

Banner 9: Employee Budget Manual



1. Go to <u>www.laredo.edu</u> and click on PASPORT.

Note: Please email all questions and/or requests for hands-on-training to smireles@laredo.edu.

2. Please enter your username and password.



3. Go to the Employee Tab and Click on Banner 9.



FINANCE DIVISION: BANNER 9 EMPLOYEE MANUAL (REVISED 8/8/19)

4. This will take you to the Banner 9 Main Page.

8 0	😓 Laredo College 🔄 Employees - Laredo Comma 💿 Application Navigator 🗙 🕂 🗸		- a ×
€ <-	O appnavprod.laredo.edu 7797/spplicationNavigator/seamless		□☆ ☆ £ @ …
=			
		Welcome	
۹	Şearch	٩	
		You can search for forms, pages, menus, jobs and quickflows.	
¢		Close	
	Ellucian® © 2014-2019 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its is subject to the terms and conditions of one or more written license agreements b	subsidiaries. Use of this software is limited to Ellucian licensees, and etween Ellucian and the licensee in question.	

5. On the search box, enter FGIBDST for your Organizational Budget Status.

🗃 🖅 🧶 Laredo College 🔄 Employees - Laredo Comm 🎯	Application Navigator X + V	- ø ×
← → O @ O appravprod.laredo.edu 7797/spplicationNavig	http://www.ieux	□ ☆ ☆ & @ …
=		
*		
	Welcome	
۹	fgibds	8
e	Executive Summary (FGIBDSR)	
?	Ornanization Budget Status	-
c>	(FGIBDST)	
(88)		
Ellucian® © 2014-2019 Ellucian Company	.P. and its affiliates.	
This software contains confidential and proprietary is subject to the terms and conditions of one or mo	information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and re written license agreements between Ellucian and the licensee in question.	
http://barnadminprod.laredo.edu.7020/BarnerAdmin/?form=FGIBDST&bar_arqs=((parami))4	ben moderse	

0.0	😔 Laredo College	📵 Employees - Laredo Commi 🔘 A	Application Navigator 🗙 🕂 😒			- 0 ×
(\cdot)	0 @ 0	appnavprod.laredo.edu 7797/applicationNaviga	dor/yearthing			□☆ ☆ & ピ …
=	× @ ellucian	Organization Budget Status FGIB	IDST 9.3.6 (PROD12c)		■ A00	🖺 RETRIEVE 🔮 RELATED 🛛 🌞 TOOLS
	Char	n:*[L	Laredo Community College	Fiscal Year: * 19		G0)
*	Inde	X:)	Query Specific: *		
200				Account		
	Include Revenue Accounts	e: 🖌		Commit Type: Both		
0	Organization	n: 304001	Comptroller/Accounting	Fund: 110001	+++ General Operating Fund	
	Program	n: 60000	Institutional Support	Account:		
2	Account Type	•:)	Activity:		
	Location	n:				
?	Get Started Comp	plete the fields above and click Go. To	search by name, press TAB from an ID field, enter	er your search criteria, and then press ENTER.		
(÷						
1000						
•						
		/				
	- -					
	EDIT Record: 1	1/1 KEY BLOCK KEYBLOC	FUND CODE [1]	e2000 -	2018 Ellucian. All rights reserved.	ellucian.

6. Once you get to the page, enter your Department Account# and Click on the <u>Down Arrow</u>.

7. This will provide you a list of all your available balances.

Organization: 304	Community College Fi 1001 Comptroller/Account	ting Fund: 110001 General Operating Fund	Program: 60000 Institutional Support	Account: Account Type:	Activity: Location:	start over
* ORGANIZATION E	BUDGET STATUS					🖸 Insert 🔲 Delete 🦷 Copy 🥆 Filter
Account	Туре	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
61000	L	Sal Professional	434,494.56	326,751.44	0.00	107,743.12
61002	L	Sal Professional Pt	14,701.00	12,130.46	0.00	2,570.54
61100	L	Sal Staff Regular	170,313.00	126,353.52	0.00	43,959.48
61106	L	Sal Staff Regular Pt	11,353.00	7,440.17	0.00	3,912.83
62100	L	Health & Life Insurance	12,130.68	11,180.84	0.00	958.84
62200	L	ORP Contribution	4,125.79	2,062.91	0.00	2,062.88
62202	L	TRS Contribution	29,087.13	14,770.95	0.00	14,316.18
62300	L	Social Security	37,521.92	34,492.92	0.00	3,029.00
71000	E	Capitalized Asset	0.00	1,872.38	0.00	-1,872.38
71416	E	Maintenance Agreement	0.00	8,397.72	2,799.28	-11,197.00
72004	E	Expendable Supplies	8,500.00	8,075.52	1,804.65	-1,380.17
72016	E	Postage	2,400.00	2,140.88	0.00	259.12
72024	E	Software	13,000.00	6,785.84	0.00	6,214.16
76044	E	Print Shop Charges	2,000.00	706.89	0.00	1,293.11
77666	E	Prof. Dev. Admin Travel	8,200.00	4,523.90	674.00	3,002.10
77670	E	Registration Fees	597.00	1,028.00	500.00	-931.00
78024	E	Contracted Copy Svcs	2,500.00	1,842.00	0.00	658.00
78028	E	Contracted Services	26,020.00	48,969.70	129.45	-23,099.15
78120	E	Tax Collection	675,000.00	519,344.67	0.00	155,655.33
78124	E	Telephone	50.00	56.90	0.00	-6.90
		Net Tota	-1,452,303.08	-1,138,947.61	5,907.38	
	▶ N 20 ∨ Pe	r Page				Record 1 of 21

Organization: 3040	301 Comptroller/Account	ing Fund: 110001 General Operating Fund	Program: 60000 Institutional Suppor	Account: Account Type:	Activity: Location:	
ORGANIZATION B	UDGET STATUS					Dinsert Delete 🖣 Copy 🤶 Fi
Account	Туре	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
51000	L	Sal Professional	434,494.56	326,751.44	0.0	0 107,743.
1002	L	Sal Professional Pt	14,701.00	12,130.46	0.0	0 2,570.5
1100	L	Sal Staff Regular	170,313.00	126,353.52	0.0	0 43,959.4
1106	L	Sal Staff Regular Pt	11,353.00	7,440.17	0.0	0 3,912.8
2100	L	Health & Life Insurance	12,139.68	11,180.84	0.0	0 958.8
52200	L	ORP Contribution	4,125.79	2,062.91	0.0	0 2,062.8
32202	L	TRS Contribution	29,087.13	14,770.95	0.0	0 14,316.1
52300	L	Social Security	37,521.92	34,492.92	0.0	0 3,029.0
1000	E	Capitalized Asset	0.00	1,872.38	0.0	0 -1,872.3
1416	E	Maintenance Agreement	0.00	8,397.72	2,799.2	8 -11,197.0
2004	E	Expendable Supplies	8,500.00	2075.52	1,804.6	5 -1,380.1
2016	E	Postage	2,400.00	2,140.88	0.0	0 259.1
2024	E	Software	13,000.00	6,785.84	0.0	0 6,214.1
6044	E	Print Shop Charges	2,000.00	706.89	0.0	0 1,293.1
7666	E	Prof. Dev. Admin Travel	8,200.00	4,523.90	674.0	0 3,002.1
7670	E	Registration Fees	597.00	1,028.00	500.0	-931.0
8024	E	Contracted Copy Svcs	2,500.00	1,842.00	0.0	0 658.0
8028	E	Contracted Services	26,020.00	48,989.70	129.4	5 -23,099.1
8120	E	Tax Collection	675,000.00	519,344.67	0.0	0 155,655.3
8124	E	Telephone	50.00	56.90	0.0	0 -6.9
		Net Total	-1,452,303.08	-1,138,947.61	5,907.3	8
M 4 1 of 2	▶ 🗎 🛛 20 🗸 Per	Page				Record 11 of 2

8. To review what expenses have been paid, click on the amount you would like to review.

9. Click on <u>RELATED</u> and select Transaction Detail Information.

ETMACCT, BLOCK DISPLAY, SUM VTD, ACTV/

Chart L. Laledo Comm						
Conception Conception 1	unity College Fiscal Ye	ar: 19 Index: Query Specific Accor	include Revenue Accounts: 🗸	Commit Type: Both		Q Search
· ORGANIZATION BUDGET	Smptroler/Accounting	Fund: 110001 General Operating Fund	Program: 60000 Institutional Support	Account: Account Type:	Activity: Location	Budget Summary Information [FGIBSUM
Account	Туре	Title	Adjusted Budget	YTD Activity	Commitments	Organization Encumbrances IEGIOENC
61000	1.	Sal Professional	434,494.55	326,751,44		
	il. :	Sal Professional Pt	14,701.00	12,130.46		Transaction Detail Information (FGITRN
	L	Sal Staff Regular	170,313.00	126.353.52		
61106	L	Sal Staff Rogular Pt	11,353.00	7,440.17		
	t,	Health & Life Insurance	12,139.68	11,160.84		
	L	ORP Contribution	4,125.70	2,002.01		
	6	TRS Contribution	29,087.13	14.770.95		
	36.	Social Security	37,521.92	34,492.92		
	£	Capitalized Asset		1,872.38		
71416	E	Maintenance Agreement	0.00	8,307.72		
72004	E	Experidable Supplies				
72016	E	Postage	2,400.00	2,140.88		
72024	£	Software	13,000.00	6,785.04		
76044	E	Print Shop Charges	2,000.00	705.89		
77686	E	Prof. Dev. Admin Travel	8,200.00	4,523.90		
	E.	Registration Fees.	597.00	1,028.00		
78024	E	Contracted Copy Sycs	2,500.00	1,842.00		
78028	E	Contracted Services	26,020.00	48,989.70		
	E	Tex Collection	675,000,00	510,344.67		
78124	E	Teleptione		55.50		
		Net Total	-1,452,303.08	1,138,947.61		

COA: L	Fiscal Year: 19	Index:	Fund: 1	10001 Organization: 304	301 Account: 72004 Pr	ogram: 60	000 Activity:	Location: Period:	Commit Type	: Both		Start	over
DETAIL	TRANSACTION AC	TIVITY	and a				Document 1	Transmiss Data 1	Autority Date 1	Providence	Dinsert Doelete	The Copy	Y, Filte
Account	Organization	Program	Field	Amount	increase (+) or Decrease (-)	Type	Document	OPPATION Date	Activity Date	ODIM Commentation	Commit Type	Fund	Act
72004	304001	60000	VTD	620.10		UNEI	01003023	07/20/2019	08/01/2019	CDW Government LLC		11000	21
72004	304001	60000	VTD	0.00	•.	DNEI	01062048	07/25/2019	07/25/2019	CDW Government LLC		11000	14
72004	304001	60000	VTD	267.06	-	INEI	10446278	07/23/2019	07/22/2019	CDW Government LLC		11000	14
72004	304001	60000	VTD	207.00		ONE	04062700	07/11/2010	07/11/2010	National Brint and Bromo		11000	14
2004	304001	80000	VTD	682.58		INEL	10145405	07/00/2010	07/10/2010	National Print and Promo		11000	14
72004	304001	60000	YTD	598.00	*	JE16	10061517	06/30/2019	07/09/2019	Bond Paner Charnes - June 2019		11000	11
72004	304001	60000	YTD	0.00		DNFI	01062551	06/20/2019	06/20/2019	Office Depot Inc	u	11000)1
72004	304001	60000	YTD	0.00	-	DNEL	01062551	06/20/2019	06/20/2019	Office Depot Inc	U	11000)1
72004	304001	60000	YTD	0.00		DNEI	01062526	06/20/2019	06/20/2019	CDW Government LLC	U	11000	01
72004	304001	60000	YTD	892.76		INEI	10144357	06/17/2019	06/20/2019	Office Depot Inc	U	11000	01
72004	304001	60000	YTD	43.12	+	INEI	10144366	06/17/2019	06/20/2019	Office Depot Inc	U	11000	01
72004	304001	60000	YTD	243.18	+	INEI	10144379	06/17/2019	06/19/2019	CDW Government LLC	U	11000)1
2004	304001	60000	YTD	0.00		DNEI	01061874	05/02/2019	05/02/2019	Lorman Education Services	U	11000)1
2004	304001	60000	YTD	14.95	+	INEI	10142860	05/01/2019	05/01/2019	Lorman Education Services	U	11000)1
72004	304001	60000	YTD	69.99	+	CR05	FL001527	04/30/2019	04/24/2019	AMEX CHRG PO33878	U	11000	01
72004	304001	60000	YTD	0.00	-	DNEI	01061500	04/11/2019	04/11/2019	Executive Office Supply	U	11000	01
72004	304001	60000	YTD	0.00	21	DNEI	01061500	04/11/2019	04/11/2019	Executive Office Supply	U	11000	01
72004	304001	60000	YTD	470.21	+	INEI	10142160	04/11/2019	04/11/2019	Executive Office Supply	U	11000	01
72004	304001	60000	YTD	171.75	+	INEI	10142161	04/11/2019	04/11/2019	Executive Office Supply	U	11000	01
			Total	8,075.52	+								
<		1				> <							
4 ◀	1 of 3 🕨 🕅	20 \	Per P	age								Reco	rd 1 of 47

COMP. 2018 Electro Al deb

10. You will be able to review all expenses that have been charged to that specific line item.

11. If you would like to see more detail on a transaction, click on the transaction.

FGVTRND.DISPLAY ACCT_CODE [1]

