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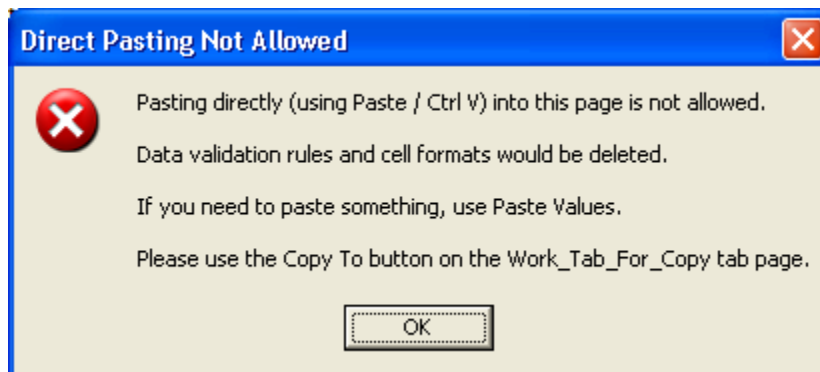
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Revised Excel AFR_Budget_Entry Data Template

The Excel AFR_Budget_Entry data 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 Electronic_AFR_Budget_Entry.xlsm.

The following is a brief description of the changes to the template:

- Complete instructions for creating the budget JV and steps to route for approvals
- Addition of 2 new tab pages for formatting and working with data.
- Addition of a Banner rule class code dropdown for budget related codes (BD01,BD02,BD04,BDC)
- Addition of 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.***
- Automatic calculation of the Banner fiscal year based on the entered Transaction Date.
- Additional lines text lines were added 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 has been added to increase 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, fund, 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 has been increased to 712 rows. Up to 24 formatted pages can be printed if needed. ***The formatted hard copy and supporting documents are required for audit documentation!***
- 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!***

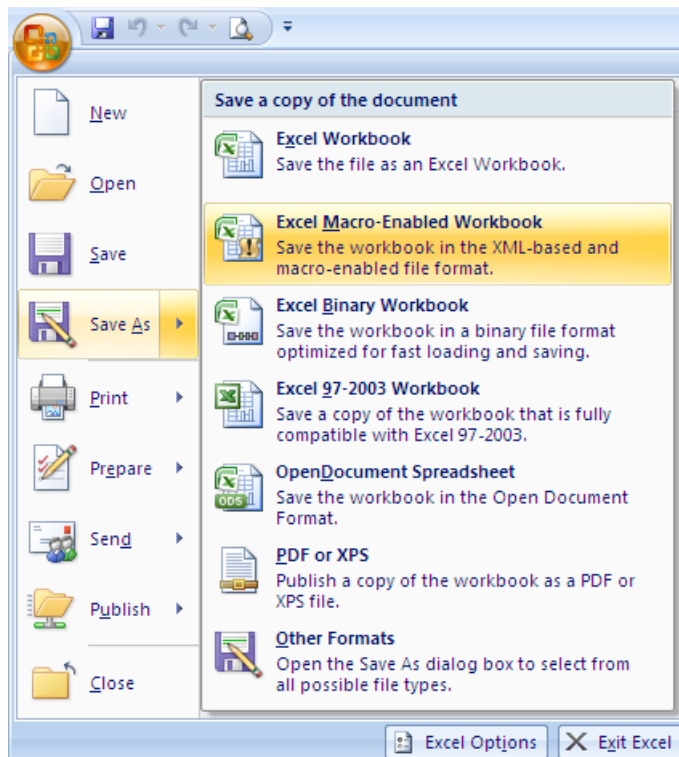


Setting Up the Excel Budget Template for Usage

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.
- 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 xlsx 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 Options button. Once you click on the Options button, click the “Enable this Content” radio button, then click the OK button (Figure 2). This will enable all macro code for the template.

