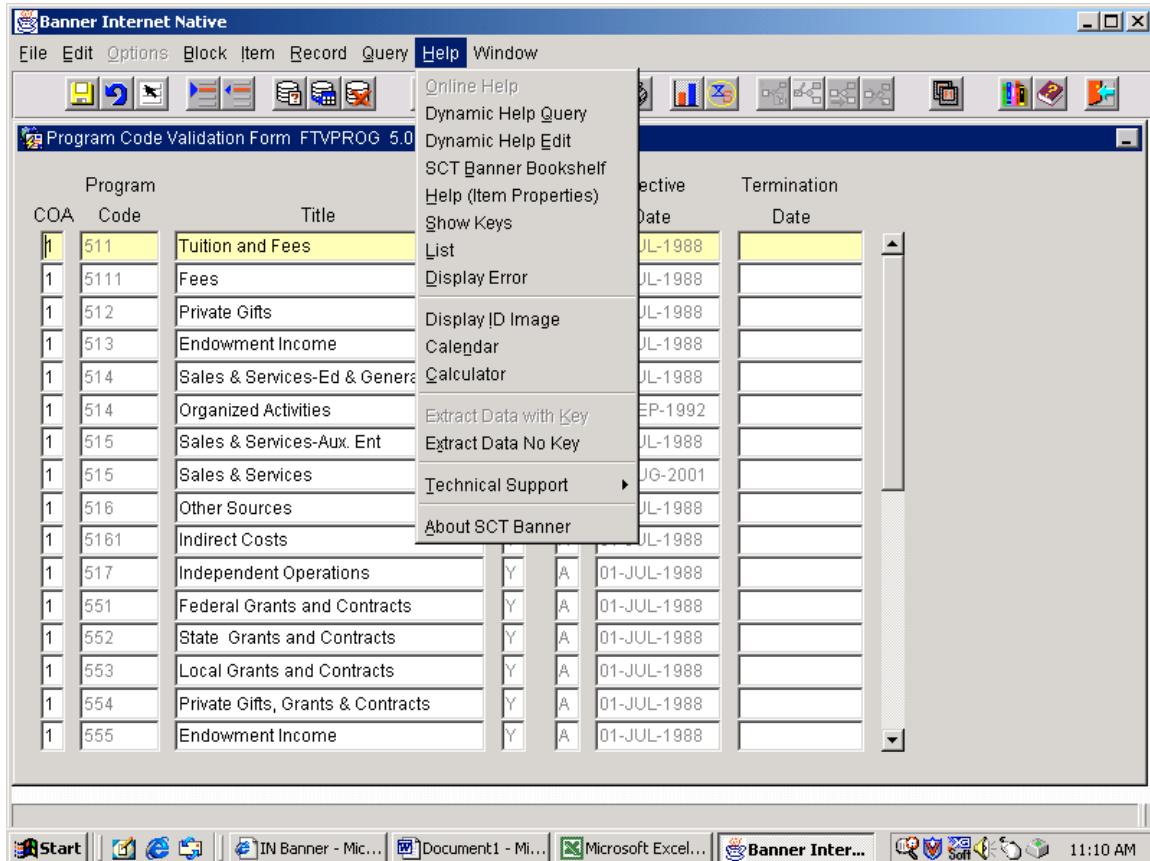


How to do Data Extracts on Banner Internet Native Forms

Once you are in a Banner form that has the Data Extract Function:

