

ORGANIZATION BUDGET SUMMARY

FGIBSUM

Description:

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.

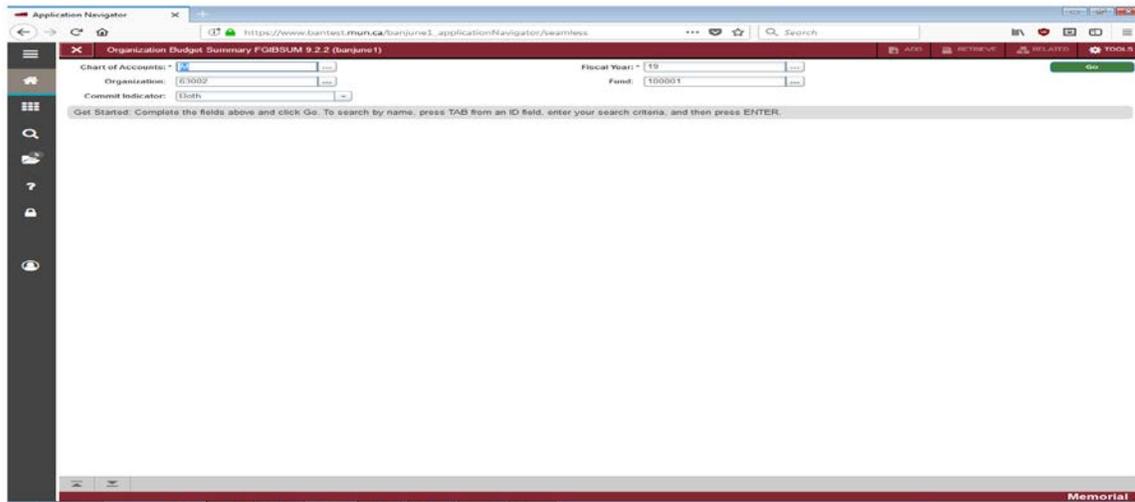
Navigation:

Access to the form can be done in three ways:

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

Step1:

Follow the navigation process to FGIBSUM



Step 2:

Chart of Accounts: 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.

Organization: Enter the organization code you want to query.

Step 5:

Fund: Enter the fund you want to query.

Step 6:

Commit Indicator: From the pull down menu select Both, Uncommitted, or Committed.

Step 7:

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

The screenshot shows a web browser window with the URL https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "Organization Budget Summary FGIBSUM 9 2 2 (banjune1)". The breadcrumb trail is: Chart of Accounts: M Fiscal Year: 19 Organization: 63002 Finance Office - Financial Services Fund: 100001 Memorial University Operating Commit Indicator: Both. A "Start Over" button is visible. The main content is a table titled "ORGANIZATION BUDGET SUMMARY" with columns: Account Type, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The table data is as follows:

| Account Type | Adjusted Budget | YTD Activity | Commitments | Available Balance |
|------------------------------------|-----------------|-------------------|-------------|-------------------|
| Revenue | 600,500.00 | 327,791.14 | 0.00 | 272,708.86 |
| Salary & Employee Benefits | 2,829,686.00 | 2,289,095.84 | 527,074.80 | 13,515.36 |
| Expenditures | 119,184.00 | 71,487.52 | 9,920.46 | 37,776.02 |
| Transfers | | | | |
| Net: Revenue minus(Labor + Expe... | -2,348,370.00 | -2,032,792.22 | | |
| | | Total Commitments | 536,995.26 | |

At the bottom right of the table, it says "Record 1 of 4". The footer of the page contains the word "Memorial".

Account Type:

Displays a description of the main income statement types.

Adjusted Budget:

Displays the adjusted budget for each category.

YTD Activity:

Displays the total actual transactions to date for each category.

Commitments:

Displays the total outstanding commitments by category.

Available Balance:

Remaining budget, which is: **Adj. Budget** minus **YTD Activity** minus **Commitments**.

Additional Queries:

Select “Related” in the type right and you can get a more detailed breakdown by selecting FGIBDST. Please refer to the job aid on FGIBDST for information on navigating this online form.