

FGRODTA - - Organizational Detail Activity Report (FBM 091)

Report will provide a listing of all transactions against a FOAP.

Banner Admin:

1. FGRODTA
2. Next Block or move cursor to Printer and assign specific printer. Use DATABASE if you wish to save file as WORD document.
3. Next Block to Parameter Values

Oracle Developer Form Runtime - Web: Open - GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GJAPCTL 7.2 (IPROD)

Process: **FGRODTA** Organization Detail Activity Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Submission

☐ Save Parameter Set as Name: Description:

Process Name, press SEARCH for valid processes.

Recent: **UI** **<OSG>**

Next Block
entry required

Printer should
automatically
show as
DATABASE

Next Block
will bring you
into parameter
values area.
Specific data
entry

4. In Parameter Values input fiscal year (example 06), chart of accounts (example A), from and to organization (example 102001 to 102047), from and to fund (example 101001-101001). You may specify to and from account codes or leave blank and all will be retrieved (examples for operating accounts only might be 700 to 899).

You will need to scroll down the parameter values section using the toggle to input the date to and from (10/1/2005 to 01/31/2006). Input a Y or N for include accrual (typically N); input a Y in print organization totals. Final input concerns commitment type (C=committed, U=Uncommitted or B=Both)

Process: FGR00TA Organization Detail Activity Parameter Set:

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

Parameter Values

Number	Parameters	Values
06	To Fund Code	101001
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-OCT-2015
10	To date (DD-MON-YYYY)	31-DEC-2015
11	Include Accrual for Last Pnd	
12	Print Organization Totals	
13	Commitment Type	

LENGTH: 1 TYPE: Character O/M: Optional W/S: Single
Enter C-Committed, U-Uncommitted, B-Both

