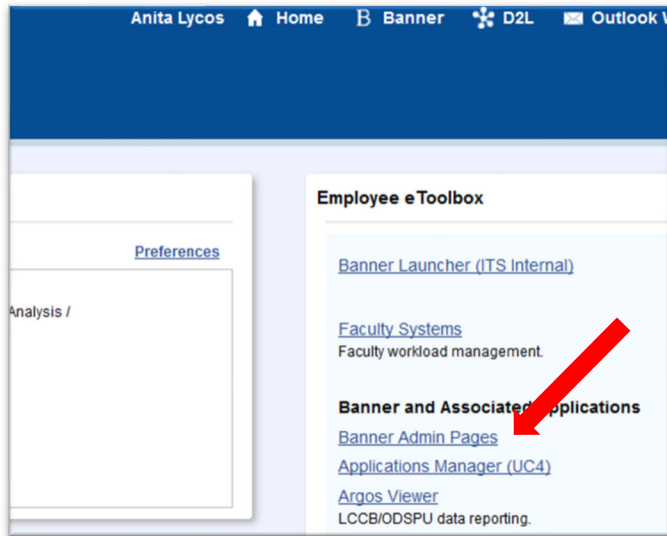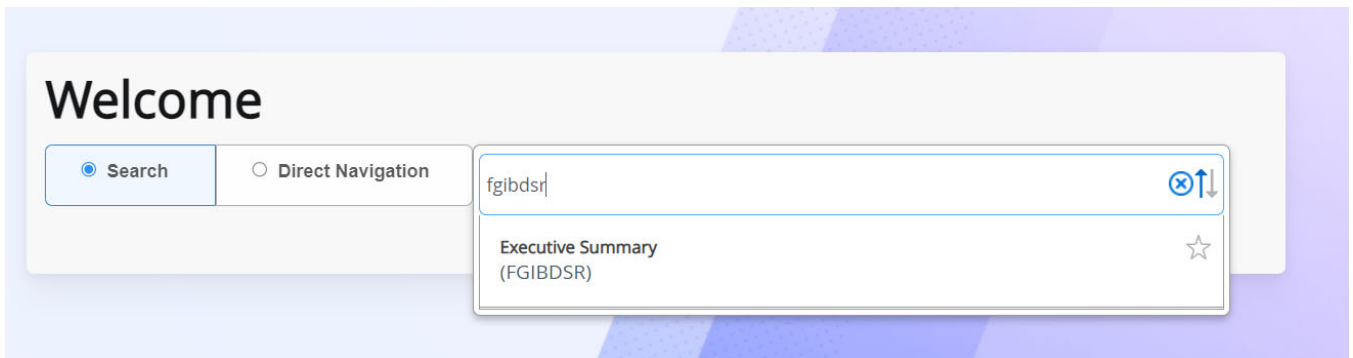# Navigating to the Executive Summary Page (FGIBDSR)

Purpose: Query budget and expenditure information 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) (eg., FY2022 = 22, FY2023 = 23)
Query Specific Account	Check to query a specific account. Unchecking this box will display the information starting with the account queried and all accounts that follow in the account hierarchy.
Include Revenue	Checked by default to include revenue; uncheck to not include revenue.
FOAPAL elements	Fill in FOAPAL elements. Not all elements are required. User can input a combination of the FOAPAL elements to narrow down the results.

4. Click "Go" to execute query.

5. The display shows summary by account.

Form Fields	Description
Account	Account number
Type	R = Revenue Account E = Expense Account L = Labor/Benefits Account
Title	Account Title
Adjusted Budget	The college budget is loaded at the Hi-Account level (3–digit account code) and the expenses are posted to the natural account (4 and 5–digit account numbers).
YTD Activity	Sum of expenses posted to date in the specific account
Commitments	Sum of requisition and open purchase orders

Form Fields	Description
Available Balance	Adjusted Budget minus YTD Activity minus Commitments for the account. Note: This only sums across the line item and does not sum for Hi-Account minus Natural Account. Line items with zero budget will display a negative value.
Net Total	Sum of each column

