

Budget Management Tools In Banner





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Budget Management Tools in Banner

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Introduction:

About this Document

Budget Management Tools in Banner is a reference manual used to:

- explain **Managing a Budget Using Banner Forms**:
 - **FGIBSUM** – Organization Budget Summary
 - **FGIBAVL** – Budget Availability Status
 - **FGIBDST** – Organization Budget Status
 - **FGITRND** – Detail Transaction Activity
 - **FGITBAL** – General Ledger Trial Balance
 - **FGIGLAC** – General Ledger Activity
- generate **Banner Reports**:
 - **FGRBDSC** - Budget Status (Current Period) Report
 - **FGRODTA** - Organization Detail Activity Report
 - **FGRGLTA** - G/L Transaction Activity Report
- print **Banner Reports**

It also contains in the appendices:

- **Index Code Logic**
- **Account Code Logic**
- **Account for Chart of Accounts**
- **Banner Forms Naming Matrix**
- **Transaction Types and Document Number Definitions**
- **Creating MS Word Macro Instructions**

Hyperlinks: This document contains underlined words or phrases that indicate a hyperlink. Press the **Control** key on the keyboard and at the same time click on the hyperlink. The document will open to the location referred by the link.

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Confidentiality of Data

Banner accesses data stored in the **Salt Lake Community College (SLCC)** administrative database. Some of that data is protected by privacy laws and should only be accessed within the parameters of job requirements. Upon logging in to Banner, an individual's username sets data access restrictions. However, confidentiality of data should always be paramount in the mind of Banner users. In addition, federal law dictates what student data can be released to outside entities. **FERPA** (Family Educational Rights and Privacy Act) is a federal law that establishes student information privacy: what can legally be released, and under what conditions. A prerequisite for access to Banner is to successfully complete FERPA training. You can register for this training by going to MyPage and selecting the Employee Training channel. This training teaches Banner users what and when data may be released according to FERPA. For further information about FERPA contact the **SLCC** Registrar Office, 957-4799.

Section I: Managing Budgets using Banner Forms

Primary Banner Forms Used

There are primarily six Banner forms used to manage an organization's budget. The table below lists these six forms along with their general description and a brief explanation of function or use.

Form Name	General Description	Function or Use
FGIBSUM	Organization Budget Summary	High level summary of budget by 4 Account Types: Revenue, Labor, Expenditure, and Transfer.
FGIBAVL	Budget Availability Status	Budget availability for a selected Index Code and Account Category combination.
FGIBDST	Organization Budget Status	Budget availability by Organization Code and Account Code combination.
FGITRND	Detail Transaction Activity	Detailed transaction activity by account code. Displays each transaction for a given account code.
FGITBAL	General Ledger Trial Balance	Trial balance for each fund for all accounts, account types, or account codes.
FGIGLAC	General Ledger Activity	Detailed transaction activity for General Ledger accounts by account code.

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FGIBSUM

Organization Budget Summary

This form provides a quick and easy, high-level view of the organization's available budget by major category. Use it to view summarized budget information by user-defined account type for a selected organization and/or fund.

It contains four lines summarizing the budget and YTD transactions by:

- Revenues
- Labor
- Expenditures
- Transfers

The form does not have an **Index** code field. The user must know the **Fund** or **Organization** code to use this form.

[illegible]

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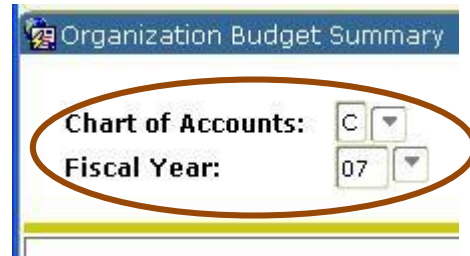
To use **FGIBSUM**:

Key Block

Chart of Accounts: and **Fiscal Year:**, are required fields.

Banner populates the **Chart of Accounts** field. No change required.

Fiscal Year will display the current fiscal year. Enter the desired **Fiscal Year** or leave as is.



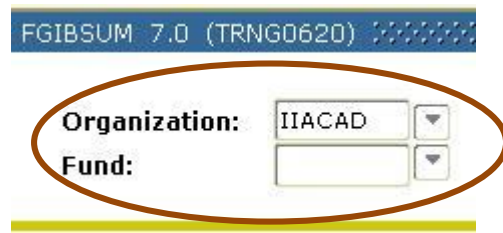
Organization Budget Summary

Chart of Accounts: C

Fiscal Year: 07

There is no **Index** code field. Enter the **Organization** and/or **Fund** code.

Select **Next Block** to execute the query.



FGIBSUM 7.0 (TRNG0620)

Organization: IIACAD

Fund:

Transaction Block

Budget information is displayed in four lines summarizing the budget and YTD Activity totals by:

- Revenues
- Labor
- Expenditures
 - Current Expense
 - Capital Equipment
 - Travel
 - Budget Holds
- Transfers

Note: For more detail, access form **FGIBDST** from the **Options** menu.



Account Type

Revenue

Labor

Expenditures

Transfers

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FGIBAVL

Budget Availability Status

Form **FGIBAVL** displays budget availability at the **pooled expense budget line level** as of the current system date. It reflects:

- current budget
- YTD expenditures
- current commitments
- available budget

For example, the “current expense budget” is recorded in account 70000. All current expense transactions and outstanding encumbrances are accumulated and subtracted from the current expense budget resulting in a remaining balance.

Note: This form only deals with expenditures; therefore, no revenue budgets will appear.

[illegible]

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To use **FGIBAVL**:

Key Block

Chart, **Fiscal Year**, **Index**, and **Account** are required fields.

The Banner system populates the **Chart** field with a **C**.

Fiscal Year will display the current fiscal year. Leave this as is or enter the desired **Fiscal Year**.

Budget Availability Status FGIBAVL

Chart: C

Fiscal Year: 07

Index:

Commit Type: Both

Enter the **Index Code** for the organization.

The **Commit Type** field defaults to **Both**. Do not change.

Budget Availability Status FGIBAVL 7.0

Chart: C

Fiscal Year: 07

Index: IICCIO

Commit Type: Both

Banner populates **Fund**, **Organization**, and **Program** fields after entering a valid **Index Code**.

Enter **60000** in the **Account** field.

- Retrieves all expense budget categories

Select **Next Block**.

RNGD62D)

Fund: 10000 Education & General

Organization: IICCIO Chief Information Officer

Account: 60000 Budget-Salaries

Program: N Institutional Support

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Transaction Block

For each **FOAP**, the table displays:

- Total adjusted budget
- Year to date (YTD) activity
- Total commitments (encumbrances) on the budget
- Total budget still available

Budget information displays by **Account Categories**.

- Detail account numbers do not appear on this form.
- Refer to [FGIBDST](#) for detailed activity by account number.

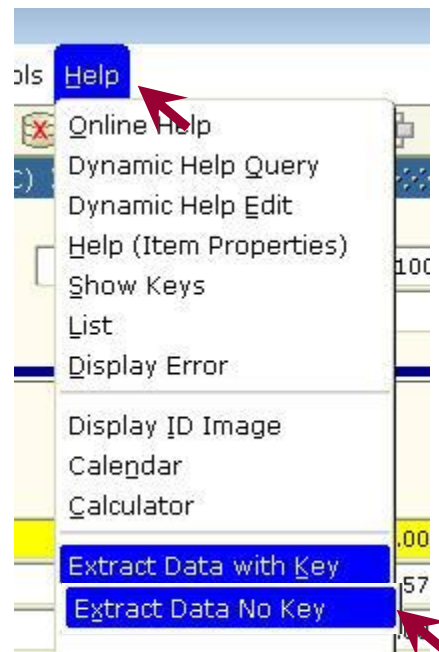
Extracting Data

Data from this form can be extracted to a spreadsheet.

To do this:

1. From the **Menu Bar**, select **Help**.
2. From the Help Options, select Extract Data with Key or Extract Data No Key.
3. Extracted data is displayed in a spreadsheet.

Note: *Extract Data with Key* means that the data in the **Key Block** will be included on the spreadsheet.



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FGIBDST

Organization Budget Status Form

[illegible]

Form **FGIBDST** provides a summary of YTD activity by account number for an Index. Because **SLCC** does not budget at a line item or account level, the **Available Balance** column normally shows negative balances. It is not easy to determine available balances using this form. **FGIBDST** displays what has actually been completed and posted.

Access other forms directly from the **FGIBDST** form. From the **Menu Bar**, select **Options** and access one of the following forms:

- FGIBSUM
- FGIOENC
- FGITRND

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To use **FGIBDST**:

Key Block

FGIBDST opens with the cursor in the **Chart** field. This is defaulted to **C**. Do not change. Press **Tab**.

Note: Required field

Organization Budget Status FGIBDST

Chart: C

Fiscal Year: 16

Index:

☐ Query Specific Account

☒ Include Revenue Accounts

Commit Type: Both

The cursor moves to the **Fiscal Year** field. This is defaulted to the current fiscal year and can be changed.

Press **Tab**.

Note: Required field

Organization Budget Status FGIBDST

Chart: C

Fiscal Year: 16

Index:

☐ Query Specific Account

☒ Include Revenue Accounts

Commit Type: Both

The cursor is in the **Index** field. Enter the **Index** code for the organization.

Press **Tab**.

Note: After entering a valid **Index** code, **Banner** populates the **Fund**, **Organization**, and **Program** fields.

Organization Budget Status FGIBDST

Chart: C

Fiscal Year: 16

Index:

☐ Query Specific Account

☒ Include Revenue Accounts

Commit Type: Both

SLCC Banner Budget Management Tools in Banner

The cursor moves to the **Query Specific Account** check box (indicated by 2 dashed lines). This check box provides **3 query options**:

After choosing to check the box or not, press **Tab**.

1. **Not checking** the box and **not entering** an account number in the **Account** field will return all accounts with activity.

2. **Not checking** the box and **entering** an account number in the **Account** field will return that account and all others after it, sequentially, that have had activity.

3. **Checking** the box and **entering** an account number in the **Account** field will return only that account if it had activity.

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The cursor moves to the **Include Revenue Accounts** check box (indicated by 2 dashed lines). A check appears in the box by default.

Checked – Revenue Accounts will be included in the query.

Unchecked – Revenue Accounts will not be included in the query.

Leave the **Commit Type** field set to **Both**.

Organization, **Fund**, and **Program** fields automatically populate after entering a valid **Index** code.

Account is optional. (See **Query Specific Account** instructions above.)

Account Type, **Activity**, and **Location** are not used.

Select **Next Block** to execute the query and display the accounting detail.

Transaction Block

The cursor will move to the first **Account** record with that record highlighted.

Use the cursor **Up** and **Down Arrow** keys to select another **Account** record.

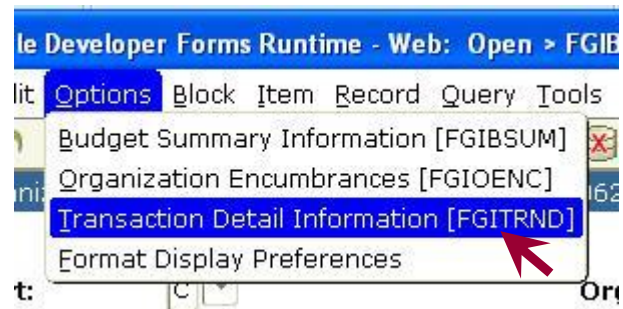
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To see detailed account activity for a selected Account:

Select the desired **Account**.

