

How to Export a FGRODTA Report to Excel

Step 1: Run the FGRODTA report in Banner and save as a text file. If there are questions on how to run the report, please go to <http://www.slcc.edu/budget/docs/newdocs/FGRODTA-Web.pdf>

Step 2: Open the text file saved from Step 1 in Excel instead of in Word and follow the instructions on the next page.

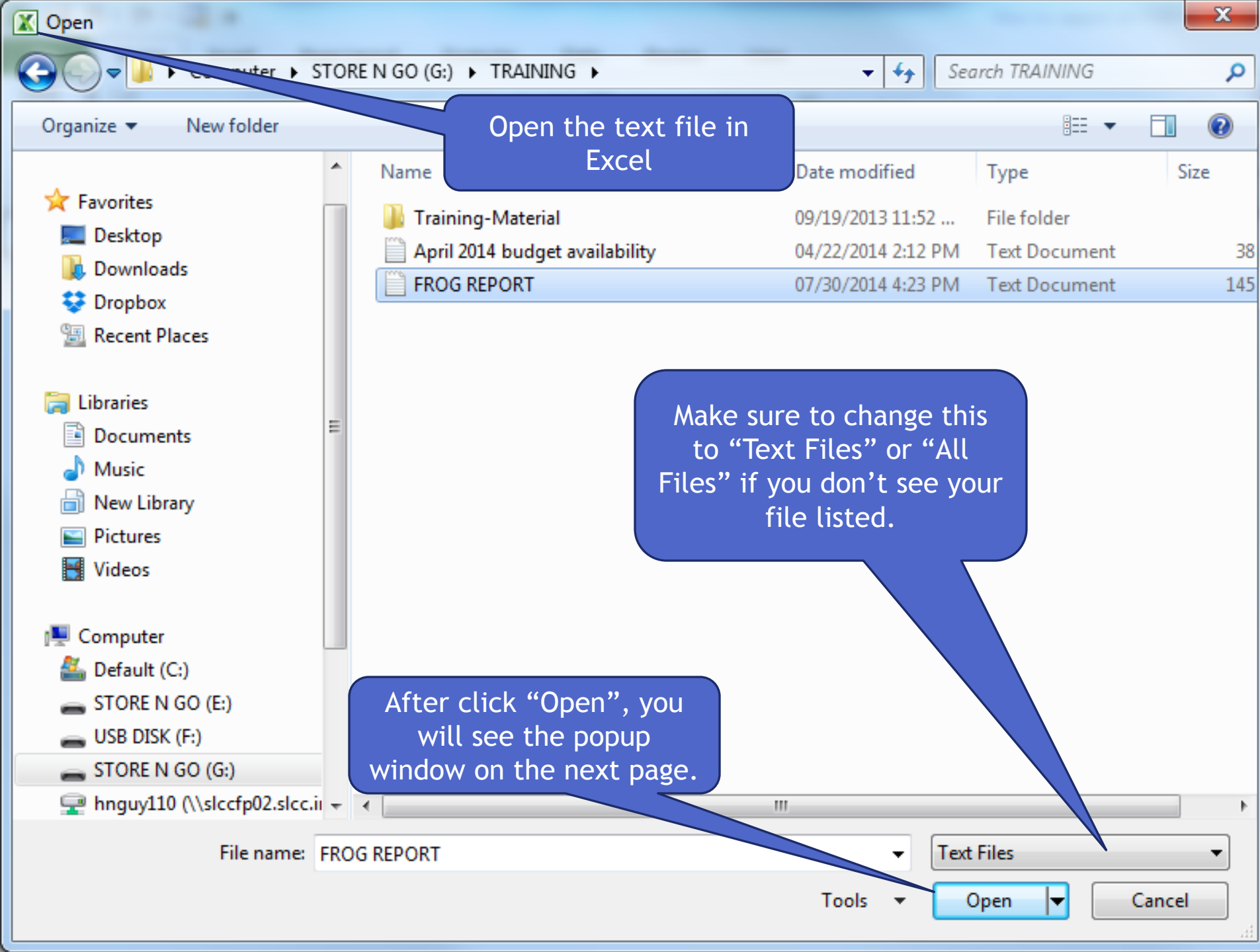
Note: *Printing FGRODTA in Word will give a better formatted document while exporting it to Excel provides the option to work with and manipulate the data.*

