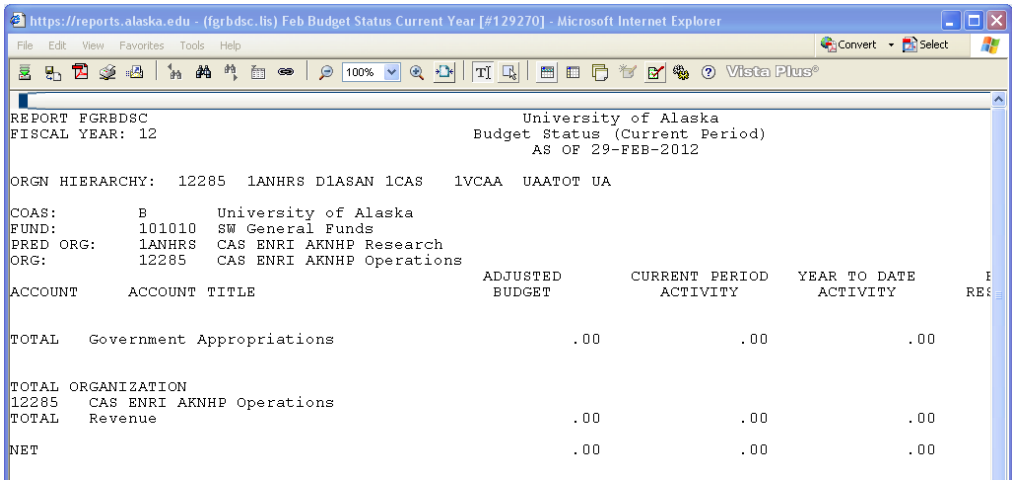
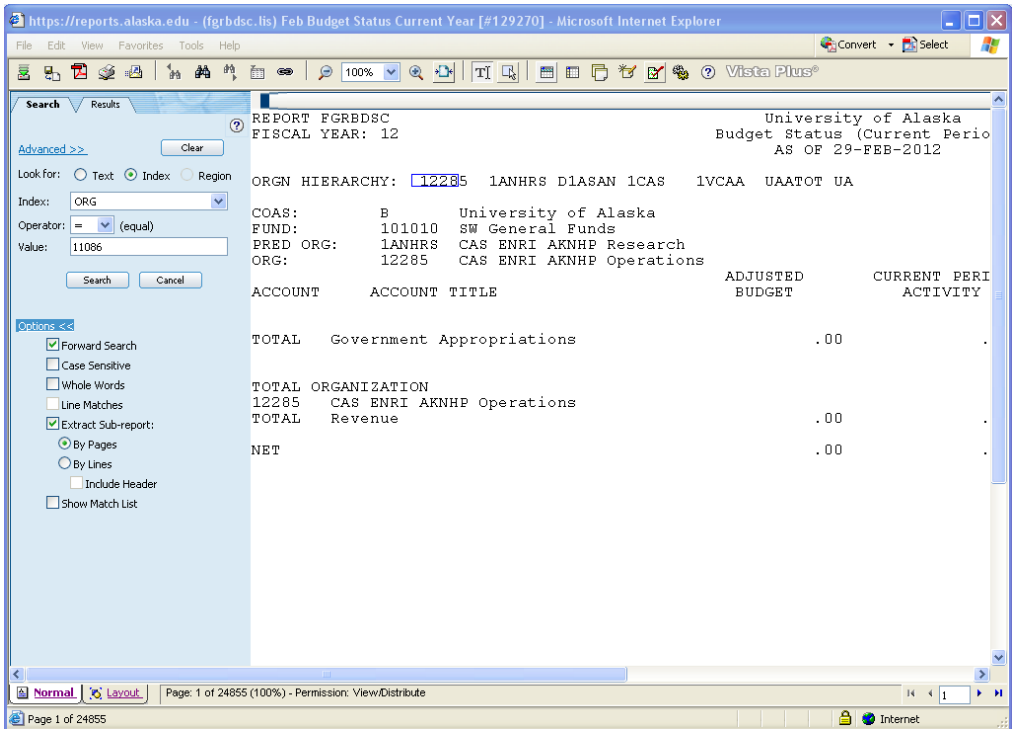
Downloading and Printing Reports from Vista Plus

