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Revised Excel AFR_JV_Entry Data Template

The Excel AFR_JV_Entry data template is used for creating Banner JE16 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_JV_Entry.xlsm.

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

- Complete instructions for creating the JV and steps to route for approvals
- Addition of 2 new tab pages for formatting and working with data.
- Addition of the originator's Banner username. This becomes part of the 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, balanced hash total for JE16 entries, 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!***

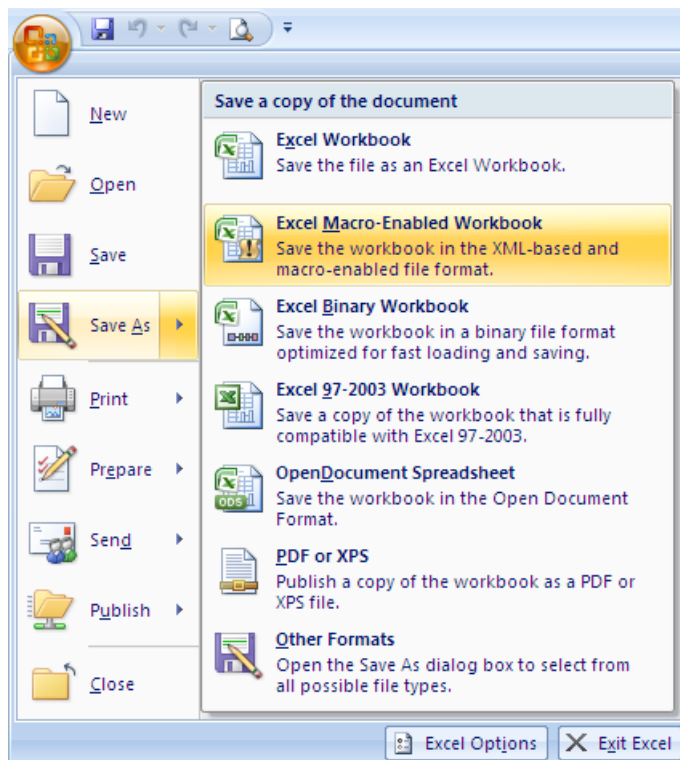


Setting Up the Excel JV Template for Usage

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 JV 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.

