General:

The *Budget Availability Status Form* enables you to view a "real time" calculation of budget availability for a selected Fund, Organization, Account and Program combination. The budget calculation takes in to account **completed** but unapproved or unposted documents **as well as** any documents that are **in process**.   This is important to note because any Requisitions that have been started but not completed are calculated into the users budget availability. FGIBAVL is used to ensure that there is an adequate balance for transaction processing. Banner uses this calculation to determine NSF (non-sufficient funds) status.

Check List:

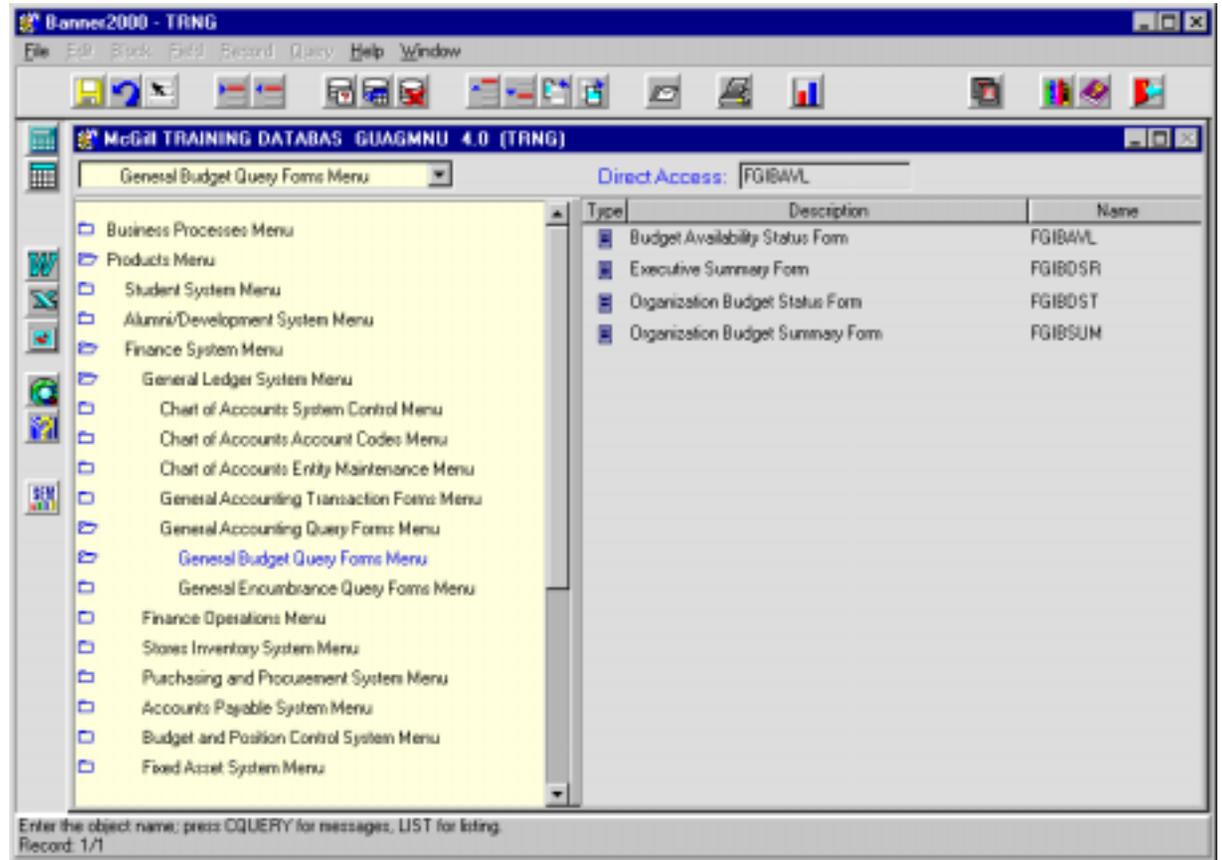Before you proceed, you should have the following information on hand:

