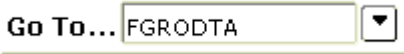


Printing a Report in Banner [FGRODTA]

The **Organization Detail Activity Report [FGRODTA]** displays individual expenses, budgets and encumbrance transactions for a specified period. This report is sorted by account number within each organization code. The contents of this report are the same as what can be found in **[FGITRND]**. This report should be printed by the appropriate person at the close of the month. The following instructions will walk you through the report creation process.

- In the Direct Access box, enter **[FGRODTA]** 
- Press <Enter>
- The form Process Submission Controls form opens **[GJAPCTL]**. **FGRODTA** should already be entered in the Process field.
- Click the Next Block button
- Enter DATABASE in the Printer field. This will print the report to the browser window, which can then be saved as a text file or printed from the browser.
- Click the Next Block button
- The Parameter Fields will be populated.
- Enter in the Parameter Values for the report:

Parameters	Values	Tips
01 Fiscal Year	07	Stays the same
02 Chart of Accounts	A	Stays the same
03 From Organization Code	5 digit Orgn code	Use your chart of accounts book
04 To Organization Code	5 digit Orgn code	Use the same as 03 value
05 From Fund Code	4 digit Fund code	Can be left blank if you have only one fund code
06 To Fund Code	4 digit Fund code	Can be left blank if you have only one fund code
07 From Account Code	Leave Blank	Can define for a more restrictive report
08 To Account Code	Leave Blank	Can define for a more restrictive report
09 From Date (DD-MON-YYYY)	Enter date for beginning of report	Can use format MMDDYY
10 To Date (DD-MON-YYYY)	Enter date for end of report	Can use format MMDDYY
11, 12, 13	Use default values	

****Use the vertical scroll bar to view all of the Parameters****

- Once the Parameters have been set, click the Next Block button.

Process: FGRODTA Organization Detail Activity Parameter Set:

Printer Control
 Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Fiscal Year	07
02	Chart of Accounts	A
03	From Organization Code	65690
04	To Organization Code	65690
05	From Fund Code	
06	To Fund Code	
07	From Account Code	
08	To Account Code	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
 Enter ending range of Accounts to be reported.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Check the Save Parameters box to retain the settings for future use.

Parameter Values

Number	Parameters	Values
06	To Fund Code	
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-JAN-2007
10	To date (DD-MON-YYYY)	31-JAN-2007
11	Include Accrual for Last Prd	N
12	Print Organization Totals	Y
13	Commitment Type	U

LENGTH: 11 TYPE: Date O/R: Optional M/S: Single
 Enter ending date of transactions to be reported.

- Click the Save button



- Notice at the bottom of the form that a Log file and a List file has been created. The List file will be the one that is printed.

Log file: fgrodta_1316349.log List file: fgrodta_1316349.lis
 Record: 1/1

- Go to the Options menu, and select "Review Output [GJIREVO]"



- Double-click in the File Name: field or choose the List command from the Help menu

Process: FGRODTA Organization Detail Activity
 Number: 1316349 File Name:

Find fgrodta_1316349.l%

Output File Name	Record Count
fgrodta_1316349.lis	236
fgrodta_1316349.log	

Buttons: Find, OK, Cancel

- In the Available Files window, select the fgrodta_#####.lis file from the Output File Name list
- Click <OK>
- The report will be displayed in the form window pane

05-JUL-2007 11:40:12 Angelo State University PAGE 1
 FISCAL YEAR 07 Organization Detail Activity FGRODTA
 From 01-JAN-2007 To 31-JAN-2007

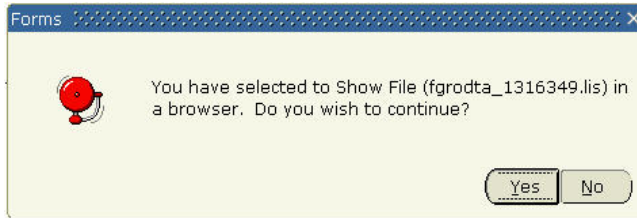
COAS: A Angelo State University
 ORG: 65690 Administrative Computing System

