

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: 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 | |

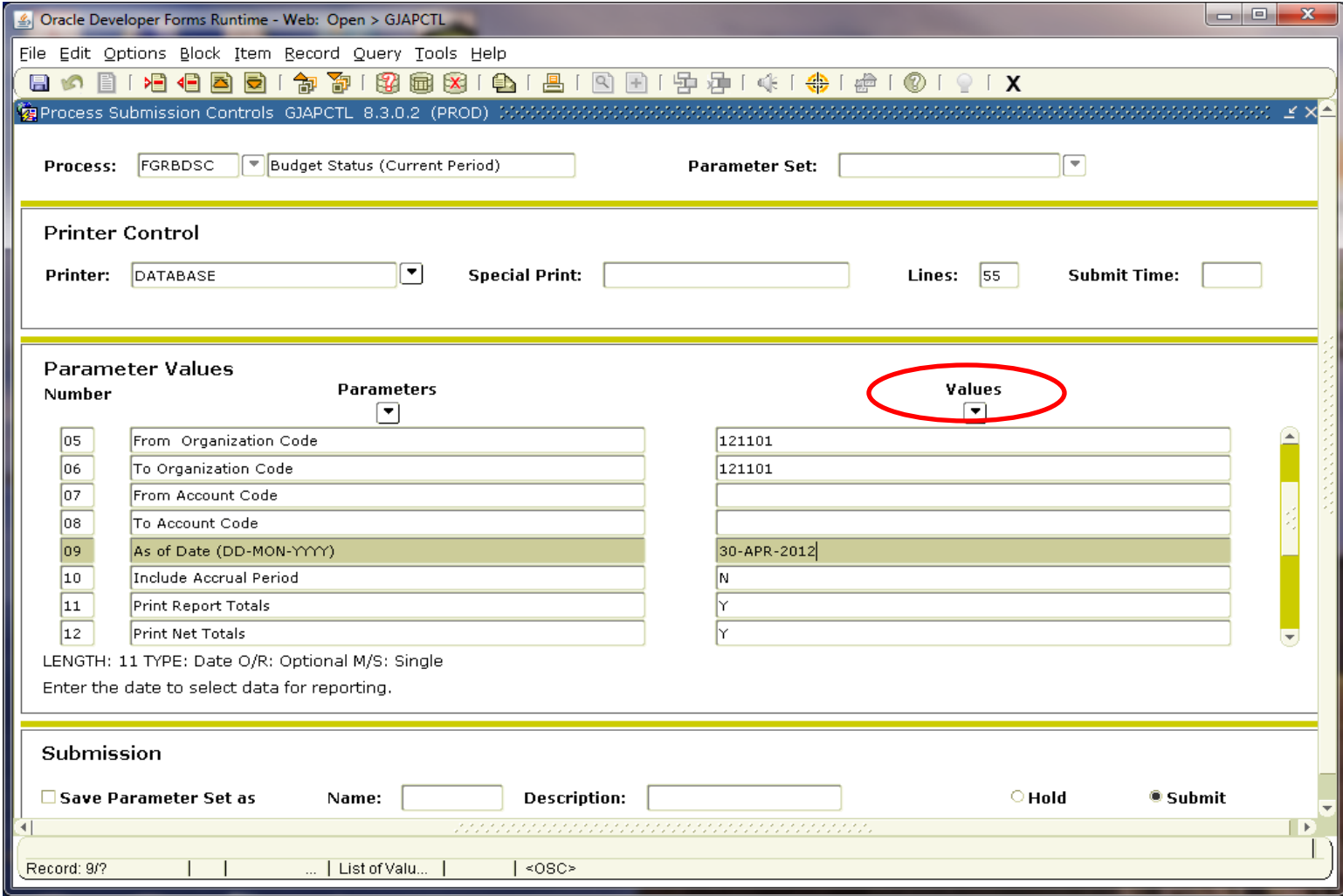
LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Enter the Fiscal Year for reporting.

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.

