

BANNER DATA EXTRACT

The extract option for a Banner form has been made available to those individuals with query privileges to said Banner form. Though the data will be stored in an electronic format outside of Banner, the information is not to be shared with individuals that do not have current query privileges to that data. In addition, all electronic storage of this information should be properly secured to protect the information from inappropriate access.

Using the Data Extract feature of Banner will allow a user to download information from an on-line form to an Excel spreadsheet. Currently, three forms (FGIBDST, FGITRND, and FGIOENC) have been set-up to use this feature.

Before you begin using data extract you need to get the templates that you will use from the accounting web page shown below:

<http://www.marshall.edu/accounting/uwforms.html>

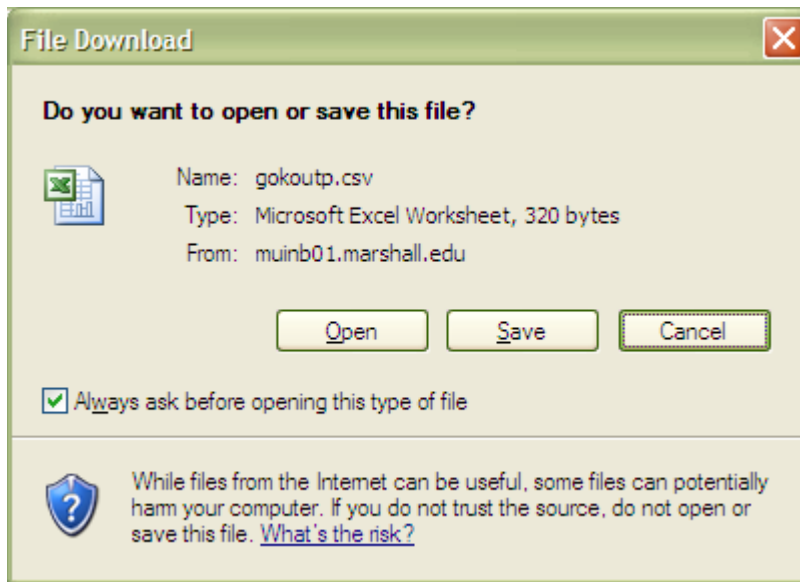
Scroll down. Look in the “Banner Related” section and save the templates shown to your computer. Save them where you will be able to find them quickly. We will use these later.

If you have any problems downloading these templates from the web, please contact Selah Wilson or Linda Mollohan via e-mail.

FGIBDST EXTRACT – Version 7 Update

To extract data from FGIBDST, access that form as you normally would for on-line inquiry purposes.

Once the information appears on the screen, go to “Help” on the toolbar. Hold down the Ctrl key and select “Extract Data No Key.” Keep Ctrl depressed till the download box appears then you click on “Open”.



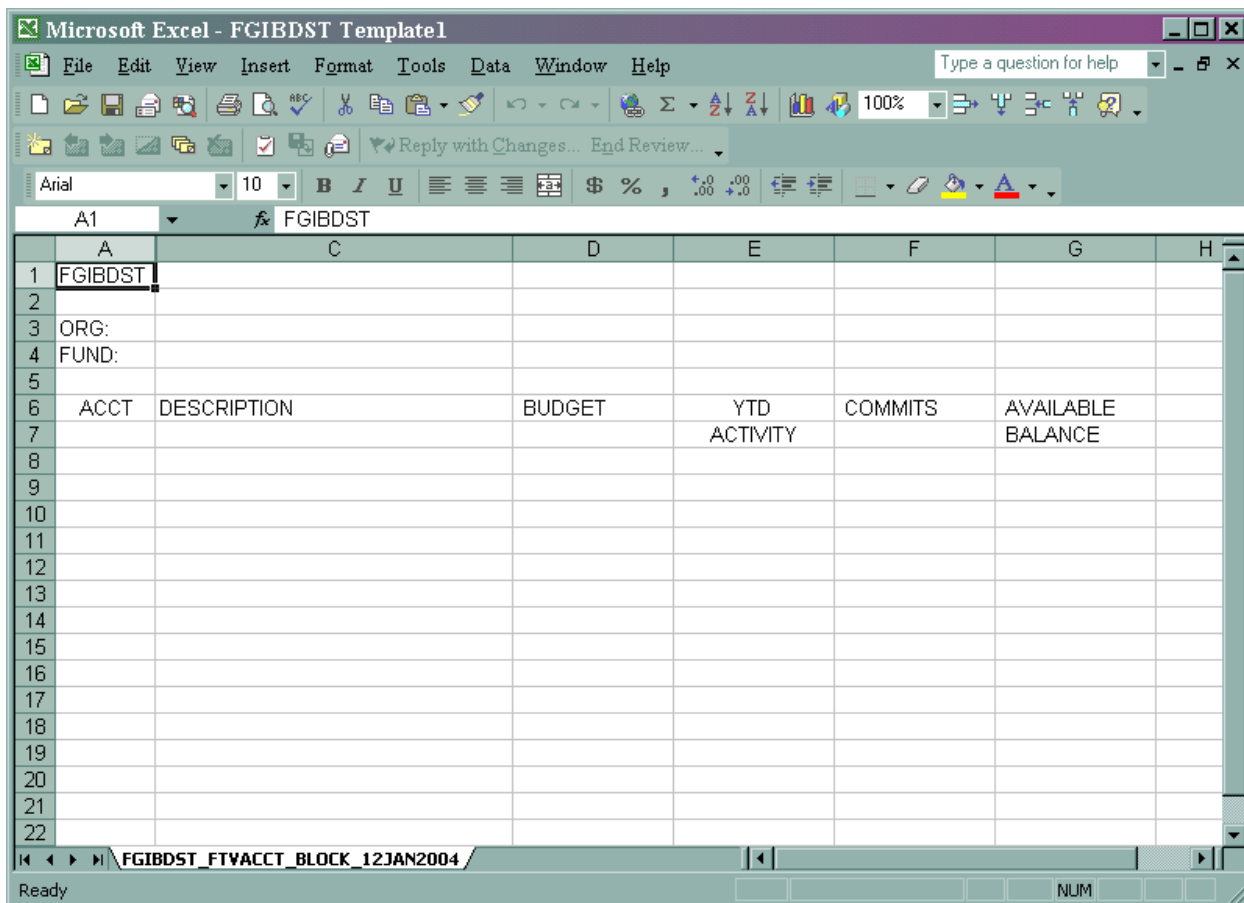
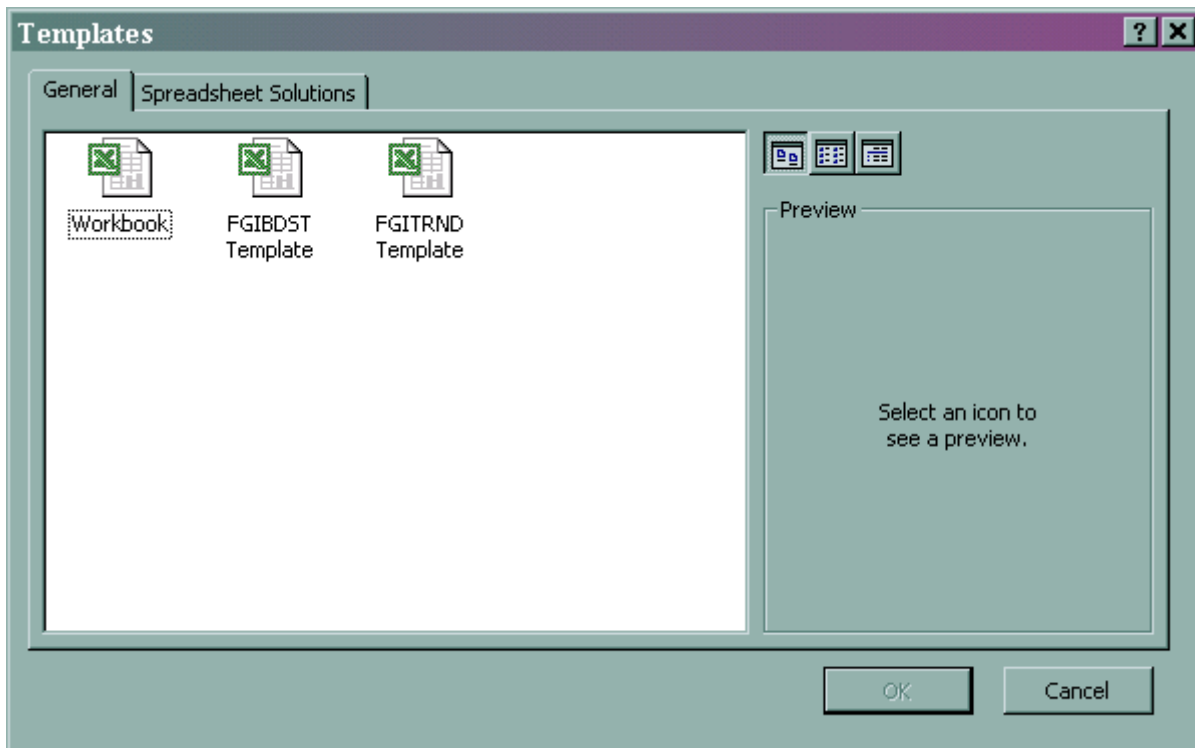
Do “Page” “Save as” Rename the file and save in C:/Temp. On new Internet Explorer: to “save as” click on “Page” mid way on right side of screen or when box appears, choose “save as” and save to C: temp. (it must be saved as a CSV file.)