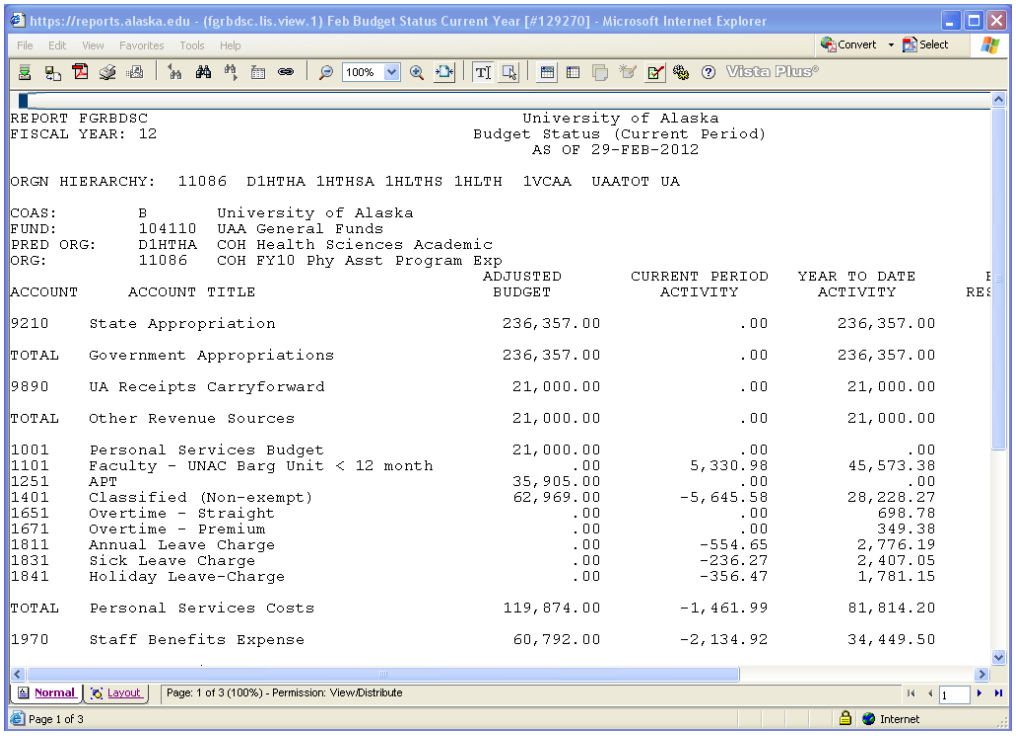
Access and open the report as normal through Vista Plus.



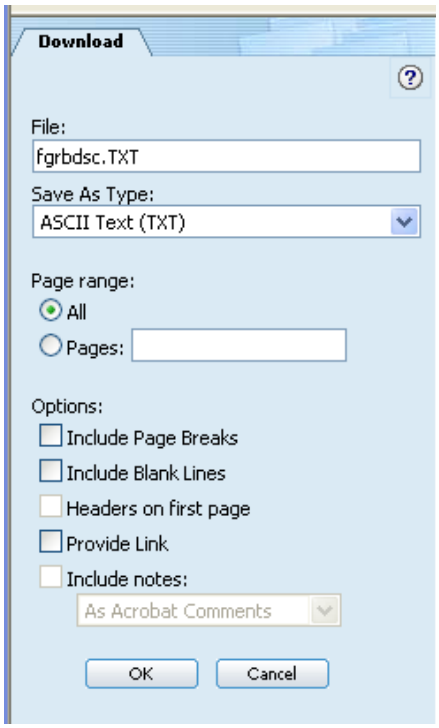
Select the **Search** icon  and generate a sub-report as usual, if applicable.



The sub-report will open in a separate window.



