Checking Budget Availability
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I.   Budget Functionality

The University utilizes "budget pool accounts", Expenditure Account Categories to maintain budgets for expenditures and encumbrances for Support Costs. This functionality is established University wide regardless of source of funding. A pool account holds the budget for a "group" of account codes (objects of expenditure). Following are the "budget pools" used by the University for Support Costs, i.e. non-personal service expenditures:

Support Cost Budget Pool Account

Expenditure Categories	Description	Pool for Expenditure Account Codes
702000	Travel	702010 – 702910
703000	Operating Services	703010 – 703999
704000	Supplies	704010 – 704920
705000	Professional Services	705010 – 705910
706000	Other Charges	706010 – 706999
707000	Capital Outlay	707010 – 707999
708000	Debt Service	708010 – 708312
709000	Inter-Agency Transfers	709010 – 709110

Only Budget Entries may be entered in Support Cost Budget Pool Accounts, 702000, 703000, 704000, 705000, 706000, 707000, 708000, and 709000.

Personal Services expenditures are budgeted by Account Code, not budget pools.

Some Budget Units have revenue budgeted. Revenue is budgeted by Account Code.

II. Budget Availability

Budget Available is total budget in the pool less year-to-date-expenditures (for all account codes using the pool) and less encumbrances (for all account codes using the pool). Budget Availability Checking occurs for a Fund/Org/Account/Program combination and includes documents in approvals, documents which are incomplete, and posted documents in the calculation. As transactions are entered, the system checks budget availability in the appropriate budget pool account. Budget Availability Checking occurs at the pool level no matter whether budgets are entered in the budget pool or at the line level. If there is not enough available budget to cover the transaction, the system will return an Error Message.

Error Message: States that there is insufficient budget and indicates the item and/or sequence number that is over budget. It also states the system is suspending the transaction. The user will have to submit a Budget Revision Request.

If the Budget Revision Request Document is:

- Approved and Posted – Accounting and Reporting will process the Budget Revision and the requestor will proceed with completing the requisition.

    NOTES: *Requestor should check the requisition daily for funds approval.*

    If the source of funding is changed, Business Affairs will contact Purchasing to change the accounting distribution when turned to a Purchase Order.

- Not Approved – The User will receive a message through GUAMESG – General Message providing complete details for the reason of disapproval. The requisition must be cancelled, and a new one submitted at a later point in time.

Below is an example of a transaction entered in Banner which resulted in an Error message:
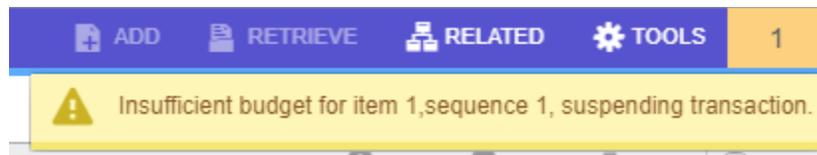
NOTE: *Permanent (Original) Budget is not shown on Banner Forms, or Query screens, only Adjusted (Revised) Budget, which is your current budget that is "original budget" plus and minus budget revisions (adjustments).*

III.   Document Transactions and Budget Impact

When a Requisition is completed a reservation is established as a Commitment against the Budget. Funds are transferred from the Budget Pool Account available balance and moved to the Requisition.

When the Purchase Order is issued, Banner automatically closes the Requisition and the budget Commitment transfers to the Purchase Order. Banner also creates a PO/Encumbrance for the FOAP. Each time an Invoice is entered against a Purchase Order, the balance open on the PO/Encumbrance is reduced and the Commitment on the budget is reduced. When the PO/Encumbrance is closed, any remaining balance on the order is returned to the Budget Pool account.

IV.   Organization Budget Status – FGIBDST

The Organization Budget Status Form (FGIBDST) displays the values posted to the operating ledger. You can see the total annual budget on this form regardless of the control period.

NOTE: *FGIBDST does not reflect incomplete, unapproved or unposted transactions.*

> *Use FGIBAVL to reflect all transactions, incomplete, unapproved, or unposted transactions if you want to see the balances available for those "in-process transactions".*
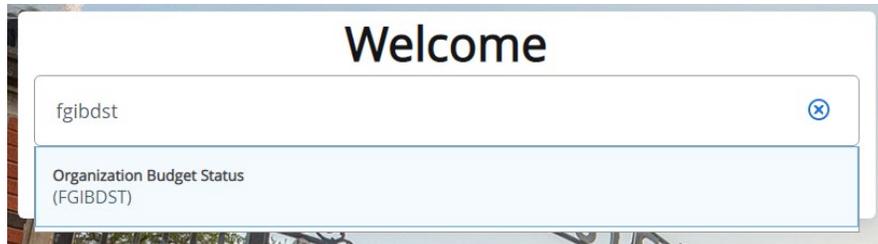
Access the FGIBDST form and follow these steps:

1. Tab to the **Index** field and enter the Index number, to check the Budget balance.

   NOTE: *Enter the Account number, to access a particular Account.*

2. Click **Go** or **Alt+Page Down** to view the Index details.

   FGIBDST shows a summary of account activity organized by Account code.
   Entries are grouped by account code (left-hand side)

✕	@ ellucian	Organization Budget Status FGIBDST 9.3.6 (PROD)		📄 ADD	📄 RETRIEVE	🔗 RELATED 🔧 TOOLS

Chart: N Northwestern State University of LA   Fiscal Year: 19 Index: 106020 Business Affairs   Query Specific Account: ☐   Include Revenue Accounts: ☑   Commit Type: Both   Organization: 311111 Business Affairs   Fund: 100001 Operating Fund   Start Over

