■ USING THE EXPERT MODE: **FWRDOAR**

1. At the ***Go To ===>*** prompt, type **FWRDOAR** and press **[Enter]**. You will be taken into the Process Submission Control Form (GJAPCTL). press **[NEXT BLOCK].**

To print the report directly from Job Submissions, **YOUR PRINTER MUST BE NETWORKED AND HAVE POST SCRIPT.** Questions regarding networking your printer should be directed to the Help Desk, (208) 885-4357.

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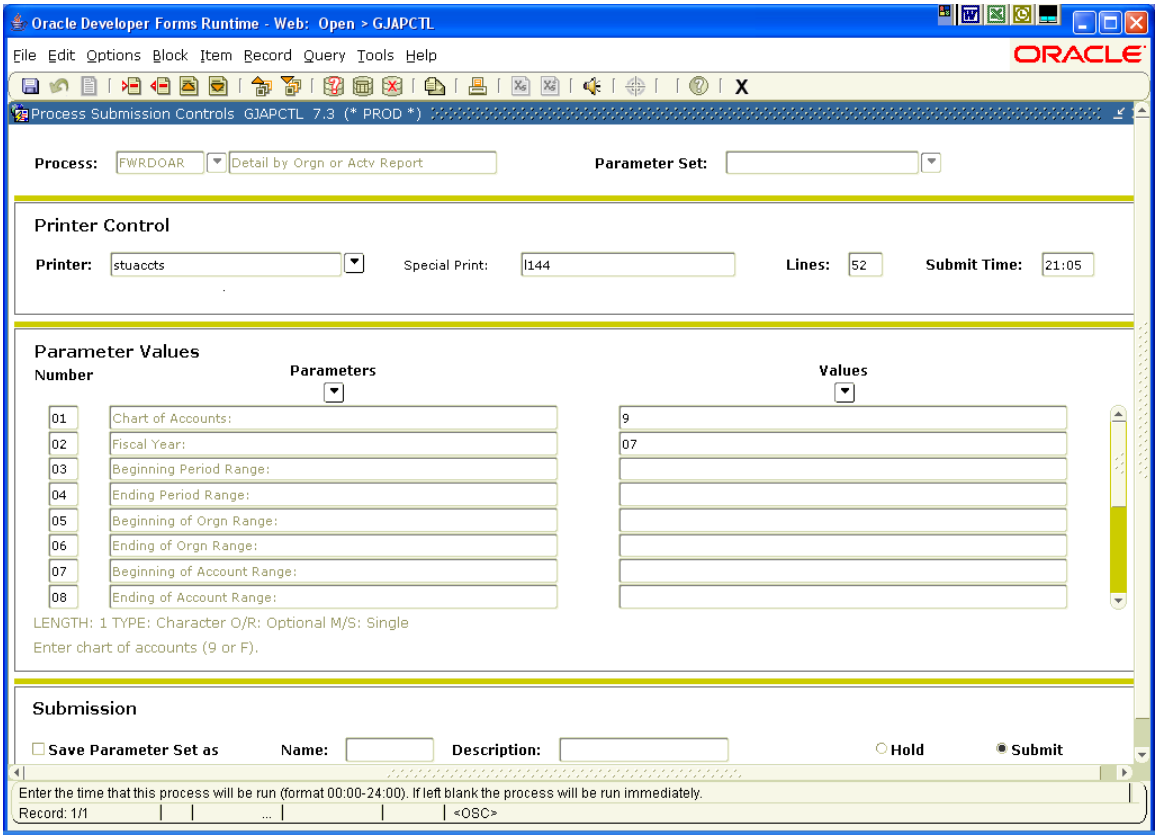
2. Your cursor is located in the ***Printer***: field. Enter the name of your printer or press **[LIST OF VALUES]** or double click on the **Printer** field to query for your printer name. A **Find** box will appear on your screen, start typing the code for your printer. After you have located your printer, make sure it is highlighted and click on the **OK** button. ***Special Print*** should default in as **l144**. ***Lines*** should default in **55**. Press **[NEXT ITEM]**.

3. In the ***Submit Time*** field, enter the time you wish the report to run (unless it is on demand). Use the 24-hour clock time (military time) in the following format: **21:00** (9:00 pm). When requesting to run a report at night, we recommend that you do **NOT** request reports to run before 21:00 hours to avoid the nightly back up process. Press **[NEXT BLOCK]**.



4. Your cursor is located in the ***Parameter:*** field. The Chart of Accounts and the Fiscal Year will default. (Fiscal year may be changed).

5. Enter the appropriate information for the remaining parameters as instructed by the Description and Help (Help is located at the bottom of the block). **Parameters 3 & 4 are required fields. Parameters 5 & 6 are required fields unless running FWRDOAR by Activity Code. Parameters 7 – 10 should be left blank. The only time you would enter information into parameters 11 & 12 is if you are submitting FWRDOAR to print by Activity Code.** Parameters 13-15 default. Parameter 14 may be changed according to the option listed.

6. When you have entered all required parameters, press **[NEXT BLOCK]**.

7. press **[NEXT ITEM].** Your cursor should be located in the ***Submit:*** field. press **[COMMIT]** or click on the **Save** icon.

Primary Expense **AND** Account Codes	
Chart of Accounts	9
Fiscal Year	08
Beginning Posting Period	01
Ending Posting Period	06
Start of Orgn Range	SFY008
End of Orgn Range	SFY008
Start of Acct Range	
End of Acct Range	
Start of Fund Range	
End of Fund Range	
Start of Activity Range	
End of Activity Range	
Break on?	O
Break Expenses on?	B
Print RECAP ONLY	N

Account Codes **ONLY**	
Chart of Accounts	9
Fiscal Year	08
Beginning Posting Period	01
Ending Posting Period	06
Start of Orgn Range	SFY008
End of Orgn Range	SFY008
Start of Acct Range	
End of Acct Range	
Start of Fund Range	
End of Fund Range	
Start of Activity Range	
End of Activity Range	
Break on?	O
Break Expenses on?	A
Print RECAP ONLY	N

Primary Expense Codes **ONLY**	
Chart of Accounts	9
Fiscal Year	08
Beginning Posting Period	01
Ending Posting Period	06
Start of Orgn Range	SFY008
End of Orgn Range	SFY008
Start of Acct Range	
End of Acct Range	
Start of Fund Range	
End of Fund Range	
Start of Activity Range	
End of Activity Range	
Break on?	O
Break Expenses on?	P
Print RECAP ONLY	N

Print Summary Page **ONLY**	
Chart of Accounts	9
Fiscal Year	08
Beginning Posting Period	01
Ending Posting Period	06
Start of Orgn Range	SFY008
End of Orgn Range	SFY008
Start of Acct Range	
End of Acct Range	
Start of Fund Range	
End of Fund Range	
Start of Activity Range	
End of Activity Range	
Break on?	O
Break Expenses on?	B
Print RECAP ONLY	Y