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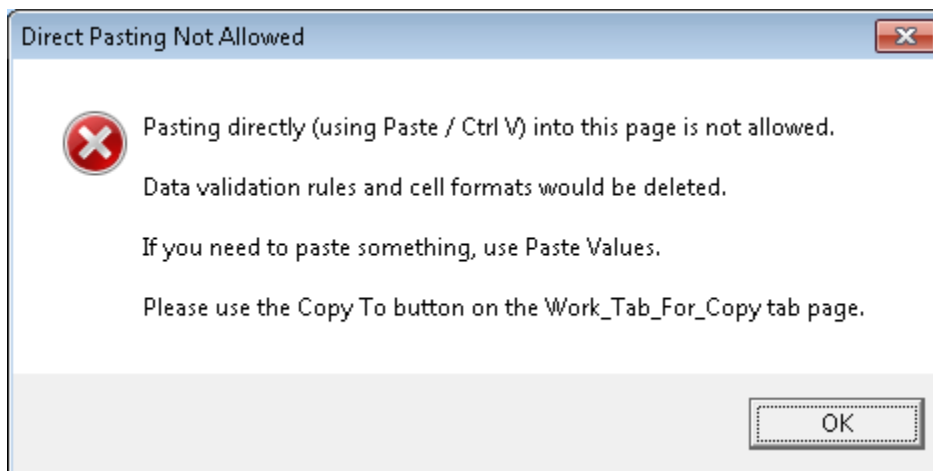
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Excel Budget Entry Departmental Template

The Excel Budget Entry Departmental template is used for creating Banner budget related journal vouchers. Using this template for large JVs will allow the JV to be uploaded into Banner and eliminate the need to re-key the data. The Excel file name is Excel_Budget_Entry_Departmental.xlsm.

The following is a brief description of the template:

- Complete instructions for creating the budget JV and steps to route for approvals.
- 2 tab pages for formatting and working with data.
- Requires the originator's Banner username. This becomes part of the budget JV document detail record. ***This can be viewed in Banner to identify who originated the entry.***
- Uses a new rule class code called B4D, which is clone of the Banner BD04 rule class code.
- Automatic calculation of the Banner fiscal year based on the entered Transaction Date.
- JV text lines to populate the JV text fields in Banner. Up to 4 lines of JV text can be included in order provide a detailed explanation for the JV. ***This can be viewed in Banner after the JV has been loaded.***
- Data validation and macro code is used for increased functionality. Checks are in place that will validate the length of FOAPALs, the description length, exclusion of zero dollar amounts, and each detail line must contain an index, account, description and amount. Detail lines must contain no blank rows between entries ***in order to save paper when printed!***
- The amount of data that can be captured for Banner upload is up to 712 rows. Up to 24 formatted pages can be printed if needed.
- Copy and paste has been modified to prevent the user from overwriting formatting and data validation rules on the first tab page of the template. You may see the following message on the JV tab page if you try to paste directly into this page. ***Note: If you have to paste something from another data source, use the Excel “Paste Values” option!***

