again

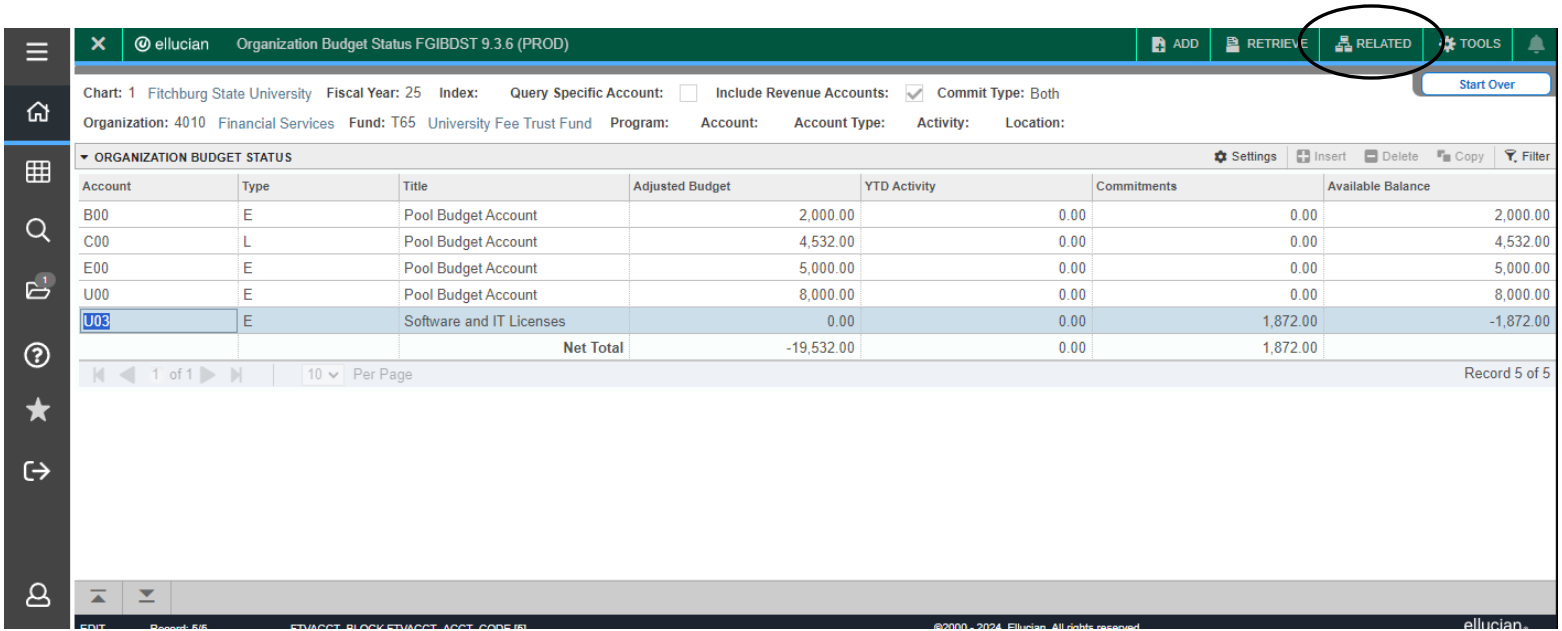
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
U00	E	Pool Budget Account	8,000.00	0.00	0.00	
U03	E	Software and IT Licenses	0.00	0.00	1,872.00	
Net Total			-8,000.00	0.00	1,872.00	

1 of 1 Per Page Record 1 of 2

EDIT Record: 1/2 FTVACCT_BLOCKFTVACCT_ACCT_CODE... ©2000 - 2024, Ellucian. All rights reserved. ellucian.

Drilling Down on Balances:

To view the documents that make up the budget information, the YTD activity or the Commitments highlight the appropriate box and select Related from the main tool bar, then select Transaction Detail Information.



