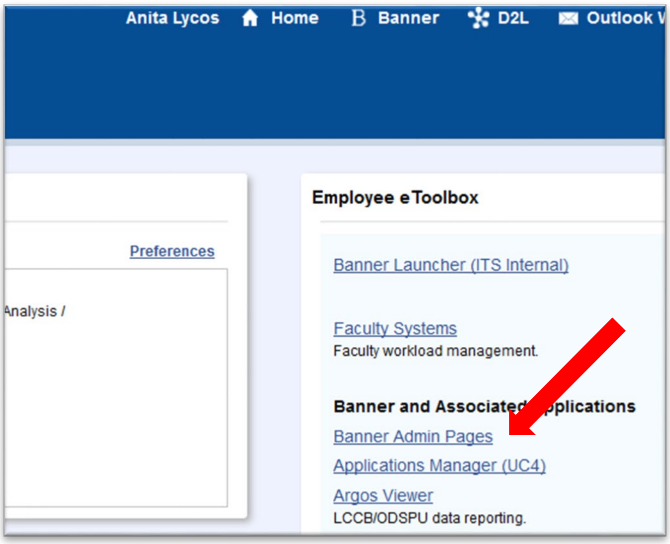
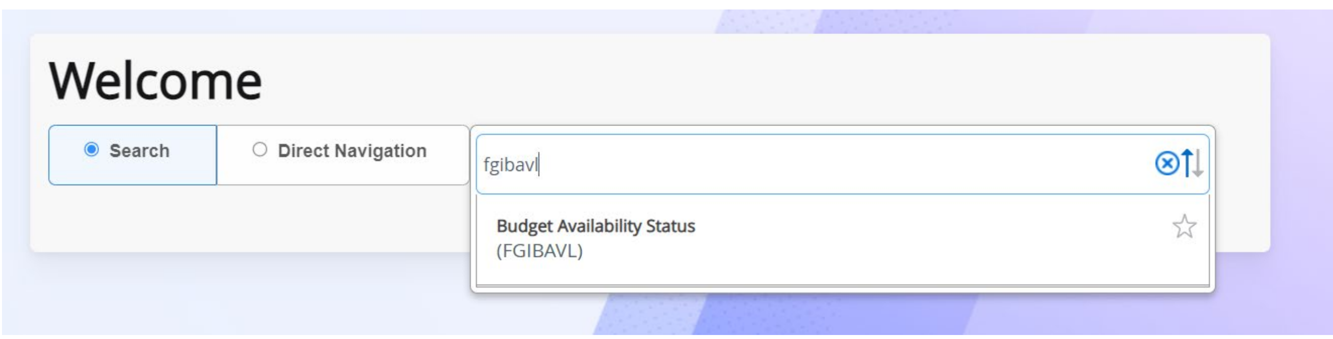
Navigating to the Budget Availability Status (FGIBAVL)

Purpose: Review budget availability in Banner by FOAPAL element

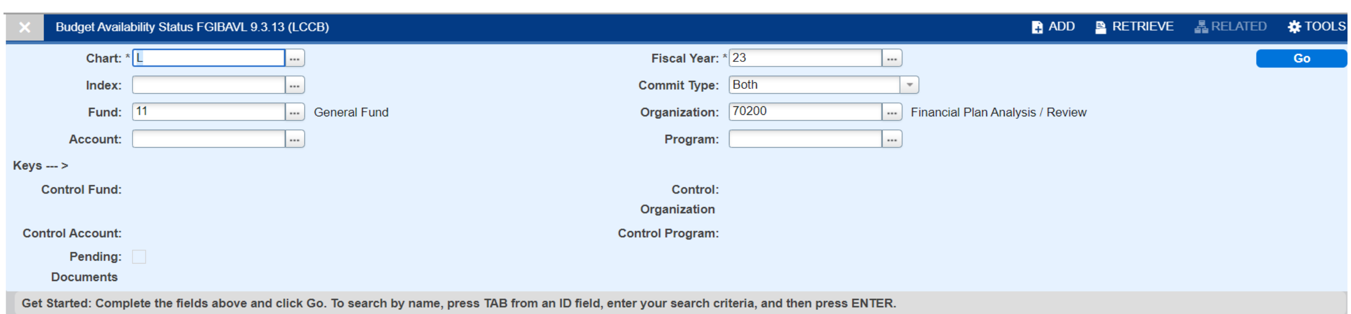
1. Log into Banner Admin Pages from the MyLCC page



