

## Procedure 63011: Banner Transaction Download

1. From the Banner General Menu, enter the selected form in the Go To box.
2. Once on the form, enter the six-digit banner fund number. A specific account code can also be entered to restrict the transaction to a specific account code. Perform a Next Block Function.
3. After the Next Block Function has been completed, the FGITRND and FRIGTRD forms will then be in query mode. You will need to use F8 or select the "Execute Query Button" in the tool bar to complete the query. To further restrict the transactions, additional criteria can be entered before the execute query is performed. The FGIGLAC form automatically returns data without executing the query.
4. Once the desired transactions are on the form, select the "Help" option from the menu bar. From the drop down menu select "Extract Data No Key" option.
5. The option is given to download the file to the local computer:  
How to use the gokoutd.csv file? (use either the Open or Save as option)
  - a. Open – Will open the file in Excel but will automatically format all cells as General so leading zeroes on account codes, organization codes, and program codes are lost. The file can then be saved as an Excel Workbook.
  - b. Save as – Gives the option to save the file to a specified location on the local computer. Once the file has been saved to the computer, open a new session of Excel and then open the file. Note that the file is .csv so show all files to be able to select it.

After selecting the file, the "Text Import Wizard" will automatically open.

Step 1 - Choose Delimited as the file type and then select Next

Step 2 - Select the Delimiter as Comma and then select Next

Step 3 - Excel allows the selection of the data format for each column. The account code, organization code, and program code columns will need to be set as Text to prevent leading zeroes from being lost.

**Please Note:** Only the data in the Banner columns is included in the download file, the header information is not included. The titles of the columns from the online screen are also not included in the download file.