TRANS	TRAN	DOCUMENT	DOCUMENT	ACCOUNT/	BUDGET	TRANSACTION	ENCUMBRANCE	CMT
DATE	TYPE	NUMBER	REF #	FUND	ACTIVITY	ACTIVITY	ACTIVITY	TYP
				Residence Life	1270			
BEGINNING BALANCE:	M & 0	Budget Pool		7100P	384,477.40	.00	.00	
01/04/2007	ED04	JO701071		Actual available current yr	7100P	11,487.73		U
ENDING BALANCE:	M & 0	Budget Pool		7100P	395,965.13	.00	.00	

- From the Options menu select “Show Document (Save and Print File)”

Options Block Item Record Query
 Show Document (Save and Print File)
 Delete Output

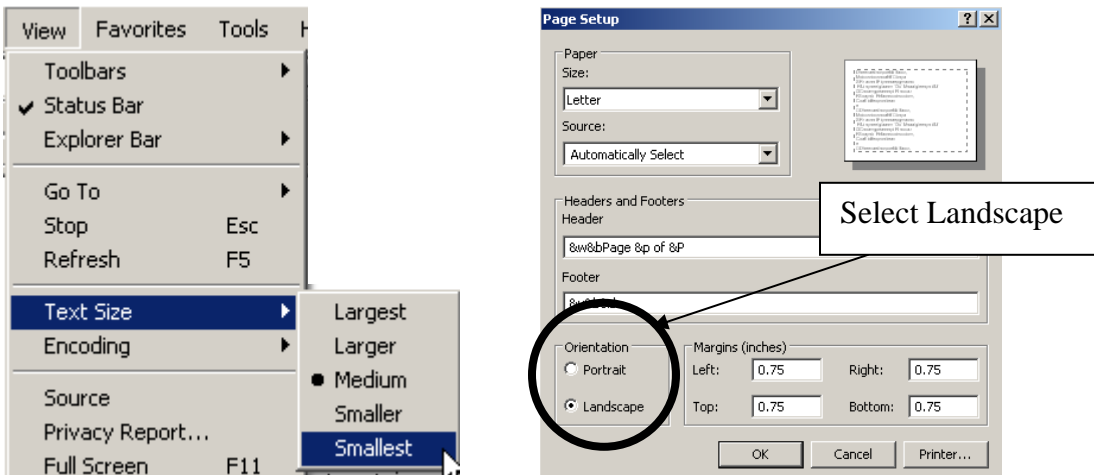
- Click Yes to show the file in a browser



- The report will be displayed in a new browser window

NOTE: If you have a pop-up blocker installed (could be from your Google, Yahoo, or AOL toolbar), the report may not display. If this happens, you should disable your blocker, or allow pop-ups on the Banner website.

- From the View menu select **“Text Size – Smallest”**



- From the File menu, select **“Page Setup”**, and change the Page Orientation to Landscape
- From the File menu, select **“Print”**

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TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Residence Life					1270				
BEGINNING BALANCE: M & O Budget Pool					7100P	.00	.00	.00	
09/01/2004	LBF	FL100009		FY05 Budget Adj-FY04 Obligat	7100P	206,280.77			U
09/24/2004	ED04	J0500175		transfer from 65693	7100P	487,511.00			U
ENDING BALANCE: M & O Budget Pool					7100P	693,791.77	.00	.00	
BEGINNING BALANCE: Travel In-State Mileage					7102	.00	.00	.00	
ENDING BALANCE: Travel In-State Mileage					7102	.00	.00	.00	
BEGINNING BALANCE: Travel In State -Incidental Exp					7105	.00	.00	.00	
ENDING BALANCE: Travel In State -Incidental Exp					7105	.00	.00	.00	
BEGINNING BALANCE: Travel In State -Meals & Lodging					7106	.00	.00	.00	
ENDING BALANCE: Travel In State -Meals & Lodging					7106	.00	.00	.00	
BEGINNING BALANCE: Travel Out of State -Pub Trans Fare					7111	.00	.00	.00	
09/29/2004	E100	TV50250		San Francisco,CA 12/04-10/04	7111			50.00	U
09/29/2004	E100	BT50250		Mills,San Francisco CA,12/04	7111			389.90	U
ENDING BALANCE: Travel Out of State -Pub Trans Fare					7111	.00	.00	439.90	