

The most commonly used reports are **FGRBDSC (Budget Status Current)**, **FGRODTA (Org Detail Activity)** and **FGRORGH (Organization Hierarchy Report)**. To run FGRBDSC, type FGRBDSC in the Go To box. Click on the Next Block icon. In the Printer field, under Printer Control, it should read DATABASE. Click on the Next Block icon again to enter Parameters Values area.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PROD)

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	11
02	Chart of Accounts	V
03	From Fund Code	
04	To Fund Code	
05	From Organization Code	544382
06	To Organization Code	544382
07	From Account Code	
08	To Account Code	

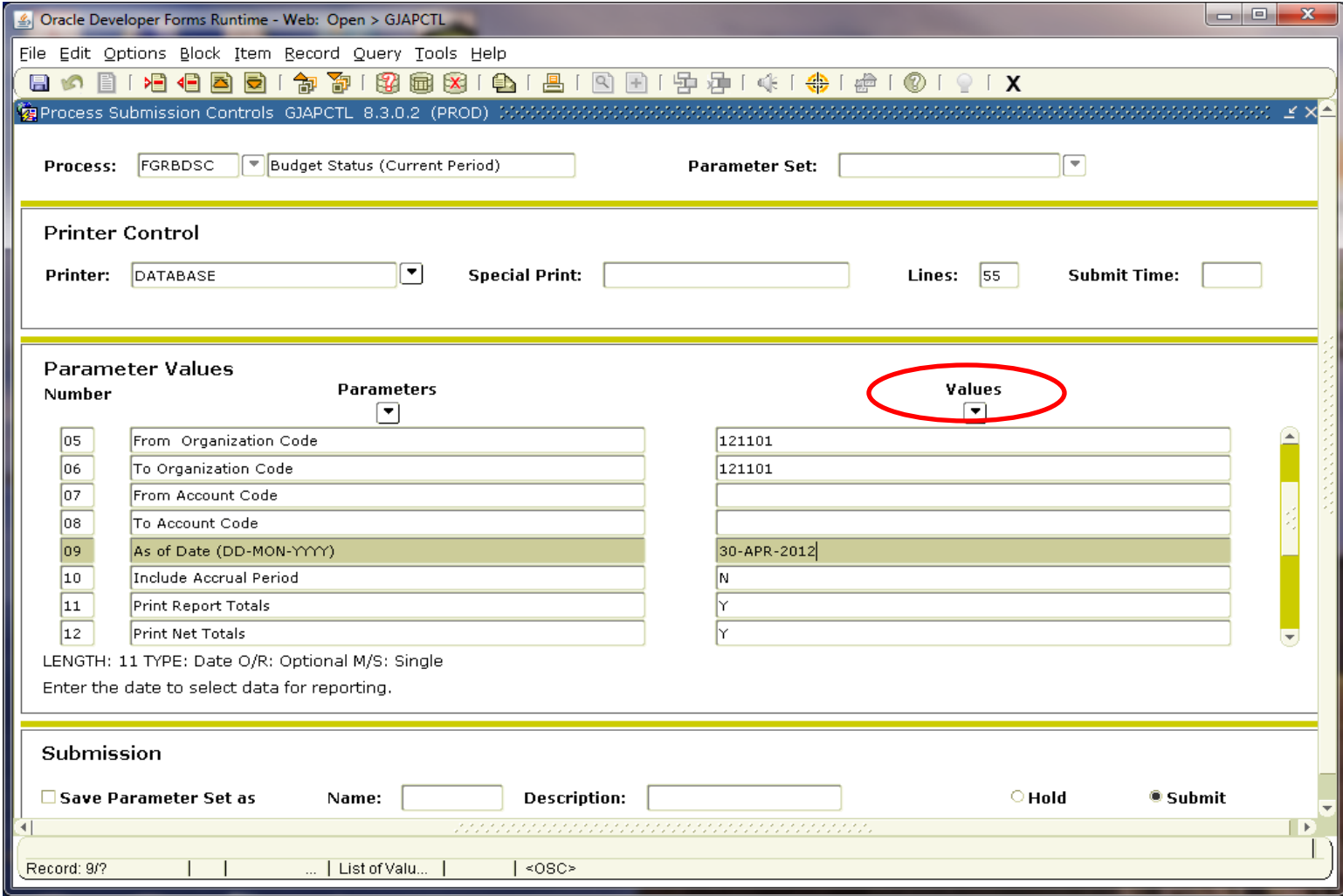
LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Enter the Fiscal Year for reporting.

