Print your own budget reports

You can do it!!
Your Budget Report

Consists of the Budget Status Report and the Organization Detail Activity.

These must be printed separately
First, sign on to Banner with your login name and password and choose Production.
Type in **FGRBDSC** and press Enter
This screen is to enter the data needed to print your report. The kind of report is already listed.

Now press the ‘Next Block’ button to set the printer.
Enter your printer code (for example po2 is for purchasing)

Press tab to get to the next field and then type “white-l17m”

This tells the printer to print the report on 8 ½ by 11 paper in landscape format.

Click the ‘next block’ button again.
Use the tab button and arrow keys to move between fields in this section.

Put in '06' for the fiscal year.

Chart of Accounts is always 'B'

Enter your fund number in both the 'From fund code' and 'To fund code' fields.
Put your org code in lines 05 and 06.

Leave the account code lines blank to print all accounts.
In ‘as of date’, type in the ending date of the time period you want. 31-Jul-2005 will include everything from the beginning of the fiscal year through July 31.

Leave 10, 11, 12 “Y”
Now click the 'Save Parameters' box

Then click 'Submit'
Now click the “Save” button. This box will pop up and press ‘OK’.

Congratulations! You have printed your budget status report! But wait, you need to print your organization detail as well.....
Type in FGRODTA and press Enter.
Again, the kind of report is already listed.

Press ‘Next Block’ to set the printer.
Enter your printer code

Press tab to get to the next field and then type “white-l17m”

Click the ‘Next Block’ button again.
Put in '06' for the fiscal year.

Chart is "B"

Enter your Org code in both fields.
Enter your fund code on lines 05 and 06.

Leave the account code lines blank to print all accounts.
In fields 09 and 10, put in the date range you want for the report. For example, if you want all of July’s transactions, you would enter 01-JUL-2005 and 31-JUL-2005.

11 and 12 should be ‘Y’
Then click 'Submit'

Now click the 'Save Parameters' box

Then click 'Submit'
Now click the “Save” button

This box will pop up and press ‘OK’

Now the organization detail will print!