From the **Menu Bar** click on **Options** and from the **Options Menu**, select **FGITRND**.



The form **FGITRND** will open with detail of activity on the selected **Account**.

Closing **FGITRND** will return to **FGIBDST**.

For more information on the form **FGITRND**, see the next page.

Note: From the **Option Menu**, open forms **FGIBSUM** and **FGIOENC**. These forms will open with data from the organization entered in **FGIBDST**.

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FGITRND

Detail Transaction Activity

Key Block

Transaction Block

Transaction Block - Additional Detail

Total:

Use this form to display detailed transaction activity for operating ledger accounts:

- Revenues
- Expenses
- Transfers
- Related budget entries.

Run a query to display Information on the form. Setting the parameters for a query is explained below.

The transaction information displays the **FOAP**, sorted by **Account** for posted transactions. Use the horizontal scroll bar to view a transaction's:

- Activity Date
- Type
- Document
- Description

Note: The **Total** field displays the total of the positive and negative amounts of the records displayed on the form. Select **Options > Query Total for all records** to obtain the total for all records returned by the query.

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To use **FGITRND**:

Key Block

COA and **Fiscal Year** are required fields. The rest of the fields may be left blank.

Entering an **Index** code or **Account** number restricts what can be queried in the **Transactions Block**.

For example:

- Enter an **Index** code to query only accounts from that **Index** code.
- Enter an **Account** number to query only transactions on that **Account**.
- Entering both an **Index** and **Account** code allows queries only on transactions within that **Index** and **Account**.

Note: Entering a valid **Index** code populates the **Fund**, **Organization**, and **Program** fields.

Select **Next Block**.

Transaction Block

The cursor moves to the **Account** field in the **Transaction Block**.

The form goes into **Query Mode**.

Enter Query values.

All fields in the **Transaction Block** can be queried except:

- Activity Date
- Description

Enter query values in the appropriate fields.

Press **F8** to execute the query.

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Note: To get a hard copy of this report, go to [FGRODTA](#) under **Printed Reports**.

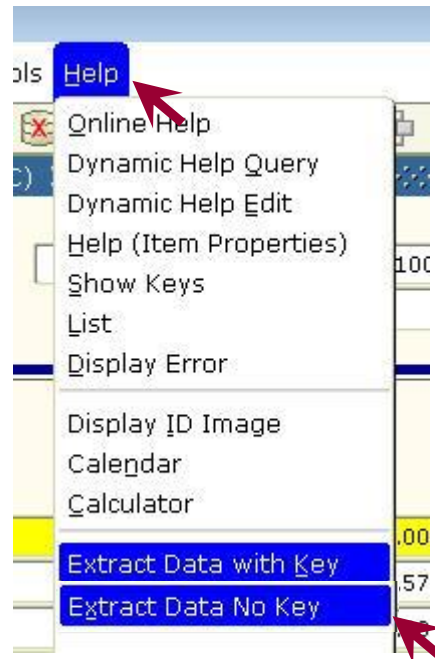
Extracting Data

Data from this form can be extracted to a spreadsheet.

To do this:

1. From the **Menu Bar**, select **Help**.
2. From the Help Options, select **Extract Data with Key** or **Extract Data No Key**.
3. Extracted data is displayed in a spreadsheet.

Note: ***Extract Data with Key*** means that the data in the **Key Block** will be included on the spreadsheet.



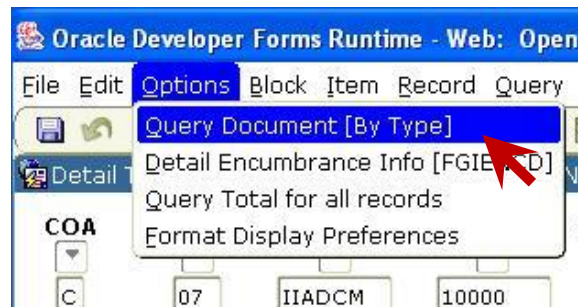
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To see more detail about a specific transaction:

Select the **transaction line** by clicking in any field on the line (selected line is highlighted).

Account	Organization	Program	Activity Date
76010	IIADCM	N	02-MAY-2007
76010	IIADCM	N	20-FEB-2007
76010	IIADCM	N	05-FEB-2007
76010	IIADCM	N	05-FEB-2007
76010	IIADCM	N	05-FEB-2007

Select **Options** from the Menu Bar.
Select **Query Document**.



The **form** that opens:

- is determined by the transaction **Type** in the transaction line.
- displays detail information about the transaction.

Note: Transaction **Type** definitions are located in [Appendix E](#), pg. 55.

Activity Date	Type	Document
19-JUL-2006	HGRS	F0021100
06-JUL-2006	HENC	F0021028
14-DEC-2006	BD03	J0012381
29-JUN-2006	BD03	F0020924
05-JUN-2007	HFNL	F0023456

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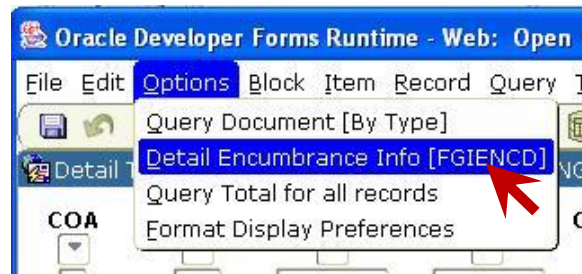
For encumbrance information:

Select a transaction line that contains an **Encumbrance type** document.

Select **Options** from the Menu Bar.

From the drop down **Options List**, select **Detail Encumbrance Info (FGIENCD)**.

Note: Use only for transactions with encumbrance type documents. If not, ***"This function is valid only for encumbrance type documents."*** appears in the **Auto Hint Line**.



Form **FGIENCD** opens.

This form displays detailed information about the selected encumbrance type document.

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance

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FGITBAL

General Ledger Trial Balance

[illegible]

Use this form to obtain **balance sheet information** for all accounts, account types, or account codes by requested **Fund**. Every account always displays a debit or credit balance indicator. Asterisks display if the account balance differs from the normal balance.

FGITBAL displays ***Beginning Balance*** and ***Current Balance*** amounts as of the date of the query for the balance sheet for the entered ***Fund*** number.

To use FGITBAL:

Chart, **Fiscal Year**, and **Fund** are required fields.

Enter a **Fund** code in the ***Fund*** field.

Entering an **Account** number is optional.

Press Next Block.

General Ledger Trial Balance FGITBAL_8.1 (TRNG)

Chart: Fund: Education & General Account Type:

Fiscal Year: Account:

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If an **Account** number **was** entered, information for only that **Account** and **Fund** will be displayed.

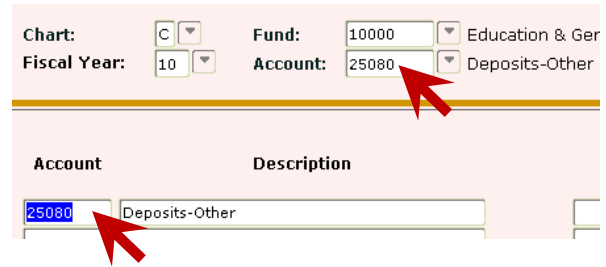


Chart: C Fund: 10000 Education & Ger
Fiscal Year: 10 Account: 25080 Deposits-Other

Account	Description
25080	Deposits-Other

If an **Account** number **was not** entered, information for all **Accounts** in the **Fund** will be displayed.

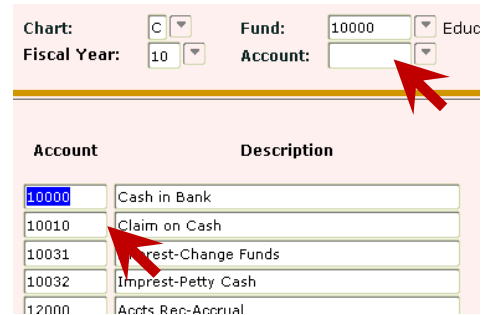
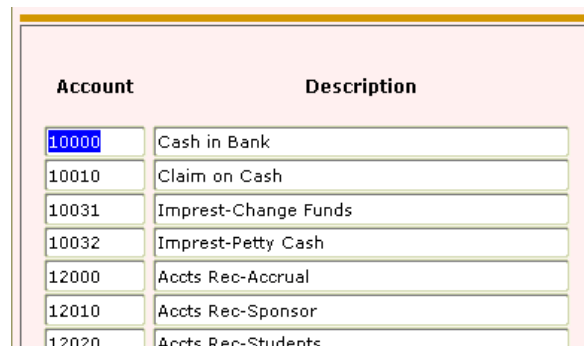


Chart: C Fund: 10000 Educ
Fiscal Year: 10 Account:

Account	Description
10000	Cash in Bank
10010	Claim on Cash
10031	Imprest-Change Funds
10032	Imprest-Petty Cash
12000	Accts Rec-Accrual

To see more detail about a specific transaction:

Select the transaction line by clicking in any field on the line (selected line will be highlighted).



Account	Description
10000	Cash in Bank
10010	Claim on Cash
10031	Imprest-Change Funds
10032	Imprest-Petty Cash
12000	Accts Rec-Accrual
12010	Accts Rec-Sponsor
12020	Accts Rec-Students

From the **Menu Bar**, select **Options**.
Select **Query General Ledger Activity Info (FGIGLAC)**.



Oracle Developer Forms Runtime - Web: Open > FGITBAL

File Edit Options Block Item Record Query Tools Help

Query General Ledger Activity Info [FGIGLAC]

Format Display Preferences

Chart: C Fiscal Year: 16 Account Type:

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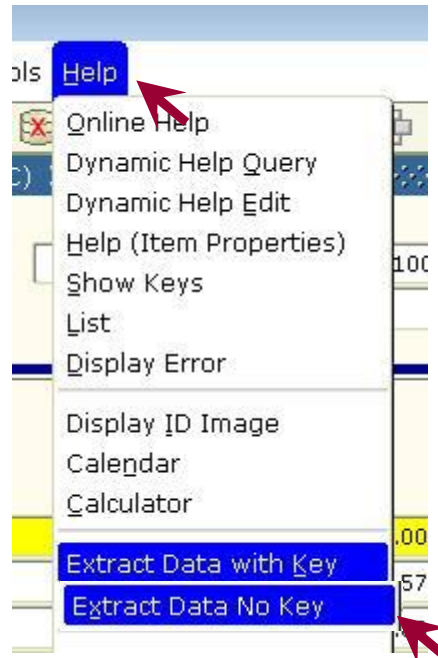
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Data from this form can be extracted to a spreadsheet.

To do this:

1. From the **Menu Bar**, select **Help**.
2. From the Help Options, select **Extract Data with Key** or **Extract Data No Key**.
3. Extracted data is displayed in a spreadsheet.

Note: ***Extract Data with Key*** means that the data in the **Key Block** will be included on the spreadsheet.



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FGIGLAC

General Ledger Activity

[illegible]

Use this form to view detailed transaction activity for **General Ledger (Balance Sheet) accounts** by account number in an online summary. The user can perform queries using the **Account**, **Type**, **Document**, **Amount**, and/or **D/C** fields presented in the form.

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To use **FGIGLAC**:

Required fields are **Chart**, **Fiscal Year**, and **Fund**. Entering an **Index** code will populate the **Fund** Field.

