

Job Aid

BANNER BUDGET TRAINING BY ACCOUNT

Organizational Budget Status (FGIBDST)

Budget Activity By Account

Starting in FY24, Budget funds are now allocated at the Account Code level, not at the Pool level.

FGIBDST can be viewed to see available budget in the Index by Account.
FGIBAVL can no longer be used to check Index budget balances!

Before creating a REQ or PO:

- Open **FGIBDST** (Organizational Budget Status)
- Check the Account line in **FGIBDST** to see available balance by Account.
 - As an example - For Office Supplies Account 3510, enough budget must be available for the PO being created using Account 3510.
- If there is not enough available budget in an Account line, send a budget transfer request at the Account Level to: BudgetTransfers@middlesex.mass.edu
 - Include in the email:
 - Index / Account Code / Transfer From \$Amount
 - Index / Account Code / Transfer To \$Amount

The Organizational Budget Status Form (FGIBDST) form provides a summarized view of ALL accounts of a department’s budget, expenditures, commitments, and available balances. This form can be used to navigate to a more detailed view of the amounts and documents related to each individual account.

1. At the Banner Welcome screen type FGIBDST or “Organizational Budget Status” in the search window
2. The Fiscal Year defaults to the current fiscal year.
3. Enter Index Number
4. If no Revenue is in the Index, **Uncheck** Include Revenue Box.
5. Choose Go.

The screenshot shows the Banner FGIBDST form interface. At the top, there is a blue header with the text "Organization Budget Status FGIBDST 9.3.6 (PROD)". Below the header, there are several input fields and checkboxes. The "Chart" field is set to "M" (Middlesex Community College) and the "Index" field is set to "201001" (Provost's Office). The "Fiscal Year" field is set to "24". There is a yellow "Go" button next to the Fiscal Year field. Below these fields, there are checkboxes for "Include Revenue" (unchecked) and "Query Specific" (unchecked). There are also dropdown menus for "Account" (set to "Both") and "Commit Type" (set to "Both"). At the bottom, there are fields for "Organization" (501010 - Provost's Office), "Program" (30 - Academic Support), "Fund" (16035 - Institutional Support), "Account" (empty), and "Activity" (empty). A grey bar at the bottom contains the text: "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."

JOB AID - BANNER BUDGET REVIEW

4. The selected Index activity will appear by Account Code.
5. Click on any Account Code to view activity.

Organization Budget Status FGIBDST 9.3.6 (BANLT)

Chart: M Middlesex Community College Fiscal Year: 18 Index: 201361 General Services Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 206010 College Admin Services Fund: 16035 Institutional Support Program: 80 Institutional Support Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
2000	E	Regular Employee Expenses	5,950.00	0.00	0.00	5,950.00
2010	E	Hotel, Meal, Fare, Toll	0.00	0.00	568.09	-1,861.69
2040	E	Private Auto Mileage	0.00	0.00	0.00	-140.00
2130	E	Conference Training and Registratio	0.00	0.00	3,580.00	-3,640.00
2160	E	Membership Dues/Fee	0.00	0.00	298.00	-298.00
3500	E	Administrative Expenses	58,665.00	0.00	0.00	58,665.00
3510	E	Office and Administrative Supplies	0.00	0.00	19,051.00	-22,804.45

Related Forms:

Transaction Detail Information (FGITRND) shows all activity related to the Account selected (see screen shot below).

6. In the *Related Menu* in the upper right corner click on the form to preview more detailed information (below is the FGITRND form).

7. On the FGIBDST page, put your cursor on the number in the Budget, YTD Activity (actual paid expense) or Commitments (POs). In this example, we are looking at the detail for the Bottled Water total paid of **2,236.62**. Click RELATED.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: M Middlesex Community College Fiscal Year: 23 Index: 201361 General Services Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: 206010 College Admin Services Fund: 16035 Institutional Support Program: 80 Institutional Support Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1014	L	Non-Unit Prof Benefitted Salaries	112,080.15	69,394.99	42,685.16	0.00
2000	E	Regular Employee Expenses	3,400.00	0.00	0.00	3,400.00
2010	E	Hotel, Meal, Fare, Toll	0.00	0.00	532.80	-814.59
2130	E	Conference Training and Registratio	0.00	0.00	350.00	-1,375.00
2160	E	Membership Dues/Fee	0.00	0.00	175.00	-954.00
3180	L	Fringe Benefit Charges	46,345.14	28,706.82	0.00	17,638.32
3500	E	Administrative Expenses	38,653.34	0.00	0.00	38,653.34
3510	E	Office and Administrative Supplies	0.00	0.00	148.27	-2,461.49
3670	E	Software/ADP Licenses	0.00	0.00	21,763.33	-21,763.33
3730	E	Subscriptions	0.00	0.00	9,950.00	-9,950.00
3750	E	Advertising Expense	0.00	0.00	374.22	-1,829.22
3790	E	Bottled Water	0.00	2,236.62	0.00	-2,236.62
4000	E	Facility Operation	600.00	0.00	0.00	600.00
4260	E	AV Material Purchase	0.00	0.00	35.99	-35.99
5000	E	Consultant Services	175,409.00	0.00	0.00	175,409.00
5040	E	ADP Professional	0.00	0.00	22,000.00	-22,000.00
5130	E	Attorneys	0.00	0.00	151,600.29	-151,600.29
5500	E	Operational Services	1,765.00	0.00	0.00	1,765.00
5615	E	Data Processing Services	0.00	0.00	1,514.18	-1,514.18
6000	E	Equipment Purchase	16.66	0.00	0.00	16.66
Net Total			-421,719.29	-328,838.52	71,900.00	

