Downloading to Excel from Banner Web

To download from a 'Summary – PLU Financial Status Queries' page, click the 'Export to Excel' button at the end of your report.

To download from a 'Detail – Financial Transaction Queries' page, click on the 'Next 15' button until you reach the last page. Then click the 'Export to Excel' button at the end of your report.

Note Internet Explorer is currently the only browser that will allow you to download data from Banner Web.

Before downloading information from Banner Web into Excel, you may need to set up your Internet Explorer options. This is a one-time set up for each computer that you use.

You can find the instructions through bandocs.plu.edu or follow the instructions below:

Once Internet Explorer is open:

- Choose 'Tools' from the top menu
- Select 'Internet Options'
- Click the 'Security' tab
- Click on the green 'Trusted Sites' option
- Click on 'Sites'
- Add banweb.plu.edu
- Click 'OK'
- Click 'Default Level'
- Move the slider down to 'Low'
- Click 'Apply'
- Next, click on the 'Privacy' tab
- Click on 'Settings' in the Pop-up Blocker box
- Add banweb.plu.edu
- Click 'Close'
- Finally, click on the 'Advanced' tab
- Scroll down to the 'Reuse windows for launching shortcuts' option, uncheck the box
- Click 'OK'