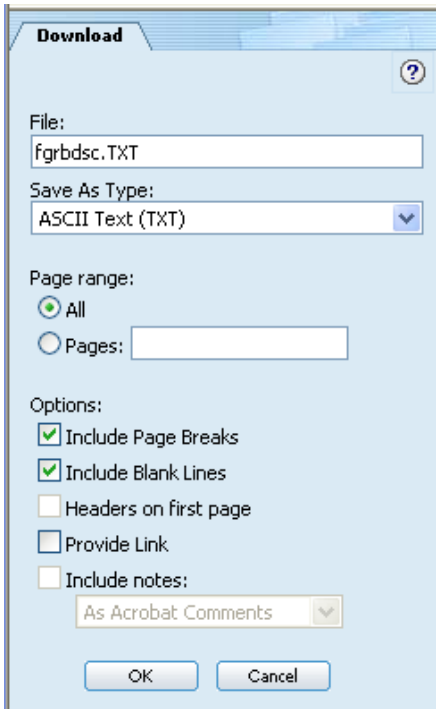
Select the **Download Report** icon  from the menu at the top. Do this whether a sub-report or the full report is to be downloaded. The following will appear:



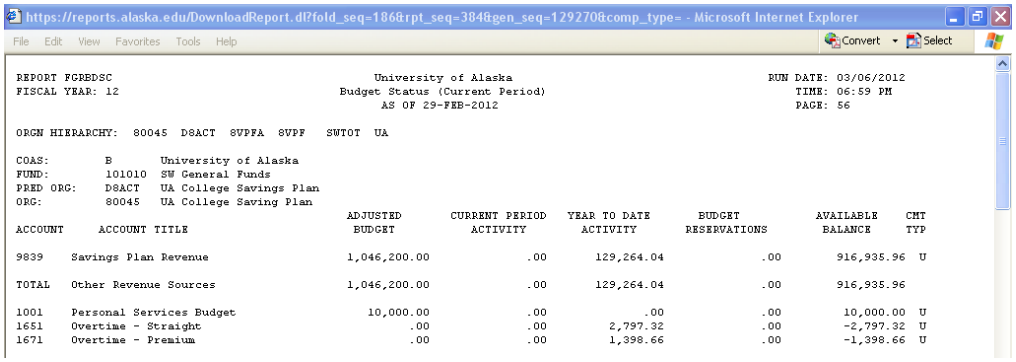
Under **Options**, check the following:

- Include Page Breaks
- Include Blank Lines

The Download tab should now appear as follows:



Select **OK**. Another pop-up window will appear with the report.




```
REPORT FGRBDSC                                University of Alaska                                RUN DATE: 03/06/2012
FISCAL YEAR: 12                             Budget Status (Current Period)                            TIME: 06:59 PM
                                                 AS OF 29-FEB-2012                                    PAGE: 56

ORGN HIERARCHY:  80045  D8ACT  8VPFA  8VPF   SWTOT  UA

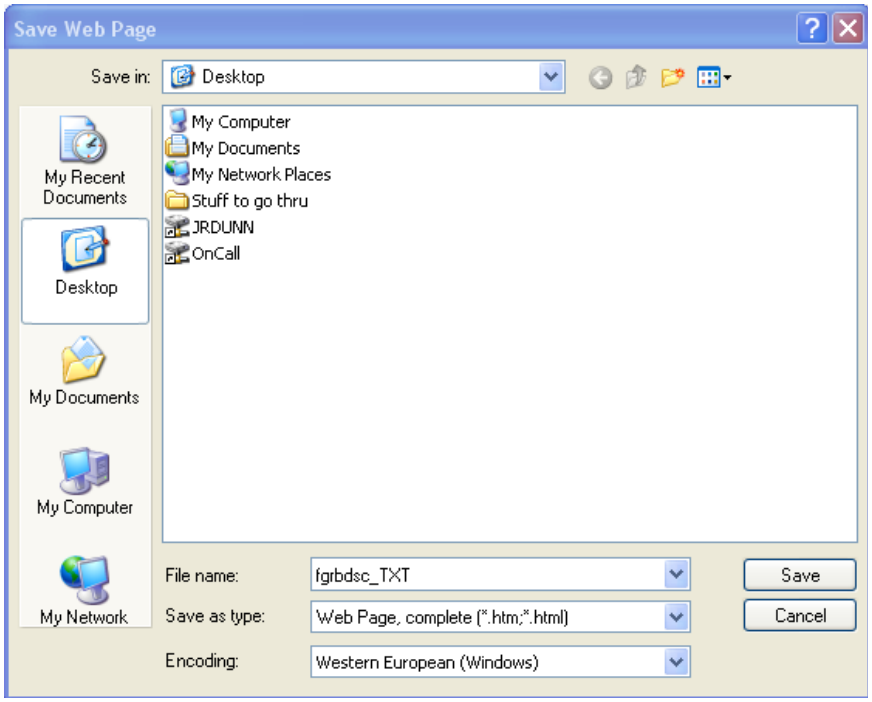
COAS:         B       University of Alaska
FUND:         101010  SW General Funds
PRED ORG:     D8ACT   UA College Savings Plan
ORG:          80045   UA College Saving Plan
                                                ADJUSTED       CURRENT PERIOD   YEAR TO DATE      BUDGET          AVAILABLE     CMT
ACCOUNT     ACCOUNT TITLE                        BUDGET          ACTIVITY        ACTIVITY      RESERVATIONS       BALANCE     TYP

9839     Savings Plan Revenue                 1,046,200.00             .00       129,264.04            .00        916,935.96  U

TOTAL    Other Revenue Sources                1,046,200.00             .00       129,264.04            .00        916,935.96

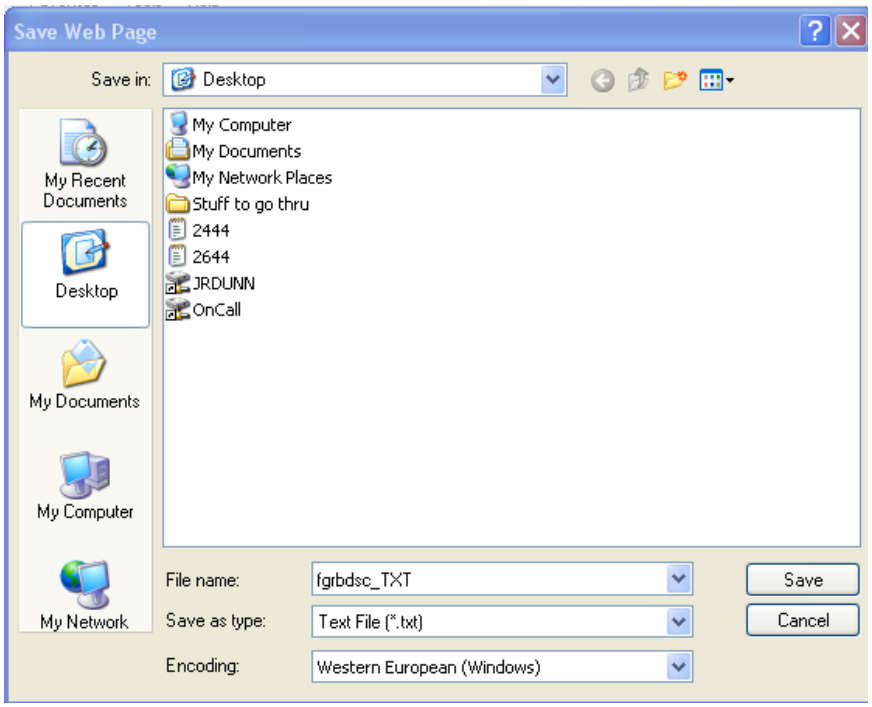
1001     Personal Services Budget                10,000.00             .00              .00            .00         10,000.00  U
1651     Overtime - Straight                           .00             .00         2,797.32            .00         -2,797.32  U
1671     Overtime - Premium                            .00             .00         1,398.66            .00         -1,398.66  U
```

From the menu at the top, select **File** then **Save As**. The following displays:



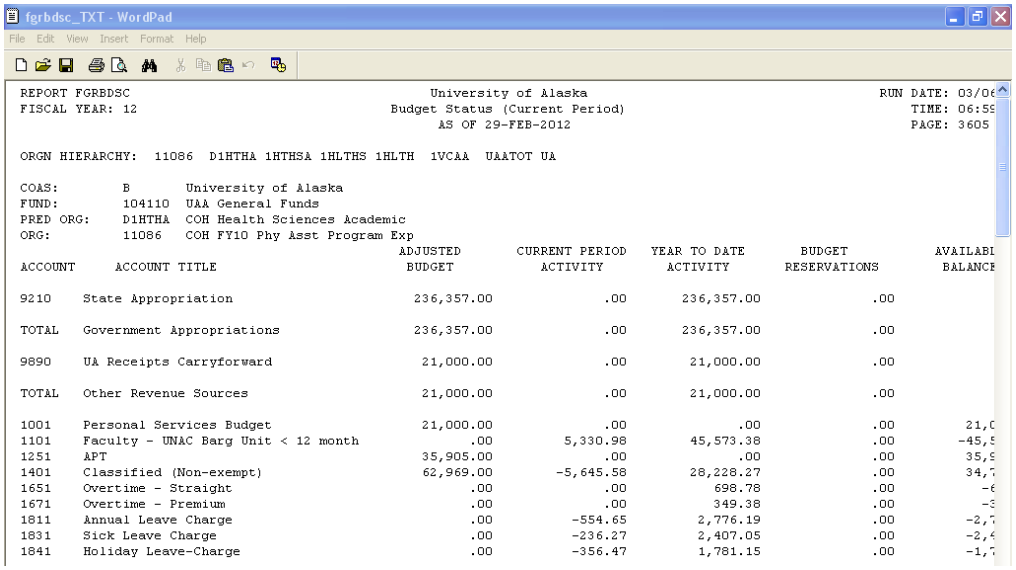
Change the location of where the file should be saved, if needed, under **Save in** at the top of the screen.
Change the name of what the file should be saved as under **File name**, if needed.
Change the **Save as** type to Text. **This is required**.

The screen should now look similar to the one below:



Select the **Save** button.

Go to where the file was saved and right click on it. Select **Open With** and then select **WordPad**. The file will open in WordPad. This will ensure the font, page-breaks, etc., stay intact.



fgrbdsc_TXT - WordPad

File Edit View Insert Format Help

```
REPORT FGRBDSC                                University of Alaska                                RUN DATE: 03/06
FISCAL YEAR: 12                          Budget Status (Current Period)                            TIME: 06:59
                                              AS OF 29-FEB-2012                                    PAGE: 3605

ORGN HIERARCHY:  11086  D1HTHA 1HTHSA 1HLTHS 1HLTH  1VCAA  UAATOT UA

COAS:        B       University of Alaska
FUND:        104110  UAA General Funds
PRED ORG:    D1HTHA  COH Health Sciences Academic
ORG:         11086   COH FY10 Phy Asst Program Exp
                                          ADJUSTED       CURRENT PERIOD   YEAR TO DATE      BUDGET          AVAILABI
ACCOUNT     ACCOUNT TITLE                  BUDGET          ACTIVITY        ACTIVITY      RESERVATIONS       BALANCE

9210     State Appropriation                236,357.00             .00       236,357.00             .00

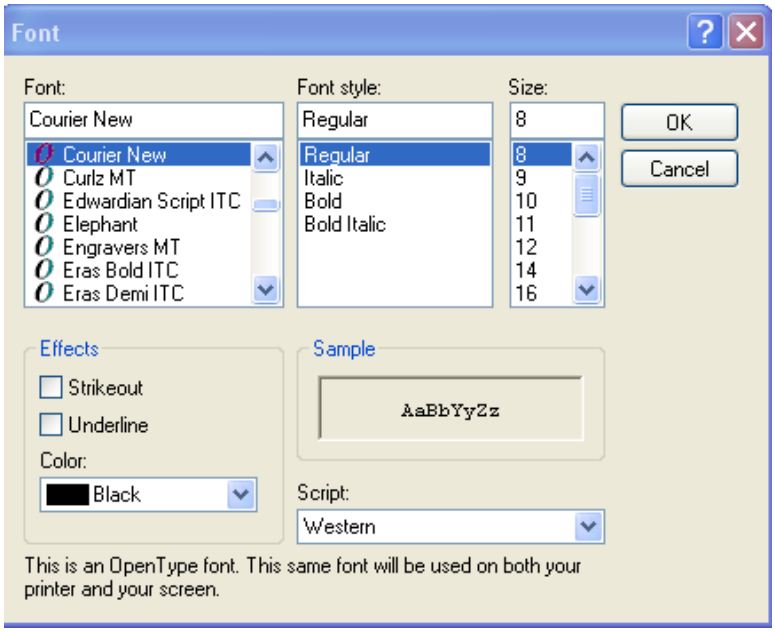
TOTAL    Government Appropriations          236,357.00             .00       236,357.00             .00

9890     UA Receipts Carryforward            21,000.00             .00        21,000.00             .00

TOTAL    Other Revenue Sources               21,000.00             .00        21,000.00             .00

1001     Personal Services Budget            21,000.00             .00              .00             .00        21,0
1101     Faculty - UNAC Barg Unit < 12 month        .00        5,330.98        45,573.38             .00       -45,5
1251     APT                                 35,905.00             .00              .00             .00        35,9
1401     Classified (Non-exempt)             62,969.00       -5,645.58        28,228.27             .00        34,7
1651     Overtime - Straight                        .00             .00           698.78             .00        -6
1671     Overtime - Premium                         .00             .00           349.38             .00        -3
1811     Annual Leave Charge                        .00         -554.65         2,776.19             .00        -2,7
1831     Sick Leave Charge                          .00         -236.27         2,407.05             .00        -2,4
1841     Holiday Leave-Charge                       .00         -356.47         1,781.15             .00        -1,7
```

