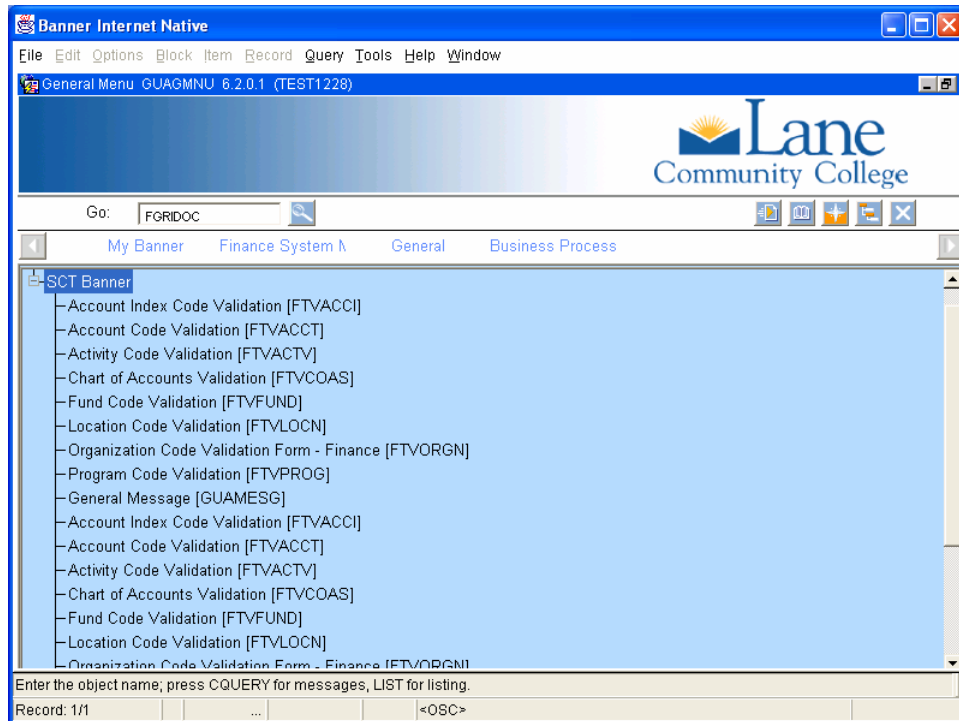


Native Banner Process: FGRIDOC Incomplete Document Listing As of 04.01.2005

It is a good practice to periodically review your user ID for incomplete documents in Native Banner. This can be used to determine if, for example, there are outstanding Purchase Orders or Journal Vouchers that are interfering with the use of your budget.

Log on to Native Banner

- At the Quick Launch prompt enter FGRIDOC



- Press enter to go to that process.
- Control + page down or click next block to enter the Printer Control block.

Native Banner Process: FGRIDOC Incomplete Document Listing As of 04.01.2005



Banner Internet Native
File Edit Options Block Item Record Query Tools Help Window

Process Submission Controls GJAPCTL 6.1.1 (TEST1228)

Process: Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
DATABASE		55	

Parameter Values

Parameters	Values
01 Include All Document Types	Y
02 User ID	
03 Include Journal Vouchers	N
04 Journal Voucher User ID	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Include All Document Types? (Y/N)

Submission

☐ . Save Parameters As: ☐ Hold ☐ Submit

Special Print Instructions; if left blank the default format is Landscape.

Record: 1/1 ... <OSC>

- Enter the text: DATABASE to see your report on screen, or your printer designation for a printed version.



Banner Internet Native
File Edit Options Block Item Record Query Tools Help Window

Process Submission Controls GJAPCTL 6.1.1 (TEST1228)

Process: Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
FSLP.16		55	

Parameter Values

Parameters	Values
01 Include All Document Types	Y
02 User ID	
03 Include Journal Vouchers	N
04 Journal Voucher User ID	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Include All Document Types? (Y/N)

Submission

☐ . Save Parameters As: ☐ Hold ☐ Submit

ERROR FSLP.16 is invalid. LIST for valid choices.

Record: 1/1 ... List of Valu... <OSC>

For questions or comments please contact Laura Martin at martinl@lanecc.edu

Created on 4/1/2005 11:23:00 AM

Page 2 of 6

Native Banner Process: FGRIDOC Incomplete Document Listing As of 04.01.2005

- To simplify the process, in line one enter “Y” to Include All Document Types
- Arrow down to the next line and enter your Native Banner user ID

Process: FGRIDOC Incomplete Document Listing Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
DATABASE		55	

Parameter Values

Parameters	Values
01 Include All Document Types	Y
02 UserID	martin
03 Include Journal Vouchers	N
04 Journal Voucher User ID	

LENGTH: 30 TYPE: Character O/R: Optional M/S: Multiple
Enter User ID(s).

Submission

☒ Save Parameters As: INC DOC Hold Submit

Record: 2/2 ... List of Valu... <OSC>

- Control + page down or click next block

Process: FGRIDOC Incomplete Document Listing Parameter Set:

Printer Control

Printer	Special Print	Lines	Submit Time
DATABASE		55	

Parameter Values

Parameters	Values
02 UserID	martin
03 Include Journal Vouchers	N
04 Journal Voucher User ID	N
05 Include Cash Receipts	N

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Sort by (D)ocument number or (U)ser ID/Document number.

Submission

☒ Save Parameters As: INC DOC Incomplete Docs LM Hold Submit

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

Record: 1/1 ... <OSC>

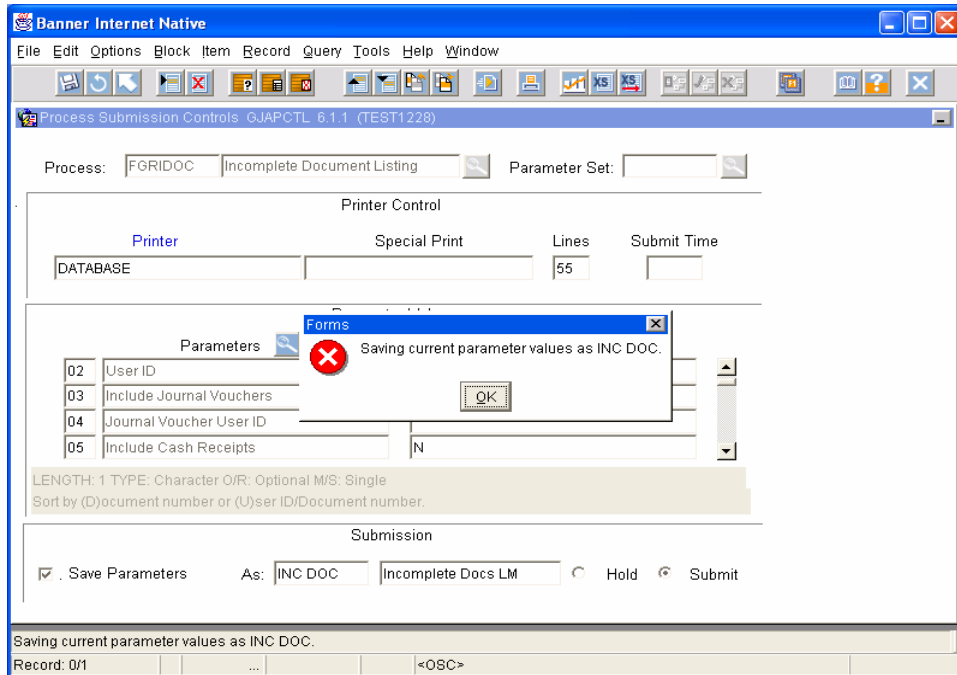
For questions or comments please contact Laura Martin at martinl@lanecc.edu

Created on 4/1/2005 11:23:00 AM

Page 3 of 6

Native Banner Process: FGRIDOC Incomplete Document Listing As of 04.01.2005

- You can choose to Save Parameters now by checking the box and entering in both a short and full length report title. This way you can retrieve your input fields by entering the short report title in the box: Parameter Set.
- Click F10 to save, and enter or click the box to OK.

