FGRODTA: Organization Detail Activity Report
List of current month transactions

Log on to Internet Native Banner (INB)
At the "Go To" field box: type **FGRODTA** press ENTER. The form will display.
Select the <u>NEXT BLOCK</u> icon

PRINTER CONTOL SECTION:

Printer Control

| Printer: | DATABASE | ▼ | Special Print: | | Lines: | 55 | Submit Time: |

- PRINTER FIELD: type **DATABASE** (all caps)
  - o Click <u>NEXT BLOCK</u>
    - ▪ You will select the data parameters to compile the report

PARAMATER VALUES SECTION:

Parameter Values

Number	Parameters ▼	Values ▼
01	Fiscal Year	07
02	Chart of Accounts	E
03	From Organization Code	133300
04	To Organization Code	133300
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 Funds to be reported.

09	From date (DD-MON-YYYY)	01-OCT-2006
10	To date (DD-MON-YYYY)	31-OCT-2006
11	Include Accrual for Last Prd	Y
12	Print Organization Totals	Y
13	Commitment Type	U

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

- LINE 01 Fiscal Year – Type current fiscal year (ex. **07**) [arrow down]
- LINE 02 Chart of Accounts - Type **E** (must be capital letter) [arrow down]
- LINE 03 and 04 – From and To Organization Code – [arrow down]
  - o For multiple organization codes, enter the range.
  - o For one specific organization code, enter the same organization code in both places
- LINE 05 and 06 Fund Code – Leave Blank - [arrow down]
- LINE 07 and 08 – From and To Account Code - [arrow down]
  - o Leave Blank to view all Account codes
  - o For multiple Account codes, enter a range.
  - o For one specific Account code, enter the same Account code in both places
- LINE 9 and 10 From and To Date – [arrow down]
  - o To view a range of dates enter the beginning and ending date range (dd-mmm-yyyy) - [arrow down]
    - ▪ for example, the month of October: Beginning: 01-OCT-2006   Ending: 31-OCT-2006
- LINE 11 Include Accrual for Last Prd - Enter Y if you wan to include accrual entries - [arrow down]
  - o These are the journal entries by accounting that were entered in the next month but applied to the previous.
- LINE 12 and 13 – Leave "as is"
- Select <u>NEXT BLOCK</u> icon
- Select <u>SAVE</u> icon in upper left hand corner.
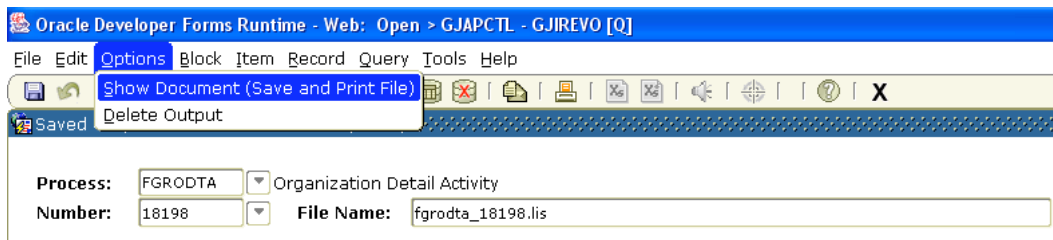
REVIEWING REPORT OUTPUT:
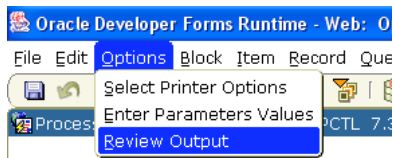
- Click OPTIONS
- Select REVIEW OUTPUT
     - o This will take you to another screen. The screen will be blank.
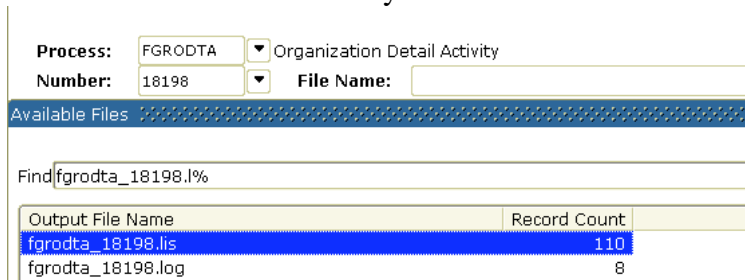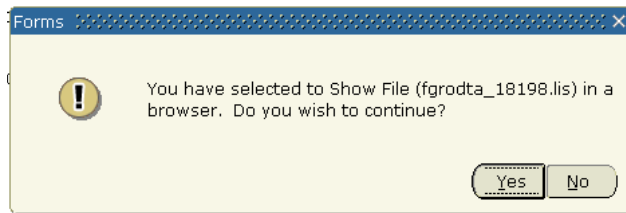

- Double click in the File Name box.
     - o The file that you just requested will appear and be highlighted.
- Double click on the blue highlighted file

PRINT REPORT or SAVE TO YOUR COMPUTER:

- Select OPTIONS
- Select Show Document (Save & Print File)
- A dialog box will appear

***Hold down your Ctrl key, and click yes at the same time.

The report will display

To view the report easily:
In your Browser – Go to View: Text Size: and choose smallest
Go to File: Page Set up: choose Landscape

- Choose to Print or Save As to an excel file or other file of your choice.
     - ▪ TIP – Change your printer options to Landscape