VI-9. Banner Extract Data No Key

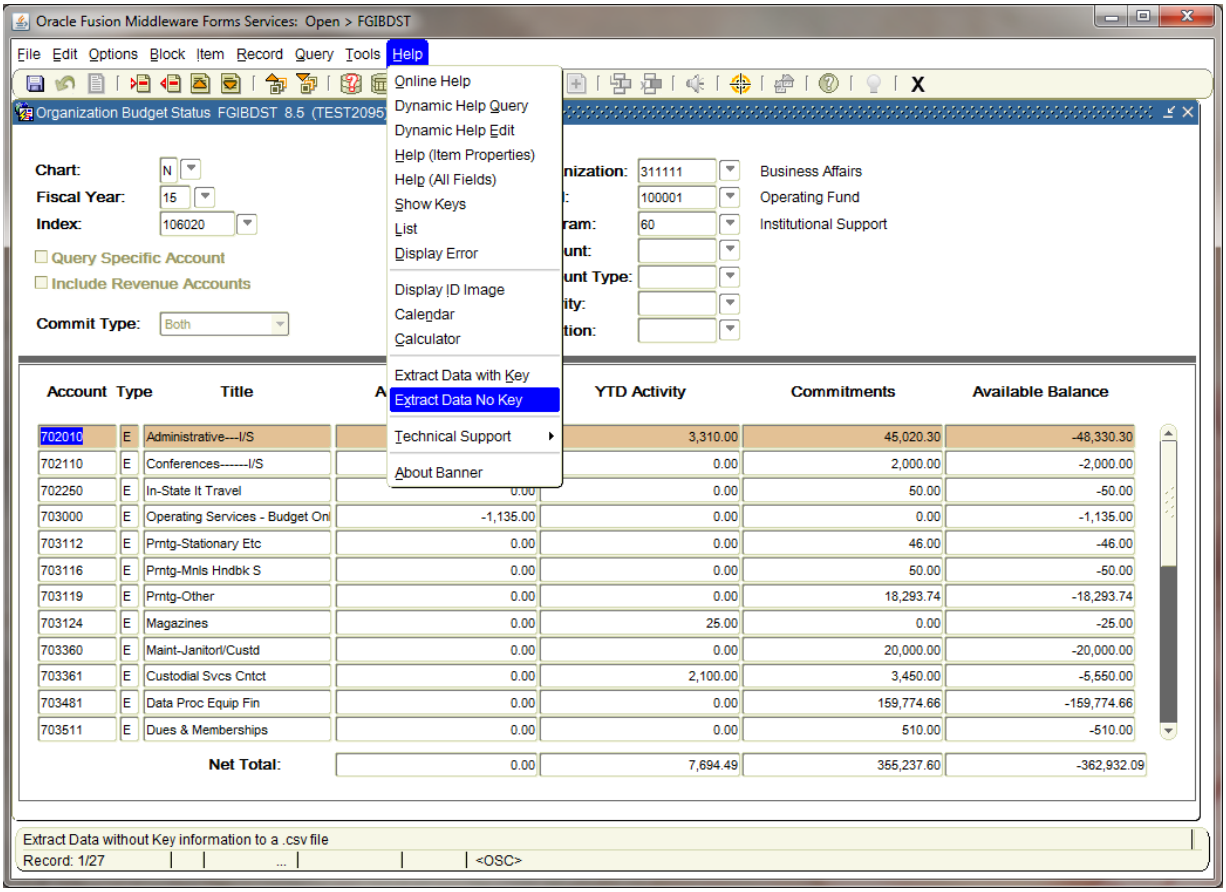
Extract Data No Key is available on many Banner forms. One of two things will happen, depending on how your system is set up. You will either move directly to an Excel spreadsheet with the data partially formatted or a new screen will be produced:

To use this function from within a form:

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

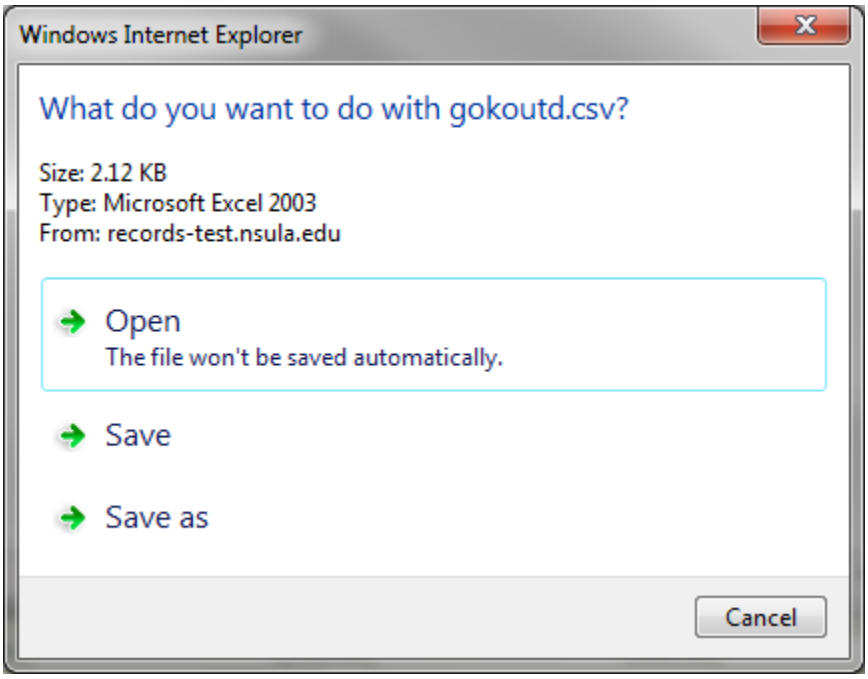
1. Once your query is complete, choose **Extract Data No Key** from the **Help** menu.

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

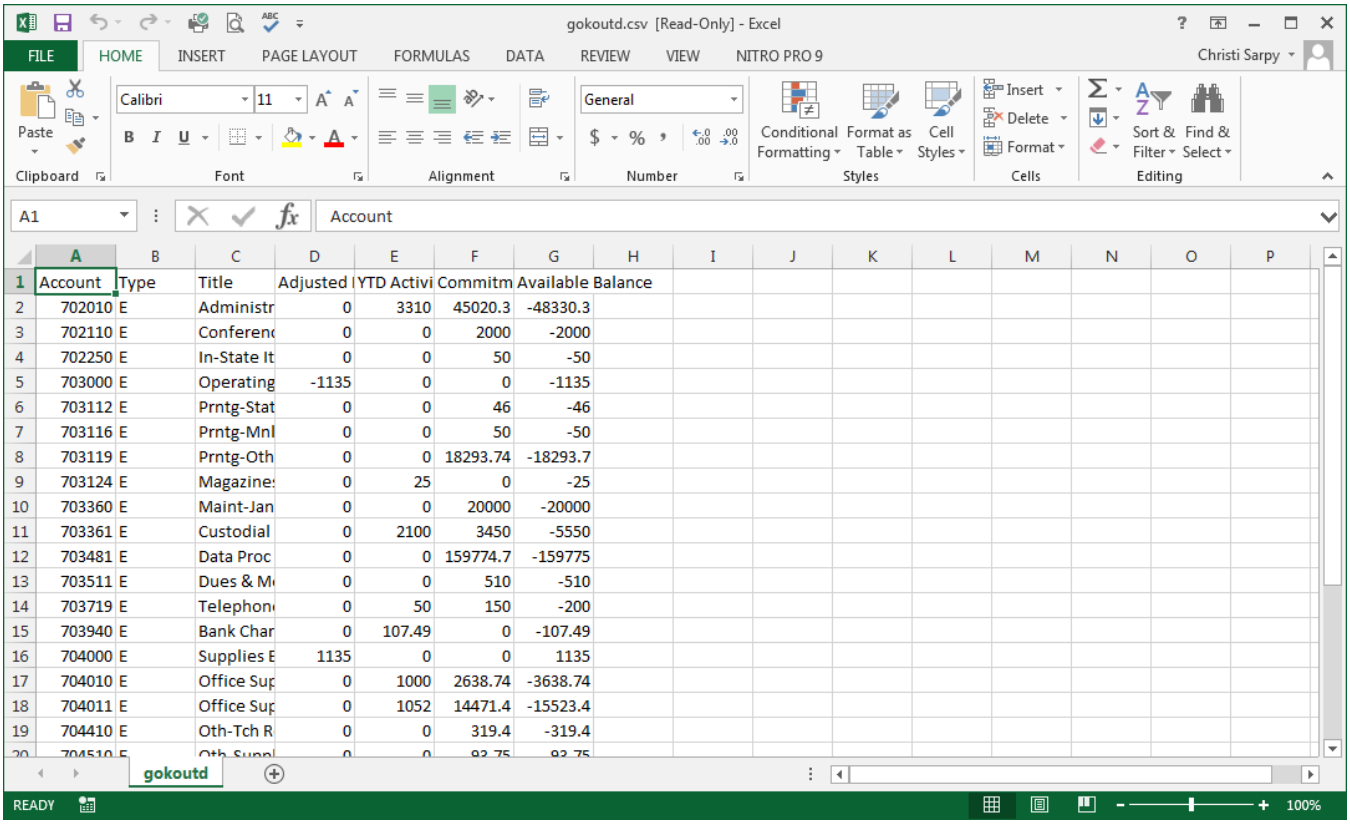


2. The file download dialog box will appear. Click open to automatically download to excel, or save to a local directory.