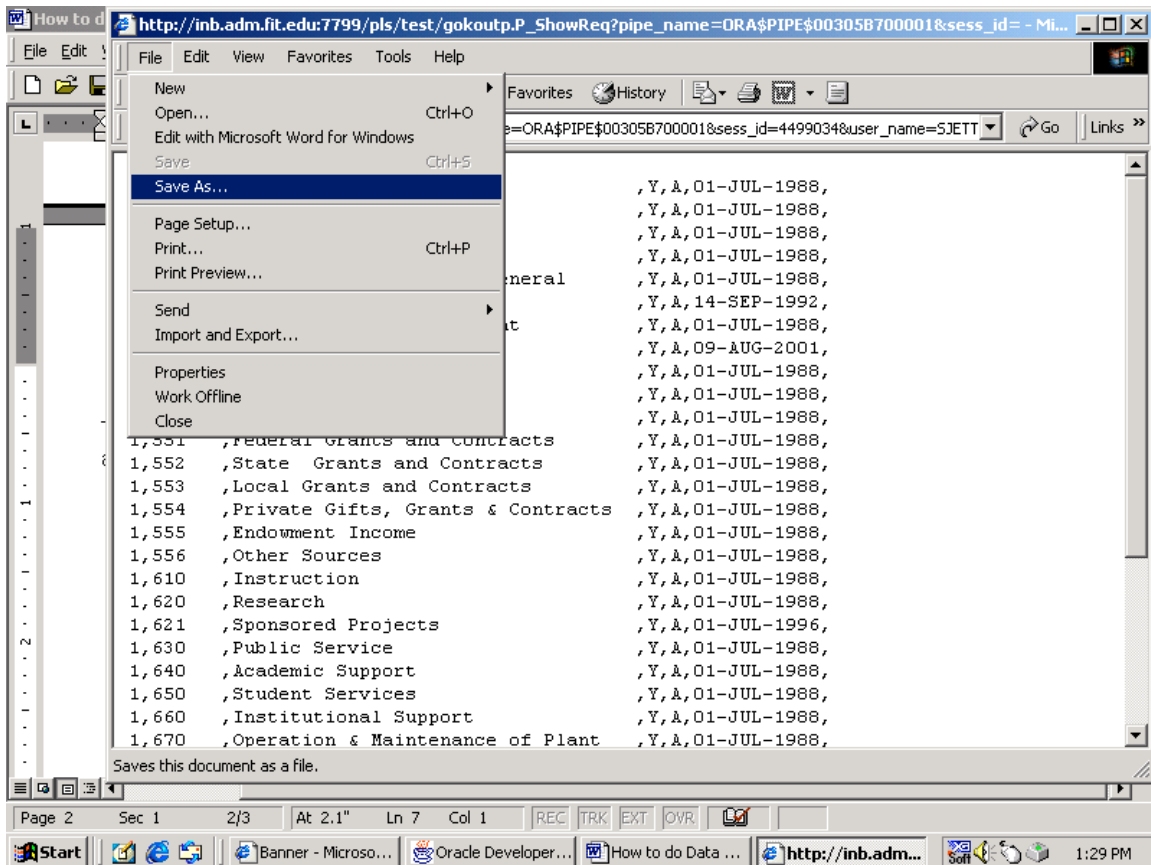
Click on Help from the Menu Bar

Select either: **Data Extract with Key** or **Data Extract No Key**

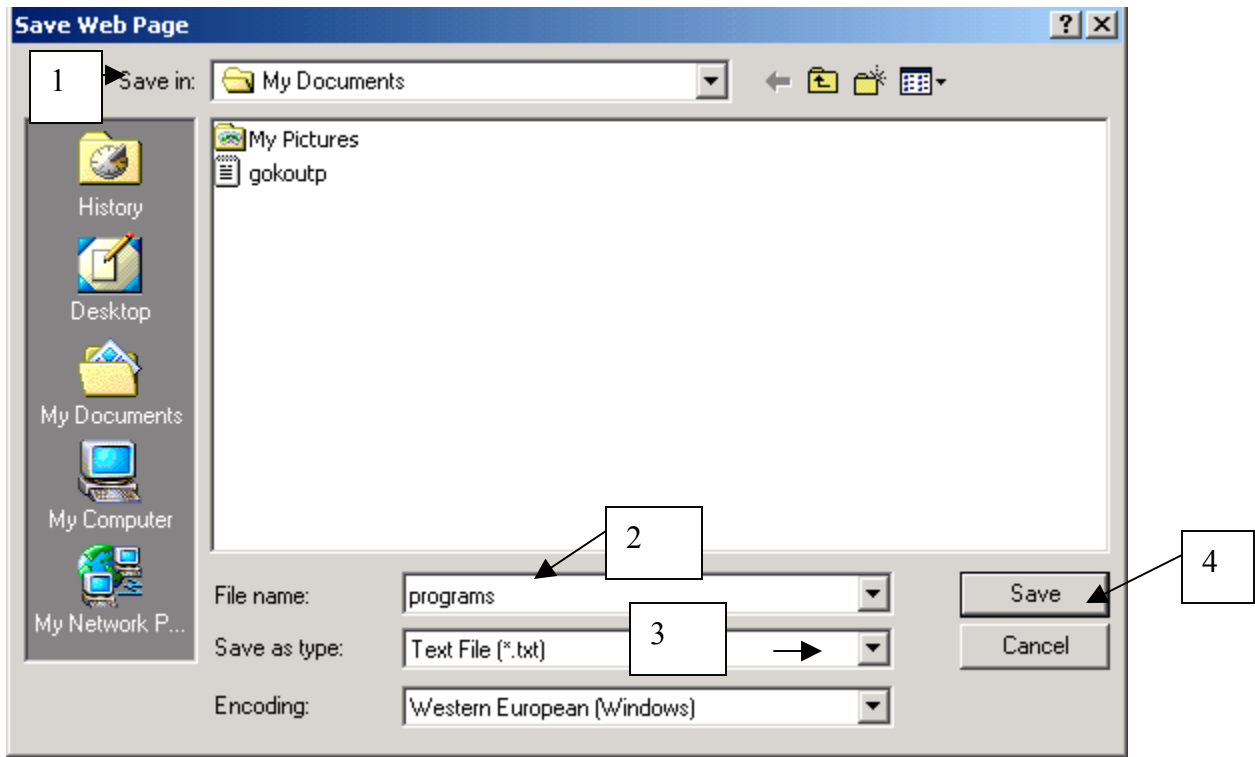


The Extract now goes to a Web Browser. You can view the information on line and/or save it to your PC.

To save it to your hard drive:
Click on **File**
Select **Save As...**



1. **Save In** - Select where on your hard drive you want to save the file (extract)
2. **File Name** – Name your file
3. **Save type as** - Change the file type to a **Text File (*.txt)**.
4. Click the **Save** button.



