HOW TO view Summary Available Balance of a Fund in Banner (FGIBSUM)

The form FGIBSUM allows authorized users* to view transactions posted to a fund in a ledger view.

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

Before You Begin:

- This is a ledger view of the transactions posted to a fund.
- The posted transactions are from the first day of the fiscal year to the present.
- Transactions in other currencies will be posted to the appropriate FOAPAL(s) in the Canadian dollar equivalent.
- The key block is where the FOAPAL parameters are entered.

Viewing summary available balance of a fund:

Steps:

1. Type FGIBSUM 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. The organization code will default in.
4. Click on the Next Block icon or use Ctrl-Page Down if using the keyboard.
5. The Adjusted Budget, YTD Activity, Commitments and Available Balance columns will be populated by Account Type categories of Revenue, Labor Expense, Direct Expenditures and Expenditure Transfer. These figures represent the summarized balances for the selected fund.
6. Net amounts (Revenue less [Labor + Expense +Transfer]) for Adjusted Budget and YTD Activity are calculated.
7. Total Commitments amount is also calculated.

Additional Notes:

To see the details by account code for the fund, select Budget Status Information (FGIBDST) from the Options menu.