FGITBSR

FGITBSR is an inquiry screen within Internet Native Banner (INB) that is used to monitor Fund Balance. Log into Banner and enter “FGITBSR” (1) and then enter.

Enter “E” (2) in COA (Chart of Accounts). Enter in the fiscal year (3) and fund number (4) that you are inquiring about. Click on the icon (5) for next block or select “Block” then “Next” (6) from the menu.
Use the scroll bar on the right side of the information to scroll to the bottom. In the below example, the current fund balance is $32,604.03. Note that Banner calculates this based upon prior year ending fund balance plus year to date revenue less year to date expenditures (342,945.48 + 1,742,472.87 - 2,052,814.32 = 32,604.03) (A+B-C=D). Notice that the Current Fund Balance doesn’t take into consideration Encumbrances (7) or Reservations (8).

In the above screenshot, you can see that this Banner Inquiry screen gives a nice high level view of Budgeted Revenue/Expenditures compared to Year-To-Date Revenue/Expenditures.
FGIBAVL

FGIBAVL is an inquiry screen within Internet Native Banner (INB) that is used to monitor Budget availability—i.e., how much budget do you still have left. (Note: There is also a report in Argos titled “Budget Availability Report (with FOS) – BAVL” which is equivalent).

Log into Banner and enter “FGIBAVL” (1) and then strike enter.

Enter “E” (2) in COA (Chart of Accounts). Enter in the fiscal year (3) and either enter the Index number (4) or enter the Organization number (5) that you are inquiring about. Other fields will auto populate except for the Account (6) which you will need to enter “61000”. Click on the icon (7) for next block or select “Block” then “Next” (8) from the menu.
For this inquiry report, Banner groups budgets and expenditures into pooled account codes. In the below example, the overall available balance (9) is still ok, but there are a couple pooled areas (A) that have exceeded budget availability. (If a requisition was to be entered for an expenditure within the 71000 account series, it would go into NSF (non-sufficient funds) and not turned into a purchase order until a budget transfer was processed or Accounting overrode the NSF for the requisition.)
FGRODTA
Organization Detail Activity Report List of current month transactions

Log on to Internet Native Banner (INB)
At the “Go To” field box: type FGRODTA press ENTER. The form will display.
Select the NEXT BLOCK icon

PRINTER CONTROL SECTION:

- Printer Control
  - Printer: DATABASE
  - Special Print: 
  - Lines: 05
  - Submit Time: 

- Printer FIELD: type DATABASE (all caps)
  - Click NEXT BLOCK
    - You will select the data parameters to compile the report

PARAMETER VALUES SECTION:

<table>
<thead>
<tr>
<th>Parameter Values</th>
<th>Parameter Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>01</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td>02</td>
<td>Chart of Accounts</td>
</tr>
<tr>
<td>03</td>
<td>From Organization Code</td>
</tr>
<tr>
<td>04</td>
<td>To Organization Code</td>
</tr>
<tr>
<td>05</td>
<td>From Fund Code</td>
</tr>
<tr>
<td>06</td>
<td>To Fund Code</td>
</tr>
<tr>
<td>07</td>
<td>From Account Code</td>
</tr>
<tr>
<td>08</td>
<td>To Account Code</td>
</tr>
<tr>
<td>09</td>
<td>Date (DD-MON-YYYY)</td>
</tr>
<tr>
<td>10</td>
<td>To Date (DD-MON-YYYY)</td>
</tr>
<tr>
<td>11</td>
<td>Include Accrual for Last Pnd</td>
</tr>
<tr>
<td>12</td>
<td>Print Organization Totals</td>
</tr>
<tr>
<td>13</td>
<td>Commitment Type</td>
</tr>
</tbody>
</table>

- LINE 01 Fiscal Year – Type current fiscal year (ex. 07) [arrow down]
- LINE 02 Chart of Accounts - Type E (must be capital letter) [arrow down]
- LINE 03 and 04 – From and To Organization Code – [arrow down]
  - For multiple organization codes, enter the range.
  - For one specific organization code, enter the same organization code in both places
- LINE 05 and 06 Fund Code – Leave Blank - [arrow down]
- LINE 07 and 08 – From and To Account Code - [arrow down]
  - Leave Blank to view all Account codes
  - For multiple Account codes, enter a range.
  - For one specific Account code, enter the same Account code in both places
- LINE 09 and 10 From and To Date – [arrow down]
  - To view a range of dates enter the beginning and ending date range (dd-mmm-yyyy) [arrow down]
    - for example, the month of October: Beginning: 01-OCT-2006 Ending: 31-OCT-2006
- LINE 11 Include Accrual for Last Pnd - Enter Y if you want to include accrual entries - [arrow down]
  - These are the journal entries by accounting that were entered in the next month but applied to the previous.
- LINE 12 and 13 – Leave “as is”
- Select NEXT BLOCK icon
- Select SAVE icon in upper left hand corner.
REVIEWING REPORT OUTPUT:

• Click OPTIONS
• Select REVIEW OUTPUT
  o This will take you to another screen. The screen will be blank.
  
  | Process: | FSGRODTA | Organization Detail Activity |
  | Number:  | 18198    | File Name:                  |
  | Available Files |                                                     |
  | Find fsgrodtal_10190.f%                   |

  | Output File Name | Record Count |
  | fsgrodtal_10190.f |             |
  | fsgrodtal_10190.m |             |

• Double click in the File Name box.
  o The file that you just requested will appear and be highlighted.
• Double click on the blue highlighted file

PRINT REPORT or SAVE TO YOUR COMPUTER:

• Select OPTIONS
• Select Show Document (Save & Print File)
• A dialog box will appear

***Hold down your Ctrl key, and click yes at the same time.

The report will display

To view the report easily:
In your Browser – Go to View: Text Size: and choose smallest
Go to File: Page Set up: choose Landscape

• Choose to Print or Save As to an excel file or other file of your choice.
  ▪ TIP – Change your printer options to Landscape