Steps for Printing the Budget Status Report in Banner

NOTE: Your printer will need to have access to the Banner Network in order to print the Budget Status Report in Banner. If you are capable of printing requisitions, your printer has Network access.

Sign in to Banner
Enter **FGRBDSC** in the “Go To” Direct Access box
The name of the form you will be in is the Process Submission Controls form
Control Page Down to the Printer Control Block
Enter your printer name in the Printer field (see Table 1)

If you do not know the name of the printer, place cursor in printer field and Press Function key F9 to retrieve a list of network printers across campus. Scroll thru list until you find your printer’s name, model number as well as the building and room location of your printer. (see Table 2)
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After the printer has been selected, Control Page Down to the Parameter Values Block
Enter the following parameter
   Line Number 1. Fiscal Year Parameter Value = 14 (or the current Fiscal Year)
   Line Number 2. Chart of Account Value = 1
   Line Number 5. From Organization Value = Organization which you are printing report
   Line Number 6. To Organization Value = Same Organization entered above
   Line Number 9. As of Date Value = Last day of the month for the month you need Financial Information or whatever date you need.

No other parameters are needed.
Control Page Down to the Submission Block
Check the Save Parameter box
Press Function Key F10 to submit
The report will print to the printer designated in the parameters