In the **Key Block**, enter an **Index** number

Select **Next Block**.

The cursor moves to the **Account** field.

Enter a query.

Note: Executing a query with all fields blank, displays all transactions by general ledger account (accounts presented in ascending order) for the selected **Index** and **Fiscal Year**.

Due to the possible high number of transaction records displayed, the total for all records is not displayed in the **Total** field.

To display the **Total for all records**, do the following:

From the **Options** menu, select **Query Total for all records**.

This displays the last record and the total for all records retrieved by the query.

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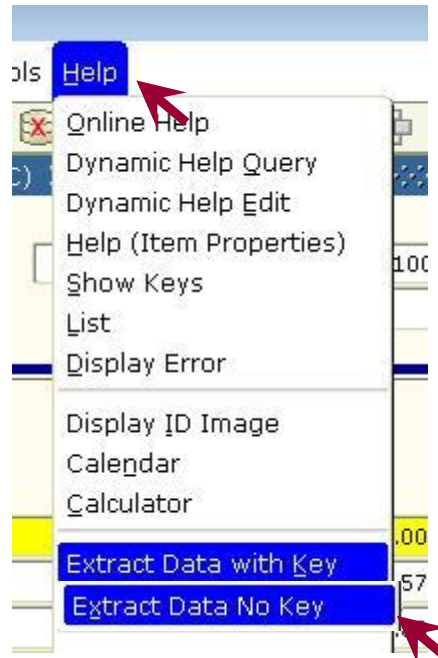
Extracting Data

Data from this form can be extracted to a spreadsheet.

To do this:

1. From the **Menu Bar**, select **Help**.
2. From the Help Options, select **Extract Data with Key** or **Extract Data No Key**.
3. Extracted data is displayed in a spreadsheet.

Note: *Extract Data with Key* means that the data in the **Key Block** will be included on the spreadsheet.



To see more detail for a specific transaction:

Select the desired **transaction record**.

(This highlights the selected record.)

Account	Transaction Date	Type
30005	20-JUN-2007	MIS
30005	20-JUN-2007	MIS
30005	20-JUN-2007	MIS
30005	20-JUN-2007	MIS

From the **Options** menu, select **Query Transaction Source Info (By Type)**.

Based on the Transaction **Type**, a form opens that displays transaction detail.



Section II: Generating Reports

Generating a Banner Report

Banner's **Job Submission Process** generates reports from Banner data. A **Job Process** is created for the desired report. These **Job Processes** must be used to generate reports from Banner. Each **Job Process** has a unique name, i.e., **FGRBDSC**. Requesting a **Job Process**, opens form **GJAPCTL**, **Process Submission Control Form**. Use form **GJAPCTL** to enter the report parameters.

The screenshot shows the 'Process Submission Controls' window for 'GJAPCTL 8.2.0.1 (TRNG)'. The form is divided into several sections, each highlighted with a red dashed border and labeled with a blue callout box:

- Key Block:** Contains the 'Process' dropdown (set to 'FGRBDSC'), 'Budget Status (Current Period)', and 'Parameter Set' dropdown.
- Printer Control Block:** Contains 'Printer', 'Special Print', 'Lines', and 'Submit Time' fields.
- Report Parameters Block:** A table with columns 'Number', 'Parameters', and 'Values' for entering report data.
- Submission Block:** Contains 'Save Parameter Set as', 'Name', 'Description', 'Hold', and 'Submit' options.

Form GJAPCTL

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To Generate a Report in Banner:

From the **General Menu Form** (**GUAGMNU**) enter the **Job Process Name** for the report in the **Go To...** field, such as **FGRBDSC**.

Press **Enter**.

The screenshot shows the 'General Menu GUAGMNU 8.2 (TRNG)' window. The 'Go To...' field contains 'FGRBDSC'. A red arrow points to this field. Below the field is a tree view with folders: 'My Banner', 'General User Preferences Mainte...', 'Organize My Banner [GUAPMNU]', and 'Banner'.

Key Block

Form **GJAPCTL**, **Process Submission Control** form, opens.

The **Job Process Form** name will appear in the **Process** field and it's **Description** in the field to the right.

Press **Tab**.

The screenshot shows the 'Process Submission Controls GJAPCTL 8.2.0.1 (TRNG)' window. The 'Process:' field contains 'FGRBDSC' and the adjacent dropdown menu shows 'Budget Status (Current Period)'. Both fields are circled in orange. Below is a 'Printer Control' section with a 'Printer:' field.

In the **Parameter Set** field, enter or select the name of a saved parameter set.

If there is no **Parameter Set** saved, leave this field blank.

Select **Next Block**.

Note: Creation of a **Parameter Set** is explained below.

The screenshot shows a 'Parameter Set:' field with 'JOHNS' entered. The field is highlighted with a yellow background.

Printer Control Block

In the **Printer** field, enter **DATABASE**. Leave the other fields blank.

Select **Next Block**

The screenshot shows the 'Printer Control' section with the 'Printer:' field containing 'DATABASE'. The field is highlighted with a yellow background.

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Report Parameters Block

If a saved **Parameter Set** was entered, the saved values will be loaded in the **Values** fields.

If no **Parameter Set** was used, enter the appropriate **Values** for each parameter.

To learn what the **Parameter Values** should be and how to enter them, go to the section for each report:

- [FGRBDSC](#)
- [FGRODTA](#)
- [FGRGLTA](#)

Note: If reading this reference manual on line, hold down the **Ctrl** key and click on the desired report.

The **Parameter Values** entered determine the contents and scope of the report.

Select **Next Block**.

Submission Block

To save the entered **Parameter Values** as a set to use again, click the **Save Parameter Set as** check box.

Press **Tab**.

Submission	
<input checked="" type="checkbox"/> Save Parameter Set as	Name:

In the **Name** field enter the desired name for the **Parameter Set**.

Press **Tab**.

Name:	<input type="text" value="FY10"/>	Description:	<input type="text" value="T"/>
-------	-----------------------------------	--------------	--------------------------------

In the **Description** field, enter a description of the purpose or contents of the report.

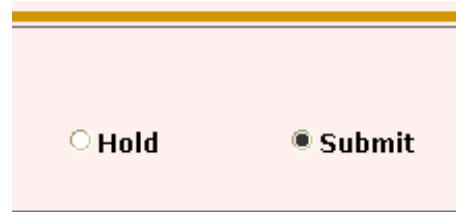
Press **Tab**.

Description:	<input type="text" value="Training Report"/>
--------------	--

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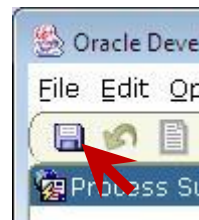
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Ensure the **Submit** radio button is selected.



A screenshot of a form section with two radio buttons. The first is labeled 'Hold' and is unselected. The second is labeled 'Submit' and is selected, indicated by a black dot in the center of the circle.

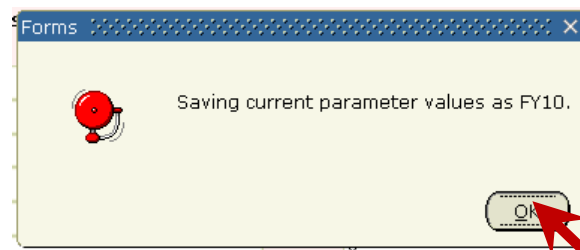
Click **Save** or press the **F10** key to save the report parameters and run the report.



or **F10** key

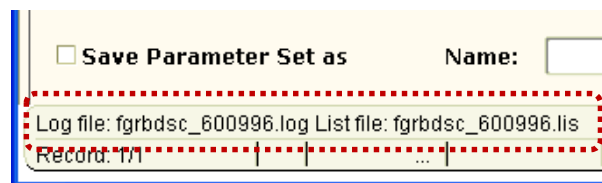
An **Alert Box** will open stating the **Parameter Set** is saved.

Click **OK**.



The **data** on the entire form **will clear** indicating the report has run.

Report information will display in the **Autohint Line**.



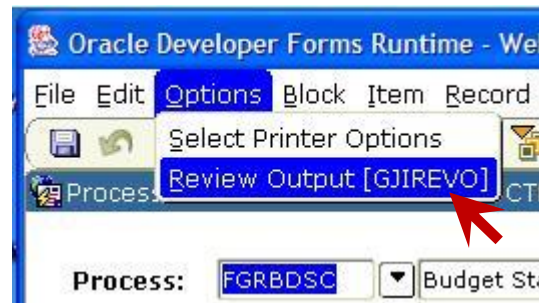
A screenshot of a 'Save Parameter Set as' dialog box. It has a checkbox labeled 'Save Parameter Set as' and a 'Name:' field. Below this, a red dashed box highlights the following text: 'Log file: fgrbdsc_600996.log List file: fgrbdsc_600996.lis' and 'Record: 1/1'.

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To View the Generated Report:

From the **Menu Bar** select **Options**.

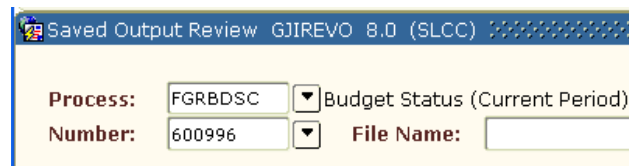
From the **Options List**, select **Review Output (GJIREVO)**.



The form, **GJIREVO** opens.

The cursor will be in the **File Name** field.

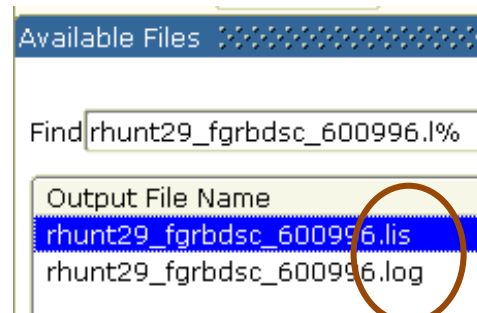
Double click in this field.



The **Available Files** block opens with 2 output files:

- One ending with extension **.lis**
- One ending with extension **.log**.

Double click on the **.lis** file.



The **report** displays in Banner.

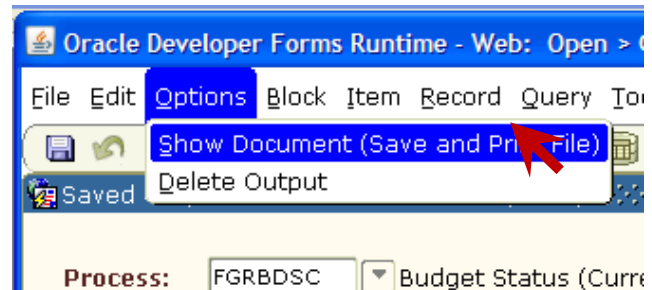
REPORT FGRBDSC		Salt Lake Community College	
FISCAL YEAR: 10		Budget Status (Current Period)	
		AS OF 08-AUG-2007	
COAS:	C	Salt Lake Community College	
FUND:	10000	Education & General	
PRED ORG:	IZENTA	Enterprise Applications	
ORG:	IIADCM	Administrative Computing Services	
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY

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Printing the Report:

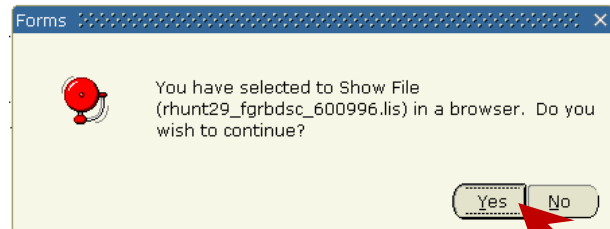
With the report displayed, select **Options** from the **Menu Bar**.

