

MONTHLY BANNER REPORT EXTRACTION INSTRUCTIONS FOR VISTA

Open C:Temp folder and delete previous months' extractions

EXCEL: 1) In academic year folder, create a new folder and name it "Banner Reports – MM YY" (Banner Reports – April 200X); 2) Open the Banner Report Template Folder; 3) Open the particular fund-org template: File, Save As, navigate to the monthly folder (Banner Reports – April 200X), the file name should be "fund-org-name", Save; 4) Type the month and year at the top of each worksheet

BANNER: OPEN USING INTERNET EXPLORER, NOT FIREFOX

Open Banner and follow the directions below. DO ALL 3 FOR EACH FUND & ORG

FGIBDST

1. Enter org & fund; ctrl + pg dn
2. Help, Hold down CTRL, Extract Data No Key, at File Download, click Save, release CTRL; navigate to C:/Temp folder; name file (fgibdst1, see next page); at Download complete, Close
3. Go to the Excel template; Data; at "Get External Data" select From Text
4. Navigate to C:Temp Folder; dbl clk to select data; complete text import wizard—Delimited, Next, Select Tab & Comma, Finish, Select \$A\$8, OK
5. Adjust the columns
6. Save

FGITRND

1. Select template in Workbook.
2. Go to Banner; enter fund & org, in Period enter the fiscal month (see next page), ctrl + pg dn, click in Field Code and enter YTD, press F8
3. Help, Hold down CTRL, Extract Data No Key, at File Download, click Save, release CTRL; navigate to C:/Temp folder; name file (fgitrnd1, see next page); at Download complete, Close
4. Go to the Excel template; Data; at "Get External Data" select From Text
5. Navigate to C: Temp Folder; dbl clk to select data; complete text import wizard—Delimited, Next, Select Tab & Comma, Finish, Select \$A\$7, OK
6. Adjust the columns
7. Save

FGIOENC

1. Select template in Workbook.
2. Go to Banner; enter fund & org, ctrl + pg dn,
3. Help, Hold down CTRL, Extract Data No Key, at File Download, click Save, release CTRL; navigate to C:/Temp folder; name file (fgioenc1, see next page); at Download complete, Close
4. Go to the Excel template; Data; at "Get External Data" select From Text
5. Navigate to C: Temp Folder; dbl clk to select data; complete text import wizard—Delimited, Next, Select Tab & Comma, Finish, Select \$A\$7, OK
6. Adjust the columns
7. Save

Print each workbook and reconcile with spreadsheet.

Month listing: 01 = July; 02 = August; 03 = September; 04 = October; 05 = November; 06 = December; 07 = January; 08 = February; 09 = March; 10 = April; 11 = May; 12 = June.

MURC ACCOUNTS: Following the instructions for FGIBDST, FGITRND, and FGIOENC, but change the Chart of Accounts (COA) to 2 then enter the org and fund numbers.