COA: L	Fiscal Year: 19	Index:	Fund: 1	10001 Organization: 304	001 Account: 72004 Pro	gram: 60	000 Activity:	Location: Period:	Commit Type	e: Both	0	Start O	ver
DETAIL	TRANSACTION AG	TIVITY									🕃 insert 📓 Delete	₩ Сору	¥, Filter
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activ
72004	304001	60000	YTD	0.00	4	DNEI	01063023	08/01/2019	08/01/2019	CDW Government LLC	U	110001	
72004	304001	60000	YTD	630.19	*	INEI	10146035	07/29/2019	08/01/2019	CDW Government LLC	U	110001	
72004	304001	60000	YTD	0.00		DNEI	01062948	07/25/2019	07/25/2019	CDW Government LLC	U	110001	
72004	304001	60000	YTD	267.96		INEI	10145778	07/22/2019	07/23/2019	CDW Government LLC	U	110001	
2004	304001	60000	YTD	0.00		DNEI	01062790	07/11/2019	07/11/2019	National Print and Promo	U	110001	
2004	304001	60000	YTD	662.56	+	INFI	10145405	07/09/2019	07/10/2019	National Print and Promo	u	110001	
72004	304001	60000	YTD	598.00	+	JE16	J0061517	06/30/2019	07/09/2019	Bond Paper Charges - June 2019	U	110001	
72004	304001	60000	YTD	0.00		DNEI	01062551	06/20/2019	06/20/2019	Office Depot Inc	U	110001	
72004	304001	60000	YTD	0.00		DNEI	01062551	06/20/2019	06/20/2019	Office Depot Inc	U	110001	
72004	304001	60000	YTD	0.00		DNEI	01062526	06/20/2019	06/20/2019	CDW Government LLC	U	110001	
72004	304001	60000	YTD	892.76	*	INEI	10144357	06/17/2019	06/20/2019	Office Depot Inc	U	110001	
72004	304001	60000	YTD	43.12	+	INEI	10144366	06/17/2019	06/20/2019	Office Depot Inc	U	110001	
2004	304001	60000	YTD	243.18	+	INEI	10144379	06/17/2019	06/19/2019	CDW Government LLC	U	110001	
2004	304001	60000	YTD	0.00		DNEI	01061874	05/02/2019	05/02/2019	Lorman Education Services	U	110001	
2004	304001	60000	YTD	14.95	+	INEI	10142860	05/01/2019	05/01/2019	Lorman Education Services	U	110001	
72004	304001	60000	YTD	69.99	+	CR05	FL001527	04/30/2019	04/24/2019	AMEX CHRG PO33878	U	110001	
2004	304001	60000	YTD	0.00		DNEI	01061500	04/11/2019	04/11/2019	Executive Office Supply	U	110001	
72004	304001	60000	YTD	0.00	1	DNEI	01061500	04/11/2019	04/11/2019	Executive Office Supply	U	110001	
2004	304001	60000	YTD	470.21	+	INEI	10142160	04/11/2019	04/11/2019	Executive Office Supply	U	110001	
72004	304001	60000	YTD	171.75	+	INEI	10142161	04/11/2019	04/11/2019	Executive Office Supply	U	110001	
			Total	8,075.52	+								
<						> <							
н 🔺	1 of 3 🕨 🔰	20 \	Per P	age								Record	12 of 47

alluci

12. Click on RELATED and select Query Document.

~ 0	Contraction of Con	and the second								O Frank		
COA: L P	PANAACTION AC	Index: P	Fund: 1100	01 Organization: 304001 Account: 72004	Program: OUL	000 Activity:	Location; Period:	Commit Type		Q pearch		_
Account	Organization	Program	Field A	mount Increase (+) or Decrease (-	Type	Document *	Transaction Date *	Activity Date "	Description	Query Document		
72004	304001	80000	YTD					06/01/2019		Detail Encumbra	ce Info (EGIE	NCE
72004				030.19 +								
72004	304001		YID		DNEI	01062948	07/25/2019	07/25/2019	CDW Government LLC			
72004	304001	60000	YTD.	267.96 +	INE	10145778	07/22/2019	07/23/2019	COW Government LLC			
72004	304001	60000	YTD		DNE3	01052790	07/11/2019	07/11/2019	National Print and Promo			
72004	304001	60000	YTD	662.56 +	INEI	10145405	07/09/2019	07/10/2019	National Print and Promo			
72004	304001	60000	YTD.	598.00 +	JE16	J0061517	06/30/2019	07/09/2019	Bond Paper Charges - June 2019			
72004	304001	60000	YTD	0.00) -	DNEI	01062551	06/20/2019	06/20/2019	Office Depot Inc			
72004	304001	00000	YTD		DNEI	01062551	05/20/2019	05/20/2019	Office Depot Inc			
72004	304001	60000	YTD		DNE	01062526	06/20/2019	06/20/2019	CDW Government LLC			
72004	304001	60000	YTD	892.75 +	INEI	10144367	06/17/2019	06/20/2019	Office Depot Inc			
72004	304001		YTD.	43.12 +	INE	10144365	06/17/2019	05/20/2019	Office Depot Inc			
72004	304001	60000	YTD	243.18 +	INEI	10144379	06/17/2019	06/19/2019	CDW Government LLC			
72004	304001	60000	YTD	0.00 -	DNE)	01061874	05/02/2019	05/02/2019	Lorman Education Services			
72004	304001	60000	YTD	14.95 +	INEI	10142/560	05/01/2019	05/01/2019	Lorman Education Services			
72004	304001	60000	YTD	69.99 +			04/30/2019	04/24/2019	AMEX CHRG P033878			
72004	304001	60000	YTD	0.00 -	ONEL	01051500	04/11/2019	04/11/2019	Executive Office Supply			
72004	304001	60000	YTD		DNEI	01061500	04/11/2019	04/11/2019	Executive Office Supply			
72004	304001	60000	YID	470.21 +	INE	10142160	04/11/2019	04/11/2019	Executive Office Supply			
72004	304001	60000	YTD	171.75 +	INE	30142101	04/11/2019	04/11/2019	Executive Office Supply			
			Total	0.075.52 +								

13. Please use <u>Down Arrow</u> to navigate.

			/					
8-0	😔 Laredo College	💽 Employees - Laredo Commi 🕑 A	lication Navigator 🗙 🕂 🐱					- ø ×
$\in \rightarrow$	0 @ 0 *	ppnavprod.laredo.edu 7797/applicationNaviga	Aeathin			11 \$	2 20	L 18 ···
=	× @ ellucian	Invoice/Credit Memo Query FA/IN	E 9.3.6 (PROD12c)		E 400		A RELATED	🔅 🌞 TOOLS
A CARA	Document	- [0146035]		Multiple:			C	60
*								
		/						
	Get Started. Comp	iete the fields above and click Go. To	earch by name, press TAB from an ID field, enter your search	h criteria, and then press ENTER.				
۹		/						
2		/						
?		/						
(-)								
(55)								
		/						
	▲ ▲							
	EDIT Record: 1	1 KEY BLOCK FAAINVH D	C CODE [1]	02000 - 2018 Ellucian. All rights reserved.				ellucian.

FINANCE DIVISION: BANNER 9 EMPLOYEE MANUAL (REVISED 8/8/19)

14. Click on the \underline{X} to go back to the previous page.

O ellucian invoice Occument: 10140035 Multipl InvoiceCREDIT MEMO Invoice Invoice Date Invoice Date Invoice Date Invoice Date Invoice Date Invoice Cancel Address Code AP Sequence Number Street Line 1 75 Re	e/Credit Memo Query FAIINVE 9.3 8 (PROD12c) e: Regular Vendor: V00100980 CDW Government LLC Vendor Mold: Purchase C IR 2019 1	rder: P0035041 Check Vendor Collects Tax	Docu	ment Accounting	1.00	BETRIEVE	Celete	ED Start Ov	rools er
Document: 10146035 Multiple INVOICE/CREDIT MEMO HEADE Invoice Date 07/01 Transaction 07/29/ Cancel Address Code AP Sequence Number	e: Regular Vendor; V00100980 CDW Government LLC Vendor Hold: Purchase C R 2019 1	Order: P0035041 Check Vendor Collects Tax	Docu	ment Accounting		C insert	Delete 7	Start Ov	er 👻 Filter
INVOICE/CREDIT MEMO HEADE Invoice Date 07/01 Transaction 07/29/ Cancel Address Code AP Sequence Number 175 Rm	IR 12019 2019	Check Vendor Collects Tax	Docu	ment Accounting		C insert	Delete 7	Сору	Y, Filter
Invoice Date 07/01: Transaction 07/29/ Cancel Address Code AP Sequence Number	12019 2019 1	Check Vendor Collects Tax	Docu	ment Accounting					
Transaction 07/29/ Cancel Address Code AP Sequence Number	1	Check Vendor Collects Tax	N						
Cancel AP Address Code AP Sequence Number	1	Collects Tax	N						
Address Code AP Sequence Number	r.	Collects Tax	N						
Street Line 1 75 Bin	1			Collects no taxes					
Street Line 1 75 Rm		City	Chicago						
Street Line 1 75 Rm		State or Province	IL.						
Children international and the	mittance Dr Ste 1515	ZIP or Postal Code	60675-1	515					
Street Line 2		Nation	157	United States of America					
Street Line 3		Direct Deposit Status	No						
			TAI						
Discount Code 30		ACH Transaction							
201-12-12-12-12-12-12-12-12-12-12-12-12-12		Туре							
Payment Due 06/01/	2019		Cred	it Memo					
Bank	127)		1099	Vendor					
Vendor Invoice SW12	(A)		Direc	t Deposit Override					
			Text	Exists					
Income Type NG	Nonemployee Compensation	Receipt Required	Receipt	Required					

15. If you would like to review what is encumbered, click on the amount.

rganization: 3040	ommunity College Fi 01 Comptroller/Accourt	iscal Year: 19 Index: Query Specific Acco	Program: 60000 Institutional Support	Account: Account Type:	Activity: Location:	Start Over
ORGANIZATION BU	DGET STATUS					🖸 Insert 🔲 Delete 🦓 Copy 👻 Filte
ecount	Туре	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
1000	L	Sal Professional	434,494.56	326,751.44	0.0	0 107,743.1
1002	L	Sal Professional Pt	14,701.00	12,130.46	0.0	0 2,570.5
1100	L	Sal Staff Regular	170,313.00	126,353.52	0.0	0 43,959.48
1106	L	Sal Staff Regular Pt	11,353.00	7,440.17	0.0	3,912.83
2100	L	Health & Life Insurance	12,139.68	11,180.84	0.0	0 958.84
2200	L	ORP Contribution	4,125.79	2,062.91	0.0	2,062.88
2202	L	TRS Contribution	29,087.13	14,770.95	0.0	3 14,316.18
2300	L	Social Security	37,521.92	34,492.92	0.0	3,029.00
1000	E	Capitalized Asset	0.00	1,872.38	0.0	ð -1,872.3
1416	E	Maintenance Agreement	0.00	8,397.72	2,799.20	8 -11,197.00
2004	E	Expendable Supplies	8,500.00	8,075.52	1804.65	-1,380.17
2016	E	Postage	2,400.00	2,140.88	0.0	0 259.12
2024	E	Software	13,000.00	6,785.84	0.0	6,214.16
6044	E	Print Shop Charges	2,000.00	706.89	0.0	0 1,293.1
7666	E	Prof. Dev. Admin Travel	8,200.00	4,523.90	674.0	3,002.10
7670	E	Registration Fees	597.00	1,028.00	500.0	0 -931.00
8024	E	Contracted Copy Svcs	2,500.00	1,842.00	0.0	0 658.00
8028	E	Contracted Services	26,020.00	48,989.70	129.4	5 -23,099.15
8120	E	Tax Collection	675,000.00	519,344.67	0.0	J 155,655.33
8124	E	Telephone	50.00	56.90	0.0	J -6.90
		Net Tota	-1,452,303.08	-1,138,947.61	5,907.3	8
🖌 剩 🕦 of 2 🕨	► 20 ∨ Per	r Page				Record 11 of 21

FINANCE DIVISION: BANNER 9 EMPLOYEE MANUAL (REVISED 8/8/19)

A Creater					Contraction of the second s
Chart: L. Laredo C	ommunity College Fi	iscal Year: 10 Index: Query Specific Acco	unt: 🔄 Include Revenue Accounts: 🤟 Com	mit Type: Bolh	Q Search
Organization: 3040 ORGANIZATION BU	01 Comptroller/Account	iong Fund: 110001 General Operating Fund	Program: 60000 Institutional Support A	ccount: Account Type: Activity: L	Budget Summary Information [FGIBSU
Account	Type	Title	Adjusted Budget YTD A	ctivity Commitments	Organization Encumbrances (FGIOEN
61000	L	Sal Professional	434,494.58	326.751.44	
	L .	Sal Professional Pt	14,701.00	12,130.46	Transaction Detail Information [FGITR
51100		Sal Statt Regular	170,313.00	126,353.52	
51106	1.	Sal Staff Regular Pt	11,353.00	7,440.17	
		Health & Life Insurance	12,139.68	11,180.84	
	L.	ORP Contribution	4,125.79	2,052.91	
	1.	TRS Contribution		14,770.95	
	C	Social Security	37,521.92	34,402.92	
	E	Capitalized Arset		1,072.38	
71415	E	Maintenance Agreement		0,397.72	
72004	E	Expendable Supplies			
	E	Postago	2,400.00	2,140.88	
72024	E	Software	13,000 00	6,785.84	
76044	11	Print Shop Charges	2,000.00	706.89	
77666	E	Prof. Dev. Admin Travel	8,200.00	4,523.90	
	E	Registration Fees	597.00	1,028.00	
78024	E	Contracted Copy Svcs	2,500.00	1,642.00	
78028	E	Contracted Services	26,020.00	48,089.70	
	E	Tax Collection	675,000.00	519,344 67	
		Telephone			
78124					

16. Click on RELATED and select Organization Encumbrances.

17. This will provide you a list of all the encumbrances for your department.

5 0	🤹 Laredo College 💽 (Imployees - Lando Comme 🎯 Application Navigator 🗙 🕂 😒								ø ×
=	× @ellucian Orga	nizational Encumbrance List FGIOENC 9.3.11 (PROD12c)						E A00		TOOLS
	Chart: L Fiscal Year: 19	Index: Organization: 304001 Comptroller/Accounting Fi	und: 110001	General Operat	ting Fund			and the second	S	tart Over
*	* ORGANIZATIONAL ENCUMBR	ANCE LIST							🖸 Insert 📓 Delete 🌆 C	opy 👻 Filter
	Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type	
	P0033103	Toshiba America Business Solutions Inc		0 71416	60000				2,799.28 U	
	P0033968	Lorman Education Services		0 72004	60000				348.00 U	
0	P0034103	Elite Employment Services LLC		0 78028	60000				129.45 U	
~	P0034162	Ellucian Live		0 77670	60000				500.00 U	
	P0035325	Executive Office Supply		0 72004	60000				1,456.65 U	
-	TR12149			0 77666	60000				159.00 U	
	TR12150			0 77666	60000				515.00 U	
?	[10 M Per Page								Record 1 of 7
3										
	⊼ ⊻									

