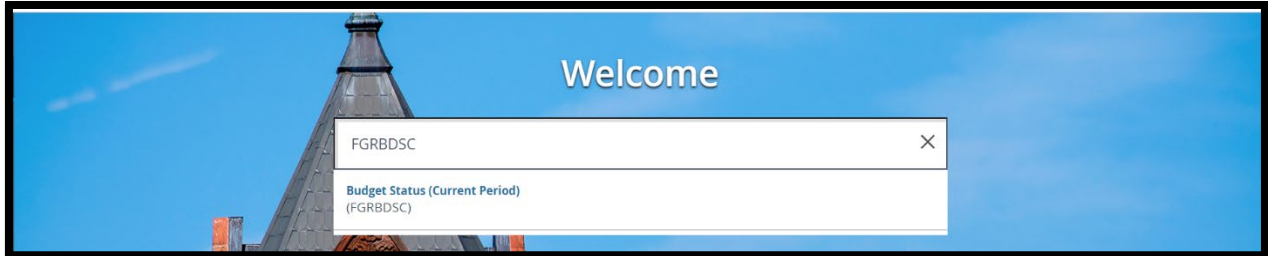


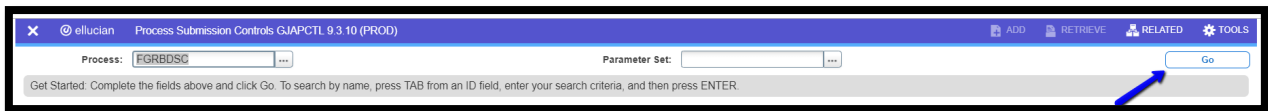
# Steps for Printing Current Budget Balance Report

NOTE: Banner Network access is required to print the Budget Status Report. If you are capable of printing requisitions, your printer has Network access.

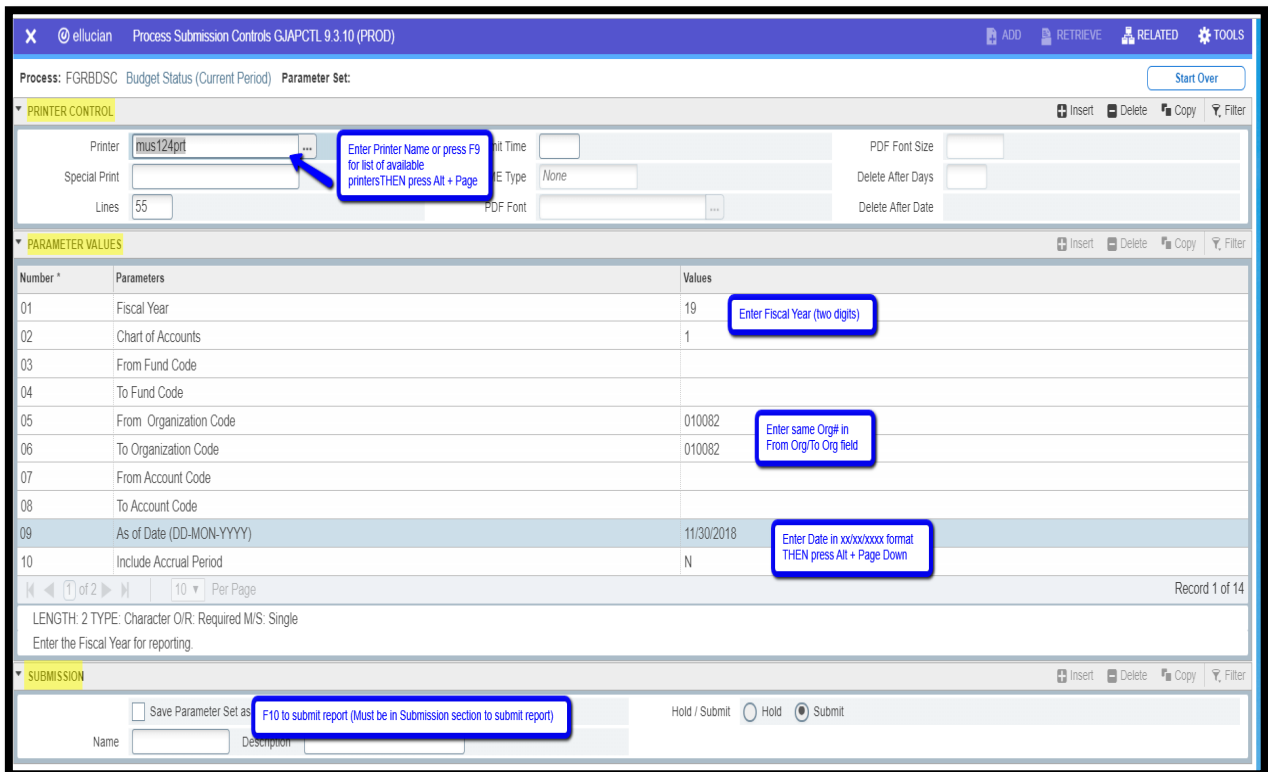
1. Type FGRBDSC into the search field (*you'll be directed to Process Submission page*)



2. Click on 'Go' button at top right



3. Enter printer name in the Printer field in the Printer Control Section



If you do not know the name of the printer, place cursor inside printer field and Press key F9 to retrieve a list of network printers across campus. Scroll thru list until you find your printer's name

4. Go to Parameter Values section, enter Fiscal Year, Org#, and date
5. Go to Submission section, press F10
6. Report will print to the network printer entered in step 3