

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**.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance

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.