



Introduction to Crystal Reports

Dixie State University Homepage

The screenshot shows the Dixie State University homepage in a web browser. The browser's address bar is circled in black and contains the URL <https://www.dixie.edu/>. The website header features the DSU logo on the left and the text "DIXIE STATE UNIVERSITY ST. GEORGE, UTAH" on the right. A navigation menu below the header includes "Future Students", "Current Students", "Alumni & Friends", "Faculty & Staff", "Community", and "MyDSU & Logins". The "Faculty & Staff" menu item is circled in black. A callout box with a white background and blue text points to the "Banner Links" link under the "Administration" section and contains the text: "Select Faculty & Staff then Banner Links or enter <http://www.Dixie.edu/it/banner>".

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DSU™

DIXIE STATE UNIVERSITY ST. GEORGE, UTAH

Future Students | Current Students | Alumni & Friends | **Faculty & Staff** | Community | MyDSU & Logins

- Administration**
 - Administrative Services
 - Banner Links
 - Business Services
 - Campus Services
 - Dining Services
 - Institutional Advancement
 - Institutional Research
 - Internal Audit
 - Public Relations
 - Purchasing & Risk Management
- Calendars & Media**
 - Academic Calendar
 - Athletic's Calendar
 - Campus News
 - Classical 91
 - Dixie Sun
 - Public Events Calendar
 - Storm Radio
 - SUN News
- Faculty & Staff Resources**
 - Classified Staff Association
 - College Catalog
 - DM ePortfolio
 - Exempt Staff Association
 - Faculty Senate
 - Faculty Web Services
 - Instructional Technology Center
 - Right to Know
 - The Office of Ombuds
- Human Resources**
 - Human Resources Homepage
 - Committee Lists
 - Employment Opportunities
 - Religious Procedures
 - Key Request Form

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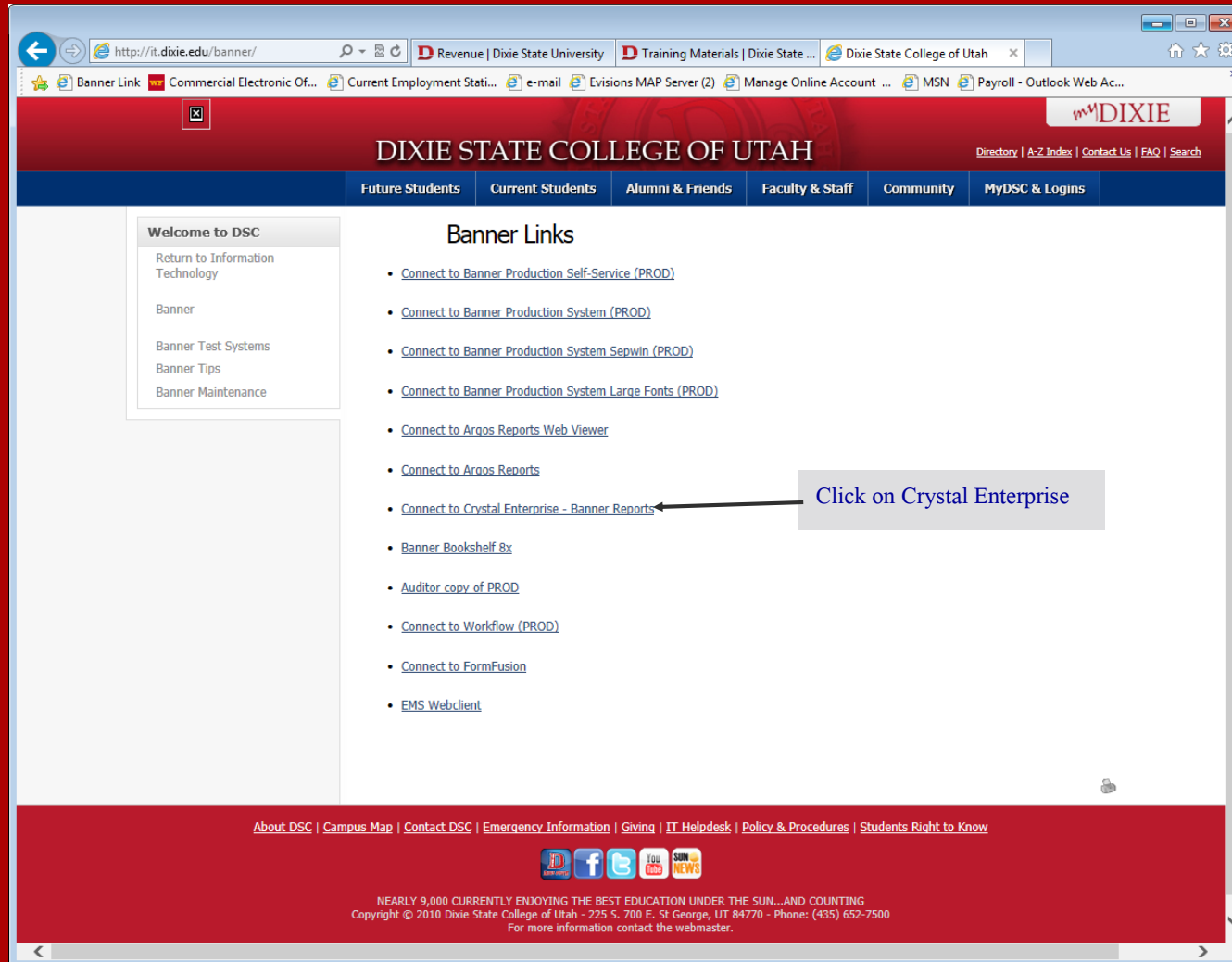
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Athletics
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Canvas
Class Schedules
Commencement
Dmail
DSUSA - Student Life
Employment
IT Helpdesk