Click on the **Show Document (Save and Print File)** option.



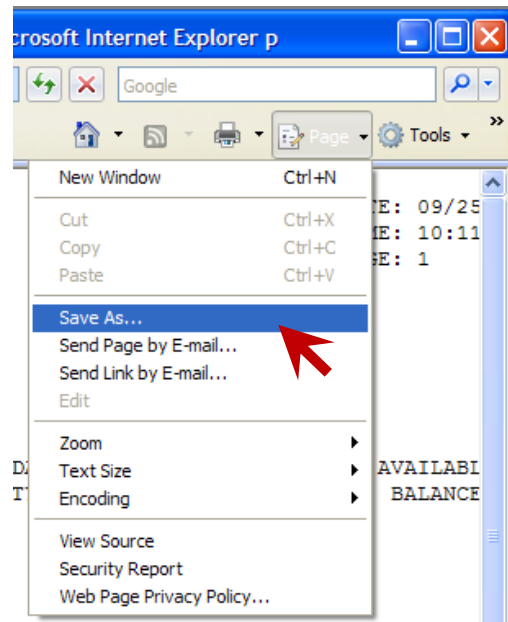
An **Alert Box** opens stating that the file will open in a browser (your default browser).

Click the **Yes** response button.



A **Browser** window (your default browser) will open with the report displayed.

From the **Page** menu options, select the **Save As** option.



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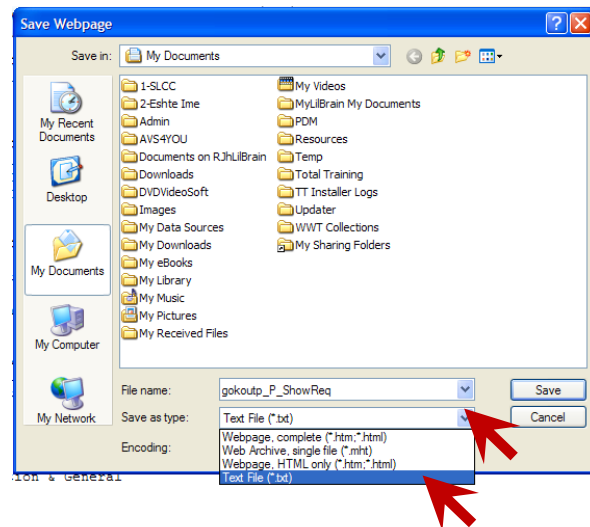
The **Save Web Page** dialogue box opens.

Using the **Save in** field, navigate to a folder in which to save the **Report** file.

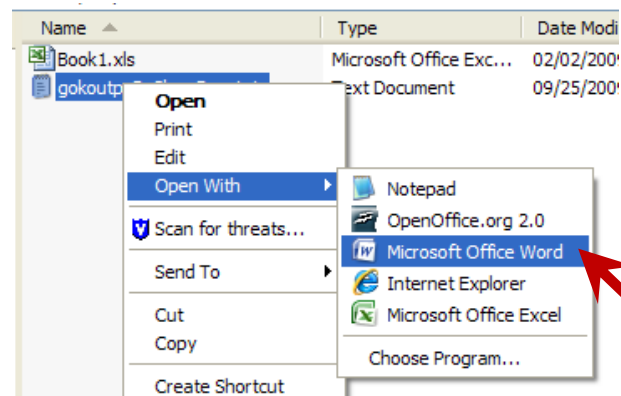
In the **File Name** field enter a name for the **Report** file

In the **Save as type** field, click the **Search** button and select **Text File (*.txt)** from the drop down list.

Click the **Save** button.



After saving the file, navigate to it. **Right click** on it and open it with **MS Word**.



When the report opens, **format** it as desired.

[Sample Formatting for Report](#) is found in **Appendix F**, page 61.

Formatting can be saved as a **Macro** which can be run to automatically format future reports.

Go to [Creating a Macro](#), **Appendix F**, page 57 for instructions.

[Sample Formatting for a Report](#) [Creating a Macro in MS Word.](#)

Select a link to go to the **Instructions**.

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Section III: Budget Reports

The following tables describe the **Parameter Values** that should be entered for three budget reports:

- FGRBDSC – Budget Status (Current Period) Report
- FGRODTA – Organization Detail Activity Report
- FGRGLTA – General Ledger Transaction Activity Report

An example of each report follows the **Parameter Value** table.

FGRBDSC – Budget Status (Current Period) Report

Description: This report is sorted by fund for each organization. The report displays:

- adjusted budget
- current and year-to-date activity
- budget reservations
- available balance for each account

FGRBDSC Parameter Table

Parameter Number	Name	Required Yes/No	Description	Value
01	Fiscal Year	Yes	Fiscal Year for reporting	YY (07)
02	Chart of Accounts (COA)	Yes	COA for reporting.	C
03	From Fund Code	Yes (General Fund Indexes)	First Fund Code in a series. Indicates first fund code to include in the report.	(as desired)
04	To Fund Code	Yes (General Fund Indexes)	Last Fund Code in a series. Indicates the last fund code to include in the report.	(as desired)
05	From Organization	Yes (Revenue Indexes)	First Organization Code in a series. Indicates the first organization code to include in the report.	(as desired)
06	To Organization	Yes (Revenue Indexes)	Last Organization Code in a series. Indicates the last organization code to include in the report.	(as desired)

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07	From Account	No	First Account Code in a series. Indicates first account code to include in the report.	Normally Blank
08	To Account	No	Last Account Code in a series. Indicates last account code to include in the report.	Normally Blank
09	As of Date (dd-mon-yyyy)	Yes	As of date for the report.	Default = System date.
10	Include Accrual Period	Yes	Causes accrual periods to be included in the report. Always enter Y.	Always put Y (yes).
11	Print Report Totals	Yes	Causes totals to print on the report. Always enter Y for yes	Always enter Y (default value).
12	Print Net Totals	Yes	Causes net totals to print on the report.	Always enter Y (default value).
13	Commitment Type Indicator	No	Determines if committed/uncommitted budget records are printed.	Always leave <i>blank</i> (default value).

Hint: Entering **AAAA** after the first two letters of the **Organization Code** in the **From Organization Code** field and **ZZZZ** after the last two letters of the **Organization Code** in the **To Organization Code** field returns all **Index Codes** within an organization.

For Example: IIAAAA and IZZZZ

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Sample of FGRBDSC Report

REPORT FGRBDSC		Salt Lake Community College			RUN DATE: 08/28/2007		
FISCAL YEAR: 07		Budget Status (Current Period)			TIME: 09:03 AM		
		AS OF 30-JUN-2007			PAGE: 1		
COAS: C		Salt Lake Community College					
FUND: 20103		WFS Perkins Tech Prep 07					
PRED ORG: B2WFSC		Wasatch Front South Consortium					
ORG: BBWFSC		Wasatch Front South Consortium					
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
50000	Revenue Budget	398,955.00	.00	.00	.00	398,955.00	U
TOTAL	Revenue Budget	398,955.00	.00	.00	.00	398,955.00	
52001	Federal Grants-Current Year	.00	238,863.96	272,675.96	.00	-272,675.96	U
TOTAL	Grants and Contracts	.00	238,863.96	272,675.96	.00	-272,675.96	
70000	Current Expense Budget	368,955.00	.00	.00	.00	368,955.00	U
70250	Parking Fees	.00	.00	28.00	.00	-28.00	U
70445	Expenses Not Classified	.00	.00	207,451.00	.00	-207,451.00	U
70455	Luncheon & Refreshments	.00	12.93	310.54	.00	-310.54	U
70485	Rcord Aud/Video Tapes/CD's	.00	.00	6,000.00	.00	-6,000.00	U
70810	Rental of Facilities	.00	.00	630.00	.00	-630.00	U
72080	Serv Ctr-Food Service	.00	.00	3,047.35	.00	-3,047.35	U
72530	Services-Individual-1099	.00	5,890.00	28,430.00	.00	-28,430.00	U
73070	Supplies-Office	.00	.00	133.22	.00	-133.22	U
73510	Conference Registration/Fees	.00	.00	7,448.42	.00	-7,448.42	U
TOTAL	Current Expenses	368,955.00	5,902.93	253,478.53	.00	115,476.47	
90100	Out-State Trav Budget	30,000.00	.00	.00	.00	30,000.00	U
90110	Staff Out-State Dev	.00	1,484.40	16,971.21	6,000.00	-22,971.21	U
90130	Staff Out-State Other	.00	.00	2,226.22	.00	-2,226.22	U
TOTAL	Travel	30,000.00	1,484.40	19,197.43	6,000.00	4,802.57	
TOTAL ORGANIZATION							
BBWFSC Wasatch Front South Consortium							
TOTAL	Revenues	398,955.00	238,863.96	272,675.96	.00	126,279.04	
TOTAL	Operating Expenses	398,955.00	7,387.33	272,675.96	6,000.00	120,279.04	
NET		.00	231,476.63	.00	-6,000.00	6,000.00	
TOTAL FUND							
20103 WFS Perkins Tech Prep 07							
TOTAL	Revenues	398,955.00	238,863.96	272,675.96	.00	126,279.04	
TOTAL	Operating Expenses	398,955.00	7,387.33	272,675.96	6,000.00	120,279.04	
NET		.00	231,476.63	.00	-6,000.00	6,000.00	

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FGRODTA – Organization Detail Activity Report

Description: This report is sorted by account and fund within each organization. The report displays:

- expenses
- budget and encumbrance detail activity (operating ledgers record budget and encumbrance activity) within a specified period

Specifying a **From Date** and **To Date** that are the beginning and ending month dates, causes **beginning** and **ending balances** to display on this report.

If these dates are not a month begin or end date, activity displays within the date ranges without beginning and ending balances.

FGRODTA Parameter Table

Parameter Number	Name	Required Yes/No	Description	Value
01	Fiscal Year	Yes	Fiscal Year for reporting	YY (07)
02	Chart of Accounts (COA)	Yes	COA for reporting.	C
03	From Organization	No	First Organization Code in a series. Indicates the first organization code to include in the report.	(as desired)
04	To Organization	No	Last Organization Code in a series. Indicates the last organization code to include in the report.	(as desired)
05	From Fund Code	No	First Fund Code in a series. Indicates first fund code to include in the report.	(as desired)
06	To Fund Code	No	Last Fund Code in a series. Indicates the last fund code to include in the report.	(as desired)
07	From Account	No	First Account Code in a series. Indicates first account code to include in the report.	Normally Blank
08	To Account	No	Last Account Code in a series. Indicates last account code to include in the report.	Normally Blank

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09	From Date	Yes	The beginning date of transactions to be reported.	Usually enter first day of month .
10	To Date	Yes	The ending date of transactions to be reported.	Enter last day of month .
11	Include Accrual Period	Yes	Causes accrual period to be included in the report.	Always enter Y (default=N).
12	Print Organization Totals	Yes	Causes totals to print on the report.	Always enter Y (default value).
13	Commitment, Uncommitted, or Both	Yes	Enter U for Uncommitted, C for Committed , or B for Both	Always use U (default value)

Hint: Entering **AAAA** after the first two letters of the **Organization Code** in the **From Organization Code** field and **ZZZZ** after the last two letters of the **Organization Code** in the **To Organization Code** field returns all **Index Codes** within an organization.

