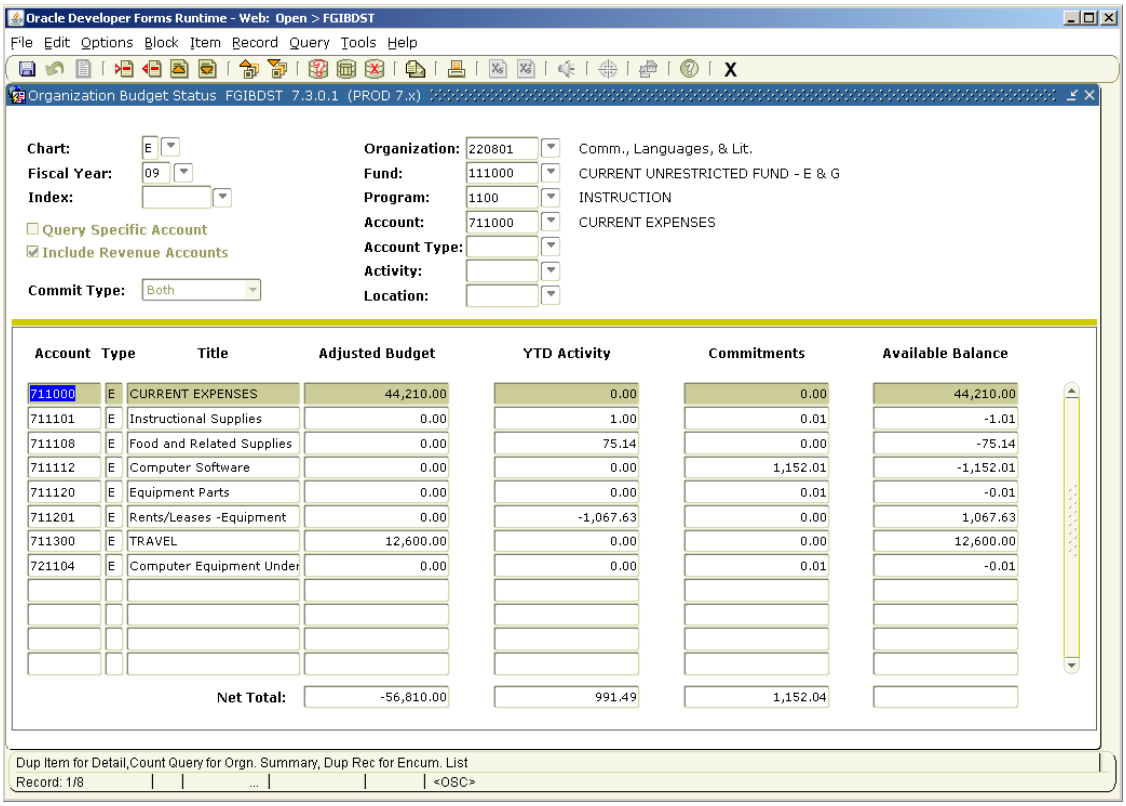
Managing your budget on-line.

Some things you will need to know to manage your budget.

- Fund Code -General Fund = 111000
- Organization Code -Business, Accounting, & Econ. = 220101
- Program Code -Instruction = 1100.
- Index -Defaults in the previous three elements.
- Fiscal Year -The calendar year the fiscal year will end.
- Chart of Accounts -Always E.

The information above will vary from department to department. The fund code is where the "money" is. The organization code is your internal institutional identification. The program code is the external identifier for your department. The index is a code that has your fund, organization, and program code attached to it to simplify data entry. The fiscal year separates your department's expenditures from year to year (online records go back to 1992-93 code 93). The chart of accounts code is always E.

Organization Budget Status Form – FGIBDST



This will be your primary tool for accessing your budget information using BANNER. Once you are in BANNER, to access this form you need to type FGRBDST in the Go To box. Once you are in the form you will need to enter information at the top of the form to query the information for your department.

