

## Organization Budget Status – FGIBDST

The Organization Budget Status form provides budget, revenue, and expense information for departments and student agencies on a yearly basis. It indicates the year-to-date totals of all active accounts associated with the Fund, Organization, and Program that have been entered. This form does not provide information on assets or liabilities.

In the main menu “Go To” field, type in the form name, FGIBDST, and press enter.

### FGIBDST input fields:

Chart: “2” is the current chart and displays data after May 31, 2006  
“1” is the old chart and displays data on or before May 31, 2006

Fiscal Year: Enter the 2-digit number for the fiscal year that data is being requested for.  
The fiscal year must be within the chart selected.

Index: To achieve the best results, leave this field blank.  
The Index is used to automatically populate other fields.  
However, using an Index will not allow the Program code to be blank.

Orgn: Enter your Organization number, if not already populated.

Fund: Enter your Fund number, if not already populated.

Program: To achieve the best results, leave this field blank.

Account: Leave this field blank to show data for every account code being used.

Entering a specific Account code shows data for that account plus every account code that has a higher number. To only view expenses, enter 71200.

Select Next Block to view the data.



## **Budget Transfers and Using Proper Accounts**

If you need to make a purchase and you do not have enough money left in that specific account, then you do not need to request a Budget Transfer. As long as you have enough money in another expense account to cover it, you can still make the purchase, with one exception. The Travel for Faculty Development account may only be used for those specific expenses and **not** for any other expenses.

When indicating the account for payment, be sure to charge the account that the expense actually belongs to.

## **Additional Information in FGIBDST**

FGIBDST allows users to see more specific information pertaining to their budget or a specific account. Using the menu bar at the top of the screen, the user can view their budget summary in FGIBSUM or their list of open encumbrances (purchase orders) in FGIOENC.

Options menu> Budget Summary Information [FGIBSUM]

Options menu> Organization Encumbrances [FGIOENC]

To view the detail, or each specific transaction, within an Account on the Organization Budget Status form, click on the YTD Activity field for the desired Account. Using the menu bar at the top of the screen, the user can select the detail information.

Options menu> Transaction Detail Information [FGITRND]