

## How to View Finance Budgets in Banner

### IDCR/StartUp/FRG accounts

- Log onto myMemphis
- Go to the Finance tab
- Click on Admin Pages
- Enter screen name (FGIBDSR)
- Enter U for Chart
- Enter the Index number
- Uncheck the Include Revenue box
- Click on Go
- Click the X to exit

### Grant Accounts

- Log onto myMemphis
- Go to the Finance tab
- Click on Admin Pages
- Enter screen name (FRIGITD)
- Enter U for Chart
- Enter the Index number
- Hit tab to populate FOAP
- Click on Go
- Click the X to exit

Adjusted Budget – Funding established to cover expenses

YTD Activity – Expenses paid as of today

Commitments – Pending expenses

Available Balance – Unspent/Uncommitted Funds