පී +ව 🏘 Larredo College ← → ව බ ා	Imployees - Laredo Commi O Application Navigator × + v approvprod laredo edu 7197/application/Navigato/Assemiless								* * 6	а × в …
= × @ellucian	Organizational Encumbrance List FGIOENC 9.3.11 (PROD12c)							ADD 📑 RETRIEVE	A RELATED	🔅 TOOLS
Chart: L Fiscal Ye	ear: 19 Index: Organization: 304001 Complroijol/Accounting	Fund: 110001	General Operat	ing Fund				Q Search		
T ORGANIZATIONAL	ENCUMBRANCE LIST							Ourse Dated For	N	
Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	[FGIENCD]		
P0033103	Tostriba America Businesis Solutions Inc							Contraction of the		
P0033968	Lorman Education Services		0 72004							
O P0034103	Ellite Employment Services LLC		0 78028	60000						
P0034162	Ellucian Live			60000						
P0036325	Executive Office Supply		0 72004	60000						
TR12149			0 77866	80000						
TR12150			0 77666	60000						
?										
x x								1		

18. Click on RELATED and select Query Detail Encumbrance Info to see more details.

19. This will show you what payments have been made and the transaction dates.

× @ ellucian	Detail Encumbrance Activity FGI	ENCD 9 3.4 (PROD12c)				E 400		A REA	ATED	🗱 то
Encumbrance: P0033	3103 Encumbrance Period: All							(Start	Over
ENCUMBRANCE INFO	RMATION						🚦 insert	Delete	Па Сору	Ŧ,
Description	Toshiba America Business Solut	tions		Date Established	11/30/2018					
Status	0			Balance	5,580.00					
Туре	p			Vendor	P10263628 Toshiba America B	usiness Solutions Inc				
ENCUMBRANCE DETA	AIL						🖸 Insert	Delete	Ра Сору	Ŷ,
item	0 Document Accounting E	Dr		Orgn	304041					
Sequence	0			Acct	71416					
Fiscal Year	19			Prog	60000					
Status	0			Actv						
Commit Indicator	U			Locn						
				Proj						
COA	L			Encumbrance	11,123.0	0				
Index				Liquidation	-8,342.2	9				
Fund	110001			Balance	2.780.7	2				
I ■ 1 of 2 ► 1	N 1 V Per Page								Rec	ord 1
TRANSACTION ACTIV	TTY						🖨 Insert	Delete	П Сору	Y , F
ransaction Date	Туре	Document Code	Action	Transaction Am	nount	Remaining Ball	ance	_		-
1/30/2018	PORD	P0033103				11,123.00				11,123
	INEI	10138708				-926.92				10,196
2/17/2018	INEI	10138925				-926.92				9,269
2/17/2018 1/09/2019		10400407				-926.92				8,342
12/17/2018 01/09/2019 01/16/2019	INEI	10139197								7.415
2/17/2018 11/09/2019 11/16/2019 12/25/2019	INEI INEI	10139197				-926.92				
2/17/2018 1/09/2019 1/16/2019 12/25/2019 13/25/2019	INEI INEI INEI	10139197 10140509 10141386				-926.92 -926.92				6,488
12/17/2018 01/09/2019 01/16/2019 02/25/2019 03/25/2019 04/30/2019	INEI INEI INEI INEI	I0139197 I0140509 I0141386 I0142757				-926.92 -926.92 -926.92				6,488 5,561
2/17/2018 1/109/2019 1/16/2019 12/25/2019 13/25/2019 14/30/2019 16/03/2019	INEI INEI INEI INEI INEI	10139197 10140509 10141386 10142757 10144001				-926.92 -926.92 -926.92 -926.92				6,488 5,561 4,634
12/17/2018 01/09/2019 01/16/2019 02/25/2019 03/25/2019 04/30/2019 06/03/2019 07/09/2019	INEI INEI INEI INEI INEI INEI INEI	I0139197 I0140509 I0141386 I0142757 I0144001 I0145390 I0145996				-926.92 -926.92 -926.92 -926.92 -926.92 -926.92				6,488 5,561 4,634 3,707

×	@ ellucian	Organization Budget Stat	us FGIBDST 9 3.6 (PROD12c)			B 4		- TOC
Chart	: L. Laredo Com	munity College Fiscal Y	fear: 10 Index: Query Specific Account	int: 👘 Include Revenue Accounts: 🗸	Commit Type: Both		Q Search	
Organ	ization: 304001		Fund: 110001 General Operating Fund	Program: 60000 Institutional Support	Account: Account Type:	Activity: Location	ACTIONS	
* ORG	ANIZATION BUDG	ET STATUS					Dehech	
Accou	int	Туре	Title	Adjusted Budget	YTD Activity	Commitments	Reirean	
6100			Sal Professional	434,494,58	326.751.44			SHRAF
6100		E	Sal Professional Pt	14,701.00	12,130.46			
			Sal Statt Regular	170.313.00	126.353.52		Print Screenshot	Ctil+At+F
6110		1.5	Sal Staff Regular Pt	11,353.00	7,440.17		Clear Record	Shift+F
			Health & Life Insurance	12,139.68	11,180.84		Gibar Noong	
		L.	ORP Contribution	4,125.79	2,062.91		Clear Data	Shift+F
			TRS Contribution		14,770.95			
		10.5	Social Security	37,521.92	34,402.92		Item Properties	
		E.	Capitalized Asset		1,072.30		Display ID Image	
7141		3 E .	Maintenance Agreement		0,397.72		Display ib mage	
	6	E	Expendable Supplies				Exit Quickflow	
		E	Postago	2,400.00	2,140.88			
	4.	E	Software	13,000.00	6,785.84		About Banner	
7604	4	E	Print Shop Charges	2,000.00	705.89		OPTIONS	
77668		E	Prof. Dev. Admin Travel	8,200.00	4,523.90		Format Display Braferences	
		E	Registration Fees	597.00	1,028.00		Format Display Freierendes	
	4	E	Contracted Copy Svcs		1,842.00		BANNER DOCUMENT MANAGER	MENT
		E	Contracted Services	26,020.00	48,989.70		Retrieve Documents	A21+5
		E	Tax Collection	675,000.00	519,344 67			
	1	E	Telephone				Count Matched Documents	
	a marks	I Do and Day Days	Net Total	-1,452,303.08			Add Documents	T a
1015		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	-				PAGE LAYOUT	
							Expanded	
							✓ Compact	

20. Click on the X to go back to your available funds and go to <u>TOOLS</u> to Export to Excel.

21. Click on <u>Open</u> to get the information into Excel.

Chart I Jarado (Community College Fiera	A Var. 19 Index: Ouer Specific Acco	unt Include Revenue Accounts of	Commit Type: Both		Start Over
Organization: 304	001 Comptroller/Accounting	Fund: 110001 General Operation Fund	Program: 60000 Institutional Support	Account: Account Type:	Activity: Location:	Surrow
* ORGANIZATION B	UDGET STATUS		1.1-0.		(1111) (1111)	Inset Delete Te Copy Y. File
Account	Type	THE	Adjusted Budget	(TD Activity	Commitments	Available Balance
31000	L	Sal Professional	434 494 56	326 751 44	0.00	107.743 12
61002	L.	Sal Professional Pt	14,701,00	12 130 46	0.00	2 570 5
61100	L	Sal Stat Regular	170,313.00	126,353.52	0.00	43,959,48
61106	L	Sal Staff Regular Pt	11,353.00	7,440.17	0.00	3,912.83
62100	L	Health & Life Insurance	12,130.68	11,180.84	0.00	958.8
62200	L	ORP Contribution	4,125.79	2,062.91	0.00	2,062.88
62202	L	TRS Contribution	29,087.13	14,770.95	0.00	14,316.10
62300	L	Social Security	37,521.92	34,492.92	0.00	3,029.00
71000	E	Capitalized Asset	0.00	1,872.38	0.00	-1,872.3
71416	E	Maintenance Agreement	0.00	8,397.72	2,799.28	-11,197.00
72004	E	Expendable Supplies	8,500.00	8,075.52	1,804.65	-1,380.17
72016	E	Postage	2,400.00	2,140.88	0.00	259.12
72024	E	Software	13,000.00	6,785.84	0.00	6,214.16
76044	E	Print Shop Charges	2,000.00	705.89	0.00	1,293.11
77666	E	Prof. Dev. Admin Travel	8,200.00	4,523.90	674.00	3,002.10
77670	E	Registration Fees	597.00	1,028.00	500.00	-931.00
78024	E	Contracted Copy Svcs	2,500.00	1,842.00	0.00	658.00
78028	E	Contracted Services	26,020.00	48,969.70	129.45	-23,099.15
78120	E	Tax Collection	675,000.00	519,344.67	0.00	155,655.33
78124	E	Telephone	50.00	56.90	0.00	-6.90
		Net Total	-1,452,303.08	-1,138,947.61	5,907.38	
	N 20 V Per Pa	109				Record 1 of 21

22. You can now format your Department's budget listing.

	2 - 1													FGIBDST (1	i).cov - li	xcel										Sonia M	. Mireles (D –	0 ×
File Ho	ne Insert	Page L	ayout 1	formulas	Data I	Review 1	View He	ip VI	ell me what;	you want to al	do			Normal		Bad		Good	N	eutral	Calcula	tion	1 22-	- 3 × A	- Σ	AutoSum -	A- C		्रद्भ Share
Paste Dop	/ - ·			1.00.0							0 00 0	[≢] Innoitional	Format as	Check		Evolar	aton	Input		oked Cell	Note		. ⊞ Incert	t Delete Fo	mat 🗉	Fill *	Z I Find		
- 💖 Forr	nat Painter	D I M		<u></u>			El Me	rge & Cense		76 7 .	10 +0 F	ormatting *	Table *			Lopin		mpor			14046			*		Clear =	Filter * Select	1.*	
Clipboard	5		Font		6	Al	ignment		6	Number	6						sty	les						Cells		Edit	ing		^
A1	• : ×	~ .	fr 'Ch	art'																									*
A	8	c	D	E	F	G	н	1	L J	к	L	M	I N	4 4	0	P	0	R	s	т	U	v	w	×	Y	z	-	AB	AC P
1 'Chart'	'Fiscal Yea'l	Index'	Query Sp	Include R	'Commit T	Organizat	Key Orgn	'Fund'	'Key Fund	Program	'Key Pro	g 'Accour	nt' 'Key J	Acct I 'Acco	ount 1 K	ey Atyp	'Activity'	'Key Actv	Location	' Key Loon	'Key Coas	'Key Acci D	lesc'			-			
2 L	19		R	Y		304001	Comptroll	110001	General C	60000	Institut	ional Supp	port								Laredo Co	mmunity C	ollege						
3 'Account'	'Type' '	Title'	Adjusted	YTD Activ	'Commitm	'Available	Balance'																						
4 61000 5 61002	L 3	al Profes	434434.0	320/01.4	0	2520.54																							
6 61100	LS	ial Staff R	170313	126353.5	0	43959.48																							
7 61106	L S	ial Staff R	11353	7440.17	0	3912.83																							
8 62100	L F	lealth & L	12139.68	11180.84	0	958.84																							
0 62200		SEP Contr	4125.70	2062.91	0	2062.88																							
10 62202	L T	RS Contri	29087.13	14770.95	0	24316.18																							
12 71000	E C	apitalize	1321.92	1872.38	0	-1872.38																							
13 71416	E A	Aaintenai	0	8397.72	2799.28	-11197																							
14 72004	E E	xpendab	8500	8075.52	1804.65	-1380.17																							
15 72016	E P	Postage	2400	2140.88	0	259.12																							
16 72024	E 5	ioftware	13000	6785.84	0	6214.16																							
17 76044	E P	Print Shop	2000	706.89	0	1293.11																							
19 77620	E F	mor. LNev.	8200	4523.9	500	3002.1																							-
20 78024	E C	Contracte	2500	1842	0	658																							
21 78028	E 0	Contracte	26020	48989.7	129.45	-23099.2																							
22 78120	Е Т	ax Collec	675000	519344.7	0	155655.3																							
29 78124	Е Т	elephoni	50	56.9	0	-6.9																							
24 78128	E 1	elephoni	300	0	0	300																							
26																													
27																													
28																													
30																													
30																													
32																													
33																													
34																													
35																													
36																													
37																													
39																													
40																													
41																													
42																													
43																													
45																													
46																													
	FGIBOST	a l	(+)																•										
Instr			9																							1007	1001 (LT) .		+ 1009
-2019																										100	000 LLI		·

1. On the main page, type FOIDOCH to review a specific Purchase Order.

🔁 📲 🍨 Laredo College 🕢 Employees - Laredo Commi 🕢 A	oplication Navigator 🗙 🕂 😒			- 1	y x
← → O A ⊙ appravprod laredo.edu 7797/applicationNaviga	or/seamless			日文 在 & 1	ė
= *					
	2	Welcome			
۹	foldoch		8		
e	Document History (FOIDOCH)				
?	-				
C)					
Ellucian® © 2014-2019 Ellucian Company L	P. and its affiliates.				
This software contains confidential and proprietary is subject to the terms and conditions of one or mo	information of Ellucian and its subsidiaries. Use of this e written license agreements between Ellucian and the	software is limited to Ellucian licensees, and licensee in question.			
http://barnadminprod.laredo.edu.7020/SannerAdmin/Horm=FOIDOCH&ban_args=[jaarams]	ban_modesxe				