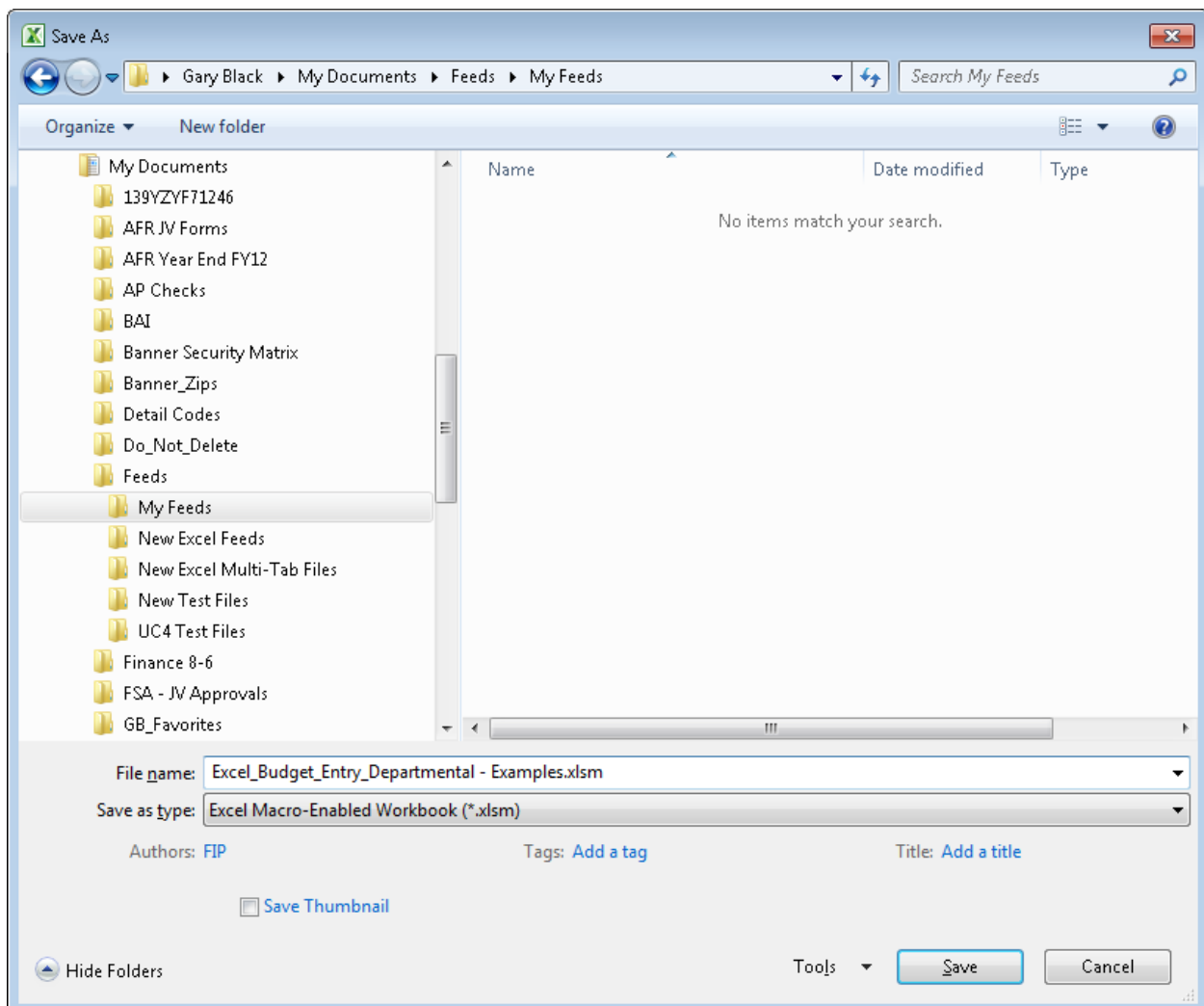


Setting Up the Excel Budget Template for Usage

The JV template is an Excel macro enabled file that contains Visual Basic for Applications program code. Please refer to the following sections for saving the template to your user drive and responding to the Security Warning displayed when a template is first opened.

Saving the Excel Budget Template to Your User Drive

- 1) Save the template to your user drive on the network or your personal drive on your machine.
- 2) When you use a template and create a JV, you must save the file as an Excel Macro-Enabled Workbook with a descriptive file name and save it to your user drive. ***The saved file name is what you will send for uploading and must have a .xlsm file extension!***



Security Warning

When a template is opened for the first time, you may see a Security Warning illustrated in Figure 1. In order to use the buttons on any of the tab pages, you will need to click on the “Enable Content” button. This will enable all macro code for the template.

Excel_Budget_Entry_Departmental - Examples.xlsm - Microsoft Excel

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Clipboard Font Alignment Number Styles Cells Editing

Security Warning: Macros have been disabled. **Enable Content**

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Clear All Data Validate

Banner Username: GBLACK77
JV Code: B4D
Transaction Date: 04/26/2013
Fiscal Year: 2013

Document #

Electronic Budget Entries - Departmental

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	+/-	Reference
1	B4D	100211	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
2	B4D	100	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
3	B4D	100	611000	FY 13 Budget Revision	\$30,367.00	+	GBLACK77
4	B4D	100	611000	FY 13 Budget Revision	(\$20,204.00)	-	GBLACK77
5	B4D	100	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
6	B4D	100227	613000	FY 13 Budget Revision	(\$2.00)	-	GBLACK77
7	B4D	100228	613000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
8	B4D	100329	611000	FY 13 Budget Revision	\$6,000.00	+	GBLACK77
9	B4D	100334	611000	FY 13 Budget Revision	\$2,001.00	+	GBLACK77
10	B4D	100335	611000	FY 13 Budget Revision	\$163.00	+	GBLACK77
11	B4D	100336	611000	FY 13 Budget Revision	\$50,504.00	+	GBLACK77
12	B4D	100339	611000	FY 13 Budget Revision	(\$2,111.00)	-	GBLACK77
13	B4D	100342	611000	FY 13 Budget Revision	\$1.00	+	GBLACK77
14	B4D	100346	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
15	B4D	100372	611000	FY 13 Budget Revision	\$5,000.00	+	GBLACK77
16	B4D	100385	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
17	B4D	100391	611000	FY 13 Budget Revision	(\$1,100.00)	-	GBLACK77
18	B4D	100492	611000	FY 13 Budget Revision	\$10,694.00	+	GBLACK77
19	B4D	100493	611000	FY 13 Budget Revision	\$2.00	+	GBLACK77
20	B4D	100494	611000	FY 13 Budget Revision	(\$9,862.00)	-	GBLACK77
21	B4D	100495	611000	FY 13 Budget Revision	\$1.00	+	GBLACK77
22	B4D	100501	611000	FY 13 Budget Revision	\$2,764.00	+	GBLACK77
Document Total					\$3,687,726.00		
Actual Total					(\$95,402.00)		
Complete Explanation 1 (50 spaces)				FY 13 Budget Revision			
Complete Explanation 2 (50 spaces)				Let's fill in line 2			
Complete Explanation 3 (50 spaces)				Let's fill in line 3			
Complete Explanation 4 (50 spaces)				Let's fill in line 4			

Budget Work_Tab_For_Copy Blank Sheet Budget Instructions UPLOAD

Ready 100%

Figure 1

Budget Tab Page

Page 1 of 6

Clear All Data Validate

Banner Username: GBLACK77
JV Code: B4D
Transaction Date: 04/26/2013
Fiscal Year: 2013

