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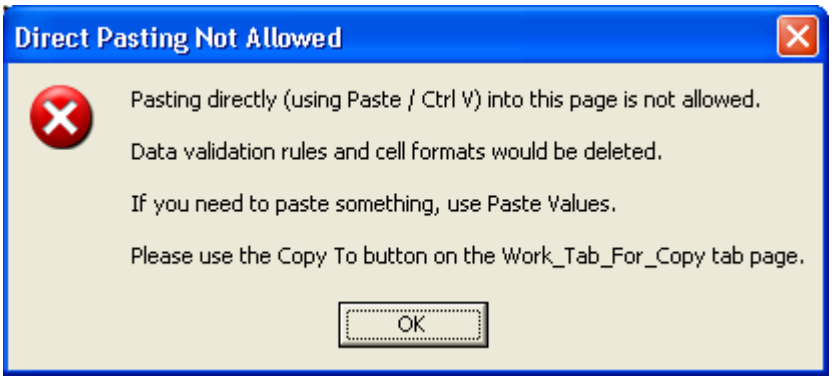
Revised Excel AFR_Cash_Entry Data Template

The Excel AFR_Cash_Entry data template is used for creating Banner Cash Entry 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 AFR_Cash_Entry.xlsm.

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

- Complete instructions for creating the cash entry JV and steps to route for approvals
- Addition of 2 new tab pages for formatting and working with data.
- Addition of a Banner bank code dropdown.
- Addition of the originator's Banner username. This becomes part of the cash entry 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 Cash Entry Template for Usage

The Cash Entry 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 Cash Entry 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 should perform a "Save As" with a descriptive file name and save it to your user drive. ***The saved file name is what you will send for uploading.***

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.

