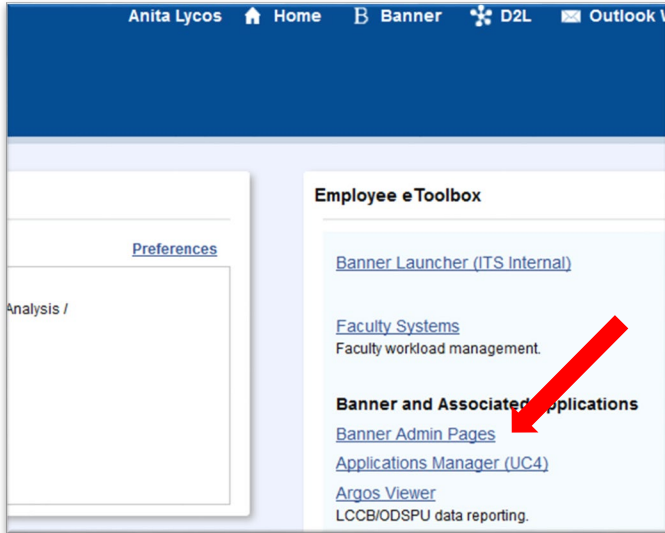


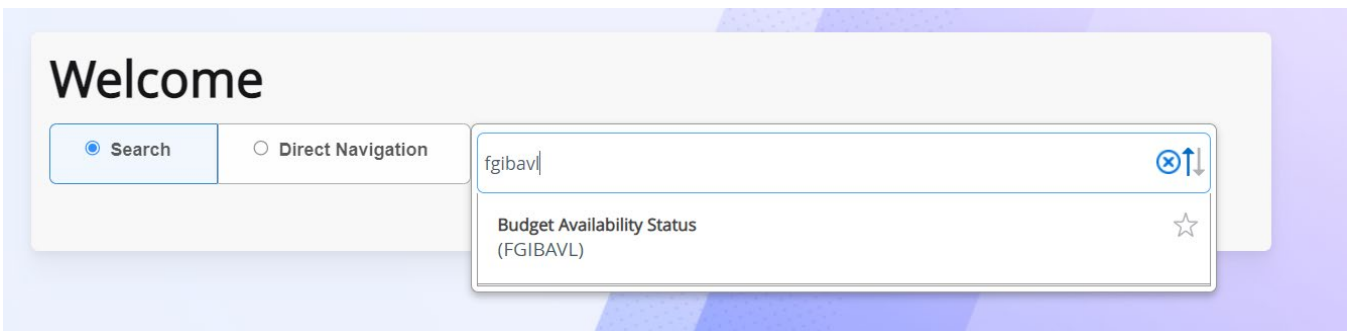
Navigating to the Budget Availability Status (FGIBAVL)

Purpose: Review budget availability in Banner by FOAPAL element

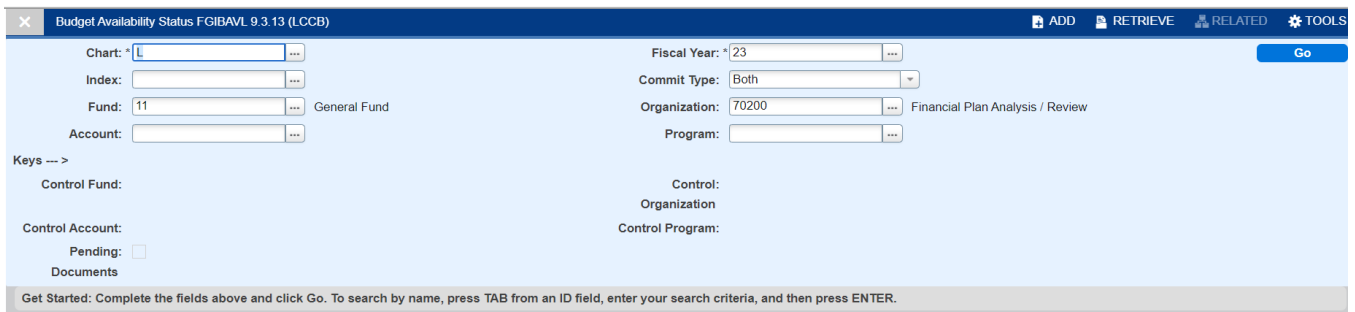
1. Log into Banner Admin Pages from the MyLCC page



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.

The screenshot shows the 'Budget Availability Status' form with the following fields filled: Chart: L, Fiscal Year: 23, Index: (empty), Fund: 11 (General Fund), Account: 710 (Institutional Expenses), Organization: 70200 (Financial Plan Analysis / Review), and Program: (empty). A red arrow points to the 'Go' button in the top right corner.

5. The display shows summary by hi-account.

The screenshot shows the summary table for the Budget Availability Status. The table has columns for Account, Title, Adjusted Budget, YTD Activity, Commitments, Available Balance, and Pending Documents. The data is as follows:

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

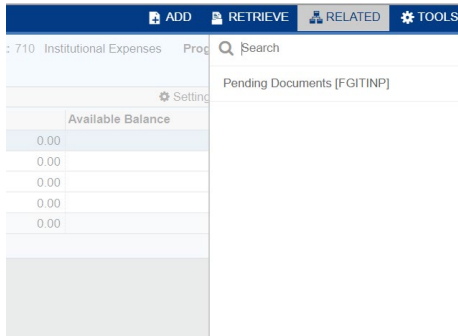
Form Fields	Description
Account	Hi-account number
Title	Hi-account Title
Adjusted Budget	Total adopted budget plus budget adjustments made during the year
YTD Activity	Sum of expenses posted to date. This sum is a roll-up of all of the expense accounts within the hi-account.
Commitments	Sum of requisition 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.

The screenshot shows the summary table with the row for 'Travel, Training, and Conference' selected. The data is as follows:

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

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



8. This displays unposted documents affecting the available balance.

The screenshot shows the Banner system interface displaying a table of 'TRANSACTIONS IN PROCESS STATUS'. The table includes columns for Document, Adjusted Budget, YTD Activity, Commitments, Status, Fund, Organization, Account, Program, Description, Item, and Sequence. The table shows a total of 0.00 for Adjusted Budget and YTD Activity, and a total of 3,050.00 for Commitments. The status is 'In Approvals'.

Document	Adjusted Budget	YTD Activity	Commitments	Status	Fund	Organization	Account	Program	Description	Item	Sequence
R2300060	0.00	0.00	3,050.00	In Approvals	11	30320	7184	410000	The Execution Company LLC	0	1
Total	0.00	0.00	3,050.00								
		Available Balance In ...	-3,050.00								

View Expenditure Details from Executive Summary (FGIBDSR)

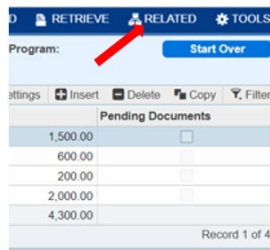
Purpose: View expenditure details for specific account code

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

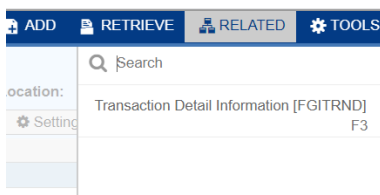
The screenshot shows the Banner system interface displaying a table of expenditure details. The table includes columns for Account Code, Description, and Amount. The amount 1,570.00 is highlighted with a red box.

Account Code	Description	Amount
010	E Chargeback Telephone Phone	0.00
012	E Chargeback Print and Copy	420.21
003	E Insurance Property and Liability	1,570.00
041	E Special Mailing Services	1.00
99	E Professional Services	97,408.00

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



- Choose Transaction Detail Information [FGITRND]



4. Detail Transaction Activity (FGITRND) screen

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
103	20610	530000	YTD	6,730.00	+	JE15	J0027037	08/29/2018	09/02/2018	First Agency Inc/R 10102003	U	11		
103	20610	530000	YTD	10,840.00	+	JE15	J0027037	08/29/2018	09/02/2018	First Agency Inc/R 10102002	U	11		
Total				17,570.00	+									

View Multiple Account Code Expenditure Details

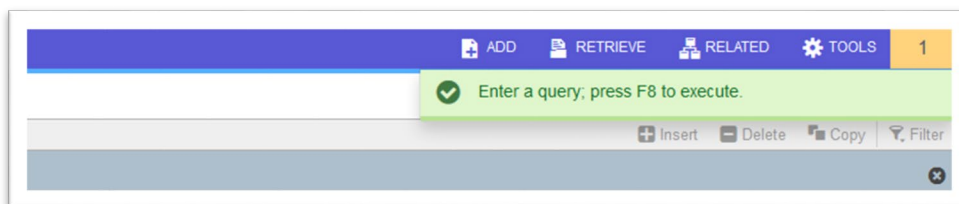
Purpose: View expenditure details for more all account codes

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

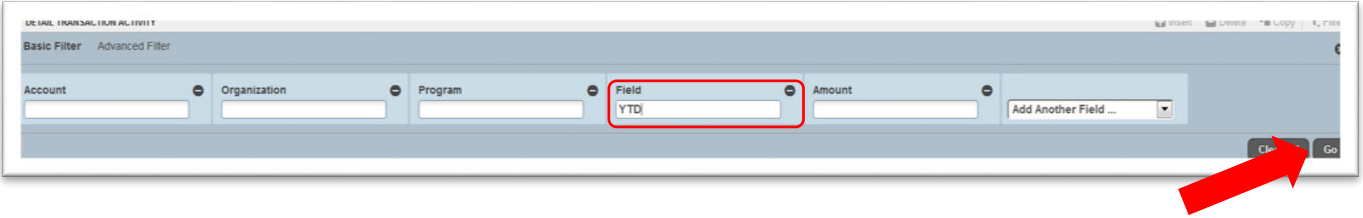
2. Delete the Account Code and press tab. Click on the “Go” button.

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



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



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

The screenshot shows the 'DETAIL TRANSACTION ACTIVITY' window. The table displays expenditure details for accounts 6100 and 6100, filtered by YTD. The table includes columns for Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document, Transaction Date, Activity Date, Description, Commit Type, Fund, Activity, and Location.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
6100	20610	530000	YTD	25.00	+	CHS1	F0047640	10/31/2018	10/31/2018	Basketball Rental	U	11		
6100	20610	530000	YTD	-2,688.42	-	JE16	J0027460	11/01/2018	11/08/2018	Oct 2018 Payroll Accrual	U	11		
6100	20610	530000	YTD	3,421.62	+	HGNL	F0047690	11/03/2018	11/07/2018	HR Payroll 2018 BW 23 0	U	11		

Exporting Expenditure Detail to Excel

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

