THE UNIVERSITY of
NEW MEXICO

Budget Office
Date: 7/1/2011

Exporting From FGIBDST to Excel
FSJA-082

Banner form FGIBDST provides: year to date (YTD) budget status.   You must have org security access to view data in this form.

1. Go to Banner form **FGIBDST**.   Verify 'Chart' field is populated with a 'U' and the correct fiscal year is listed.

2. Enter the index and tab to populate the associated fund, org, program and activity for that index.

3. Revenue Accounts
    - Do not check 'Include Revenue Accounts' to see the budgeted amount and the true NSF picture. **(preferred)**
    - Check 'Include Revenue Accounts' to include the projected revenue. Revenue is not included in NSF checking, therefore not recommended.

4. Select Next Block, FYTD activity grouped is by account code.

5. You can view detailed "YTD Activity" by highlighting the Account Code go up to options select 'Transaction Detail Information'.

EXPORT:

1. To export the data into Excel select 'Help' and select 'Extract data no key'.

2. In the File Download, Save the file as a .cvs file and change name.

3. When download is complete select Open.

End