## HOW TO QUERY BUDGET AVAILABILITY IN BANNER FIS Budget Availability Status Form (FGIBAVL)

## 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

## 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 Menu6) Select Budget Availability Status Form (FGIBAVL)

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	6	Student System Menu			Executive	Summary	Form	FGIBUSH	
<u> </u>	6	Alumni/Development System Menu		8	Organizat	ion Budge	t Status Form	FGIBDST	
	8	Finance System Menu			Organizat	ion Budge	t Summary Form	FGIBSUM	
		General Ledger System Menu							
-	6	Chart of Accounts System Control Menu		-					
	6	Chart of Accounts Account Codes Menu							
	•	Chart of Accounts Entity Maintenance Menu							
101	•	General Accounting Transaction Forms Menu		-					
	8	General Accounting Query Forms Menu							
	æ	General Budget Query Forms Menu							
	•	General Encumbrance Query Forms Menu	_	-					
		Finance Operations Menu							
		Stores Inventory System Menu							
	•	Purchasing and Procurement System Menu		-					
	•	Accounts Payable System Menu		-					
		Budget and Position Control System Menu							
	D	Fixed Asset System Menu							
			-						
Enter B	te obje	ict name; press CQUERY for messages, UST for listing	g.						
necord	171								

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.

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ecord.	1/1		List of	Values									

Req'd	#	Field	Action	Reaction	Explanation/Description	<b>Related Documentation</b>
	1.	Chart	Enter 1		Required field. Chart of accounts	
•					code "1" represents the McGill	
					University's set of books.	
<u>\</u>	2.	Fiscal Year	Enter or {Search} for the		Required field. Represents the	
•			fiscal year you wish to		University's fiscal year from June	
			query.		1 <sup>st</sup> to May 31 <sup>st</sup> . 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	<b>Related Documentation</b>
	3.	Index			McGill does not use this field.	
	4.	Commit Ind	Ensure "Both" is selected.		Commit Indicator. <b>Both</b> – displays both committed and uncommitted records <b>Committed</b> – displays committed records only <b>Uncommitted</b> – displays uncommitted records only	
<b>√</b>	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 <b>start at</b> . <b>Note:</b> 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.	
<b>√</b>	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	<b>Related Documentation</b>
	11.	Account	For display purposes		Control Key Account Code If	
			only.		applicable, displays the Account	
			-		code (if different from field #7) used	
					for budget availability checking.	
	12.	Program	For display purposes		Control Key Program Code If	
		-	only.		applicable, displays the Program	
			-		code (if different from field #8) used	
					for budget availability checking.	
			Proceed to the {Next	Banner produces the		
•			Block}	records matching the		
				query criteria.		
Result						
	13.	Acct		Displays all Account	Account Code. Describes the	
				codes containing	nature of expenditures, revenues,	
				completed documents	assets, liabilities and fund	
				(not necessary	balances.	
				approved and posted).		
	14.	Title			The account description.	
	15	Adi Budaet			Adjusted budget Total budget for	
	10.	Aug Buuget			the year It combines the <b>adopted</b>	
					<b>budget</b> (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 <b>Commitments</b> are	
					made up of <b>Reservations</b>	
					(generated by requisitions) and	
					Encumbrances (generated by	

Req'd	#	Field	Action	Reaction	Explanation/Description	<b>Related Documentation</b>
					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.	