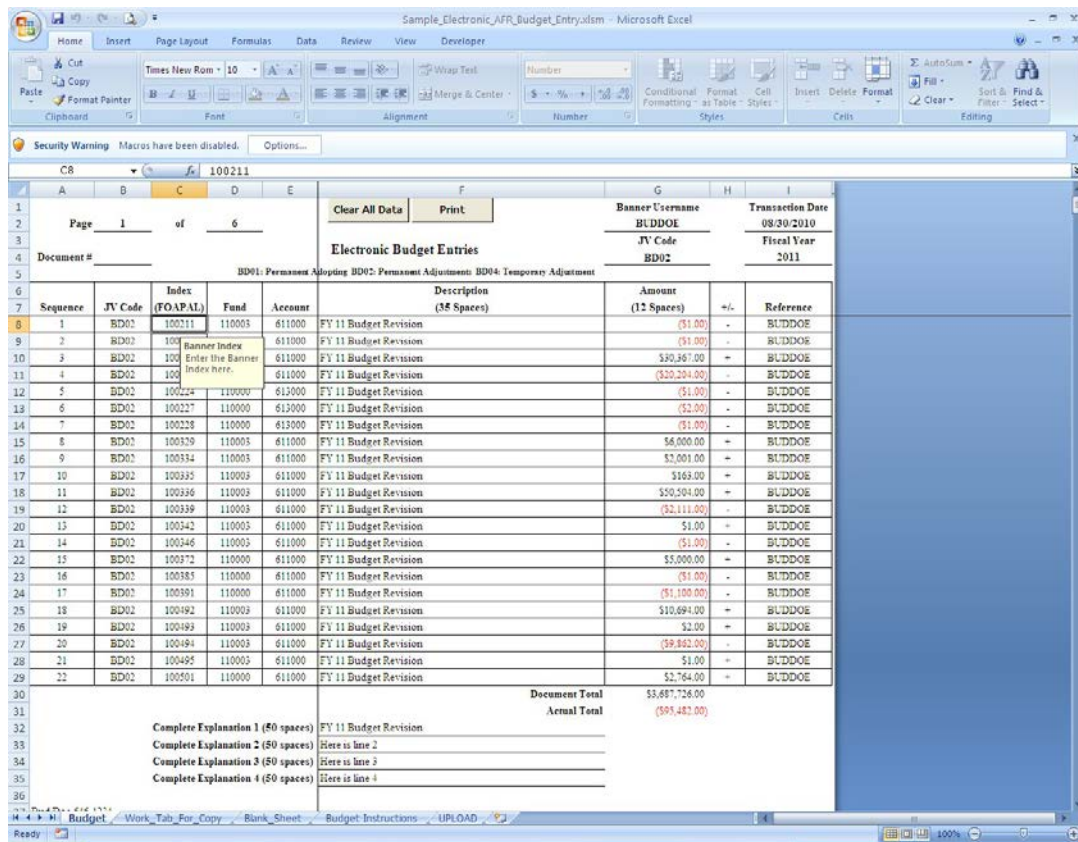


Figure 1

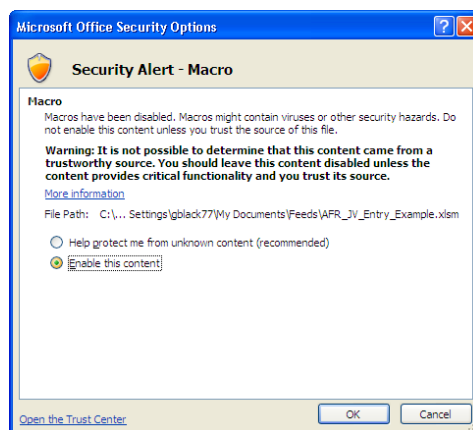


Figure 2

Budget Tab Page

Sample_Electronic_AFR_Budget_Entry.xlsx - Microsoft Excel

Page 1 of 6

Document #

Electronic Budget Entries

BD01: Permanent Adopting BD02: Permanent Adjustment BD04: Temporary Adjustment

Banner Username: BUDDOE
Transaction Date: 08/30/2010
Fiscal Year: 2011
JV Code: BD02

Sequence	JV Code	Index (FOAPAL)	Fund	Account	Description (35 Spaces)	Amount (12 S)	+/-	Reference
1	BD02	100211	110003	611000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
2	BD02	100212	110003	611000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
3	BD02	100214	110003	611000	FY 11 Budget Revision	\$30,367.00	+	BUDDOE
4	BD02	100230	110000	611000	FY 11 Budget Revision	(\$20,204.00)	-	BUDDOE
5	BD02	100224	110000	613000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
6	BD02	100227	110000	613000	FY 11 Budget Revision	(\$2.00)	-	BUDDOE
7	BD02	100228	110000	613000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
8	BD02	100329	110003	611000	FY 11 Budget Revision	\$6,000.00	+	BUDDOE
9	BD02	100334	110003	611000	FY 11 Budget Revision	\$2,001.00	+	BUDDOE
10	BD02	100335	110003	611000	FY 11 Budget Revision	\$163.00	+	BUDDOE
11	BD02	100336	110003	611000	FY 11 Budget Revision	\$50,504.00	+	BUDDOE
12	BD02	100339	110003	611000	FY 11 Budget Revision	(\$2,111.00)	-	BUDDOE
13	BD02	100342	110003	611000	FY 11 Budget Revision	\$1.00	+	BUDDOE
14	BD02	100346	110003	611000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
15	BD02	100372	110000	611000	FY 11 Budget Revision	\$5,000.00	+	BUDDOE
16	BD02	100385	110000	611000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
17	BD02	100391	110000	611000	FY 11 Budget Revision	(\$1,100.00)	-	BUDDOE
18	BD02	100492	110003	611000	FY 11 Budget Revision	\$10,694.00	+	BUDDOE
19	BD02	100493	110003	611000	FY 11 Budget Revision	\$2.00	+	BUDDOE
20	BD02	100494	110003	611000	FY 11 Budget Revision	(\$9,862.00)	-	BUDDOE
21	BD02	100495	110003	611000	FY 11 Budget Revision	\$1.00	+	BUDDOE
22	BD02	100501	110000	611000	FY 11 Budget Revision	\$2,764.00	+	BUDDOE
Document Total						\$3,687,726.00		
Actual Total						(\$95,482.00)		
Complete Explanation 1 (50 spaces)					FY 11 Budget Revision			
Complete Explanation 2 (50 spaces)					Here is line 2			
Complete Explanation 3 (50 spaces)					Here is line 3			
Complete Explanation 4 (50 spaces)					Here is line 4			
Bud.Doe 646-1234								
Originated By / Date / Phone Number					Fiscal Monitor Printed Name / Signature / Date			Reviewed By / Date

Budget Work Tab For Copy Blank Sheet Budget Instructions UPLOAD

Figure 3

The Budget tab page shown in Figure 3 is the primary tab; it will be used to load the Budget JV to Banner and the Print button uses the information on this tab to print a hard copy of the Budget JV. 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 and print the Budget JV.