- On the “Open” window in Excel, make sure to change the file type at the bottom right corner to “Text Files” or “All Files” if you don’t see your text file listed.
- After clicking “Open”, the “Text Import Wizard ” window will appear.
 - Select “Fixed Width” then click “Next”
 - Scroll down enough to see the column heading only
 - Add a break line after each column heading
 - To add a break line, click at the desired position
 - To delete a break line, double click on the line
 - To move a break line, click and drag it
 - Scroll down a little bit more to see the first line of your report data.
 - Adjust break lines as necessary to make sure they don’t cut off any columns
 - When done, click “Next”
 - Select “Text” then click “Finish” on the last screen. This will open your report on a spreadsheet with data separated into columns based on how you split them earlier.

Notes: *It would be helpful if you have a printed FGRODTA report from Word Document to use as a reference in this step.*

- Click the gray box at the upper left corner of the spreadsheet to highlight the whole spreadsheet
- Double click on the line between any two columns to fit the data into each column
- Make sure to save the report as an “Excel Workbook”
- Now you can clean up and work with the data as you would with a regular spreadsheet

Please go to the next page for visual illustrations.



Select
“Fixed
Width”

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

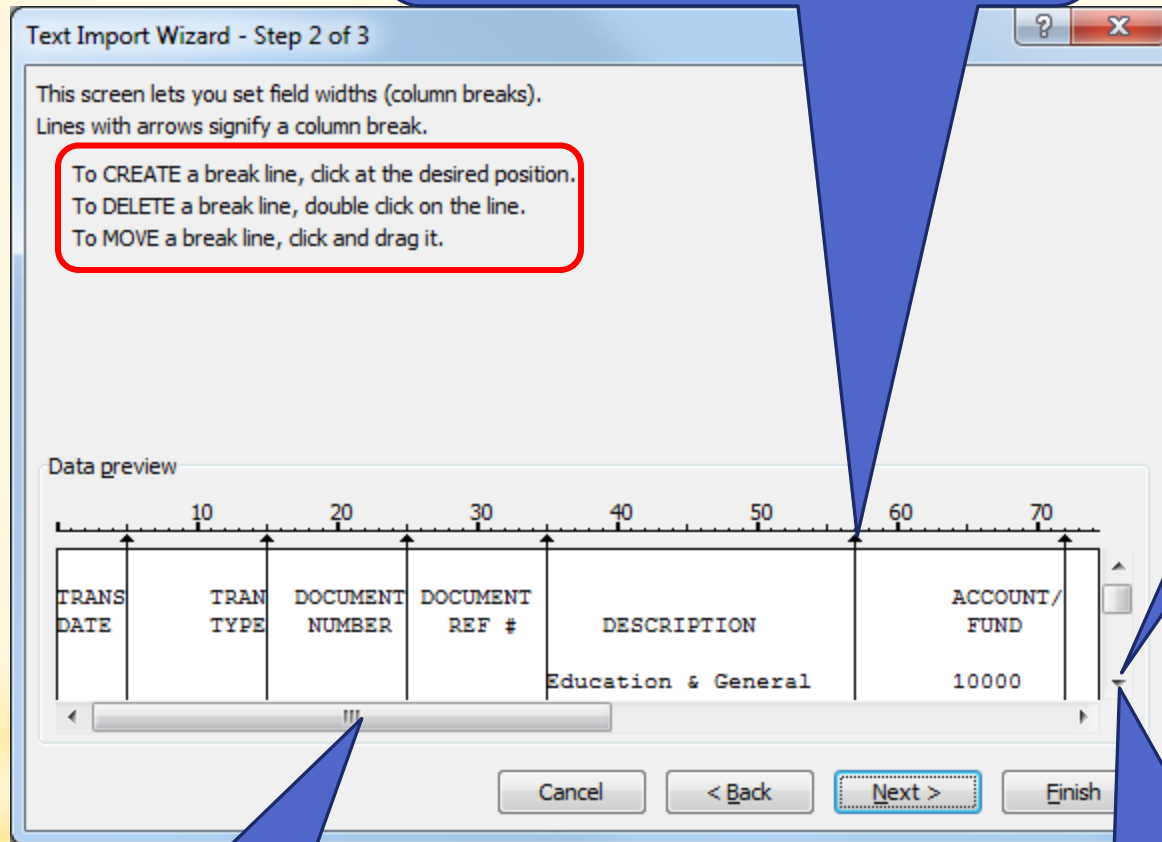
Preview of file G:\TRAINING\FROG REPORT.txt.

