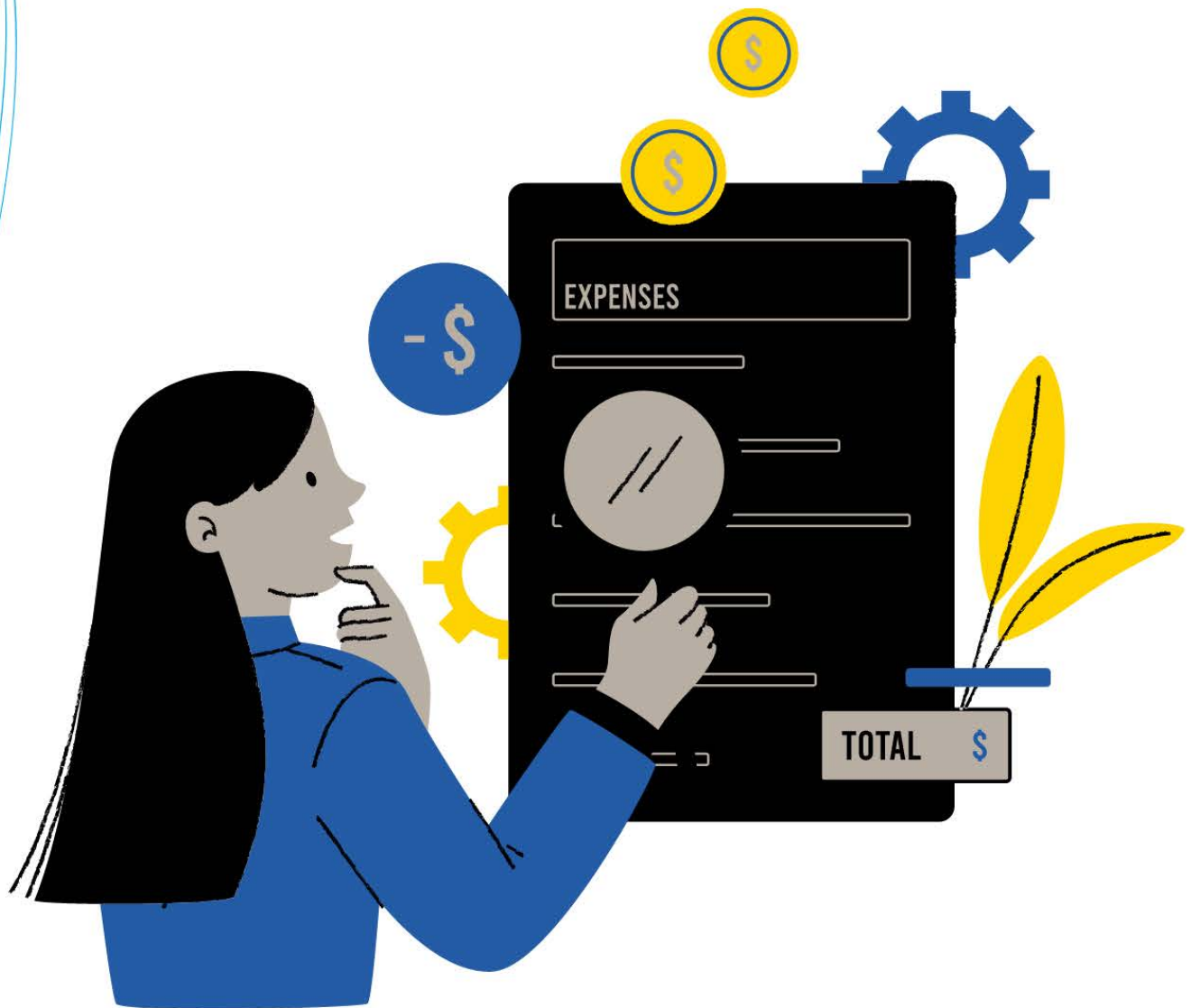




Office of Information Technology
SALT LAKE COMMUNITY COLLEGE

Banner Budget



SUPPORT.SLCC.EDU

LEARNING OBJECTIVES:

- **WHAT IS FOAP?**
- **MANAGING BUDGETS USING BANNER FORMS**
- **GENERATING BUDGET REPORTS**
- **PRINTING BUDGET REPORTS**
- **CREATING MACROS**

INTRODUCTION:

ABOUT THIS DOCUMENT

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

- Explain **Managing a Budget Using Banner Forms**:
 - **FGBSUM** – Organization Budget Summary
 - **FGIBAVL** – Budget Availability Status
 - **FGIBDST** – Organization Budget Status
 - **FGITRND** – Detail Transaction Activity
- Generate **Banner Reports**:
 - **FGRBDSC** - Budget Status (Current Period) Report
 - **FGRODTA** - Organization Detail 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.

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 MySLCC 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.

MANAGING BUDGETS USING BANNER FORMS

PRIMARY BANNER FORMS USED

There are primarily five Banner forms used to manage an organization's budget. The table below lists these 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 by four account types: revenue, labor, expenditure, and transfer.
FGIBAVL	Budget Availability Status	Summary of budget, activity, commitments, and available balance categorized by budget account.
FGIBDST	Organization Budget Status	Summary of budget, activity, commitments, and available balance categorized by account code.
FGITRND	Detail Transaction Activity	Detailed transaction activity by account code. within entered parameters.
FGITBAL	General Ledger Trial Balance	Trial balance by fund. Commonly used to verify carry forward amounts when setting up new year budgets.

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

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

FGRBDSC – BUDGET STATUS (CURRENT PERIOD) REPORT

Description: This page is a report version of the information from the FGIBDST banner screen. This report is sorted by account for the entered parameters. The report displays:

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

FGRBDSC PARAMETER TABLE

Parameter Number	Name	Required Yes/No	Description	Value
Printer	--	Yes	Entry for Printer	DATABASE
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)
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

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: BZWFSC 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	Rord 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	4,802.37	
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	

FGRODTA – ORGANIZATION DETAIL ACTIVITY REPORT

Description: This page is a report version of the information from the FGITRND banner screen. This report displays transactions sorted by date within account codes.

- 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
Printer	--	Yes	Entry for Printer	DATABASE
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

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

SAMPLE OF FGRODTA REPORT

28-AUG-2007 09:08:24
FISCAL YEAR 07

Salt Lake Community College
Organization Detail Activity
From 01-JUL-2006 To 30-JUN-2007

PAGE 1
FGRODTA

COAS: C Salt Lake Community College
ORG: BBWFSC 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	J0011860	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	J0011860	B69	INITIAL BUDGET	70000	378,955.00			U
04/03/2007	BD03	J0013034	B1188	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	J0012028	07F0738	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	I0162438		Jordan School District	70445		118,713.00		U
05/22/2007	INNI	I0162438		Jordan School District	70445		118,713.00		U
05/22/2007	ICNI	I0162438		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	F0022869	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	

REPORT PRINTING TIPS

- To pull the data for a particular month use the first and last day of that month in the *from date* and *to date* parameter fields.
- To pull the data for a particular fiscal year use the first and last day of that fiscal year (or the last day of the month to pull YTD activity) in the *from date* and *to date* parameter fields.
- 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 summer
 - 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).

