How do I find my Available Balance?

Fund Balance (aka 'Cash Funded') Accounts

- Professional/Research Development (1xxxxx)
- Auxiliary (3xxxxx)
- School-side Gift (27xxxx)
- Agency (8xxxxx)

Internet Native Banner (INB)
Form: FGITBSR (see Note 1)

e~Print
Fund Balance Checkbook Detail report

Self Service Banner - Finance
N/A!

Budget Funded Accounts

Non-Research

- Dept. Operating (2xxxxx)
  *Fund 1001 – Unique Org
- Foundation Gift (6xxxxx)

Internet Native Banner (INB)
Form: FGIBDST (See Note 2)

e~Print
CSM Budget Status or Budget Balance Checkbook Detail reports

Self Service Banner - Finance
Budget Status by Account query

Research (4xxxxx)

Internet Native Banner (INB)
Form: FRIGITD (see Note 3)

e~Print
Grant Inception to Date or Budget Balance Checkbook Detail reports

Self Service Banner - Finance
Budget Status by Acct query
(Enter grant #)

Note 1: Current Fund Balance is displayed at the bottom right. If Debit/Credit field at bottom reads: ‘Credit’ = surplus / ‘Debit’ = deficit.

If there are any encumbrances, you must subtract the ‘Current Balance’ in account code ‘3011 (Encumbrance Control Actual)’ to get the Available Balance.

Note 2: Make sure to uncheck the Include Revenue Account checkbox for the available balance to show.

Note 3: Crosscheck to e~Print or Self Service Banner Finance (SSB). The FRIGITD form works best for those with Master Fund and Master Org security access. Those without this access are encouraged to use e~Prints or SSB.