MURC Banner Quick Reference Guide

Where do I check the budget balance for a fund?

- **FGIBAVL*** - MURC recommends using this form to check available budget balances
- **FGIBDST*** - This form provides a line-item summary of budget & expenditures; this form allows you to "drill-down" to see detailed transactions

Where can I see a list of detailed transactions? **FGITRND**

Where can I see a list of open Requisitions, POs, and Encumbrances? **FGIOENC**

Has my requisition been converted to a PO? **FOIDOCH**

Has payment been made for a PO? **FOIDOCH**

What is the status/balance of an Encumbrance or PO? **FGIENCD**

Has payment been made for an Encumbrance? **FGIENCD** (to obtain the Banner Invoice #, i.e. I00xxxxx)

Was a check written/what is the check number for Banner Invoice #I00xxxxx? **FOIDOCH**

*NOTE:
- FGIBAVL & FGIBDST provide "snapshot" balances, and normally include payroll and F&A costs as of the most recently closed month
- MURC does not currently have the ability to encumber salary & benefits in Banner, so any open PARs need to be taken into consideration for budget and expenditure planning