710	E	Institutional Expenses	27,200.00	0.00	0.00	27,200.00
71010	E	Chargeback Telephone Phone	0.00	1,172.33	0.00	-1,172.33
71012	E	Chargeback Print and Copy	0.00	420.21	0.00	-420.21
7103	E	Insurance Property and Liability	0.00	17,570.00	0.00	-17,570.00
71041	E	Special Mailing Services	0.00	1.00	0.00	-1.00
712	E	Professional Services	27,100.00	0.00	0.00	27,100.00
		Net Total	-800,800.00	-260,380.83	7,727.25	

◄ 1 of 2 ► ◄► 20 ▼ Per Page   Record 12 of 38

Navigation Arrows to scroll to next group of records

Displays Net Total for entire query even if all records are not displayed

SAVE

If there are multiple records that exceed the amount displayed, use the navigation arrows found at the bottom of the block to scroll to the next group of records. The Net Total will display the total for the entire query regardless of the records displayed on screen.

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.
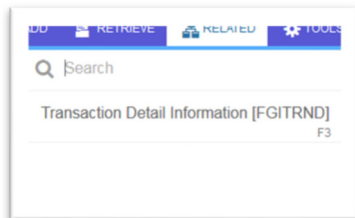
1010	E	Chargeback Telephone Phone	0.00	1,172.33	0.00	-1,172.33
1012	E	Chargeback Print and Copy	0.00	420.21	0.00	-420.21
103	E	Insurance Property and Liability	0.00	17570	0.00	-17,570.00
1041	E	Special Mailing Services	0.00	1.00	0.00	-1.00
12	E	Professional Services	27,100.00	0.00	0.00	27,100.00

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

🗎 ADD   🗏 RETRIEVE   🗂 RELATED   ⚙ TOOLS

ccount: Start Over

➕ Insert   ➖ Delete   📋 Copy   ▼ Filter

3. Choose Transaction Detail Information [FGITRND]

4. Detail Transaction Activity (FGITRND) screen

View Multiple Account Code Expenditure Details

Purpose: View expenditure details for 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.
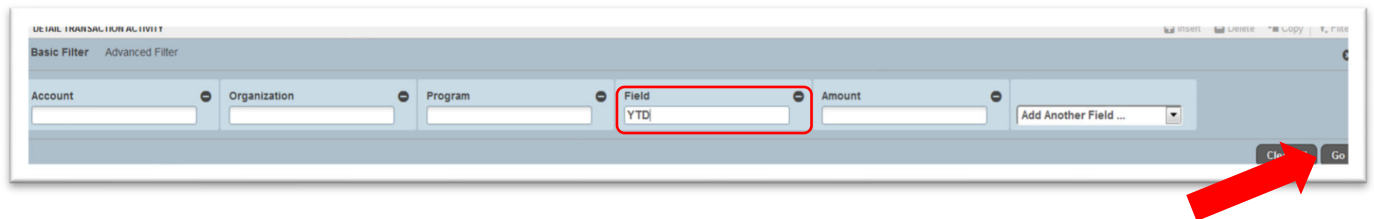

3. Make sure the query does not include an account code.

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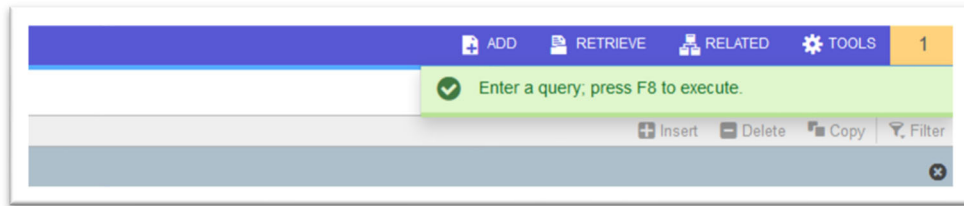
4. In the Query section of Banner, type YTD in the Field field and click "Go" button (Keyboard shortcut: F8)

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)