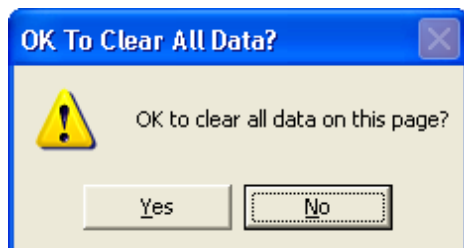
Budget Tab Page Cell Descriptions

The list below describes the fields on the form. Please note that fields in **red** 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**: The Banner budget related rule class code (BD01, BD02, BD04, BDC.) The value selected 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 dropdown selection.
- 8) **Index**: The Banner index code (6 characters long).
- 9) **Fund**: The Banner data enterable fund code (6 characters long).
- 10) **Account**: The Banner data enterable account code (6 characters long).
- 11) **Description**: The description for the JV transaction (up to 35 characters long).
- 12) **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.
- 13) +/-: 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).
- 14) Reference: This is a read-only value and will contain the originator's Banner username.
- 15) Document Total: This is a read-only value. The total sum of the absolute value of all debits and credits for the entire JV.
- 16) Actual Total: This is a read-only value. This total sum of credits minus the total sum of debits for the entire JV.
- 17) **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 will 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, must also contain at least 10 characters.
- 18) **Originated By / Date / Phone Number**: The originator's name, date and phone number.

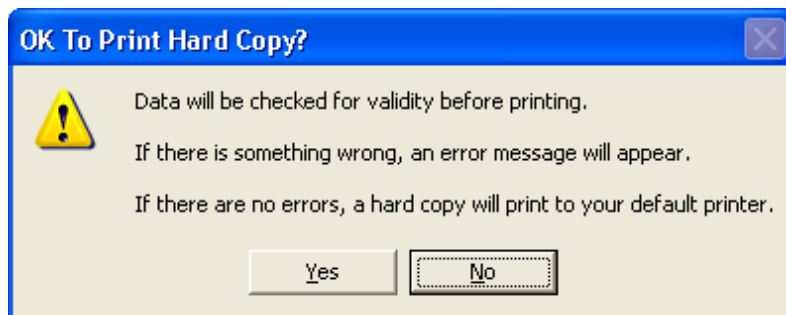
Budget Tab Page Button Descriptions

- **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.

- **Print**: This button will run data validation checks and print a hard copy of the Budget JV. You will see the following message when the button is activated.



Click Yes to validate data before printing, No to cancel.

Sample Error Message

Sample_Electronic_AFR_Budget_Entry.xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

Page 1 of 6

Document #

Electronic Budget Entries

BD01: Permanent Adopting BD02: Permanent Adjustments BD04: Temporary Adjustment

Sequence	JV Code	Index (FOAPAL)	Fund	Account	Description (35 Spaces)	Amount (12 Spaces)	+/-	Reference
1	BD02	100211	110003	611000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
2	BD02	100	110000	611000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
3	BD02	100	110000	611000	FY 11 Budget Revision	\$30,367.00	+	BUDDOE
4	BD02	100	110000	611000	FY 11 Budget Revision	(\$20,204.00)	-	BUDDOE
5	BD02	100224	110000	613000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
6	BD02	100227	110000	613000	FY 11 Budget Revision		-	BUDDOE
7	BD02	100228	110000	613000	FY 11 Budget Revision		-	BUDDOE
8	BD02	100329	110003	611000	FY 11 Budget Revision		+	BUDDOE
9	BD02	100334	110003	611000	FY 11 Budget Revision		+	BUDDOE
10	BD02	100335	110003	611000	FY 11 Budget Revision		+	BUDDOE
11	BD02	100336	110003	611000	FY 11 Budget Revision		+	BUDDOE
12	BD02	100339	110003	611000	FY 11 Budget Revision		+	BUDDOE
13	BD02	100346	110003	611000	FY 11 Budget Revision		+	BUDDOE
14	BD02	100372	110000	611000	FY 11 Budget Revision		+	BUDDOE
15	BD02	100385	110000	611000	FY 11 Budget Revision	(\$1.00)	-	BUDDOE
16	BD02	100391	110000	611000	FY 11 Budget Revision	(\$1,100.00)	-	BUDDOE
17	BD02	100492	110003	611000	FY 11 Budget Revision	\$10,694.00	+	BUDDOE
18	BD02	100493	110003	611000	FY 11 Budget Revision	\$2.00	+	BUDDOE
19	BD02	100494	110003	611000	FY 11 Budget Revision	(\$9,862.00)	-	BUDDOE
20	BD02	100495	110003	611000	FY 11 Budget Revision	\$1.00	+	BUDDOE
21	BD02	100501	110000	611000	FY 11 Budget Revision	\$2,764.00	+	BUDDOE
22								
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100								

Document Total \$3,687,726.00

Actual Total (\$95,482.00)

Complete Explanation 1 (50 spaces) FY 11 Budget Revision

Complete Explanation 2 (50 spaces) Here is line 2

Complete Explanation 3 (50 spaces) Here is line 3

Complete Explanation 4 (50 spaces) Here is line 4

Bud Doe 646-1234

Originated By / Date / Phone Number

Fiscal Monitor Printed Name / Signature / Date

Reviewed By / Date

Budget Work Tab For Copy Blank Sheet Budget Instructions UPLOAD

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

- The Banner Username, Transaction Date and JV Code fields contain data
- The Sequence lines must contain an Index, Fund, Account, Description, and signed Amount.
- Complete Explanation 1 is required and must be between 10 and 50 characters long.
- Complete Explanation 2, 3, and 4, if used, must be between 10 and 50 characters long.
- Originated By / Date / Phone Number are required and must be between 10 and 50 characters long.

If all data checks are valid, a hard copy is sent to the default printer. This only prints the number of pages that data exists for. If the “Page 1 of 12” is the value, only pages 1 through 12 will print.

