

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.

×	@ ellucian	Process Submission Controls GJAPCTL 9.3.21.PC (oprd)					🌞 TOOLS
	Process:	ZFGRSFSF		Parameter Set:			Go
G	et Started: Complet	e the fields above and click G	o. To search by name, press	TAB from an ID field, ente	er your search criteria, and t	hen 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

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Process: ZF	GRSFSF	Summary I	Financial Statement	Paramete	er Set: F&A BAL FY23						Start C	ver
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01	Fiscal Ye	ar (YY)				23						
02	FROM D	ate (MM/DD	(YYYY)			07/01/2022						
03	03 TO Date (MM/DD/YYYY)			10/27/2022)/27/2022							
04	4 Fund (T)ype or (F)und Code [T]			F								
05	5 FROM Fund or Fund Type			0025AQ	5AQ							
06	06 TO Fund or Fund Type			0025AQ	0025AQ							
07	Include A	.ccr. for last	period			Y						
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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.

06	TO Fu	nd or Fund Type	0025AQ			
07	Includ	e Accr. for last period	Υ			
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	Name	F&A BAL FY23 Description F&A Rebate for FY23				
	_				' SAVE	
EDIT	Record: 1/1	SUBMIT_BLK.SUBMIT_JPRM_DESC [1]	©2000 - 2022 Ellucian. All rights reserved.		ellucian _*	

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.

	zfgrsfsf.shl_8092660_output_files 🔉 Inbox 🗙
0	operprod Service Account <operprod@pdx.edu> to MREA -</operprod@pdx.edu>
	Please note: the link(s) below will expire in 90 days
	https://oprdjobsub.banner.pdx.edu/all/f9d7a064223b71c757d24c277c58f991.log zfgrsfsf_mrea_8092660_jobsub.log https://oprdjobsub.banner.pdx.edu/all/3f46a77206eeb39bde1ba108082613e2.csv https://oprdjobsub.banner.pdx.edu/all/6eabf7622988c6d895a8a7330071b74b.lis zfgrsfsf_[MREA]_8092660.lis

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 <u>mrea@pdx.edu</u>