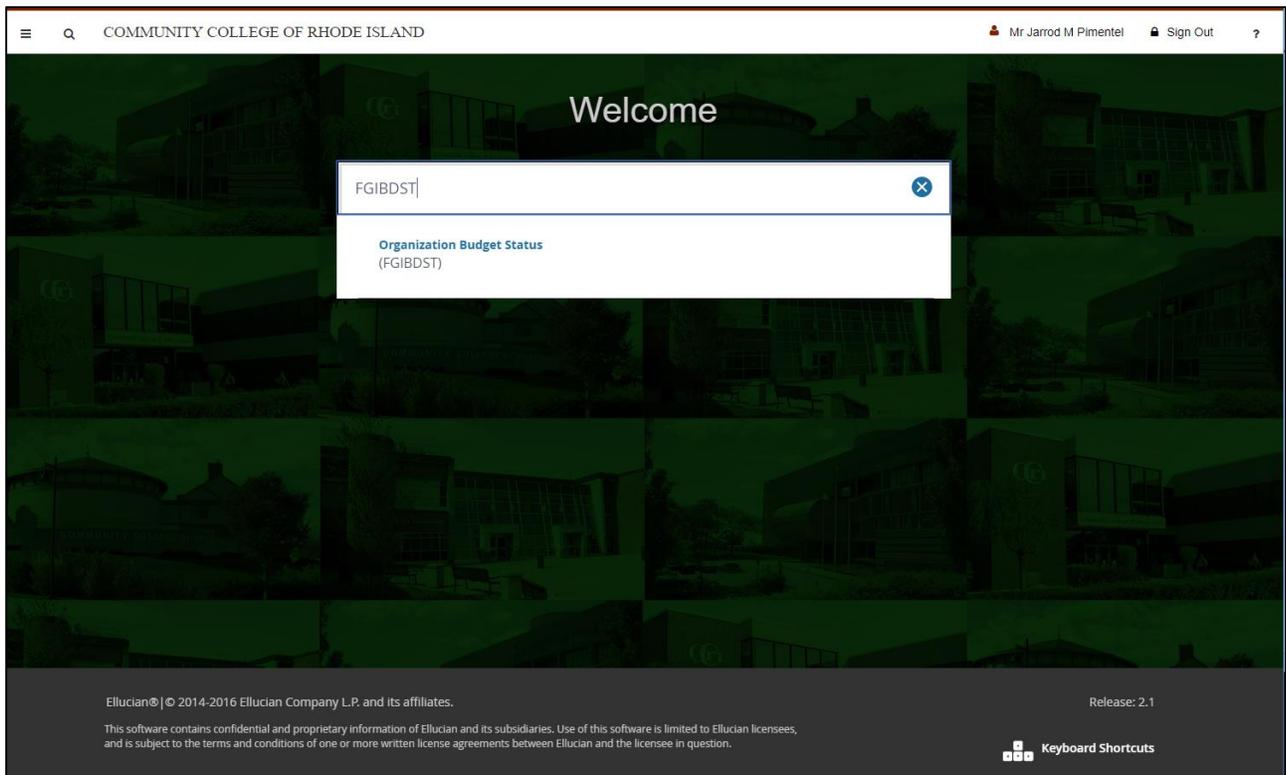


Instructions for using Banner Form FGIBDST (Organization Budget Status) for Banner 9:

This form is used to retrieve information about your department's budget and related expense amounts.

ACCESSING BANNER FORM FGIBDST:

1. Using the Google Chrome web-browser, you must first log into the Banner Finance System using your User ID and Password. If you do not have access to Banner Finance, please complete the Data Access Authorization Form located at: <https://www.ccri.edu/it/forms/access.html>
2. In the field at the top of the Welcome page, type in FGIBDST and press Enter.



3. If you have Approval Authority, you will be brought to a Screen showing outstanding documents waiting for approval. You can click the X in the upper left hand corner of the screen to close it.
4. Once you are in Screen FGIBDST, type in your Organization number and Fund number in the fields at the top of the screen. Note: The program field will automatically populate.

