



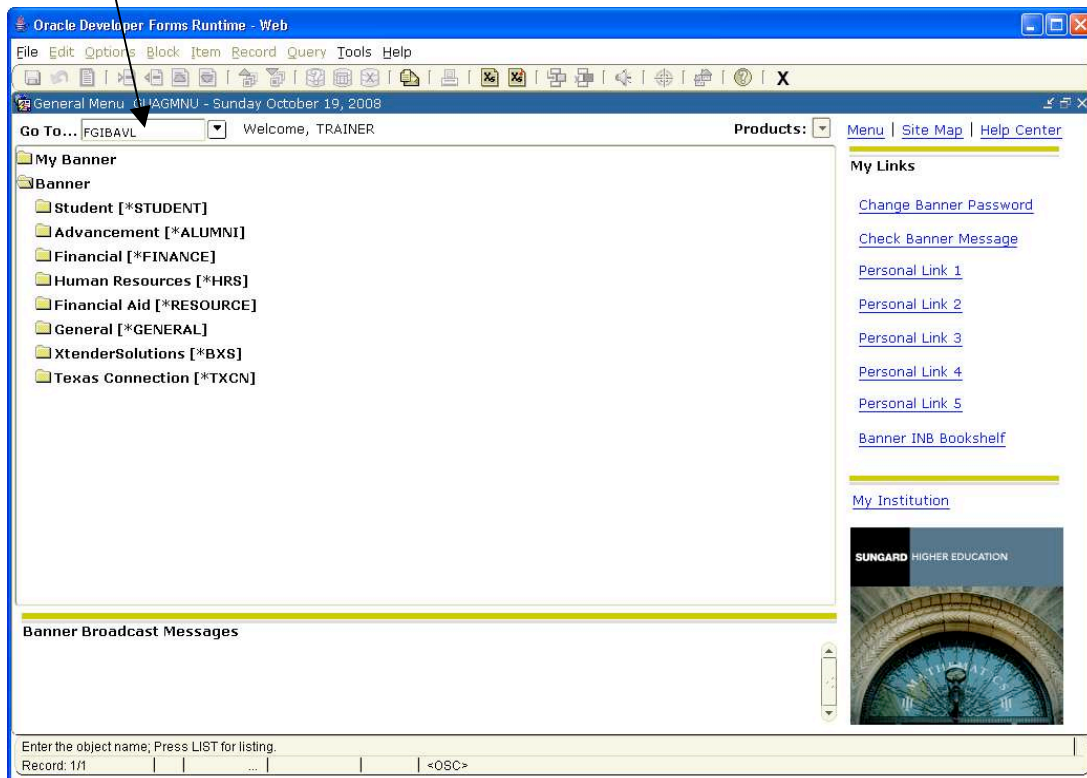
Budget Review: Budget Availability Status Form (FGIBAVL)

Brief Description: The **Budget Availability Status Form (FGIBAVL)** is used to review budget availability for a particular fund and organization combination in order to ensure a sufficient budget balance exists for additional requisitions processing. FGIBAVL's available balance column displays the total available, unencumbered budget balance for the fund and organization code combination entered in the key block. Balances on FGIBAVL include all purchasing and budget related documents entered into Banner, including those that are still "in process" or have not yet been fully approved.

Quick Tip

The most direct method of accessing the **Budget Availability Status Form** is to enter **FGIBAVL** in the Direct Access field on the Banner Main Menu and press Enter.

Direct Access field





1. The **Budget Availability Status Form (FGIBAVL)** opens.
2. The **Chart** (chart of accounts) code defaults to “**J**” and the **Fiscal Year** field will be automatically filled in by the system as the current fiscal year. The **Fiscal Year** can be changed to review prior fiscal year data.

3. You can view your accounts by Organization code (applies to most budgets) or by Fund (to view grants’ or clubs’ budgets).

- **View by Organization**

- a. Click in the **Organization** field and enter your organization code and then press the **TAB** key on your keyboard.





- b. The Fund and Program fields will fill in automatically. Remove the Program code. FGIBAVL does not make use of the Program code when retrieving information (all programs under the fund and organization will be included).

Fill in automatically when you enter Organization

Budget Availability Status FGIBAVL

Chart:	<input type="text" value="J"/>	Fund:	<input type="text" value="106900"/> Information Technology Services
Fiscal Year:	<input type="text" value="09"/>	Organization:	<input type="text" value="66318"/> Banner Management
Index:	<input type="text"/>	Account:	<input type="text"/>
Commit Type:	<input type="text" value="Both"/>	Program:	<input type="text" value="620000"/> Technology Plan

Control Keys ---> Fund: Organization: Account: Program:

- **View by Fund**

- a. Click in the **Fund** field and enter your fund code and press the **TAB** key on your keyboard.
 - i. If the fund code entered is for a **club**, it will automatically fill in the related Organization code and Program code. Again, you will need to remove the Program code because FGIBAVL does not make use of the Program code when retrieving information (all programs under the fund and organization will be included).
 - ii. If the fund code entered is for a **grant**, it should automatically fill in the proper Organization code. Note: The organization code for most grants is 56700; the other organization code used for grants is 56750.

4. **Next Block (Ctrl+PageDown).**

5. At San Jacinto College, we use **detail** accounts (labor and expenditure) for our fiscal year budgeting. These accounts begin with the number 6 (labor accounts) or with a 7 (expenditure accounts). On FGIBAVL, you may view your available budget balance as a total number for **ALL** accounts and programs under the organization. Please note that none of the individual detail account codes can be viewed on FGIBAVL.





6. The **Budget Availability Status Form** now displays a single budget information line for the entire organization.

a) The **Account** code is listed as **BAVL** and its corresponding **Title** is listed as **DEFAULT BAVL ACCOUNT CODE**.

b) **Adjusted Budget** is the original amount budgeted for the fiscal year plus or minus any adjustments. Adjustments are journal vouchers (in process or completed) that reference the related Fund and Organization.

c) The **YTD Activity** (year to date activity) indicates how much has been spent.

d) The number in the **Commitments** column includes pending expenses (in process or completed requisitions/purchase orders) as well as manual encumbrances (entered by the end user on FGAENCB). Note that this number includes **both approved and unapproved** commitments.

e) **Available Balance** is the balance available for spending within the Fund and Organization. This number is calculated by subtracting the YTD Activity and Commitments from the Adjusted Budget.

Amount includes both approved and unapproved commitments

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
BAVL	DEFAULT BAVL ACCOUNT C	462,360.46	14,626.74	166,926.00	280,807.72
Total:		462,360.46	14,626.74	166,926.00	280,807.72





7. **Totals** are displayed at the bottom of the form for the **Adjusted Budget, YTD Activity** (year to date activity), **Commitments** and **Available Balance**.
8. Keep in mind when reviewing the **Available Balance**:
 - Amounts budgeted for labor accounts that have not been encumbered will make the available balance number appear inflated. The total unencumbered labor amount should be always subtracted from the Available Balance when considering the actual amount available for spending.
 - P-Card purchases and charge backs that have **NOT** been posted should also be subtracted from the Available Balance number displayed to get a true available balance for spending.
9. To view information on another budget, **Rollback (Shift+F7)** to the Key block and **RETURN TO STEP 2**.
10. When you have completed reviewing your budget information on this form, **Exit (Ctrl+Q)** the **Budget Availability Status Form (FGIBAVL)**.

