HOW TO FIND AVAILABLE BALANCE
For CASH (02xxxx) Org’s

NOTE: Before you are given access to the Banner Finance system you are required to attend the Banner Finance class and submit the UCO Employee Security Access.

The schedule for Banner Finance classes can be found on the UCO Learning Center website. Go to http://www.uco.edu/central/learning-center/ > Click on Launch the UCO Learning Ctr

Below is the link to the UCO Security Access form
http://www.uco.edu/technology/files/forms/employee-security-access-form.pdf
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LOG INTO BANNER
Open Internet
Go To banner.uco.edu
Select Banner Production INB – JPI option
Banner LogOn Screen will pop up
Enter Username and Password
(username & password assigned after UCO Employee Security Access has been processed, see note in box above)
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1. Find the FUND number for the Cash Org
   In the “Go To” box on the General Menu page, type in FGIBDST (enter)
2. FGIBDST - Enter the Cash Organization number
   Enter Org number in the Organization field, then enter
   Once the Org number is entered, Banner will populate the Fund, Program & Activity
   Make note of the Fund number
   Exit out of FGIBDST screen
3. **FGITBAL – Trial Balance Screen**
Type FGITBAL in Go To box on General Menu screen
4. FGITBAL – Trial Balance Screen
Enter FUND number in Fund field of Trial Balance screen,
Then use Control & Page Down key to go to next block of screen
Current balance can be found under the Current Balance column on the Cash Interfund line.

NOTE – The current balance may not be the available balance. If the Cash Org has encumbered funds, subtract the Encumbrance total from the Current Balance to calculate the Available Balance.

Current Balance for this Org is $108,867.48
Available Balance for this Org is $53,667.94
(Current Balance $108,867.48 less Encumbrance $55,199.54)