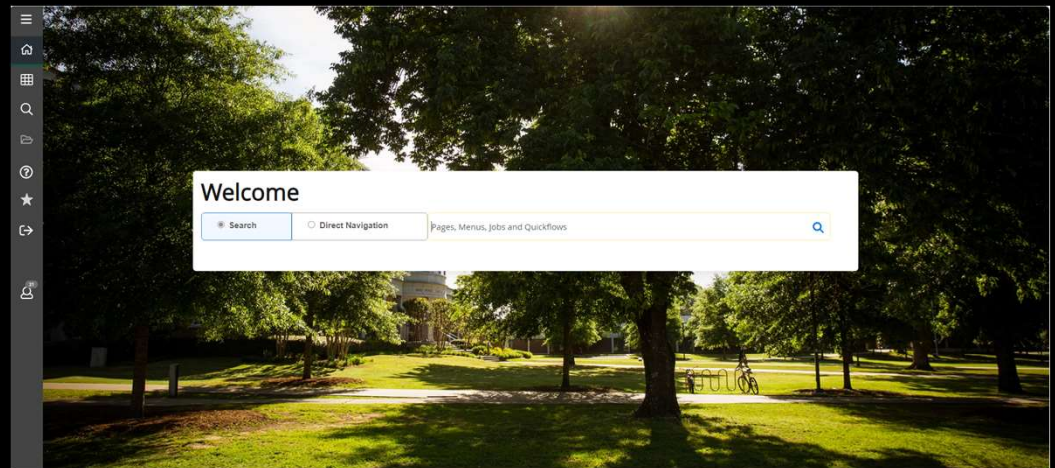
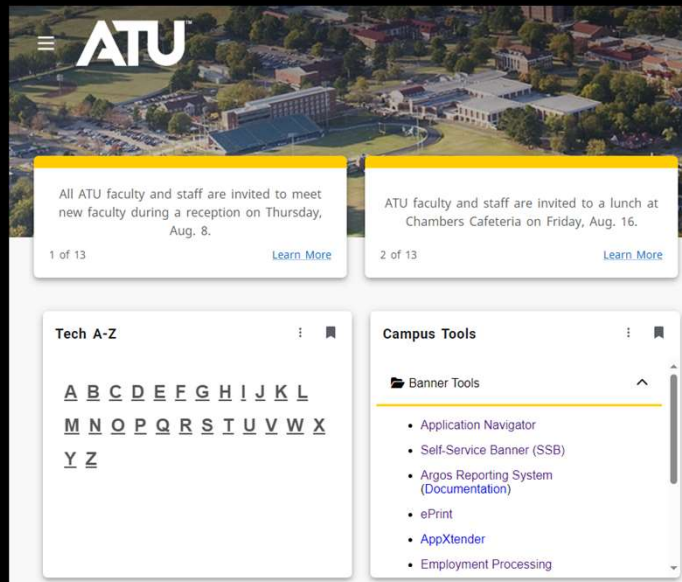


# DEPARTMENTAL BUDGETING TIPS

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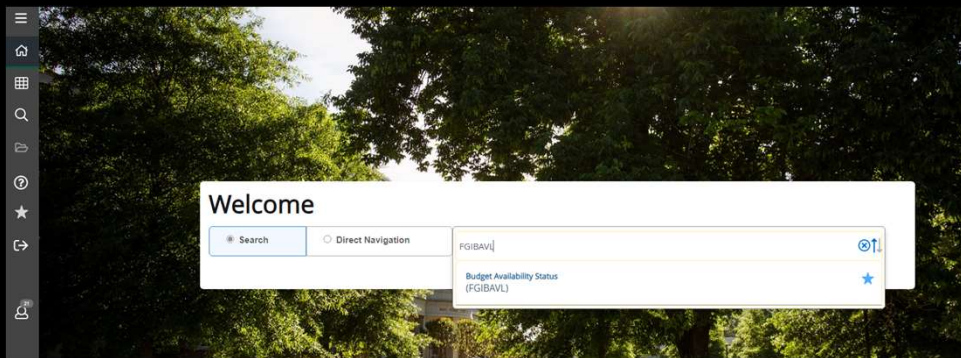
Budget Office

