# Using the Data Extract Feature in BannerINB

Data can be extracted from many of the Banner Finance forms and imported into Excel or Access for analysis. Currently the following forms are activated for extract: FGIBDST(Budget Status), FGITRND (Transaction Detail), FRIGITD (Grant Inception to Date), FRIGTRD (Grant Transaction Detail) and FGIBDSR (Executive Summary). Additional forms will be added in the future.

1. In BannerINB open any of the above mentioned forms.

2. Enter the appropriated information in the key block and perform a next-block.

3. From the menu at the top of the page, choose Help.
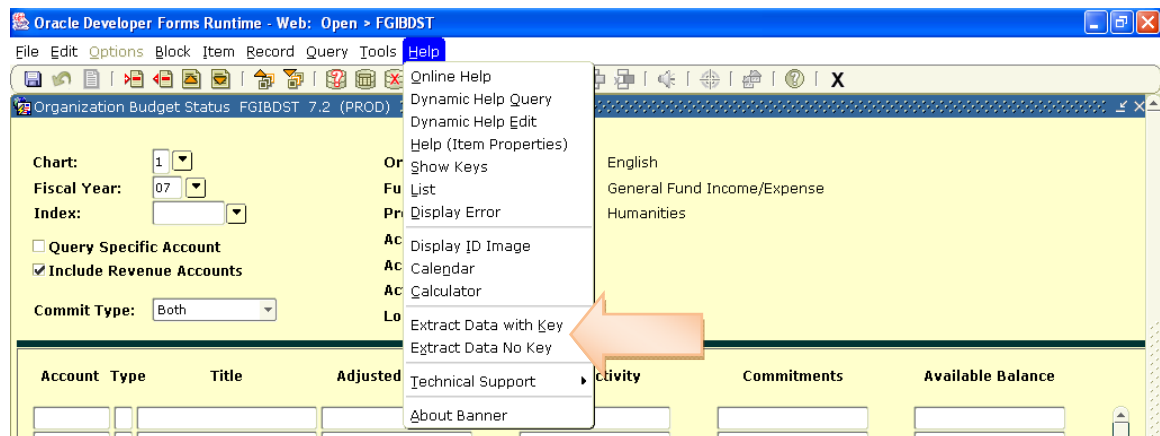
4. In the Help menu, choose either of the Extract Data options. 'Extract Data with Key' includes the information you entered in the key block. Extract Data No Key" does not include this information.

5. One of several things may happen:

   a. A quick flash and/or beep and the information on your screen does not change. This is usually due to browser settings. See the troubleshooting section at the end of this document for help with these settings

