

Accessing Your Budget

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

Adjusted Budget – Year to Date Activity – Encumbrances = 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.

The screenshot shows the Oracle Developer Forms Runtime interface for the FGIBDST query. The main window displays a table with columns: Account Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. A context menu is open over the YTD Activity cell for account 8201, showing options: Budget Summary Information [FGIBSUM], Organization Encumbrances [FGIOENC], Transaction Detail Information [FGITRND], and Format Display Preferences. The YTD Activity cell for 8201 is highlighted with a blue background and contains the value 19,219.48.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
8170	L Retirement	0.00	0.00	0.00	0.00
8171	L Retiree Health	0.00	0.00	0.00	0.00
8172	L Social Security	0.00	0.00	0.00	0.00
8173	L Medicare Employer	0.00	0.00	0.00	0.00
8174	L Worker's Compensation	0.00	0.00	0.00	0.00
8180	L Health Insurance	0.00	0.00	0.00	0.00
8181	L Basic Life Insurance	0.00	0.00	0.00	0.00
8182	L Dental Insurance	0.00	0.00	0.00	0.00
8183	L Vision Insurance	0.00	0.00	0.00	0.00
8184	L Disability Insurance	0.00	0.00	0.00	0.00
8201	E Contract Services	35,424.00	19,219.48	2,061.70	14,142.82
8202	E Supplies	47,886.00	46,314.94	0.00	1,571.06
Net Total:		-1,849,139.00	-1,717,863.47	4,210.81	