Using Account Detail Query (TGIACCD)

1. Login to Banner 9 and locate the TGIACCD page.

2. Click the X to close the Printer Destinations screen if it displays.

3. The Basic Filter will display, supply any known information, then click

   a.

4. After retrieving the intended records, you can filter them by repeating the filter process using.

5. Hovering over the column labels will allow you to drag the columns to display in any order you prefer or size the columns:

6. Using the ⚙ TOOLS option, you can Export (Shift + F1) the results