



BANNER BUDGET TRACKING REPORT

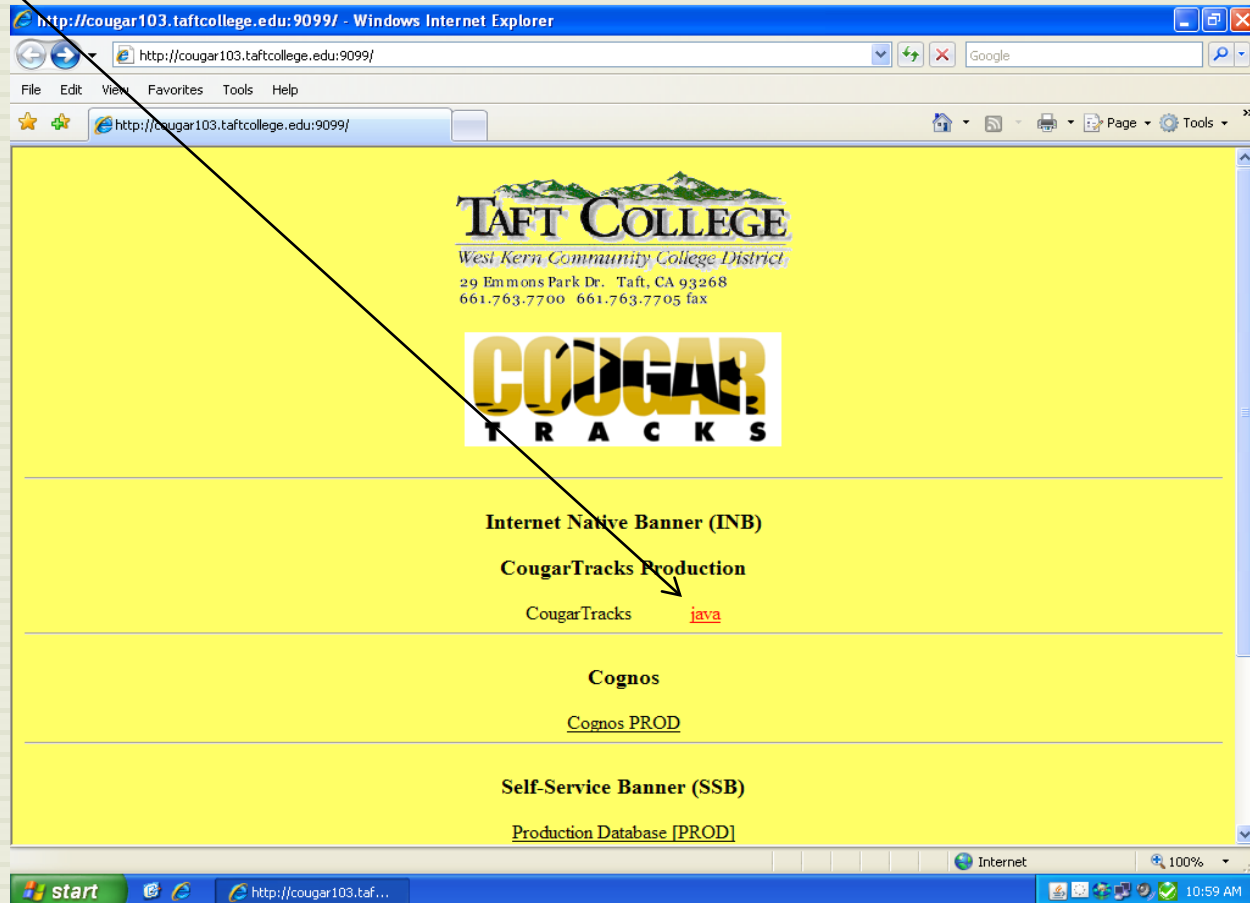
TAFT COLLEGE

To enter Banner, use the Banner link on your desktop or go to:

<http://cougar103.taftcollege.edu:9099/>

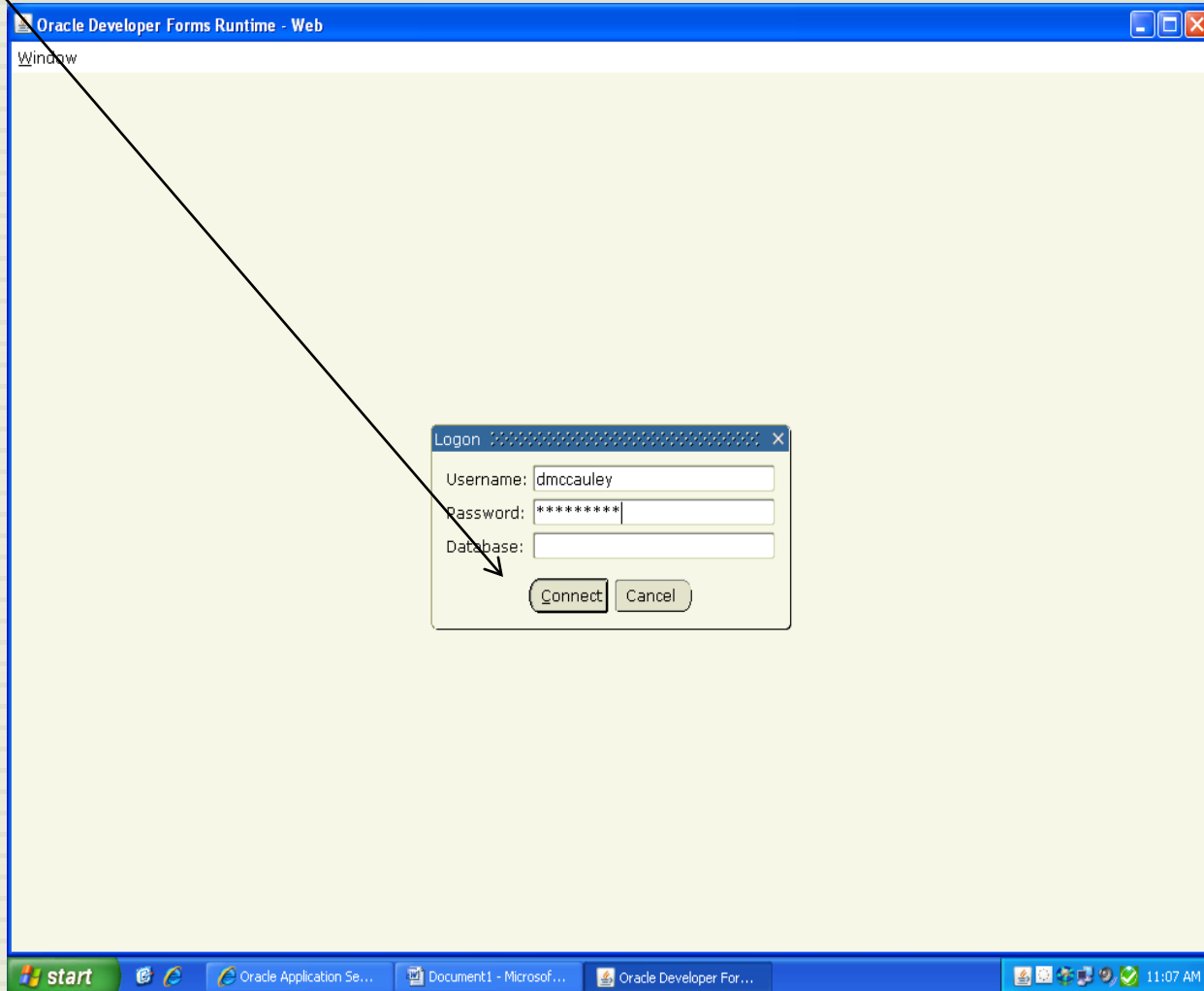
The link will bring you to the screen below.