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 | |

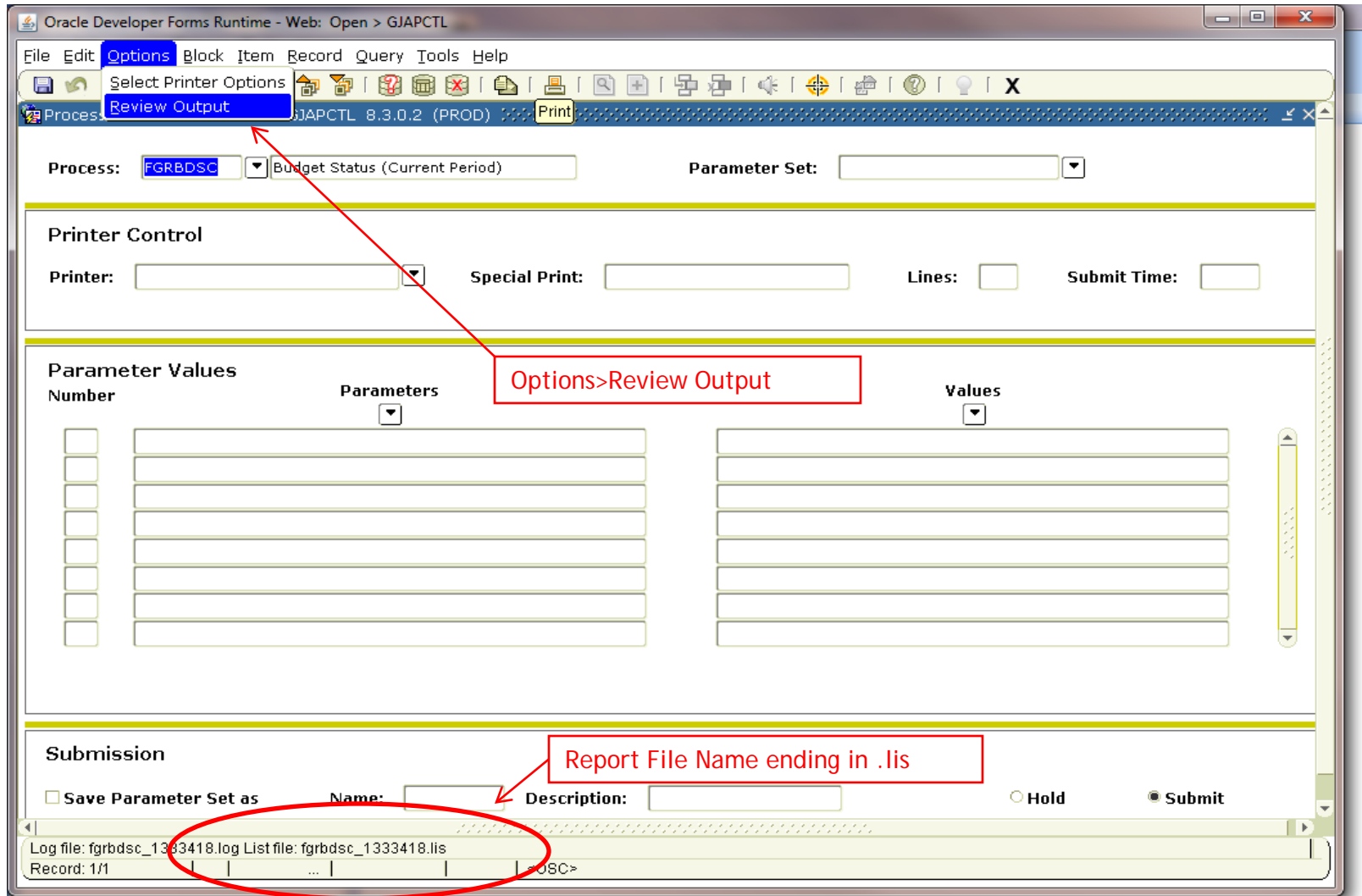
LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Enter "U" for Uncommitted; "C" for Committed; Blank for all commitment types.

