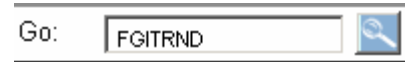


# Extracting Data from Banner into Excel

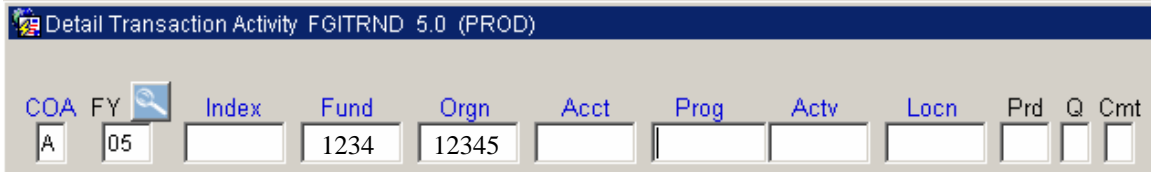
Some forms in Banner are enabled to allow data to be exported in a format which can be opened using MS Excel. Once the data is in Excel, you have the ability to format the data the way you want. Thanks to the end users for their research on this procedure.

Open MS Excel

In Banner, open the Detail Transaction Activity form [FGITRND]



Enter your 5 digit Organization code and 4 digit Fund code



Click Next Block (CTRL – Page Down)



By default, you are in query mode

To view **ALL** of the transactions within the Organization:  
Click the Execute Query button, or F8.

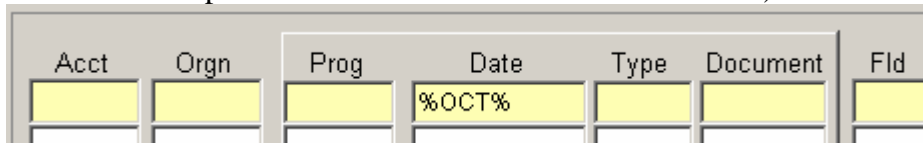


To view **ONLY** the transactions within a certain month:  
Click the Enter Query button (F7)



Click in the Date field

Enter the month to be queried, using the format **%MMM%** (ex. %OCT% will result in all the posted documents for the month of October)

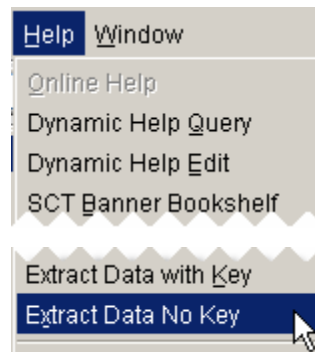


Click the Execute Query button (F8)

**NOTE:** The form [FGITRND] uses the "posting" date and **NOT** the "transaction" date in the Date field. This means you could have documents with a posting date of October but a transaction date of September.

Once you have the information listed that you need, you are ready to extract the data to MS Excel.

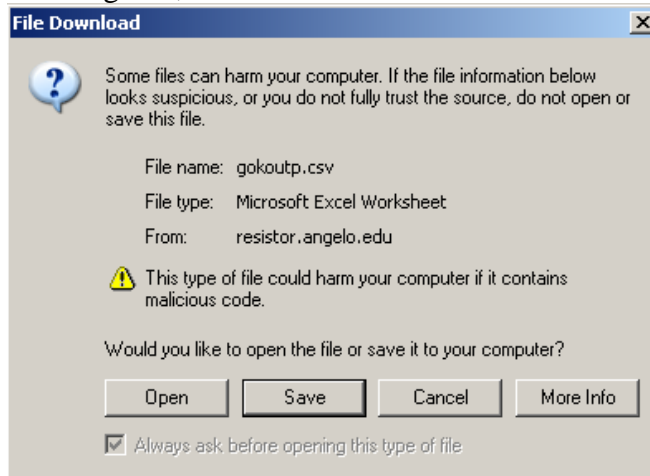
From the Help menu, click **Extract Data No Key**



