University of Louisiana Monroe Internet Native Banner Budget Queries

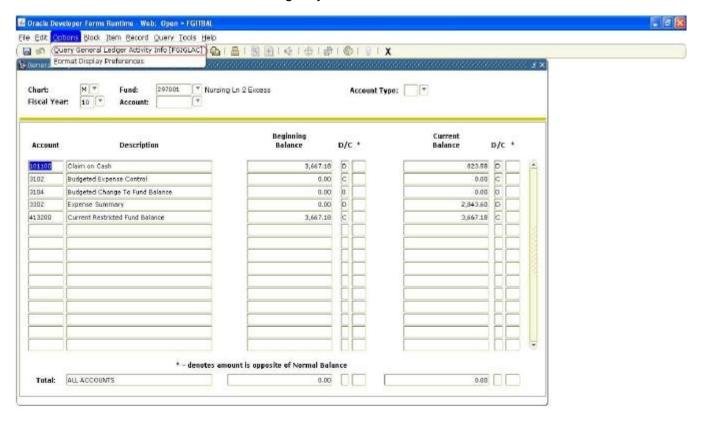


Sign on to Internet Native Banner using is https://inb.ulm.edu/

For Budget Queries in Internet Native Banner

FGITBAL - Budget Available Balance

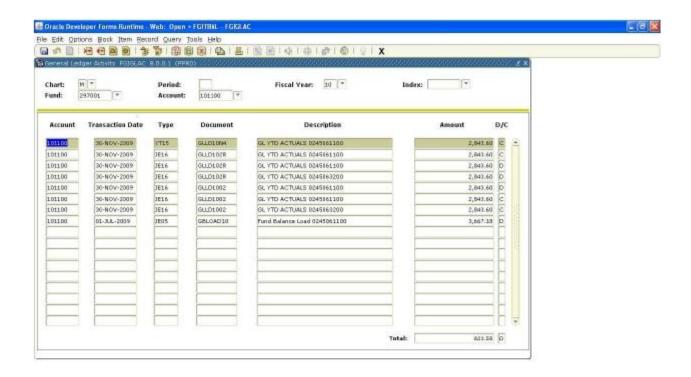
Enter FGITBAL in the GO TO box of the Main Menu. Enter the Fiscal Year and the Fund then click on Next Block. This form is not for Operating/General Fund Units. This form is for Auxiliaries, Grants, Restricted Units and Agency Funds.





For more detail, place the cursor on the field that you would like to see more detail then from the menu bar select options and Query General Ledger Activity Info. This looks like screen 018 in FRS. It does not give you the current fund balance. The fund balance displayed on this form is the fund balance from the beginning of the fiscal year.

The next form in this document is FGITBSR. FGITBSR will give you the current calculated fund balance.

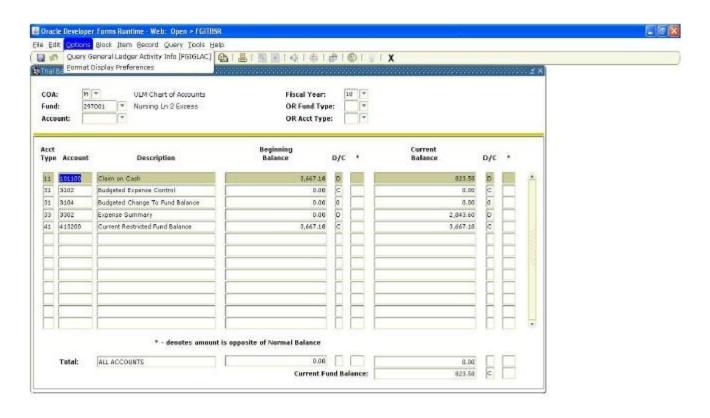




Detail for the fiscal year is shown.

