



PRINTING TIPS! FOR FINANCE REPORTS ON BEARS

There are two basic printing options on BEARS:

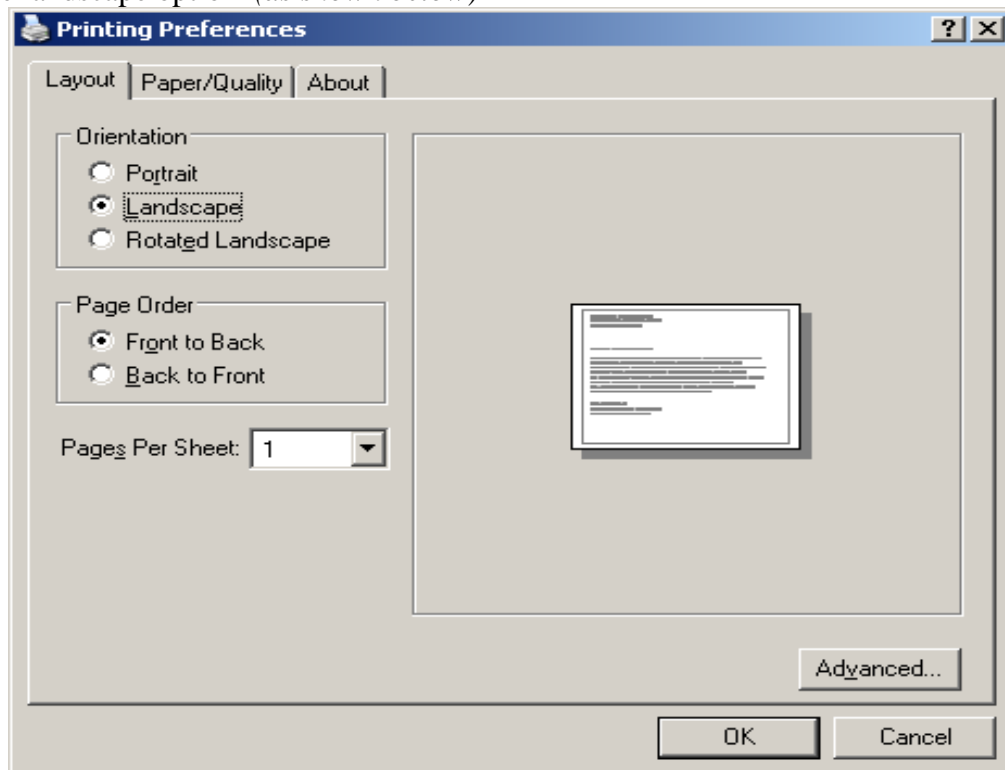
1. A Screen Print to your local printer
2. A Direct system print to a BEARS designated printer

SCREEN PRINT

All BEARS web screens have a printer icon in the top right hand corner. Simply click on this icon and a print window will appear where you may request to print.

TIP – YOU MUST ALWAYS PRINT LANDSCAPE
Information will be cut off if you print a BEARS screen in portrait

To print in LANDSCAPE - click on the Preferences box in the print window and click on the landscape option (*as shown below*)



TIP – A screen print is a quick and efficient way to capture one page of information. BUT if your account or Budget report has multiple screens of information a SYSTEM PRINT is the more efficient route!

SYSTEM PRINT

Both FIN02/General Ledger Account Details and FIN109(BUDDE)/Budget Report have a program in place to direct a printed copy of the report to a numbered network printer.

TIP – A system print has a clean look and an efficient page layout compared to a screen print.

An Account Details System Print is done from the Finance Menu screen “**Print General Ledger Account**” See page 11 of the Finance System on BEARS user guide for full details.

TIP – From this screen you can request an entire series of accounts to print at one time by using X’s for the last three digits of the account number (eg.115050xxx)

And

You can set your own date parameters.

FPACC - Microsoft Internet Explorer

Tuesday, December 28, 2004
3:46:43 PM Eastern

Print General Ledger Account

Brock University

Return to Menu
Return to Logon
Exit System
Next Screen
Submit

Options

- enter a Y in the ALL field and leave the date fields empty to print the entire fiscal year OR
- A date range (yyyymmdd) will print all transactions on or between the dates specified OR
- leave the all the option fields empty to print all entries since last month end

Account

- for a series of accounts code an X for the variable part (e.g. 115XXXXXXX or 115034XXXX)

Output to Printer # (LP for main printer)

ACCOUNT #	ALL	or	Starting Date	Ending Date
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>
	<input type="checkbox"/>		<input type="text" value="0"/>	<input type="text" value="0"/>

15:46:42:92 INPUT REQUEST 0.00 Local intranet

A Budget Report System Print (FIN109/BUDDE) can be done directly on the “**Budget by Cost Centre**” screen. On the left hand side of the screen you will see a white box and above it the words Printer Number. Enter your printer number there and click once on the button called Print Cost Center. Your entire cost center will be printed to your network printer.

This screen shot shows the cost centre to be printed with the printer number in the designated box.

Cost Center

[More Accounts](#) [Update](#) [Back to Beginning](#)

Account	2004/2005 Budget	2004/2005 Actual Spent	2005/2006 Budget	2005/2006 Actual Including Encumbrances	Amount Under/ (Over) Budget	% Expended	2005/2006 Projected Actual	2006/2007 Requested Budget	Comment

Next Screen

[Print Cost Centre](#)

Printer Number

INQUIRY REQUEST

TIP – The Departmental Summary an Budget History information on BEARS can currently only be printed via a Screen Print

NEW EXPORT FEATURE!

The new platform LION has made it possible to export your General Ledger account details to Excel in one easy step and the product is e-mailed to you as an attachment! There is a new selection on your Finance Main Menu for this feature and full details can be found on page 12 of the Finance System User Guide.