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# **Updating Collocation Codes in Banner**

## *Attach New Fund 5's to Collocation Codes*

Log into Banner

Enter New Collocation Codes in Banner (early July by SW Strategy Planning & Budget)

### 1. FTM2CLC: enters basic CC information

- 1 'Code': leave blank-select "next block" ("ok" to error message)
- 1 'Collocation Code' and 'AR number': enter the new CC & AR (collocation code comes from State Division of Finance, AR number in Banner is AR Type from State IRIS system (prior to IRIS, the AR number was 79 plus last three of the collocation code))
- 1 'Appropriation Title': max 30 characters from enacted legislation
- 1 'Chapter': format "SLA ##### CHAPTER ##" from enacted legislation.
- 1 Save and exit form

### 2. FTM2CSC: enters CC funding information

- 1 'Collocation Code': enter the new collocation code in-select "next block"
- 1 'State Code': enter correct funding source from dropdown tab. If the code does not exist, send a request to Financial Systems to have it added to the FTM2SBS table.
- 1 'Closed': leave checkbox unchecked
- 1 'Fiscal Start': using calendar tab enter when the appropriation became available. This is usually July 1<sup>st</sup> of the current year, but some appropriations have an early effective date, so check the enacted legislation.
- 1 'Fiscal End': using the calendar tab enter when the appropriation is scheduled for extension review. Capital appropriations do not lapse per legislation, but do need to be

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**FTM2CLC form**

1) Enter old colloca

**FTM2CSC form**

- 1) Enter old collocation code, page down
- 2) Change 'Budget Amount' changed to \$0
- 3) Check the 'Closed' box
- 4) Save and exit Form

**FTM2CLF**

Look up the fund numbers attached to the old collocation code and update the collocation code field with the new collocation code.

Run reports in FGR2CLF (Fund/Collocation Code Reports) and FGR2CLC (Collocation Code Report) to check for extraneous records that were not updated and should have been.

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**FGR2CLF and FGRCLC Banner Reports**

**Campus Fund/Collocation Code Report**

Banner Form: FGR2CLF

Next Block – enter Printer Controls (if needed, but probably leave blank)

Next Block – Enter Parameter Values, valid values will show at the bottom of the block for each parameter (if needed, but probably leave blank)

Next Block – If you would like to save this parameter set checkter \$

Next Block – Enter Parameter Values, valid values will show at the bottom of the block for each parameter (if needed, but probably leave blank)

Next Block – If you would like to save this parameter set check the box prior to saving  
F10 to save and run report, log and lis file number will display at top of screen (make a note)

Click “Related”

Select “Review Output” from the drop down menu

Enter (or paste) the lis file name and press enter (there may be a black