Introduction to Crystal Reports
Dixie State University Homepage

Select Faculty & Staff then Banner Links or enter http://www.Dixie.edu/it/banner
Click on “Crystal Enterprise”
User Login Screen

Click Log On (leave the User Name and Password blank to be logged in as a guest user).
Double Click on Budget
Crystal Reports Budget Menu

Double Click on any Report
Enter Fiscal Year

Enter your Index Code and click the arrow on the right to move your index code into “Selected Values”.

Skip the Organization Code field.

Leave the default value

Click “OK”
## Budget Balance Report

### Budget Balances for Fiscal Year 2004
#### Operating Budget

<table>
<thead>
<tr>
<th>Fund</th>
<th>Orga</th>
<th>Prog</th>
<th>Adj Budget</th>
<th>Expenses</th>
<th>Encumb</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZZZ100 - ZZZ-Dummy Index Code</td>
<td>ZZZZZ1</td>
<td>ZZZZZ2</td>
<td>ZZZZZ3</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Report Totals | 0.00 | 0.00 | 0.00 | 0.00 |

Available Balance

Your report will look similar.
Crystal Reports Viewer

- Click icon to export report.
- Click icon to print report
  TURN OFF your pop up blocker the report will print to a PDF file which you can then print.
- To close the list on the left click “Parameters” To view the list click “Group Tree”
- Use these arrows to move from page to page.
- Click to go back to the previous page to input different parameters.

Budget Balances for Fiscal Year 2004
Operating Budget

<table>
<thead>
<tr>
<th>cumb</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
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13-Dec-2013
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