If says may contain features not compatible with CSV file—answer yes

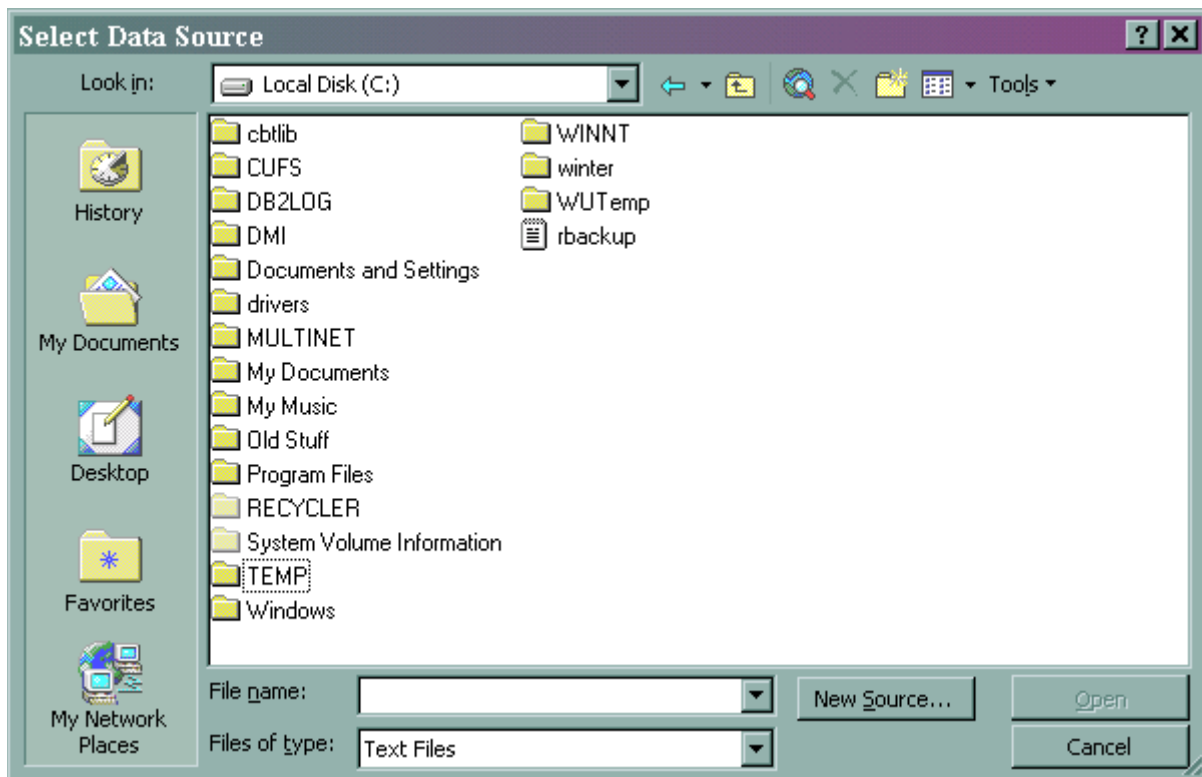
Close file

If ask if want to save changes, answer “no”

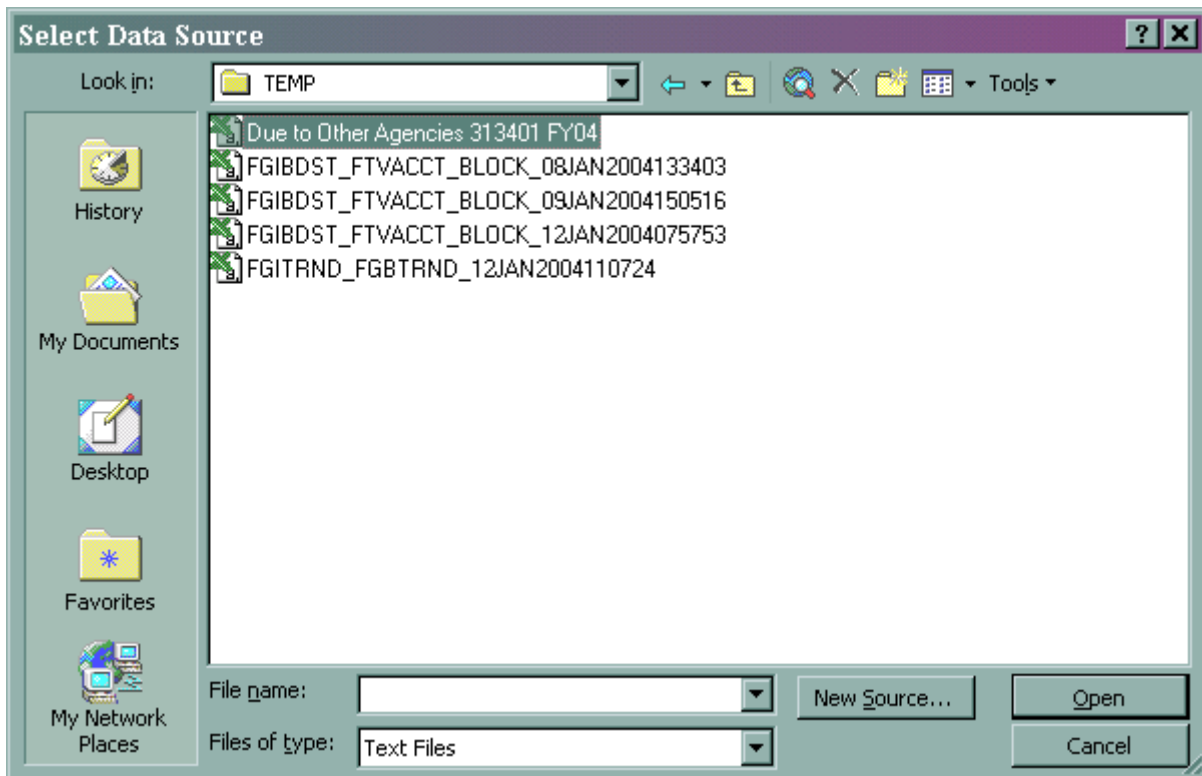
In Excel, retrieve the FGIBDST template.



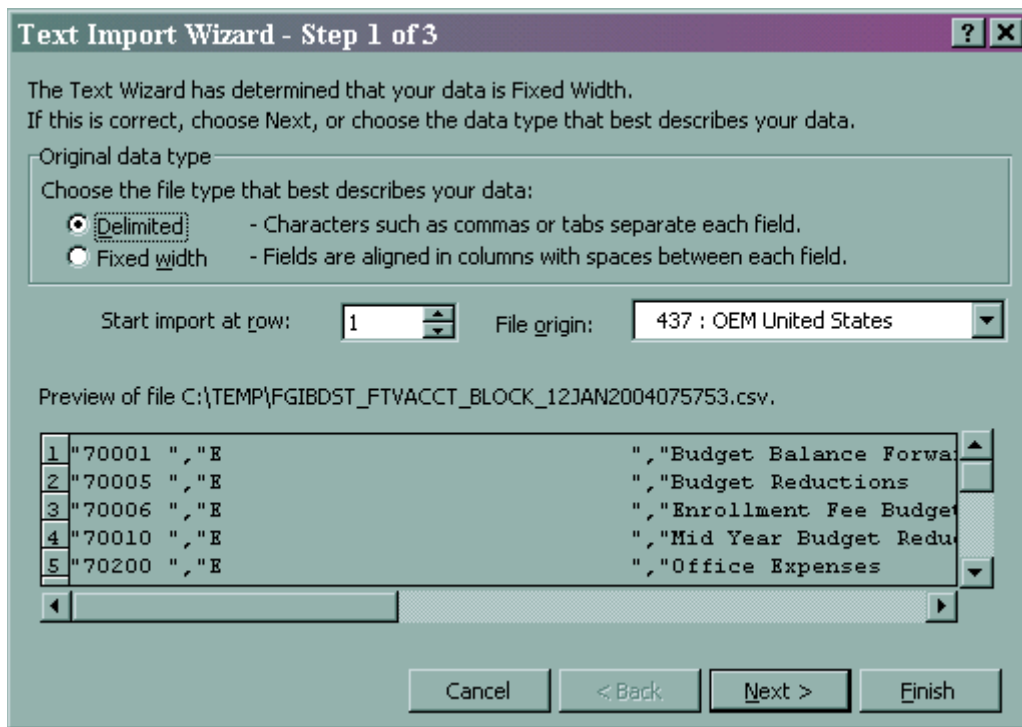
On the toolbar, go to “Data”, then “Import External Data”, then “Import Data”



