FGR2CRT: UA GRANT EFFORT CERTIFICATION – Banner Report Quick Sheet

In Banner direct access at screen name: FGR2CRT

- Enter BANNER printer name in Printer field
 - DATABASE will auto fill type over this
- Special print box will auto fill (do not enter here)
- Enter: evi_fgr2crt in template fill
- Control page down

Must enter one or multiple criteria

- Year = actual calendar year for the semester
 - o Fall Semester 2013 = 2013
 - Spring Semester 2014 = 2014
 - o Summer Semester 2014 = 2014
- Certification Period = FALL, SPRING, SUMMER (must be entered in all CAPS)
- TKL: cannot enter a range of TKLs
 - o The T is required (e.g. T980, T945)
 - o Additional lines can be added to run more than one TKL at a time
 - Choose Record from Banner Screen Header
 - Insert Row
- Employee ID = 3 number
 - o Additional lines can be added to run more than one TKL at a time
 - Choose Record from Banner Screen Header
 - Insert Row

After criteria is entered, control page down

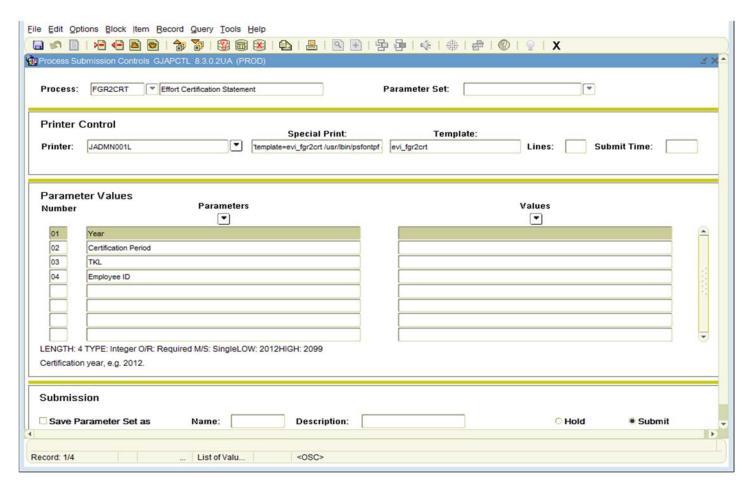
- Save parameter
- F10 to complete job submission and print

The print submission will print one-sided and in alphabetical order. If you have entered multiple TKL's it does not sort by TKL, the total run will be alphabetical.

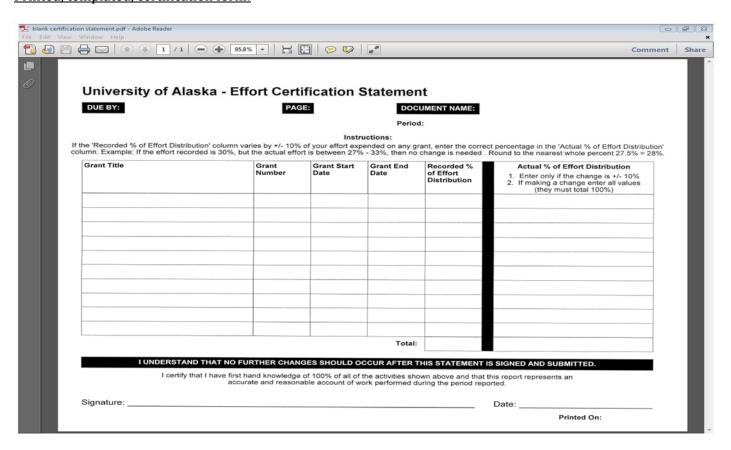
Current Year Certification Periods

Fall 2013 August 25, 2013 through January 11, 2014
Spring 2014 January 12, 2014 through May 17, 2014
Summer 2014 May 18, 2014 through August 23, 2014
Fall 2014 August 24, 2014 through January 10, 2015

Banner Screen should look like this:



Printed, templated, certification form:



Certification Statement Mock-Up