FGITBSR - Trial Balance Summary

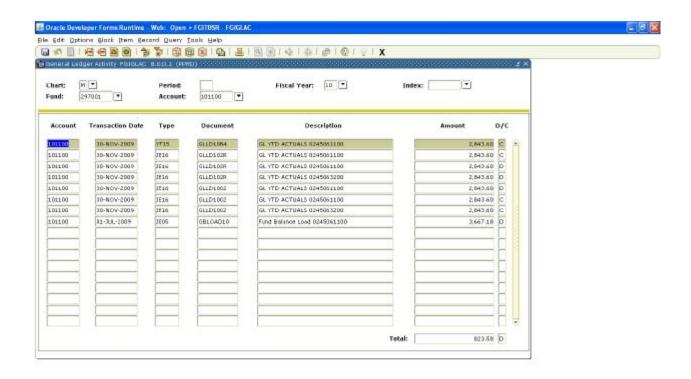
To see the calculated Fund Balance enter FGITBSR in the GO TO box of the Main Menu. Enter the Fiscal Year and the Fund then click on Next Block. This form is not for Operating/General Fund Units. This form is for Auxiliaries, Grants, Restricted Units and Agency Funds.





The calculated fund balance is at the bottom right hand side of this form.

For more detail place the cursor on the field that you would like to see more detail then from the menu bar select options and Query General Ledger Activity Info.

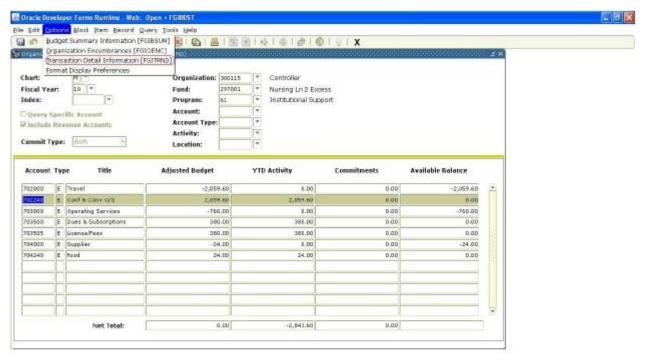




For more detail, place the cursor on the Account field you would like to see, from the menu select, ITEMS, then DUPLICATE and the detail will show.

FGIBDST

For Budget Availability by organization, enter FGIBDST in the Go To box of the Main Menu. Enter the Fiscal Year, then the Index or the Organization or the Fund (the other information will automatically fill in) then click on Next Block. If looking at an operating unit (like a "2" account in FRS) uncheck the "Include Revenue Accounts" box.



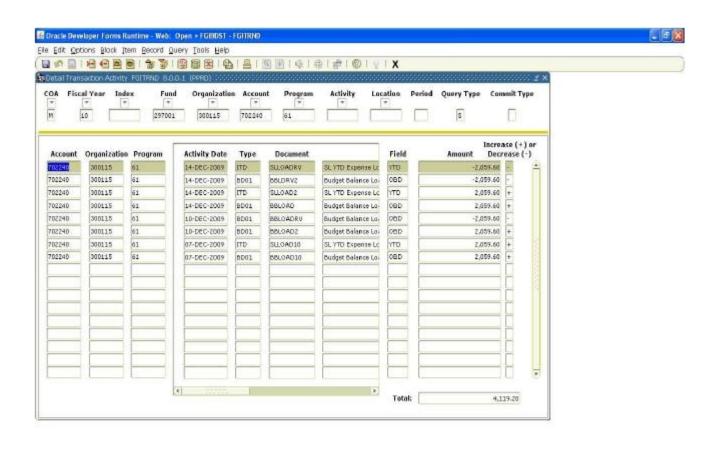


This is similar to screen 019 in FRS. You can use this to look at operating units, auxiliary units, restricted non-grant units, plant fund units and agency units. These forms should not be used for Grants. The form for Grants will be the next form (FRIGITD) in this document.

If you would like to review only Non-Personal budget items, in the account filed, enter 702000 and only the Non-Personal budget items will show.

If you would like to review only a certain account, example 703000 - Operating Services, enter 703000 in the account field, or enter 73 in the account type field.