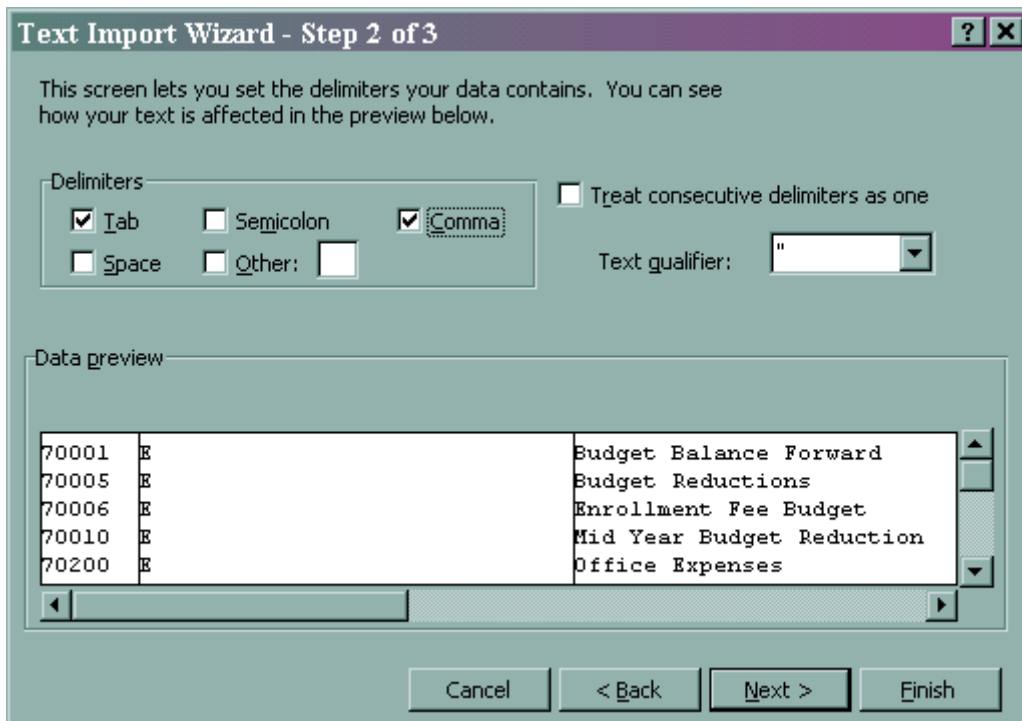
Select the “TEMP” folder, then select the appropriate extracted FGIBDST file. Make sure that “Files of type:” reads “Text Files”, “All Files”, or “All Data Sources”.



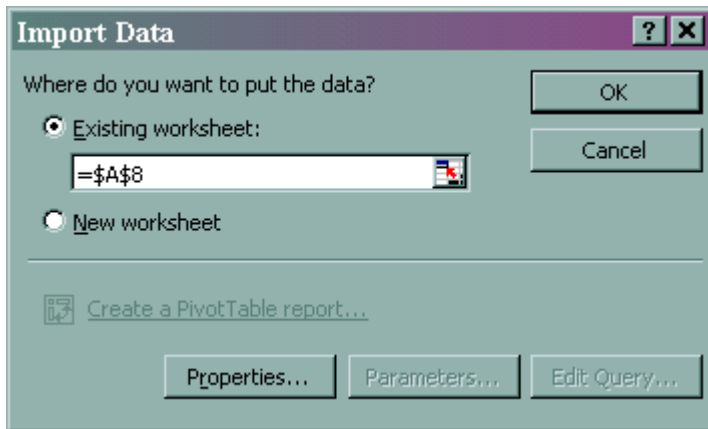
When the extracted file is selected, the Text Import Wizard Screen should appear.



Select "Delimited" as the Original Data Type. Go to the Next screen.



Select "Tab" and "Comma" as the Delimiters. Select "Finish".



Select “Existing worksheet;” and change the option to “=\$A\$8”.

Click on “OK”. This will put the data into the template.

ACCT	DESCRIPTION	BUDGET	YTD	COMMITTS	AVAILABLE
70001	Budget Balance Forward	\$ 406.25	\$ -	\$ -	\$ 406.25
70005	Budget Reductions	\$ (2,796.00)	\$ -	\$ -	\$ (2,796.00)
70006	Enrollment Fee Budget	\$ 42,800.00	\$ -	\$ -	\$ 42,800.00
70010	Mid Year Budget Reduction	\$ (613.00)	\$ -	\$ -	\$ (613.00)
70200	Office Expenses	\$ -	\$ 976.36	\$ 155.00	\$ (1,131.36)
70241	Telephone-Long Distance	\$ -	\$ 67.00	\$ 233.00	\$ (300.00)
70243	Telephone-Equipment Charges	\$ -	\$ 426.25	\$ 596.75	\$ (1,023.00)
70249	Telephone-Other	\$ -	\$ -	\$ 1,260.00	\$ (1,260.00)
70261	In-State Travel	\$ -	\$ 406.93	\$ -	\$ (406.93)
70370	Research-Educational & Medical	\$ -	\$ -	\$ -	\$ -
70380	Routine Maintenance Contracts	\$ -	\$ 425.00	\$ 831.25	\$ (1,256.25)
70530	Postage and Freight	\$ -	\$ 134.72	\$ 215.28	\$ (350.00)
70540	Computer Expenses	\$ -	\$ 250.00	\$ -	\$ (250.00)
70580	Misc. Equip. less than \$1000	\$ -	\$ 949.00	\$ -	\$ (949.00)
70610	Office/Communication Equip Repairs	\$ -	\$ 25.00	\$ -	\$ (25.00)

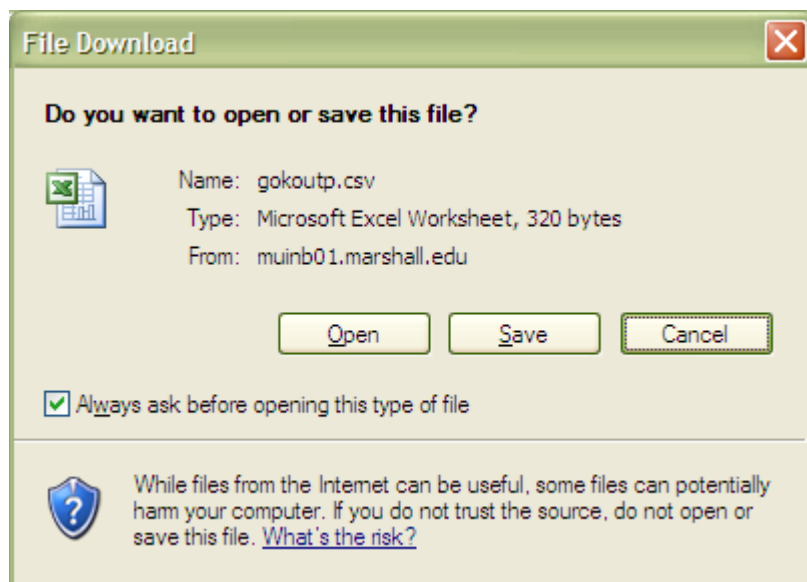
IMPORTANT!!! You must now save the file as an Excel file by going to “File” and “Save as”. You may save this under the file name and folder of your choice. If you do not do this, you will be unable to use other Excel functions on the spreadsheet and may corrupt your template file.

FGITRND EXTRACT-Vs. 7 Update

To extract data from FGITRND, access that form as you normally would for on-line inquiry purposes.

Once the information appears on the screen, go to “Help” on the toolbar. Hold down the Ctrl key and select “**Extract Data No Key.**” Keep Ctrl depressed till box below appears.

You will see the following block of information, indicating the file where the extracted data has been stored.

