

## 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.

Account Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
7103	E Gen Repairs/Gen Repr Srvc Cc	7,200.00	5,260.99	0.00	1,939.01
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
7320	E Memberships & Certification F	130.00	125.00	0.00	5.00
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:		-248,786.01	-79,483.24	265.00	

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.