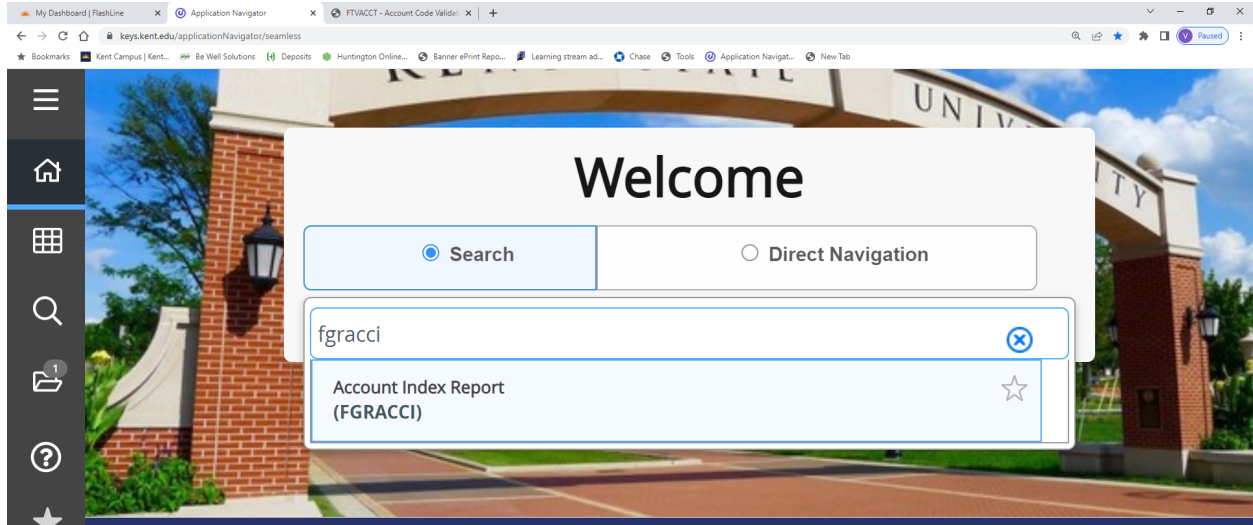


FGRACCI – ACCOUNT INDEX REPORT

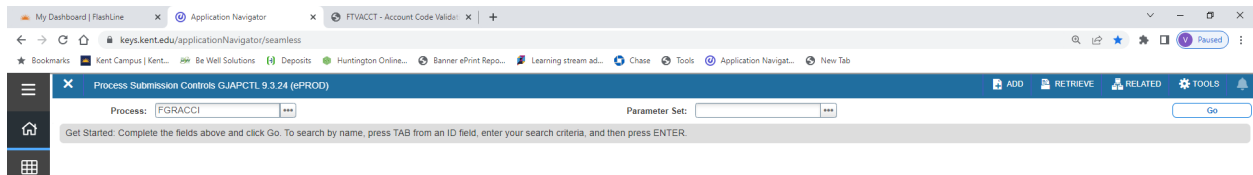
Use this Banner form to obtain a complete listing of index codes in the chart of accounts K.

Sort the file by status to separate the active and inactive indexes. If the index is inactive, the date will be listed in the term date column.

Type FGRACCI in the form name box then click Enter

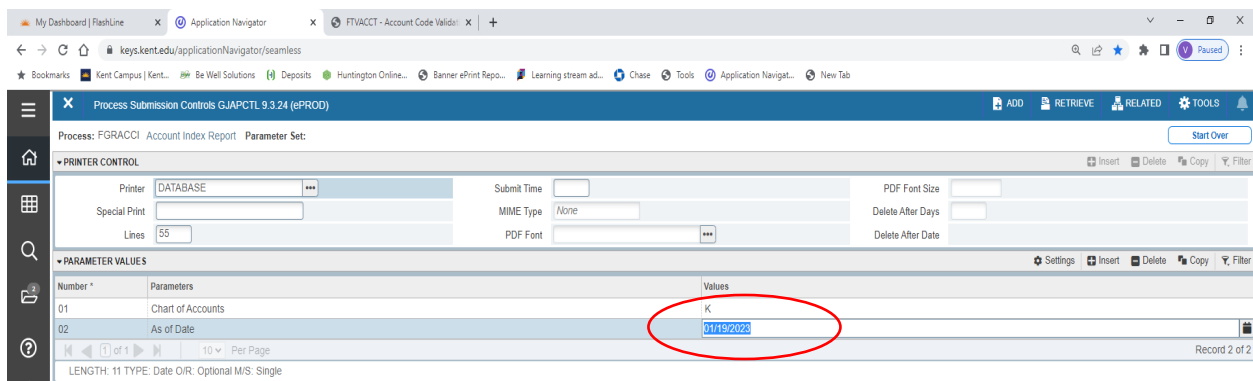


The image shows the Banner 'Welcome' screen. On the left is a dark sidebar with icons for home, search, and other functions. The main area has a large 'Welcome' heading. Below it are two buttons: 'Search' (selected) and 'Direct Navigation'. A search bar contains the text 'fgracci'. Below the search bar, a dropdown menu is open, showing 'Account Index Report (FGRACCI)' with a star icon to its right.