COMMUNITY COLLEGE OF RHODE ISLAND

Mr Jarrod M Pimentel Sign Out

Organization Budget Status FGIBDST 9.3.5 (CTRN)

Chart: C Community College of Rhode Island

Fiscal Year: 18

Index: I

Include Revenue:

Accounts

Organization: WB2020 Business Manager's Office

Program: 60 Institutional Support

Account Type: ...

Location: ...

Query Specific:

Account: ...

Commit Type: Both

Fund: 111000 General Funds Regular

Account: ...

Activity: ...

Go

Get Started: Fill out the fields above and press Go.

- Click the green “Go” button and you will be given the Department’s Organization Budget and related information on the next screen.

COMMUNITY COLLEGE OF RHODE ISLAND

Mr Jarrod M Pimentel Sign Out

Organization Budget Status FGIBDST 9.3.5 (CTRN)

Chart: C Community College of Rhode Island Fiscal Year: 18 Index: I Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: WB2020 Business Manager's Office Fund: 111000 General Funds Regular Program: 60 Institutional Support Account: Account Type: Activity: Location:

Start Over

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
511020	L	Classified Permanent	84,626.00	22,783.95	0.00	61,842.05
611030	L	Classified Permanent OT	2,650.00	491.59	0.00	2,158.41
612012	L	Staff	302,267.00	75,975.75	0.00	226,291.25
612014	L	Administration	244,415.00	65,803.99	0.00	178,611.01
613040	L	Medical Bonus	1,001.00	0.00	0.00	1,001.00
641010	L	ERS Retirement	51,637.00	15,934.30	0.00	35,702.70
641020	L	ERS RetirementHealth	12,352.00	3,831.35	0.00	8,520.65
642010	L	TIAA/CREF	38,228.00	9,044.42	0.00	29,183.58
642040	L	TIAA/CREF 401(a)	1,601.00	546.67	0.00	1,054.33
643000	L	TIAA Disability	1,597.00	455.64	0.00	1,141.36
643020	L	BOG Retirement Health	12,156.00	2,668.33	0.00	9,487.67
644010	L	FICA Biweekly	45,909.00	11,883.43	0.00	34,025.57
645000	L	Assessed Fringe Benefit	29,985.00	6,911.73	0.00	23,073.27
647010	L	Medical Insurance	140,940.00	37,863.01	0.00	103,076.99
647030	L	Dental Insurance	7,196.00	1,442.95	0.00	5,753.05
647040	L	Vision Insurance	931.00	248.78	0.00	682.22
714030	E	Office Expense	2,000.00	313.00	884.32	801.88
714040	E	Dues and Subscriptions	695.00	80.00	0.00	615.00
714181	E	Computer Software	800.00	693.00	0.00	107.00
714231	E	Computer Supplies	500.00	0.00	0.00	500.00
Net Total			-983,846.00	-257,418.81	884.32	

1 of 2 Per Page Record 1 of 24

CANCEL SELECT

- The Budget itself will be located on the left column, Adjusted Budget with the YTD Activity (expenses) located next to it. This is followed by the Commitments column (open purchase orders and requisitions) and final column shows Available Balances for each account line.
- You can use arrows at the bottom left of the budget screen to the next page to see other expenditures (account lines) that are obscured. (You can also change the number of lines per page to see more budget lines above.)



- If you are interested in seeing what transactions add to a particular amount on FGIBDST, you will need to click on the number you are interested in and then go to “Related” on the Menu at the top right of the FGIBDST Screen.

