

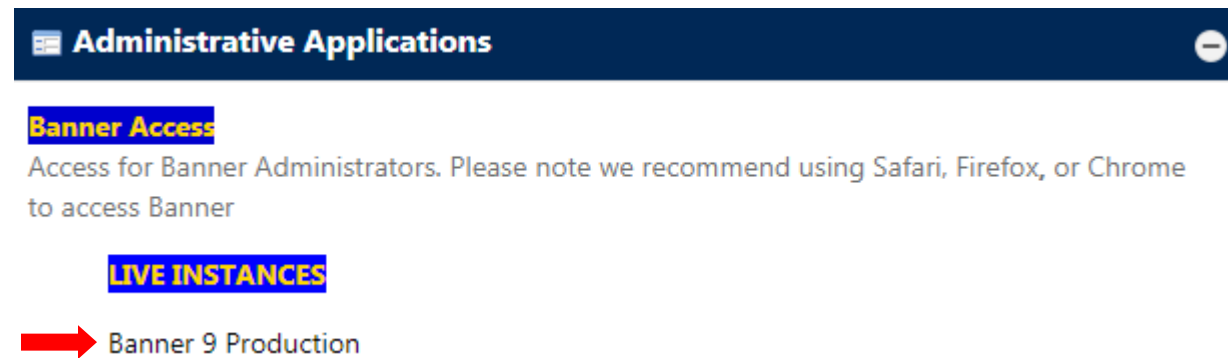


ORGANIZATION BUDGET STATUS (FGIBDST)

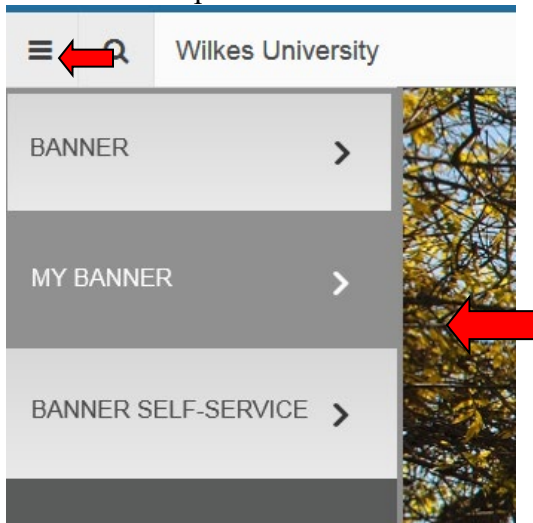
Log into the portal through Google Chrome (or Firefox) and select Employees, then select Wilkes @Work.



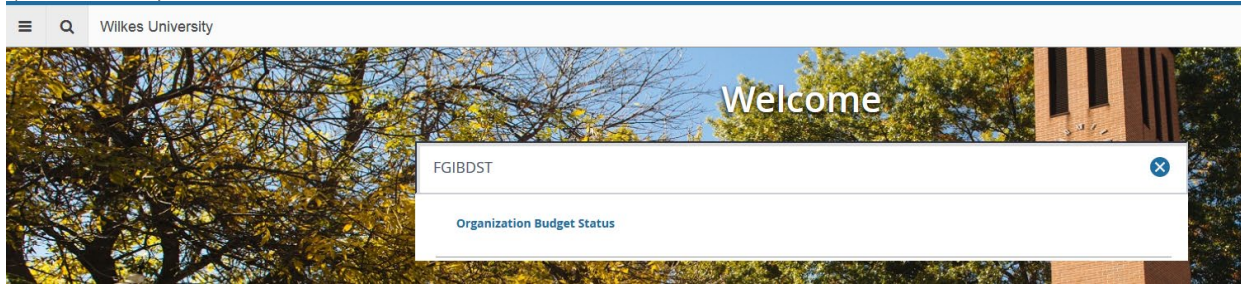
Under Administrative Applications, select Banner 9 Production.



Users with favorites established can access Organization Budget Status (**FGIBDST**) through the My Banner link on the drop down menu.



All other users can access the budget information in Banner by using the Organization Budget Status (FGIBDST); enter this screen name in the search box on the Banner main screen and hit enter.



