



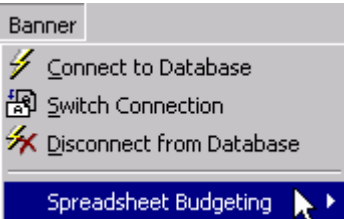
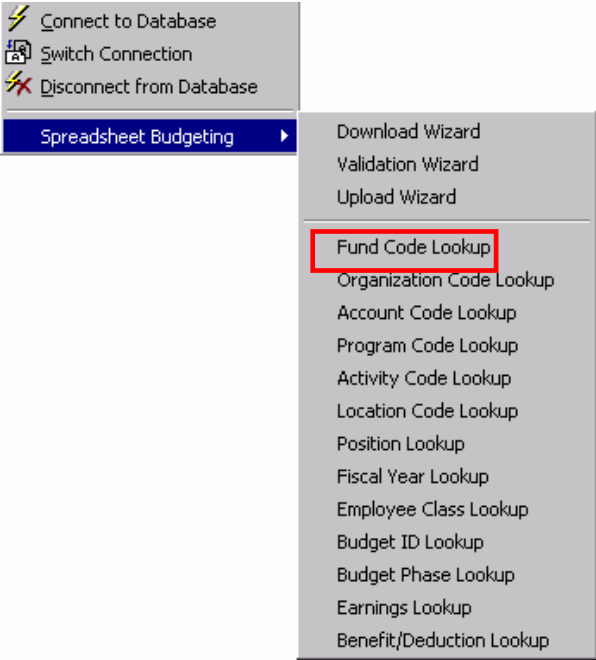
Spreadsheet Budgeting Using Banner 7

Job Aid: Data Lookup Feature

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Procedure

Follow these steps to use the data lookup feature.

Step	Action
1	<p>Select a cell in your Excel spreadsheet in which you would like the data from the lookup to be placed.</p> <p>Click the cell to select it.</p>
2	<p>Select <u>Spreadsheet Budgeting</u> from the Banner pull-down menu.</p> 
3	<p>Select <u>Fund Code Lookup</u> from the Spreadsheet Budgeting sub-menu.</p> 
4	<p>Click in the Find field.</p>

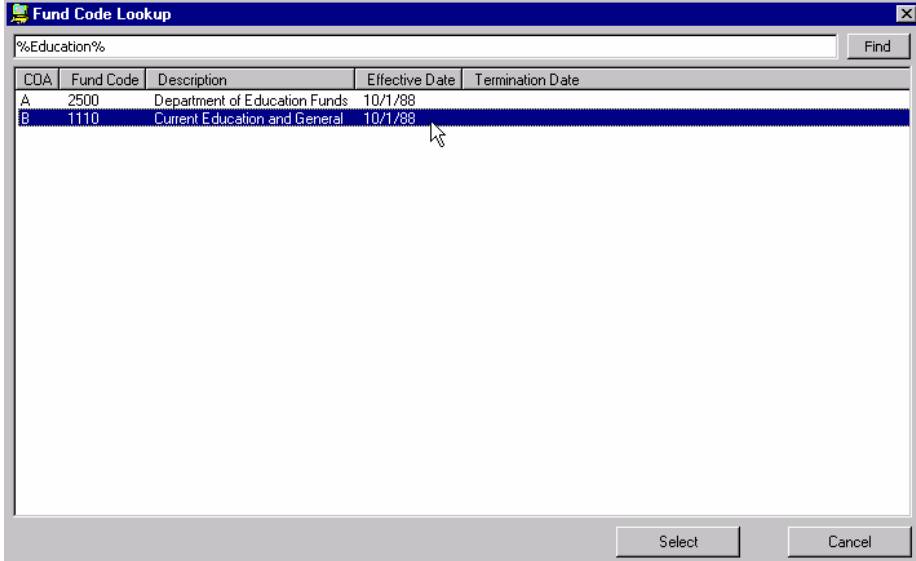


Spreadsheet Budgeting Using Banner 7

Job Aid: Data Lookup Feature (Continued)

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Procedure, continued

Step	Action
5	Enter your criteria in the Find field. <u>Example:</u> %Education%
6	Click the Find button.
7	Click the Fund you want to select. <u>Example:</u> 1110 
8	Click the Select button.