2. Type FGIBDSR in the search field. Press Enter.



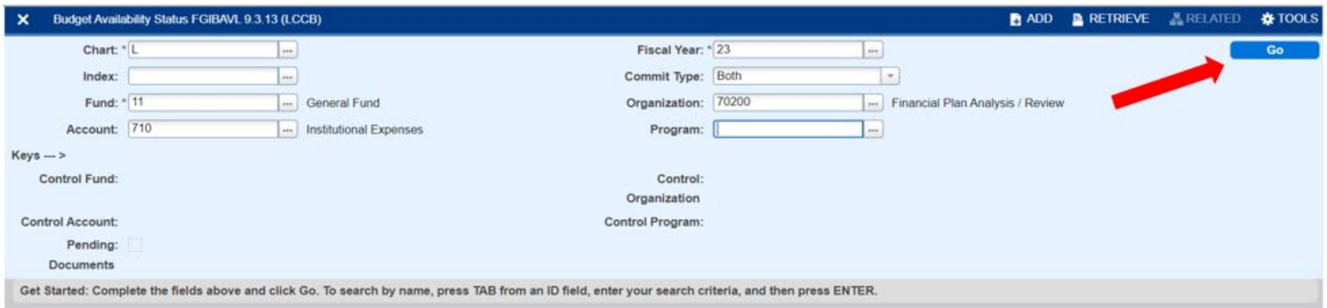
3. Fill in the FOAPAL elements for your department



Form Fields	Description
Chart of Accounts	L – for LCC funds (default selection) F – for LCC Foundation funds
Fiscal Year	Fiscal year to query (defaults to current fiscal year)

Form Fields	Description
	(eg., FY2022 = 22, FY2023 = 23)
FOAPAL elements	Fill in FOAPAL elements. Fund, Organization, and Account are required fields. Hi-accounts (3-digit account code) can be used in the Account field.

4. Click “Go” to execute query.



5. The display shows summary by hi-account.

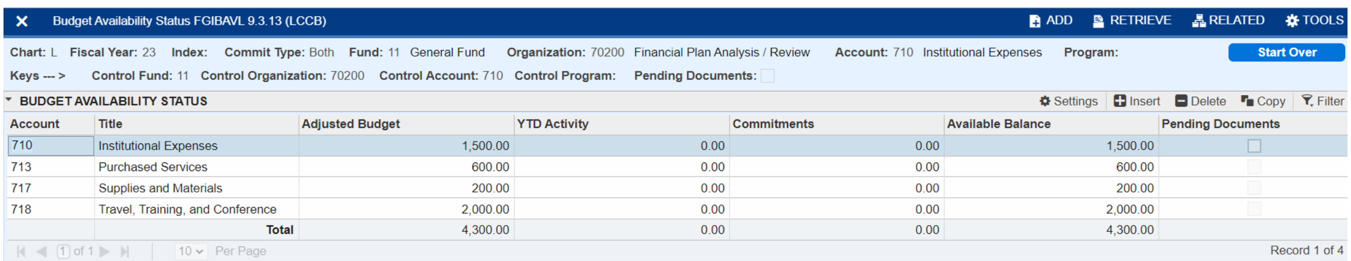

Budget Availability Status FGIBAVL 9.3.13 (LCCB)

Chart: L Fiscal Year: 23 Index: Commit Type: Both Fund: 11 General Fund Organization: 70200 Financial Plan Analysis / Review Account: 710 Institutional Expenses Program: Start Over

Keys ---> Control Fund: 11 Control Organization: 70200 Control Account: 710 Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710	Institutional Expenses	1,500.00	0.00	0.00	1,500.00	
713	Purchased Services	600.00	0.00	0.00	600.00	
717	Supplies and Materials	200.00	0.00	0.00	200.00	
718	Travel, Training, and Conference	2,000.00	0.00	0.00	2,000.00	
	Total	4,300.00	0.00	0.00	4,300.00	

1 of 1 10 Per Page Record 1 of 4

Form Fields	Description
Account	Hi-account number
Title	Hi-account Title
Adjusted Budget	Total adopted budget plus budget adjustments made during the year
YTD Activity	Sum of expenses posted to date. This sum is a roll-up of all of the expense accounts within the hi-account.
Commitments	Sum of requisition and open purchase orders
Available Balance	Adjusted Budget minus YTD Activity minus Commitments for the account.
Pending Documents	Checked box indicates there document pending approval

