## **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.

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🖗 Organizatio	n Bu	dget Status FGIBDST 8.5 (TES	ST2095) 0000000000000000					<. ≚ ×
Chart:		NV	0	roanization.	311111	Business Affairs		
Fiscal Ye	ar:		F	und:	100001	Operating Fund		
Index		106020	P	rogram:	60 🔻	Institutional Support		
			A	ccount:		inolitational oupport		
	pec		A	ccount Type:				
	Rev	enue Accounts	А	ctivity:				
Commit T	ype:	Both 💌	L	ocation:				
	_							
Account	TV	ne Title	Adjusted Budget	YTD	Activity	Commitments	Available Balance	
Account	1 31		Aujusieu buugei	1107	ACTIVITY	Communents	Available balance	
702010	E	AdministrativeI/S	0.00		3,310.00	45,020.30	-48,330.30	
702110	E	ConferencesI/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	12
703000	E	Operating Services - Budget On	-1,135.00		0.00	0.00	-1,135.00	1
703112	E	Prntg-Stationary Etc	0.00		0.00	46.00	-46.00	
703116	E	Prntg-Mnls Hndbk S	0.00		0.00	50.00	-50.00	
703119	E	Prntg-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-Janitorl/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	
				-				
Dup Item for I	Detai	I,Count Query for Orgn. Summa	ry, Dup Rec for Encum. List					
Record: 1/27			<0SC>					

- 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].

#### B. Budget Availability Status FGIBAVL

The Budget Availability Status form, FGIBAVL, allows online query of budget availability for a selected Fund, Organization, Account, and Program combination. Use it to ensure an adequate balance for transaction processing.

**NOTE:** When you look at FGIBAVL (balance available) columns should balance – budget less expenses-less actual-less encumbrances=available balance. If there are any documents incomplete this will not balance. You can't see it – meaning it doesn't show up on FGITRND (detail transactions). So...when a fund does not balance, run FGRIDOC to see if there is something outstanding. Unlike FRS which is real time, Banner uses a posting system, therefore you have to wait for something to post.

Access the Budget Availability Status form by entering FGIBAVL in the Direct Access Go To... field.

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🙀 Budget Av	ailability Status FGIBAVL 8.6.1	.4 (TEST2095) 00000000000				
Chart:		Fund: 10000	)1 💌 Operating Fund			
Fiscal Ye	ear: 15 💌	Organization: 31111	11 Business Affairs		Pending Documents	
Index:	106020	Account: 70201	10 AdministrativeI/	'S	_	
Commit	Type: Both	Program: 60	Institutional Support	ort		
					_	
Control F	Keys> Fund: 100001	Organization: 3111	11 Account: 702010	Program:		
					-	londing
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance Do	cuments
702010	AdministrativeI/S	0.00	3 310 00	366 203 78	-369 513 78	
702110	ConferencesI/S	0.00	0.00	2 000 00	-2 000 00	
702250	In-State It Travel	0.00	0.00	50.00	-50.00	
703000	Operating Services - Budget On	-1,135.00	0.00	0.00	-1,135.00	
703112	Prntg-Stationary Etc	0.00	0.00	46.00	-46.00	
703116	Prntg-Mnls Hndbk S	0.00	0.00	50.00	-50.00	
703119	Prntg-Other	0.00	0.00	18,293.74	-18,293.74	
703124	Magazines	0.00	25.00	0.00	-25.00	
703331	Maint Data Proc It	0.00	0.00	17,752.74	-17,752.74	
703340	Maint Of Buildings	0.00	175.00	240.00	-415.00	
703360	Maint-Janitorl/Custd	0.00	20,000.00	0.00	-20,000.00	
703361	Custodial Svcs Cntct	0.00	2,100.00	3,450.00	-5,550.00	
703431	Computer Resource Allocation	0.00	0.00	0.00	0.00	
703435	Computer Software	0.00	0.00	200.00	-200.00	
	Total:	0.00	28,180.09	888,356.19	-916,536.28	
						]
Account Cod	le. Duplicate Item to view Pendir	ng Documents.				
Record: 1/38	3	<0SC	>			

