

VI-8. Banner Extract Data with Key

Extract Data with Key is available on many Banner forms. This option extracts data from a Banner form directly to an Excel spreadsheet. Users now have the ability to include the header row in the data extract as a default.

To Change the Default User Settings to include Header Row

1. In the **Go To** field of the Banner Menu form, type GUAUPRF.
2. In the bottom left corner, click on **Include Header Row in Data Extract**.
3. Select “Save” from the menu bar or press **F10**

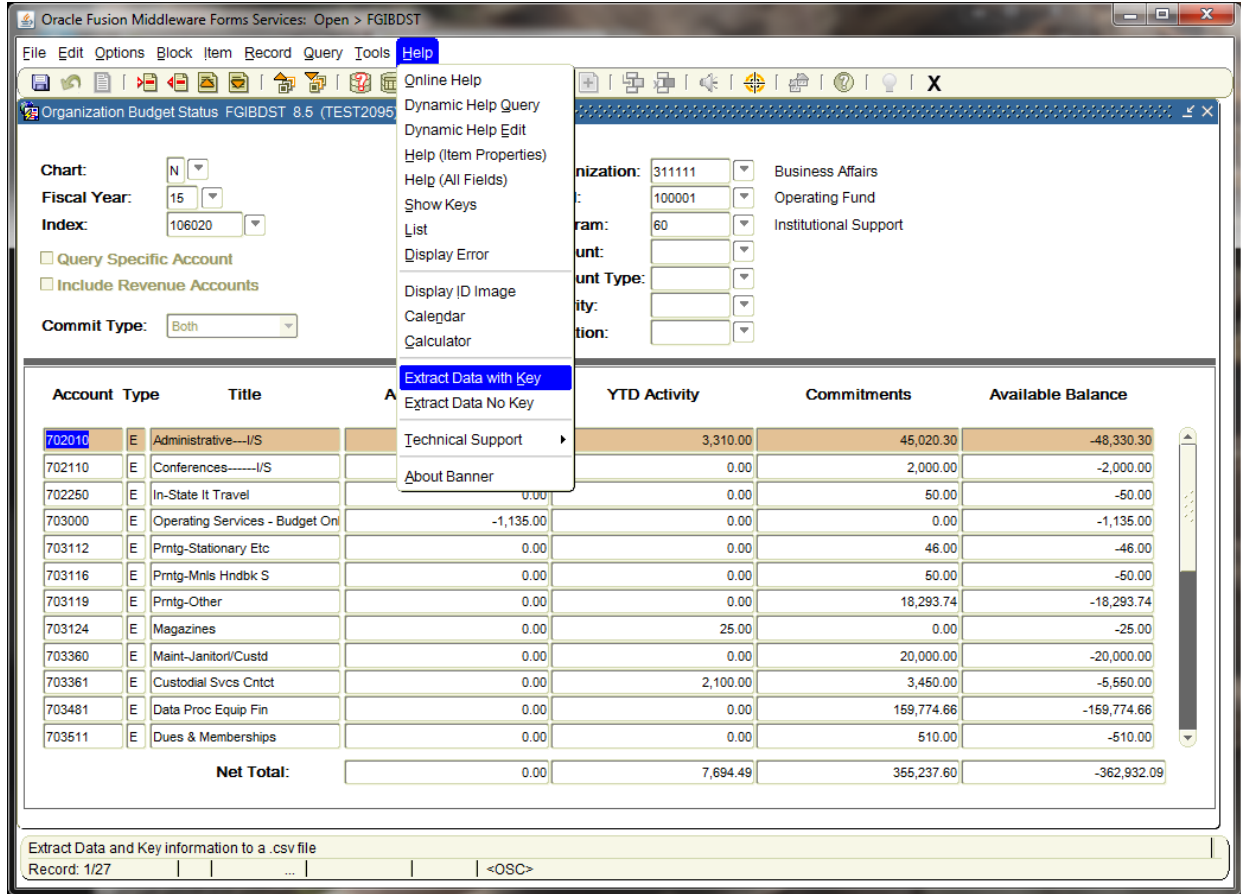
The screenshot shows the 'General User Preferences Maintenance' window for GUAUPRF. The window has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. Below the toolbar are tabs for 'Display Options', 'Directory Options', 'My Links', 'Menu Settings', and 'LDAP'. The 'Display Options' tab is active, showing several sections: 'Display Options', 'Alert Options', and 'Data Extract'. The 'Data Extract' section contains a single checkbox labeled 'Include Header Row in Data Extract', which is checked and circled in red. To the right of the 'Display Options' section is the 'User Interface Color Settings' section, which contains several color selection fields with descriptions, default values, and user values. The status bar at the bottom indicates 'Check to have form name display on window title.', 'Record: 1/1', and '<OSC>'.

To use this function from within a form:

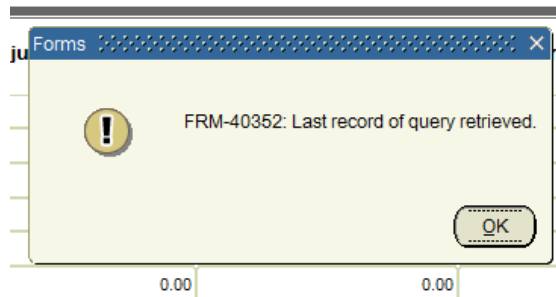
Choose a query form that you would like to download information. This example uses FGIBDST.

