Frequently asked questions and where to find the answer is it WebI or Banner?

The format is:

Topic:

Question

1. Recommended solution
2. Alternate solution

**Budget Availability:**

What is my budget availability for (*enter your FOAPAL*)?

1. Banner – FGIBAVL Budget Availability Status Form for E & G
2. WebI –
   1. FIN4030 Budget and Expenditure Summary for E & G
      1. FIN4030.2 Fund/Org Tab
      2. FIN4030.3 Fund/Org/Activity Tab
   2. FIN1020 Profit and Loss by Fund for Auxiliary and Internally Designated
      1. FIN1020.1 P&L by Fund
      2. FIN1020.2 P&L by Fund/Org

What is in my gift account today?

1. WebI - FIN1050 Fund Balance Report
   1. FIN1050.1 Fund Balance
2. Banner – FGITBSR Trail Balance Summary Form (remember to subtract Reserve for Encumbrances) This shows the historic fund balance
3. Banner – FGIBSUM Organization Budget Summary Form (remember to subtract the Total Commitments at the bottom of the form) This shows profit and loss for any given fiscal year

**Transaction Detail:**

Why are my  *travel*  expenses so high? How best to see the transaction detail?

(Fill in the blank)

1. Banner – FGIBDST Organizational Budget Status Form for all fund types
2. WebI – FIN2070 Revenue and Expenditure Detail Transactions for all fund types

What is my Pcard activity for  *April* ?

(Fill in the blank)

1. WebI – FIN6090 Purchasing Card Activity Report for all fund types
2. Banner – FGIBDST Organizational Budget Status Form for all fund types

Did my Pcard *registration* post?

(Fill in the blank)

1. Banner – FGIBDST Organizational Budget Status Form for all fund types

**Encumbrances:**

What do I have for open commitments?

1. WebI –FIN6020 Open Commitments for all fund types
2. Banner – FGIOENC Organizational Encumbrance List Form

How much is remaining in my *XYZ P0000023* Purchase Order?

(Fill in the blank)

1. Banner – FGIENCD Detail Encumbrance Activity Form
2. WebI – FIN6020 Open Commitments for all fund types