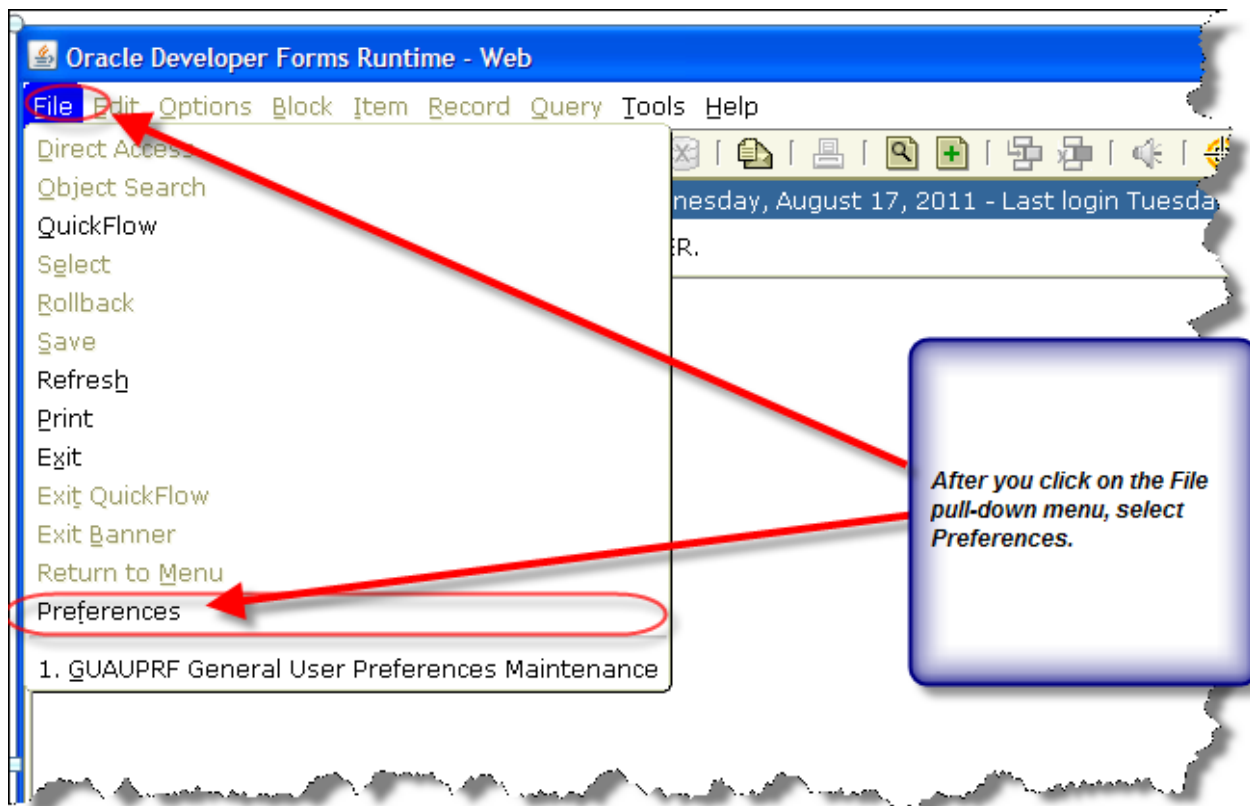


DOWNLOADING BUDGET INFORMATION FROM BANNER

Departments can now download select budget data into Excel spreadsheets. This provides departments with another tool to more effectively manage budgets. This download process should not be confused with the Cognos budget reports available via Insight. You can only download data for budgets to which you have Banner access. You may not have access to all forms listed in this handout if they are not included in your current Banner access. Once you have set up your output options that determine where you want your Excel files stored, you can download information.

Set up your output options

Before you can download from Banner, you must first tell Banner where you would like your output (Excel file) stored. You do that in the General User Preferences Maintenance form (GUAUPRF) which can be accessed from the File pull-down menu (click on *Preferences* from the file pull-down menu).



Be sure that **FILE** displays as both the *default value* and *user value* for the data extract format. If you have changed those settings, they must be set to **FILE** in order to download data. Enter the *User Value* where you want your files stored (under *Local directory for saving output*). Click **Save**. You will see the message that the transaction is complete and you can exit from GUAUPRF (General User Preferences Maintenance form).

The screenshot shows the Oracle Developer Forms Runtime interface for the GUAUPRF form. The 'Directory Options' tab is active. The 'Local directory for saving output' section has a 'User Value' of 'h:\backup'. The 'Data extract format' section has both 'Default Value' and 'User Value' set to 'FILE'. A status bar at the bottom displays the message 'FRM-40400: Transaction complete: 1 records applied and saved.' and 'Record: 1/8'. A blue callout box provides instructions on how to save the settings and exit the form.

Directory Options

Description: Local directory for saving output.
Default Value: c:\temp
User Value: h:\backup

Description: Data extract format: FILE(.csv), TEXT or WEBUTIL.
Default Value: FILE
User Value: FILE

Description: Enter the location for your online help for web access.
Default Value: https://leoonline.test.odu.edu:8002/bannerOH/bannerOH
User Value: http://banner.odu.edu/bannerOH/bannerOH

Description: Enter the location of your Banner ID images.
Default Value: c:\YourImageDirectory
User Value: c:\YourImageDirectory

Description: Enter the name of your Oracle Reports Server.
Default Value: http://your.report.server/ows-bin/rwcgi60.exe?
User Value: http://your.report.server/ows-bin/rwcgi60.exe?

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/8 | ... | <OSC>

Instructions:

In the first set of options (local directory for saving output), you will set the local directory - After entering where you want your downloaded data stored (in User Value - i.e., h:\backup), click on the Save icon on the toolbar.

Once you do that, you will see the message "Transaction complete: 1 records applied and saved" in the auto hint and status line.

You can then exit from this form.

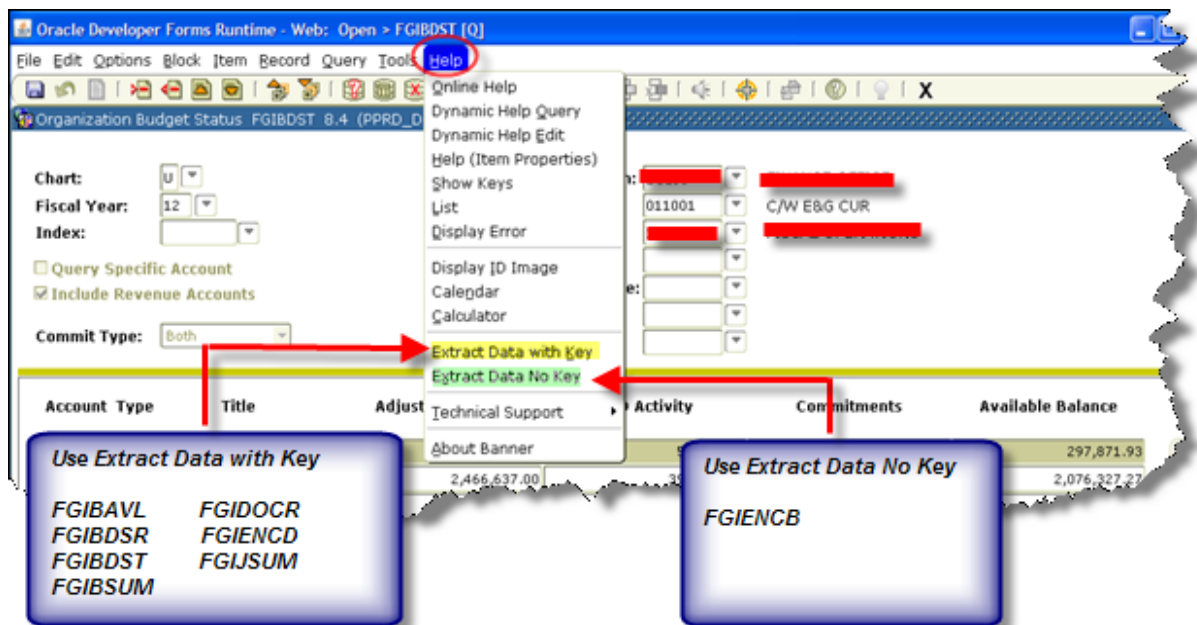
In the second set of options (Data extract format), ensure your settings are as shown:

Default Value must be FILE
User Value must be FILE

The following forms contain select information that can be downloaded from Banner into a basic Excel spreadsheet. Once you have set up where you want your Excel files to be stored, you can download information into a generic Excel spreadsheet. *Remember, what you can download depends on your Banner access.*