For Example: IIAAAA and IZZZZ

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Budget Management Tools in Banner

Sample of FGRODTA Report

28-AUG-2007 09:08:24		Salt Lake Community College				PAGE 1			
FISCAL YEAR 07		Organization Detail Activity				FGRODTA			
		From 01-JUL-2006 To 30-JUN-2007							
CORS: C		Salt Lake Community College							
ORG: BSWFSC		Wasatch Front South Consortium							
TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
WFS Perkins Tech Prep 07					20103				
BEGINNING BALANCE: Revenue Budget					50000	.00	.00	.00	
07/26/2006	BD01	J0011560	B69	INITIAL BUDGET	50000	398,955.00			U
ENDING BALANCE: Revenue Budget					50000	398,955.00	.00	.00	
BEGINNING BALANCE: Federal Grants-Current Year					52001	.00	.00	.00	
03/23/2007	MIS	F0022914	723751	ST OF UT Claim/Reimb	52001		33,812.00		U
06/30/2007	JE16	JE7401		ACCRUE FED A/R AT FYE-07	52001		238,863.96		U
ENDING BALANCE: Federal Grants-Current Year					52001	.00	272,675.96	.00	
BEGINNING BALANCE: Current Expense Budget					70000	.00	.00	.00	
07/26/2006	BD01	J0011560	B69	INITIAL BUDGET	70000	378,955.00			U
04/03/2007	BD03	J0013034	B1185	TEMPORARY TRANSFER	70000	-10,000.00			U
ENDING BALANCE: Current Expense Budget					70000	368,955.00	.00	.00	
BEGINNING BALANCE: Parking Fees					70250	.00	.00	.00	
10/13/2006	IDB	J0012025	07F0735	Permit for Justin Lewis	70250		28.00		U
ENDING BALANCE: Parking Fees					70250	.00	28.00	.00	
BEGINNING BALANCE: Expenses Not Classified					70445	.00	.00	.00	
04/20/2007	INNI	I0159936		Salt Lake City School Distri	70445		44,164.00		U
04/21/2007	INNI	I0160036		Tooele School District	70445		19,678.00		U
05/22/2007	INNI	I0162434		Murray School District	70445		24,896.00		U
05/22/2007	INNI	I0162434		Murray School District	70445		24,896.00		U
05/22/2007	INNI	I0162435		Jordan School District	70445		118,713.00		U
05/22/2007	INNI	I0162435		Jordan School District	70445		118,713.00		U
05/22/2007	ICNI	I0162435		Jordan School District	70445		-118,713.00		U
05/22/2007	ICNI	I0162434		Murray School District	70445		-24,896.00		U
ENDING BALANCE: Expenses Not Classified					70445	.00	207,451.00	.00	
BEGINNING BALANCE: Luncheon & Refreshments					70455	.00	.00	.00	
11/30/2006	VISA	F0022084	110206	EINSTEIN BROS #0732	70455		12.90		U
11/30/2006	VISA	F0022084	111706	CARRABBA'S #6030	70455		171.14		U
12/31/2006	VISA	F0022354	121406	EINSTEIN BROS #0732	70455		20.96		U
01/31/2007	VISA	F0022569	011107	EINSTEIN BROS #0732	70455		12.90		U
01/31/2007	JE16	JE7166	F22084	VISA EINSTEIN BRO 11/30	70455		25.80		U
02/28/2007	VISA	F0022807	020807	EINSTEIN BROS #0732	70455		12.90		U
03/19/2007	INNI	I0157710		Johnson, Don R.	70455		15.18		U
03/31/2007	VISA	F0022954	030807	EINSTEIN BROS #0732	70455		12.90		U
04/30/2007	VISA	F0023182	041907	EINSTEIN BROS #0732	70455		12.93		U
06/07/2007	JE16	JE7330	F23467	VISA EINSTEIN BROS 6/6	70455		12.93		U
ENDING BALANCE: Luncheon & Refreshments					70455	.00	310.54	.00	

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FGRGLTA – General Ledger Transaction Activity Report

Description: This report displays by **Fund** the following information for **General Ledger Accounts**:

- beginning and ending balances
- detail debit and credit activity

NOTE: General Ledger accounts have debits, credits, and balances.

- Beginning and ending balances are obtained directly from the **General Ledger Form (FGITBAL)**.
- Debit and credit activity is obtained from the **Transaction Detail Form (FGIGLAC)**.

When a **From Date** and **To Date** are specified as a month begin and end date, beginning and ending balances display on this report. Otherwise, activity displays within the date ranges without beginning and ending balances. Balances that are opposite an account's normal balance, (i.e., credit, debit, or zero) are flagged with an indicator to the right of the balance.

FGRGLTA Parameter Table

Parameter Number	Name	Required	Description	Value
01	Fiscal Year	Yes	Fiscal year for reporting	YY (08)
02	Chart of Accounts	Yes	Chart of accounts for reporting.	C
03	From Fund Code	No	First Fund Code in a series. Indicates first fund code to include in the report.	(as desired)
04	To Fund Code	No	Last Fund Code in a series. Indicates the last fund code to include in the report.	Normally Blank
05	From Account Code	No	First Account Code in a series. Indicates first account code to include in the report.	Normally Blank
06	To Account Code	No	Last Account Code in a series. Indicates last account code to include in the report.	(as desired)
07	From Date	Yes	The beginning date of transactions to be reported.	dd-mon-yyyy
08	To Date	Yes	The ending date of transactions to be reported.	dd-mon-yyyy

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09	Include Accrual for Last Period	No	Causes accrual period to be included in the report.	Always use Y (default = N)
10	Print Fund Totals	Yes	Causes totals to print on the report.	Always use Y (default value)

Sample of FGRGLTA Report

28-AUG-2007 09:27:00		Salt Lake Community College				PAGE 1		
FISCAL YEAR 2007		General Ledger Detail Transact				FGRGLTA		
		From 01-JUL-2006 To 30-JUN-2007						
COAS: C		Salt Lake Community College						
FUND: 12817		XXXXXX Discretionary						
TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF	DESCRIPTION	ACCOUNT	DEBITS	CREDITS	BALANCE
BEGINNING BALANCE: Claim on Cash					10010			160,502.37
07/20/2006	DNNI	00320757	I0140103	LCD-320757-SAMS CLUB	10010		7.13	
08/30/2006	IDB	J0011743	#004509	Replace 20 cabinet locks LAC	10010		1,267.00	
10/01/2006	JE16	JE7078		1ST QTR INT	10010	2,098.12		
12/31/2006	JE16	JE7174		2ND QUARTER INT	10010	2,194.24		
03/15/2007	DNNI	00321576	I0157754	Southwest Valley Chamber of Co	10010		45.00	
03/30/2007	DNEI	00208173	I0158123	Fife Engineering Co	10010		1,950.00	
03/31/2007	JE16	JE7282		3RD QTR INT	10010	2,243.71		
04/30/2007	VISA	F0023182	042307	NEWSPAPER AGENCY CORP	10010		47.00	
05/14/2007	JE16	JE7299	I159378	FASTSIGNS 4/16	10010		5,950.01	
06/19/2007	JE16	JE7342	I162583	NATIONWIDE ADVERTISING 5/23	10010		766.02	
06/30/2007	JE16	JE7381		4TH QTR INT	10010	1,096.64		
ENDING BALANCE: Claim on Cash					10010	12,632.71	131,478.74	41,659.34
BEGINNING BALANCE: Accounts Payable					20010			.00
07/20/2006	INNI	I0140103		LCD-320757-SAMS CLUB	20010		7.13	
07/20/2006	DNNI	00320757	I0140103	LCD-320757-SAMS CLUB	20010	7.13		
08/02/2006	INNI	I0140754		Crystal Inn	20010		128.70	
08/02/2006	INNI	I0140754		Crystal Inn	20010		128.70	
08/02/2006	DNNI	00320754	I0140754	Crystal Inn	20010	128.70		
08/10/2006	ICNI	I0140754		Crystal Inn	20010	128.70		
03/15/2007	INNI	I0157754		Southwest Valley Chamber of Co	20010		45.00	
03/15/2007	DNNI	00321576	I0157754	Southwest Valley Chamber of Co	20010	45.00		
03/28/2007	INEI	I0158123		Fife Engineering Co	20010		1,950.00	
03/30/2007	DNEI	00208173	I0158123	Fife Engineering Co	20010	1,950.00		
ENDING BALANCE: Accounts Payable					20010	2,962.41	2,962.41	.00

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Report Printing Tips

- Always use the first day of a month and the last day of a month in the **From Date** and **To Date** parameter fields.
 - Causes totals for the **Account Code(s)** to appear on the printed report.
- If the actual report date is prior to the end of the month:
 - the ending date in the report heading in Word (or after the report is printed) should be changed to the actual report date
 - this is to correct the heading date to match the time period covered in the report
- Year end reports - printing procedures:
 - Run prior fiscal year reports well after June 30th
 - Business Office continues to post transactions and adjustments to Banner indexes until closeout.
 - Final closeout occurs after the annual audit in late September or October.
 - When generating a report after June 30th for the **prior** fiscal year:
 - put a Y in the Include Accrual for last Period parameter field
 - causes report to include post year-end adjustments and to reflect final prior fiscal year balances
 - Ensure that the **To Date** parameter is **June 30, 20XX** (the last day of the fiscal year).

1.

Further questions or clarification contact:

- SLCC Budget Office
 - Dana Van Dyke – 4149
 - Arlene Asay – 4229
 - Hoa Nguyen – 4243

Appendix A: Index Code Logic

This appendix details the logic behind **Index Codes**. Index Codes simplify accounting. Each **Index Code equals** a default: **Fund**, **Organization**, and **Program Code**. There are two types of Index Codes:

- a six character Alpha code for General Fund (hard funded) Indexes
- a five digit Numeric code for Revenue (soft funded) Indexes

Basic Rules:

General Fund Indexes (hard funded indexes)

- **Rule:** The Index Code matches the 6 letter Organization Code.

Example:	Organization Code	Index Code
Academic Computing	IIADCM	IIADCM

Revenue Indexes (soft funded indexes)

- **Rule:** The **Index Code** matches the 5 digit **Fund Code**.

Example:	Fund Code	Index Code
SEOG	20311	20311

- **Exception:** Where one **Fund** or **revenue** source has sub funds, the **Index Code** is based on a sequential number series starting with the related 5 digit Fund Code.

Example:	Fund Code	Index Code
Grand Theatre Control	16000	16000
Production #1	16000	16001
Production #2	16000	16002
Production #3	16000	16003

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Appendix B: Account Code logic

The following table explains the logic for generating **Account Codes**.

