BANNER INB BUDGET QUERY

Login to eTC. Select Employee Tab. Select INB Banner.

FORM: FGIBDST

This is the form to review your budget in a little different way than Self Service Banner.

Enter Fund or Org – whichever drives the account. Press enter. Then next block. See Icon on Tool bar or hold Control and Page Down simultaneously.

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7120	E	Printing Svc-Internal-Print Sh	1,960.00	131.57	0.00	1,828.43			
7126	E	Managed Printing Service	777.00	405.96	0.00	371.04			
7145	E	Telephone	26.59	26.59	0.00	0.00			
7155	E	Motor Pool Gasoline	134.42	134.42	0.00	0.00			
7201	E	Educational Supplies	12,400.00	3,740.66	0.00	8,659.34			
7203	E	Advisory Meeting Supplies	200.00	8.48	265.00	-73.48			
7298	E	Postage	100.00	0.00	0.00	100.00	1		
7320	E	Memberships & Certification F	130.00	125.00	0.00	5.00	1		
7400	E	Travel Pool	1,000.00	0.00	0.00	1,000.00			
7401	E	Instate Meals	0.00	50.00	0.00	-50.00			
7402	E	Instate Lodging	0.00	94.35	0.00	-94.35			
Net Total: -249,786.01 -79,483.24 265.00									* \$
Dup Item for Detail (Count Query for Orgn. Summary, Dup Rec for Encum. List									¥

Place cursor on what you want to review Select Options

Transaction Detail Information

This information is downloaded into Excel format – Select Help - Extract Data with no Key. Excel Opens.