

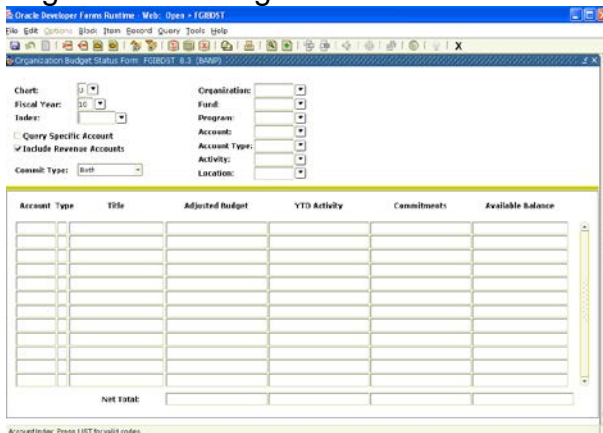
Budget Office

Date: 7/1/2011

**FGIBDST
Organization Budget Status
FSJA-044**

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.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
5110	Allocations Posted Allocation	886,269.00	886,269.08	0.00	0.00
5100	Balance Forward Detail Gen	0.00	-5,476.25	0.00	-5,476.25
5102	Change in Balance Forward	0.00	5,476.25	0.00	-5,476.25
5102	Administrative Professional	529,576.00	529,296.48	219,891.98	45,387.42
5100	Student Salaries Gen	18,000.00	2,852.38	0.00	7,347.62
5100	Temporary Salary Gen	22,473.00	22,723.47	0.00	9,249.53
5130	Office Supplies-General	4,000.00	6,74.93	0.00	5,325.07
5140	Computer Software Gen	4,000.00	3,985.08	0.00	2,025.00
5130	Computer Supplies - 95,200	0.00	1,042.53	118.99	-1,412.52
5108	Printing & Supplies Gen	0.00	78.94	0.00	-78.94
5100	Out of State Travel Gen	620.00	0.00	0.00	620.00
5102	Out of State Travel Gen	2,500.00	1,206.98	0.00	1,413.02
Net Total:		0.00	328,254.53	232,250.97	

8. To drill down on any account code:
 - A. Highlight the account code.
 - B. Select Options
 - C. Select Transaction Detail Information.

Account	Organization	Program	Activity/Code	Type	Description	Date of entry	Field	Amount	Release Date
5100	UNM	P111	21-DEC-2009	950	95000000	12/21/2009	YTD	15,000.00	
5100	UNM	P111	20-SEP-2009	950	95000000	09/20/2009	YTD	15,000.00	
5100	UNM	P111	19-OCT-2009	950	95000000	10/19/2009	YTD	15,000.00	
5100	UNM	P111	19-OCT-2009	950	95000018	10/19/2009	YTD	19.07	
5100	UNM	P111	19-OCT-2009	95000	95000000	10/19/2009	YTD	5.00	
5100	UNM	P111	19-OCT-2009	950	95000000	10/19/2009	YTD	7.52	
5100	UNM	P111	09-SEP-2009	950	95001499	09/09/2009	YTD	305.65	
5100	UNM	P111	23-SEP-2009	950	95011518	09/23/2009	YTD	23.43	
5100	UNM	P111	23-SEP-2009	950	95011517	09/23/2009	YTD	40.22	
5100	UNM	P111	24-AUG-2009	950	95000402	08/24/2009	YTD	43.65	
5100	UNM	P111	20-AUG-2009	950	95000036	08/20/2009	YTD	30.17	
5100	UNM	P111	20-AUG-2009	950	95000038	08/20/2009	YTD	208.22	
5100	UNM	P111	20-AUG-2009	950	95000037	08/20/2009	YTD	8.52	
5100	UNM	P111	11-AUG-2009	950	95000007	08/11/2009	YTD	1,139.00	
5100	UNM	P111	07-AUG-2009	950	95000018	08/07/2009	YTD	2.06	
5100	UNM	P111	07-AUG-2009	950	95000019	08/07/2009	YTD	23.28	
5100	UNM	P111	06-JUL-2009	95000	95000000	07/06/2009	YTD	5.00	

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