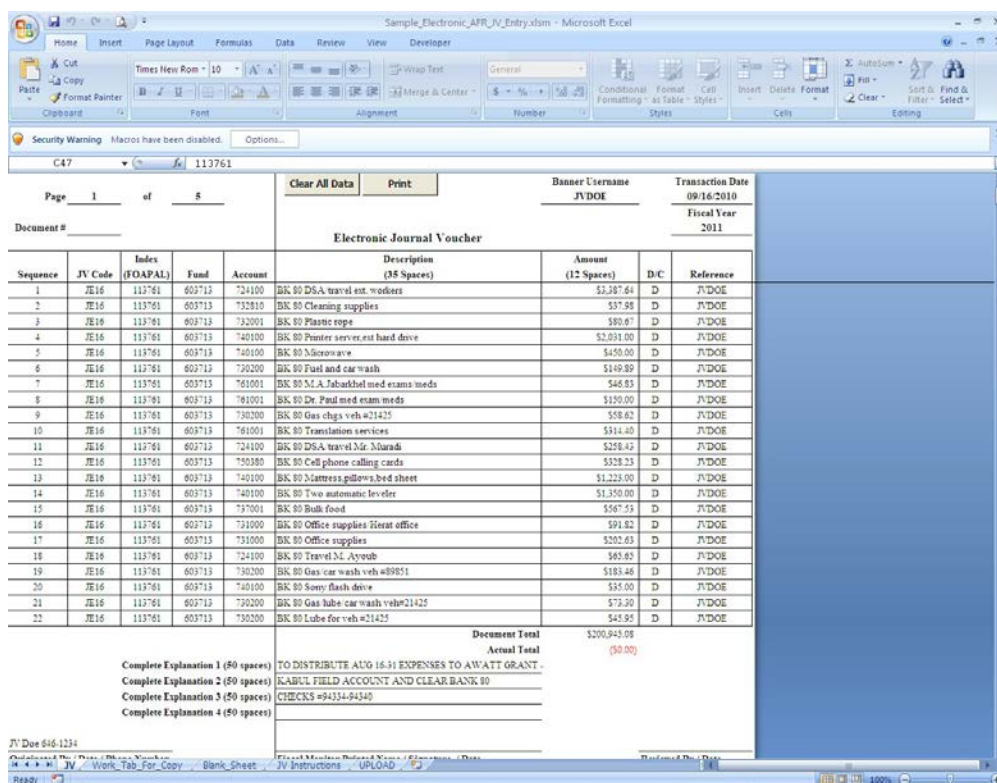


Figure 1

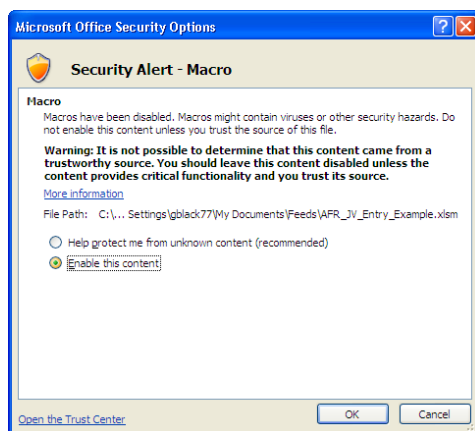


Figure 2

JV Tab Page

Sample_Electronic_AFR_JV_Entry.xlsm - Microsoft Excel

Page 1 of 5

Document #

Clear All Data Print

Banner Username: JVDoe

Transaction Date: 09/16/2010

Fiscal Year: 2011

Electronic Journal Voucher

Sequence	JV Code	Index (FOAPAL)	Fund	Account	Description (35 Spaces)	Amount (12 Spaces)	D/C	Reference
1	JE16	113761	603713	724100	BK 80 DSA travel ext. workers	\$3,387.64	D	JVDoe
2	JE16	113761	603713	732810	BK 80 Cleaning supplies	\$37.98	D	JVDoe
3	JE16	113761	603713	732001	BK 80 Plastic rope	\$80.67	D	JVDoe
4	JE16	113761	603713	740100	BK 80 Printer server, ext hard drive	\$2,031.00	D	JVDoe
5	JE16	113761	603713	740100	BK 80 Microwave	\$450.00	D	JVDoe
6	JE16	113761	603713	730200	BK 80 Fuel and car wash	\$149.89	D	JVDoe
7	JE16	113761	603713	761001	BK 80 M.A. Jabardhel med exams/meds	\$46.83	D	JVDoe
8	JE16	113761	603713	761001	BK 80 Dr. Paul med exam/meds	\$150.00	D	JVDoe
9	JE16	113761	603713	730200	BK 80 Gas chgs veh #21425	\$58.62	D	JVDoe
10	JE16	113761	603713	761001	BK 80 Translation services	\$314.40	D	JVDoe
11	JE16	113761	603713	724100	BK 80 DSA travel Mr. Muradi	\$258.43	D	JVDoe
12	JE16	113761	603713	750380	BK 80 Cell phone calling cards	\$328.23	D	JVDoe
13	JE16	113761	603713	740100	BK 80 Mattress, pillows, bed sheet	\$1,223.00	D	JVDoe
14	JE16	113761	603713	740100	BK 80 Two automatic leveler	\$1,350.00	D	JVDoe
15	JE16	113761	603713	737001	BK 80 Bulk food	\$567.53	D	JVDoe
16	JE16	113761	603713	731000	BK 80 Office supplies/Herat office	\$91.82	D	JVDoe
17	JE16	113761	603713	731000	BK 80 Office supplies	\$202.63	D	JVDoe
18	JE16	113761	603713	724100	BK 80 Travel M. Ayoub	\$65.65	D	JVDoe
19	JE16	113761	603713	730200	BK 80 Gas/car wash veh #89851	\$183.46	D	JVDoe
20	JE16	113761	603713	740100	BK 80 Sony flash drive	\$35.00	D	JVDoe
21	JE16	113761	603713	730200	BK 80 Gas/lube/car wash veh #21425	\$73.30	D	JVDoe
22	JE16	113761	603713	730200	BK 80 Lube for veh #21425	\$45.95	D	JVDoe
Document Total						\$200,945.08		
Actual Total						(\$0.00)		
Complete Explanation 1 (50 spaces)					TO DISTRIBUTE AUG 16-31 EXPENSES TO AWATT GRANT -			
Complete Explanation 2 (50 spaces)					KABUL FIELD ACCOUNT AND CLEAR BANK 80			
Complete Explanation 3 (50 spaces)					CHECKS #94334-94340			
Complete Explanation 4 (50 spaces)								
JV Doe 646-1234								
Originated By / Date / Phone Number					Fiscal Monitor Printed Name / Signature / Date		Reviewed By / Date	

Ready

Figure 3

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

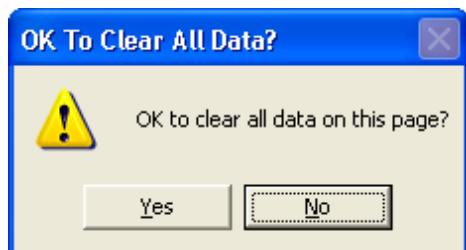
JV Tab Page Cell Descriptions

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. JE16 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) D/C: This is a read-only value. The debit / credit indicator is calculated for the sign of the amount column. "D" is calculated for a positive amount (i.e. 999.99). "C" 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. For a JE16 entry, these must equal zero.
- 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 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.
- 17) **Originated By / Date / Phone Number**: The originator's name, date and phone number.

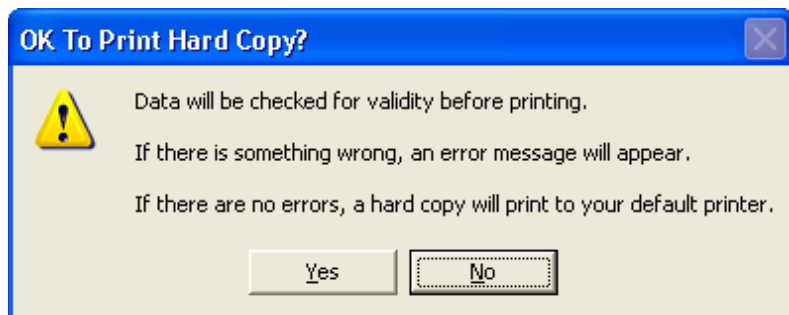
JV Tab Page Button Descriptions

- **Clear All Data**: This button will clear all data in the JV 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 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_JV_Entry.xlsm - Microsoft Excel