If an alert box opens, Click Yes for unsecured site

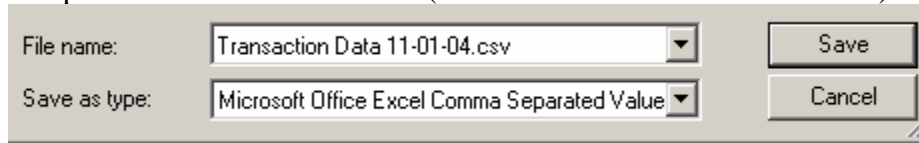
**NOTE:** If you have a pop-up blocker installed (could be from your Google, Yahoo, or AOL toolbar), the File Download dialog box may not display. If this happens, you should disable your blocker, or allow pop-ups on the Banner website.

In the File Download dialog box, select Save



Navigate to where you want to store this document

Give a descriptive name to the document (ex. Transaction Data 11-01-04.csv)



Make sure that it is saved as a Comma Separated Value file (csv). This is the format needed in order for MS Excel to open the file.

Close or minimize your Banner windows.

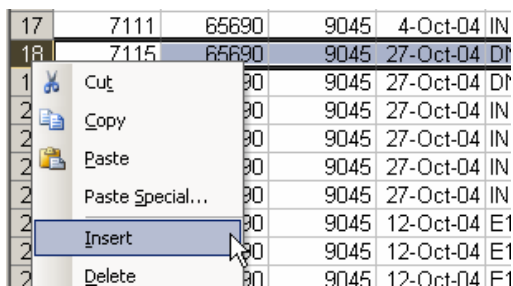


Navigate to the saved MS Excel file and open it.

Transaction  
Data 11-0...

The data from Banner is displayed in rows and columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
16	7111	65690	9045	4-Oct-04	INEI	10500980	Bank One IU		1270			YTD	389.9	+
17	7111	65690	9045	4-Oct-04	INEI	10500980	Bank One IU		1270			ENC	-389.9	-
18	7115	65690	9045	27-Oct-04	DNEI	1002874	Bank One IU		1270			YTD	0	-
19	7115	65690	9045	27-Oct-04	DNEI	1002875	Bank One IU		1270			YTD	0	-
20	7115	65690	9045	27-Oct-04	INEI	10502634	Bank One IU		1270			YTD	25	+



Insert a blank row in between each Account Code Group (the 7000 numbers).

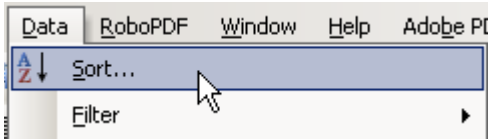
Right click in the first row of the next Account Code Group and select Insert

Now you are ready to sort the information by vendor name, document number, and date

Highlight the cells in one Account Code Group containing the Banner data

47	7262	65690	9045	8-Oct-04	DNEI	1001863	AppWorx (U	1270		YTD	0 -
48	7262	65690	9045	7-Oct-04	INEI	I0501230	AppWorx (U	1270		YTD	6200 +
49	7262	65690	9045	7-Oct-04	INEI	I0501230	AppWorx (U	1270		ENC	-6200 -
50	7262	65690	9045	6-Oct-04	DNEI	1001758	Oracle Cor U	1270		YTD	0 -
51	7262	65690	9045	5-Oct-04	INEI	I0501067	Oracle Cor U	1270		YTD	45179.13 +
52	7262	65690	9045	5-Oct-04	INEI	I0501067	Oracle Cor U	1270		ENC	-45179.13 -
53	7262	65690	9045	4-Oct-04	CORD	P0500025	AppWorx (U	1270		ENC	6200 +
54	7262	65690	9045	4-Oct-04	CORD	P0500029	Oracle Cor U	1270		ENC	45179.13 +

From the Data menu, select Sort



Sort by Column G, Column F, and then by Column D, all Ascending

Make sure that the No Header Row radio button is selected

Click OK

Repeat this process for each Account Code Group

**\*\*Optional formatting can include adding headings for each column.**

Insert a row at the top of the spreadsheet.

Type in the appropriate headings for each column.

