BANNER 9 Budget - FGIBDST

- Go to FGIBDST - Organization Budget Status.
- Enter Chart of Accounts (Chart) “R”.
- Enter Fiscal Year.
- Choose “Both” for Commitment Type.
- Uncheck Include Revenue (unless your department collects revenue).
- Enter Organization, Fund and Program (You can leave off program code to capture all program codes).
- Select the green Go button.

Columns on Budget Form
- Account Type and Title - Spending category.
- Adjusted Budget - Budget after any budget transfers.
- YTD Activity - Total payments/transactions completed to date. Includes items invoiced regardless of whether a check is sent.
- Commitments - Total of both requisitions (reservations) and open purchase orders or travel encumbrances (encumbrances).
- Available Balance - Current amount available to spend.

IMPORTANT NOTE
For a list of all account codes, go to Rowan’s Purchasing website, The Purchasing Process link https://sites.rowan.edu/procurement/purchasing%20/index.html

IMPORTANT NOTE
Export your budget by select Tools at the top right of the page - then Export.

Budget Details - FGITRND

To review details of the transaction, you can access the Transaction Detail Information (FGITRND) in two ways:

1. Place cursor in the account field you would like to query.
   - Select Related from the menu bar, then Transaction Detail Information (FGITRND).
   - You can filter the transactions by rule type or vendor.
   - Select Filter from the menu bar.
   - Select “Type” from the Field drop down menu.
   - Select the Search Operator (“Contains,” “Equals,” etc).
   - Enter the item you want to filter by (i.e., PORD’).
   - Select Go.

2. Go directly to the form FGITRND.
   - Type in the FOAPAL information in the first block. Leave Account blank.
   - Select the green Go button.
   - Continue using same process as above.

IMPORTANT NOTE
See the appendix in the Banner user manuals for the rule type glossary.

Non-Salary Pooled Expenses and Budget Availability - FGIBAVL

To view the total of your Non-Salary pooled accounts (7Z) and to find any charges “hung up” in the system), go to Budget Availability Status (FGIBAVL).
- Enter Chart of Accounts “R”.
- Enter Fiscal Year.
- Enter Fund.
- Enter Organization.
- Enter Account (Required - 6000 will show non-salary pooled expenses).
- Enter Program Code (Required).

- Select green Go button.

To view any Pending Documents (FGITINP)
- If there is a check mark in Pending Documents, place cursor in the Account field.
- Select Related, Pending Documents (FGITINP) from the menu bar.
- A list of pending documents or errors may appear.
- Investigate by checking the Status, or you may need to call Purchasing, Accounts Payable or Accounting Services for clarification.

IMPORTANT NOTE
If you receive an NSF error, but FGIBDST shows that there is enough in your account, check FGIBAVL. FGIBDST only displays processed documents (not in process ones).
# BANNER BUDGETS

## Quick Reference Guide

### SELF SERVICE BANNER Budget Queries
- Select **Budget Queries** from the Finance menu.
- Under **Create a New Query Type**, select **Budget Status by Account. Create Query**.
- Select the columns to display on the report.
- Enter **Fiscal Year** and **Fiscal Period** (14 = All).
- Choose “All” for **Commitment Type**.
- Enter **Chart of Accounts** “R”.
- Enter **Fund, Organization** and **Account** (if desired).
- Uncheck **Include Revenue** (unless your department collects revenue).
- Select the **Submit Query** button.

**IMPORTANT NOTE**
You do not need to select the **Temporary Budget** (not used) or **Accounted Budget** (same as **Adjusted**) columns in your Budget Queries.

### Budget Details - Drilling Down
- Select an underlined amount under budget column.
- Select an underlined **Document Code** to view a specific transaction.
- Select the underlined **Document Code** in the **Detail Transaction Report** to view the entire document.

### Budget Details - Download to Excel
- Select **Download Selected Ledger Columns**.
  - Select **Open or Save**.
- Select an underlined amount in the budget sheet, select **Download** on the **Detail** page.
  - Select **Open with or Save File**.

### Budget Transfers - Between Two Accounts
- Select **Budget Transfers** from Finance Menu.
- Allow **Transaction Date** to autofill.
- Select **Journal Type** “BDZ1 (Non-Salary Transfer)”.
- Enter amount to be transferred in **Transfer Amount**.
- Enter the **FROM (Debit/-) line**
  - Enter **Chart** “R”.
  - Enter **Fund, Organization, Account** and **Program** number.
- Enter the **TO (Credit/+)** line
  - Enter **Fund, Organization, Account** and **Program** number.
  - Enter **Description** and **Budget Period** “01”.
  - Select **Complete**.
  - Check the top of the screen for confirmation (Document J__________ completed).

### Budget Transfers - Between Multiple Accounts
- Select **Multiple Line Budget Transfer** from Finance Menu.
- Allow **Transaction Date** to autofill.
- Select **Journal Type** “BDZ1 (Non-Salary Transfer)”.
- In **Document Amount**: enter TOTAL DEBITS AND CREDITS.
- Enter the **FROM (Debit/-) line**
  - Enter **Chart** “R”.
  - Enter **Fund, Organization, Account** and **Program** number.
  - Enter **Amount**.
  - Select (-) for Debit (D) or (+) for Credit (C)
  - Repeat for each debit and credit.
- Enter **Description** and **Budget Period** “01”.
- Select **Complete**.
- Check the top of the screen for confirmation (Document J__________ completed).

### IMPORTANT NOTES
To transfer between funds, contact the Budget office for the appropriate forms.

Grant funds cannot be transferred online. Contact the Grants Office (OSP) for the appropriate forms.