6. To view Pending Documents, select the row that with the pending document indicator checked.

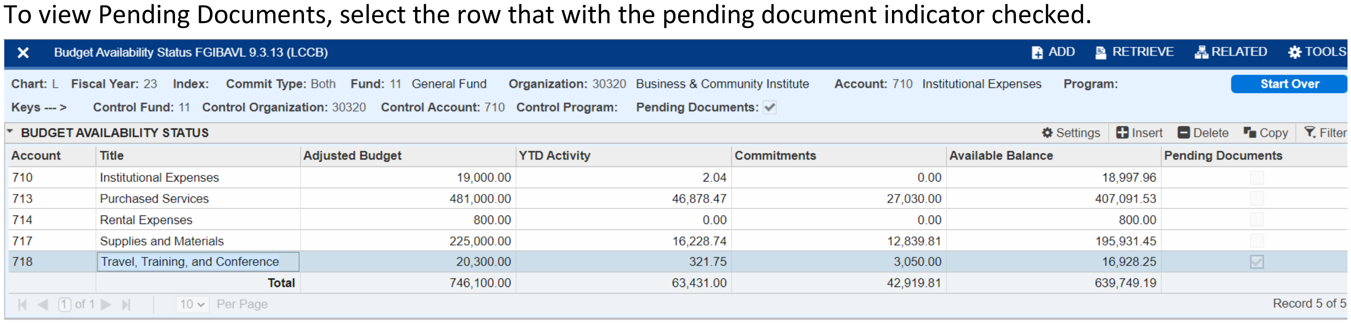

Budget Availability Status FGIBAVL 9.3.13 (LCCB)

Chart: L Fiscal Year: 23 Index: Commit Type: Both Fund: 11 General Fund Organization: 30320 Business & Community Institute Account: 710 Institutional Expenses Program: Start Over

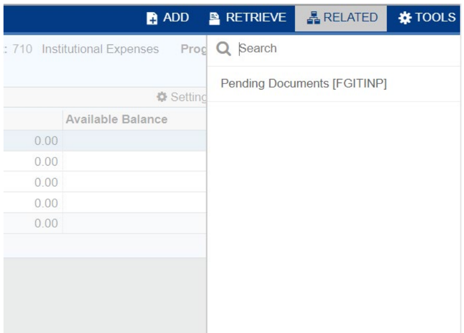
Keys ---> Control Fund: 11 Control Organization: 30320 Control Account: 710 Control Program: Pending Documents: ✓

BUDGET AVAILABILITY STATUS

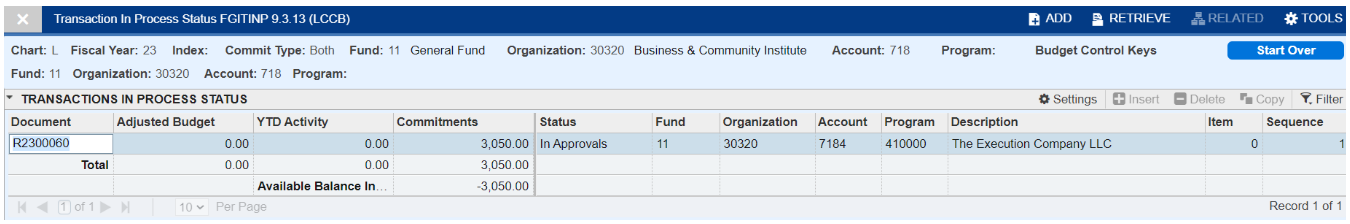
Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
710	Institutional Expenses	19,000.00	2.04	0.00	18,997.96	
713	Purchased Services	481,000.00	46,878.47	27,030.00	407,091.53	
714	Rental Expenses	800.00	0.00	0.00	800.00	
717	Supplies and Materials	225,000.00	16,228.74	12,839.81	195,931.45	
718	Travel, Training, and Conference	20,300.00	321.75	3,050.00	16,928.25	✓
	Total	746,100.00	63,431.00	42,919.81	639,749.19	

1 of 1 10 Per Page Record 5 of 5

7. Select Related Menu, select Pending Documents (FGITINP)



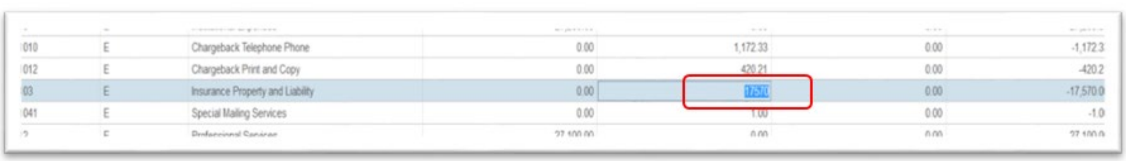
8. This displays unposted documents affecting the available balance.



