### FGIBAVL: Checking Available Balance

#### General Information
In order to manage budgets, departments must review budget balances on a regular basis. Banner allows you to access information about your budget. As a supplement to the FGIBDST: Checking My Budget Handout, this information is provided so that you can check available budget balances for pool accounts more easily. The information contained in this document will help you determine what you have available to spend within personal services (by line item), benefits, nonpersonal services, travel, and equipment categories. And as always, Banner questions may be sent to bannerhotline@odu.edu

### How to Check Your Available Balance:

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<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
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</thead>
<tbody>
<tr>
<td><strong>1.</strong> Access the Budget Availability Status Form. This form will show you available budget balances by organizational budget.</td>
<td>Type FGIBAVL in the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
</tbody>
</table>

- **In the key information area [top editable portion of screen], enter** Organization [think Finance Code. For example: 1CL00 is the Office of Finance Org/Finance Code] and a valid expenditure Sub-Account [think Budget Line Item].
- The following information appears in the key information area of the form:
  - **Chart:** defaults to U
  - **Fiscal Year:** defaults to current fiscal year [may be edited]
  - **Index:** leave blank
  - **Commit Type:** leave as defaults
  - **Fund:** filled in by system [after you enter an Organization]
  - **Organization:** enter the budget code [tab to populate other fields]
  - **Account:** enter a valid expenditure sub-object code (REQUIRED!)
  - **Program:** filled in by system
  - **Control Keys:** will fill in after information is loaded

- Use the Go Button to load the budget information for the specific budget in the information area displayed at the bottom of the form. The information related to the budget code selected is shown.
- **Go Button or Down Arrow may be used.**

- **If you wish to look at your budget balances from the first expenditure sub-object code, enter 4000 in the Account field.**
- **Remember that salaries will display by line item, but Benefits, NPS, travel, and equipment will show pool balances. You cannot view details from this form.**

- In the Auto Hint/Status Line at the bottom of the page, the number of line items in the budget is displayed (i.e., 6)

- Please keep in mind that this form is updated as data is entered and will display both approved and unapproved transactions. Detailed expenditure data can be obtained through the Organization Budget Status Form [FGIBDST] which is updated after posting and approval processes are completed.

- If the Pending Documents checkbox is checked for that line item, highlight that line item and go to Related Menu Button > Pending Documents [FGITINP]. This will show current information about these pending documents.

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<th><strong>2.</strong> In the next information area, the following information is displayed for each sub-account:</th>
<th><strong>3.</strong></th>
</tr>
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</table>
| - **Account:** code for sub-account or pool account | - **Account:** code for sub-account or pool account
| - **Title:** of sub-account or pool account | - **Title:** of sub-account or pool account
| - **Adjusted Budget:** Current operating expense budget for the specific personal service categories (administrative, classified, wages, etc.) and pool accounts for non-personal services, travel, and equipment expenditures. This is a total of the original budget load and all budget adjustments. | - **Adjusted Budget:** Current operating expense budget for the specific personal service categories (administrative, classified, wages, etc.) and pool accounts for non-personal services, travel, and equipment expenditures. This is a total of the original budget load and all budget adjustments.
| - **YTD Activity:** Expenditures posted against the specific account or pool account for the current year-to-date | - **YTD Activity:** Expenditures posted against the specific account or pool account for the current year-to-date
| - **Commitments:** total of your encumbrances | - **Commitments:** total of your encumbrances
| - **Available Balance:** Net balance (adjusted budget minus YTD activity and commitments) | - **Available Balance:** Net balance (adjusted budget minus YTD activity and commitments)
| - **Total:** provides your net totals – generally you should ignore | - **Total:** provides your net totals – generally you should ignore
| - **Pending Documents:** If checkbox checked, a budget adjustment may exist | - **Pending Documents:** If checkbox checked, a budget adjustment may exist
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<td>4. When you have finished reviewing your budget balances, you can review balances for another budget code. Hit on the <strong>Start Over</strong> button on the toolbar [or choose Tools &gt; Refresh].</td>
<td>When changing from one ledger to another, you will need to clear the information out of the form!</td>
</tr>
<tr>
<td>Start Over Button: <strong>Start Over</strong></td>
<td>To do so, click the <strong>Start Over</strong> button OR select <strong>Tools &gt; Refresh</strong>, then follow the guidelines in Step 2 listed above.</td>
</tr>
<tr>
<td>5. Remember to log out when leaving your workstation to ensure that no one accesses information from your computer in your absence.</td>
<td>Click on the <strong>ODU Home Screen</strong> button on the toolbar to return to the Home Screen.</td>
</tr>
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**FGIBAVL Sample Screenshot:**

![FGIBAVL Sample Screenshot](image-url)

**Helpful Tips & Tricks:**
- **REMEMBER!** This form only shows you what you have in your budget
- This is **not** a research page, rather just an informational page (an Inquiry Form)
Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click Lock this Computer.