

## 1 Introduction

This transcript is a step by step guide on navigating and displaying an example FMMI BOBJ WebI report in the FMMI training environment.

The solution steps below demonstrate displaying a General Ledger Report for the APHIS Agency.

### 1.1 Solution Steps

1. Access the Ad-Hoc Analysis Tab
2. Go to the Ad-Hoc Analysis Role
3. Click the Document List Button
4. Expand the Public Folders folder
5. Expand the FMMI folder
6. Expand the Ad-Hoc Reporting folder
7. Click the APHIS folder
8. The reports created by APHIS users will be displayed
9. To open a report, double-click on the name of the report. In this example, select the General Ledger Report \_ Example 1
10. A user prompt window will appear
11. Select the checkbox to enter value(s) for the Fiscal Year/Period
12. Select the appropriate value (V9/009/2011)
13. Click the Greater Than button
14. Execute the report by clicking the Run Query button
15. The report will display
16. Navigate to the Binoculars icon (the binoculars icon is also referred to as the Find button)
17. Enter the following value in the Find window, -40,800
18. Click the Find Next button
19. The report will now display the -40,800 value
20. The transcript for the hands on activity is now complete