FURTHER QUESTIONS OR CLARIFICATION CONTACT:

Budget Office

Before the money is spent.

budgetoffice@slcc.edu

Controller's Office

After the money is spent

askacontroller@slcc.edu

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

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

Salt Lake Community College: Chrome River P-Card Expense Definitions



Supplies / Equipment

Account Name	Account Number	Account Definition
Books & Publications	70420	The purchase of books, manuals and other publications by all departments, other than the Library, for reference and general office use.
DVD & Media Supplies	70443	Department purchase of media supplies and products retained for training or reference purposes. If these items are to be used in the classroom, account 73050 (instructional supplies) may be used.
Non-Capital Equipment	70460	Equipment such as printers, monitors, fax machines, filing cabinets, shop or lab equipment, tablets/Ipads (except the Microsoft Surface Pro that is considered to be a computer, see account 76010) etc., where the individual item cost is under \$5,000. The equipment useful life should be greater than 1 year; otherwise, items are considered to be "supplies".
Postage and Mailing	70465	For purchase of postage or mailing services.
Printing - External	70475	The cost for printing or photocopying services from off-campus vendors incurred in producing documents or other printed materials. <i>If purchased from SLCC Print Services, departments are charged via IDB using account 72050.</i>
Rcrd Aud/Video Tapes/CD's	70485	Purchase of vendor recorded or produced media such as films, CD's, DVD's or other recordings. <i>If purchased from SLCC Media Production Services, departments are charged via IDB using account 72125.</i>
Supplies - Custodial	73010	For purchase of custodial cleaning products. This is used by Facilities or few other departments that actually perform custodial functions. Otherwise, departments should charge basic office cleaning products to "Office Supplies".
Supplies - First Aid/Safety	73020	For purchase of first aid/safety/emergency preparedness products. Used by Public Safety and Facilities that are involved in these areas. Otherwise, departments should charge basic office first aid/safety products to "Office Supplies".
Supplies - Gas, Oil, Grease, Solvent	73030	For purchase of oil/grease/solvent/gas consumed in the maintenance of machinery/vehicles; used by Facilities.
Supplies - Grounds Maintenance	73040	For purchase of products necessary to maintain College grounds/landscaping; used by Facilities.
Supplies - Instructional	73050	For supplies used by instructors and students in the course of classroom or lab instruction.
Supplies - Kitchen	73060	For kitchen supplies (minor tools, cleaning products) used by Food Services and Culinary Arts programs that are actually involved in "kitchen/cooking functions. Otherwise, departments should charge basic break room supplies to "Office Supplies".
Supplies - Massage	73065	For supplies used in performing "massages". Used only by the Health & Wellness Department.
Supplies - Office	73070	For purchase of basic office supplies necessary for the operation of an office and meeting staff needs. Food and water should be charged to Account 70455 not here.
Supplies - Patron Supplies	73080	For supplies used/consumed providing services to College clientele/patrons (e.g. used by the Dental Hygiene Lab and Child Care Lab, etc.
Supplies-Pest Control	73085	For supplies related to pest control.
Supplies - Photo	73090	For purchase of "photography" supplies; used by Institutional Marketing or photography/art departments.
Supplies - Recreation	73100	For purchase of student "recreation" related supplies; used by LAC, health and wellness programs, student intramural programs.
Supplies - Theater	73110	For supplies used in producing "theatrical" productions.
Supplies - Tools	73120	For purchase of various "tools"; used by Facilities and vocation (CTE) academic programs.



Computer HW / SW

Account Name	Account Number	Account Definition
Data Processing Services	70010	For purchasing data processing "services" from within the College or an outside entity. This account is used where a computer program or software is essentially "rented"; and when the term of service is over, the College no longer has access to the program or software, nor has any ownership rights. Normally, the software or program is hosted by another entity. (Also see Note under account 70020.)
IT Security	70030	Products, software or services intended to "secure, protect or safeguard" computer equipment, IT systems and data.
Software & Maintenance	70020	"For purchases of computer software (other than software specifically intended for security purposes, see account 70030), user licenses and on-going software maintenance charges that allows for future updates or upgrades and software support services. This includes license renewal fees for software or programs the College owns, that is supported by the IT Department and is generally housed on campus. Note: - All computer software requires prior written approval from the IT Department. This approval must be attached to the transaction in Chrome River. - Actual computers and servers costing < \$5,000 each are ""trackable equipment"" and should be coded to account 76010. Computers and servers costing \$5,000 or more each should be coded to 94045 and 94050 respectively. - Computer accessories such as carrying bags, keyboards, etc. are considered ""supplies"", see accounts 73050 or 73070.
Computer Hardware Maintenance	70940	For maintenance charges on IT servers, IT infrastructure, networks and other IT equipment or components. This includes computer care or warranty plans that are billed separately from the initial cost of servers and computers.



Staff Development

Account Name	Account Number	Account Definition
Conference Registration/Fees	73510	Conference/seminar/workshop "registration" fees.
Faculty Development	73515	The costs incurred for the training or instruction of faculty that enhance their ability to perform work related responsibilities. Conference registration fees should be charged to Account 73510. Travel expenses for the development should be charged to Account 90030, 90040, 90120, or 90140.
Staff Development	73520	The costs incurred for the training or instruction of employees that enhance the employee's ability to perform work related responsibilities. Conference registration fees should be charged to Account 73510.
Student/Non-Employee Travel/Training	73525	Travel expenses for any student & non-employee travel activities; such as student body officers attending student government conferences; students traveling for club activities; student internships; alternative spring break travel, etc. <i>Note: Use account 90050 or 90150 for travel expenses for non-employee individuals being recruited for employment purposes.</i>



Fees / Dues

Account Name	Account Number	Account Definition
Fees-Other	70210	Miscellaneous fee expenses not defined below. Use account 73510 for conference registration fees.
Inspection Fees	70220	Fees charged for all required or purchased "inspection" services used by Facilities.
Professional License Fees	70230	Employee professional license fees, new or renewal. (See 70940 for "software" renewal license fees.)
Memberships	70240	Employee membership fees and annual dues to outside business, technical, or professional organizations.
Parking Fees	70250	Annual parking fees paid by departments for College employees, purchase of parking validations for outside visitors to park on College property for meetings, or other events and reimbursement to College employees for parking expenses off-campus for business mtgs, etc. Paying for parking citations is not an appropriate expense.
Subscriptions	70495	The purchase of subscriptions for professional magazines, journals, online services, newspapers, etc., including the original cost and annual renewal fees. This does not include software subscriptions, including online software (see 70020)
Testing Fees	70270	Charges for purchasing tests or test scoring services.
Refund-Accidental Purchase	70710	Used for accidental personal purchases that are refunded at the Cashier's Office. Must be accompanied by a reimbursement/deposit slip.



Food / Water

Account Name	Account Number	Account Definition
Food/Water	70455	Purchase of food, refreshments, candy, beverages, bottled water from non-SLCC Food Services. <i>If food items are ordered from SLCC Food Services, departments are charged via IDB using account 72080.</i>



Event Expenses

Account Name	Account Number	Account Definition
Club Expenditures	70425	Disbursements to College sponsored student clubs or organizations.
Floral and Decorations	70446	Purchase of floral arrangements for the funeral or hospitalization of a student, employee or employee's immediate family member. Purchase of floral arrangements or other decorations for College functions or offices. Purchase of plant maintenance/service for office plants and decorations. See SLCC Small Dollar Purchase Guidelines No. III, Flowers; and SLCC Policies and Procedures, chapter 2, Section 4.09, Funeral Leave for a complete explanation.
Service Projects	70493	This is a special account used to identify/track all purchases related to official service projects.
Workshop Expense	70499	For costs associated with hosting a workshop, seminar, or retreat. (<i>Workshop "registration" fees should be charged to account 73510.</i>)



Services

Account Name	Account Number	Account Definition
Insurance	70450	Insurance policy premium payments.
Off-Campus Interpreters	70447	Payments for using interpreters or interpreting services for off-campus
Services-Consulting/Profess Fees	72510	Payments for consulting and professional services; i.e. consultants, public accounting firms, legal firms, etc.
Services-Corporation	72520	Payments for services (not professional or consulting) rendered by corporations/businesses.
Services - Interpreting	72540	Payments for using interpreters or interpreting services for on-campus
Services - Laundry/Linen	72550	Payments for "laundering" services.
Services - Security Alarm	72560	Payments for "security camera/alarm" services.
Services - Temporary Staffing	72570	Payments for "temporary staffing" services



Resale

Account Name	Account Number	Account Definition
Purchases-Books	70510	Used for books purchased specifically for resale.
Purchases-Food	70520	Used for any food item purchased specifically for resale.
Purchases-Freight	70530	Used where "freight" charges are separately listed when goods for resale are shipped to SLCC.
Purchases-Merchandise	70550	Used for general merchandise purchased specifically for resale.
Purchases-Other	70560	Used for any "other" goods (not identified above) purchased specifically for resale.
Purchases-Service/Repair	70555	Used for purchased parts and materials that are used (consumed) or incorporated in the sale of repair services.



