

VI-2.General Budget Queries

A. Organization Budget Status FGIBDST

Use the Organization Budget Status form, FGIBDST, to view an online query of the budget availability by organization code.

Access the Organization Budget Status form by entering **FGIBDST** in the Direct Access **Go To...** field.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
702010	E Administrative---I/S	0.00	3,310.00	45,020.30	-48,330.30
702110	E Conferences-----I/S	0.00	0.00	2,000.00	-2,000.00
702250	E In-State It Travel	0.00	0.00	50.00	-50.00
703000	E Operating Services - Budget On	-1,135.00	0.00	0.00	-1,135.00
703112	E Prmtg-Stationary Etc	0.00	0.00	46.00	-46.00
703116	E Prmtg-Mnlis Hndbk S	0.00	0.00	50.00	-50.00
703119	E Prmtg-Other	0.00	0.00	18,293.74	-18,293.74
703124	E Magazines	0.00	25.00	0.00	-25.00
703360	E Maint-Janitor/Custd	0.00	0.00	20,000.00	-20,000.00
703361	E Custodial Svcs Cntct	0.00	2,100.00	3,450.00	-5,550.00
703481	E Data Proc Equip Fin	0.00	0.00	159,774.66	-159,774.66
703511	E Dues & Memberships	0.00	0.00	510.00	-510.00
Net Total:		0.00	7,694.49	355,237.60	-362,932.09

1. Enter your **Index** number.
2. Ensure “Include Revenue Accounts” is **not checked**.

***NOTE:** For budgets that do bring in revenue and to display Revenue Accounts leave checkmark on.*

3. Next Block [Ctrl+Pg Down].

C. Detail Transaction Activity FGITRND

Use the Detail Transaction Activity form, FGITRND, to display an online view of detailed transaction activity for operating ledger accounts.

Access the Detail Transaction Activity form by entering **FGITRND** in the Direct Access **Go To...** field.

The screenshot shows the Oracle Fusion Middleware Forms Services window for the FGITRND form. The form is titled "Detail Transaction Activity Page FGITRND 8.4.0.3 (TEST2095)". It features a search bar at the top with fields for COA (N), Fiscal Year (15), Index (106020), Fund (100001), Organization (311111), Account, Program (60), Activity, Location, Period, and Commit Type (Both). Below the search bar is a table of transaction activity. The table has columns for Account, Organization, Program, Activity Date, Type, Document, Field, Amount, and Increase (+) or Decrease (-). The total amount is 77,075.84.

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
510342	311111	60	21-JAN-2015	CR05	J0000072	STATE OF LOUISISA	YTD	9,460.80
702010	311111	60	05-MAR-2015	REQP	R0000294	Jen Kelly	RSV	20.30
702010	311111	60	04-FEB-2015	REQP	R0000245	Grace M Hill	RSV	45,000.00
702010	311111	60	03-FEB-2015	INNI	I0000204	4Imprint	YTD	3,310.00
702110	311111	60	02-FEB-2015	PORD	P0000202	NSU T-Card	ENC	2,000.00
702250	311111	60	11-DEC-2014	PORD	P0000120	NSU Motor Pool	ENC	50.00
703000	311111	60	14-JAN-2015	BD02	J0000050	Transfer Funds	ABD	-310.00
703000	311111	60	14-JAN-2015	BD02	J0000050	Transfer Funds	ABD	-825.00
703112	311111	60	15-JAN-2015	REQP	R0000200	Christi Sarpy	RSV	46.00
703116	311111	60	20-OCT-2014	REQP	R0000028	amberg	RSV	50.00
703119	311111	60	29-JAN-2015	REQP	R0000184	Grace M Hill	RSV	17,752.74
703119	311111	60	21-OCT-2014	POLQ	P0000040	AT&T	RSV	-89.00
703119	311111	60	21-OCT-2014	POLQ	P0000040	AT&T	RSV	-432.00
703119	311111	60	21-OCT-2014	PORD	P0000040	AT&T	ENC	89.00
703119	311111	60	21-OCT-2014	PORD	P0000040	AT&T	ENC	432.00
703119	311111	60	20-OCT-2014	REQP	R0000025	Amber Beasley	RSV	89.00
703119	311111	60	20-OCT-2014	REQP	R0000025	Amber Beasley	RSV	432.00
Total:								77,075.84

1. Enter an **Index** number to populate the Budget Unit's Fund, Organization and Program (FOP).
2. Next Block [Ctrl+Pg Down].
3. Execute Query [F8].

NOTE: Use the Extract Data No Key option from the Help menu to download this information to a spreadsheet.

E. General Ledger Activity FGIGLAC

Use the General Ledger Activity form, FGIGLAC, to view detailed transaction activity for General Ledger accounts by account number in an online summary.

Access the General Ledger Activity form by entering **FGIGLAC** in the Direct Access **Go To...** field.