Click on **Java** to bring you to the next screen



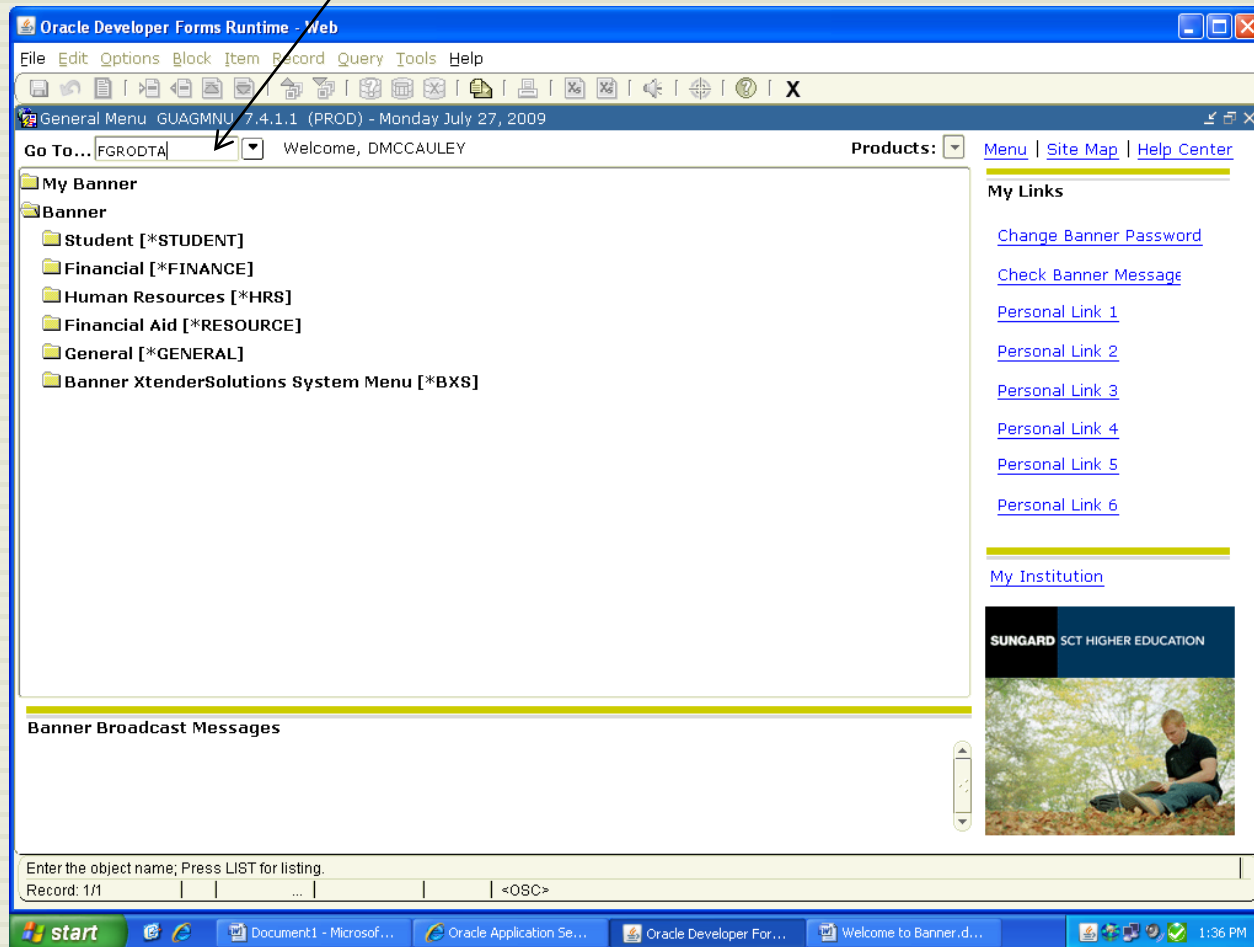
Enter your user name (first initial & last name) and password.
Click on **Connect** to log in.

3



Enter **FGRODTA** in the **Go To...** box.
Click Enter.

4



Click **Next Block** to get to **Printer Control**.

Type in **DATABASE** in the Printer field and click **Next Block**.

5

Next Block

Oracle Developer Forms Runtime - Web: Open > GJAPCTL
File Edit Options Block Item Record Query Tools Help

Process: FGRODTA Organization Detail Activity 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 | T |
| 03 | From Organization Code | 209 |
| 04 | To Organization Code | 209 |
| 05 | From Fund Code | 11000 |
| 06 | To Fund Code | 11000 |
| 07 | From Account Code | |
| 08 | To Account Code | |

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter ending range of Funds to be reported.

