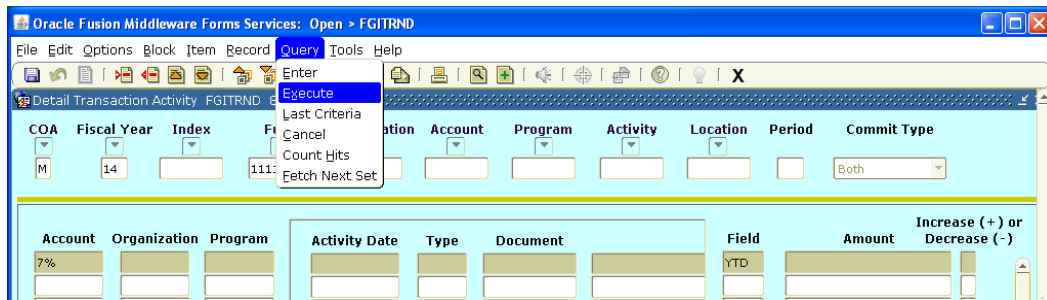


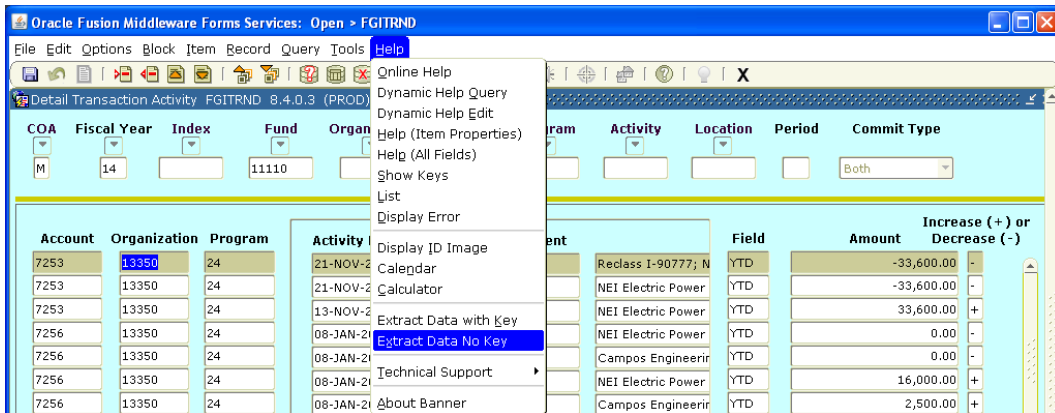
## Instructions to Download Data from INB Banner

You can do this from many different screens. For this example, we will use FGITRND and download all expense data from the HEAF fund.

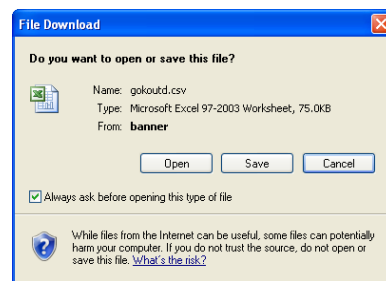
1. Go to FGITRND.
2. COA is always M. Enter the FY you want to review and the Fund and/or Org. Click Next Block.
3. You can query on almost any of these fields. For this example, we are looking for all expenses, so we will use 7 and the% (wildcard) in the Account field to catch all account codes that start with 7 and YTD under Field so we only get expenses paid. Execute Query.



4. After your data is pulled up, click on Help, then Extract Data. With Key brings in headings, No Key does not.



5. This next step could take up to a minute if you are downloading a lot of data. You will get a box asking you to Open or Save. I usually click Open. Excel will open and your data will pull into a read-only worksheet initially called "gokoutd." Save the document with a new name and you are ready to start formatting, analyzing, etc.!



6. You can also download from Self Service. Use the buttons at the bottom of the screen that say Download All (or Selected) Ledger Columns.

