



UNIVERSITY OF SOUTH ALABAMA

Banner Financial Information Systems Reference Manual

How To View Your Balances

Banner v. 9

FGIBDST

From the front page log in screen, type into the search bar: ‘FGIBDST’. Press enter.

1. To check your State Budget / Operating Balances, type Fiscal Year and your ORG number in the Key Information Block. Chart (U), Fund, and Program code will default. If you do not know your ORG number, please see the ‘FOAPAL Look-up’ manual.

2. Press the **GO** Button to view your account details.

The screenshot shows the 'Organization Budget Status FGIBDST 9.3.6 (PROD)' search screen. It includes fields for Chart (U), Index, Fiscal Year (18), Organization (172100), Program (4600), Fund (110000), Account, and Activity. There are also checkboxes for 'Include Revenue' and 'Query Specific', and a 'Commit Type' dropdown set to 'Both'. A 'Go' button is visible in the top right corner.

FGIBDST shows a summary of account activity organized by Account code.

The screenshot displays the 'ORGANIZATION BUDGET STATUS' table. The table has columns for Account, Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The data is organized by account code, with a 'Net Total' row at the bottom.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
610100	L	Executive/Admin Salaries	391,421.00	321,705.96	0.00	69,715.04
610300	L	Professional Salaries	435,275.00	183,609.18	0.00	251,665.82
610390	L	Temporary Professional Salaries	0.00	7,699.99	0.00	-7,699.99
610400	L	Clerical Wages	52,499.00	32,531.04	0.00	19,967.96
610900	L	Overtime	0.00	316.01	0.00	-316.01
620100	L	Student Wages	10,500.00	9,036.94	0.00	1,463.06
630000	L	Fringe Benefits	243,781.00	0.00	0.00	243,781.00
630110	L	Unemployment Insurance	0.00	1,060.00	0.00	-1,060.00
630120	L	Employers FICA	0.00	37,259.96	0.00	-37,259.96
630210	L	Insurance-Life	0.00	896.21	0.00	-896.21
630220	L	Insurance-Disability	0.00	1,161.25	0.00	-1,161.25
630230	L	Insurance-Health	0.00	60,655.00	0.00	-60,655.00
630320	L	Retirement-TIAA-CREF	0.00	2,171.92	0.00	-2,171.92
630330	L	Retirement-State Paid	190,900.00	62,441.16	0.00	128,458.84
630412	L	Tuition-Emp Graduate Level	0.00	939.00	0.00	-939.00
711000	E	General Supplies Rollup	41,550.00	0.00	0.00	41,550.00
711020	E	General Supplies	0.00	689.91	0.00	-689.91
711050	E	Postage	0.00	1,158.16	0.00	-1,158.16
711530	E	Office Supplies	0.00	3,905.02	380.64	-4,285.66
711550	E	Printing-Outsource	0.00	85.80	0.00	-85.80
Net Total			-1,543,352.00	-751,941.19	380.64	

1. Entries are grouped by account code (left-hand side).

2. Available balances for each account code is listed in the far right-hand column.

3. Banner does not show the total available balance for all account codes. To calculate your total available balance, use this formula: (ignore any negative signs on the amounts)

$$\text{Adjusted Budget} - \text{YTD Activity} - \text{Commitments} = \text{Total Available Balance}$$

Finding Your Balances

Note: The budget amount shown in the 711000 (General Supplies) account code, and all transactions are listed in the other account codes (711010 – 711050).

711000	E	General Supplies Rollup	41,550.00	0.00	0.00	41,550.00
711020	E	General Supplies	0.00	689.91	0.00	-689.91
711050	E	Postage	0.00	1,158.16	0.00	-1,158.16
711530	E	Office Supplies	0.00	3,905.02	380.64	-4,285.66

To get your overall available balance for General Supplies follow these steps:

1. Add up all the transactions for account codes (711010 – 711050), which roll-up into account 711000. These will be the negative numbers in the Available Balance column.
2. Subtract that total from the Adjusted Budget amount for account code 711000.
3. The difference is your total available balance for General Supplies.