❑ The Chart of Accounts you wish to query (eg: "1" represents the McGill University set of books)
❑ The fiscal year you wish to query (eg: "01" represents the University year June 1, 2000 to May 31, 2001)
❑ The FUND, ORGN, ACCOUNT and PROGRAM combination you wish to query

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Accessing the "Budget Availability Status Form" (FGIBAVL)

Type the name of the form FGIBAVL in the Direct Access field.
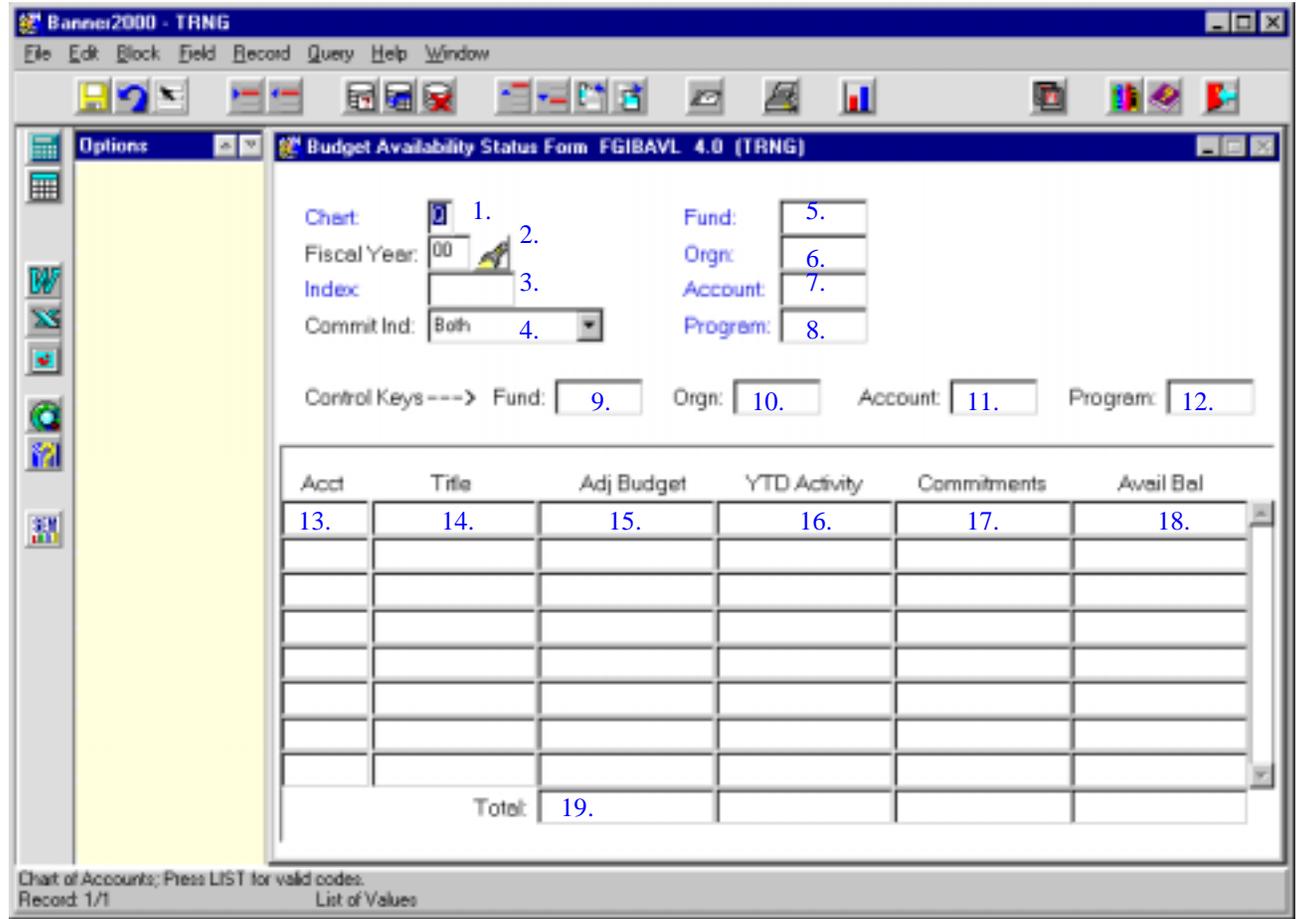(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Finance System Menu
3) *Select* General Ledger System Menu
4) *Select* General Accounting Query Forms Menu
5) *Select* General Budget Query Forms Menu
6) *Select* Budget Availability Status Form (FGIBAVL)

