HOW TO PROCESS AN INQUIRY ON FGIBAVL

Description:
Budget Availability Status Form. You can query the status of an account for transaction processing. This form provides current information on adjusted budget, year to date activity, budget reservations, available balance for selected index, fund organization, account and program combinations.

Navigation:
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Step1: Follow the navigation process to FGIBAVL

Key Block:
Step 2: Your cursor should be in the COA field, in which should be entered a valid Chart of Accounts code that you want to query (Required).

Step 3. Fiscal year: enter the fiscal year that you want to query (Required).

Step 4. Index: Enter the FOAPAL definition you want to query (Not required).

Step 5: Fund: Enter the Fund code you want to query (Required)

Step 6: Orgn: Enter the Organization code you want to query. (Required)

Step 7: Account: Enter the Account code you want to query (Required).

Step 8: Program: Enter the Program code you want to query (Not Required).

Step 9: Commit Ind. From the pull-down menu, select Both, Uncommitted, or Committed.

Step 10: Perform Next Block. If using keystrokes enter CTRL/ page down or from the toolbar select Record then Next, or use the Next Block icon on the toolbar. This will bring you to the detail area. The Control Key blocks automatically populate with the FOAPAL elements you specified.

**Detail Area:**

The budget availability status window displays the following data for each account:

- **Account Code**: The alphanumeric code for the account.
- **Title**: The account description.
- **Adjusted Budget**: The current adjusted budget for the account.
- **YTD Activity**: The current OPAL ledger year-to-date actual transaction total for the account.
- **Commitments**: The current encumbrance and/or reservation total for the account.
- **Available Balance**: The available balance for the account.

**Acct:** Displays the Account codes sequentially, starting with the Account code entered above.

**Title:** Account Description.

**Adj. Budget:** Current adjusted budget for the Account code.

**YTD Activ:** Current OPAL ledger year-to-date actual transaction total for the Account code.

**Commitments:** Current encumbrance and/or reservation total for the Account code.
Avail Bal: Remaining budget, which is: Adj Budget minus YTD Activity minus Commitments.

Step 11: Use the scrollbar to scroll through the records that match the criteria entered in the Key Block.

Total: The total of each column.