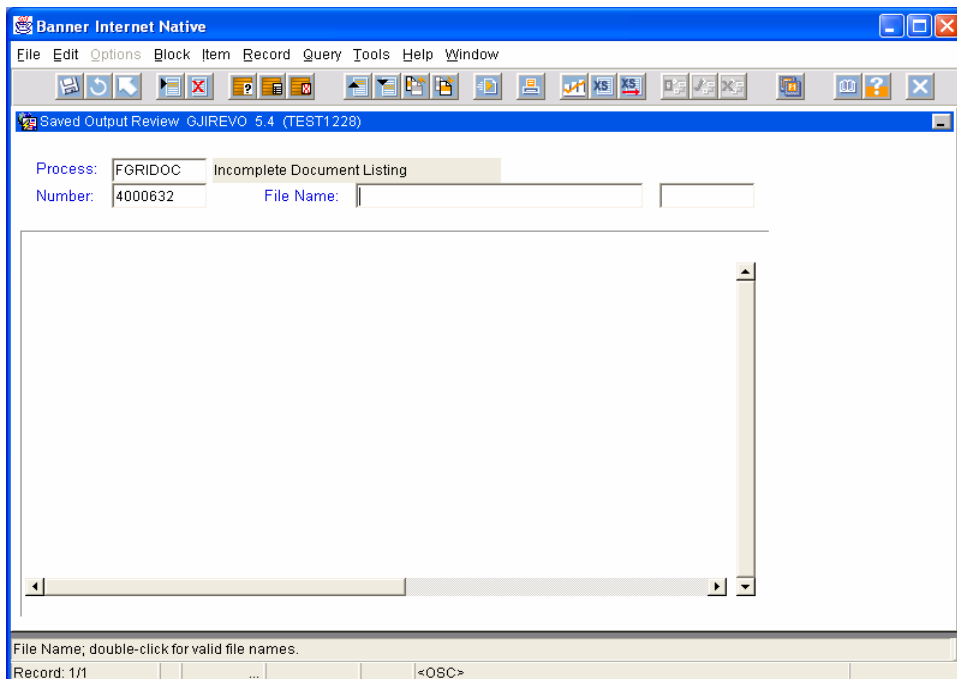


The screenshot shows the 'Banner Internet Native' application window with the title bar 'Banner Internet Native'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, Help, and Window. The toolbar contains various icons for file operations and navigation. The main window title is 'Process Submission Controls GJAPCTL 6.1.1 (TEST1228)'. The 'Process' field is set to 'FGRIDOC' and the 'Incomplete Document Listing' field is selected. The 'Parameter Set' field is empty. Below this is the 'Printer Control' section with fields for 'Printer' (DATABASE), 'Special Print', 'Lines' (55), and 'Submit Time'. A 'Parameters' table is displayed with the following data:

	Parameters
02	User ID
03	Include Journal Vouchers
04	Journal Voucher User ID
05	Include Cash Receipts

Below the table, there is a text area with the following text: 'LENGTH: 1 TYPE: Character O/R: Optional M/S: Single Sort by (D)ocument number or (U)ser ID/Document number.' The 'Submission' section has a checkbox for 'Save Parameters' which is checked, and the 'As' field is set to 'INC DOC'. The 'Incomplete Docs LM' field is empty. The 'Hold' and 'Submit' buttons are visible. A status bar at the bottom shows 'Record: 0/1' and '<OSC>'.

- Under the Options menu, select Review Output



The screenshot shows the 'Banner Internet Native' application window with the title bar 'Banner Internet Native'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, Help, and Window. The toolbar contains various icons for file operations and navigation. The main window title is 'Saved Output Review GJIREVO 5.4 (TEST1228)'. The 'Process' field is set to 'FGRIDOC' and the 'Incomplete Document Listing' field is selected. The 'Number' field is set to '4000632' and the 'File Name' field is empty. Below this is a large empty text area for the output review. A status bar at the bottom shows 'Record: 1/1' and '<OSC>'.