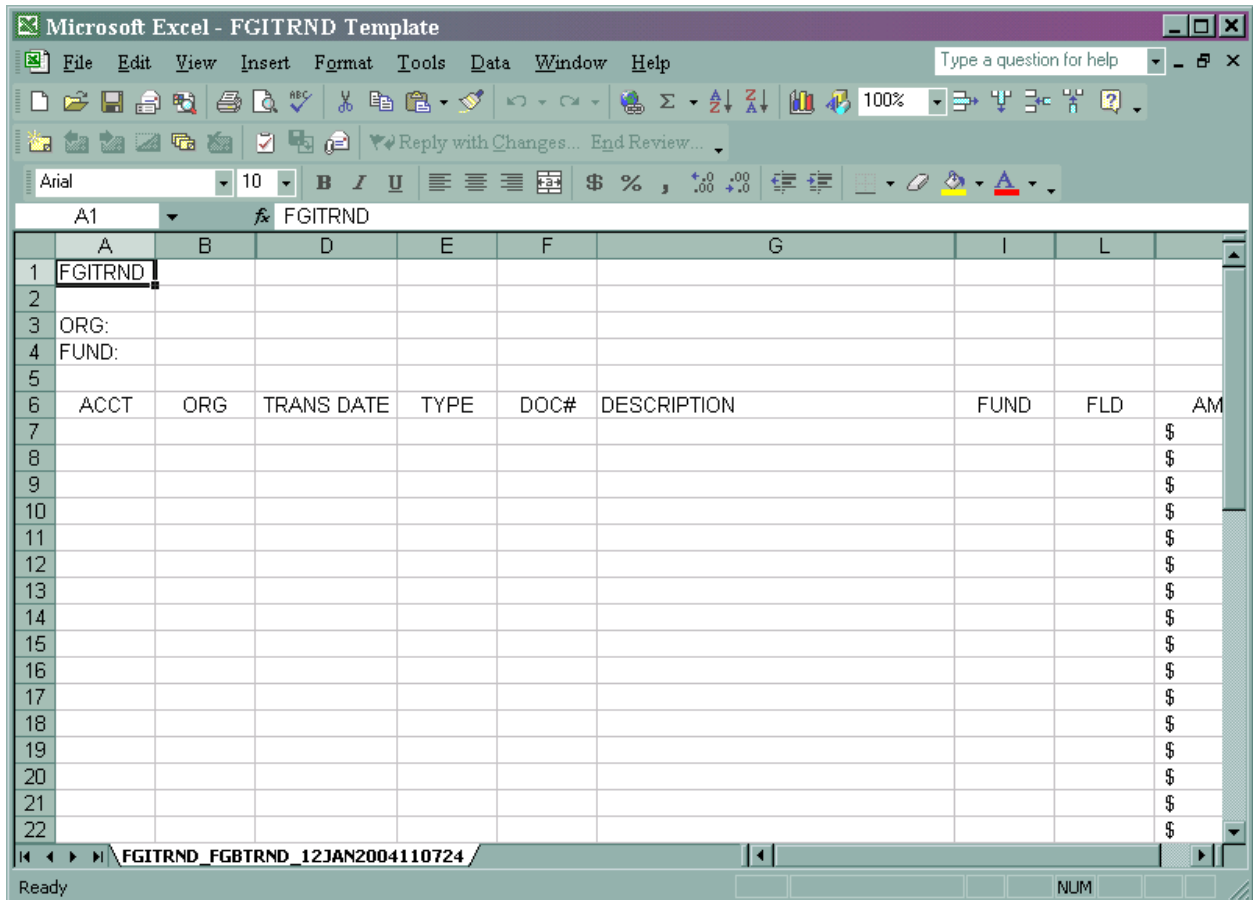
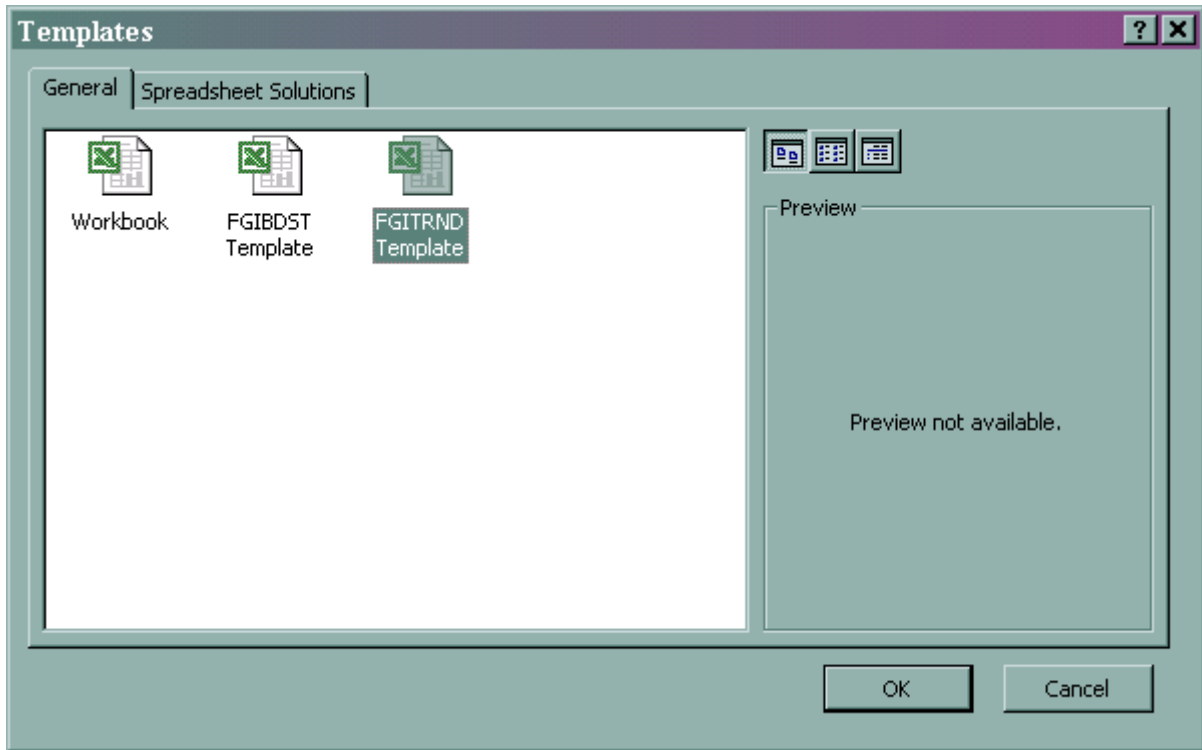


Choose “Open”. Do “Page” “Save as” Rename the file and save in C:/Temp. It must be saved as a “CSV”file. If says may contain features not compatible with CSV file—answer yes

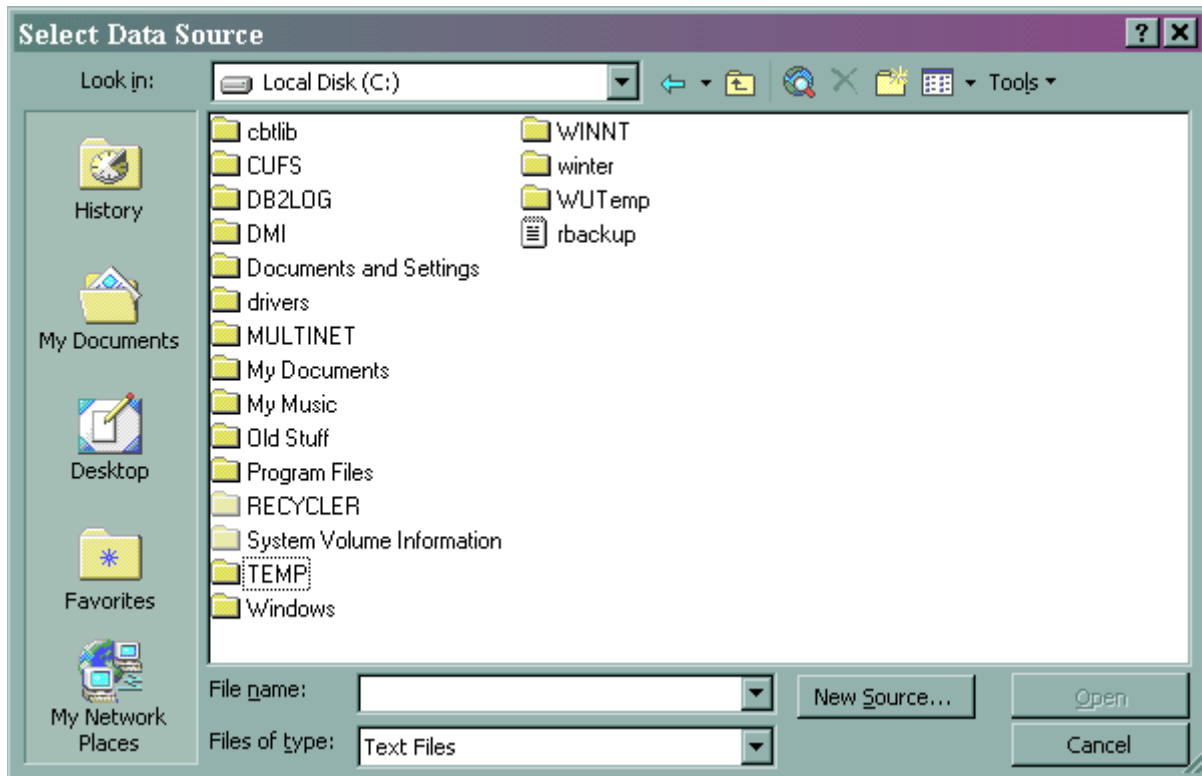
Close file

If ask if want to save changes, answer “no”

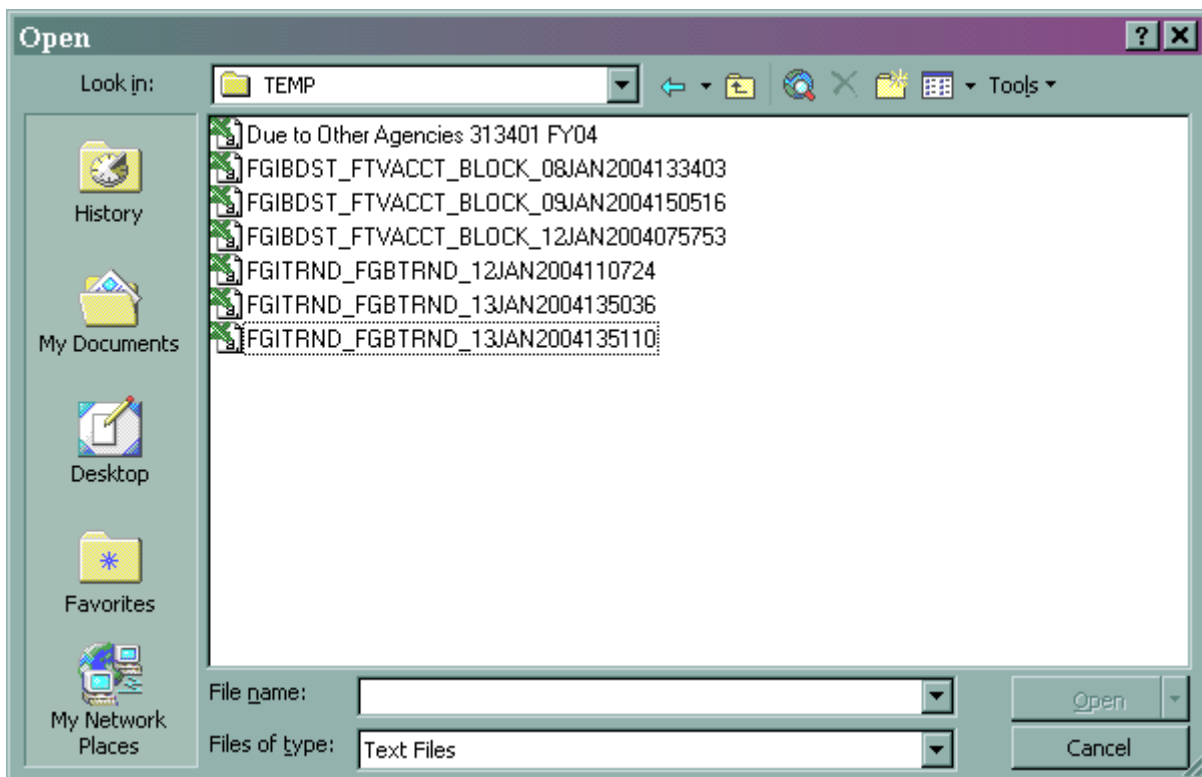
In Excel, retrieve the FGITRND template.



