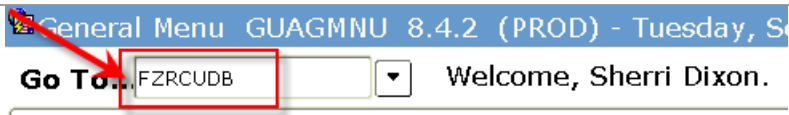
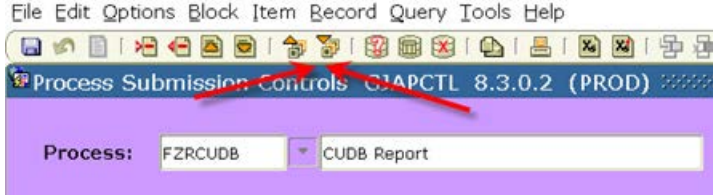
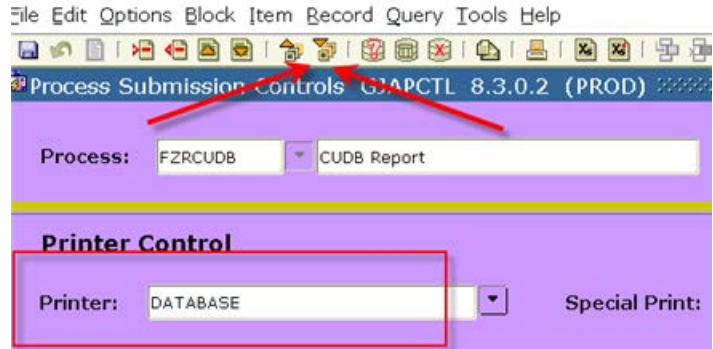


# Lab Fee- Appendix D

## Screen-by-screen instructions.

<p>1. In the Go To area of the Banner menu type FZRCUDB and press Enter key</p>	
<p>2. When the new form appears click on the Next Block Icon or Cntrl Pg Dwn</p>	
<p>9. Type Database in the Printer space then click Next block or Cntrl Pg Dwn</p>	

10. Now enter the parameters :

(01) From Term (the earliest )

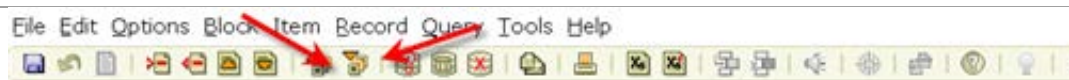
(02) To Term (the latest term)

(03) Fiscal Year (always last 2 digits of the fiscal year)

(04) User ID (this will send you and email when completed)

Number	Parameters		
01	From Term		201220
02	To Term		201310
03	Fiscal Yr		13
04	User ID		sdixon

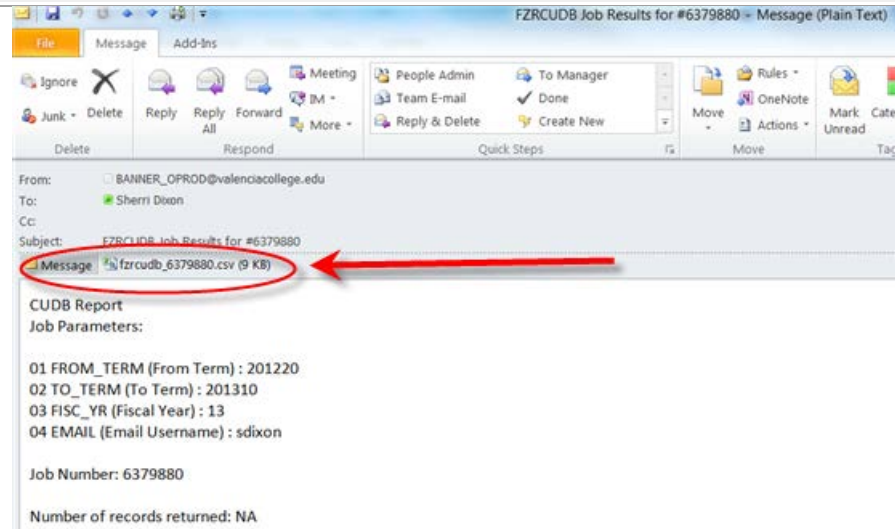
11. Select the Next Block icon or Cntrl Pg Dwn



12. Select the Save icon or press F10.



13. Once the process is finished you should receive an email. Now double click on the attachment . It should open Excel and the file together.