Submission
 Save Parameter Set as Name: Description: Hold Submit

On Parameter 01, tab over to the **Values** column and set fiscal year to **11**.

6

Oracle Developer Forms Runtime - Web: Open > GJAPCTL
File Edit Options Block Item Record Query Tools Help

Process: FGRODTA Organization Detail Activity 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 | T |
| 03 | From Organization Code | 209 |
| 04 | To Organization Code | 209 |
| 05 | From Fund Code | 11000 |
| 06 | To Fund Code | 11000 |
| 07 | From Account Code | |
| 08 | To Account Code | |

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter ending range of Funds to be reported.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Use the down arrow to get to Parameter 03. In Parameters 03 and 04, enter your Organization Code:

Applied Technologies – 207xxx

Learning Support – 211xxx

Math/Science – 209xxx

Instruction Administration – 202xxx

Liberal Arts – 208xxx

Social Science – 210xxx

Parameters 05 and 06 are the **Fund (11000)**
For Parameter 07 enter **4000** and Parameter 08 enter **8000**.

7

The screenshot shows the Oracle Developer Forms Runtime interface for the process 'FGRODTA' (Organization Detail Activity). The 'Parameter Values' section is the primary focus, displaying a table of parameters and their values. Parameter 06 is highlighted in green, and parameter 07 is highlighted in orange. The 'Submission' section at the bottom shows the 'Submit' radio button is selected.

| Number | Parameters | Values |
|--------|------------------------|--------|
| 01 | Fiscal Year | 11 |
| 02 | Chart of Accounts | T |
| 03 | From Organization Code | 209 |
| 04 | To Organization Code | 209 |
| 05 | From Fund Code | 11000 |
| 06 | To Fund Code | 11000 |
| 07 | From Account Code | |
| 08 | To Account Code | |

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter ending range of Funds to be reported.

Save Parameter Set as Name: Description: Hold Submit

Parameter 09 should always be 01-Jul for the current year.
Parameter 10 should be yesterday's date.

Click on **Next Block**. Check **Save Parameter Set**.
Enter a name and description of your choice.
Click the **Save** icon.

8

Save Next Block

Oracle Developer Forms Runtime - Web: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.2 (PRODB)

Process: FGRODTA Organization Detail Activity Parameter Set:

Printer Control

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

Parameter Values

| Number | Parameters | Values |
|--------|------------------------------|-------------|
| 06 | To Fund Code | 11000 |
| 07 | From Account Code | 4000 |
| 08 | To Account Code | 8000 |
| 09 | From date (DD-MON-YYYY) | 01-JUL-2010 |
| 10 | To date (DD-MON-YYYY) | 01-AUG-2010 |
| 11 | Include Accrual for Last Prd | N |
| 12 | Print Organization Totals | Y |
| 13 | Commitment Type | U |

