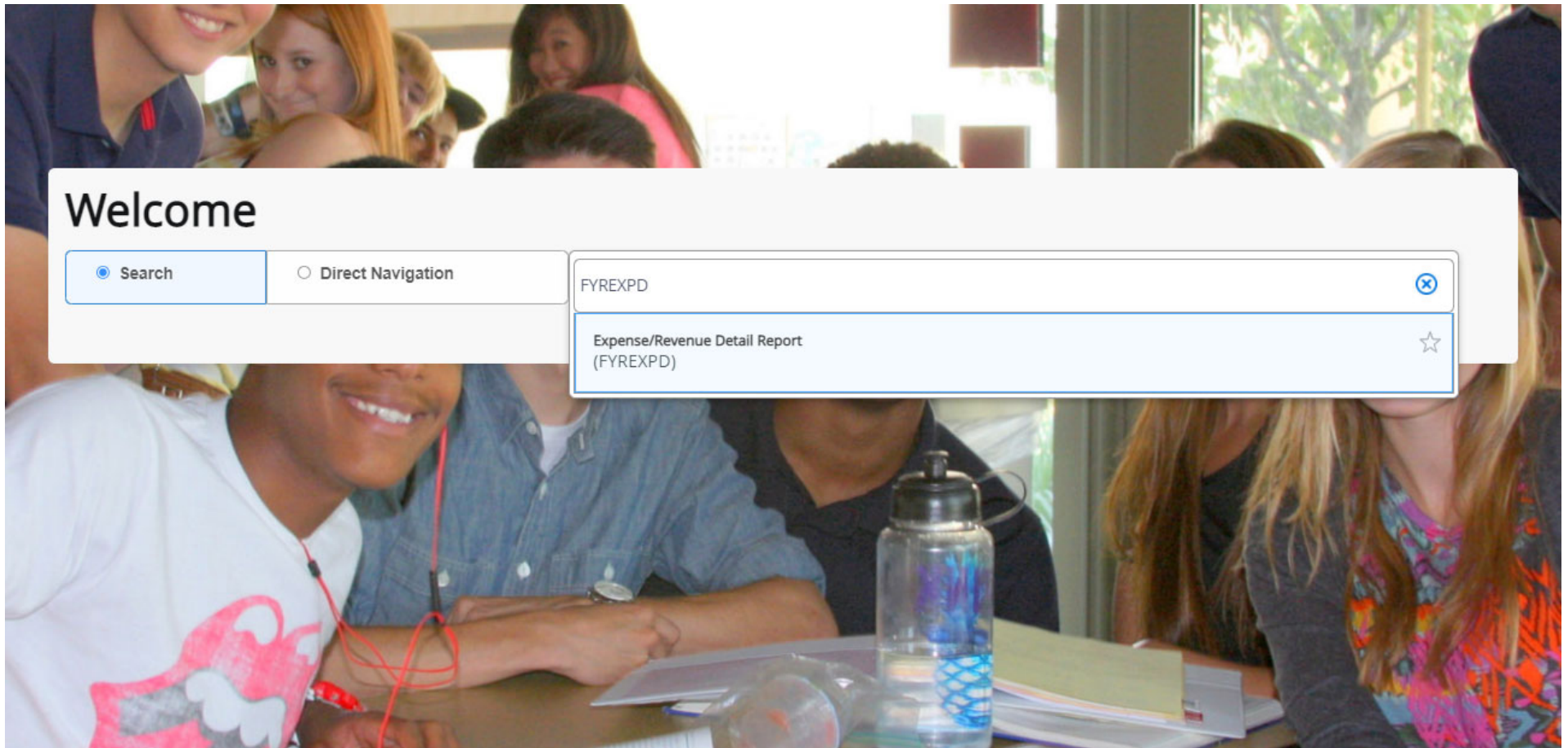


FYREXPD | Expense/Revenue Detail Report Module in Banner 9

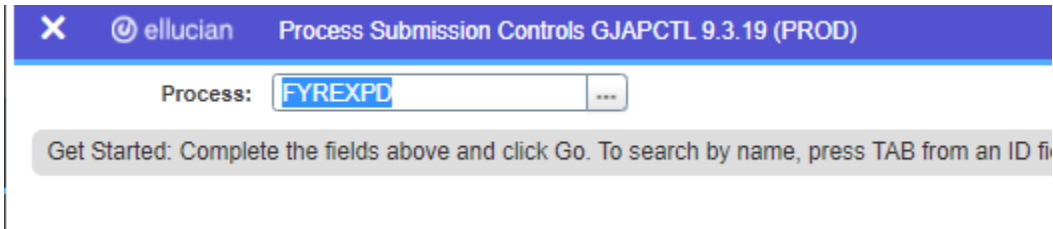
Step 1: Access the expense/revenue detail report page in Banner

- 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 **FYREXPD**
- Press **Enter**



Step 2: Access the report screen

- **Process:** FYREXP (should already populate when you access the page).
- Press **Alt + Pg. Down** or press



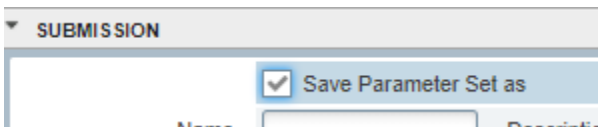
Step 3: Enter query data

Enter the pertinent search criteria for your report. The values you enter will be used to filter the information in Banner. Use **Alt + Pg. Down** to navigate between the sections of this screen.

- **Printer:** MAIL (to have the report emailed to you) or enter the name of the dedicated printer in your office (assigned by IT).
- **Fiscal Year:** enter the FY code for the fiscal year you wish to narrow down to (2021-2022 is "22," 2022-2023 is "23", etc.)
- **From Orgn:** enter the starting Org code.
- **To Orgn:** enter the ending Org code. Any values between the starting and ending Org code will be included.
- **From Fund:** enter the starting Fund code.
- **To Fund:** enter the ending Fund code. Any values between the starting and ending Fund code will be included.

Step 4: 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.



PRINTER CONTROL

Printer: ...

Special Print: LANDLASER

Lines:

Submit Time:

MIME Type: None

PDF Font: ...

PDF Font Size:

Delete After Days:

Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Fiscal Year (YY)	20
02	Chart of Accounts	1
03	Orgn Range: From Orgn	30001
04	Orgn Range: To Orgn	30001
05	Fund Range: From Fund	313888
06	Fund Range: To Fund	313888
07	Program Range: From Program	
08	Program Range: To Program	
09	Account Range: From Account	
10	Account Range: To Account	

1 of 2 Per Page

LENGTH: 2 TYPE: Character O/R: Required M/S: Single

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit Hold Submit