Banner Finance Training Manual

Exporting Transactions from Banner

The following instructions explain how to export all transactions or transactions for one fiscal period from Banner into an Excel spreadsheet.

Instructions- All Transactions:

1. Go to FGIBDST (Organization Budget Status)

2. Enter Index, tab, then select GO

3. Click on any dollar amount in the YTD Activity Column, then go to Related, select Transaction Detail

4. Once the transaction details come up click on Start Over

5. Delete Account Number

6. Click on GO

7. Close grey filter box with the tiny X in the top right hand corner of the grey area

This now brings up every transaction for the current fiscal year.

You can export this into excel by selecting Tools and export

Instructions- Transactions for One Fiscal Period:

1. Follow steps 1 through 6 above.

2. To get the activity for one month Click on the Filter

3. Select Advanced Filter

4. Select Transaction date, use the drop down arrow by 'Equals' to select 'Between' 1st day of month and last day of month

5. Hit Go button in the filter box.

This will bring up transactions that posted in the month that you selected.

You can export this into excel by selecting Tools and export