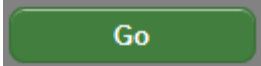




FGIBAVL: Checking Available Balance

General Information

In order to manage budgets, departments must review budget balances on a regular basis. Banner allows you to access information about your budget. As a supplement to the **FGIBDST: Checking My Budget Handout**, this information is provided so that you can check available budget balances for pool accounts more easily. The information contained in this document will help you determine what you have available to spend within personal services (by line item), benefits, nonpersonal services, travel, and equipment categories. And as always, Banner questions may be sent to bannerhotline@odu.edu

How to Check Your Available Balance:

Actions and Steps	Helpful Tips & Tricks
<p>1. Access the Budget Availability Status Form. This form will show you available budget balances by organizational budget.</p>	<p>Type FGIBAVL in the Search Block field on the Old Dominion University Home Screen and press Enter.</p>
<p>2. In the key information area <i>[top editable portion of screen]</i>, enter Organization <i>[think Finance Code. For example: 1CL00 is the Office of Finance Org/Finance Code]</i> and a valid expenditure Sub-Account <i>[think Budget Line Item]</i>.</p> <p>The following information appears in the key information area of the form:</p> <ul style="list-style-type: none"> ◆ Chart: defaults to U ◆ Fiscal Year: defaults to current fiscal year <i>[may be edited]</i> ◆ Index: leave blank ◆ Commit Type: leave as defaults ◆ Fund: filled in by system <i>[after you enter an Organization]</i> ◆ Organization: enter the budget code <i>[tab to populate other fields]</i> ◆ Account: enter a valid expenditure sub-object code (REQUIRED!) ◆ Program: filled in by system ◆ Control Keys: will fill in after information is loaded <p>Use the Go Button to load the budget information for the specific budget in the information area displayed at the bottom of the form. The information related to the budget code selected is shown.</p>	<p>If you wish to look at your budget balances from the first expenditure sub-object code, enter 4000 in the Account field.</p> <p>Remember that salaries will display by line item, but Benefits, NPS, travel, and equipment will show pool balances. You cannot view details from this form.</p> <p>In the <i>Auto Hint/Status Line</i> at the bottom of the page, the number of line items in the budget is displayed (i.e., 6)</p> <p>Go Button or Down Arrow may be used.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>3. In the next information area, the following information is displayed for each sub-account:</p> <ul style="list-style-type: none"> ◆ Account: code for sub-account or pool account ◆ Title: of sub-account or pool account ◆ Adjusted Budget: Current operating expense budget for the specific <i>personal service</i> categories (administrative, classified, wages, etc.) and pool accounts for <i>non-personal services, travel, and equipment</i> expenditures. This is a total of the original budget load and all budget adjustments. ◆ YTD Activity: Expenditures posted against the specific account or pool account for the current year-to-date ◆ Commitments: total of your encumbrances ◆ Available Balance: Net balance (adjusted budget minus YTD activity and commitments) ◆ Total: provides your net totals – generally you should ignore ◆ Pending Documents: If checkbox checked, a budget adjustment may exist 	<p>Please keep in mind that this form is updated <i>as data is entered</i> and will display both <i>approved</i> and <i>unapproved</i> transactions. Detailed expenditure data can be obtained through the Organization Budget Status Form [FGIBDST] which is updated after posting and approval processes are completed.</p> <p>If the Pending Documents checkbox is checked for that line item, highlight that line item and go to Related Menu Button > Pending Documents [FGITINP]. This will show current information about these pending documents.</p>

Actions and Steps	Helpful Tips & Tricks
<p>4. When you have finished reviewing your budget balances, you can review balances for another budget code. Hit on the Start Over button on the toolbar [or choose <i>Tools > Refresh</i>].</p> <p>Start Over Button: </p>	<p>When changing from one ledger to another, you will need to clear the information out of the form!</p> <p>To do so, click the Start Over button OR select Tools > Refresh, then follow the guidelines in Step 2 listed above.</p>
<p>5. Remember to log out when leaving your workstation to ensure that no one accesses information from your computer in your absence.</p>	<p>Click on the ODU Home Screen button on the toolbar to return to the Home Screen.</p>

FGIBAVL Sample Screenshot:

Budget Availability Status FGIBAVL 9.3.7 (PPRD2_DB)

Chart: U Fiscal Year: 18 Index: Commit Type: Both Fund: 011001 C/W E&G CUR Organization: **BLOCKED FOR CONFIDENTIALITY** Start Over

Account: 4000 EXPENDITURES - LABOR Program: 162 FISCAL OPERATIONS Keys ---> Control Fund: 011001 Control Organization: **BLOCKED FOR CONFIDENTIALITY**

Control Account: 4000 Control Program: Pending Documents:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
4001	ADMINISTRATIVE SALARIES					<input type="checkbox"/>
4002	CLASSIFIED SALARIES					<input type="checkbox"/>
4004	SALARIES - OVERTIME					<input type="checkbox"/>
4007	SALARIES-ANNUAL LEAV...					<input type="checkbox"/>
4008	SALARIES-SICK LEAVE BAL					<input type="checkbox"/>
4009	SALARIES-COMP LEAVE ...					<input type="checkbox"/>
4011	SALARIES - INFO TECH E...					<input type="checkbox"/>
4012	CLASS SURPLUS SALAR...					<input type="checkbox"/>
4021	WAGES - GENERAL					<input type="checkbox"/>
4024	WAGES - OVERTIME					<input type="checkbox"/>
4025	STUDENT WAGES - W/O ...					<input type="checkbox"/>
4036	BONUSES & INCENTIVES					<input type="checkbox"/>
4999	POOL-EMPLOYEES BEN...					<input type="checkbox"/>
5748	INTER RECOVERY-SERV ...		0.00	-2,637.92	0.00	2,637.92 <input type="checkbox"/>
5749	INTRA RECOVERY-SERV ...		-15,200.00	-8,150.00	0.00	-7,050.00 <input type="checkbox"/>
6999	POOL-NON PERSONAL S...		361,047.00	320,357.07	58,640.08	-17,950.15 <input checked="" type="checkbox"/>
7999	POOL-TRAVEL		18,000.00	13,306.23	0.00	4,693.77 <input type="checkbox"/>
9899	POOL-EQUIPMENT		500.00	837.00	0.00	-337.00 <input type="checkbox"/>
Total		4,598,886.00	3,575,045.06	58,640.08	965,200.86	

Record: 1/18 Per Page 20 Record 1 of 18

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Helpful Tips & Tricks:

- ◆ REMEMBER! This form only shows you what you have in your budget
- ◆ This is not a research page, rather just an informational page (an Inquiry Form)
- ◆ Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter **Ctrl-Alt-Del** and click **Lock this Computer**