How to View Your Balances

**Purpose:** Finding your Budget/Operating balances using FGIBDST.

To access the FGIBDST form, type **FGIBDST** in the Go To… field on the Banner main menu. Press **Enter** on your keyboard.

**Menu Option:**

This form is also accessible via the menu as follows:

- SCT Banner / Financial / General Ledger / General Accounting Query Forms / General Budget Query Form / Organization Budget Status (FGIBDST)
FGIBDST

1. **Chart** and **Fiscal Year** default in when you open this form. To check your State Budget/Operating balances, type in your **Organization (Orgn)** number. **Fund** and **Program** will default in when you enter your Orgn number. If you do not know your Orgn number, please refer to the Banner Translator on your AUAccess homepage.

2. Click on **Next Block** to view your account details.

FGIBDST shows a summary of account activity organized by Account code.

1. Entries are grouped by Account code (left side).

2. Available Balance for each Account code is listed on the far right side.

3. Banner does not show the total Available Balance for all account codes. To calculate your total Available Balance, use this formula:

   \[
   \text{Adjusted Budget} - \text{YTD Activity} - \text{Commitments} = \text{total Available Balance}
   \]
Drilling Down for Details using FGITRND

You can drill down for details on a particular Account code. To drill down for details, follow these steps:

1. Select an Account number by clicking on it. The record (row) will be highlighted.

2. Click on the Options menu in the Banner menu bar and select Transaction Detail Information [FGITRND]. (Options - > Transaction Detail Information [FGITRNT]) This will open the FGITRND form.
FGITRND will list all transactions associated with a particular Account code (for example Account code 560).

To Exit this form and return to FGIBDST click on the X to the right and above Activity on the tool bar.

Scrolling will enable you to see the entire line.

You can drill down for further detail by using the **Options** menu. To drill down for detail, follow these directions:

1. Select the records on the screen by clicking on the Account code on the left side of the record.

2. Click the **Options** pull-down menu and select **Query Document [By Type]**.
   
   **(Options - > Query Document [By Type])**
This will open a Banner document form. The form that opens will depend on the type of Banner document you are trying to view.
In this example the type of document is a Journal Voucher.

Once you have selected Query Document [By Type] another window will open. At this point click **Next Block**.
You should see the detail behind the document which you are querying.
Find Your Fund Balance using FGITBSR

You can quickly check a Fund balance using the FGITBSR form.

To access the FGITBSR form, follow these steps:

1. Type **FGITBSR** in the Go To… field on the Banner main menu.

2. Press the **Enter** key on your keyboard. This will open the FGITBSR form.
3. **COA** and **Fiscal Year** default in when you open this form. Type the **Fund** number you want to check the balance on.

4. Click on the **Next Block** button to view your account details.

FGITBSR shows a summary of account activity organized by Account code.

An * in the last field indicates the balance shown is opposite of the normal balance as shown by the letter assigned in the Debit/Credit field.

D/C (Debit/Credit) field indicates whether the balance shown is a debit or credit balance.

**Current Fund Balance**: The fund has a debit balance shown by the D to the right of the amount.

The **Current Fund Balance** appears at the bottom of the FGITBSR form in a window. In the example above this Fund has a debit (negative) Fund balance as indicated by the “D” to the right of the amount.
View Transactions on FGIBDSR

To access the FGIBDSR form, follow these steps:

1. Type **FGIBDSR** in the Go To… field on the Banner main menu.

2. Press the **Enter** key on your keyboard. This will open the FGIBDSR form.
3. **Chart** and **Fiscal Year** default in when you open this form. You can Enter **Fund** only; **Fund** and **Orgn**, **Fund**, **Orgn**, and **Program** or **Fund**, **Orgn**, **Program** and **Account** depending on what you want to check the balance on.

4. Click on the **Next Block** button to view your account details. After you have clicked Next Block you will see a summary of all transactions associated with the group you selected.

You are able to drill down for details on any particular Account in this summary. Follow the same instructions listed previously in this manual for “Drilling Down for Details using FGITRND.”