

Financial Services

Date: 02/28/2011

**FGITBAL –
Exporting transaction detail to Excel
FSJA-013**

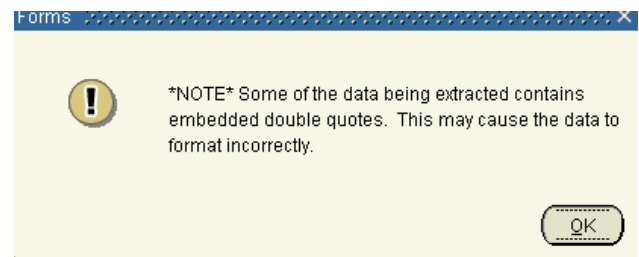
Banner form FGITBAL is the General Ledger Trial Balance Form. Exporting data from FGITBAL to Excel allows a format for better manipulation of the information.

1. Go to Banner Form **FGITBAL**.
2. Verify that the 'Chart' field is populated with "U", and that the fiscal year is the current year.
3. Enter the fund number in the "Fund" field, and tab to populate the Fund title.
4. Next Block and the summary balance information will populate.
5. Highlight the Account you want detail for.
6. Go to options; select 'Query General Ledger Activity Info (FGIGLAC)'.
7. Go to Help; select 'Extract Data No Key'.
8. A dialog box will open: Select Save.
9. Re-name the document and save it.
10. Once the down load is complete, open the file.

NOTES:

If the File Download does not open either pop-up blockers are enabled or you do not have the proper security.

If you get the message below, select OK.



Verify your totals match Banner!

*****End*****