Place the cursor on the field for which you would like to see more detail, select Options on the menu bar, then click Transaction Detail Information. This will give you information like screen 023 in FRS.

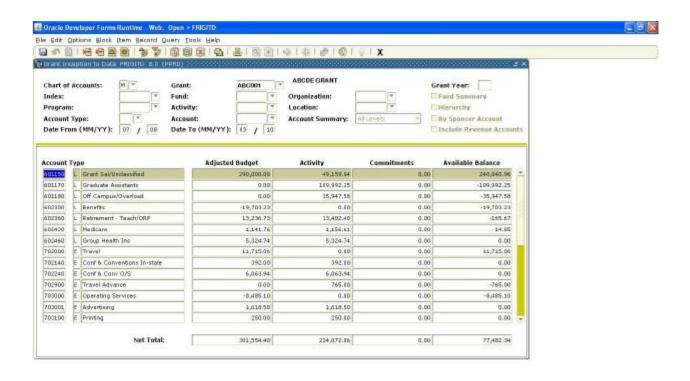




If you would like more detail, place the cursor on the account line you wish to review and go to ITEM, then DUPLICATE. You can then see the detail for an Invoice, Purchase Order, etc.

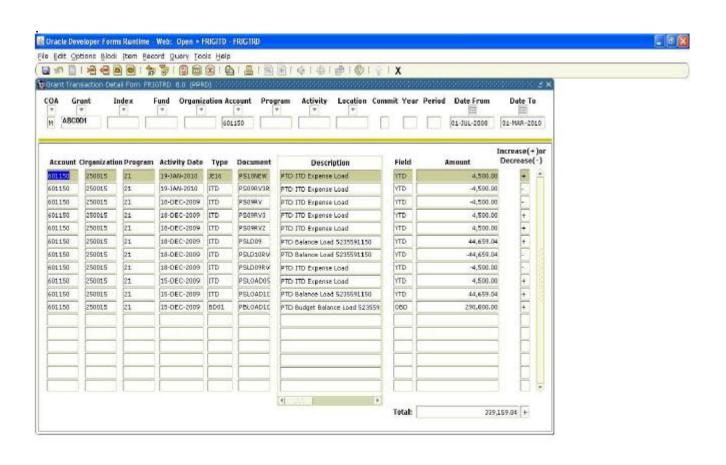
FRIGITD

For Grant Inception to Date information key FRIGITD in the Go To Box of the Main Menu. Enter the Grant Name or Index (which for grants is the same as the grant name). Default is from 07/08 to current period. You may enter a shorter date range.



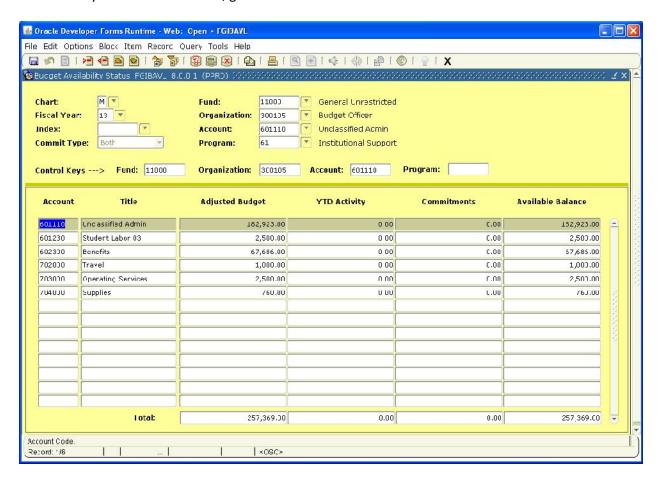


For more detail information select Options from the menu bar the click Grant Detail Information Again, this is similar to the 023 screen in FRS.





For summary account information, go to FGIBAVL



This is a summary screen (EXPENDITURES ONLY) comparable to the FRS L19 summary screen. You <u>must</u> <u>enter an account</u> for this screen to appear.