HOW TO PROCESS AN INQUIRY ON FGIBSUM

Description:

Organizational Budget Summary Form. You can query the organizational account status at an Account type summary level. The financial information is displayed for the internal Account type within the fund and organization combination for adjusted budget (i.e., adopted budget plus or minus budget adjustments), year-to-date activity, budget reservations, and available balance.

Navigation:

Direct Access ➔ FGIBSUM

Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Query Forms Menu
General Budget Query Forms Menu
Organizational Budget Summary Form

Step1: Follow the navigation process to FGIBSUM
Key Block:

Step 2: COA: 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: Orgn: Enter the Organization code you want to query.
Step 5: Fund: Enter the Fund code you want to query.
Step 6: Commit Ind: From the pull down menu select Both, Uncommitted, or Committed.
Step 7: Perform Next Block function. If using keystrokes enter CTRL/ page down or from the menu bar select Block then Next, or use the Next Block icon on the toolbar. This will bring you to the detail area.

Detail Area:

Acct Type: Level 1 Account type, i.e. Revenue, Expenditures, descriptions display.
Adj. Budget: The adjusted budget’s grand total for the Account type.
Ytd Activity: The OPAL ledger year-to-date actual transaction’s grand total for the account type.
Commitments: Current encumbrance and/or reservation grand total for the Account type.
Avail Bal: Remaining budget, which is: Adj. Budget minus YTD Activity minus Commitments.
Step 8: Use the scrollbar to scroll through the records that match the criteria entered in the Key Block.
Total Commitments: Sum of the Commitments column.

Additional Queries:
Select Budget Status Information in the Navigation Frame to display the Organizational Budget Status Form FGIBDST, which summarizes the OPAL activity by internal type. See Job aid for FGIBDST for additional queries from this form.