Query Information Box in FGRBDSC

Organization Budget Status FGIBDST 7.3.0.1 (PROD 7.x)

Chart:	E	Organization:	220801	Comm., Languages, & Lit.
Fiscal Year:	09	Fund:	111000	CURRENT UNRESTRICTED FUND - E & G
Index:		Program:	1100	INSTRUCTION
		Account:	711000	CURRENT EXPENSES
☐ Query Specific Account		Account Type:		
☑ Include Revenue Accounts		Activity:		
Commit Type:	Both	Location:		

To enter a query you will need to know four things.

- The Chart of Account Code
- The Fiscal Year Code
- The Accounting Codes
- If you are looking for revenues.

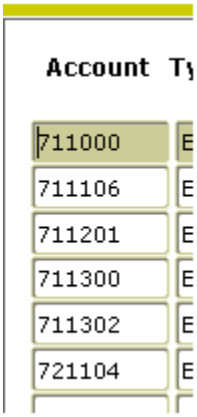
Hints to help with queries.

- Try not to use an index when using this form. The index may cause problems when you do a detail inquiry later on in your search. Having said that, many of you will only know your index and by entering it in the "Index:" field your expenditure accounting information will default in to the boxes to the right.
- If you do not enter an account code you will see all account numbers including salary account numbers.
- You can enter an account number to bring back only account numbers equal to or greater than the account number you enter. If you enter 711300, the roll-up account number for travel, you will see the travel lines and below and skip all accounts before travel.
- If you are looking for information on a particular account number, by entering that number, you will go directly to the number. (All account numbers below the number you enter will also be returned.)

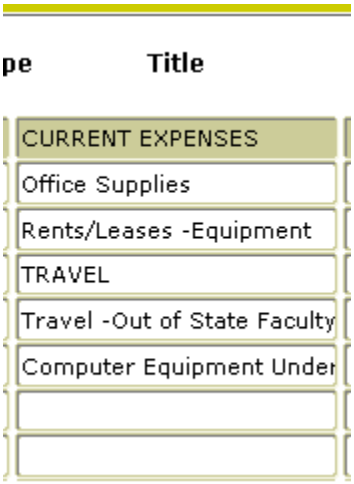
When you have entered the accounting codes needed on the top part of the form to query the information you wish to review, by pressing the Next Block key (the page down key on a PC) you will be moved from the top of the form to the lower half of the form and the data filled in for your query.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
711000	E	CURRENT EXPENSES	44,210.00	0.00	0.00	44,210.00
711101	E	Instructional Supplies	0.00	1.00	0.01	-1.01
711108	E	Food and Related Supplies	0.00	75.14	0.00	-75.14
711112	E	Computer Software	0.00	0.00	1,152.01	-1,152.01
711120	E	Equipment Parts	0.00	0.00	0.01	-0.01
711201	E	Rents/Leases -Equipment	0.00	-1,067.63	0.00	1,067.63
711300	E	TRAVEL	12,600.00	0.00	0.00	12,600.00
721104	E	Computer Equipment Under	0.00	0.00	0.01	-0.01
		Net Total:	-56,810.00	991.49	1,152.04	

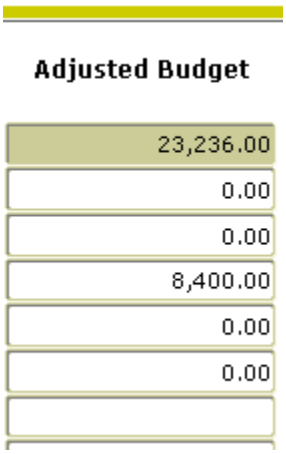
FGIBDST Columns:



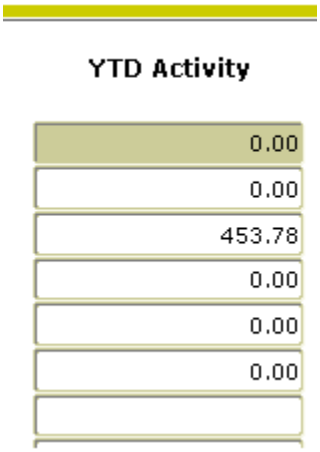
The Account column displays each account number used by your department so far this fiscal year, but does not display all possible numbers available in the system. By using the arrow keys you can move up and down the list of account numbers if more than 12 account codes have been used.



