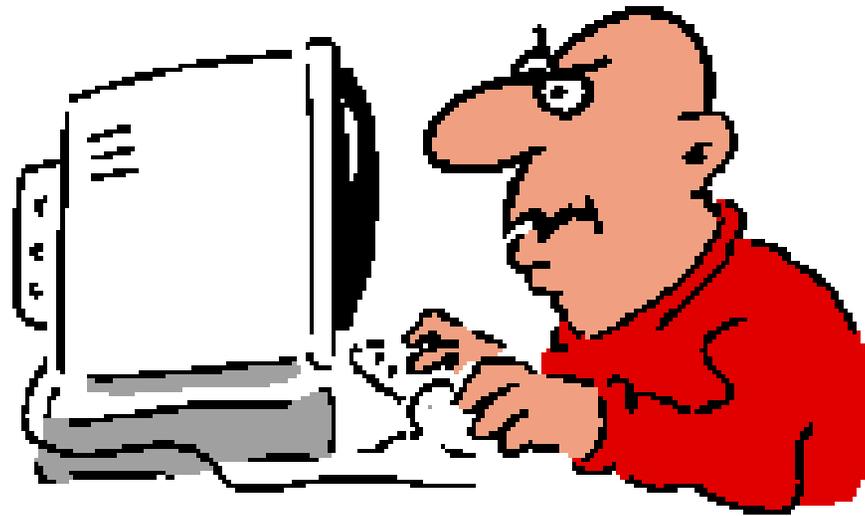




***Yavapai College***  
***INB Budget Training***





## 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 – Organization Budget Status Form*

# 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



## ***FGIBDST – Organization Budget Status Form***

**Login to INB (Banner) -<http://harding.yc.edu:8888>**

1. 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.



# FGIBDST – Organization Budget Status Form

Organization Budget Status FGIBDST 8.3 (BANPROD)

Chart: Y  
Fiscal Year: 10  
Index: [ ]

Query Specific Account  
 Include Revenue Accounts **Deselect**

Commit Type: Both

Organization: 013201 Human Resources  
Fund: 0000 Unrestricted Funds - General  
Program: [ ]  
Account: [ ]  
Account Type: [ ]  
Activity: [ ]  
Location: [ ]

Leave blank to see all accounts.  
Enter Account 7000B if you would like to see non-payroll expenses only.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	L	Salary - Administration	327,145.00	322,166.63	0.00	4,978.37
6003	L	Salary - Support Staff	34,322.00	33,342.66	0.00	979.34
6008	L	Salary - Overtime	0.00	66.90	0.00	-66.90
6011	L	Salary - Part-Time	12,270.00	5,330.00	0.00	6,940.00
6018	L	Moving & Temporary Housing Exp	0.00	3,243.01	0.00	-3,243.01
6027	L	Cell Phone Allowance	0.00	679.47	0.00	-679.47
6101	L	Medical Insurance	43,549.56	39,439.21	0.00	4,110.35
6102	L	Dental Insurance	0.00	1,527.18	0.00	-1,527.18
6103	L	Life Insurance	0.00	732.19	0.00	-732.19
6104	L	Short Term Disability Ins	0.00	146.75	0.00	-146.75
6105	L	Long Trm Disability - ASRS&Othe	0.00	395.55	0.00	-395.55
6106	L	Workman's Compensation	1,569.69	1,428.72	0.00	140.97
<b>Net Total:</b>			509,115.03	477,063.42	0.00	32,051.61



## ***FGIBDST – Organization Budget Status Form***

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.
7. **<TAB>** to ACCOUNT. Leave blank to query all accounts. Otherwise, enter specific account code.
8. Click the “Next Block” Icon or Type [**control page down**]
9. 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.



# FGIBDST – Organization Budget Status Form

Follow these steps to download into EXCEL:

The screenshot shows the FGIBDST 8.3 application interface. The Help menu is open, and the option "Extract Data No Key" is circled in red. A red arrow points from a text box to this option. The text box contains the instruction: "Go to the Help drop down menu and select 'Extract Data No Key'. A prompt will appear to open the EXCEL file." The main window displays a table of budget data with columns for Account, Type, Title, YTD Activity, Commitments, and Available Balance. The table includes rows for various salary and insurance categories, ending with a "Net Total" row.

Account	Type	Title	YTD Activity	Commitments	Available Balance
6002	L	Salary - Administration	12,409.61	178,114.39	-730.00
6003	L	Salary - Support Staff	12,927.35	191,830.61	-347.96
6006	L	Salary - Students	0.00	0.00	1,750.00
6008	L	Salary - Overtime	0.00	0.00	500.00
6101	L	Medical Insurance	1,727.68	0.00	53,460.32
6102	L	Dental Insurance	145.37	0.00	5,110.63
6103	L	Life Insurance	116.96	0.00	-116.96
6104	L	Short Term Disability Ins	13.26	0.00	490.02
6105	L	Long Trm Disability - ASRS&Othe	45.17	0.00	1,158.74
6106	L	Workman's Compensation	99.15	0.00	1,474.93
6107	L	AZ State Retirement - ASRS	1,734.81	0.00	24,991.70
6108	L	Optional Retirement Plan - ORP	508.62	0.00	7,392.12
<b>Net Total:</b>			<b>-31,607.18</b>	<b>369,945.00</b>	

If the data fails to export, you need to edit your browser settings by entering \*.yc.edu as a site allowed to have pop-ups.



## FGIBDST – Organization Budget Status Form

### Viewing Detail Transactions

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

1. Highlight the amount in the Adjusted Budget, YTD Activity or Commitment column 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**”.







# ***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

Executive Summary FGIBDSR 8.0.0.1 (BANPROD)

**Chart:** Y  
**Fiscal Year:** 10  
**Index:**

Query Specific Account  
 Include Revenue Accounts

**Commit Type:** Both

**Organization:** 10210A Visual & Performing Arts  
**Fund:** 0000 Unrestricted Funds - General  
**Program:**  
**Account:** 7000B Direct Expense (less Capital) Pool  
**Account Type:**  
**Activity:**  
**Location:**

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7000B	E	Direct Expense (less Capital) Pool	98,488.53	0.00	0.00	98,488.53
7006	E	Maint/Repair Grounds/Buildings	0.00	1,095.03	0.00	-1,095.03
7007	E	Maintenance Contracts - Equip	0.00	13.15	0.00	-13.15
7015	E	Printing Services	0.00	4,724.76	0.00	-4,724.76
7016	E	Contractual Services - Other	0.00	12,434.61	990.00	-13,424.61
7101	E	Supplies - General	0.00	6,696.53	0.00	-6,696.53
7103	E	Supplies - Newspapers/Subscrip	0.00	1,258.51	0.00	-1,258.51
7105	E	Supplies - Instructional	0.00	54,715.29	600.00	-55,315.29
7107	E	Supplies - Food	0.00	-38.28	0.00	38.28
7115	E	Supplies - Non Capital Equipment	0.00	1,482.86	0.00	-1,482.86
7302	E	Rent - Buildings	0.00	200.00	0.00	-200.00
7306	E	Memberships & Dues - Individual	0.00	50.00	0.00	-50.00
<b>Net Total:</b>			99,578.53	89,674.00	3,330.44	6,574.09