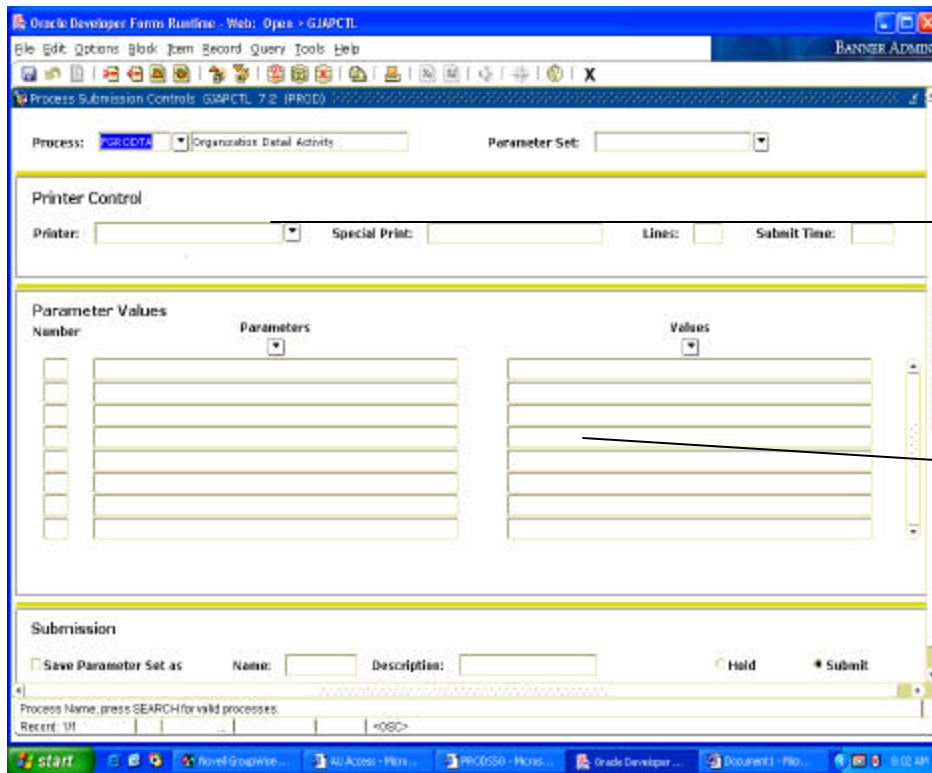


FGRODTA - - Organizational Detail Activity Report (FBM 091)
 Report will provide a listing of all transactions against a FOAP.

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

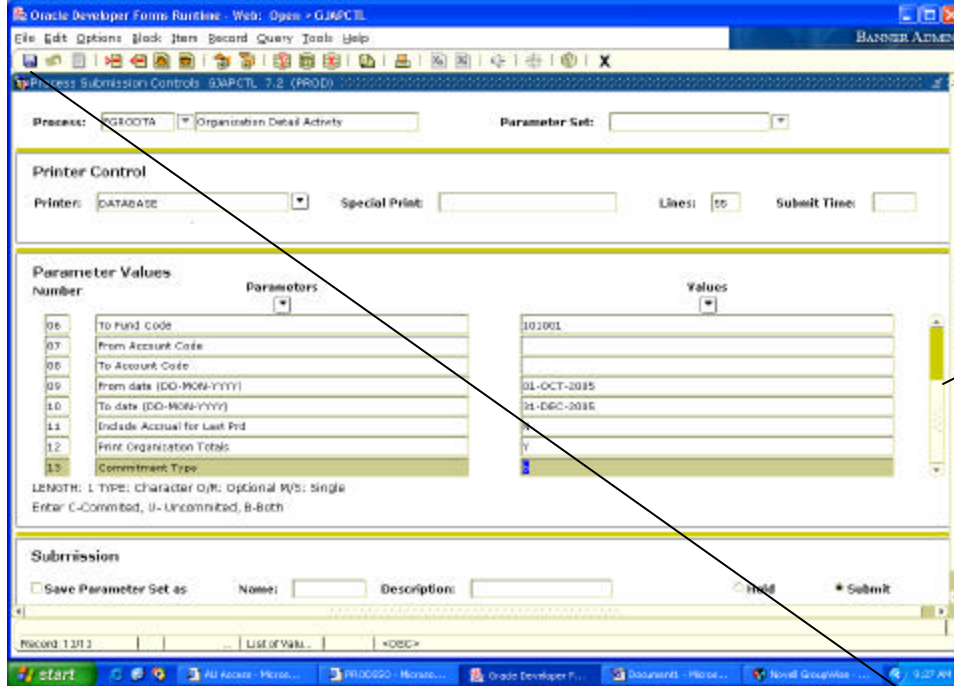


Next Block entry required

Printer should automatically show as DATABASE

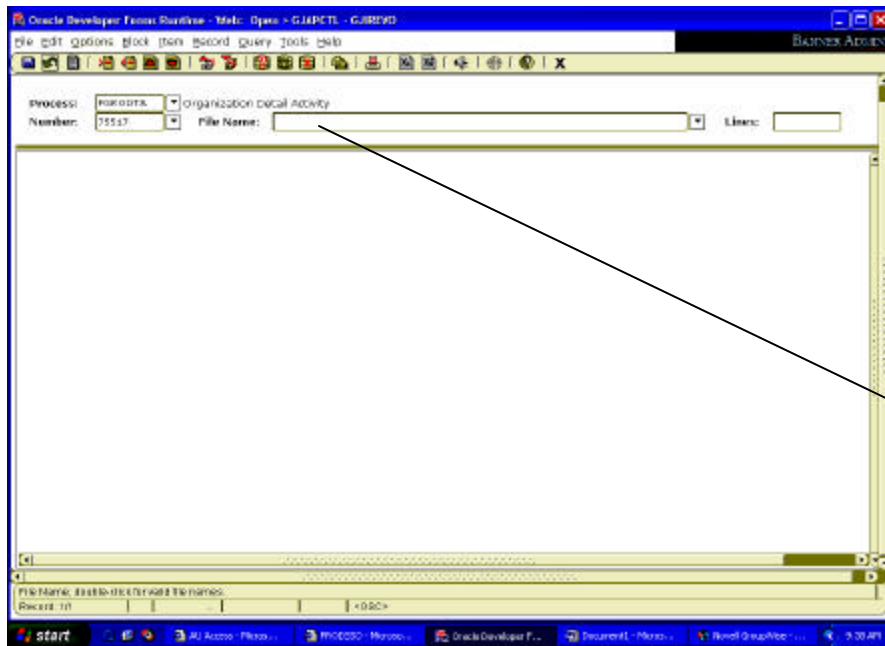
Next Block will bring you into parameter values area. Specific data entry

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)

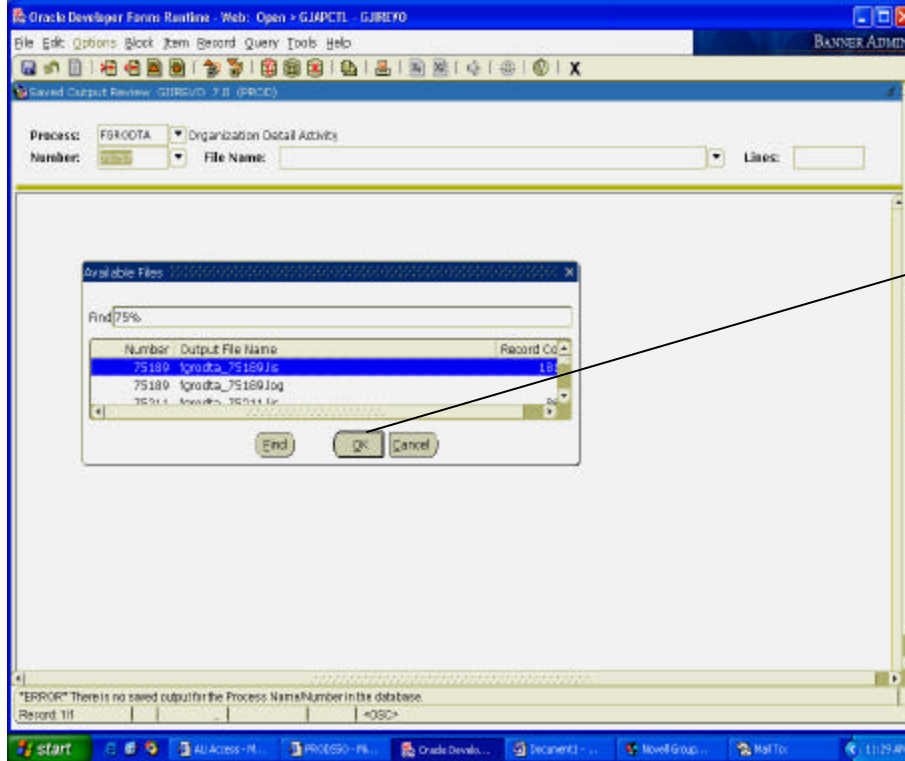


Toggle to enter more required input data

5. 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.
6. 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.
7. 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.

