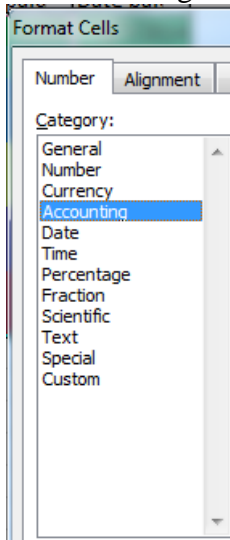


To convert a numeric value into an accounting value:
Select Accounting from the list of Categories.



Click Ok.

Last Name	First Name	Banner ID	Amount Paid	Date Paid
Eaton	Isabella	194382	\$ 1,525.50	6/7/2014
O'Neal	Samuel	543981	\$ 2,750.60	6/1/2014
Jackson	Michael	438715	\$ 3,250.25	5/27/2014
Rent	Gabriel	793281	\$ 4,525.75	5/29/2014
Cather	Kyle	853725	\$ 7,000.30	6/3/2014
Laman	Samantha	204573	\$ 3,000.70	5/31/2014
Jones	Katherine	642986	\$ 6,500.35	6/2/2014
Smith	John	745082	\$ 1,000.95	6/10/2014
Doe	Jane	967034	\$ 5,000.45	6/5/2014
Wilson	Owen	363084	\$ 2,500.65	6/8/2014

Tables

A table is a way of formatting data so that data may be sorted. Tables also display rows in alternating colors to make the data easier to read.

Choosing a Table Style to Create a Table

To Choose a Table Style:

1. Select the range of cells to include in the table.
2. Choose *Table* located on the Insert tab.

