

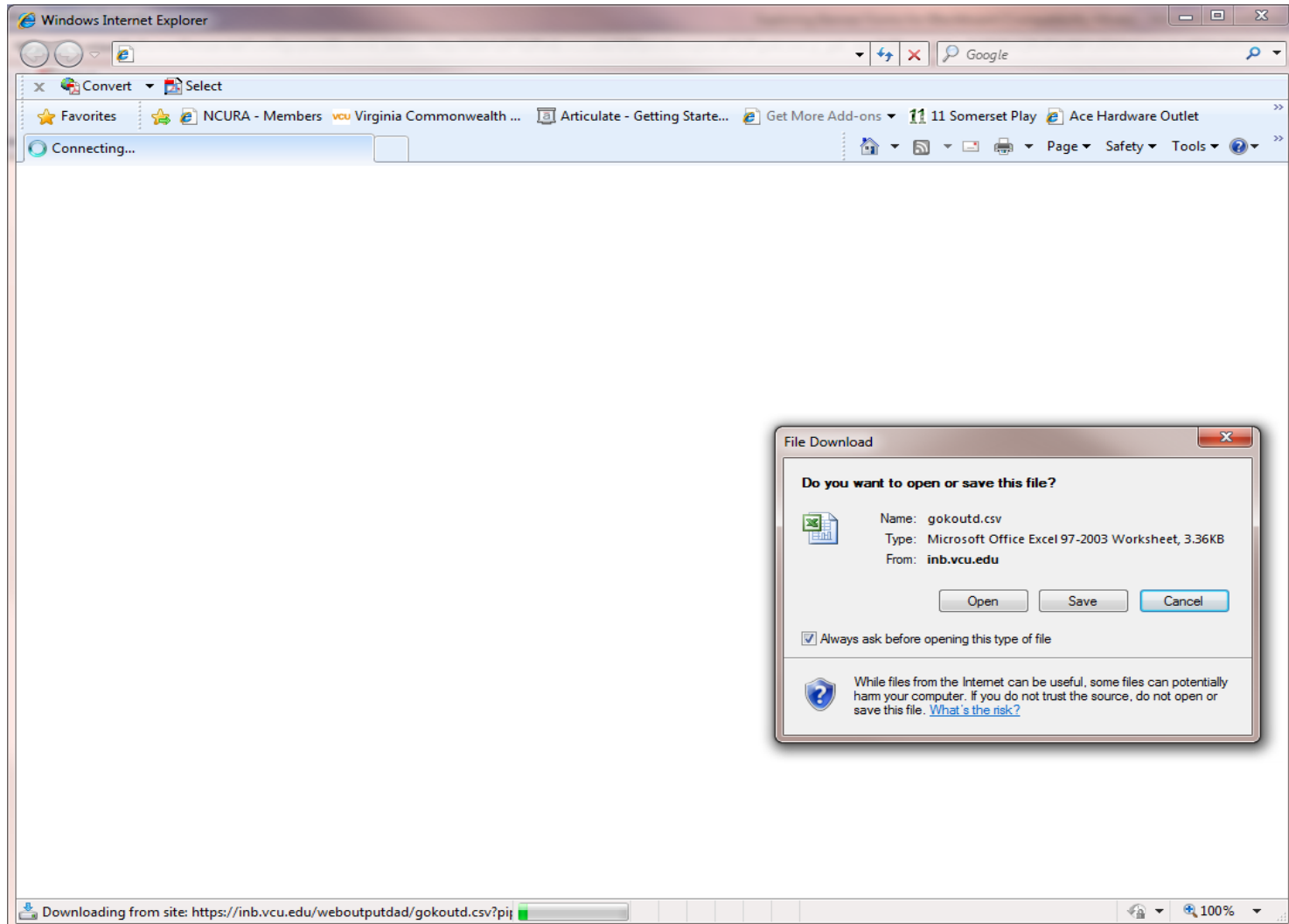
The Budget Status form (FGIBDST), as well as many other forms, can be downloaded into an Excel spreadsheet. To do this, hold down the CTRL (control) key on your keyboard and click on **Help>Extract Data No Key** on the Banner main menu bar. Continue to hold down the CTRL key until the spreadsheet appears in a browser or it is saved. On other forms if this option is grayed out, you'll know the form cannot be downloaded.

The screenshot shows the Oracle Developer Forms Runtime window for the 'Organization Budget Status FGIBDST 8.4 (PRO)' form. The 'Help' menu is open, and the 'Extract Data No Key' option is highlighted. The form displays a table of budget data with columns for Account Type, Title, Adjust, Activity, Commitments, and Available Balance. The 'Net Total' row shows a total of 1,932,332.00 for Adjust, 1,065,438.67 for Activity, 12,090.93 for Commitments, and 854,802.40 for Available Balance.