Page 1 of 5

Document #

Clear All Data Print

Banner Username: JVDOE Transaction Date: 09/16/2010

Fiscal Year: 2011

Electronic Journal Voucher

Sequence	JV Code	Index (FOAPAL)	Fund	Account	Description (35 Spaces)	Amount (12 Spaces)	D/C	Reference
1	JE16	113761	603713	724100	BK 80 DSA travel ext. workers	\$3,387.60	D	JVDOE
2	JE16	113761	603713	732810	BK 80 Cleaning supplies	\$37.98	D	JVDOE
3	JE16	113761	603713	732001	BK 80 Plastic rope	\$80.67	D	JVDOE
4	JE16	113761	603713	740100	BK 80 Printer server,ext hard drive	\$2,031.00	D	JVDOE
5	JE16	113761	603713	740100	BK 80 Microwave	\$450.00	D	JVDOE
6	JE16	113761	603713	730200	BK 80 Fuel and car wash	\$149.89	D	JVDOE
7	JE16	113761	603713	761001	BK 80 M.A.Jabarkhel med exams /meds	\$46.83	D	JVDOE
8	JE16	113761	603713	761001	BK 80 Dr. Paul med exam /meds	\$150.00	D	JVDOE
9	JE16	113761	603713	730200	BK 80			JVDOE
10	JE16	113761	603713	761001	BK 80			JVDOE
11	JE16	113761	603713	724100	BK 80			JVDOE
12	JE16	113761	603713	750380	BK 80			JVDOE
13	JE16	113761	603713	740100	BK 80			JVDOE
14	JE16	113761	603713	740100	BK 80			JVDOE
15	JE16	113761	603713	737001	BK 80 Bulk food	\$567.33	D	JVDOE
16	JE16	113761	603713	731000	BK 80 Office supplies Herat office	\$91.82	D	JVDOE
17	JE16	113761	603713	731000	BK 80 Office supplies	\$202.63	D	JVDOE
18	JE16	113761	603713	724100	BK 80 Travel M. Ayoub	\$65.65	D	JVDOE
19	JE16	113761	603713	730200	BK 80 Gas /car wash veh #89851	\$183.46	D	JVDOE
20	JE16	113761	603713	740100	BK 80 Sony flash drive	\$35.00	D	JVDOE
21	JE16	113761	603713	730200	BK 80 Gas hube /car wash veh #21425	\$73.30	D	JVDOE
22	JE16	113761	603713	730200	BK 80 Lube for veh #21425	\$45.95	D	JVDOE
Document Total						\$200,945.04		
Actual Total						(\$0.04)		
Complete Explanation 1 (50 spaces)					TO DISTRIBUTE AUG 16-31 EXPENSES TO AWAIT GRANT -			
Complete Explanation 2 (50 spaces)					KABUL FIELD ACCOUNT AND CLEAR BANK 80			
Complete Explanation 3 (50 spaces)					CHECKS #94334-94340			
Complete Explanation 4 (50 spaces)								
JV Doe 646-1234					Purpose for the JV (50 characters)			
Originated By / Date / Phone Number					Fiscal Monitor Printed Name / Date			
					Reviewed By / Date			

Debit - Credit Error

The sum of all debits do not equal the sum of all credits. Please correct this before printing.

OK

Click OK to correct this error before printing. The actual total does not equal zero.

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.
- 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