- 1. Enter the Fiscal Year (if not populate by default).
- 2. Enter the **Index** code to populate the Fund, Organization, and Program (FOP) to query the select Budget Unit's balance.
- 3. Enter an Account code.
- 4. 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	y entering	FGITRND in	the Direct	Access G	o To	field.
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Detail Transa	action Activity Pa	ge FGITRND 8.4	4.0.3 (TEST2095)		000000000000000000000000000000000000000	0000000000000000			2000000 <u>×</u>
COA Fier	al Year Ind	ov Eur	d Organization	Accou	int Program	Activity Los	nation Por	ind Commit Type	
								ou commit type	
N	15 106020	0 100001	311111		60			Both	
			r					Incre	ase (+) or
Account	Organization	Program	Activity Date	Туре	Document		Field	Amount Dec	rease (-)
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	10000204	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	<b>₽</b>  2
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	+
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ess Key Dur	o Item for docume	ent query forms:	Count Query for encun	nbrance de	tail				
cord: 1/?				<osc></osc>					

- 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*.

#### D. Organization Budget Summary FGIBSUM

Use the Organization Budget Summary form, FGIBSUM, to view summarized budget information by user-defined account type for a selected organization/fund combination.

Access the Organization Budget Summary form by entering FGIBSUM in the Direct Access Go to... Field.

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😨 Organization Budget Summary FC	GIBSUM 8.3 (TEST2095) 20000000			000000000000000000 🗹 🗙
_				
Chart of Accounts: N 💌	Organization: 311111	Business Affairs	Commit Ind	icator: Both
Fiscal Year: 15	Fund: 100001	Operating Fund		
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue	0.00	9,460.80	0.00	-9,460.80
Labor		0.405.00	425 720 00	
Transfere	0.00	8,105.09	435,736.96	-443,842.05
	l			
Net: Revenue minus	0.00	4 955 74		
(Labor + Expense + Transfer)	0.00	Total Commitmonto:	425 726 06	
		rotar communents.	435,730.90	
\				
Press Count Query Hits for Organiza	tion Budget Status	20-		
Record: 1/4	<08	SU>		)

- 1. Enter the Organization number in the Organization field.
- 2. Next Block [Ctrl+Pg Down]
  - **NOTE:** This form will present the summary of the Indexes "mapped" to the Organization for the Fund selected for Organizations that have multiple Indexes.

#### 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.

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🙀 General Led	ger Activity FGIGLAC	8.4 (TEST2	095) 200000000000	***********************************		
_						
Chart:	N	Per	iod:	Fiscal Year: 15	Index: 106020	•
Fund:	100001	Acc	ount:			
Account	Transaction Date	Type	Document	Description	Amount	Debit/
				·		Credit
101050	01-DEC-2014	INNI	10000108	A-1 Elevator, LLC	1,000.00	Debit 🔻 🔺
101050	01-DEC-2014	INNI	10000109	A-1 Elevator, LLC	1,000.00	Debit 🔻
101050	29-OCT-2014	INNI	10000050	A-1 Elevator, LLC	456.00	Debit 🔻
101050	29-OCT-2014	INNI	10000056	A-1 Elevator, LLC	500.00	Debit 🔻
101310	25-FEB-2015	CA2	F000007	Tuition - Fall	250.00	Credit 🔻
101310	25-FEB-2015	CA3	F000007	Tuition - Fall	7,584.00	Credit 🔻
101310	25-FEB-2015	CA3	F000007	Tuition - Fall	7,584.00	Debit 🔻
101310	25-FEB-2015	CA1	F000006	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 💌 👻
				<b>T</b> -1-1-		D-H2
				l otal:	859.29	Debit
·						
Press Duplicat	e Item for Transaction	Source For	m, Dup. Record for fu	ull total.		
Record: 1/?				<osc></osc>		

- 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.

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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	$\square$
202182	Sales Tax Payable	0.00	Credit		28,810.29	Debit	•
202739	General Fee - Summer Deferred	0.00	Credit		25.00	Credit	$\square$
202740	ID Card Activ-Defer	0.00	Credit		10,652.00	Credit	
30100	Revenue Control	0.00	Credit		1,905,055.59	Credit	$\square$
30110	Expenditure Control	0.00	Debit		2,214,738.70	Debit	$\square$
30112	Budgeted Expenditure Control	0.00	Credit		1,121,000.00	Credit	$\square$
30130	Encumbrance Control	0.00	Debit		5,112,951,089.31	Debit	$\square$
30132	Reserve for Encumbrance	0.00	Credit		5,112,951,089.31	Credit	$\square$
	* - denotes amount is c	opposite of Normal Balance					

