

Printing a Report in Banner [FGRBDSC]

The **Budget Status Report [FGRBDSC]** displays a summary of all accounts within a fund and organization. This report is sorted by account number within each organization code. The contents of this report are the same as [FGIBDST]. This report should be printed by the appropriate person at the close of the month. An e-mail will be sent when the month has been closed. The following instructions will walk you through the report creation process.

- In the Direct Access box, enter [FGRBDSC]
- Press <Enter>
- The form Process Submission Controls form opens [GJAPCTL]. **FGRBDSC** should already be entered in the Process field.
- Click the Next Block button (CTRL-Page Down)
- Enter DATABASE in the Printer field. This will print the report to the browser window, which can then be saved as a text file or printed from the browser.
- Click the Next Block button
- The Parameter Fields will be populated.
- Enter in the following Parameter Values for the report:

Parameters	Values	Tips
01 Fiscal Year	07	Stays the same
02 Chart of Accounts	A	Stays the same
03 From Fund Code	4 digit Fund code	Can be left blank if you have only one fund code
04 To Fund Code	4 digit Fund code	Can be left blank if you have only one fund code
05 From Organization Code	5 digit Orgn code	Use your chart of accounts book
06 To Organization Code	5 digit Orgn code	Use the same as 03 value
07 From Account Code	Leave Blank	Can define for a more restrictive report
08 To Account Code	Leave Blank	Can define for a more restrictive report
09 As Of Date (DD-MON-YYYY)	Enter date of when month was closed	Can use format MMDDYY
10,11, 12, 13	Use default values	

****Use the vertical scroll bar to view the rest of the Parameter Values****

- Once the Parameters have been set, click Next Block (CTRL-Page Down).

Process: FGRBDSC Budget Status (Current Period) Parameter Set:

Printer Control
 Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Fiscal Year	07
02	Chart of Accounts	A
03	From Fund Code	0190
04	To Fund Code	0190
05	From Organization Code	61800
06	To Organization Code	61800
07	From Account Code	
08	To Account Code	

LENGTH: 2 TYPE: Character O/R: Required M/S: S
 Enter the Fiscal Year for reporting.

Submission
 Save Parameter Set as Name: Description: Hold Submit

- Click the Save button



- Notice at the bottom of the form that both a Log file and a List file have been created. The List file will be the one that is printed.

Log file: fgrbdsc_1316350.log List file: fgrbdsc_1316350.lis
 Record: 1/1

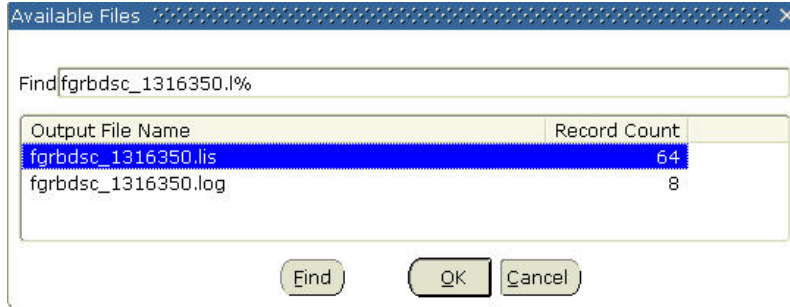
- Go to the Options menu, and select "Review Output [GJIREVO]"