Now you can access the file from your hard drive via Excel.

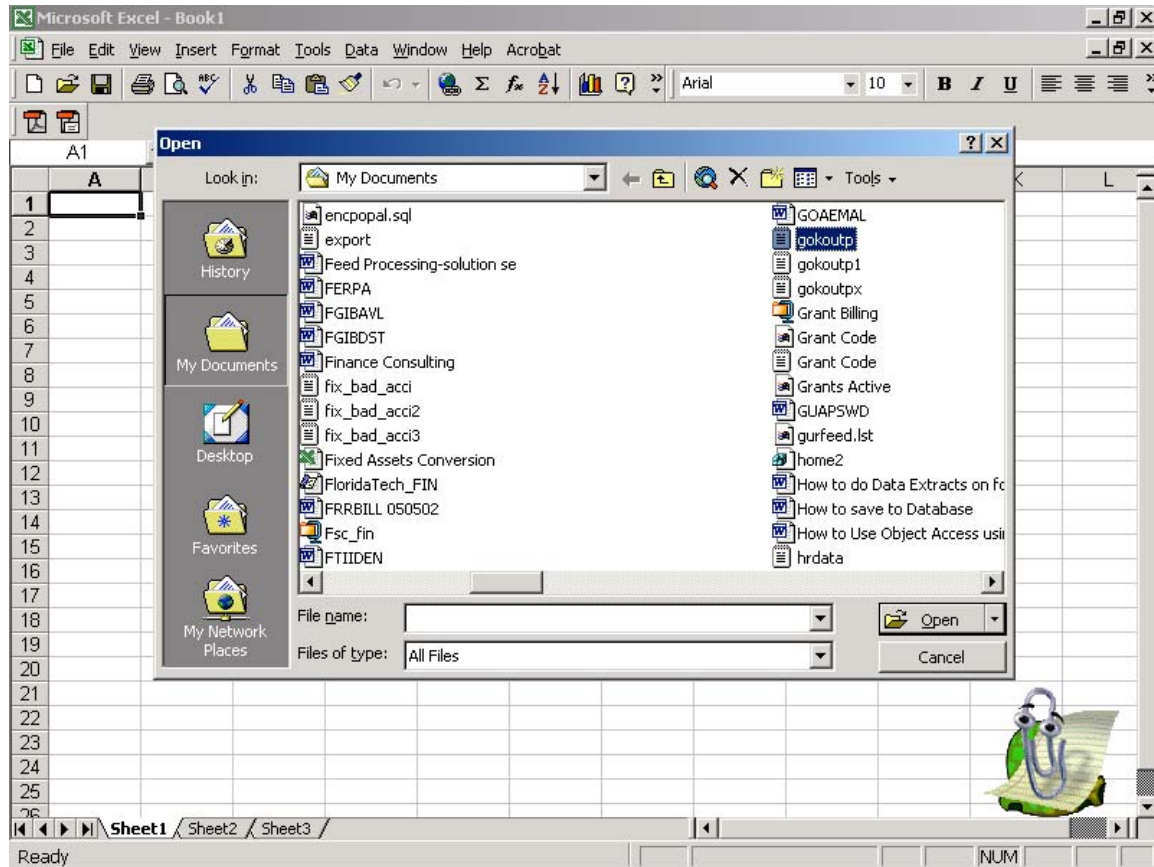
Open Excel on your PC.

Once Excel is opened:

Click on **File**, then **Open**.

Look in: - Make sure this is where you saved your document or change it to the correct location.

File Types: – Change to **All Files**



Locate your file and double click on it (this will open it)

It brings up a comma-delimited file:
Delimited – Check this box
Click on the **Next** button

Text Import Wizard - Step 1 of 3

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 data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\Documents and Settings\sjett\My Doc...\gokoutp.txt.

1	1,511	,Tuition and Fees	,Y,A,01-JUL-1988,
2	1,5111	,Fees	,Y,A,01-JUL-1988,
3	1,512	,Private Gifts	,Y,A,01-JUL-1988,
4	1,513	,Endowment Income	,Y,A,01-JUL-1988,
5	1,514	,Sales & Services-Ed & General	,Y,A,01-JUL-1988,

Cancel < Back Next > Finish

Comma – Check this box (uncheck any other boxes)
Click on the **Next** button

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab Semicolon **Comma**
 Space Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

1	511	Tuition and Fees	Y	A	01-JUL-
1	5111	Fees	Y	A	01-JUL-
1	512	Private Gifts	Y	A	01-JUL-
1	513	Endowment Income	Y	A	01-JUL-
1	514	Sales & Services-Ed & General	Y	A	01-JUL-

Cancel < Back Next > Finish

Click on the **Finish** button

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip)

Data preview

General	General	General	General	General	General
1	S11	Tuition and Fees	Y	A	01-JUL-
1	S111	Fees	Y	A	01-JUL-
1	S12	Private Gifts	Y	A	01-JUL-
1	S13	Endowment Income	Y	A	01-JUL-
1	S14	Sales & Services-Ed & General	Y	A	01-JUL-

Cancel < Back Next > Finish

This will open your file in Excel for you.