Organization Budget Status FGIBDST 9.3.5 (CTRN)

Chart: C Community College of Rhode Island Fiscal Year: 18 Index: Query Specific Account: Include Revenue Accounts: Commit Type: Both

Organization: WB2020 Business Manager's Office Fund: 111000 General Funds Regular Program: 60 Institutional Support Account: Account Type: Activity: Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments
511020	L	Classified Permanent	84,626.00	22,783.95	
511030	L	Classified Permanent OT	2,650.00	491.59	
512012	L	Staff	302,267.00	75,975.75	
512014	L	Administration	244,415.00	65,803.99	
513040	L	Medical Bonus	1,001.00	0.00	
541010	L	ERS Retirement	51,637.00	15,934.30	
541020	L	ERS RetirementHealth	12,352.00	3,831.35	
542010	L	TIAA/CREF	38,228.00	9,044.42	
542040	L	TIAA/CREF 401(a)	1,601.00	546.67	
543000	L	TIAA Disability	1,597.00	455.64	
543020	L	BOG Retirement Health	12,156.00	2,668.33	
544010	L	FICA Biweekly	45,909.00	11,883.43	
545000	L	Assessed Fringe Benefit	29,985.00	6,911.73	
547010	L	Medical Insurance	140,940.00	37,863.01	
547030	L	Dental Insurance	7,196.00	1,442.95	
547040	L	Vision Insurance	931.00	248.78	
714030	E	Office Expense	2,000.00	313.80	
714040	E	Dues and Subscriptions	695.00	80.00	
714181	E	Computer Software	800.00	693.00	
714231	E	Computer Supplies	500.00	0.00	
Net Total			-983,846.00	-257,418.81	

Transaction Detail Information [FGITRND] F3

- Click Transaction Detail Information (FGITRND) and the list of transactions will appear with a total at the bottom of the page. To view transactions on the current page, you can scroll using the arrows on your keyboard. To view additional transactions, use the arrows at the bottom of the window. The number of records/lines per page can also be adjusted.

Detail Transaction Activity FGITRND 9.3.4 (CTRN)

COA: C Fiscal Year: 18 Index: Fund: 111000 Organization: WB2020 Account: 611020 Program: 60 Activity: Location: Period: Commit Type: Both

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction Date
511020	WB2020	60	YTD	3,254.85	+	HGNL	F0080991	HR Payroll 2017 BW 20 0	U	111000			10/06/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080931	HR Payroll 2017 BW 19 0	U	111000			09/22/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080882	HR Payroll 2017 BW 18 0	U	111000			09/08/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080819	HR Payroll 2017 BW 17 0	U	111000			08/25/2017
611020	WB2020	60	OBD	84,626.00	+	BD01	L0000084	FY18 PERSONNEL BUDGET ALLOC	U	111000			08/21/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080698	HR Payroll 2017 BW 16 0	U	111000			08/11/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080667	HR Payroll 2017 BW 15 0	U	111000			07/28/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080602	HR Payroll 2017 BW 14 0	U	111000			07/14/2017
Total				107,409.95	+								

ellucian Detail Transaction Activity FGITRND 9.3.12 (PROD)											
COA: C Fiscal Year: 18 Index: Fund: Organization: WB2020 Account: 714030 Program: 60 Activity: Location: Period: Commit Type: Both											Start Over
DETAIL TRANSACTION ACTIVITY											
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	
714030	WB2020	60	YTD	94.99	+	INEI	I0198640	06/30/2018	07/25/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	73.95	+	INEI	I0197959	06/29/2018	06/29/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	95.99	+	INEI	I0197071	06/05/2018	06/05/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	35.17	+	INEI	I0196713	05/23/2018	05/23/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	304.40	+	INEI	I0196364	05/14/2018	05/14/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	55.74	+	INEI	I0195904	05/01/2018	05/01/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	7.26	+	INEI	I0195201	04/11/2018	04/11/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	68.39	+	INEI	I0194987	04/04/2018	04/04/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	24.25	+	INEI	I0194779	03/30/2018	03/30/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	24.74	+	INEI	I0193858	03/05/2018	03/05/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	13.64	+	INEI	I0192504	02/05/2018	02/05/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	21.02	+	INEI	I0192219	01/31/2018	01/31/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	205.56	+	INEI	I0191572	01/23/2018	01/23/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	85.94	+	INEI	I0190850	01/05/2018	01/05/2018	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	67.62	+	INEI	I0188783	11/08/2017	11/08/2017	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	290.93	+	INEI	I0186906	09/27/2017	09/27/2017	W.B. Mason Company, Inc.	
714030	WB2020	60	YTD	22.87	+	INEI	I0185732	09/01/2017	09/01/2017	W.B. Mason Company, Inc.	
			Total	1,492.46	+						