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The adjacent screen will appear:

NOTE: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

The **Chart, Fiscal Year, Fund, Orgn, Account,** and **Program** are the Banner *required* fields on this form. All other fields are *optional* and can be queried as you wish.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Chart	Enter 1		Required field. Chart of accounts code "1" represents the McGill University's set of books.	
✓	2.	Fiscal Year	Enter or {Search} for the fiscal year you wish to query.		Required field. Represents the University's fiscal year from June 1st to May 31st. Example: "01" ends May 31, 2001. Defaults to current fiscal year but can be overridden.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	3.	Index			McGill does not use this field.	
	4.	Commit Ind	Ensure "Both" is selected.		Commit Indicator. **Both** – displays both committed and uncommitted records **Committed** – displays committed records only **Uncommitted** – displays uncommitted records only	
✔	5.	Fund	Enter or {Search} for the Fund code you wish to query.	The code translation will appear.	Fund Code. Source of money and how it must be used.	
✔	6.	Orgn	Enter or {Search} for the Organization code responsible for the funds you wish to query.	The code translation will appear.	Organization Code. Departmental entities or budgetary unit responsible for the transaction.	
✔	7.	Account	Enter or {Search} for the Account code you wish the query to **start at**. **Note:** If you would like to see a list of all active expense and labour accounts enter the code 600001.	The code translation will appear.	Account Code. Describes the nature of expenditures, revenues, assets, liabilities and fund balances.	
✔	8.	Program	Enter or {Search} for the Program code you wish to query.	The code translation will appear.	Program Code. Functional reporting classification for tracking the use of funds.	
Control Keys						
	9.	Fund	For display purposes only.		Control Key Fund Code. If applicable, displays the fund code (if different from field #5) used for budget availability checking.	
	10.	Orgn	For display purposes only.		Control Key Organization Code. If applicable, displays the Org code (if different from field #6) used for budget availability checking.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	11.	Account	For display purposes only.		Control Key Account Code. . If applicable, displays the Account code (if different from field #7) used for budget availability checking.	
	12.	Program	For display purposes only.		Control Key Program Code. . If applicable, displays the Program code (if different from field #8) used for budget availability checking.	
✓			Proceed to the {Next Block}	Banner produces the records matching the query criteria.		

Result

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	13.	Acct		Displays all Account codes containing completed documents (not necessary approved and posted).	Account Code. Describes the nature of expenditures, revenues, assets, liabilities and fund balances.	
	14.	Title			The account description.	
	15.	Adj Budget			Adjusted budget. Total budget for the year. It combines the **adopted budget** (original allocation given at the beginning of the year) and any **budget adjustments** (adjustments made to adopted budget throughout the year, supplementary amounts).	
	16.	YTD Activity			Year-to-date activity. Represents actual revenue and expenditures posted.	
	17.	Commitments			Commitments equal to the total budget set aside for future obligations. **Commitments** are made up of **Reservations** (generated by requisitions) and **Encumbrances** (generated by	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					purchase orders).	
	18.	Avail Bal			The **Available Balance** is the **Adjusted Budget**, plus or minus **Actuals** and plus or minus **Commitments**.	
	19.	Total			Totals of columns; **Adj Budget**, **YTD Activity**, **Commitments** and **Avail Bal**.	

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