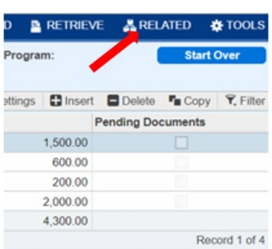
View Expenditure Details from Executive Summary (FGIBDSR)

Purpose: View expenditure details for specific account code

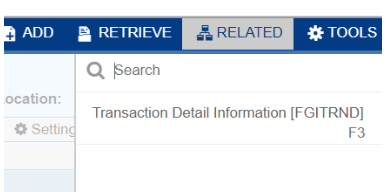
1. To view expenditure details from the Executive Summary select the summarized amount that you would like to see more detail.



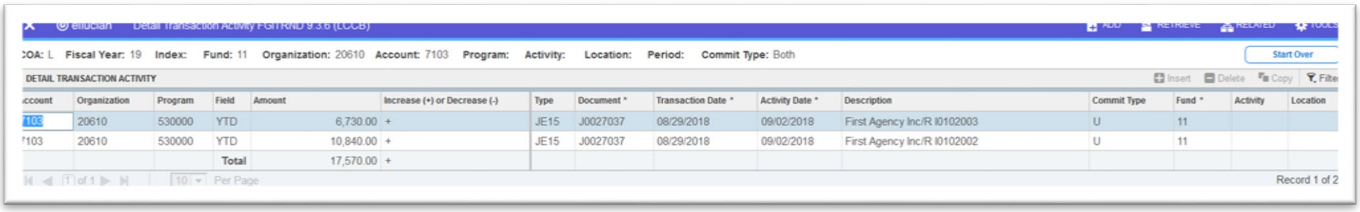
2. Click on Related menu in the upper right-hand corner of Banner screen



3. Choose Transaction Detail Information [FGITRND]



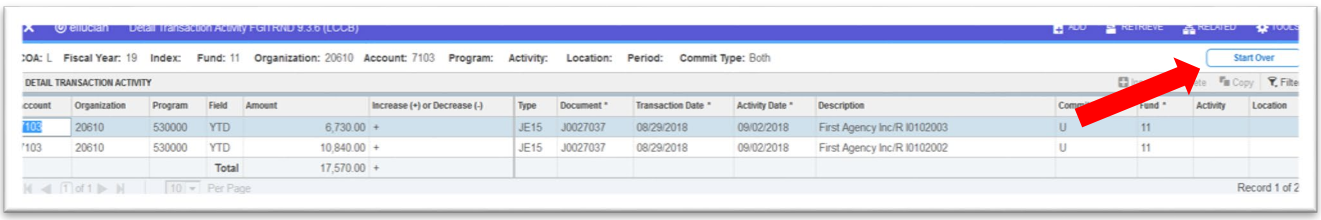
4. Detail Transaction Activity (FGITRND) screen



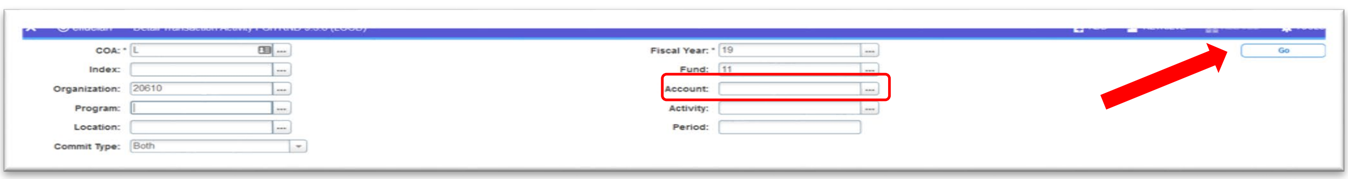
View Multiple Account Code Expenditure Details

