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

Step 1:
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.

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**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.