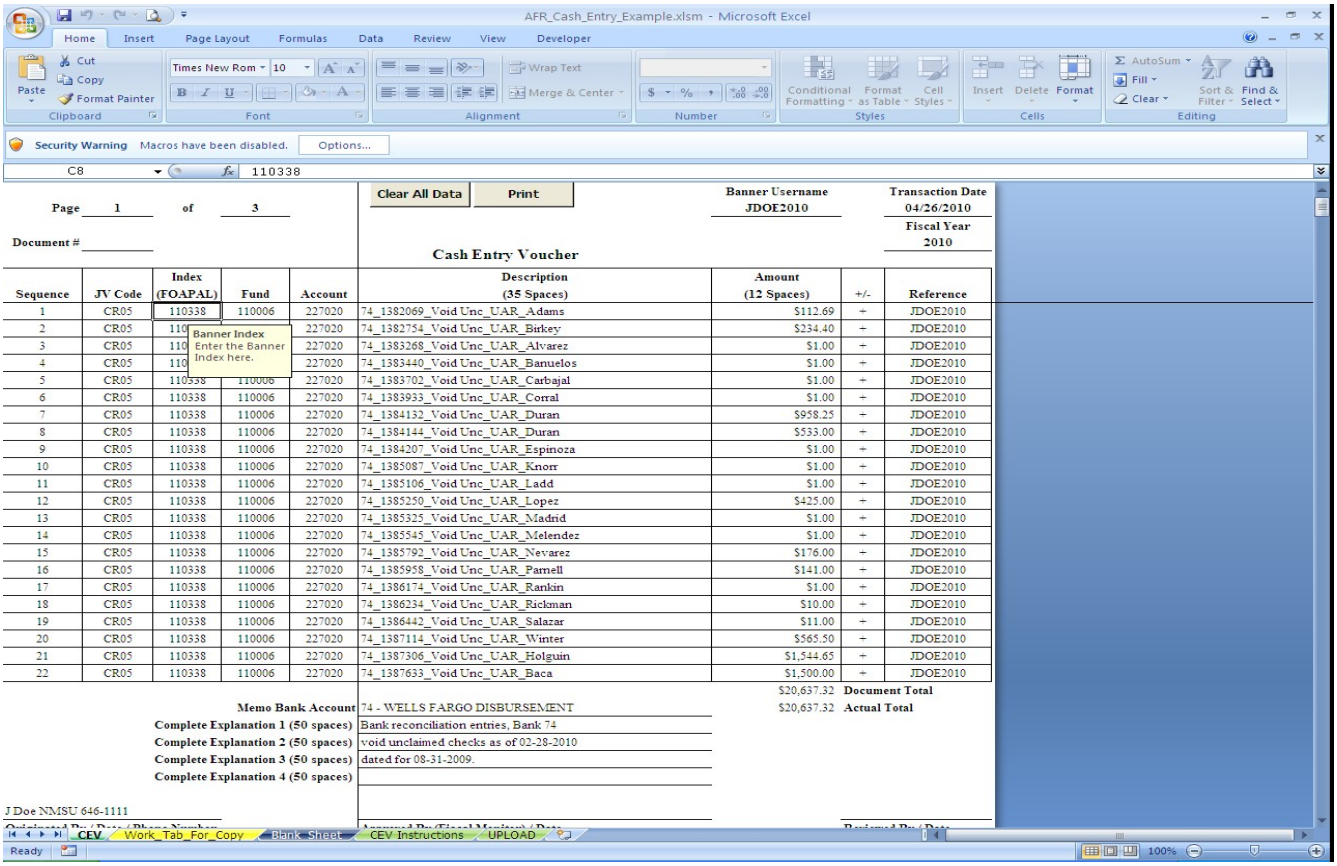


Figure 1

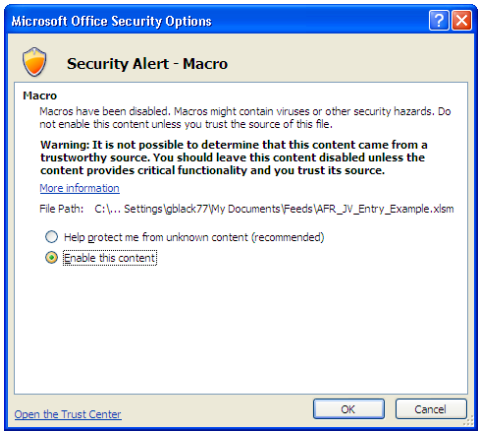
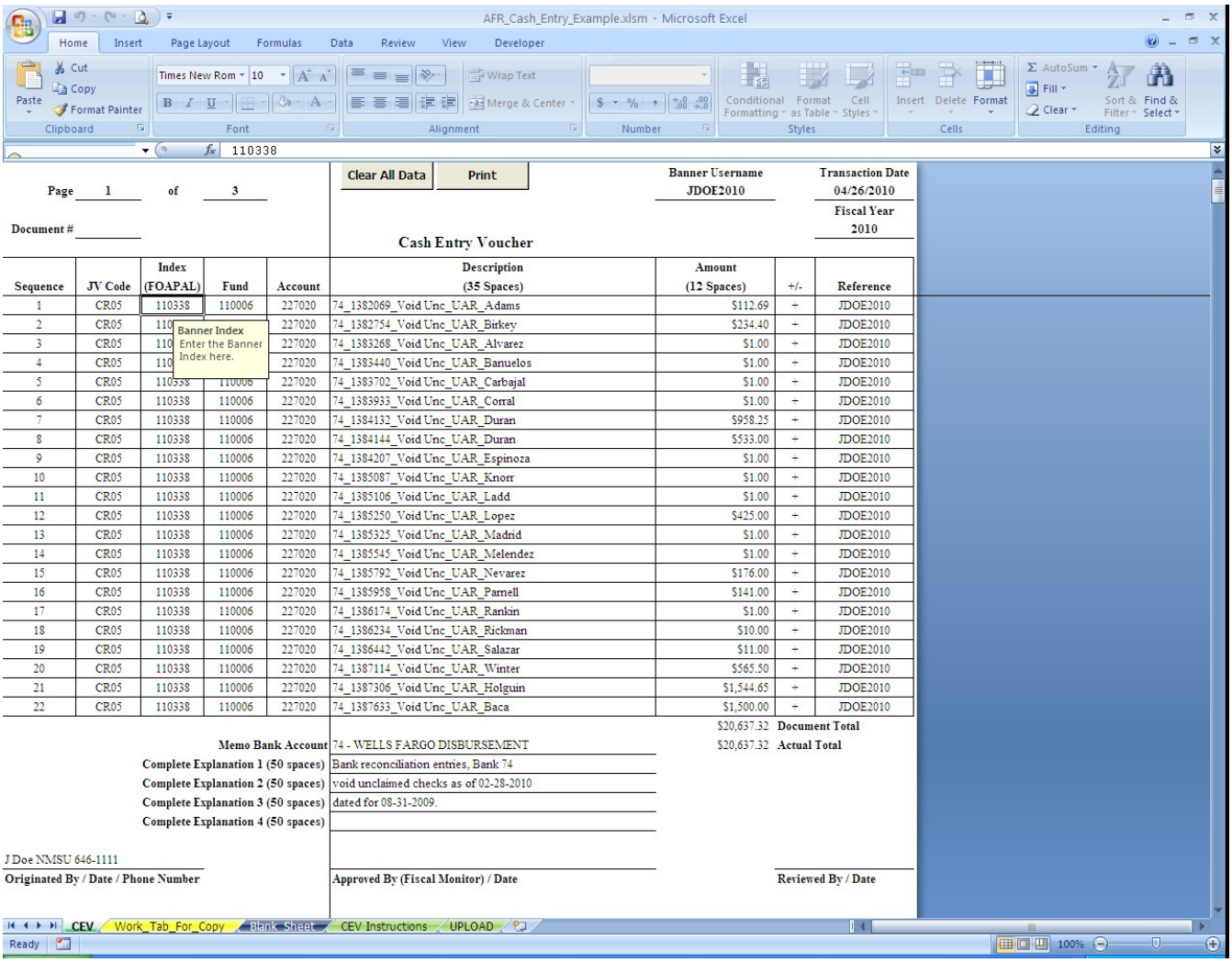


Figure 2

CEV Tab Page



Page 1 of 3

Document #

Clear All Data | Print

Banner Username: JDOE2010

Transaction Date: 04/26/2010

Fiscal Year: 2010

Cash Entry Voucher

Sequence	JV Code	Index (FOAPAL)	Fund	Account	Description (35 Spaces)	Amount (12 Spaces)	+/-	Reference
1	CR05	110338	110006	227020	74_1382069_Void Unc_UAR_Adams	$112.69	+	JDOE2010
2	CR05	110		227020	74_1382754_Void Unc_UAR_Birkey	$234.40	+	JDOE2010
3	CR05	110		227020	74_1383268_Void Unc_UAR_Alvarez	$1.00	+	JDOE2010
4	CR05	110		227020	74_1383440_Void Unc_UAR_Banuelos	$1.00	+	JDOE2010
5	CR05	110338	110006	227020	74_1383702_Void Unc_UAR_Carbajal	$1.00	+	JDOE2010
6	CR05	110338	110006	227020	74_1383933_Void Unc_UAR_Corral	$1.00	+	JDOE2010
7	CR05	110338	110006	227020	74_1384132_Void Unc_UAR_Duran	$958.25	+	JDOE2010
8	CR05	110338	110006	227020	74_1384144_Void Unc_UAR_Duran	$533.00	+	JDOE2010
9	CR05	110338	110006	227020	74_1384207_Void Unc_UAR_Espinoza	$1.00	+	JDOE2010
10	CR05	110338	110006	227020	74_1385087_Void Unc_UAR_Knorr	$1.00	+	JDOE2010
11	CR05	110338	110006	227020	74_1385106_Void Unc_UAR_Ladd	$1.00	+	JDOE2010
12	CR05	110338	110006	227020	74_1385250_Void Unc_UAR_Lopez	$425.00	+	JDOE2010
13	CR05	110338	110006	227020	74_1385325_Void Unc_UAR_Madrid	$1.00	+	JDOE2010
14	CR05	110338	110006	227020	74_1385545_Void Unc_UAR_Melendez	$1.00	+	JDOE2010
15	CR05	110338	110006	227020	74_1385792_Void Unc_UAR_Nevarez	$176.00	+	JDOE2010
16	CR05	110338	110006	227020	74_1385958_Void Unc_UAR_Parnell	$141.00	+	JDOE2010
17	CR05	110338	110006	227020	74_1386174_Void Unc_UAR_Rankin	$1.00	+	JDOE2010
18	CR05	110338	110006	227020	74_1386234_Void Unc_UAR_Rickman	$10.00	+	JDOE2010
19	CR05	110338	110006	227020	74_1386442_Void Unc_UAR_Salazar	$11.00	+	JDOE2010
20	CR05	110338	110006	227020	74_1387114_Void Unc_UAR_Winter	$565.50	+	JDOE2010
21	CR05	110338	110006	227020	74_1387306_Void Unc_UAR_Holguin	$1,544.65	+	JDOE2010
22	CR05	110338	110006	227020	74_1387633_Void Unc_UAR_Baca	$1,500.00	+	JDOE2010
						$20,637.32		Document Total
					Memo Bank Account	74 - WELLS FARGO DISBURSEMENT	$20,637.32	Actual Total

Complete Explanation 1 (50 spaces): Bank reconciliation entries, Bank 74

Complete Explanation 2 (50 spaces): void unclaimed checks as of 02-28-2010

Complete Explanation 3 (50 spaces): dated for 08-31-2009.

Complete Explanation 4 (50 spaces):

J Doe NMSU 646-1111

Originated By / Date / Phone Number | Approved By (Fiscal Monitor) / Date | Reviewed By / Date

Figure 3

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

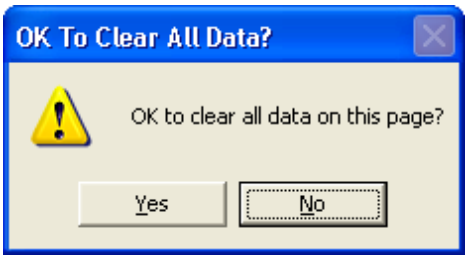
CEV Tab Page Cell Descriptions

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) Fiscal Year: This is a read-only value. This is automatically calculated based on the transaction date.
5) Sequence: This is a read-only value, equivalent to a row number.
6) JV Code: This is a read-only value. CR05 is the Banner rule class code used for posting the JV.
7) Index: The Banner index code (6 characters long.
8) Fund: The Banner data enterable fund 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 + / - indictor 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) Memo Bank Account: The Banner bank code used for posting the 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.

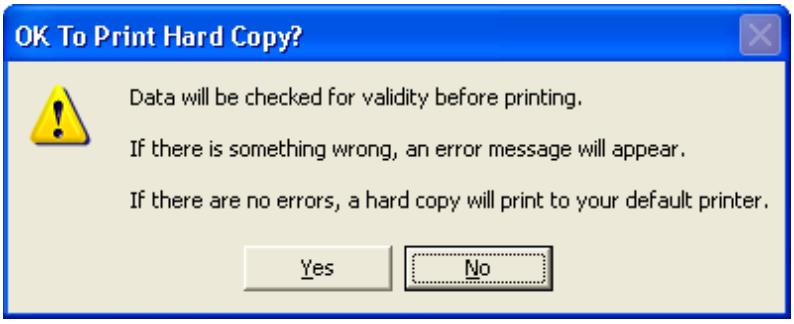
CEV Tab Page Button Descriptions

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



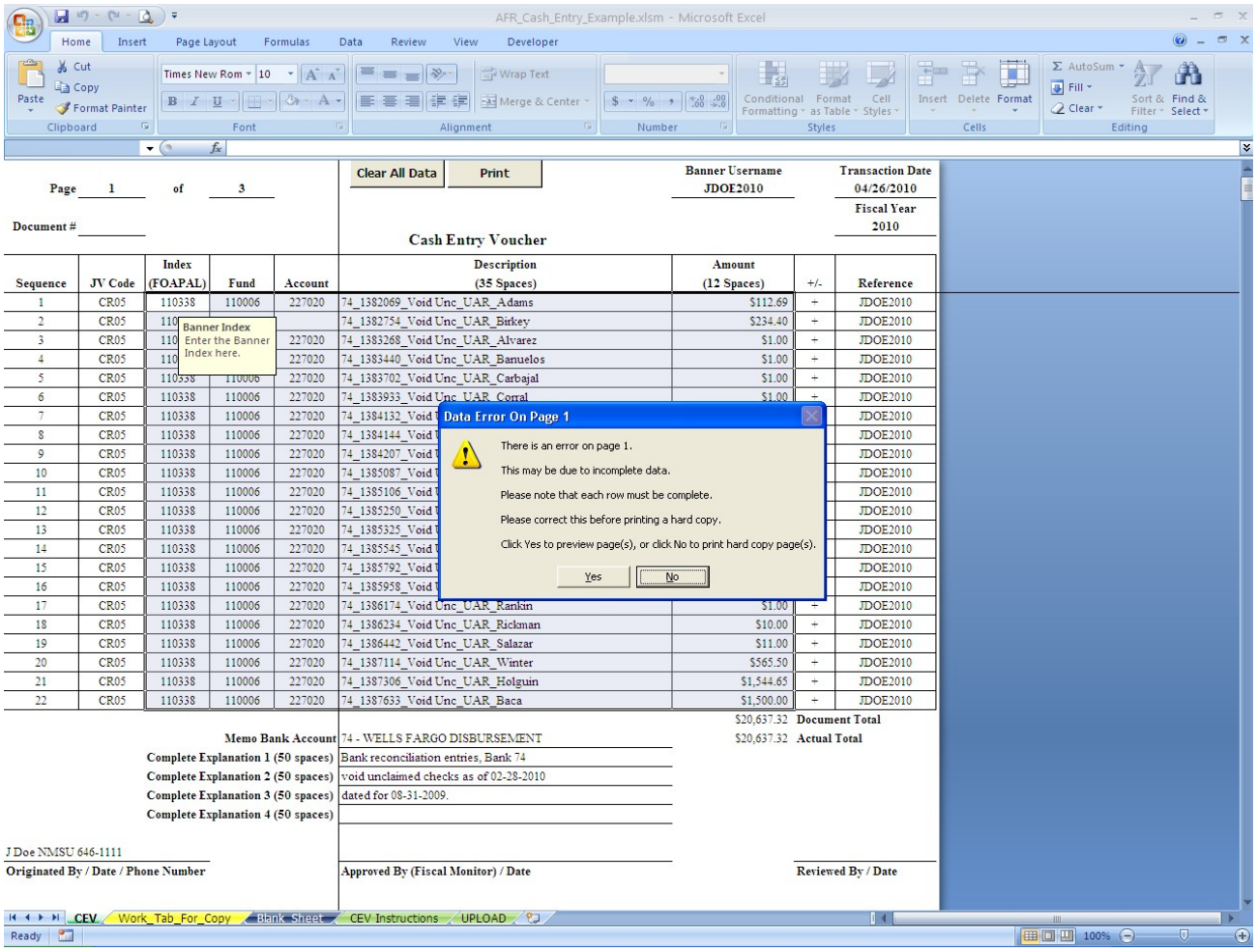
Click Yes to clear all data, No to cancel.

