

Table of Contents

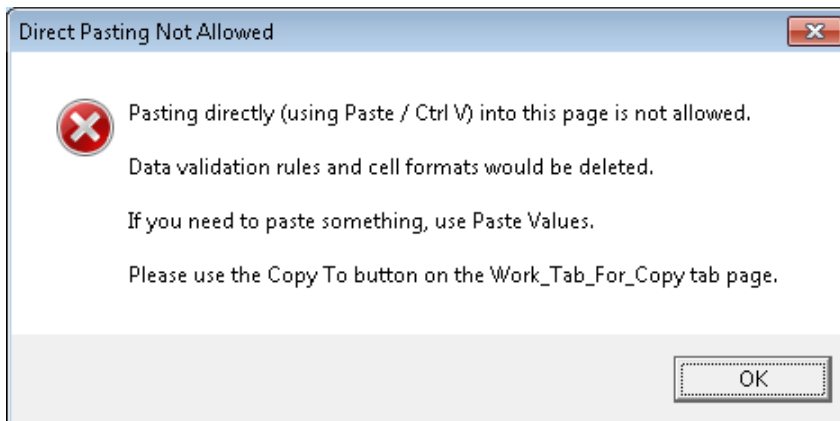
Excel JV Entry Departmental Template	2
Setting Up the Excel JV Template for Usage	3
Saving the Excel JV Template to Your User Drive.....	3
Security Warning	4
JV Tab Page	5
JV Tab Page Cell Descriptions	6
JV Tab Page Button Descriptions.....	7
Work_Tab_For_Copy Tab Page	9
Work_Tab_For_Copy Column Descriptions	10
Work_Tab_For_Copy Tab Page Button Descriptions	11
Blank_Sheet Tab Page	14
JV Instructions Tab Page.....	15
UPLOAD Tab Page.....	16
Suggestions for Using the Excel JV Template	17
Notes Regarding Data Validation	18

Excel JV Entry Departmental Template

The Excel JV Entry Departmental template is used for creating Banner JED 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_JV_Entry_Departmental.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
- 2 tab pages for formatting and working with data.
- Requires 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.
- Uses a new rule class code called JED, which is clone of the Banner JE16 rule class code.
- 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 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 JED entries, 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!***

