

FGRACCI - Account Index Report

Use Banner form FGRACCI to obtain a listing of university indexes. This report will show both active and inactive indexes. You will be able to sort the file to see only the active indexes.

Form name: FGRACCI enter
Form name should appear in the Process box – click on GO
Next Section (arrow down icon bottom left of screen)
Next Section
Make sure Chart of Accounts is K
Input desired As of Date
Next Section
Save (button bottom right of screen)

Click on Related (Upper right of screen)
Review Output
Double click in File Name box
Double click on file name ending in .lis

Go into Tools (top right of screen)
Click on Show Document (Save and Print File)
Window box will appear top right of screen – Click Yes

If report does not appear then you may have a pop up blocker. Look in the url address line; if you have an icon with a red symbol on it then you have a pop up blocker. Click on the icon and then select to always allow pop ups and redirects from <https://keys.kent.edu> then click on Done.

To print or save the document save it as a text document then open a new excel page.
Select Data/From Text then find the saved text file.
Choose fixed width, Next
Scroll down to see if any of the columns need to be resized
Finish
Make sure cursor in cell A1 then click on OK

You can now manipulate the file removing unneeded columns then sort as desired.