- **Print**: This button will run data validation checks and print a hard copy of the Cash Entry 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



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

- The Banner Username and Transaction Date fields contain data
- The Sequence lines must contain an Index, Fund, Account, Description, and signed Amount.
- The Memo Bank Account must contain a bank.
- 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

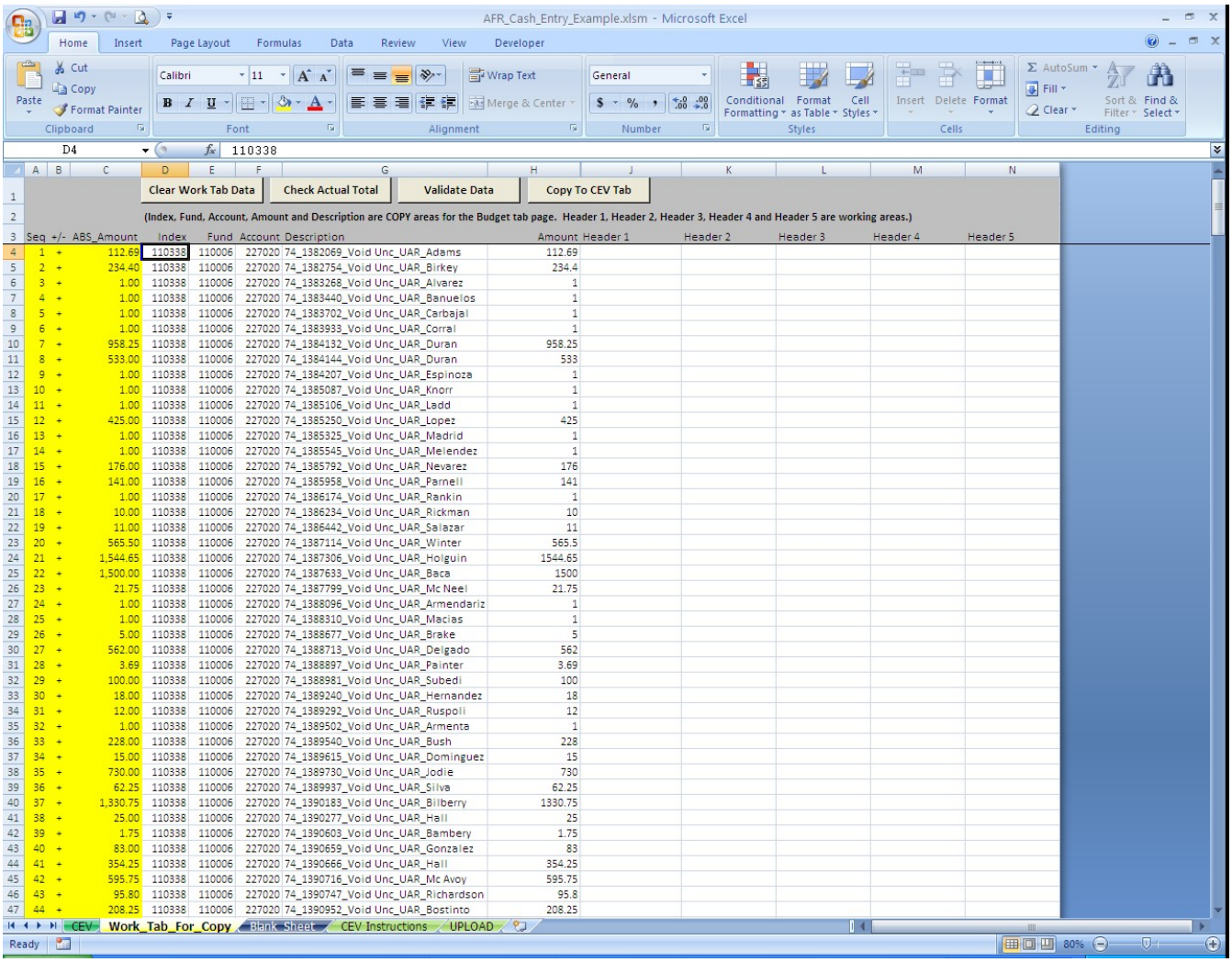


Figure 4

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 Cash Entry JV total and copy the information to the CEV tab.

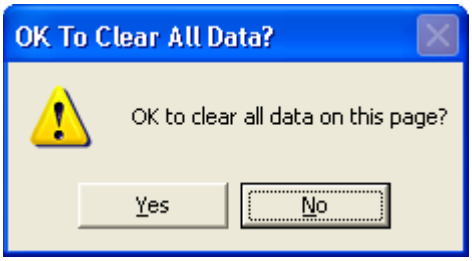
Work_Tab_For_Copy Column Descriptions

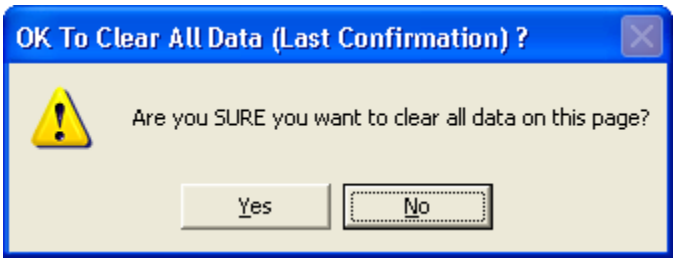
The Index, Fund, Account, Description and Amount columns are required data fields. The Header 1, Header 2, Header 3, Header 4 and Header 5 columns are for optional usage.

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 + / - indictor 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

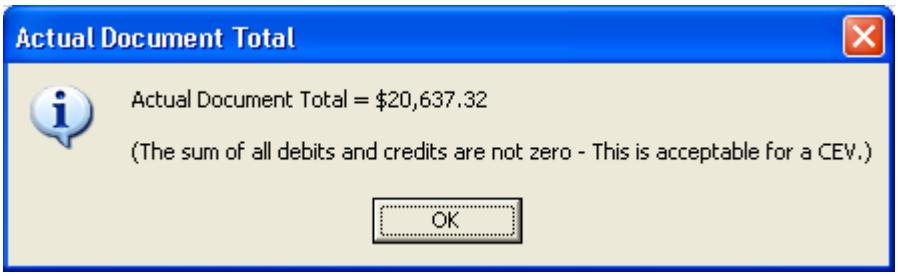
- **Clear Work Tab Data**: This button will clear all data in the tab page. You will see the following messages when this button is activated.





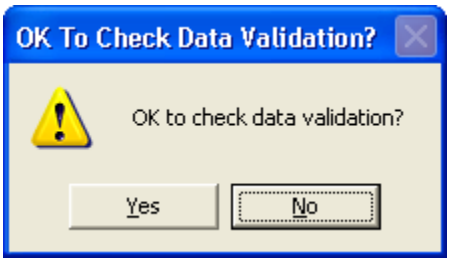
When you click "Yes" to the second message box, all data is cleared from the tab page. If you click "No" to either one of the message boxes, the message box is dismissed.

- **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.