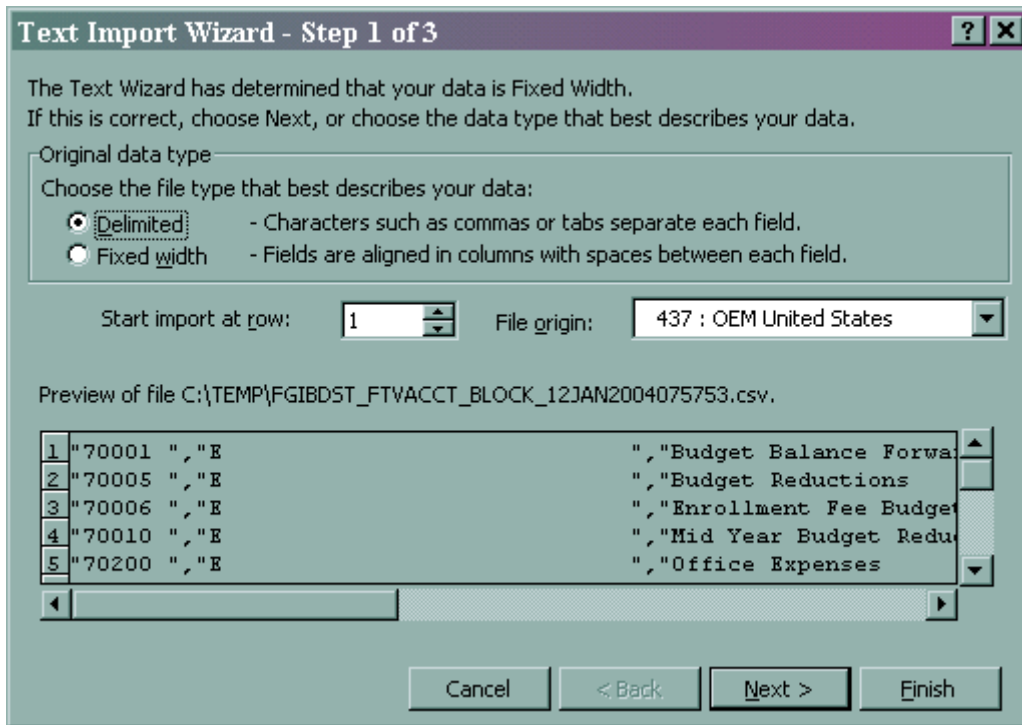
On the toolbar, go to “Data”, then “Import External Data”, then “Import Data”



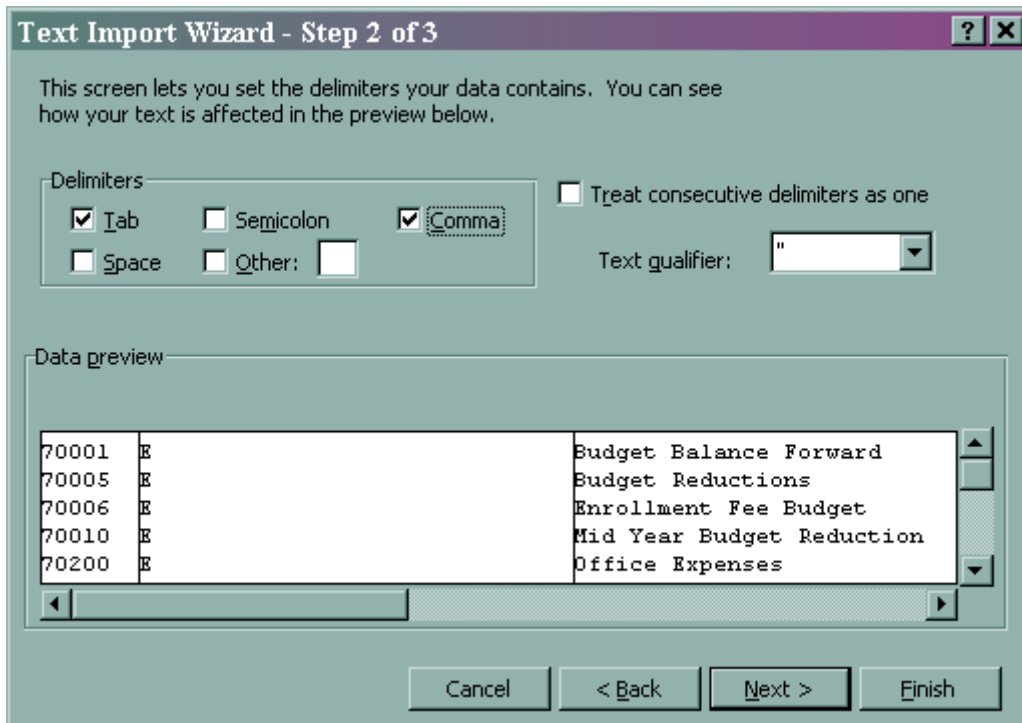
Select the “TEMP” folder, then select the appropriate extracted FGITRND file. Make sure that “Files of type:” reads “Text Files”, “All Files”, or “All Data Sources”.



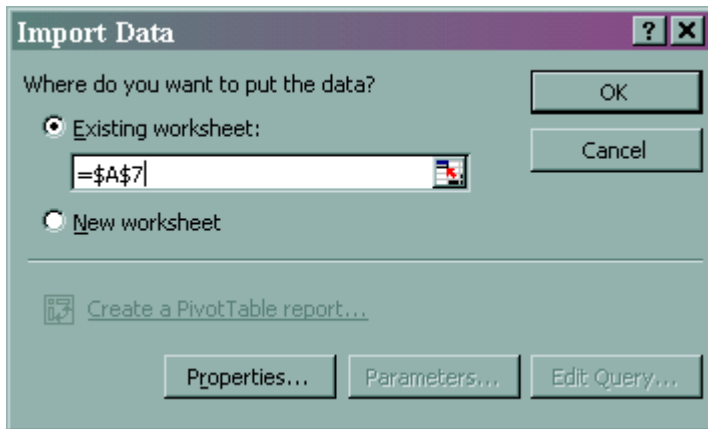
When the extracted file is selected, the Text Import Wizard Screen should appear.



Select “Delimited” as the Original Data Type. Go to the Next screen.