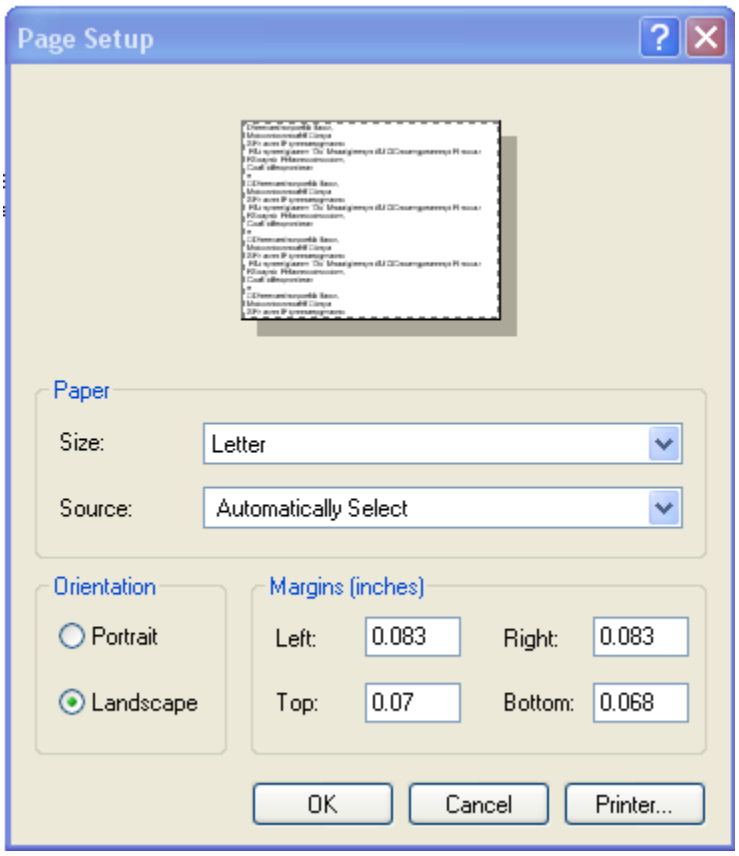
From the menu at the top, select **Edit**, then **Select All**. This will select the whole report. From the menu at the top, select **Format**, then select **Font**, and change the font size from 10 to **8**. Select **OK**.



You should now be able to print the report appropriately by selecting **File**, then **Print**.

NOTE: Before printing, go under **Page Setup** to be sure that **Printing Preferences** are setup for **Landscape and/or Legal paper size** if applicable. A user may have to print the report to legal paper

where in the past letter size was sufficient. Additionally, under **Page Setup,** set margins to the smallest size available.



Enter a **0** (zero) for **Left, Right, Top,** and **Bottom**. The size will adjust to the smallest margin available for the **Paper Size** and **Orientation** selected. Select **OK**. Use **Print Preview** to verify how the report appears before printing. This is where one can determine if legal paper size may be needed instead of letter paper size. If everything appears appropriately in Print Preview, print the file. If not, make additional print changes. **Save** changes before exiting the file.