14. Once the Excel file opens there will need to be a little formatting. Such as....adding comas, decimals, widening columns

NOTE: When anyone other than the Budget Office opens this file, they will only see their division

CAMPUS	LNAME	FNAME	DESC	CUDB	ENROLLMENT	FEES COLLECTED	INDEX CODE	ADJ BUDGET	YTD ACTIVITY	COMMITMENTS	AVL BALANCE	DIFFERENCE
East Campus	Dorn	Carol	Biological Science	111041	3828	215,146.00	L11503	235,894.00	17,744.60	7,062.53	211,086.87	(20,748.00)
East Campus	Dorn	Carol	Chemistry	111195	2182	172,689.00	L14303	162,580.00	12,986.95	11,484.56	138,108.49	10,109.00
East Campus	Dorn	Carol	Earth Sciences	111197	35	1,960.00	L14403	1,087.00	-	-	1,087.00	873.00
East Campus	Dorn	Carol	Physical Sciences	111191	1116	57,052.00	L11603	85,809.00	4,346.66	-	81,462.34	(28,757.00)
East Campus	Givoglu	Wendy	Art	112102	1359	40,416.00	L13303	55,114.00	8,170.86	-	46,943.14	(14,698.00)
East Campus	Givoglu	Wendy	Dance	112108	557	12,560.00	L13603	34,348.00	4,067.36	5,707.17	24,573.47	(21,788.00)
East Campus	Givoglu	Wendy	Digital Media	126018	560	42,914.00	L11203	25,263.00	7,572.32	7,107.90	10,582.78	17,651.00
East Campus	Givoglu	Wendy	Film Production	127012	225	65,742.50	L11303	72,069.00	16,873.31	5,657.81	49,537.88	(6,326.50)
East Campus	Givoglu	Wendy	Graphics	126012	877	40,342.00	L12703	53,745.00	8,432.89	8,066.50	37,245.61	(13,403.00)
East Campus	Givoglu	Wendy	Music	112105	607	42,047.00	L13403	41,340.00	8,162.89	1,353.59	31,823.52	707.00
East Campus	Givoglu	Wendy	Music Technology	127014	578	46,870.00	L12803	57,103.00	8,207.35	16,141.99	32,753.66	(10,233.00)
East Campus	Givoglu	Wendy	Theater Technology	127013	1025	31,642.00	L12903	54,268.00	10,721.22	4,060.76	39,486.02	(22,626.00)
East Campus	Gordon	Carin	Business	125011	1694	50,820.00	L10303	84,569.00	12,473.79	17,764.38	54,330.83	(33,749.00)
East Campus	Gordon	Carin	Computer Engineering	126016	482	15,164.00	L10403	26,240.00	4,444.39	5,036.32	16,759.29	(11,076.00)
East Campus	Gordon	Carin	Computer Programming	125012	2234	76,832.00	L12403	106,997.00	17,337.33	18,466.51	71,193.16	(30,165.00)
East Campus	Gordon	Carin	Drafting	126019	113	3,402.00	L12603	5,664.00	1,098.60	3,357.55	1,207.85	(2,262.00)
East Campus	Gordon	Carin	Legal Assisting	127015	644	27,443.00	L13003	26,730.00	4,441.26	5,329.31	16,959.43	713.00
East Campus	Gordon	Carin	Office Systems Technology	125017	766	18,894.00	L12503	28,154.00	3,926.16	5,329.31	18,898.53	(9,260.00)
East Campus	Lee	Maryke	Mathematics	116171	8368	351,456.00	L11403	272,117.00	26,794.91	31,813.88	213,508.21	79,339.00
East Campus	Neal	Linda	College Prep EAP	131035	486	14,580.00	L15103	52,777.00	8,572.08	16,141.99	28,062.93	(38,197.00)
East Campus	Neal	Linda	College Prep English	131015	1136	34,080.00	L10803	37,417.00	12,108.67	-	25,308.33	(3,337.00)
East Campus	Neal	Linda	College Prep Reading	131010	1739	50,431.00	L13103	68,443.00	413.50	-	68,029.50	(18,012.00)
East Campus	Neal	Linda	English	113151	1108	33,240.00	L10603	32,202.00	2,743.59	-	29,458.41	1,038.00
East Campus	Thomas	Edward	Physical Education	114085	1637	29,260.00	L13703	32,040.00	580.65	-	31,459.35	(2,780.00)
Lake Nona	Bosley	Michael	Biological Science	111041	409	21,104.00	L10310	94,615.00	48,278.28	27,979.12	18,357.60	(73,511.00)
Lake Nona	Bosley	Michael	Chemistry	111195	262	18,755.00	L10010	78,064.00	56,352.57	14,861.18	6,850.25	(59,309.00)
