Accessing Your Budget

1. From the Banner Control Agent Departmental Finance Query Menu, click on the Organization Budget Status Form (fgibdst).

2. Enter your organization code and fund then double click on empty lower portion of the screen.

3. Here you will see the available balances for all your payroll, expense, and revenue (if applicable) accounts.

   \[
   \text{Adjusted Budget} \quad - \quad \text{Year to Date Activity} \quad - \quad \text{Encumbrances} = \text{Available Balance}
   \]

4. To view the activity detail click on the amount in the ytd activity column for the desired account. Then go to options at the top of the screen and choose Transaction Detail Information.

5. To view open purchase orders, from the main screen, click on options then Organization Encumbrances.