# Navigating To Budget Screens



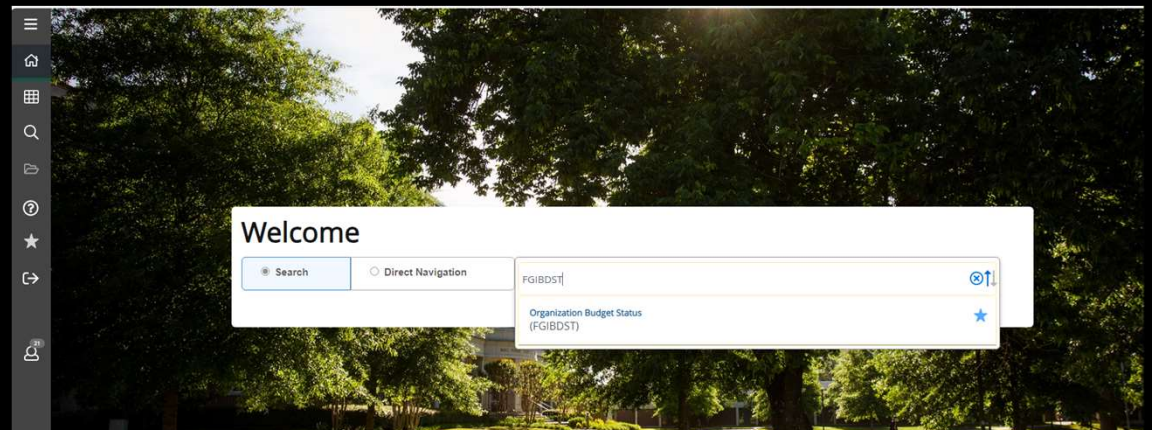
Once signed into the OneTech Portal ([Home - OneTech - Arkansas Tech University \(elluciancloud.com\)](#)) locate the Campus Tools Tile. Click on Banner tools, and then select "Application Navigator). Once selected, the "Welcome" screen opens, allowing many useful tools to be accessed from this screen.

# Helpful Budget Screens



The FGIBAVL and FGIBDST applications are used by the Budget Dept. daily and are also available to all departments.

Departments can only access budgets within the specified dept unless authorized accordingly. If additional budget permissions are needed, please fill out a Security Request Form ([LINK](#)).



# FGIBAVL

The screenshot displays the 'Budget Availability Status FGIBAVL 9.3.30 (PROD)' application window. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' options. The main search area contains several input fields: 'Chart' (with a dropdown arrow), 'Index', 'Fund', and 'Account' (all with dropdown arrows); 'Fiscal Year' (with a dropdown arrow and value '25'); 'Commit Type' (with a dropdown arrow and value 'Both'); 'Organization' (with a dropdown arrow); and 'Program' (with a dropdown arrow). A 'Go' button is located to the right of the 'Fiscal Year' field. Below the search fields, there are sections for 'Keys --->', 'Control Fund:', 'Control Account:', 'Pending Documents:' (with a checkbox), 'Control Organization:', and 'Control Program:'. A grey instruction bar at the bottom reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

This application is an easy way to view a departments overall budget per line. For example, it shows the budgeted amount of each account line as a total, while also showing total expenses and total remaining balance.

First begin by entering the "INDEX" and then hit the Tab Button. This will prefill everything but the account, if the Index was entered correctly. ALWAYS enter the account as "6010" so that all of the accounts show. If there is no Index, Start with Fund and enter the FOPA manually. (Fund, Organization, Account -6010, Program. Once everything is entered, select go.

# FGIBAVL Cont.

ellucian Budget Availability Status FGIBAVL 9.3.30 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: T Fiscal Year: 25 Index: AFB DGT Commit Type: Both Fund: 110000 Russellville Campus Organization: 330000 Budget Office Account: 6010 Professional Non-Class Salaries Program: 250000 Institutional Support Keys --- > Start Over

Control Fund: 110000 Control Organization: 330000 Control Account: 6010 Control Program: Pending Documents:

BUDGET AVAILABILITY STATUS Settings Insert Delete Copy More Information Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
601353	Admin Salaries					<input type="checkbox"/>
601410	Bonus-Career Service					<input type="checkbox"/>
6080	Staff Benefits					<input type="checkbox"/>
70300	Supplies and Services					<input type="checkbox"/>
70400	Travel					<input type="checkbox"/>
	Total					

1 of 1 10 Per Page Record 1 of 5

Here is where the totals for each line can be seen. It also show on the right if there are any pending documents. To view them, select related at the top and the select pending docs. This screen can show a "My Finance" transfer before being approved so always check for pending.