Lake Nona	Bosley	Michael	College Prep English	131015	30	900.00	L12810	-	-	-	-	900.00
Lake Nona	Bosley	Michael	College Prep Reading	131010	41	1,189.00	L12910	-	-	-	-	1,189.00
Lake Nona	Bosley	Michael	Mathematics	116171	417	17,514.00	L10110	1,200.00	1,535.90	-	(335.90)	16,314.00
Osceola Campus	Campbell	Jenni	Art	112102	159	4,095.00	L10605	550.00	-	-	550.00	3,545.00
Osceola Campus	Campbell	Jenni	College Prep EAP	131035	731	21,930.00	L15105	30,043.00	5,151.28	15,671.89	9,219.83	(8,113.00)
Osceola Campus	Campbell	Jenni	College Prep English	131015	959	28,770.00	L11705	6,035.00	-	-	6,035.00	22,735.00
Osceola Campus	Campbell	Jenni	College Prep Reading	131010	1243	36,047.00	L11105	1,537.00	-	-	1,537.00	34,510.00
Osceola Campus	Campbell	Jenni	English	113151	1096	32,880.00	L10805	70,420.00	9,691.57	18,027.75	42,700.68	(37,540.00)
Osceola Campus	Connors	Penny	Emergency Medical Services	123017	153	15,590.00	L10205	507.00	-	-	507.00	15,083.00
Osceola Campus	Husbands	Dale	Business	125011	620	18,600.00	L10305	7,907.00	1,473.51	-	6,433.49	10,693.00
Osceola Campus	Husbands	Dale	Computer Engineering	126016	222	7,087.00	L13405	3,435.00	750.48	-	2,684.52	3,652.00
Osceola Campus	Husbands	Dale	Computer Programming	125012	664	22,780.00	L11905	71,326.00	12,703.86	34,999.98	23,622.16	(48,546.00)
Osceola Campus	Husbands	Dale	Graphics	126012	138	6,348.00	L12105	22,485.00	5,325.26	-	17,159.74	(16,137.00)
Osceola Campus	Husbands	Dale	Office Systems Technology	125017	862	20,431.00	L12005	27,312.00	3,981.73	10,929.27	12,401.00	(6,881.00)
Osceola Campus	Pedone	Melissa	Biological Science	111041	2334	123,275.00	L11205	116,091.00	10,201.14	25,827.18	80,062.68	7,184.00
Osceola Campus	Pedone	Melissa	Chemistry	111195	657	46,115.00	L12905	40,946.00	5,112.57	3,917.89	51,193.54	5,169.00
Osceola Campus	Pedone	Melissa	Mathematics	116171	5719	240,198.00	L11405	148,979.00	33,301.78	47,284.17	68,993.05	91,219.00
Osceola Campus	Pedone	Melissa	Physical Sciences	111191	261	13,585.00	L11305	11,743.00	2,036.45	-	9,706.55	1,842.00
West Campus	Connors	Penny	CVT	123014	120	9,930.00	L13404	48,354.00	4,654.08	6,268.75	37,431.17	(38,424.00)
West Campus	Connors	Penny	Dental	123012	202	33,345.00	L12904	57,061.00	22,649.56	-	34,411.44	(23,716.00)
West Campus	Connors	Penny	Emergency Medical Services	123017	686	68,680.00	L13304	152,390.00	37,304.49	25,780.38	89,305.13	(83,710.00)
West Campus	Connors	Penny	Radiology	123015	220	6,777.00	L13004	14,845.00	632.94	-	14,212.06	(8,068.00)
West Campus	Connors	Penny	Respiratory	123019	289	13,164.00	L13204	24,958.00	4,310.81	6,268.76	14,378.41	(11,794.00)
West Campus	Connors	Penny	Sonography	123016	87	1,754.00	L13104	24,427.00	1,364.55	2,719.84	20,342.61	(22,673.00)
West Campus	Dutkofski	Daniel	Art	112102	339	8,147.00	L10004	3,341.00	692.87	-	648.13	4,806.00
West Campus	Dutkofski	Daniel	Culinary	122010	900	126,180.00	L10304	107,295.00	3,456.32	81,971.73	21,866.95	18,885.00
West Campus	Dutkofski	Daniel	Digital Media	126018	30	1,132.00	L15904	-	-	-	-	1,132.00
West Campus	Dutkofski	Daniel	Graphics	126012	293	13,478.00	L14004	1,027.00	3,827.65	-	(2,800.65)	12,451.00
West Campus	Dutkofski	Daniel	Hospitality & Tourism	122011	32	1,600.00	L10404	1,341.00	793.05	-	547.95	259.00
West Campus	Gessner	Robert	Biological Science	111041	5144	287,862.00	L12304	182,323.00	26,362.69	2,416.17	153,544.14	105,539.00
West Campus	Gessner	Robert	Chemistry	111195	1505	127,296.00	L14604	106,536.00	16,077.15	20,497.56	69,961.29	20,760.00
