

# SLCC FINANCE CHECKLIST

## DAILY/WEEKLY

Task	Resources
<input type="checkbox"/> Check SLCCBuy for requisitions to be submitted or approved	<ul style="list-style-type: none"> <li>▪ <a href="#">SLCCBuy Manual</a></li> </ul>

## MONTHLY

Task	Resources
<input type="checkbox"/> Review FGIBAVL banner screen or the Banner Budget Availability Report to check the current overall financial status.	<ul style="list-style-type: none"> <li>▪ <a href="#">Budget Training &amp; Resources</a></li> <li>▪ <a href="#">Understanding Banner Availability Report</a></li> </ul>
<input type="checkbox"/> Review detailed activity on the FGIBDST/FGITRND or FGRODTA banner screen/report to ensure transactions are correct.	<ul style="list-style-type: none"> <li>▪ <a href="#">Budget Training &amp; Resources</a></li> <li>▪ <a href="#">How to drill down for itemized transactions in Banner</a></li> </ul>
<input type="checkbox"/> Review encumbrance list on FGIOENC banner screen to check for accuracy or follow up on open encumbrances.	<ul style="list-style-type: none"> <li>▪ <a href="#">Budget Training &amp; Resources</a></li> <li>▪ <a href="#">Viewing Encumbrances in Banner</a></li> </ul>
<input type="checkbox"/> Review labor distribution report for accuracy.	
<input type="checkbox"/> Approve employee time, if applicable, after the close of each pay period.	<ul style="list-style-type: none"> <li>▪ <a href="#">Approving time on the Employee Dashboard</a></li> </ul>
<input type="checkbox"/> Complete and approve p-card expense reports in Chrome River.	<ul style="list-style-type: none"> <li>▪ <a href="#">Chrome River Manual</a></li> </ul>

## YEARLY

Task	Resources
<input type="checkbox"/> Set up budgets for any numeric indexes (appx August).	<ul style="list-style-type: none"> <li>▪ <a href="#">How to set up initial budget for self-support indexes</a></li> </ul>
<input type="checkbox"/> Submit IBP requests to the portal (appx February).	<ul style="list-style-type: none"> <li>▪ <a href="#">Informed Budget Process Resources</a></li> </ul>
<input type="checkbox"/> Submit final fiscal year requisitions (appx May).	<ul style="list-style-type: none"> <li>▪ <a href="#">Year End Cut-Off Dates</a></li> </ul>
<input type="checkbox"/> Conduct annual inventory verification (Oct-Dec).	<ul style="list-style-type: none"> <li>▪ <a href="#">Annual Inventory Training &amp; Resources</a></li> </ul>

## AS NEEDED

Task	Resources
<input type="checkbox"/> Request journal entries from the Controller's Office.	
<input type="checkbox"/> Create or approve budget transfers in Etrieve.	▪ <a href="#">Budget Office Forms &amp; Instructions</a>
<input type="checkbox"/> Maintain inventory equipment records.	▪ <a href="#">Property Control BCM &amp; Admin. Resources</a>
<input type="checkbox"/> Surplus old equipment.	▪ <a href="#">Surplus Forms</a>