- 🔁 🔁 🥎 Lando College 🛛 🕢 Employees Lando Commi 🎯 Application Navigator 🛛 + 🗸 o x O @ O appnavprod.laredo.edu * * * * * × @ellucian Document History FOIDOCH 9.3.2 (PROD12 Document Type: PO Purchase Order Document Code: P0035086 -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 = Q 2 G 65
- 2. Enter PO on Document Type and your PO# on Document Code. (Click Down Arrow to continue)

3. This will provide you an accurate status of the payment/invoice and receiving if applicable.

5 0	😔 Laredo College 🔄 Employees - Laredo Commi 🎯 Apr	elication Navigator 🗙 🕂 😒		- ø ×
()	O @ appravprod.laredo.edu 7797/sppication/lavigato	/searching		□☆ ☆ <i>L</i> @ …
=	X @ ellucian Document History FOIDOCH 9.3.2	(PROD12c)		🖹 ADD 📓 RETRIEVE 🚜 RELATED 🔅 TOOLS
1000	Document Type: PO Purchase Order Document Code:	P0035086		Start Over
*				
	* DOCUMENT HISTORY			🖸 Insert 🗖 Delete 🍡 Copy 🌱 Filter
	Document Type	Document Number	Status	Status Description
	Purchase Order	P0035086	A	Approved
0	Invoice	10146092	Ρ	Paid
~	Check Disbursement	01063053		
(1)	Receiving Documents	Y0024300	C	Completed
-	Receiving Documents	Y0024301	C	Completed
-	Receiving Documents	Y0024406		
?	Receiving Documents	Y0024456	C	Completed
	Fixed Assets	T00057469		
€÷	Fixed Assets	T00057470		
	A			SAVE

O O O approxyprod lando edu 7797/application/kavigato//wamless				
 Weilucian Document History F 	FOIDOCH 9 3 2 (PROD12c)			🕯 ADD 🚊 RETRIEVE 👗 RELATED 🔅
Document Type: PO Purchase Order C	Document Code: P0035088			Q Search
* DOCUMENT HISTORY				Requisition Info [FPIREQN]
Document Type	Document Number	Status	Status Description	Query Document IBY TYPE!
Purchase Order		A	Approved	
Invoice	10146092	p	Palid	
Check Disbursement	01063053			
Receiving Documents	Y0024300		Completed	
Receiving Documents	Y0024301		Completed	
Receiving Documents	Y0024406			
Receiving Documents	YD024456		Completed	
Fixed Assets	T00057469			
Fixed Assets	T00057470			
the of the second second the				

4. Just click on RELATED and select Query Document for any of the available documents.

5. Just click on the Down Arrow to navigate.

	😓 Laredo College	🗿 Employees - Laredo Commi 🎯 Application Navigator 🛛 🗙	+ ~				ø ×
$\leftarrow \rightarrow$	0 @ 0 #	pnavprod.laredo.edu 7797/application/Navigator/veamless					B
=	X @ ellucian	Purchase/Blanket/Change Order Query FPIPURR 9.0 (Pl	ROD12c)		E 400 E	RETRIEVE A RELATED	# TOOLS
	Purchase Order	P0035088 ***	Blanket Order:				Go
ñ	Change Sequence						
	Humber						
	Get Started: Comple	te the fields above and click Go. To search by name, press	TAB from an ID field, enter your search criteria, and then	press ENTER			
۹							
2							
Caracterio -							
?							
G							
616							
	× ×						- Hereiterer
	TDT Received by	KPY IILOOKOISBAY POHD COPE III		62000 - 2018 Effection All rights revenued			ellucia

6. Click on the X to go back to FOIDOCH or to the main page.

Purchase Order: P003	35086 Blanket Order: Change Sequence N	mber:							C	Start Ox	er)
PURCHASE/BLANKET	ORDER INQUIRY: DOCUMENT INFORMATION							D insert	Delete	THE CODY	Filter
Purchase Order	P0035086	Delivery Date	07/28/2019			Receipt Required	Receipt Required				
Blanket Order		Comments	Reg # 135749		1	Change Sequence					
						Number					
Order Date	07/01/2019	Commodity Total	714.07				In Suspense				
Transaction Date	07/01/2019	Accounting Total	714.07				✓ Document Text	6h			
PURCHASE/BLANKET	ORDER INQUIRY: DOCUMENT INFORMATION							D Insert	Defete	Па Сору	$\Psi_{\rm c}{\rm Filter}$
	Complete			Requisition							
				Document Text							
	✓ Approved			Buyer Code	PUR						
Print Date	07/02/2019				PURCHASING						
Cancel Date	(Blanket Order Termination Date		100.1					
Closed Date	100			1 grant and 1 grant	Rush Order						
Activity Date	07/02/2019				✓ NSF Checking						
User ID	AZAPATA5685				Deferred Editing						
Туре	Regular			Purchase Order							
				Copied From							
Cancel Reason				Origin	BANNER						
				Reference Number							
	Purchase Order Created from Requisition										

1. <u>To get a list of all encumbrances, go to FGIOENC (Organizational Encumbrance List).</u>

🔁 🕫 🍲 Laredo Colle	🕑 Impioyees - Lando Comme 💿 Application Navigator 🗴 🕂 🗸	- a ×
$\leftrightarrow \rightarrow \circ \circ$	appnavprod laredo edu 7797/applicationNavigator/wamilest	□☆ ☆ £ @ …
≡ *		
	Welcome	
۹	fgloenc	
5	Organizational Encumbrance List (FGIOENC)	
?		
€)		
۲		
Elli The Is se	ian® © 2014-2019 Ellucian Company L.P. and its affiliates. oftware contains confidential and proprietary information of Ellocan and its subsidiaries. Use of this software is limited to Ellucian licensees, and ject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.	

	Eared	lo College		Imployees - Laredo Commi	@ A\$	oplication Navigator 🗙 🕂 😒								170	ø ×
$\leftarrow \rightarrow$	0	ŵ	O app	navprod.laredo.edu 7797/application/v	nigati	or/seamless							\$ \$	L.	uð …
	×	@ ell	uclan	Organizational Encumbrance	List F	FGIOENC 9.3.11 (PROD12c)				i.	E ADD	RETRIEVE	RELA	TED	# TOOLS
			Chart: *	L			Fiscal Year:	19							Go
*			Index:	[+++		Organization:	304001	***	Comptroller/Accounting					
			Fund:	110001	***	General Operating Fund									
	Get	Started	Complet	e the fields above and click Go	Tos	search by name, press TAB from an ID field, enter yo	our search criteria, and th	en press ENTE	R.						
۹															
2															
?															
6															
•															
		<u>.</u>													
	ED:T		annet 111	VEX BLOCK EVEC	and o	751/0			02000 - 2019 Ebusine /	M disks meaned					allucian

2. Enter your ITIA/Auxiliary/Agency/Grant in the Fund or your G/O Acct# in the Organization.

3. After clicking the Down Arrow, you will get a list of all open encumbrances.

5 -5	🍨 Laredo College 🛛 🕢 ()	mployees - Laredo Commi 🎯 Application Navigator 🗙 🕂 🗸								ø ×
()	O @ O appnavprod.	aredo.edu 7797/spplicationNavigator/seamless							□ ☆ ☆ £	ui
=	🗙 🎯 ellucian Organ	izational Encumbrance List FGIOENC 9.3.11 (PROD12c)						E A00 B		TOOLS
A China	Chart: L Fiscal Year: 19 In	ndex: Organization: 304001 Comptroller/Accounting Fur	nd: 110001	General Opera	ting Fund				Start	Over
*	* ORGANIZATIONAL ENCUMBRA	NCE LIST							🕄 Insert 🛛 🖪 Delete 🛛 🕫 Copy	🗑 Filter
i an	Encumbrance	Vendor	Item	Acct	Prog	Actv	Locn	Amount	Commit Type	
	P0033103	Toshiba America Business Solutions Inc		0 71416	60000			1	2,799.28 U	
	P0033968	Lorman Education Services		0 72004	60000				348.00 U	
Q	P0034103	Elite Employment Services LLC		0 78028	60000				129.45 U	
	P0034162	Ellucian Live		0 77670	60000				500.00 U	
	P0035325	Executive Office Supply		0 72004	60000				1,456.65 U	
-	TR12149			0 77868	60000				159.00 U	
	TR12150			0 77666	60000				515.00 U	
3	N 4 Tott N	10 vr Per Page							Rec	ord 1 of 7
0										



1. <u>To view your available funds for all Agency Accounts, go to FGITBAL (General Ledger Trial Bal).</u>

5 - 5	🔶 Lared	o College	Laredo College PASPort Los	Application Nav	rigator x 🕂 👻									a x
$\leftarrow \rightarrow$	0	6	appnavprod.laredo.edu 7797/spplication/	Navigator/yeamless								E1 :	* * *	B
	×	ellucian	General Ledger Trial Balanc	e FGITBAL 9.3.7	(PROD12c)						🖺 A00		RELATED	# TOOLS
		Char	t: ^ [l.				Fiscal Year: *	19		0			<u> </u>	Go
*		Fund	d: 810066	+++ Baseball	Team		Account:							
-		Account Type	e:											
	Get	Started: Comp	olete the fields above and click G	o. To search by r	name, press TAB from	an ID field, enter your sear	ch criteria, and th	en press ENTE	R.					
Q														
~														
2														
•														
€														
616 (=)														
	-	-												
	-	- Decent 1		HOC ACCT CODE	143				02000 - 2018 Elberia	All risks record				ellucian.

2. Enter your Agency Account# in the Fund field and click on the Down Arrow.

Chart F	Fiscal Year: 19 Fund: 810066 Baseball Team Account	t Account Type:				Start Over
* GENERAL	LEDGER TRIAL BALANCE				C Insert Delete	Copy 👻 Fi
Account	Description	Beginning Balance	Debit/Credit	* Current Balance	Debit/Credit	
11099	Claim On Cash	5,182.60	Debit		2,159.67 Debit	
12032	Travel Advances	0.00	Credit		0.00 Credit	
9312	Misc Suspense Line B	0.00	Debit		0.00 Debit	
1000	Accounts Payable Control	0.00	Credit		0.00 Credit	
1004	Accts Payable Other	0.00	Credit		0.00 Credit	
1008	Accts Payable PO's	0.00	Credit		0.00 Credit	
1038	Enterprise Accts Payable	0.00	Credit		0.00 Credit	
0110	Expenditure Control	0.00	Debit		17,202.97 Debit	
30130	Revenue Control	0.00	Credit		14,180.04 Credit	
0150	Encumbrance Control	240.00	Debit		147.95 Debit	
0160	Reserve for Encumbrances	240.00	Credit		147.95 Credit	
1000	Fund Balances	5,182.60	Credit		5,182.60 Credit	
7	Total ALL ACCOUNTS	0.00			0.00	
lenotes a	amount is opposite of Normal Balance					

3. To find out your available funds, subtract the Encumbrance Control from the Claim on Cash.

4. To review all the expenses that were paid, Click on RELATED and select Query G/L.

EGVTBL1 BLOCK EGVTBL1 ACCT. CODE (1)