Submission
☐ Save Parameter Set as Name: Description: * Submit

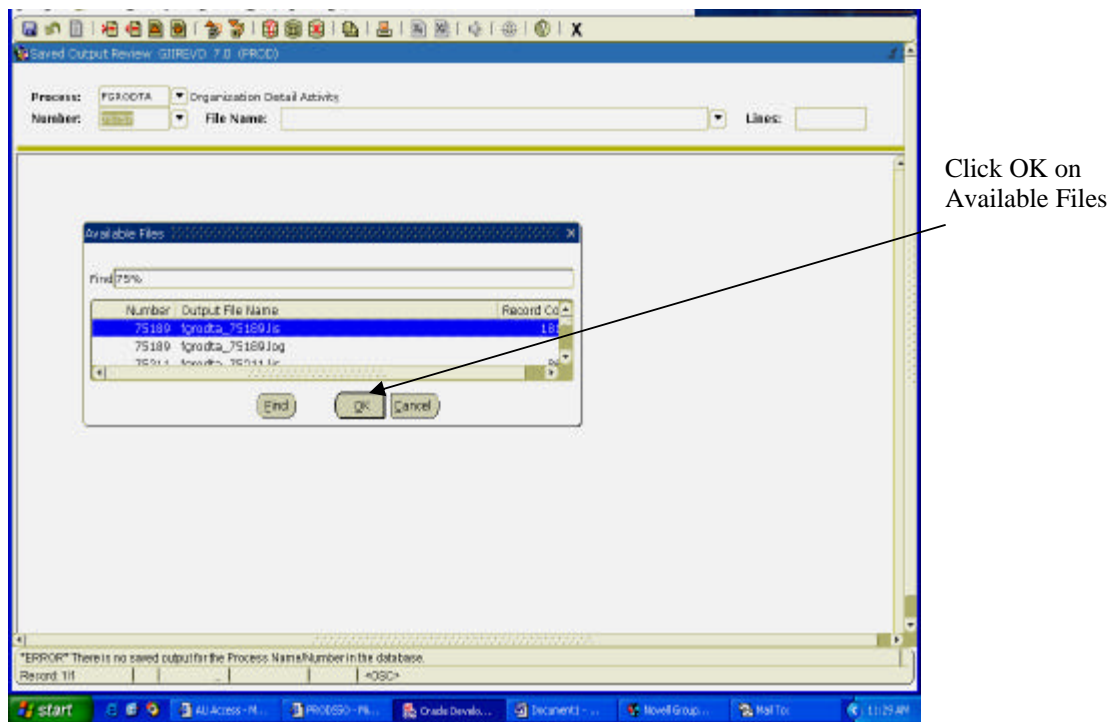
Record 12/12 List of Values <OBC>

Toggle to enter more required input data

- Next Block to Submission section. At this point, you will need to click the “**SAVE**” icon or use File/Save option. You must be in the Submission section when you click save.
- You will now see a file number will appear in lower left hand section of screen (example Log file: fgrodta_75517.log List file:fgrodta_75517.lis) This is your report/log file number.
- Go to top line on screen and Click **OPTIONS**. You will see two options. Select option **REVIEW OUTPUT**. The screen below will appear. Double click on File Name Field.

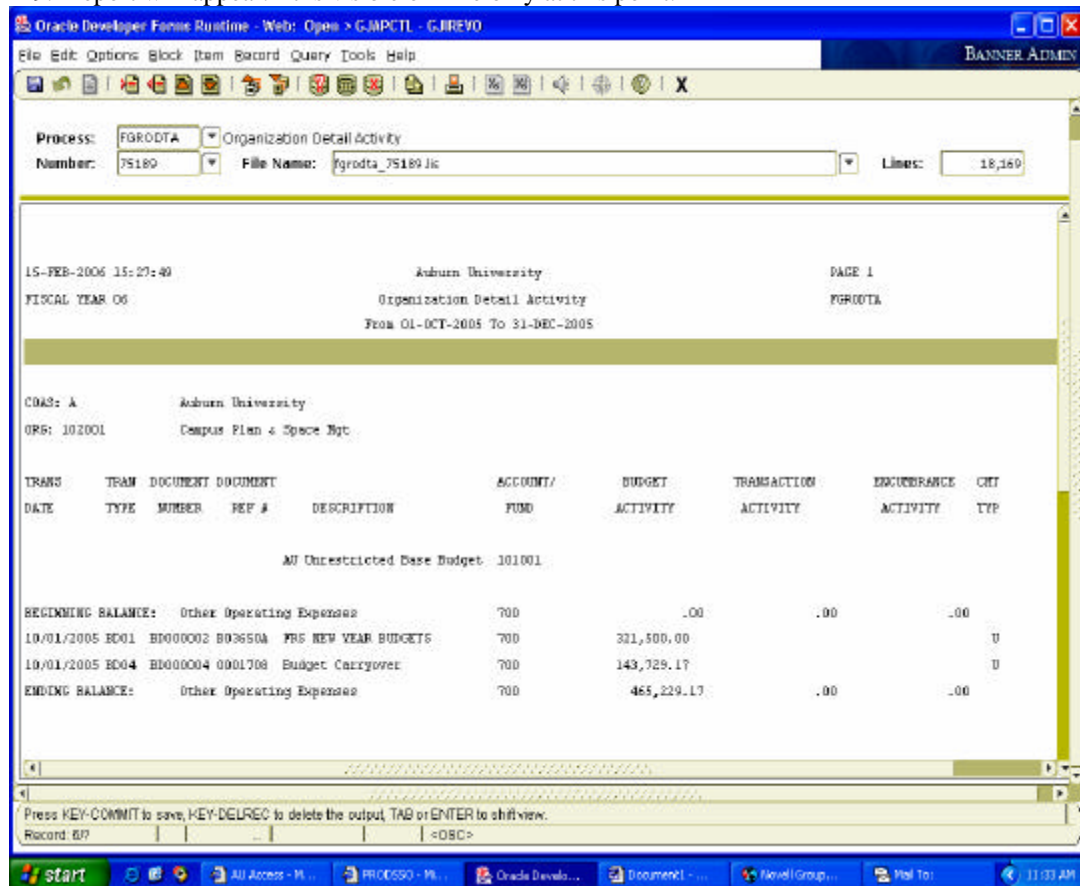
Process: FGR00TA Organization Detail Activity
Number: 75517 File Name: Lines:

Double Click on field named File Name to see report availability



8. Pop up screen may appear. If so, click OK. If not, the report should be on the screen.

9. Report will appear. It is visible on-line only at this point.



To transfer the file to a WORD document, complete the following steps:

1. Select OPTION on top line of Banner. Click option – SHOW DOCUMENT (Save and Print File)
2. Pop Up Box will show in middle of screen asking you to confirm you want to continue. Click Yes
3. Report will now appear in a browser format. (If the browser does not appear, pop-ups may be blocked. In order to show the browser, hold control and repeat steps 1 & 2).

