For Current Expendable Account Information:

1. Access Banner Finance
2. Go to FGITBAL screen
3. Chart=F
4. UMF Fund Number=(20XXX)
5. Indicate the Fiscal Year for which information is needed
6. Account and Account Type=Leave Blank
7. Click “Next Block” (This icon is located just below “Query”) or click “Block” (Next)
   “Claim on Cash” will be the first line item. The current balance is in the last column on right.
   (Remember that the Credit/Debit indicator means debit for positive balance and credit for negative balance.)
8. To see details, highlight “Claim on Cash” then click “Options” and “Query General Ledger Activity Information”
9. To view another fund, click the “Rollback” icon (located under “Edit”)

For Endowment Principal Account Information:

1. Access Banner Finance
2. Go to FGITBAL screen (Prior year balance as of June 30th)
3. Chart=F
4. Indicate the Fiscal Year for which information is needed
5. Enter UMF fund number (65XXX) and click “Next Block”
   The “Principal Current Balance” is shown as account code 43110. Write down this total and exit to return to the main menu.
6. Go to FGIBDST (Current Year Balance)
7. Chart=F
8. Re-Enter Fiscal Year
9. Enter Index Code (this is the UMF fund number=65XXX). Press “Enter” to populate, then click “Next Block.”
10. **Delete “Activity Code” information**
11. If there are any totals for account codes 51010 and 51200, add those amounts to the total you previously recorded in step #5 above. The sum of these totals is your current principal balance.

For Endowment Spending Account Information:

1. Access Banner Finance
2. Go to FGITBAL screen
3. Chart F
4. Fiscal Year
5. Index Fund = Enter UMF fund number (25XXX) and click “Next Block”
6. “Budgeted Expenditure Control” line will show available budget