

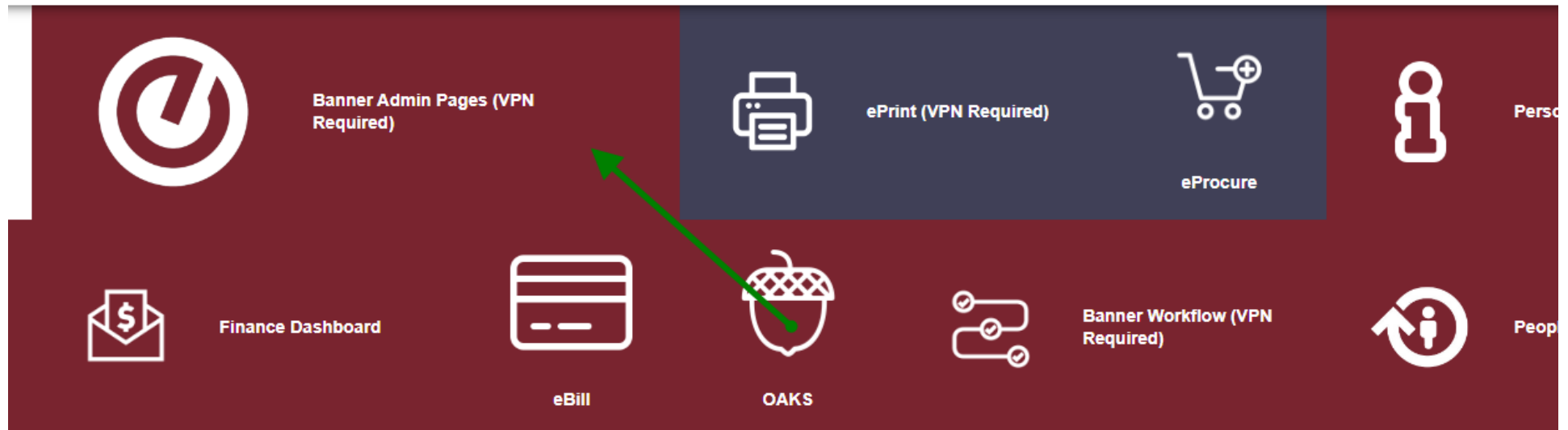


How to Find the Fund Balance Directions

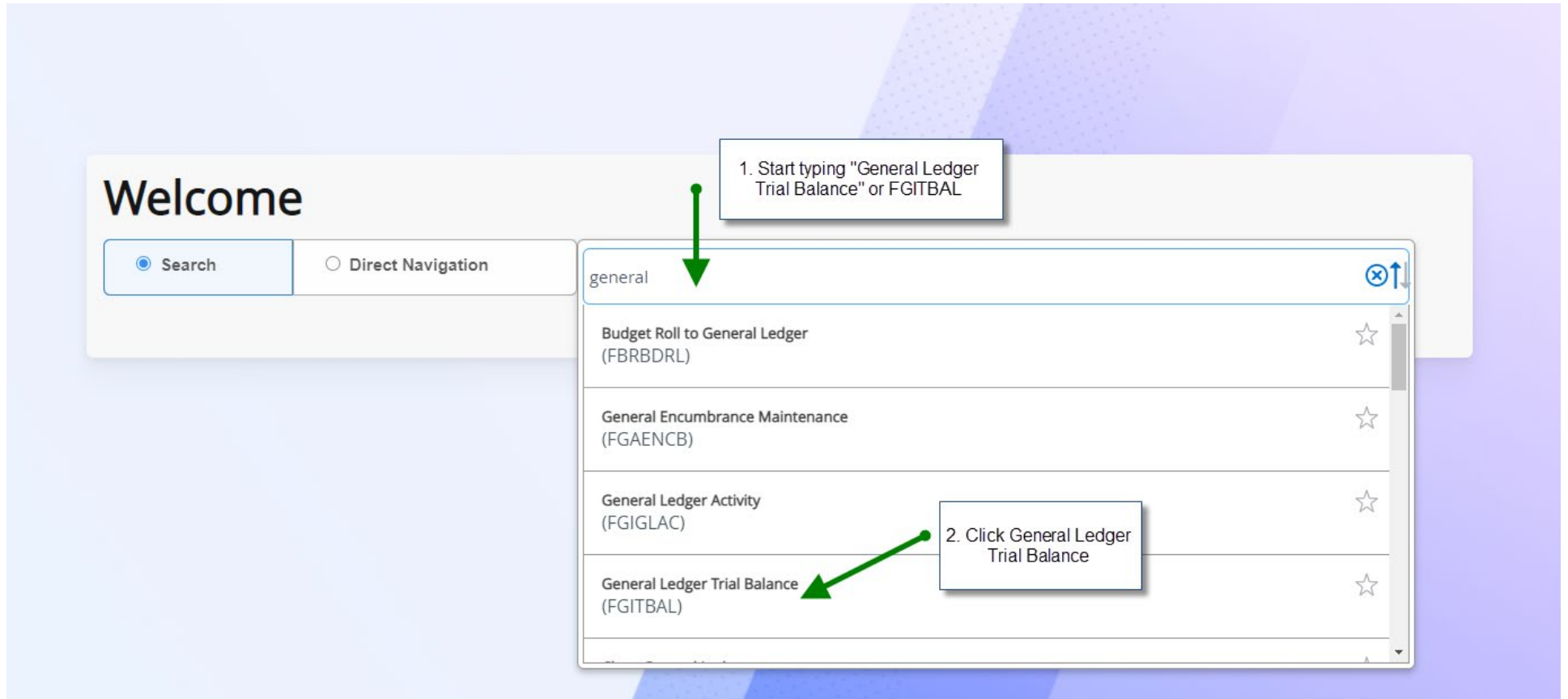
Note: Only non-ledger one Indexes maintain general ledger fund balances. If there are questions about a Ledger one carry-forward, please contact the Budget Office at Budget@cofc.edu.

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

COLLEGE of CHARLESTON



2. In the search button on the welcome screen, start typing "General Ledger Trial Balance" OR FGITBAL. Click General Ledger Trial Balance.



- 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.*

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

Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit
410110	Fund Balance	[Green Highlight]	Credit		[Green Highlight]	Credit
Total Fund Balance						

* - denotes amount is opposite of Normal Balance

*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:

ellucian Organization Budget Status FGIBDST 9.3.6 (PROD)

Chart: * 1 College of Charleston
Index: 110033 Budgeting and Payroll Services

Fiscal Year: * 23
Query Specific:
Account
Commit Type: Both

Include Revenue:
Accounts
Organization: 302001 Budgeting and Payroll Services
Program: 110 Institutional Support
Account Type:
Location:
Fund → Fund: 110001 Education and General
Account:
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.