To view the current Budget status of an index or organization:
1. Go to Banner form FGIBDST, Organization Budget Status Form.
2. Verify ‘Chart’ field is populated with ‘U’.
3. Confirm the Fiscal Year is correct.
4. Enter your Index and then tab. This will populate the Org, Fund, Program & Activity for your index.
5. Un-Check ‘Include Revenue Accounts’. Revenue Accounts are not included in NSF Checking.
6. Tab to the Account field. You may select a specific account or you can leave the field blank for all accounts.
7. Perform a next block.
8. To drill down on any account code:
   A. Highlight the account code.
   B. Select Options
   C. Select Transaction Detail Information.
9. This will give all transactions posted to that particular account code for the Year selected.
10. This information can be exported to Excel. For instructions in exporting see the Job Aid FSJA-045 FGIBDST Exporting Transaction Detail to Excel at www.unm.edu/~fssc.

***END***