The above FGITRND screen example shows the retrieval of expense transactions from the YTD column in account number 714030 Office Expense on Form FGIBDST. In addition to this, using the same procedure as described for YTD Activity amounts, you can also click on an Adjusted Budget amount you are interested in to see what budget transactions add to that amount. The total amount will reflect the original budget allocation as well as any budget transfers approved and processed by the Business Office.

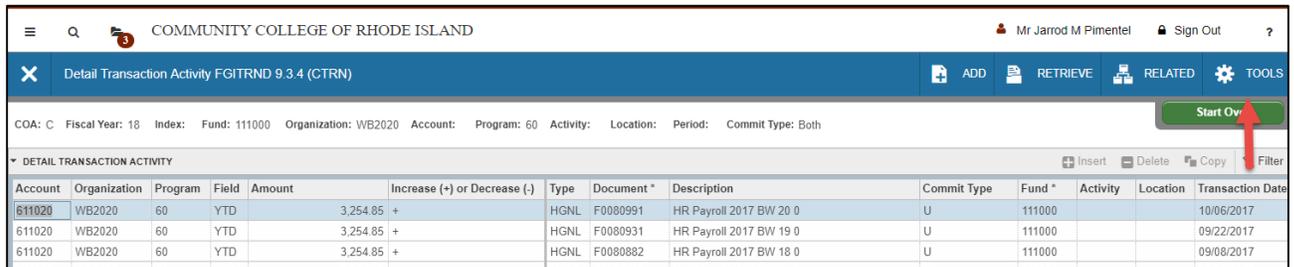
(Note: when clicking on an amount under the Commitments column on FGIBDST, instead of choosing FGITRND under the Related menu, you can choose “Organization Encumbrances” FGIOENC. This will show you all of the present balances of Open Commitment amounts (newly approved Purchase Requisitions as well as Purchase Orders balances for the Department Organization Code you are observing.)

To return to the FGIBDST budget status screen, click the X in the upper left hand corner.

Exporting Data from Form FGIBDST (or FGITRND)

Banner Finance users may use a function in order to extract information from FGIBDST (or FGITRND) and download data to an Excel Spreadsheet. This function can aid you when attempting to look at your entire budget (or transactions) without the need to use the page arrows to look at hidden lines. (Note: In Banner 8, this was referred to as an “Extract.” In Banner 9, this is referred to as an “Export.”)

