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

**FGIBDST – Organization Budget Status**
- Chart = U
- Index = Enter the index, tab
- Confirm Fiscal Year
- Next Section –

To review detail for a particular Account Code:
- Highlight the Account Code and select “RELATED” from the toolbar:
- Transaction Detail Information (FGITRND) provides detail for the account code.

To view detail on a specific transaction, select **FGITRND** (example):

<table>
<thead>
<tr>
<th>Account</th>
<th>Organization</th>
<th>Program</th>
<th>Field</th>
<th>Amount</th>
<th>Increas</th>
</tr>
</thead>
<tbody>
<tr>
<td>3140</td>
<td>594B</td>
<td>P131</td>
<td>ENC</td>
<td>5,204.89</td>
<td>+</td>
</tr>
<tr>
<td>3140</td>
<td>594B</td>
<td>P131</td>
<td>YTD</td>
<td>20.00</td>
<td>+</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>5,224.89</td>
<td>+</td>
</tr>
</tbody>
</table>

Additional details can be found selecting “RELATED” and “Query Document [by Type]”.

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

**FRIGITD**
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 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 document you selected:

To review scanned (if available) documentation on a specific transaction:
- Select “Retrieve” on the toolbar
- Select the document you want to view.

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

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