Budgeting "Stuff"

Banner Chart of Accounts Structure

- 10000 Fund: Alpha Index = Alpha Orgn Code

- 24200 Fund: Alpha Index = Alpha Orgn Code (Skills Center)

- All Other Funds: Numeric Index = Numeric Fund Code (Orgn = Alpha or Single Letter Combo Alpha/Numeric)

"Inter" Versus "Intra" Fund Transfers and Journal Entries

♦ Alpha ← → Alpha (E&G or Skills Center)

♦ Alpha ← → Numeric (No, no, no!)

Banner Lookup Screens

♦ FGIBAVL - Balance Available Snapshot

♦ FGIBDST - Budget Status Detail

♦ FGITBAL - Balance Sheet

♦ FGITRND - Transaction Detail

File   Edit   Options   Block   Item   Record   Query   Tools   Help

ORACLE
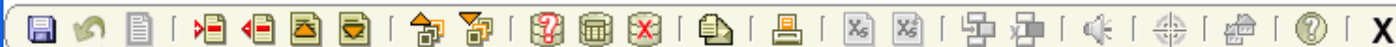
Budget Availability Status FGIBAVL 7.0 (SLCC)

Chart: C
Fiscal Year: 09
Index:
Commit Type: Both

Fund: 10000   Education & General
Organization:
Account: 60000   Budget-Salaries
Program: T   Instruction General

Control Keys --->   Fund: 10000   Organization: Account: 60000   Program:

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60000	Budget-Salaries	469,882.17	217,440.63	252,441.54	0.00
61000	Budget-Hourly-Teaching	271,455.89	111,881.69	0.00	159,574.20
62000	Budget-Hourly-Non-Teachin	9,363.64	5,311.68	0.00	4,051.96
65000	Budget-Salaried Benefits	100,693.90	100,693.90	0.00	0.00
66000	Budget-Benefits Other	28,081.95	10,433.65	0.00	17,648.30
70000	Current Expense Budget	21,031.03	4,354.35	0.00	16,676.68
90000	In-State Trav Budget	0.00	433.50	0.00	-433.50
90100	Out-State Trav Budget	2,591.51	751.02	0.00	1,840.49
Total:		903,100.09	451,300.42	252,441.54	199,358.13

Account Code.
Record: 1/8   ...   <OSC>

File Edit Options Block Item Record Query Tools Help

ORACLE

Organization Budget Status FGIBDST 7.3 (SLCC)

Chart: C

Fiscal Year: 09

Index:

☐ Query Specific Account
☑ Include Revenue Accounts

Commit Type: Both

Organization:

Fund:

Program: T   Instruction General

Account: 50000   Revenue Budget

Account Type:

Activity:

Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
50000	R	Revenue Budget	167,528.20	0.00	0.00	167,528.20
51091	R	Tuition-Workshops-Fall	0.00	6,600.00	0.00	-6,600.00
52400	R	Self-Support Contracts	0.00	8,558.10	0.00	-8,558.10
54070	R	Sales-Interdepartmental N-	0.00	4,032.50	0.00	-4,032.50
59225	R	Other Income	0.00	640.00	0.00	-640.00
60000	L	Budget-Salaries	35,406.00	0.00	0.00	35,406.00
60140	L	Non-Exempt Staff	0.00	15,769.71	18,636.93	-34,406.64
61000	L	Budget-Hourly-Teaching	20,480.00	0.00	0.00	20,480.00
61110	L	Instructor	0.00	2,653.12	0.00	-2,653.12
61120	L	Sal Hourly Faculty	0.00	5,164.06	0.00	-5,164.06
62000	L	Budget-Hourly-Non-Teachin	5,000.00	0.00	0.00	5,000.00
62110	L	Hourly-Non-Salaried	0.00	180.00	0.00	-180.00
		Net Total:	0.00	-33,809.77	18,636.93	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 12/29 | ... | <OSC>

File Edit Options Block Item Record Query Tools Help

ORACLE

General Ledger Trial Balance FGITBAL 7.0 (SLCC)

Chart: C
Fiscal Year: 09

Account Type:

Fund:
Account:

Account	Description	Beginning Balance	D/C	*	Current Balance	D/C	*
10010	Claim on Cash	2,364.74	C	*	33,769.77	C	*
12045	Accts Rec-State	0.00	D		0.00	D	
12050	Accts Rec-Other	3,405.00	D		0.00	D	
20010	Accounts Payable	1,040.26	C		40.00	C	
30005	Revenue Control	0.00	C		19,830.60	C	
30010	Expenditure Control	0.00	D		53,640.37	D	
30020	Encumbrance Control	0.00	D		18,636.93	D	
30025	Reservation Control	0.00	D		0.00	D	
31005	Budgeted Revenue Control	0.00	D		167,528.20	D	
31010	Budgeted Expenditure Control	0.00	C		167,528.20	C	
31020	Reserve for Encumbrance	0.00	C		18,636.93	C	
31025	Reservation Control Reserve	0.00	C		0.00	C	
31030	Budgeted Change to Fund Balance	0.00	D		0.00	D	
42005	General Unrestricted	0.00	C		0.00	C	
42010	Other Unrest Fund Bal	0.00	C		0.00	C	