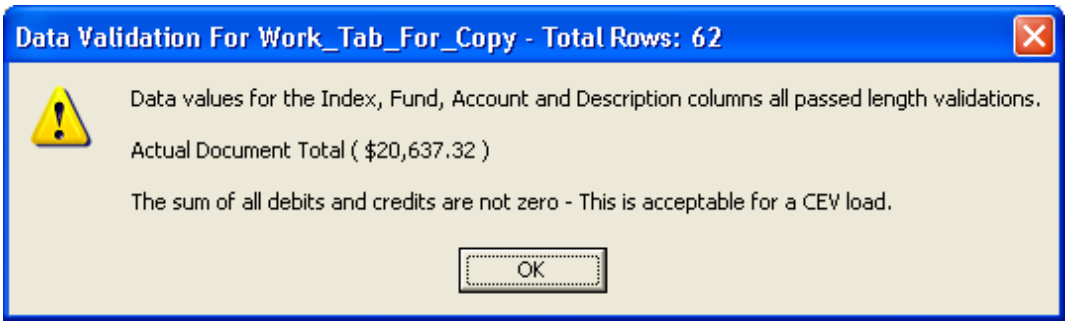


If the Actual Document Total does not equal $0.00, this is acceptable for a Cash Entry JV.

- **<u>Validate Data</u>**: 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.

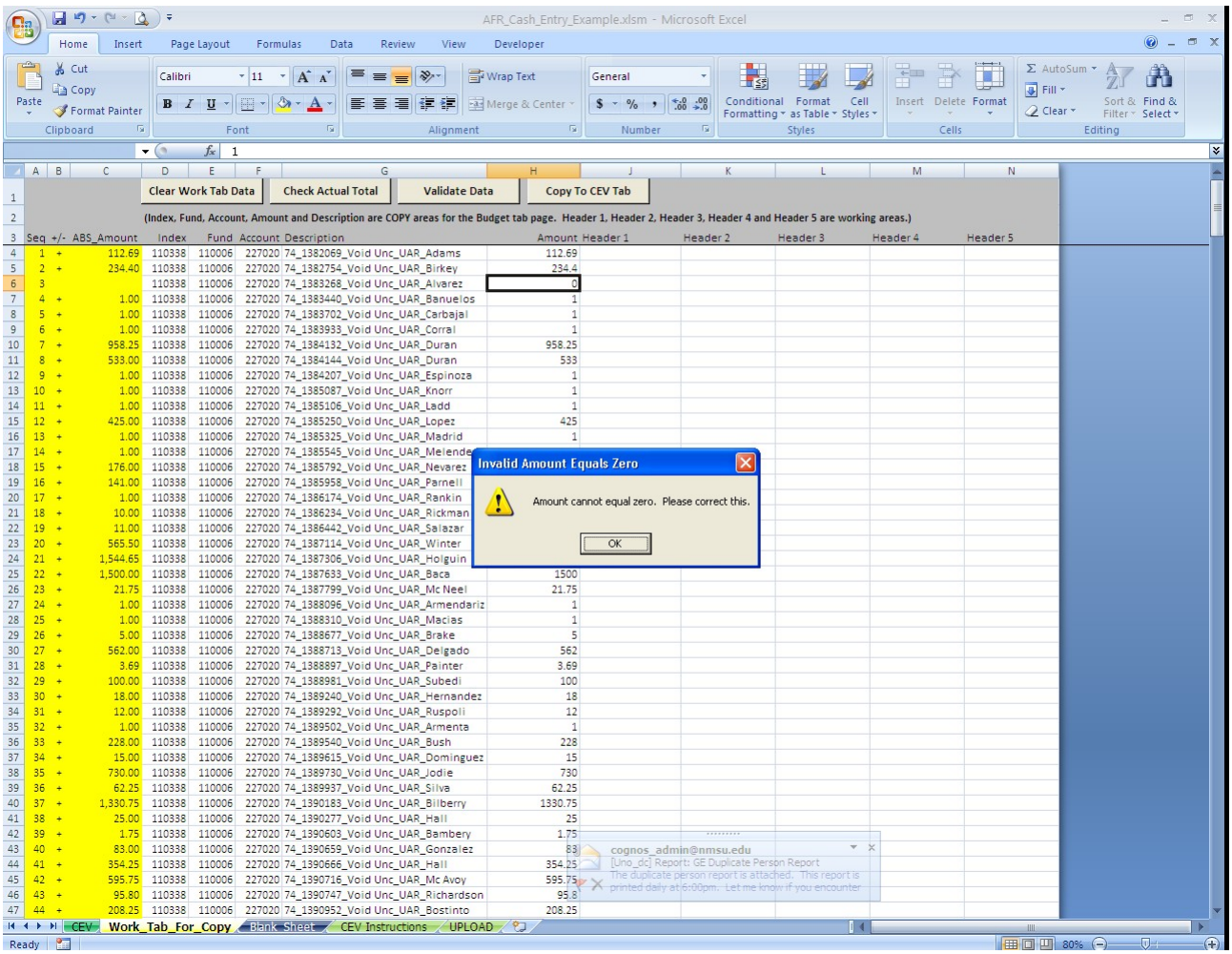


Click Yes to run validation, No to cancel.

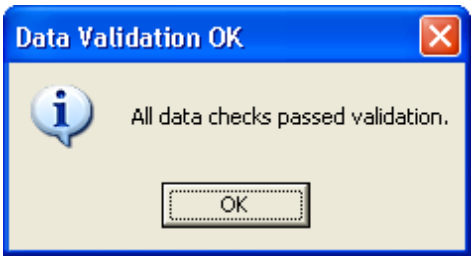


If the Actual Document Total does not equal $0.00, this is acceptable for a Cash Entry JV.

