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.