

Printing Form 78's to a .pdf file – up to 100 at a time

Agencies sometimes want to save their Form 78's to a pdf file, so that others in the agency may review appropriation information from a single file (vs. printing the forms and saving them one at a time). The procedure below may be used to print up to 100 Form 78's at a time to a pdf file.

Please note that the following process has only been used in Google Chrome. It took approximately 5 minutes to generate two files containing 116 appropriations (one file with 100 appropriations and the other with 16).

1. Open STAR – Production and go to the Annual Appropriation Certification page. Enter your business unit and fiscal year. Click on Search:

Annual Appropriation Cert.

Business Unit Fiscal Year Fund Code Appropriation Status

Fund & Appropriation Summary by BU Find | View All First 1 of 1 Last

Fund Code	Fiscal Year	Appropriation Attributes		
Appropriation		Attribute	Attribute Value	Description

See certification statements below

Appropriation Summary	
	\$0.000

2. Select "View 100":

Annual Appropriation Cert.

Business Unit Fiscal Year Fund Code Appropriation Status

Dept of Children and Families

Fund & Appropriation Summary by BU Find **View 100** First 1 of 116 Last

Fund Code S100 General Fund Fiscal Year 2018
Appropriation 100GE GPR Earned

Collected Revenue		Amount
Actuals Revenue		\$13,025.100
Beginning AR		\$64,773.170
Less: Ending AR		\$63,842.090
Non-Revenue Adjustment [AFR Ledger Account NOREVAR]		\$0.000
Collected Revenue		\$13,956.180

Appropriation Attributes		
Attribute	Attribute Value	Description
APPR_TYPE	A	Annual Appropriation
ERU_INDICATOR	U	Undetermined
EXP_TYPE	S	State Operations
FUND_SOURCE	GPR	General Purpose Revenues
PROGRAM	01	Children and family services

See certification statements below

Appropriation Summary	
Collected Revenue	\$13,956.180
Transfers	\$0.000
Closing Balance	\$13,956.180

3. Highlight all of the appropriations shown on the page (100 in this case).
4. Right click and select "print".

5. The print destination must be "Adobe PDF":

The image shows a print dialog box with the following settings:

- Print** (Total: 56 sheets of paper)
- Destination:** Adobe PDF (highlighted with a red box)
- Change...** button
- Pages:** All (selected)
- Layout:** Portrait
- Color:** Color
- + More settings** link
- Print using system dialog... (Ctrl+Shift+P)** link

6. Select the file location and save the file.

7. If printing more than 100 forms to a pdf, select the forward arrow for the next 100 forms, and repeat steps #3 - #6 above

The screenshot shows the "Annual Appropriation Cert." interface with the following details:

- Search Filters:** Business Unit: 43700, Fiscal Year: 2018, Fund Code: [blank], Appropriation: [blank], Status: [dropdown]
- Page Navigation:** Find | View 1 | First | 101-116 of 116 | Last (Last is highlighted with a red box)
- Fund & Appropriation Summary by BU:**
 - Fund Code: S100, General Fund
 - Appropriation: 96500, PAYROLL ACH REJECTS
 - Fiscal Year: 2018
- Table: Statutory/Modified Cash Beginning Balance**

	Amount
Equity Account Balance (3990000)	\$0.000
Less: Period 0 AR	\$0.000
Statutory Balance Adjustment (3991000)	\$0.000

Attribute	Attribute Value	Description
APPR_TYPE	C	Continuing Appropriation
ERU_INDICATOR	R	Revolving
EXP_TYPE	S	State Operations
FUND_SOURCE	CLR	Clearing
STAT_REF	20.904	Transfer of appropriation charges

Verify See certification statements below