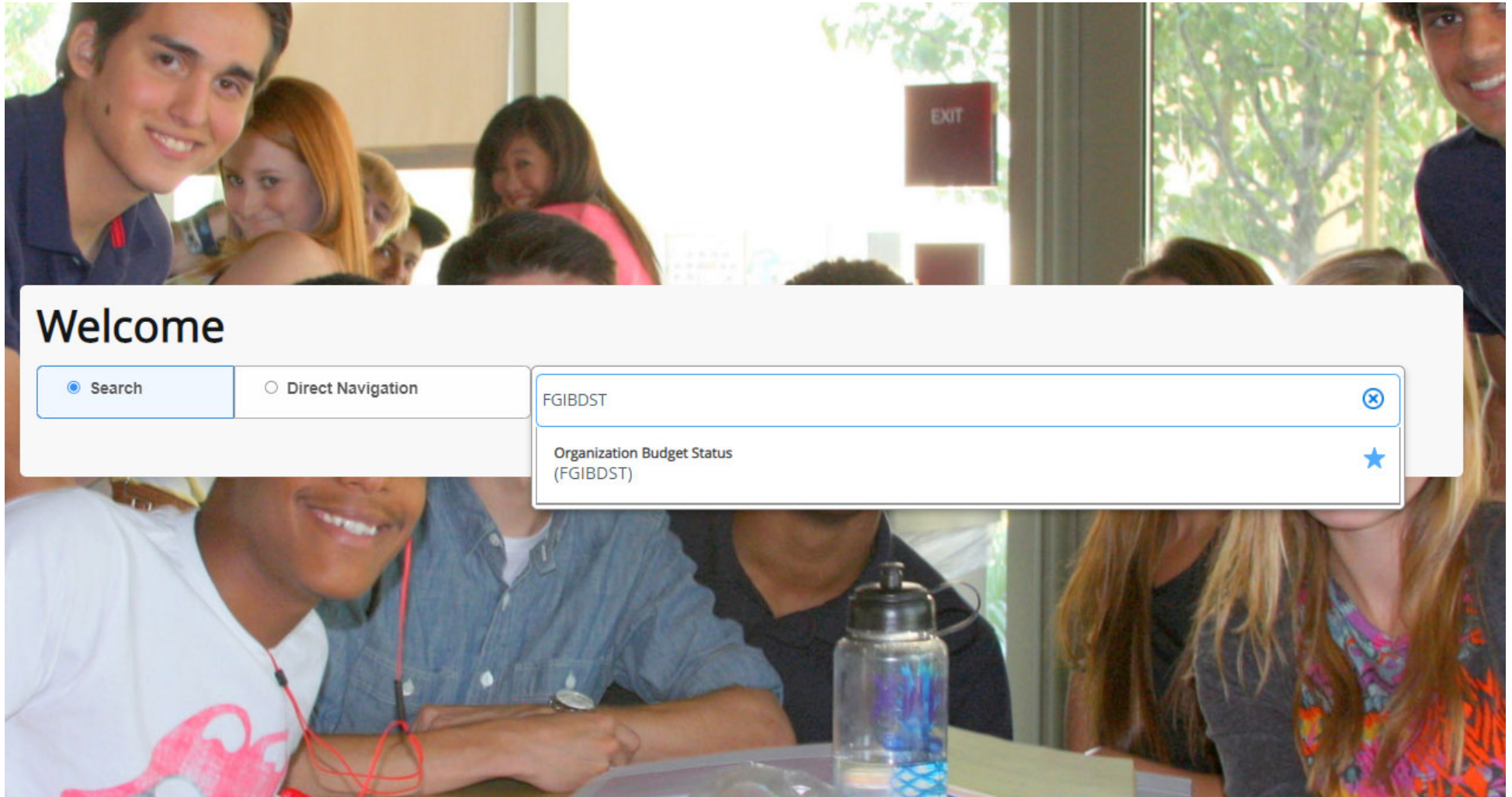


# FGIBDST | Budget Query Module in Banner 9

## Step 1: Access the budget query page in Banner

- Log into Banner 9 via the Banner 8 program icon or by clicking this link: <https://appnavprod.clpccd.cc.ca.us:8470/applicationNavigator/seamless>
- In the search box, enter **FGIBDST**
- Press **Enter**



