THE UNIVERSITY of NEW MEXICO

Unrestricted Accounting
Date: February, 2015

View Index and Account Code Balance
FSJA-004

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

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

Using **FGIBDST**

To review Index summarized by Account Code:
- Confirm Fiscal Year.
- Enter index, then tab to auto populate fields.
- Uncheck "Include Revenue Account".
- Next Block.

Scroll through Account Codes to see Budget, YTD Activity, Commitments (Encumbrances), and Available Balance

To review detail within an Account Code:
- Highlight the Account Code.
- On the Options menu, select:
- "Transaction Detail Information (FGITRND)"
- Next Block.

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

- **Note:** to view detail on only Budget, YTD or Commitments, click in the appropriate column of the desired account code before viewing FGITRND.

To review detail on a specific transaction (via FGITRND):
- Highlight the Account Code.
- On the Options menu, select:
- "Query Document [by Type]".
- Next Block.

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

Using **FRIGITD -** You can query by inception-to-date or by a particular, Fiscal Year.

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 particular 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 particular document you selected:

To review scanned (if available) documentation on a specific transaction:
- Select the in the menu bar to open WebXtender
- Select the document you want to view.

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

End