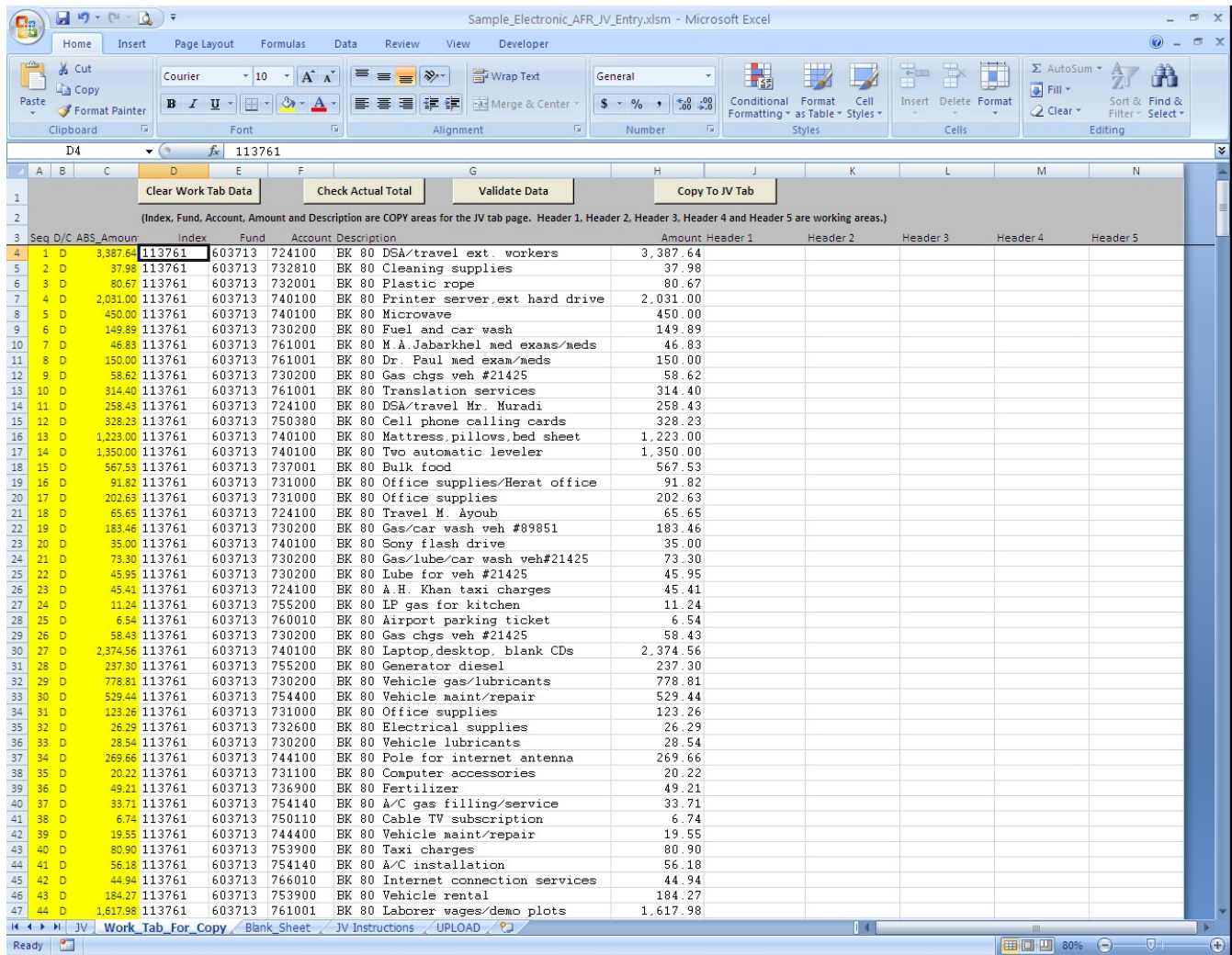


Figure 4

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 JV total and copy the information to the JV tab.

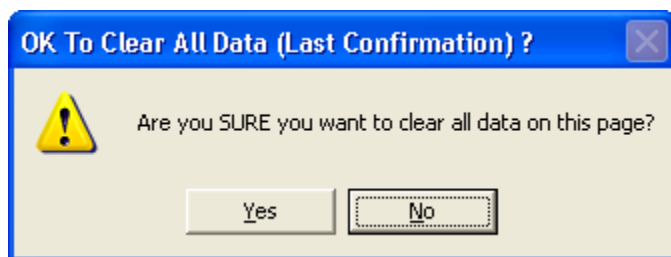
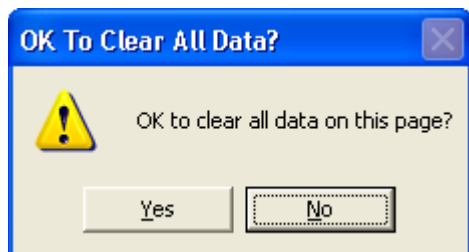
Work_Tab_For_Copy Column Descriptions

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) D/C: This is a read-only value. The debit / credit indicator is calculated for the sign of the amount column. "D" is calculated for a positive amount (i.e. 999.99). "C" 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.

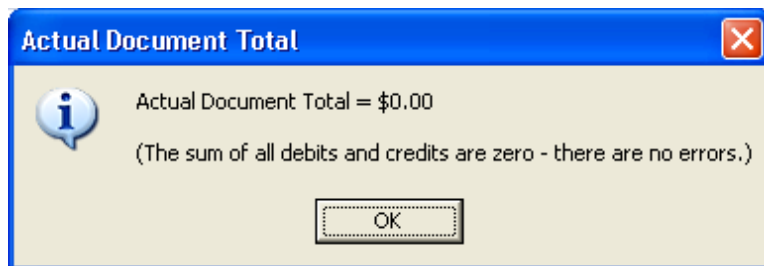
Work_Tab_For_Copy Tab Page Button Descriptions

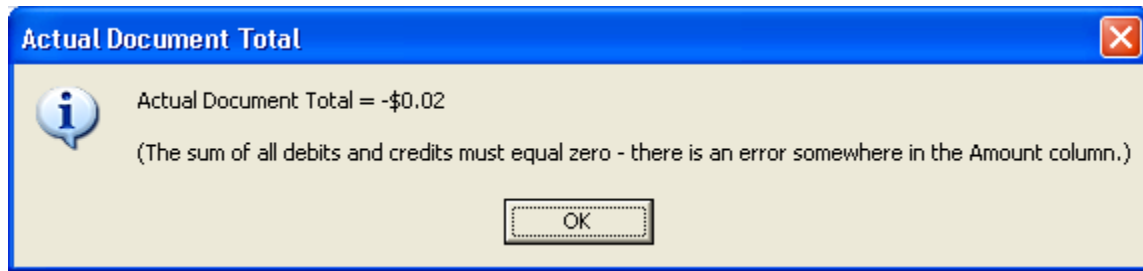
- **Clear Work Tab Data**: This button will clear all data in the tab page. You will see the following messages when this button is activated.



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.

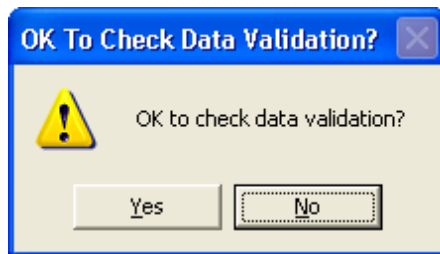
- **Check Actual Total**: This button will sum the total of credits and debits. For a JE16 entry, these must equal zero. You will see one of the following messages when this button is activated.



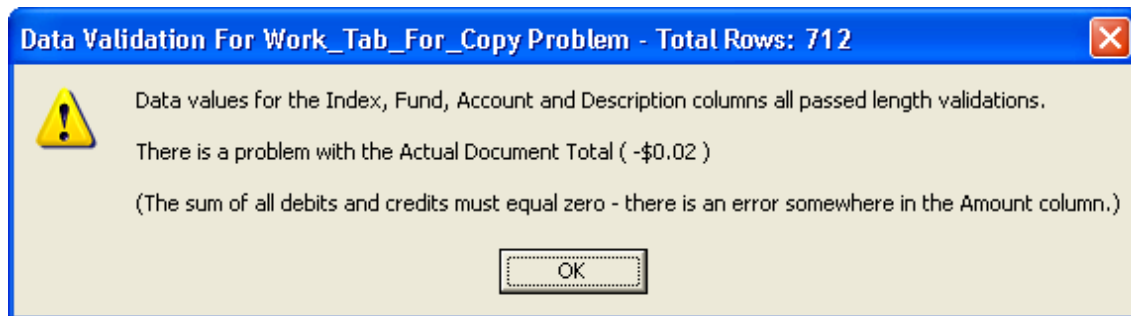


If the Actual Document Total = \$0.00, the JE16 entry amounts are correct. If the Actual Document Total does not equal \$0.00, you will need to correct the error in the Amount column.