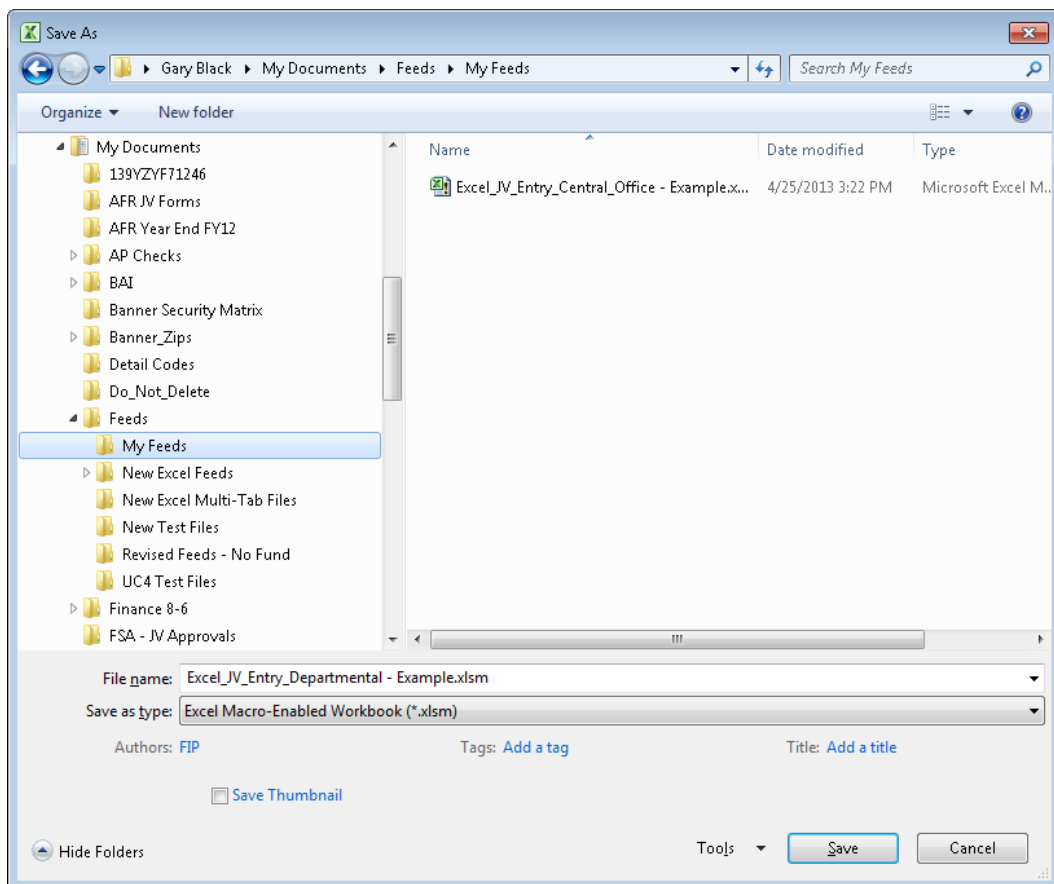


Setting Up the Excel JV Template for Usage

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 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 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 “Enable Content” button. This will enable all macro code for the template.

Security Warning Macros have been disabled. [Enable Content](#)

Page 1 of 2

Clear All Data Validate

Document #

Electronic Journal Voucher - Departmental

Transaction Date: 04/25/2013
Fiscal Year: 2013

Enter your Banner Username here (i.e. jdoe2010.)

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	D/C	Reference
1	JED	112229	757410	GIA Chgs Cheer Spring 13	\$1,277.00	D	JVDOE
2	JED	112291	757470	Book Reimbursement MBA Spring 13	\$404.00	D	JVDOE
3	JED	112190	757470	Book Reimbursement MBB Spring 13	\$148.00	D	JVDOE
4	JED	112194	757410	GIA Chgs MCC Spring 13	\$236.00	D	JVDOE
5	JED	112196	757470	Book Reimbursement WBB Spring 13	\$34.00	D	JVDOE
6	JED	112203	757470	Book Reimbursement WBB Spring 13	\$1,102.00	D	JVDOE
7	JED	112201	757450	Meals Scheduled Chgs WGO Spring 13	(\$809.00)	C	JVDOE
8	JED	112201	757450	Meal Chgs WGO Spring 13	\$3,236.00	D	JVDOE
9	JED	112201	757410	GIA Chgs WGO Spring 13	\$3,020.00	D	JVDOE
10	JED	113825	757470	Book Reimbursement WSO Spring 13	\$91.00	D	JVDOE
11	JED	113825	757450	Meals Scheduled Chgs WSO Spring 13	(\$809.00)	C	JVDOE
12	JED	113825	757430	Room Scheduled Chgs WSO Spring 13	(\$1,080.00)	C	JVDOE
13	JED	112198	757410	GIA Chgs WSW Spring 13	\$1,031.00	D	JVDOE
14	JED	112202	757450	Meals Scheduled Chgs WTK Spring 13	(\$450.00)	C	JVDOE
15	JED	112202	757430	Room Scheduled Chgs WTK Spring 13	\$1,000.00	D	JVDOE
16	JED	112187	757400	Clear GIA Chgs Spring 12	(\$5,564.00)	C	JVDOE
17	JED	112187	757470	Clear Book Chgs Spring 13	(\$1,779.00)	C	JVDOE
18	JED	112187	757400	Clear Meals Sched Chgs Spring 13	\$2,068.00	D	JVDOE
19	JED	112187	757400	Clear Meal Chgs Spring 13	(\$3,236.00)	C	JVDOE
20	JED	112187	757400	Clear Room Sched Chgs Spring 13	\$80.00	D	JVDOE
21	JED	112229	757400	Reclass tui waiver Cheer Spring 13	(\$1,277.00)	C	JVDOE
22	JED	112194	757400	Reclass tui waiver MCC Spring 13	(\$236.00)	C	JVDOE
Document Total					\$249,782.00		
Actual Total					\$0.00		

