There are summary and detailed budget information forms available in Banner Finance. Let's look at a few. Type FGIBSUM in the Go To box on the Banner main menu.

Press the Enter Key.
FGIBSUM displays summarized budget information for a selected organization. Adjusted Budget (Current Budget), year-to-date activity (transactions), commitments (encumbrances) and available balance are summarized on this form by major category type. In the key block area (top of the form) enter the org (organization or index number) and press the tab key on your keyboard. You can also change the Fiscal Year by using the drop down box or manually changing it. Ignore the Commit Indicator. VCU does not use this field. Click on the Next Block icon to retrieve the information.

Chart of Accounts: 
Organization: 
Fiscal Year: 
Financial Reporting: 
Commit Indicator: 

Account Type | Adjusted Budget | YTD Activity | Commitments | Available Balance
---|---|---|---|---

Net: Revenue minus (Labor + Expense + Transfer)

Total Commitments: 

Click on Next Block icon to see form results.

Enter your Org (Index Code) here, then press the Tab key.

Ignore
FGIBSUM (continued)-The activity on the form is summarized by Type-Revenue, Labor, Expenditures and Transfers. You’ll notice that this particular org has budget and activity in labor (personnel expenses) and expenditures, but no revenues. Since the Banner default is to assume revenues and subtract expenditures, you may find the negative numbers in the Net Total fields to be misleading. This is something you’ll have to keep in mind for orgs with expenditure budget only. The Available Balances shown are correct, but they include any Commitments (encumbrances).
FGIBAVL-Budget Availability Status

(Acronym=Finance, General Ledger, Inquiry, Budget Availability)

FGIBAVL provides an overview of your department’s budget by budget pool (a summarized expense category). The form summarizes the current budget and expenditures in major categories with available balances given for each pool. Tab to the Index field and enter your Index code. Press the tab key. This form requires you enter an Account code as well. For example, to view all pools and expenditures, enter 50000 in the Account field. To view all non-salary related expenditure budget pools, enter 60000 in the Account field. Leave the Commit Type indicator set to Both. VCU does not use this particular feature. Click the Next Block icon when ready to view the results.

1. Enter the Index. Press tab key.

2. Enter the budget pool account in the account field. All subsequent budget pools will display. Here we’ve chosen non-labor expenses.

3. Click on the Next Block icon.
FGIBAVL (continued)—a budget pool is a 5 digit summary account used for budgeting purposes only. For instance, telephone and network costs are budgeted in account pool 63000. Transactions for telephone and network costs will post to the more specific 6 digit accounts that fall under this budget pool.
FGIBAVL (continued) - Current budget*, year-to-date expenditures, commitments and available balance are shown for each major budget category (budget pool), excluding salaries. You’ll notice on this form that the totals are positive numbers as this form does not include revenues. This particular form will not return results for accounts beginning with 4 (revenue accounts).

*Permanent Budget is not shown on Banner Forms, only Adjusted Budget (which is your Current Budget).
FGIBDSR-Executive Summary
(acronym=Finance, General Ledger, Inquiry, Budget Summary)

This form provides more specific information than the previous two, as the accounts are not summarized. The main advantage of this form is the ability to view financial data that is rolled up to higher organizational levels. In Banner, individual indexes roll up to sub-departments, sub-departments roll up to departments, departments roll up to major budget units and MBUs roll up to Senior Management Levels, etc. To see this relationship, go to Banner form FTIORGH (example below) and enter an index code in the organization box. Click the Next Block icon. You’ll notice the numeric value is smaller as the organizational hierarchy is increased. This is useful for department managers who want to view summarized financial data for an entire department or school.

<table>
<thead>
<tr>
<th>Predecessor Organization</th>
<th>Financial Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>University</td>
<td>VP Finance and Administration</td>
</tr>
<tr>
<td>Executive Level</td>
<td>AVP Finance and Administration SML</td>
</tr>
<tr>
<td>Senior Mgt Level</td>
<td>University Controller MBU</td>
</tr>
<tr>
<td>Major Budget Unit</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>Department</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>Sub-Dept/Security</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>Budget</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>Time Sub Unit</td>
<td>Financial Reporting</td>
</tr>
</tbody>
</table>
FGIBDSR (continued) - Type FGIBDSR in the Go To Box. Let’s enter a value for a department level rather than a single index in the Organization field. This is a four digit code rather than six. Press the tab key on your keyboard. Click on the Next Block icon. The financial data shown is for all indexes (regardless of fund source - you’ll notice the Fund field is empty) that roll up to this department. If you want to restrict the view to department indexes with a particular fund source, enter a fund in the Fund field (i.e., 9100EG for E & G).

You’ll notice the Net Totals are returned as negative numbers. By default, Banner assumes offsetting revenues. To view expenditures only, click on the rollback icon and uncheck Include Revenue Accounts. Then click on the Next Block icon.
FGIBDSR (continued)-The financial data shown is expenditure activity for the entire department. You’ll notice the Net Totals are now positive numbers.

Fund is empty, so all fund sources.
This form is probably one of the most useful forms in Banner. It provides up to date information on adjusted budgets, year-to-date expenditures, open commitments and available balances. The Options menu on this form also allows you to drill down to more specific information. In the key block area, select your fiscal year (if other than current) and type in your Index code. Press the tab key on your keyboard. If you want to view all financial data for this index, leave the Account field blank. If this particular index does not earn revenues, remember to uncheck Include Revenue Accounts or your Net Totals will be returned as negative values. Leave the Commit Type Indicator set to Both. VCU does not use this feature. Click on the Next Block icon to see the results.
FGIBDST (continued)-You’ll need to use the scroll bar to view all the accounts returned on this form. The Adjusted Budget shown is your Current Budget. YTD Activity is year-to-date expenditures through today. Commitments are your encumbrances (outstanding purchase orders, etc.). The Available Balance field includes your commitments (deducts from your balance).

Use the Scroll Bar to move through the form.
To view detailed transactions that make up your year-to-date activity, click once in the Account field you wish to view. Then select Options>Transaction Detail Information from the main menu bar. This will give you a list of all transactions (budget, expenses and commitments) that posted to that account code.

Click in account field.

Select Options>Transaction Detail.
FGIBDST (continued)-Another way to view more specific detailed transactions is to click once in the field for the transactions you want to view. In this case, year to date expenses for VITA Computer Services. Then, press the F3 key on your keyboard.