Advertising / Promo / Awards

Account Name	Account Number	Account Definition
Advertising/ Marketing/ Sponsorship	70405	The cost of purchasing advertising services, including newspaper, television, radio, etc. for employee recruitment, College marketing, events, conferences, etc. A sponsorship payment is considered to be advertising or marketing the College (student recruitment purposes).
Awards/Gifts	70610	For awards and gifts, including gift cards, given resulting from competition, recognized achievement, merit or other reason allowed under the Small Dollar Purchase Guidelines.
Promotional Items/Swag	70406	Products that will be distributed to promote the College.



Clothing

Account Name	Account Number	Account Definition
Uniforms	70452	Clothing purchased for employees to wear for their job
Clothing/Non-Uniforms	70453	Clothing purchased that is not a uniform required for an employee's job



Repair / Maintenance

Account Name	Account Number	Account Definition
Bldg Repair/Maintenance	70910	For repair and maintenance costs on College Buildings/physical facilities. Use account 70120 for "remodeling costs."
Equipment Repair/Maintenance	70920	Repair of office machines such as FAX machines, copiers, printers, and annual maintenance charges for such.
Vehicle Maintenance	70930	Repair and maintenance costs for College vehicles



Library Purchases

Account Name	Account Number	Account Definition
	70305-70350	Overall Definition: Accounts 70305 - 70350 are used only by the Library for cost tracking purposes. Other departments should use account 70420 (Books and Publications), 70443 (DVD and Media Materials) or 70495 (Subscriptions) when purchasing reference materials made available for employees and students.



Construction / Building Material

Account Name	Account Number	Account Definition
Materials-Signs	70110	Materials and purchased labor used in the fabrication of signage.
Materials-Remodeling	70120	Materials and purchased labor or services in connection with College remodeling projects. Generally, only used by Facilities and Auxiliary Services. Department money transfers to Facilities for remodeling projects will also be coded to this account.
Materials-Other	70130	Any "construction" materials and purchased labor that IS NOT signage or remodeling related. Use a 705xx account for materials purchased for resale and use 73050 for materials consumed in an instructional classroom setting.



Rental

Account Name	Account Number	Account Definition
Rental of Facilities	70810	For renting any space (one-time or long term), including office, lab, classroom, or storage space; also includes hotel charges for non-employees (i.e. job applicants, performers, etc.)
Rental of Equipment	70820	The cost of renting equipment or machinery. Vehicle rentals used, other than vehicles.
Equipment Lease/Purchase	70830	For "lease-purchase finance agreements" entered into for purchasing equipment or machinery.
Facilities Lease/Purchase	70840	For "lease-purchase finance agreements" entered into for the purchase of facilities or real estate.



Fine Art

Account Name	Account Number	Account Definition
Fine Arts	70448	For items costing less than \$5,000 of "original" work or object of visual expression. Art may be in the form of painting, sculpture, drawing, printmaking, photography, film, sound art or installation (a single system of related art components). This does not include mass-produced pieces intended for office decoration/utility purposes that should be coded to account 70446. *For items in question, please contact the College Art Committee Chair for assistance. For each purchased piece of art, please complete and submit the Artwork Purchase Data Form to the Art Committee.



Utilities

Account Name	Account Number	Account Definition
Heat/Gas	74010	Utility charges for heat produced by natural gas.
Heat Other	74015	Utility charges for heat produced by other than natural gas.
Power and Light	74020	Utility charges for electricity.
Telephone	74030	Utility charges for landline telephone service.
Telephone - Circuits	74031	For purchase of telephone circuitry equipment/components; used by Telephone Services.
Telephone - Long Distance	74032	Charges for long distance phone/fax calls made on department phones or fax machines.
Telephone - Paging	74033	Charges for use of College provided "pagers".
Telephone - Cellular	74034	Charges for department provided cell phones. (Payments to employees with a Comm Plan Agreement are coded to account 70750.)
Waste Removal	74040	Utility charges for garbage pickup and recycling.
Water and Sewer	74050	Utility charges for water and sewer service. If purchased water for a water cooler use account 70455



Project House

Account Name	Account Number	Account Definition
		Overall Definition: Accounts 70141 - 70180 are used only by the academic "Bldg Construction/Construction Mgmt Department" in conjunction with student building projects (i.e. Project houses cost accounting purposes).

APPENDIX D: TRANSACTION TYPES AND DOCUMENT NUMBER DEFINITIONS

Commonly Encountered Transaction Types

When an invoice pays against an encumbrance (indicated by the INEI type), banner will show two transaction lines for the payment. One transaction will reference ENC in the field column, and the other will reference YTD. The ENC transaction indicates changes to the encumbrance, while the YTD transaction indicates changes to the YTD activity. When an invoice pays against a purchase order, the ENC transaction decreases the encumbrance balance while the YTD transaction increases the year-to-date expenses.

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
ENC	Encumbrance transactions
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 without encumbrance
INNC	Credit memo without encumbrance
INNI	Payment of invoice without encumbrance
JE05	Beginning balance posting entry
JE16	General journal entry (from Business Office)
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)
VISA	VISA P-card charge
YTD	Year to date activity transactions

Document Number	Definition
Fxxxxxxxx	"F" documents represent a journal entry uploaded to banner from a batch or file
Jxxxxxxxx	"J" documents represent a journal entry entered directly to banner
Ixxxxxxxx	"I" documents represent invoices paid in Chrome River and banner
Bxxxxxxx	"B" documents represent invoices paid in SLCCBuy
Pxxxxxxxx	"P" documents represent a purchase order encumbrance.
Qxxxxxxxx	"Q" documents represent a purchase order without encumbrance

APPENDIX E: CREATING MACROS IN WORD 365

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**.

Now follow these steps to format the report for printing:

- Press Ctrl + A to select all of the report.
- On the Home tab, Font group, change the font to Courier New.
- Change the Font size to 8.
- On the Page Layout tab, Page Setup group select margins and set Narrow (1/2 inch margins).
- In the same group select orientation and click on Landscape
- The report is now ready for printing.

YOUTUBE VIDEOS TO WALK YOU THROUGH CREATING A MACRO.