   b. A new window opens, but it's blank – press the F8 key on your keyboard to pull in the data
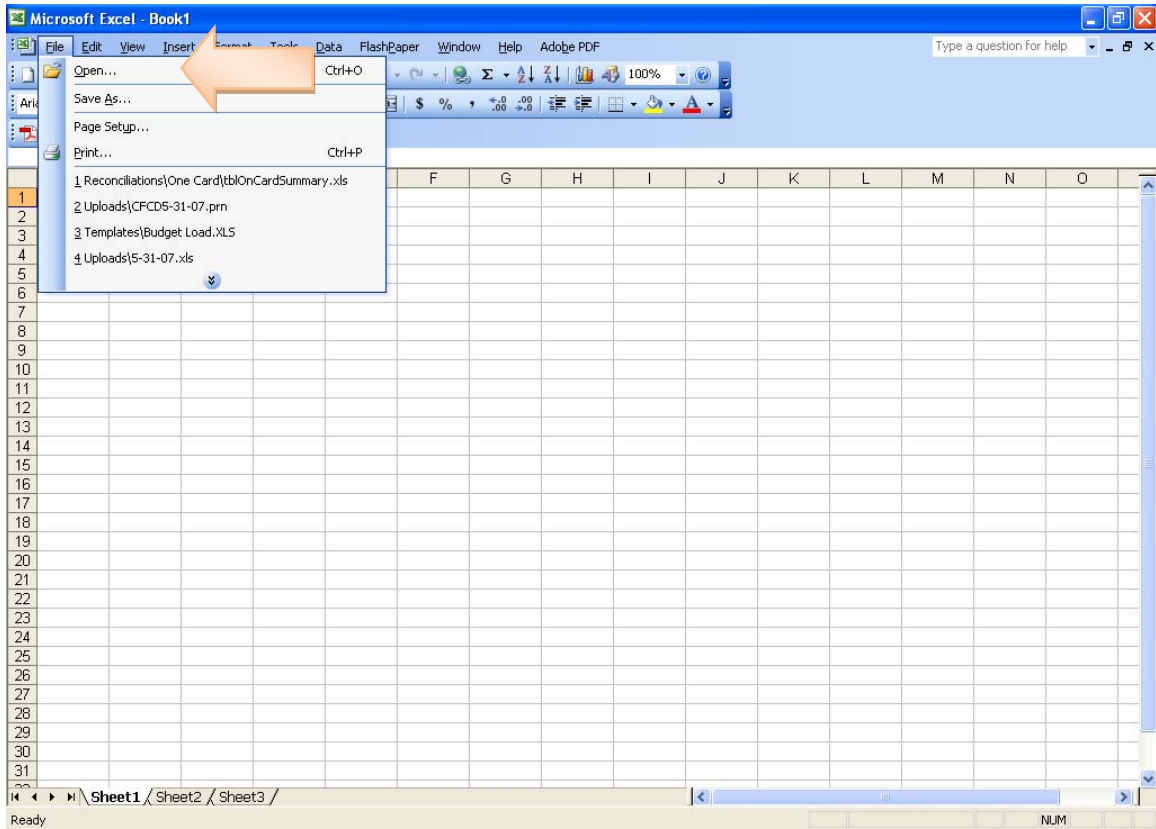
c. A new window opens with the data showing with quotation marks and commas.
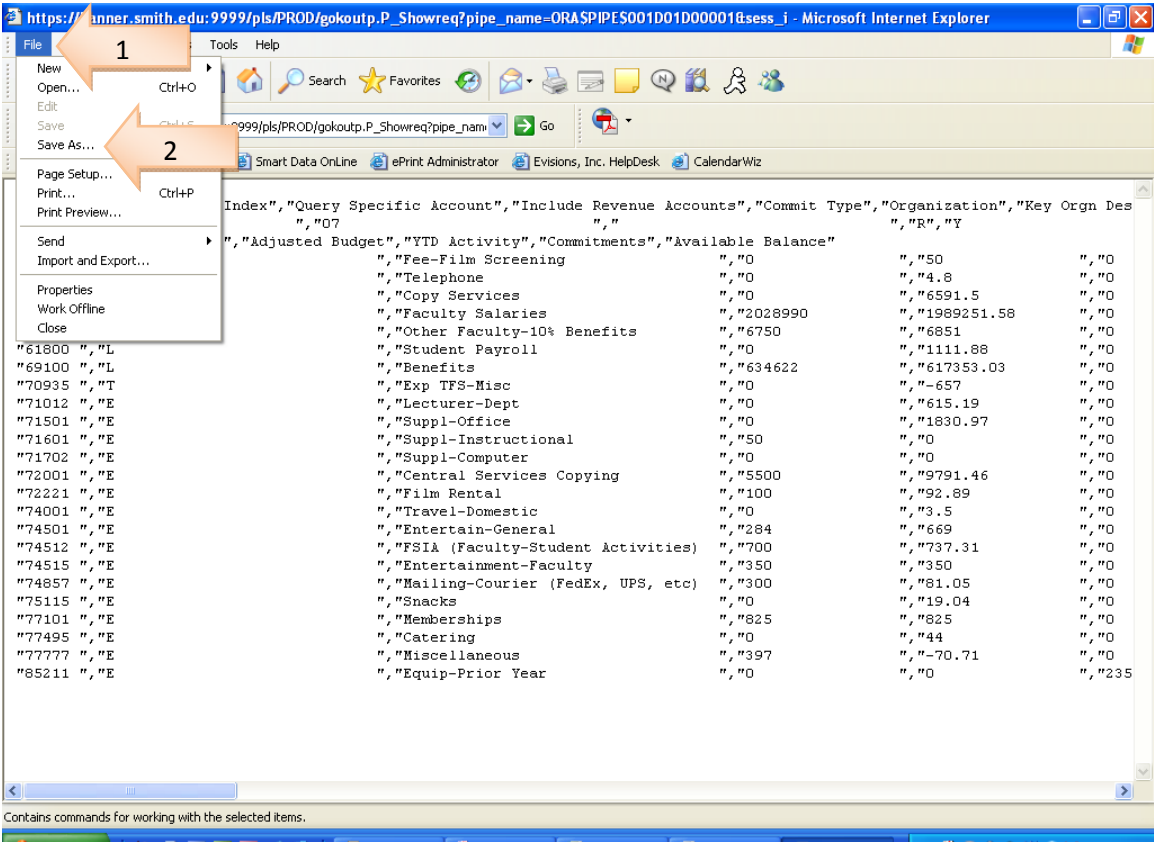
i. From the File menu choose 'File' (Arrow 1) 'Save As...' (Arrow 2)
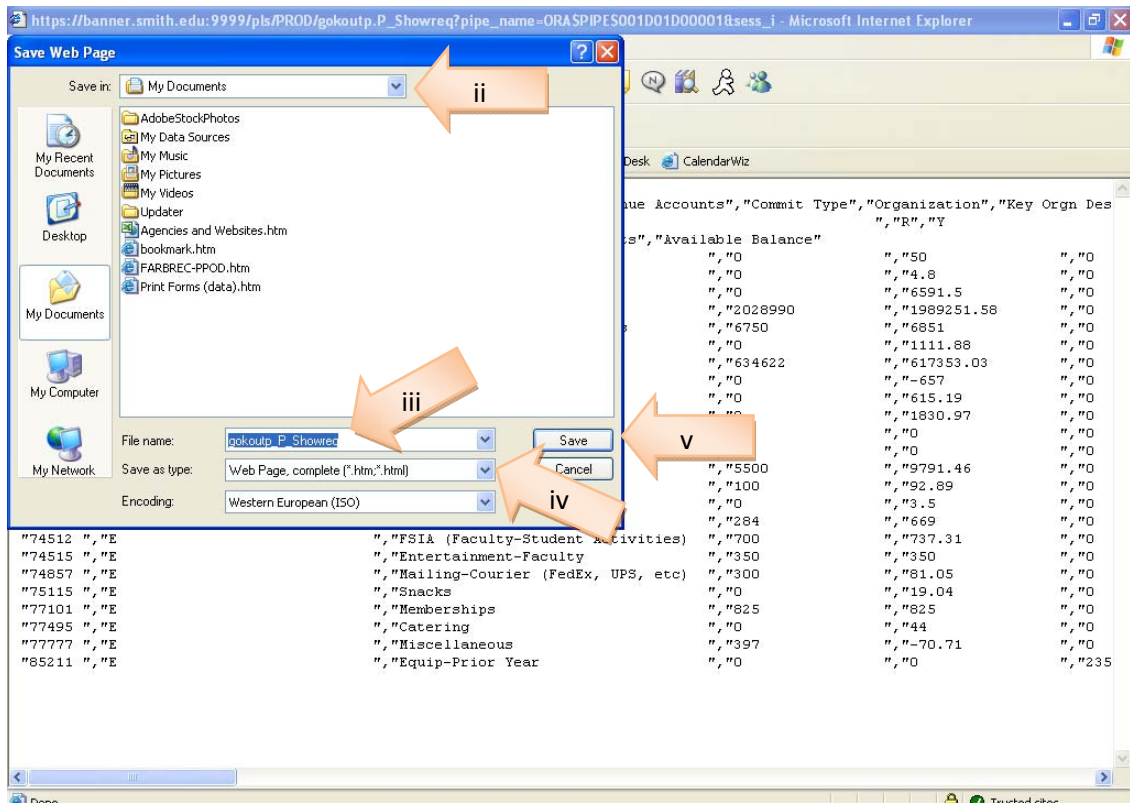
ii. Select the location to store the file

iii. Change the File Name so that it is meaningful to you.