Work_Tab_For_Copy Tab Page

Sample_Electronic_AFR_Budget_Entry.xlsm - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

D4 100211

Clear Work Tab Data Check Actual Total Validate Data Copy To Budget Tab

(Index, Fund, Account, Amount and Description are COPY areas for the Budget tab page. Header 1, Header 2, Header 3, Header 4 and Header 5 are working areas.)

Seq	+/-	ABS_Amount	Index	Fund	Account	Description	Amount	Header 1	Header 2	Header 3	Header 4	Header 5
4	1	-	1.00	100211	110003	611000 FY 11 Budget Revision	-1					
5	2	-	1.00	100212	110003	611000 FY 11 Budget Revision	-1					
6	3	+	30,367.00	100214	110003	611000 FY 11 Budget Revision	30,367.00					
7	4	-	20,204.00	100230	110000	611000 FY 11 Budget Revision	-20,204.00					
8	5	-	1.00	100224	110000	613000 FY 11 Budget Revision	-1					
9	6	-	2.00	100227	110000	613000 FY 11 Budget Revision	-2					
10	7	-	1.00	100228	110000	613000 FY 11 Budget Revision	-1					
11	8	+	6,000.00	100329	110003	611000 FY 11 Budget Revision	6,000.00					
12	9	+	2,001.00	100334	110003	611000 FY 11 Budget Revision	2,001.00					
13	10	+	163.00	100335	110003	611000 FY 11 Budget Revision	163					
14	11	+	50,504.00	100336	110003	611000 FY 11 Budget Revision	50,504.00					
15	12	-	2,111.00	100339	110003	611000 FY 11 Budget Revision	-2,111.00					
16	13	+	1.00	100342	110003	611000 FY 11 Budget Revision	1					
17	14	-	1.00	100346	110003	611000 FY 11 Budget Revision	-1					
18	15	+	5,000.00	100372	110000	611000 FY 11 Budget Revision	5,000.00					
19	16	-	1.00	100385	110000	611000 FY 11 Budget Revision	-1					
20	17	-	1,100.00	100391	110000	611000 FY 11 Budget Revision	-1,100.00					
21	18	+	10,694.00	100492	110003	611000 FY 11 Budget Revision	10,694.00					
22	19	+	2.00	100493	110003	611000 FY 11 Budget Revision	2					
23	20	-	9,862.00	100494	110003	611000 FY 11 Budget Revision	-9,862.00					
24	21	+	1.00	100495	110003	611000 FY 11 Budget Revision	1					
25	22	+	2,764.00	100501	110000	611000 FY 11 Budget Revision	2,764.00					
26	23	+	1.00	100502	110000	611000 FY 11 Budget Revision	1					
27	24	+	1.00	100503	110000	611000 FY 11 Budget Revision	1					
28	25	+	90,616.00	100494	110003	611000 FY 11 Budget Revision	90,616.00					
29	26	+	1.00	100534	110003	611000 FY 11 Budget Revision	1					
30	27	+	4,000.00	100535	110003	611000 FY 11 Budget Revision	4,000.00					
31	28	+	3,478.00	100538	110003	611000 FY 11 Budget Revision	3,478.00					
32	29	+	162,598.00	100539	110003	611000 FY 11 Budget Revision	162,598.00					
33	30	-	162,598.00	100540	110003	611000 FY 11 Budget Revision	-162,598.00					
34	31	+	153,000.00	117583	120003	611000 FY 11 Budget Revision	153,000.00					
35	32	+	4,931.00	100546	110000	613000 FY 11 Budget Revision	4,931.00					
36	33	+	52,000.00	117581	120000	614000 FY 11 Budget Revision	52,000.00					
37	34	+	896.00	100583	110000	613000 FY 11 Budget Revision	896					
38	35	-	3.00	100660	110000	614000 FY 11 Budget Revision	-3					
39	36	+	2,270.00	100661	110000	613000 FY 11 Budget Revision	2,270.00					
40	37	+	15,000.00	100661	110000	614000 FY 11 Budget Revision	15,000.00					
41	38	+	2,176.00	100664	110000	613000 FY 11 Budget Revision	2,176.00					
42	39	-	2,522.00	100664	110000	614000 FY 11 Budget Revision	-2,522.00					
43	40	-	43,164.00	100655	110000	611000 FY 11 Budget Revision	-43,164.00					
44	41	-	30,000.00	100654	110000	613000 FY 11 Budget Revision	-30,000.00					
45	42	+	30,001.00	100655	110000	613000 FY 11 Budget Revision	30,001.00					
46	43	+	1,480.00	108260	110000	611000 FY 11 Budget Revision	1,480.00					
47	44	+	36,892.00	108260	110000	614000 FY 11 Budget Revision	36,892.00					

Ready Budget Work_Tab_For_Copy Blank Sheet Budget Instructions UPLOAD

Figure 4

The Work_Tab_For_Copy tab page shown in Figure 4 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.