# FGIBDST

The screenshot displays the 'Organization Budget Status FGIBDST 9.3.6 (PROD)' application window. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' options. The main area contains several input fields for search criteria: 'Chart' (with a dropdown arrow), 'Index', 'Fiscal Year' (set to '25'), 'Query Specific' (checkbox), 'Account', 'Commit Type' (set to 'Both'), 'Fund', 'Program', 'Account Type', 'Location', and 'Activity'. A 'Go' button is located in the top right corner. A footer note reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

This application can be used to view Account Totals as they are split out. For example, a Travel lines role up is 70400. In FGIBAVL, all 704 accounts are rolled into one total. In FGIBDST, each separate account can be viewed and dug into so that each expense etc. can be viewed. This is useful for breaking down all the + and – that have made the overall total.

Entering Information on this screen is different. Here, only the Organization and Fund need to be entered. Org first, then Fund. DO NOT enter Index, Program, or Account. If the FOAP info is unknown, enter the Index and hit tab to prefill, then delete the Index, Program and Account. If having issues deleting, hit Go and then select "start over" and it should allow them to be deleted. Hit "Go"

# FGIBDST Cont.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: T Arkansas Tech University      Fiscal Year: 25      Go

Index:      Query Specific:

Account      Commit Type: Both

Include Revenue:

Accounts

Organization: 330000 Budget Office      Fund: 110000 Russellville Campus

Program:      Account:      Activity:      Location:      Account Type:      Activity:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: T Arkansas Tech University      Fiscal Year: 25      Index:      Query Specific Account:       Include Revenue Accounts:       Commit Type: Both      Organization: 330000 Budget Office      Fund: 110000 Russellville Campus      Program: Account:      Start Over

Account Type:      Activity:      Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60135	L	Admin Salaries				
601410	L	Bonus-Career Service				
6080	L	Staff Benefits				
608110	L	FICA/Medicare Tax				
608115	L	Worker's Compensation				
608230	L	Group Employee Dental				
608250	L	FSA Employer Service Fee				
608255	L	Group Employee Medical				
608268	L	HSA Employer Service Fee				
608272	L	EAP- Employee Assistance Prog Exp				
608355	L	Group Employee Life				
608425	L	TIAA Matching				
70300	E	Supplies and Services				
703120	E	Phone DIS Contract				
70400	E	Travel				
704100	E	University Travel Encumbrance				
704310	E	Common Carrier Out of State				
704810	E	Conf/Seminar Fees Out of State				
Net Total			-26,323.00	-26,297.34		266,677.00

1 of 1      20 Per Page      Record 1 of 18

This is where the totals for each individual account can be seen. Many of the accounts that are used when doing Pcard, Req's and Tcard documentation will look familiar. For example, now the total for 704100 shows up. In FGIBDST the role up (70400) is still listed, showing total budgeted, while the accounts under the role up (704100) usually show as a minus or total spent. This can be subtracted to give the total available in the role up account.

To see individual expense on an account, click on the account number that is in question. Then, click "F3" on the keyboard and it will open all the expenses under that.      Continued on next page >>

# FGIBDST Cont.

COA: T Fiscal Year: 25 Index: Fund: 110000 Organization: 330000 Account: 703120 Program: Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity	Location
703120	330000	250000	YTD	1,404.00	+	JE16	DL004282	07/31/2024	07/31/2024	GJ 38 FY 24-25 VOIP Charges	U	110000		
			Total	1,404.00	+									

1 of 1 | 10 Per Page | Record 1 of 1

This screen pops up after selecting the desired account and hitting F3 on the keyboard. It allows each individual purchase to be viewed. If more information is needed, select the document number, hit F3 again, and then select go.

This will enable a breakdown of what that expense is further.

Document Retrieval Inquiry FGIDOCR 9.3.30 (PROD)

Document: \* DL004282

Document Type: \*

Submission Number:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



# Further Questions? Contact Budget Office

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Budget Office	Phone: 479-964-0821	Email: <a href="mailto:budget@atu.edu">budget@atu.edu</a>

Please reach out to Budget with any questions on processing transfers, checking budget availability, or finding budget information. We want to equip departments with the needed tools to maintain individual department budgets on a departmental level, but are also happy to help when needed. Do not hesitate to reach out via Email, Phone, or Webex.