Example from above:

$$711000 = \$ 41,500.00$$

$$7110xx = - \underline{2,068.07}$$

$$\text{Available Balance} = \$ 39,481.93$$

Drilling Down for Details using FGITRND

You can drill down for details on particular account. To drill down for details, follow these steps:

1. Select an account number by clicking on it. The record will be highlighted in blue.
2. Click on the **RELATED** button on the menu bar in the right upper corner of the screen. This will open the FGITRND form.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
610100	L	Executive/Admin. Salaries	391,421.00	321,705.96	0.00
610300	L	Professional Salaries	435,275.00	183,609.18	0.00
610390	L	Temporary Professional Salaries	0.00	7,699.99	0.00
610400	L	Clinical Wages	52,499.00	32,531.04	0.00
610900	L	Overtime	0.00	316.01	0.00
620100	L	Student Wages	10,500.00	9,036.94	0.00
630000	L	Fringe Benefits	243,781.00	0.00	0.00
630110	L	Unemployment Insurance	0.00	1,060.00	0.00
630120	L	Employers FICA	0.00	37,259.96	0.00
630210	L	Insurance-Life	0.00	896.21	0.00
630220	L	Insurance-Disability	0.00	1,161.25	0.00
630230	L	Insurance-Health	0.00	60,655.00	0.00
630320	L	Retirement-TIAA-CREF	0.00	2,171.92	0.00
630330	L	Retirement-State Paid	190,900.00	62,441.16	0.00
630412	L	Tuition-Emp Graduate Level	0.00	939.00	0.00
711000	E	General Supplies Rollup	41,550.00	0.00	0.00
711020	E	General Supplies	0.00	689.91	0.00
711050	E	Postage	0.00	1,158.16	0.00
711530	E	Office Supplies	0.00	3,905.02	380.64
711550	E	Printing-Outsource	0.00	85.80	0.00
Net Total			-1,543,352.00	-751,941.19	380.64

FGITRND will list all transactions associated with a particular account code.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document #	Transaction Date	Activity Date	Description	Commit Type	Fund #	Activity	Location
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917599	05/26/2018	05/28/2018	HR Payroll 2018 BW 11 0	U	110000		
610100	172100	4600	YTD	15,725.00	+	HGRS	F0917589	05/31/2018	05/25/2018	HR Payroll 2018 MO 6 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917514	05/12/2018	05/16/2018	HR Payroll 2018 BW 10 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917421	04/28/2018	05/02/2018	HR Payroll 2018 BW 9 0	U	110000		
610100	172100	4600	YTD	15,725.00	+	HGRS	F0917393	04/30/2018	04/27/2018	HR Payroll 2018 MO 5 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917337	04/14/2018	04/18/2018	HR Payroll 2018 BW 8 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917252	03/31/2018	04/04/2018	HR Payroll 2018 BW 7 0	U	110000		
610100	172100	4600	YTD	15,725.00	+	HGRS	F0917209	03/31/2018	03/29/2018	HR Payroll 2018 MO 4 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917106	03/17/2018	03/21/2018	HR Payroll 2018 BW 6 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917006	03/03/2018	03/07/2018	HR Payroll 2018 BW 5 0	U	110000		
610100	172100	4600	YTD	15,725.00	+	HGRS	F0916928	02/28/2018	02/27/2018	HR Payroll 2018 MO 3 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916866	02/17/2018	02/21/2018	HR Payroll 2018 BW 4 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916751	02/03/2018	02/07/2018	HR Payroll 2018 BW 3 0	U	110000		
610100	172100	4600	YTD	15,725.00	+	HGRS	F0916683	01/31/2018	01/30/2018	HR Payroll 2018 MO 2 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916572	01/20/2018	01/24/2018	HR Payroll 2018 BW 2 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916412	01/06/2018	01/10/2018	HR Payroll 2018 BW 1 0	U	110000		
610100	172100	4600	YTD	15,725.00	+	HGRS	F0916266	12/31/2017	12/28/2017	HR Payroll 2018 MO 1 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916258	12/23/2017	12/27/2017	HR Payroll 2017 BW 26 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916161	12/09/2017	12/13/2017	HR Payroll 2017 BW 25 0	U	110000		
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916010	11/25/2017	11/29/2017	HR Payroll 2017 BW 24 0	U	110000		
Total				713,126.96	+									