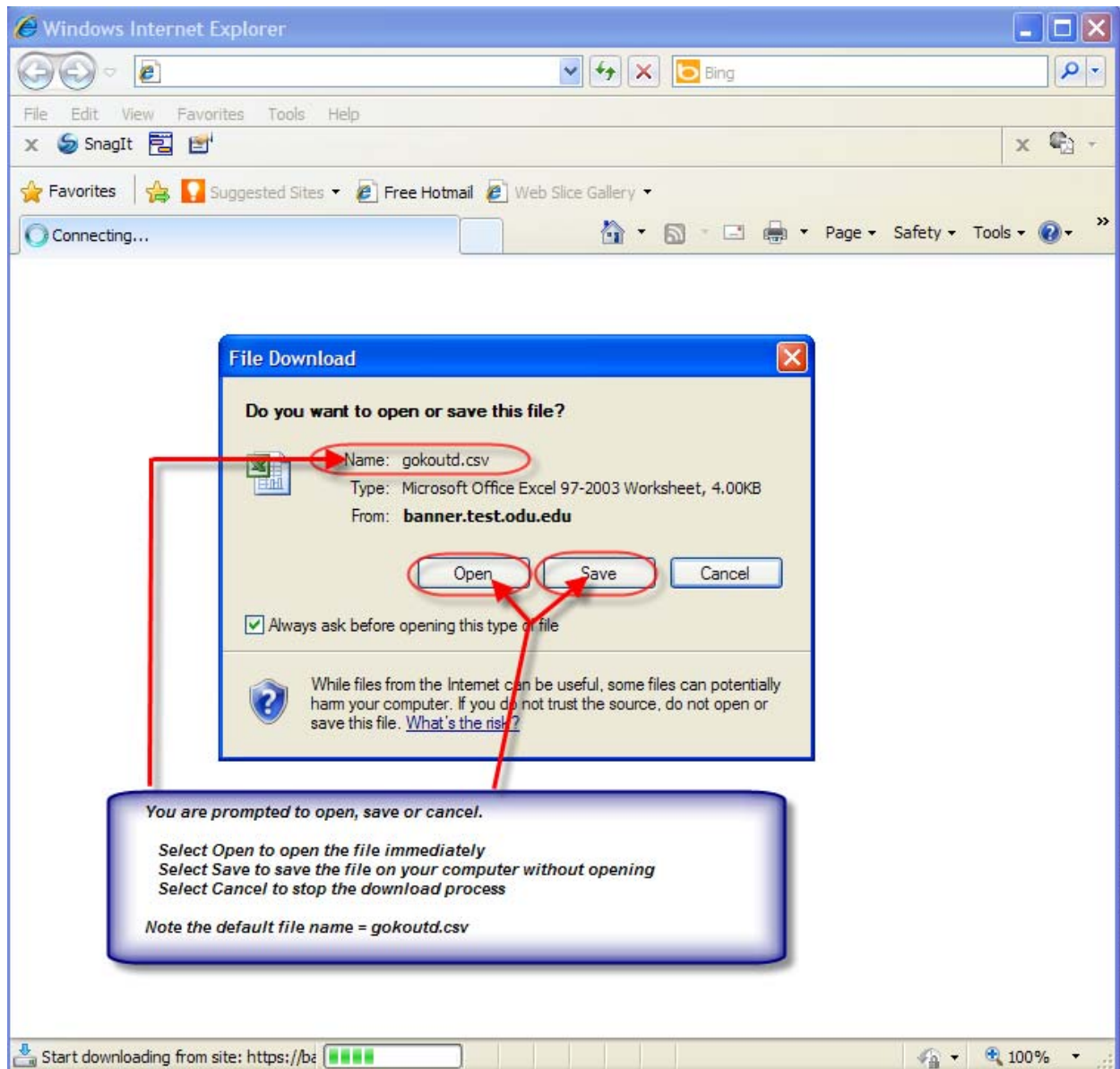
For the following forms, from the Help pull-down menu – select "Extract Data with Key."			
Form Name	Descriptive Name	Info Contained	Notes
FGIBAVL	Budget Availability Status	Summary data at org level	Shows line-item sub-accounts and pool accounts
FGIBDSR	Executive Summary	Summary budget data at any org level, including fund	
FGIBDST	Organization Budget Status	Summary budget data at org level	Shows all sub-accounts
FGIBSUM	Organization Budget Summary	Summary by account type	
FGIDOCR	Document Retrieval Inquiry	Transaction detail for any completed document	
FGIENC	Detail Encumbrance Activity	Contains encumbrance detail – shows payee, vendor number, coding and amounts – downloads header, encumbrance number and accounting distribution only	Vendor number DOES NOT download to Excel. Individual transactions do not download.
FGIJSUM	Journal Voucher Summary	Shows incomplete journal entries	For use with incomplete journal vouchers only.
FGIOENC	Organizational Encumbrance List	Shows open encumbrances by number, payee and amount – no vendor numbers	
For the following forms, from the Help pull-down menu - select "Extract Data No Key."			
Form Name	Descriptive Name	Info Contained	Notes
FGIENCB	Encumbrance List	Shows encumbrance list by number, amount and date – no vendor numbers	WARNING – do not try to download the entire list – it is too large.