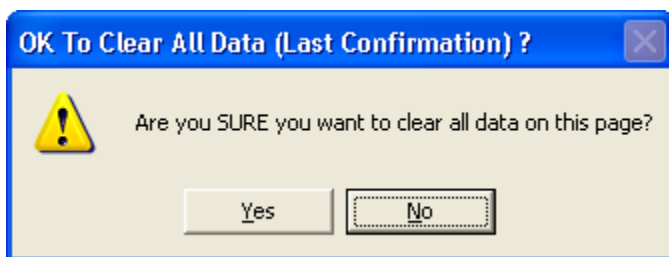
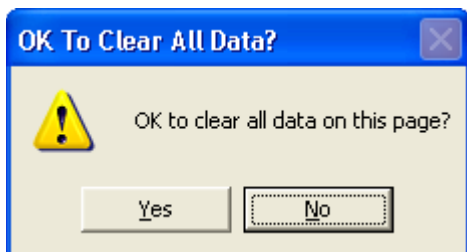
Work_Tab_For_Copy Column Descriptions

The Index, Fund, 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) Fund: The Banner data enterable fund code (6 characters long).
- 6) Account: The Banner data enterable account code (6 characters long).
- 7) Description: The description for the JV transaction (up to 35 characters long).
- 8) Amount: The JV transaction amount. The amount must be signed. A negative is must have a negative sign before it (i.e. -999.99). A positive amount is entered without a sign.
- 9) Header 1: A column that you can use for a formula.
- 10) Header 2: A column that you can use for a formula.
- 11) Header 3: A column that you can use for a formula.
- 12) Header 4: A column that you can use for a formula.
- 13) Header 5: A column that you can use for a formula.

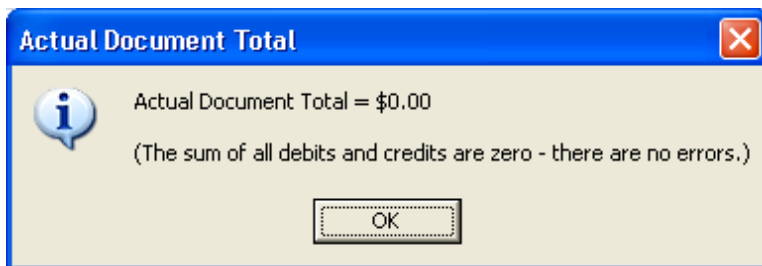
Work_Tab_For_Copy Tab Page Button Descriptions

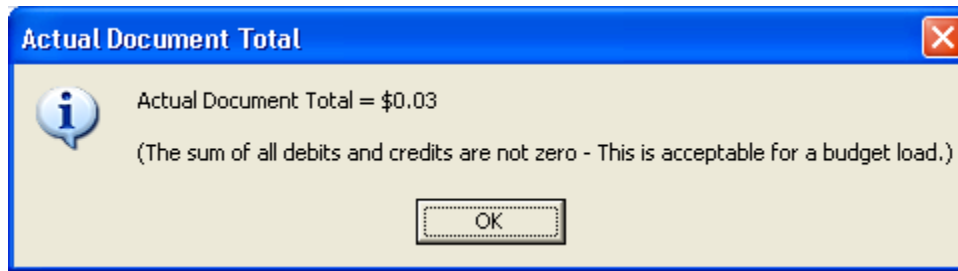
- **Clear Work Tab Data:** This button will clear all data in the tab page. You will see the following messages when this button is activated.



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.

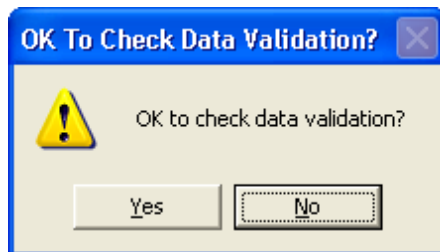
- **Check Actual Total:** This button will sum the total of credits and debits. You will see one of the following messages when this button is activated.



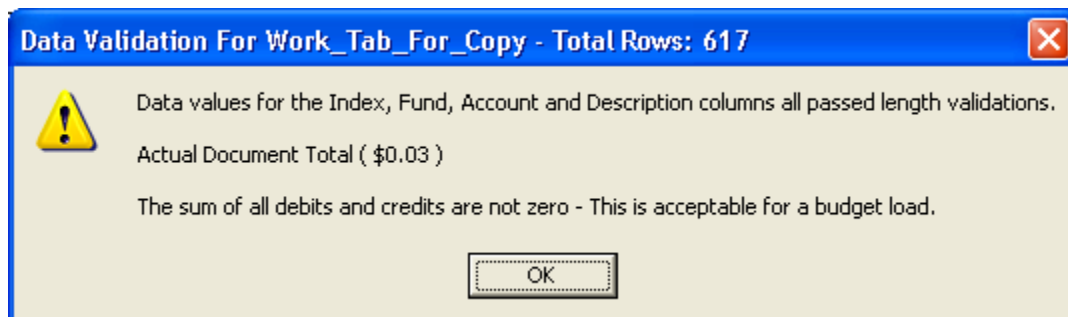


If the Actual Document Total does not equal \$0.00, this is acceptable for a budget JV.

- **Validate Data**: This button will scan through each row containing values for the Index, Fund, 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.