1	
2	
3	30-JUL-2014 04:22:14 PM
4	FISCAL YEAR 14
5	

Cancel < Back **Next >** Finish

Then click “Next”

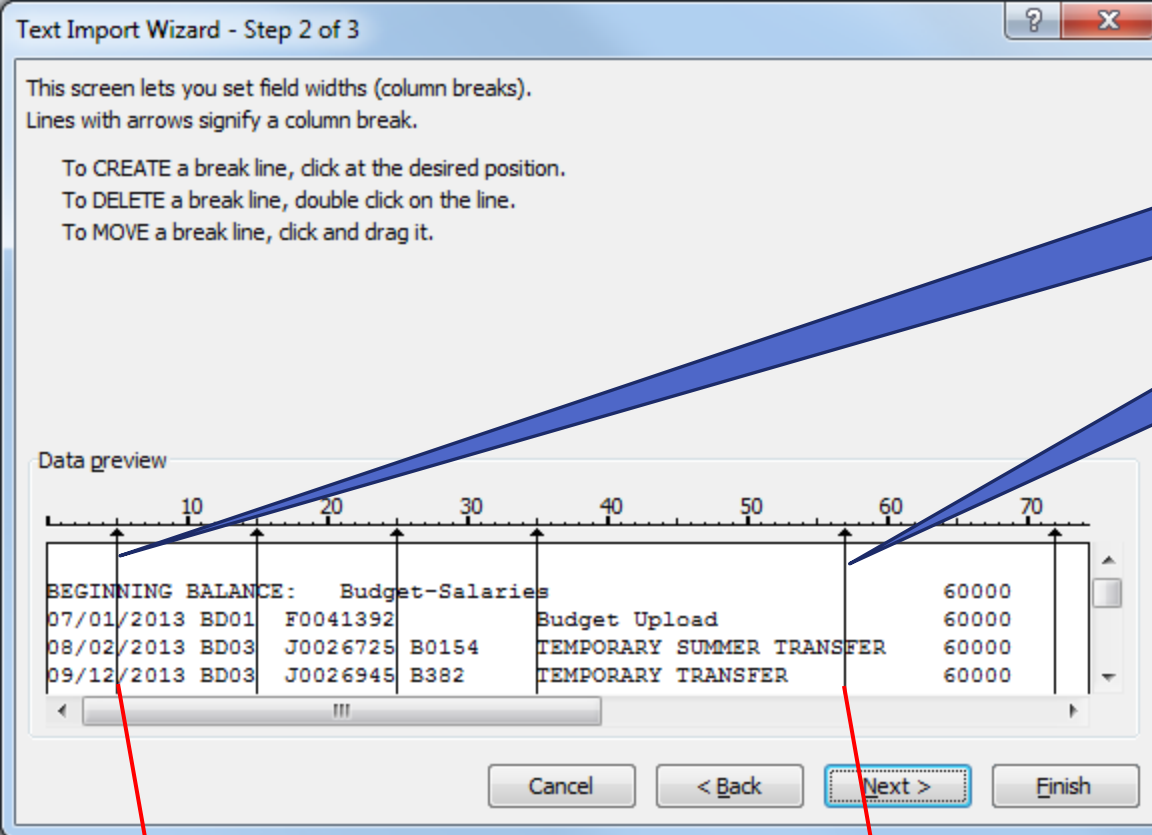
2. Excel may have some break lines by default, but you have to go through and add, delete or move them. The general rule is having a break line right after each column heading.