Sample Error Message

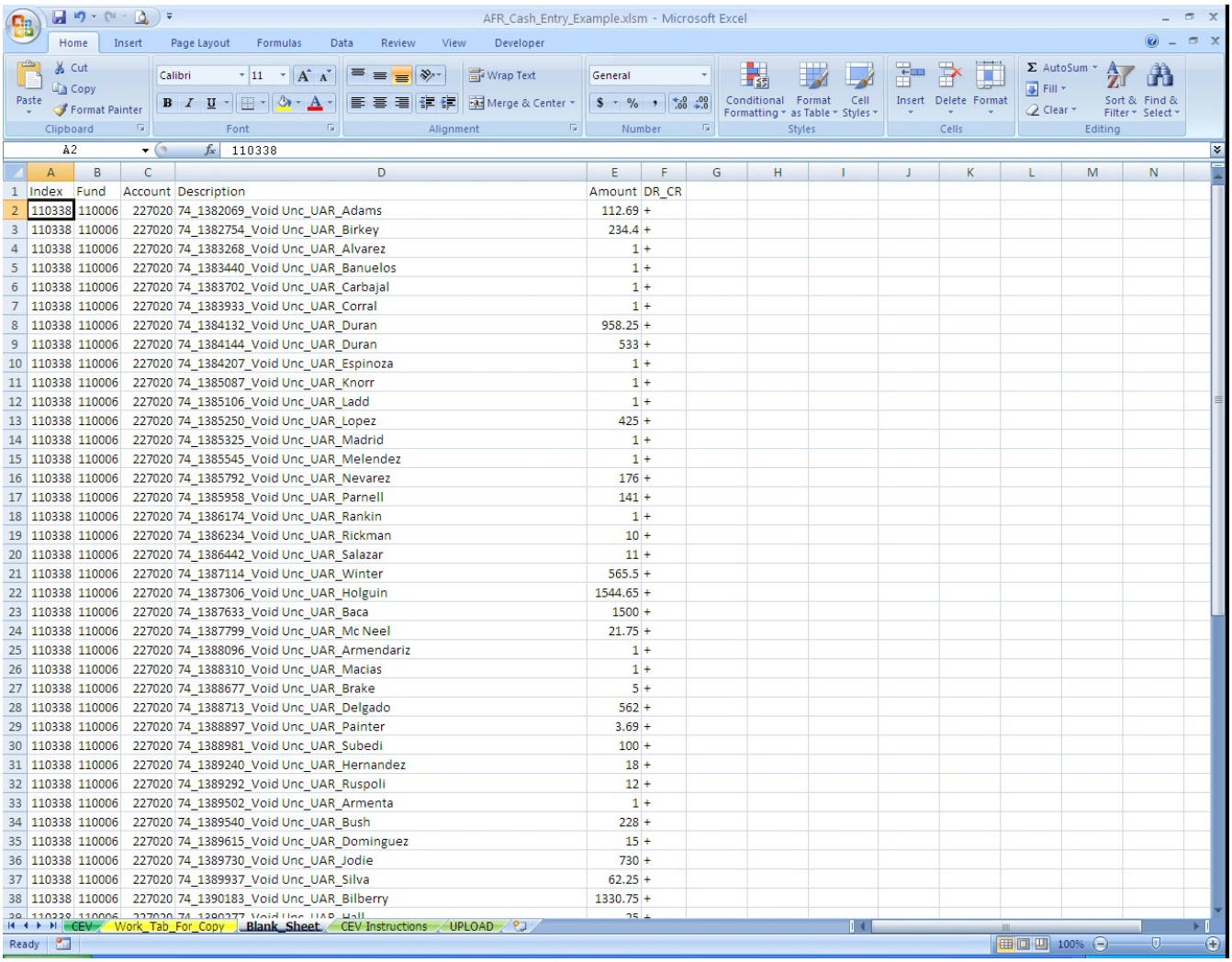


This indicates a problem with a zero dollar amount. The validation scan will stop at the cell that did not pass validation.



This indicates that the data validation checks all passed.

Blank_Sheet Tab Page



Index	Fund	Account	Description	Amount	DR_CR
110338	110006	227020	74_1382069_Void Unc_UAR_Adams	112.69	+
110338	110006	227020	74_1382754_Void Unc_UAR_Birkey	234.4	+
110338	110006	227020	74_1383268_Void Unc_UAR_Alvarez	1	+
110338	110006	227020	74_1383440_Void Unc_UAR_Banuelos	1	+
110338	110006	227020	74_1383702_Void Unc_UAR_Carbajal	1	+
110338	110006	227020	74_1383933_Void Unc_UAR_Corral	1	+
110338	110006	227020	74_1384132_Void Unc_UAR_Duran	958.25	+
110338	110006	227020	74_1384144_Void Unc_UAR_Duran	533	+
110338	110006	227020	74_1384207_Void Unc_UAR_Espinoza	1	+
110338	110006	227020	74_1385087_Void Unc_UAR_Knorr	1	+
110338	110006	227020	74_1385106_Void Unc_UAR_Ladd	1	+
110338	110006	227020	74_1385250_Void Unc_UAR_Lopez	425	+
110338	110006	227020	74_1385325_Void Unc_UAR_Madrid	1	+
110338	110006	227020	74_1385545_Void Unc_UAR_Melendez	1	+
110338	110006	227020	74_1385792_Void Unc_UAR_Nevarez	176	+
110338	110006	227020	74_1385958_Void Unc_UAR_Parnell	141	+
110338	110006	227020	74_1386174_Void Unc_UAR_Rankin	1	+
110338	110006	227020	74_1386234_Void Unc_UAR_Rickman	10	+
110338	110006	227020	74_1386442_Void Unc_UAR_Salazar	11	+
110338	110006	227020	74_1387114_Void Unc_UAR_Winter	565.5	+
110338	110006	227020	74_1387306_Void Unc_UAR_Holguin	1544.65	+
110338	110006	227020	74_1387633_Void Unc_UAR_Baca	1500	+
110338	110006	227020	74_1387799_Void Unc_UAR_Mc Neel	21.75	+
110338	110006	227020	74_1388096_Void Unc_UAR_Armendariz	1	+
110338	110006	227020	74_1388310_Void Unc_UAR_Macias	1	+
110338	110006	227020	74_1388677_Void Unc_UAR_Brake	5	+
110338	110006	227020	74_1388713_Void Unc_UAR_Delgado	562	+
110338	110006	227020	74_1388897_Void Unc_UAR_Painter	3.69	+
110338	110006	227020	74_1388981_Void Unc_UAR_Subedi	100	+
110338	110006	227020	74_1389240_Void Unc_UAR_Hernandez	18	+
110338	110006	227020	74_1389292_Void Unc_UAR_Ruspoli	12	+
110338	110006	227020	74_1389502_Void Unc_UAR_Armenta	1	+
110338	110006	227020	74_1389540_Void Unc_UAR_Bush	228	+
110338	110006	227020	74_1389615_Void Unc_UAR_Dominguez	15	+
110338	110006	227020	74_1389730_Void Unc_UAR_Jodie	730	+
110338	110006	227020	74_1389937_Void Unc_UAR_Silva	62.25	+
110338	110006	227020	74_1390183_Void Unc_UAR_Bilberry	1330.75	+

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 Cash Entry 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.

CEV Instructions Tab Page

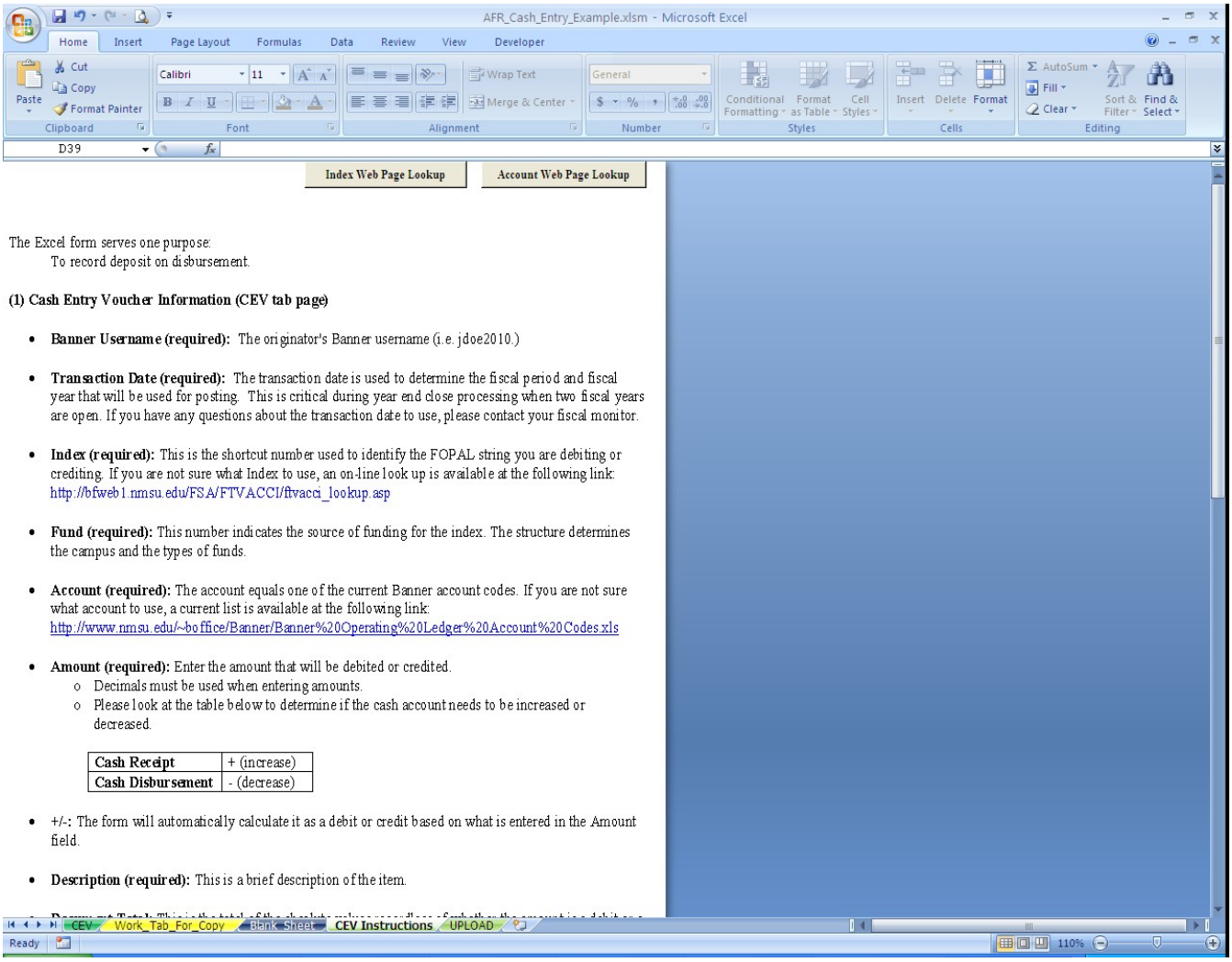
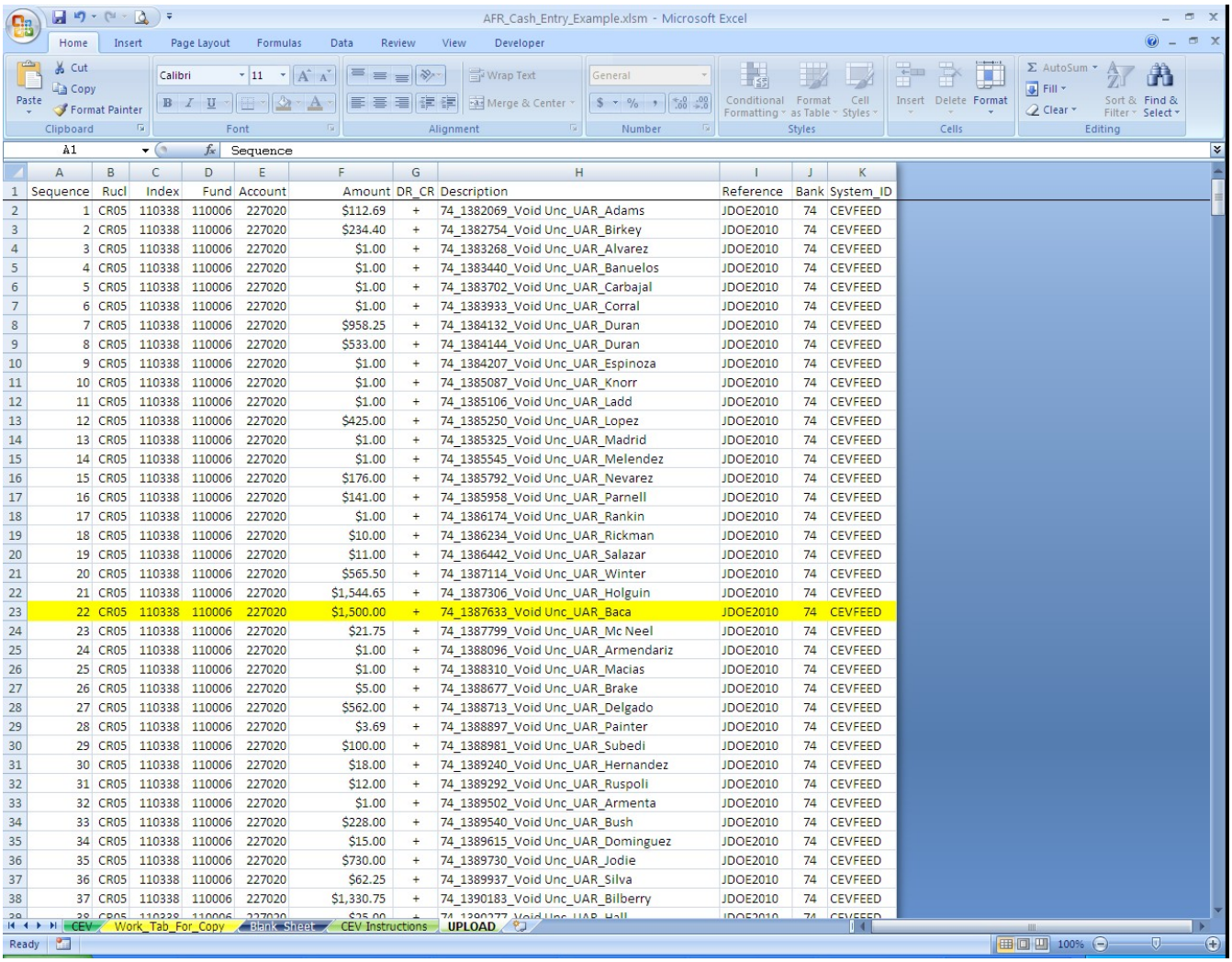


Figure 6

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

- ***Banner Lookups are available through Cognos***

UPLOAD Tab Page



Sequence	Rucl	Index	Fund	Account	Amount	DR_CR	Description	Reference	Bank	System_ID
1	CR05	110338	110006	227020	$112.69	+	74_1382069_Void Unc_UAR_Adams	JDOE2010	74	CEVFEED
2	CR05	110338	110006	227020	$234.40	+	74_1382754_Void Unc_UAR_Birkey	JDOE2010	74	CEVFEED
3	CR05	110338	110006	227020	$1.00	+	74_1383268_Void Unc_UAR_Alvarez	JDOE2010	74	CEVFEED
4	CR05	110338	110006	227020	$1.00	+	74_1383440_Void Unc_UAR_Banuelos	JDOE2010	74	CEVFEED
5	CR05	110338	110006	227020	$1.00	+	74_1383702_Void Unc_UAR_Carbajal	JDOE2010	74	CEVFEED
6	CR05	110338	110006	227020	$1.00	+	74_1383933_Void Unc_UAR_Corral	JDOE2010	74	CEVFEED
7	CR05	110338	110006	227020	$958.25	+	74_1384132_Void Unc_UAR_Duran	JDOE2010	74	CEVFEED
8	CR05	110338	110006	227020	$533.00	+	74_1384144_Void Unc_UAR_Duran	JDOE2010	74	CEVFEED
9	CR05	110338	110006	227020	$1.00	+	74_1384207_Void Unc_UAR_Espinoza	JDOE2010	74	CEVFEED
10	CR05	110338	110006	227020	$1.00	+	74_1385087_Void Unc_UAR_Knorr	JDOE2010	74	CEVFEED
11	CR05	110338	110006	227020	$1.00	+	74_1385106_Void Unc_UAR_Ladd	JDOE2010	74	CEVFEED
12	CR05	110338	110006	227020	$425.00	+	74_1385250_Void Unc_UAR_Lopez	JDOE2010	74	CEVFEED
13	CR05	110338	110006	227020	$1.00	+	74_1385325_Void Unc_UAR_Madrid	JDOE2010	74	CEVFEED
14	CR05	110338	110006	227020	$1.00	+	74_1385545_Void Unc_UAR_Melendez	JDOE2010	74	CEVFEED
15	CR05	110338	110006	227020	$176.00	+	74_1385792_Void Unc_UAR_Nevarez	JDOE2010	74	CEVFEED
16	CR05	110338	110006	227020	$141.00	+	74_1385958_Void Unc_UAR_Parnell	JDOE2010	74	CEVFEED
17	CR05	110338	110006	227020	$1.00	+	74_1386174_Void Unc_UAR_Rankin	JDOE2010	74	CEVFEED
18	CR05	110338	110006	227020	$10.00	+	74_1386234_Void Unc_UAR_Rickman	JDOE2010	74	CEVFEED
19	CR05	110338	110006	227020	$11.00	+	74_1386442_Void Unc_UAR_Salazar	JDOE2010	74	CEVFEED
20	CR05	110338	110006	227020	$565.50	+	74_1387114_Void Unc_UAR_Winter	JDOE2010	74	CEVFEED
21	CR05	110338	110006	227020	$1,544.65	+	74_1387306_Void Unc_UAR_Holguin	JDOE2010	74	CEVFEED
22	CR05	110338	110006	227020	$1,500.00	+	74_1387633_Void Unc_UAR_Baca	JDOE2010	74	CEVFEED
23	CR05	110338	110006	227020	$21.75	+	74_1387799_Void Unc_UAR_Mc Neel	JDOE2010	74	CEVFEED
24	CR05	110338	110006	227020	$1.00	+	74_1388096_Void Unc_UAR_Armendariz	JDOE2010	74	CEVFEED
25	CR05	110338	110006	227020	$1.00	+	74_1388310_Void Unc_UAR_Macias	JDOE2010	74	CEVFEED
26	CR05	110338	110006	227020	$5.00	+	74_1388677_Void Unc_UAR_Brake	JDOE2010	74	CEVFEED
27	CR05	110338	110006	227020	$562.00	+	74_1388713_Void Unc_UAR_Delgado	JDOE2010	74	CEVFEED
28	CR05	110338	110006	227020	$3.69	+	74_1388897_Void Unc_UAR_Painter	JDOE2010	74	CEVFEED
29	CR05	110338	110006	227020	$100.00	+	74_1388981_Void Unc_UAR_Subedi	JDOE2010	74	CEVFEED
30	CR05	110338	110006	227020	$18.00	+	74_1389240_Void Unc_UAR_Hernandez	JDOE2010	74	CEVFEED
31	CR05	110338	110006	227020	$12.00	+	74_1389292_Void Unc_UAR_Ruspoli	JDOE2010	74	CEVFEED
32	CR05	110338	110006	227020	$1.00	+	74_1389502_Void Unc_UAR_Armenta	JDOE2010	74	CEVFEED
33	CR05	110338	110006	227020	$228.00	+	74_1389540_Void Unc_UAR_Bush	JDOE2010	74	CEVFEED
34	CR05	110338	110006	227020	$15.00	+	74_1389615_Void Unc_UAR_Dominguez	JDOE2010	74	CEVFEED
35	CR05	110338	110006	227020	$730.00	+	74_1389730_Void Unc_UAR_Jodie	JDOE2010	74	CEVFEED
36	CR05	110338	110006	227020	$62.25	+	74_1389937_Void Unc_UAR_Silva	JDOE2010	74	CEVFEED
37	CR05	110338	110006	227020	$1,330.75	+	74_1390183_Void Unc_UAR_Bilberry	JDOE2010	74	CEVFEED

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 Cash Entry JV Data Using the Excel JV Template

- If you want to directly enter data, use the CEV tab page. On Page 1, you will need to enter a Banner Login ID, Transaction Date and Bank 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.***

- 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 CEV tab page. Data will be validated prior to moving.