



Viewing Banner Screens and Availability in Adaptive

August 26th, 2025

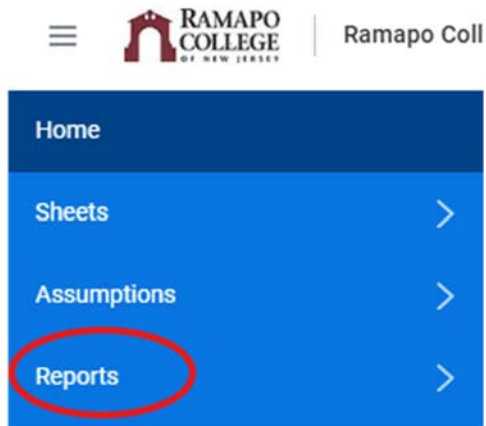
Office of Budget & Fiscal Planning

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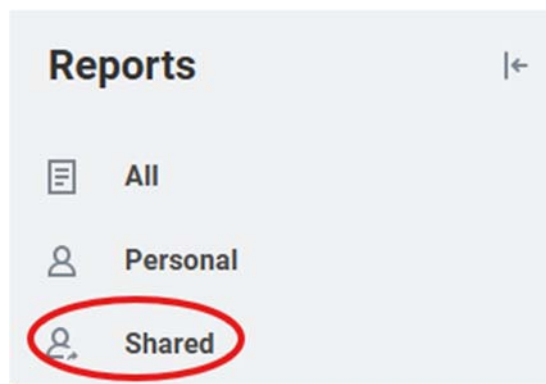
budget@ramapo.edu

Viewing Banner screens FGIBDST, FGIBAVL, and FGITBSR

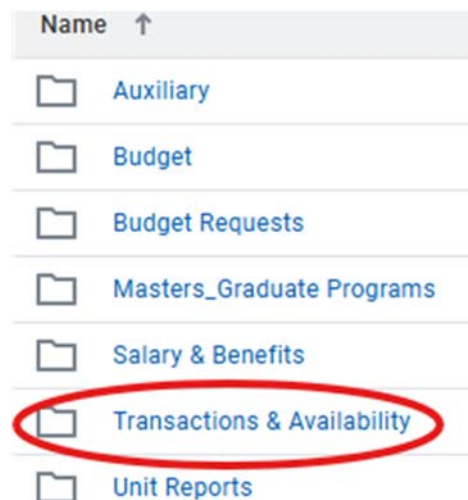
1.) From the navigation menu, go to Reports.



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). You may have to search for the one you are looking for (IE. FGITBSR)

➤ Both the FGIBDST and the FGIBAVL reports can only be viewed for FY20XX.

Name ↑		Output
 FGITBSR		HTML
 FGIBAVL - Operating Non-Salary Expenditures Only		HTML
 FGIBAVL - Operating Non-Salary Expenditures Only by Fiscal Year		HTML
 FGIBAVL All Funds		HTML
 FGIBAVL Auxiliary		HTML
 FGIBAVL FHC		HTML
 FGIBAVL Operating		HTML
 FGIBAVL Operating 2025		HTML
 FGIBAVL Operating 2025 - 7001 only		HTML
 FGIBAVL Operating 2026		HTML
 FGIBDST		HTML
 FGIBDST - Capital		HTML
 FGIBDST - Non-Salary Expenditures Only		HTML
 FGIBDST FHC		HTML
 FGIBDST OEC		HTML

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.

Level: [Ramapo College](#) ▼

Fund: [Operating](#) ▼

Programs: [Programs](#) ▼

- a. Once a level/fund is selected, click on the below icon 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.

Fund: Fund Time: Aug-2025

FGITBSR

Assets

- Current Assets
 - Cash & Cash E
 - 10A3 Receival
 - 10A4 Prepaid
 - 10A7 Deposits
 - Total Current Ass
- Non-Current Asse
- Other Assets

Total Assets

Liabilities & Fund Bal

Liabilities

Search

< | All Time

Name	Code
Dec-2024	12/2024
Jan-2025	01/2025
Feb-2025	02/2025
Mar-2025	03/2025
Apr-2025	04/2025
May-2025	05/2025
Jun-2025	06/2025
Jul-2025	07/2025
Aug-2025	08/2025

1 2 3

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