## Step 2: Enter query data

- **Fiscal Year:** ensure correct FY is entered. The second year in any given fiscal year is used as the code for this field (e.g. 2021-**2022** is FY22, 2022-**2023** is FY23, etc.).
- **Organization:** enter your 5-digit Org code.
- **Fund:** enter your 6-digit Fund code.
- **Program:** enter your 6-digit Program code.
  - **Note:** You may also leave this field blank if you have multiple Program codes for the same Fund and Org.
- **Account:** this field can be left blank so that all account codes under your FOAP are displayed.
  - **Note:** If you enter an account code in this field, Banner will NOT display any account code of a lower value, but will display that account code, along with any value that is higher (e.g. entering 4301 will not display any values less than 4301, but will display greater account codes).
  - **Note:** you may enter “4000” in this field if you wish to remove account codes such as salary and benefits from view. This will allow you to view most of your discretionary spending accounts while filtering out salary and benefits.
- Once entered, press **Alt + Pg. Down** or press

The screenshot shows the Banner Organization Budget Status interface. The title bar reads "ellucian Organization Budget Status FGIBDST 9.3.6 (PROD)". The interface is divided into several sections for data entry:

- Chart:** \* 1 Chabot - Las Positas C C D
- Index:** |
- Include Revenue:**
- Accounts:**
  - Organization:** 30001 Las Positas College General
  - Program:** 601000 ACADEMIC ADMINISTRATION
  - Account Type:**
  - Location:**
- Fiscal Year:** \* 22
- Query Specific:** \*
- Account:**
- Commit Type:** Both
- Fund:** 103001 General Las Positas College
- Account:**
- Activity:**

A grey banner at the bottom contains the instruction: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

### Step 3: Review your budget

Any accounts that have activity (budgeted, year-to-date, encumbrances, etc.) will be displayed. Please review your budget regularly before making purchases to ensure you don't overspend your discretionary budget. Salaries and benefits are NOT considered "discretionary budget."

- **Adjusted Budget:** this is your current allocated budget. It includes the Adopted Budget, as well as any posted Budget Transfers.
- **YTD Activity:** this is the amount you've currently expensed from posted transactions. This is deducted from your available balance.
- **Commitments:** any encumbrances will be totaled here (e.g. requisitions). This is an amount of money that is "reserved" for a particular purpose, and is deducted from your available balance.
- **Available Balance:** this is how much funding you have remaining that has been budgeted.
  - Adjusted Budget (minus) YTD Activity (minus) Commitments = Available Balance
  - **Note:** if this field is a negative number, you have overspent your budget in this particular account. You will need to process a budget transfer to reallocate your budget and clean up the negative.