* - denotes amount is opposite of Normal Balance

Total: ALL ACCOUNTS   0.00   0.00

Press Key Duplicate Item to view General Ledger activity.
Record: 1/15   ...   <OSC>

Banner Reports

- FGRODTA - Transaction Detail
- FGRBDSC - Current Budget Status

- FWRBBA9 – Banner Budget Availability
  - Provided Monthly by Budget Office

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06-JAN-2009 09:29:40                    Salt Lake Community College                      PAGE 16
FISCAL YEAR 09                        Organization Detail Activity                        FGRODTA
                                    From 01-JUL-2008 To 31-JAN-2009


COAS: C              Salt Lake Community College
ORG: A


TRANS       TRAN  DOCUMENT  DOCUMENT                          ACCOUNT/       BUDGET          TRANSACTION      ENCUMBRANCE     CMT
DATE        TYPE  NUMBER    REF #      DESCRIPTION            FUND           ACTIVITY        ACTIVITY         ACTIVITY        TYP

                                       Education & General    10000

BEGINNING BALANCE:    Serv Ctr-Telephone                     72170               .00              .00             .00
11/14/2008 IDB    F0027317 00083919 N281 Data linecabled     72170                             96.48                            U
ENDING BALANCE:       Serv Ctr-Telephone                     72170               .00           96.48             .00


BEGINNING BALANCE:    Conference Registration/Fees           73510               .00              .00             .00
12/17/2008 INNI  I0207142                                    73510                            235.00                            U
ENDING BALANCE:       Conference Registration/Fees           73510               .00          235.00             .00


BEGINNING BALANCE:    Motorpool                              90060               .00              .00             .00
08/31/2008 IDB    F0026926 MU232      0730                   WYO 90060                        433.50                            U
ENDING BALANCE:       Motorpool                              90060               .00          433.50             .00


BEGINNING BALANCE:    Out-State Trav Budget                  90100               .00              .00             .00
07/01/2008 BD01  F0026349           Budget Upload            90100            591.51                                            U
12/02/2008 BD03  J0016589 B698      TRAVEL TRANSFER          90100          1,000.00                                            U
12/02/2008 BD03  J0016589 B699      TRAVEL TRANSFER          90100          1,000.00                                            U
ENDING BALANCE:       Out-State Trav Budget                  90100          2,591.51             .00             .00


BEGINNING BALANCE:    Faculty Out-State Dev                  90120               .00              .00             .00
12/17/2008 INNI  I0207142                                    90120                            751.02                            U
ENDING BALANCE:       Faculty Out-State Dev                  90120               .00          751.02             .00


TOTAL ORGANIZATION: A
                                       Labor & Benefits       6           879,477.55       445,761.55      252,441.54
                                       Operating Expenses     7            23,622.54         5,538.87             .00
```

Fund-Orgn	Organiza	Acct	Base Budget	Revised Budget	YTD	Open Commitments	Balance Available
10000-		60000	185,622.24	185,622.24	85,076.86	100,545.38	.00
		62000	2,241.05	2,241.05	.00	.00	2,241.05
		65000	.00	35,674.27	35,674.27	.00	.00
		66000	.00	224.11	.00	.00	224.11
		70000	11,570.52	11,550.12	1,561.50	.00	9,988.62
		90000	326.02	326.02	239.70	.00	86.32
		90100	709.77	709.77	.00	1,000.00	-290.23
**************	********						
sum			200,469.60	236,347.58	122,552.33	101,545.38	12,249.87

Budget Forms

- Request for Index/Budget Authorization (yellow)
- Base Budget Transfer (green)
- One-time Budget Transfer (pink)
- Travel Transfer (blue)
- Responsible Person/Name Change (yellow)

Address http://www.slcc.edu/budget/forms.asp

Salt Lake Community College

Budget Office

Areas of Study | A-Z Index | About SLCC | Contact SLCC | Calendar | MyPage

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Forms

Information

BUDGET FORMS:

- Request for Index/Budget Authorization (yellow)
- Responsible Person/Name Change (yellow)
- Permanent Budget Transfer Request (green)
- Temporary Budget Transfer Request (pink)
- Temporary Budget Transfer Request/Travel (blue)

- Permanent Budget Transfer Request - Long (green)
- Temporary Budget Transfer Request - Long (pink)
- Temporary Budget Transfer Request/Travel - Long (blue)

Please print all transfers on the designated paper colors before sending them to the Budget Office.

Employment | Locations

Encumbrance at Requisition

- ◆ Budget Available Reduced at Requisition

Labor and Benefits

- Full-Time Salaries and Salaried Benefits
  - Restriction on Transfers
  - Salary Encumbrances

- Hourly and Other Benefits
  - Transfer with Benefits (10%)

- Same Fund Transfer

Reminders!

- Pay Employees from Appropriate Index

- Charge Operating Expenses to Appropriate Index

- Responsibility for Operating Within Established Budgets

- One-on-One Training (Budget Office)

Budget Office

- Kimberly Henrie X4782
- Dana Van Dyke X4149
- Becky Miller X4243
- Arlene Asay X4229