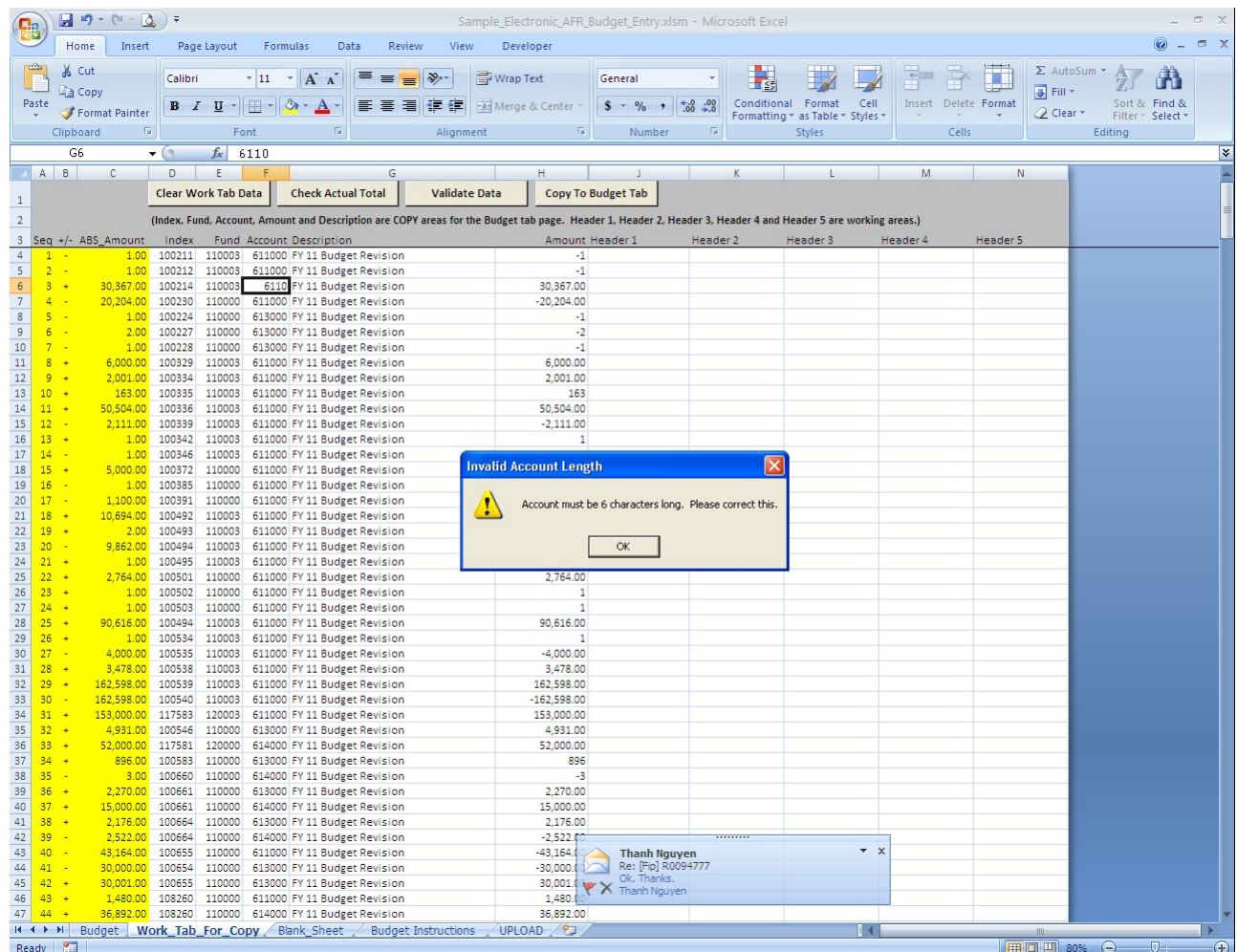


Click Yes to run validation, No to cancel.

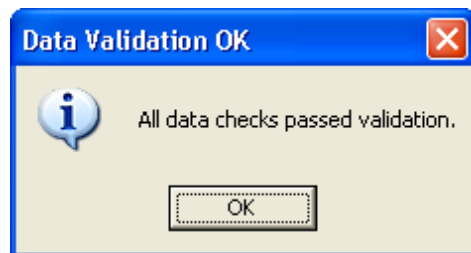


If the Actual Document Total does not equal \$0.00, this is acceptable for a budget JV.

Sample Error Message



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



This indicates that the data validation checks all passed.

Blank_Sheet Tab Page

INDEX	FUND_CODE	ACCT_CODE	TRANS_DESC	ABS_TRANS_AMT	DR_CR_IND
2	100211	110003	611000 FY 11 Budget Revision	-1.00	-
3	100212	110003	611000 FY 11 Budget Revision	-1.00	-
4	100214	110003	611000 FY 11 Budget Revision	30,367.00	+
5	100230	110000	611000 FY 11 Budget Revision	-20,204.00	-
6	100224	110000	613000 FY 11 Budget Revision	-1.00	-
7	100227	110000	613000 FY 11 Budget Revision	-2.00	-
8	100228	110000	613000 FY 11 Budget Revision	-1.00	-
9	100329	110003	611000 FY 11 Budget Revision	6,000.00	+
10	100334	110003	611000 FY 11 Budget Revision	2,001.00	+
11	100335	110003	611000 FY 11 Budget Revision	163.00	+
12	100336	110003	611000 FY 11 Budget Revision	50,504.00	+
13	100339	110003	611000 FY 11 Budget Revision	-2,111.00	-
14	100342	110003	611000 FY 11 Budget Revision	1.00	+
15	100346	110003	611000 FY 11 Budget Revision	-1.00	-
16	100372	110000	611000 FY 11 Budget Revision	5,000.00	+
17	100385	110000	611000 FY 11 Budget Revision	-1.00	-
18	100391	110000	611000 FY 11 Budget Revision	-1,100.00	-
19	100492	110003	611000 FY 11 Budget Revision	10,694.00	+
20	100493	110003	611000 FY 11 Budget Revision	2.00	+
21	100494	110003	611000 FY 11 Budget Revision	-9,862.00	-
22	100495	110003	611000 FY 11 Budget Revision	1.00	+
23	100501	110000	611000 FY 11 Budget Revision	2,764.00	+
24	100502	110000	611000 FY 11 Budget Revision	1.00	+
25	100503	110000	611000 FY 11 Budget Revision	1.00	+
26	100494	110003	611000 FY 11 Budget Revision	90,616.00	+
27	100534	110003	611000 FY 11 Budget Revision	1.00	+
28	100535	110003	611000 FY 11 Budget Revision	-4,000.00	-
29	100538	110003	611000 FY 11 Budget Revision	3,478.00	+
30	100539	110003	611000 FY 11 Budget Revision	162,598.00	+
31	100540	110003	611000 FY 11 Budget Revision	-162,598.00	-
32	117583	120003	611000 FY 11 Budget Revision	153,000.00	+
33	100546	110000	613000 FY 11 Budget Revision	4,931.00	+
34	117581	120000	614000 FY 11 Budget Revision	52,000.00	+
35	100583	110000	613000 FY 11 Budget Revision	896.00	+
36	100660	110000	614000 FY 11 Budget Revision	-3.00	-
37	100661	110000	613000 FY 11 Budget Revision	2,270.00	+
38	100661	110000	614000 FY 11 Budget Revision	15,000.00	+

