

Simple Ledger for Banner Accounts

This is an Adobe Fill-In Document. Unless you are using Adobe Acrobat 6.0, you will not be able to save this document. But it is formatted to make your job of creating an organizational ledger EASY!!!

Fill in your organization's name, banner number and starting balance; then print.

Use this sheet to record your transactions as they happen and to reconcile your banner statements.

The column called "Check if SAF Trnx" is to assist you in easily identifying specific Student Activity Fee funding transactions (money that came from a Student Activity Fee allocation). This is especially important to use if your account combines multiple sources of funding (i.e., membership dues and saf funding).

Remember, for similarity with your banner statement:
Debits are expenses (money going out)
Credits are income (money coming in)

The Rec column is used for reconciliation.
Once your transactions show up on your banner statement, and agree with the banner statement, simply check the box.

HAPPY ACCOUNTING!!