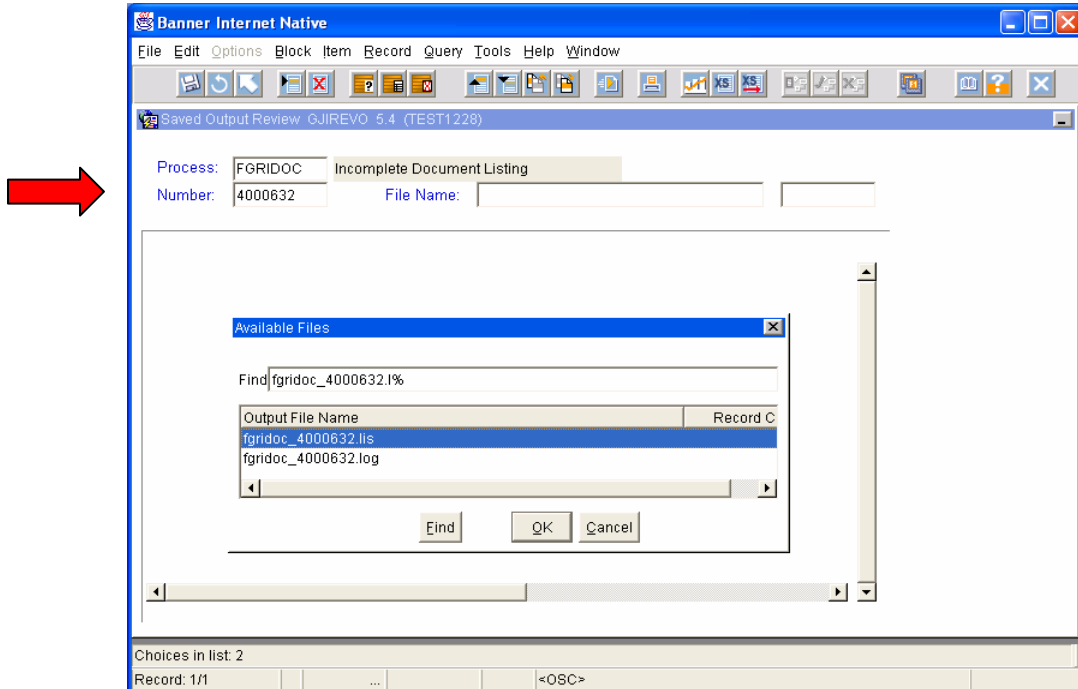
For questions or comments please contact Laura Martin at martinl@lanecc.edu

Created on 4/1/2005 11:23:00 AM

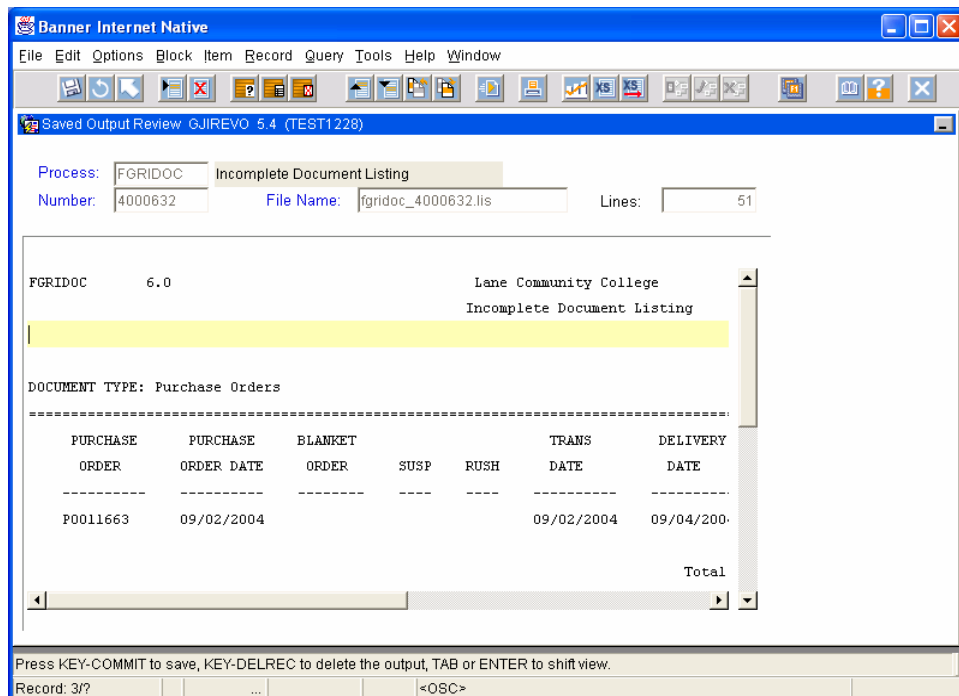
Page 4 of 6

Native Banner Process: FGRIDOC Incomplete Document Listing As of 04.01.2005

- Double-click in the box named: File Name to list your report



- The Output File Name should be the same as the Number to the left with a “dot, lis” extension.
- Click OK to select. Review, save or print as needed.