- **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.



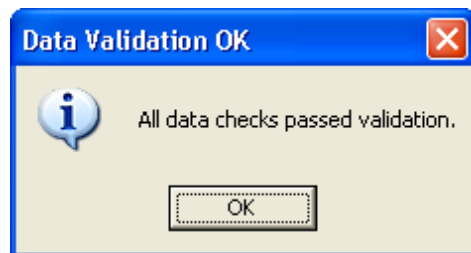
This indicates a problem with the Actual Document Total that must be corrected.

Sample Error Message

The screenshot shows an Excel spreadsheet titled "Sample_Electronic_AFR_JV_Entry.xlsm". The spreadsheet is used for data entry and includes a validation scan. An error message box titled "Invalid Account Length" is displayed, stating: "Account must be 6 characters long. Please correct this." The spreadsheet data includes columns for Seq, D/C, ABS_Amount, Index, Fund, Account, Description, Amount, and Headers 1 through 5. The error is triggered by an account number that is not 6 characters long.

Seq	D/C	ABS_Amount	Index	Fund	Account	Description	Amount	Header 1	Header 2	Header 3	Header 4	Header 5
1	D	3,387.64	113761	603713	724100	BK 80 DSA/travel ext. workers	3,387.64					
2	D	37.98	113761	603713	732810	BK 80 Cleaning supplies	37.98					
3	D	80.67	113761	603713	732001	BK 80 Plastic rope	80.67					
4	D	2,031.00	113761	603713	740100	BK 80 Printer server,ext hard drive	2,031.00					
5	D	450.00	113761	603713	740100	BK 80 Microwave	450.00					
6	D	149.89	113761	603713	730200	BK 80 Fuel and car wash	149.89					
7	D	46.83	113761	603713	761001	BK 80 M.A. Jabarkhel med exams/meds	46.83					
8	D	150.00	113761	603713	761001	BK 80 Dr. Paul med exam/meds	150.00					
9	D	58.62	113761	603713	730200	BK 80 Gas chgs veh #21425	58.62					
10	D	314.40	113761	603713	761001	BK 80 Translation services	314.40					
11	D	258.43	113761	603713	724100	BK 80 DSA/travel Mr. Muradi	258.43					
12	D	328.23	113761	603713	750380	BK 80 Cell phone calling cards	328.23					
13	D	1,223.00	113761	603713	740100	BK 80 Mattress,pillows,bed sheet	1,223.00					
14	D	1,350.00	113761	603713	740100	BK 80 Two automats	1,350.00					
15	D	567.53	113761	603713	737001	BK 80 Bulk food	567.53					
16	D	91.82	113761	603713	731000	BK 80 Office sup	91.82					
17	D	202.63	113761	603713	731000	BK 80 Office sup	202.63					
18	D	65.65	113761	603713	724100	BK 80 Travel M.	65.65					
19	D	183.46	113761	603713	730200	BK 80 Gas/car wa	183.46					
20	D	35.00	113761	603713	740100	BK 80 Sony flash	35.00					
21	D	73.30	113761	603713	730200	BK 80 Gas/lube/c	73.30					
22	D	45.95	113761	603713	730200	BK 80 Lube for veh #21425	45.95					
23	D	45.41	113761	603713	724100	BK 80 A.H. Khan taxi charges	45.41					
24	D	11.24	113761	603713	755200	BK 80 IP gas for kitchen	11.24					
25	D	6.54	113761	603713	760010	BK 80 Airport parking ticket	6.54					
26	D	58.43	113761	603713	730200	BK 80 Gas chgs veh #21425	58.43					
27	D	2,374.56	113761	603713	740100	BK 80 Laptop,desktop, blank CDs	2,374.56					
28	D	237.30	113761	603713	755200	BK 80 Generator diesel	237.30					
29	D	778.81	113761	603713	730200	BK 80 Vehicle gas/lubricants	778.81					
30	D	529.44	113761	603713	754400	BK 80 Vehicle maint/repair	529.44					
31	D	123.26	113761	603713	731000	BK 80 Office supplies	123.26					
32	D	26.29	113761	603713	732600	BK 80 Electrical supplies	26.29					
33	D	28.54	113761	603713	730200	BK 80 Vehicle lubricants	28.54					
34	D	269.66	113761	603713	744100	BK 80 Pole for internet antenna	269.66					
35	D	20.22	113761	603713	731100	BK 80 Computer accessories	20.22					
36	D	49.21	113761	603713	736900	BK 80 Fertilizer	49.21					
37	D	33.71	113761	603713	754140	BK 80 A/C gas filling/service	33.71					
38	D	6.74	113761	603713	750110	BK 80 Cable TV subscription	6.74					
39	D	19.55	113761	603713	744400	BK 80 Vehicle maint/repair	19.55					
40	D	80.90	113761	603713	753900	BK 80 Taxi charges	80.90					
41	D	56.18	113761	603713	754140	BK 80 A/C installation	56.18					
42	D	44.94	113761	603713	766010	BK 80 Internet connection services	44.94					
43	D	184.27	113761	603713	753900	BK 80 Vehicle rental	184.27					
44	D	1,617.98	113761	603713	761001	BK 80 Laborer wages/demo plots	1,617.98					

