

Financial Services

Date: January 2026

View Index and Account Code Balance FSJA-004

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

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

Using **FGIBDST** – Organization Budget Status

To review Index summarized by Account Code:

- Chart: U
- Index: Enter your index
- Enter index, then tab to populate fields.
- Include Revenue:
 - Checked by default
- Go

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

To review details within an Account Code:

- Highlight the Account Code.
- Select Related then select Transaction Detail Information [FGITRND]

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

While in Details Transaction Activity FGITRND to view details of a transaction:

- Select the Transaction
- Select Related
- Select Query Document [BY TYPE]
- You are re-directed to
 - FAIINVE for Invoice/Credit Memo
 - Includes PCard Trans
 - FPIPURR for PO's
 - FGIDOCR for JVs
- **X** to exit you are returned to FGITRND

Using **FRIGTD** – Grant Inception to Date

To review grant inception-to-date information, leave the **Grant Year** field blank.

- Enter the Grant OR Index to query
- Include Revenue:
 - Unchecked by default
- Select any other options to limit your results
- Go

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

To review details within an Account Code:

- Highlight the Account Code.
- Select Related then select Grant Detail Information [FRIGTRD]

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

While in Grant Transaction Detail FRIGTRD to view details of a transaction:

- Select the Transaction
- Select Related
- Select Query Document [BY TYPE]
- You are re-directed to
 - FAIINVE for Invoice/Credit Memo
 - Includes PCard Trans
 - FPIPURR for PO's
 - FGIDOCR for JVs
- **X** to exit you are returned to FRIGTRD

The RELATED menu will provide access to a variety of information based on which Banner form you are in.