   ***NOTE**: If dialog box does not appear, see Partially Formatted Data steps.*



3. Below is an example of extract data with key:



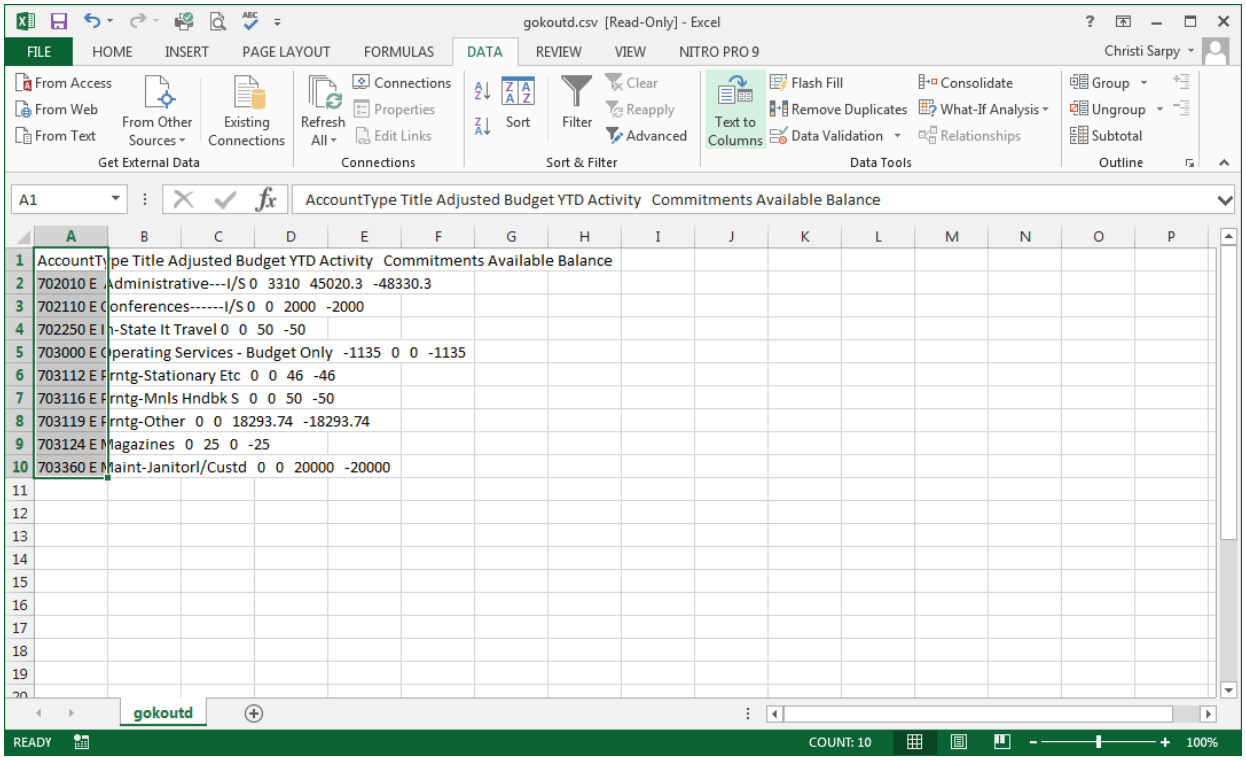
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Account	Type	Title	Adjusted	YTD Activi	Commitm	Available Balance									
2	702010	E	Administr	0	3310	45020.3	-48330.3									
3	702110	E	Conferenc	0	0	2000	-2000									
4	702250	E	In-State It	0	0	50	-50									
5	703000	E	Operating	-1135	0	0	-1135									
6	703112	E	Prntg-Stat	0	0	46	-46									
7	703116	E	Prntg-Mnl	0	0	50	-50									
8	703119	E	Prntg-Oth	0	0	18293.74	-18293.7									
9	703124	E	Magazines	0	25	0	-25									
10	703360	E	Maint-Jan	0	0	20000	-20000									
11	703361	E	Custodial	0	2100	3450	-5550									
12	703481	E	Data Proc	0	0	159774.7	-159775									
13	703511	E	Dues & M	0	0	510	-510									
14	703719	E	Telephon	0	50	150	-200									
15	703940	E	Bank Char	0	107.49	0	-107.49									
16	704000	E	Supplies E	1135	0	0	1135									
17	704010	E	Office Sup	0	1000	2638.74	-3638.74									
18	704011	E	Office Sup	0	1052	14471.4	-15523.4									
19	704410	E	Oth-Tch R	0	0	319.4	-319.4									

Partially Formatted Data Steps:

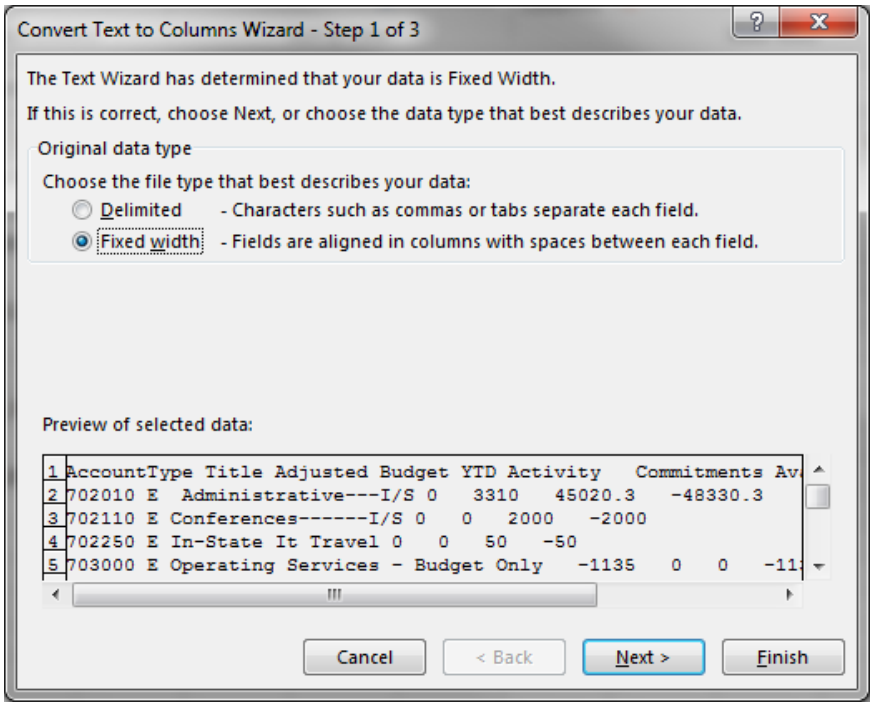
If the data is partially formatted in you excel spreadsheet, you will need to format the data shown in the following steps.