Organization Budget Status FGIBDST 9.3.6 (PROD)

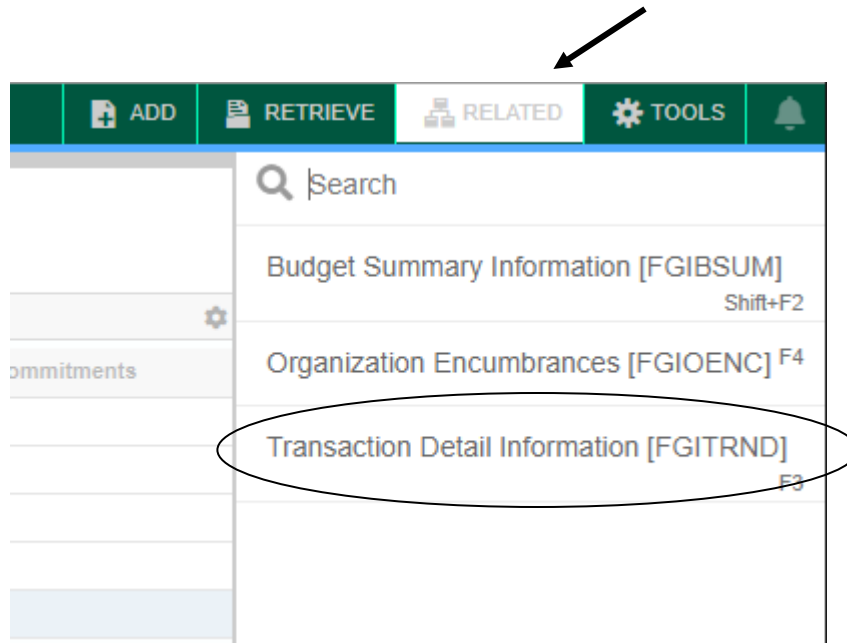
Chart: 1 Fitchburg State University Fiscal Year: 25 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 4010 Financial Services Fund: T65 University Fee Trust Fund Program: Account: Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
B00	E	Pool Budget Account	2,000.00	0.00	0.00	2,000.00
C00	L	Pool Budget Account	4,532.00	0.00	0.00	4,532.00
E00	E	Pool Budget Account	5,000.00	0.00	0.00	5,000.00
U00	E	Pool Budget Account	8,000.00	0.00	0.00	8,000.00
U03	E	Software and IT Licenses	0.00	0.00	1,872.00	-1,872.00
Net Total			-19,532.00	0.00	1,872.00	

Record 5 of 5



This screen allows you to view more information such as the description used for a transfer and the remaining part of the FOAPAL. Use the scroll bar at the bottom of the screen to view the additional information.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
U03	4010	0000	YTD	299.00	+	FT01	PC24104	10/23/2023	10/23/2023	1099 Pro Inc (27-Sep-23)	U	T65	D07	
U03	4010	0000	ENC	-1,872.00	-	INEI	I0278722	08/10/2023	08/10/2023	GovConnection, Inc.	U	T65	D07	
U03	4010	0000	YTD	1,872.00	+	INEI	I0278722	08/10/2023	08/10/2023	GovConnection, Inc.	U	T65	D07	
U03	4010	0000	ENC	1,872.00	+	PORD	P0083474	07/01/2023	06/08/2023	GovConnection, Inc.	U	T65	D07	
Total				2,171.00	+									

From this screen you can drill down on the actual document. Highlight the Account line that you wish to view (the cursor must be in the Acct., Org., Prog., or Type Box, it does not recognize the rest of the fields when trying to do the query), and then choose Query Document under Related.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
U03	4010	0000	YTD	299.00	+	FT01	PC24104	10/23/2023	10/23/2023	1099 Pro Inc (27-Sep-23)	U	T65	D07	
U03	4010	0000	ENC	-1,872.00	-	INEI	I0278722	08/10/2023	08/10/2023	GovConnection, Inc.	U	T65	D07	
U03	4010	0000	YTD	1,872.00	+	INEI	I0278722	08/10/2023	08/10/2023	GovConnection, Inc.	U	T65	D07	
U03	4010	0000	ENC	1,872.00	+	PORD	P0083474	07/01/2023	06/08/2023	GovConnection, Inc.	U	T65	D07	
Total				2,171.00	+									

The Document Number will appear. Then select the Go button to scroll through the document (depending on the type of document there can be several pages of information). Simply continue selecting the Next Section button to view the pages.

Document #: ...

Submission Number:

Document Type: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

You would follow the same pattern to view a Purchase Order and/or an expense.

The FGIBDST Form contains a lot of information and users will find, through practice, what is the best way to request the information that you desire. The above instructions are not inclusive of all scenarios, but are an attempt to get you familiar with how this dynamic form operates.

Below is a listing of Keystrokes that can be used instead of the Banner buttons on the menu bar.

FUNCTION	KEYSTROKE	PURPOSE
Clear Form/Rollback	F5	This would be used to get back to the top of the Form.
Next Section	ALT + Page Down	This would be used to move to the next section of the form.

See more Banner Keyboard Shortcuts on the Banner 9 Resources page.

Happy Bannering!!!!!!