


Financial Services

Date: September 2023

**View Index and Account Code
Balance
FSJA-004**

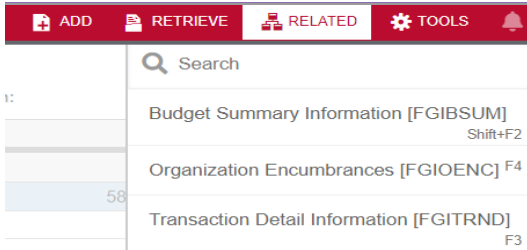
To view the balance of an unrestricted index, use Banner Finance form **FGIBDST**.

FGIBDST – Organization Budget Status

- Chart = U
- Index = Enter the index, tab
- Confirm Fiscal Year
- Next Section – 

To review detail for a particular Account Code:

- Highlight the Account Code and select “RELATED” from the toolbar:



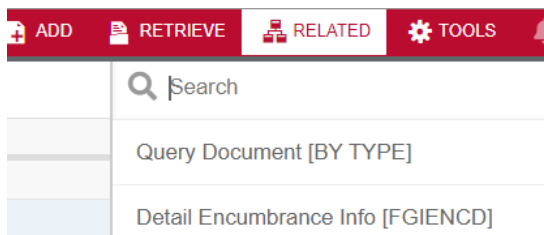
The screenshot shows the FGIBDST toolbar with buttons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. A dropdown menu is open under the RELATED button, listing options: Search, Budget Summary Information [FGIBSUM] (Shift+F2), Organization Encumbrances [FGIOENC] (F4), and Transaction Detail Information [FGITRND] (F3).

- Transaction Detail Information (FGITRND) provides detail for the account code.

To view detail on a specific transaction, select FGITRND (example):

DETAIL TRANSACTION ACTIVITY					
Account	Organization	Program	Field	Amount	Increase
3140	594B	P131	ENC	5,204.89	+
3140	594B	P131	YTD	20.00	+
			Total	5,224.89	+

Additional details can be found selecting “RELATED” and “Query Document [by Type]”.



The screenshot shows the FGIBDST toolbar with buttons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. A dropdown menu is open under the RELATED button, listing options: Search, Query Document [BY TYPE], and Detail Encumbrance Info [FGIENCD].

The Options menu will provide access to a variety of information about the transaction based on document type.

To view the balance of a restricted (C&G) index use the Banner Finance form **FRIGITD**.

FRIGITD

To review grant inception-to-date information, leave the **Grant Year** field blank.

- Enter index, then tab to auto populate fields.
- To include revenue account codes Check “Include Revenue Account”.
- Next Block.

To review detail within an Account Code:

- Highlight the Account Code.
- On the Options menu, select:
- “Grant Detail Info (FRIGTRD)”.
- Next Block.

Form displays all individual transactions posted to the account code you selected.

To review detail on a specific transaction from FRIGTRD:

- Highlight the Account Code for a transaction.
- On the Options menu, select:
- “Query Document [by Type]”.
- Next Block.

Form displays all individual transactions posted the document you selected:

To review scanned (if available) documentation on a specific transaction:

- Select “Retrieve” on the toolbar
- Select the document you want to view.

The Options menu provides a variety of information. Options can be different depending on what Banner form you are accessing it from.