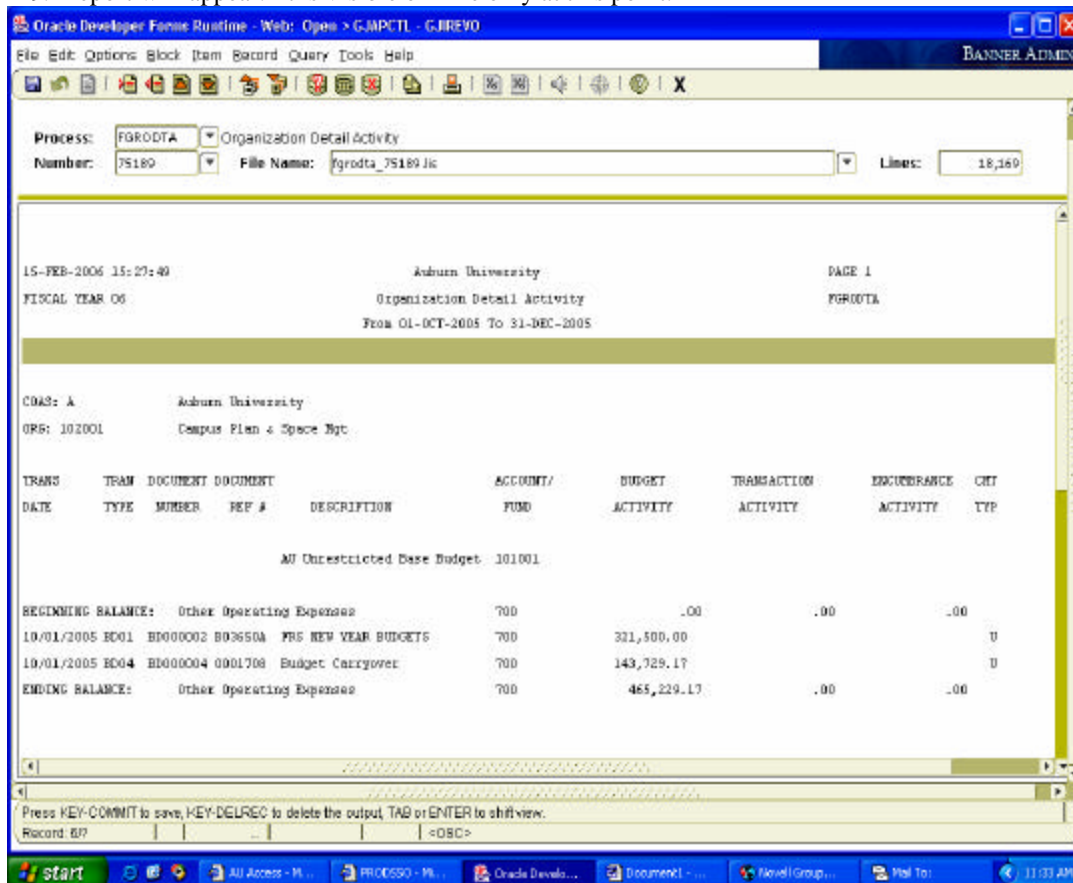


Double Click on field named File Name to see report availability



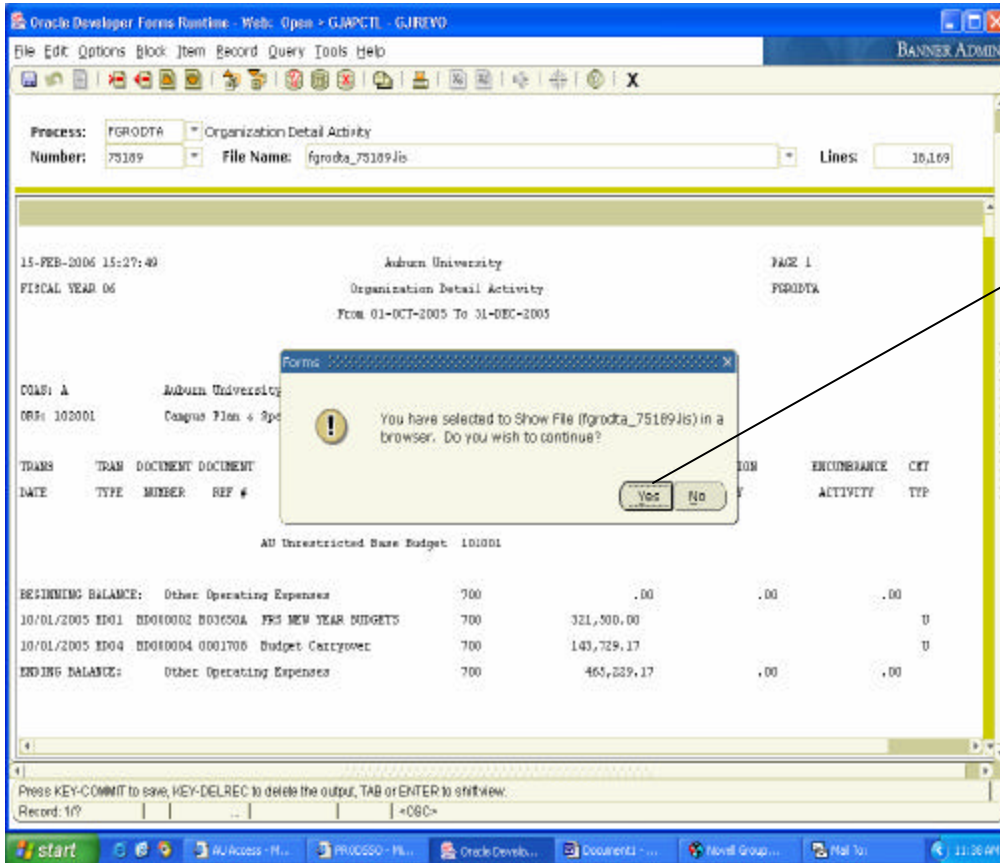
8. Pop up screen may appear. If so, click OK. If not, the report should be on the screen.

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



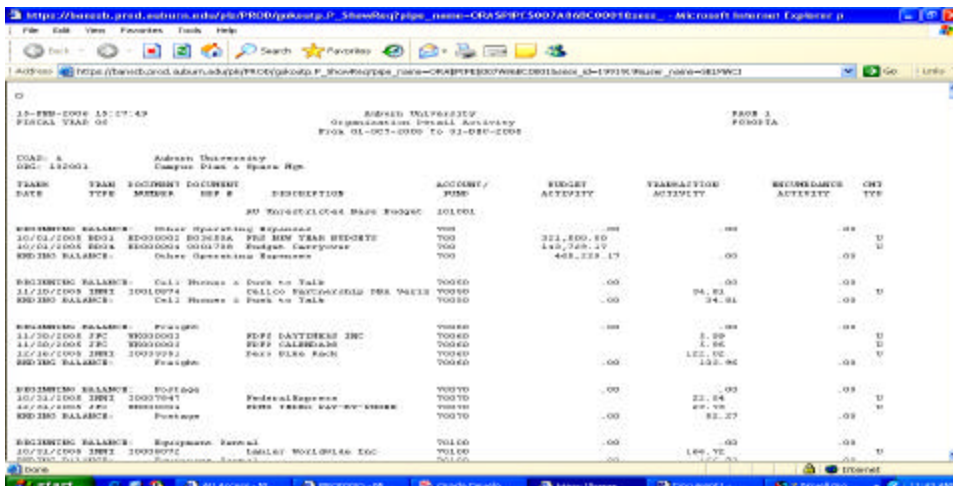
To transfer the file to a WORD document, complete the following steps:

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).



To have the report move into the browser click YES

Browser Report



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.

DATE	TRANS TYPE	AMOUNT	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CNT
10/01/2006	ENCL	80000002	BUSINESS	700	261,500.00	.00	.00	U
10/01/2006	ENCL	80000004	0001708	700	143,729.17	.00	.00	U
10/01/2006	ENCL	80000002	BUSINESS	700	465,229.17	.00	.00	U
11/10/2006	INBL	10010874	Cellco Partnership DGA	70050	.00	34.91	.00	U
11/10/2006	INBL	10010874	Cellco Partnership DGA	70050	.00	34.91	.00	U
11/30/2006	JPC	40000002	RFP BAYTHERB INC	70060	.00	5.39	.00	U
11/30/2006	JPC	40000002	RFP CALMERASE	70060	.00	2.95	.00	U
12/16/2006	INBL	10033354	Delta Bike Rack	70060	.00	127.02	.00	U
12/16/2006	INBL	10033354	Delta Bike Rack	70060	.00	127.02	.00	U
10/31/2006	INBL	10007682	Federal Express	70070	.00	22.54	.00	U
12/18/2006	JPC	40000004	FED FED EX 1ST-PT-REG	70070	.00	29.79	.00	U
10/31/2006	INBL	10008072	Lanier Worldwide Inc	70100	.00	166.72	.00	U
10/31/2006	INBL	10008072	Lanier Worldwide Inc	70100	.00	166.72	.00	U
11/18/2006	INBL	10018810	Lanier Worldwide Inc	70105	.00	205.00	.00	U
12/15/2006	INBL	10022687	Lanier Worldwide Inc	70105	.00	205.00	.00	U

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.