Rowan University
INFORMATION RESOURCES & TECHNOLOGY

Training & Instructional Support
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BANNER BUDGETS
Quick Reference Guide

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.

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

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

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).