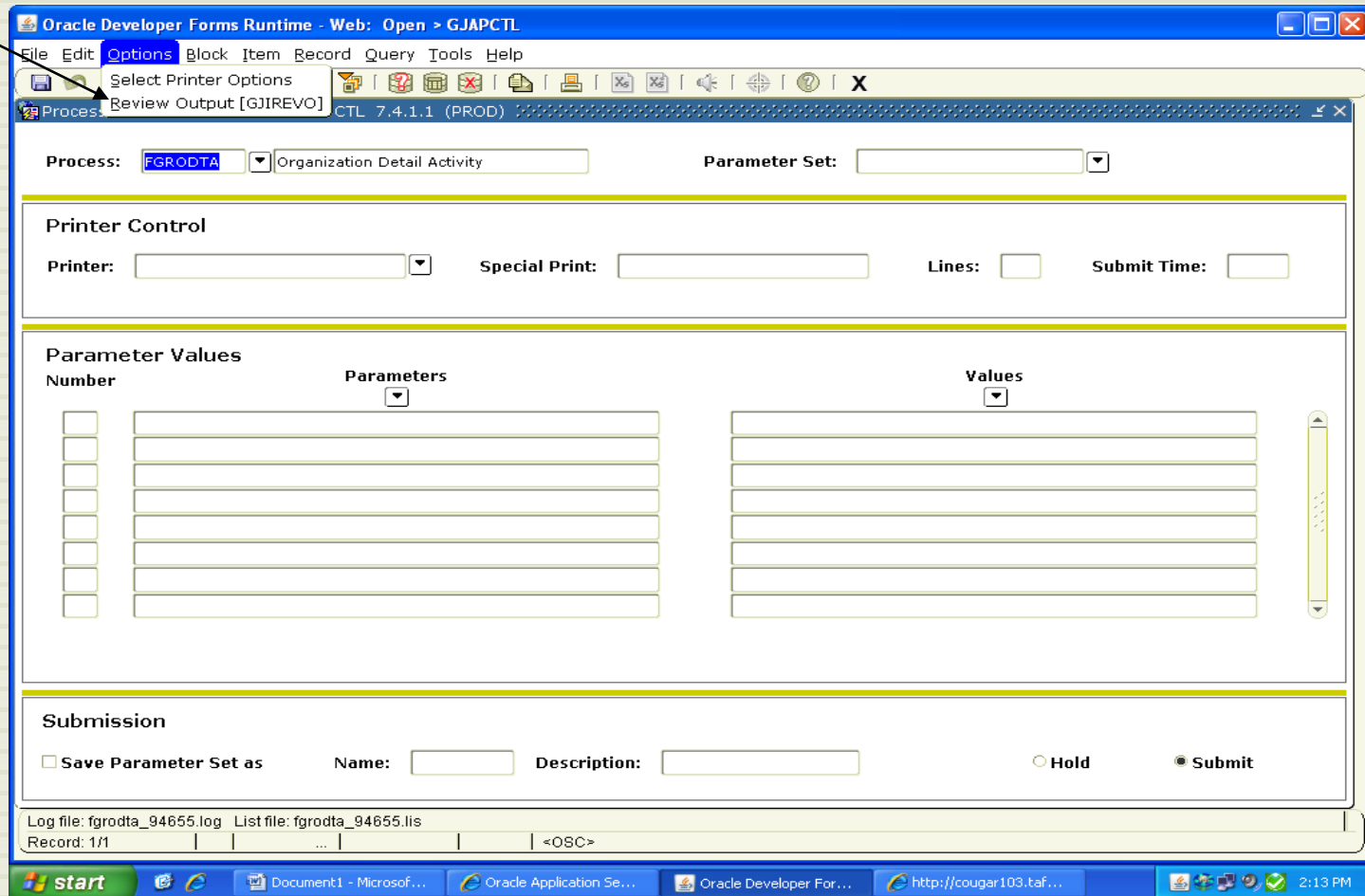
LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Enter C-Committed, U- Uncommitted, B-Both

