SLCC FINANCE
CHECKLIST

1. DAILY/WEEKLY

☐ Check SLCCBuy for requisitions to be submitted or approved.

2. MONTHLY

☐ Review FGIBAVL banner screen or the Banner Budget Availability Report to check the current overall financial status of an index.

(The Budget Availability Report is sent by the Budget Office to the BCM on the 1st of the month.)

☐ Review detailed activity on the FGIBDST/FGITRND or FGRODTA banner screen/report to ensure transactions are correct.

☐ Review encumbrance list on FGIOENC banner screen to check for accuracy or follow up on open encumbrances.

☐ Review Labor Distribution Report for accuracy.

(The Labor Distribution Report is sent by Payroll to the BCM on the 1st of the month.)

☐ If applicable, approve employee time after the close of each pay period.

(The pay periods are the 1-15th and the 16th-the last day of the month.)

☐ Complete and approve p-card expense reports in Chrome River.

3. YEARLY

☐ Set up budgets for any numeric indexes (appx August).

☐ Submit IBP requests to the portal (appx February).

☐ Submit final fiscal year requisitions (appx May).

☐ Conduct annual inventory verification (Oct-Dec).

4. AS NEEDED

☐ Request journal entries from the Controller's Office.

☐ Create or approve budget transfers in Etrieve.

☐ Maintain inventory equipment records.

☐ Surplus old equipment.

Controller's Office
SALT LAKE COMMUNITY COLLEGE