

FGRBDSC - Budget Status (Current Period)

Report will provide a current look at a period to date information (equivalent of FBM090).

Banner Admin:

1. FGRBDSC
2. Next Block or move cursor to Printer and assign specific printer. Use DATABASE if you wish to save file as WORD document.
3. Next Block to Parameter Values

Next Block
entry required

Printer should
automatically
show as
DATABASE

Next Block
will bring you
into parameter
values area.
Specific data
entry

4. In Parameter Values input fiscal year (example 06), chart of accounts (example A), enter the from and to fund (example 101001-101001) and the from and to organization (example 102001 to 102047). You may specify to and from account codes or leave blank and all will be retrieved (examples for operating accounts only might be 700 to 899). You will need to scroll down the parameter values section using the toggle to input the remaining variables such as the AS OF DATE (example 12/31/2005). Input a Y or N for include accrual (typically N); input a Y in print organization totals and net totals. Final input relates to commitment type (C=committed, U=Uncommitted or blank for all commitments).

Process: Budget Status (Current Period) Parameter Set:

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

Parameter Values

Number	Parameters	Values
05	From Organization Code	113011
06	To Organization Code	113012
07	From Account Code	
08	To Account Code	
09	As of Date (DD-MON-YYYY)	16-FEB-2005
10	Include Accrual Period	
11	Print Report Totals	
12	Print Net Totals	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
 Enter "Y" to print or "N" to not print report totals.

Submission
☐ Save Parameter Set as Name: Description:

Parameter Number, press SEARCH for valid parameters.
 Record: 11113

You will need to toggle to enter all 13 sections

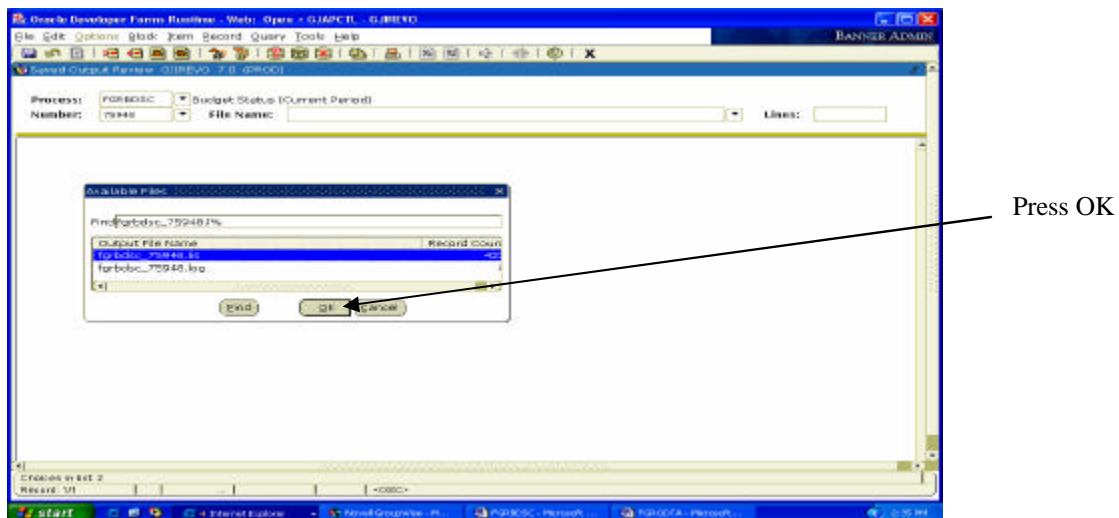
- Next Block to Submission section. At this point, you will need to Click the **"SAVE"** icon or use File/Save option. You must be in the Submission section when you Click save.
- You will now see a file number will appear in lower left hand section of screen (example Log file: fgrbsdc_75517.log; List file: fgrbsdc_75517.lis) This is your report/log file number.
- Go to top line on screen and Click **OPTIONS**. You will see two options. Select option **REVIEW OUTPUT**. The screen below will appear. Double click on File Name Field.

Process: Budget Status (Current Period)

Number: File Name: Lines:

File Name, double-click for valid file names.
 Record: 11

Double Click on field named File Name to see report availability



8. Pop up screen may appear. If it does, click OK. If not, the report should be on the screen.

9. Report will appear. At this point the report is visible on-line only.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJREVO

File Edit Options Block Item Record Query Tools Help

Process: FGRBDC Budget Status (Current Period)