Figure 5

The Blank_Sheet tab page shown in Figure 5 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

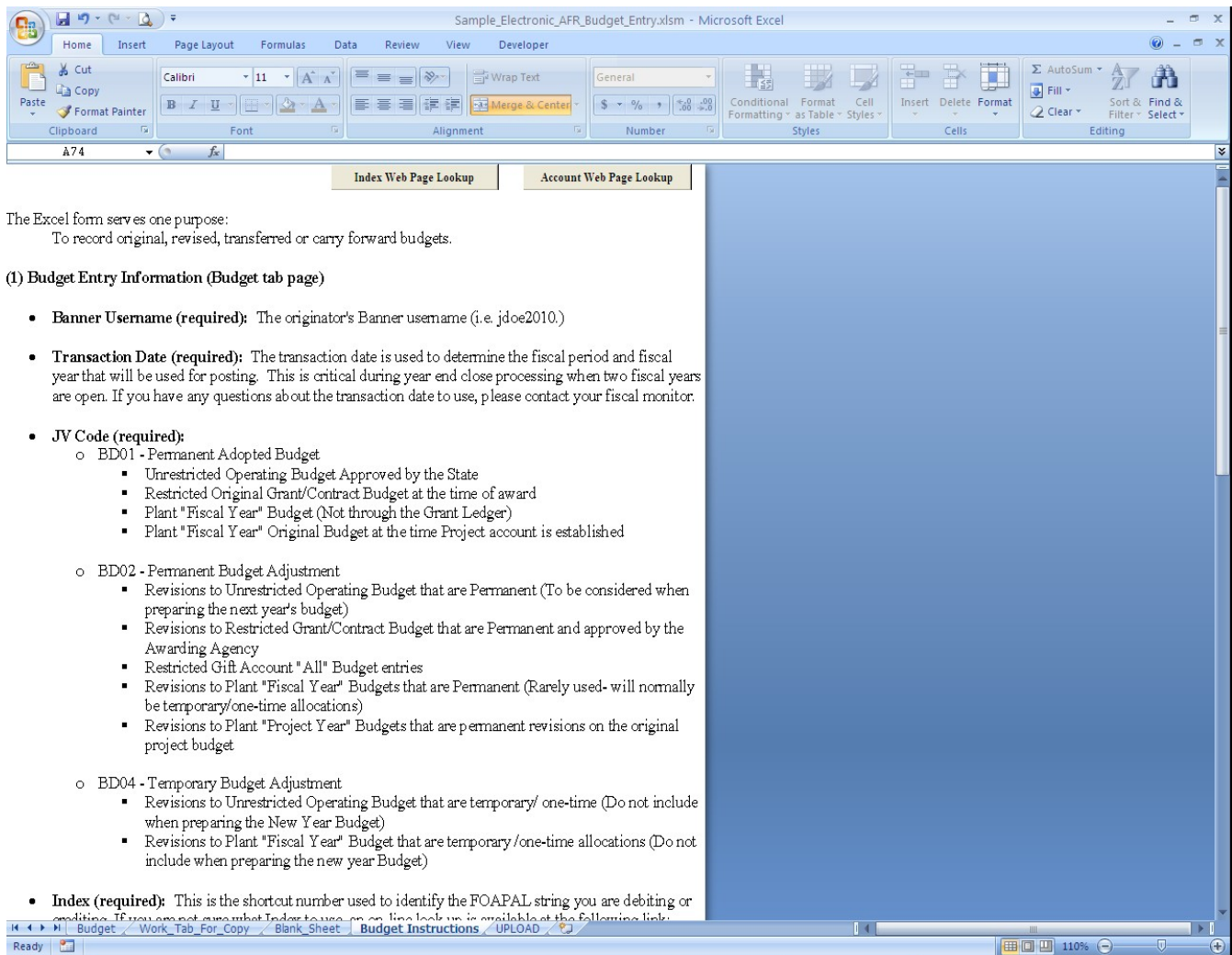


Figure 6

The Budget Instructions tab page shown in Figure 6 describes how to properly create a Banner Budget journal voucher. This can be printed out for reference.