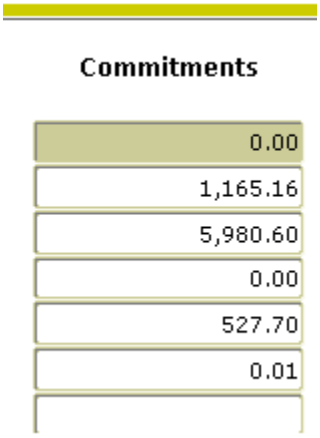
The title of the account number is listed in the Title column.



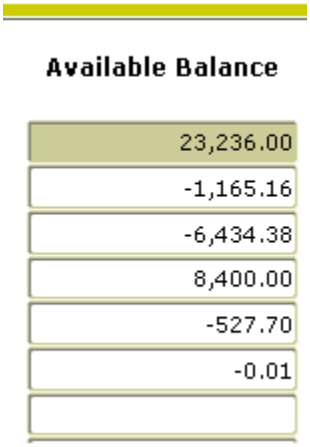
The Adjusted Budget column displays the original budget plus or minus any adjustments that have been made to your budget. Budgets are maintained at the 000 roll-up budget level.



The YTD (Year To Date) Activity column displays all expenditures paid or revenues received. This column is the total of activity that has occurred so far during the fiscal year. If you are looking at a prior fiscal year, it will display all activity to June 30 of that year.

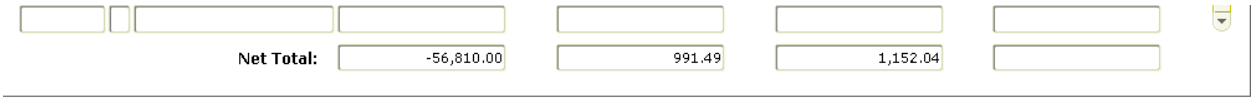


The Commitments column displays all requisitions, purchase orders, or encumbrances that are outstanding for your department. When one of these items is paid, it is subtracted from the Commitment column and added to the YTD Activity column.



The Available Balance column displays the calculated budget amount remaining by taking the Adjusted Budget column less the YTD Activity column less the Commitments column.

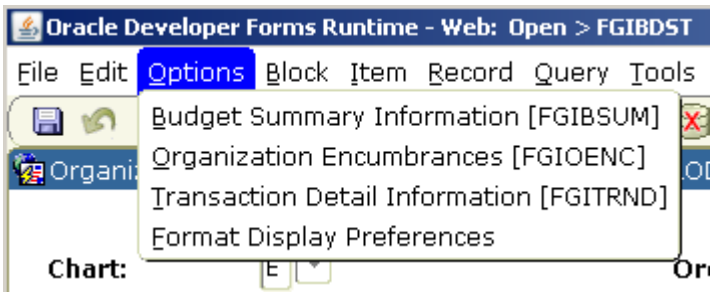
The screen will display 12 account codes at a time. By using the down arrow you can display lines below the first 12. You can also use the scroll bar on the right side of the form to move up and down the form.