Number: 75927 File Name: fgrbdc_75927.log Lines: 474

REPORT FGRBDC Auburn University RUN DATE: 02/16/2006

FISCAL YEAR: 06 Budget Status (Current Period) TIME: 02:18 PM

AS OF 16-FEB-2006 PAGE: 1

COAS: A Auburn University

FUND: 101001 AU Unrestricted Base Budget

PROD ORG: 10200 Special Assistant Facilities Mgt

ORG: 102001 Campus Plan & Space Mgt

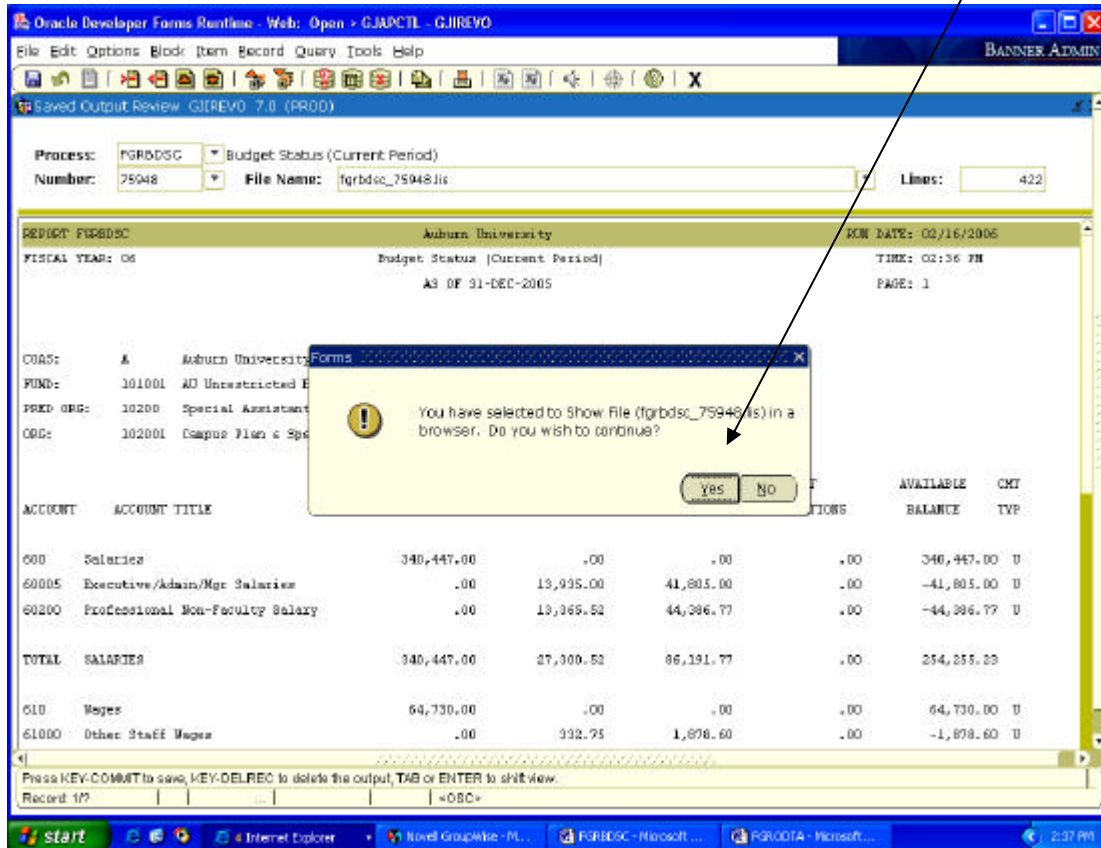
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT
600	Salaries	340,447.00	.00	.00	.00	340,447.00	U
60005	Executive/Admin/Mgt Salaries	.00	.00	55,740.00	.00	-55,740.00	U
60200	Professional Non-Faculty Salary	.00	11,004.69	65,507.71	.00	-65,507.71	U
TOTAL	SALARIES	340,447.00	11,004.69	121,247.71	.00	219,199.29	
610	Wages	64,730.00	.00	.00	.00	64,730.00	U
61000	Other Staff Wages	.00	.00	1,955.60	.00	-1,955.60	U

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.

Record 1 of 1

To transfer the file to a WORD document, complete the following steps:

1. Select OPTION on top line of Banner. Click option – SHOW DOCUMENT (Save and Print File)
2. Pop Up Box will show in middle of screen asking you to confirm you want to continue. Click Yes
3. Report will now appear in a browser format. (If the browser does not appear, pop-ups may be blocked. In order to show the browser, hold control and repeat steps 1 & 2).



See Browser Report Below

The screenshot shows a Microsoft Internet Explorer browser window displaying the report from the previous image. The report is titled 'REPORT FGRBDC' and shows the same data as the forms runtime window, but in a browser format. The report includes the same fields for Process, Number, File Name, and Lines, and the same table of account data.