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	TRANS_AMT	ABS_TRANS_AMT	DR_CR_IND
1	113761	603713	724100 BK 80 DSA/travel ext. workers	3,387.64	3,387.64	D
2	113761	603713	732810 BK 80 Cleaning supplies	37.98	37.98	D
3	113761	603713	732001 BK 80 Plastic rope	80.67	80.67	D
4	113761	603713	740100 BK 80 Printer server,ext hard drive	2,031.00	2,031.00	D
5	113761	603713	740100 BK 80 Microwave	450.00	450.00	D
6	113761	603713	730200 BK 80 Fuel and car wash	149.89	149.89	D
7	113761	603713	761001 BK 80 M.A.Jabarkhel med exams/meds	46.83	46.83	D
8	113761	603713	761001 BK 80 Dr. Paul med exam/meds	150.00	150.00	D
9	113761	603713	730200 BK 80 Gas chgs veh #21425	58.62	58.62	D
10	113761	603713	761001 BK 80 Translation services	314.40	314.40	D
11	113761	603713	724100 BK 80 DSA/travel Mr. Muradi	258.43	258.43	D
12	113761	603713	750380 BK 80 Cell phone calling cards	328.23	328.23	D
13	113761	603713	740100 BK 80 Mattress,pillows,bed sheet	1,223.00	1,223.00	D
14	113761	603713	740100 BK 80 Two automatic leveler	1,350.00	1,350.00	D
15	113761	603713	737001 BK 80 Bulk food	567.53	567.53	D
16	113761	603713	731000 BK 80 Office supplies/Herat office	91.82	91.82	D
17	113761	603713	731000 BK 80 Office supplies	202.63	202.63	D
18	113761	603713	724100 BK 80 Travel M. Ayoub	65.65	65.65	D
19	113761	603713	730200 BK 80 Gas/car wash veh #89851	183.46	183.46	D
20	113761	603713	740100 BK 80 Sony flash drive	35.00	35.00	D
21	113761	603713	730200 BK 80 Gas/lube/car wash veh#21425	73.30	73.30	D
22	113761	603713	730200 BK 80 Lube for veh #21425	45.95	45.95	D
23	113761	603713	724100 BK 80 A.H. Khan taxi charges	45.41	45.41	D
24	113761	603713	755200 BK 80 LP gas for kitchen	11.24	11.24	D
25	113761	603713	760010 BK 80 Airport parking ticket	6.54	6.54	D
26	113761	603713	730200 BK 80 Gas chgs veh #21425	58.43	58.43	D
27	113761	603713	740100 BK 80 Laptop,desktop, blank CDs	2,374.56	2,374.56	D
28	113761	603713	755200 BK 80 Generator diesel	237.30	237.30	D
29	113761	603713	730200 BK 80 Vehicle gas/lubricants	778.81	778.81	D
30	113761	603713	754400 BK 80 Vehicle maint/repair	529.44	529.44	D
31	113761	603713	731000 BK 80 Office supplies	123.26	123.26	D
32	113761	603713	732600 BK 80 Electrical supplies	26.29	26.29	D
33	113761	603713	730200 BK 80 Vehicle lubricants	28.54	28.54	D
34	113761	603713	744100 BK 80 Pole for internet antenna	269.66	269.66	D
35	113761	603713	731100 BK 80 Computer accessories	20.22	20.22	D
36	113761	603713	736900 BK 80 Fertilizer	49.21	49.21	D
37	113761	603713	754140 BK 80 A/C gas filling/service	33.71	33.71	D
38	113761	603713	750110 BK 80 Cable TV subscription	6.74	6.74	D

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 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.

