

INCOMPLETE DOCUMENT LISTING: FGRIDOC

 Log in to Banner through the PCC website: <u>https://pasadena.edu/business-administrative-services/its/banner-links.php</u>

INFORMATION TECHNOLOGY SERVICES

LancerPoint / Banner Menu

Banner PROD

• Main Dashboard → Type in code: FGRIDOC

		Y	
Search	Direct Navigation	FGRIDOQ	\otimes
		Incomplete Document Listing	SAT SAT

• Press Enter on the keyboard and it will bring you to the following page:

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Process:	FGRIDOC •••• Parameter Set: ••••			\square	Go	

• Click **Go** and it will direct you to the following page. Change N to **Y** and fill in your **User ID**.

▼ PARAMETER VALUES						
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01	Include All Document Types	Y				
02	User ID	ELUO				
03	Include Journal Vouchers	Y				
04	Journal Voucher User ID					
05	Include Cash Receipts	Y				

• Click the **Down** arrow at the lower left corner of the page until **Save Parameter Set as** is highlighted.

EDIT	Reco	rd: 1/1
- SUBMISSION		
	Name	Save Parameter Set as Description

• Click **Save** at the lower right corner of the page and files will be generated.

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• Go to Related and select **Review Output**.

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• Click on the File Name ellipsis and double click the file name with a larger Record Count.

Process:	FGRIDOC •••	Number:	2353481	•••
File Name:	Incomplete Document Listing	Beginning Date: Saved		
Lines:	Emily X. Luo (eluo@pasadena.edu) is signed in			
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• Go to **Tools** at the upper right corner of the page and click **Export**.

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- An **Excel** file will be automatically downloaded.
- To view and save as a PDF file, go to **Tools** at the upper right corner of the page and click **Show Document (Save and Print File).**

About Banner
OPTIONS
Show Document (Save and Print File)
Delete Output
BANNER BOOMENT MANA CENENT

• Click Yes.



• Right click Print and Print as Save as PDF.