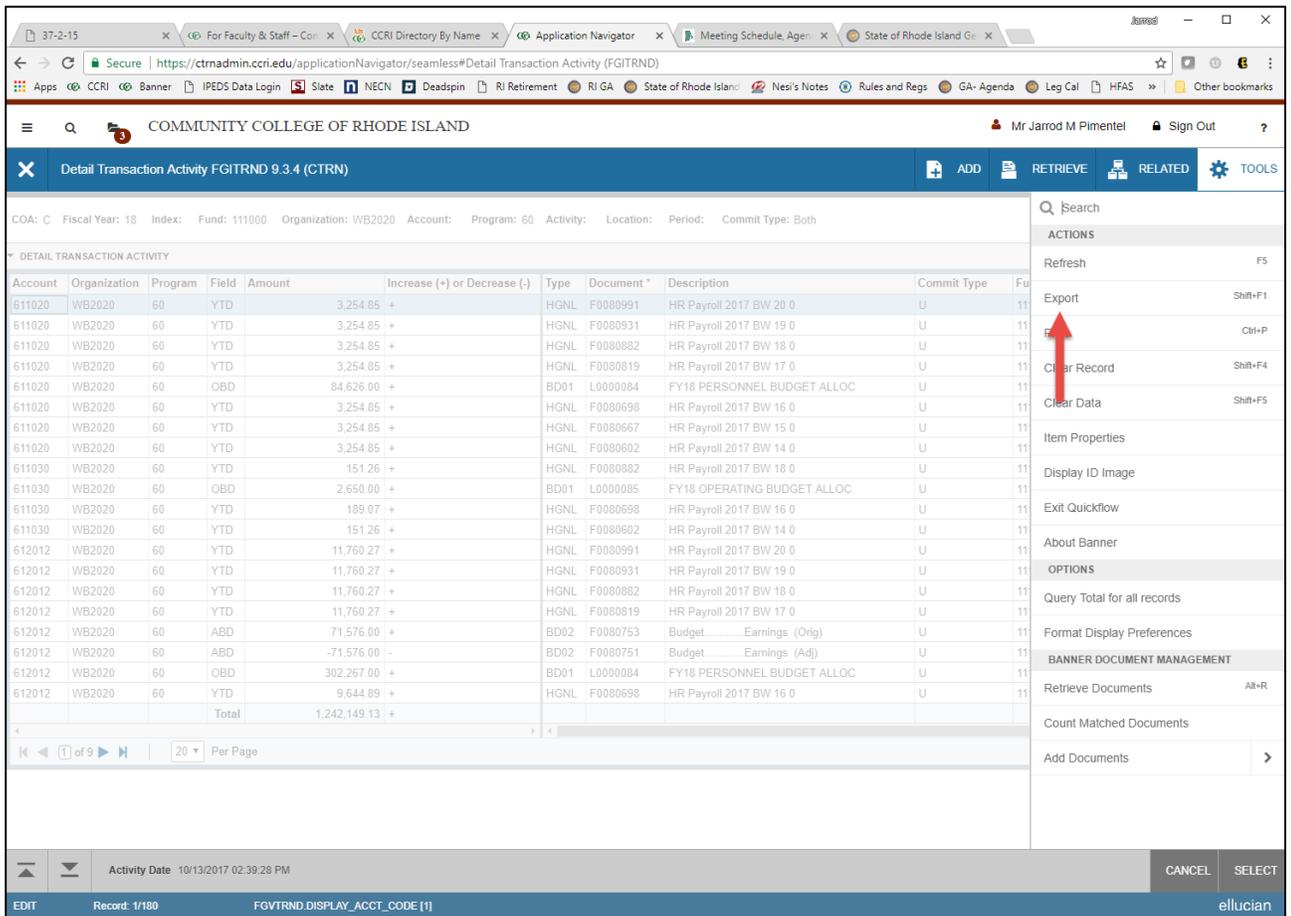
1. While in FGIBDST (or FGITRND), go to Tools on the menu bar.



The screenshot shows the Banner Finance application interface. At the top, the user is logged in as Mr. Jarrod M. Pimentel. The main menu bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The 'TOOLS' menu is highlighted with a red arrow. Below the menu bar, there are search filters for COA, Fiscal Year, Index, Fund, Organization, Account, Program, Activity, Location, Period, and Commit Type. A 'Start Over' button is also visible. The main area displays a table of transaction activity.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fund *	Activity	Location	Transaction Date
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080991	HR Payroll 2017 BW 20 0	U	111000			10/06/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080931	HR Payroll 2017 BW 19 0	U	111000			09/22/2017
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080882	HR Payroll 2017 BW 18 0	U	111000			09/08/2017

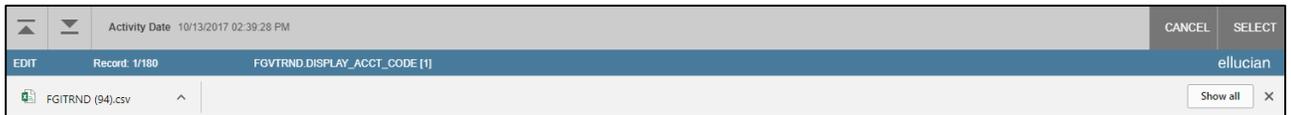
2. On the Tools menu, go down Export and Click.