JV Instructions Tab Page

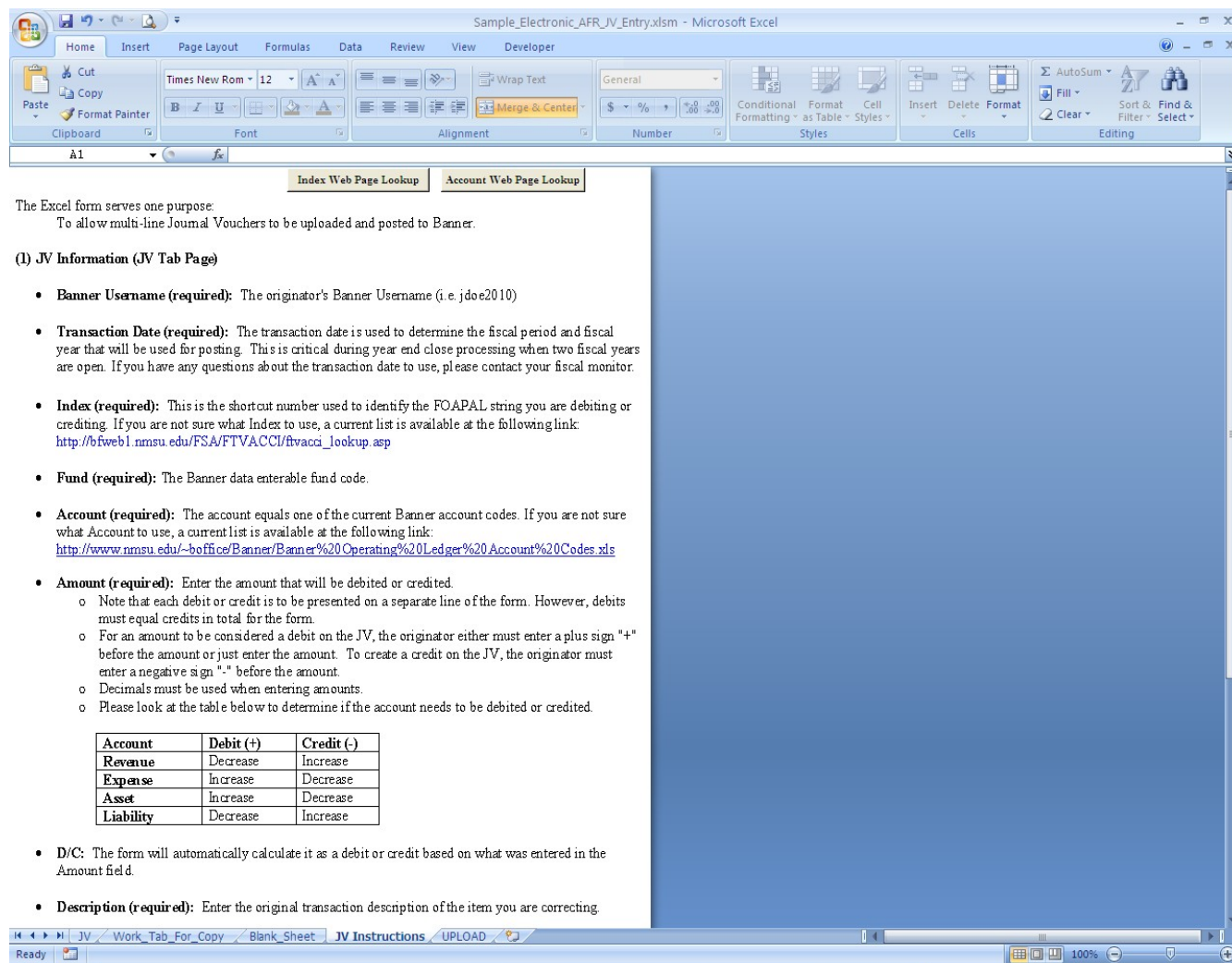


Figure 6

The JV Instructions tab page shown in Figure 6 describes how to properly create a Banner JE16 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	JE16	113761	603713	724100	\$3,387.64	D	BK 80 DSA/travel ext. workers	JVDOE	30	JVFEED
2	JE16	113761	603713	732810	\$37.98	D	BK 80 Cleaning supplies	JVDOE	30	JVFEED
3	JE16	113761	603713	732001	\$80.67	D	BK 80 Plastic rope	JVDOE	30	JVFEED
4	JE16	113761	603713	740100	\$2,031.00	D	BK 80 Printer server,ext hard drive	JVDOE	30	JVFEED
5	JE16	113761	603713	740100	\$450.00	D	BK 80 Microwave	JVDOE	30	JVFEED
6	JE16	113761	603713	730200	\$149.89	D	BK 80 Fuel and car wash	JVDOE	30	JVFEED
7	JE16	113761	603713	761001	\$46.83	D	BK 80 M.A.Jabarkhel med exams/meds	JVDOE	30	JVFEED
8	JE16	113761	603713	761001	\$150.00	D	BK 80 Dr. Paul med exam/meds	JVDOE	30	JVFEED
9	JE16	113761	603713	730200	\$58.62	D	BK 80 Gas chgs veh #21425	JVDOE	30	JVFEED
10	JE16	113761	603713	761001	\$314.40	D	BK 80 Translation services	JVDOE	30	JVFEED
11	JE16	113761	603713	724100	\$258.43	D	BK 80 DSA/travel Mr. Muradi	JVDOE	30	JVFEED
12	JE16	113761	603713	750380	\$328.23	D	BK 80 Cell phone calling cards	JVDOE	30	JVFEED
13	JE16	113761	603713	740100	\$1,223.00	D	BK 80 Mattress,pillows,bed sheet	JVDOE	30	JVFEED
14	JE16	113761	603713	740100	\$1,350.00	D	BK 80 Two automatic leveler	JVDOE	30	JVFEED
15	JE16	113761	603713	737001	\$567.53	D	BK 80 Bulk food	JVDOE	30	JVFEED
16	JE16	113761	603713	731000	\$91.82	D	BK 80 Office supplies/Herat office	JVDOE	30	JVFEED
17	JE16	113761	603713	731000	\$202.63	D	BK 80 Office supplies	JVDOE	30	JVFEED
18	JE16	113761	603713	724100	\$65.65	D	BK 80 Travel M. Ayoub	JVDOE	30	JVFEED
19	JE16	113761	603713	730200	\$183.46	D	BK 80 Gas/car wash veh #89851	JVDOE	30	JVFEED
20	JE16	113761	603713	740100	\$35.00	D	BK 80 Sony flash drive	JVDOE	30	JVFEED
21	JE16	113761	603713	730200	\$73.30	D	BK 80 Gas/lube/car wash veh#21425	JVDOE	30	JVFEED
22	JE16	113761	603713	730200	\$45.95	D	BK 80 Lube for veh #21425	JVDOE	30	JVFEED
23	JE16	113761	603713	724100	\$45.41	D	BK 80 A.H. Khan taxi charges	JVDOE	30	JVFEED
24	JE16	113761	603713	755200	\$11.24	D	BK 80 LP gas for kitchen	JVDOE	30	JVFEED
25	JE16	113761	603713	760010	\$6.54	D	BK 80 Airport parking ticket	JVDOE	30	JVFEED
26	JE16	113761	603713	730200	\$58.43	D	BK 80 Gas chgs veh #21425	JVDOE	30	JVFEED
27	JE16	113761	603713	740100	\$2,374.56	D	BK 80 Laptop,desktop, blank CDs	JVDOE	30	JVFEED
28	JE16	113761	603713	755200	\$237.30	D	BK 80 Generator diesel	JVDOE	30	JVFEED
29	JE16	113761	603713	730200	\$778.81	D	BK 80 Vehicle gas/lubricants	JVDOE	30	JVFEED
30	JE16	113761	603713	754400	\$529.44	D	BK 80 Vehicle maint/repair	JVDOE	30	JVFEED
31	JE16	113761	603713	731000	\$123.26	D	BK 80 Office supplies	JVDOE	30	JVFEED
32	JE16	113761	603713	732600	\$26.29	D	BK 80 Electrical supplies	JVDOE	30	JVFEED
33	JE16	113761	603713	730200	\$28.54	D	BK 80 Vehicle lubricants	JVDOE	30	JVFEED
34	JE16	113761	603713	744100	\$269.66	D	BK 80 Pole for internet antenna	JVDOE	30	JVFEED
35	JE16	113761	603713	731100	\$20.22	D	BK 80 Computer accessories	JVDOE	30	JVFEED
36	JE16	113761	603713	736900	\$49.21	D	BK 80 Fertilizer	JVDOE	30	JVFEED
37	JE16	113761	603713	754140	\$33.71	D	BK 80 A/C gas filling/service	JVDOE	30	JVFEED
38	JE16	113761	603713	750110	\$6.74	D	BK 80 Cable TV subscription	JVDOE	30	JVFEED

