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

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).

You will need to toggle to enter all 13 sections

5. 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.

6. 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.

7. 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.

Double Click on field named File Name to see report availability

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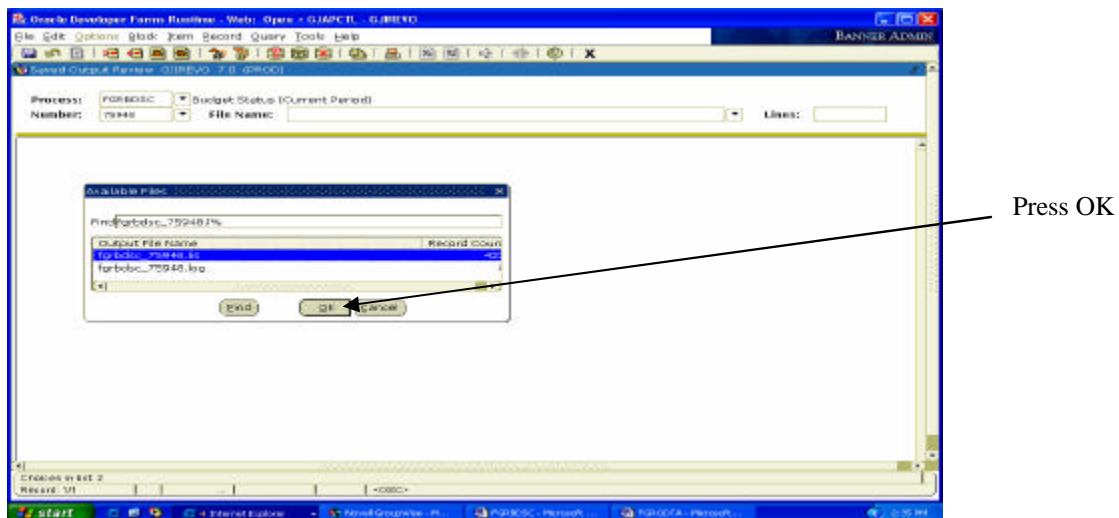
8. Pop up screen may appear. If it does, click OK. If not, the report should be on the screen.

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

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).
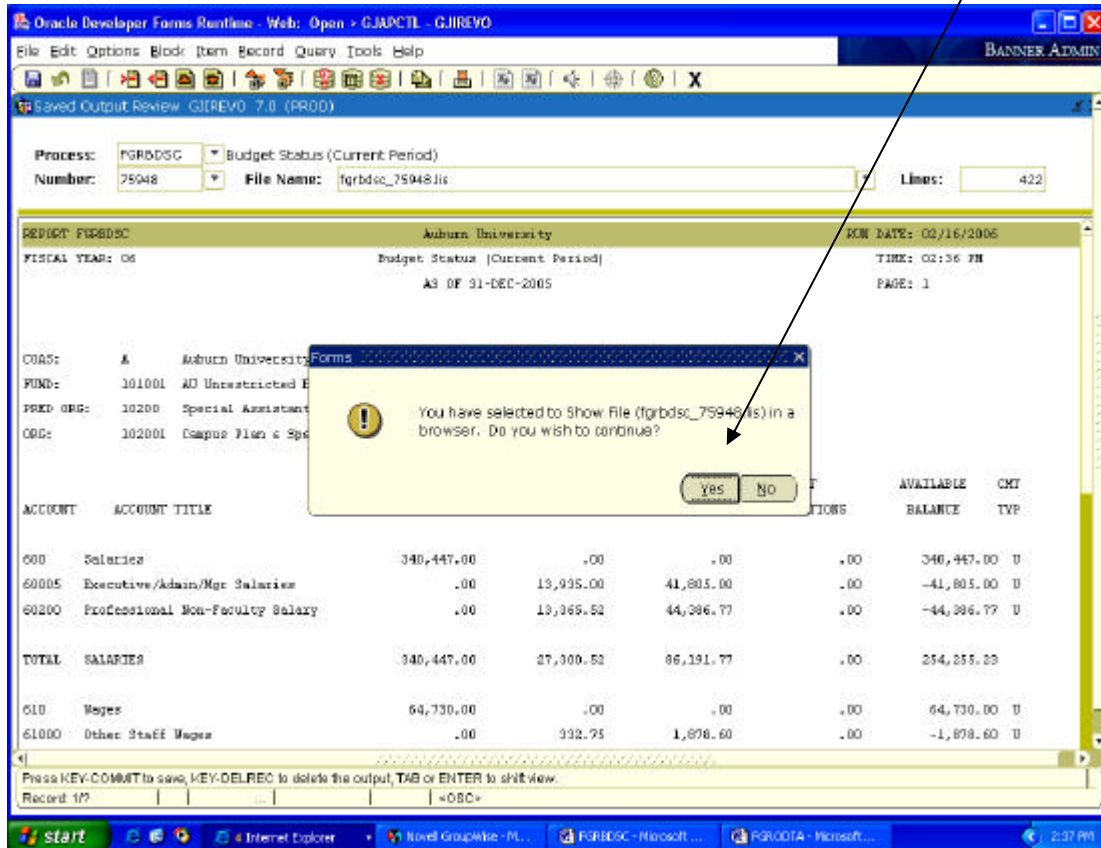
See Browser Report Below

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.

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.