FY12 Balance/Year to Date Balance
Banner (FGITBAL)

1) Open ONU’s homepage
www.onu.edu

2) Click on Banner Forms link. This will open ONU’s central login page or, if already logged in, take you to the Banner Forms.

3) Type in FGITBAL
Press Enter

4) Chart A; Fiscal Year 13

5) Enter Fund number—this will usually be the index number without the first digit

Leave the account number field empty

Press Ctrl+Page Down
NOTES: You only need to be concerned with the three items circled on this screen—Current Year Revenue Control, Current Year Expenditure Control and Fund Balance.

If you want to look at another fund, click on the rollback button.

When finished, press the X to exit this screen and X again to exit Banner.

6) FY12 balance will be shown here

7) Current Year revenue and expenses will be shown here

To calculate current year balance:

\[
\text{FY12 balance} + \text{CY revenue} - \text{CY expenses} = \text{YTD balance}
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