



# Financial Aid Services

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## BANNER FINANCIAL AID USER'S UPDATE FINANCIAL AID STUDENT EXTRACT EDITION October 2001



The Financial Aid Student Extract is now available for your use in PROD. In this Update we will give an overview of the extract, provide instructions for running the extract and viewing the output and also discuss the PC Core Competency Training program. We are also including a Data Dictionary which contains a brief description of the data elements of this extract.

This extract was developed to gather data on all financial aid students in your Banner database for the chosen parameter aid year. The extract includes a variety of data elements (106 different elements). After running this process, you will be able to use this data to suit your particular needs.

## Running the Extract

From "Direct Access", enter RWPXX01. This will bring you to the Job Submission Form (GJAPCTL). Do not enter a printer name - you only need to enter a valid aid year in parameter 01. Once you run RWPXX01, you will find the extract data in your PROD/Reports folder with the naming convention of 0102\_fa\_student\_extract\_ddmmyy. When you open this extract file, it will open automatically to Excel. You will now format the columns and font as desired.

For your convenience and that of your staff, RWPXX01 has been placed in the clerical and professional Banner financial aid security classes.

## PC Core Competency Program

In order to use this extract data, you may want to enroll in classes available through the PC Core Competency Program. The PC Core Competency Program was developed at the System Office and is used for training of staff within our system. Training sessions are held at several campuses and cover a variety of software applications including Microsoft Office (Access, Excel, Word). For more information on the PC Core Competency Program, visit the [website](#).

If there are additional needs for using the data extract that are not covered under the Core Competency Program, we may be able to arrange for a more specific training session with Tobi Krutt, PCCC program manager. If you or your staff would like to attend such training and have specific topics, please include this as an agenda item at a Financial Aid Council meeting. In this way, we can assess the number of people interested and schedule training as needed.

## Data Dictionary

This Data Dictionary was developed to provide you with the data elements, banner field names and descriptions of the elements contained in the extract. For your information, we have included the Data Dictionary on the following pages. The [Data Dictionary](#) is also available at the Financial Aid Services website.