Submission

Save Parameter Set as Name: Description: Hold Submit

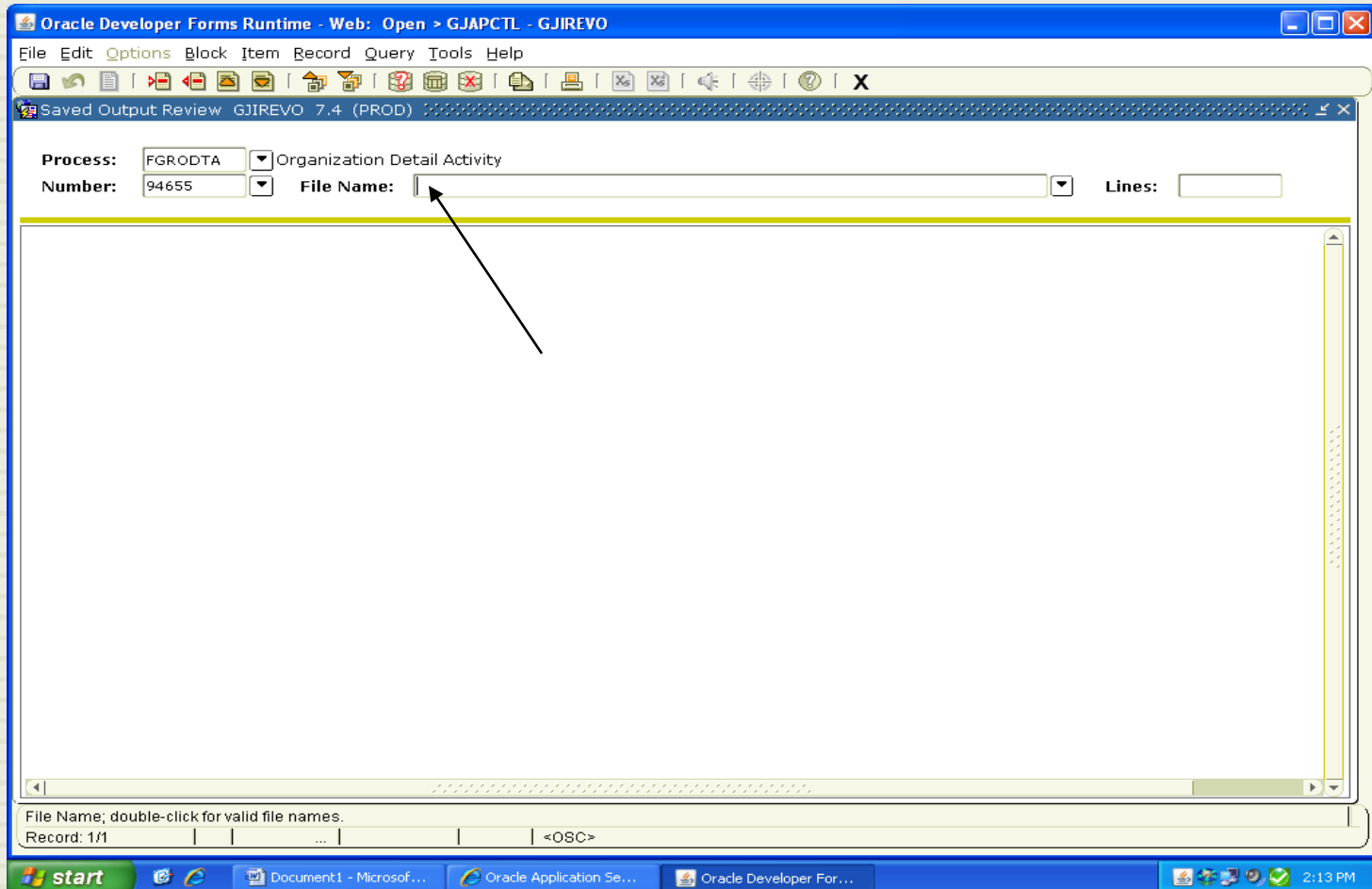
Upon saving, the report will be generated.
Click **Options** and then **Review Output**.

