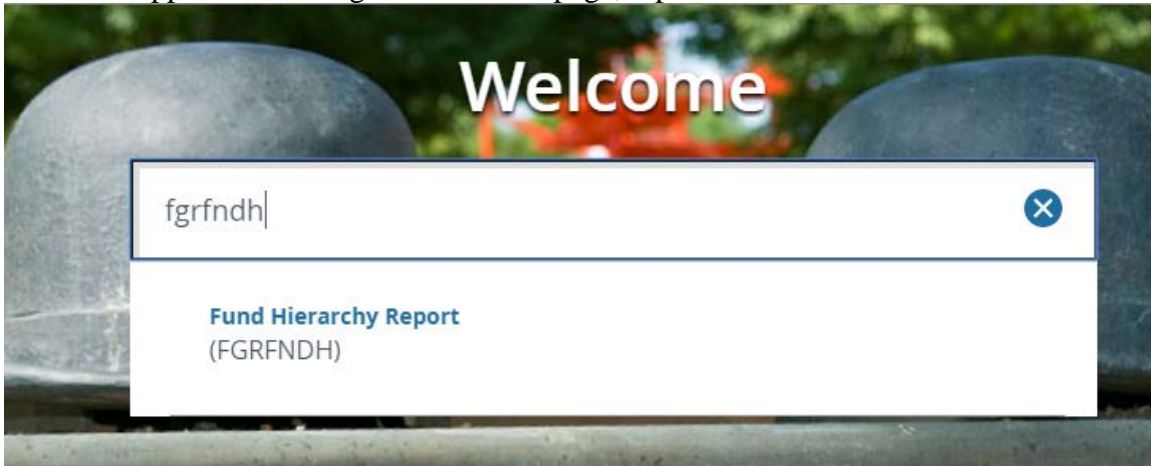


Banner 9 Job Submission

From the Application Navigator Welcome page, input the Job Name & click Enter.



The GJAPCTL form then appears with the Process in the upper left corner.

- Navigate to the next section (via Alt+PageDown or the Go button or the button in the lower left) to access the Printer Control and input any changes needed.
- Navigate to the next section to access Parameter Values and input any changes needed. **Note:** Page navigation arrows may be needed to access all parameters
- Navigate to the next section to access Submission and save your parameters with or without a name, etc.
- Run your Banner Process (via F10 or the Save button in the lower right).

Process Submission Controls GJAPCTL 9.3.3 (TEST3)

Process: **FGRFNDH** Fund Hierarchy Report Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE Lines: 45
 Special Print: Submit Time:

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Chart of Accounts	W
02	As of Date (DD-MON-YYYY)	09/08/2017
03	Fund Type Code	

1 of 1 | 10 Per Page | Record 2 of 3

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

SAVE

After running the Process, a Notification appears with the job number and files.

Process Submission Controls GJAPCTL 9.3.3 (TEST3) 1

Process: **FGRFNDH** Parameter Set:

✓ Log file: fgrfndh_14657150.log List file: fgrfndh_14657150.xls

To access the output for the Process

- Close the Notification (via clicking the 1 in the upper right or hitting the tab key).
- Access the Related form (via clicking the Related icon in the upper right or Alt+Shift+R).
 - Select Review Output [GJIREVO] (via clicking on it in the Related drop-down menu or using down+arrow to highlight the drop-down menu item & then hitting Enter).

Process Submission Controls GJAPCTL 9.3.3 (TEST3)

Process: **FGRFNDH** Parameter Set: Search

Fund Hierarchy Report

Get Started: Fill out the fields above and press Go.

Review Output [GJIREVO]
 Delete Multiple Saved Output [GJIREVD]
 Upload File [GUAUPLP]

The GJIREVO form displays the Process and Number as in the earlier Notification. To view the output, select the File Name (via F9 or clicking the ... drop-down menu. Output records are typically in the .lis file).

