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.

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702010 E AdministrativeI/S	Technical Support	3,310.00	45,020.30	-48,330.30								
702110 E ConferencesI/S	About Banner	0.00	2,000.00	-2,000.00								
702250 E In-State It Travel	0.00	0.00	50.00	-50.00								
703000 E Operating Services - Budget On	-1,135.00	0.00	0.00	-1,135.00								
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 Magazines	0.00	25.00	0.00	-25.00								
703360 E Maint-Janitorl/Custd	0.00	0.00	20,000.00	-20,000.00								
703361 E Custodial Svcs Cntct	0.00	2,100.00	3,450.00	-5,550.00								
703481 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	7,694.49	355,237.60	-362,932.09								
Extract Data without Key information to a .csv file Record: 1/27	<0SC>											

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.

Windows Internet Explorer	×									
What do you want to do with gokoutd.csv?										
Size: 2.12 KB Type: Microsoft Excel 2003 From: records-test.nsula.edu										
Open The file won't be saved automatically.										
→ Save										
→ Save as										
	Cancel									

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

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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		Magazine	0	25	0	-25										
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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.

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

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The Text Wizard has determined that your data is Fixed Width.	
If this is correct, choose Next, or choose the data type that best describes your dat	ta.
Original data type	
Choose the file type that best describes your data:	
 Delimited - Characters such as commas or tabs separate each field. Eight Eight Eig	
• Fixed width: - Fields are aligned in columns with spaces between each fi	leid.
Preview of selected data:	
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3. Create break lines before and after each comma.

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This screen lets you set field widths (column breaks). Lines with arrows signify a column break.		
To CREATE a break line, click at the desired position. To DELETE a break line, double click on the line.		
To MOVE a break line, click and drag it.		
Data <u>p</u> review		
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702250 E In-State It Travel		
703000 E Operating Services - Budget Only 703112 E Prntg-Stationary Etc		-
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Cancel < Back Next >	Fir	ish
Convert Text to Columns Wizard - Step 1 of 3	2	×
This screen lets you select each column and set the Data Format.		
Column data format		
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4. Click on Finish, and you should now see each data item in a separate column.

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5. Format your excel spreadsheet as needed.

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