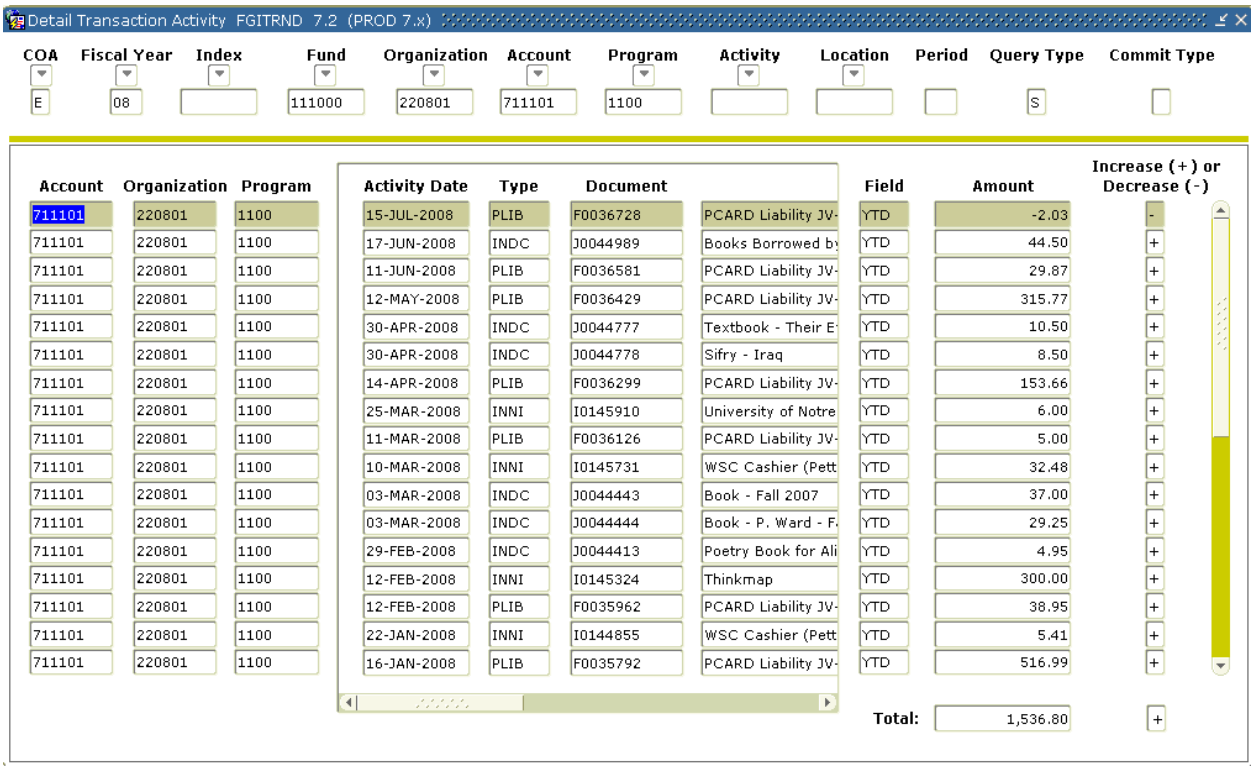


The Net Total line is the total of the column for the items that have been queried. If you have queried for the revenues and expenditures for an entire fund, the Net Total line will be the current year revenues less the current year expenditures for the Adjusted Budget and the YTD Activity. If you are querying for a department's expenditure budget, the totals will be the totals budget for the items queried (They will be negative since the form is trying to subtract them for non-existing revenues.). The Commitments column it the total of all encumbrances and purchase orders for the account line you queried.

Detail Transaction Activity Form – FGITRND

The FGIBDST form has a link to the FGITRND form. Under the “Options” menu, the link is labeled “Transaction Detail Information”. By clicking this option, you will be transferred to the FGITRND form.





The accounting information from the FGIBDST will be defaulted in to FGITRND, including the account number the cursor is on. The detail that will be returned will relate to the account number you were on when you click on the “Transactions Detail Information” option.

The following are some hints to help you narrow your query down even finer.

- You can move the cursor to the right by pressing the right arrow key. The cursor will high light the various amounts in each column.

- When you click on the “Detail Transactions Information” you will only return transactions that relate to the column that the cursor is high lighting.

