HOW TO PROCESS AN INQUIRY ON FGIBDST

Description:
Organizational Budget Status Form. You can query online the organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, available balance for selected index, fund, organization, account, program, activity, and location combinations.

Navigation:
Direct Access ➔ FGIBDST
Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Query Forms Menu
General Budget Query Forms Menu
Organizational Budget Status Form

Key Block:
Step1: Follow the navigation process to FGIBDST
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: Query Specific Account: Check this box if you want to query a single Account or a single Account type. If you check this box, then either the Account field or the Acct Type field is required.

Step 6: Commit Ind: From the pull down menu select Both, Uncommitted, or Committed.

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

Step 8: Fund: enter the Fund code you want to query (Required)

Step 9: Program: Enter the Program code you want to query (Not required).

Step 10: Account: Enter the Account code you want to query (Not required).

Step 11: Acct Type: Enter the Account type code you want to query (Not required).

Step 12: Activity: Enter the Activity code you want to query (Not required).

Step 13: Location: Enter a valid Location code to be queried (Not required).

Step 14: Perform Next Block function. From the toolbar select Block then Next, or use the Next Block icon on the toolbar. This will bring you to the detail area.

**Detail Area:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>620001</td>
<td>L Administrative Executives</td>
<td>0.09</td>
<td>125,823.08</td>
<td>206,700.75</td>
<td>-804,550.83</td>
</tr>
<tr>
<td>620002</td>
<td>L Professional Management</td>
<td>0.09</td>
<td>130,000.47</td>
<td>130,441.48</td>
<td>-241,524.35</td>
</tr>
<tr>
<td>620003</td>
<td>L Administrative Support</td>
<td>0.09</td>
<td>62,569.98</td>
<td>45,279.26</td>
<td>-111,044.32</td>
</tr>
<tr>
<td>620004</td>
<td>L Market Differential</td>
<td>0.09</td>
<td>2,056.46</td>
<td>1,041.88</td>
<td>-4,106.34</td>
</tr>
<tr>
<td>620006</td>
<td>L Administrative slope</td>
<td>0.09</td>
<td>3,019.41</td>
<td>3,014.9</td>
<td>-6,130.0</td>
</tr>
<tr>
<td>630003</td>
<td>L Professional Management</td>
<td>0.09</td>
<td>5,000.03</td>
<td>0.00</td>
<td>-5,000.03</td>
</tr>
<tr>
<td>630004</td>
<td>L Administrative Support</td>
<td>0.09</td>
<td>31,038.93</td>
<td>17,093.25</td>
<td>-49,280.3</td>
</tr>
<tr>
<td>630006</td>
<td>L Temporary Assignments</td>
<td>0.09</td>
<td>883.78</td>
<td>0.00</td>
<td>-883.78</td>
</tr>
<tr>
<td>630007</td>
<td>L Vocation Pay</td>
<td>0.09</td>
<td>504.93</td>
<td>0.00</td>
<td>-554.93</td>
</tr>
<tr>
<td>630009</td>
<td>L Regular Overtime</td>
<td>0.09</td>
<td>360.36</td>
<td>0.00</td>
<td>-360.36</td>
</tr>
<tr>
<td>640008</td>
<td>L MUI Research Expense</td>
<td>0.09</td>
<td>24,997.49</td>
<td>0.00</td>
<td>-24,997.49</td>
</tr>
<tr>
<td>640009</td>
<td>L CPP</td>
<td>0.09</td>
<td>6,002.62</td>
<td>0.00</td>
<td>-6,002.62</td>
</tr>
</tbody>
</table>

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

**Type:** Indicates the type of transaction processed.
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 15: Use the scrollbar to scroll through the records that match the criteria entered in the Key Block.
Net Total: The total of the records in each column.

Additional queries:
- Select Options from the toolbar, then Budget Summary Information to go to the Organization Budget Summary form (FGIBSUM), which summarizes the OPAL activity by internal account type.
- Select Options from the toolbar, then Organization Encumbrances to go to the Organization Encumbrance List Form (FGIOENC), which displays an online list of all open encumbrances by organization.
- Select Options from the toolbar, then Transaction Detail Information to go to the Operating Accounts Transaction Activity Form (FGITRND), which displays detailed OPAL activity.