Finding Your Balances

You can drill down for further detail by using the **RELATED** button. To drill down for detail, follow these directions:

1. Select one of the records on the screen by clicking on the account code on the left-hand side of the screen.
2. Click on the **RELATED** button. And select **Query Document (BY TYPE)**.

DETAIL TRANSACTION ACTIVITY												
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917599	05/26/2018	05/26/2018	HR Payroll 2018 BW 11 0	U	
610100	172100	4600	YTD	15,725.00	+	HGRS	F0917589	05/31/2018	05/25/2018	HR Payroll 2018 MO 6 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917514	05/12/2018	05/16/2018	HR Payroll 2018 BW 10 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917421	04/28/2018	05/02/2018	HR Payroll 2018 BW 9 0	U	
610100	172100	4600	YTD	15,725.00	+	HGRS	F0917393	04/30/2018	04/27/2018	HR Payroll 2018 MO 5 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917337	04/14/2018	04/18/2018	HR Payroll 2018 BW 8 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917252	03/31/2018	04/04/2018	HR Payroll 2018 BW 7 0	U	
610100	172100	4600	YTD	15,725.00	+	HGRS	F0917209	03/31/2018	03/29/2018	HR Payroll 2018 MO 4 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917106	03/17/2018	03/21/2018	HR Payroll 2018 BW 6 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0917006	03/03/2018	03/07/2018	HR Payroll 2018 BW 5 0	U	
610100	172100	4600	YTD	15,725.00	+	HGRS	F0916928	02/28/2018	02/27/2018	HR Payroll 2018 MO 3 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916866	02/17/2018	02/21/2018	HR Payroll 2018 BW 4 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916751	02/03/2018	02/07/2018	HR Payroll 2018 BW 3 0	U	
610100	172100	4600	YTD	15,725.00	+	HGRS	F0916683	01/31/2018	01/30/2018	HR Payroll 2018 MO 2 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916672	01/20/2018	01/24/2018	HR Payroll 2018 BW 2 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916442	01/06/2018	01/10/2018	HR Payroll 2018 BW 1 0	U	
610100	172100	4600	YTD	15,725.00	+	HGRS	F0916266	12/31/2017	12/28/2017	HR Payroll 2018 MO 1 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916258	12/23/2017	12/27/2017	HR Payroll 2017 BW 26 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916161	12/09/2017	12/13/2017	HR Payroll 2017 BW 25 0	U	
610100	172100	4600	YTD	11,523.88	+	HGRS	F0916010	11/26/2017	11/29/2017	HR Payroll 2017 BW 24 0	U	
			Total	713,126.96	+							

This will open a Banner document form. The form that opens will depend on the type of Banner document you are trying to view.

Once you have selected **Query Document (BY TYPE)** another window will open. At this point click **GO**.

Document Retrieval Inquiry FGIDOCR 9.3.6 (PROD)	
Document: <input type="text" value="F0917599"/>	Submission Number: <input type="text"/>
Document Type: <input type="text"/>	<input type="button" value="Go"/>
Get Started: Fill out the fields above and press Go.	

Finding Your Balances

You should then see the detail behind the document which you are querying.