iv. Change the File Type to Text

v. Click Save

vi.   Open Excel

vii.   From the menu choose File From the file menu choose Open
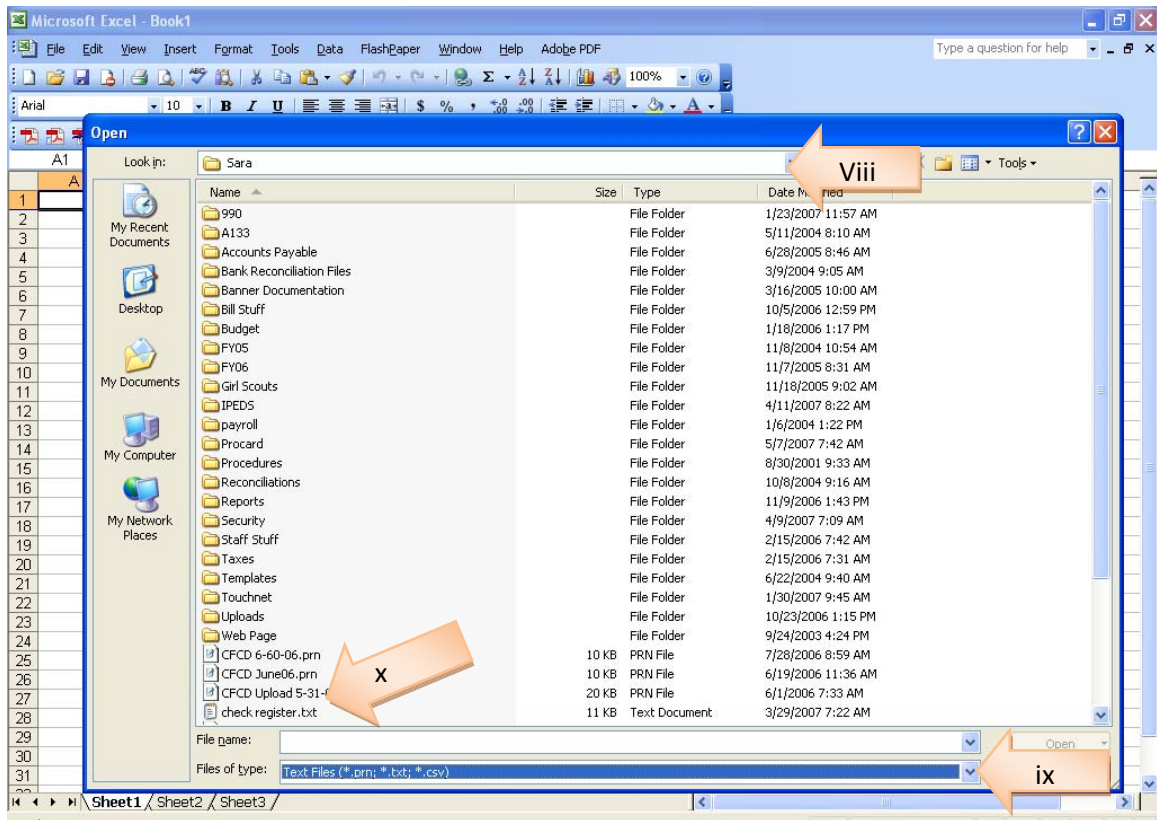
viii. Change the document path to the location where you stored your file

ix. Change the file type to Text

x. Locate and open your file
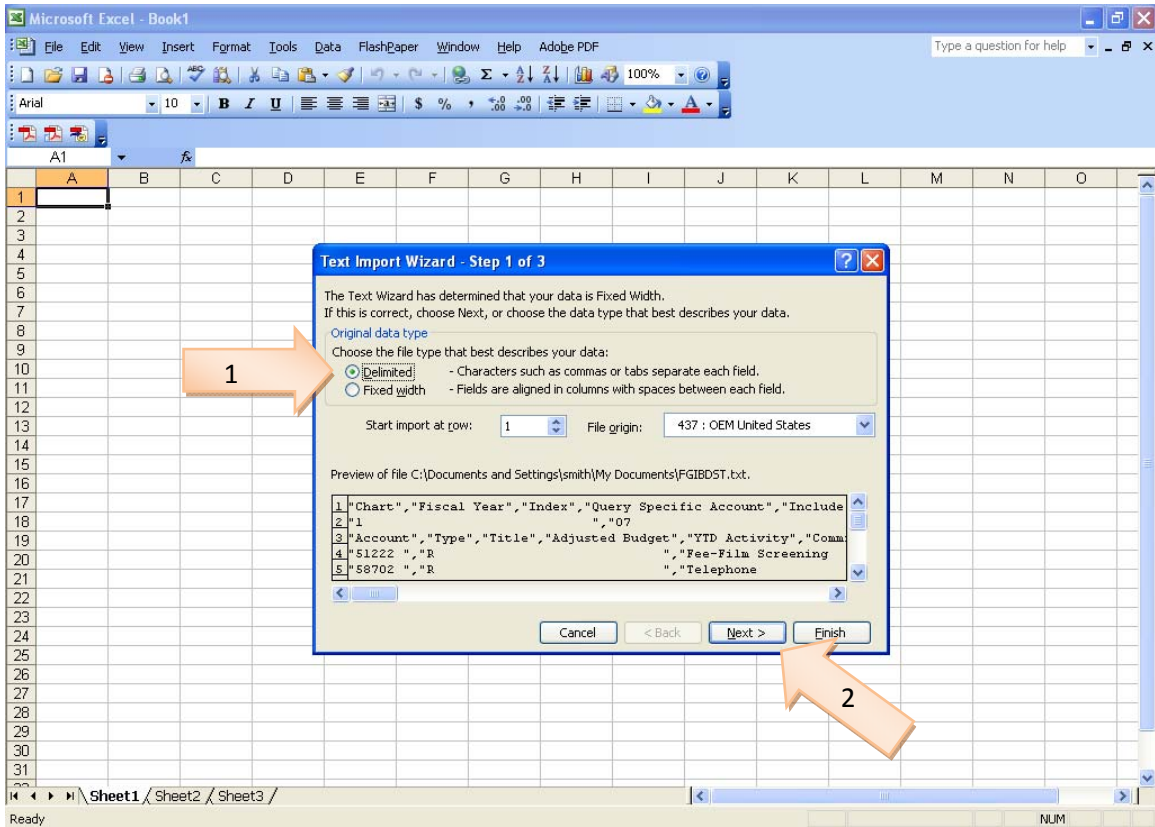
xi. A wizard will start asking how you would like to import your data

    1. Select delimited (Arrow 1) and click Next (Arrow 2)

2. Select comma (Arrow 1) and click finish (Arrow 2)

      xii.   Your file will open as a spreadsheet.

   d.   A new window opens with your data displayed as an Excel spreadsheet.