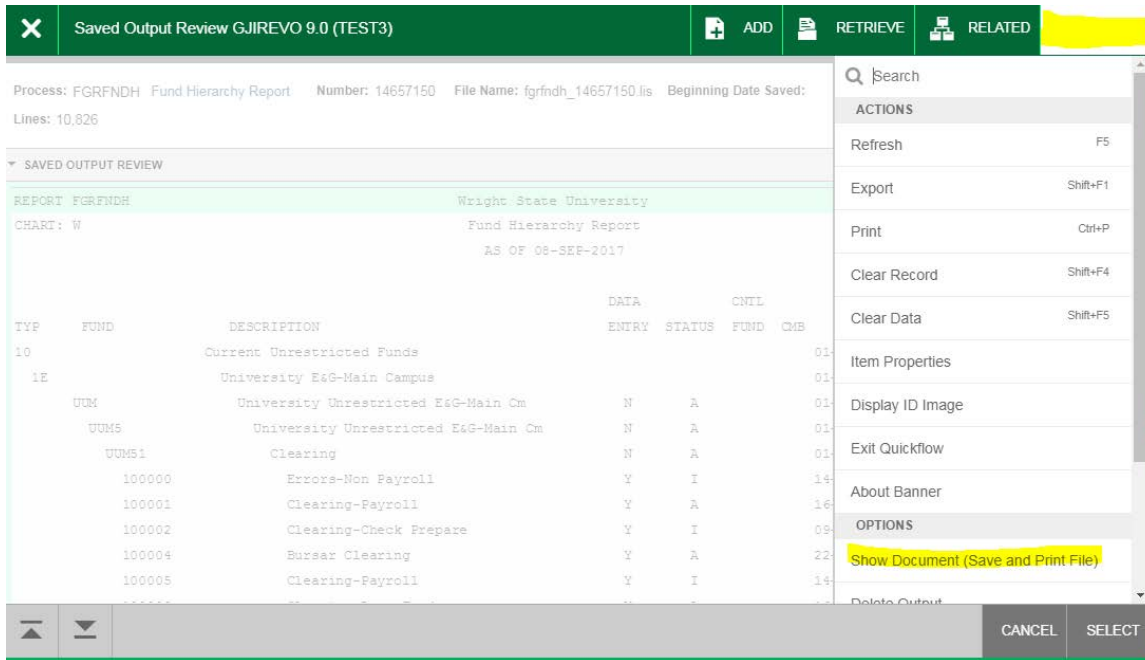
The screenshot shows the 'Available Files' dialog box in the GJIREVO 9.0 (TEST3) application. The dialog has a search criteria field and a table of available files. The table has four columns: Output File Name, Record Count, Date Saved, and Time. Two files are listed:

Output File Name	Record Count	Date Saved	Time
fgfrndh_14657150.lis	10826	09/08/2017	09:04:
fgfrndh_14657150.log	8	09/08/2017	09:04:

At the bottom of the dialog, there are 'Cancel' and 'OK' buttons. The 'OK' button is highlighted in yellow. The background shows the main form with fields for Process (FGRFNDH), Number (14657150), File Name (highlighted in yellow), and Beginning Date. A 'Go' button is visible in the top right corner of the main form.

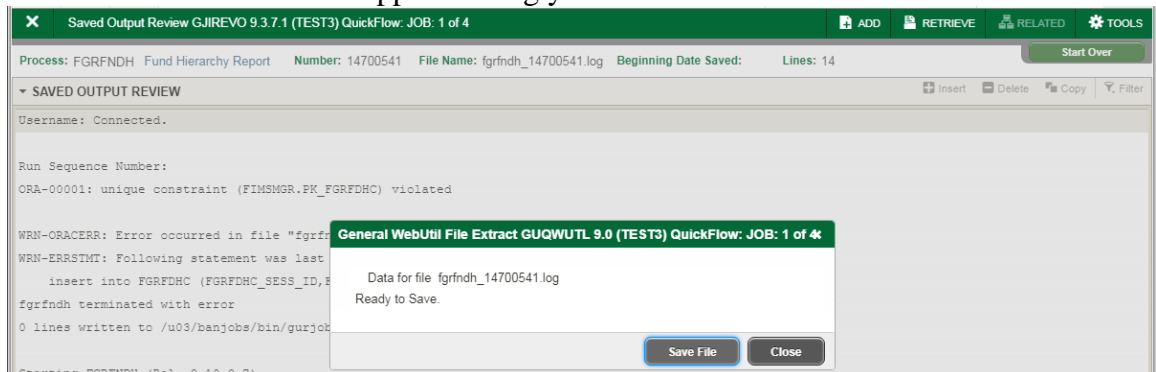
After selecting the File Name, click the OK button or hit Enter. This will display output in the Saved Output Review section of the form.

