ORGANIZATION BUDGET STATUS

FGIBDST

Description

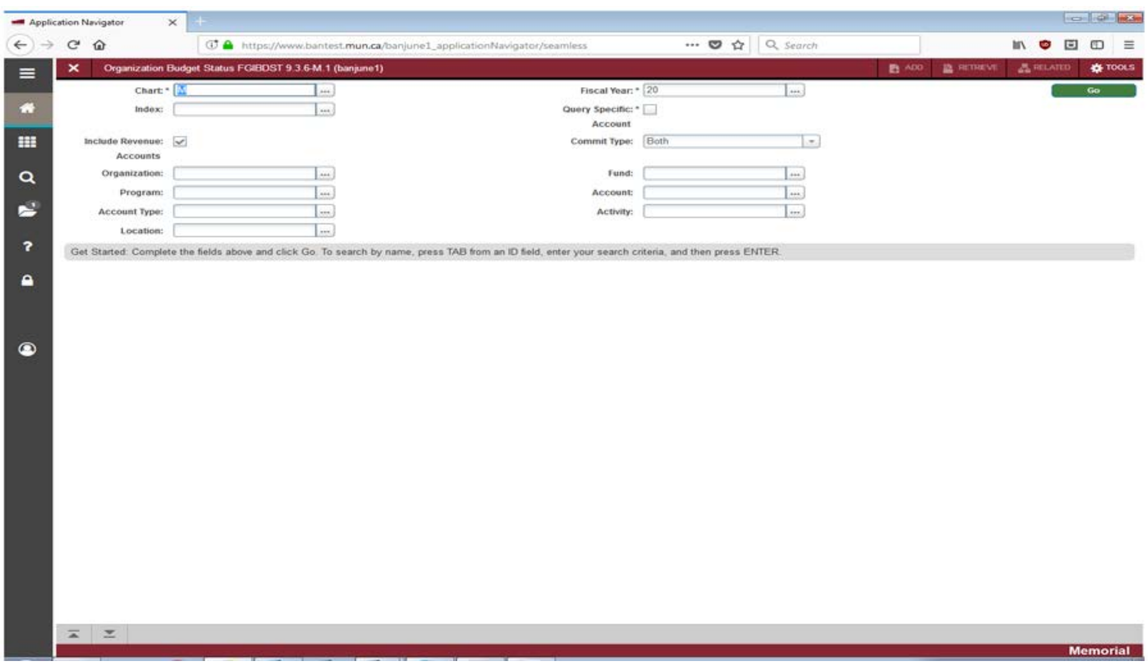
This form displays the current status of fiscal year activity in relation to the adjusted budget for a specific fund, organization and account combination. The values presented reflect transaction activity as of the time the query is performed. The form displays individual account balances and provides access to detail transactions themselves. Amounts related to on-line documents that are still in the process of being approved are *not* reflected on this form.

Navigation

Access to the form can be done in three ways:

1. Type FGIBDST in the search field
2. Type Organization Budget Status in the search field
3. Select from the General Budget Query Forms menu under Applications

Step1:
Follow the navigation process to FGIBDST



Step 2:
Chart: Enter the Chart of Accounts you want to query. This should default to “M”.

Step 3:
Fiscal Year: Enter the fiscal year for your query.

Step 4:
Index: Not used

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 account type field is required.

Step 6:
Include Revenue Accounts: Check this box if you want to include revenue accounts.

Step 7:
Commit Type: From the pull down menu select Both, Uncommitted, or Committed.

Step 8:
Organization: Enter the organization code you want to query.

Step 9:
Fund: Enter the fund you want to query.

Step 10:
Program: Enter the program code you want to query. (Optional)

Step 11:
Account: Enter the account you want to query. (Optional)

