

## Downloading Finance Data vs. Month-End Report Data

The following provides guidelines for determining which Banner Finance form provides the best choice for obtaining/downloading data from Banner Finance.

### Month-End Reports

Month-end reports can be generated in two formats: electronic file or a printed copy. Month-end reports are not designed or intended to be downloaded to Excel or copied into any other format. The output generated (electronic file or printed) is formatted in a report lay-out and does not provide the option to change or manipulate that output. Do not attempt to copy and paste report output to Excel, the results will not be favorable.

To generate a report, select one of the following forms and the desired output (file or print):

- **FGRBDS** for budget summary data
- **FGRODTA** for detailed transaction data

### Downloading Data to Excel

Financial data in various Banner forms can be downloaded into Excel spreadsheets. This allows data to be sorted and saved.

To obtain the data contained in the month-end reports (**FGRBDS** and **FGRODTA**) for download into Excel, select one of the following forms:

- **FGIBDST** for budget summary data
- **FGIBDST** for detailed transaction data

**Note:** It is recommended that all browser pop-ups be disabled before attempting to download data to Excel or generate printed or electronic reports.

View or Download Data to Excel	Reports: Printed or Saved Electronic Files
<b>FGIBDST</b> – Organization Budget Status form is used to view summarized budget information for a selected organization/fund combination. This form provides the organizations budget, year-to-date activity, and available balance.	<b>FGRBDSC</b> – This form is used to produce a printed report or electronic file of the data contained in the Organization Budget Status form.
<b>FGITRND</b> – Detail Transaction Activity form. This form provides detailed transaction activity for operating ledger accounts (the operating ledger records revenue and expenses).	<b>FGRODTA</b> - This form is used to produce a printed report or electronic file of the data contained in the Detail Transaction Activity form.

**Note:** For step-by-step instructions on downloading data to Excel and generating month-end reports, refer to the *Finance 204 – Reports and Queries User's Guide*.