

MANUAL: Facilities Services
TITLE: Budget Balances Running Procedures
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Assoc. Vice Chancellor – Facilities Services

POLICY NO:
PROC. NO: FS-PR-3.02
ORIG. DATE: 08/10/2015
EFF. DATE: 02/01/2017

SCOPE

The provisions of this document apply to all SJCD personnel responsible for the Facilities Services and the usage thereof.

DEFINITIONS

Banner – Comprehensive and integrated information system that’s used to record financial transactions resulting from activity at the College.

FGIBDST – Finance, General Ledger, Inquiry, Budget Status

PROCEDURES

I. Budget Balancing Running

A. Log into Banner

B. Go to: FGIBDST

- i. Fill in the following information
 - a. Organization
 - b. Fund: 106400 (Automatically filled in when the Org. is entered)
 - c. Program: (Automatically filled in when the Org. is entered)
 1. Delete this box

C. Next Block

- i. Print this page to get the overtime amounts
- ii. At the top of the page
 - a. **HELP:** (use drop down menu)
 - b. Hold **Ctrl Key** and select the **Extract Data No Key**
 - c. Do you want to open or save this file?
 - d. Open file
 - e. It will download to an Excel spreadsheet

D. Clean up Spreadsheet

- i. Remove all rows that begin with “6”
- ii. Remove column “B” which is “Type”

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iii. Adjust column width accordingly (double click on column border)

E. Highlight and **TOTAL** the available balance column

F. Insert line on top of spreadsheet and label with **Organization Number** related to the spreadsheet

G. Print spreadsheet

H. Repeat until all organizations are complete

i. Organizations:

UTILITIES	BUILDINGS	UTILITY SERVICES	GROUNDS	GENERAL SERVICES	CRAFTS	CUSTODIAL
71032	71039	71334	71071	71072	71098	71070
72032	72039	72334	72071	72072	72098	72070
73032	73039	73334	73071	73072	73098	73070
76032	76039		76071	76072		76070

I. Budget Folder found on Services Files

i. Folder name: Budget Balances

a. File name: 14-15 Balances (example)

1. Use most recent Budget Balance worksheet and save as the current date

J. Once all the information is gathered, enter information onto spreadsheet

i. Title: Available Balances as of **TODAY’S DATE**

ii. Fill in the necessary information on spreadsheet

iii. Once all the information is entered, then save

a. **Save as:** Budget as of **“TODAY’S DATE”**

K. Email spreadsheet to:

i. AVC and Facilities Services Directors

II. SUPPLEMENTARY LINKS OR DOCUMENTS

A. The Exchange

i. Accessible link for reference

a. (Double click link or copy in your web browser)

1. <http://internal.sanjac.edu/node/5902>