1. FGIBDST – Organization Budget Status

To view Year-to-Date Index activity in real time, enter all the fields relevant to your query (Index or Fund/Organization/Program) and click the green “Go” button or the “Next Section” button to view the output.
Once you select “Go” or “Next Section” your screen should appear like this:

![Image of the screen](image.png)

To look at another index, simply press the “Start Over” button to reset the form. To scroll through the accounts, you will need to use the blue “Next/Previous Page” buttons in the lower left hand corner to view all of your accounts. To drill down into the account detail, simply highlight the account and press the F3 key on your keyboard or click on the Related button at the top of your screen and select Transaction Detail Information. This will take you to FGITRND (Detail Transaction Activity), where you can view all of the transactions making up the balance in the Adjusted Budget, YTD Activity, and Commitments columns.
Click the white “X” in the top left corner to return to the previous screen. If you place the cursor on a specific line item and press F3 on the keyboard or Click on Related and select Query Document, it will navigate you to the actual Banner document.