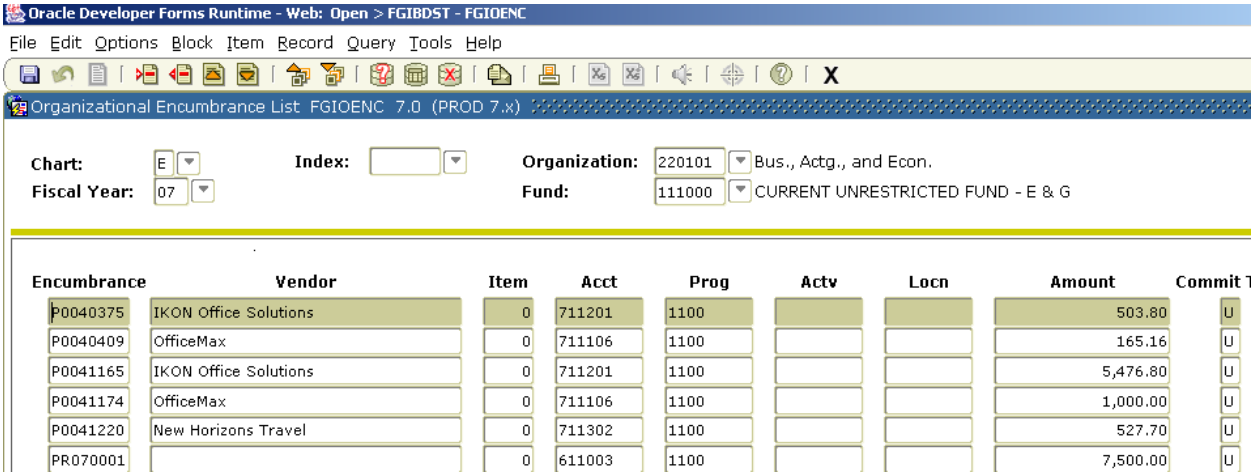
- Adjusted Budget - The only transactions that will be returned are those which relate to budget activity. The total of all budget transitions will equal the number on the FGIBDST form that was highlighted.

- YTD Activity - The only transactions that will be returned are those which relate to actual expenditures made by your department for the fiscal year. The total of all YTD transitions will equal the number on the FGIBDST form that was high lighted.

- Commitments - The only transactions that will be returned are those which relate to outstanding purchase orders, requisitions, or other encumbrances which have not been paid. As purchase orders are paid, a transaction is entered to reverse the PO and creates a record in the YTD Activity detail.

- The detail which makes up the commitment column is the most confusing of all of the columns. At this point FGITRND is not your best source for detailed information.

Organization Encumbrances Form – FGIOENC



Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit T
P0040375	IKON Office Solutions	0	711201	1100			503.80	U
P0040409	OfficeMax	0	711106	1100			165.16	U
P0041165	IKON Office Solutions	0	711201	1100			5,476.80	U
P0041174	OfficeMax	0	711106	1100			1,000.00	U
P0041220	New Horizons Travel	0	711302	1100			527.70	U
PR070001		0	611003	1100			7,500.00	U

Another menu option is your best source for information on budget commitments. The "Organization Encumbrances" will take you to the form FGIOENC which will display any open purchase orders, requisitions, payroll encumbrances, or personal services encumbrances for your department. Be aware that if your organization code is used with more than one program code, you will see all encumbrances that contain your organization code.

More information on FGRTRND when you enter the form under the YTD Activity column.

There are a variety of transactions you will find in the YTD Activity detail for your department. The majority will be invoices which pay for supplies or services you have purchased for your department. But there are other types of transactions that will appear and by knowing where they come from, you will be able to track down what has happened in your budget.

Type
PLIB
PLIB
PLIB
INNI
INDC
PLIB
PLIB
INNI
INNI
PLIB
JE15

In the center of the FGITRND form, is a column titled Type. This identifies the type of transaction and will help identify were you may need to go if you have a questions on the transaction.

INNI - This type of transaction is created when Accounts Payable writes a check to a vendor for supplies or services. This is the most common transactions and questions on this type of transaction should be directed to Accounts Payable in the Accounting Office.