## 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.

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Trial E	Balance Sum	mary FGITBSR 8.6.0.3 (TEST2095) 5555		*********	-0-0-		0000000	0000	2, ≚,
COA	: N	Northwestern State University	r of LA Fiscal Yea	r: 15					
Fund	l: 100	0001 Operating Fund	OR Fund T	ype:					
Acco	unt:		OR Acct Ty	pe:	•				
									_
Acct			Beginning	Debit/		Current	Debit/		
Туре	Account	Description	Balance	Credit	*	Balance	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	$\square$	1
17	101735	Ft Polk Fe Wver-Def	0.00	Debit		75.99	Credit	•	
19	199999	Interfund Account	0.00	Debit		300,133.94	Credit	•	1
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		- 8
31	30110	Expenditure Control	0.00	Debit		2,214,738.70	Debit		- 8
31	30112	Budgeted Expenditure Control	0.00	Credit		1,121,000.00	Credit		ె
		* - denotes amoun	t is opposite of Normal Balance						
	Total:	ALL ACCOUNTS	0.00			0.00			
			Current	Fund Bala	nce:	309,683.11	Debit	•	
cord:	1/18		<osc></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.

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Transaction In	Process Status FGITIN	P 8.6.1.4 (	(TEST2095) 🔀						******	≚×Ì
Chart:	N		Fund:	100001	Oper	atir	ng Fund			
Fiscal Year:	15 💌		Organizatio	on: 311111	🔻 Busir	nes	ss Affairs			
Index:	106020 💌		Account:	702010	🔻 Adm	inis	strativeI/S			
Commit Typ	e: Both	-	Program:	60	🔻 Institu	utic	onal Support			
Control Key	/s> Fund: 100	001	Organizati	on: 311111	Accou	unt	t: 702010 Program	n:		
Document	Status	Fund	Organizatio	on Account	Program	1	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	1
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	
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					Total:		0.00	0.00	265,183.48	
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#### **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:

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Fiscal Yea	:	15 💌	Organization:	311111	Busine	ss Affairs			
Index:		106020	Account:	702010	Admin	strativeI/S			
Commit Ty	pe:	Both 🔻	Program:	60	Instituti	onal Support			
Control Ke	ys	-> Fund: 100001	Organization:	311111	Accour	t: 702010 Program	1:		
Deserves		Deserietis			C	Adjusted Dudget		0	
Document	am	Descriptio	n	item	Sequence	Adjusted Budget	TID 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	4
R0000239		City of Natchitoches		0	2	0.00	0.00	56,000.00	
R0000247		ADT LLC		1		0.00	0.00	5,678.00	
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					Total:	0.00	0.00	265,183.48	
						Available Balanc	e In Process:	-265,183.48	
L									
Record: 1/7				<osc></osc>					

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

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.

## I. Executive Summary FGIBDSR

Displays budget, revenue, expense, encumbrance, and available budget balances by Organization code from posted transactions. Also provides balances at any Fund or Org hierarchy level, so this form would be useful for verifying Organization and/or Fund the budget is balanced. This form <u>does not</u> provide drill-down capability to transaction detail.

# **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.

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Executive S	umn	nary Page FGIBDSR 8.5 (TES	T2095) 1000000000000000000000000000000000000	~~~~~			ss ≝ ×Ì						
Chart:		N	Organization: 31	1111 💌 Business Affairs									
Fiscal Yea	ır:	15 💌	Fund: 10	0001 💌 Operating Fund									
Index:		106020	Program: 60	Institutional Suppor	t								
		ific Account	Account: 70	2010 AdministrativeI/S									
	Dec		Account Type:										
Include	Rev	renue Accounts	Activity:										
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Account	Tur	no Titlo	Adjusted Budget	VTD Activity	Commitmonte	Available Palance							
Account	I AF		Aujusteu Buuget	TTD Activity	Communents	Available balance							
702010	Е	AdministrativeI/S	0.00	3,310.00	45,020.30	-48,330.30							
702110	E	ConferencesI/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	Prntg-Stationary Etc	0.00	0.00	46.00	-46.00							
703116	E	Prntg-Mnis Hndbk S	0.00	0.00	50.00	-50.00							
703119	E	Prntg-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-Janitorl/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		ו ר						
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Account Code	; Pre	ess Duplicate Item to view Tran	saction Detail activity.										
Record: 1/27			<0SC>										

Use FGIBDSR to verify the "Fund" budget is in balance:

Look at the Net Total for Adjusted Budget to verify the budget.

If you included Revenue accounts in your query, the Net Total should be the net of your revenue and expense budgets