

HOW TO PROCESS AN INQUIRY ON FGIBDST

Description:

Organizational Budget Status Form. You can query online the organizational status of accounts on adjusted budget, year-to-date activity, budget commitments, available balance for selected index, fund, organization, account, program, activity, and location combinations.

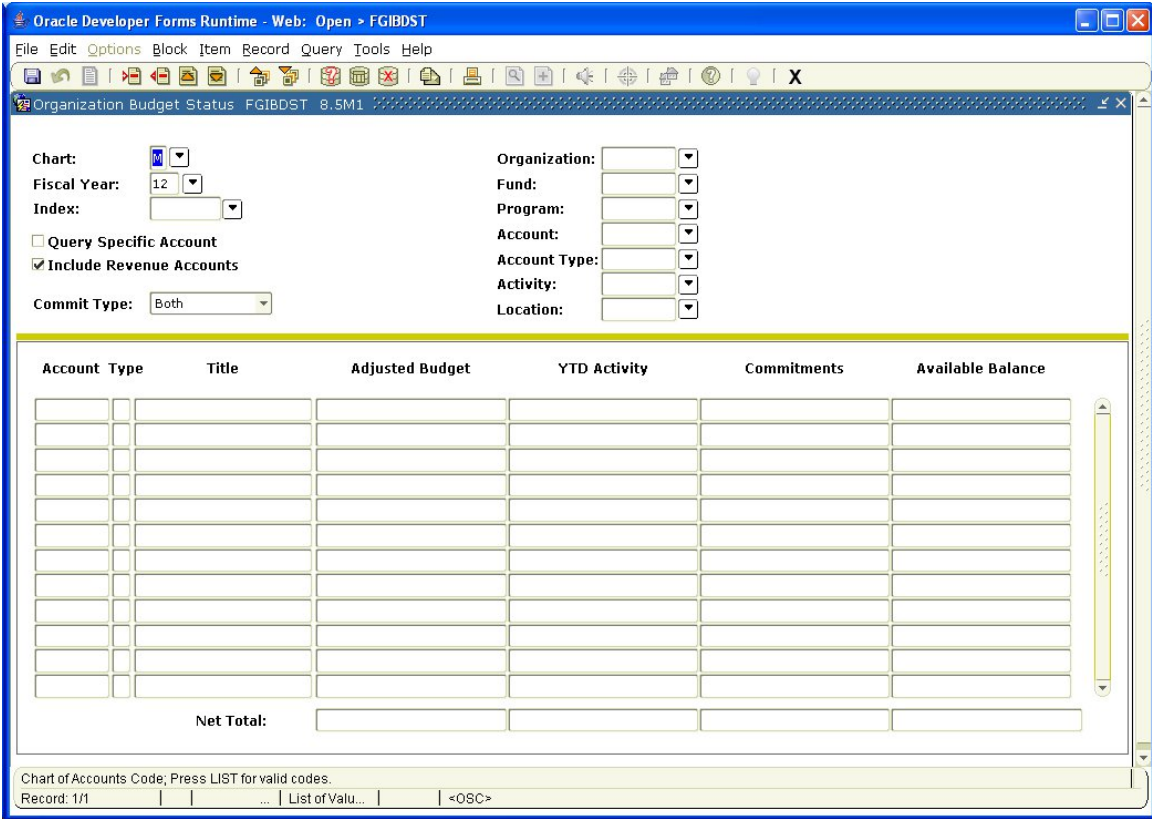
Navigation:

- Direct Access → **FGIBDST**

- Enter Selection → Products Menu
 - Finance System Menu
 - General Ledger System Menu
 - General Accounting Query Forms Menu
 - General Budget Query Forms Menu
 - Organizational Budget Status Form

Key Block:

Step1: Follow the navigation process to FGIBDST



- Step 2: 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: Index: Enter the FOAPAL definition you want to query (Not required).
- 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 Acct Type field is required.
- Step 6: Commit Ind: From the pull down menu *select Both, Uncommitted, or Committed*.
- Step 7: Orgn: Enter the Organization code you want to query. (Required).
- Step 8: Fund: enter the Fund code you want to query (Required)
- Step 9: Program: Enter the Program code you want to query (Not required).
- Step 10: Account: Enter the Account code you want to query (Not required).
- Step 11: Acct Type: Enter the Account type code you want to query (Not required).
- Step 12: Activity: Enter the Activity code you want to query (Not required).
- Step 13: Location: Enter a valid Location code to be queried (Not required).
- Step 14: Perform Next Block function. From the toolbar select *Block then Next*, or use the *Next Block* icon on the toolbar. This will bring you to the detail area.

Detail Area:

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status FGIBDST 8.5M1

Chart: M Organization: 30000 President's Office
 Fiscal Year: 12 Fund: 100001 Memorial University Operating
 Index: Program: 4100 Support Services Administration
 Query Specific Account
 Include Revenue Accounts
 Commit Type: Both Account: Activity: Location:

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
62000	L Administrative Executives	0.00	233,923.06	206,730.75	-440,653.81
62001	L Professional Management	0.00	131,080.47	130,443.88	-261,524.35
62002	L Administrative Support	0.00	62,569.06	49,279.26	-111,848.32
62503	L Market Differential	0.00	2,956.46	1,241.88	-4,198.34
62504	L Administrative Stipends	0.00	3,511.41	3,124.89	-6,636.30
63001	L Professional Management	0.00	5,000.00	0.00	-5,000.00
63004	L Administrative Support	0.00	32,188.03	17,093.25	-49,281.28
63028	L Temporary Assignments	0.00	683.75	0.00	-683.75
63507	L Vacation Pay	0.00	684.90	0.00	-684.90
63509	L Regular Overtime	0.00	360.36	0.00	-360.36
64000	L MUN Pension Expense	0.00	24,897.49	0.00	-24,897.49
64001	L CPP	0.00	6,802.62	0.00	-6,802.62
Net Total:		0.00	-783,887.91	442,573.59	1,226,461.50

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 1/58 | ... | <OSC>

- Acct: Displays the Account codes sequentially, starting with the Account code you may have entered above.
- Type: Indicates the type of transaction processed.

Title: Account Description.

Adj. Budget: Current adjusted budget for the Account code.

YTD Activ: Current OPAL ledger year-to-date actual transaction total for the Account code.

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

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

Step 15: Use the scrollbar to scroll through the records that match the criteria entered in the Key Block.

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

Additional queries:

- Select *Options* from the toolbar, then *Budget Summary Information* to go to the Organization Budget Summary form (FGIBSUM), which summarizes the OPAL activity by internal account type.
- Select *Options* from the toolbar, then *Organization Encumbrances* to go to the Organization Encumbrance List Form (FGIOENC), which displays an online list of all open encumbrances by organization.
- Select *Options* from the toolbar, then *Transaction Detail Information* to go to the Operating Accounts Transaction Activity Form (FGITRND), which displays detailed OPAL activity.