For questions or comments please contact Laura Martin at martinl@lanecc.edu

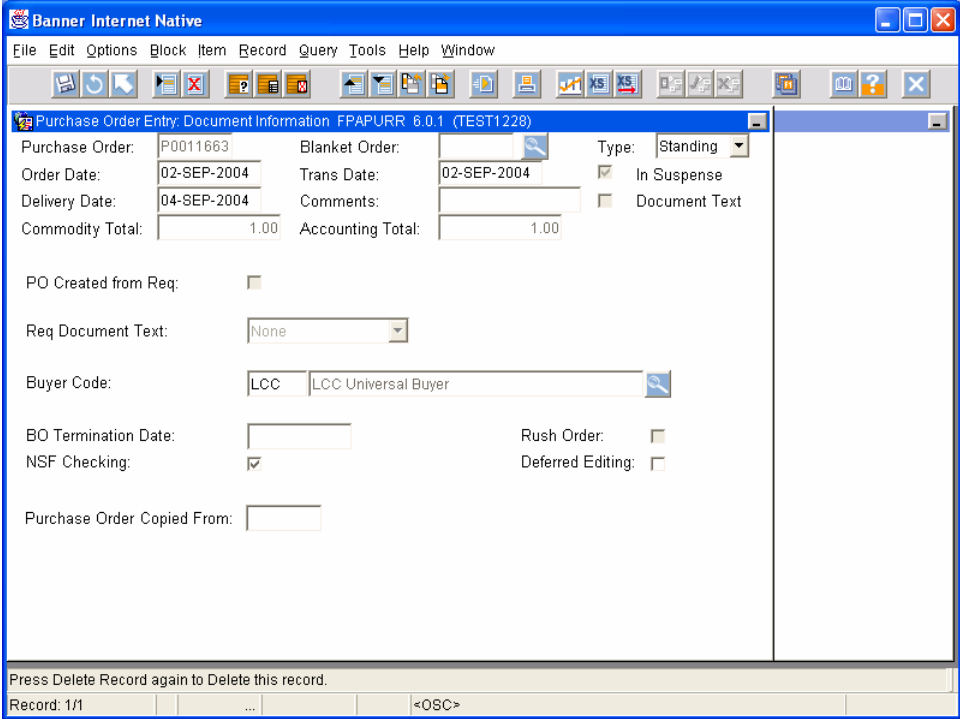
Created on 4/1/2005 11:23:00 AM

Page 5 of 6

Native Banner Process: FGRIDOC
Incomplete Document Listing
As of 04.01.2005

To remove existing documents, go to the form in which they were originally entered. For example for the purchase order above, go to FPAPURR just as if entering a new PO, but enter in the existing PO number from the report. Note the number above is “P” Zero, Zero 11663. The only letter in the string is the “P”. When you go to the next block you will be able to view and edit your document.

- To delete, click Record Remove.
- Note the message at the bottom left. Press Delete Record again to delete this record.
- Enter Record, Remove again to delete.



Banner Internet Native
File Edit Options Block Item Record Query Tools Help Window

Purchase Order Entry: Document Information FPAPURR 6.0.1 (TEST1228)

Purchase Order:	P0011663	Blanket Order:		Type:	Standing
Order Date:	02-SEP-2004	Trans Date:	02-SEP-2004	☒	In Suspense
Delivery Date:	04-SEP-2004	Comments:		☐	Document Text
Commodity Total:	1.00	Accounting Total:	1.00		

PO Created from Req: ☐

Req Document Text:

Buyer Code: LCC Universal Buyer

BO Termination Date:

NSF Checking: ☒

Rush Order: ☐

Deferred Editing: ☐

Purchase Order Copied From:

Press Delete Record again to Delete this record.

Record: 1/1 ... <OSC>