Submission

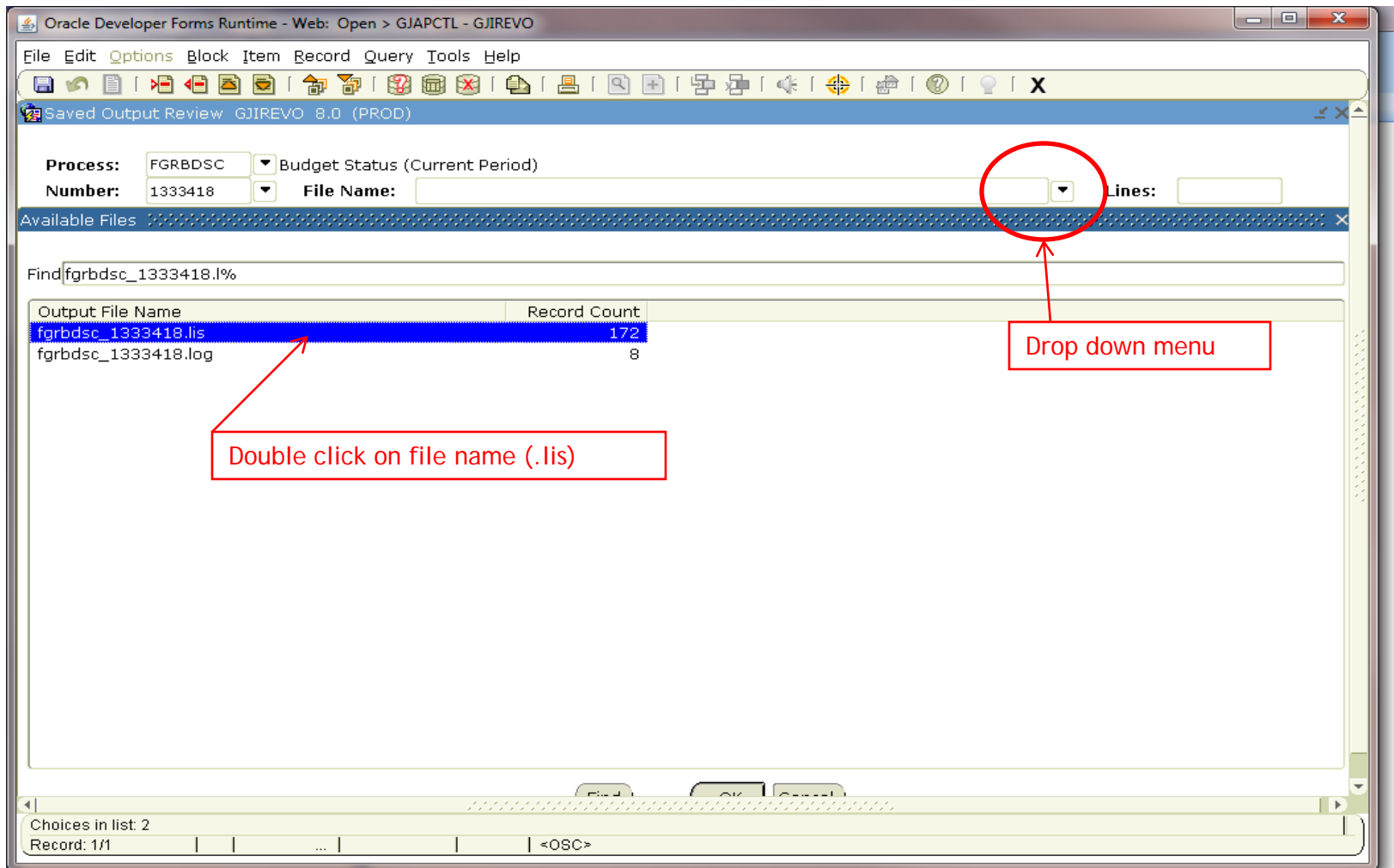
Save Parameter Set as Name: Description: Hold Submit

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 | |
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| 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.

REPORT FGRBDSC
FISCAL YEAR: 12

Virginia Commonwealth Univ
Budget Status (Current Period)
AS OF 30-APR-2012

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 | 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 |

DATE: 03/28/2012
TIME: 03:53 PM
PAGE: 1

Done

Internet | Protected Mode: Off