- To view the Process output in a separate browser window, access the Tools menu (via clicking on the Tools button at the upper right or Alt+Shift+T).
- Within the drop-down Tools menu, select the Show Document (Save and Print File) row (via clicking on it, or using down+arrow & then clicking Enter).

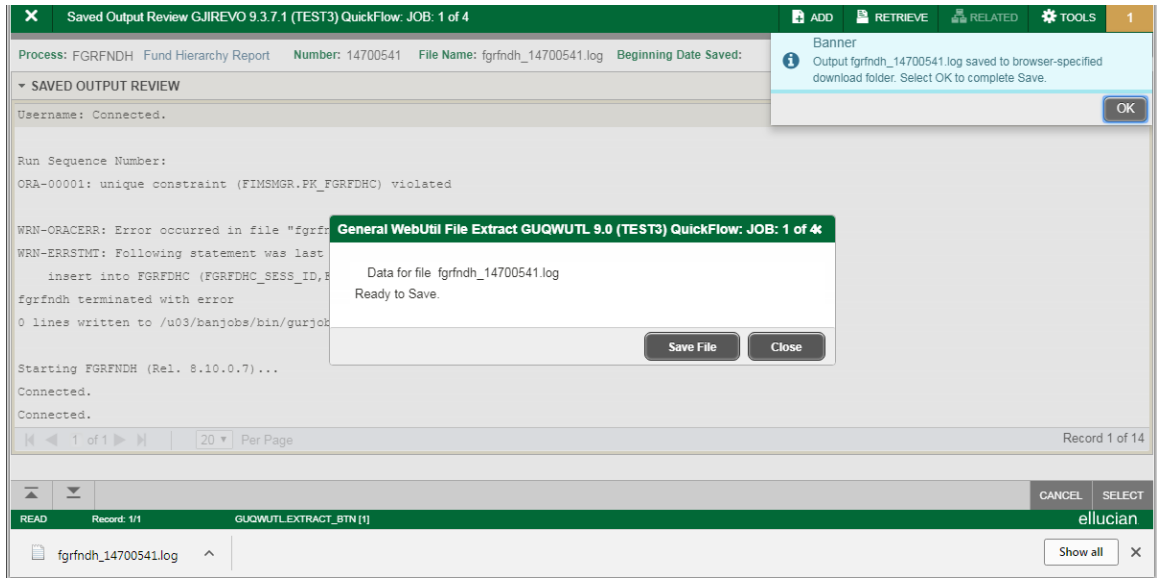


If your Data Extract format setting in GUAUPRF Directory Options is set to **WEBUTIL**:

- A notification window will appear asking you to Save File



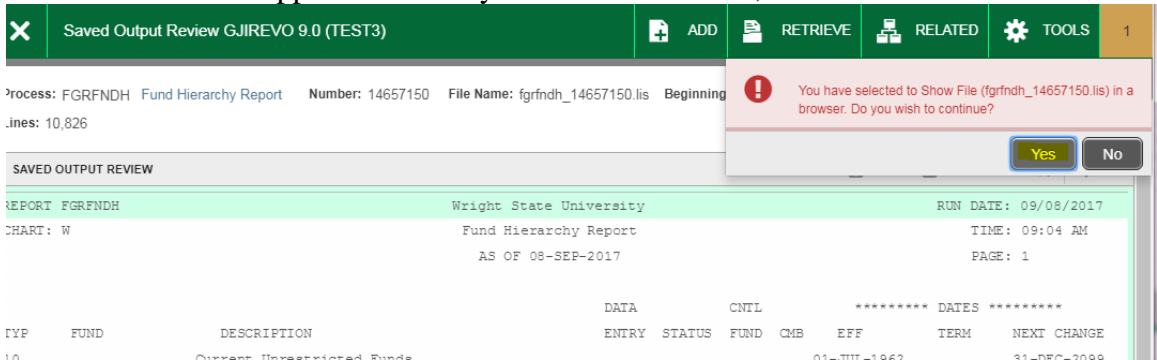
- After clicking on Save File, a notification will appear to ask if you wish to complete the Save to your Download folder. Your file will download and appear in the lower left status area of your browser window.



