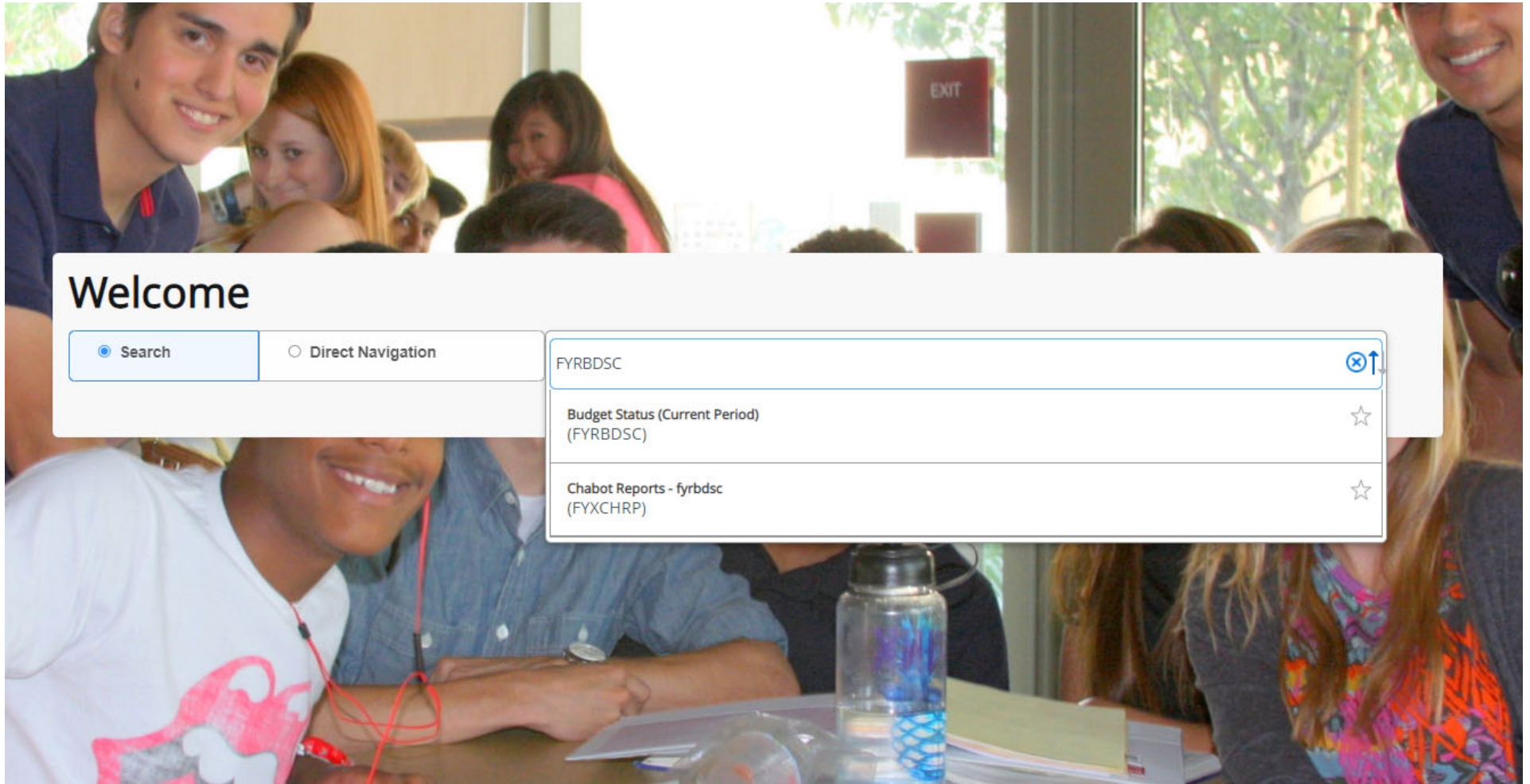# FYRBDSC | Budget Summary Report Module in Banner 9