West Campus	Gessner	Robert	Earth Sciences	111197	19	1,064.00	L14704	13,975.00	-	-	13,975.00	(12,911.00)
West Campus	Gessner	Robert	Horticulture	121012	123	2,583.00	L12504	12,456.00	808.12	968.00	10,679.88	(9,873.00)
West Campus	Gessner	Robert	Physical Sciences	111191	879	46,635.00	L12404	49,690.00	6,781.86	9,556.11	33,352.03	(3,055.00)
West Campus	Hauser	Kathleen	Physical Education	114085	1060	15,775.00	L11404	41,308.00	6,383.35	16,141.99	18,782.66	(25,533.00)
West Campus	Macon	Lisa	Architecture & Environ - AP	111021	549	17,427.00	L12704	10,039.00	890.05	-	9,148.95	7,388.00
West Campus	Macon	Lisa	Building Construction	126011	163	4,536.00	L13704	13,606.00	2,650.07	6,456.79	4,499.14	(9,070.00)
West Campus	Macon	Lisa	Civil & Survey Technology	126015	119	5,412.00	L15204	14,559.00	3,160.30	6,456.81	4,941.89	(9,147.00)
West Campus	Macon	Lisa	Computer Engineering	126016	1456	51,186.00	L12204	51,281.00	9,388.82	27,278.73	14,613.45	(95.00)
West Campus	Macon	Lisa	Computer Programming	125012	976	33,184.00	L13504	76,410.00	12,240.69	25,827.18	38,342.13	(43,226.00)
West Campus	Macon	Lisa	Drafting	126019	347	10,860.00	L13904	20,446.00	3,536.75	6,456.79	10,452.46	(9,586.00)
West Campus	Macon	Lisa	Elect & Comp Engineering - AP	111092	154	8,253.00	L15504	12,864.00	-	-	12,864.00	(4,611.00)
West Campus	Macon	Lisa	Electrical Engineering	126014	1331	75,852.00	L13804	70,120.00	11,067.62	25,075.02	33,977.36	5,732.00
West Campus	Macon	Lisa	Engineering - AP	111091	457	17,366.00	L12004	19,041.00	2,751.02	6,456.79	9,833.19	(1,675.00)
West Campus	McIntire	Molly	Business	125011	1301	39,030.00	L10904	26,147.00	2,186.60	-	23,960.40	12,883.00
West Campus	McIntire	Molly	Office Systems Technology	125017	780	18,204.00	L13604	27,473.00	3,701.48	6,944.16	16,827.36	(9,269.00)
West Campus	Pritchard	Paula	Nursing	123011	1800	258,320.00	L11804	283,890.00	30,547.63	62,631.05	190,711.32	(25,570.00)
West Campus	Renn	Elizabeth	College Prep EAP	131035	1681	50,430.00	L16004	-	1,344.69	-	(1,344.69)	50,430.00
West Campus	Renn	Elizabeth	College Prep English	131015	1722	51,660.00	L11304	72,366.00	9,904.64	8,071.00	54,390.36	(20,706.00)
West Campus	Renn	Elizabeth	College Prep Reading	131010	2060	59,740.00	L15104	84,745.00	9,800.65	8,070.99	66,873.36	(25,005.00)
West Campus	Renn	Elizabeth	English	113151	2404	72,120.00	L11104	73,721.00	12,450.17	16,135.32	45,135.51	(1,601.00)
West Campus	Takashima	Russell	Mathematics	116171	8572	360,024.00	L11504	397,098.00	53,217.94	55,556.76	288,323.30	(37,074.00)
Winter Park	McArdle	Michele	Biological Science	111041	72	3,647.00	L10007	4,266.00	-	-	4,266.00	(619.00)
Winter Park	McArdle	Michele	Business	125011	53	1,590.00	L10907	-	-	-	-	1,590.00
Winter Park	McArdle	Michele	College Prep English	131015	116	3,480.00	L12307	2,029.00	-	-	2,029.00	1,451.00
Winter Park	McArdle	Michele	College Prep Reading	131010	261	7,569.00	L11007	525.00	-	-	525.00	7,044.00
Winter Park	McArdle	Michele	Computer Programming	125012	36	1,224.00	L11307	-	-	-	-	1,224.00
Winter Park	McArdle	Michele	Mathematics	116171	1269	53,298.00	L10507	16,098.00	-	-	16,098.00	37,200.00

15. What should you do next.

CHECK THE DATA. If you have hesitation about the data, run your enrollment reports and/or pull up FGIBAVL and FGIBDST. FINALLY, if you have any questions please contact the Budget Office. We are here to help you!!! ☺