Type of Code	Sequence	Account Type
	1XXXX	Assets
	2XXXX	Liabilities
	3XXXX	Control Accounts
	4XXXX	Fund Balance/Equity Accounts
R	5XXXX	Revenue Accounts
L	60XXX	Salaries
L	61XXX	Hourly Teaching
L	62XXX	Hourly Non-Teaching
L	65XXX	Salaried Benefits
L	66XXX	Hourly Benefits
E	7XXXX	Current Expense
T	8XXXX	Transfers In and Out
E	90XXX	Travel
E	94XXX	Plant Fund Capital Expenditures
E	96XXX	Budget Hold
E	99XXX	Indirect Costs

R = Revenue

L = Labor

E = Expenditure

T = Transfer

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Budget Management Tools in Banner

Appendix C – Accounts for Chart of Accounts

Revised February 2008

Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
<i>CURRENT EXPENSE</i>		<i>CURRENT EXPENSE</i>	
70010	Data Process Expense	70405	Advertising
70020	Software/Computer	70610	Awards
70030	IT Security	70410	Bad Debt Expense
70110	Materials-Signs	70415	Bank Service Charges
70120	Materials-Remodeling	70910	Bldg Repair/Maintenance
70130	Materials-Other	70420	Books & Publications
70210	Fees-Other	70425	Club Expenditures
70220	Inspection Fees	76010	Computer Equipment
70230	License Fees	73510	Conference Registration/Fees
70240	Memberships	70430	Consignment Payments
70250	Parking Fees	70431	Contract Retention
70260	Student Fees	70432	Contributions
70305	Library-Blank Audio-Video Tapes	70435	Credit Card Charges
70310	Library-Books/Continuation	70440	Current Exp/Match/Transfer
70315	Library-Books/Publications	70010	Data Process Expense
70320	Library-CD Services	70830	Equipment Lease/Purchase
70325	Library-Materials	70920	Equipment Repair/Maintenance
70330	Library-Microfilm Services	70445	Expenses Not Classified
70335	Library-Newspapers	70840	Facilities Lease/Purchase
70340	Library-On Line Services	70210	Fees-Other
70345	Library-Rec Audio/Video Tapes	74015	Heat Other
70350	Library-Recorded CD's	74010	Heat/Gas
70405	Advertising	70620	Honorariums-1099
70410	Bad Debt Expense	70220	Inspection Fees
70415	Bank Service Charges	70450	Insurance
70420	Books & Publications	70030	IT Security
70425	Club Expenditures	70305	Library-Blank Audio-Video Tapes
70430	Consignment Payments	70310	Library-Books/Continuation
70431	Contract Retention	70315	Library-Books/Publications
70432	Contributions	70320	Library-CD Services

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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
70435	Credit Card Charges	70325	Library-Materials
70440	Current Exp/Match/Transfer	70330	Library-Microfilm Services
70445	Expenses Not Classified	70335	Library-Newspapers
70450	Insurance	70340	Library-On Line Services
70455	Luncheon & Refreshments	70345	Library-Rec Audio/Video Tapes
70460	Minor Equipment	70350	Library-Recorded CD's
70463	Overhead Allocation	70230	License Fees
70465	Postage and Mailing	70455	Luncheon & Refreshments
70470	Principle & Interest Cancellation	70130	Materials-Other
70475	Printing-External	70120	Materials-Remodeling
70480	Purchase Card	70110	Materials-Signs
70485	Rcrd Aud/Video Tapes/CD's	70240	Memberships
70490	Royalties	70460	Minor Equipment
70495	Subscriptions	70463	Overhead Allocation
70497	Subsistence - CRO Participants	70250	Parking Fees
70510	Purchases for Resale-Books	70465	Postage and Mailing
70520	Purchases for Resale-Food	74020	Power and Light
70530	Purchases for Resale-Freight	70470	Principle & Interest Cancellation
70540	Purchases for Resale-Inventory Adjstmnt	70475	Printing-External
70550	Purchases for Resale-Merchandise	70480	Purchase Card
70560	Purchases for Resale-Other	70510	Purchases for Resale-Books
70610	Awards	70520	Purchases for Resale-Food
70620	Honorariums-1099	70530	Purchases for Resale-Freight
70710	Refund-Current Expense	70540	Purchases for Resale-Inventory Adjstmnt
70715	Refund from Foundation	70550	Purchases for Resale-Merchandise
70720	Refund-Lab Fees	70560	Purchases for Resale-Other
70730	Tuition Reimbursement (Prior Year)	70485	Rcrd Aud/Video Tapes/CD's
70740	Student Aid (Prior Year)	70715	Refund from Foundation
70750	Reimb-Cell Phone Monthly Charges	70710	Refund-Current Expense
70755	Reimb-Cell Phone Equipment Charges	70720	Refund-Lab Fees
70810	Rental of Facilities	70755	Reimb-Cell Phone Equipment Charges
70820	Rental of Equipment	70750	Reimb-Cell Phone Monthly Charges
70830	Equipment Lease/Purchase	70820	Rental of Equipment
70840	Facilities Lease/Purchase	70810	Rental of Facilities

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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
70910	Bldg Repair/Maintenance	70490	Royalties
70920	Equipment Repair/Maintenance	71070	Scholarship-Adjust to FISAP
70930	Vehicle Maintenance	71110	Scholarship-Board
70940	Software Maintenance	71120	Scholarship-Books
71040	Scholarship-Grant-in-Aid	71130	Scholarship-Fees
71041	Scholarship-Grant-in-Aid Summer	71040	Scholarship-Grant-in-Aid
71042	Scholarship-Grant-in-Aid Prior Year	71042	Scholarship-Grant-in-Aid Prior Year
71043	S'ship-Grant Aid Summer Prior Year	71041	Scholarship-Grant-in-Aid Summer
71045	S'ship-Grant Aid Skill Center	71150	Scholarship-Room
71046	S'ship-Grant Aid Skills Prior Year	71050	Scholarship-Tier II Waivers
71050	Scholarship-Tier II Waivers	71052	Scholarship-Tier II Waivers Prior Year
71052	Scholarship-Tier II Waivers Prior Year	71060	Scholarship-Tuition
71060	Scholarship-Tuition	72010	Serv Ctr-Bookstore
71070	Scholarship-Adjust to FISAP	72020	Serv Ctr-CE Computer Lab
71110	Scholarship-Board	72030	Serv Ctr-Cell Phones
71120	Scholarship-Books	72040	Serv Ctr-Central Repair
71130	Scholarship-Fees	72050	Serv Ctr-Copy Center
71150	Scholarship-Room	72060	Serv Ctr-Distance Education
72010	Serv Ctr-Bookstore	72070	Serv Ctr-Electrical
72020	Serv Ctr-CE Computer Lab	72080	Serv Ctr-Food Service
72030	Serv Ctr-Cell Phones	72090	Serv Ctr-Health Services
72040	Serv Ctr-Central Repair	72190	Serv Ctr-ID Cards
72050	Serv Ctr-Copy Center	72100	Serv Ctr-Instructional Media
72060	Serv Ctr-Distance Education	72110	Serv Ctr-Mailing
72070	Serv Ctr-Electrical	72120	Serv Ctr-Materials Distribution
72080	Serv Ctr-Food Service	72130	Serv Ctr-Network Services
72090	Serv Ctr-Health Services	72140	Serv Ctr-Office Supply (Flow-Thru)
72100	Serv Ctr-Instructional Media	72150	Serv Ctr-Other
72110	Serv Ctr-Mailing	72180	Serv Ctr-Security Service
72120	Serv Ctr-Materials Distribution	72160	Serv Ctr-SLCC Netlink
72130	Serv Ctr-Network Services	72170	Serv Ctr-Telephone
72140	Serv Ctr-Office Supply (Flow-Thru)	72174	Serv Ctr-Telephone-Cellular
72150	Serv Ctr-Other	72171	Serv Ctr-Telephone-Circuits
72160	Serv Ctr-SLCC Netlink	72172	Serv Ctr-Telephone-LD

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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
72170	Serv Ctr-Telephone	72173	Serv Ctr-Telephone-Paging
72171	Serv Ctr-Telephone-Circuits	72510	Services-Consulting/Profess Fees
72172	Serv Ctr-Telephone-LD	72520	Services-Corporation
72173	Serv Ctr-Telephone-Paging	72525	Services-CRO Participant Stipends
72174	Serv Ctr-Telephone-Cellular	72530	Services-Individual-1099
72180	Serv Ctr-Security Service	72540	Services-Interpreting
72190	Serv Ctr-ID Cards	72550	Services-Laundry/Linen
72510	Services-Consulting/Profess Fees	72560	Services-Security Alarm
72520	Services-Corporation	72570	Services-Temporary Staffing
72525	Services-CRO Participant Stipends	72580	Services-W/C Noncollege Employees
72530	Services-Individual-1099	70940	Software Maintenance
72540	Services-Interpreting	70020	Software/Computer
72550	Services-Laundry/Linen	71045	S'ship-Grant Aid Skill Center
72560	Services-Security Alarm	71046	S'ship-Grant Aid Skills Prior Year
72570	Services-Temporary Staffing	71043	S'ship-Grant Aid Summer Prior Year
72580	Services-W/C Noncollege Employees	73520	Staff Development
73010	Supplies-Custodial	73565	Stipend - Career Ladder
73020	Supplies-First Aid/Safety	73570	Stipend - Child Dev Assoc Scholarship
73030	Supplies-Gas, Oil, Grease, Solvent	73550	Stipend - Early Childhood
73040	Supplies-Grounds maintenance	73540	Stipend - School Age Care
73050	Supplies-Instructional	73530	Stipend - Training
73060	Supplies-Kitchen	73560	Stipend - Training & Longevity
73070	Supplies-Office	70740	Student Aid (Prior Year)
73080	Supplies-Patron Supplies	70260	Student Fees
73090	Supplies-Photo	73525	Student Travel/Training
73100	Supplies-Recreation	75020	Subcontract-6 CO AOG
73110	Supplies-Theater	75010	Subcontract-Add'l Pay
73120	Supplies-Tools	75030	Subcontract-Bear River
73510	Conference Registration/Fees	75170	Subcontract-BYU
73520	Staff Development	75040	Subcontract-CEU
73525	Student Travel/Training	75190	Subcontract-CEU-San Juan
73530	Stipend - Training	75050	Subcontract-Dixie
73540	Stipend - School Age Care	75200	Subcontract-Granite School District
73550	Stipend - Early Childhood	75060	Subcontract-Moab

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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
73560	Stipend - Training & Longevity	75220	Subcontract-Salt Lake County DCR
73565	Stipend - Career Ladder	75210	Subcontract-Salt Lake School District
73570	Stipend - Child Dev Assoc Scholarship	75230	Subcontract-Salt Lake/Tooele ATC
74010	Heat/Gas	75065	Subcontract-SE ATC
74015	Heat Other	75070	Subcontract-SEUAOG
74020	Power and Light	75080	Subcontract-Snow
74030	Telephone	75090	Subcontract-SUU
74031	Telephone - Circuits	75100	Subcontract-U of U
74032	Telephone - Long Distance	75110	Subcontract-UCCD
74033	Telephone - Paging	75120	Subcontract-Uintah
74034	Telephone - Cellular	75130	Subcontract-USU
74040	Waste Removal	75140	Subcontract-UT TFC
74050	Water and Sewer	75150	Subcontract-UVSC
75010	Subcontract-Add'l Pay	75160	Subcontract-Weber
75020	Subcontract-6 CO AOG	75180	Subcontract-Westminster
75030	Subcontract-Bear River	70495	Subscriptions
75040	Subcontract-CEU	70497	Subsistence - CRO Participants
75050	Subcontract-Dixie	73010	Supplies-Custodial
75060	Subcontract-Moab	73020	Supplies-First Aid/Safety
75065	Subcontract-SE ATC	73030	Supplies-Gas, Oil, Grease, Solvent
75070	Subcontract-SEUAOG	73040	Supplies-Grounds maintenance
75080	Subcontract-Snow	73050	Supplies-Instructional
75090	Subcontract-SUU	73060	Supplies-Kitchen
75100	Subcontract-U of U	73070	Supplies-Office
75110	Subcontract-UCCD	73080	Supplies-Patron Supplies
75120	Subcontract-Uintah	73090	Supplies-Photo
75130	Subcontract-USU	73100	Supplies-Recreation
75140	Subcontract-UT TFC	73110	Supplies-Theater
75150	Subcontract-UVSC	73120	Supplies-Tools
75160	Subcontract-Weber	74030	Telephone
75170	Subcontract-BYU	74034	Telephone - Cellular
75180	Subcontract-Westminster	74031	Telephone - Circuits
75190	Subcontract-CEU-San Juan	74032	Telephone - Long Distance
75200	Subcontract-Granite School District	74033	Telephone - Paging