Step 1: Access the budget summary report page in Banner

- Log into Banner 9 via the Banner 8 program or by clicking this link: https://appnavprod.clpccd.cc.ca.us:8470/applicationNavigator/seamless
- In the search box, enter **FYRBDSC**
- Press **Enter**

Step 2: Enter query data

Some fields on this report page may need to be filled in if you are accessing this screen for the first time. If you check the box for "**Save Parameter Set as,**" every time you print a report, these values will remain the next time you access this screen. The fields highlighted in the sample screenshot on the next page are the fields you will most likely re-enter or change every time you run a report. The non-highlighted fields should contain the values in the screenshot, but should not be changed unless necessary.

In order to move between sections, press **Alt + Pg. Down**. You will need to use this shortcut after filling in the "**Printer"** field in order to edit the values in the "**Parameter Values**" section.

Dynamic Values

- **Printer**: enter "**MAIL**" to have the report sent to your work email address. You may also enter a custom name, established by IT, to have the report printed to a designated printer.
- **Fiscal Year**: enter the fiscal year for the report. 2021-2022 would be "22", 2022-2023 would be "23," etc.
- **As if Date**: enter the latest date you want to include information for. Any records with a transaction date after the value you enter will not be displayed.
- **From Fund**: enter the starting Fund to include in your report. Any Fund numbers between this field and the "**To Fund**" field will be included.
- **To Fund**: enter the ending Fund to include in your report. This may be the same as the "**From Fund**" field, or a greater Fund number.
- **From Organization**: enter the starting Org to include in your report. Any Org numbers between this field and the "**To Organization**" field will be included.
- **To Organization**: enter the ending Org to include in your report. This may be the same as the "**From Organization**" field, or a greater Org number.

Static Values

- **Special Print**: LANDLASER
- **Lines**: 55
- **Chart of Accounts**: 1
- **Print Report Totals**: Y
- **Print Net Totals**: Y
- **Include Accrual Period?**: Y

Step 3: Run the report

Once you have correctly entered all values on the Banner screen, use **Alt + Pg. Down** to move to the "**Submission**" section. Check the "**Save Parameter Set as**" box to save the values you entered for next time, then press **F10** to execute the report. You will receive three emails from Banner. The email with the ".**lis**" file contains the actual report, which can be opened in Microsoft Word. Resizing may be needed to make the information more easily viewable.
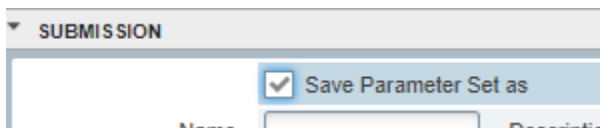
Sample Values

Process Submission Controls GJAPCTL 9.3.19 (PROD)

ADD | RETRIEVE | RELATED | TOOLS

Process: FYRBDSC Budget Status (Current Period) **Parameter Set:**

Start Over

▼ PRINTER CONTROL

Insert | Delete | Copy | Filter

Printer	MAIL	...	Submit Time		PDF Font Size	
Special Print	LANDLASER		MIME Type	None	Delete After Days	
Lines	55		PDF Font	...	Delete After Date	

▼ PARAMETER VALUES

Insert | Delete | Copy | Filter

Number *	Parameters	Values	
01	Fiscal Year	22	
02	Chart of Accounts	1	
03	As if Date	09/30/2021	
04	Print Report Totals	Y	
05	Print Net Totals	Y	
06	From Fund	103001	
07	To Fund Number	103001	
08	From Predecessor Organization		
09	To Predecessor Organization		
10	From Organization	30001	
11	To Organization	30001	
12	Include Accrual Period?	Y	...
13	From Program		
14	To Program		

|◄ ◄ 1 of 1 ► ►| 50 ▼ Per Page   Record 12 of 14

LENGTH: 1 TYPE: Character O/R: Required M/S: Single

Do you wish to include the accrual period (Y/N)?

▼ SUBMISSION

Insert | Delete | Copy | Filter

☐ Save Parameter Set as		Hold / Submit ○ Hold ● Submit	
Name		Description	