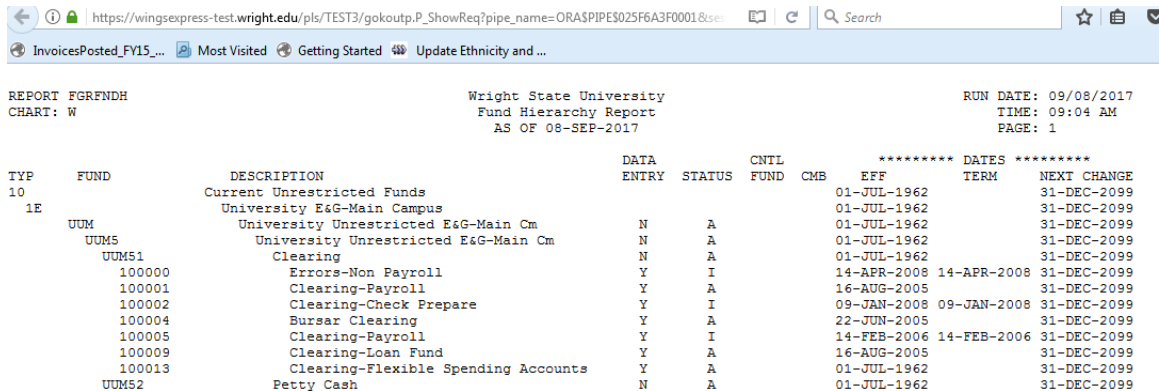
- Close the Save File dialog window. You can open the file by clicking on the file in the status area of your browser or go to your Downloads folder to view/print the file.

If your Data Extract format setting in GUAUPRF Directory Options is set to **FILE**:

- A Notification then appears to ask if you wish to Continue, click Yes.



- A new web page appears, from which you can use the Browser to search, save, etc.



Go to Tools => Print – to bring up the print page.

Process: FGRFGRH Fund Hierarchy Report Number: 14672126 File Name: lgrfndh_14672126.lis Beginning Date Saved: Lines: 10,828

REPORT: FUNDH Hierarchy Report RUN DATE: 09/26/2017
 CHART: W Fund Hierarchy Report TIME: 03:33 PM
 AS OF 26-SEP-2017 PAGE: 1

YF	FUND	DESCRIPTION	DATA	ENTRY	STATUS	FUND	CMB	EFF	TERM	NEXT	CHANGE
0		Current Unrestricted Funds						01-JUL-1962		31-DEC-2099	
1E		University E4G-Main Campus						01-JUL-1962		31-DEC-2099	
	UUM	University Unrestricted E4G-Main Cm	N		A			01-JUL-1962		31-DEC-2099	
	UUM5	University Unrestricted E4G-Main Cm	N		A			01-JUL-1962		31-DEC-2099	
	UUM51	Clearing	N		A			01-JUL-1962		31-DEC-2099	
	100000	Errors-Non Payroll	Y	I				14-APR-2008 14-APR-2008		31-DEC-2099	
	100001	Clearing-Payroll	Y	A				16-AUG-2005		31-DEC-2099	
	100002	Clearing-Check Prepare	Y	I				09-JAN-2008 09-JAN-2008		31-DEC-2099	
	100004	Bursar Clearing	Y	A				22-JUN-2005		31-DEC-2099	
	100005	Clearing-Payroll	Y	I				14-FEB-2006 14-FEB-2006		31-DEC-2099	
	100009	Clearing-Loan Fund	Y	A				16-AUG-2005		31-DEC-2099	
	100013	Clearing-Flexible Spending Accounts	Y	A				01-JUL-1962		31-DEC-2099	
	UUM52	Petty Cash	N		A			01-JUL-1962		31-DEC-2099	
	100100	Petty Cash-Buzzed	Y	A				01-JUL-1962		31-DEC-2099	

- Make sure your printer is showing and Print.

Print dialog box configuration:

- Printer Name: LX-130-XWC6655
- Status: Ready
- Type: Xerox WorkCentre 6655 PCL6
- Where: PharosPopupPort
- Print range: All
- Copies: Number of copies: 1
- Collate: