

Financial Services

Date: 02/28/2011

**Exporting Transaction Detail
From FGIBDST to Excel
FSJA-045**

Banner Form FGIBDST provides:

- Year to date (YTD) budget status
 - Specific chart elements
 - Budget related information
 - Drill down options
1. Go to Banner form **FGIBDST**
 2. Verify that the 'Chart' field is populated with "U" and the correct fiscal year is listed
 3. Enter the index and tab through the fields to populate the associated FOPA elements.
 - For information on a specific account, enter the account code in the account field.
 4. Revenue Accounts
 - A. To see the true NSF picture (**preferred**), do not check 'Include Revenue Accounts'.
 - B. Check 'Include Revenue Accounts' to include the projected revenue
 - Revenue is **NOT** included in NSF checking.
 5. Next Block (ctrl page down).
 6. Information is displayed by Account Code.
 7. To view detail on a specific account:
 - Select 'Options'
 - Select 'Transaction Detail Information'
 8. You will get all the transactions that have hit this index/account combination.
 9. The total field represents the FYTD totals.
 10. To export the data into Excel select 'Help' from the menu tool bar and then select 'Extract Data No Key'.
 11. A dialog box will open asking what you want to do with this file.
 12. Select Save.
 - Name your file.
 - Select location for your saved file.
 - Select the Save button.
 13. When download is complete select 'Open'.
 14. Format the document as you would any other Excel spread sheet.

*****End*****