[Macro video on Windows](#)



[Macro video on Mac](#)

BUDGET MANAGEMENT TOOLS IN BANNER 9



TRAINING FORMAT



INFORMAL TRAINING



MINIMAL NOTES

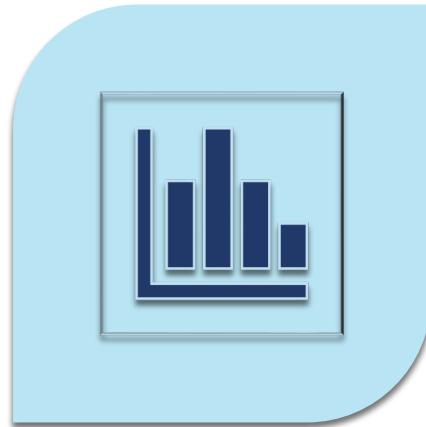


**PLEASE ASK
QUESTIONS**

TRAINING OBJECTIVES



**ACCESSING BUDGETS
USING BANNER FORMS**

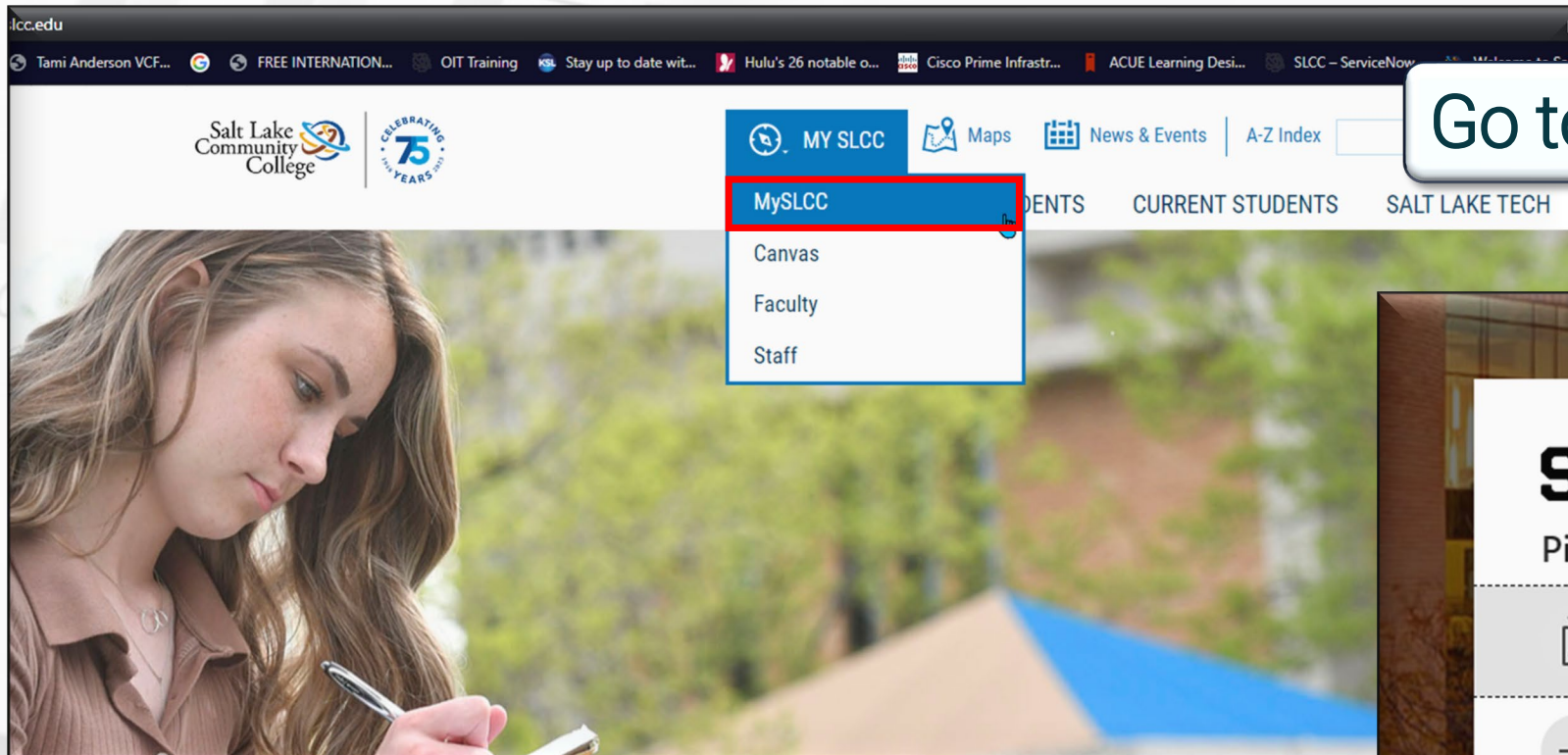


**GENERATING BUDGET
REPORTS**