The image shows a Microsoft Excel window titled "Microsoft Excel - FGIBDST.txt" with the File menu open, displaying options including Open (Ctrl+O), Save As... (with an arrow pointing to it), Page Setup..., Print... (Ctrl+P), and recently opened files:
- 1 FGIBDST.txt
- 2 P:\Sara\Reconciliations\On...\tblOnCardSummary.xls
- 3 P:\Sara\Uploads\CFCD5-31-07.prn
- 4 P:\Sara\Templates\Budget Load.XLS

The spreadsheet data visible:

			D	E	F	G	H	I
1			Query Specific Account	Include Revenue Accounts	Commit Type	Organization	Key Orgn	Fund
2			R	Y		3146	English	101010
3			Adjusted Budget	YTD Activity	Commitments	Available Balance		
4			0	50	0	-50		
5			0	4.8	0	-4.8		
6	56000 R	Copy Services	0	6591.5	0	-6591.5		
7	61000 L	Faculty Salaries	2028990	1989251.58	0	39738.42		
8	61010 L	Other Faculty-10% Benefits	6750	6851	0	-101		
9	61800 L	Student Payroll	0	1111.88	0	-1111.88		
10	69100 L	Benefits	634622	617353.03	0	17268.97		
11	70935 T	Exp TFS-Misc	0	-657	0	657		
12	71012 E	Lecturer-Dept	0	615.19	0	-615.19		
13	71501 E	Suppl-Office	0	1830.97	0	-1830.97		
14	71601 E	Suppl-Instructional	50	0	0	50		
15	71702 E	Suppl-Computer	0	0	0	0		
16	72001 E	Central Services Copying	5500	9791.46	0	-4291.46		
17	72221 E	Film Rental	100	92.89	0	7.11		
18	74001 E	Travel-Domestic	0	3.5	0	-3.5		
19	74501 E	Entertain-General	284	669	0	-385		
20	74512 E	FSIA (Faculty-Student Activities)	700	737.31	0	-37.31		
21	74515 E	Entertainment-Faculty	350	350	0	0		
22	74857 E	Mailing-Courier (FedEx, UPS, etc)	300	81.05	0	218.95		
23	75115 E	Snacks	0	19.04	0	-19.04		
24	77101 E	Memberships	825	825	0	0		
25	77495 E	Catering	0	44	0	-44		
26	77777 E	Miscellaneous	397	-70.71	0	467.71		
27	85211 E	Equip-Prior Year	0	0	235	-235		

6. Be sure to save your file in Excel format
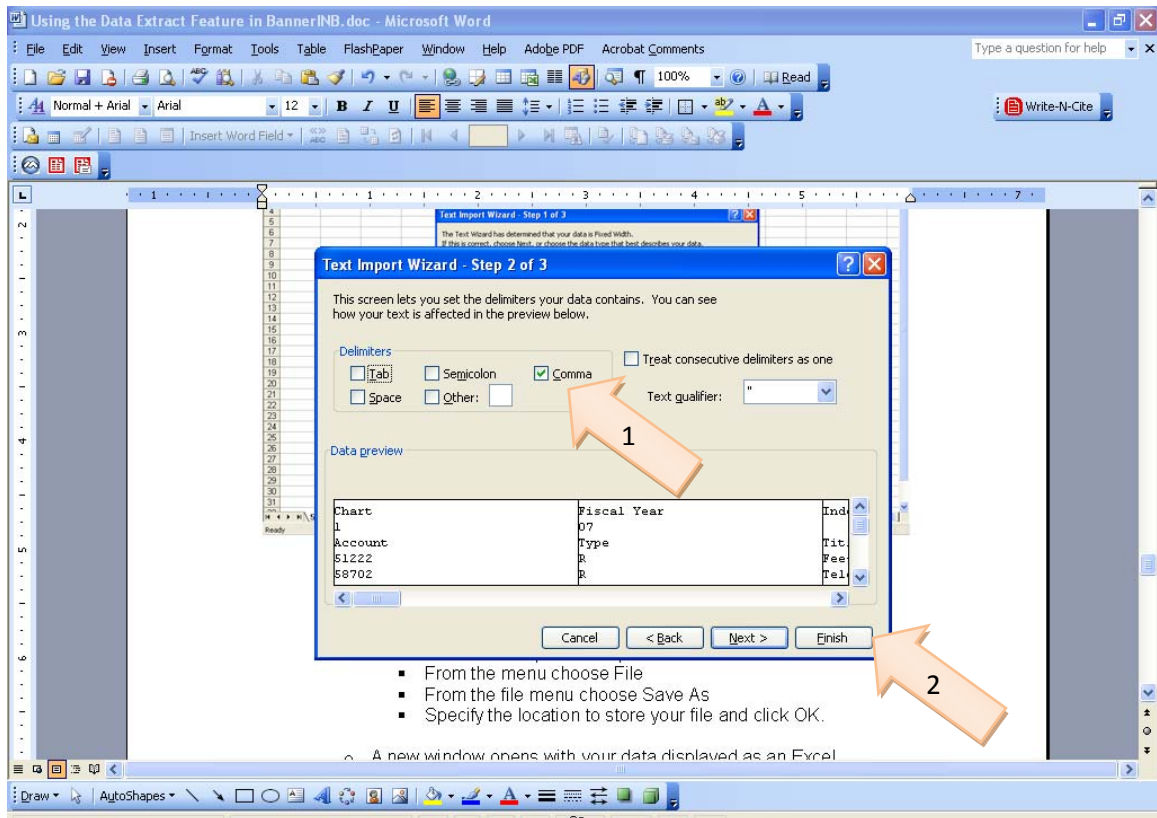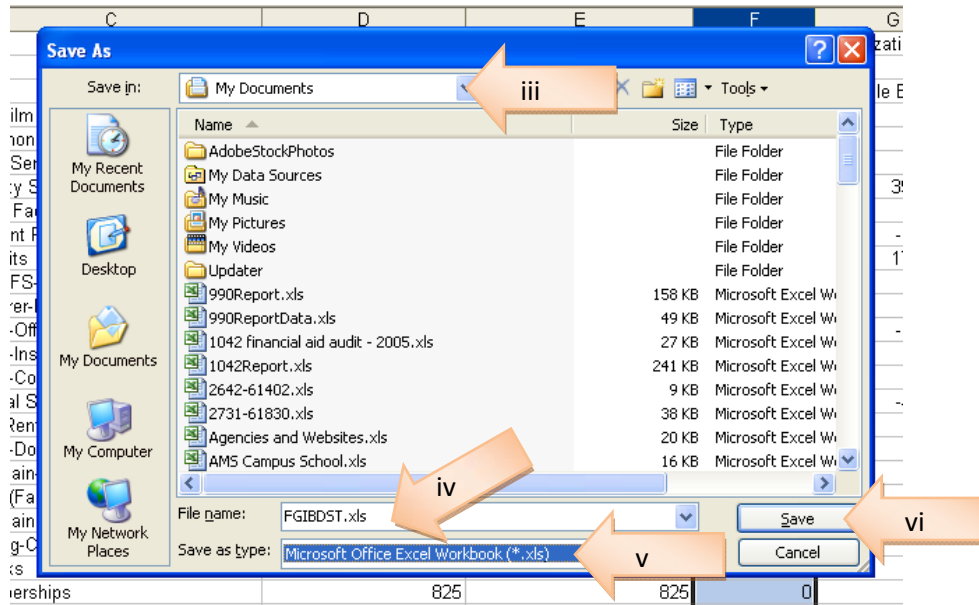
       i.   From the top menu choose File