Document #

Electronic Budget Entries - Departmental

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	+/-	Reference
1	B4D	100211	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
2	B4D	100	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
3	B4D	100	611000	FY 13 Budget Revision	\$30,367.00	+	GBLACK77
4	B4D	100	611000	FY 13 Budget Revision	(\$20,204.00)	-	GBLACK77
5	B4D	100	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
6	B4D	100227	613000	FY 13 Budget Revision	(\$2.00)	-	GBLACK77
7	B4D	100228	613000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
8	B4D	100329	611000	FY 13 Budget Revision	\$6,000.00	+	GBLACK77
9	B4D	100334	611000	FY 13 Budget Revision	\$2,001.00	+	GBLACK77
10	B4D	100335	611000	FY 13 Budget Revision	\$163.00	+	GBLACK77
11	B4D	100336	611000	FY 13 Budget Revision	\$50,504.00	+	GBLACK77
12	B4D	100339	611000	FY 13 Budget Revision	(\$2,111.00)	-	GBLACK77
13	B4D	100342	611000	FY 13 Budget Revision	\$1.00	+	GBLACK77
14	B4D	100346	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
15	B4D	100372	611000	FY 13 Budget Revision	\$5,000.00	+	GBLACK77
16	B4D	100385	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
17	B4D	100391	611000	FY 13 Budget Revision	(\$1,100.00)	-	GBLACK77
18	B4D	100492	611000	FY 13 Budget Revision	\$10,694.00	+	GBLACK77
19	B4D	100493	611000	FY 13 Budget Revision	\$2.00	+	GBLACK77
20	B4D	100494	611000	FY 13 Budget Revision	(\$9,862.00)	-	GBLACK77
21	B4D	100495	611000	FY 13 Budget Revision	\$1.00	+	GBLACK77
22	B4D	100501	611000	FY 13 Budget Revision	\$2,764.00	+	GBLACK77
Document Total					\$3,687,726.00		
Actual Total					(\$95,482.00)		
Complete Explanation 1 (50 spaces)				FY 13 Budget Revision			
Complete Explanation 2 (50 spaces)				Let's fill in line 2			
Complete Explanation 3 (50 spaces)				Let's fill in line 3			
Complete Explanation 4 (50 spaces)				Let's fill in line 4			

Figure 2

The Budget tab page shown in Figure 2 is the primary tab; it will be used to load the Budget JV to Banner. You can either enter data directly or copy the data from the Work_Tab_For_Copy tab page. The template has “buttons” that will clear all data or check for errors.

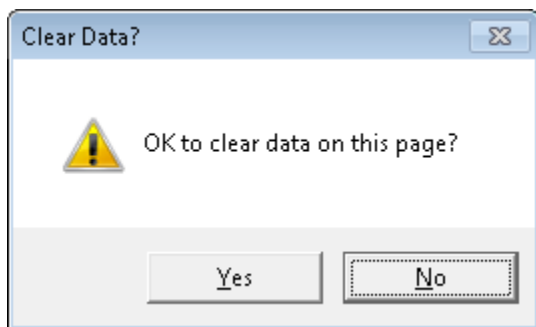
Budget Tab Page Cell Descriptions

The list below describes the fields on the form. Please note that fields with an * asterisk are required fields and the form will not print if they are blank. .

- 1) Page x of xx: This is a read-only field. The xx value keeps track of the total number of pages that can contain data and that will be printed.
- 2) Banner Username: * This is the user's Banner login username (not the Banner 9 digit number.) This is the first part of your NMSU email address.
- 3) Transaction Date: * The Banner transaction date that the JV will be used to determine the fiscal period and fiscal year that will be used for posting. This is very important, especially during the year end accrual period when two fiscal years are open.
- 4) JV Code: This is a read only field and is set to B4D. This value applies to the entire document.
- 5) Fiscal Year: This is a read-only value. This is automatically calculated based on the transaction date.
- 6) Sequence: This is a read-only value, equivalent to a row number.
- 7) JV Code: This is a read-only value that is from the JV Code field.
- 8) Index: * The Banner index code (6 characters long.)
- 9) Account: * The Banner data enterable account code (6 characters long.)
- 10) Description: * The description for the JV transaction (up to 35 characters long.)
- 11) Amount: * The JV transaction amount. The amount must be signed. A negative amount must be entered with a negative sign in front (i.e. -999.99.) A positive amount is entered without a sign.
- 12) +/-: This is a read-only value. The + / - indicator is calculated for the sign of the amount column. "+" is calculated for a positive amount (i.e. 999.99). "-" is calculated for a negative amount (i.e. -999.99).
- 13) Reference: This is a read-only value and will contain the originator's Banner username.
- 14) Document Total: This is a read-only value. The total sum of the absolute value of all debits and credits for the entire JV.
- 15) Actual Total: This is a read-only value. This total sum of credits minus the total sum of debits for the entire JV.
- 16) Complete Explanation Lines 1-4: Explanation lines 1-4 allow the originator to enter a total of 200 characters to describe the purpose of the JV. This description will provide other users needed information about the JV. Line 1 * must contain at least 10 characters, as it is a required field. Explanation Lines 2-4, if used, are optional.

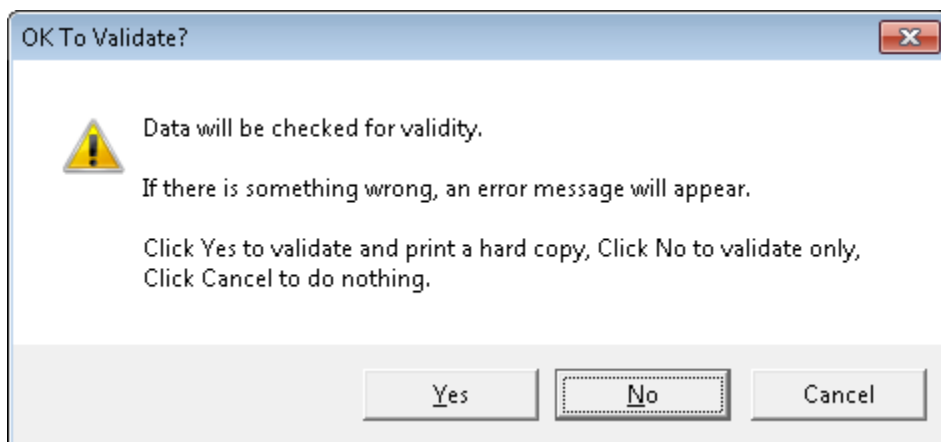
Budget Tab Page Button Descriptions

- **Clear All Data**: This button will clear all data in the Budget tab page. You will see the following message when this button is activated.



Click Yes to clear all data, No to cancel.

- **Validate**: This button will run data validation checks and allow you to print a hard copy of the Budget JV if needed. You will see the following message when the button is activated.



Click Yes to validate data before printing, No to validate data, Cancel to do nothing.