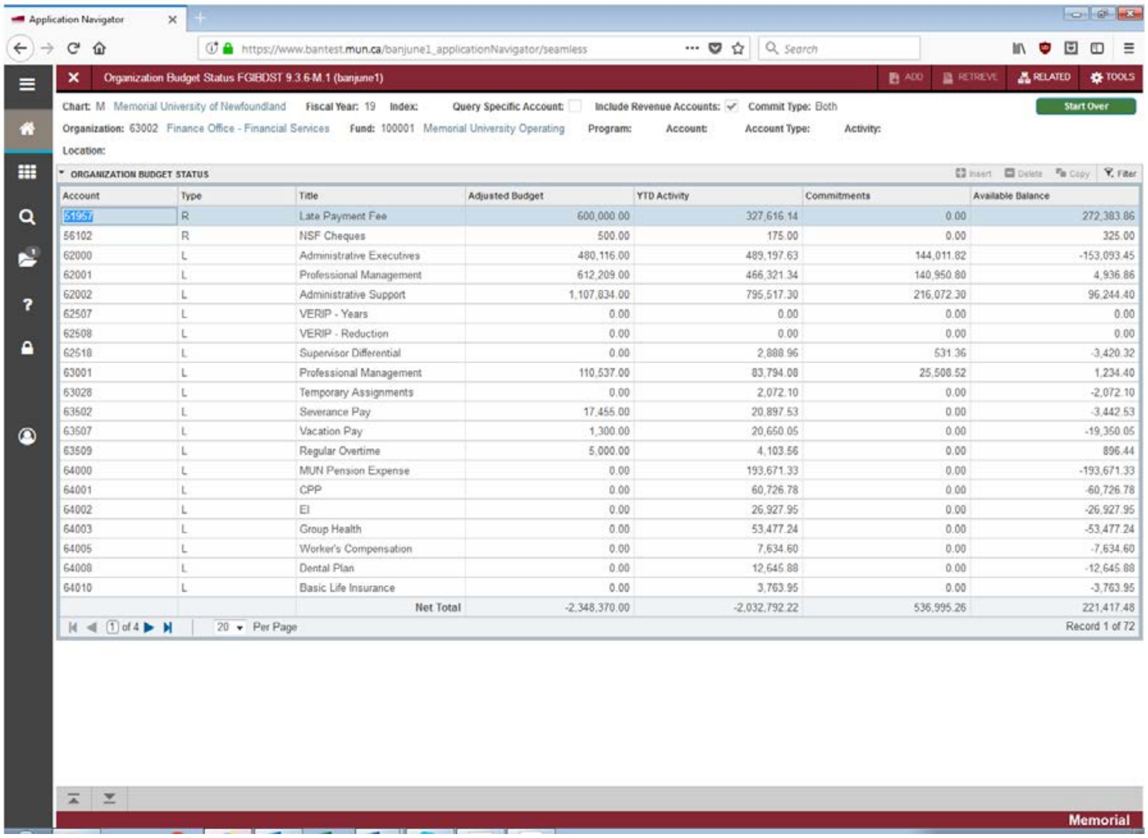
Step 12:
Account Type: Enter the account type code you want to query (Not required).

Step 13:
Activity: Enter the activity code you want to query. (Optional)

Step 14:
Location: Enter the location code you want to query. (Optional)

Step 15:
Click the “GO” button on the right. If you use the keyboard, press “ALT” and “Page Down” simultaneously.

This will bring you to the detail area.



Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
51957	R	Late Payment Fee	600,000.00	327,616.14	0.00	272,383.86
56102	R	NSF Cheques	500.00	175.00	0.00	325.00
62000	L	Administrative Executives	480,116.00	489,197.63	144,011.82	-153,093.45
62001	L	Professional Management	612,209.00	466,321.34	140,950.80	4,936.86
62002	L	Administrative Support	1,107,834.00	795,517.30	216,072.30	96,244.40
62507	L	VERIP - Years	0.00	0.00	0.00	0.00
62508	L	VERIP - Reduction	0.00	0.00	0.00	0.00
62518	L	Supervisor Differential	0.00	2,888.96	531.36	-3,420.32
63001	L	Professional Management	110,537.00	83,794.08	25,508.52	1,234.40
63028	L	Temporary Assignments	0.00	2,072.10	0.00	-2,072.10
63502	L	Severance Pay	17,455.00	20,897.53	0.00	-3,442.53
63507	L	Vacation Pay	1,300.00	20,650.05	0.00	-19,350.05
63509	L	Regular Overtime	5,000.00	4,103.56	0.00	896.44
64000	L	MUN Pension Expense	0.00	193,671.33	0.00	-193,671.33
64001	L	CPP	0.00	60,726.78	0.00	-60,726.78
64002	L	EI	0.00	26,927.95	0.00	-26,927.95
64003	L	Group Health	0.00	53,477.24	0.00	-53,477.24
64005	L	Worker's Compensation	0.00	7,634.60	0.00	-7,634.60
64008	L	Dental Plan	0.00	12,645.88	0.00	-12,645.88
64010	L	Basic Life Insurance	0.00	3,763.95	0.00	-3,763.95
		Net Total	-2,348,370.00	-2,032,792.22	536,995.26	221,417.48

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

Type:
Indicates the type of transaction processed.
- R = Revenue
- L = Labour
- E = Expense
- T = Interfund transfer

Title:
Account description.

Adjusted Budget:
Current adjusted budget for the account code.

YTD Activity:
Actual transactions processed to date.

Commitments:
Current encumbrance and/or reservation total for the account code.

Available Balance:
Remaining budget, which is: **Adjusted Budget** minus **YTD Activity** minus **Commitments.**

Net Total:
The total of the records in each column.

Additional queries:
Under the “Related” box on the top right, you have three additional queries you can execute:

1. Budget Summary Information
    i. Budget Summary Information gives you a summary of revenues, salaries, expenses and transfers for the attributes you entered above.
2. Organizational Encumbrances
    i. Lists the outstanding commitments for the attributes entered above.
3. Transaction detail Information
    i. Provides detail on what makes up the balance selected on FGIBDST.
        1. From here, you can view the detailed transaction by selecting Query Document under the Related heading.