      ii.   From the File menu choose Save As

iii. Choose the location to store your file

iv. Change the file name to something meaningful to you.

v. Make sure the file type is Excel spreadsheet.

vi. Click Save

Your data is now in a spreadsheet that can be sorted, searched, totaled, subtotaled and anything else you can do with an Excel spreadsheet.
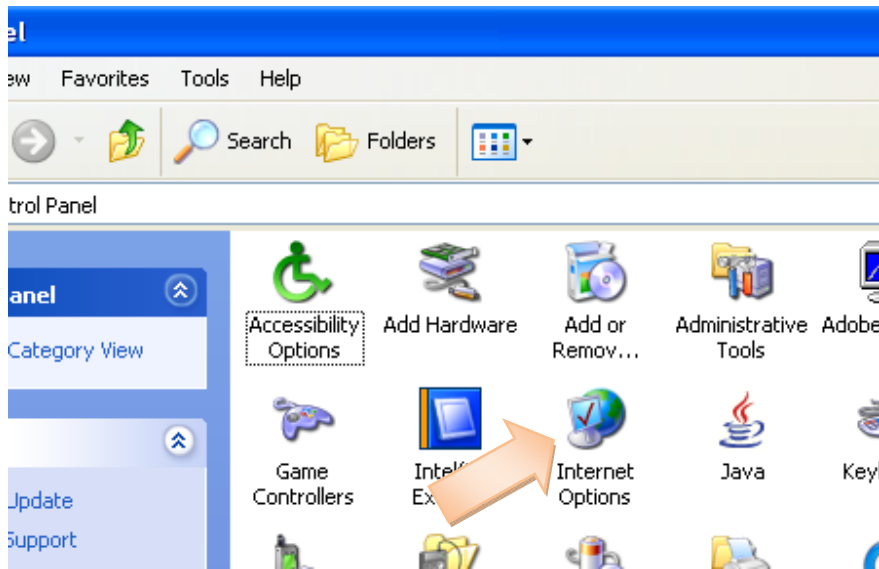
Trouble Shooting the Pop-up blocker