Purpose: View expenditure details for more all account codes

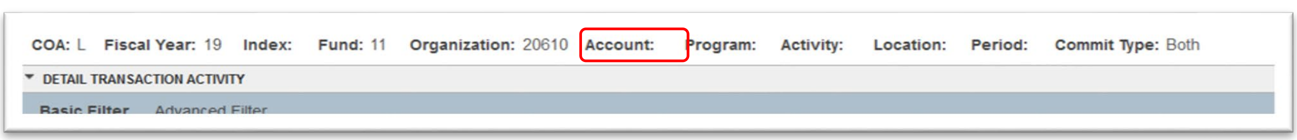
1. On the Detail Transaction Activity (FGITRND) screen, click on the “Start Over” button



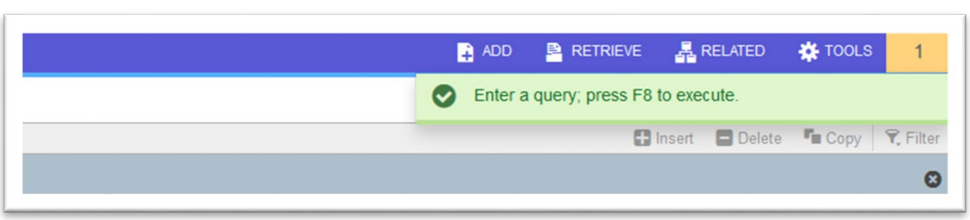
2. Delete the Account Code and press tab. Click on the “Go” button.



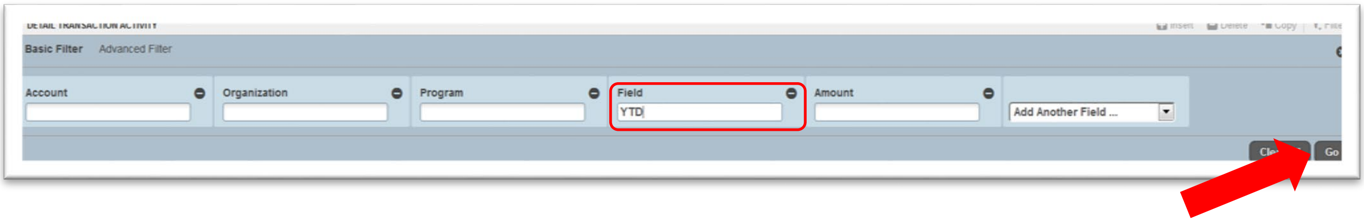
3. Make sure the query does not include an account code.



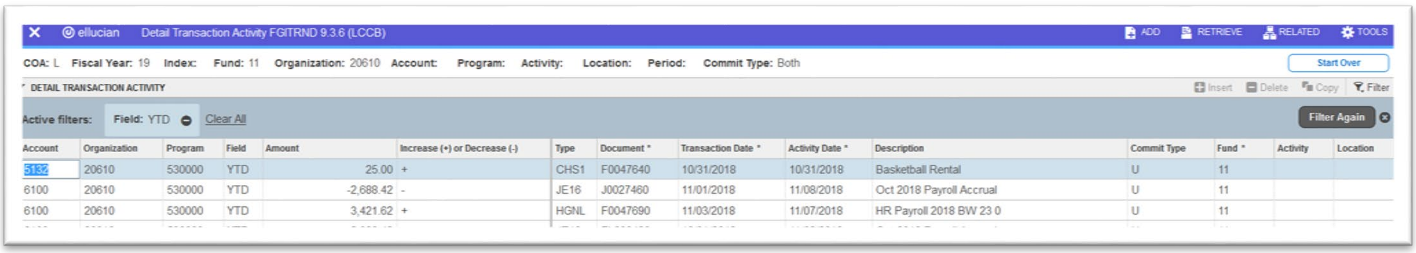
   a. If the account code is still present:
      i. click the gold box to remove message in green and click Start Over
      ii. Repeat Step 2



4. In the Query section of Banner, type YTD in the Field field and click "Go" button (Keyboard shortcut: F8)



5. Result is the expenditure detail for all accounts in specified Fund and Organization Code



Exporting Expenditure Detail to Excel

6. To download detail to an Excel (.csv) file, click on Tools menu and choose Export (Keyboard shortcut: Shift+F1)