PLIB – This type of transaction is created when the monthly procurement card feed is posted to the ledgers. This entry is becoming more and more prevalent. Beginning with FY 10 more detail should be available to you. The detail entry you make on the procurement card site should be displayed in FGRTRND. The procurement card records you keep in your offices are the backup for these entries.

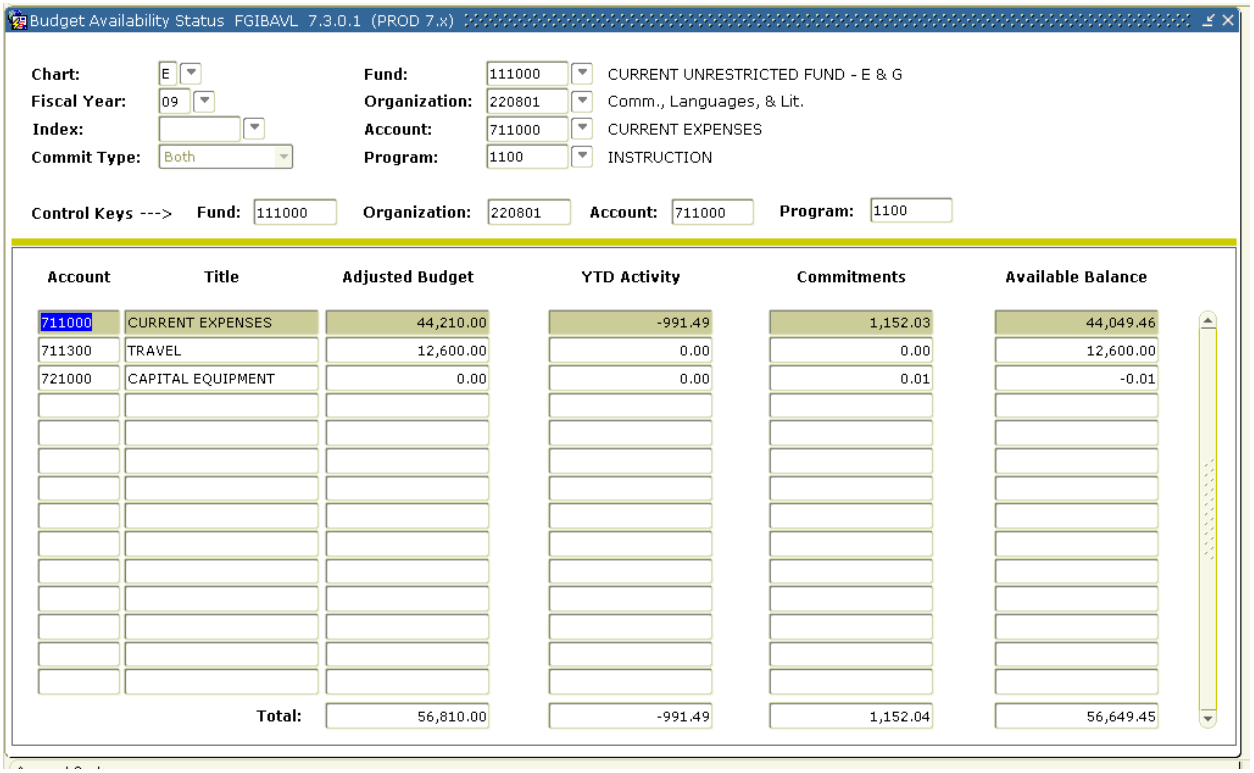
INDC - This type of transaction is created when one of our internal service departments cross charges you for a supply or service you have purchased. The three primary service departments that use this code are Facility Services for motor pool charges, the Copy Center for copying, and the Bookstore for books and supplies. The description of the item purchased should contain the interdepartmental order form number you used when ordering the supply or service. Questions on these charges should be directed to the appropriate service department.

ISSU - This transaction type is used by the Computer Center for cross charging computer related supplies. Questions on these transactions should be directed to the Computer Center.