The image shows the 'Process Submission Controls' screen. At the top, it says 'Process: FGRACCI'. Below this, there is a 'Go' button. A message below the button reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

Click on Go. Type in the date under the Values column / As of Date row. Data retrieved will be as of that date.



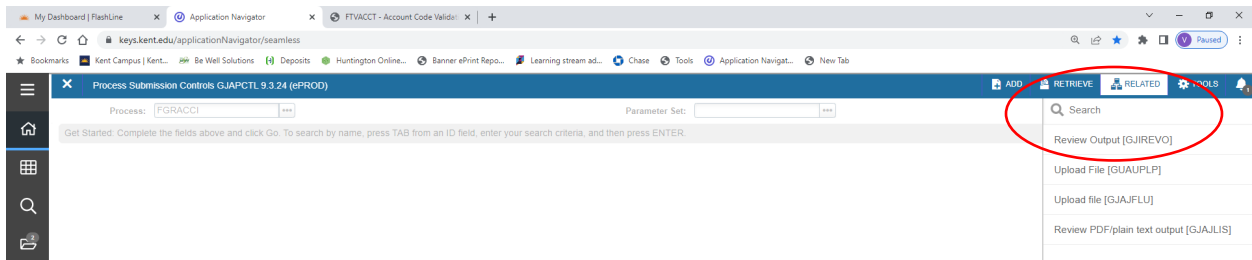
The image shows the 'Parameter Values' screen. It has a table with two columns: 'Number' and 'Parameters'. The first row has '01' in the 'Number' column and 'Chart of Accounts' in the 'Parameters' column. The second row has '02' in the 'Number' column and 'As of Date' in the 'Parameters' column. The 'As of Date' field is highlighted with a red circle and contains the date '01/19/2023'. Below the table, there is a 'LENGTH: 11 TYPE: Date O/R: Optional M/S: Single' and a 'Record 2 of 2' indicator.

Number	Parameters
01	Chart of Accounts
02	As of Date

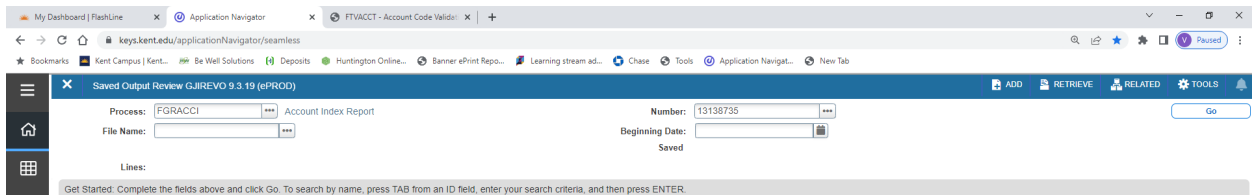
Click on Next Section twice then click on Save.



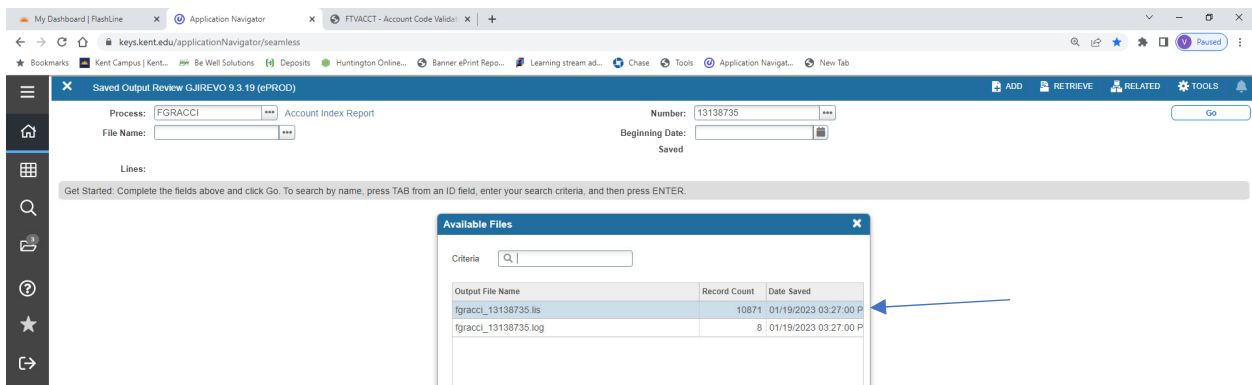
Click on Related then click on Review Output [GJIREVO]



