

How to query an available balance for funds

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The FGIBDST form

Use the **FGIBDST** form to view an Operating Ledger online query showing the status of accounts by displaying budgets, commitments and year-to-date actuals.

Organization Budget Status FGIBDST 6.0 (BANTRAIN)

Chart: 1

Fiscal Year: 2

Index: 3

Query Specific Account 4

Include Revenue Accounts 5

Commit Ind: 6

Orgn: 7

Fund: 8

Program: 9

Account: 10

Acct Type: 11

Activity: 12

Location: 13

Acct	Type	Title	Adj Budget	YTD Activity	Commitments	Avail Bal
13	15	16	17	18	19	20
Net Total:			21	22	23	24



Field definitions

	Item	Description
1	Chart (Required)	Chart of account code. '1' represents McGill University's set of books. Defaults by UserID.
2	Fiscal Year (Required)	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).
3	Index	Not used at McGill.
4	Query Specific Account	Use this check box to determine which type of account query will be executed. Unchecked - Enter the desired FOAPAL combination to query a range of Accounts. Checked - Enter the desired FOAPAL combination to query a specific Account.
5	Include Revenue Accounts	Determines if the revenue accounts should be included or excluded from your query. Checked - Include revenue Accounts in the query. Unchecked - Do not include revenue Accounts in the query.
6	Commit Ind.	Commit Indicator. Both - Displays both committed and uncommitted records. Committed - Displays committed records only. Uncommitted - Displays uncommitted records only.
7	Orgn (Required)	Organization Code. Departmental entities or budgetary unit responsible for the transactions.
8	Fund (Required)	Fund Code. Represents the source and restriction of money.
9	Program	Program Code. Functional reporting classification for tracking the use of funds.
10	Account	Account Code. Describes the nature of expenditures, labour and revenues. (Example: All Accounts in the Operating Ledger).

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	Item	Description
11	Acct Type	Account type. Higher-level category of ACCOUNT. 50 - Revenue 60 - Salaries, Wages & Benefits 70 - Expenditures
12	Activity	Activity code. Free form element used for independent reporting needs.
13	Location	Location Code. Identifies the physical whereabouts of financial activity.
14	Account	All the revenue, expense and labour categories (if included in your query) with transactions posted to them.
15	Type	Account type. Higher-level category of account. R - Revenue L - Labour E - Non - labour expense
16	Title	Account translation.
17	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).
18	YTD Activity	Year-to-date activity. Represents actual revenue and expenditures posted.
19	Commitments	Commitments equal to the total budget set aside for future obligations. Commitments are made up of reservations (generated by requisitions) and encumbrances.
20	Avail Bal	The Available Balance is the Adjusted Budget (plus or minus) the YTD Actuals and (plus or minus) Commitments .
21	Adj Budget Net Total	Net total of all the Adj Budget column account totals.
22	YTD Activity Net Total	Net total of all the YTD Activity column account totals.
23	Commitments Net Total	Net total of all the Commitments column account totals.

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	Item	Description
24	Avail Bal Net Total	Net total of all the Available Balance column account totals.



How to query an on-line available balance for funds

Before you start

The **FGIBDST** form is an Operating Ledger online query the resulting available balance by account for each FOAPAL combination. The FGIBDST query includes posted documents only.

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

- a The Chart of Accounts you wish to query (Example: "1" for McGill University set of books).
- b The fiscal year you wish to query (Example: "01" represents the University year June 1, 2000 to May 31, 2001).
- c The FOAPAL combination you wish to query. At minimum, provide the **FUND**, **ORGN** and **PROGRAM** as criteria.

Querying your available fund balance

Querying your available fund balance:

- 1 Select the form **FGIBDST** from the **Finance Fast Track Menu** or type **FGIBDST** in the **Go** field and press Enter.
- 2 Hit the Tab key to the **Fund** field and enter your fund number.
- 3 Delete the information in the **Program**, **Activity** and the **Location** fields.
- 4 Click **Next Block**  or, use Ctrl + Page Down if you prefer the keyboard.
- 5 Scroll to the bottom of the screen until you reach the last record.
- 6 The **Adj Budget** column represents your total budget for the year.
- 7 The **YTD Activity** column represents the actual revenue and expenditures posted to your fund.
- 8 The **Commitments** column represents the total budget set aside for future obligations. It includes Reservations and Encumbrances (typically from Purchase Orders and Appointment Forms).
- 9 The **Available Balance** column represents what you have left to spend.
- 10 You can drill down to the transactions by placing your cursor in the field you are interested in (Example: YTD Activity) and clicking on the **Transaction Detail Information** link from the navigation frame.
- 11 To perform a New Search, click **Rollback**  to return to the Key Block.