

Yavapai College INB Budget Training



Agenda/Objectives

To learn the following Banner Budget Forms/Queries:

FGIBDST (Organization Budget Status Form) — page 3

FGIBSUM (Organization Budget Summary Form) → page 10

FGIBDSR (Executive Summary Form) — → page 11



FGIBDST

- Displays budget, actual and commitment amounts
- Enter any valid Fund and Organization
- Account and Program are optional
- By selecting Options transactions can be viewed
 - budget summary info. can be viewed
- Allows information to be downloaded into EXCEL



Login to INB (Banner) - http://fillmore.yc.edu:9090

- In the "Go To..." field of the Banner Menu, type FGIBDST.
 Type <return>. The Organization Budget Status Form will open.
- 2. CHART and FISCAL YEAR fields will default. < TAB> through both fields.



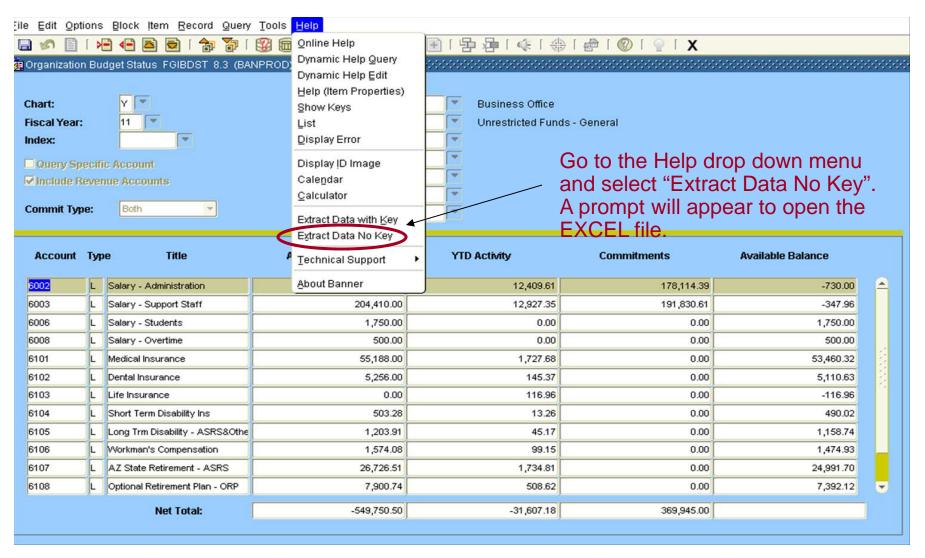




- 3. <TAB> to QUERY SPECIFIC ACCOUNT checkbox. Box can be left unchecked for a relative account listing (i.e., the system will produce a list of all accounts greater than the account code entered into the ACCOUNT field), or can be checked [spacebar] to limit the query to specific account detail.
- 4. INCLUDE REVENUE ACCOUNTS. Leave checkbox blank unless your Org/Fund combination has income from revenue type accounts and you wish these totals to be included in the detail below. Check the field to include revenue accounts.
- 5. **TAB**> to ORGANIZATION. Provide your Organization code.
- 6. **<TAB>** to FUND. Provide your Fund Code.
- <TAB> to ACCOUNT. Leave blank to query all accounts. Otherwise, enter specific account code.
- Click the "Next Block" Icon or Type [control page down]
- You may jump to FGIBSUM (Organization Budget Summary Form via Menu-Options (see example on page 10). FGIBSUM provides a high level summary of revenue and expenses by Org/fund.
- 10. To start a new query, click the Rollback icon.



Follow these steps to download into EXCEL:



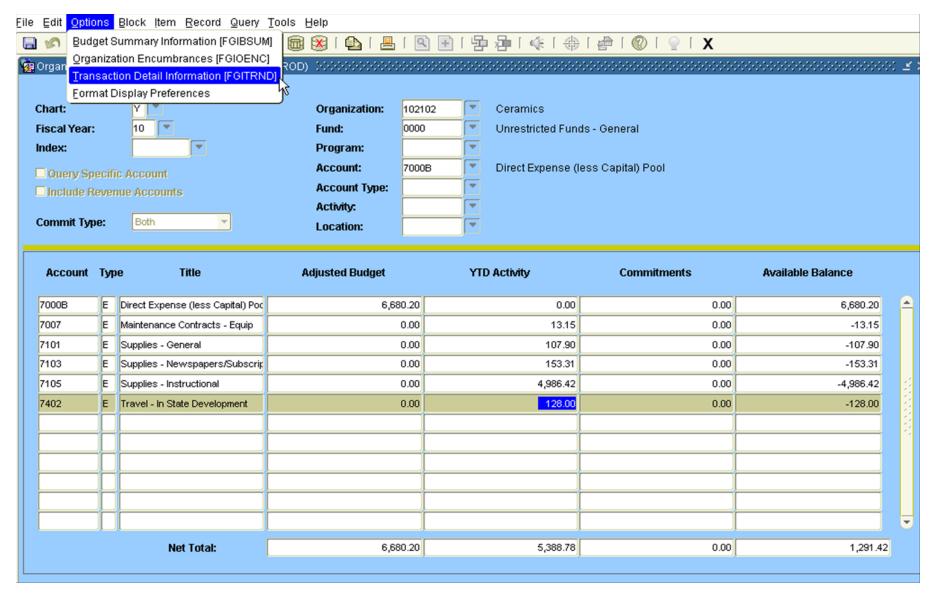


Viewing Detail Transactions

FGIBDST will allow the viewing of detail transactions. To do view details, follow these steps:

- 1. Highlight the amount in the <u>Adjusted Budget</u>, <u>YTD Activity</u> or <u>Commitment column</u> that you would like to see details on.
- 2. Click **Options** on the Menu Bar.
- 3. Choose Transaction Detail Information (FGITRND)
- 4. Detail information can be downloaded into EXCEL by going to the **Help** drop down menu and selecting "**Extract Data No Key**".







FGIBSUM – Organization Budget Summary

k Organization Budget Summary FG	🗽 Organization Budget Summary FGIBSUM 8.3 (BANPROD) 000000000000000000000000000000000000												
Chart of Accounts: Fiscal Year: 10	Organization: 013201 Fund: 0000	Human Resources Unrestricted Funds - General	Commit India	cator: Both									
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance									
Revenue				<u> </u>									
Labor	481,425.03	464,400.13	0.00	17,024.90									
Direct Expenditures	27,690.00	12,663.29	0.00	15,026.71									
Transfers													
	Discussed o	n page 6.											
	FGIBSUM p	rovides a high leve	إج										
		revenue and expe											
	by Organiza												
				5									
Net: Revenue minus													
(Labor + Expense + Transfer)	-509,115.03	-477,063.42											
		Total Commitments:	0.00										



FGIBDSR – Executive Summary

FGIBDSR

- very similar to FGIBDST but can view using a higher/rollup Orgn level.
 For example, this form can be used to see a consolidated view of all of the Orgns in a department (e.g. Visual & Performing Arts)
- Choose a rollup/higher lever Orgn code and complete this form just like FGIBDST.



FGIBDSR – Executive Summary

xecutive S	Sumn	nary FGIBDSR 8.0.0.1 (BANPR	ROD) SERVERSERVERSER	000000000	000000000000000000000000000000000000000	FD045044504504450445045	000000000000000000000000000000000000000		
chart:		Y	Organization:	10210A	Visual & Performing	g Arts			
iscal Year	:	10	Fund:	0000	Unrestricted Funds	- General			
ndex:		•	Program:	~					
☐ Query Specific Account ☐ Include Revenue Accounts		fic Account	Account:	7000B	Direct Expense (les	s Capital) Pool	ital) Pool		
			Account Type:	₩					
_ Include	reve	inde Accounts	Activity:	~					
Commit Type: Both		Both	Location:	*					
Account	Туј	pe Title	Adjusted Budget	Y	TD Activity	Commitments	Available Balance		
7000B	E	Direct Expense (less Capital) Poc	98,488.5	53	0.00	0.00	98,488.53		
7006	E	Maint/Repair Grounds/Buildings	0.0	00	1,095.03	0.00	-1,095.03		
7007	E	Maintenance Contracts - Equip	0.0	00	13.15	0.00	-13.15		
7015	E	Printing Services	0.0	00	4,724.76	0.00	-4,724.76		
7016	E	Contractual Services - Other	0.0	00	12,434.61	990.00	-13,424.61		
7101	E	Supplies - General	0.0	00	6,696.53	0.00	-6,696.53		
103	E	Supplies - Newspapers/Subscrip	0.0	00	1,258.51	0.00	-1,258.51		
105	E	Supplies - Instructional	0.0	00	54,715.29	600.00	-55,315.29		
7107	E	Supplies - Food	0.0	00	-38.28	0.00	38.28		
115	E	Supplies - Non Capital Equipment	0.0	00	1,482.86	0.00	-1,482.86		
302	E	Rent - Buildings	0.0	00	200.00	0.00	-200.00		
		Memberships & Dues - Individual	0.0	00	50.00	0.00	-50.00		
7306	E	incriber er ilpe di bace - il ai viadai							