Sample Error Message

Excel_Budget_Entry_Departmental - Examples.xlsm - Microsoft Excel

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Clipboard Font Alignment Number Styles Cells Editing

Page 1 of 6

Clear All Data Validate

Banner Username: GBLACK77 Transaction Date: 04/26/2013

JV Code: B4D Fiscal Year: 2013

Document #

Electronic Budget Entries - Departmental

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	+/-	Reference
1	B4D	100211	611000	FY 13 Budget Revision			GBLACK77
2	B4D	100	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
3	B4D	100	611000	FY 13 Budget Revision	(\$1.00)	-	GBLACK77
4	B4D	100	611000	FY 13 Budget Revision	\$30,367.00	+	GBLACK77
5	B4D	100	611000	FY 13 Budget Revision	(\$20,204.00)	-	GBLACK77
6	B4D	100227	613000	FY 13 Budget Revision			GBLACK77
7	B4D	100228	613000	FY 13 Budget Revision			GBLACK77
8	B4D	100329	611000	FY 13 Budget Revision			GBLACK77
9	B4D	100334	611000	FY 13 Budget Revision			GBLACK77
10	B4D	100335	611000	FY 13 Budget Revision			GBLACK77
11	B4D	100336	611000	FY 13 Budget Revision			GBLACK77
12	B4D	100336	611000	FY 13 Budget Revision			GBLACK77
13	B4D	100342	611000	FY 13 Budget Revision			GBLACK77
14	B4D	100346	611000	FY 13 Budget Revision			GBLACK77
15	B4D	100372	611000	FY 13 Budget Revision			GBLACK77
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Document Total					\$3,687,726.00		
Actual Total					(\$95,482.00)		
Complete Explanation 1 (50 spaces)				FY 13 Budget Revision			
Complete Explanation 2 (50 spaces)				Let's fill in line 2			
Complete Explanation 3 (50 spaces)				Let's fill in line 3			
Complete Explanation 4 (50 spaces)				Let's fill in line 4			

Data Error On Page 1

There is an error on page 1.
This may be due to incomplete data.
Please note that each row must be complete.
Please correct this before printing a hard copy.
Click Yes to preview page(s), or click No to print hard copy page(s).

Yes No

Budget Work_Tab_For_Copy Blank_Sheet Budget_Instructions UPLOAD

Ready

Various messages may appear after the “Validate” button is selected as the following validation checks are made:

- The Banner Username and Transaction Date contain data
- The Sequence lines must contain an Index, Account, Description, and signed Amount.
- Complete Explanation 1 is required, up to 50 characters long.

If all data checks are valid, a hard copy is sent to the default printer if so chosen. This only prints the number of pages that data exists for. If the “Page 1 of 2” is the value, only pages 1 through 2 will print.

Work_Tab_For_Copy Tab Page

Seq +/-	ABS_Amount	Index	Account	Description	Amount	Header 1	Header 2	Header 3	Header 4	Header 5
1 -	1.00	100211	611000	FY 13 Budget Revision	-1.00					
2 -	1.00	100212	611000	FY 13 Budget Revision	-1.00					
3 +	30,367.00	100214	611000	FY 13 Budget Revision	30,367.00					
4 -	20,204.00	100230	611000	FY 13 Budget Revision	-20,204.00					
5 -	1.00	100224	613000	FY 13 Budget Revision	-1.00					
6 -	2.00	100227	613000	FY 13 Budget Revision	-2.00					
7 -	1.00	100228	613000	FY 13 Budget Revision	-1.00					
8 +	6,000.00	100329	611000	FY 13 Budget Revision	6,000.00					
9 +	2,001.00	100334	611000	FY 13 Budget Revision	2,001.00					
10 +	163.00	100335	611000	FY 13 Budget Revision	163.00					
11 +	50,504.00	100336	611000	FY 13 Budget Revision	50,504.00					
12 -	2,111.00	100339	611000	FY 13 Budget Revision	-2,111.00					
13 +	1.00	100342	611000	FY 13 Budget Revision	1.00					
14 -	1.00	100346	611000	FY 13 Budget Revision	-1.00					
15 +	5,000.00	100372	611000	FY 13 Budget Revision	5,000.00					
16 -	1.00	100385	611000	FY 13 Budget Revision	-1.00					
17 -	1,100.00	100391	611000	FY 13 Budget Revision	-1,100.00					
18 +	10,694.00	100492	611000	FY 13 Budget Revision	10,694.00					
19 +	2.00	100493	611000	FY 13 Budget Revision	2.00					
20 -	9,862.00	100494	611000	FY 13 Budget Revision	-9,862.00					
21 +	1.00	100495	611000	FY 13 Budget Revision	1.00					
22 +	2,764.00	100501	611000	FY 13 Budget Revision	2,764.00					
23 +	1.00	100502	611000	FY 13 Budget Revision	1.00					
24 +	1.00	100503	611000	FY 13 Budget Revision	1.00					
25 +	90,616.00	100494	611000	FY 13 Budget Revision	90,616.00					
26 +	1.00	100534	611000	FY 13 Budget Revision	1.00					
27 -	4,000.00	100535	611000	FY 13 Budget Revision	-4,000.00					
28 +	3,478.00	100538	611000	FY 13 Budget Revision	3,478.00					
29 +	162,598.00	100539	611000	FY 13 Budget Revision	162,598.00					
30 -	162,598.00	100540	611000	FY 13 Budget Revision	-162,598.00					
31 +	153,000.00	117583	611000	FY 13 Budget Revision	153,000.00					
32 +	4,931.00	100546	613000	FY 13 Budget Revision	4,931.00					
33 +	52,000.00	117591	614000	FY 13 Budget Revision	52,000.00					
34 +	896.00	100593	613000	FY 13 Budget Revision	896.00					
35 -	3.00	100660	614000	FY 13 Budget Revision	-3.00					
36 +	2,270.00	100661	613000	FY 13 Budget Revision	2,270.00					
37 +	15,000.00	100661	614000	FY 13 Budget Revision	15,000.00					
38 +	2,176.00	100664	613000	FY 13 Budget Revision	2,176.00					
39 -	2,522.00	100664	614000	FY 13 Budget Revision	-2,522.00					
40 -	43,164.00	100655	611000	FY 13 Budget Revision	-43,164.00					
41 -	30,000.00	100654	613000	FY 13 Budget Revision	-30,000.00					
42 +	30,001.00	100655	613000	FY 13 Budget Revision	30,001.00					
43 +	1,480.00	108260	611000	FY 13 Budget Revision	1,480.00					
44 +	36,892.00	108260	614000	FY 13 Budget Revision	36,892.00					
45 +	5.00	100710	614000	FY 13 Budget Revision	5.00					