The file that needs to be opened is considered a pop-up by most browsers. If you start to extract your data and nothing appears to be happening, you need to set your browser to allow the pop-ups from Banner to open:
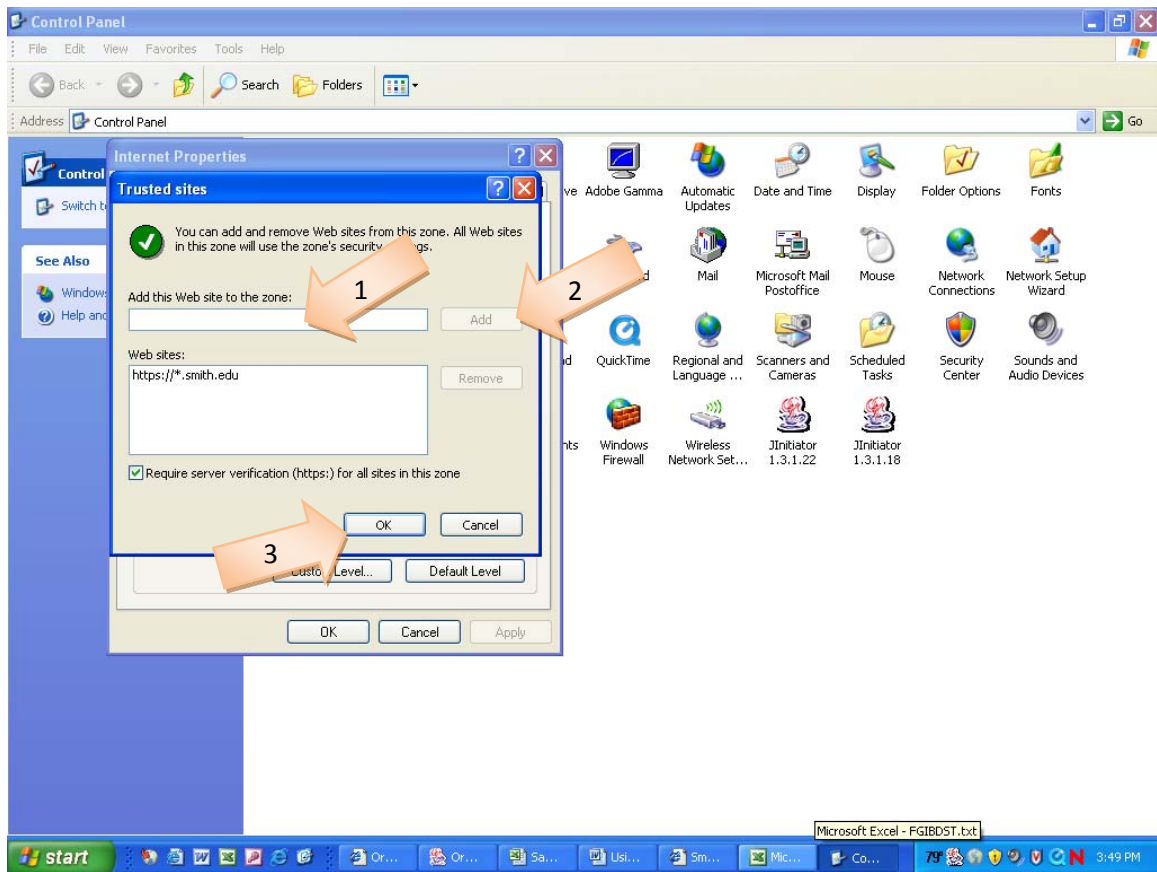
If you are using Internet Explorer
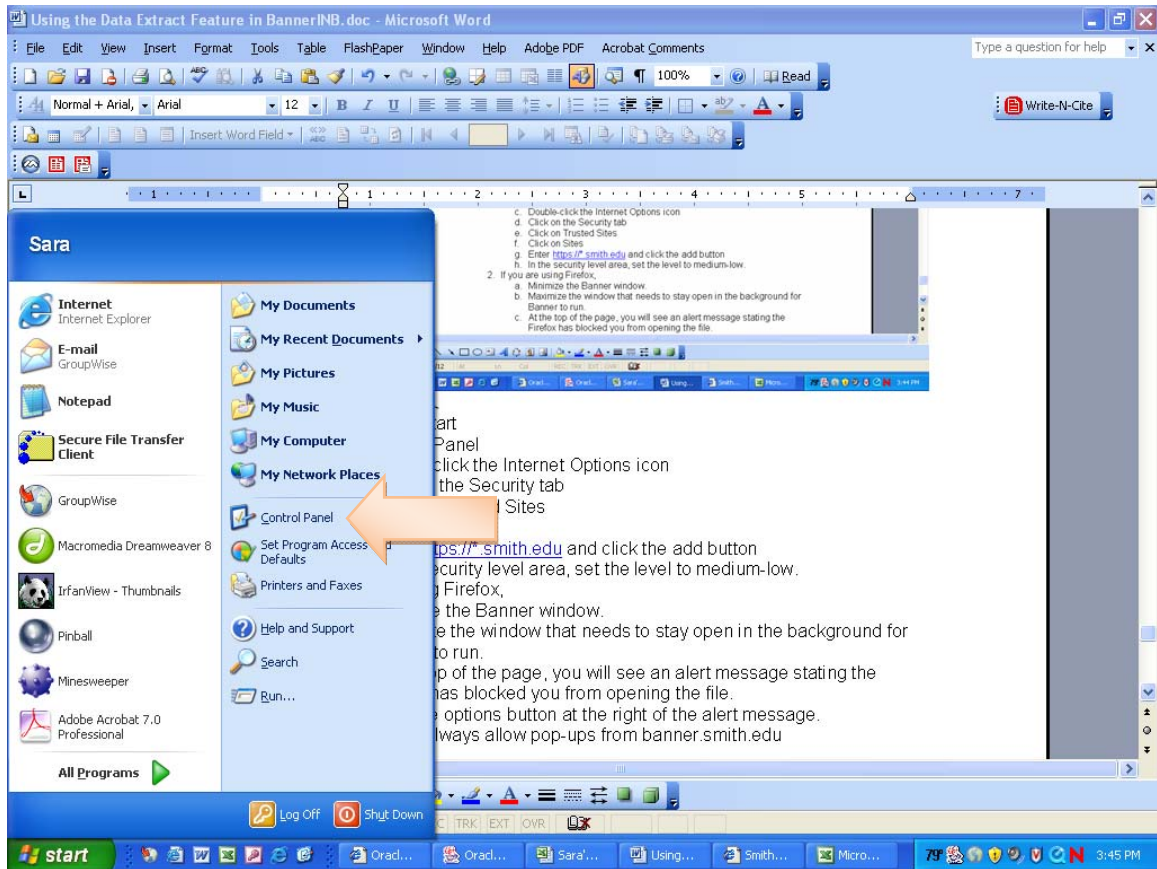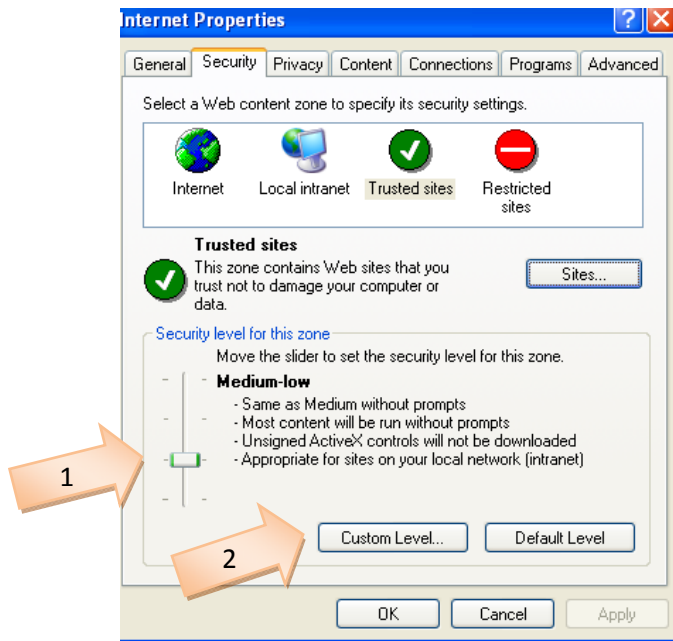

