How do I extract data from Banner Finance into a spreadsheet?

Tell Me

On some key forms, the ability to perform a Data Extract is possible. To determine if a particular form is capable of Data Extract:

1. Go to the desired Banner Form
2. Click on the Help menu icon or click CTRL + SHIFT + L
3. Look to see if either “Extract Data with Key” or “Extract Data No Key” options are enabled
   a. If so, choose the option desired

Related FAQs

- How do I verify if a vendor check payment has been cashed in Banner Finance?
- How do I move an entire account balance from one fund to another in Banner Finance?
- How do I determine if a fund has a debit or credit balance in Banner Finance?
- How do I look up all related endowment funds in Banner Finance?
- How do I determine if my fund has a negative balance in Banner Finance?