Getting STARTED at DSU

EXPLORE | INQUIRE NOW | VISIT DIXIE | APPLY | WHATS NEXT

School of Fine Arts | School of Education | School of Business & Communication

Click on “Crystal Enterprise”



The screenshot shows a web browser window displaying the Banner Links page for Dixie State College of Utah. The browser's address bar shows the URL <http://it.dixie.edu/banner/>. The page header includes the college name and navigation links. A main navigation bar contains links for Future Students, Current Students, Alumni & Friends, Faculty & Staff, Community, and MyDSC & Logins. A left sidebar titled 'Welcome to DSC' contains links for Return to Information Technology, Banner, Banner Test Systems, Banner Tips, and Banner Maintenance. The main content area is titled 'Banner Links' and contains a list of links. An arrow points from a grey box labeled 'Click on Crystal Enterprise' to the link 'Connect to Crystal Enterprise - Banner Reports'.

http://it.dixie.edu/banner/

Revenue | Dixie State University | Training Materials | Dixie State ... | Dixie State College of Utah

Banner Link | Commercial Electronic Of... | Current Employment Stati... | e-mail | Evisions MAP Server (2) | Manage Online Account ... | MSN | Payroll - Outlook Web Ac...

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[Future Students](#) | [Current Students](#) | [Alumni & Friends](#) | [Faculty & Staff](#) | [Community](#) | [MyDSC & Logins](#)

Welcome to DSC


- [Return to Information Technology](#)
- [Banner](#)
- [Banner Test Systems](#)
- [Banner Tips](#)
- [Banner Maintenance](#)

Banner Links

- [Connect to Banner Production Self-Service \(PROD\)](#)
- [Connect to Banner Production System \(PROD\)](#)
- [Connect to Banner Production System Sepwin \(PROD\)](#)
- [Connect to Banner Production System Large Fonts \(PROD\)](#)
- [Connect to Argos Reports Web Viewer](#)
- [Connect to Argos Reports](#)
- [Connect to Crystal Enterprise - Banner Reports](#)
- [Banner Bookshelf 8x](#)
- [Auditor copy of PROD](#)
- [Connect to Workflow \(PROD\)](#)
- [Connect to FormFusion](#)
- [EMS Webclient](#)

Click on Crystal Enterprise

[About DSC](#) | [Campus Map](#) | [Contact DSC](#) | [Emergency Information](#) | [Giving](#) | [IT Helpdesk](#) | [Policy & Procedures](#) | [Students Right to Know](#)



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For more information contact the webmaster.

User Login Screen

SAP BusinessObjects

Log On to InfoView | [Help](#)

Enter your user information and click Log On.
(If you are unsure of your account information, contact your system administrator.)

User Name:

Password:

[Log On](#)

Click Log On (leave the User Name and Password blank to be logged in as a guest user).