Double click in the File Name box



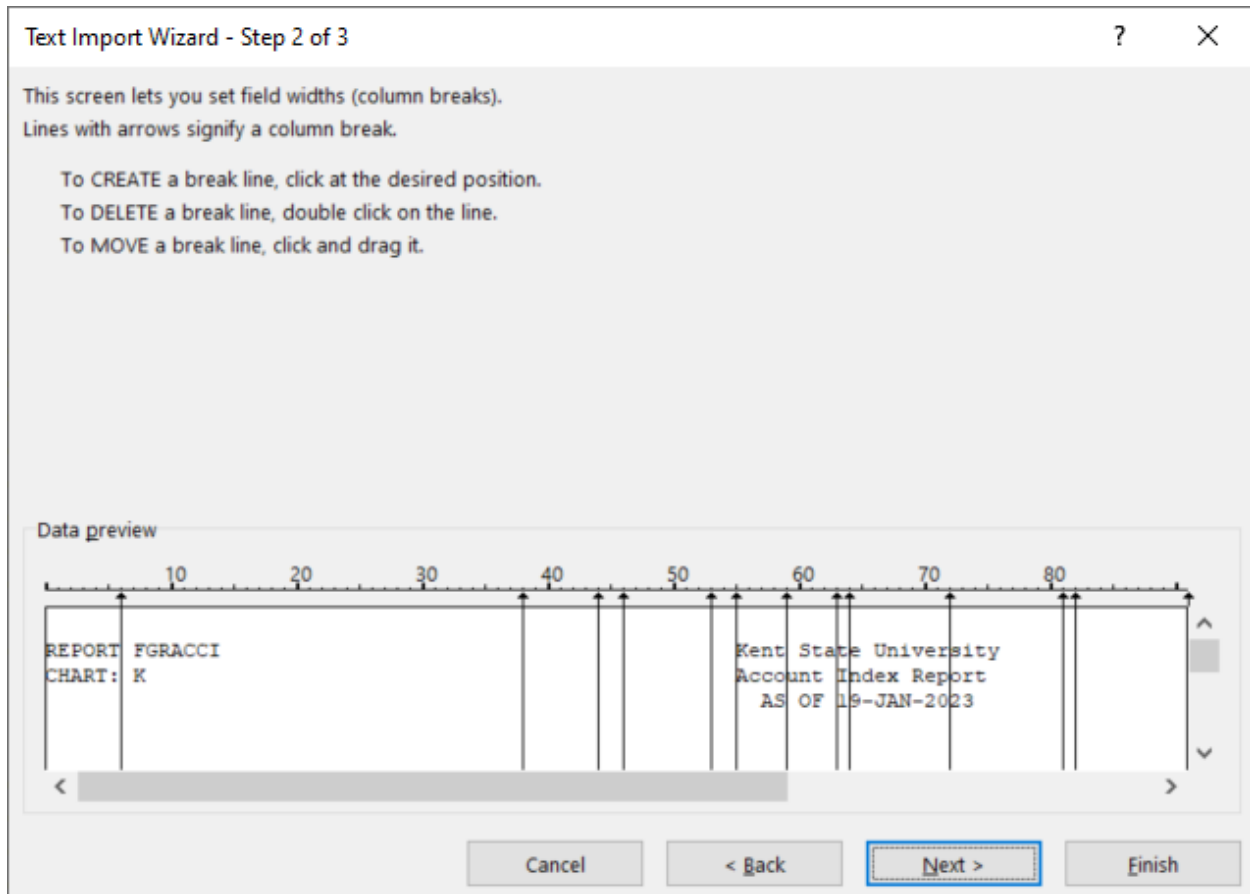
Double click on the .lis line



When data appears, click on Tools then select Show Document (Save and Print File). You will get a pop up window at the top right of your screen, click on Yes.

Right click then Save As...

Will save as a text document. Using excel open the file. You will need to use the Text Import Wizard to remove column lines that are not necessary.



Scroll down to see the data area before adding or removing lines. When done click on Finish.

Sort by Status to put all active indexes at top of report and inactive at the bottom. The Term Date column will indicate when an index was inactivated.