

EXECUTIVE SUMMARY

FGIBDSR

Description:

This form is designed specifically to obtain roll-up balances for specified fund/organization combinations. The form displays the current status of fiscal year activity in relation to the adjusted budget for the roll-up fund, organization and account combination queried. The values presented reflect transaction activity as of the time the query is performed. 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 FGIBDSR in the search field
2. Type Executive Summary in the search field
3. Select from the General Budget Query Forms menu under Applications

Step1:

Follow the navigation process to FGIBDSR

The screenshot displays the FGIBDSR application interface within a web browser. The browser's address bar shows the URL: https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless. The application title is "Executive Summary FGIBDSR 9.3.7.M.1 (banjune1)".

The interface includes a search bar at the top right with a "Search" button. Below the search bar, there are several input fields and controls for filtering the data:

- Chart:** A dropdown menu with a search icon.
- Index:** A dropdown menu with a search icon.
- Fiscal Year:** A dropdown menu currently set to "20".
- Query Specific:** A checkbox.
- Account:** A dropdown menu.
- Commit Type:** A dropdown menu set to "Both".
- Include Revenue:** A checked checkbox.
- Accounts:** A section containing several dropdown menus: "Organization", "Program", "Account Type", and "Location", each with a search icon.
- Fund:** A dropdown menu.
- Account:** A dropdown menu.
- Activity:** A dropdown menu.

A "Go" button is located to the right of the "Fiscal Year" field. Below the input fields, there is a grey box with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

The bottom right corner of the application interface displays the word "Memorial".

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
53002	R	Printing Recovery External		1,500.00	166.58	0.00
58030	R	Labour Recovery External		1,500.00	296.53	0.00
58031	R	Photocopy Recovery External		9,000.00	3,536.21	0.00
58032	R	Materials Recovery		10,000.00	2,216.62	0.00
62901	L	Professional Management	134,552.00		103,440.08	32,365.62
62002	L	Administrative Support	39,910.00		15,087.42	9,017.76
62003	L	Technical Support	320,072.00		297,229.51	249,202.08
62507	L	VERIP - Years	0.00		0.00	0.00
62508	L	VERIP - Reduction	0.00		0.00	0.00
63028	L	Temporary Assignments	0.00		4,555.78	0.00
63502	L	Severance Pay	87,609.00		87,607.16	0.00
63507	L	Vacation Pay	23,597.00		23,596.91	0.00
64000	L	MUH Pension Expense	0.00		56,039.53	0.00
64001	L	CPP	0.00		19,042.35	0.00
64002	L	EI	0.00		8,105.71	0.00
64003	L	Group Health	0.00		20,122.85	0.00
64005	L	Worker's Compensation	0.00		2,212.38	0.00
64008	L	Dental Plan	0.00		4,324.60	0.00
64010	L	Basic Life Insurance	0.00		980.05	0.00
64011	L	Dependent Group Life Insurance	0.00		66.21	0.00
Net Total			-503,394.00	-529,352.91	426,144.70	452,103.61

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 "Related", you can view the transaction detail information. However, you can only view transactions posted to the organization or fund queried. If there are organizations or funds that roll to the parent fund, you will not see those transactions. Use FGIBDST to query those specific organizations or funds.