    a. Go to Start -> Control Panel

  b. Double-click the Internet Options icon
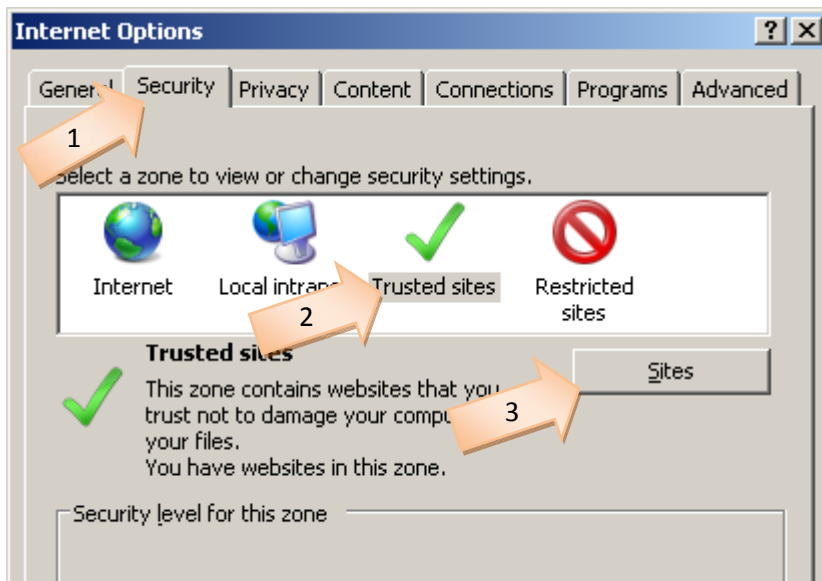
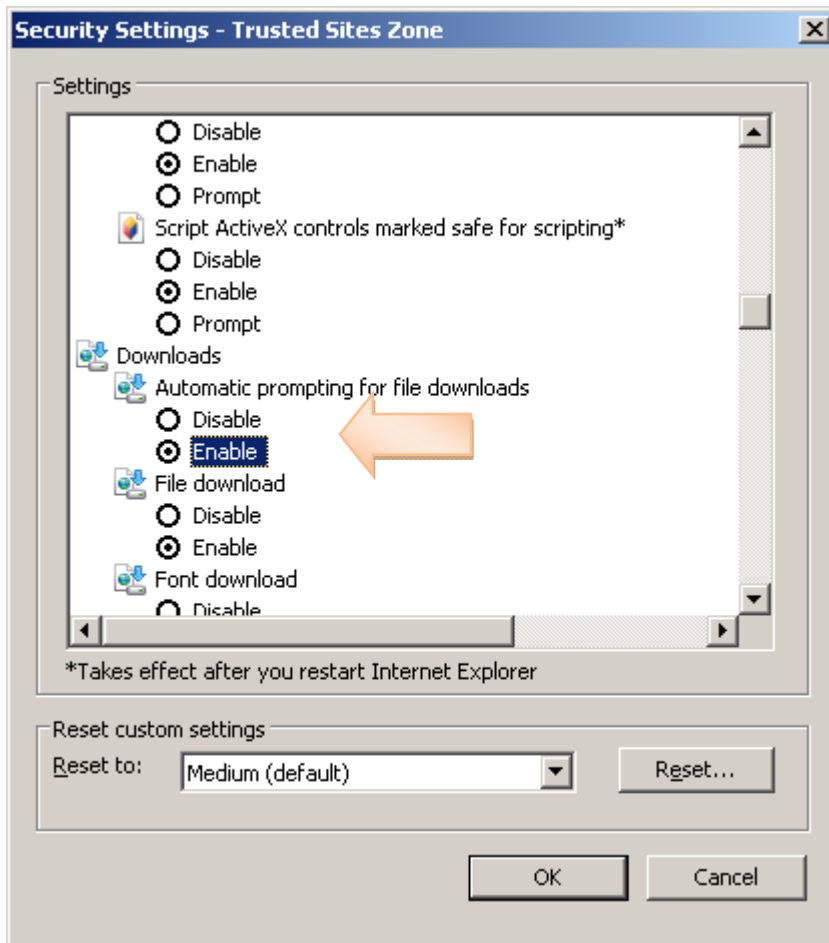

  c. Click on security tab (Arrow 1) and select Trusted Sites (Arrow 2). Click "Sites" button (Arrow 3).

     d. Enter https://*.smith.edu in the text entry box (Arrow 1) and click the 'Add' button (Arrow 2). Click "OK" button (Arrow 3) to save and exit this window.

e. If you are using Internet Explorer 6, set the level to medium-low (Arrow 1). Click "OK" button to save and exit. If you are using Internet Explorer 7 or 8, click on the "Custom level…" button (Arrow 2).

Security Settings - Trusted Sites Zone

Settings

- Disable
- Enable
- Prompt
- Script ActiveX controls marked safe for scripting*
  - Disable
  - Enable
  - Prompt
- Downloads
  - Automatic prompting for file downloads
    - Disable
    - Enable
  - File download
    - Disable
    - Enable
  - Font download
    - Disable

*Takes effect after you restart Internet Explorer

Reset custom settings

Reset to: Medium (default)   Reset...

