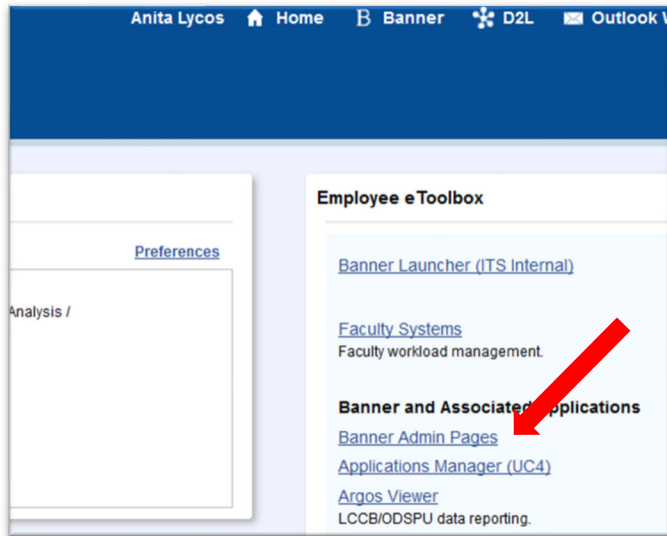


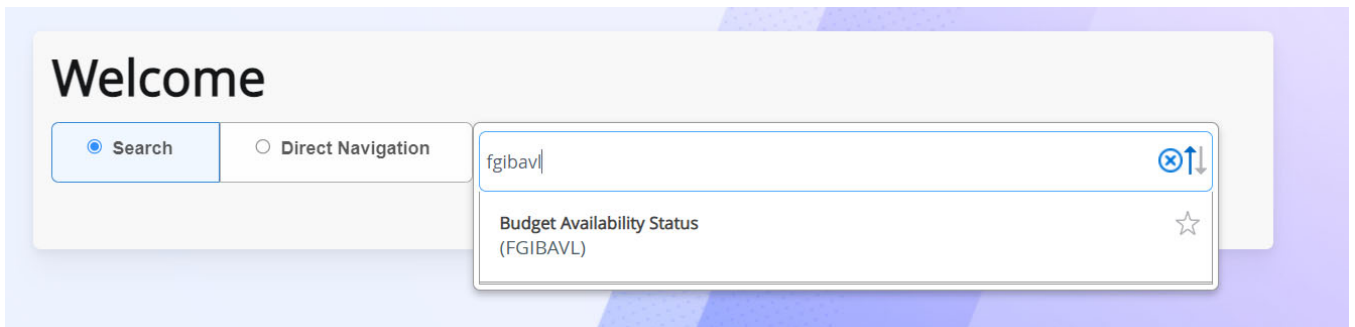
## Navigating to the Budget Availability Status (FGIBAVL)

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
<b>Chart of Accounts</b>	L – for LCC funds (default selection) F – for LCC Foundation funds
<b>Fiscal Year</b>	Fiscal year to query (defaults to current fiscal year) (eg., FY2022 = 22, FY2023 = 23)
<b>FOAPAL elements</b>	Fill in FOAPAL elements. Fund, Organization, and Account are required fields. Hi-accounts (3-digit account code) can be used in the Account field.

- Click “Go” to execute query.

Budget Availability Status FGIBAVL 9.3.13 (LCCB)

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

Commit Type: Both

Control Fund: Control: Organization Control Program:

Pending: ☐ Documents

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- The display shows summary by hi-account.

X Budget Availability Status: FGIBAVL 9.3.13 (LCCB)										ADD	RETRIEVE	RELATED	TOOLS	
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: <input type="checkbox"/>														
BUDGET AVAILABILITY STATUS										Settings	Insert	Delete	Copy	Filter
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									
◀ ◀ [T] of 1 ▶ ▶   10 ▾ Per Page										Record 1 of 4				

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

- 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: <span>Start Over</span>									
Keys --> Control Fund: 11 Control Organization: 30320 Control Account: 710 Control Program: Pending Documents: <input checked="" type="checkbox"/>									
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				

- Select Related Menu, select Pending Documents (FGITINP)

ADD RETRIEVE RELATED TOOLS	
710 Institutional Expenses	Search
	Pending Documents [FGITINP]
Available Balance	
0.00	
0.00	
0.00	
0.00	
0.00	

- This displays unposted documents affecting the available balance.