ORGANIZATION BUDGET STATUS								Insert	Delete	Copy	Filter
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance					
2101	L	REGULAR	229,958.84	38,403.00	0.00	191,555.84					
2111	L	MANAGEMENT	186,792.00	31,132.00	0.00	155,660.00					
2121	L	SUPERVISORY	124,916.82	20,445.16	0.00	104,471.66					
2131	L	CONFIDENTIAL	84,470.00	13,831.50	0.00	70,638.50					
3121	L	STRS-CLASS ADMINISTRATORS	0.00	5,267.54	0.00	-5,267.54					
3220	L	PERS OTHER CLASS EMPLOYEES	72,321.00	11,887.88	0.00	60,433.12					
3221	L	PERS-CLASS ADMINISTRATORS	71,694.00	4,683.98	0.00	67,010.02					
3320	L	OASDHI OTHER CLASS EMPLOYEES	24,058.00	3,923.05	0.00	20,134.95					
3321	L	OASDHI CLASS MANAGERS	21,120.00	2,011.39	0.00	19,108.61					
3420	L	H & W OTHER CLASS EMPLOYEES	82,622.00	13,946.03	0.00	68,675.97					
3421	L	H & W CLASS MANAGERS	39,095.00	6,628.70	0.00	32,466.30					
3520	L	SUI OTHER CLASS EMPLOYEES	160.00	261.48	0.00	-101.48					
3521	L	SUI CLASS MANAGERS	157.00	261.88	0.00	-104.88					
3620	L	WCI OTHER CLASS EMPLOYEES	4,404.00	738.18	0.00	3,665.82					
3621	L	WCI CLASS MANAGERS	4,365.00	745.12	0.00	3,619.88					
3821	L	CSH INL CLASS ADMINS	4,800.00	800.00	0.00	4,000.00					
4301	E	OFFICE SUPPLIES	2,062.00	0.00	350.00	1,712.00					
4320	E	PROGRAM/OPERATING SUPPLIES	1,500.00	0.00	0.00	1,500.00					
5220	E	CONFERENCE EXPENSE	3,859.00	0.00	0.00	3,859.00					
5640	E	EQUIP MAINTENANCE-CONTRACT	350.00	350.00	0.00	0.00					
5836	E	BANK CHARGES	350.00	50.00	0.00	300.00					
5851	E	SOFTWARE LICENSES	0.00	833.33	0.00	-833.33					
5880	E	ROYALTIES	4,050.00	0.00	0.00	4,050.00					
<b>Net Total</b>			-963,104.66	-156,200.22	350.00						

## Step 4: Viewing activity within an account

- Highlight the account code you wish to view details for.
  - **Note:** you can filter your results depending on where you click:
    - Clicking on the **account code field** → displays all YTD activity, as well as budget adjustments and changes in encumbrance.
    - Clicking on the **YTD field for that account** → displays only the posted YTD transactions.

ORGANIZATION BUDGET STATUS					
Account	Type	Title	Adjusted Budget	YTD Activity	C
2101		REGULAR		217,141.80	217,281.88
2111		MANAGEMENT		183,129.00	183,173.37
2121		SUPERVISORY		120,265.00	120,264.96
2124		CONFIDENTIAL		84,403.84	70,855.45

Click here, then F3, to show all info for this account.

Click here, then F3, to show only YTD.

- Press **F3** or click on **Related** → **Transaction Detail Information [FGITRND]**

- View your transactions within the account.

DETAIL TRANSACTION ACTIVITY														
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
4301	31100	671000	YTD	49.15	+	FT01	J2200198	06/30/2021	08/10/2021	ACCURIE AMAZON JULY CHARGES FOR FY21	U	103001		
4301	31100	671000	YTD	8.73	+	INNI	I2200889	06/30/2021	07/21/2021	AMAZON.COM LLC	U	103001		
4301	31100	671000	YTD	14.09	+	INNI	I2113569	05/12/2021	05/12/2021	OFFICE DEPOT, INC.	U	103001		
4301	31100	671000	YTD	15.28	+	INNI	I2111563	04/05/2021	04/05/2021	OFFICE DEPOT, INC.	U	103001		
4301	31100	671000	YTD	35.75	+	INNI	I2111563	04/05/2021	04/05/2021	OFFICE DEPOT, INC.	U	103001		
4301	31100	671000	YTD	361.21	+	INNI	I2111563	04/05/2021	04/05/2021	OFFICE DEPOT, INC.	U	103001		
4301	31100	671000	YTD	39.30	+	INNI	I2106454	12/02/2020	12/03/2020	AMAZON.COM LLC	U	103001		
			Total	523.51	+									

1: Example of YTD activity within an account.