

PERFORMING A BUDGET QUERY

The screenshot displays the Oracle Fusion Middleware Forms Services interface. At the top, the title bar reads "Oracle Fusion Middleware Forms Services". Below it is a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". A toolbar with various icons is visible. The main content area shows a "Go To..." field with "FGIBDST" entered, circled in red. To the right of this field is a "Products:" dropdown menu and links for "Menu", "Site Map", and "Help Center". Below the "Go To..." field is a tree view under "My Banner" containing sub-items like "Student [*STUDENT]", "Finance System Menu [*FINANCE]", "Human Resources [*HRS]", "Financial Aid [*RESOURCE]", "General [*GENERAL]", "Banner Security [*SECURITY]", and "Document Management Suite [*BDMS]". On the right side, there is a "My Links" section with links such as "Change Banner Password", "Check Banner Messages", "Banner Documentation", "CLPCCD Info Page", "Personal Link 3", "Personal Link 4", "Personal Link 5", and "Personal Link 6". Below the "My Links" section is a "My Institution" link. At the bottom right, there is a purple box with the "ellucian." logo. In the center of the page, there is a large white box with a black border containing the text "FGIBDST".

STEPS:

1. Enter FGIBDST in the "Go To..." area.
2. Press Enter.

NOTES:

Use this module to see if your budget has sufficient funds to cover a purchase order. This query should be done before preparing a requisition. This could also be used to verify the information on the requisition.

PERFORMING A BUDGET QUERY (contd)

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.3.CLP2 (PROD)

Chart: 1
 Fiscal Year: 17
 Index:

Query Specific Account
 Include Revenue Accounts

Commit Type: Both

Organization:
 Fund:
 Program:
 Account:
 Account Type:
 Activity:
 Location:

BUDGET NUMBERS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Net Total:						

STEPS:

1. Enter your budget numbers.
 - Organization
 - Fund
 - Program
 - Account
2. Press CTRL and PAGE DOWN.

NOTES:

You may choose to leave the Account and/or Program numbers blank to see all entries that are applicable to the Organization and Fund number that you entered. To drill down to specific information, enter all 4 budget numbers.

PERFORMING A BUDGET QUERY (contd)

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.3.CLP2 (PROD)

Chart: 1
 Fiscal Year: 17
 Index:

Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: 31711 Facilities Management General LPC
 Fund: 103001 General Las Positas College
 Program:
 Account:
 Account Type:
 Activity:
 Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
2301	L HOURLY	0.00	312.14	0.00	-312.14
2303	L OVERTIME	39,168.00	12,124.07	0.00	27,043.93
3220	L PERS OTHER CLASS EMPLOY	0.00	33.92	0.00	-33.92
3320	L OASDHI OTHER CLASS EMPL	0.00	920.16	0.00	-920.16
3420	L H & W OTHER CLASS EMPLOY	0.00	67.12	0.00	-67.12
3520	L SUI OTHER CLASS EMPLOYEE	0.00	6.23	0.00	-6.23
3620	L WCI OTHER CLASS EMPLOYE	0.00	166.72	0.00	-166.72
3720	L ARS-CLASS OTHER	0.00	2.55	0.00	-2.55
4320	E PROGRAM/OPERATING SUPP	0.00	652.66	0.00	-652.66
5620	E M & O VENDOR REPAIRS	0.00	0.00	0.00	0.00
5851	E SOFTWARE LICENSES	0.00	0.00	0.00	0.00
5888	E OTHER SERVICES	0.00	0.00	0.00	0.00
Net Total:		260,832.00	56,215.72	4,820.15	

Example of the Query for an Organization and Fund

NOTES:

If you do not use the Program and/or Account numbers when running the initial query, you will see the totals for the Organization and Fund only. Please note that this would only be a problem if you had more than one Program code under a specific Organization and Fund. Consider using the Program code as well as the Organization and Fund codes to ensure that you are seeing the correct information.

PERFORMING A BUDGET QUERY (contd)

Oracle Fusion Middleware Forms Services: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.3.CLP2 (PROD)

Chart: 1 Organization: 30612 Instructional Technology
 Fiscal Year: 17 Fund: 103001 General Las Positas College
 Index: [] Program: []
 Query Specific Account Account: []
 Include Revenue Accounts Account Type: []
 Commit Type: Both Activity: []
 Location: []

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
3321	L	OASDHI CLASS MANAGERS	9,118.00	4,556.98	0.00	4,561.02
3420	L	H & W OTHER CLASS EMPLOY	19,635.00	0.00	0.00	19,635.00
3421	L	H & W CLASS MANAGERS	19,828.00	18,447.90	0.00	1,380.10
3520	L	SUI OTHER CLASS EMPLOYEE	35.00	0.00	0.00	35.00
3521	L	SUI CLASS MANAGERS	62.00	30.54	0.00	31.46
3620	L	WCI OTHER CLASS EMPLOYEE	935.00	0.00	0.00	935.00
3621	L	WCI CLASS MANAGERS	1,636.00	818.22	0.00	817.78
4301	E	OFFICE SUPPLIES	100.00	0.00	0.00	100.00
5210	E	TRAVEL EXPENSE	150.00	0.00	0.00	150.00
5220	E	CONFERENCE EXPENSE	2,500.00	0.00	0.00	2,500.00
5647	E	EQUIP MAINT - ALL OTHER SE	0.00	210.00	0.00	-210.00
5851	E	SOFTWARE LICENSES	1,000.00	300.00	0.00	700.00
Net Total:			-275,871.16	-93,884.06	0.00	

STEPS TO QUERY WHAT HAS POSTED:

1. Place the cursor on the area you wish to query
*(In this example, we will use **YTD Activity for Software Licenses**)*
1. Click on the "Options" tab at the top of the screen.
2. Click on "Transaction Detail Information" under the "Options" tab.

NOTES:

PERFORMING A BUDGET QUERY (contd)

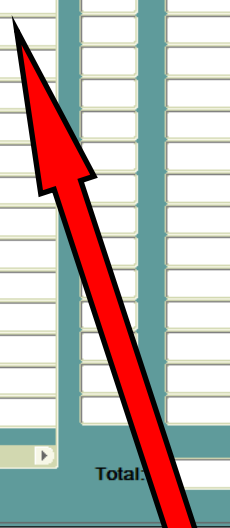
Oracle Fusion Middleware Forms Services: Open > FGIBDST - FGITRND [Q]

File Edit Options Block Item Record Query Tools Help

Detail Transaction Activity FGITRND 8.4.0.3 (PROD)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
1	17		103001	30612	5851					Both

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)	
5851	30612	615000	08-NOV-2016	INNI	I1705704	SURVEYMONKEY.CC	300.00	+	
Total:								300.00	



Example of the query transaction for Software Licenses YTD Activity

NOTES: