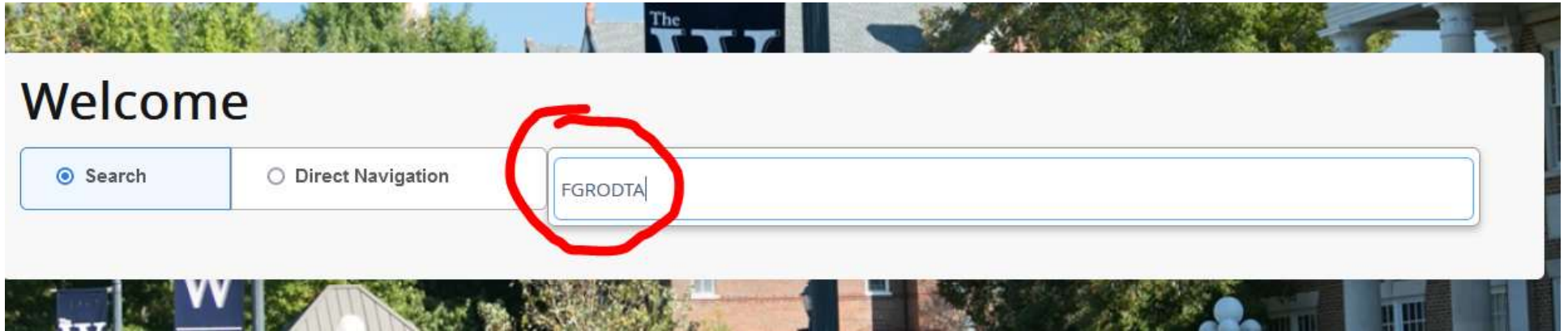
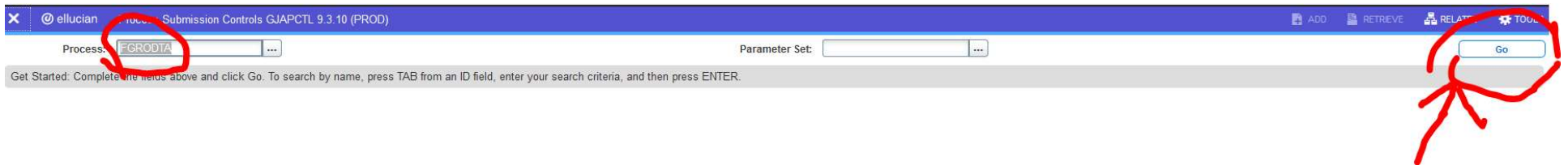


Here's how to create an Organization Detail Activity Report in Banner.

Start at Welcome, and type in **FGRODTA**:



Select that screen option and you should open the Process Page:



Double check the Process, if all is well, click **GO**.

This should open the Process Submission Controls page. Please fill the designated fields circled in RED.

The first field is **Printer:** Database

Process: FGRODTA Organization Detail Activity Parameter Set:

PRINTER CONTROL

Printer DATABASE ...

Special Print

Lines 55

PARAMETER VALUES

Next, you want to advance to the second half of the form. To do that, go to the bottom left of the screen and click the down arrow for “Next Section”.



This will allow you to fill out the second portion as illustrated below.

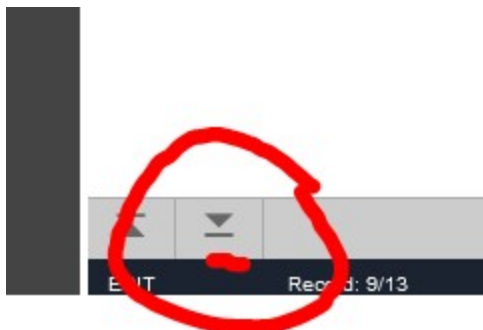
PARAMETER VALUES		
Number *	Parameters	Values
01	Fiscal Year	22
02	Chart of Accounts	U
03	From Organization Code	609000
04	To Organization Code	609000
05	From Fund Code	10
06	To Fund Code	10
07	From Account Code	
08	To Account Code	
09	From date	07/01/2021
10	To date	09/01/2021

1 of 2 | 10 Per Page
 LENGTH: 11 TYPE: Date O/R: Optional M/S: Single

If you have multiple organization, fund, or account codes, please provide based on the desired output.

Also, if you are looking for a specific date range of activity, then adjust the dates accordingly. They must fall within the dates of the designated Fiscal Year.

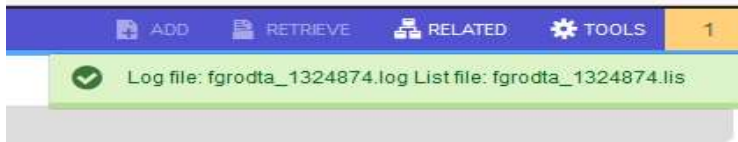
Once you have properly entered your selections, go to the bottom left of the screen again, and click the down arrow for “**Next Section**”.



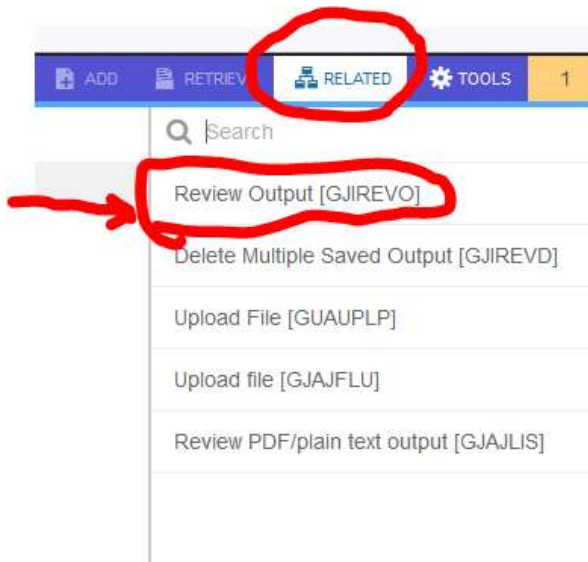
You are now ready to run the Org Detail Activity report. At the bottom left of the page, click **“Save”**.



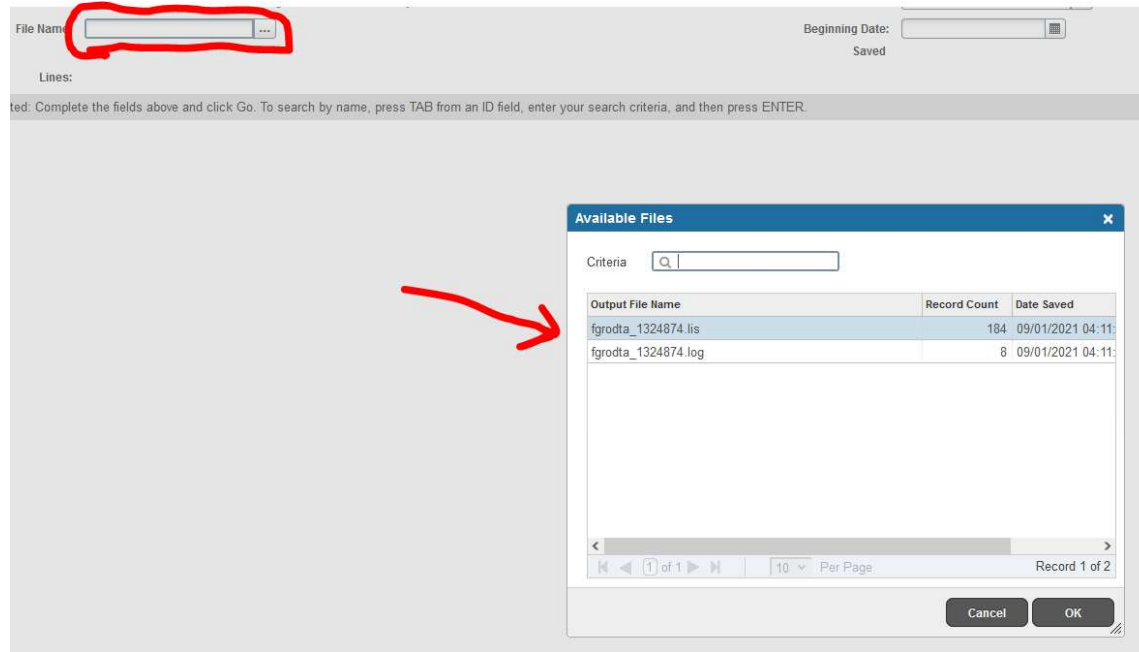
You will should now have a new notification at the top right of the page that looks like this:



Click on **“Related”** in the Blue Menu Bar, and then select **“Review Output [GJIREVO]”**:



On the output page, simply put your mouse pointer in the “File Name” field, and double-click. The “Available File: window should open up.



From here, double-click the filename the ENDS with “.lis” and your report output should appear.

Process: FGRODTA Organization Detail Activity Number: 1324874 File Name: fgrodt_1324874.lis Beginning Date Saved:

SAVED OUTPUT REVIEW

01-SEP-2021 04:11:07 PM Mississippi Univ. for Women
 FISCAL YEAR 22 Organization Detail Activity
 From 01-JUL-2021 To 01-SEP-2021

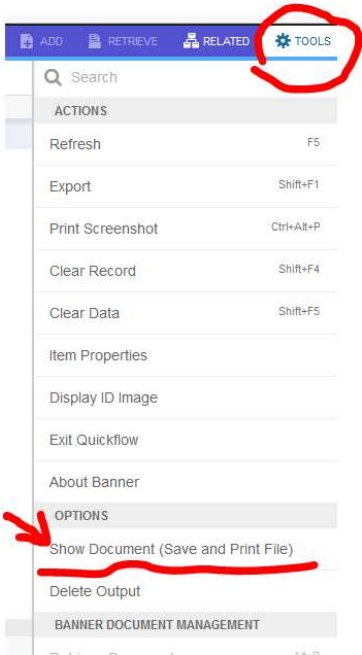
COAS: U Mississippi University for Women
 ORG: 609000 Information Systems

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REF #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRAI AC
				General Fund	10		
BEGINNING:				Director, Administration Dept.	1170		
07/30/2021	HGNL	F0027578		HR Payroll 2021 MO 7 0	1170		
08/31/2021	HGNL	F0027695		HR Payroll 2021 MO 8 0	1170		
ENDING:				Director, Administration Dept.	1170		

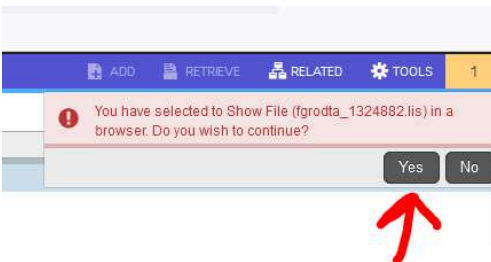
1 of 10 Per Page

You can extend the report by changing the “lines per page” from 20 to something greater, OR you can export/print the file in PDF format.

At the top of the screen, click on “Tools” and then click “Show Document (Save and Print File)”:



You will be asked if you want to continue in the top right corner.... Just say, “Yes” 😊



At this point you can print or save using your browser functionality.

Here we are yet again, **THE END**, my friend.