Complete Explanation 1 (50 spaces) Clear GIA

Complete Explanation 2 (50 spaces) Reverse Retention created 1-25-13

Complete Explanation 3 (50 spaces)

Complete Explanation 4 (50 spaces)

Figure 1

JV Tab Page

Page 1 of 2

Clear All Data Validate

Banner Username: JVDOE

Transaction Date: 04/25/2013

Fiscal Year: 2013

Document #

Electronic Journal Voucher - Departmental

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	D/C	Reference
1	JED	112229	757410	GIA Chgs Cheer Spring 13	\$1,277.00	D	JVDOE
2	JED	112291	757470	Book Reimbursement MBA Spring 13	\$404.00	D	JVDOE
3	JED	112190	757470	Book Reimbursement MBB Spring 13	\$148.00	D	JVDOE
4	JED	112194	757410	GIA Chgs MCC Spring 13	\$236.00	D	JVDOE
5	JED	112196	757470	Book Reimbursement WBB Spring 13	\$34.00	D	JVDOE
6	JED	112203	757470	Book Reimbursement WBB Spring 13	\$1,102.00	D	JVDOE
7	JED	112201	757450	Meals Scheduled Chgs WGO Spring 13	(\$809.00)	C	JVDOE
8	JED	112201	757450	Meal Chgs WGO Spring 13	\$3,236.00	D	JVDOE
9	JED	112201	757410	GIA Chgs WGO Spring 13	\$3,020.00	D	JVDOE
10	JED	113825	757470	Book Reimbursement WSO Spring 13	\$91.00	D	JVDOE
11	JED	113825	757450	Meals Scheduled Chgs WSO Spring 13	(\$809.00)	C	JVDOE
12	JED	113825	757430	Room Scheduled Chgs WSO Spring 13	(\$1,080.00)	C	JVDOE
13	JED	112198	757410	GIA Chgs WSW Spring 13	\$1,031.00	D	JVDOE
14	JED	112202	757450	Meals Scheduled Chgs WTK Spring 13	(\$450.00)	C	JVDOE
15	JED	112202	757430	Room Scheduled Chgs WTK Spring 13	\$1,000.00	D	JVDOE
16	JED	112187	757400	Clear GIA Chgs Spring 12	(\$5,564.00)	C	JVDOE
17	JED	112187	757470	Clear Book Chgs Spring 13	(\$1,779.00)	C	JVDOE
18	JED	112187	757400	Clear Meals Sched Chgs Spring 13	\$2,068.00	D	JVDOE
19	JED	112187	757400	Clear Meal Chgs Spring 13	(\$3,236.00)	C	JVDOE
20	JED	112187	757400	Clear Room Sched Chgs Spring 13	\$80.00	D	JVDOE
21	JED	112229	757400	Reclass tui waiver Cheer Spring 13	(\$1,277.00)	C	JVDOE
22	JED	112194	757400	Reclass tui waiver MCC Spring 13	(\$236.00)	C	JVDOE
Document Total					\$249,782.00		
Actual Total					\$0.00		

Complete Explanation 1 (50 spaces) Clear GIA

Complete Explanation 2 (50 spaces) Reverse Retention created 1-25-13

Complete Explanation 3 (50 spaces)

Complete Explanation 4 (50 spaces)

Figure 2

The JV tab page shown in Figure 2 is the primary tab; it will be used to load the 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.

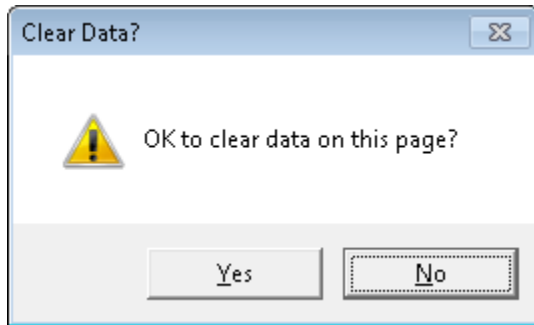
JV Tab Page Cell Descriptions

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) 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. JED is the Banner rule class code used for posting the JV.
- 7) Index: * The Banner index code (6 characters long.)
- 8) Account: * The Banner data enterable account code (6 characters long.)
- 9) Description: * The description for the JV transaction (up to 35 characters long.)
- 10) 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.
- 11) 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)
- 12) Reference: This is a read-only value and will contain the originator's Banner username.
- 13) Document Total: This is a read-only value. The total sum of the absolute value of all debits and credits for the entire JV.
- 14) 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 JED entry, these must equal zero.
- 15) 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.

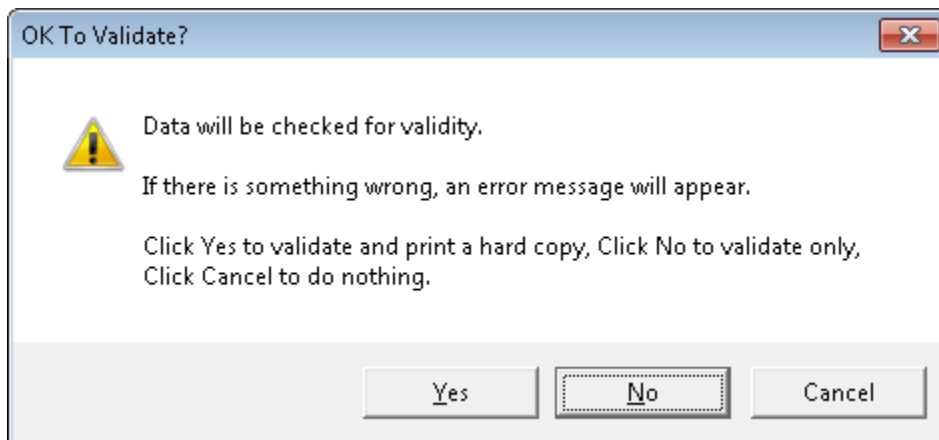
JV Tab Page Button Descriptions

- **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.

- **Validate**: This button will run data validation checks and allow you to print a hard copy of the 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_JV_Entry_Departmental - Example.xlsm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Page 1 of 2