Account	Transaction Date	Type	Document	Description	Amount	Debit/Credit
101050	01-DEC-2014	INNI	I0000108	A-1 Elevator, LLC	1,000.00	Debit
101050	01-DEC-2014	INNI	I0000109	A-1 Elevator, LLC	1,000.00	Debit
101050	29-OCT-2014	INNI	I0000050	A-1 Elevator, LLC	456.00	Debit
101050	29-OCT-2014	INNI	I0000056	A-1 Elevator, LLC	500.00	Debit
101310	25-FEB-2015	CA2	F0000007	Tuition - Fall	250.00	Credit
101310	25-FEB-2015	CA3	F0000007	Tuition - Fall	7,584.00	Credit
101310	25-FEB-2015	CA3	F0000007	Tuition - Fall	7,584.00	Debit
101310	25-FEB-2015	CA1	F0000006	Tuition - Fall	500.00	Debit
101310	22-JAN-2015	JE15	J0000083	move charges	25.00	Debit
101373	03-MAR-2015	JE16	J0000139	retirement ar portion	780.92	Credit
101373	29-JAN-2015	JE16	J0000107	retire portion	6.48	Credit
101373	29-JAN-2015	JE16	J0000107	retire portion	420.84	Credit
101373	29-JAN-2015	JE16	J0000107	retire portion	420.84	Credit
101373	29-JAN-2015	JE16	J0000107	retire portion	420.84	Credit
101373	29-JAN-2015	JE16	J0000107	retire portion	1,366.80	Credit
101711	29-JAN-2015	JE16	J0000108	.	1,121.00	Debit
101735	29-JAN-2015	JE16	J0000108	adjust	75.99	Credit
Total:					859.29	Debit

Press Duplicate Item for Transaction Source Form, Dup. Record for full total.
Record: 1/?

1. Enter your department's **Index**.
2. Next Block [Ctrl+Pg Down]

NOTE: You can query by Index if you direct access this form.

F. General Ledger Trial Balance FGITBAL

The General Ledger Trial Balance form, FGITBAL, provides an online display of a trial balance.

Access the General Ledger Trial Balance form by entering **FGITBAL** in the Direct Access **Go to...** field.

The screenshot shows the Oracle Fusion Middleware Forms Services window for FGITBAL. The window title is "Oracle Fusion Middleware Forms Services: Open > FGITBAL". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main content area displays the "General Ledger Trial Balance Page FGITBAL 8.7 (TEST2095)".

At the top of the form, there are several input fields:

- Chart:** N
- Fund:** 100001 Operating Fund
- Account Type:** (empty)
- Fiscal Year:** 15
- Account:** (empty)

The main table displays the trial balance data:

Account	Description	Beginning Balance	Debit/ Credit *	Current Balance	Debit/ Credit *
101050	Disbursement Account	0.00	Debit	2,956.00	Debit
101310	A/R-AR Students	0.00	Debit	275.00	Debit
101373	A/R-Retiree Grp Ins	0.00	Debit	3,416.72	Credit *
101711	Nat Guard-Defer	0.00	Debit	1,121.00	Debit
101735	Ft Polk Fe Wver-Def	0.00	Debit	75.99	Credit *
199999	Interfund Account	0.00	Debit	300,133.94	Credit *
202101	Accounts Payable System Control	0.00	Credit	28,541.75	Credit
202182	Sales Tax Payable	0.00	Credit	28,810.29	Debit *
202739	General Fee - Summer Deferred	0.00	Credit	25.00	Credit
202740	ID Card Activ-Defer	0.00	Credit	10,652.00	Credit
30100	Revenue Control	0.00	Credit	1,905,055.59	Credit
30110	Expenditure Control	0.00	Debit	2,214,738.70	Debit
30112	Budgeted Expenditure Control	0.00	Credit	1,121,000.00	Credit
30130	Encumbrance Control	0.00	Debit	5,112,951,089.31	Debit
30132	Reserve for Encumbrance	0.00	Credit	5,112,951,089.31	Credit
Total:	ALL ACCOUNTS	0.00		0.00	

Below the table, there is a note: "* - denotes amount is opposite of Normal Balance".

At the bottom of the window, there is a status bar with the text: "Press Key Duplicate Item to view General Ledger activity." and "Record: 1/18 | ... | <OSC>".

1. Enter a **Fund** number.
2. Next Block [Ctrl+Pg Down]

G. Trial Balance Summary FGITBSR

Use the Trial Balance Summary form, FGITBSR, to query and display budget detail for specific funds and accounts.

Access the Trial Balance Summary form by entering **FGITBSR** in the Direct Access **Go to...** field.