1. Once your query is complete, choose **Extract Data with Key** from the **Help** menu.

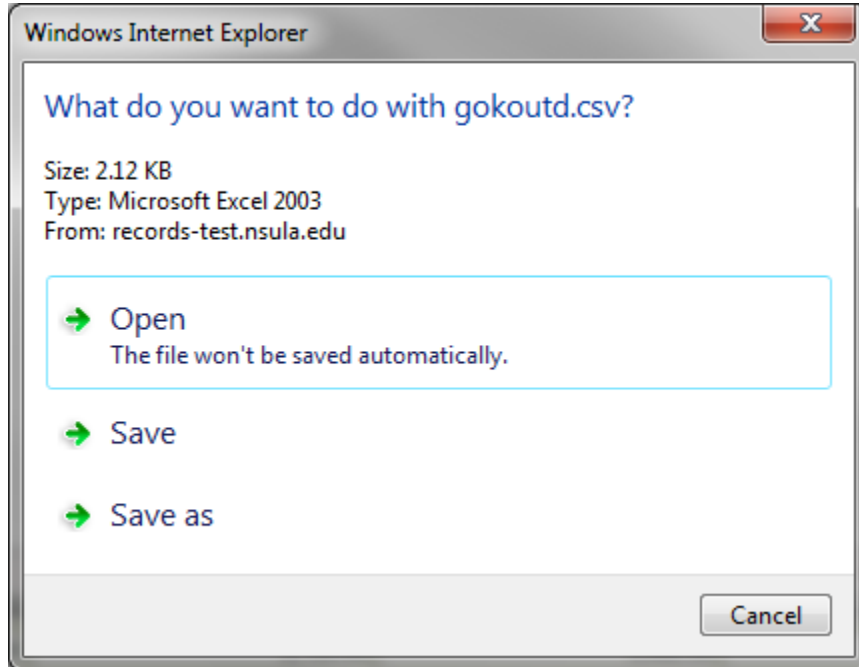
NOTE: If the option is “grayed out”, the extract function is not available on this form.



2. A pop-up box will appear stating “Last record of query retrieved”, click OK.



- The file download dialog box will appear. Click open to automatically download to excel, or save to a local directory.



- Below is an examples of extract data with key:

| Chart | Fiscal Year | Index | Query | Spec | Include | Re | Commit | T | Organiza | Key | Orgn | Fund | Key | Fund | Program | Key | Prog | Account | Key | Acct | Account | T | Key | Atyp | Activity | Key | Actv | Location | Key | Locn | Desc |
|---------|-------------|-------------|----------|--------|----------|----------|-----------|---------|----------|----------|------|--------|-----------|------|---------|-------------|------|---------|-----|------|---------|---|-----|------|----------|-----|------|----------|-----|------|------|
| N | 15 | 106020 | R | N | | | | | 311111 | Business | | 100001 | Operating | | 60 | Institution | | | | | | | | | | | | | | | |
| Account | Type | Title | Adjusted | YTD | Active | Commitm | Available | Balance | | | | | | | | | | | | | | | | | | | | | | | |
| 702010 | E | Administr | 0 | 3310 | 45020.3 | -48330.3 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 702110 | E | Conferenc | 0 | 0 | 2000 | -2000 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 702250 | E | In-State It | 0 | 0 | 50 | -50 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703000 | E | Operating | -1135 | 0 | 0 | -1135 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703112 | E | Prntg-Stat | 0 | 0 | 46 | -46 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703116 | E | Prntg-Mnl | 0 | 0 | 50 | -50 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703119 | E | Prntg-Oth | 0 | 0 | 18293.74 | -18293.7 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703124 | E | Magazine | 0 | 25 | 0 | -25 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703360 | E | Maint-Jan | 0 | 0 | 20000 | -20000 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703361 | E | Custodial | 0 | 2100 | 3450 | -5550 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703481 | E | Data Proc | 0 | 0 | 159774.7 | -159775 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703511 | E | Dues & M | 0 | 0 | 510 | -510 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703719 | E | Telephon | 0 | 50 | 150 | -200 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 703940 | E | Bank Char | 0 | 107.49 | 0 | -107.49 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 704000 | E | Supplies E | 1135 | 0 | 0 | 1135 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 704010 | E | Office Sup | 0 | 1000 | 2638.74 | -3638.74 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 704011 | E | Office Sup | 0 | 1052 | 14471.4 | -15523.4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 704410 | E | Oth-Tch R | 0 | 0 | 319.4 | -319.4 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 704510 | E | Oth-Suppl | 0 | 0 | 93.75 | -93.75 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 704521 | E | Oper Sup | 0 | 50 | 0 | -50 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 704590 | E | Other-Sup | 0 | 0 | 22905.48 | -22905.5 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 707270 | E | Office-Acc | 0 | 0 | 3196.85 | -3196.85 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 707272 | E | Office-Acc | 0 | 0 | 3194.86 | -3194.86 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 707280 | E | Ed/Rc/Cl | 0 | 0 | 2161.67 | -2161.67 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 707311 | E | Comm-Ac | 0 | 0 | 9467.85 | -9467.85 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 707341 | E | Hardware | 0 | 0 | 43790 | -43790 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 707350 | E | Data Com | 0 | 0 | 3652.9 | -3652.9 | | | | | | | | | | | | | | | | | | | | | | | | | |