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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
75210	Subcontract-Salt Lake School District	70730	Tuition Reimbursement (Prior Year)
75220	Subcontract-Salt Lake County DCR	70930	Vehicle Maintenance
75230	Subcontract-Salt Lake/Tooele ATC	74040	Waste Removal
76010	Computer Equipment	74050	Water and Sewer
TRAVEL		TRAVEL	
90010	Staff In-State Dev	90440	Ath Recruit-Entertainmt
90020	Faculty In-State Dev	90420	Ath Recruit-Lodging
90025	Budget Center Manager In-State Dev	90430	Ath Recruit-Meals
90030	Staff In-State Other	90410	Ath Recruit-Travel
90040	Faculty In-State Other	90350	Ath Trav-Athletic Director
90045	Budget Center Manager In-State Other	90320	Ath Trav-Lodging
90050	In-State Recruitment	90330	Ath Trav-Meals
90060	Motor pool	90340	Ath Trav-Misc
90065	Student In-State Travel	90310	Ath Trav-Transportation
90110	Staff Out-State Dev	90190	Budget Cntr Mngr International Dev
90120	Faculty Out-State Dev	90195	Budget Cntr Mngr International Other
90125	Budget Center Manager Out-State Dev	90025	Budget Center Manager In-State Dev
90130	Staff Out-State Other	90045	Budget Center Manager In-State Other
90140	Faculty Out-State Other	90125	Budget Center Manager Out-State Dev
90145	Budget Center Manager Out-State Other	90145	Budget Center Manager Out-State Other
90150	Out-State Recruitment	90155	Cash Advance Flow-Thru
90155	Cash Advance Flow-Thru	90020	Faculty In-State Dev
90165	Student Out-State Travel	90040	Faculty In-State Other
90170	Staff International Development	90175	Faculty International Development
90175	Faculty International Development	90185	Faculty International Other
90180	Staff International Other	90120	Faculty Out-State Dev
90185	Faculty International Other	90140	Faculty Out-State Other
90190	Budget Cntr. Manager International Dev	90050	In-State Recruitment
90195	Budget Cntr. Manager International Other	90060	Motorpool
90210	Team Trav-Transportation	90150	Out-State Recruitment
90220	Team Trav-Lodging	90010	Staff In-State Dev
90230	Team Trav-Meals	90030	Staff In-State Other
90240	Team Trav-Misc	90170	Staff International Development

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Accounts In Numeric Order		Accounts In Alphabetic Order	
Account Number	Account Description	Account Number	Account Description
90310	Ath Trav-Transportation	90180	Staff International Other
90320	Ath Trav-Lodging	90110	Staff Out-State Dev
90330	Ath Trav-Meals	90130	Staff Out-State Other
90340	Ath Trav-Misc	90065	Student In-State Travel
90350	Ath Trav-Athletic Director	90165	Student Out-State Travel
90410	Ath Recruit-Travel	90220	Team Trav-Lodging
90420	Ath Recruit-Lodging	90230	Team Trav-Meals
90430	Ath Recruit-Meals	90240	Team Trav-Misc
90440	Ath Recruit-Entertainmt	90210	Team Trav-Transportation
<i>CAPITAL PURCHASES (\$5000 or More)</i>		<i>CAPITAL PURCHASES (\$5000 or More)</i>	
94010	Office Furniture and Equipment	94030	Audio/Visual Equipment
94020	Instructional/Sports Equipment	94055	Capital Software
94030	Audio/Visual Equipment	94045	Computer Equipment
94040	Physical Plant Equipment	94050	Data Processing Equipment
94045	Computer Equipment	94020	Instructional/Sports Equipment
94050	Data Processing Equipment	94070	Motor Vehicles
94055	Capital Software	94010	Office Furniture and Equipment
94060	Other Equipment	94060	Other Equipment
94070	Motor Vehicles	94040	Physical Plant Equipment

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Appendix D – Banner Form Naming Matrix

Each Banner Form has a unique **Name** and **Description**. The **Form Name** contains 7 letters. The following matrix is used determine the form name and aid the user in identifying the purpose and/or description of a form.

1st Letter Identifies the Primary System owning the form.	A Advancement	K Work Management	T Accounts Receivable
	B Property Tax	L Occupational Tax/License	U Utilities
	C Courts	N Position Control	V Voice Response
	D Cash Drawer	O Customer Contact	X Records Indexing
	E XtenderSolutions	P HR/Payroll/Personnel	W Reserved for client Y applications that Z co-exist with Banner.
	F Finance	Q Electronic Work Queue	
	G General	R Financial Aid	
	I Information Access	S Student	

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2nd Letter Identifies the Module owning the form.	Advancement (A)	Financial Aid (R)	HR/Payroll/Personnel (P)
	A Advancement	B Budgeting	A Application
	D Designation	C Record Creation	B Budget
	E Event Management	E Electronic Data Exchange	C COBRA
	F Campaign	F Funds Management	D Benefit/Deduction
	G Pledge and Gift/Pledge Payment	H History and Transcripts	E Employee
		J Student Employment	H Time Reporting/History
	L Label	L Logging	O Overall
	M Prospect Management	N Need Analysis	P General Person
	O Organization	O Common Functions	R Electronic Approvals
	P Constituent/Person	P Packaging & Disbursements	S Security
	S Solicitor Organization	R Requirements Tracking	T Validation/Rule Table
	T Validation Form/Table	S Student System Shared Data	U Utility
	U Utility	T Validation Form/Table	V Reserved
	V Reserved	U Utility	X Tax Administration
	X Expected Matching Gift	V Reserved	
	Finance (F)	General (G)	Student (S)
	A Accounts Payable	E Event Management	A Admissions
	B Budget Development	J Job Submission	C Catalog
	C Cost Accounting	L Letter Generation	E Support services
	E Electronic Data Interchange	O Overall	F Registration/Fee Assessment
	F Fixed Assets	P Purge	G General Student
	G General Ledger	S Security	H Grades/Academic History
	I Investment Management	T Validation Form/Table	I Faculty Load
	N Endowment Management	U Utility	K Reserved – SCT International. UK
	O Operations	V Reserved	L location Management
	P Purchasing/Procurement	X Cross Product	M CAPP
	R Research Accounting	Accounts Receivable	O Overall
	S Stores Inventory	F Finance Accounts Receivable	P person
	T Validation Form/Table	G General Accounts Receivable	R Recruiting

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	U Utility	O Overall	S Schedule
	V Reserved	R Research Accounting	T Validation Form/Table
	X Archive Purge	S Student Accounts Receivable	U Utility
	Info. Access/Kiosk (I)	T Validation Form/Table	V Reserved – Can. Solution Ctr.
	R	U Utility	XtenderSolutions (E)
	S Student	V Reserved – Can. Solutions Ctr.	T Validation Form/Table
			X XtenderSolutions
	All Products		
W Reserved for client forms or modules used within a Banner application X (character in Letter 1 position does not equal W, Y, or Z) Z			

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3rd Letter Identifies the Type of form.	Advancement (A)	Financial Aid (R)	HR/Payroll/Personnel (P) Position Control (N)
	A Application Form	A Application Form	A Application Form
	B Base Table	B Base Table	B Base Table Batch COBOL process
	C Called/List Form	I Inquiry Form	
	I Inquiry Form	P Process/Report	I Inquiry Form
	P Process/Report	R Rule Table Repeating Rules Table Report	P Process/Report
	R Repeating Rules Table		R Rule Table Repeating Rules Table Report/Process
	T Temporary Table		
	V Validation Form View	T Temporary Table	V Validation Form/Table View
		V Validation Form/Table View	
	Finance (F)	General (G)	Student (S)
	A Application Form	A Application Form	A Application Form
	B Base Table	B Base Table Batch COBOL process	B Base Table
	I Inquiry Form		I Inquiry Form
	M Maintenance Form	I Inquiry Form	P Process
	Q Query Form	O Online COBOL Process	Q Query Form
	R Rule Table Repeating Rules Table Report/Process	Q Query Form	R Rule Table Repeating Rules Table Report/Process
		R Rule Table Repeating Rules Table Report/Process	
	V Validation Form/Table View	T General Maintenance Temporary Table	V Validation Form/Table View
	Accounts Receivable (T)		Information Access/Kiosk (I)
	A Application Form	V Validation Form/Table View	R Report
	I Inquiry Form		XtenderSolutions (E)
	P Process		
	Q Query Form		A Application Form
	R Report		V Validation Form/Table
	V Validation Form/Table		

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4th, 5th, 6th, and 7th letters: Abbreviation of the form's purpose or function.

Example: Below are 3 Forms and their structure:

SPAIDEN		GJRRPTS		FPIREQN	
S	Student	G	General	F	Finance
P	Person	J	Job Submission	P	Procurement
A	Application Form	R	Report/Process	I	Inquiry Form
IDEN	Identification	RPTS	Reports	REQN	Requisition Query

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Appendix E: Transaction Types and Document Number Definitions

Commonly Encountered Transaction Types

Type	Definition
ADEI	Additional charge (freight, etc.)
BD01	Permanent or original budget entry
BD02	Permanent budget entry (Base transfer)
BD03	Temporary budget entry (one-time transfers)
CNEC	Voided check - Credit memo with encumbrance
CNEI	Voided check - invoice with encumbrance
CNNC	Voided check - Credit memo without encumbrance
CNNI	Voided check - invoice without encumbrance
CORD	Change purchase order
DCSR	Cash receipt entry (posts cash received, but not deposited with the Cashier's Office)
E100	Travel encumbrance
E032	Encumbrance liquidation
HFNL	Payroll benefits
HGNL	Payroll salaries
ICEC	Cancel credit memo with encumbrance
ICEI	Cancel invoice with encumbrance
ICNC	Cancel credit memo without encumbrance
ICNI	Cancel invoice without encumbrance
IDB	Inter-departmental billing
INEC	Credit memo with encumbrance
INEI	Payment of invoice with encumbrance
INNC	Credit memo without encumbrance
INNI	Payment of check request invoice (without encumbrance) - "check request stamp"
JE05	Beginning balance posting entry
JE16	General journal entry (from Business Office)

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Type	Definition
MIS	Cash receipt transaction deposited at Cashier's Office
PB1 (2or 3)	Charge to student from the Banner-Student system (i.e. Tuition, student fee or lab fee)
PCLQ	Cancel PO - reinstate requisition reservation
POLQ	Liquidation of requisition reservation (when the purchase order is established)
PORD	Establish purchase order (establishes an encumbrance)
RCQP	Cancel requisition
REQP	Requisition - (establishes a reservation)
VISA	VISA P-card charge

Document Numbers

Document Number	Definition
Fxxxxxxxx	"F" Documents represent a journal entry resulting from a batch or file loaded into Banner Finance
Jxxxxxxxx	"J" Documents represent a journal entry entered on-line.
Ixxxxxxxx	"I" documents represent invoices being paid.
Pxxxxxxxx	"P" documents are purchase order transactions.
Rxxxxxxxx	"R" documents represent a purchase requisition.
Txxxxxxxx	"T" documents represent a travel encumbrance.