1. Scroll down enough to see the column headings only

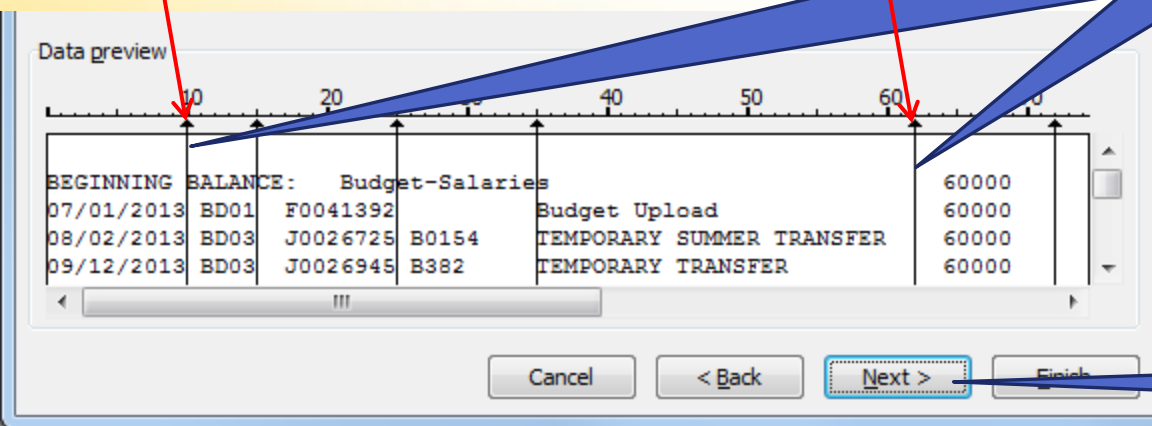
3. Scroll to the right and make sure to have a break line after each column

4. When done, scroll down a little bit more to check if the break lines cut off any columns.



Some of the lines cut off the content in the column.

Click and drag the line to the desired position.
Scroll to the right to check on all break lines. Reposition them as needed.



Click "Next" when done.

Select "Text"

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

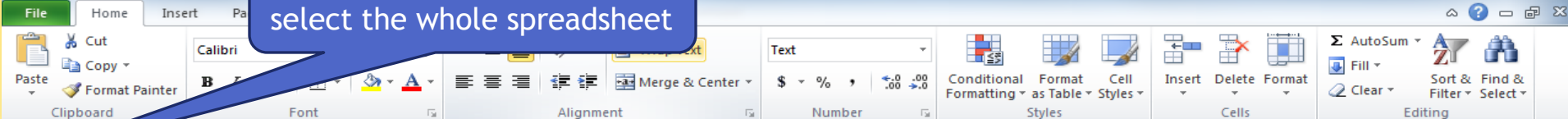
Data preview

Text	General	General	General	General	General	General
BEGINNING	BALANCE:	Budget-Salaries			60000	
07/01/2013	BD01	F0041392		Budget Upload	60000	
08/02/2013	BD03	J0026725	B0154	TEMPORARY SUMMER TRANSFER	60000	
09/12/2013	BD03	J0026945	B382	TEMPORARY TRANSFER	60000	

Cancel < Back Next > Finish

Then click "Finish"