Clear All Data Validate Banner Username JVDOE Transaction Date 04/25/2013

Document #

Electronic Journal Voucher - Departmental

Sequence	JV Code	Index (FOAPAL)	Account	Description (35 Spaces)	Amount	D/C	Reference
1	JED	112229	757410	GIA Chgs Cheer Spring 13	\$1,277.00	D	JVDOE
2	JED	112291	757470	Book Reimbursement MBA Spring 13	(\$404.00)	C	JVDOE
3	JED	112190	757470	Book Reimbursement MBB Spring 13	\$148.00	D	JVDOE
4	JED	112194	757410	GIA Chgs MCC Spring 13	\$236.00	D	JVDOE
5	JED	112196	757470	Book Reimbursement WBB Spring 13	\$34.00	D	JVDOE
6	JED	112203	757470	Book Reimbursement WBB Spring 13	\$1,102.00	D	JVDOE
7	JED	112201	757450	Meals Scheduled Chgs WGO Spring 13	(\$309.00)	C	JVDOE
8	JED	112201	757450	Meal Chgs WGO Spring 13			
9	JED	112201	757410	GIA Chgs WGO Spring 13			
10	JED	113825	757470	Book Reimbursement V			
11	JED	113825	757450	Meals Scheduled Chgs			
12	JED	113825	757430	Room Scheduled Chgs			
13	JED	112198	757410	GIA Chgs WSW Spring 13			
14	JED	112202	757450	Meals Scheduled Chgs			
15	JED	112202	757430	Room Scheduled Chgs			
16	JED	112187	757400	Clear GIA Chgs Spring 12	(\$5,564.00)	C	JVDOE
17	JED	112187	757470	Clear Book Chgs Spring 13	(\$1,779.00)	C	JVDOE
18	JED	112187	757400	Clear Meals Sched Chgs Spring 13	\$2,068.00	D	JVDOE
19	JED	112187	757400	Clear Meal Chgs Spring 13	(\$3,236.00)	C	JVDOE
20	JED	112187	757400	Clear Room Sched Chgs Spring 13	\$80.00	D	JVDOE
21	JED	112229	757400	Reclass tui waiver Cheer Spring 13	(\$1,277.00)	C	JVDOE
22	JED	112194	757400	Reclass tui waiver MCC Spring 13	(\$236.00)	C	JVDOE
Document Total					\$249,782.00		
Actual Total					(\$308.00)		
Complete Explanation 1 (50 spaces)				Clear GIA			
Complete Explanation 2 (50 spaces)				Reverse Retention created 1-25-13			
Complete Explanation 3 (50 spaces)							
Complete Explanation 4 (50 spaces)							
				Purpose for the JV (50 characters)			

Debit - Credit Error

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

OK

Ready

Click OK to correct this error in order to continue validation. The actual total does not equal zero.

Various messages may appear after the “Validate” 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, 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	D/C	ABS Amount	Index	Account Description	Amount	Header 1	Header 2	Header 3	Header 4	Header 5
1	D	1,277.00	112229	757410 GIA Chgs Cheer Spring 13	1,277.00					
2	D	404.00	112291	757470 Book Reimbursement MBA Spring 13	404.00					
3	D	148.00	112190	757470 Book Reimbursement MBB Spring 13	148.00					
4	D	236.00	112194	757410 GIA Chgs MCC Spring 13	236.00					
5	D	34.00	112196	757470 Book Reimbursement WBB Spring 13	34.00					
6	D	1,102.00	112203	757470 Book Reimbursement WBB Spring 13	1,102.00					
7	C	809.00	112201	757450 Meals Scheduled Chgs WGO Spring 13	-809.00					
8	D	3,236.00	112201	757450 Meal Chgs WGO Spring 13	3,236.00					
9	D	3,020.00	112201	757410 GIA Chgs WGO Spring 13	3,020.00					
10	D	91.00	113825	757470 Book Reimbursement WSO Spring 13	91.00					
11	C	809.00	113825	757450 Meals Scheduled Chgs WSO Spring 13	-809.00					
12	C	1,080.00	113825	757430 Room Scheduled Chgs WSO Spring 13	-1,080.00					
13	D	1,031.00	112198	757410 GIA Chgs WSW Spring 13	1,031.00					
14	C	450.00	112202	757450 Meals Scheduled Chgs WTK Spring 13	-450.00					
15	D	1,000.00	112202	757430 Room Scheduled Chgs WTK Spring 13	1,000.00					
16	C	5,564.00	112187	757400 Clear GIA Chgs Spring 12	-5,564.00					
17	C	1,779.00	112187	757470 Clear Book Chgs Spring 13	-1,779.00					
18	D	2,068.00	112187	757400 Clear Meals Sched Chgs Spring 13	2,068.00					
19	C	3,236.00	112187	757400 Clear Meal Chgs Spring 13	-3,236.00					
20	D	80.00	112187	757400 Clear Room Sched Chgs Spring 13	80.00					
21	C	1,277.00	112229	757400 Reclass tui waiver Cheer Spring 13	-1,277.00					
22	C	236.00	112194	757400 Reclass tui waiver MCC Spring 13	-236.00					
23	C	3,020.00	112201	757400 Reclass tui waiver WGO Spring 13	-3,020.00					
24	C	1,031.00	112198	757400 Reclass tui waiver WSW Spring 13	-1,031.00					
25	D	5,564.00	102015	757410 Reclass tui waiver Spring 13	5,564.00					
26	D	105,600.00	112189	221120 To reverse retention	105,600.00					
27	C	80,000.00	112189	614100 To reverse retention	-80,000.00					
28	C	25,600.00	112189	621910 To reverse retention	-25,600.00					
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										