OK   Cancel

f. Locate the 'Downloads' section. Change "Automatic prompting for file
downloads" setting from Disable to Enable.   Click "OK" to save and exit.
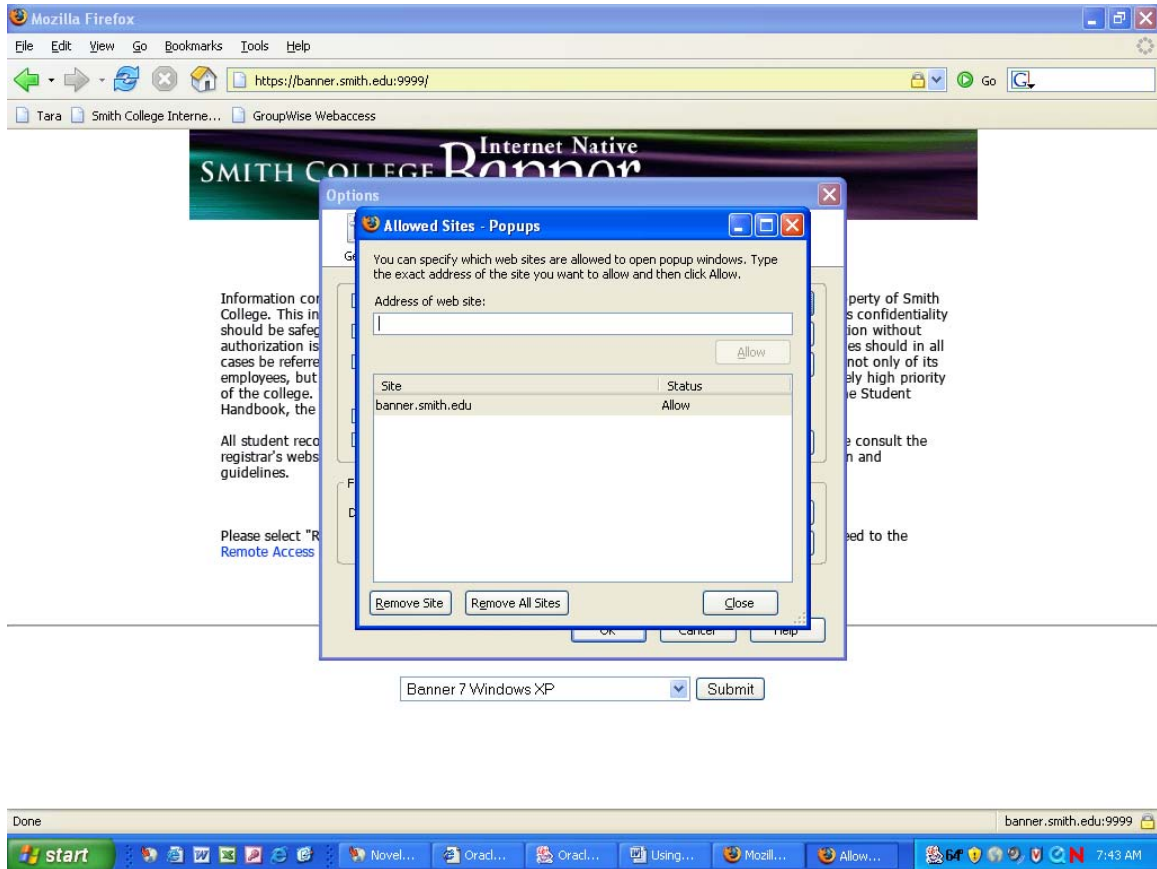
If you are using Firefox,
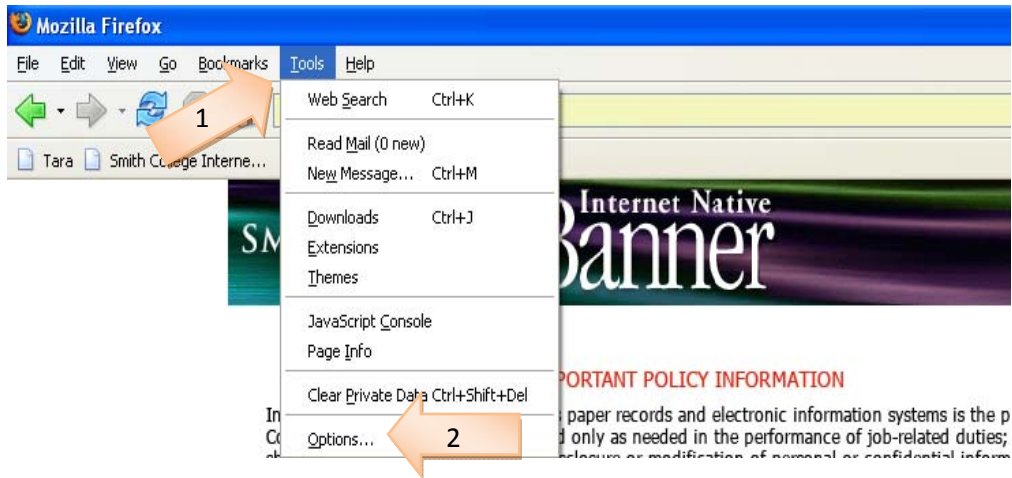
g.   Click Tools (Arrow 1) Options (Arrow 2).
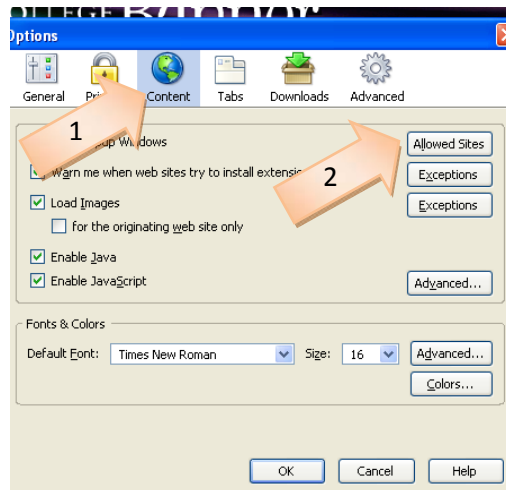
h.   Click on the 'Content' Tab (Arrow 1) and then on the 'Allowed Sites'
button (Arrow 2).

i. In the Allow Address box type: **banner.smith.edu** and click **Allow**

j. Click Close to exit and save.

k. Click OK to exit and save.