

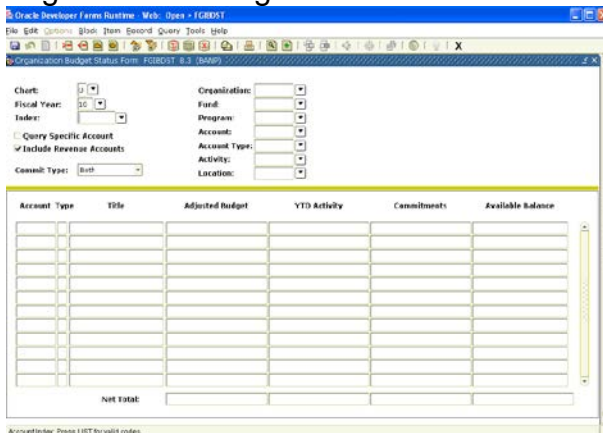
**Budget Office**

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
544B	Allocations Posted Allocation	886,269.00	886,269.08	0.00	0.00
5900	Balance Forward Detail Gen	0.00	-5,476.25	0.00	-5,476.25
5902	Change in Balance Forward	0.00	5,476.25	0.00	-5,476.25
5922	Administrative Professional	529,576.00	529,296.48	219,891.98	45,387.42
5930	Student Salaries Gen	18,000.00	2,852.38	0.00	7,347.62
5936	Temporary Salary Gen	22,473.00	22,723.47	0.00	9,249.53
593C	Office Supplies-General	4,000.00	6,74.93	0.00	5,325.07
5940	Computer Software Gen	4,000.00	3,985.08	0.00	2,025.00
5930	Computer Supplies - 95,000	0.00	1,042.53	118.99	-1,412.52
5938	Printing & Supplies Gen	0.00	78.94	0.00	-78.94
5906	Out of State Travel Gen	420.00	0.00	0.00	420.00
5902	Out of State Travel Gen	2,500.00	1,206.98	0.00	1,413.02
<b>Net Total:</b>		<b>0.00</b>	<b>328,254.53</b>	<b>232,250.97</b>	

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
5900	544B	P111	21-DEC-2009	950	95000000	21-DEC-2009	YTD	15,000.00	
5900	544B	P111	20-SEP-2009	950	95000000	20-SEP-2009	YTD	15,000.00	
5900	544B	P111	19-OCT-2009	950	95000000	19-OCT-2009	YTD	19.07	
5900	544B	P111	19-OCT-2009	950	95000000	19-OCT-2009	YTD	5.00	
5900	544B	P111	19-OCT-2009	950	95000000	19-OCT-2009	YTD	7.52	
5900	544B	P111	09-SEP-2009	950	95000000	09-SEP-2009	YTD	305.65	
5900	544B	P111	09-SEP-2009	950	95000000	09-SEP-2009	YTD	23.43	
5900	544B	P111	09-SEP-2009	950	95000000	09-SEP-2009	YTD	40.22	
5900	544B	P111	24-JUL-2009	950	95000000	24-JUL-2009	YTD	42.65	
5900	544B	P111	20-AUG-2009	950	95000000	20-AUG-2009	YTD	30.17	
5900	544B	P111	20-AUG-2009	950	95000000	20-AUG-2009	YTD	208.22	
5900	544B	P111	20-AUG-2009	950	95000000	20-AUG-2009	YTD	8.52	
5900	544B	P111	11-AUG-2009	950	95000000	11-AUG-2009	YTD	1,139.00	
5900	544B	P111	07-AUG-2009	950	95000000	07-AUG-2009	YTD	2.06	
5900	544B	P111	07-AUG-2009	950	95000000	07-AUG-2009	YTD	23.28	
5900	544B	P111	06-JUL-2009	950	95000000	06-JUL-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](http://www.unm.edu/~fssc).

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