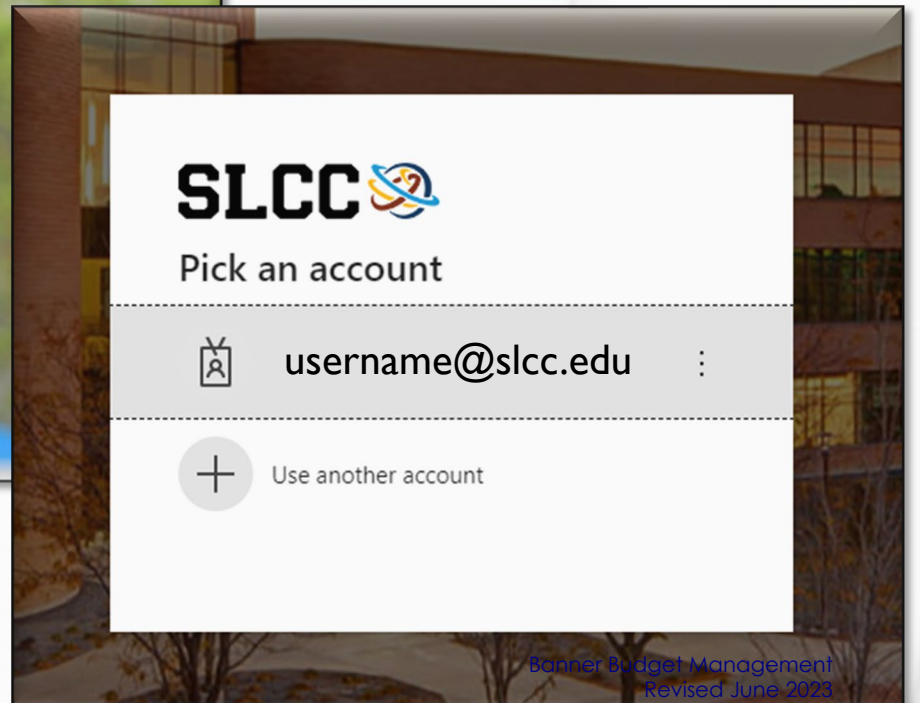


**PRINTING BUDGET
REPORTS**

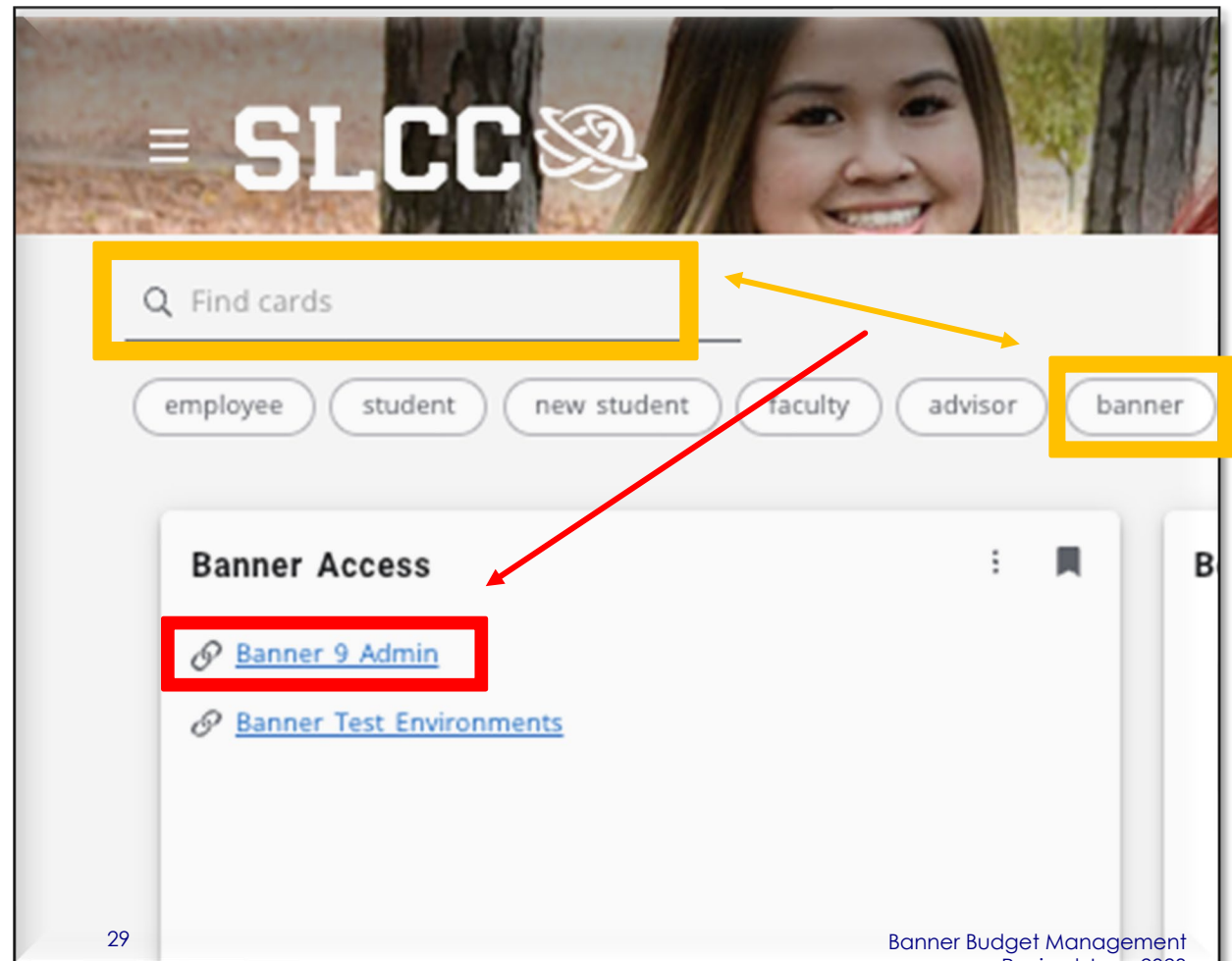
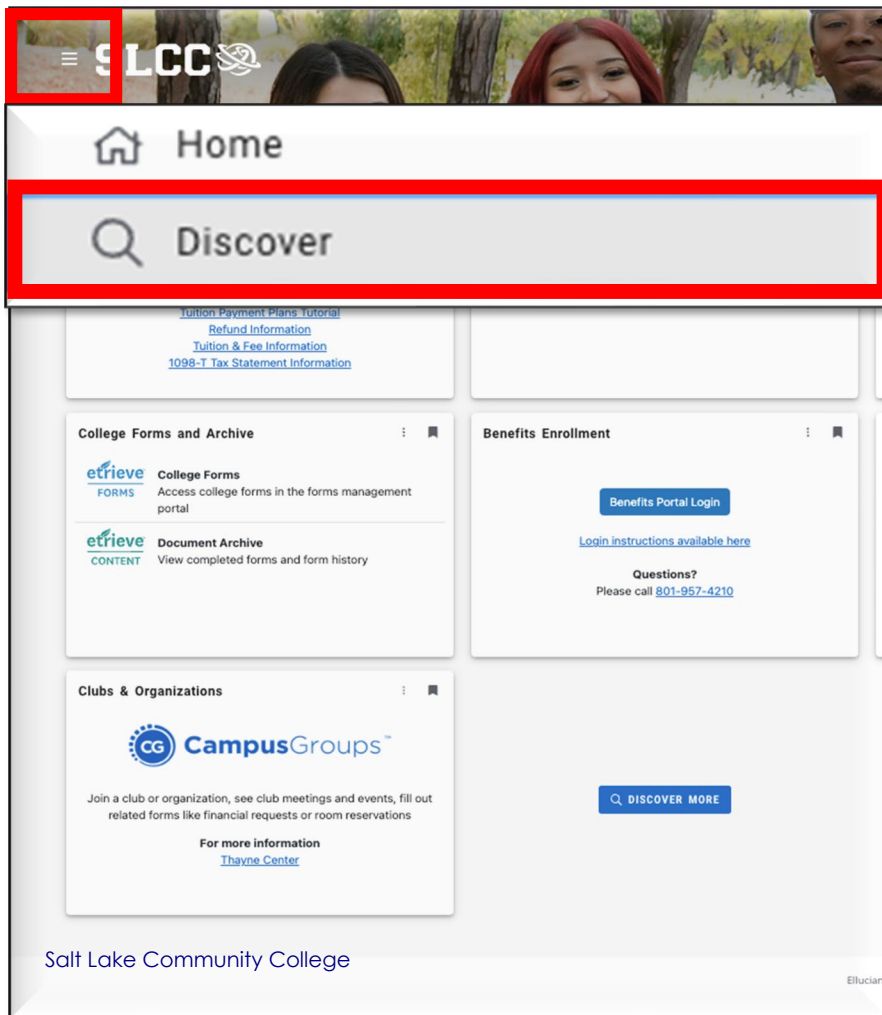
LOGGING INTO BANNER 9



Go to <https://slcc.edu/>



LOGGING INTO BANNER 9



ALL-ACCESS OR VPN

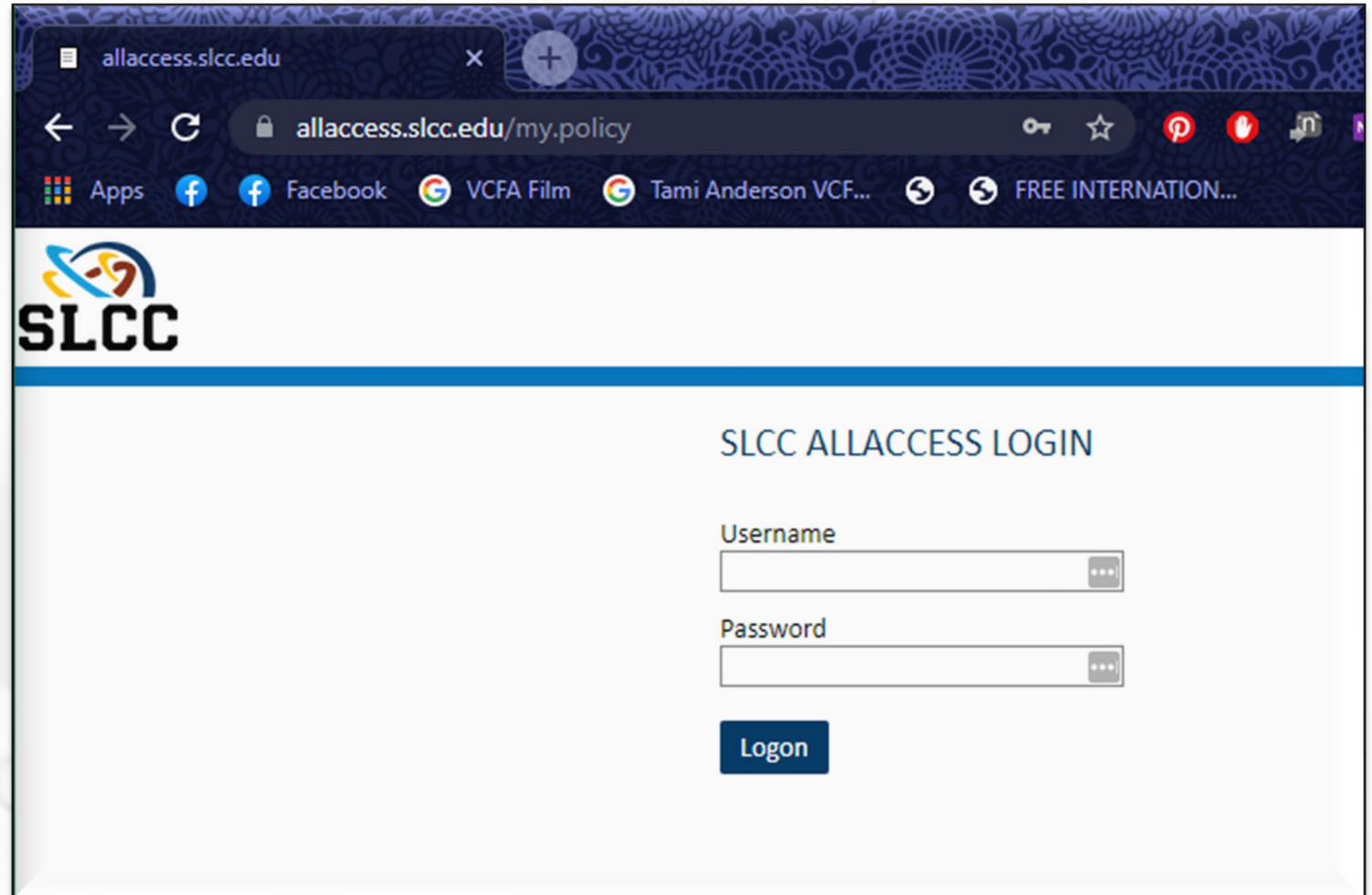
Please be aware, if you are working from home, you **MUST** login to