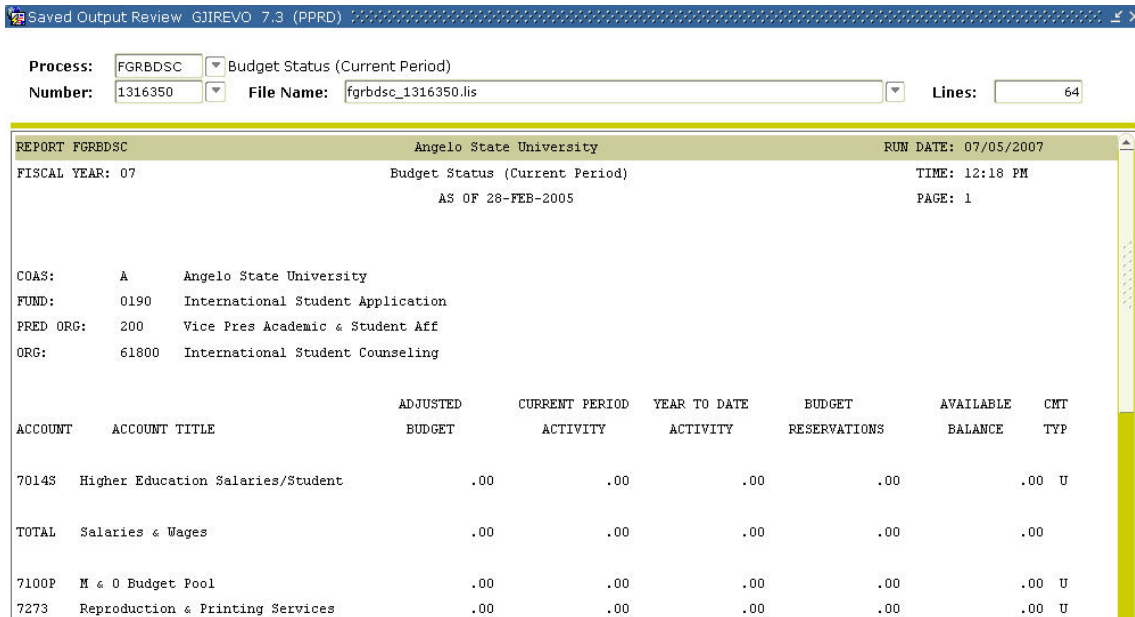
Saved Output Review GJIREVO 7.3 (PPRD)

Process: FGRBDSC Budget Status (Current Period)
 Number: 1316350 File Name:

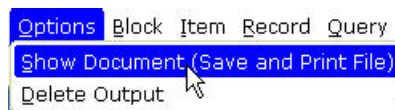
- Double-click in the File Name: field or choose the List command from the Help menu



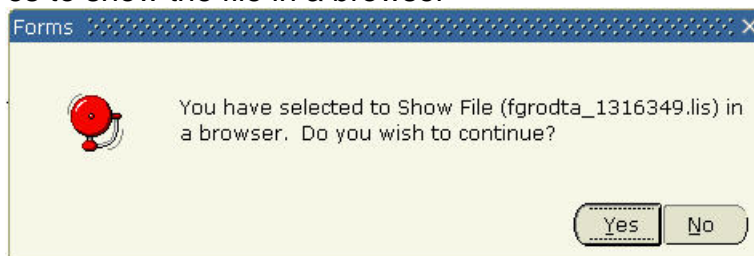
- In the Available Files window, select the fgrbdsc_#####.lis file from the Output File Name list
- Click <OK>
- The report will be displayed in the form window pane



- From the Options menu select “**Show Document (Save and Print File)**”