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 JV total and copy the information to the JV tab.

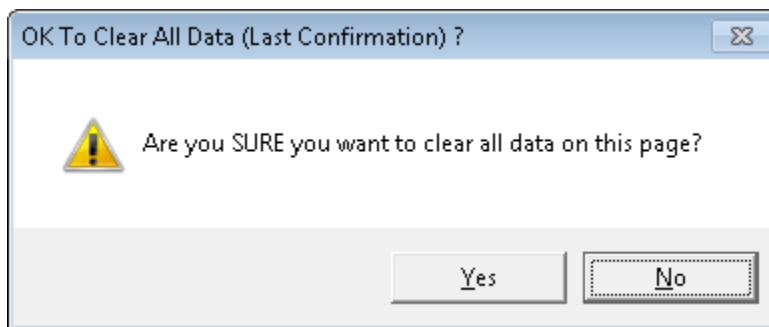
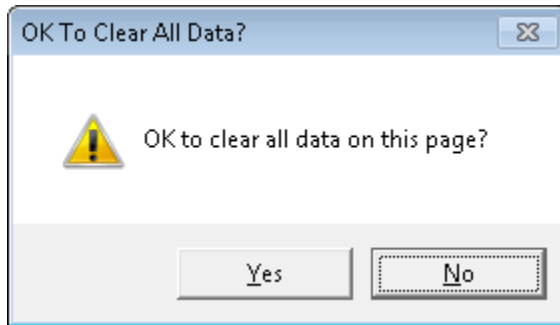
Work_Tab_For_Copy Column Descriptions

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) 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) 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.

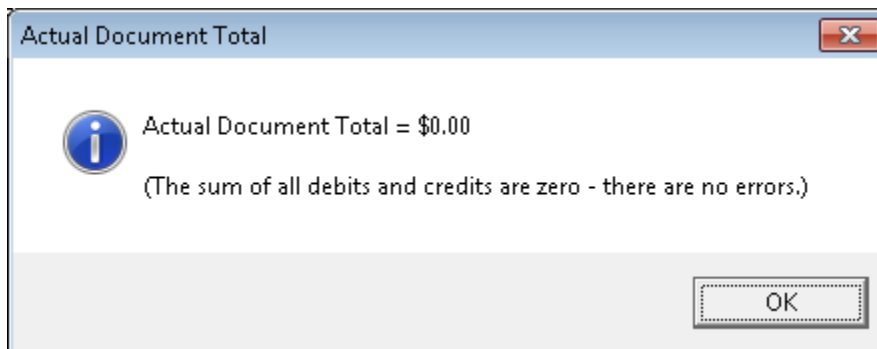
Work_Tab_For_Copy Tab Page Button Descriptions