The Work_Tab_For_Copy tab page is where you can prepare data from another Excel spreadsheet or data source. There are buttons to allow you to run data validations, check the Budget JV total and copy the information to the Budget tab.

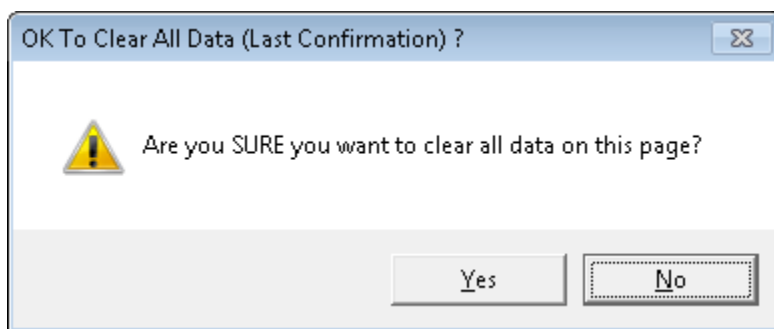
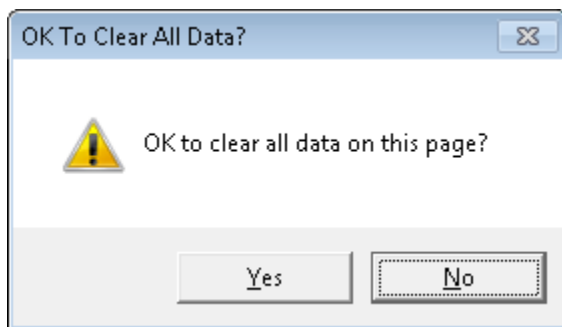
Work_Tab_For_Copy Column Descriptions

If you choose to use the Work Tab For copy tab page, the Index, Account, Description and Amount columns are required data fields. The Header 1, Header 2, Header 3, Header 4 and Header 5 columns are for optional usage.

- 1) Seq: This is a read-only value. This corresponds to the Sequence number on the JV tab page. You can think of this as a row number.
- 2) +/-: This is a read-only value. The + / - indicator is calculated for the sign of the amount column. “+” is calculated for a positive amount (i.e. 999.99). “-” is calculated for a negative amount (i.e. -999.99).
- 3) ABS Amount: This is a read-only value. This is the absolute amount value. A negative amount is positive, a positive amount is positive. This is used for calculating the Banner document total.
- 4) Index: The Banner index code (6 characters long.)
- 5) Account: The Banner data enterable account code (6 characters long.)
- 6) Description: The description for the JV transaction (up to 35 characters long.)
- 7) Amount: The JV transaction amount. The amount must be signed. A negative amount must have a negative sign before it (i.e. -999.99). A positive amount is entered without a sign.
- 8) Header 1: A column that you can use for a formula.
- 9) Header 2: A column that you can use for a formula.
- 10) Header 3: A column that you can use for a formula.
- 11) Header 4: A column that you can use for a formula.
- 12) Header 5: A column that you can use for a formula.

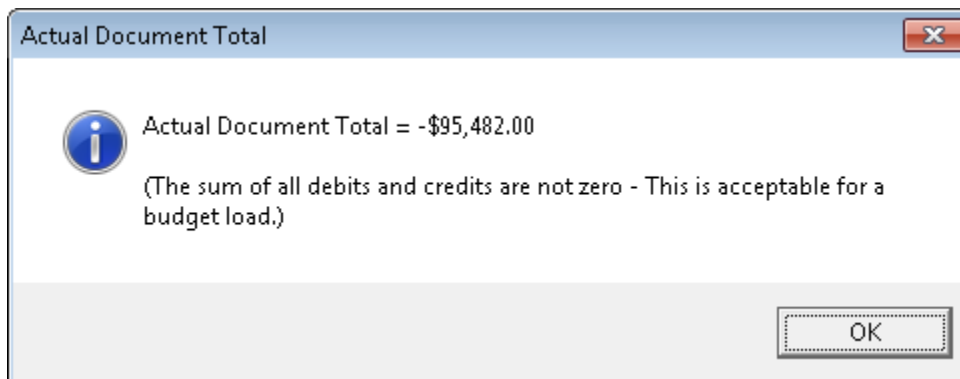
Work_Tab_For_Copy Tab Page Button Descriptions

- **Clear Work Tab Data**: This button will clear all data in the tab page. You will see the following messages when this button is activated.



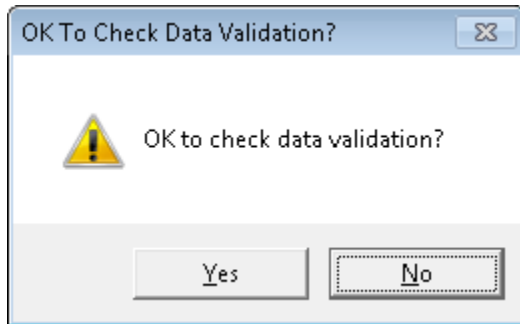
When you click “Yes” to the second message box, all data is cleared from the tab page. If you click “No” to either one of the message boxes, the message box is dismissed.

