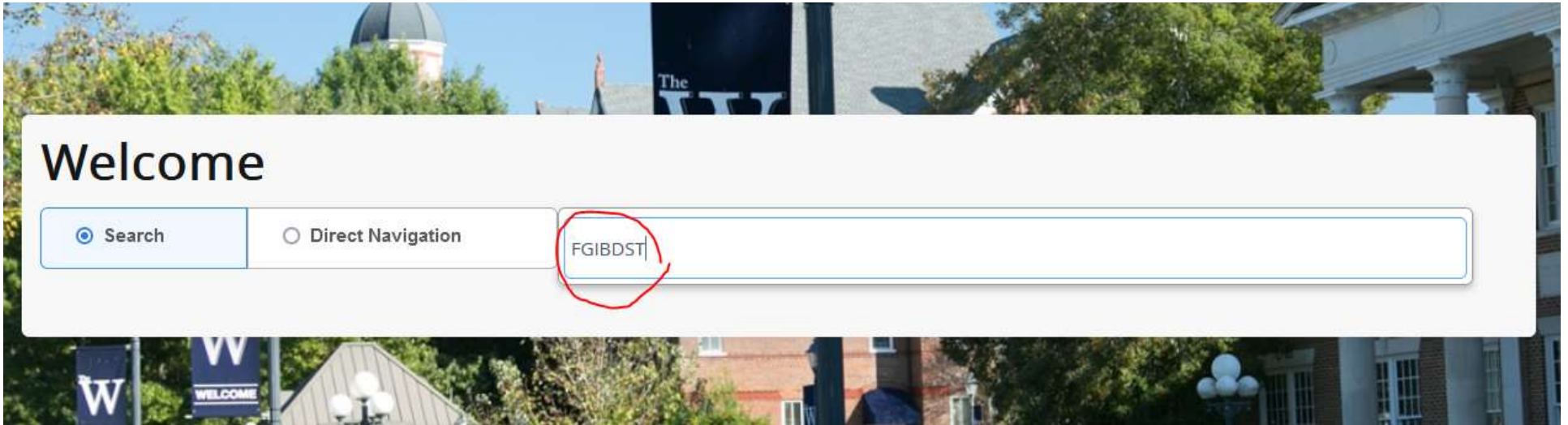


How to view your Budget Balances in Banner:

Start at the Welcome page, by typing in **FGIBDST**:



This should bring you to the prompt screen to provide Org/Account details. To see the most data, add the least info. Organization and Fund are required.

Chart: * [] ...

Index: [] ...

Include Revenue:

Accounts

Organization: 609000 [] ...

Program: [] ...

Account Type: [] ...

Location: [] ...

Fiscal Year: * 22 [] ...

Query Specific: *

Account

Commit Type: Both [] ...

Fund: 10 [] ...

Account: [] ...

Activity: [] ...

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Click **Go**.

This is a good way to look at your available balance and total activity for the FY selected:

Chart: U Mississippi University for Women Fiscal Year: 22 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both Organization: 609000 Information Systems Fund: 10 General Fund Program: Account: Start Over

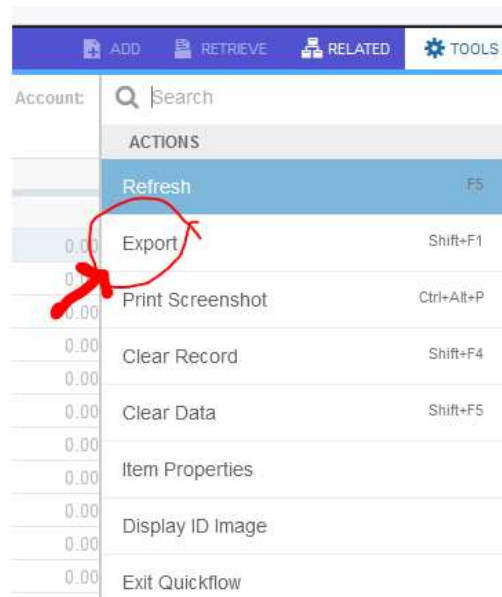
Account Type: Activity: Location:

ORGANIZATION BUDGET STATUS Insert Delete Copy Filter

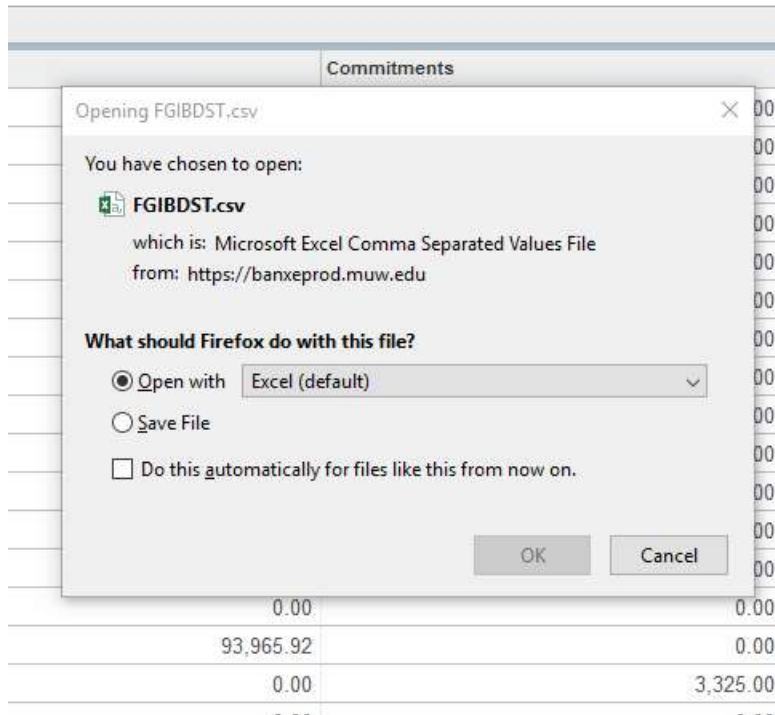
Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1170	L	Director, Administration Dept.		0.00		0.00
1508	L	Computer Operator		0.00		0.00
1516	L	Computer Programmer		0.00		0.00
2470	L	Secretary		0.00		0.00
2960	L	Student Worker		0.00		0.00
3910	L	Employee's Retirement Matching		0.00		0.00
3920	L	FICA Matching		0.00		0.00
3930	L	Worker's Compensation		0.00		0.00
3940	L	Health Insurance Contribution		0.00		0.00
3950	L	Group Life Insurance		0.00		0.00
3970	L	Unemployment Tax		0.00		0.00
5220	E	Telephone-Local Ser & Dir Asst		0.00		0.00
5240	E	Telephone-Installation&Maintenance		0.00		0.00
5260	E	Freight		0.00	0.00	0.00
5880	E	Computer Software Maintenance		0.00	93,965.92	-93,965.92
5890	E	Other Contractual Services		0.00	0.00	3,325.00
6490	E	Other Supplies & Materials		0.00	0.00	0.00
8250	E	Data Processing Equipment		0.00	0.00	0.00
8251	E	Personal Computers		0.00	0.00	0.00
Net Total				0.00		

20 Per Page Record 1 of 19

Finally, you can export this data to an Excel Spreadsheet. At the top right hand corner, click on Tools, and then Export.



That should produce an Open File box, giving you the option to Open with Excel or Save in your favorite location:



Just like that, we're at **The End.** 😊