FGRODTA Report

To Run Report

Log into Banner and type FGRODTA in the Search box and touch the enter key. This will advance you to a process submissions form.

Click the Go button and type in "database" (either all upper or all lower case, can't be both) in the "Printer" field.

Click next block arrow at the bottom left corner of the screen or Alt-Page Down

Tab over to the right side for "Values" and type in information:

- Line 1 = 19 or whatever fiscal year you are pulling the report for.

- Line 2 = C (always)

- Lines 3 & 4 - Org Codes = Alpha index if pulling data for E & G or SAT fund. Leave blank if pulling data for a numeric/self-support fund.

- Lines 5 & 6 - Fund Codes = leave blank if pulling data for E & G or SAT fund. Enter fund/index code if pulling data for a numeric/self-support fund.

- Lines 7 & 8 - Accounts = Leave Blank to return all data or use account numbers for a specific data range.

- Line 9 - Beginning of time period = generally first day of the fiscal year. For example, 01-JUL-2014.

- Line 10 - Ending of the time period = generally the last day of the month you are running the report for. For example, if it is September 9, 2018 today, enter 30-SEP-2018.

- Line 11 = N

- Line 12 = Y

- Line 13 = U

Click the "Submit" button (even though it already shows selected), then click the Save button at the lower right corner of the screen.

Click "Related" then select Review Output [GJIREVO]

Double-click in the "File Name" field

Double-click on the ".lis" file. This will bring the report up on the screen

To Print Report:

Click the Tool button at the upper right corner, then select Show Document (Save and Print File). A pop-up screen will ask you if you want to continue (in red) – click yes to continue in a new browser. *(Make sure that your web browser doesn't block pop-ups.)*

This report now needs to be saved as a text file in order to be printed.

Right click anywhere on the report, then select "Save As". Enter the document name that you wish in the "File Name" box and **select "Text File" in "Save as Type" box.** Now go to Word Document and open the file you just saved.

(If the "File Conversion" window pops up, just click OK). Typically the file will be open as a blank document. Touch the delete key once and the report should appear on the screen.

Click the Banner Macro button; this will format the document for printing. If you don't have a Banner Macro button, please contact Help Desk at x.5555 to have it set up.