

## PRINTING REPORTS FROM MY BANNER

FGRODTA and FGRBDSC





## Common reports available from Banner are:

- ▶ FGRODTA – Used to print a detail report of transactions by organization code
- ▶ FGRBDSC – Summary budget report by organization code





To start a report, enter the form name in the Go To box, or select from My Banner.

General Menu GUACMNU 7.4 (PROD) - Tuesday January 13, 2009

Go To... [FGRODTA] Welcome, EASTHAM Products: Menu | Site Map | Help Center

**My Banner**

- Main Menu [GUAGMNU]
- Account Detail Query [TGIAO]
- Organization Budget Summa
- Open Invoices by FOAPAL [F
- Payroll Rules [NTRFINI]
- Receipt Query [TGIRCPT]
- Account Detail Review Form Student [T9AARECY]
- GL / Subsidiary Ledger Control [FGRCTRL]
- Bank Interfund Account Control [FGRCASH]
- Bank I/F Exception report [FGRBIEX]
- Trial Balance Exception Report [FGRTBEX]
- Trail Balance Summary [FGITBSR]
- Open invoice report [EARGINV]
- Organization Detail Activity [FGRODTA]**
- Budget Status (Current Period) [FGRBDSC]
- Vendor Detail History [FAIVNDH]
- Fund/Account Activity Report [FGRFAAC]
- Object Maintenance [GUAOBTS]

**My Links**

- [Check Banner Message](#)
- [Banner 7 bookshelf](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

**My Institution**

Enter the object name; Press LIST for listing.  
Record: 1/1 | ... | <OSC>



Use Next Block to move through a form across solid lines.

The screenshot shows the Oracle Process Submission Controls interface. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons, with the 'Next Block' icon (a square with a right-pointing arrow) circled in red and an orange arrow pointing to it. The form is divided into sections by solid yellow lines, with orange arrows pointing to these lines from the left. The sections are: Process (FGRODTA, Organization Detail As...), Parameter Set, Printer Control (Printer: DATABASE, Special Print, Lines: 55, Submit Time), Parameter Values (table with 8 rows), and Submission (Save Parameter Set as, Name, Description, Hold, Submit). The status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

Number	Parameters	Values
01	Fiscal Year	09
02	Chart of Accounts	M
03	From Organization Code	720010
04	To Organization Code	720010
05	From Fund Code	100000
06	To Fund Code	100000
07	From Account Code	700000
08	To Account Code	800005



The first time, you need to fill in Parameter Values, these are sample values for FGRODTA.

Parameter Values		
Number	Parameters	Values
01	Fiscal Year	09
02	Chart of Accounts	M
03	From Organization Code	720010
04	To Organization Code	720010
05	From Fund Code	100000
06	To Fund Code	100000
07	From Account Code	700000
08	To Account Code	800005

LENGTH: 2 TYPE: Character O/R: Required M/S: Single



Be sure the 'To Date' value is the end of a month.

Parameter Values		
Number	Parameters	Values
06	To Fund Code	100000
07	From Account Code	700000
08	To Account Code	800005
09	From date (DD-MON-YYYY)	01-JUN-2008
10	To date (DD-MON-YYYY)	31-DEC-2008
11	Include Accrual for Last Prd	N
12	Print Organization Totals	Y
13	Commitment Type	B

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





After the Parameter Values are filled in, click on 'Next Block' to get to the Submission section. The first time, be sure to check 'Save Parameter Set as'. This will save your values as the defaults for future use.

Parameter Values		
Number	Parameters	Values
06	To Fund Code	100000
07	From Account Code	700000
08	To Account Code	800005
09	From date (DD-MON-YYYY)	01-JUN-2008
10	To date (DD-MON-YYYY)	31-DEC-2008
11	Include Accrual for Last Prd	N
12	Print Organization Totals	Y
13	Commitment Type	B

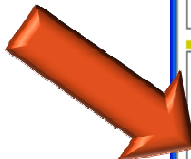
LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
 Enter beginning range of Accounts to be reported.

---

**Submission**

Save Parameter Set as      Name:       Description:        Hold       Submit

Save Entered Parameters; CHECK to save.  
 Record: 1/1      ...      <OSC>





Click on the Save icon, or use the F10 key to run report.

The screenshot shows the Oracle Financials interface. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons, with the 'Save' icon (a floppy disk) circled in red. A red callout box with the text 'Save Icon' points to this icon. The main window title is 'Process Submission Controls GJAPCTL 7.4 (PROD)'. Below the title bar, there are fields for 'Process' (set to 'Organization Detail Activity') and 'Parameter Set'. A 'Print' section includes a 'Printer' dropdown, 'Special Print' field, 'Lines: 55', and 'Submit Time' field. The 'Parameter Values' section is a table with columns for 'Number', 'Parameters', and 'Values'. Below this table, there is a note: 'LENGTH: 6 TYPE: Character O/R: Optional M/S: Single Enter beginning range of Accounts to be reported.' The 'Submission' section at the bottom has a checked checkbox for 'Save Parameter Set as', 'Name' and 'Description' fields, and radio buttons for 'Hold' and 'Submit'. The status bar at the bottom shows 'Save Entered Parameters; CHECK to save.' and 'Record: 1/1'.

Number	Parameters	Values
06	To Fund Code	100000
07	From Account Code	700000
08	To Account Code	800005
09	From date (DD-MON-YYYY)	01-JUN-2008
10	To date (DD-MON-YYYY)	31-DEC-2008
11	Include Accrual for Last Prd	N
12	Print Organization Totals	Y
13	Commitment Type	B





This message in the lower left corner of the screen lets you know your report has run successfully.

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"/>		
<input type="checkbox"/>		

**Submission**

Save Parameter Set as    Name:     Description:      Hold     Submit

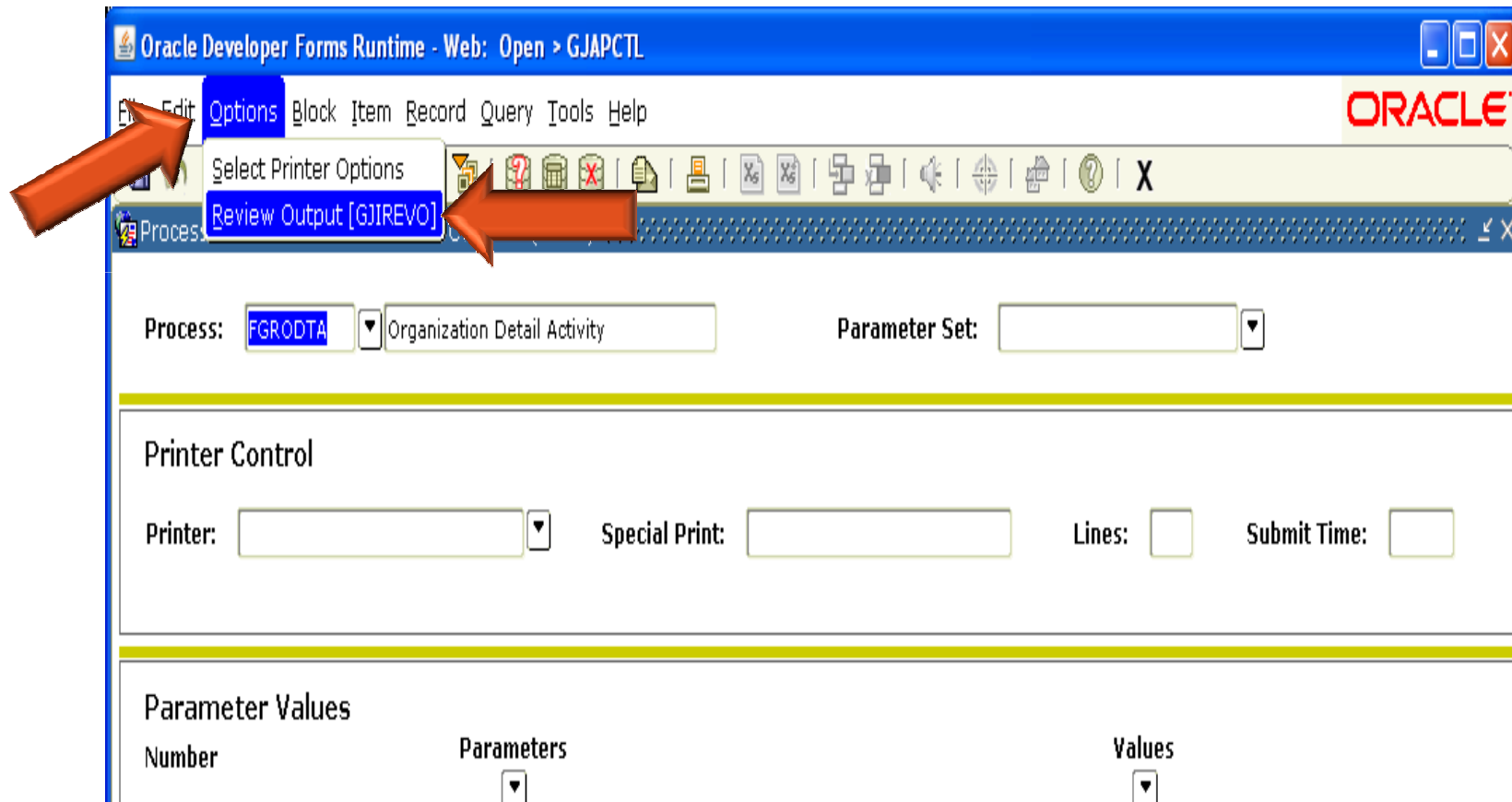
Log file: fgrodta\_182123.log    List file: fgrodta\_182123.lis

Record: 1/1    |    ...    |    <OSC>



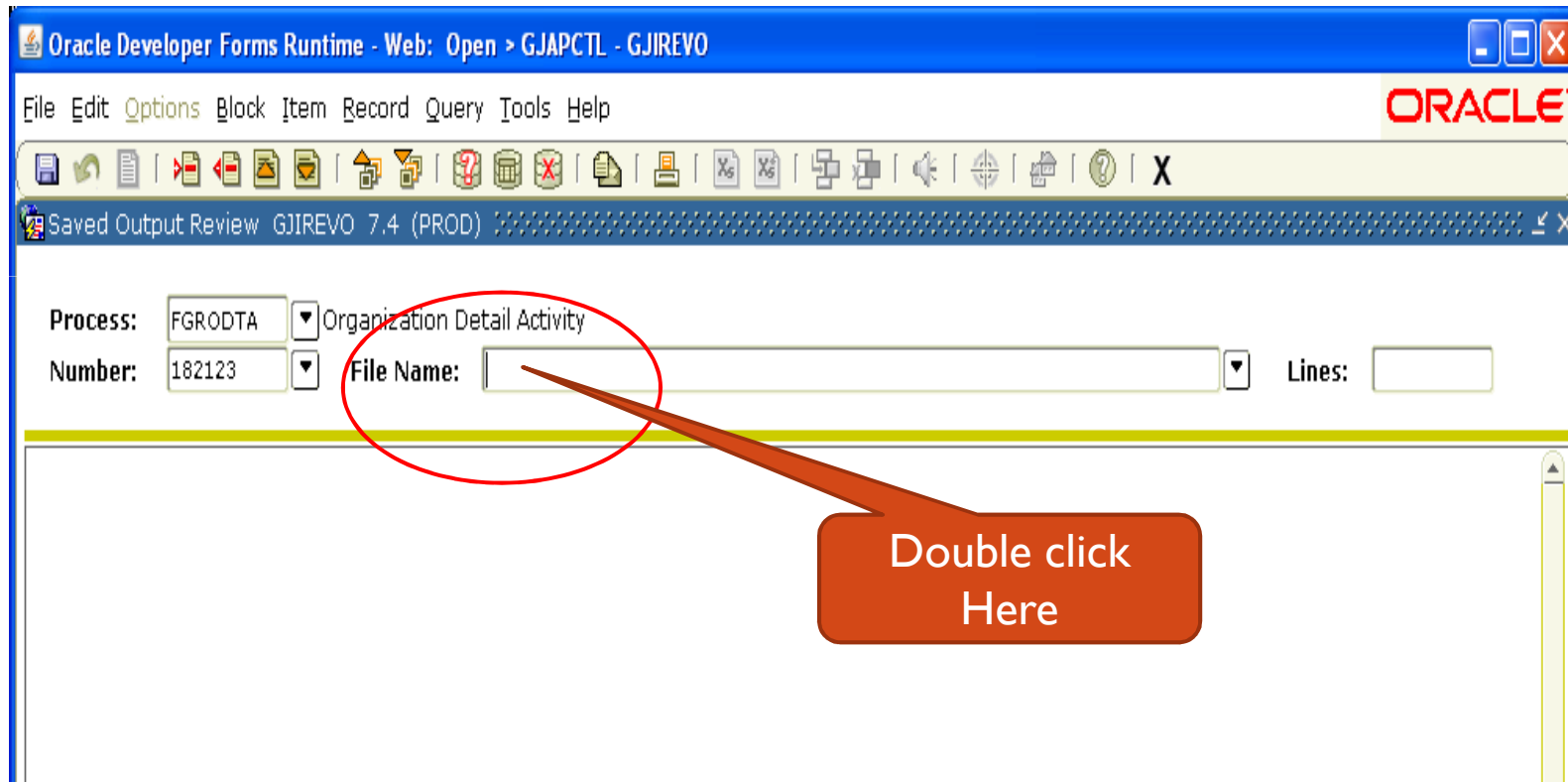


Click on Options in the top menu and select Review Output (GJIREVO) to go to view report.



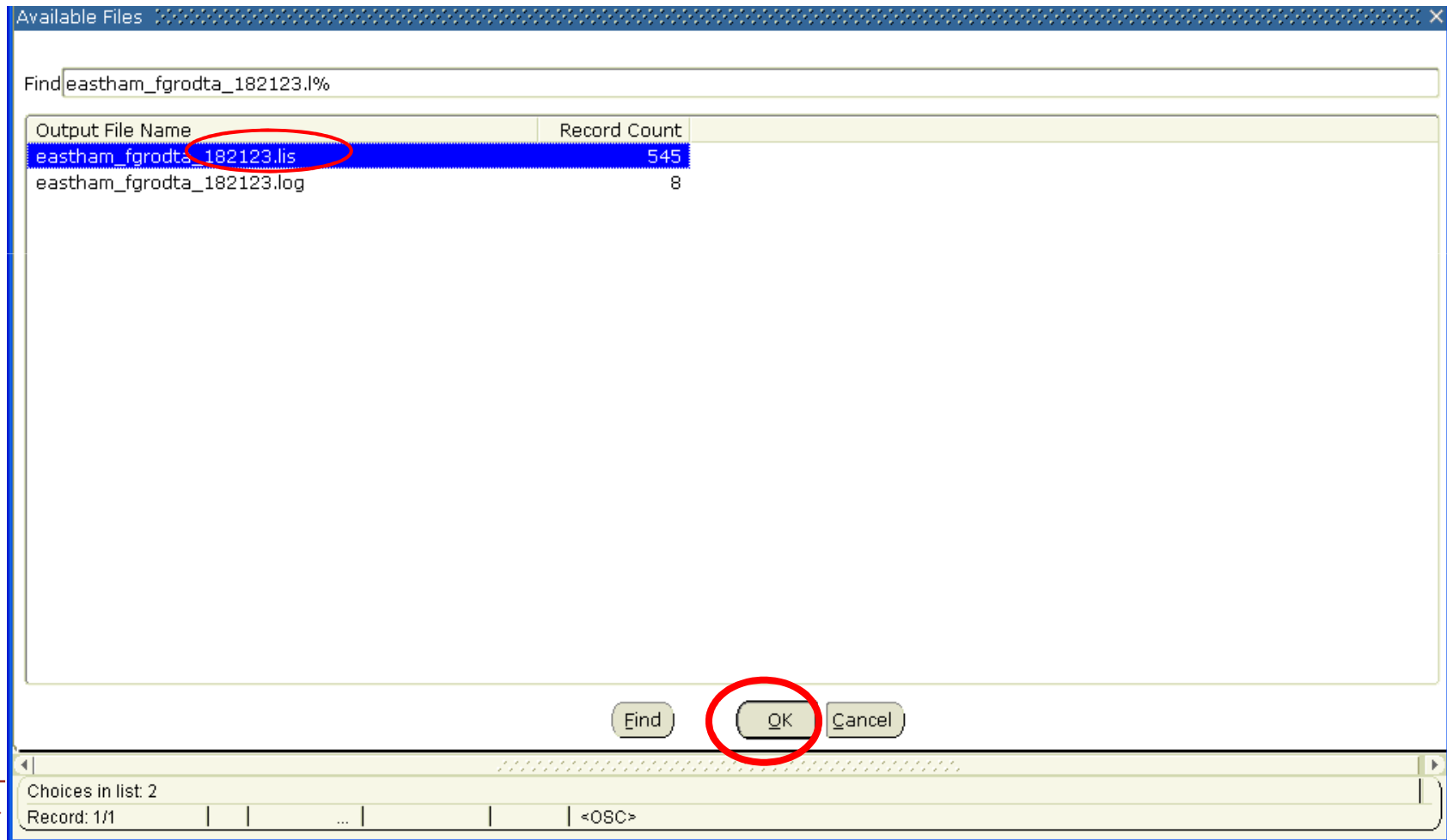


Your cursor should be blinking in the File Name box.  
Double Click in the File Name Box.





Select the .lis file and click OK at the bottom of the screen, or just double click on the .lis file.





Almost there, you should now see report data.

Saved Output Review GJIREVO 7.4 (PROD)

Process: FGRODTA Organization Detail Activity  
 Number: 182123 File Name: eastham\_fgrodta\_182123.lis Lines: 545

13-JAN-2009 10:32:35 Macalester College PAGE 1  
 FISCAL YEAR 09 Organization Detail Activity FGRODTA  
 From 01-JUN-2008 To 31-DEC-2008

COAS: M Macalester College  
 ORG: 720010 Business Services

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/ FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Operating Budget - Unrestri	100000				
				BEGINNING BALANCE: Office Supplies	700000	.00	.00	.00	
06/01/2008	BD01	L0000002		Roll Original Budget FY09	700000	2,100.00			U
06/30/2008	JE16	PC000027		JEFFERS 13-JUN FAISON OFF P	700000		9.71		U
06/30/2008	JE16	PC000027		JEFFERS 11-JUN FAISON OFF P	700000		71.56		U
06/30/2008	JE16	PC000027		JEFFERS 06-JUN FAISON OFF P	700000		13.78		U
06/30/2008	JE16	PC000027		JEFFERS 20-JUN FAISON OFF P	700000		60.25		U

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





To print your report, again select Options and then click on 'Show Document (Save and Print File).'

A screenshot of the Oracle Developer Forms Runtime application. The window title is "Oracle Developer Forms Runtime - Web: Open &gt; GJAPCTL - GJIREVO". The menu bar includes "File", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The "Options" menu is open, showing "Show Document (Save and Print File)" and "Delete Output". Two red arrows point to the "Options" menu and the "Show Document (Save and Print File)" option. The main area displays report details: "Process: FGRODTA", "Number: 182123", "File Name: eastham\_fgrodta\_182123.lis", and "Lines: 545". Below this is a report header with the date "13-JAN-2009 10:32:35", "Macalester College", "PAGE 1", "FISCAL YEAR 09", "Organization Detail Activity", and "FGRODTA". The report content includes "COAS: M Macalester College" and "ORG: 720010 Business Services". A table header is visible with columns: TRANS, TRAM, DOCUMENT, DOCUMENT, ACCOUNT/, BUDGET, TRANSACTION, ENCUMBRANCE, CMT, DATE, TYPE, NUMBER, REF #, DESCRIPTION, FUND, ACTIVITY, ACTIVITY, ACTIVITY, TYP. The first data row is "Operating Budget - Unrestri 100000".





Click on Yes to continue. You may need to hold down the Ctrl button when you click Yes and continue to hold while waiting for the report to appear.

The screenshot shows the Oracle Developer Forms Runtime interface. The main window displays a report titled "Organization Detail Activity" for Macalester College, covering the period from 01-JUN-2008 to 31-DEC-2008. The report includes a table with columns for DATE, TYPE, NUMBER, REF #, and various financial metrics. A dialog box titled "Forms" is overlaid on the report, asking for confirmation to show a file named "eastham\_fgrodta\_182123.lis". A large red arrow points to the "Yes" button in the dialog box.

Process: FGRODTA Organization Detail Activity  
 Number: 182123 File Name: eastham\_fgrodta\_182123.lis Lines: 545

13-JAN-2009 10:32:35 Macalester College PAGE 1  
 FISCAL YEAR 09 Organization Detail Activity FGRODTA  
 From 01-JUN-2008 To 31-DEC-2008

COAS: M Macalester College  
 ORG: 720010 Business Services

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	CTION	ENCUMBRANCE ACTIVITY	CMT TYP
				Operating Budget - Unrestri	100000	
				BEGINNING BALANCE: Office Supplies	700000	.00 .00 .00
06/01/2008	BD01	L0000002		Roll Original Budget FY09	700000	2,100.00 U
06/30/2008	JE16	PC000027		JEFFERS 13-JUN FAISON OFF P	700000	9.71 U

Forms dialog box: You have selected to Show File (eastham\_fgrodta\_182123.lis) in a browser. Do you wish to continue? [Yes] [No]





# Your report will appear in a new screen!!

13-JAN-2009 10:32:35 Macalester College PAGE 2  
 FISCAL YEAR 09 Organization Detail Activity FGRODTA  
 From 01-JUN-2008 To 31-DEC-2008

COAS: M Macalester College  
 ORG: 720010 Business Services

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Operating Budget - Unrestr	100000				
11/30/2008	JE16	PC000032		JEFFERS 04-NOV FAISON OFF P	700000		117.20		U
11/30/2008	JE16	PC000032		JEFFERS 23-OCT FAISON OFF P	700000		.43		U
12/08/2008	CSS1	F0002259	10028	coffee	700000		10.99		U
				JEFFERS 10-DEC FAISON OFF P	700000		41.28		U
				Office Supplies	700000	2,100.00	1,994.05	.00	
BEGINNING BALANCE: Hospitality Supplies					700004	.00	.00	.00	
06/01/2008	BD01	L0000002		Roll Original Budget FY09	700004	350.00			U
09/30/2008	JE16	PC000030		JOHNSON 28-AUG FAISON OFF P	700004		65.88		U
ENDING BALANCE: Hospitality Supplies					700004	350.00	65.88	.00	
BEGINNING BALANCE: Food					700005	.00	.00	.00	
06/01/2008	BD01	L0000002		Roll Original Budget FY09	700005	2,100.00			U
06/12/2008	CSS1	F0001494	5616	office supplies	700005		10.99		U
06/16/2008	INNI	I0034066		Bon Appetit Management Comp	700005		42.91		U
06/26/2008	JE16	J0006728		Error corr Beverage servc 6	700005		-62.33		U
06/26/2008	JE16	J0006728		Error corr Beverage servc 6	700005		-27.02		U

Sub totals by expense type



To print the report click on File in the menu bar and then on print preview.

Macalester College  
 Organization Detail Activity  
 From 01-JUN-2008 To 31-DEC-2008

PAGE 2  
 FGRODTA

DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Operating Budget - Unrestr						
11/30/2008 JE16 PC000032	JEFFERS 04-NOV FAISON OFF P	700000		117.20		U
11/30/2008 JE16 PC000032	JEFFERS 23-OCT FAISON OFF P	700000		.43		U
12/08/2008 CSS1 F0002259 10028	coffee	700000		10.99		U
12/31/2008 JE16 PC000033	JEFFERS 10-DEC FAISON OFF P	700000		41.28		U
ENDING BALANCE:	Office Supplies	700000	2,100.00	1,994.05	.00	
BEGINNING BALANCE: Hospitality Supplies						
06/01/2008 BD01 L0000002	Roll Original Budget FY09	700004	350.00	.00	.00	U
09/30/2008 JE16 PC000030	JOHNSON 28-AUG FAISON OFF P	700004		65.88		U
ENDING BALANCE:	Hospitality Supplies	700004	350.00	65.88	.00	
BEGINNING BALANCE: Food						
06/01/2008 BD01 L0000002	Roll Original Budget FY09	700005	2,100.00	.00	.00	U
06/12/2008 CSS1 F0001494 5616	office supplies	700005		10.99		U
06/16/2008 INNI I0034066	Bon Appetit Management Comp	700005		42.91		U
06/26/2008 JE16 J0006728	Error corr Beverage servc 6	700005		-62.33		U

Previews how this document will print.



Your report will show in print preview mode and should look the way you want the report to print. To change print settings click on the icon next to Print.

Print Preview

Print... Page 1 of 11 75% Help Close

Page 1 of 11

13-JAN-2009 10:32:35  
FISCAL YEAR 09

Macalester College  
Organization Detail Activity  
From 01-JUN-2008 To 31-DEC-2008

PAGE 1  
FGRODTA

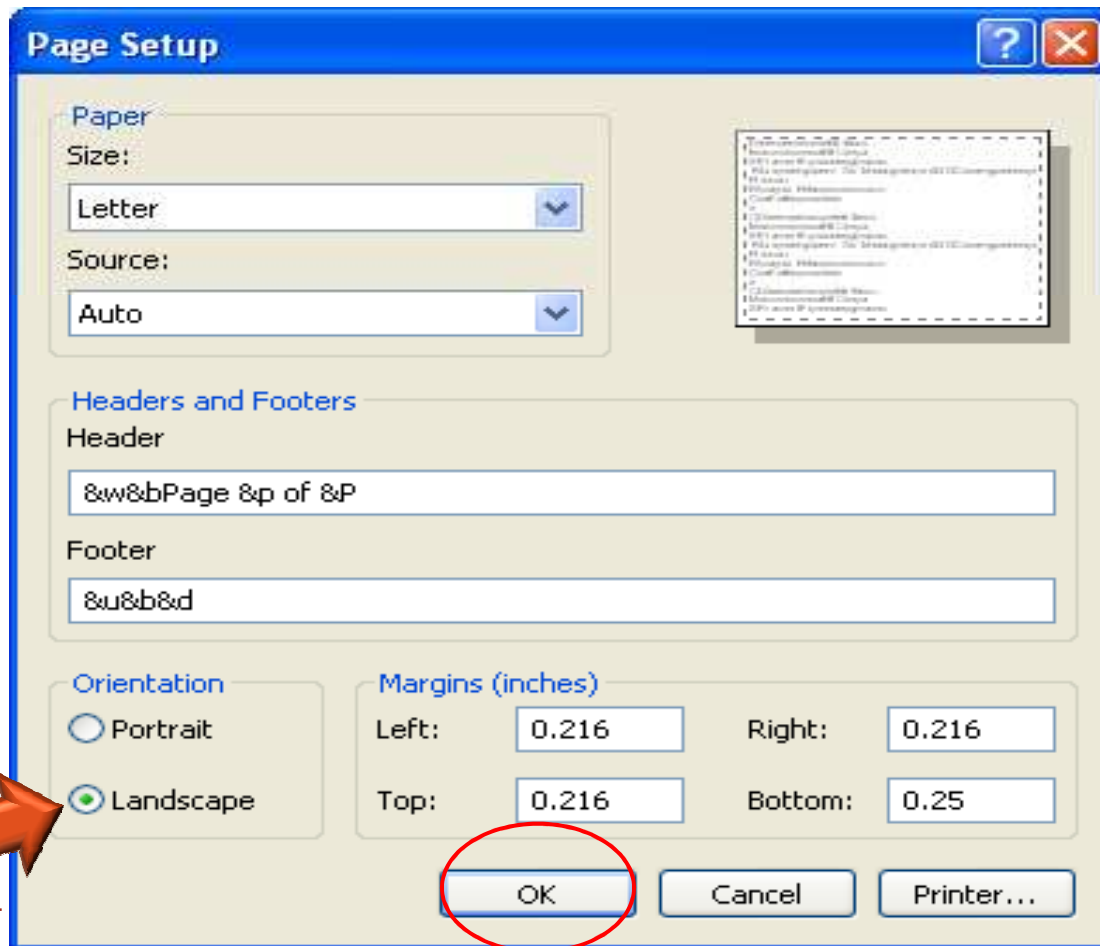
COAS: M Macalester College  
ORG: 720010 Business Services

TRANS DATE	TRANS TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Operating Budget - Unrestr					100000				
BEGINNING BALANCE: Office Supplies					700000	.00	.00	.00	
06/01/2008	ED01	L0000002		Roll Original Budget FY09	700000	2,100.00			U
06/30/2008	JEL6	PC000027		JEFFERS 13-JUN FAIS OM OFF P	700000		9.71		U
06/30/2008	JEL6	PC000027		JEFFERS 11-JUN FAIS OM OFF P	700000		71.56		U
06/30/2008	JEL6	PC000027		JEFFERS 06-JUN FAIS OM OFF P	700000		12.78		U
06/30/2008	JEL6	PC000027		JEFFERS 20-JUN FAIS OM OFF P	700000		60.25		U
07/31/2008	JEL6	PC000028		JEFFERS 02-JUL FAIS OM OFF P	700000		119.97		U
07/31/2008	JEL6	PC000028		JEFFERS 26-JUN FAIS OM OFF P	700000		212.82		U
07/31/2008	JEL6	PC000028		JEFFERS 27-JUN FAIS OM OFF P	700000		117.20		U
07/31/2008	JEL6	PC000028		JEFFERS 25-JUN FAIS OM OFF P	700000		94.22		U
07/31/2008	JEL6	PC000028		JEFFERS 17-JUL FAIS OM OFF P	700000		70.47		U
08/31/2008	JEL6	PC000029		JEFFERS 01-AUG FAIS OM OFF P	700000		122.16		U
08/31/2008	JEL6	PC000029		JEFFERS 01-AUG FAIS OM OFF P	700000		5.19		U
08/31/2008	JEL6	PC000029		JEFFERS 06-AUG FAIS OM OFF P	700000		82.00		U
08/31/2008	JEL6	PC000029		JEFFERS 07-AUG FAIS OM OFF P	700000		52.92		U
08/31/2008	JEL6	PC000029		JEFFERS 07-AUG FAIS OM OFF P	700000		4.12		U
08/31/2008	JEL6	PC000029		JEFFERS 11-AUG FAIS OM OFF P	700000		-19.41		U
08/31/2008	JEL6	PC000029		JEFFERS 14-AUG FAIS OM OFF P	700000		17.52		U
08/31/2008	JEL6	PC000029		JEFFERS 21-AUG FAIS OM OFF P	700000		20.00		U
09/02/2008	C351	F0001892	7824	coffee	700000		11.78		U
09/30/2008	JEL6	PC000030		JEFFERS 29-AUG FAIS OM OFF P	700000		6.65		U





Be sure the orientation is set to Landscape. Click on OK when settings are adjusted.





Then click on Print!

**Print Preview** [Close]

Print... [Print] [Page 1 of 11] [75%] [Help] [Close]

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13-JAN-2009 10:32:35  
FISCAL YEAR 09

Macalester College  
Organisation Detail Activity  
From 01-JUN-2008 To 31-DEC-2008

PAGE 1  
FGRODTA

COBS: M                    Macalester College  
ORG: 720010                Business Services

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
Operating Budget - Unrestr					100000				
BEGINNING BALANCE: Office Supplies					700000	.00	.00	.00	
06/01/2008	BD01	L0000002		Roll Original Budget FY09	700000	2,100.00			U
06/30/2008	JEL6	PC000027		JEFFERS 13-JUN FAISON OFF P	700000		9.71		U
06/30/2008	JEL6	PC000027		JEFFERS 11-JUN FAISON OFF P	700000		71.56		U
06/30/2008	JEL6	PC000027		JEFFERS 06-JUN FAISON OFF P	700000		13.78		U
06/30/2008	JEL6	PC000027		JEFFERS 20-JUN FAISON OFF P	700000		60.25		U
07/31/2008	JEL6	PC000028		JEFFERS 02-JUL FAISON OFF P	700000		119.97		U
07/31/2008	JEL6	PC000028		JEFFERS 26-JUN FAISON OFF P	700000		213.83		U
07/31/2008	JEL6	PC000028		JEFFERS 27-JUN FAISON OFF P	700000		117.20		U
07/31/2008	JEL6	PC000028		JEFFERS 25-JUN FAISON OFF P	700000		94.33		U
07/31/2008	JEL6	PC000028		JEFFERS 17-JUL FAISON OFF P	700000		70.47		U
08/31/2008	JEL6	PC000029		JEFFERS 01-AUG FAISON OFF P	700000		123.16		U
08/31/2008	JEL6	PC000029		JEFFERS 01-AUG FAISON OFF P	700000		5.19		U
08/31/2008	JEL6	PC000029		JEFFERS 06-AUG FAISON OFF P	700000		83.00		U
08/31/2008	JEL6	PC000029		JEFFERS 07-AUG FAISON OFF P	700000		53.93		U
08/31/2008	JEL6	PC000029		JEFFERS 07-AUG FAISON OFF P	700000		4.13		U
08/31/2008	JEL6	PC000029		JEFFERS 11-AUG FAISON OFF P	700000		-19.41		U
08/31/2008	JEL6	PC000029		JEFFERS 14-AUG FAISON OFF P	700000		17.52		U
08/31/2008	JEL6	PC000029		JEFFERS 21-AUG FAISON OFF P	700000		20.00		U
09/02/2008	CS31	F0001893	7824	coffee	700000		11.78		U
09/30/2008	JEL6	PC000030		JEFFERS 29-AUG FAISON OFF P	700000		6.65		U





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## FGRBDSC – Budget Summary Report

- ▶ Follow the instructions the same as FGRODTA. The screen format, running the report, and printing all work the same.
- ▶ Different reports have different parameter values.
- ▶ Specific parameters can be saved, see page 25.





## Format Parameter Values for FGRBDSC as follows:

Process Submission Controls GJAPCTL 7.4 (PROD)

Process: FGRBDSC Budget Status (Current Period) Parameter Set:

---

**Printer Control**

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

---

**Parameter Values**

Number	Parameter	Value
01	Fiscal Year	09
02	Chart of Accounts	M
03	From Fund Code	100000
04	To Fund Code	100000
05	From Organization Code	720010
06	To Organization Code	720010
07	From Account Code	700000
08	To Account Code	800005

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter "To" Account Code.

Enter 09 for fiscal year 0809

Chart is always M

Your Fund

Your Org Code

For expense use Accounts 700000 - 800005



Use the scroll bar to view and fill in all Values. Up and down arrows can be used to move between Values.

Parameter Values		
Number	Parameters	Values
06	To Organization Code	720010
07	From Account Code	700000
08	To Account Code	800005
09	As of Date (DD-MON-YYYY)	31-DEC-2008
10	Include Accrual Period	N
11	Print Report Totals	Y
12	Print Net Totals	Y
13	Commitment Type Indicator	

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single  
Enter "To" Account Code.

Scroll

Report will pull from beginning of year to this date





# FGRBDSC Results

REPORT FGRBDSC		Macalester College			RUN DATE: 01/13/2009		
FISCAL YEAR: 09		Budget Status (Current Period)			TIME: 02:21 PM		
		AS OF 31-DEC-2008			PAGE: 1		
COAS:	M	Macalester College					
FUND:	100000	Operating Budget - Unrestricted					
PRED ORG:	72000	Business Services					
ORG:	720010	Business Services					
ACCOUNT	ACCOUNT TITLE	ADJUSTED BUDGET	CURRENT PERIOD ACTIVITY	YEAR TO DATE ACTIVITY	BUDGET RESERVATIONS	AVAILABLE BALANCE	CMT TYP
700000	Office Supplies	2,100.00	52.27	1,994.05	.00	105.95	U
700004	Hospitality Supplies	350.00	.00	65.88	.00	284.12	U
700005	Food	2,100.00	.00	407.95	.00	1,692.05	U
700501	Books	100.00	.00	.00	.00	100.00	U
700600	Equipment < \$10,000	2,500.00	.00	.00	.00	2,500.00	U
700601	Equipment Rental	4,500.00	.00	.00	.00	4,500.00	U
700602	Equipment Maintenance & Repair	500.00	.00	156.00	.00	344.00	U
700603	Furniture	1,500.00	.00	.00	.00	1,500.00	U



To save a specific set of parameters. Before running the report (save icon or F10) Check the box ‘Save Parameter Set as’ and Fill in a Name and Description.

Number	Parameters	Values
01	Fiscal Year	09
02	Chart of Accounts	M
03	From Fund Code	100000
04	To Fund Code	100000
05	From Organization Code	720010
06	To Organization Code	720010
07	From Account Code	700000
08	To Account Code	800005

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single  
 Enter "U" for Uncommitted; "C" for Committed; Blank for all commitment types.

---

**Submission**

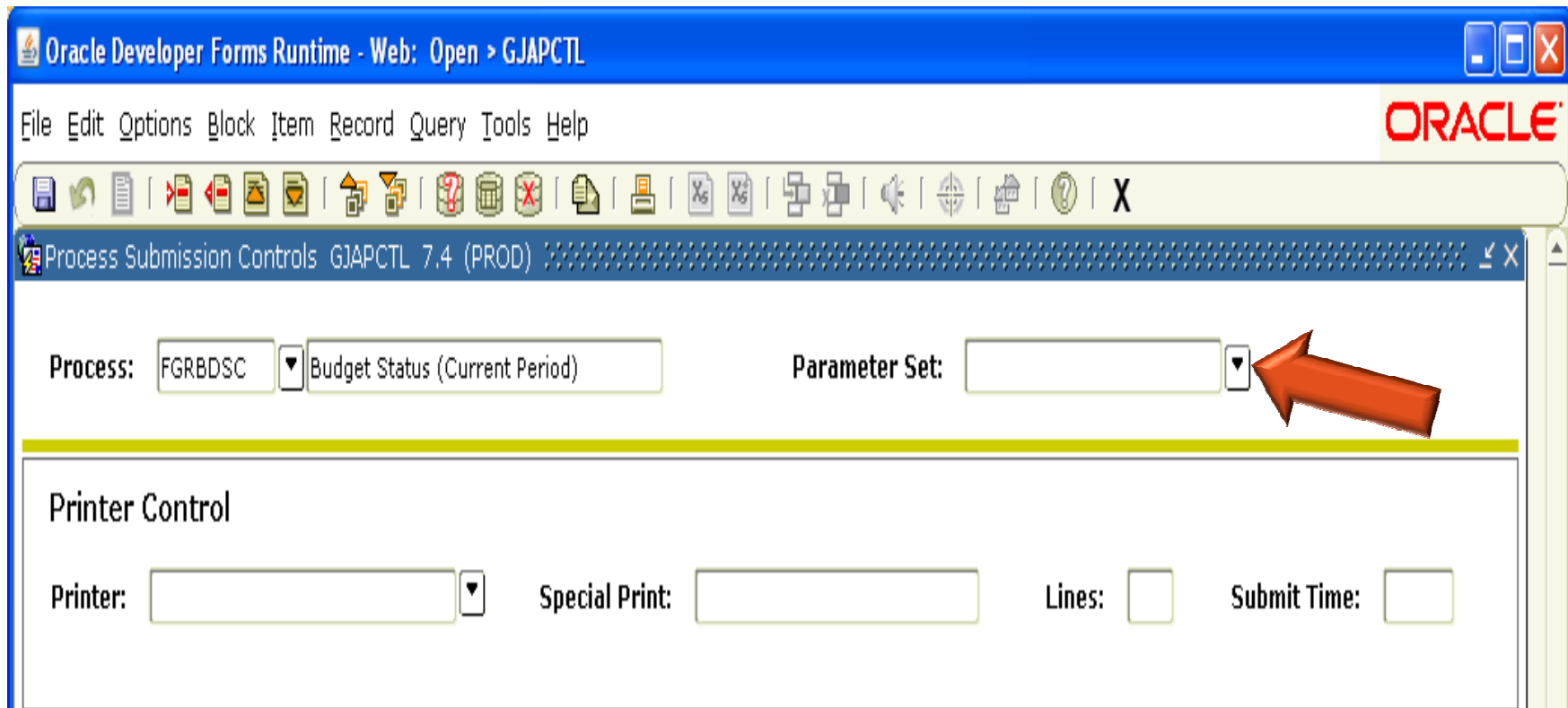
Save Parameter Set as    Name:     Description:      Hold     Submit

Parameter Set Description; long description associated with the Parameter Set Name.

Record: 1/1    ...    <OSC>



When you next run your report, click on the down arrow next to Parameter Set:





Double click on the Parameter Set you want.

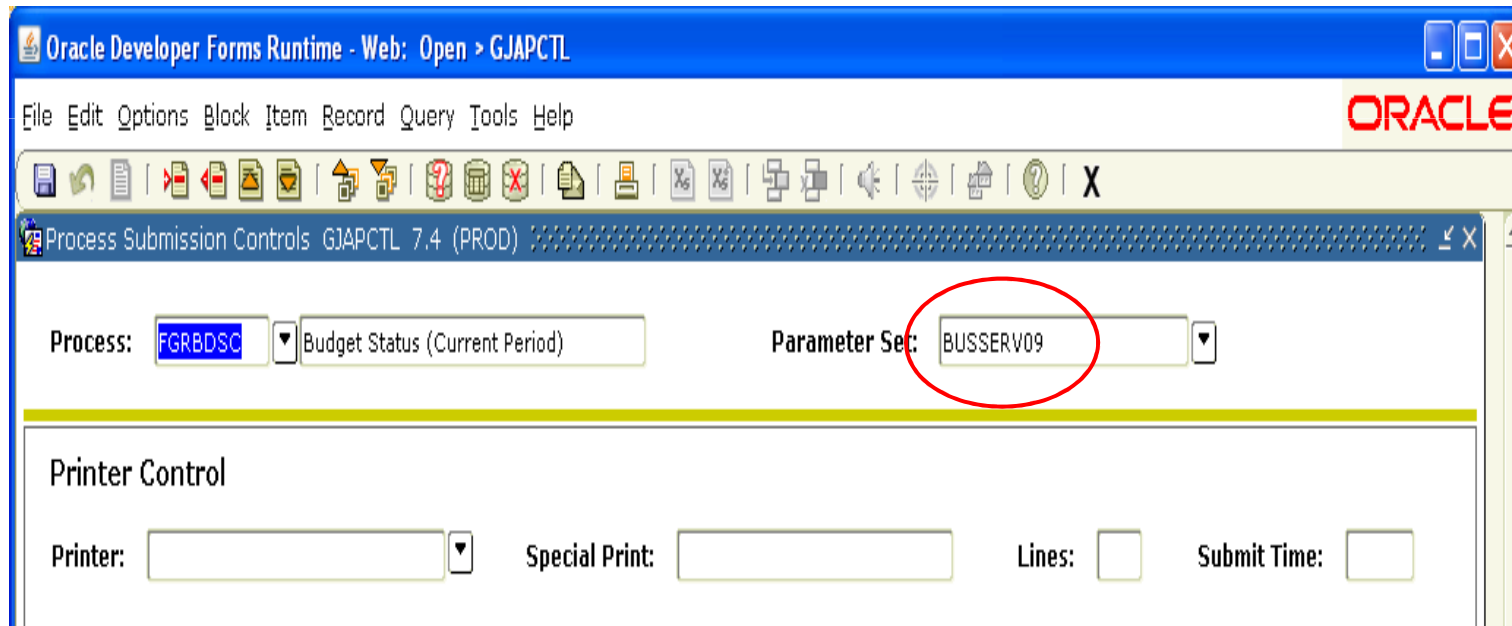
The screenshot shows the Oracle Developer Forms Runtime interface. The title bar reads "Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJRJPRM". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations and navigation. The main window displays a table titled "Job Parameter Set Rules GJRJPRM 7.0 (PROD)". The table has four columns: "Process", "Parameter Set", "Description", and "Activity Date". The row with "FGRBDSC" as the process and "BUSSERV09" as the parameter set is highlighted in green, and a red arrow points to it from the right.

Process	Parameter Set	Description	Activity Date
FGRBDSC	ADVANCE	advancement	30-OCT-2007
FGRBDSC	AGENCIES	All Agency Funds	05-AUG-2008
FGRBDSC	BUSSERV09	Business Services 0809	13-JAN-2009
FGRBDSC	HWNP	Highwinds Neighborhood Project	02-APR-2008
FGRBDSC	SPECIFIC	Specific Fund	14-FEB-2008





The parameter set selected will show in Parameter set. When you 'Next Block' the values will populate.





You are now ready to 'Next Block' and run the report!

Process Submission Controls GJAPCTL 7.4 (PROD)

Process: FGRBDSC Budget Status (Current Period) Parameter Set: BUSSERV09

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**Printer Control**

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

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**Parameter Values**

Number	Parameters	Values
01	Fiscal Year	09
02	Chart of Accounts	M
03	From Fund Code	100000
04	To Fund Code	100000
05	From Organization Code	720010
06	To Organization Code	720010
07	From Account Code	700000
08	To Account Code	800005

LENGTH: 2 TYPE: Character O/R: Required M/S: Single  
 Enter the Fiscal Year for reporting.



Thank you and good luck!