DOWNLOADING TO EXCEL – access the Banner form you want to download, populate the form, and select the appropriate extract key from the **Help** pull-down menu.

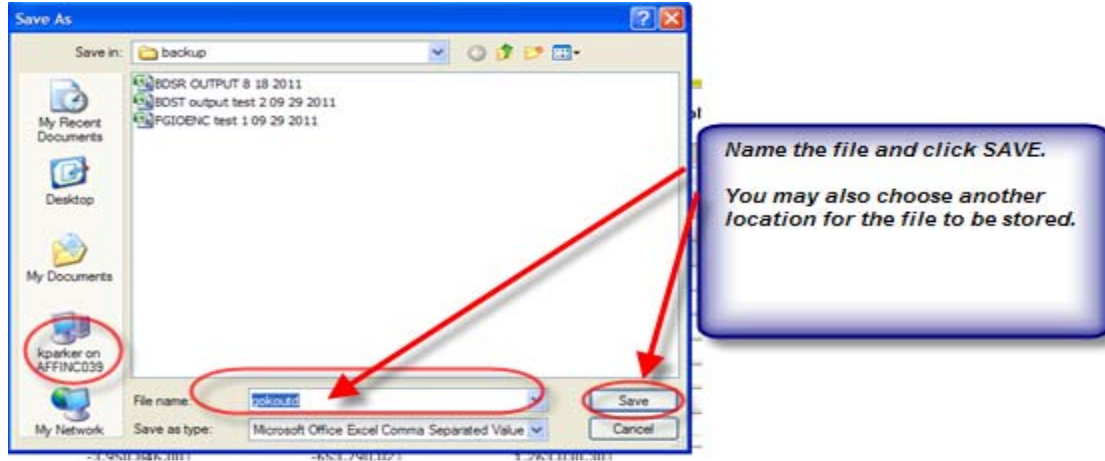


You are now prompted to open or save the file. Note the default file name. You will want to change this when you save.

- Open the file if you want to work with it immediately.
- Save the file if you want to save it and work with it later.
- Cancel to stop the download process.



When you wish to save the file, name your file and save it. You may choose another location for your file to be stored.



When you open the file, you will note that all columns are the same size – you can modify the spreadsheet formatting to suit your needs. When retrieving the file in Excel, you *may* need to change the file type to “all files” to locate the new file in the file list.

3	4903	L	FOAL WAG	0	1998.03	0	-1998.03
4	49						
5	49						
5	49						
7	49						
3	49						
9	4923	L	S/T DISAB	0	656.25	0	-656.25
0	4925	L	CASH MAT	0	2700	0	-2700
1	4999	L	POOL-EMF	1045579	0	0	1045579
2	5003	E	MESSENGI	2400	37.81	0	2362.19
3	5004	E	POSTAL SE	36604	7143.95	5435.34	24024.71
4	5005	E	PRINTING	10000	254.5	872.73	8872.77
5	5006	E	TELEPHON	17905	3434.14	0	14470.86
5	5008	E	TELECOM	0	12	0	-12
7	5010	E	TELEPHON	3000	92.31	0	2907.69
3	5101	E	ORGANIZA	400	811.08	0	-411.08
9	5102	E	PUBLICATI	1500	0	0	1500
0	5103	E	EMPLOYEE	4000	0	0	4000
1	5203	E	FISCAL SE	27122	518.12	11481.88	15122
2	5213	E	BANK SER	27824	6521.77	0	21302.23
3	5303	E	EQUIP REF	2000	0	0	2000
4	5307	E	PLANT REF	0	13.6	0	-13.6

PROBLEMS

Please send questions, concerns or problems to bannerhotline@odu.edu.