The screenshot shows the Banner Finance application interface with the 'TOOLS' menu open. The 'Export' option is highlighted with a red arrow. The menu also includes options like 'Refresh', 'Clear Record', 'Clear Data', 'Item Properties', 'Display ID Image', 'Exit Quickflow', 'About Banner', 'Query Total for all records', 'Format Display Preferences', 'Retrieve Documents', and 'Count Matched Documents'. The main area displays a table of transaction activity, similar to the one in the previous screenshot.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Description	Commit Type	Fu
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080991	HR Payroll 2017 BW 20 0	U	11
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080931	HR Payroll 2017 BW 19 0	U	11
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080882	HR Payroll 2017 BW 18 0	U	11
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080819	HR Payroll 2017 BW 17 0	U	11
611020	WB2020	60	OBD	84,626.00	+	BD01	L0000084	FY18 PERSONNEL BUDGET ALLOC	U	11
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080698	HR Payroll 2017 BW 16 0	U	11
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080667	HR Payroll 2017 BW 15 0	U	11
611020	WB2020	60	YTD	3,254.85	+	HGNL	F0080602	HR Payroll 2017 BW 14 0	U	11
611030	WB2020	60	YTD	151.26	+	HGNL	F0080882	HR Payroll 2017 BW 18 0	U	11
611030	WB2020	60	OBD	2,650.00	+	BD01	L0000085	FY18 OPERATING BUDGET ALLOC	U	11
611030	WB2020	60	YTD	189.07	+	HGNL	F0080698	HR Payroll 2017 BW 16 0	U	11
611030	WB2020	60	YTD	151.26	+	HGNL	F0080602	HR Payroll 2017 BW 14 0	U	11
612012	WB2020	60	YTD	11,760.27	+	HGNL	F0080991	HR Payroll 2017 BW 20 0	U	11
612012	WB2020	60	YTD	11,760.27	+	HGNL	F0080931	HR Payroll 2017 BW 19 0	U	11
612012	WB2020	60	YTD	11,760.27	+	HGNL	F0080882	HR Payroll 2017 BW 18 0	U	11
612012	WB2020	60	YTD	11,760.27	+	HGNL	F0080819	HR Payroll 2017 BW 17 0	U	11
612012	WB2020	60	ABD	71,576.00	+	BD02	F0080753	Budget.....Earnings (Orig)	U	11
612012	WB2020	60	ABD	-71,576.00	-	BD02	F0080751	Budget.....Earnings (Adj)	U	11
612012	WB2020	60	OBD	302,267.00	+	BD01	L0000084	FY18 PERSONNEL BUDGET ALLOC	U	11
612012	WB2020	60	YTD	9,644.89	+	HGNL	F0080698	HR Payroll 2017 BW 16 0	U	11
			Total	1,242,149.13	+					

- The file will automatically download and appear on the bottom of your Google Chrome web browser window as the File Type.csv. For example, FGITRND.CSV



