FGIBDST: Checking My Budget

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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. This form shows budget information **by line item AFTER it is posted and approved**.

Budgets are loaded at the line item level, even in the pool accounts (although benefits are loaded at the pool level). Budget adjustments are made at the pool account level except for salary sub-accounts. ***What this means is that you won't see any amounts in the pool budget sub-object line in FGIBDST for 6999 (NPS or nonpersonal accounts), 7999 (Travel), or 9899 (Equipment) until budget adjustments begin processing against the pool.*** Then the only figures you see reflect the budget adjustments in and out. When money is moved in or out, it won't subtract from [or add to] the line item amounts that show in the adjusted budget column for each line item because money is not moved via budget adjustments at the line item level in the pool accounts listed above (Benefits, NPS, Travel, & Equipment). And as always, any and all Banner questions may be sent to bannerhotline@odu.edu.

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How to Check Your Budget:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Organization Budget Status Form**. This form will show budget, actual activity, encumbrances, and available balances. It can also display detailed information on a specific transaction.	Type **FGIBDST** at the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.

2. In the key information area (portion above the solid line), the following information displays - enter the **budget code** you wish to review in the **Organization** field:
 	
  ✦ **Chart**: defaults to U
  ✦ **Fiscal Year**: defaults to current fiscal year *[may be edited]*
  ✦ **Index, Query Specific Accounts, Include Revenue Accounts**: leave blank or as defaults
  ✦ **Organization**: enter the budget code *[tab to populate other fields]*
  ✦ **Fund**: filled in by system
  ✦ **Program:** filled in by system
  ✦ **Account:** leave blank unless you want info on specific sub-acct
  ✦ **Account Type**: leave blank
  ✦ **Activity**: leave blank
  ✦ **Location**: leave blank
 	
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.
	If you wish to see all sub-accounts related to the budget, including revenue, leave the **Account** field blank.
	
	Filling in the **Account** field displays budget information from that sub-account, forward.
	
	In the *Auto Hint/Status Line* at the bottom of the page, the number of line items in the budget is displayed (i.e., 1/72)
	
	Go Button or Down Arrow
	
	Go

3. Once you load the budget information, you can scroll through the information and see totals by line item. You can also choose to look at the following information:
  ✦ **Budget Summary Information** (links you to **FGIBSUM**)
  ✦ **Organization Encumbrances** (links you to **FGIOENC**)
  ✦ **Transaction Detail Information** (links you to **FGITRND**)
	Related Menu Button: RELATED
	
	These selections will be in the **Related** pull-down menu.

4. If you select **Budget Summary Information** in the **Related** pull-down menu, you will link to the **Organization Budget Summary Form [FGIBSUM].** This form displays totals for the following:
  ✦ **Revenue Accounts**: if applicable
  ✦ **Personal Service Accounts**: salary line items rolled into one total
  ✦ **Non-Personal Service Accounts**: NPS, travel, and equipment combined
  ✦ **Transfer Account**: if applicable	

Actions and Steps	Helpful Tips & Tricks
5. If you select **Organization Encumbrances [FGIOENC]** from the **Related** pull-down menu, the **Organizational Encumbrance List Form [FGIOENC]** is displayed. This list contains all _open_ departmental encumbrances and displays Encumbrance Number, Vendor/Description, Sub-Account, and Amount. To view _details_ of a specific encumbrance, _highlight_ the line item then click **Query Detail Encumbrance Info [FGIENCD]** in the **Related** pull-down menu. This will take you to the **Detail Encumbrance Activity Form [FGIENCD],** which displays all activity for a specific encumbrance. Information displays with the oldest activity at the top. After you have reviewed the encumbrance information, return to the **Organizational Budget Status Form [FGIBDST]** by clicking the **X Button** on the toolbar twice.	When you link from one form to another (i.e., from **FGIOENC** to **FGIENCD**), click on the **X Button** to return to the previous form. Once an encumbrance is paid, the encumbrance is removed from **FGIOENC**. This information remains part of your budget detail (see **Transaction Detail** information in the next bullet point).

6. If you select **Transaction Detail Info** from the **Related** pull-down menu in **FGIDBST**, the **Detail Transaction Activity Form [FGITRND]** is displayed. You can see the following information:
◈ **Account**: sub-account
◈ **Organization**: budget code
◈ **Program**: fills in based on budget code
    ➢ **Activity Date**: date of transaction activity
    ➢ **Type**: transaction type (i.e., E010 is Post Original Encumbrance)
    ➢ **Document:** computer-generated reference number
    ➢ **Description:** contains the vendor name or other pertinent information
    ➢ **Commit Type:** defaults to U
    ➢ **Fund**: fills in based on budget code
    ➢ **Activity**: generally blank
    ➢ **Location**: generally blank
    ➢ **Transaction Date**: transaction date
◈ **Field**: indicator determines which type of research can be selected from the **Related** pull-down menu. You may:
    ➢ _Query Document:_
      RSV: links to **FPIREQN** (not available for LPOs)
      ENC: links to **FPIPURR** (not available for LPOs)
      YTD: links to the form where payment/transaction was processed
      OBD: links to form where transaction was processed
      ABD: links to form where transaction was processed
    ➢ _Detail Encumbrance Info:_
      RSV: links to **FGIENCD**
      ENC: links to **FGIENCD**
◈ **Amount**: transaction amount
◈ **Increase(+) or Decrease(-)**: indicates if transaction is a _debit_ or a _credit_
	This lists a breakdown of all transactions in that sub-account. Information displays with the newest activity at the top.
	
	Be sure to **highlight** the line item you wish to view. Just put your cursor in the left-most field. Where the cursor lies is the field in which you will dig further.
	
	Access to **FPIREQN** AND **FPIPURR** requires Materiel Management Purchase Order Query access.
	
	OBD = original budget
	ABD = adjusted budget
	
	Increase(+) = what you are doing
	Decrease(-) = What you are spending

FGIBDST Sample Screenshot:

Helpful Tips & Tricks:

◈ This is a **Details** form – you are able to look at the specifics of your budget.

◈ You will see only the real (*read: final and posted*) information. This form provides the totals at the line item from the **FGIBAVL** Form.

◈ This is a research page!

◈ If you select **Start Over** in this form and wish to change your search criteria in the Info Block at the top of the page, be sure to *delete the information from the BOTTOM up!*

◈ There is a list of sub-accounts along with a description of each available on the Budget Office website. BE SURE TO CODE YOUR THINGS PROPERLY!
   o Website Link: https://www.odu.edu/facultystaff/university-business/budget/resources

◈ The **AP & Encumbrance Transaction Codes** and the **AR, Budget, General Accounting, & Payroll Transaction Codes** Handouts provide a thorough explanation of the codes used within this form! Be sure to check them out as reference.

◈ 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**