## 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

Oracle Fusion Middleware Forms Services: Open > GUAUPRF													
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🙀 General User Preferences Maintenance GUAUPRF 8.6 (TEST2095) 00000000000000000000000000000000000													
Display Options Directory Options My Links Menu Settings LDAP													
Display Options User Interface Color Settings													
☑ Display Form Name on Title Bar	Description:	Enter the RGB color code for non iconic buttons.											
	Default Value:	r204g204b153											
Display Form Name on Menu	User Value:	r204g204b153											
✓ Display Release Number on Title Bar	Description	Enter the DCR color code for the conver											
Display Database Instance on Title Bar	Default Value	25562555153											
	User Value:	125502555255											
Alert Options													
	Description:	Enter the RGB color code for code/description prompts.											
Prompt Before Exiting Banner	Default Value:	r0g0b0											
Display Additional Confidential Warning	User Value:												
Display Additional Deceased Warning	Description:	Enter the RGB color code for the menu links canvas.											
	Default Value:	r255g255b153											
Display Duplicate SSN/SIN/TIN Warning	User Value:	r255g255b255											
Data Extract	Description <sup>.</sup>	Enter the RGB color code for the menu broadcast message canvas											
Data Corract	Default Value:	r255a255b153											
✓ Include Header Row in Data Extract	User Value:	r255g255b255											
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Check to have form name display on window title.													
Record: 1/1	<osc></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.

🔏 Oracle Fusion Middleware Forms Services: Open > FGIBDST											
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Chart: Fiscal Year: Index: Query Spe Include Re Commit Typ	Buc Buc eci evo	A Count Both	💱 💼 ST2095)	Qnline Help Dynamic Help Query Dynamic Help Edit Help (Item Properties) Helg (All Fields) Show Keys List Display Error Display ID Image Calegdar Galculator	nization: : ram: unt: unt Type: ity: tion:	311111 100001 60		Business Affairs Operating Fund Institutional Support		: <u>-</u> ×	
Account T	ур	e Title	Extract Data with Key Extract Data No Key	YTD	Activity		Commitments	Available Balance			
702010 E	E	AdministrativeI/S		Technical Support		3,31	0.00	45,020.30	-48,330.30		
702110 E	E	ConferencesI/S		About Banner			0.00	2,000.00	-2,000.00		
702250 E	E	In-State It Travel		0.00			0.00	50.00	-50.00	1	
703000	E	Operating Services - Budget On		-1,135.00			0.00	0.00	-1,135.00	1	
703112	E	Prntg-Stationary Etc		0.00			0.00	46.00	-46.00		
703116	E	Prntg-Mnls Hndbk S		0.00			0.00	50.00	-50.00		
703119	E	Prntg-Other		0.00			0.00	18,293.74	-18,293.74		
703124 E	E	Magazines		0.00		2	5.00	0.00	-25.00		
703360 E	E	Maint-Janitorl/Custd		0.00			0.00	20,000.00	-20,000.00		
703361	E	Custodial Svcs Cntct		0.00		2,10	0.00	3,450.00	-5,550.00		
703481 E	E	Data Proc Equip Fin		0.00			0.00	159,774.66	-159,774.66		
703511	E	Dues & Memberships		0.00			0.00	510.00	-510.00		
		Net Total:		0.00		7,69	4.49	355,237.60	-362,932.09		
Extract Data and Key information to a .csv file											

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



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



4. Below is an examples of extract data with key:

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3 Account Type	Title	Adjusted I Y	TD Activi	Commitm	Available I	Balance														
4 702010 E	Administr	0	3310	45020.3	-48330.3															
5 702110 E	Conference	0	0	2000	-2000															
6 702250 E	In-State It	0	0	50	-50															
7 703000 E	Operating	-1135	0	0	-1135															
8 703112 E	Prntg-Stat	0	0	46	-46															
9 703116 E	Prntg-Mnl	0	0	50	-50															
10 703119 E	Prntg-Oth	0	0	18293.74	-18293.7															
11 703124 E	Magazine:	0	25	0	-25															
12 703360 E	Maint-Jan	0	0	20000	-20000															
13 703361 E	Custodial	0	2100	3450	-5550															
14 703481 E	Data Proc	0	0	159774.7	-159775															
15 703511 E	Dues & M	0	0	510	-510															
16 703719 E	Telephon	0	50	150	-200															
17 703940 E	Bank Char	0	107.49	0	-107.49															
18 704000 E	Supplies E	1135	0	0	1135															
19 704010 E	Office Sup	0	1000	2638.74	-3638.74															
20 704011 E	Office Sup	0	1052	14471.4	-15523.4															
21 704410 E	Oth-Tch R	0	0	319.4	-319.4															
22 704510 E	Oth-Suppl	0	0	93.75	-93.75															
23 704521 E	Oper Sup	0	50	0	-50															
24 704590 E	Other-Sup	0	0	22905.48	-22905.5															
25 707270 E	Office-Acc	0	0	3196.85	-3196.85															
26 707272 E	Office-Acc	0	0	3194.86	-3194.86															
27 707280 E	Ed/Rc/Cl-/	0	0	2161.67	-2161.67															
28 707311 E	Comm-Ac	0	0	9467.85	-9467.85															
29 707341 E	Hardware	0	0	43790	-43790															
30 707350 E	Data Com	0	0	3652.9	-3652.9															
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