Oracle Fusion Middleware Forms Services: Open > FGITBSR

File Edit Options Block Item Record Query Tools Help

Trial Balance Summary FGITBSR 8.6.0.3 (TEST2095)

COA: N Northwestern State University of LA Fiscal Year: 15
 Fund: 100001 Operating Fund OR Fund Type:
 Account: OR Acct Type:

Acct Type	Account	Description	Beginning Balance	Debit/Credit *	Current Balance	Debit/Credit *
11	101050	Disbursement Account	0.00	Debit	2,956.00	Debit
13	101310	A/R-AR Students	0.00	Debit	275.00	Debit
13	101373	A/R-Retiree Grp Ins	0.00	Debit	3,416.72	Credit *
17	101711	Nat Guard-Defer	0.00	Debit	1,121.00	Debit
17	101735	Ft Polk Fe Wver-Def	0.00	Debit	75.99	Credit *
19	199999	Interfund Account	0.00	Debit	300,133.94	Credit *
21	202101	Accounts Payable System Control	0.00	Credit	28,541.75	Credit
21	202182	Sales Tax Payable	0.00	Credit	28,810.29	Debit *
25	202739	General Fee - Summer Deferred	0.00	Credit	25.00	Credit
25	202740	ID Card Activ-Defer	0.00	Credit	10,652.00	Credit
31	30100	Revenue Control	0.00	Credit	1,905,055.59	Credit
31	30110	Expenditure Control	0.00	Debit	2,214,738.70	Debit
31	30112	Budgeted Expenditure Control	0.00	Credit	1,121,000.00	Credit
Total:			0.00		0.00	
			Current Fund Balance:		309,683.11	Debit *

* - denotes amount is opposite of Normal Balance

Record: 1/18 | <OSC>

1. Enter a **Fund** number or a Fund number and Account code combination.
2. Next Block [Ctrl+Pg Down].

H. Transaction In Process Status FGITINP

Form FGITINP displays transactions which are pending for a specific Fund, Org, Program and Budget Pool Account, and shows the budgetary impact of those pending transactions. Pending transactions are those which are any status other than posted.

NOTE: You can use Index to populate FOP, however an Account Code is also required for this form. Since Account Code is not populated by Index, Account Code must be entered.

FGITINP may either be accessed from FGIBAVL, or accessed directly. If FGITINP is accessed via FGIBAVL, the form will be pre-populate upon display.

If FGITINP is accessed directly, simply enter the desired FOAP, or the Index and Account, in the top block and Next Block [Ctrl+Pg Down]. The bottom block then displays in query mode. Execute the query [F8] and the transactions in process will display.

Document	Status	Fund	Organization	Account	Program	Adjusted Budget	YTD Activity	Commitments
R0000177	In Approvals	100001	311111	702010	60	0.00	0.00	17,752.74
R0000186	In Approvals	100001	311111	702010	60	0.00	0.00	17,752.74
R0000235	In Approvals	100001	311111	702010	60	0.00	0.00	56,000.00
R0000236	In Approvals	100001	311111	702010	60	0.00	0.00	56,000.00
R0000237	In Approvals	100001	311111	702010	60	0.00	0.00	56,000.00
R0000239	In Approvals	100001	311111	702010	60	0.00	0.00	56,000.00
R0000247	In Approvals	100001	311111	702010	60	0.00	0.00	5,678.00
Total:						0.00	0.00	265,183.48
Available Balance In Process:								-265,183.48

Status Descriptions

- To Be Posted Document is currently going through the posting process
- In Approvals Document is in Banner approval queue(s).
- Disapproved Incomplete document with disapproval history in Banner approval queue(s).
- Incomplete Document has not been Completed by the user.
- Error Orphan record due to system error; should've been removed by the system.
- Undefined Document with an undetermined status

NOTE: If an "Error" record with any amount other than \$0 is identified, contact Information Systems.

Use the scroll bar at the bottom of the form to view the transaction description:

Oracle Fusion Middleware Forms Services: Open > FGITINP

Transaction In Process Status: FGITINP 8.6.1.4 (TEST2095)

Chart: N Fund: 100001 Operating Fund
 Fiscal Year: 15 Organization: 311111 Business Affairs
 Index: 106020 Account: 702010 Administrative--I/S
 Commit Type: Both Program: 60 Institutional Support

Control Keys → Fund: 100001 Organization: 311111 Account: 702010 Program:

Document	Description	Item	Sequence	Adjusted Budget	YTD Activity	Commitments
R0000177	Agron, Inc	0	1	0.00	0.00	17,752.74
R0000186	Agron, Inc	0	1	0.00	0.00	17,752.74
R0000235	City of Natchitoches	0	2	0.00	0.00	56,000.00
R0000236	City of Natchitoches	0	2	0.00	0.00	56,000.00
R0000237	City of Natchitoches	0	2	0.00	0.00	56,000.00
R0000239	City of Natchitoches	0	2	0.00	0.00	56,000.00
R0000247	ADT LLC	1	1	0.00	0.00	5,678.00
Total:				0.00	0.00	265,183.48
				Available Balance In Process:		-265,183.48

Record: 1/7

- Adjusted Budget column: Displays the amount of the pending budget transaction.
- YTD Activity column: Displays the amount of the pending expense transaction.
- Commitments column: Displays the amount of the pending encumbrance transaction.

To display the correct “Available Balance In Process” amount, scroll to the last record in the form, or select “Query Total for all records” from the Options menu.

If the “Available Balance In Process” is a negative amount, available budget is being reduced by that amount as a result of all the pending transactions.

If the “Available Balance In Process” is a positive amount, available budget is being increased by that amount as a result of all the pending transactions.

