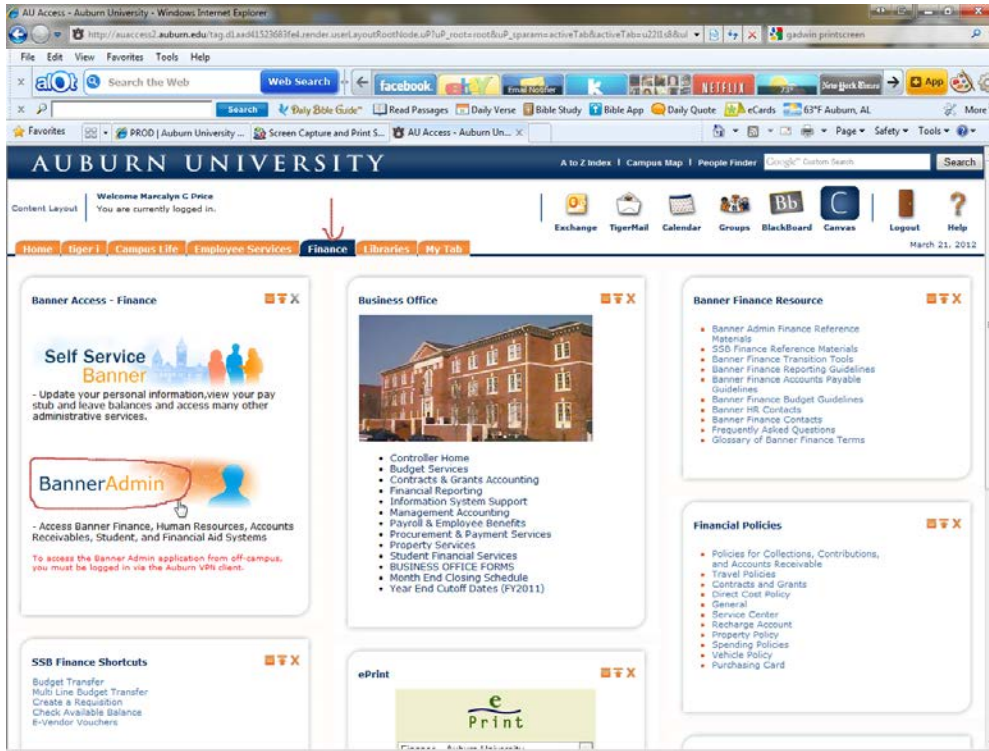
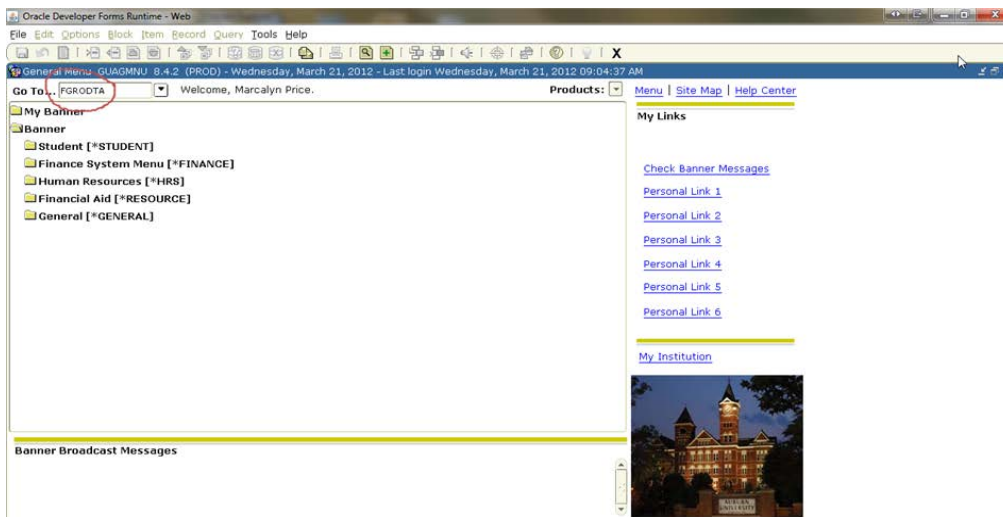


HOW TO RUN EXPENSE REPORTS IN BannerAdmin

- Log into AU Access (using your OIT Username and password)
- Click on Finance tab
- Double-click on BannerAdmin



- Go To . . . FGRODTA – then hit ENTER



- Click on next block (icon circled below)

Oracle Developer Forms Runtime - Web: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 6.3.0.2 (PROD)

Process: FGR00TA 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: Hold Submit

- Type in your Values:
 - For AUF accounts type F
 - For AU accounts type A
 - Change the organizational code and the fund code to match your Fund/Org #'s

Oracle Developer Forms Runtime - Web: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL 6.3.0.2 (PROD)

Process: FGR00TA Organization Detail Activity Parameter Set:

Printer Control

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

Parameter Values

Number	Parameters	Values
01	Fiscal Year	12
02	Chart of Accounts	F
03	From Organization Code	104171
04	To Organization Code	104171
05	From Fund Code	100001
06	To Fund Code	100001
07	From Account Code	
08	To Account Code	

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

Submission

Save Parameter Set as Name: Description: Hold Submit

- Change the From Date and To Date to be the time you need the query run (can run this query monthly or from FY begin to date).

Oracle Developer Forms Runtime - Web: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL: 6.3.0.2 (PROD)

Process: FGRDDTA Organization Detail Activity Parameter Set:

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

Parameter Values

Number	Parameters	Values
06	To Fund Code	100001
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-FEB-2012
10	To date (DD-MON-YYYY)	29-FEB-2012
11	Include Accrual for Last Prd	N
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.

Submission
 Save Parameter Set as Name: Description: Hold Submit

- Click on Next Block
- Click on Save

Oracle Developer Forms Runtime - Web: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL: 6.3.0.2 (PROD)

Process: FGRDDTA Organization Detail Activity Parameter Set:

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

Parameter Values

Number	Parameters	Values
06	To Fund Code	100001
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-FEB-2012
10	To date (DD-MON-YYYY)	29-FEB-2012
11	Include Accrual for Last Prd	N
12	Print Organization Totals	Y
13	Commitment Type	U

Submission
 Save Parameter Set as Name: Description: Hold Submit

Oracle Developer Forms Runtime - Web: Open > GIAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls: GIAPCTL: 6.3.0.2 (PROD)

Process: FGRDDTA Organization Detail Activity Parameter Set:

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

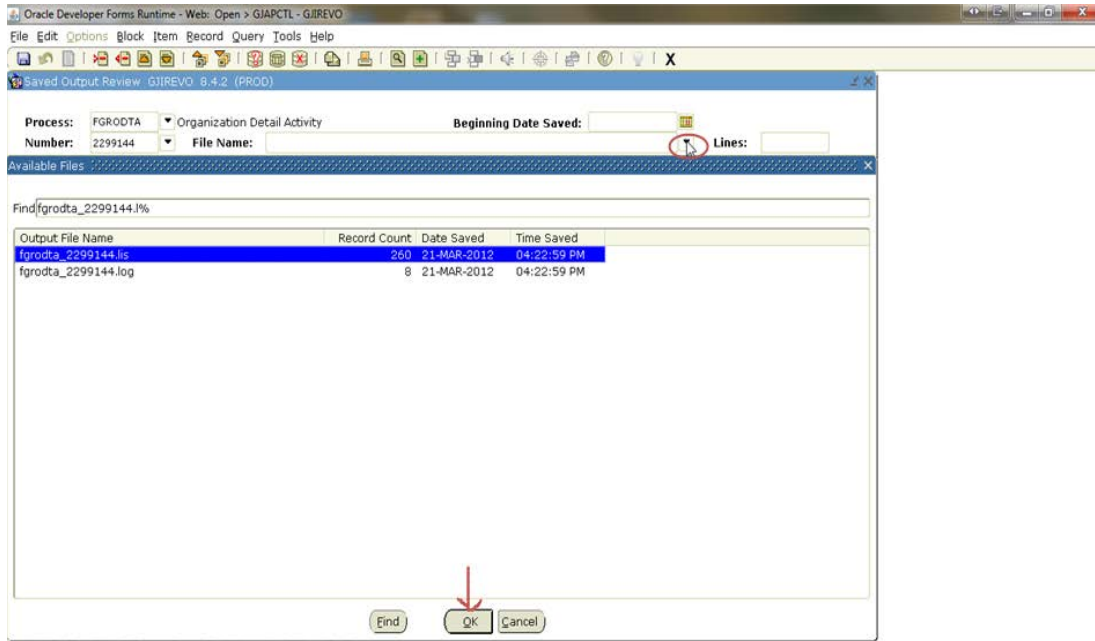
Parameter Values

Number	Parameters	Values
06	To Fund Code	100001
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	01-FEB-2012
10	To date (DD-MON-YYYY)	29-FEB-2012
11	Include Accrual for Last Prd	N
12	Print Organization Totals	Y
13	Commitment Type	U

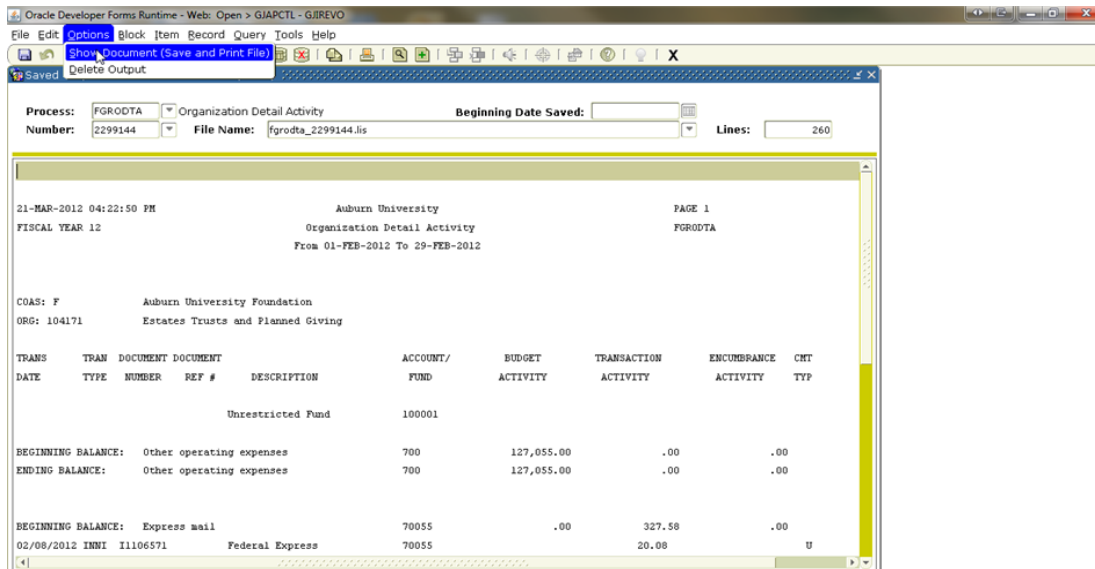
Submission
 Save Parameter Set as Name: Description: Hold Submit

See Entered Parameters; CHECK to save

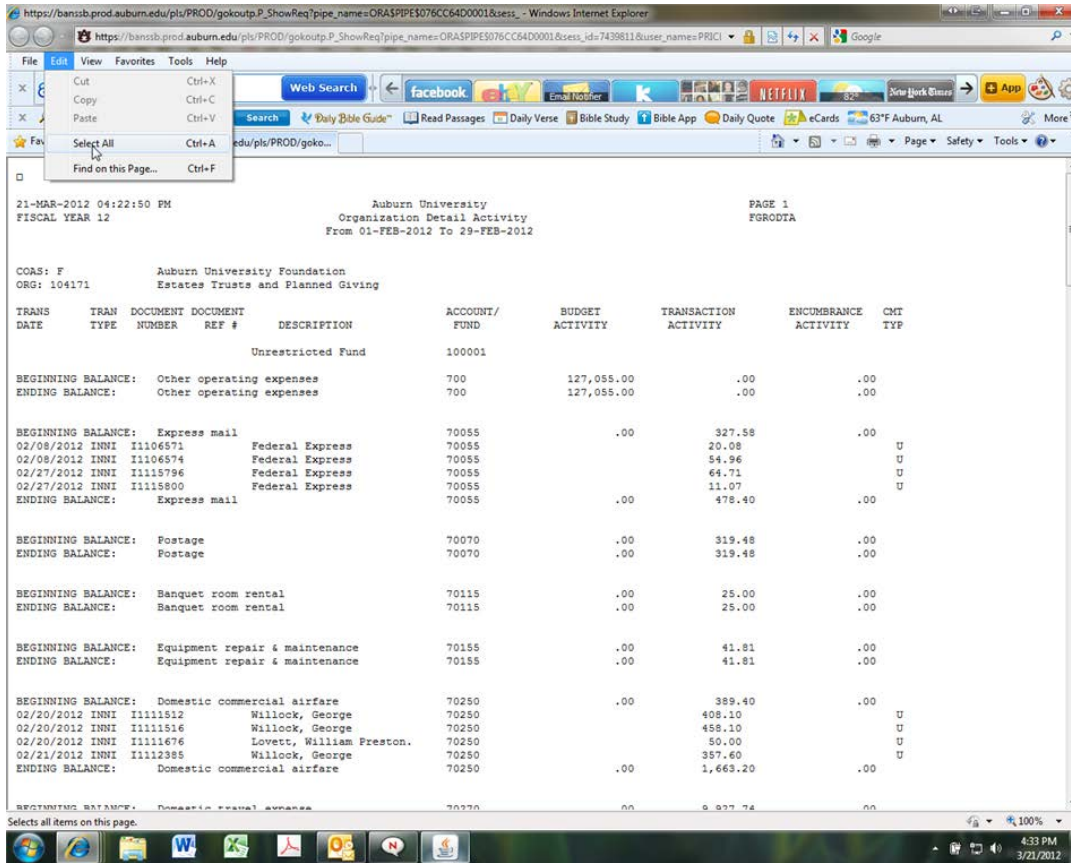
- Once you click on the save disk, the contents of window above will disappear. To show output, click on Options < Review Output. Click on arrow circled below, then click OK. Make sure your output is highlighted in blue on the first line.



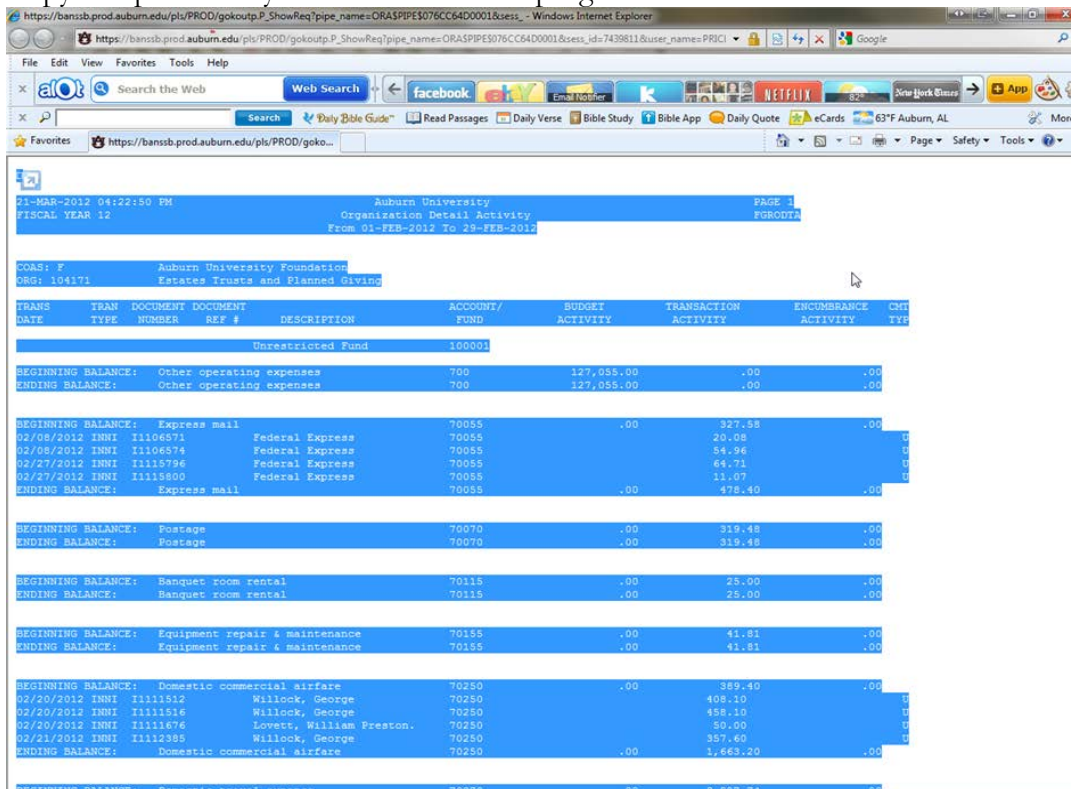
- Once you click OK, the following screen will appear. To view the data in your browser, click Options < Show Document (Save and Print File).



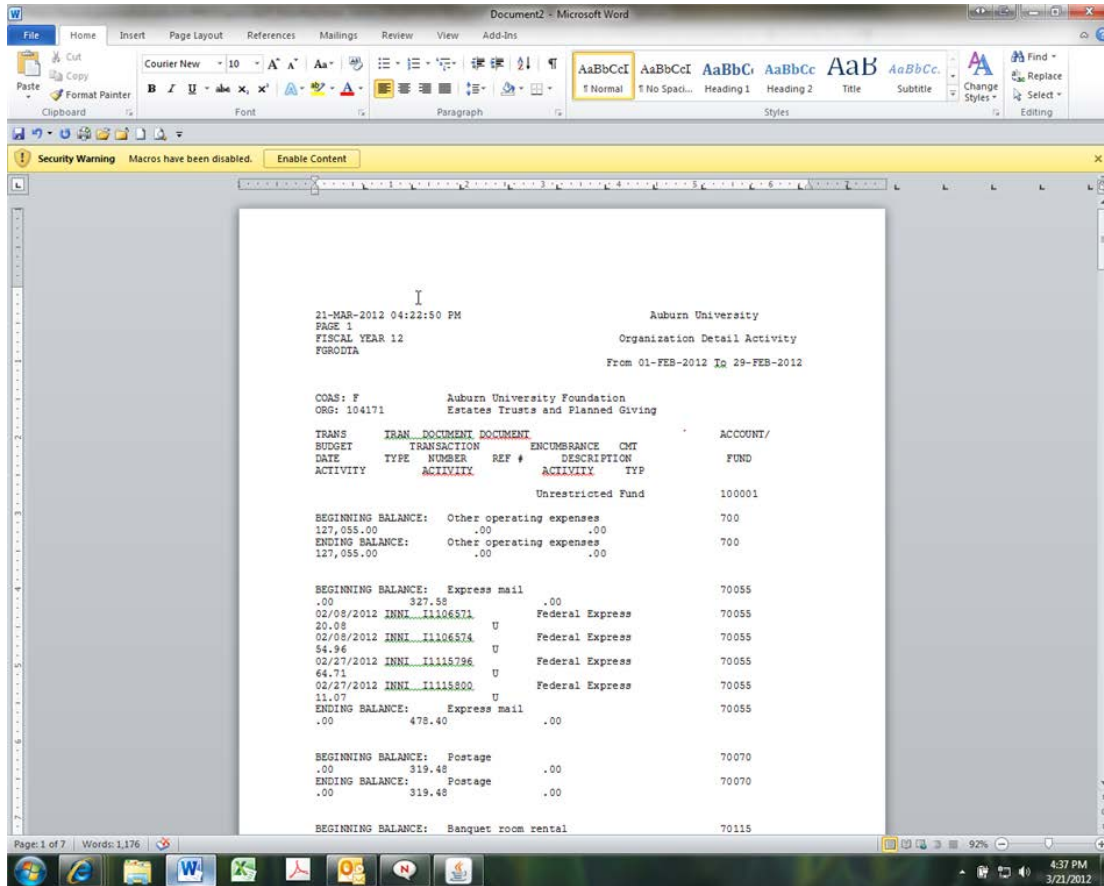
- This is how your data looks in your browser. You may print from your browser, but the formatting is off a little. To print this data in a better format, you must Select ALL.



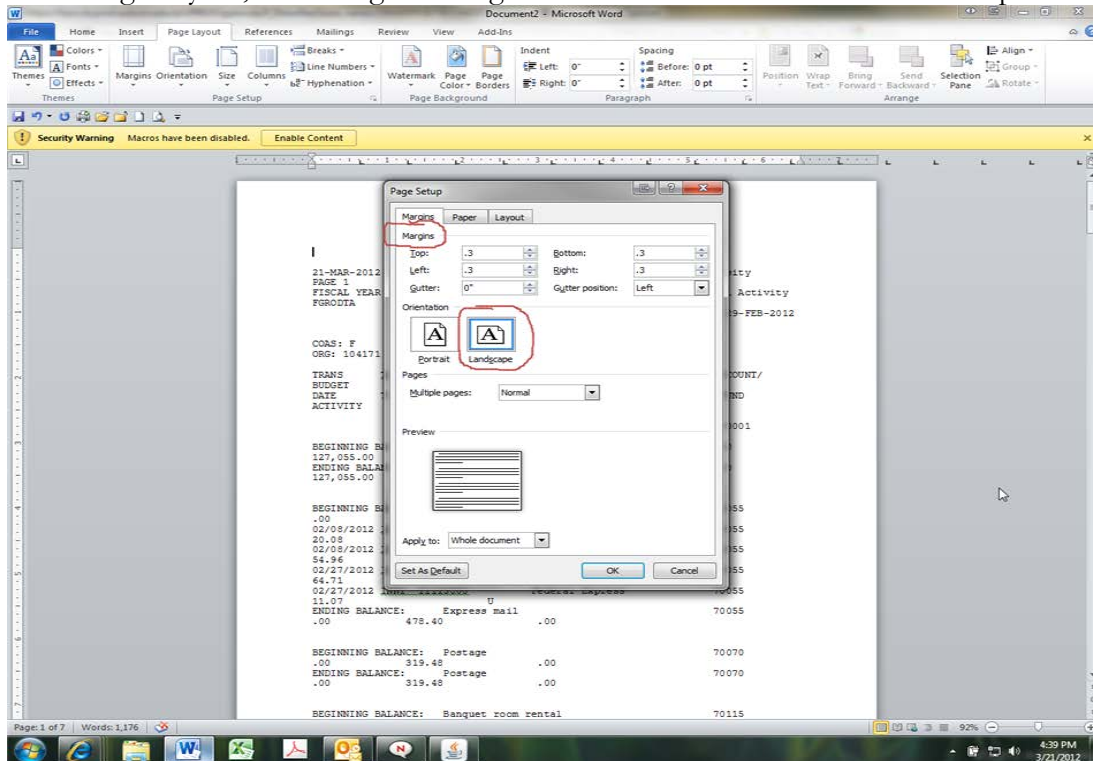
- Copy and paste into your Microsoft Word program.



- Once you have copied and pasted the data, it will look like the following:



- Go to Page Layout, and change all margins to .3 and the Orientation to Landscape.



- Select ALL (hit Ctrl/A), change Font to “Courier New” and font size to 9 pts.

Document2 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins

Security Warning: Macros have been disabled. Enable Content

21-MAR-2012 04:22:50 PM Auburn University PAGE 1
 FISCAL YEAR 12 Organization Detail Activity PERIOD A
 From 01-FEB-2012 To 28-FEB-2012

COAS: Y Auburn University Foundation
 ORG: 104171 Estates Trusts and Planned Giving

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CHG TYP
Unrestricted Fund					100001				
BEGINNING BALANCE: Other operating expenses					700	127,058.00		.00	.00
ENDING BALANCE: Other operating expenses					700	127,058.00		.00	.00
BEGINNING BALANCE: Express mail					70055	.00	327.58	.00	.00
02/09/2012	INNI	11106571		Federal Express	70055		20.08		U
02/08/2012	INNI	11106574		Federal Express	70055		54.96		U
02/27/2012	INNI	11115784		Federal Express	70055		64.71		U
02/27/2012	INNI	11115800		Federal Express	70055		11.07		U
ENDING BALANCE: Express mail					70055	.00	478.40	.00	.00
BEGINNING BALANCE: Postage					70070	.00	319.48	.00	.00
ENDING BALANCE: Postage					70070	.00	319.48	.00	.00
BEGINNING BALANCE: Banquet room rental					70115	.00	28.00	.00	.00
ENDING BALANCE: Banquet room rental					70115	.00	28.00	.00	.00
BEGINNING BALANCE: Equipment repair & maintenance					70155	.00	41.81	.00	.00
ENDING BALANCE: Equipment repair & maintenance					70155	.00	41.81	.00	.00
BEGINNING BALANCE: Domestic commercial airfare					70250	.00	389.40	.00	.00
02/20/2012	INNI	1111512		Willcock, George	70250		409.10		U
02/20/2012	INNI	1111516		Willcock, George	70250		459.10		U
02/20/2012	INNI	1111574		Lovett, William Preston.	70250		50.00		U
02/21/2012	INNI	1112383		Willcock, George	70250		387.60		U
ENDING BALANCE: Domestic commercial airfare					70250	.00	1,669.20	.00	.00
BEGINNING BALANCE: Domestic travel expense					70270	.00	5,327.74	.00	.00
02/01/2012	INNI	11102483		Willcock, George	70270		469.06		U
02/09/2012	INNI	11101472		Webb, Gary Lee.	70270		224.22		U
02/20/2012	INNI	1111513		Willcock, George	70270		289.55		U
02/20/2012	INNI	1111515		Willcock, George	70270		1,133.82		U
02/20/2012	INNI	1111574		Lovett, William Preston.	70270		684.19		U
02/21/2012	INNI	1112348		Webb, Gary Lee.	70270		890.62		U
02/22/2012	INNI	11113031		Webb, Gary Lee.	70270		445.18		U

Page: 1 of 5 Words: 1,176/1,176

4:41 PM 3/21/2012

- Now you can print your expense report.