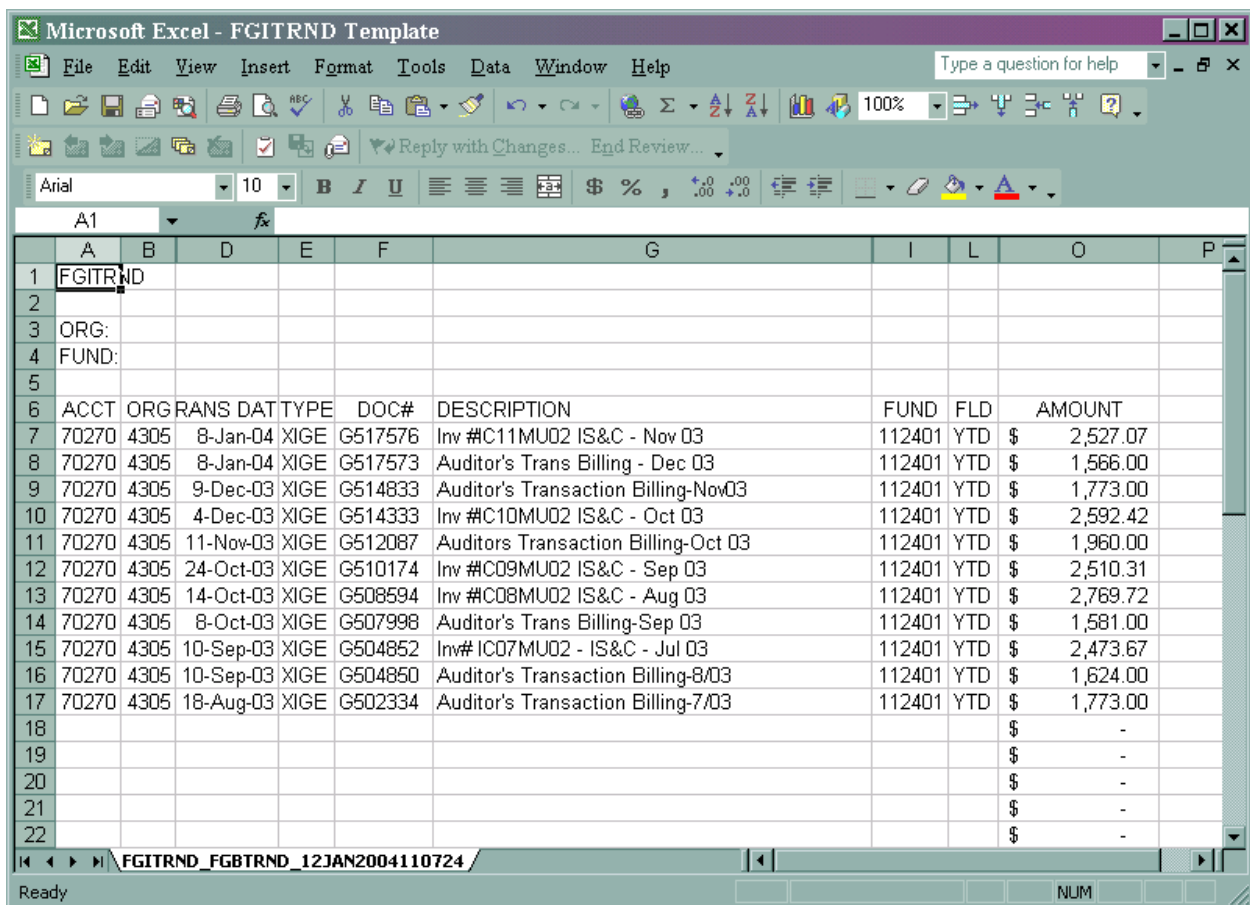


Select “Tab” and “Comma” as the Delimiters. Select “Finish”.



Select “Existing worksheet;” and change the option to “=\$A\$7”.

Click on “OK”. This will put the data into the template.



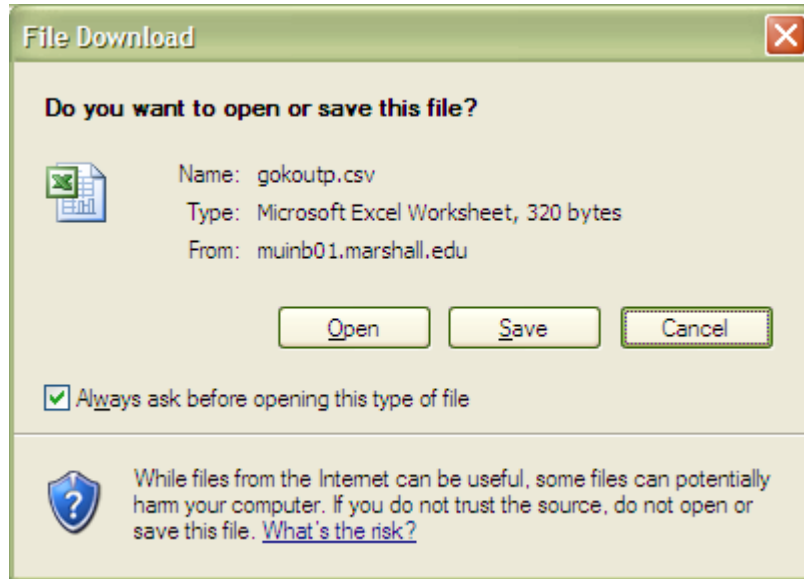
IMPORTANT!!! You must now save the file as an Excel file by going to “File” and “Save as”. You may save this under the file name and folder of your choice. If you do not do this, you will be unable to use other Excel functions on the spreadsheet and may corrupt your template file.

FGIOENC EXTRACT-Vs. 7 update

To extract data from FGIOENC, access that form as you normally would for on-line inquiry purposes.

Once the information appears on the screen, go to “Help” on the toolbar. Hold down the Ctrl key and select “**Extract Data No Key.**” Keep Ctrl depressed till download box appears.

You will see the following block of information, indicating the file where the extracted data has been stored.

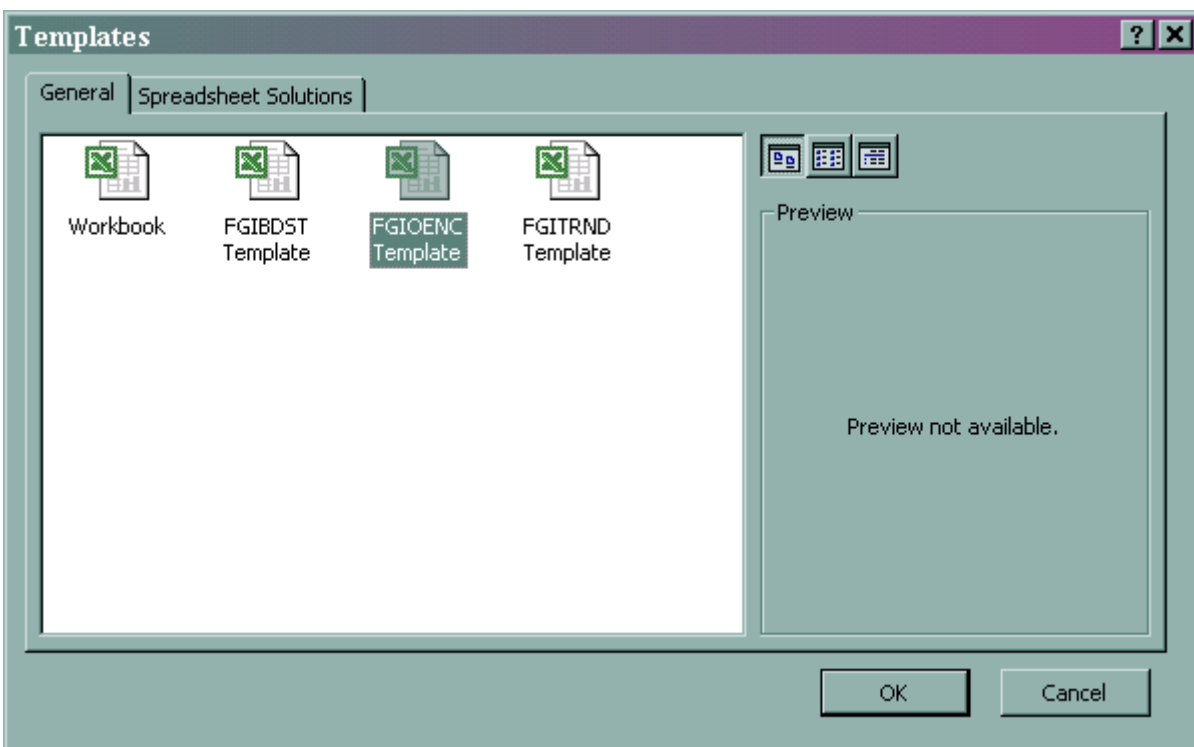


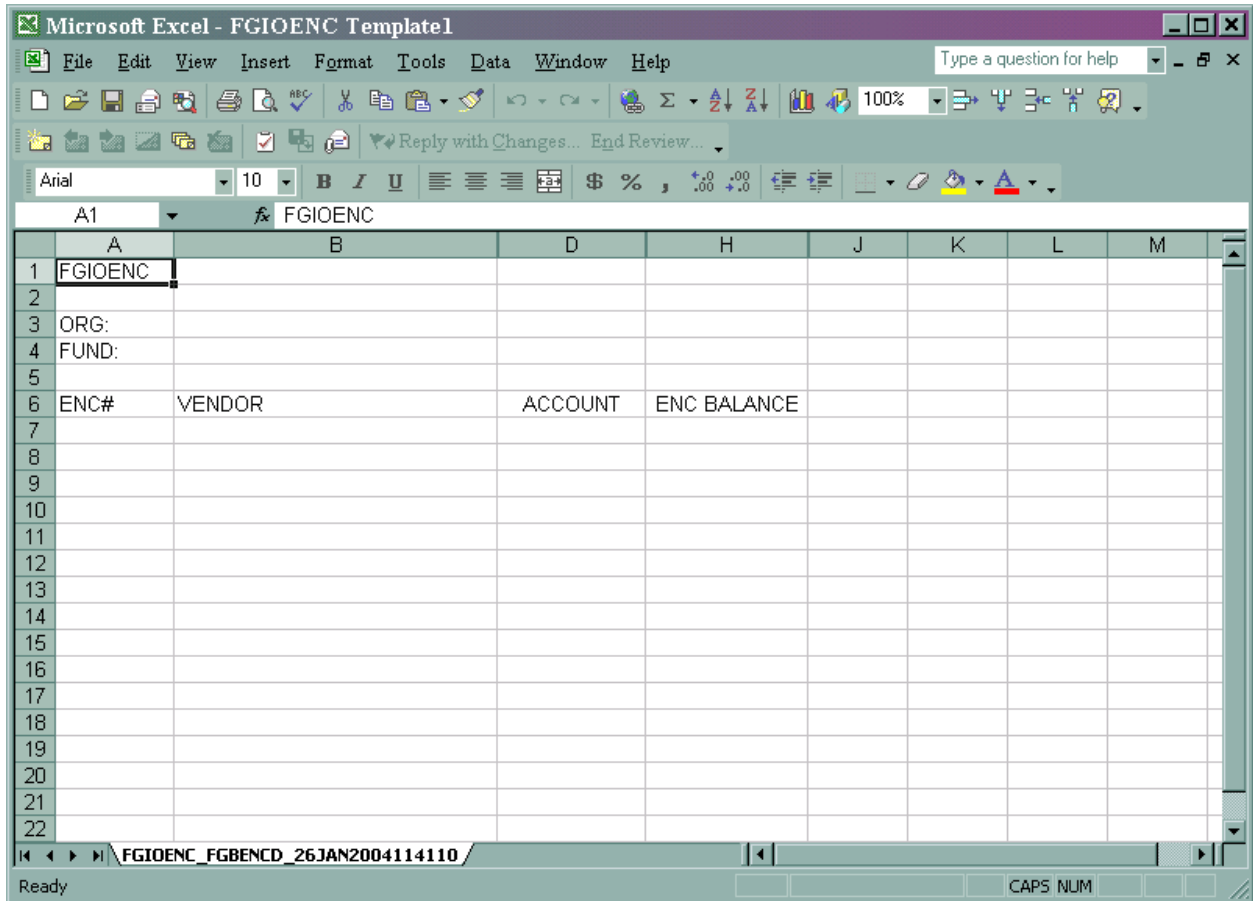
Choose “Open”. Do “Page” “Save as” Rename the file and save in C:/Temp. It must be saved as a “CSV” file. If says may contain features not compatible with CSV file—answer yes