<https://allaccess.slcc.edu>

or

<https://sslvpn.slcc.edu/my.policy>

before you can login to MySLCC and Banner.



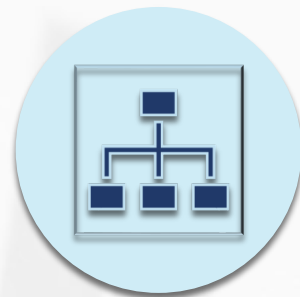
The screenshot shows a web browser window with the address bar displaying "allaccess.slcc.edu/my.policy". The browser's address bar also shows "allaccess.slcc.edu" and a plus sign. The browser's toolbar includes navigation buttons (back, forward, refresh), a lock icon, a star icon, and social media icons (Pinterest, YouTube, Instagram). Below the toolbar, there are several icons for "Apps", "Facebook", "VCFA Film", "Tami Anderson VCF...", and "FREE INTERNATION...". The main content area of the browser shows the SLCC logo (a stylized eye with a blue and yellow arc) and the text "SLCC". Below the logo, there is a blue horizontal bar. Underneath the bar, the text "SLCC ALLACCESS LOGIN" is displayed. Below this text, there are two input fields: "Username" and "Password". Each input field has a small "..." icon on the right side. Below the input fields, there is a blue button labeled "Logon".

WHAT IS THE CHART OF ACCOUNTS (COA)?

A Hierarchical representation of SLCC budgets



Fund Code: 5-character code - identifies the funding source



Organization Code: 6-character code - identifies a SLCC organization



Account Code: 5-character code - identifies object, such as assets, liabilities, fund balance, revenues, expenditures, transfers



Program Code: 1–4-character code - identifies function, such as instruction, academic support, research, institutional administration, etc.

INDEX CODE

**Non-Revenue
generating index
codes: letters**

**eg:
ABCDEF**

**Revenue
generating Index
codes: numbers**

eg: 12345

BANNER FORMS USED TO MANAGE A BUDGET

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	Summary of budget, activity, commitments, and available balance categorized by budget account.
FGIBDST	Organization Budget Status	Summary of budget, activity, commitments, and available balance categorized by account code.
FGITRND	Detail Transaction Activity	Detailed transaction activity for an account code. Displays each transaction for a given account code.
FGITBAL*	General Ledger Trial Balance	Trial balance by fund. Commonly used to verify carry forward amounts when setting up new year budgets.

* Revenue generating accounts

Banner Budget Management
Revised June 2023

FGIBSUM – ORGANIZATION BUDGET SUMMARY

High Level
Budget Summary

- Chart will always be C
- Fiscal year defaults to current fiscal year

ellucian Organization Budget Summary FGIBSUM 9.3.14 (SLCC)

Chart of Accounts: * C

Organization:

Commit Indicator: Both

Fiscal Year: * 21

Fund:

Go

ADD RETRIEVE RELATED TOOLS

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.

You only need to enter either the "Organization" code or the "Fund" code

- Select "Go" to start search

FGIBSUM – ORGANIZATION BUDGET SUMMARY

Displays information by Adjusted Budget, YTD Activity, Commitments, and Available Balance for each of the account types:

The screenshot displays the 'Organization Budget Summary' interface. At the top, there are four tabs: 'Adjusted Budget', 'YTD Activity', 'Commitments', and 'Available Balance'. The 'Adjusted Budget' tab is selected. Below the tabs is a table with the following columns: 'Account Type', 'Adjusted Budget', 'YTD Activity', 'Commitments', and 'Available Balance'. The table contains the following data:

Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor			0.00	0.00
Expenditures			1,595.00	0.00
Transfers				
Net: Revenue minus(Labor + Expense ...)			9.21	
			1,595.00	

A dropdown menu is open for the 'Account Type' column, showing the following options:

- Revenue
- Labor
- Expenditures
- Transfers
- Net: Revenue minus(Labor + Expense ...)

- Revenue
 - *Only for revenue generating index codes*
- Labor
 - *Payroll*
 - *Benefits*
- Expenditures
 - *Current Expense*
 - *Capital Equipment*
 - *Travel and Budget Holds*
- Transfers

FGIBAVL – BUDGET AVAILABILITY STATUS

Use to view budget availability for a *SINGLE* Index Code and *HIGH-LEVEL* Expense Account Category combination

ellucian Budget Availability Status FGIBAVL 9.3.13 (SLCC)

Chart: * C

Index:

Fund: 10000 Education & General

Account: 60000 Budget-Salaries

Commit Type: Both

Organization:

Program: N

Control Organization:

Control Program:

Keys --- >

Control Fund:

Control Account:

Pending Documents:

Get Started: Complete the fields above and press ENTER. Our search criteria, and then press ENTER.

* Fill in Index code or Organization code and the fields will auto populate.

- Chart will always be C
- Account will always be 60000 (*Revenue generating codes should enter 50000*)
- Fiscal year defaults to current fiscal year

FGIBAVL – BUDGET AVAILABILITY STATUS

Account	Title	Adjusted Budget	YTD Activity
60000	Budget-Salaries	289,075.31	
65000	Budget-Salaried Benefits	199,329.09	
70000	Current Expense Budget	4,566.24	
90100		57	

Budget Information Displays by Budget Account Categories.

- *Detail account numbers do not appear on this form*
- *Use form FGIBDST for detailed activity by account.*

HIGH-LEVEL Expense Account Category Breakdown

Type of Code	Sequence	Account Type
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

FGIBDST – ORGANIZATION BUDGET STATUS

ellucian Organization Budget Status FGIBDST 9.3.6 (SLCC)

Chart: * C Salt Lake Community College

Fiscal Year: * 18

Index: Help Desk

Query Specific: *

Account

Commit Type: Both

Include Revenue:

Accounts

Organization: ...

Fund: 10000 Education & General

Program: N Institutional Support

Account: ...

Account Type: ...

Activity: ...

Location: ...

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.

* Fill in Index code and the fields will auto populate.

FGIBDST – ORGANIZATION BUDGET STATUS

ellucian Organization Budget Status FGIBDST 9.3.6 (SLCC)

Chart: C Salt Lake Community College Fiscal Year: 18 Index: Query Specific Account: Include Rev

Organization: Fund: 10000 Education & General Program: N Institutional Support Account: 60000 B

ORGANIZATION BUDGET STATUS

Account	Type	Title	Adjusted Budget
60000	L	Budget-Salaries	289,075.31
60140	L	Non-Exempt Staff	0.00
65000	I	Budget-Salaried Benefits	199,329.09
65110	L	Salaried Benefits Clearing	0.00
70000	E		4,566.24
70020	E		0.00
70405	E		0.00
70460	E		0.00
70750	E		0.00
72010	E	Serv Ctr-Bookstore	0.00

This screen shows a *SPECIFIC* index's activity broken out by *INDIVIDUAL* account code.

