

## PIN Balance Information in Banner

To check a PIN index balance at any time, use Banner screen FGIBDST.

Fields to enter in Banner screen FGIBDST are as follows:

Chart = D

Fiscal Year = current fiscal year, e.g., 25

Index = PI's PIN Index, usually in the format of "PIN" + initials of the PI, e.g., PINABC

The "Include Revenue" box should be checked

Tab through the other fields, then click the "Go" button in the upper right-hand corner

To read the results in Banner, a little math is required. First, add together the carryforward balance from the prior fiscal year (entered into Banner each Fall), usually budgeted in account code 20000 Services & Supplies in the Adjusted Budget column, together with the YTD Activity for account codes 03400 and 03410. This is the total amount earned. Then, subtract any YTD activity in the expense account codes to come to the true spendable balance.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
03400	R	F & A Cost Recovery	0.00	128.06	0.00	-128.06
10209	L	Other Unclassified Pay	0.00	1,020.00	0.00	-1,020.00
10968	L	OPE Uncl Other	0.00	93.75	0.00	-93.75
20000	E	Services & Supplies Expense	3,420.92	0.00	0.00	3,420.92
<b>Net Total</b>			-3,420.92	-985.69	0.00	

In the above example, total amount earned = \$3,420.92 (carryforward) + \$128.06 (YTD) = \$3,548.98

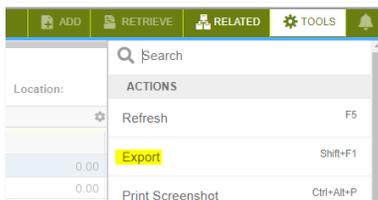
Total amount spent = \$1,020.00 + \$93.75 = \$1,113.75

Total available balance = \$3,548.98 - \$1,113.75 = **\$2,435.23**

Shortcut: Adjusted Budget (+\$3,420.92) + YTD Activity (-\$985.69) = \$2,435.23

## Export Option

Under the Tools tab (upper right corner), select "Export." This command exports an Excel file version of the Banner data. From this Excel file, sum the Available Balance column to see the spendable balance.



## Questions?

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