

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.