JE15 & FT01 - These transaction types are only used by the Accounting Department. These transactions are entered to correct, change, or enter information into the accounting system not covered by one of the standard BANNER systems. Questions on these transactions should be directed to the Accounting Department.

You may come across other transaction types since the system has dozens of them. As you discover a new one, please call the Accounting Department and we will help you identify were the transaction came from.

Budget Availability Status Form – FGIBAVL



The FGIBAVL form gives you an over view of your department's budget. The form summaries your expenditure budget into major categories.

The major budget categories that Western groups its budget into are:

611000 Exempt Staff Salaries
612000 Exempt Staff Benefits
621000 Classified Staff Salaries
622000 Classified Staff Benefits
631000 Hourly Compensation (Student Employment)
711000 Current Expenditures
711300 Travel
721000 Capital

On a day to day basis you will be concentrating on the current expense, travel, and capital expenditures.

Like the FGIBDST form the FGIBAVL form is divided in to two halves. You will enter the same accounting information in the top half of this form as you did on the FGIBDST form with the addition of one item, the account number information.

Unlike the FGIBDST form the FGIBAVL form will not return any information without a number in the Account field.

Chart:	E	Fund:	111000	CURRENT UNRESTRICTED FUND - E & G
Fiscal Year:	09	Organization:	220801	Comm., Languages, & Lit.
Index:		Account:	711000	CURRENT EXPENSES
Commit Type:	Both	Program:	1100	INSTRUCTION

Control Keys ---> Fund: 111000 Organization: 220801 Account: 711000 Program: 1100

You will use this form when you are looking for the current expenditure line 711000 or below. By entering 711000 in the account field you will usually retrieve the lines you are looking for. The lower half of the form will only give summary information. For detailed information, you will need to go to FGIBDST.

By reviewing this form, you can quickly determine what recourses you have remaining in your department.

The information on this form includes one thing that you will not find in FGIBDST. When you are entering a requisition in the purchasing system, FGIBAVL is updated each time you enter an accounting record. This means that as you are entering requisitions this form is being updated and will tell you if you have over committed your budget.

Paper Reports

Computer Services has set up two processes that you can run to obtain a printed report of the information on FGIBDST. These processes are FIN_FGRBDSC and FIN_FGRBDSC_PRIOR. FIN_FGRBDSC will produce a report that will display the current month data as of the time you submit the report. FIN-FGRBDSC_PRIOR will display the transactions as of the last day of the prior month.

To run one of these reports type the report name in the Go To box on the main BANNER menu this will automatically take you to the Process Submission Control form GJAPCTL.

Process Submission Controls GJAPCTL 7.4 (PROD 7.x)

Process: FIN_FGRBDS Current Month Budget by Index Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

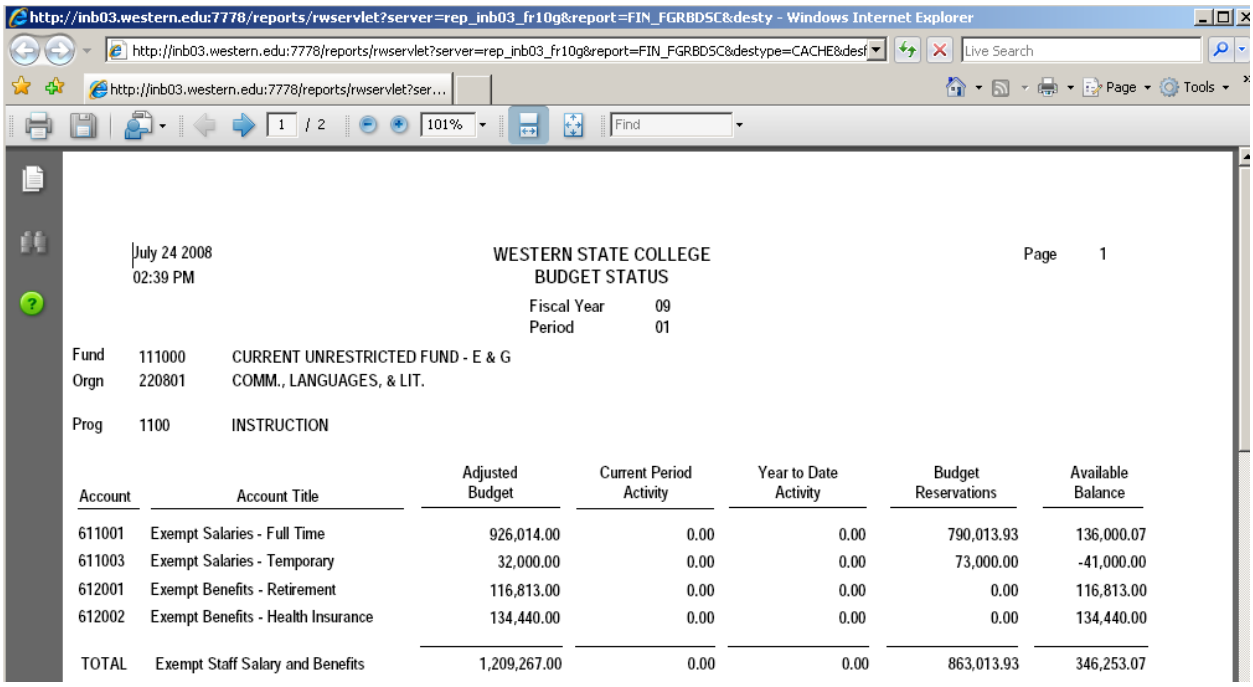
Number	Parameters	Values
01	Index Code	101012
71	Destination Format	PDF
72	Destination Type	CACHE
73	Destination Name	
74	Execution Mode	RUNTIME
75	Communication Mode	SYNC
76	Parameter Form Designation	NO

Submission

☑ Save Parameter Set as Name: Description: ○ Hold ◉ Submit

The process you entered in the Go To box will default into the process box at the top of the form. You will need to press the Page Down key on your keyboard three times to get down to the Submission block. At the Submission block press the F11 Commit key to begin the process. The process begins by opening a web browser window on your computer. The window is very basic asking only for your department's index code.

You will need to type in your index and then click on the Submit Query button at the top of the page to produce the report. The process will open Adobe Acrobat Read and display the report in PDF format. You can simply print the report from Adobe and if you wish you can save the PDF file for future reference.



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WESTERN STATE COLLEGE
BUDGET STATUS

Page 1

Fiscal Year 09
Period 01

Fund 111000 CURRENT UNRESTRICTED FUND - E & G
Orgn 220801 COMM., LANGUAGES, & LIT.

Prog 1100 INSTRUCTION

Account	Account Title	Adjusted Budget	Current Period Activity	Year to Date Activity	Budget Reservations	Available Balance
611001	Exempt Salaries - Full Time	926,014.00	0.00	0.00	790,013.93	136,000.07
611003	Exempt Salaries - Temporary	32,000.00	0.00	0.00	73,000.00	-41,000.00
612001	Exempt Benefits - Retirement	116,813.00	0.00	0.00	0.00	116,813.00
612002	Exempt Benefits - Health Insurance	134,440.00	0.00	0.00	0.00	134,440.00
TOTAL	Exempt Staff Salary and Benefits	1,209,267.00	0.00	0.00	863,013.93	346,253.07

The various columns displayed on the paper report will be similar to what you see on the FGIBDST screen except for the addition of a "Current Period Activity" column. This column will display a summary of the activity for the current month. The following is a brief description of all the columns:

- **Adjusted Budget** - The original budget plus or minus any changes.
- **Current Period Activity** - Transactions for the month the report is ran for.
- **Year to Date Activity** - All transactions from July 1 to the end of the month the report is ran for.
- **Budget Reservations** - Any purchase orders or encumbrances outstanding at the end of the month.
- **Available Balance** - The Adjusted Budget less the Year to Date Activity and any Budget Reservations.