- **Check Actual Total**: This button will sum the total of credits and debits. You will see a message box when this button is activated.

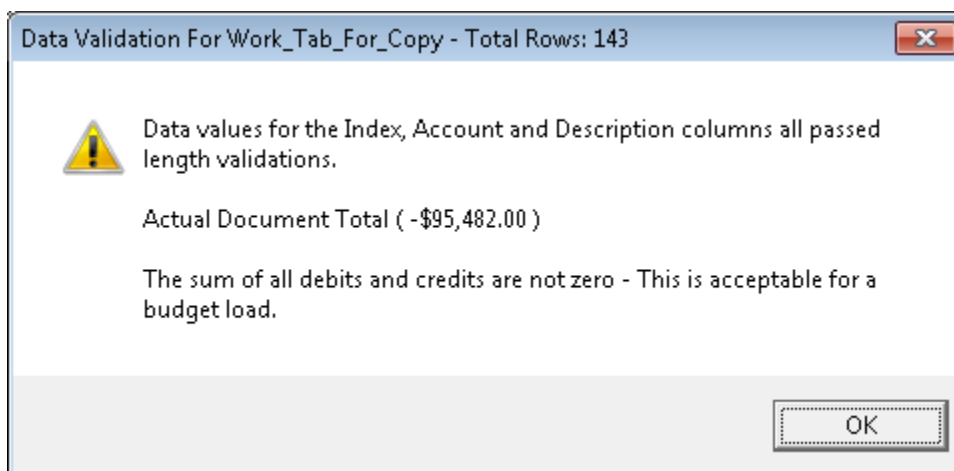


If the Actual Document Total does not equal \$0.00, this is acceptable for a budget JV. \$0.00 is also acceptable.

- **Validate Data:** This button will scan through each row containing values for the Index, Account, Description and Amount columns. Lengths and amounts equal to zero are checked. You will see one of the following messages when this button is activated.



Click Yes to run validation, No to cancel.



If the Actual Document Total does not equal \$0.00, this is acceptable for a budget JV. \$0.00 is also acceptable.

- **Copy to Budget Tab:** This button will run data validation checks and will copy data into the Budget work tab.

Sample Error Message

The screenshot shows an Excel spreadsheet with a data validation error. The error message is: "Invalid Account Length. Account must be between 5 and 6 characters long. Please correct this." The error is pointing to the 'Account' column in row 14, which contains the value '100346'.

This indicates a problem with a missing value or length. The validation scan will stop at the cell that did not pass validation.

The screenshot shows a "Data Validation For Work_Tab_For_Copy - Total Rows: 143" dialog box. It contains a warning icon and the following text: "Data values for the Index, Account and Description columns all passed length validations. Actual Document Total (-\$95,482.00) The sum of all debits and credits are not zero - This is acceptable for a budget load." The dialog box has an "OK" button at the bottom right.

This indicates that the data validation checks all passed.