Close file

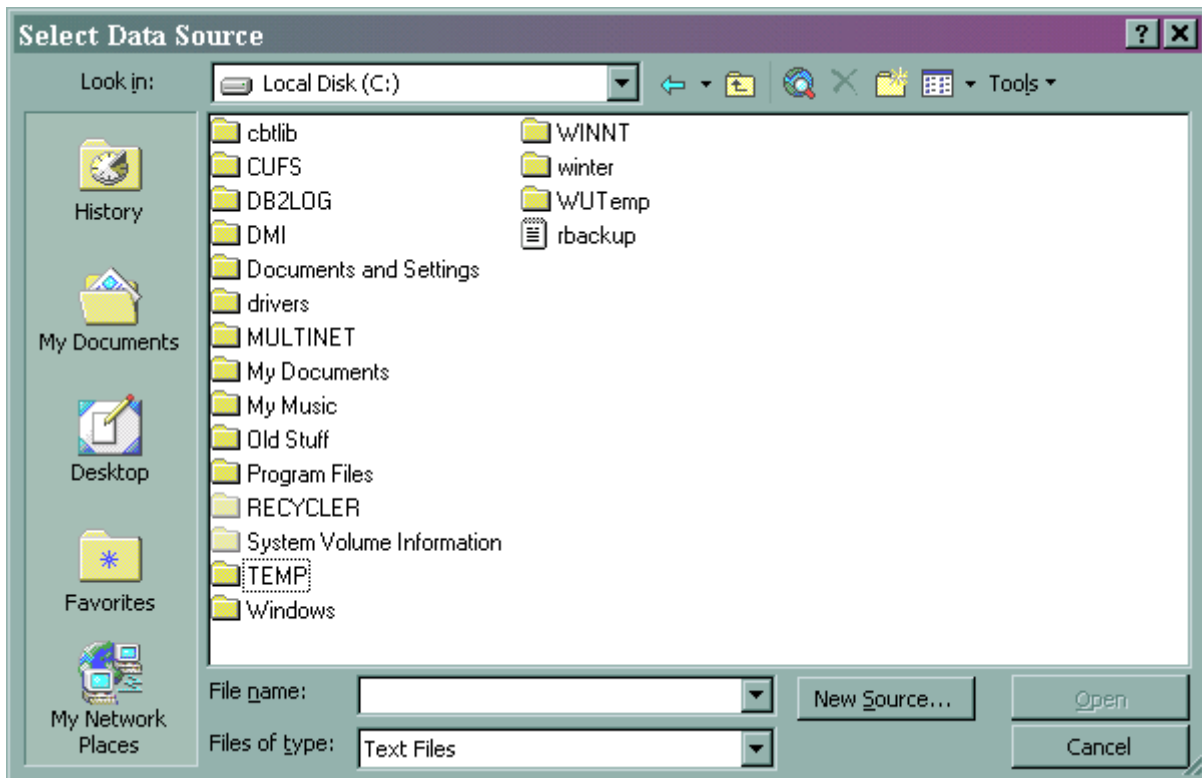
If ask if want to save changes, answer “no”

In Excel, retrieve the FGIOENC template.

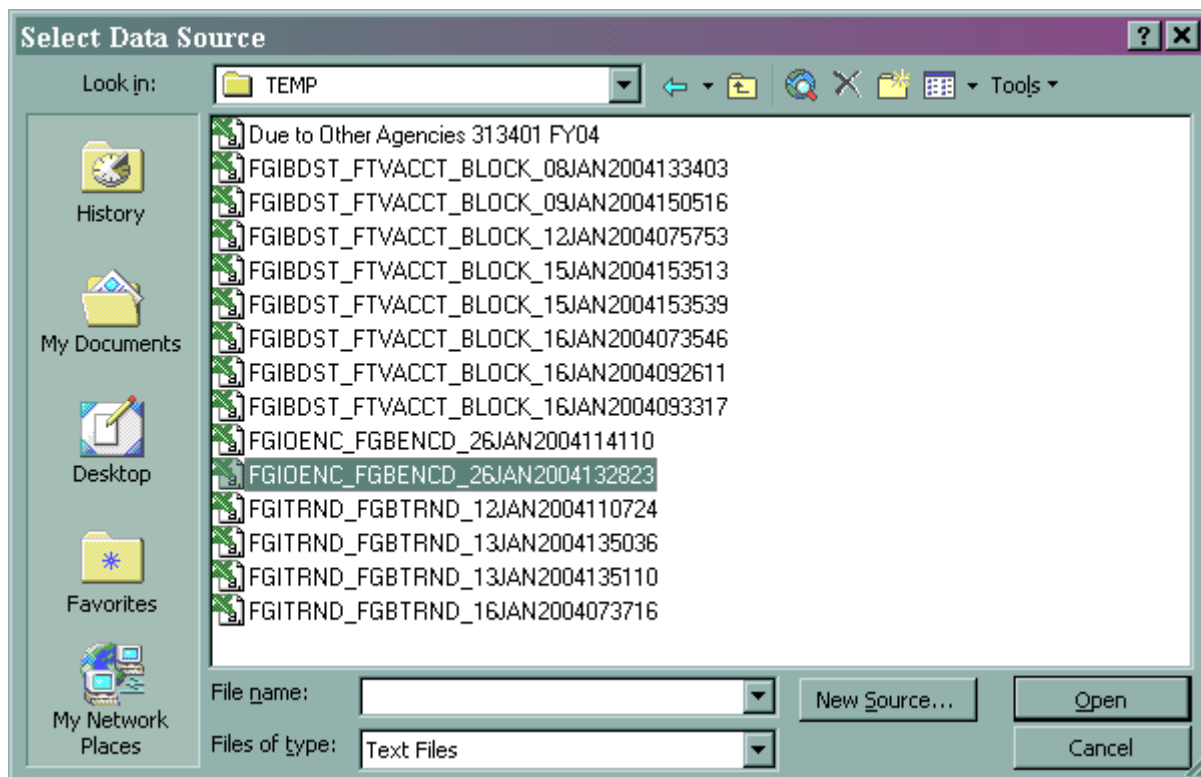




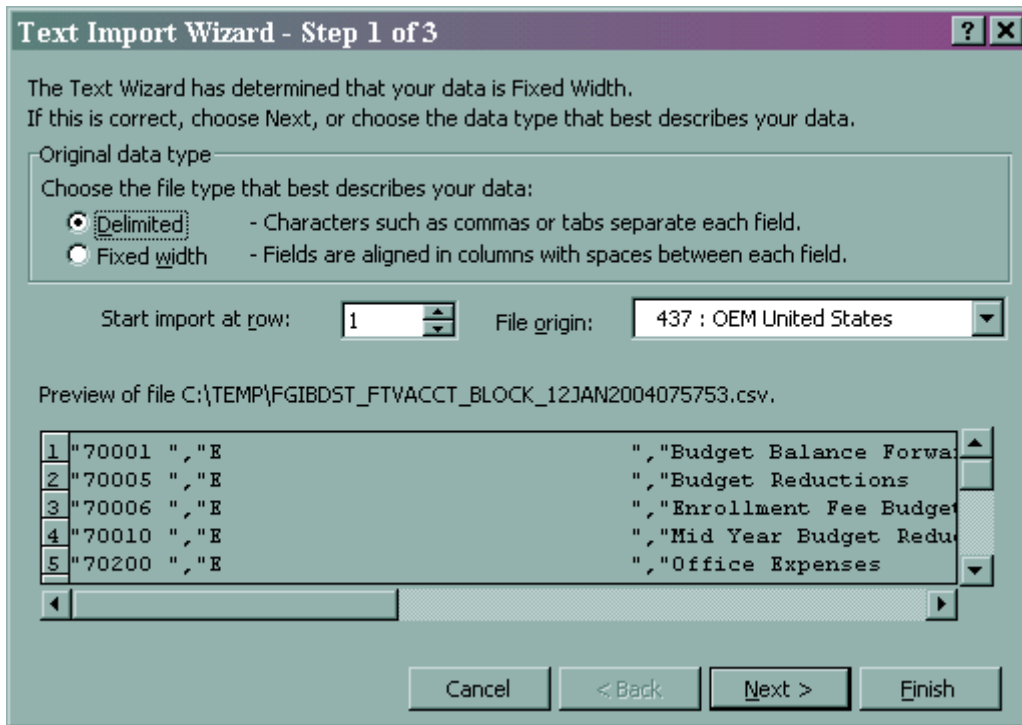
On the toolbar, go to “Data”, then “Import External Data”, then “Import Data”