- **Banner Lookups are available through Cognos**

UPLOAD Tab Page

Sequence	Rcd	Index	Fund	Account	Amount	DR_CR	Description	Reference	Bank	System_ID
1	BD02	100211	110003	611000	\$1.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
2	BD02	100212	110003	611000	\$1.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
3	BD02	100214	110003	611000	\$30,367.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
4	BD02	100230	110000	611000	\$20,204.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
5	BD02	100224	110000	613000	\$1.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
6	BD02	100227	110000	613000	\$2.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
7	BD02	100228	110000	613000	\$1.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
8	BD02	100329	110003	611000	\$6,000.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
9	BD02	100334	110003	611000	\$2,001.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
10	BD02	100335	110003	611000	\$163.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
11	BD02	100336	110003	611000	\$50,504.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
12	BD02	100339	110003	611000	\$2,111.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
13	BD02	100342	110003	611000	\$1.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
14	BD02	100346	110003	611000	\$1.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
15	BD02	100372	110000	611000	\$5,000.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
16	BD02	100385	110000	611000	\$1.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
17	BD02	100391	110000	611000	\$1,100.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
18	BD02	100492	110003	611000	\$10,694.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
19	BD02	100493	110003	611000	\$2.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
20	BD02	100494	110003	611000	\$9,862.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
21	BD02	100495	110003	611000	\$1.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
22	BD02	100501	110000	611000	\$2,764.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
23	BD02	100502	110000	611000	\$1.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
24	BD02	100503	110000	611000	\$1.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
25	BD02	100494	110003	611000	\$90,616.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
26	BD02	100534	110003	611000	\$1.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
27	BD02	100535	110003	611000	\$4,000.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
28	BD02	100538	110003	611000	\$3,478.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
29	BD02	100539	110003	611000	\$162,598.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
30	BD02	100540	110003	611000	\$162,598.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
31	BD02	117583	120003	611000	\$153,000.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
32	BD02	100546	110000	613000	\$4,931.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
33	BD02	117581	120000	614000	\$52,000.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
34	BD02	100583	110000	613000	\$896.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
35	BD02	100660	110000	614000	\$3.00	-	FY 11 Budget Revision	BUDDOE		BUDFEED
36	BD02	100661	110000	613000	\$2,270.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
37	BD02	100661	110000	614000	\$15,000.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED
38	BD02	100661	110000	612000	\$3,178.00	+	FY 11 Budget Revision	BUDDOE		BUDFEED

Figure 7

The UPLOAD tab page shown in Figure 7 is a read-only tab page that FIP uses to load the Excel file into Banner. Before this is loaded, FIP validates the indexes and account codes against Banner so that termed or non-existent values are caught prior to loading. FIP will contact someone via email if this is the case.

Suggestions for Creating Budget JV Data Using the Excel JV 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, Transaction Date and JV Code. For the Sequence Detail, enter the Index, Fund, 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, Fund, 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. This is illustrated in Figure 8.

INDEX	FUND_CODE	ACCT_CODE	TRANS_DESC	TRANS_AMT	DR_CR_IND	ABS_AMT
100211	110003	611000	FY 11 Budget Revision	-1.00	-	1.00
100212	110003	611000	FY 11 Budget Revision	-1.00	-	1.00
100214	110003	611000	FY 11 Budget Revision	30,367.00	+	30,367.00
100230	110000	611000	FY 11 Budget Revision	-20,204.00	-	20,204.00
100224	110000	613000	FY 11 Budget Revision	-1.00	-	1.00
100227	110000	613000	FY 11 Budget Revision	-2.00	-	2.00
100228	110000	613000	FY 11 Budget Revision	-1.00	-	1.00
100329	110003	611000	FY 11 Budget Revision	6,000.00	+	6,000.00
100334	110003	611000	FY 11 Budget Revision	2,001.00	+	2,001.00
100335	110003	611000	FY 11 Budget Revision	163.00	+	163.00
100336	110003	611000	FY 11 Budget Revision	50,504.00	+	50,504.00
100339	110003	611000	FY 11 Budget Revision	-2,111.00	-	2,111.00
100342	110003	611000	FY 11 Budget Revision	1.00	+	1.00
100346	110003	611000	FY 11 Budget Revision	-1.00	-	1.00
100372	110000	611000	FY 11 Budget Revision	5,000.00	+	5,000.00
100385	110000	611000	FY 11 Budget Revision	-1.00	-	1.00
100391	110000	611000	FY 11 Budget Revision	-1,100.00	-	1,100.00
100492	110003	611000	FY 11 Budget Revision	10,694.00	+	10,694.00
100493	110003	611000	FY 11 Budget Revision	2.00	+	2.00
100494	110003	611000	FY 11 Budget Revision	-9,862.00	-	9,862.00
100495	110003	611000	FY 11 Budget Revision	1.00	+	1.00
100501	110000	611000	FY 11 Budget Revision	2,764.00	+	2,764.00
100502	110000	611000	FY 11 Budget Revision	1.00	+	1.00
100503	110000	611000	FY 11 Budget Revision	1.00	+	1.00
100494	110003	611000	FY 11 Budget Revision	90,616.00	+	90,616.00
100534	110003	611000	FY 11 Budget Revision	1.00	+	1.00
100535	110003	611000	FY 11 Budget Revision	-4,000.00	-	4,000.00
100538	110003	611000	FY 11 Budget Revision	3,478.00	+	3,478.00
100539	110003	611000	FY 11 Budget Revision	162,590.00	+	162,590.00
100540	110003	611000	FY 11 Budget Revision	-162,590.00	-	162,590.00
117583	120003	611000	FY 11 Budget Revision	153,000.00	+	153,000.00
100546	110000	613000	FY 11 Budget Revision	4,931.00	+	4,931.00
117581	120000	614000	FY 11 Budget Revision	52,000.00	+	52,000.00
100583	110000	613000	FY 11 Budget Revision	896.00	+	896.00
100660	110000	614000	FY 11 Budget Revision	-3.00	-	3.00
100661	110000	613000	FY 11 Budget Revision	2,270.00	+	2,270.00
100661	110000	614000	FY 11 Budget Revision	15,000.00	+	15,000.00
100664	110000	613000	FY 11 Budget Revision	3,176.00	+	3,176.00

Figure 8

- 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.