***NOTE**: If data is moved directly into excel, you will not need to complete these steps.*

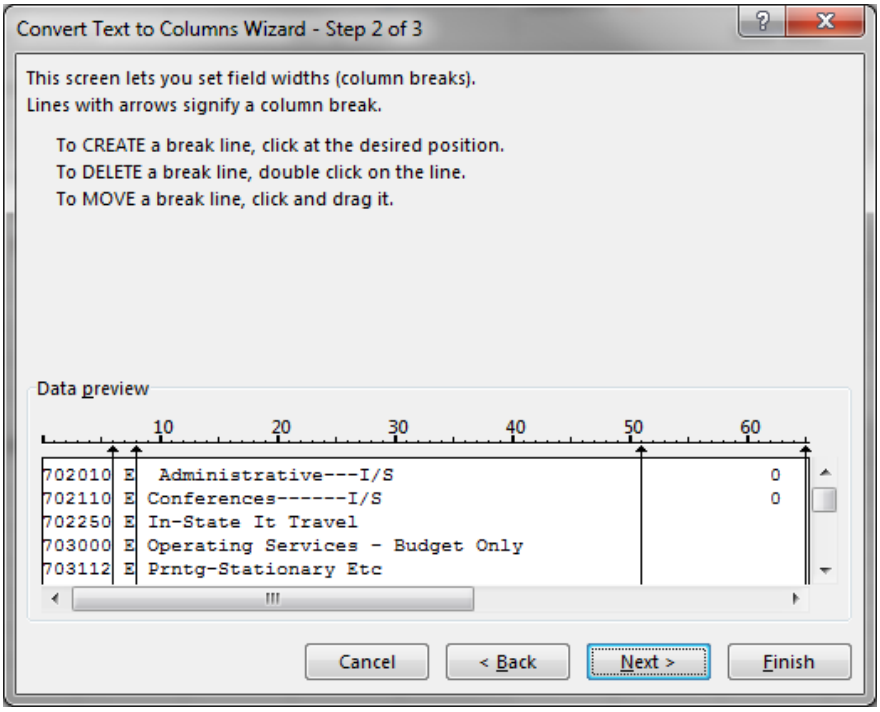
1. Choose **Text to Columns** from the **Data** menu.