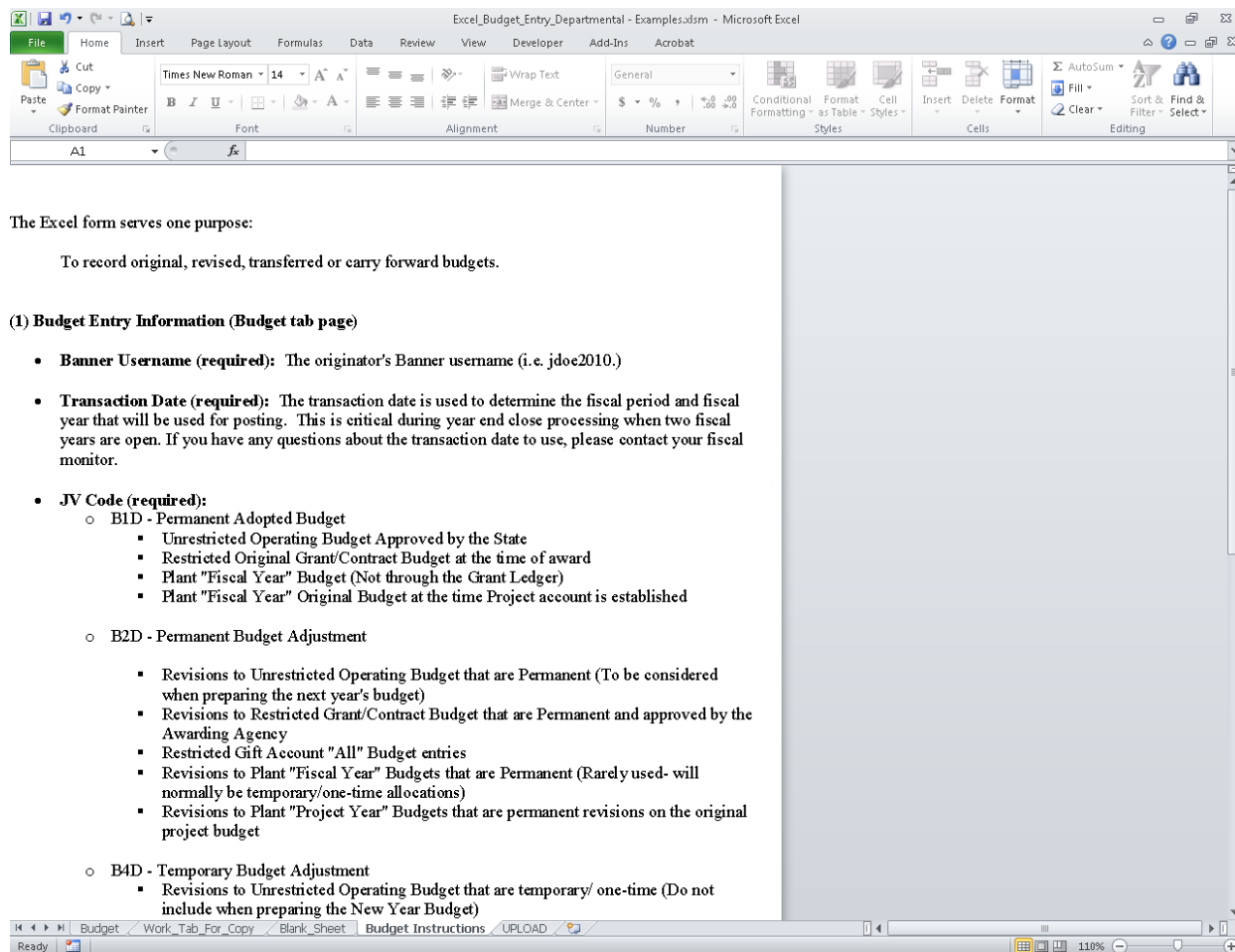
Blank_Sheet Tab Page

INDEX	ACCT_CODE	TRANS_DESC	TRANS_AMT	DR_CR_IND	ABS_AMT
100211	611000	FY 13 Budget Revision	-1.00	-	1.00
100212	611000	FY 13 Budget Revision	-1.00	-	1.00
100214	611000	FY 13 Budget Revision	30,367.00	+	30,367.00
100230	611000	FY 13 Budget Revision	-20,204.00	-	20,204.00
100224	613000	FY 13 Budget Revision	-1.00	-	1.00
100227	613000	FY 13 Budget Revision	-2.00	-	2.00
100228	613000	FY 13 Budget Revision	-1.00	-	1.00
100329	611000	FY 13 Budget Revision	6,000.00	+	6,000.00
100334	611000	FY 13 Budget Revision	2,001.00	+	2,001.00
100335	611000	FY 13 Budget Revision	163.00	+	163.00
100336	611000	FY 13 Budget Revision	50,504.00	+	50,504.00
100339	611000	FY 13 Budget Revision	-2,111.00	-	2,111.00
100342	611000	FY 13 Budget Revision	1.00	+	1.00
100346	611000	FY 13 Budget Revision	-1.00	-	1.00
100372	611000	FY 13 Budget Revision	5,000.00	+	5,000.00
100385	611000	FY 13 Budget Revision	-1.00	-	1.00
100391	611000	FY 13 Budget Revision	-1,100.00	-	1,100.00
100492	611000	FY 13 Budget Revision	10,694.00	+	10,694.00
100493	611000	FY 13 Budget Revision	2.00	+	2.00
100494	611000	FY 13 Budget Revision	-9,862.00	-	9,862.00
100495	611000	FY 13 Budget Revision	1.00	+	1.00
100501	611000	FY 13 Budget Revision	2,764.00	+	2,764.00
100502	611000	FY 13 Budget Revision	1.00	+	1.00
100503	611000	FY 13 Budget Revision	1.00	+	1.00
100494	611000	FY 13 Budget Revision	90,616.00	+	90,616.00
100534	611000	FY 13 Budget Revision	1.00	+	1.00
100535	611000	FY 13 Budget Revision	-4,000.00	-	4,000.00
100538	611000	FY 13 Budget Revision	3,478.00	+	3,478.00
100539	611000	FY 13 Budget Revision	162,598.00	+	162,598.00
100540	611000	FY 13 Budget Revision	-162,598.00	-	162,598.00
117583	611000	FY 13 Budget Revision	153,000.00	+	153,000.00
100546	613000	FY 13 Budget Revision	4,931.00	+	4,931.00
117581	614000	FY 13 Budget Revision	52,000.00	+	52,000.00
100583	613000	FY 13 Budget Revision	896.00	+	896.00
100660	614000	FY 13 Budget Revision	-3.00	-	3.00
100661	613000	FY 13 Budget Revision	2,270.00	+	2,270.00
100661	614000	FY 13 Budget Revision	15,000.00	+	15,000.00

The Blank_Sheet tab page is a wide open worksheet that allows you to copy data in to format, create formulas on, or anything else needed to prepare data for an upload. You can use this to prep data that must be copied into the Work_Tab_For_Copy tab sheet.

Some examples for using this page would be to use the Text to Columns option on the ribbon Data tab in order create a concatenated list for the Budget JV description. You may need to convert amounts into signed amounts based on a sign from an extract. This can be done using a formula.

Budget Instructions Tab Page



The Budget Instructions tab page describes how to properly create a Banner B4D journal voucher. This can be printed out for reference

UPLOAD Tab Page

Sequence	RUD	Index	Account	Amount	DR_CR	Description	Reference	Bank	System_ID
1	B4D	100211	611000	\$1.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
2	B4D	100212	611000	\$1.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
3	B4D	100214	611000	\$30,367.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
4	B4D	100230	611000	\$20,204.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
5	B4D	100224	613000	\$1.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
6	B4D	100227	613000	\$2.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
7	B4D	100228	613000	\$1.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
8	B4D	100329	611000	\$6,000.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
9	B4D	100334	611000	\$2,001.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
10	B4D	100335	611000	\$163.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
12	B4D	100336	611000	\$50,504.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
13	B4D	100339	611000	\$2,111.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
14	B4D	100342	611000	\$1.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
15	B4D	100346	611000	\$1.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
16	B4D	100372	611000	\$5,000.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
17	B4D	100385	611000	\$1.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
18	B4D	100391	611000	\$1,100.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
19	B4D	100492	611000	\$10,694.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
20	B4D	100493	611000	\$2.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
21	B4D	100494	611000	\$9,862.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
22	B4D	100495	611000	\$1.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
22	B4D	100501	611000	\$2,764.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
24	B4D	100502	611000	\$1.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
25	B4D	100503	611000	\$1.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
26	B4D	100494	611000	\$90,616.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
27	B4D	100534	611000	\$1.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
28	B4D	100535	611000	\$4,000.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
29	B4D	100538	611000	\$3,478.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
30	B4D	100539	611000	\$162,598.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
31	B4D	100540	611000	\$162,598.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
32	B4D	117583	611000	\$153,000.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
33	B4D	100546	613000	\$4,931.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
34	B4D	117581	614000	\$52,000.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
35	B4D	100583	613000	\$896.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
36	B4D	100660	614000	\$3.00	-	FY 13 Budget Revision	GBLACK77	BUDFEED	
37	B4D	100661	613000	\$2,270.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	
38	B4D	100661	614000	\$15,000.00	+	FY 13 Budget Revision	GBLACK77	BUDFEED	

