

Running reports in Banner 9

Call the report on the search page
The report name will appear in the process



Stockton University | Mary D Hughes | Sign Out

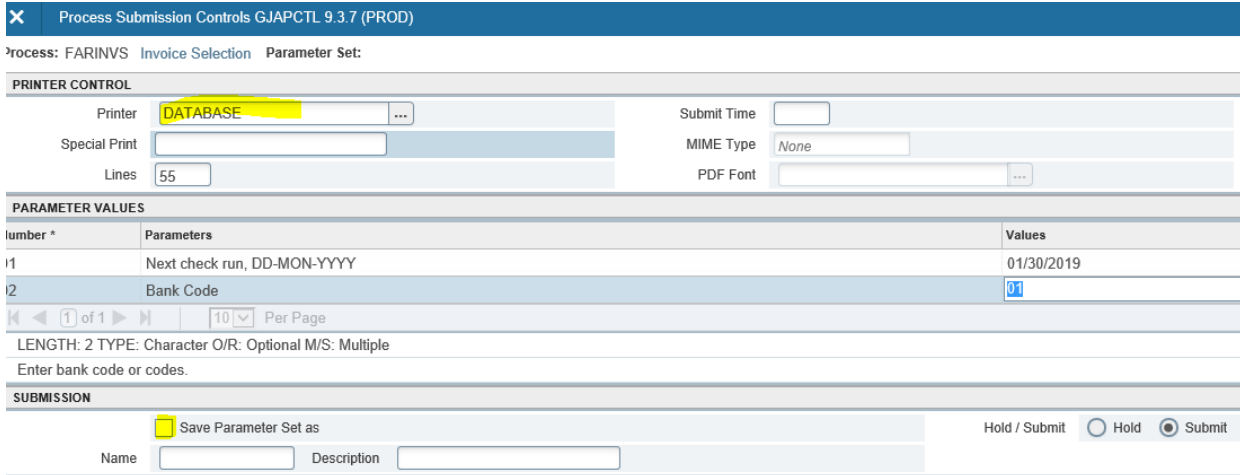
Process Submission Controls GJAPCTL 9.3.7 (PROD)

Process: FARINVS | Parameter Set: | Go

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

Then hit the green go button on right

The parameter page will populate, insert **DATABASE** or desired printer



Process: FARINVS Invoice Selection Parameter Set:

PRINTER CONTROL

Printer: DATABASE | Submit Time: |
Special Print: | MIME Type: None |
Lines: 55 | PDF Font: |

PARAMETER VALUES

Number *	Parameters	Values
01	Next check run, DD-MON-YYYY	01/30/2019
02	Bank Code	01

LENGTH: 2 TYPE: Character O/R: Optional M/S: Multiple
Enter bank code or codes.

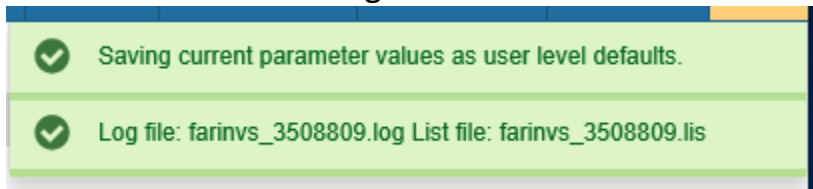
SUBMISSION

Save Parameter Set as | Hold / Submit Hold Submit

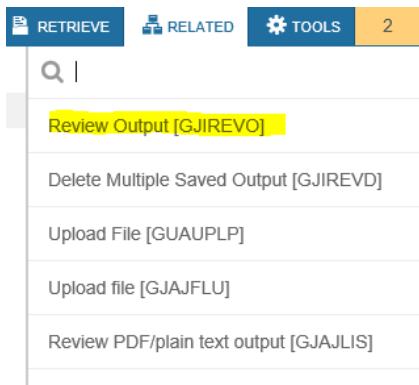
Name: | Description: |

If you input data in the parameter area you must click the save box in the page and on the bottom right.

You should see a message similar to this:



- ✓ Saving current parameter values as user level defaults.
- ✓ Log file: farinvs_3508809.log List file: farinvs_3508809.lis

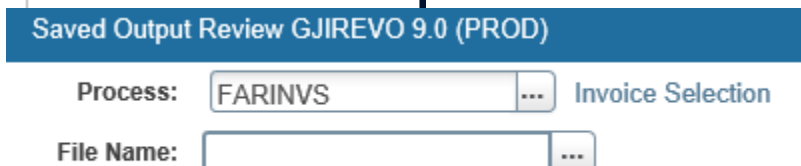


RETRIEVE | RELATED | TOOLS 2

Q |

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

Review output under related



Saved Output Review GJIREVO 9.0 (PROD)

Process: FARINVS | Invoice Selection

File Name: |

Click on the dots, your report will be there a box will come up and click **OK**

The report will appear