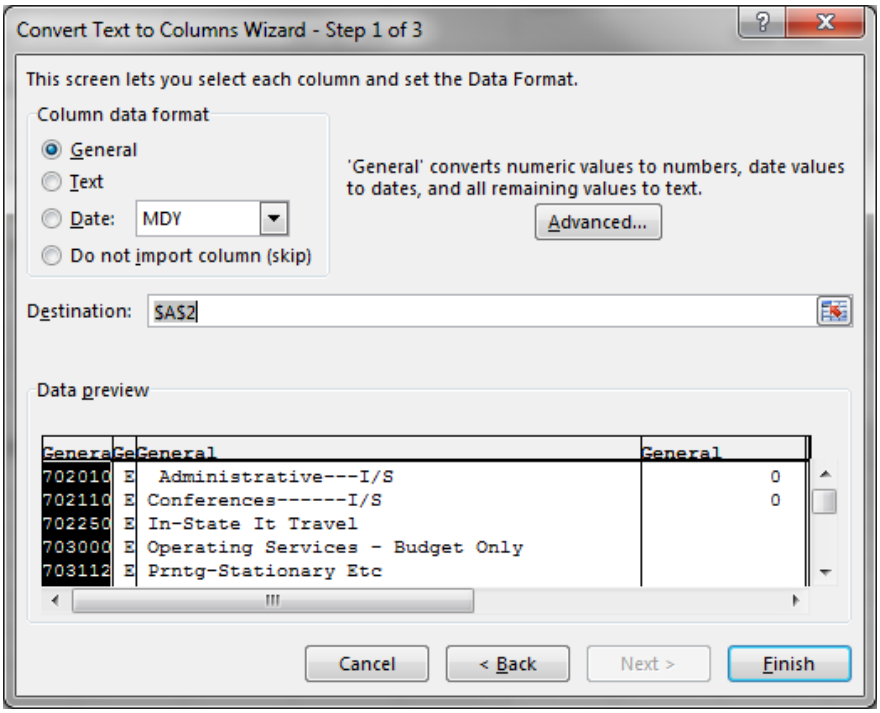


2. Follow the 3-step Convert Text to Columns Wizard

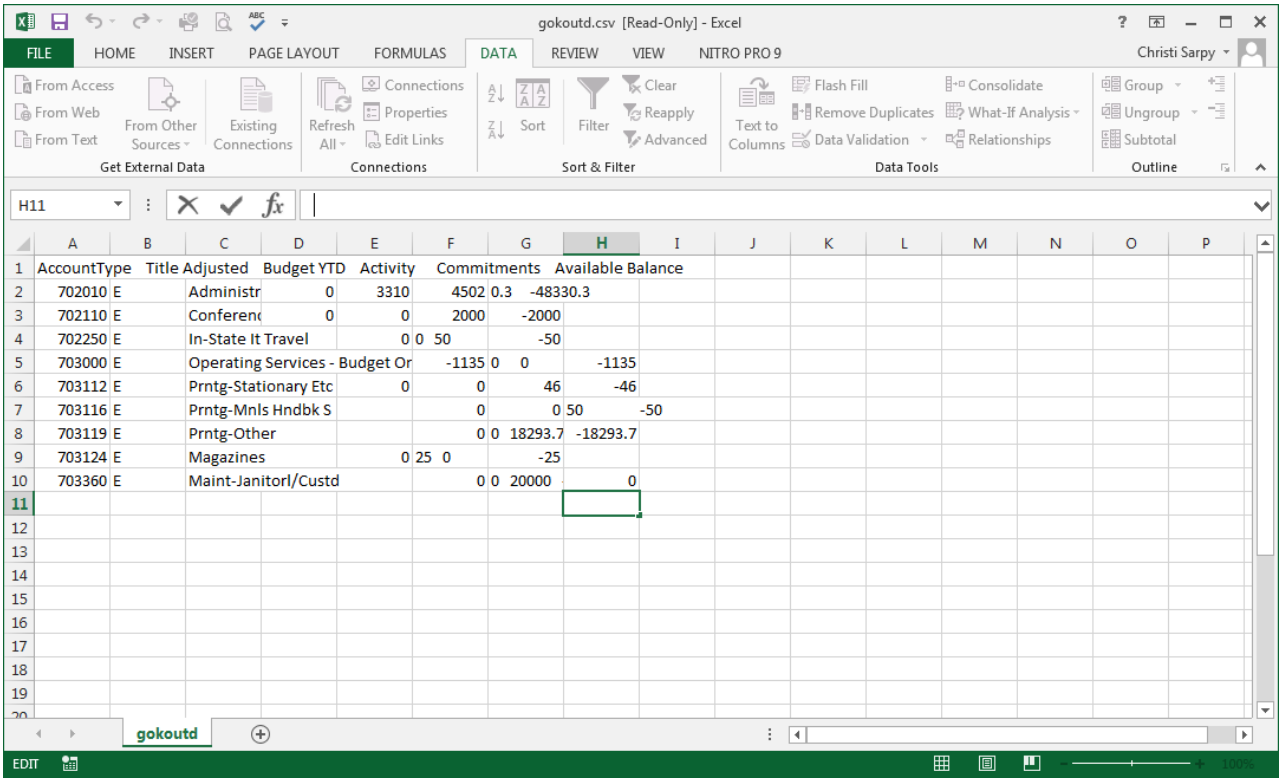
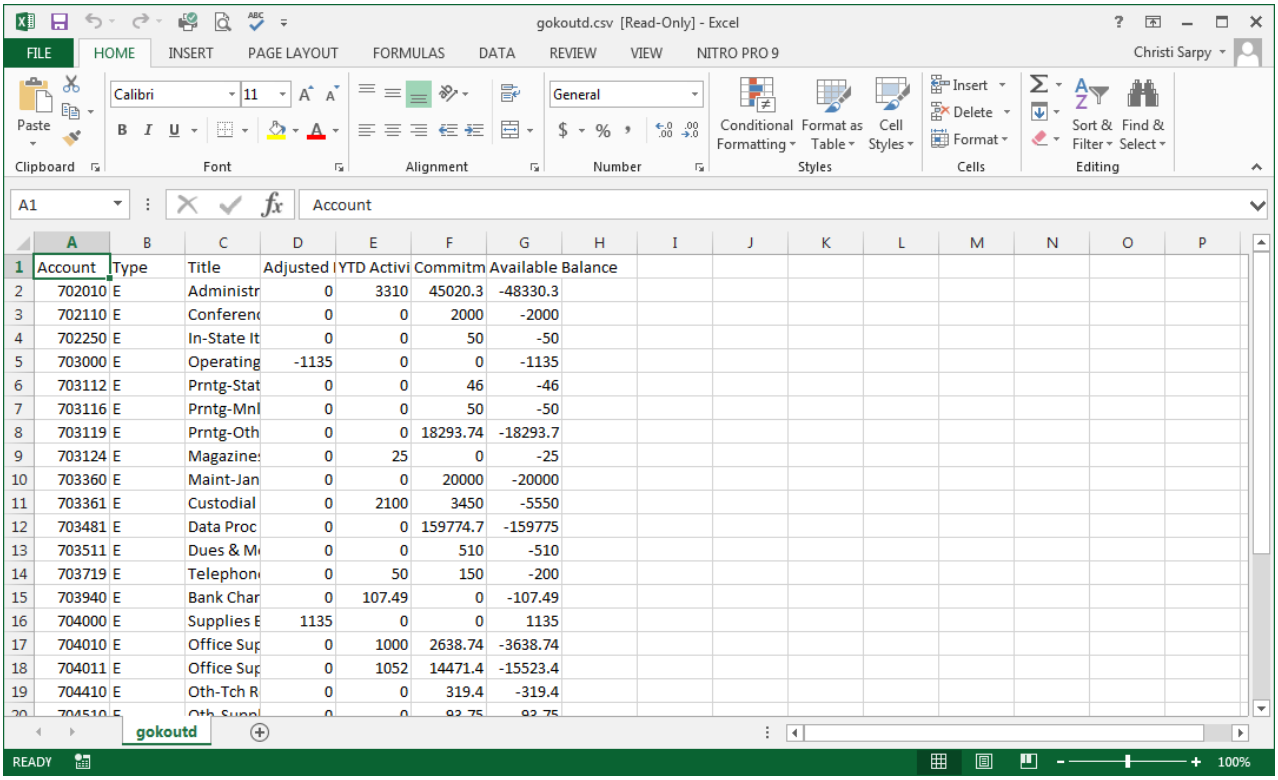


3. Create break lines before and after each comma.





4. Click on Finish, and you should now see each data item in a separate column.



5. Format your excel spreadsheet as needed.