Submission

Save Parameter Set as Name: Description: Hold Submit

Destination Printer; DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 ... List of Valu... <OSC>

Click in the Values column and change the Fiscal Year (2 digits if needed). Make sure Chart of Accounts is equal to V (a capital V). Put in your org code or a range of org codes you wish to view. Limit the reports to certain accounts if you'd like, and put in an As of Date in the format of 30-APR-2012.



Click on the Next Block icon to enter the Submission block. The radio button next to Submit should be selected. Then click on the **Save** icon on the Banner toolbar.

Next Block icon

Save icon

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL_3.0.2 (PROD)

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

Printer Control

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

Parameter Values

Number	Parameters	Values
06	To Organization Code	121101
07	From Account Code	
08	To Account Code	
09	As of Date (DD-MON-YYYY)	30-APR-2012
10	Include Accrual Period	N
11	Print Report Totals	Y
12	Print Net Totals	Y
13	Commitment Type Indicator	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Enter "U" for Uncommitted; "C" for Committed; Blank for all commitment types.

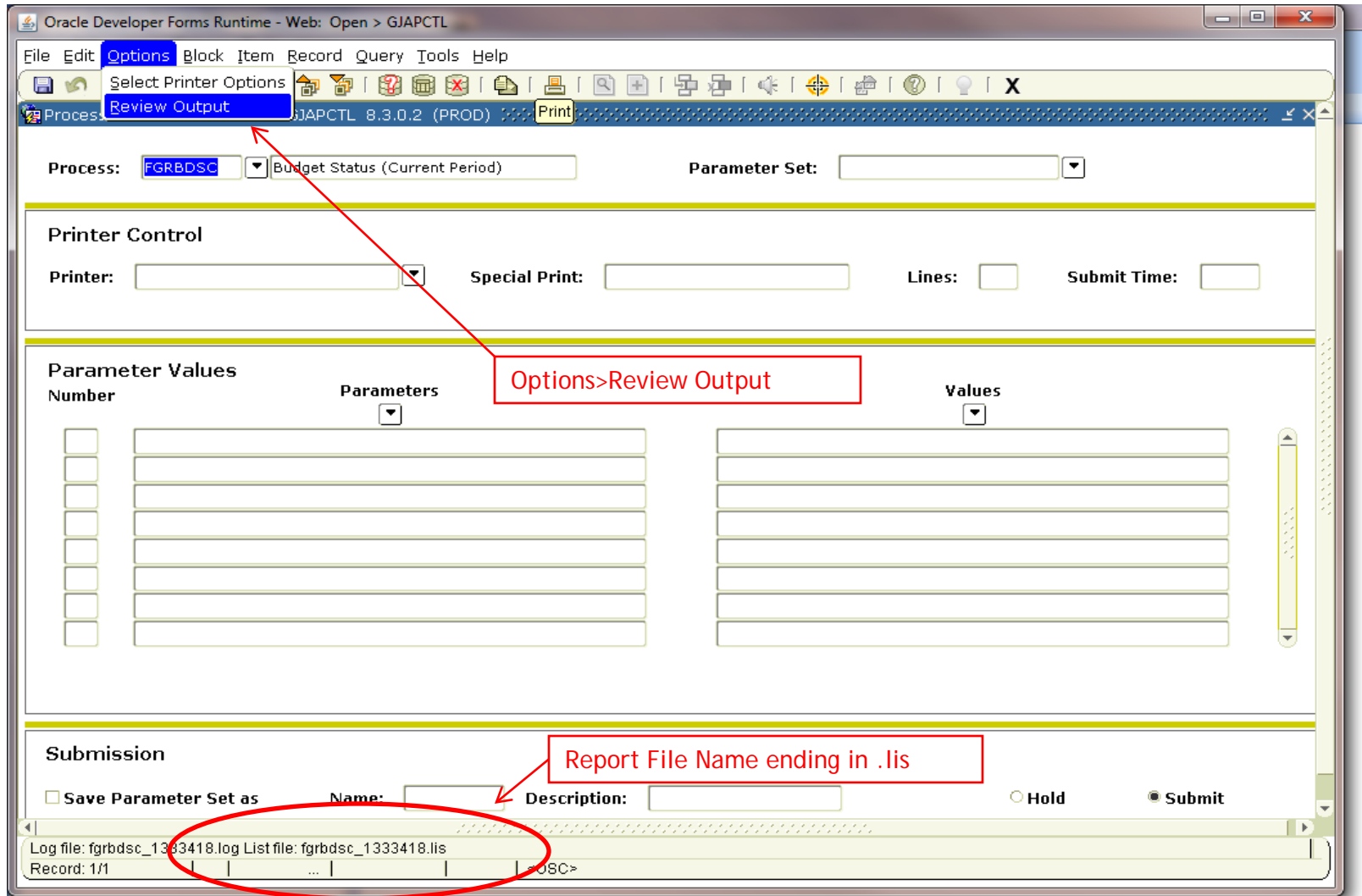
Submission

Save Parameter Set as Name: Description:

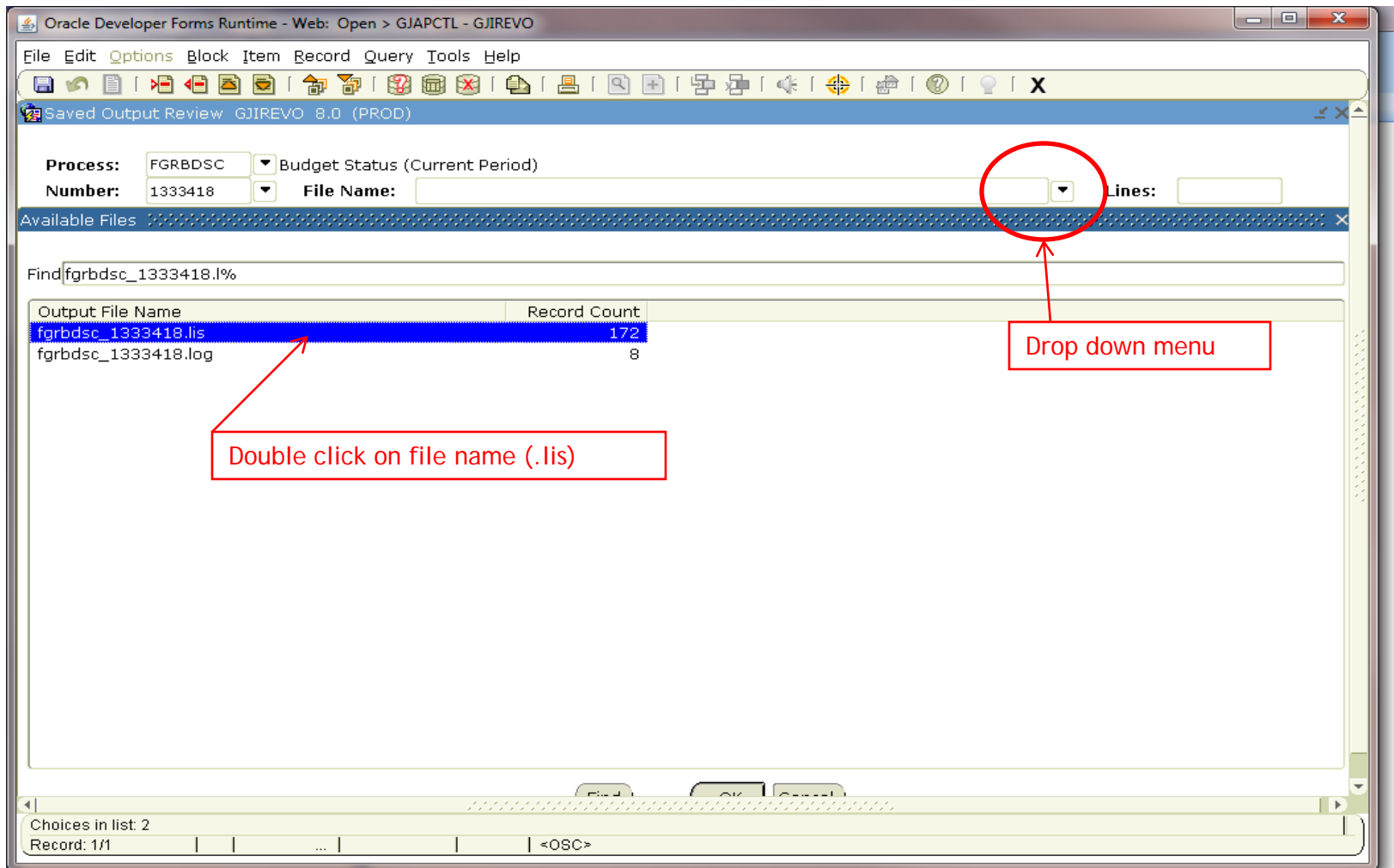
Hold Submit

Save Entered Parameters; CHECK to save.
Record: 1/1 <OSC>

The values you entered will disappear. Along the bottom (in the Banner Help Line) you'll see two files listed. The file ending in **.lis** is your report file. Click on **Options>Review Output** on the Banner main toolbar.



Click on the drop down menu next to File Name and you'll see the two output files populate under Available Files. Double click on the file name ending in **.lis**.



The report will open. To download the file and save to Excel, click on **Options>Show Document (Save and print file)**.