Image: Control Lodger Table Blance FGITBAL 9.3.7 (PROD12c) Charts L Fiscal Year: 18 Fund: 810056 Blaschall Team Account: Type: Image: Control Blance FGITBAL 9.3.7 (PROD12c) Image: Control FGITBAL 9.3.7 (PROD12c)	 	© elucia	Note: Openant Longer Tried Balance CGTTEAL 0.37 (PRCOTE) Accent Type: Contract Longer Tried Balance Accent Type: Contract Longer Tried Balance Contract Balance <thcontract balance<="" th=""></thcontract>	Control Lo Chart: L Fiscal Year: 1 Part: Cattern L LEDGER TRIAL BALANCE Account Description Clain: On Cash Total Cattern Catt	al Ledger Trial Balance FGITBAL 9.3.7 (PRO				□ ☆	* * * * **
Charr: L Private S100000 Baseball Team Account Account Description Charred LetBOER TRALE ABLANCE Charred Centrify	Chr.t. L. Pickar Year: 18 Yeard: 18 Yoodi Llashdolf Hank Account Type: Output Security Type	Churc L Piscal Yaor, 19 Parent Stoods Basedan Tram Asequant Trape: Can of Constrain Longer Addition on Constrain Longer Addition Longer Addition Constrain Longer Addition Constrain Longer Addition	Church LL Portant France Water, Macauret, Mac	Chart: L Piscal Year: 10 Fund: GENERAL LEDGER TRIAL BALANCE Account Description 11099 Claim On Cash 12032 Trivell Advances 19312 Misc Suspense L 21000 Accounts Payable PC 21038 Enterprise Acchs 21010 Externation Control 20100 Reserve Joint Control 20130 Revenue Control 20150 Encumbrance Co 20160 Reserve Joint Control 20160 Reserve Joint Control 2017 State State State State State State 2020 Account State State State State 2020 Account State State State State 2020 Account State State State 2020 Account State State State State 2020 Account State State 2020 Account State State 2020 Account State State 2020 Account State 2020 Account State State 2020 Account State		012c)			🖹 ADO 🔮 RETRIEVE 👗	RELATED * TOOLS
CENERAL LEGGER TRIAL BALANCE Description Beginning Batance Description Current Batance Current Batance 1000 Claim On Cash 0.00 Credit 0 Current Batance FGIGLACC 1000 Claim On Cash 0.00 Credit 0 Current Batance FGIGLACC 1000 Credit 0.00 Credit 0 Credit FGIGLACC 1000 Accounts Payable Control 0.00 Credit 0 Credit FGIGLACC 21000 Accounts Payable Control 0.00 Credit 0 Credit FGIGLACC 21004 Accis Payable Control 0.00 Credit 0 Credit FGIGLACC 21038 Enterprise Accis Payable 0.00 Credit I FGIGLACC FGIGLACC 30130 Revenue Control 0.00 Credit I FGIGLACC FGIGLACC 30130 Revenue Control 0.00 Credit I FGIGLACC FGIGLACC 30130 Revenue Control	Cherral Lebole Description Depring Basines Debit/Crist Current Balance Debit/Crist Current Balance	• ORERAL LEDGE TRUE ALAADCE Description Beginning Balance Delot Orent • Developmental Ledge Activity into [FGIGLAC] PERCENT 10000 Cleak On Cash States Delot Image: States Ima	• Cascard Description Regine ing Balance Description Outproved Balance Description Outproved Balance Description Description <thdescription< th=""> Description Descri</thdescription<>	GENERAL LEDGER TRIAL BALANCE Account Description Claim On Cash 1099 Claim On Cash 1092 Claim On Cash 1092 Misc Surperse L 2000 Accounts Payable Accos Payable Accos Payable Accos	und: 810065 Baseball Team Account:	Account Type:			Q Search	
Account Description Degenering Balance Debt/Crisit Current Balance Debt/Crisit Debt/Cri	Account Description Description Description Outwall plate of the second of the	Account Description Beginning Balance: Detail Current Balance: Product Land Count II all Cou	Account Oriention Regenering Balance Detext Credit Cerrent Balance Period Credit Period Cred	Account Description 11069 Claim On Cash 12032 Travel Advances 12012 Min: Singernie L 12000 Accounts Payable 12004 Accts Payable Of 12034 Enterprise Accts 130110 Expendenture Cont 130130 Encumbrance Co 130150 Encumbrance Co 130160 Reserve for Encu- 130150 Encumbrance Co 130160 Reserve for Encu- 14000 Fund Balance 1000 Fund Balance 1202 1203 Part States 1202 1203 Part States 1203 Part Sta	ANCE				Query General Ledger	Activity foto
1009 Clam On Cash 5,182.00 Debt 1002 Travel Advances 0.00 Credit 1001 Mico Suspanse Lin B 0.00 Debt 1001 Accounts Flagable Control 0.00 Credit 1004 Accos Payable Control 0.00 Credit 1005 Suspanse Lin B 0.00 Credit 1006 Accos Payable Ober 0.00 Credit 1008 Enterprise Accos Payable Ober 0.00 Credit 1010 Expendure Control 0.00 Credit 10110 Expendure Control 0.00 Credit 10120 Revinue Control 0.00 Credit 10130 Revinue Control 0.00 Debit 10130 Encambrance Control 0.00 Debit 10130 Encambrance Control 0.00 Debit 10140 Fund Balancis 240.00 Credit 10150 Encambrance Control 0.00 10160 Fund Balancis 0.00 10160 Fund Balancis 0.00	1099 Clein On Cash 9,192.20 Delet International Control 12032 Travel Alvances 0.00 Cleid International Control 12034 Accs Supplies Control 0.00 Creid International Control 21036 Accs Payable Ober 0.00 Creid International Control International Control 21038 Enterprise Accts Payable Ober 0.00 Creid International Control International Control 21039 Revenue Control 0.00 Creid International Control International Control 21039 Revenue Control 0.00 Creid International Control International Control 21030 Revenue Control 0.00 Creid International Control Intern	1000 Clair On Cash 5,102.00 Delet Image: Clair On Cash 12032 Travit Alvances 0.00 Cleid Image: Clair On Cash Image: Clair On	1000 Clair On Cash 5,102.00 Debit 12022 Travel Avances 0.00 Debit 12030 Accsarls Payable Control 0.00 Debit 12040 Accsarls Payable Control 0.00 Debit 12054 Accsarls Payable Portrol 0.00 Debit 12054 Accsarls Payable Portrol 0.00 Debit 12054 Accsarls Payable Portrol 0.00 Debit 12054 Expenditatic Control 0.00 Debit 12050 Expenditatic Control 0.00 Debit 12050 Expenditatic Control 0.00 Debit 12050 Encombrances 0.00 Debit 12050 Reserve for Econtrol 0.00 Debit 12050 Frier Mage 0.00 Debit 12050 Frier Mage 0.00 Debit <th>11099 Claim On Cash 12032 Trivell Advances 13012 Misc Surgers I 13012 Misc Surgers I 13000 Accounts Payable Of 11008 Arcts Payable Of 11008 Arcts Payable Of 10100 Enterprise Accts 130110 Expenditure Con 130130 Revenue Control 130150 Encumbrance Co 130150 Encumbrance Co 130150 Encumbrance Co 130150 Fund Balances Total ALL ACCOUNTS 1 - denotes amount is opposite of No</th> <th></th> <th>Beginning Batance</th> <th>Debit/Credit</th> <th>Current Balance</th> <th>[FGIGLAC]</th> <th>TI TI</th>	11099 Claim On Cash 12032 Trivell Advances 13012 Misc Surgers I 13012 Misc Surgers I 13000 Accounts Payable Of 11008 Arcts Payable Of 11008 Arcts Payable Of 10100 Enterprise Accts 130110 Expenditure Con 130130 Revenue Control 130150 Encumbrance Co 130150 Encumbrance Co 130150 Encumbrance Co 130150 Fund Balances Total ALL ACCOUNTS 1 - denotes amount is opposite of No		Beginning Batance	Debit/Credit	Current Balance	[FGIGLAC]	TI TI
1032 Travel Advances 0.00 Credit 1031 Mnc Snaphnie Line B 0.00 Debit 1030 Accush Snaphnie Control 0.00 Credit 21004 Accush Snaphnie DYN 0.00 Credit 21038 Archs Snaphnie DYN 0.00 Credit 21039 Enterprise Accus Payable DYN 0.00 Credit 21030 Enterprise Accus Payable 0.00 Credit 21031 Expendature Control 0.00 Credit 21032 Enterprise Accus Payable 0.00 Credit 21033 Expendature Control 0.00 Credit 21034 Encommance Control 0.00 Credit 21035 Revenue Control 0.00 Credit 21036 Encommance Control 0.00 Credit 21030 Revenue Control 0.00 Credit 21030 Encommance Control 0.00 Credit 21030 Fund Balancis 240.00 Credit 21040 Fund Balancis 5.182.60 Credit 21050 Fund Balancis 0.00	12022 Travel Advances 0.00 Credit 12032 Mac Supprise Line B 0.00 Credit 12060 Accts Payable Control 0.00 Credit 21064 Accts Payable Other 0.00 Credit 21078 Acrts Payable Other 0.00 Credit 21084 Acrts Payable Other 0.00 Credit 21085 Enlerptise Accts Payable 0.00 Credit 21086 Enlerptise Accts Payable 0.00 Credit 21080 Revenue Control 0.00 Credit 21080 Revenue Control 0.00 Credit 21090 Revenue Control 0.00 Credit 21090 Revenue Control 0.00 Credit 21090 Fard Balance 5.182.60 Credit 1000 Fard Balance 0.00 Credit 1000 Fard Balance 0.00 Credit 1000 Vert Payable 20 V Par Payable - denotes amourt is opposite of Normal Balance 10.00 Vert Payable	1032 Travel Advances 0.00 Credit 1010 10312 Mic Supprise Line B 0.00 Debt 1010 2000 Accounts Payable Control 0.00 Credit 1010 2103 Accis Payable Other 0.00 Credit 1010 2103 Exterprise Accis Payable 0.00 Credit 1010 2010 Revenue Control 0.00 Credit 1010 2010 Fund Balancei 0.00 Credit 1010 2010 Fund Balancei 0.00 Credit 1010 2011 Control 0.00 Credit 1010 2011 Control 0.00 Credit 10100 2011 Control </td <td>1012 Time Abances 0.00 Ordet 1012 Mic Scieptine Life B 0.00 Ceeds 2004 Accis Payable Oter 0.00 Ceeds 2005 Accis Payable Oter 0.00 Ceeds 2006 Accis Payable Oter 0.00 Ceeds 2017 Acris Payable Oter 0.00 Ceeds 2018 Expension Acris Payable 0.00 Ceeds 2019 Expension Acris Payable 0.00 Ceeds 2010 Revenue Control 0.00 Ceeds 2010 Fund Baincis 0.00 Ceeds 2010 Fund Baincis 0.00 Ceeds</td> <td>12032 Travel Advances 18312 Misc Suspense I, 21000 Access Paymbel 21004 Access Paymbel 21008 Acris Paymbel 21038 Enterprise Acts 21030 Revenue Control 30130 Revenue Control 30150 Encumbrance Co 30160 Fund Balances Total ALL ACCOUNTS In 4 Controls an 200 - denotes amount is oppose of No</td> <td>esh.</td> <td>5,182.0</td> <td>0 Debit</td> <td></td> <td></td> <td></td>	1012 Time Abances 0.00 Ordet 1012 Mic Scieptine Life B 0.00 Ceeds 2004 Accis Payable Oter 0.00 Ceeds 2005 Accis Payable Oter 0.00 Ceeds 2006 Accis Payable Oter 0.00 Ceeds 2017 Acris Payable Oter 0.00 Ceeds 2018 Expension Acris Payable 0.00 Ceeds 2019 Expension Acris Payable 0.00 Ceeds 2010 Revenue Control 0.00 Ceeds 2010 Fund Baincis 0.00 Ceeds 2010 Fund Baincis 0.00 Ceeds	12032 Travel Advances 18312 Misc Suspense I, 21000 Access Paymbel 21004 Access Paymbel 21008 Acris Paymbel 21038 Enterprise Acts 21030 Revenue Control 30130 Revenue Control 30150 Encumbrance Co 30160 Fund Balances Total ALL ACCOUNTS In 4 Controls an 200 - denotes amount is oppose of No	esh.	5,182.0	0 Debit			
19312 Mac Suspense Line B 0.00 Debt 21004 Accounts Payable Control 0.00 Credit 21034 Acris Payable Other 0.00 Credit 21034 Enterprise Accts Payable 0.00 Credit 21034 Enterprise Accts Payable 0.00 Credit 21036 Enterprise Accts Payable 0.00 Credit 21037 Revenue Control 0.00 Credit 20130 Revenue Control 0.00 Credit 20130 Revenue Control 0.00 Credit 20130 Revenue Control 0.00 Credit 20140 Revenue Control 0.00 Credit 20150 Recumbrances Control 240.00 Credit 20160 Find Balances 5.132.60 Credit 20150 Find Balances 0.00 Credit 20150 Pri Paga 0.00 Credit	19312 Mac Suspense Line B 0.00 Debt 21004 Accounts Payable Control 0.00 Credit 21014 Accine Payable Other 0.00 Credit 21015 Acris Payable Other 0.00 Credit 21016 Acris Payable Other 0.00 Credit 21017 Enterprise Accis Payable 0.00 Credit 21018 Acris Payable Other 0.00 Credit 21019 Enterprise Accis Payable 0.00 Credit 20110 Encurrbunce Control 0.00 Credit 20150 Reserve for Encurbunces Control 0.00 Credit 20160 Reserve for Encurbunces Control 5.182.60 Credit 20170 Faind Balance 0.00 Credit Credit	19312 Mac Suspense Line B 0.00 Detel 20004 Accounts Payable Control 0.00 Ceeds 20014 Acch Payable DOrb 0.00 Ceeds 20032 Externative Control 0.00 Ceeds 20043 Externative Control 0.00 Ceeds 20104 Expendature Control 0.00 Ceeds 20105 Envertum Control 0.00 Ceeds 20106 Revolum Control 0.00 Ceeds 20106 Revolum Control 0.00 Ceeds 20107 Revolum Control 0.00 Ceeds 20108 Revolum Control 0.00 Ceeds 20109 Find Balance 3.100 Creds 10100 Find Balance 3.100 Creds	19312 Mic Supersie Line B 0 90 Defe 1 21004 Accuruts Payable Octrud 0 00 Credit 21038 Accis Payable OCit 0 00 Credit 21030 Enterprise Accis Payable OCit 0 00 Credit 21030 Enterprise Accis Payable OCit 0 00 Credit 21030 Enterprise Accis Payable OCit 0 00 Credit 21030 Encontruct 0 00 Credit 20130 Encontruct 0 00 Credit 20140 Encontruct 0 00 Credit 1000 Encontruct 0 00 Credit	19312 Mac Suspense L 21000 Accounts Payaba 21004 Accis Payaba 21003 Enterprise Accis 20103 Enterprise Accis 20110 Expenditure: Con 20130 Reserve to Tencu 20130 Reserve for Tencu 20130 Reserve for Tencu 20130 Reserve for Tencu 20130 Reserve for Tencu 20140 ALL ACCOUNTS 20140 ALL	nces		0 Credit			
21000 Accustrs Payable Control 0.00 Credit 12064 Accus Payable Control 0.00 Credit 12068 Accus Payable Dris 0.00 Credit 12010 Expensite Accus Payable 0.00 Credit 12010 Expensite Accus Payable 0.00 Credit 12010 Expensite Control 0.00 Credit 12010 Expensite Control 0.00 Debit 12010 Expensite Control 0.00 Debit 12010 Expensite Control 0.00 Debit 12010 Reserve for Encombrances 240.00 Credit 12010 Find Balances 5.182.00 Credit 12011 2011 Per Page	2100 Accust Ryatele Control 0.00 Credit 2104 Accus Ryatele Control 0.00 Credit 2105 Enterprise Accts Payable 0.00 Credit 2101 Expenditure Control 0.00 Credit 2103 Enterprise Accts Payable 0.00 Credit 2103 Enterprise Accts Payable 0.00 Credit 2103 Enterprise Accts Payable 0.00 Credit 2010 Expenditure Control 0.00 Credit 1013 Reconstrance Control 240.00 Credit 1014 ALL ACCOUNTS Credit Credit 1010 Fund Balancie 0.00 Credit	21000 Accurs Payable Contral 0.00 Credit 1004 Accurs Payable Contral 0.00 Credit 1003 Enterprise Accts Payable 0.00 Credit 1004 Expenditude Contral 0.00 Credit 1010 Encurstrances Contral 0.00 Credit 1010 Encurstrances 24.00 Credit 1010 Fund Balancis 5.182.60 Credit 1010 Fund Stancis 0.00 Credit 1010 Fund Stancis 0.00 Credit	2100 Accurs Payable Control 0.00 Credit 1004 Accurs Payable Other 0.00 Credit 1013 Enterprise Accurs Payable 0.00 Credit 1013 Enterprise Accurs Payable 0.00 Credit 1013 Expenditude Control 0.00 Credit 1013 Revenue Control 0.00 Credit 1013 Revenue Control 240.00 Credit 1016 Recurstinances 240.00 Credit 1010 Fund Balance 5,182.80 Credit 1010 Fund Selance 0.00 Teat 1010 Fund Selance 0.00 Teat	Accounts Payab Accounts Payab Accounts Payab Accounts Payab Accounts Ac	use Lino B		0 Dobit			
1004 Acts Payable Oher 0.00 Credit 1008 Acts Payable Oher 0.00 Credit 1008 Expendatore Control 0.00 Credit 1010 Expendatore Control 0.00 Credit 1010 Revenue Control 0.00 Credit 1010 Fund Balanceis 5.182.60 Credit 1010 Fund Balanceis 5.182.60 Credit 1011 State St	1004 Acds Payable Olas 0.00 Credd 1008 Acds Payable Olas 0.00 Credd 1008 Expendature Contect 0.00 Credd 1010 Fund Balances 24.00 Credd 1010 Fund Balances 5.182.60 Credd 1011 Expected of Normal Balances 0.00 Credd	1004 Acth Papable Oters 0.00 Credit 1036 Acris Papable Oters 0.00 Credit 1036 Expendance Control 0.00 Credit 1010 Expendance Control 0.00 Credit 1010 Revenue Control 0.00 Debit 1010 Funcathrance Control 0.00 Debit 1011 ALL ACCOUNTS 0.00 Debit	1004 Acds Papable Otes 0.00 Oxdd 1008 Ards Bapable Otes 0.00 Dexid 1018 Expendator Control 0.00 Debit 1010 Fund Balances 5.192.60 Credit 1011 Expender Kormat Balance 0.00 Credit	1004 Accts Payable O 1008 Accts Payable O 1008 Expenditure Con- 1038 Expenditure Con- 1030 Expenditure Con- 1030 Encumbrance Co 1040 Fund Balanceis Total ALL-ACCOUNTS denotes amount is opposite of No	ryable Control		0 Gredit			
11004 Arcls Payable PCS 0 0 0 Cindal 11036 Enlarginse Accls Payable 0 0 0 Cindal 1030 Expenditure Control 0 0 0 Cindal 10130 Revolum Control 0 0 0 Cindal 10140 Encumtrance Control 0 0 0 Cindal 10150 Fund Balance 5 182 0 0 Cindal 10161 20 v Per Page 0 0 0	11038 Acris Payaba PO's 0.00 Criedi 1030 Revenue Control 0.00 Criedi 10130 Revenue Control 0.00 Criedi 10160 Reserve for Encumbrance: Control 0.00 Criedi 10160 Finda Balance's 5.182.60 Criedi 10107 Finda Balance's 0.00 Criedi 10107 Finda Balance's 0.00 Criedi 10107 Finda Balance's 0.00 Criedi 1017 20 ✓ Per Paga	19103 Acris Payable PO's 0.00 Credit 1003 Entergiss Accts Payable 0.00 Credit 1013 Revolue Centel 0.00 Credit 1013 Revolue Centel 0.00 Credit 1014 Encumbrance Centel 0.00 Credit 1015 Encumbrance Centel 0.00 Credit 1016 Reserve for Encumbrances 5.112.60 Credit 1016 Fund Balances 5.102.60 Credit 1016 Fund Balances 0.00 Credit 1015 Fund Balances 0.00 Credit	11030 Archs Payable PO's 0.00 Criedd 11038 Entlarginse Archs Payable 0.00 Debit 10130 Revenue Control 0.00 Debit 10130 Revenue Control 0.00 Debit 10130 Revenue Control 0.00 Debit 10140 Revenue Control 0.00 Credd 10150 Revenue Tontrol 0.00 Credd 10160 Fund Balances 5,1122.00 Credd 10161 E0 vol Peri Paga 0.00 Credd	Arcts Payable P Road Revenue Control Revenue Contrevenue Revenue Contrevenue Revenue Control Rev	le Other		0 Credit			
21038 Enterprise Accts Pagable 0.00 Credit 30110 Expenditure Control 0.00 Credit 30130 Rivenum Control 0.00 Credit 30140 Expenditure Control 240.00 Credit 30160 Reserve for Encumbrances 240.00 Credit 30160 Fund Balanceis 5.182.00 Credit 11000 Fund Seanceis 0.00 Credit 11000 Fund Seanceis 0.00 Credit 11000 Fund Seanceis 0.00 Credit	1030 Enlargins Acch Papabe 0 00 Credit 30110 Experidud Control 0 00 Credit 10130 Revenue Control 0 00 Credit 10140 Revenue Control 0 00 Credit 10150 Encumbrance: Control 0 00 Credit 10160 Revenue Ochtrol 0 00 Credit 10170 Revenue Ochtrol 0 00 Credit 10160 Revenue Ochtrol 0 00 Credit 10160 Revenue Ochtrol 0 00 Credit 10160 Freunbances 0 00 Credit 10170 Freuß Belanco: 0 00 Credit	ID33 Enlagriss Acch Payable 0 00 Credit 30110 Expending Control 0 00 Credit 10130 Revonus Control 0 00 Credit 10160 Encumbrance Control 0 00 Credit 10100 Reserve for Encumbrances 240.00 Credit 10100 Reserve for Encumbrances 5,182.80 Credit 10100 Total ALL ACCOUNTS 0 00	2103 Enterprise Accts Payable 0 00 Credit 30110 Expendent Control 0 00 Credit 10130 Revenue Control 0 00 Credit 10160 Encumbrance Control 240 00 Credit 10160 Revenue Control 240 00 Credit 10100 Fluid Balancie 5,182 60 Credit 10100 Fluid Balancie 0 00	21038 Enterprise Acts 30110 Expenditure Con 30110 Expenditure Con 30150 Encumbrance Co 30160 Reserve for Encu 1000 Fland Balances Total ALL ACCOUNTS 20 denotes amount is opposite of No	de PC's		0 Credit			
30110 Expendature Contret 0.00 Debit 0120 Revenue Contret 0.00 Debit 0150 Encumbrance Contret 240.00 Debit 0160 Reserve for Encumbrances 240.00 Credit 0100 Fund Balanceis 5.182.00 Credit 0101 Credit 0.00 Credit 0101 Fund Balanceis 5.182.00 Credit 0101 Credit 0.00 Credit 0101 Credit 0.00 Credit 0101 Credit 0.00 Credit	1010 Expendence Control 0.00 Dobit 0120 Revenue Control 240.00 Dobit 0160 Reserve for Encumbrances 240.00 Credit 1000 Fund Balances 5,182.60 Credit 1000 Fund Balances 0.00 Credit 1000 Fund Balance 0.00 Credit	10110 Expendance Control 0.00 Debit 0130 Revenue Control 240.00 Debit 0160 Reserve for Encumbrances 240.00 Debit 1060 Fund Balancis 5,182.60 Creat 1070 Fund Balancis 0.00 Debit	1010 Expendence Control 0.00 Dobit 0100 Revenue Control 240.00 Dobit 0100 Reserve for Encumbrances. 240.00 Dobit 1000 Find Balances 5,182.60 Credit 1000 Find Reserve for Parage 0.00 Dobit	10110 Expenditure Corr 10130 Revenue Correl 10150 Encumbrance Co 10160 Reserve for Encu 1000 Fund Balances Total ALL ACOUNTS denotes amount is opposite of No	ccts Payable		0 Chidit			
10130 Revenue Contol 0.00 Credit 10150 Encumtrance Contol 240.00 Debd 10160 Reserve for Encumtrances 240.00 Debd 10100 Fund Balanceis 5.182.60 Credit 10100 Fund Balanceis 5.182.60 Credit 10100 Fund Balanceis 5.182.60 Credit 10101 Secondaria 0.00 Credit 10101 20 v Per Paga Credit	10130 Revous Control 0.00 Credit 10150 Encumtannace Control 240.00 Oebit 10100 Fund Balances 240.00 Credit 10100 Fund Balances 5,182.60 Credit 10100 Fund Balances 0.00 Credit 10100 Fund Balances 0.00 Credit 10100 Fund Balances 0.00 Credit	10130 Revenue Control 0 00 Credit 10150 Encumbrance Control 240 00 Debit 10160 Fund Balance 5,162,60 Credit Total ALL ACCOUNTS 0 00	10130 Revenue Control 0.00 Crodit 10150 Encumtinance Control 240.00 Dottit 10100 Fund Balances 240.00 Crodit 10100 Fund Balances 5,162.60 Crodit 10101 Total ALL ACCOUNTS 0.00	10130 Revenue Control 10150 Encuntrance Co 10150 Fund Balancies Total ALL ACCOUNTS 1000 Fund Balancies Total ALL ACCOUNTS 1000 Control Control Control Control 200 - denotes amount is opposite of Ne						
30150 Encumbrance Control 240.00 Debit 30150 Reserve for Encumbrances 240.00 Debit 30160 Reserve for Encumbrances 240.00 Debit 1000 Fund Balancies 5,182.60 Credit Total ALL ACCOUNTS 0.00 - denotes amount is oppose of Normal Balance -	30150 Encumbrances Contrel 240.00 Deat 30160 Reserve for Encumbrances 340.00 Credd 1000 Find Balances 5.182.00 Credd	30150 Encumbrance Contret 240.00 Debit 30160 Reserve for Encumbrances 240.00 Credit 1000 Find Balances 5.182.60 Credit Total ALL ACCOUNTS 0.00 - denotes amount is opposite of Normal Balance	20150 Encumbrances Contrel 240.00 Debit 20160 Reserve for Encumbrances 240.00 Ciredit 1000 Find Balances 5,112.00 Ciredit - directers amount is opposite of Normal Balance	30150 Encumbrance Co 30160 Reserve for Encu 41000 Frand Balance Total ALL ACCOUNTS 4 denotes amount is opposite of tre	introf		0 Credit			
00160 Reserve for Encumbrances 240.00 Credit 1000 Fund Balances 5,182.00 Credit Total ALL ACCOUNTS 0.00 0.00	00160 Reserve for Encombrances 240.00 Credit 1000 Fund Balancis 5,182.60 Credit Total ALL ACCOUNTS 0.00	00100 Reserve for Encombrances 240.00 Credit 1000 Fund Batances 5,182.60 Credit Total ALL ACCOUNTS 0.00 denotes amount is opposite of Normal Estance	00100 Reserve for Encombrances 240.00 Credit 1000 Fund Balances 5,182.60 Credit Total ALL ACCOUNTS 0.00	10160 Reserve for Enc. 1000 Fund Balances Total ALL ACCOUNTS 100 Constant is opposite of No	se Control	240.0	0 Dobit			
Fund Balances 5,182.60 Credit Total: ALL: ACCOUNTS 0.00 0.00 If of the initial of the initial opposite of Normal Balance	41000 Fund Balances 5, 182 60 Credit Totall ALL ACCOUNTS 0.00 another and the second secon	41000 Fund Balances 5, 182 00. Credit Total: ALL ACCOUNTS 0.00	41000 Fund Balances 5, 182 50. Credit Total ALL ACOUNTS 0.00 Concles amount to apposite of Normal Balance	Fund Balances Total ALL ACOUNTS Total ALL ACOUNTS entroles amount is opposite of No entroles amount is opposite of No	Encumbrances	240	0 Credit			
Total ALLACCOUNTS 0.00 Id I I I I I I I I I I I I I I I I I I	Total ALL-ACCOUNTS 0.00 Image: Comparison of Normal Balance	Total ALL-ACCOUNTS 0.00 Image: Comparing the Page 0.00	Total ALLACCOUNTS 0.00 Image: Comparison of Normal Balance	Totat ALLACCOUNTS R 4 Optime 1 20 - denotes amount is opposite of No	185	5,182/	0 Credit			
- denotes amount is opposite of Normal Balance	- denotes amount is opposite of Normal Estance	denotes amount is opposte of Normal Ealance	- denotes amount is oppose of Normal Ealance	20 - denotes amount is opposite of Ne	INTS		0			
					[20 √] Per Page of Normal Balance					

