COLLEGE *of* CHARLESTON
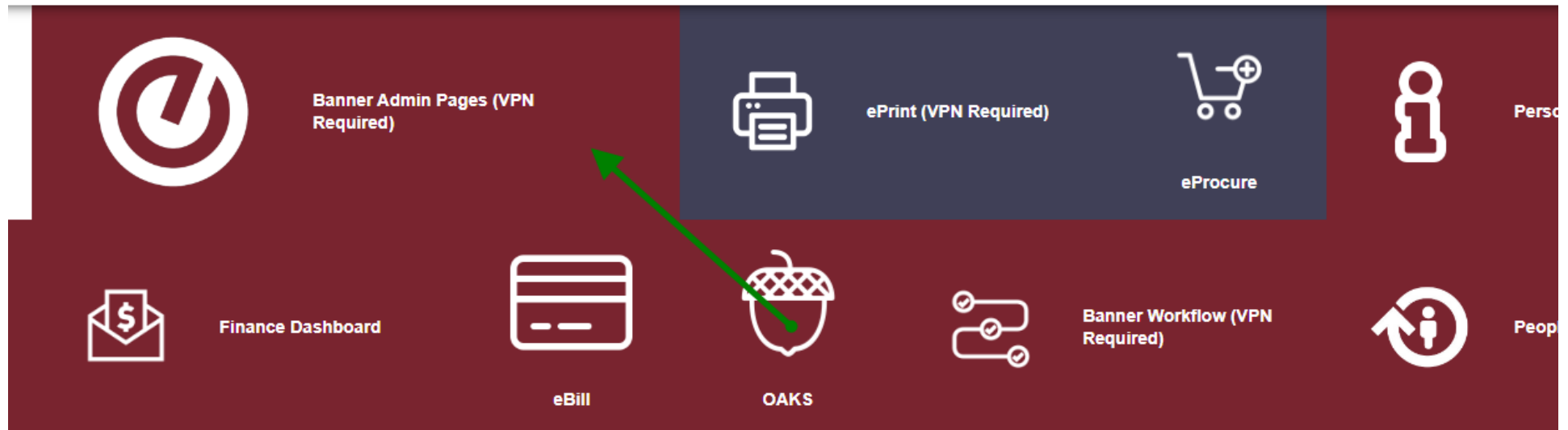OFFICE OF BUDGETING
AND PAYROLL SERVICES

Revised 01.17.2023

# How to Find the Fund Balance Directions

Note: Only non-ledger one Indexes maintain general ledger fund balances. If there are questions about a Ledger one carry-forward, please contact the Budget Office at Budget@cofc.edu.

1. Go to Banner INB via MyPortal with the tile "Banner Admin Pages (VPN Required)."

2. In the search button on the welcome screen, start typing "General Ledger Trial Balance" OR FGITBAL. Click General Ledger Trial Balance.
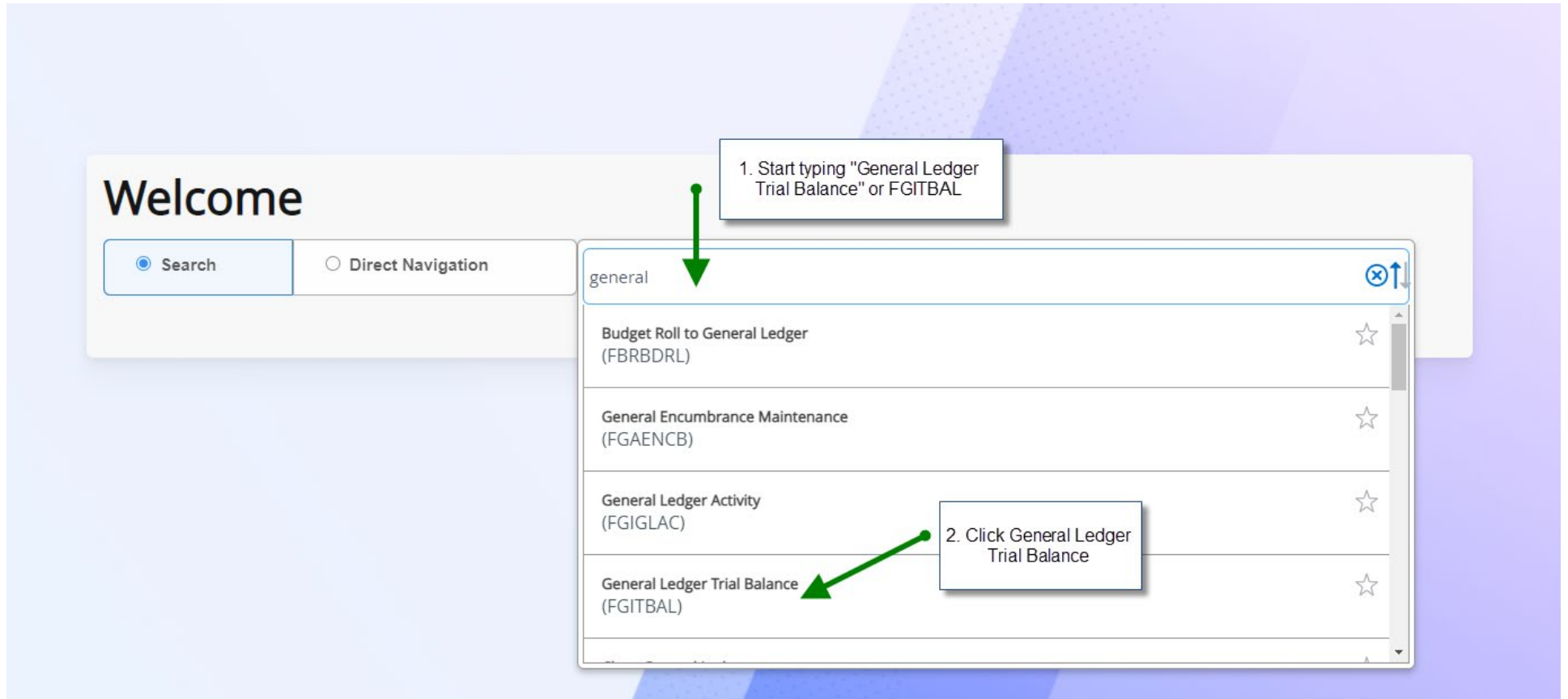
3. Parameter screen defaults of Chart = 1 and Fiscal Year = Current Fiscal Year. Enter the **FUND** number of the Index and Account = 410110. Click "Go" or "Alt+PgDwn." Note: The fund will appear after entering the Index in Banner INB Organization Budget Status FGIBDST or Banner Self-Service Budget Status by Account query.*

4. The number in place of the green highlight will be the prior year fund balance. A "credit" indictor notates a positive surplus. A "debit" indicator notates a negative deficit.

*To find the fund to the desired Index:

1. Banner Self Services Budget Status by Account query:

Create New Query   ✕

Select Query Type

Budget Status by Account ⌄

Values

Fund

Chart *

1 College of Charleston   ✕ ⌄

Index

110033 Budget and Payroll Svc   ✕ ⌄

Fund

110001 Education and General   ✕ ⌄

Organization *

302001 Budgeting and Payroll Services   ✕ ⌄

Account

Choose Account ⌄

Program

110 Institutional Support   ✕ ⌄

2. Banner INB Organization Budget Status: