

How to use Transaction Detail in Banner (SSB)

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Go to the sign in page on the CC website: <http://www.coloradocollege.edu>

Fig. 3

This will take you to the Finance Page. Please select "Transaction Detail(1 WBT/F2 12 Tf1 0 0 1 57.624 536.9 Tm0

Use the scroll bar on the far right to view all entries. Note: the amount listed at the bottom under Total Activity is not your Available Balance. This report shows only your Year-to- Date activity and does not take into account your beginning budget.

Operating Expenses		Total	
133001	Budget Office		
	Total Activity	10002	Unrestricted Operating Fund
		Download to CSV	

Fig. 6

If you would like to download the information to an Excel spreadsheet, scroll to the bottom and click on [Download to CSV].