

Which Banner Finance forms do I use to research transactions?

Tell Me

The following Banner Finance forms can be used to research transactions related to General Fund budgets.

1. FGIBDSR (*Executive Summary*)

- a. The organization can be at a "roll-up" level.
- b. Fund level = 110 (This is for all of your General Fund funds).
- c. For OTP, use account 915000 (will be the first account in your output).
- d. Data extract if needed.



Tip

Make sure to uncheck the "Include Revenue Accounts" box.

2. FGIBDST (*Organizational Budget Status*)

- a. The organization must be at Level 5.
- b. Fund number is optional, and if included, it must be at Level 5.
 - i. Must be included to use F3 (transaction lookup) shortcut.
 - ii. If not included, then the output is for ALL fund types.
 - iii. Suggest using Index code.
- c. Use the data extract functionality if needed.



Tip

Make sure to uncheck the "Include Revenue Accounts" box.

3. FGIBAVL (*Budget Availability Status*)

- a. The organization will populate based on the Fund or Index selection.
- b. Enter a fund number (required).



Tip

Suggest using an index code.

- c. Enter an account number (required).

Related FAQs

- [How do I verify if a vendor check payment has been cashed in Banner Finance?](#)
- [How do I move an entire account balance from one fund to another in Banner Finance?](#)
- [How do I determine if a fund has a debit or credit balance in Banner Finance?](#)
- [How do I look up all related endowment funds in Banner Finance?](#)
- [How do I determine if my fund has a negative balance in Banner Finance?](#)