

HOW TO view the budget availability status of a fund in Banner (FGIBAVL)

1. Login to **Banner**.
2. Enter **FGIBAVL** in the **Go To** field and hit **Enter**.
3. The **Fiscal Year** will be displayed by default. **Leave as is**.
4. **TAB** to the **Fund code** field and enter the fund code.
5. **TAB** to the next field. The **Organization** and **Program** codes will default in. **Leave as is**.

Note: You may be required to type in the account code. This is based on how the budget availability checking is set in FTMFUND.

If budget availability is assessed on the fund level, BAVL will be displayed in the Account code column.

If budget availability is assessed at the account code level of the fund, 6-digit account codes(s) will be displayed in the Account column.

6. Click on the **Next Block** icon or use **Ctrl-Page Down** if you prefer using the keyboard.
7. The **Available Balance** amount used for Budget Availability Checking is displayed along with columns entitled **Account, Title, Adjusted Budget, YTD Activity, Commitments**.

Note: The available balance is equal to the total Adjusted budget less total YTD actual less total encumbrance less total reservations. The available balance includes posted transactions as well as completed but not yet posted.

8. The checkmark box next to "**Pending Documents**" in the Header Information section is checked if there are documents in the pipeline - those awaiting approval or once completed but disapproved documents.

Note: To see the list of pending documents go to Options > Pending Documents[FGITINP]

All of the Pending Documents for the Fund and the FOAPAL combination are displayed along with columns entitled Status, Description, Item, Sequence.