HOW TO query the Balance of a Fund in Banner (FGIBDST)

The form FGIBDST allows authorized users* to view transactions posted to a fund displaying budgets, commitments and year-to-date actuals in an operating ledger view.

*Authorized User = An individual with Banner access to the Finance module.

Before You Begin:

- This is an operating ledger view of the transactions posted to a fund displaying budgets, commitments and year-to-date actuals.
- The key block is where the FOAPAL parameters are entered.

Viewing the available balance:

Steps:

1. Select FGIBDST from the Finance Fast Track Menu on the Main Menu or type FGIBDST in the Go field and hit Enter.

2. Tab to the Fiscal Year field and enter the fiscal year to review.
3. Tab to the Fund field and enter the fund number or to search for the fund code click on the Search icon and perform a search.
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4. Tab out of the field to populate the remaining default FOAPAL elements. **Tip:** To see all related dollars for the Fund/Org, remove the Program, Activity and Location codes. Organization and Fund fields are mandatory.

5. Select **Include Revenue Accounts** check box if Revenue accounts transactions are to be returned on the form. **Note:** The available balance is not calculated as a result.

6. Click on the **Next Block** icon or use **Ctrl-Page Down** if using the keyboard.

7. The form will return summarized posted transactions in the following columns, **Account**, **Type**, **Adjusted Budget**, **YTD Activity**, **Commitments** and **Available Balance**.

8. To review the list of transactions, highlight the appropriate account code and column and then select **Options/ Transaction Detail Information (FGITRND)**.

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**Additional Notes:**

Positive spending power is defined as the positive available balance (Adjusted Budget less (YTD Activity and Commitments). A fund is overspent if the fund has a negative available balance.