This will take you to the Organization Budget Status (FGIBDST) screen (see below). To view the activity in your org, enter the following:

Chart: X

Fiscal Year: 2 digits (this will change every June)

Index: blank

Query Specific Account: unchecked

Include Revenue: unchecked (checked for 111005 due to the cash-like nature of the fund)

If this box is left checked, the available budget balance will be inaccurate

Commit Type: Both (Both is default)

Orgn (your budget organization) XXXX

Fund is typically 111001

Program should be blank. If a program code auto populates, clear it to ensure you're seeing all activity.

Account: 7000 (blank for fund 111005)

Account Type: blank

Activity: blank

Location: blank

The screenshot shows the 'Organization Budget Status FGIBDST 9.3.3 (PPRD)' screen. It contains various input fields for Chart, Fiscal Year, Index, Include Revenue, Accounts, Organization, Program, Account Type, Location, Fund, Account, and Activity. A red arrow points to the 'Go' button in the top right corner. A red box highlights the 'Include Revenue' checkbox and the 'Fund' field, with a note: 'Using account 7000 will retrieve all operating expense accounts and transfers; omit account for fund 111005'. Another red box highlights the 'Organization' field with a note: 'Uncheck include revenue accounts (check for 111005), Add your org number, Leave program blank'.

Click the green “Go” button to view budget status (keyboard shortcut: alt + page down, formerly ctrl + page down).

X

Organization Budget Status FGIBDST 9.3.3 (PPRD)

ADD

RETRIEVE

RELATED

TOOLS

Chart: X

Fiscal Year: 18

Index:

Query Specific Account: ☐

Include Revenue Accounts: ☒

Commit Type: Both

Start Over

Organization: XXXX Your Organization

Fund:111011 Current Unrestricted Fund

Program:

Account: 7000

Account Type:

Activity:

Location:

ORGANIZATION BUDGET STATUS

Insert

Delete

Copy

Filter

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
712405	E	Honoraria (Speakers & Lectures)	100.00	0.00	0.00	100.00
719442	E	Software & Software Maintenance	250.00	0.00	0.00	250.00
719480	E	Other Contracts, Fees, and Services	750.00	0.00	0.00	750.00
741102	E	Travel-Faculty Development	600.00	0.00	0.00	600.00
741104	E	Travel-Staff Training	440.00	0.00	0.00	440.00
741107	E	Travel- Student Trips	-450.00	0.00	0.00	-450.00
742204	E	On Campus Training	180.00	43.09	0.00	136.91
743335	E	Event Food	200.00	0.00	0.00	200.00
791302	E	Office Supplies	275.00	0.00	0.00	275.00
793305	E	Furniture and Equip < 3000	1,650.00	0.00	0.00	1,650.00
791330	E	Other Supplies	839.64	0.00	0.00	839.64
793102	E	Telephone & Data Services	139.93	0.00	0.00	139.93
799353	E	Awards, Prizes, and Giveaways	3,860.07	300.00	0.00	3,560.07
Net Total			-8,834.64	-343.09	0.00	

1 of 1

20

Per Page

Record 1 of 13

You can adjust how many accounts are visible by using the drop down and adjusting the number. The Net Total will encompass all records, regardless of how many are visible per page.

To view account detail, place mouse cursor in the account row and detail column and click on the “RELATED” box and select Transaction Detail Information (FGITRND) (keyboard shortcut F3).

Organization Budget Status FGIBDST 9.3.3 (PPRD)

ADD

RELATED

TOOLS

Chart: W Fiscal Year: 18 Index: Query Specific Account: ☐ Include Revenue Accounts: ☒ Commit Type: Both

Organization: Fund:111001 Current Unrestricted Fund Program: Account: 700 Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
793101	E	Postage	100.00	0.00	
799109	E	Accreditation	250.00	0.00	

Q Search

Budget Summary Information [FGIBSUM]
Shift+F2

Organization Encumbrances [FGIOENC]
F4

Transaction Detail Information [FGITRND]
F3

To view invoice details, such as vendor information and commodity information, place cursor in the document box and click on the “RELATED” box and select Query Document (keyboard shortcut F3).

Please Note: Invoices are the only expense type with detail available in Banner.

