



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://fillmore.yc.edu :9090](http://fillmore.yc.edu:9090)

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
Net Total:			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 window. The Help menu is open, and the option "Extract Data No Key" is circled in red. An arrow points from this option to a text box on the right. 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 accounts, ending with a "Net Total" row.

Go to the Help drop down menu and select "Extract Data No Key". A prompt will appear to open the EXCEL file.

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
Net Total:			-31,607.18	369,945.00	



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
Net Total:			99,578.53	89,674.00	3,330.44	6,574.09