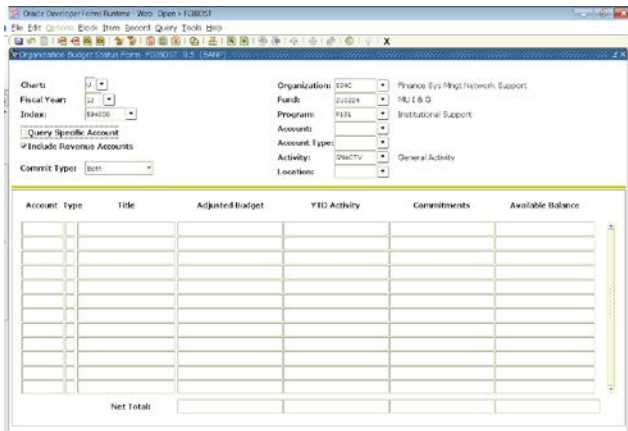


Date: 10/01/2011

FGIBDST
How to look up documents
FSJA-046

You can use Banner form FGIBDST, to identify documents that have posted to your index.

1. Banner form FGIBDST.



Organization: Budget Status Form: FGIBDST 8.5 (SABP)

Chart: U
Fiscal Year: 11
Index: 99400

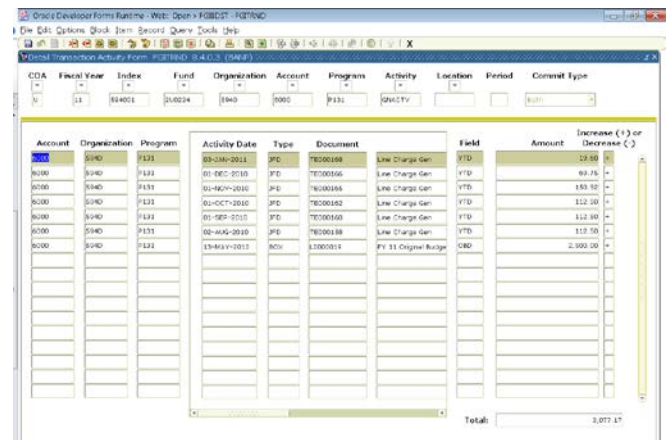
Organization: 9940 - Finance Sys Mgmt Network Support
Fund: 00024 - MU I & O
Program: P131 - Institutional Support
Account Type: *
Activity: 09ACTV - General Activity
Location: *

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
Net Total						

2. Verify 'Chart' field is populated with 'U'.
3. Confirm the Fiscal Year is correct.
4. Enter your Index, tab. This will populate the Org, Fund, Prog & Activity for your index.
5. Perform a next block.

You can drill down on any account code:

1. Highlight the account code.
2. Select Options
3. Select Transaction Detail Information.

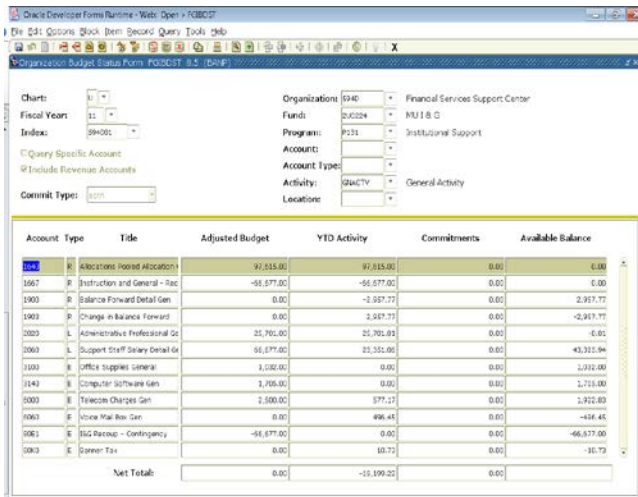


YDetail Transaction Activity Form: FGIBDST 8.5 (SABP)

Account	Organization	Program	Activity Date	Type	Document	Field	Amount	Increase (+) or Decrease (-)
9000	9940	P131	09-28-2011	JPE	78000148	Line Charge Gen	112.80	
9000	9940	P131	01-08C-2010	JPE	78000166	Line Charge Gen	69.75	
9000	9940	P131	01-02C-2010	JPE	78000166	Line Charge Gen	163.50	
9000	9940	P131	01-0CT-2010	JPE	78000162	Line Charge Gen	112.00	
9000	9940	P131	01-SEP-2010	JPE	78000160	Line Charge Gen	112.80	
9000	9940	P131	02-04S-2010	JPE	78000188	Line Charge Gen	112.50	
9000	9940	P131	13-04V-2011	RCR	13000013	FY 11 Original Budget	2,999.00	
Total:							3,077.15	

This will give you all transactions to that particular account code for the Year you selected.

Use the scroll bar in the middle of the form to view additional information about any transaction listed.



Organization: Budget Status Form: FGIBDST 8.5 (SABP)

Chart: U
Fiscal Year: 11
Index: 99400

Organization: 9940 - Financial Services Support Center
Fund: 00024 - MU I & O
Program: P131 - Institutional Support
Account Type: *
Activity: 09ACTV - General Activity
Location: *

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance			
9000	R	Allocations Inposed Allocations	97,615.00	97,615.00	0.00	0.00			
1067	R	Instruction and General - Fac	-65,677.00	-65,677.00	0.00	0.00			
1900	R	Balance Forward Detail Gen	0.00	-2,597.77	0.00	2,597.77			
1903	R	Change in Balance Forward	0.00	2,597.77	0.00	-2,597.77			
2003	L	Administrative - Professional Gr	22,762.00	22,762.00	0.00	0.00			
3000	L	Support Staff Salary Detail Gr	66,677.00	23,552.00	0.00	43,125.00			
3100	R	Office Supplies General	1,000.00	0.00	0.00	1,000.00			
3149	R	Computer Software Gen	1,700.00	0.00	0.00	1,700.00			
5000	R	Telecom Charges Gen	2,300.00	577.17	0.00	1,722.83			
6000	R	Voice Mail Box Gen	0.00	496.44	0.00	-496.44			
9001	R	5% Backup - Contingency	-65,677.00	0.00	0.00	-66,173.00			
9003	R	Donor Tax	0.00	10.72	0.00	-10.72			
Net Total							0.00	-11,199.22	0.00

END