- Click the file and after a few seconds, you will see information appear in an Excel Spreadsheet where you can format, add in totals, etc. as needed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	C		18	111000	WB2020		60														
2	611020	WB2020	60	#####	HGNL	F0080991	HR Payroll	U	111000			#####	YTD	3254.85	+						
3	611020	WB2020	60	#####	HGNL	F0080931	HR Payroll	U	111000			#####	YTD	3254.85	+						
4	611020	WB2020	60	#####	HGNL	F0080882	HR Payroll	U	111000			#####	YTD	3254.85	+						
5	611020	WB2020	60	#####	HGNL	F0080819	HR Payroll	U	111000			#####	YTD	3254.85	+						
6	611020	WB2020	60	#####	BD01	L0000084	FY18 PERS	U	111000			#####	OBD	84626	+						
7	611020	WB2020	60	#####	HGNL	F0080698	HR Payroll	U	111000			#####	YTD	3254.85	+						
8	611020	WB2020	60	#####	HGNL	F0080667	HR Payroll	U	111000			#####	YTD	3254.85	+						
9	611020	WB2020	60	#####	HGNL	F0080602	HR Payroll	U	111000			#####	YTD	3254.85	+						
10	611030	WB2020	60	#####	HGNL	F0080882	HR Payroll	U	111000			#####	YTD	151.26	+						
11	611030	WB2020	60	#####	BD01	L0000085	FY18 OPEF	U	111000			#####	OBD	2650	+						
12	611030	WB2020	60	#####	HGNL	F0080698	HR Payroll	U	111000			#####	YTD	189.07	+						
13	611030	WB2020	60	#####	HGNL	F0080602	HR Payroll	U	111000			#####	YTD	151.26	+						
14	612012	WB2020	60	#####	HGNL	F0080991	HR Payroll	U	111000			#####	YTD	11760.27	+						
15	612012	WB2020	60	#####	HGNL	F0080931	HR Payroll	U	111000			#####	YTD	11760.27	+						
16	612012	WB2020	60	#####	HGNL	F0080882	HR Payroll	U	111000			#####	YTD	11760.27	+						
17	612012	WB2020	60	#####	HGNL	F0080819	HR Payroll	U	111000			#####	YTD	11760.27	+						
18	612012	WB2020	60	#####	BD02	F0080753	Budget....	U	111000			#####	ABD	71576	+						
19	612012	WB2020	60	#####	BD02	F0080751	Budget....	U	111000			#####	ABD	-71576	-						
20	612012	WB2020	60	#####	BD01	L0000084	FY18 PERS	U	111000			#####	OBD	302267	+						
21	612012	WB2020	60	#####	HGNL	F0080698	HR Payroll	U	111000			#####	YTD	9644.89	+						
22	612012	WB2020	60	#####	HGNL	F0080667	HR Payroll	U	111000			#####	YTD	9644.89	+						
23	612012	WB2020	60	#####	HGNL	F0080602	HR Payroll	U	111000			#####	YTD	9644.89	+						
24	612014	WB2020	60	#####	HGNL	F0080991	HR Payroll	U	111000			#####	YTD	9400.57	+						
25	612014	WB2020	60	#####	HGNL	F0080931	HR Payroll	U	111000			#####	YTD	9400.57	+						
26	612014	WB2020	60	#####	HGNL	F0080882	HR Payroll	U	111000			#####	YTD	9400.57	+						
27	612014	WB2020	60	#####	HGNL	F0080819	HR Payroll	U	111000			#####	YTD	9400.57	+						
28	612014	WB2020	60	#####	BD01	L0000084	FY18 PERS	U	111000			#####	OBD	244415	+						
29	612014	WB2020	60	#####	HGNL	F0080698	HR Payroll	U	111000			#####	YTD	9400.57	+						
30	612014	WB2020	60	#####	HGNL	F0080667	HR Payroll	U	111000			#####	YTD	9400.57	+						
31	612014	WB2020	60	#####	HGNL	F0080602	HR Payroll	U	111000			#####	YTD	9400.57	+						
32	613040	WB2020	60	#####	BD01	L0000085	FY18 OPEF	U	111000			#####	OBD	1001	+						
33	641010	WB2020	60	#####	HGRB	F0080991	HR Payroll	U	111000			#####	YTD	2501.8	+						
34	641010	WB2020	60	#####	HGRB	F0080931	HR Payroll	U	111000			#####	YTD	2501.8	+						
35	641010	WB2020	60	#####	HGRB	F0080882	HR Payroll	U	111000			#####	YTD	2501.8	+						

If you have any problems accessing form FGIBDST or FGITRND, please contact Kent Gates in the Business Office at Ext.1114.