Oracle Developer Forms Runtime - Web: Open - GAMPCTL - GJHEVO

File Edit Options Block Item Record Query Tools Help

Process: FGROCTA Organization Detail Activity
 Number: 75189 File Name: fgrocta_75189.jis Lines: 10,169

15-FEB-2006 15:27:40 Auburn University PAGE 1
 FISCAL YEAR 06 Organization Detail Activity FGROCTA
 From 01-OCT-2005 To 31-DEC-2005

COAS: A Auburn University
 ORG: 102001 Campus Plan & Space

TRANS DOCUMENT DOCUMENT
 DATE TYPE NUMBER REF #

ENCUMBRANCE CFT
 ACTIVITY TYPE

All Unrestricted Base Budget: 101001

DATE	DESCRIPTION	ACCOUNT / FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CFT TYPE
BEGINNING BALANCE:	Other Operating Expenses	700 .00 .00 .00				
10/01/2005 BUDG	BUDG0002 BUDG00A FRS NEW YEAR BUDGETS	700 321,500.00				U
10/01/2005 BUDG	BUDG0004 0001706 Budget Carryover	700 143,729.17				U
ENDING BALANCE:	Other Operating Expenses	700 465,229.17 .00 .00				

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.
 Record: 1/1

To have the report move into the browser click YES

Browser Report

https://baaschprod.auburn.edu/pls/PROD/gawasp.P_ShowDocPgm_name=ORA500P5007A06C00010000... Microsoft Internet Explorer 6

Address: https://baaschprod.auburn.edu/pls/PROD/gawasp.P_ShowDocPgm_name=ORA500P5007A06C00010000...id=199199...name=DELFINCI

15-FEB-2006 15:27:40 Auburn University PAGE 1
 FISCAL YEAR 06 Organization Detail Activity FGROCTA
 From 01-OCT-2005 To 31-DEC-2005

COAS: A Auburn University
 ORG: 102001 Campus Plan & Space Rpt.

TRANS DATE	DOCUMENT TYPE	DOCUMENT NUMBER	DESCRIPTION	ACCOUNT / FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CFT TYPE
All Unrestricted Base Budget: 101001								
BEGINNING BALANCE:			Other Operating Expenses	700 .00 .00 .00				
10/01/2005 BUDG	BUDG0002	BUDG00A	FRS NEW YEAR BUDGETS	700 321,500.00				U
10/01/2005 BUDG	BUDG0004	0001706	Budget Carryover	700 143,729.17				U
ENDING BALANCE:			Other Operating Expenses	700 465,229.17 .00 .00				
BEGINNING BALANCE:			Cell Phones & Data to Talk	70000 00 .00 .00				
11/20/2005 TRN1	10010004		CELLCO POSTPAID CELL PHN VOUCH	70000 00 04.83 .00				U
ENDING BALANCE:			Cell Phones & Data to Talk	70000 00 04.83 .00				
BEGINNING BALANCE:			Postage	70000 00 .00 .00				
11/20/2005 TRN1	10000002		POST DAYTIME INC	70000 00 1.90 .00				U
11/20/2005 TRN1	10000002		POST CALLEMAILS	70000 00 1.90 .00				U
12/16/2005 TRN1	10000002		POST BLANK ENVS	70000 00 122.92 .00				U
ENDING BALANCE:			Postage	70000 00 124.82 .00				
BEGINNING BALANCE:			Postage	70000 00 .00 .00				
10/22/2005 TRN1	10007047		Federal Express	70000 00 22.84 .00				U
12/16/2005 TRN1	10007047		FEDERAL EXPRESS	70000 00 49.98 .00				U
ENDING BALANCE:			Postage	70000 00 72.82 .00				
BEGINNING BALANCE:			Equipment Rental	70100 00 .00 .00				
10/22/2005 TRN1	10000002		LABILEX MONTHLY LOG	70100 00 166.90 .00				U
ENDING BALANCE:			Equipment Rental	70100 00 166.90 .00				