The UPLOAD tab page is a read-only tab page that FIP uses to load the Excel file into Banner. FIP will contact someone via email if the JV does not load into Banner.

Suggestions for Using the Excel Budget Template

- If you want to directly enter data, use the Budget tab page. On Page 1, you will need to enter a Banner Login ID and Transaction Date. For the Sequence Detail, enter the Index, Account, and Description. For the Amount, to create a +, enter a positive amount (i.e. 999.99.) To create a -, enter a signed amount (i.e. -999.99).
- If you want to use data from another data source, you can copy this into the Blank_Sheet tab page to pre-edit the data. ***You must create column labels for the Index, Account, Description, and Amount in this exact order. If the Amount is not signed, you will need to convert it using a formula.***
 - Provided you have a + / - indicator (+/-), you can use the following formula to create a signed Amount. You should the formula place this in a different column. For this example, the formula used in column G, cell G2 is: =IF(F2="-", E2*-1,E2) You can then copy the formula down for other column rows in column H. Once this is done copy the converted values, and then paste values into column E.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	INDEX	ACCT CODE	TRANS DESC	TRANS AMT	DR CR IND	AMT									
2	100211	611000	FY 13 Budget Revision	-1.00	-	1.00									
3	100212	611000	FY 13 Budget Revision	-1.00	-	1.00									
4	100214	611000	FY 13 Budget Revision	30,367.00	+	30,367.00									
5	100230	611000	FY 13 Budget Revision	-20,204.00	-	20,204.00									
6	100224	613000	FY 13 Budget Revision	-1.00	-	1.00									
7	100227	613000	FY 13 Budget Revision	-2.00	-	2.00									
8	100228	613000	FY 13 Budget Revision	-1.00	-	1.00									
9	100329	611000	FY 13 Budget Revision	6,000.00	+	6,000.00									
10	100334	611000	FY 13 Budget Revision	2,001.00	+	2,001.00									
11	100335	611000	FY 13 Budget Revision	163.00	+	163.00									
12	100336	611000	FY 13 Budget Revision	50,504.00	+	50,504.00									
13	100339	611000	FY 13 Budget Revision	-2,111.00	-	2,111.00									
14	100342	611000	FY 13 Budget Revision	1.00	+	1.00									
15	100346	611000	FY 13 Budget Revision	-1.00	-	1.00									
16	100372	611000	FY 13 Budget Revision	5,000.00	+	5,000.00									
17	100385	611000	FY 13 Budget Revision	-1.00	-	1.00									
18	100391	611000	FY 13 Budget Revision	-1,100.00	-	1,100.00									
19	100492	611000	FY 13 Budget Revision	10,694.00	+	10,694.00									
20	100493	611000	FY 13 Budget Revision	2.00	+	2.00									
21	100494	611000	FY 13 Budget Revision	-9,862.00	-	9,862.00									
22	100495	611000	FY 13 Budget Revision	1.00	+	1.00									
23	100501	611000	FY 13 Budget Revision	2,764.00	+	2,764.00									
24	100502	611000	FY 13 Budget Revision	1.00	+	1.00									
25	100503	611000	FY 13 Budget Revision	1.00	+	1.00									
26	100494	611000	FY 13 Budget Revision	90,616.00	+	90,616.00									
27	100534	611000	FY 13 Budget Revision	1.00	+	1.00									
28	100535	611000	FY 13 Budget Revision	-4,000.00	-	4,000.00									
29	100538	611000	FY 13 Budget Revision	3,478.00	+	3,478.00									
30	100539	611000	FY 13 Budget Revision	162,598.00	+	162,598.00									
31	100540	611000	FY 13 Budget Revision	-162,598.00	-	162,598.00									
32	117583	611000	FY 13 Budget Revision	153,000.00	+	153,000.00									
33	100546	613000	FY 13 Budget Revision	4,931.00	+	4,931.00									
34	117581	614000	FY 13 Budget Revision	52,000.00	+	52,000.00									
35	100583	613000	FY 13 Budget Revision	896.00	+	896.00									
36	100660	614000	FY 13 Budget Revision	-3.00	-	3.00									
37	100661	613000	FY 13 Budget Revision	2,270.00	+	2,270.00									
38	100661	614000	FY 13 Budget Revision	15,000.00	+	15,000.00									

- Once you have finished your pre-edits in the Blank_Sheet tab page, copy this to the Work_Tab_For_Copy tab page.
- You can also use the Work_Tab_For_Copy tab page to perform pre-edits to your data.
- Use the Work_Tab_For_Copy tab page for moving data into the Budget tab page. Data will be validated prior to moving.
- Always click the Validation button on the Budget tab page to ensure that you are supplying valid data.

Notes Regarding Data Validation

- Data validation within the Excel template DOES NOT CHECK for valid Banner indexes or account codes!
- When the Excel file is sent to FIP for loading into Banner, Banner validates all data elements. If a JV does not load, the most common errors are the following:
 - Non-existent indexes or non-existent account codes
 - Termed indexes or termed account codes
- If errors occur when a JV is loaded, FIP will notify the user to describe what the problem is, and will send back the Excel file for correction.