1. Click the corner box to select the whole spreadsheet

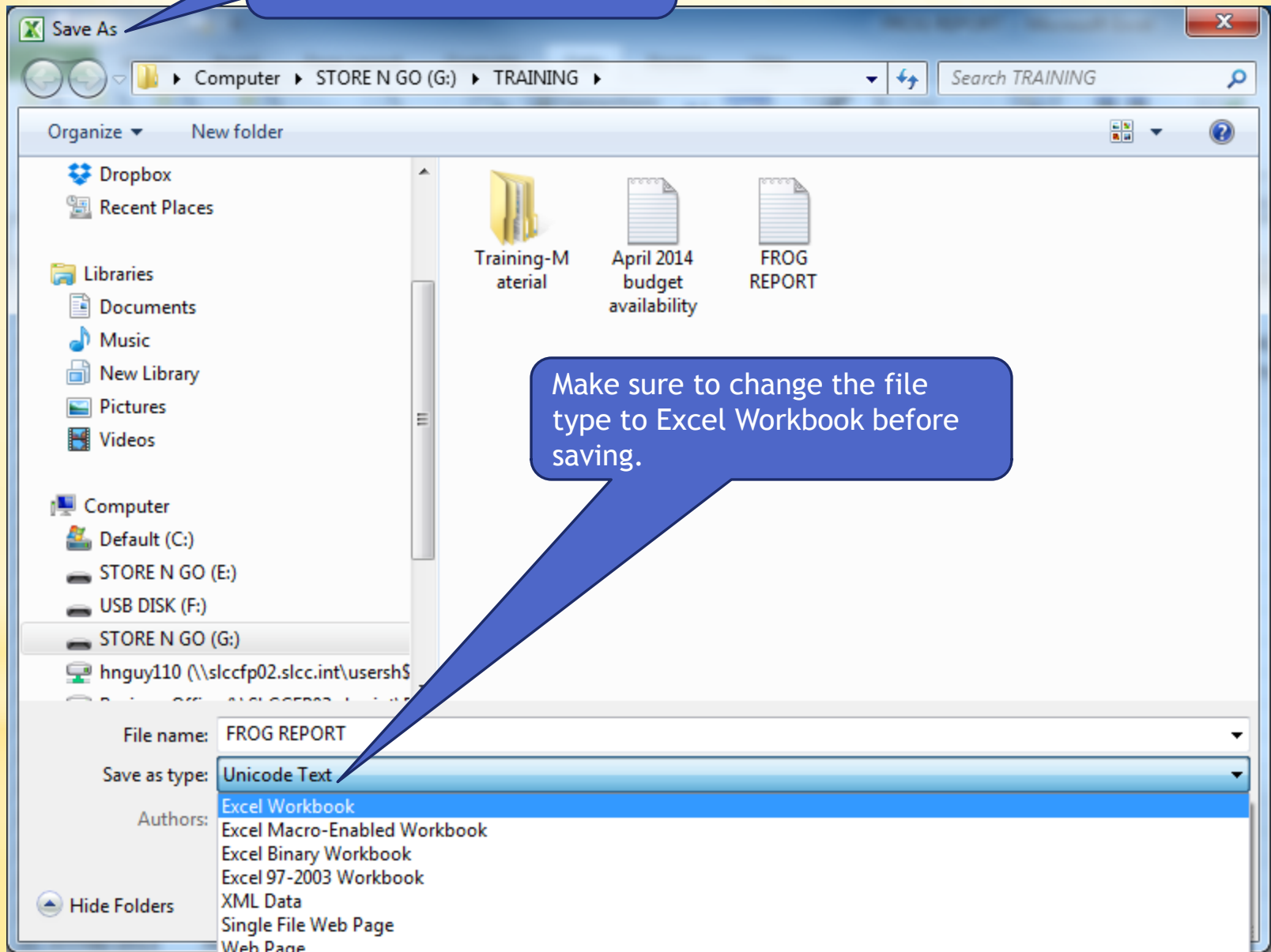


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																			
2																			
3	30-JUL-2014 04:		22:14 PM		Salt Lake Community College				AGE 1										
4	FISCAL YEAR 14				Organization Activity				GRODTA										
5					From 01-JUL To 30-JUN	2014													
6																			
7																			
8	COAS: C		Salt		Lake Community College														
9	ORG:																		
10																			
11	TRANS	TRAN	DOCUMENT	DOCUMENT	ACCOUNT	BUDGET	TRANSACTION	ENCUMBR											
12	DATE	TYPE	NUMBER	REF #	DESCRIPTION	FUND	ACTIVITY	ACTIVITY	ACTIVITY										
13																			
14					Education	10000													
15																			
16	BEGINNING BALAN		CE: Budget		et-Salarie s	60000	0	0											
17	07/01/201 BD01		F0041392		Budget Up	60000	#####												
18	08/02/201 BD03		J0026725	B0154	TEMPORA	60000	12,072.56												
19	09/12/201 BD03		J0026945	B382	TEMPORA	60000	-0.02												
20	01/06/201 BD03		J0027478	B683	TEMPORA	60000	2,500.00												
21	01/23/201 BD02		J0027545	B744	PERMANE	60000	#####												
22	01/23/201 BD02		J0027545	B744	PERMANE	60000	#####												
23	01/23/201 BD03		J0027545	B744	TEMPORA	60000	10,871.28												
24	06/30/201 BD03		J0028493	B1830	TEMPORA	60000	8,453.01												
25	06/30/201 BD03		J0028598	B1930	TEMPORA	60000	#####												
26	ENDING BALANCE:		Budget		et-Salarie s	60000	#####	0	0										
27																			
28																			
29	BEGINNING BALAN		CE: Inst		ructor	60210	0	0	0										
30	07/08/201 HENC		F0041546		Encumbra	60210		#####	U										
31	07/16/201 HENA		F0041594		Encumbra	60210		3,887.28	U										
32	07/22/201 HGRS		F0041620		HR Payroll	60210		9,506.99	U										
33	07/22/201 HGRS		F0041620		HR Payroll	60210		-9,506.99	U										
34	08/07/201 HGRS		F0041728		HR Payroll	60210		9,506.99	U										
35	08/07/201 HGRS		F0041728		HR Payroll	60210		-9,506.99	U										
36	08/22/201 HGRS		F0041916		HR Payroll	60210		9,506.99	U										
37	08/22/201 HGRS		F0041916		HR Payroll	60210		-9,506.99	U										
38	09/06/201 HGRS		F0042090		HR Payroll	60210		9,506.99	U										
39	09/06/201 HGRS		F0042090		HR Payroll	60210		-9,506.99	U										
40	09/20/201 HGRS		F0042219		HR Payroll	60210		9,506.99	U										

This is how the report looks when it's first open in Excel. Follow the steps to re-format the spreadsheet.