4. You will now need to convert the Browser report into a WORD document. Click Edit on the Browser report, then Select All to highlight the entire report. At this point you will need to copy the report. This can be accomplished by right clicking the mouse and clicking copy or you can press CTRL-C to copy.
5. Open a new WORD document and click the paste icon or press CTRL-V.
6. The report is now in WORD, but will need to be formatted.

TO FORMAT the report:

1. Click EDIT, then Select All (this will highlight the entire document)
2. Click Format---Font. Set the font size to COURIER-NEW, size 8
3. Go to FILE, then PAGE SETUP
4. Change all margins to 0 (zero for top, bottom, left and right), then click the Landscape button.
5. At this point, click OK. System will tell you that margins are outside of the allowed limits. Click FIX button.
6. Report should now be ready to save and in printable format.

Document2 - Microsoft Word

15-FEB-2006 15:27:49 Auburn University
FISCAL YEAR 06 Organization Detail Activity
From 01-OCT-2005 To 31-DEC-2005

PAGE 1
F0600EA

CORR: A Auburn University
ORG: 102001 Campus Plan & Space Mgt

TRANS DATE	TRANS TYPE	DOCUMENT NUMBER	SSP #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	SECURITY/ACTIVITY	CMT	TRF
AU Unrestricted Base Budget... 101000										
BEGINNING BALANCE: Other Operating Expenses						700	.00	.00	.00	
10/01/2005	ENCL	EX000002	B00600	FISC NEW YEAR BUDGETS	700	221,500.00				U
10/01/2005	ENCL	EX000004	0001706	Budget Carryover	700	143,729.17				U
ENDING BALANCE: Other Operating Expenses						700	465,229.17	.00	.00	
BEGINNING BALANCE: Cell Phones & Push to Talk						70050	.00	.00	.00	
11/10/2005	INBL	10010674		Calico Partnership DGA Term	70050	34.91				U
ENDING BALANCE: Cell Phones & Push to Talk						70050	.00	34.91	.00	
BEGINNING BALANCE: Freight						70060	.00	.00	.00	
11/30/2005	JFC	W0000003		RFP EASTMAN INC	70060	5.99				U
11/30/2005	JFC	W0000002		RFP CALUMADE	70060	2.95				U
12/16/2005	INBL	10033354		Dura Bike Rack	70060	122.02				U
ENDING BALANCE: Freight						70060	.00	130.96	.00	
BEGINNING BALANCE: Postage						70070	.00	.00	.00	
10/31/2005	INBL	10007642		Federal Express	70070	22.54				U
12/31/2005	JFC	W0000004		FED FEDEX 1AT-BY-PHOTO	70070	29.73				U
ENDING BALANCE: Postage						70070	.00	52.27	.00	
BEGINNING BALANCE: Equipment Rental						70100	.00	.00	.00	
10/31/2005	INBL	10008072		Lanier Worldwide Inc	70100	166.72				U
ENDING BALANCE: Equipment Rental						70100	.00	166.72	.00	
BEGINNING BALANCE: Operating Lease						70105	.00	.00	.00	
11/18/2005	INBL	10018810		Lanier Worldwide Inc	70105	205.00				U
12/12/2005	INBL	10025647		Lanier Worldwide Inc	70105	205.00				U

Page 1 Sec 1 1/1 At 01 Ln 1 Col 1 REC TRF EXT OVR

start AU Access - Micro... View Document - M... FSC00TA - Microso... Document2 - Microso... Novel Group/Use - ... 1:03 PM

If for some reason your page breaks will not work, you may need to save the browser file into a text document. Copy that file into WORD and then follow the last 6 formatting steps again.