Detail Transaction Activity FGITRND 9.2.2 (PPRD)

ADD

RETRIEVE

RELATED

TOOLS

COA: W Fiscal Year: 18 Index: Fund: 111001 Organization: XXXX Account: 799375 Program: Activity: Location: Period: Commit Type: Both

Start Over

DETAIL TRANSACTION ACTIVITY

Insert

Delete

Copy

Filter

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity
799375	XXXX	60	YTD	207.71	+	INEI	I0123456	Vendor Name	U	111001	
			Total	207.71	+						

1 of 1

10 Per Page

Record 1 of 1

Detail Transaction Activity FGITRND 9.2.2 (PPRD)

ADD

RETRIEVE

RELATED

TOOLS

COA: W Fiscal Year: 18 Index: Fund: 111011 Organization: XXXX Account: 799375 Program: Activity: Location: Period: Commit Type: Both

Query Document [BY TYPE]

Detail Encumbrance Info [FGIENCID]

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description
799375	XXXX	60	YTD	207.71	+	INEI	I0123456	Vendor Name
			Total	207.71	+			

To view vendor information, click on the page down icon (keyboard shortcut alt + page down).

Invoice/Credit Memo Query FAIINVE 9.3.2 (PPRD)

Document: * I0123456 Multiple: ☐

Go

Get Started: Fill out the fields above and press Go.

Navigation icons:

To view commodity information, click on the page down icon (keyboard shortcut alt + page down).

Invoice/Credit Memo Query FAIINVE 9.3.2 (PPRD)

Document: I0123456 Multiple: ☐ Regular Vendor: 123456 Vendor Name Vendor Hold: ☐ Purchase Order: Start Over

INVOICE/CREDIT MEMO HEADER

Insert Delete Copy Filter

Invoice Date	07/06/2017	<input type="checkbox"/> Document Accounting
Transaction	07/06/2017	Check Vendor
Cancel		
Address Code	RE	Collects Tax N Collects no taxes
Sequence Number	5	City Cincinnati
Street Line 1	PO Box 740407	State or Province OH
Street Line 2		ZIP or Postal Code 45274
Street Line 3		Nation
		Direct Deposit No

Activity Date 07/06/2017 02:59:42 PM Activity User ELMYL CANCEL SELECT

Navigation icons:

Commodity information will typically contain a brief description of the invoice or check request, unless the vendor is a University-wide contract, such as Frontier Communications, Verizon Wireless, Aramark, UPS, etc.

Invoice/Credit Memo Query FAIINVE 9.3.2 (PPRD)

Document: Multiple: ☐ Regular Vendor: Vendor Hold: ☐ Purchase Order: Start Over

Vendor	123456 Vendor Name	Commodity	1	Acct #717-084-70084-70	for July 2017
Purchase Order		U/M	EA		
PO Item	1	Fixed Asset Status	N	Non fixed asset	
Invoice Item	1	Tax Group			
<input type="checkbox"/> Vendor Hold					

Ex. University contract

Invoice/Credit Memo Query FAIINVE 9.3.2 (PPRD)

Document: I0123456 Multiple: ☐ Regular Vendor: Vendor Name Vendor Hold: ☐ Purchase Order: Start Over

COMMODITY INFORMATION - REGULAR

Document	I0123456	Commodity Record Count	19
Vendor	123456 Vendor Name	Commodity	Equipment Rental for Special Event
Purchase Order		U/M	EA
PO Item	1	Fixed Asset Status	N Non fixed asset
Invoice Item	1	Tax Group	
<input type="checkbox"/> Vendor Hold			

Ex. Invoice

Document: I0123456 Multiple: ☐ Direct Pay Vendor: Vendor Hold: ☐ Start Over

COMMODITY INFORMATION - DIRECT PAY/GENERAL ENCUMBRANCE

Item	Commodity	Commodity Description	Fixed Asset Status	Fixed Asset Status Description
1		Expenses conference 6/04/17	N	Non fixed asset

Ex. Check Request

Amounts

Approved	132.00	Tax	0.00
Discount	0.00	Net	132.00
Additional	0.00		

To return to Transaction Detail Information (FGITRND), click on the X on the toolbar.

Invoice/Credit Memo Query FAIINVE 9.3.2 (PPRD)

 ADD RETRIEVE RELATED TOOLS

To return to Organization Budget Status (FGIBDST), click on the X on the toolbar.

Detail Transaction Activity FGITRND 9.2.2 (PPRD)

 ADD RETRIEVE RELATED TOOLS

Please Note: clicking the “Start Over” button will result in a return to a blank form in the Organization Budget Status (FGIBDST).

For budget related questions, please contact Courtney Lomax (x5891) or Kelly Roberts (x3071) in the Finance Office.

For Banner related quesitons, please contact the Help Desk.