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 JV Data Using the Excel JV Template

- If you want to directly enter data, use the JV tab page. On Page 1, you will need to enter a Banner Login ID, Transaction Date. For the Sequence Detail, enter the Index, Fund, Account, and Description. For the Amount, to create a Debit, enter a positive amount (i.e. 999.99.) To create a Credit, 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 debit / credit indicator (D/C), 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 F, cell F2 is: =IF(G2 = "C", E2*-1, E2). You can then copy the formula down for other column rows in column F. Once this is done copy the converted values, and then paste values into column E. This is illustrated in Figure 8.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	INDEX	FUND_CODE	ACCT_CODE	TRANS_DESC	TRANS_AMT	SIGNED_AMT	DR_CR_IND							
1	113761	603713	724100	BK 80 DGA/travel ext. workers	3,387.64	3,387.64 D								
2	113761	603713	732810	BK 80 Cleaning supplies	37.98	37.98 D								
3	113761	603713	732001	BK 80 Plastic rope	80.67	80.67 D								
4	113761	603713	740100	BK 80 Printer server,ext hard drive	2,031.00	2,031.00 D								
5	113761	603713	740100	BK 80 Microwave	450.00	450.00 D								
6	113761	603713	730200	BK 80 Fuel and car wash	149.89	149.89 D								
7	113761	603713	761001	BK 80 M.A. Jabarkhel and exas/ands	46.83	46.83 D								
8	113761	603713	761001	BK 80 Dr. Paul and exas/ands	150.00	150.00 D								
9	113761	603713	730200	BK 80 Gas chgs veh #21425	58.62	58.62 D								
10	113761	603713	761001	BK 80 Translation services	314.40	314.40 D								
11	113761	603713	724100	BK 80 DGA/travel Mr. Muradi	250.43	250.43 D								
12	113761	603713	750380	BK 80 Cell phone calling cards	328.23	328.23 D								
13	113761	603713	740100	BK 80 Mattress, pillows, bed sheet	1,223.00	1,223.00 D								
14	113761	603713	740100	BK 80 Two automatic leveler	1,350.00	1,350.00 D								
15	113761	603713	737001	BK 80 Bulk food	567.53	567.53 D								
16	113761	603713	731000	BK 80 Office supplies/Herat office	91.82	91.82 D								
17	113761	603713	731000	BK 80 Office supplies	202.63	202.63 D								
18	113761	603713	724100	BK 80 Travel M. Ayoub	65.65	65.65 D								
19	113761	603713	730200	BK 80 Gas/car wash veh #89851	183.46	183.46 D								
20	113761	603713	740100	BK 80 Sony flash drive	35.00	35.00 D								
21	113761	603713	730200	BK 80 Gas/lube/car wash veh#21425	73.30	73.30 D								
22	113761	603713	730200	BK 80 Lube for veh #21425	45.95	45.95 D								
23	113761	603713	724100	BK 80 A.H. Khan taxi charges	45.41	45.41 D								
24	113761	603713	755200	BK 80 LP gas for kitchen	11.24	11.24 D								
25	113761	603713	760010	BK 80 Airport parking ticket	6.54	6.54 D								
26	113761	603713	730200	BK 80 Gas chgs veh #21425	58.43	58.43 D								
27	113761	603713	740100	BK 80 Laptop, desktop, blank CDs	2,374.56	2,374.56 D								
28	113761	603713	755200	BK 80 Generator diesel	237.30	237.30 D								
29	113761	603713	730200	BK 80 Vehicle gas/lubricants	778.01	778.01 D								
30	113761	603713	754400	BK 80 Vehicle maint/repair	529.44	529.44 D								
31	113761	603713	731000	BK 80 Office supplies	123.26	123.26 D								
32	113761	603713	732600	BK 80 Electrical supplies	26.29	26.29 D								
33	113761	603713	730200	BK 80 Vehicle lubricants	28.54	28.54 D								
34	113761	603713	744100	BK 80 Pole for internet antenna	269.66	269.66 D								
35	113761	603713	731100	BK 80 Computer accessories	20.22	20.22 D								
36	113761	603713	736900	BK 80 Fertilizer	49.21	49.21 D								
37	113761	603713	754140	BK 80 A/C gas filling/service	33.71	33.71 D								
38	113761	603713			6.24	6.24 D								

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 JV tab page. Data will be validated prior to moving.