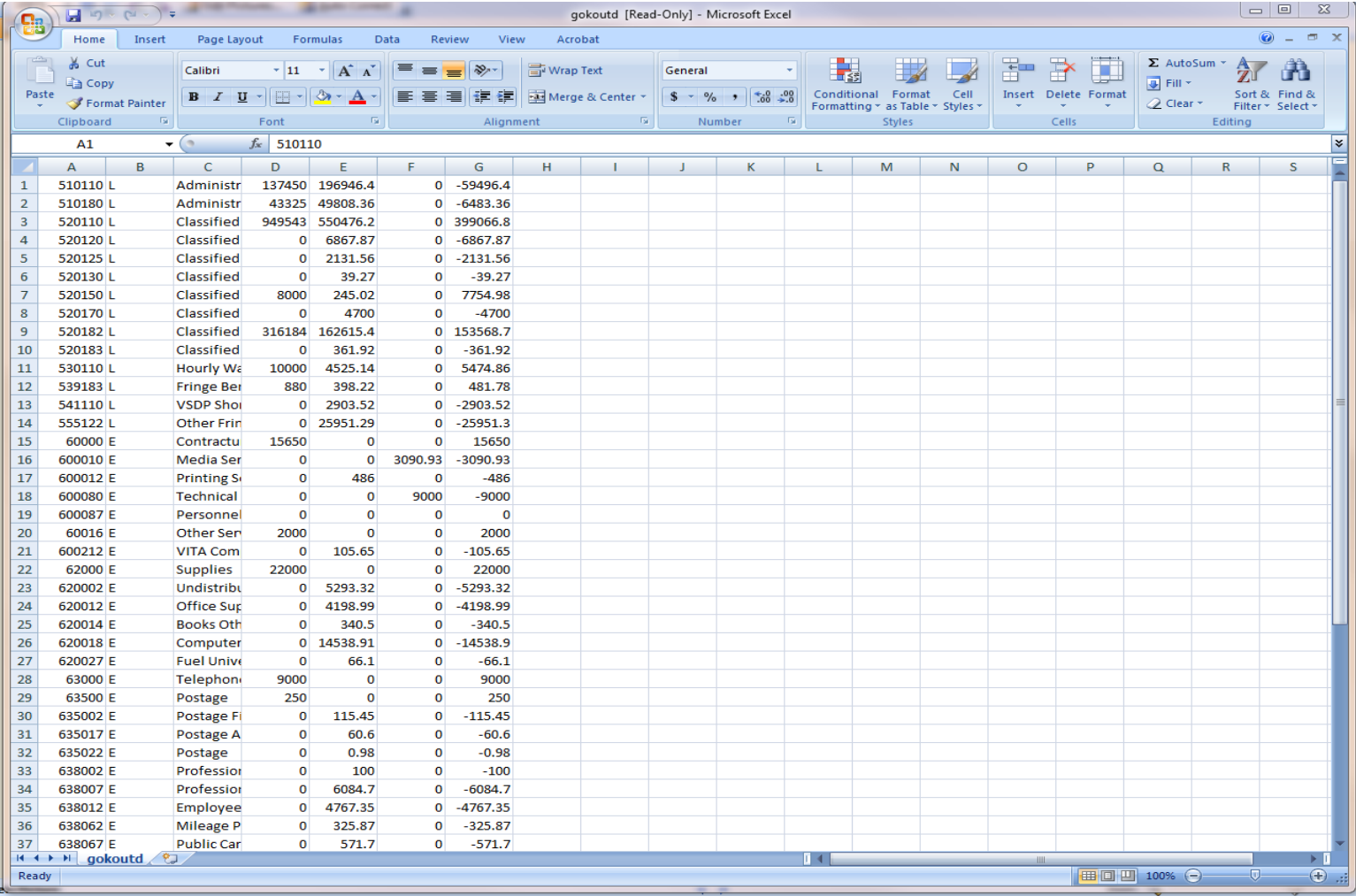
Account Type	Title	Adjust	Activity	Commitments	Available Balance
510110	L Administrative Faculty Sala		196,946.36	0.00	-59,496.36
510180	L Administrative Faculty FB Fu	43,325.00	49,808.36	0.00	-6,483.36
520110	L Classified Salaries	949,543.00	550,476.21	0.00	399,066.79
520120	L Classified Termination Annu	0.00	6,867.87	0.00	-6,867.87
520125	L Classified Termination Sick	0.00	2,131.56	0.00	-2,131.56
520130	L Classified Term Holiday Cor	0.00	39.27	0.00	-39.27
520150	L Classified Overtime	8,000.00	245.02	0.00	7,754.98
520170	L Classified Bonus Payments	0.00	4,700.00	0.00	-4,700.00
520182	L Classified Fringe Benefit Ful	316,184.00	162,615.35	0.00	153,568.65
520183	L Classified Fringe Benefit Pa	0.00	361.92	0.00	-361.92
530110	L Hourly Wages	10,000.00	4,525.14	0.00	5,474.86
539183	L Fringe Benefits Other Part T	880.00	398.22	0.00	481.78
<b>Net Total:</b>		<b>1,932,332.00</b>	<b>1,065,438.67</b>	<b>12,090.93</b>	<b>854,802.40</b>

Extract Data without Key information to a .csv file  
Record: 1/53 | ... | <OSC>

You'll be asked if you want to open or save the file. You can do either.



The file will download without the column headings and you'll need to adjust the column widths as well as the number formatting.



If you prefer that the Banner forms download with the Key block (header rows). Change your preference through the Banner Main Menu bar. Click on **File>Properties**. Check the box under Data Extract to Include Header Rows in Data Extract.