Chart: L Per	riod: Fiscal Year: 19 Index:	Fund: 810066	Account: 30110					Start Over
* GENERAL LE	DGER ACTIVITY					🖸 insert 🛛 🖬 🕻	ielete 🖷	Copy Ϋ Fi
Account	Transaction Date	Туре	Document	Description	Amount		Debit/Credi	it
30110	07/25/2019	DNEI	04005762	Blue Top Digital Reprographics		0.00	Credit	
30110	07/24/2019	INEI	10145903	Blue Top Digital Reprographics		176.00	Debit	
30110	06/13/2019	DNNI	04005725	LCC Business Office Petty Cash		0.00	Credit	
30110	06/07/2019	INNI	10144141	LCC Business Office Petty Cash		100.00	Debit	
30110	05/30/2019	DNNI	04005714	LCC Business Office Petty Cash		0.00	Credit	
30110	05/28/2019	INNI	10143851	LCC Business Office Petty Cash		20.46	Debit	
30110	04/25/2019	DNEI	04005650	Ewing Irrigation Products Inc.		0.00	Credit	
30110	04/23/2019	INEI	10142490	Ewing Irrigation Products Inc.		59.41	Debit	
30110	04/11/2019	DNNI	04005617	LCC Business Office Petty Cash		0.00	Credit	
30110	04/11/2019	DNNI	04005617	LCC Business Office Petty Cash		0.00	Credit	
30110	04/11/2019	DNNI	04005617	LCC Business Office Petty Cash		0.00	Credit	
30110	04/09/2019	INNI	10141940	LCC Business Office Petty Cash		100.00	Debit	
30110	04/09/2019	INNI	10141940	LCC Business Office Petty Cash		91.08	Debit	
30110	04/09/2019	INNI	10141940	LCC Business Office Petty Cash		100.00	Debit	
30110	03/21/2019	DNEI	04005594	Ewing Irrigation Products Inc.		0.00	Credit	
30110	03/20/2019	INEI	10141267	Ewing Irrigation Products Inc.		84.47	Debit	
30110	03/07/2019	DNNI	04005586	LCC Business Office Petty Cash		0.00	Credit	
30110	03/07/2019	DNNI	04005586	LCC Business Office Petty Cash		0.00	Credit	
30110	03/05/2019	INNI	10140924	LCC Business Office Petty Cash		100.00	Debit	
30110	03/05/2019	INNI	10140924	LCC Business Office Petty Cash		76.10	Debit	
					Total	17,202.97	Debit	
1 0	13 🏲 🔰 🛛 20 🗸 Per P	Page					F	Record 1 of

5. This will show you all transactions, but you can also use FGIBDST to see your expenses.

1. For reviewing availability of funds for grants, use FRIGITD (Grant Inception to Date).

📸 🖅 🥌 Laredo College 🔯 Laredo College PASPort Los 🥥	Application Navigator X + V	- a ×
← → Ů ŵ ⊙ appnavprod.laredo.edu 7797/spplicationNavig	pathic/seamhers	□ ☆ ☆ <i>ఓ Ŀ</i> ···
=		
	Welcome	
۹	fri	8
E	Generic Inquiry Report (FRIGENR)	*
? 6+	Grant Inception to Date (FRIGITD)	
	Grant Code Inquiry (FRIGRNT)	
	Grant Status History Inquiry (FRIGRST)	
	Research Accounting Grant Summary Review	
Ellucian® © 2014-2019 Ellucian Company This software contains confidential and proprietar is subject to the terms and conditions of one or m	L.P. and its affiliates. y information of Eliucian and its subsidiaries. Use of this software is limited to Eliucian licensees, and ore written license agreements between Eliucian and the licensee in question.	