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Appendix F: Creating Macros in Word 2013

What is a Macro?

A **Macro** automates a task performed repeatedly or on a regular basis. For example, a series of commands and actions (Mouse clicks and key strokes) to format a report can be recorded and run to repeat the formatting. As you format the report, series of commands and actions are recorded and saved as a Macro. The **Macro** then is run to automatically repeat the recorded series of commands and actions.

In the case of Banner reports, after opening a report in Word, record and save formatting commands as a **Macro**. Using this **Macro**, future reports format exactly the same way, automatically.

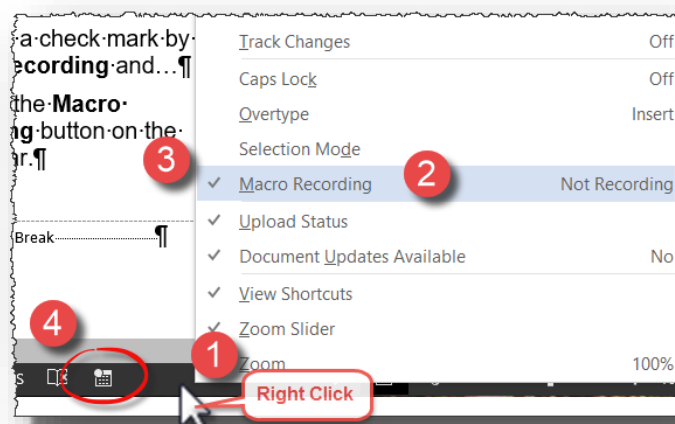
Tip: The most important step in creating a **Macro** is careful planning. For example, determining the formatting steps of a report prior to recording the **Macro**. Beginning on page 8 are sample formatting steps for a report generated in Banner.

Instructions for Creating a Macro:

Step 1 – Display the *Macro Recording* Button

In Word 2013, the **Macro Recording** button can be displayed on the **Status Bar**. By default, this button is not displayed. To display the button, do the following:

1. Right click on a blank area of the **Status Bar** (The Status Bar is at the bottom of the Word window). This opens the **Customize Status Bar** menu.
2. Click on Macro Recording.
3. This puts a check mark by **Macro Recording** and...
4. Displays the **Macro Recording** button on the Status Bar.

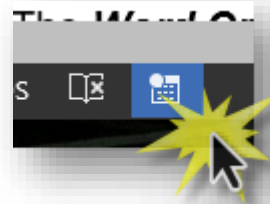


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Step 2 - Create a Record Macro Button

With the **Word** document opened, click on the **Record Macro** button.

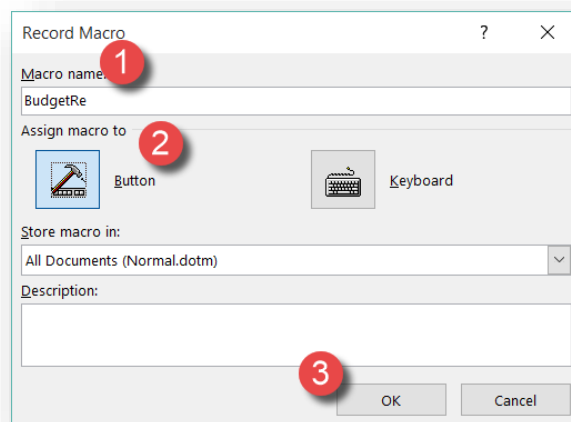


The **Record Macro** dialogue box opens.

In the **Macro name:** field enter a name for this macro.

Note: This name cannot contain spaces.

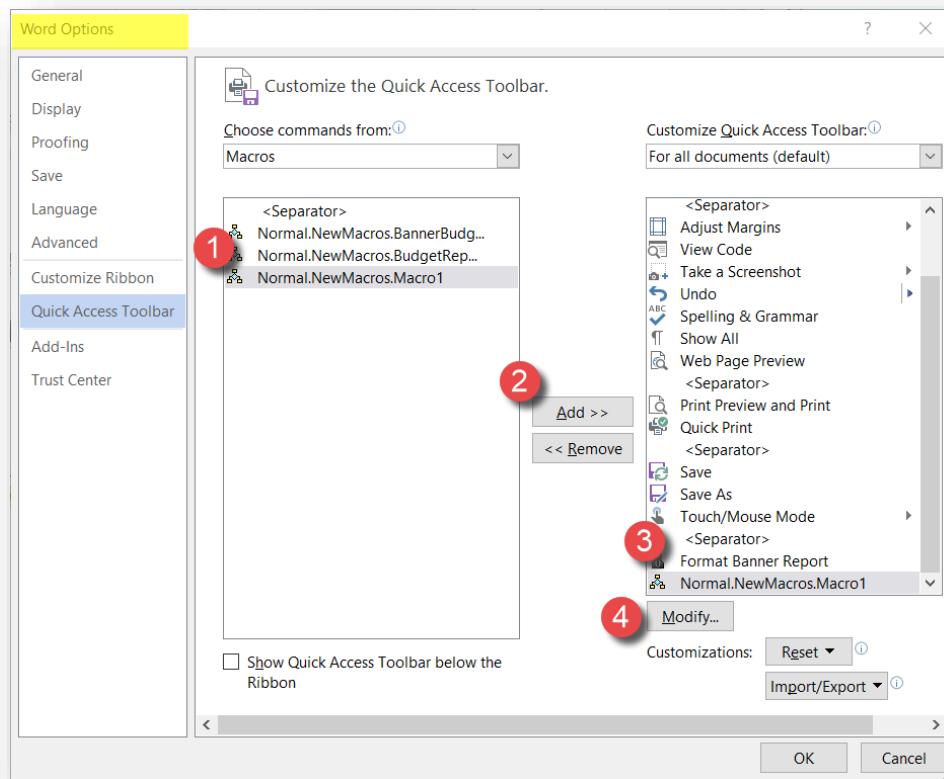
In the **Assign Macro to** area click the **Toolbar** button.



The **Word Options** window opens. The **Quick Access Tool Bar** button is selected on the left and the **Customize the Quick Access Toolbar** window is on the right.

See the screen shot below:

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In the left pane, click on
Normal.NewMacro.(your macro name) See #1 above
to select it.

Click the **Add** button. See #2 above

This will add a button for the **Macro** to
the **Quick Access Tool Bar** list in the left See #3 above
pane.

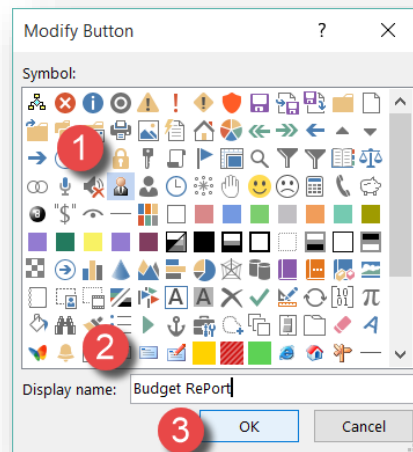
Now you can modify the **Macro** button
icon and its display name. Click the See #4 above
Modify... button. This opens the **Modify
Button** dialog box.

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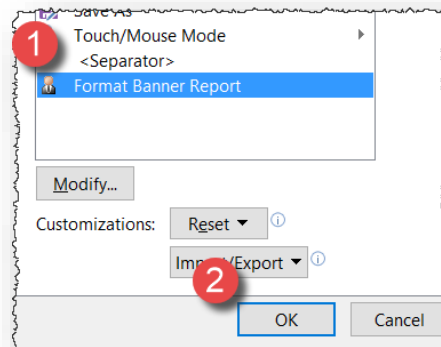
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This will open the **Modify Button** window displaying **Icon** choices for the button.

1. Select an **Icon** by clicking on it.
2. In the **Display Name:** field enter a name such as **Banner Report**.
Note: this name can have spaces.
3. Click the **OK** button.

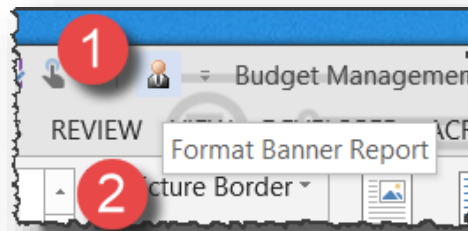


1. The **Macro** now reflects the chosen **Icon** and **Display Name**.
2. Click the **OK** button at the bottom of the **Word Options** window to save the changes.



The new **Macro** button (#1) is now added to the **Quick Access Tool Bar**.

Hover your mouse pointer will show the **Display Name** (#2).



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Step 3 - Begin Recording the Macro

When the **Word Options** window closes, the system will begin recording all **Mouse** and **Keyboard inputs** as a **Macro**.

This will be indicated by:

1. When in the body of the document, the **Mouse Pointer** icon changes to a pointer with an attached **recording cassette**.
2. The Macro Recording button on the Status Bar is now a **Stop Recording** button.



After performing the steps to be recorded as the macro, click the **Stop Recording** button.

See #2 above

Note: The **Mouse Pointer** will return to normal indicating recording has stopped.

The recorded steps are now saved as a **Macro** and can be repeated automatically in the future simply by clicking your **macro button** in the **Quick Access Toolbar**.

Sample Formatting for a Banner Budget Report

With the report opened as a **Word 2010** document, the following is a sample of formatting that can be saved as a Macro:

Begin the **Macro Recording** as described in **Step 3** above.

Format the report as follows:

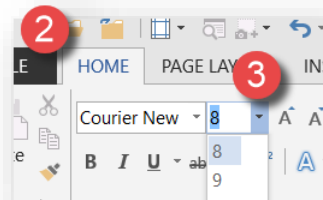
1. Select all text by pressing the **Ctrl + A** keys together.



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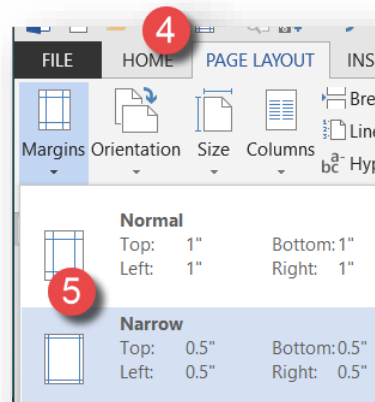
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2. Select the **Home** tab and in the **Font** field select **Courier New**.
3. In the **Pitch Size** field select **8**.

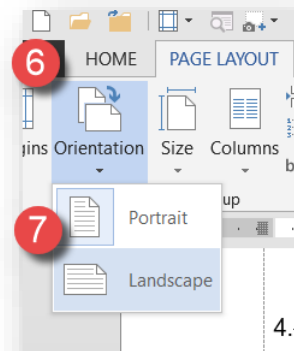


Select the **Page Setup** group on the **Page Layout** tab and:

4. Select **Margins**.
5. From the dropdown select **Narrow** (0.5" margins).



6. Select Orientation.
7. From the dropdown select **Landscape**.



8. On the **Status Bar**, click the stop **Macro Recording** button.
- The Macro stops recording, your mouse pointer returns to normal, and your macro is recorded.

