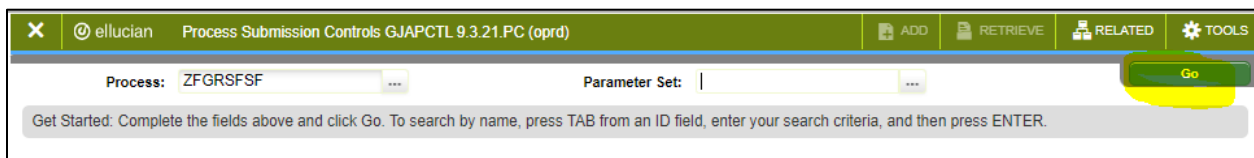


## F&A Fund Balance for Colleges / Units

To check F&A fund balances at any time, use Banner screen ZFGRSFSF to create a Summary Financial Statement. In addition, each quarter RGS emails a financial report to college / unit fiscal staff with the current F&A fund balance for their area.

## **ZFGRSFSF Instructions**

If you have not entered parameters before, click GO at the upper right hand of the screen. If you have saved parameters before, they are available to you by clicking the “...” box near Parameter Set.



Process: ZFGRSFSF Parameter Set: [...]

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

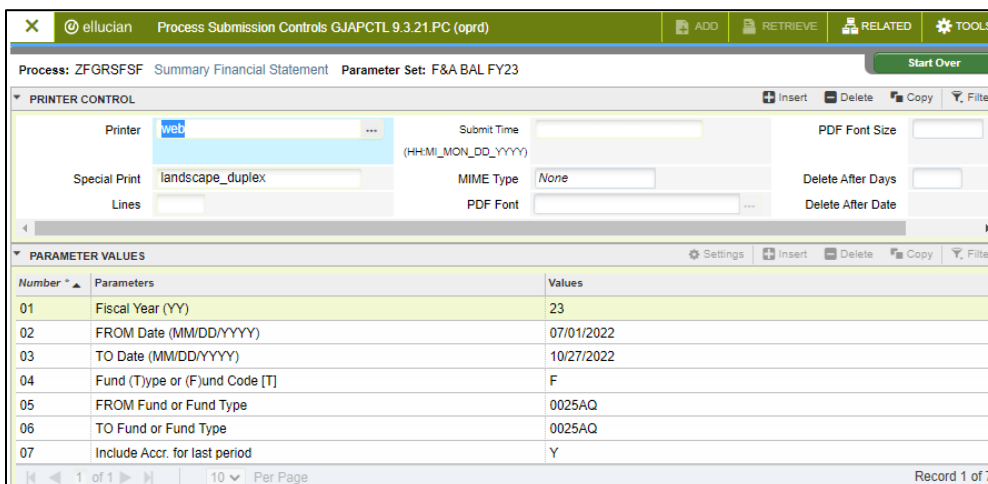
Fields to enter are below. For this example, FY23 is used. Update the year and dates to your desired timeframe; however, run one fiscal year at a time.

## Printer Control

Printer = web

## Parameter values

- 01 Fiscal Year = current fiscal year, e.g., 23
- 02 FROM Date = 07/01/2022
- 03 TO Date = today's date (or any date after the FROM date through today's date)
- 04 Fund Type = F
- 05 FROM Fund = your unit's fund number, usually the format of 0025 + 2 letters, e.g., 0025AQ
- 06 TO Fund = same fund number as above
- 07 Include Accr. for last period = Y



Process: ZFGRSFSF Summary Financial Statement Parameter Set: F&A BAL FY23

**PRINTER CONTROL**

Printer: web (HMM\_MON\_DD\_YYYY) Submit Time: [ ] PDF Font Size: [ ]

Special Print: landscape\_duplex MIME Type: None Delete After Days: [ ]

Lines: [ ] PDF Font: [ ] Delete After Date: [ ]

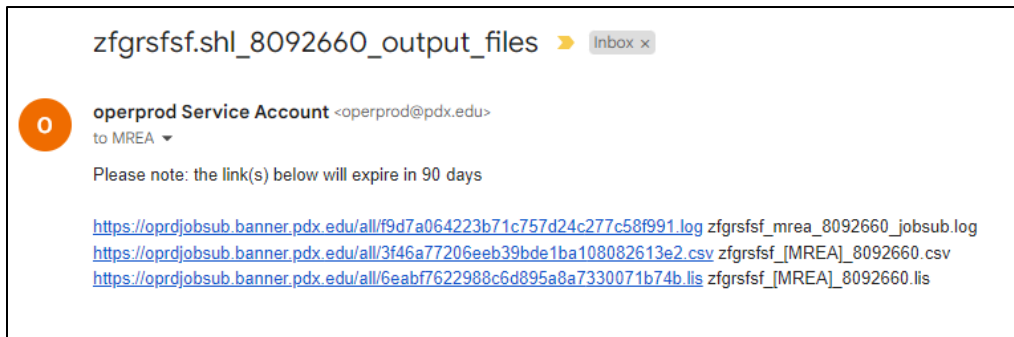
**PARAMETER VALUES**

Number	Parameters	Values
01	Fiscal Year (YY)	23
02	FROM Date (MM/DD/YYYY)	07/01/2022
03	TO Date (MM/DD/YYYY)	10/27/2022
04	Fund (T)ype or (F)und Code [T]	F
05	FROM Fund or Fund Type	0025AQ
06	TO Fund or Fund Type	0025AQ
07	Include Accr. for last period	Y

Record 1 of 7

From here, you may save the parameters for ease of use next time you need to run this report. Click box to Save Parameter Set as, create a name, and a description. Then click SAVE at the bottom to both save this report and run it.

The report will be delivered to your pdx email address connected with your ODIN. The .lis file offers a pre-formatted view of the summary financial statement.



Repeat this process for each fund number you have for F&A returns. Please note some funds may be connected to more than one org code for your unit’s F&A returns. Not sure what your F&A fund number is, or have other questions? Contact the RGS Senior Fiscal Officer to ask.

**Questions?**

Margaret Rea  
 Senior Fiscal Officer  
 Research & Graduate Studies  
[mrea@pdx.edu](mailto:mrea@pdx.edu)