Document Retrieval Inquiry FGIDOCR 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

Document: F0917599 Submission Number: Document Type: JV Start Over

▼ HEADER INFORMATION Insert Delete Copy Filter

Transaction Date: 05/26/2018 Items: 4219
 Fiscal Year: 18 Commit Type: Uncommitted
 Fiscal Period: 08 Document Text:

▼ DETAIL INFORMATION Insert Delete Copy Filter

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
0	0	1	HEEL	HR Payroll 2018 BW 11 0	245,687.21	Credit			U		111001		215110					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	2	HEEL	HR Payroll 2018 BW 11 0	57,716.93	Credit			U		111001		215120					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	3	HEEL	HR Payroll 2018 BW 11 0	356,385.07	Credit			U		111001		215130					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	4	HEEL	HR Payroll 2018 BW 11 0	96.82	Credit			U		111001		215145					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	5	HEEL	HR Payroll 2018 BW 11 0	163,434.59	Credit			U		111001		215150					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	6	HEEL	HR Payroll 2018 BW 11 0	51.18	Credit			U		111001		215157					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	7	HEEL	HR Payroll 2018 BW 11 0	264,177.07	Credit			U		111001		215301					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	8	HEEL	HR Payroll 2018 BW 11 0	947.85	Credit			U		111001		215314					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	9	HEEL	HR Payroll 2018 BW 11 0	6,725.68	Credit			U		111001		215316					<input type="checkbox"/>	P1	<input type="checkbox"/>
0	0	10	HEEL	HR Payroll 2018 BW 11 0	38,554.30	Credit			U		111001		215317					<input type="checkbox"/>	P1	<input type="checkbox"/>

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Find Your Fund Balance using FGITBSR

You can quickly check a Fund balance using the FGITBSR form.

To access the FGITBSR form, follow these steps:

1. From the front page log in screen, type into the search bar: **'FGITBSR'**. Press enter.
2. This will open the FGITBSR form.
3. Type your Fund number and Fiscal Year in the appropriate fields in the Key Information Block.
4. Click on the **GO** Button to view your account details.

The screenshot shows the 'Trial Balance Summary FGITBSR 9.0 (PROD)' form. It includes input fields for COA (University of South Alabama), Fund (120000 Auxiliaries), Account, Fiscal Year (18), OR Fund Type, and OR Acct Type. A 'Go' button is visible on the right. A message at the bottom states: 'Get Started: Fill out the fields above and press Go.'

FGITBSR shows a summary of account activity organized by Account code.

The screenshot displays the 'CURRENT FUND BALANCE' table. The table lists various accounts with their descriptions, beginning balances, and current balances. The final row shows the 'Total ALL ACCOUNTS' with a 'Current Fund Balance' of 5,179,183.91 Credit.

Acct Type	Account	Description	Beginning Balance	Debit/Credit	Current Balance	Debit/Credit
11	100001	Cash Interfund Account	7,209,773.29	Debit	1,890,081.22	Debit
11	112001	Petty Cash Bursar Change Fund	0.00	Debit	0.00	Debit
11	112004	Petty Cash Golf Shop-Allen	0.00	Debit	0.00	Debit
11	112006	Petty Cash Housing-Havard	0.00	Debit	0.00	Debit
11	112010	Petty Cash Brookley Admin-Houlsten	0.00	Debit	0.00	Debit
11	112011	Petty Cash Bookstore-Catlin	60,243.20	Debit	60,248.15	Debit
11	112022	Petty Cash Bookstore SHAC-Catlin	0.00	Debit	0.00	Debit
13	130100	Student AR	312,994.42	Debit	292,992.90	Debit
13	132220	AR-HSF Building Rent	0.00	Debit	0.00	Debit
13	132230	AR-Mobile Infirmary	0.00	Debit	0.00	Debit
13	132240	AR-Children's Agency Building Rent	0.00	Debit	0.00	Debit
13	132800	LTC-Blue Cross Settlement	0.00	Debit	0.00	Debit
13	132901	Allow for Doubtful Accounts	0.00	Credit	0.00	Credit
13	132904	Allow for Doubtful Act-Hindsight LTC	0.00	Credit	0.00	Credit
13	133100	AR-Food Service	40,162.41	Debit	27,712.50	Debit
13	133210	AR-Bookstore	1,672.94	Credit	3,510.75	Credit
13	133220	AR-Bookstore-Alabama VA	1,178.12	Credit	28,830.05	Credit
13	133230	AR-Bookstore-Athletics	1,392.91	Debit	7,884.63	Credit
13	133240	AR-Bookstore-Rehab	21,389.97	Debit	3,214.00	Credit
13	133250	AR-Bookstore-Jobbers	65,981.11	Debit	38,263.20	Debit
		Total ALL ACCOUNTS	0.00			
					Current Fund Balance	5,179,183.91 Credit