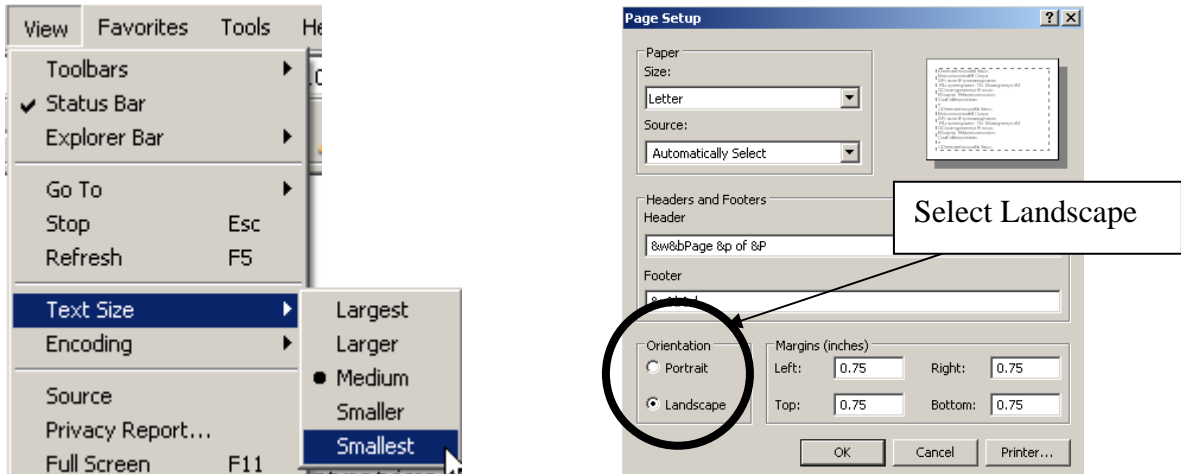
- Click Yes to show the file in a browser



- The report will be displayed in a new browser window

NOTE: If you have a pop-up blocker installed (could be from your Google, Yahoo, or AOL toolbar), the report may not display. If this happens, you should disable your blocker, or allow pop-ups on the Banner website.

- From the View menu of the browser, select “Text Size – Smallest”



- From the File menu of the browser, select “Page Setup”, and change the Orientation to Landscape
- From the File menu of the browser, select “Print”

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REPORT FGREDSC		Angelo State University		BUDGET STATUS (Current Period)		RUN DATE: 10/21/2004	
FISCAL YEAR: 05		AS OF 30-SEP-2004				TIME: 03:35 PM	
						PAGE: 1	
COAS:	A	Angelo State University					
FUND:	1234	Fund 4 digit code					
PRED ORG:	300	Some other information					
ORG:	54321	Organization 5 digit code					
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
7100P	M & O Budget Pool	3,791.77	.00	.00	.00	693,791.77	U
7102	Travel In-State Mileage	.00	.00	.00	.00	.00	U
7105	Travel In State -Incidental Exp	.00	.00	.00	.00	.00	U
7106	Travel In State -Meals & Lodging	.00	.00	.00	.00	.00	U
7111	Travel Out of State -Pub Trans Fare	.00	.00	.00	439.90	-439.90	U
7115	Travel Out of State -Incidental Exp	.00	.00	.00	133.36	-133.36	U
7116	Travel Out of State -Meal & Lodging	.00	.00	.00	1,124.00	1,124.00	U
7203	Registration Fee - Employee Tr	.00	.00	.00	1,250.00	1,250.00	U
7242	Consultant Services- Computer	.00	.00	.00	4,770.36	4,770.36	U
7253	Other Professional Services	.00	.00	.00	8,019.74	8,019.74	U
7262	Pers Prop-Maint Rep/Software Exp	.00	.00	.00	.00	.00	U
7273	Reproduction & Printing Services	.00	7.00	7.00	.00	-7.00	U
7299	Purchased Temporary Services	.00	.00	.00	1,233.36	1,233.36	U
7300	Consumables	.00	.00	.00	6,914.65	6,914.65	U
7315	Food Purchased by the State	.00	.00	.00	2,910.84	2,910.84	U
7334	Pers Prop. - Furn Equip & Other Exp	.00	.00	.00	396.78	-396.78	U
7382	Pers Prop - Books & Ref Materials	.00	.00	.00	.00	.00	U
7503	Telecomm- Long Distance	.00	32.49	32.49	.00	-32.49	U
7504	Telecomm- Monthly Charges	.00	61.19	61.19	.00	-61.19	U
7507	Water	.00	.00	.00	785.40	-785.40	U
TOTAL	Other Expenditures	3,791.77	100.68	100.68	7,978.39	..5,712.70	