The screenshot shows the Oracle Developer Forms Runtime interface. The 'Options' menu is highlighted with a red circle, and the 'Show Document (Save and Print File)' option is selected. The report window displays the following information:

Process: FGRBDSC Budget Status (Current Period)
 Number: 1333418 File Name: fgrbdsc_1333418.lis Lines: 172

REPORT FGRBDSC Virginia Commonwealth Univ RUN DATE: 03/28/2012
 FISCAL YEAR: 12 Budget Status (Current Period) TIME: 03:53 PM
 AS OF 30-APR-2012 PAGE: 1

COAS: V Virginia Commonwealth University
 FUND: 9100EG E and G General
 PRED ORG: 18050 Financial Reporting
 ORG: 121101 Financial Reporting

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
510110	Administrative Faculty Salaries	137,450.00	.00	196,946.36	.00	-59,496.36	U
510180	Administrative Faculty FB Full Time	43,325.00	.00	49,808.36	.00	-6,483.36	U
TOTAL	Faculty	180,775.00	.00	246,754.72	.00	-65,979.72	
520110	Classified Salaries	949,543.00	.00	550,476.21	.00	399,066.79	U
520120	Classified Termination Annual Leave	.00	.00	6,867.87	.00	-6,867.87	U
520125	Classified Termination Sick Leave	.00	.00	2,131.56	.00	-2,131.56	U

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.
 Record: 1/? | | ... | | <OSC>

Select **Yes** when asked if you would like to continue.

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

File Edit Options Block Item Record Query Tools Help


Saved Output Review GJIREVO 8.0 (PROD)

Process: FGRBDSC Budget Status (Current Period)
 Number: 1333418 File Name: fgrbdsc_1333418.lis Lines: 172

REPORT FGRBDSC Virginia Commonwealth Univ RUN DATE: 03/28/2012
 FISCAL YEAR: 12 Budget Status (Current Period) TIME: 03:53 PM
 AS OF 30-APR-2012 PAGE: 1

COAS: V Virginia Commonwe
 FUND: 9100EG E and G General
 PRED ORG: 18050 Financial Reporti
 ORG: 121101 Financial Reporti

Forms

 You have selected to Show File (fgrbdsc_1333418.lis) in a browser. Do you wish to continue?

ACCOUNT	ACCOUNT TITLE					AVAILABLE	CMT
						BALANCE	TYP
510110	Administrative Faculty Salaries	137,450.00	.00	196,946.36	.00	-59,496.36	U
510180	Administrative Faculty FB Full Time	43,325.00	.00	49,808.36	.00	-6,483.36	U
TOTAL	Faculty	180,775.00	.00	246,754.72	.00	-65,979.72	
520110	Classified Salaries	949,543.00	.00	550,476.21	.00	399,066.79	U
520120	Classified Termination Annual Leave	.00	.00	6,867.87	.00	-6,867.87	U
520125	Classified Termination Sick Leave	.00	.00	2,131.56	.00	-2,131.56	U

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.
 Record: 1/? | | ... | | | <OSC>

From here you can Select Page>Save As. Be sure to save as a text file (.txt) to import into Excel.

The screenshot shows a web browser window displaying a financial report from Virginia Commonwealth University. The report is titled "Virginia Commonwealth Univ Budget Status (Current Period) AS OF 30-APR-2012". A context menu is open over the report, with "Save As..." selected. The report table shows budget and activity data for various account titles.

ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YE	AVAILABLE BALANCE	CM: TYI
510110	Administrative Faculty Salaries	137,450.00	.00			
510180	Administrative Faculty FB Full Time	43,325.00	.00			
TOTAL	Faculty	180,775.00	.00			
520110	Classified Salaries	949,543.00	.00			
520120	Classified Termination Annual Leave	.00	.00			
520125	Classified Termination Sick Leave	.00	.00			
520130	Classified Term Holiday Comp Leav	.00	.00			
520150	Classified Overtime	8,000.00	.00			
520170	Classified Bonus Payments	.00	.00			
520182	Classified Fringe Benefit Full Time	316,184.00	.00			
520183	Classified Fringe Benefit Part Time	.00	.00			
TOTAL	Staff	1,273,727.00	.00			
530110	Hourly Wages	10,000.00	.00			
539183	Fringe Benefits Other Part Time	880.00	.00			
TOTAL	Part Time	10,880.00	.00			
541110	VSDP Short Term Disability	.00	.00	2,903.52	.00	-2,903.52
TOTAL	Special Payments	.00	.00	2,903.52	.00	-2,903.52
555122	Other Fringe Benefits	.00	.00	25,951.29	.00	-25,951.29
TOTAL	Employee fringe costs	.00	.00	25,951.29	.00	-25,951.29