8 0	Laredo College	Laredo College PASPort Los 💿 Appl	lication Navigator 🗙 🕂 👻			_			ø ×
$\in \rightarrow$	O @ O app	onavprod.laredo.edu 7797/spplication/tavigator/	/seamless				□ ☆	to L	B
=	🗙 🕑 ellucian	Grant Inception to Date FRIGITD 9 3	3.11 (PROD12c)			A00		RELATED	# TOOLS
A COMPANY	Chart of Accounts:	L		Grant:	[(60
*	Grant Year:			Index:	ait				
2004	Fund:			Organization:					
	Program:			Activity:					
~	Location:			Account Type:					
Q	Account:			Account Summary:	All Levels +				
1	Date From (MM/YY):	/		Date To (MM/YY):	/				
	Include Revenue:			Exclude Indirect:					
?	Accounts	_		Costs	_				
	Hierarchy:			Fund Summary:					
€	By Sponsor Account:								
	Get Started: Complet	te the fields above and click Go. To se	earch by name, press TAB from	an ID field, enter your search criteria, and th	ten press ENTER.				
(666)									
9									
	A Y								
			E 000E W		83918 2010 FB day 18 data anal			_	ollucion

2. You will need to enter the Grant Number on both fields: Grant and Fund.

3. If you don't know your grant#, you can click on the search box and select how to search.

	Earedo College	🖸 Laredo College RASPort Log 💿 Application Navigator 🗙 🕂 😒							ø x
$\in \rightarrow$	O @ O ap	navprod laredo.edu 7797/spplication/Navigator/seamless						\$ \$ L	uð …
=	× @ ellucian	Grant Inception to Date FRIGITD 9.3.11 (PROD12c)				E A00	RETRIEVE	RELATED	# TOOLS
	Chart of Accounts:	[L	Grant:					(Go
*	Grant Year:		Index:		444				
2011	Fund:		Organization:		214				
	Program:		Activity:						
~	Location:		Account Type:						
Q	Account:	A	Account Summary:	All Levels	•				
	Date From (MM/YY):		Date To (MM/YY):		1				
	Include Revenue:		Exclude Indirect:						
?	Accounts		Costs						
-	Hierarchy:		Fund Summary:						
€÷	By Sponsor Account:			_					
		List of G Grant Tis	rant Codes (FRIGRN le Search Form (FRI	IT] IKGNT] Cancel					
	X X								
	EDIT Record: 1/1	G\$ OPT BLOCK SELECT A DESC[1]		6200	0 - 2018 Ellucian. All rights reserved.				ellucian.

- 🔁 🖷 🧶 Larredo College 🕼 Larredo College PASPort Loc 💿 Application Navigator 🗙 🕂 🗸 O @ o appnavprod.laredo.ed 日本 本 た ビ × @ ellucian Grant Code Inquiry FRIGRNT 9.3.12 (PROD 12) = GRANT CODE INQUIRY Enter a query; press F8 to exercise Basic Filter Advanced Filter -0 Grant Title • Status Principal Investigator ID = Status Description • Add Another Field 1ª Clear All Go c> 66 -
- 4. You can press F8 to get all the Grant Codes or search by Grant Title.

5. After you find your Grant#, just click Select and click on the Down Arrow to continue.

8 -0	🄶 Laredo C	College	Laredo Colle	ege PASPort Los 💿 A	pplication Navigator	× + ×											- 0	×
€ →	0	la 💿 appr	navprod.laredo.edu	17797/applicationNaviga	tor/yearniess											\$ \$	L U	9
=	×	@ ellucian	Grant Code In	quiry FRIGRNT 9.3	12 (PROD12c)									E ADD	RETRIEVE		*	TOOLS
	* GRANT	T CODE INQUIRY	1												🖸 insert	Deinte 🐂	Copy	¥, Filter
*		Grant	210619	Federal Works	tudy - FY19			Status	A	Active P0	33A184	053)				
1000	Princip	ipal Investigator	P10093997	Aguilar	Steven			Status Date	07/01	/2018								
		ID	V00007091	ILS Dated C	M Education	_		Desired Start Date	07/01	2018								- 1
0		Agency Current Amount	100007031	U S Depro	A EQUCATION			Project End Date	06/30	2019								- 1
~	Cum	sulative Amount						Sponsor ID										
	Ма	aximum Amount		531,416.00	0			Responsible	L	464001		Financial	Aid - Ma	sin				
								Organization										
?		21 of 634	► H	1 ∨ Per Page												R	ecord 21	of 634
~																		
_																		
		<u>.</u>														CAN	ICEL :	SELECT
	OUFRY	Record 21/5	u r	FREGENT FREGENT CO	XDE 1211				6200	0 - 2018 Ellucian	Allrichts	neserved.					ellu	cian.

8 -0 -	Laredo College	Laredo College PASPort Loc ④ Application Navigator × +				_	-	ø ×
$\left(\rightarrow \right)$	O @ O app	savprod laredo.edu 7797/spplicationAavigator/veumless				II \$	± €	. e
	🗙 🞯 ellucian	Grant Inception to Date FRIGITD 9.3.11 (PROD12c)			🛅 ADO	RETRIEVE	A RELATED	TOOLS
	Chart of Accounts:	L	Grant:	210619	Federal Workstudy - FY19			Go
*	Grant Year:		Index:					
1000	Fund:	210619	Organization:	464001				
	Program:	50020 +++	Activity:					
~	Location:		Account Type:					
ч	Account:		Account Summary:	All Levels	•			
12	Date From (MM/YY):	07)/ 18	Date To (MM/YY):	08]/	19			
	Include Revenue:		Exclude Indirect:					
?	Accounts	_	Costs	_				
	Hierarchy:		Fund Summary:					
€	By Sponsor Account:							
•								
	⊼ ≚							
								allusian

6. Once your Grant# populates, enter the Grant# on the Fund and click on the Down Arrow.

7. You will be able to see your total budget, expenses, encumbrances and available funds.

8 -0	🔶 Laredo College	E Laredo	College RASPort Los () Application Navigator ×	+ ~						a ×
()	o a	 appnavprod.laredo 	edu 7797/applicationNavigator/yeamless						* * *	. e
=	X @ell	ucian Grant Inco	ption to Date FRIGITD 9.3.11 (PROD12c)				🖪 ADD	RETRIEVE	RELATED	TOOLS
	Chart of Acco		St	art Over						
*	Account: A	ccount Summary: Al	Levels Date From (MM/YY): 07 / 18 Date	To (MM/YY): 08 / 19 Include Reve	nue Accounts: Exclude	e Indirect Costs: 🗌 Hierard	hy: 🚺 Fund Summary:			
60100	By Sponsor A	ccount:								
	* GRANTINCE	🖨 insert	Deiste 🖏 C	py 👻 Filter						
	Account	Type	Description	Adjusted Budget	Activity		Commitments	Available	Balance	
Q	61502	L	Sal Student CWS Fed		531,416.00	530115		0.00		1,301.00
	62300	L	Social Security		0.00	292.29		0.00		-292.29
1	H = 130	NET TOTAL Adjusted Budget								Record 1 of 2
	* NET TOTAL							🔛 Insert	Delete 🖬 C	py Y. Filter
?				Activity		Commitments		Available Balance		
			531,416.00	530,407.29		0.00			1,008.71	
	A Y									
										- Hueles

8. Click on RELATED and select Grant Detail Information for a list of all expenses.



9. Click on the transaction you would like to review.

	irant: 210619 Ind	lex: Fund: 2	10619 Organiz	ation: 46	4001 Account: 6	1502 Program: 50020 Activity:	Location: (Commit: Year:	Period:				Start Over
CRANT TR	U//U1/2018 Date	To: U8/31/2019	Pool:								53 Inc	and Elfacture De	····· •
account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field	Amount
STERNE	464001	50020	07/31/2019	HGNI	E0163869	HR Payroll 2010 SM 14.0	11	210519	Pasting		07/31/2010	YTD	
1502	464001	50020	07/31/2019	HON	E0163429	HR Payrol 2019 SM 13.0	0	210619			07/15/2019	YTD	
31502	464001	50020	07/02/2019	JE16	J0061414	RCLS 2019 SM10 LBVT TUT	U	210619			06/25/2019	YTD	
31502	464001	50020	07/02/2019	JE16	J0061412	RCLS 2019 SM 08 LBVT TUT	U	210619			06/25/2019	YTD	
\$1502	464001	50020	07/02/2010	JE16	J0061413	RCLS 2019 SM09 LBVT TUT	U	210619			06/25/2019	YTD	
31502	464001	50020	07/02/2019	JE16	J0061411	RCLS 2019SM07 LBVT TUTO	U	210619			06/25/2019	YTD	
31502	464001	50020	07/02/2019	JE16	J0061410	RCLS 2019 SM06 LBVT TUT	U	210619			06/25/2019	YTD	
51502	464001	50020	07/02/2019	JE16	J0061409	RCLS 2019 SM05 LBVT TUT	υ	210619			06/25/2019	YTD	
31502	464001	50020	07/02/2019	JE16	J0061408	RCLS 209 SM 04 LBVT TUTO	U	210619			06/25/2019	YTD	
31502	464001	50020	07/02/2019	JE16	J0061406	RCLS 2019 SM 02 LBVT TUT	U	210619			06/25/2019	YTD	
31502	464001	50020	07/02/2019	JE16	J0061407	RCLS 2019 SM 03 LBVT TUT	U	210619			06/25/2019	YTD	
51502	464001	50020	07/02/2019	JE16	J0061405	RCLS 2019 SM01 LBVT TUT	U	210619			06/25/2019	YTD	
51502	464001	50020	07/02/2019	JE16	J0061403	RCLS 208 SM23 LBVT TUTO	U	210619			06/25/2019	YTD	
51502	464001	50020	07/02/2019	JE16	J0061404	RCLS 2018 SM24 LBVT TUT	U	210619			06/25/2019	YTD	
31502	464001	50020	07/01/2019	JE16	J0061402	RCLS 2018 SM22 LBVT TUT	υ	210619			06/25/2019	YTD	
51502	464001	50020	07/01/2019	JE16	J0061401	RCLS 2018 SM21 LBVT TUT	U	210619			06/25/2019	YTD	
31502	464001	50020	07/01/2019	JE16	J0061400	RCLS 2018 SM20 LBVT TUT	U	210619			06/25/2019	YTD	
51502	464001	50020	07/01/2019	JE16	J0061399	RCLS 2018 SM 19 LBVT TUT	U	210619			06/30/2019	YTD	
61502	464001	50020	07/01/2019	HGNL	F0163188	HR Payroll 2019 SM 12 0	U	210619			06/30/2019	YTD	
31502	464001	50020	07/01/2019	HGNL	F0162882	HR Payroll 2019 SM 11 0	U	210619			06/15/2019	YTD	
												To	tal

