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” indicator 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

   Chart

   1 College of Charleston

   Fund

   110001 Education and General

   Account

   Choose Account

   Index

   110033 Budget and Payroll Svc

   Organization

   302001 Budgeting and Payroll Services

   Program

   110 Institutional Support
2. Banner INB Organization Budget Status:

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.