Transaction In Process Status FGITINP 9.3.13 (LCCB)											
Chart: L Fiscal Year: 23 Index: Commit Type: Both Fund: 11 General Fund Organization: 30320 Business & Community Institute Account: 718 Program: Budget Control Keys <span>Start Over</span>											
Fund: 11 Organization: 30320 Account: 718 Program:											
TRANSACTIONS IN PROCESS STATUS											
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								

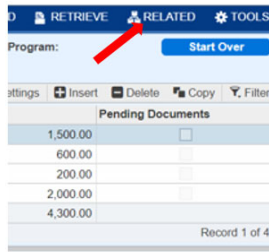
## View Expenditure Details from Executive Summary (FGIBDSR)

Purpose: View expenditure details for specific account code

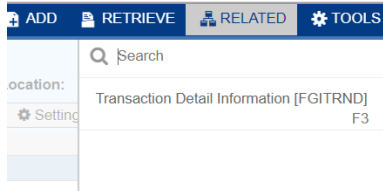
- To view expenditure details from the Executive Summary select the summarized amount that you would like to see more detail.

Account	Code	Description	Adjusted Budget	YTD Activity	Commitments	Available Balance
010	E	Chargeback Telephone Phone	0.00	1,172.33	0.00	-1,172.33
012	E	Chargeback Print and Copy	0.00	420.21	0.00	-420.21
03	E	Insurance Property and Liability	0.00	17,570.00	0.00	-17,570.00
041	E	Special Mailing Services	0.00	1.00	0.00	-1.00
71	E	Defunctional Services	77,400.00	0.00	0.00	77,400.00

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



- Choose Transaction Detail Information [FGITRND]



- Detail Transaction Activity (FGITRND) screen

The screenshot shows the 'DETAIL TRANSACTION ACTIVITY' screen. The top bar includes navigation tabs: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'RELATED' tab is active. The screen displays a table with columns: Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document \*, Transaction Date \*, Activity Date \*, Description, Commit Type, Fund \*, Activity, and Location. The table contains three rows of data for account 7103, organization 20610, and program 530000. The first row shows a YTD amount of 6,730.00. The second row shows a YTD amount of 10,840.00. The third row shows a Total amount of 17,570.00. The status 'Record 1 of 2' is shown at the bottom right.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
7103	20610	530000	YTD	6,730.00	+	JE15	J0027037	08/29/2018	09/02/2018	First Agency Inc/R 10102003	U	11		
7103	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 all account codes

- On the Detail Transaction Activity (FGITRND) screen, click on the "Start Over" button

The screenshot shows the 'DETAIL TRANSACTION ACTIVITY' screen. The 'Start Over' button is highlighted with a red arrow. The table content is the same as in the previous screenshot.

- Delete the Account Code and press tab. Click on the "Go" button.

The screenshot shows the Banner screen with the 'Go' button highlighted by a red arrow. The screen displays various input fields for account codes and other parameters. The 'Account' field is highlighted with a red box. The 'Go' button is located at the bottom right of the screen.

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

COA: L Fiscal Year: 19 Index: Fund: 11 Organization: 20610 **Account:** Program: Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

- 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

ADD RETRIEVE RELATED TOOLS 1

Enter a query; press F8 to execute.

Insert Delete Copy Filter

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

DETAIL TRANSACTION ACTIVITY

Basic Filter Advanced Filter

Account Organization Program **Field: YTD** Amount Add Another Field ...

Go

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

ellucian Detail Transaction Activity FGTRND 9.3.6 (LCCB)

COA: L Fiscal Year: 19 Index: Fund: 11 Organization: 20610 Account: Program: Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Active filters: Field: YTD Clear All Filter Again

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
5100	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

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

ADDRETRIEVERELATEDTOOLS

Search

ACTIONS

RefreshF5

ExportShift+F1

PrintCtrl+P

Clear RecordShift+F4

Clear DataShift+F5

Item Properties

Display ID Image