2. Double clicks on the line between any two columns to fit the data into its columns.

Click "File" on the Menu bar, then select "Save As"



Make sure to change the file type to Excel Workbook before saving.

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 Bold Italic Underline Merge & Center Text Conditional Formatting Format as Table Cell Styles AutoSum Fill Clear Sort & Filter Find & Select

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2														
3	30-JUL-201	4 04:	22:14 PM		Salt Lake Comm	unity Colle	ge							
4	FISCAL YEA	R 14			Organization D	etail Activ	ity							
5					From 01-JUL-2013	To 30-JUN-	20							
6														
7														
8	COAS: C		Salt	Lake Comm	unity College									
9	ORG:													
10														
11	TRANS	TRAN	DOCUMENT	DOCUMENT		ACCOUNT/	BUDGET	TRANSACTION	ENCUMBRANCE	CMT				
12	DATE	TYPE	NUMBER	REF #	DESCRIPTION	FUND	ACTIVITY	ACTIVITY	ACTIVITY	TYP				
13														
14					Education & General	10000								
15														
16	BEGINNING	BALAN	CE: Budg	et-Salarie	s	60000	0	0	0					
17	07/01/2013	BD01	F0041392		Budget Upload	60000	356,965.20			U				
18	08/02/2013	BD03	J0026725	B0154	TEMPORARY SUMMER TRANSFER	60000	12,072.56			U				
19	09/12/2013	BD03	J0026945	B382	TEMPORARY TRANSFER	60000	-0.02			U				
20	01/06/2014	BD03	J0027478	B683	TEMPORARY TRANSFER	60000	2,500.00			U				
21	01/23/2014	BD02	J0027545	B744	PERMANENT TRANSFER	60000	-14,301.22			U				
22	01/23/2014	BD02	J0027545	B744	PERMANENT TRANSFER	60000	-10,871.28			U				
23	01/23/2014	BD03	J0027545	B744	TEMPORARY TRANSFER	60000	10,871.28			U				
24	06/30/2014	BD03	J0028493	B1830	TEMPORARY TRANSFER	60000	8,453.01			U				
25	06/30/2014	BD03	J0028598	B1930	TEMPORARY TRANSFER	60000	-12,081.51			U				
26	ENDING BAL	ANCE:	Budg	et-Salarie	s	60000	353,608.02	0	0					
27														
28														
29	BEGINNING	BALAN	CE: Inst	structor		60210	0	0	0					
30	07/08/2013	HENC	F0041546		Encumbrance Salaries	60210			224,280.48	U				
31	07/16/2013	HENA	F0041594		Encumbrance Salaries	60210			3,887.28	U				
32	07/22/2013	HGRS	F0041620		HR Payroll 2013 SM 14 0	60210		9,506.99		U				
33	07/22/2013	HGRS	F0041620		HR Payroll 2013 SM 14 0	60210			-9,506.99	U				
34	08/07/2013	HGRS	F0041728		HR Payroll 2013 SM 15 0	60210		9,506.99		U				
35	08/07/2013	HGRS	F0041728		HR Payroll 2013 SM 15 0	60210			-9,506.99	U				
36	08/22/2013	HGRS	F0041916		HR Payroll 2013 SM 16 0	60210		9,506.99		U				
37	08/22/2013	HGRS	F0041916		HR Payroll 2013 SM 16 0	60210			-9,506.99	U				
38	09/06/2013	HGRS	F0042090		HR Payroll 2013 SM 17 0	60210		9,506.99		U				
39	09/06/2013	HGRS	F0042090		HR Payroll 2013 SM 17 0	60210			-9,506.99	U				
40	09/20/2013	HGRS	F0042219		HR Payroll 2013 SM 18 0	60210		9,506.99		U				

Now you can clean up and work with the data as you would with a regular spreadsheet.