FGITRND – TRANSACTION DETAIL

ellucian Detail Transaction Activity FGITRND 9.3.12 (SLCC)

COA: C Fiscal Year: 18 Fund: 10000 Account: Activity: Period: Commit Type: Both

Go (Alt+PageDown)

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.

The more parameters entered, the more specific the output will be!

ellucian Detail Transaction Activity FGITRND 9.3.12 (SLCC)

COA: C Fiscal Year: 18 Index: Fund: 10000 Organization: Account: Program: N Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Acti
73070													

FGITRND – TRANSACTION DETAIL

Most common
exported form

ellucian Detail Transaction Activity FGITRND 9.3.12 (SLCC)

COA: C Fiscal Year: 18 Index: Fund: 10000 Organization: Account: Program: N Activity: Location: Period: Commit Type: Both

DETAIL TRANSACTION ACTIVITY

Active filters: Account: 73070 Clear All Filter Again

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activ
73070		N	YTD	252.95	+	VISA	F0056191	04/30/2018	05/03/2018	SQ *HEADSETS WHOLESAL	U	10000	
73070		N	YTD	74.85	+	VISA	F0055420	12/31/2017	01/24/2018	SQ *HEADSETS WHOLESAL	U	10000	
73070		N	YTD	5.92	+	VISA	F0055023	11/30/2017	12/06/2017	OFFICE DEPOT 1135	U	10000	
73070		N	YTD	6.44	+	VISA	F0055023	11/30/2017	12/06/2017	OFFICE DEPOT #1080	U	10000	
73070		N	YTD	174.51	+	VISA	F0055023	11/30/2017	12/06/2017	OFFICE DEPOT #1080	U	10000	
73070		N	YTD	759.00	+	VISA	F0055023	11/30/2017	12/06/2017	VALCOM	U	10000	
			Total	1,279.67	+								

Record 1 of 6

This screen shows *INDIVIDUAL* transactions within a *SPECIFIC* index and *SPECIFIC* account code.

For more information about specific *accounts*, *type* of transaction and document *type*, see the *Banner Budget Handout*.

FGITRND – TRANSACTION DETAIL

ADD RETRIEVE RELATED TOOLS

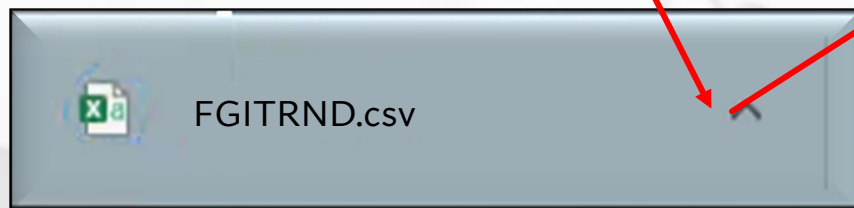
Commit Type: Both

Account Type: Activity: Location:

Search

ACTIONS

- Refresh F5
- Export Shift+F1
- Print Screenshot Ctrl+Alt+P
- Clear Record Shift+F4
- Clear Data Shift+F5
- Item Properties



1. Go to Tools
2. Click on Export
3. .csv file will download to the bottom of web browser
4. Click on ^ to open file

AutoSave Off

File Home Insert Draw

Paste

Clipboard Font Alignment

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited format.

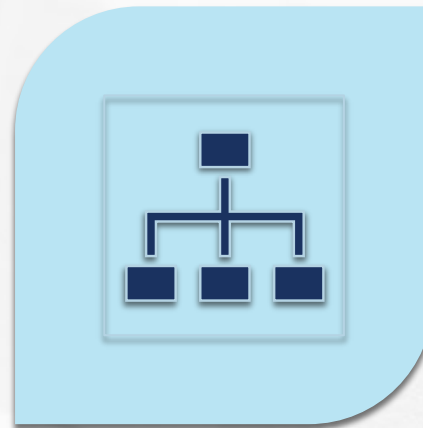
	A	B	C	D	E	F	G	H	I
1	C	18			Y				Help Desk 10
2	60000	L	Budget-Sal	289075.3	0	0	289075.3		
3	60140	L	Non-Exem	0	289075.3	0	-289075		
4	65000	L	Budget-Sal	199329.1	0	0	199329.1		
5	65110	L	Salaried Be	0	199329.1	0	-199329		
6	70000	E	Current Ex	4566.24	0	0	4566.24		
7	70020	E	Software e	0	388	0	-388		
8	70405	E	Advertising	0	371.7	0	-371.7		
9	70460	E	Non-Capit	0	455	0	-455		
10	70750	E	Reimb - Ce	0	540	0	-540		

GENERATING REPORTS

Available reports for Budgets



**FGRBDSC – BUDGET STATUS
REPORT**

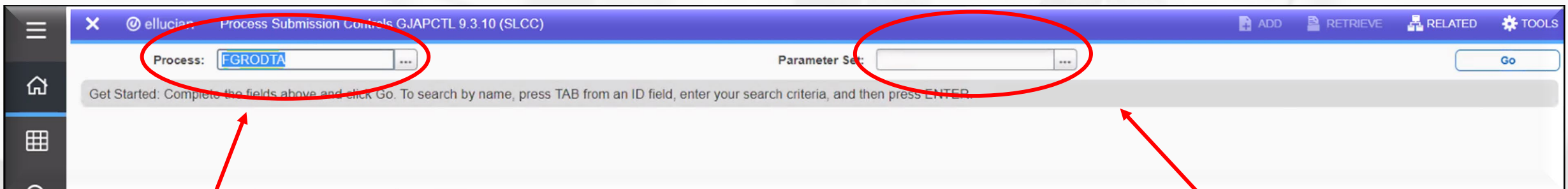
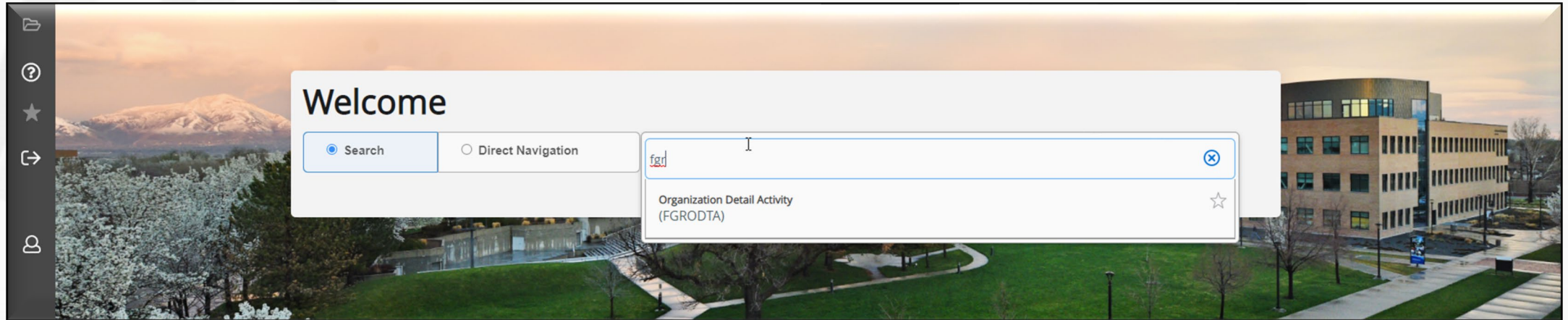


**FGRODTA – ORGANIZATION
DETAIL ACTIVITY REPORT**



**FGRGLTA – GENERAL LEDGER
TRANSACTION DETAIL
REPORT**

REPORTS



Enter the report name here

Select a Parameter Set or Click Go.

REPORTS

Printer type should be DATABASE

Number *	Parameters
01	Fiscal Year
02	Chart of Accounts
03	From Organization Code
04	To Organization Code
05	From Fund Code
06	To Fund Code
07	From Account Code
08	To Account Code
09	From date
10	To date

ERROR Must be in SUBMISSION BLOCK for function to be valid

SAVE

You can change the parameters and Save as a new Parameter Set in the Submission Block.

Click Submit (even if it is already selected) and Save

REPORTS

ellucian Process Submission Controls GJAPCTL 9.3.10 (SLCC)

Process: ...

Parameter Set:

Log file: fgrodta_7372244.log List file: fgrodta_7372244.lis

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.

Click RELATED and select REVIEW OUTPUT

Click on the "... " to see available files.

Double-click on the ".lis" file to bring the report up on the screen.

ellucian Saved Output Review GJIREVO 9.3.11 (SLCC)

Process: Organization Detail Activity

File Name:

Number: ...

Beginning Date:

Lines:

Get Started: Complete the fields above and click Go. To search by name

Available Files

Number	Output File Name	Record Count	Date Save
7372244	[JCALDE19]_fgrodta_7372244.log	8	12/10/20...
7372244	fgrodta_7372244.lis	134	12/10/20...

Record 1 of 2

Cancel OK

RETRIEVE RELATED TOOLS 1

Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

PRINT REPORTS

The screenshot shows the Banner Budget Management interface. At the top, the browser address bar displays 'Saved Output Review GJIREVO 9.3.11 (SLCC)'. The main window title is 'SAVED OUTPUT REVIEW'. The report content includes:

10-DEC-2020 02:23:37 PM Salt Lake Community College PAGE 1
FISCAL YEAR 20 Organization Detail Activity FGRODTA
From 01-JAN-2020 To 31-JAN-2020

COAS: C Salt Lake Community College
ORG: IIHLFD Help Desk

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY
				Education & General	10000			
				BEGINNING BALANCE: Budget-Salaries	60000	326,133.36	0.00	0.00
				ENDING BALANCE: Budget-Salaries	60000	326,133.36	0.00	0.00
				BEGINNING BALANCE: Non-Exempt Staff	60140	0.00	146,735.49	176,655.49

At the bottom of the report, there is a navigation bar with '1 of 7' and '20 Per Page'.

A 'TOOLS' menu is open on the right side of the screen, listing various actions. The 'Show Document (Save and Print File)' option at the bottom of the menu is circled in red.

Be sure your browser is set to allow 'pop ups' from SLCC.EDU or nothing will occur when you click 'Yes' to continue.

The screenshot shows a browser pop-up dialog box with a red warning icon. The text inside the dialog reads: 'You have selected to Show File (fgrodta_7372244.lis) in a browser. Do you wish to continue?'. At the bottom right of the dialog, there are two buttons: 'Yes' and 'No'. Both buttons are circled in red.

PRINT REPORTS

10-DEC-2020 02:23:37 PM
FISCAL YEAR 20

Salt Lake Community College
Organization Detail Activity
From 01-JAN-2020 To 31-JAN-2020

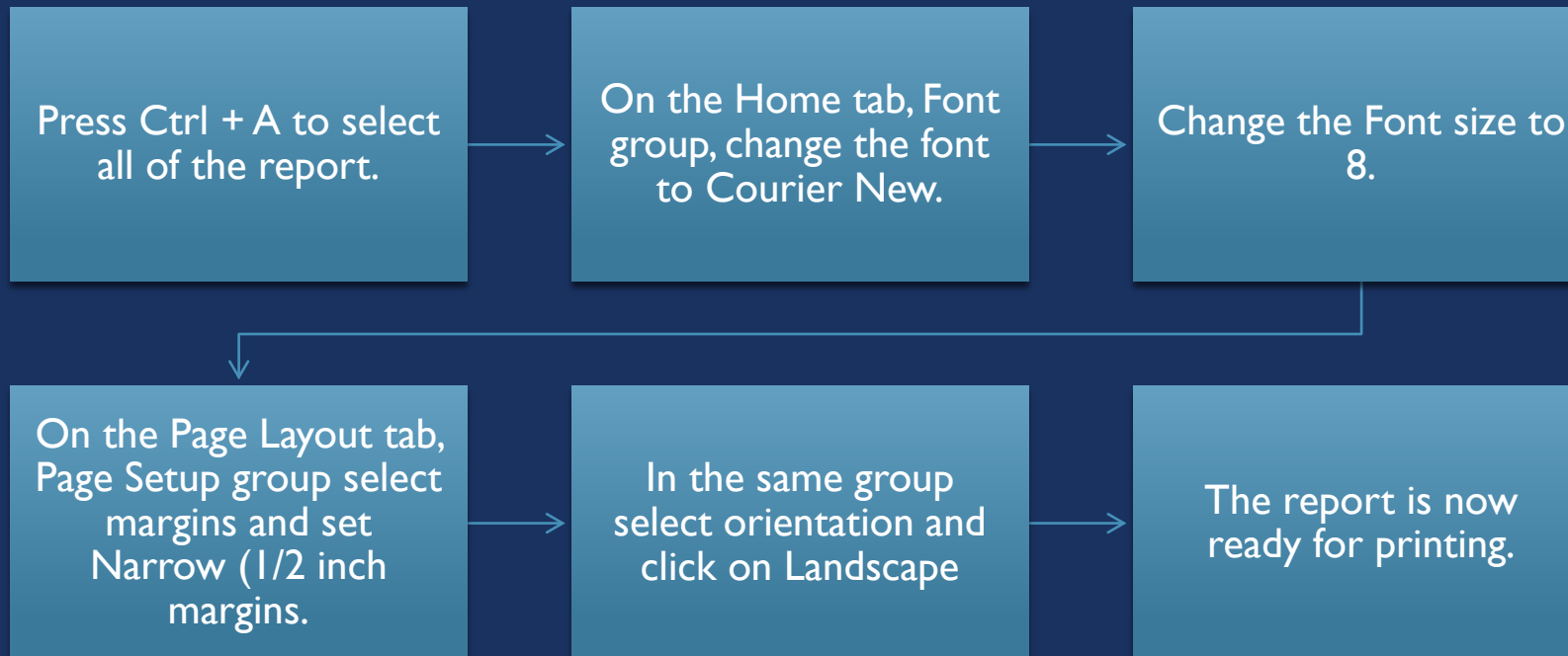
PAGE 1
FGRODTA

COAS: C Salt Lake Community College
ORG: IIHLPD Help Desk

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Education & General					10000				
BEGINNING BALANCE: Budget-Salaries					60000	326,133.36	0.00	0.00	
ENDING BALANCE: Budget-Salaries					60000	326,133.36	0.00	0.00	
BEGINNING BALANCE: Non-Exempt Staff					60140	0.00	146,735.49	176,655.57	
01/07/2020	HGRS	F0061914		HR Payroll 2020 SM 1 0	60140		12,447.32		U
01/07/2020	HGRS	F0061914		HR Payroll 2020 SM 1 0	60140			-12,447.32	U
01/14/2020	HENA	PR010720		Docked Pay SM #1, 2020	60140			-281.78	U
01/14/2020	HENA	PR010720		Docked Pay SM #1, 2020	60140			-336.00	U
01/14/2020	HENA	PR010720		Docked Pay SM #1, 2020	60140			-523.79	U
01/22/2020	HGRS	F0062088		HR Payroll 2020 SM 2 0	60140		13,588.89		U
01/22/2020	HGRS	F0062088		HR Payroll 2020 SM 2 0	60140			-13,588.89	U
ENDING BALANCE: Non-Exempt Staff					60140	0.00	172,771.70	149,477.79	

From here, copy and paste into your document.

If you are copying into Word, follow the steps for creating a macro on the next slide.



CREATING THE “BANNER BALL” - MACRO STEPS

“BANNER BALL” HOW TO VIDEOS





QUESTIONS?