FGIBDST – Organizational Budget Status (Admin Pages)

General Information
In order to manage budgets, departments must review budget balances on a regular basis. Budgets are loaded at the line item level (Salaries) and in the pool accounts (Benefits, Travel & Operating). Budget adjustments are made at the pool account level for Travel and Operating expenditures. ***What this means is that there will not be any YTD Activity in the pool accounts (62000, 73000, 74000, 78000)*** **Commitments**: Purchase Orders in the 7XXXX accounts. **Resource:** Finance Program Guide https://bf.memphis.edu/spectrum/

How to Check Budget:

Actions and Steps	Helpful Tips & Tricks
1. Access the **Organization Budget Status Form**. This form will show budget, actual activity, encumbrances, and available balances. It can also display detailed information on a specific transaction.	Type **FGIBDST** at the **Search Block** field on the **Home Screen** and press **Enter**.
2. In the key information area, the following information displays - enter the **Chart**, **FY** and **Index Number** you wish to review: • **Chart**: U • **Fiscal Year**: defaults to current fiscal year *[may be edited]* • **Index**: enter Index • **Query Specific Accounts, Include Revenue Accounts**: leave blank or as defaults • **Organization**: enter the Org Code • **Fund**: enter Fund • **Program:** enter Prog • **Account:** leave blank unless you want info on specific account • **Account Type**: leave blank unless you want info on specific account type • **Activity**: leave blank • **Location**: leave blank Use the **Go Button** or **Alt + PgDn** or **Down Arrow** to load the budget information for the specific budget in the information area displayed at the bottom of the form. The information related to the Index/Org code selected is shown.	If you wish to see all accounts related to the budget, including revenue, leave the **Account** field blank. Filling in the **Account** field displays budget information from that account, forward. In the *Auto Hint/Status Line* at the bottom of the page, the number of line items in the budget is displayed (i.e., 1/1) **Go Button** or **Alt + PgDn** or **Down Arrow**  
3. Once the budget information loads, scroll through the information and see totals by line item. Choose to look at the following information: • **Budget Summary Information** (links you to **FGIBSUM**) • **Organization Encumbrances** (links you to **FGIOENC**) • **Transaction Detail Information** (links you to **FGITRND**)	**Related Menu Button:**  These selections will be in the **Related** pull-down menu.

Actions and Steps	Helpful Tips & Tricks
4. Selecting **Budget Summary Information** in the **Related** pull-down menu, will link to the **Organization Budget Summary Form [FGIBSUM].** This form displays totals for the following: • **Revenue Accounts**: if applicable • **Labor Accounts**: salary line items rolled into one total • **Direct Expenditures**: travel, operating and equipment combined • **Transfers Account**: if applicable	
5. Selecting **Organization Encumbrances [FGIOENC]** from the **Related** pull-down menu, the **Organizational Encumbrance List Form [FGIOENC]** is displayed. This list contains all *open* departmental encumbrances and displays Encumbrance Number, Vendor/Description, Account, and Amount. To view *details* of a specific encumbrance, *highlight* the line item then click **Query Detail Encumbrance Info [FGIENCD]** in the **Related** pull-down menu. This will take you to the **Detail Encumbrance Activity Form [FGIENCD],** which displays all activity for a specific encumbrance. Information displays with the oldest activity at the top. After you have reviewed the encumbrance information, return to the **Organizational Budget Status Form [FGIBDST]** by clicking the **X Button** on the toolbar twice.	When you link from one form to another (i.e., from **FGIOENC** to **FGIENCD**), click on the **X Button** to return to the previous form. Once an encumbrance is paid, the encumbrance is removed from **FGIOENC**. This information remains part of your budget detail (see **Transaction Detail** information in the next bullet point).
6. Selecting **Transaction Detail Info** from the **Related** pull-down menu in **FGIDBST**, the **Detail Transaction Activity Form [FGITRND]** is displayed. The following information will display: • **Account**: Account • **Organization**: Org code • **Program**: fills in based on Index/Org code • **Amount**: transaction amount • **Increase(+) or Decrease(-)**: indicates if transaction is a *debit* or a *credit* • **Type**: transaction type (i.e., PORD is Purchase Order Encumbrance) • **Document:** computer-generated reference number • **Transaction Date**: transaction date • **Activity Date**: date of transaction activity • **Description:** contains the vendor name or other pertinent information • **Commit Type:** defaults to U • **Fund**: fills in based on Index/Org code • **Activity**: generally blank • **Location**: generally blank	This lists a breakdown of all transactions in that account. Information displays with the newest activity at the top. Be sure to **highlight** the line item you wish to view. Just put your cursor in the left-most field. Where the cursor lies is the field in which you will dig further.