The current Fund balance appears at the bottom of the FGITBSR window. In the example above, this fund has a Credit (positive) balance as indicated by the word **'Credit'** to the right of the Current Fund Balance amount.

View Transactions on FGIBDSR

To view a summary of your transactions using the FGIBDSR form proceed as follows:

1. From the front page log in screen, type into the search bar: **‘FGIBDSR’**. Press enter.
2. This will open the FGIBDSR form.

Enter the Fiscal Year and Fund Number into the appropriate fields in the Key Information Block and click the **GO** button. ORG and PROG codes will default.

The screenshot shows the 'Executive Summary FGIBDSR 9.3.4 (PROD)' form. It includes fields for Chart (U), Index, Fiscal Year (18), Fund (120000), Account, and Activity. There are also checkboxes for 'Include Revenue' and 'Query Specific', and a 'Commit Type' dropdown menu. A 'Go' button is visible in the top right corner.

After you have clicked the **GO** button, you will see the summary of all transactions associated with the Fund you selected.

The screenshot displays the 'Trial Balance Summary FGIBSR 9.0 (PROD)' table. The table has columns for Acct Type, Account, Description, Beginning Balance, Debit/Credit, and Current Balance. It lists various accounts such as Cash Interfund Account, Petty Cash Bursar Change Fund, and AR-Bookstore. The total current fund balance is 5,179,183.91 Credit.

Acct Type	Account	Description	Beginning Balance	Debit/Credit	Current Balance
11	100001	Cash Interfund Account	7,209,773.29	Debit	1,890,081.22
11	112001	Petty Cash Bursar Change Fund	0.00	Debit	0.00
11	112004	Petty Cash Golf Shop-Allen	0.00	Debit	0.00
11	112005	Petty Cash Housing-Havard	0.00	Debit	0.00
11	112010	Petty Cash Brookley Admin-Houlsten	0.00	Debit	0.00
11	112011	Petty Cash Bookstore-Catlin	60,243.20	Debit	60,248.15
11	112022	Petty Cash Bookstore SHAC-Catlin	0.00	Debit	0.00
13	130100	Student AR	312,954.42	Debit	292,092.00
13	132200	AR-MSF Building Rent	0.00	Debit	0.00
13	132230	AR-Mobile Infirmary	0.00	Debit	0.00
13	132240	AR-Children's Agency Building Rent	0.00	Debit	0.00
13	132000	LTC-Blue Cross Settlement	0.00	Debit	0.00
13	132901	Allow for Doubtful Accounts	0.00	Credit	0.00
13	132904	Allow for Doubt Act-Hindsight LTC	0.00	Credit	0.00
13	133100	AR-Food Service	40,162.41	Debit	27,712.50
13	133210	AR-Bookstore	1,672.94	Credit	3,510.75
13	133220	AR-Bookstore-Alabama VA	1,178.12	Credit	28,830.05
13	133230	AR-Bookstore-Athletics	1,392.91	Debit	7,584.63
13	133240	AR-Bookstore-Rehab	21,389.97	Debit	3,214.00
13	133250	AR-Bookstore-Jobbers	55,981.11	Debit	38,263.20
		Total ALL ACCOUNTS	0.00		0.00
		Current Fund Balance			5,179,183.91

You are able to drill down for details on any particular account in this summary. Follow the instructions listed previously in this manual for **‘Drilling Down for Details using FGITRND’**.