9



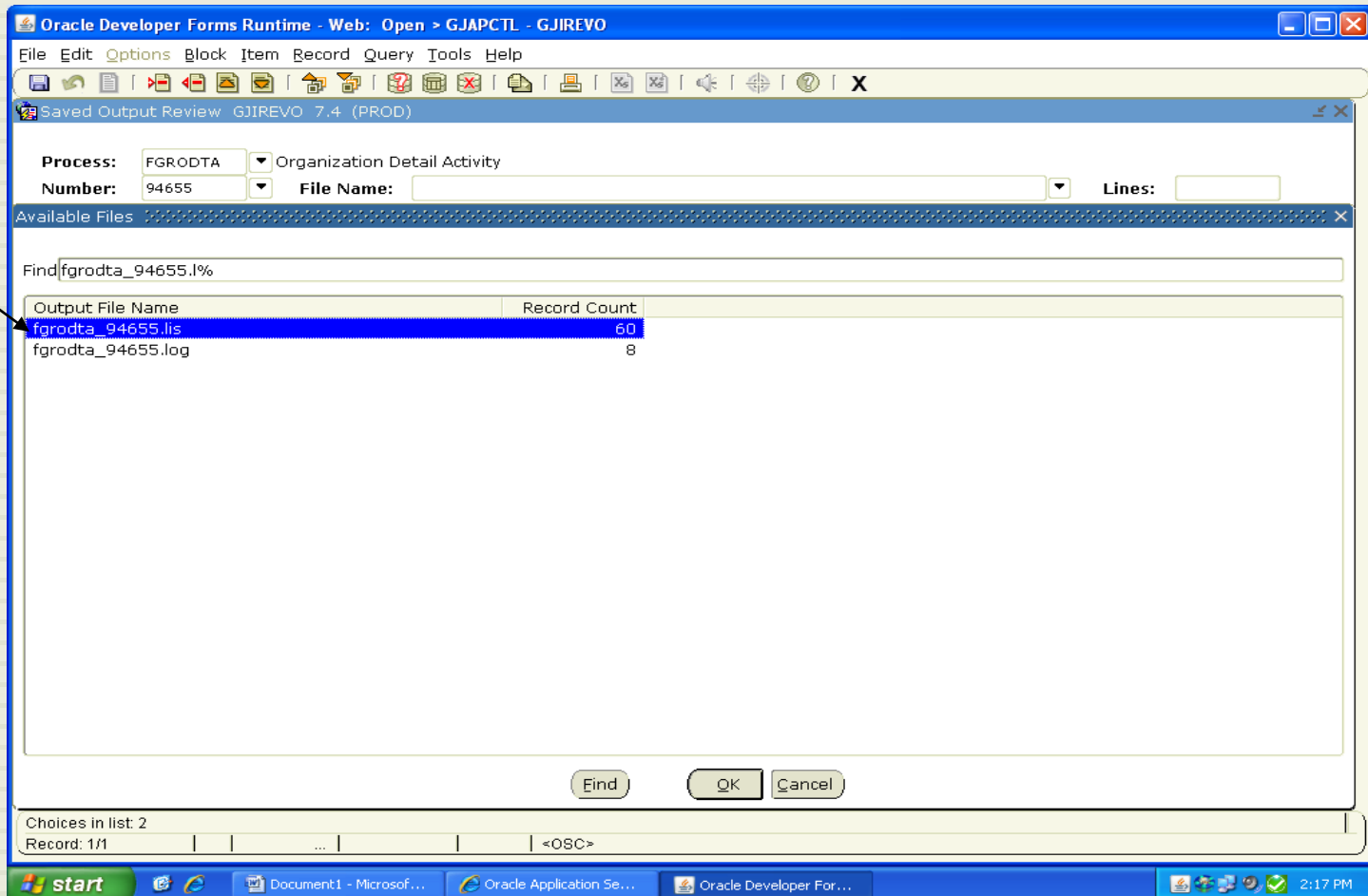
Double click in the **File Name** box once the cursor appears.
(sometimes it takes a few seconds for cursor to appear)

10



Double click on the file name that ends in .lis

11



Click on **Options** and **Show Document (Save and Print File)**.

12

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

File Edit **Options** Block Item Record Query Tools Help

Show Document (Save and Print File) Delete Output

Process: FGRODTA Organization Detail Activity
Number: 94655 File Name: fgrodta_94655.lis Lines: 60

27-JUL-2009 14:12:53 Taft College PAGE 1
FISCAL YEAR 10 Organization Detail Activity FGRODTA
From 01-JUL-2009 To 27-JUL-2009

COAS: T Taft College
ORG: 202 Instructional Administration

| TRANS DATE | TRAN TYPE | DOCUMENT NUMBER | DOCUMENT REF # | DESCRIPTION | ACCOUNT/FUND | BUDGET ACTIVITY | TRANSACTION ACTIVITY | ENCUMBRANCE ACTIVITY | CMT TYP |
|------------|-----------|-----------------|----------------|------------------------------|--------------|-----------------|----------------------|----------------------|---------|
| | | | | General Fund Unrestricted | 11000 | | | | |
| BEGINNING: | | | | Periodicals | 4211 | | | | |
| 07/09/2009 | PORD | P0010763 | | The Chronicle of Higher Educ | 4211 | | | 69.97 | U |
| ENDING: | | | | Periodicals | 4211 | | | | |
| BEGINNING: | | | | Employees | 5710 | | | | |

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

It will ask if you wish to continue. Click **Yes**.

Press the **Print** icon to print your Budget Report.

Questions?

13

- Please contact the Office of Instruction for further information or questions.
 - Denice McCauley 763-7919
 - Nicola Bayley 763-7941