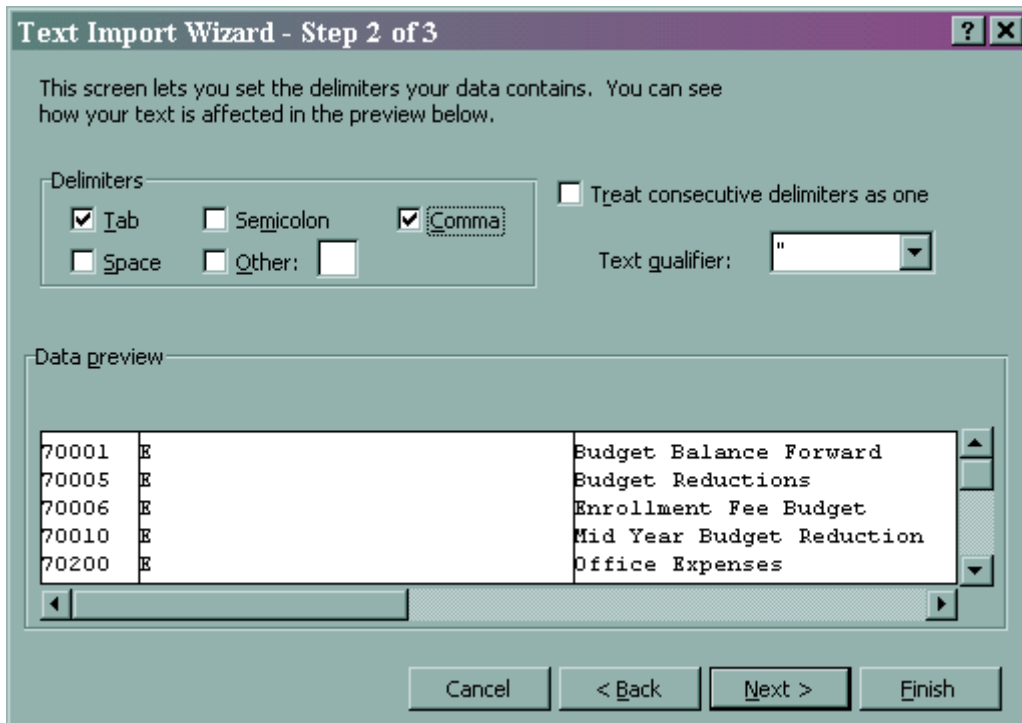
Select the “TEMP” folder, then select the appropriate extracted FGIOENC file. Make sure that “Files of type:” reads “Text Files”, “All Files”, or “All Data Sources”.



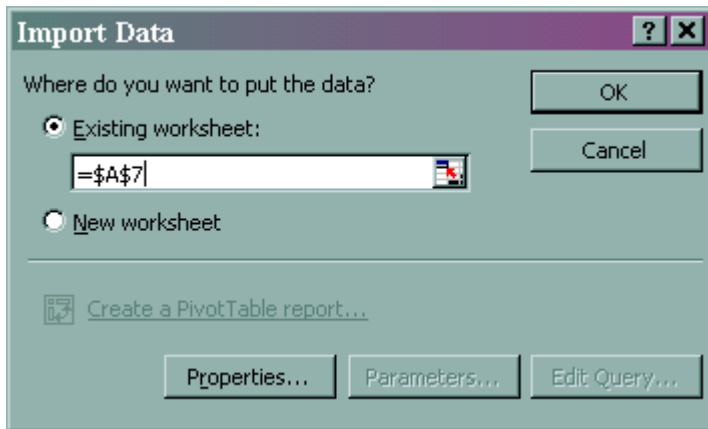
When the extracted file is selected, the Text Import Wizard Screen should appear.



Select “Delimited” as the Original Data Type. Go to the Next screen.

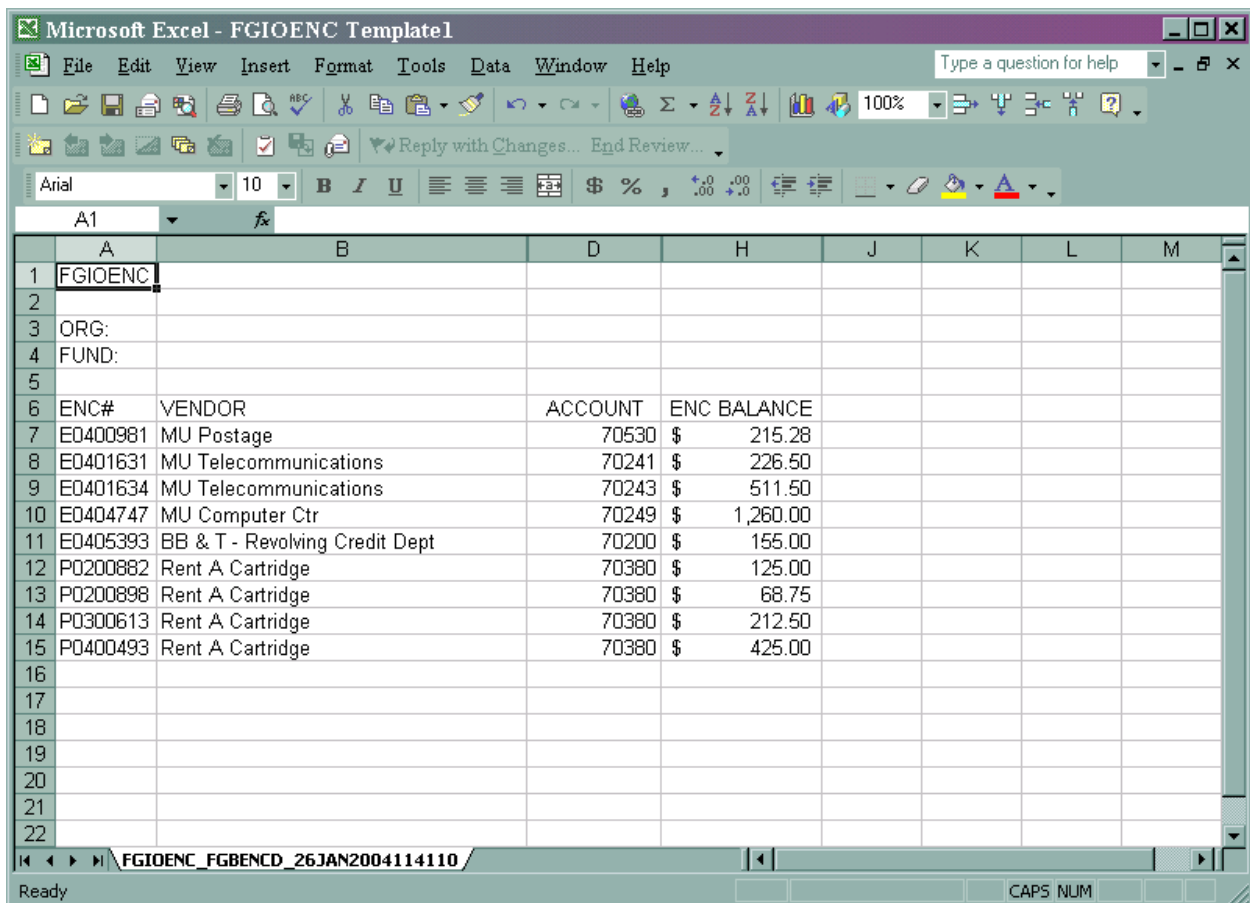


Select “Tab” and “Comma” as the Delimiters. Select “Finish”.



Select “Existing worksheet;” and change the option to “=\$A\$7”.

Click on “OK”. This will put the data into the template.



IMPORTANT!!! You must now save the file as an Excel file by going to “File” and “Save as”. You may save this under the file name and folder of your choice. If you do not do this, you will be unable to use other Excel functions on the spreadsheet and may corrupt your template file.

TIPS FOR EXTRACTING DATA

When extracting data from these on-line forms, remember that information contained in these on-line forms is current for all transactions that have been posted year-to-date at the time you are viewing the form.

If expense information is needed for a particular month, you may retrieve the information by going to FGIBDST and select "Transaction Detail Information" (FGITRND). Select "Rollback". On the first line of information, delete the account code if you want to see all transactions or enter the particular account code you are investigating. In the block labeled "Period", enter the fiscal month you want information on (July=01, August=02, etc.). Do "Control" "Page Down". In the block labeled "Field Code", type in "YTD". Click on the "F8" key. This will extract all transactions for that particular fiscal month for the requested account codes.

Neither the FGIBDST nor FGITRND forms allow for year-to-date information to be requested as of the end of a particular month. You may want to extract each month separately and then build a year-to-date spreadsheet with that information.

This concludes our review of Banner Data Extract. If you have questions or need further help, please feel free to call either Selah Wilson or Linda Mollohan.