× ©	ellucian Grant	Transaction De	tail Form FRIGT	RD 9 3 12	(PROD12c)						E	00 🖺 RETRIEVE 🛛 👗 RELATER	о 🔅 то
COA: L G	rant: 210610 In	dex: Fund: 2	10619 Organiz	ation: 46	4001 Account:	51502 Program: 50020 Activity:	Location:	Commit: Year:	Period:			Q. Search	
Date From:	07/01/2018 Date	To: 08/31/2015	Pool									ACTIONS	
* GRANT TR	ANSACTION DETAIL												
Account	Organization	Program	Activity Date	Type	Document	Description	Commit	Fund	Activity	Location	To	Refresh	
	454001					HR Payrol 2019 5M 14 0					07		(Shift
	464001		07/31/2019	HGNL	F0163429	HR Payroll 2019 SM 13.0		210619			07		
	464001		07/02/2019	JE16	30061414	RCLS 2019 SM10 LBVT TUT		210519			06	Print Screenshot	Ctrl+A
	454001	50020	07/02/2019	JE16	J0051412	RCLS 2019 SM 08 LEVT TUT		210619			06	Class Record	Shift
	464001		07/02/2019	JE16	J0061413	RCLS 2019 SM09 LBVT TUT		210619			06	Gibbi Neoona	
	464001		07/02/2019	JE16	J0061411	RCLS 20195M07 LBVT TUTO		210619			06	Clear Data	Shift
	464001		07/02/2019	JE16	.10061410	RGLS 2019 SM06 LBVT TUT		210619			06		
	464001		07/02/2019	JE10	.10061409	RCLS 2010 SM05 LBVT TUT		210619			06	Item Properties	
	464001		07/02/2019	JE10	30061408	RCLS 209 SM 04 LBVT TUTO		210019			06	Display ID Imaga	
	454001		07/02/2019	JE16	J0051406	RGLS 2019 SM 02 LEVT TUT		210619				Display iD image	
61502	464001	50020	07/02/2019	JE16	30061407	RCLS 2019 SM 03 LBVT TUT		210619			06	Exit Quickflow	
	464001		07/02/2019	JE18	30061405	RCLS 2019 SM01 LBVT TUT		210619			06		
	464001		07/02/2019	JE16	30061403	RGLS 208 SM23 LBVT TUTO		210619			06	About Banner	
	464001		07/02/2019	JE16	J0061404	RCLS 2018 SM24 LBVT TUT		210619			06	OPTIONS	
	464001		07/01/2019	JE18	J0061402	RCLS 2018 SM22 LBVT TUT		210619			06	Owner, Tabal fast all announds	
	464001		07/01/2019	,IE18	.30061401	ACLS 2018 SM21 LBVT TUT		210619			06	caulty rotation all records	
	464001		07/01/2019	JE16	J0061400	RCLS 2018 SM20 LBVT TUT		210619			06	Format Display Preferences	
	464001		07/01/2019	JE16	J0081399	RCLS 2018 SM 19 LBVT TUT		210619			06	BANNED DOCUMENT NAMAOR	LATLY .
	464001		07/01/2019	HGNL	F0163188	HR Payroll 2019 SM 12 0		210610			06	BANNER DOCUMEN I MANAGE	MENT
	464001		07/01/2019	HGNL	F0162882	HR Payroll 2019 SM 11 0		210519			06	Retrieve Documents	2
												Count Matched Documents	
₩ ◀ 1) of 5 🏲 🕅	20 ~ Per l	Paga									Add Documents	
												PAGE LAYOUT	
												Expanded	
												- Compart	

10. Click on Tools and select Export to get the list on excel.

11. Click on Open to view the excel file.

	07/01/2018 Date	To: 08/31/2019	Pool:	ation: 40	Account o	1902 Program; 90020 Activity:	Location: G	ommit. Tear.	Period.				sun over
GRANT TR	ANSACTION DETAIL										D Ins	iert 🔄 Delete: 🖣	Copy
Account	Organization	Program	Activity Date	Туре	Document	Description	Commit	Fund	Activity	Location	Transaction Date	Field	Amo
81502	464001	50020	07/31/2019	HGNL	F0163869	HR Payroll 2019 SM 14 0	U	210619			07/31/2019	YTD	
61502	464001	50020	07/31/2019	HGNL	F0163429	HR Payroll 2019 SM 13 0	U	210619			07/15/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061414	RCLS 2019 SM10 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061412	RCLS 2019 SM 08 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061413	RCLS 2019 SM09 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061411	RCLS 2019SM07 LBVT TUTO	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061410	RCLS 2019 SM06 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061409	RCLS 2019 SM05 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061408	RCLS 209 SM 04 LBVT TUTO	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061406	RCLS 2019 SM 02 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	30061407	RCLS 2019 SM 03 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061405	RCLS 2019 SM01 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061403	RCLS 208 SM23 LBVT TUTO	U	210619			06/25/2019	YTD	
61502	464001	50020	07/02/2019	JE16	J0061404	RCLS 2018 SM24 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/01/2019	JE16	J0061402	RCLS 2018 SM22 LBVT TUT	υ	210619			06/25/2019	YTD	
61502	464001	50020	07/01/2019	JE16	J0061401	RCLS 2018 SM21 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/01/2019	JE16	J0061400	RCLS 2018 SM20 LBVT TUT	U	210619			06/25/2019	YTD	
61502	464001	50020	07/01/2019	JE16	J0061399	RCLS 2018 SM 19 LBVT TUT	U	210619			06/30/2019	YTD	
61502	464001	50020	07/01/2019	HGNL	F0163188	HR Payroll 2019 SM 12 0	U	210619			06/30/2019	YTD	
61502	464001	50020	07/01/2019	HGNL	F0162882	HR Payroll 2019 SM 11 0	U	210619			06/15/2019	YTD	
												T	otal
< M al 1		20 V Dar I	Daga										Record
NAG		20 4 101	rage										record

12. You can now format your excel report.

File	Home Ins	et Pag	e Layout For	mulas	Data	Review Vi	ew H	elp Q⊺e	il me what;	you want to	do .		FRIGTRD (L).	cav - Excel										s	onia M. N	tireles D	- 0	ত × A Share
* *	lut	Calibri	- 11	• A* A	· = =		한 Wr	ap Text	Gener	ral	-	. 🖚	Normal	Bad		Good		Neutral	Calcu	lation	- 5	- *	節	∑ AutoS	- m = A			
Paste	lopy -	B 7	u - 1 - 1 - 1 -	ð - A		ः । सम		erne & Carther		a	2 /2 Conditi	ional Formata	s Check Cel	Exp	lanatory	Input		Unked Cel	Note		- Ins	ert Delete	Format	🛓 Fill *	s	ort& Find I		
~ 🛷	ormat Painter		× .	· · <u>-</u>			- 100 mi	nge a cente		20 2 1	Formatt	ing * Table *					_						*	🦑 Clear -	Fi	iter * Select	-	
Clipt	oand i	5	Font		6	Alg	nment		6	Number	6				5	Styles						Cells			Editing			
A1	* 1	× v	fr 'COA'																									
		6				0	н			L K		M L I	N		0				1.0	N N		1		v 1	7		48	AC
1 DOON	'Grant'	'Index'	'Eurod' 'O	e reanizat ¹	Account'	'Drogram' '	n Artivity	'Location'	'Commit'	Year'	'Period' 'D	ate Erce 'Date	a To' 'Agenr	v 'PI/Mar	aa 'Project	Pr'To'	'Pool'		0	v	w	-			4	~	A8	AL
2 L	21061)	210619	464001	61502	50020		cocorron			7	/1/2018 ####	WWW USDe	pt C Aguilar	51 7/1/20	18	N											
3 'Accou	t' 'Organiza	t 'Program	Activity D'Ty	vpe'	Documer	Descriptic	Commit'	'Fund'	'Activity'	'Location'	Transactik Fi	eld' 'Am	ount' 'Increa	se(+) or De	crease(-)"													
4 615	02 46400	1 5002	Annennen HC	SNL I	F0163869	HR Payrol L	1	210619			ABABABAB YT	D 10	89.17 +															
5 613	02 46400	1 5002	D ANNANANA HG	SNL I	F0163429	HR Payrol L	J	210619			NUMBER OF YT	D 7	83.16 +															
6 613	02 46400	1 5002	D WHENHENH JEJ	16	00061414	RCLS 2019 U	1	210619			NUMBER OF YT	D -2	38.74 -															
7 619	02 46400	1 5002	D WHENEWER JEI	16 .	0061412	RCLS 2019 U	,	210619			NUMBER OF YT	D -4	36.69 -															
5 613	02 46400	5002	antennen (C)	10 .	0061413	RCL5 2019 U	,	210619			NUMBER OF STREET	0 -5	48.35 -															
10 61	02 46400	5002	annanana ifi	16	10061410	BCLS 2019 L	1	210619			anananan YT	D -5	48.63 -															
61	02 46400	5002	AND AND AND A STATE	16	10061409	RCLS 2019 L	3	210619			ADDRESS VT	D -3	93.51 -															
12 61	02 46400	5002	annunne JES	16	0061408	RCL5 209 51	J	210619			ABARABRE YT	D ,	417.9 -															
13 613	02 46400.	1 5002	annenene JES	16	0061406	RCLS 2019 L	j.	210619			ABREBRE YT	D -1	05.44 -															
4 613	02 46400.	1 5002	o www.www.uEl	16	0061407	RCLS 2019 U	3	210519			seasons YT	D -3	82.57 -															
15 613	02 46400	5002	D AMAMAMAMA JES	16	0061405	RCLS 2019 L	j .	210619			ANNOUND YT	D -1	08.44 -															
16 615	02 46400	\$ 5002	D AMERICAN JET	16	10061403	RCLS 208 5 L	3	210619			ARBRITH AL	D -3	26.76 -															
17 615	02 46400	\$ 5002	D WHENHERE JES	16	10061404	RCLS 2018 L	1	210619			HEREBRE AL	D -4	39,73 -															
18 613	02 46400.	1 5002	D REPRESENT JEJ	16	10061402	RCLS 2018 L	3	210619			ADDRESDEN YT	D ,	366.6 -															
19 613	02 46400	1 5002	D WHENEHEN JET	16	10061401	RCL5 2018 L	J	210619			ABBREARS AL	D -3	63.07 -															
20 613	02 46400	5002	D WHEHEHEMEN JEJ	16	10061400	RCLS 2018 L		210619			STREET, STREET, ST.	D -5	05.25 +															
1 61	02 46400	5002	5 AND 101	10	10061399	NULS 2018 L		210619			ADDRESS VI	D -1	93.17 -															
12 611	02 46400	5002	A REPORT AND	SNI I	0163882	HR Payrol L	1	210619			suspenses v7	D 15	07.58 +															
14 615	02 46400	5002	5 AVAILABLE IN 181	16	10061305	TO REV FULL	3	210519			ABBRERS YT	D -22	916.5 -															
615	02 46400	5002	o memory JE	16	10061180	RCLSHRPL	1	210619			seasans YT	D 132	64.53 +															
61	02 46400	5002	annenene JES	16	0061179	RCLS HR P L	3	210619			sussess YT	D 225	63.44 +															
613	02 46400.	5002	annenene Ho	SNL I	F0162596	HR Payrol L	J	210619			ABBRABRY YT	D 20	16.22 +															
78 615	02 46400	1 5002	D AMERICAN HIG	SNL I	0162307	HR Payroll L	3	210619			HURBRENE YT	D 45	68.02 +															
618	02 46400	5002	5 AVERAGE IT	16	10060850	BUILS HE D L	1	210619			assessed VT	D 63	01.56 +															
10 613	02 46400	1 5002) annonona (E)	16	10060849	RCLS HR P.L	3	210619			NUMBER AL	D 24	205.2 +															
619	02 46400	5002	D WHENENEN JET	16	10060848	RCLS HR P L	3	210619			ununuus Al	D 242	57.53 +															
613	02 46400	5002	D RABABARA JEJ	16	10060847	RCLS HR P L	3	210619			ADDRESS VI	D 243	93.01 +															
53 613	02 46400	5002	A REPORTED IN 151	16	0060845	POLCHE TU		210619			ADDRESS VI	D 13	217.5 -															
613	02 46400	5002	and a second sec	16	10060844	BCISHEP1		210619			deservery VT	D 23	217.5 +															
16 61	02 46400	5002	annanana io	INL I	0161996	HR Payroll L	1	210619			sussesses YT	D 45	06.51 +															
17 615	02 46400	1 5002	annennen ito	SNL I	0161764	HR Payroll L	1	210619			REALBORNE YT	D 50	76.04 +															
8 61	02 46400	1 5002	anterest Ho	SNL I	F0161615	HR Payrol L	3	210619			ADDRESS YT	D 52	97.31 +															
9 61	02 46400	1 5002	NUMBER OF	SNL I	F0161506	HR Payrol L	J	210519			RESERVED YT	D 50	86.19 +															
40 613	02 46400	5002	D WHENHEN JES	16	0060277	RCLS HR P L	J	210619			READERED YT	D 243	59.02 +															
1 613	02 46400	1 5002	Cit menenes (C)	16	10060278	RCLS HR P.L	J	210619			NUMBER OF YT	D 200	23.15 +															
12 615	02 46400	5002	annanana 153	16	10060276	RCLS HR P L	J	210619			READEREN YT	D -	19.36 -															
613	02 46400	5002) weeners ()	16	10060274	RCLS HR P L	3	210619			ARRENDA AL	D 254	01.95.+															
61	02 46400	5002	angeweinen 163	10	10060275	RCLS HR P.L		210619			NEARSON YT	D	19.36 +															
613	02 46400	5002	a metanement HG	aNL I	0161432	HR Payroll L		210619			second vi	D 51	00.82 +															
61	vz 46400.	5002	, addressed HG	net.	-0180/10	HR Payrol L		210619			sectorem vi	50	+ 00,24															
	FRIGT	RD (1)	۲														*											•
leady																									10 1	1 巴 -	- 1	+ 100

Banner Important Information and Useful Tips, Tricks and Features





Х Shortcut Keystrokes Close (Ctrl+Q)

ellucien Livre 2017

General Person I

	Command	Banner8	Banner9
	Save	F10	F10
	Rollback/Start Over	Shift+F7	F5
	Quit/Close	Ctrl+Q	Ctrl+Q
	List of Values/Lookup	F9	F9
	Log Out of Banner	Ctrl+Q	Ctrl+Shift+F
	Next Block/Next Section: Go	Ctrl+PaDwn	Alt+PaDwn
	Previous Block/Section	Ctrl+Palln	Alt+Pal In
	Clear Block/Section	Shift+F5	Shift+F5
		onne i o	onner o
	Next Field	Tab	Tab
	Previous Field	Shift+Tab	Shift+Tab
	Checkbox toggle	Spacebar	Spacebar
	Radio Group toggle	Left/Right Arrow	Left/Right Arrow
		· ·	-
	Go To: Search	F5	Ctrl+Shift+Y
	Go To: Recently Opened	F5+Up/Down	Ctrl+Y+Up/Down
	Forms with Tabs direct to Tab	F2	Ctrl+Shift+1, 2, 3, 4
	Next Record	Down Arrow	Down Arrow
	Previous Record	Up Arrow	Up Arrow
	Enter Query/Filter	57	E7
		.,	
	Execute Query	F8	F8
	Quit/Exit/Cancel Query	ctri+Q	Ctri+Q
	Note: To Query, use the % s	sign such as Tex	as% and you will get all Grant Codes
	That have "Texas" as	part of their G	rant Title.
- 1			