



Viewing Banner Screens and Availability in Adaptive

January 12th, 2023

Office of Budget & Fiscal Planning

www.ramapo.edu/budget

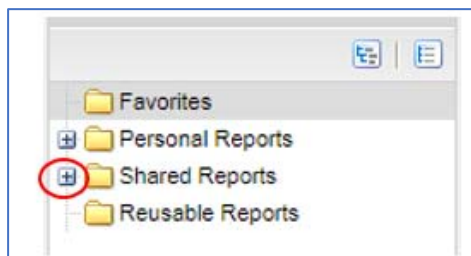
budget@ramapo.edu

Viewing Banner screens FGIBDST, FGIBAVL, and FGITBSR

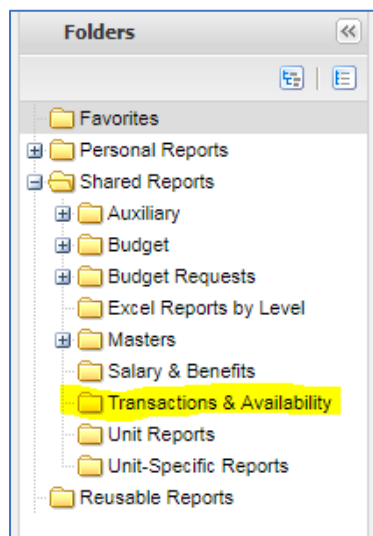
1.) From the navigation menu, go to Reports.



2.) Expand Shared Reports.



3.) Click the Transactions & Availability folder.

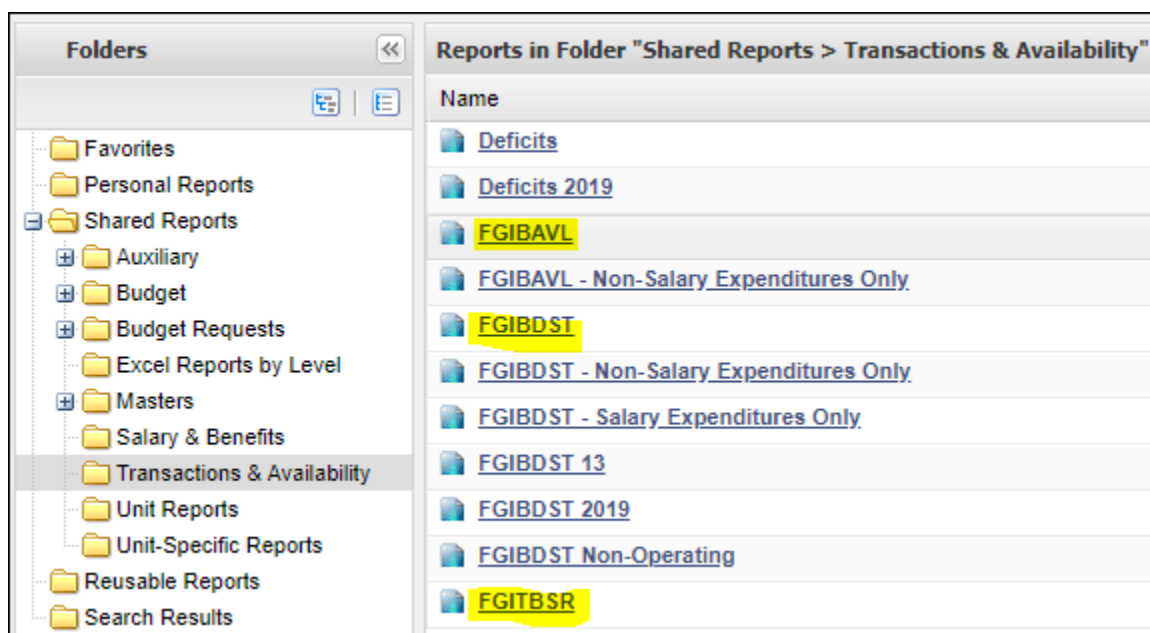


4.) The reports are named after Banner Finance forms.

- a. Use **FGIBAVL** to view **availability**.
- b. Use **FGIBDST** to view a summary of **budgets, expenses and encumbrances**.
- c. Use **FGITBSR** to view **fund balances**.

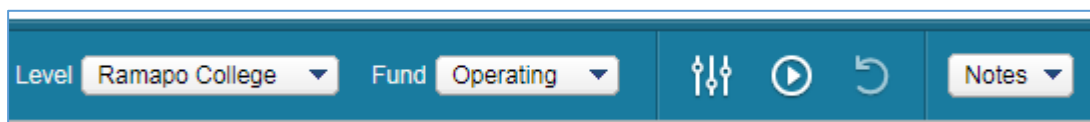
➤ There are different variations of each form to meet different needs. For instance, there is a variation of FGIBAVL (**FGIBAVL - Non-Salary Expenditures Only**) that shows availability for non-salary expenditures only (the availability of your pool as well as any other budget account not related to salary).

➤ Both the FGIBDST and the FGIBAVL reports can only be viewed for FY20.



5.) For FGIBDST reports:

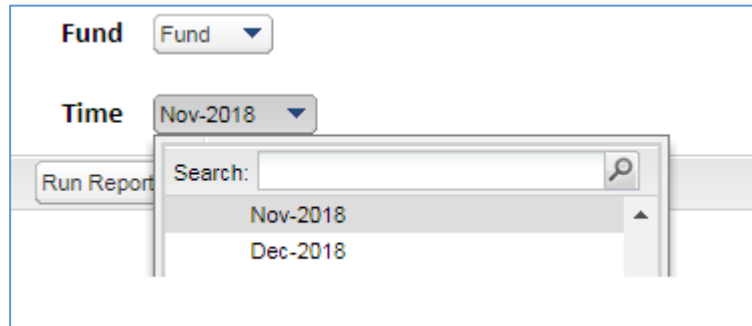
In the top left corner, make sure you are in the appropriate Level (organization/unit) and Fund. For any FGIBDST report, users who have access to multiple units will first see the roll-up (overview) of all their units by default, and should modify the report to view data for specific units instead.



- a. Once a level/fund is selected, click on the orange play button to refresh the report.

6.) For FGITBSR:

Before viewing, there will be a prompt to filter the Fund and the Time. Select the desired fund from the drop down and select the **current month** as the time filter.



The screenshot shows a user interface for filtering data. It includes a 'Fund' dropdown menu, a 'Time' dropdown menu currently set to 'Nov-2018', and a 'Run Report' button. A search dropdown is open, displaying a list of months: 'Nov-2018' and 'Dec-2018'.

After entering the appropriate filters, click Run Report.

Help & Contacts

Browser Support: Call ITS helpdesk, ext. 7777.

Adaptive Insights Technical Questions:

Do **not** call Adaptive Insights. If you have any questions about the software, feel free to call Beth Walkley at ext. 7266 or contact the Budget Office at budget@ramapo.edu.

Questions or concerns viewing transactions, Banner budgets, or availability:

Contact Chris Tredici at ext.7867 or ctredic1@ramapo.edu