Program: 60 Institutional Support   Account: Account Type: Activity: Location:

▼ ORGANIZATION BUDGET STATUS   ➕ Insert 🗑 Delete 📋 Copy 🔻 Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
702110	E	Conferences------I/S	0.00	4,449.02	0.00	-4,449.02
702210	E	Field Travel-----I/S	0.00	454.45	0.00	-454.45
702230	E	Fld Tvl-Intr Cmp-I/S	0.00	51.34	0.00	-51.34
702610	E	Conferences------O/S	0.00	3,047.50	0.00	-3,047.50
703000	E	Operating Services - Budget Only	16,829.00	0.00	0.00	16,829.00
703010	E	Advertising	0.00	1,229.32	1,085.68	-2,315.00
703112	E	Prmtg-Stationary Etc	0.00	984.50	0.00	-984.50
703116	E	Prmtg-Mnls Hndbk S	0.00	1,975.00	28.70	-2,003.70
703119	E	Prmtg-Other	0.00	497.90	0.00	-497.90
703322	E	Office Equip Maint	0.00	1,458.00	0.00	-1,458.00
703330	E	Mnt-Data Proc Equip	0.00	3,207.79	0.00	-3,207.79
703331	E	Maint Data Proc It	0.00	2,125.64	0.00	-2,125.64
703436	E	Data Proc It Lic	0.00	118.50	0.00	-118.50
703511	E	Dues & Memberships	0.00	2,085.00	0.00	-2,085.00
703620	E	Freight & Express	0.00	177.57	0.00	-177.57
703940	E	Bank Charges	0.00	484.72	0.00	-484.72
703990	E	Misc Opr Svcs	0.00	758.00	0.00	-758.00
704000	E	Supplies Budget Only	44,935.00	0.00	0.00	44,935.00
704010	E	Office Supplies	0.00	17,840.90	0.00	-17,840.90
704011	E	Office Supplies-Paper	0.00	2,314.56	1,072.75	-3,387.31
		Net Total	-2,686,552.00	-2,464,699.80	2,187.13	

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V.   Budget Availability Status – FGIBAVL

The **FGIBAVL** form gives you an overview of your department's budget. This form summarizes your expenditure budget into major categories and will show you what is available in your Budget Pool. Refer to **FGIBDST** to see what was spent by account number.

NOTES: *FGIBAVL includes expenses and transfer activity for all documents (invoices, requisitions, PO's, journal vouchers, etc.) at the time the query is made, including those in process of completion and/or approval. The form does not reflect revenue activity. The Budget Availability Status Form (FGIBAVL) displays only those funds available at the time of the query based on the specified control period.*

When you look at FGIBAVL available balance (columns) should equal: Adjusted budget – YTD Activity – Commitments = 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.

1. **Chart** and **Fiscal Year** fields will default. Enter the **Index** to populate Fund and Organization.

2. **Tab** to the **Account** and enter the Account pool number. This form requires an Account number to be entered before executing the query.

    To view Non- Salary expenditures only, enter the pool account 70XXXX if not enter 60XXXX to view all expenditures.

3. Click **Go** or **Alt+Page Down**

4. **Exit [Ctrl+Q]** to exit the form.

VI.   FGIBDST vs FGIBAVL

These budget tracking and reporting query forms present balances differently:

FGIBAVL includes posted and Unposted transactions – unposted (pending) documents are incompletes (not finished by initiator) and those documents awaiting approvals. The values that appear on **FGIBAVL** are what controls whether or not a particular transactions becomes NSF (non-sufficient funds).

FGIBDST includes posted transactions only – completed documents that cleared all approval queues and had sufficient Available Balance.

It is important to remember that Budget Checking comes into play even while a user is inputting a transaction. As soon as the amount and FOAP fields are entered in a requisition, direct pay or budget adjustment document Banner makes a claim against Available Balance (the remaining budget availability). If the user never completes the document the claim against budget will always remain.

The layout for **FGIBAVL** is almost identical to **FGIBDST** except that the rows list the net "pool budgeting" balances rather than individual ACCT code balances. If there are no unposted items the sum of Available Balance for all **FGIBDST** ACCTs in a pool will equal Available Balance for that pool on **FGIBAVL**. If there are unposted items pooled Available Balance will not agree between **FGIBDST** and **FGIBAVL** and the difference is an unposted transaction. The unposted items are called "Pending Documents". There is an indicator in the **FGIBAVL** header block and checkboxes at the end of each row. If a checkbox is checked it means there are pending items for that pool.

To see the Pending Documents for a pool click in a row that has its checkbox checked. Then click Related, Pending Documents.

The Status column indicates the reason why a document is pending.
Typical Status codes for documents are:
> Incomplete – initiator has not completed the input process
> In Approvals – document has been completed but the final approval has not been given
> Receipt Pending – for PO based invoices – a receipt of goods is needed
> Disapproved – document was disapproved and rolled back to incomplete status
> To Be Posted – will post the next time posting process runs – usually runs every 3 minutes

FGIBAVL includes in the available balance calculation:
> Documents in approvals,
> Documents which are incomplete, and
> Posted documents.

FGIBAVL should be used to:
> View how much budget is available for a FOAP. Determine the budget pool a FOAP is associated with.
> Drill down to **FGITINP** to identify transactions in process for a FOAP.

NOTE: *Enter your Index to directly access your Budget Unit, FOP.*