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT
600	Salaries	340,447.00	.00	.00	.00	340,447.00	U
60005	Executive/Admin/Mgt Salaries	.00	13,935.00	41,805.00	.00	-41,805.00	U
60200	Professional Non-Faculty Salary	.00	13,365.52	44,386.77	.00	-44,386.77	U
TOTAL	SALARIES	340,447.00	27,300.52	86,191.77	.00	254,255.23	
610	Wages	64,730.00	.00	.00	.00	64,730.00	U
61000	Other Staff Wages	.00	332.75	1,878.60	.00	-1,878.60	U
TOTAL	WAGES	64,730.00	332.75	1,878.60	.00	44,488.41	
620	Employee Benefits	86,216.00	.00	.00	.00	86,216.00	U
62050	Teacher's Retirement	.00	2,044.70	0,467.95	.00	-0,467.95	U
62199	Unemployment Compensation	.00	17.41	91.99	.00	-91.99	U
62210	Health Insurance 12-Month	.00	1,480.00	4,237.39	.00	-4,237.39	U
62230	Dental Insurance	.00	2,093.88	6,234.48	.00	-6,234.48	U
62300	Life Insurance	.00	459.70	1,458.07	.00	-1,458.07	U
62960	Life Insurance 12-Month	.00	47.06	327.26	.00	-327.26	U
62490	Long-Term Disability	.00	91.20	270.19	.00	-270.19	U
62510	TSA 12-Month	.00	100.00	300.00	.00	-300.00	U
62640	Vacua 12-Month	.00	100.00	300.00	.00	-300.00	U
62750	On-the-Job Injury	.00	51.68	88.68	.00	-88.68	U
TOTAL	EMPLOYEE BENEFITS	86,216.00	7,239.92	21,557.42	.00	79,698.58	
700	Other Operating Expenses	482,229.17	.00	.00	.00	482,229.17	U
70000	Cell Phone & Pagers	.00	.00	34.33	.00	-34.33	U
TOTAL	OTHER OPERATING EXPENSES	482,229.17	.00	34.33	.00	482,229.17	

4. You will now need to convert the Browser report into a WORD document. Click Edit on the Browser report, then Select All to highlight the entire report. At this point you will need to copy the report. This can be accomplished by right clicking the mouse and Clicking copy or you can Click CTRL-C to copy.
5. Open a new WORD document and Click the paste icon or CTRL-V.
6. The report is now in WORD, but will need to be formatted.

TO FORMAT the report:

1. Click EDIT, then Select All (this will highlight the entire document)
2. Set the font size to COURIER-NEW, font size 8
3. Go to FILE, then PAGE SETUP
4. Change all margins to 0 (zero for top, bottom, left and right), then Click the Landscape button.
5. At this point, Click OK. System will tell you that margins are outside of the allowed limits. Click FIX button.
6. Report should now be ready to save and in printable format.

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	OUT TYP
400	Salaries	340,447.00	.00	.00	.00	340,447.00	U
40005	Executive/Admin/Hqr Salaries	.00	13,895.00	41,805.00	.00	-41,805.00	U
40200	Professional Non-Faculty Salary	.00	12,265.52	44,306.77	.00	-44,306.77	U
TOTAL	SALARIES	340,447.00	27,800.52	86,191.77	.00	254,255.23	
410	Wages	64,750.00	.00	.00	.00	64,750.00	U
41000	Other Staff Wages	.00	222.75	1,878.60	.00	-1,878.60	U
41005	Secretarial/Clerical Staff Wages	.00	7,513.29	15,050.39	.00	-15,050.39	U
41100	Grad Study Non Work-Study Study Wages	.00	.00	1,312.00	.00	-1,312.00	U
TOTAL	WAGES	64,750.00	7,652.04	18,241.59	.00	46,498.41	
420	Employee Benefits	95,216.00	.00	.00	.00	95,216.00	U
42050	Teacher's Retirement	.00	2,844.78	8,467.35	.00	-8,467.35	U
42150	Unemployment Compensation	.00	17.43	51.88	.00	-51.88	U
42210	Health Insurance 12-Month	.00	1,450.00	4,297.99	.00	-4,297.99	U
42250	Social Security	.00	2,093.88	6,234.45	.00	-6,234.45	U
42300	Medicare	.00	409.70	1,458.07	.00	-1,458.07	U
42350	Life Insurance 12-Month	.00	47.06	127.26	.00	-127.26	U
42400	Long-Term Disability	.00	81.30	230.18	.00	-230.18	U
42510	FICA 12-Month	.00	100.00	300.00	.00	-300.00	U
42610	Volac 12-Month	.00	100.00	300.00	.00	-300.00	U
42750	On-the-Job Injury	.00	31.69	89.69	.00	-89.69	U
TOTAL	EMPLOYEE BENEFITS	95,216.00	7,295.82	21,557.42	.00	73,658.58	
700	Other Operating Expenses	465,229.17	.00	.00	.00	465,229.17	U
70050	Cell Phones & Push to Talk	.00	.00	34.81	.00	-34.81	U
70060	Freight	.00	122.00	133.96	.00	-133.96	U
70070	Postage	.00	23.73	52.27	.00	-52.27	U
70100	Equipment Rental	.00	.00	166.72	.00	-166.72	U
70105	Operating Lease	.00	206.00	412.00	.00	-412.00	U
70130	On-Campus Space Rental	.00	.00	26.25	.00	-26.25	U

If for some reason your page breaks will not work, you may need to save the browser file into a text document. Copy that file into WORD and then follow the last 6 formatting steps again.