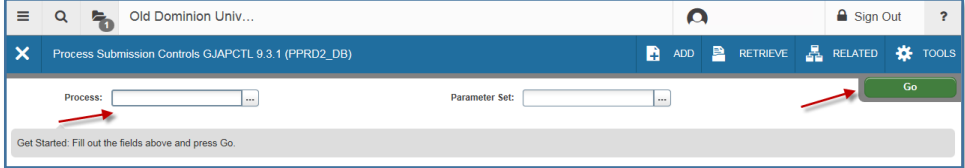


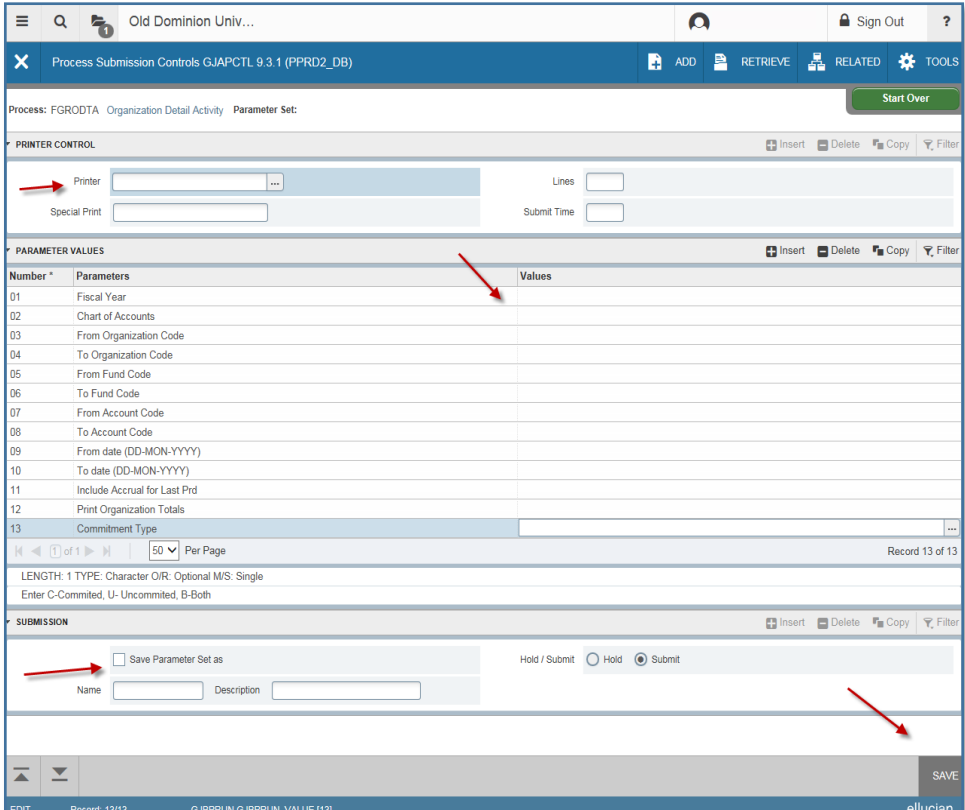
Banner XE Forms: Running Reports in Jobsub

1. Input report or process name from Home page or directly on GJAPCTL Jobsub page.
2. Hit **Go** to bring up next page.



Old Dominion Univ...
Process Submission Controls GJAPCTL 9.3.1 (PPRD2_DB)
Process: Parameter Set: **Go**
Get Started: Fill out the fields above and press Go.

3. Input Printer in header box.
4. Hit down arrow or place mouse in Parameter section to enter all applicable parameters.
5. Hit down arrow or place mouse in Submission block – check Save Parameter box if settings are to be saved for future report run.
6. Hit the **Save** button to run report.



Old Dominion Univ...
Process Submission Controls GJAPCTL 9.3.1 (PPRD2_DB)
Process: FGRODTA Organization Detail Activity Parameter Set: **Start Over**

PRINTER CONTROL

Printer Lines
Special Print Submit Time

PARAMETER VALUES

Number *	Parameters	Values
01	Fiscal Year	
02	Chart of Accounts	
03	From Organization Code	
04	To Organization Code	
05	From Fund Code	
06	To Fund Code	
07	From Account Code	
08	To Account Code	
09	From date (DD-MON-YYYY)	
10	To date (DD-MON-YYYY)	
11	Include Accrual for Last Prd	
12	Print Organization Totals	
13	Commitment Type	

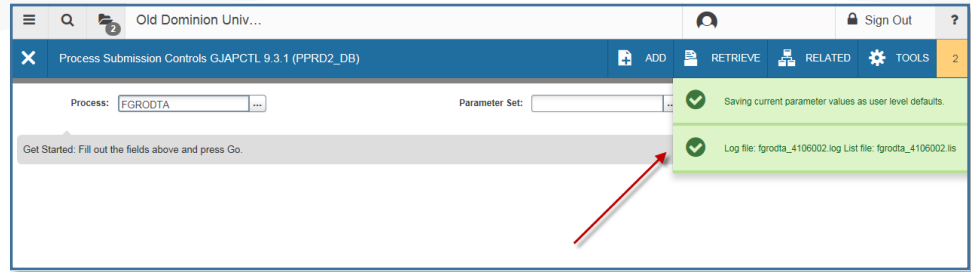
Record 13 of 13
LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Enter C-Committed, U- Uncommitted, B-Both

SUBMISSION

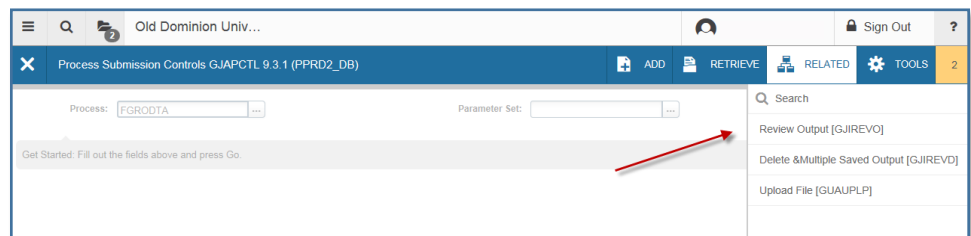
Save Parameter Set as Hold / Submit Hold Submit
Name Description

SAVE

- Confirmation message and job number will be displayed if report/process was run successfully.



- If printer chosen was DATABASE, go to **Related** pulldown and choose GJIREVO to view.



- Be aware that Banner will keep the referenced report name on this form even when typing a new report/process name on the main home menu. You must retype the report/process name again in the process block when navigating to GJAPCTL again.

