

Include Revenue Account This will be checked when the form comes up. With this checked you can see information on revenues. This must be unchecked to see your available balance.

Orgn: XXXXXX This field is the organization number.

Fund: XXXXXX This field is the fund number.

Program: XXXX Delete. This field **must** be blank.

Account: XXXXXX You can enter account code designating the type of expenditure. Usually left blank.

Account Type: XX This field should be left blank.

Activity: XXXX This field should be left blank.

Location: XXXX This field should be left blank.

Note: You may enter queries in the following combinations:

Index only

Orgn / Fund combination

Orgn / Fund / Account combination

Note: You must inquire using a fund and orgn combination in order to get accurate information on available budget.

Once these fields have been entered, tab to the next field and then either Do "CTRL" and "PAGE DOWN" or use the mouse and click on the first field under "ACCT" This will bring up your information.

TIPS:

Many valuable tips are found in the status line at the bottom of all screens.

When viewing a grant the information is line- item budgeted. Expenditures won't be allowed to exceed the budget for the account line.

Other inquiry forms can be accessed by drilling down through FGIBDST by using Options found on the Menu Bar.

FGITRND:

Highlight the account code line for which you would like detail information. With the cursor in the "ACCT" column, all detail fields will be displayed when you choose FGITRND in Options. Once you have accessed FGITRND, note that the "Field Code" column indicates whether the line is a budget, expense, encumbrance, or ect. entry.

Note that the scroll bar at the bottom of this screen will give you more information on the lines displayed (i.e. transaction description and fund number).

When FGITRND has been accessed with the cursor in the "Acct" column, you can use Options to drill down to more inquiry forms. By highlighting a line with "Enc" as the "Field Code" you may choose FGIENCD under Options. By choosing FGIENCD under Options you can see the encumbrance detail and history.

Exit Document

If you only want to see expenses for the acct code then place the cursor in the YTD column and click on FGITRND under Options on the Menu Bar. This limits the number of pages to review. This can be very helpful when researching payments.

Exit out of Documents back to Banner.