8. Click Transactional Detail Information (FGITRND)

The screenshot shows the Banner Budget Review interface. At the top, the title is "Organization Budget Status FGIBDST 9.3.6 (PROD)". Below this, there are navigation options: "ADD", "RETRIEVE", "RELATED", and "TOOLS". The main content area displays a table titled "ORGANIZATION BUDGET STATUS" with columns for Account, Type, Title, Adjusted Budget, YTD Activity, and Commitments. The table lists various accounts and their corresponding budget and activity values. A sidebar on the right contains a search bar and three menu items: "Budget Summary Information [FGIBSUM]", "Organization Encumbrances [FGIOENC] F4", and "Transaction Detail Information [FGITRND]", which is circled in red.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
1014	L	Non-Unit Prof Benefitted Salaries	112,080.15		69,394.99
2000	E	Regular Employee Expenses	3,400.00		0.00
2010	E	Hotel, Meal, Fare, Toll	0.00		532.80
2130	E	Conference Training and Registratio	0.00		350.00
2180	E	Membership Dues/Fee	0.00		175.00
3180	L	Fringe Benefit Charges	46,345.14		28,706.82
3500	E	Administrative Expenses	38,653.34		0.00
3510	E	Office and Administrative Supplies	0.00		148.27
3670	E	Software/ADP Licenses	0.00		21,763.33
3730	E	Subscriptions	0.00		9,950.00
3750	E	Advertising Expense	0.00		374.22
3790	E	Bottled Water	0.00	2,236.62	
4000	E	Facility Operation	600.00		0.00
4260	E	AV Material Purchase	0.00		35.99
5000	E	Consultant Services	175,409.00		0.00
5040	E	ADP Professional	0.00		22,000.00
5130	E	Attorneys	0.00		151,600.29
5500	E	Operational Services	1,765.00		0.00
5615	E	Data Processing Services	0.00		1,514.18
6000	E	Equipment Purchase	16.66		0.00
Net Total			-421,719.29		-328,838.52

9. This shows you the payments made in Account 3790 that total the \$2,236.62.

The screenshot shows the Banner Transaction Activity (FGITRND) interface. The title is "Detail Transaction Activity FGITRND 9.3.22 (PROD)". Below the title, there are navigation options: "ADD", "RETRIEVE", "RELATED", and "TOOLS". The main content area displays a table titled "DETAIL TRANSACTION ACTIVITY" with columns for Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document, Transaction Date, Activity Date, Description, Commit Type, Fund, and Activity. The table lists several transactions for Account 3790, with a total amount of 2,236.62 highlighted in yellow.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document	Transaction Date	Activity Date	Description	Commit Type	Fund	Activi
3790	206010	80	YTD	1,067.38	+	INEI	I3113661	10/18/2022	10/18/2022	Nestle Waters North America	U	16035	
3790	206010	80	YTD	262.40	+	INEI	I3113619	10/12/2022	10/12/2022	Nestle Waters North America	U	16035	
3790	206010	80	YTD	285.99	+	INEI	I3113431	09/14/2022	09/14/2022	Nestle Waters North America	U	16035	
3790	206010	80	YTD	620.85	+	INEI	I3113123	08/09/2022	08/09/2022	Nestle Waters North America	U	16035	
Total				2,236.62	+								

10. Click the X on the upper left corner to go back to the Organization Budget Status Page FGIBDST.

11. You can run Steps 8 and 9 to look at the detail for any number shown on the FGIBDST Page.

Related Document: FGIOENC: Organizational Encumbrance List shows all open PO's in your index by purchase order number.