Crystal Reports Main Menu

The screenshot displays the Banner Reports web application. The browser address bar shows the URL <http://bannerreports.dixie.edu/InfoViewApp/>. The page title is "DIXIE STATE Banner Reports". The interface includes a navigation menu with "Home", "Document List", "Open", and "Send To". A search bar is located at the top right. The main content area is a table with the following columns: "Title", "Last Run", and "Type". The table lists seven folders: A/P, Athletics, Budget, Employee Associations, General Ledger, Payroll, and Purchasing. An arrow points to the "Budget" folder in the table.

Title	Last Run	Type
A/P		Folder
Athletics		Folder
Budget		Folder
Employee Associations		Folder
General Ledger		Folder
Payroll		Folder
Purchasing		Folder

Total: 7 objects

Double Click on Budget

Crystal Reports Budget Menu

The screenshot shows a web browser window displaying the Banner Reports application. The page title is "DIXIE STATE Banner Reports" and the user is logged in as "Guest". The interface includes a navigation menu on the left with folders like "My Favorites", "Inbox", "Public Folders", and "Budget". The main content area displays a table of reports with columns for Title, Last Run, Type, Owner, and Instances. Five arrows point from the "Budget" folder in the left menu to the five rows in the table.

Title	Last Run	Type	Owner	Instances
Active Account Codes		Crystal Report	grob	0
Active Index Codes	Jul 26, 2010 4:44 PM	Crystal Report	grob	2
Budget Balances	Dec 11, 2013 9:57 AM	Crystal Report	grob	275
Budget Detail	Dec 9, 2013 9:44 AM	Crystal Report	jmille40	115
Budget Summary	Dec 9, 2013 12:06 PM	Crystal Report	grob	120

Double Click on any Report

Budget Reports Menu

Crystal Reports Viewer - Windows Internet Explorer provided by DSU
http://bannerreports.dixie.edu/CrystalReports/viewrpt.cwr?id=71864&init=null%3Aconnect&apstoken=144.38.8.50%3A6400%40395351JgwNLF04W0VGCN1B95344JosU6YYml2ps/Q55ONEOFF&language=en&rpi=0&

Enter prompt values.

Enter a fiscal year. (i.e., 07, 08, 09, 10, etc.) Fiscal Year
The maximum length for this field is 2.
14

Use either the index or org code parameter, not both. Enter the index code, or a portion of the index code followed by an asterisk, using CAPITAL LETTERS. (i.e. AAA000, AAA*, AT*, AAA1*, etc.) Click the "Add" button to add your selection. You can add multiple index codes to this parameter. Index Code
The maximum length for this field is 6.

Available Values:
ABC123 - Example Index Code
* - All Index Codes

Selected Values:
ABC123 - Example Index Code
ZZZ100

Enter a Value:
ZZZ100

Remove Remove All

Use either the org or index code parameter, not both. Enter the organization code, or a portion of the orgn code followed by an asterisk. (i.e. 654321 or 65*) Organization Code
The maximum length for this field is 6.
*
Enter a Value:
*

Choose an account code range from the list. To view your operating budget, leave the default value of "Operating" in the parameter field. Account Code
The maximum length for this field is 10.
Operating - Operating Budget (660000-799999)
Enter a Value:
Operating

Enter the name of a budget administrator, in all caps, (JONES, JOHN), a portion of the last name followed by an asterisk (JONE*), or leave just an asterisk * to view all budget admin
* - All Budget Administrators
Enter a Value:
*

OK

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

	Fund	Orgn	Prog	Adj Budget	Expenses	Encumb	Balance
<i>Budget Administrator - DSU-PAYROLL</i>							
ZZZ100 - ZZZ-Dummy Index Code	ZZZZZ1	ZZZZZ2	ZZZZZ3	0.00	0.00	0.00	0.00
Report Totals				0.00	0.00	0.00	0.00

Available Balance

An arrow originates from the 'Available Balance' text box and points to the 'Report Totals' row in the table, specifically to the 'Balance' column value of 0.00.

Your report will look similar.

Crystal Reports Viewer

The screenshot shows the Crystal Reports Viewer interface within a Windows Internet Explorer browser. The browser title is "Crystal Reports Viewer - Windows Internet Explorer provided by DSU". The address bar shows a URL from bannerreports.dixie.edu. The report content includes the DSU logo, the title "Budget Balances for Fiscal Year 2004", and the subtitle "Operating Budget". A table with columns "P", "e", "Z", "cumb", and "Balance" is visible, with a "Totals" row showing values of 0.00. The footer of the report displays "13-Dec-2013" and "Page 1 of 1".

Callout boxes provide the following instructions:

- 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.

The End