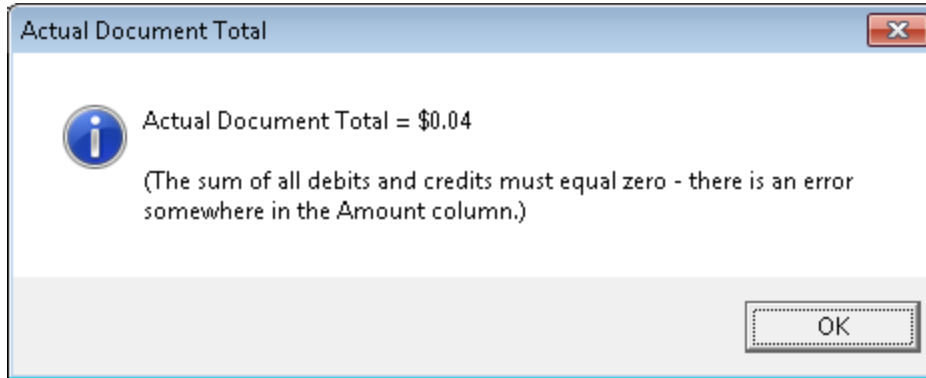
- **Clear Work Tab Data**: This button will clear all data in the tab page. You will see the following messages when this button is activated.



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.

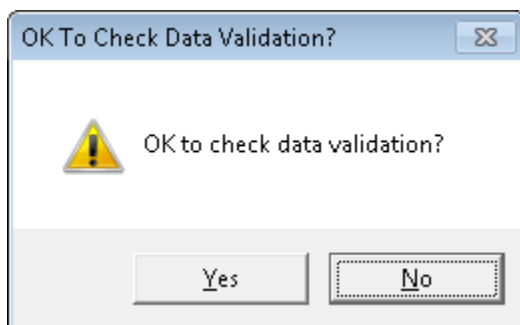
- **Check Actual Total**: This button will sum the total of credits and debits. For a JED entry, these must balance. You will see one of the following messages when this button is activated.



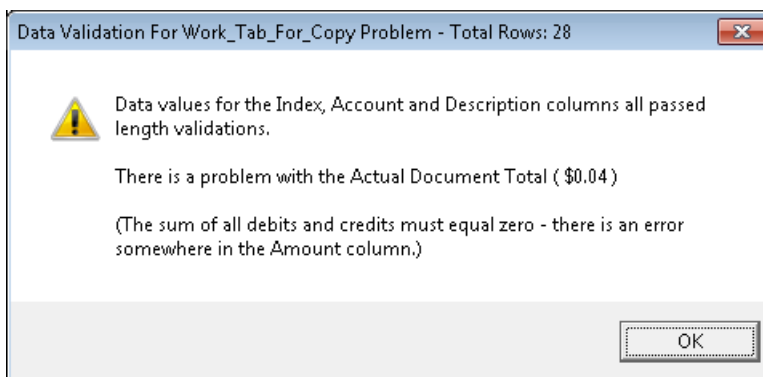


If the Actual Document Total = \$0.00, the JED entry amounts are balanced. If the Actual Document Total does not equal \$0.00, you will need to correct the error in the Amount column.

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

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

Sample Error Message

Excel_JV_Entry_Departmental - Example.xlsm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-Ins Acrobat

Clipboard Font Alignment Number Styles Cells Editing

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

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

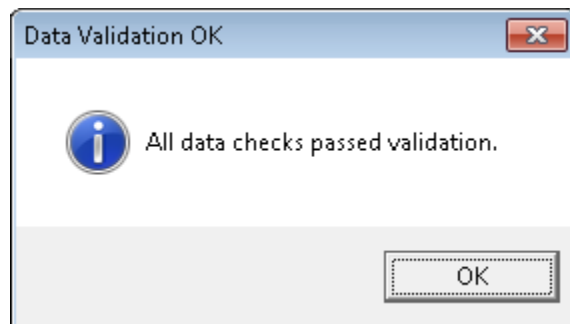
Seq	DIC	ABS Amount	Index	Account Description	Amount	Header 1	Header 2	Header 3	Header 4	Header 5
1	D	1,277.00	112229	757410 GIA Chgs Cheer Spring 13	1,277.00					
2	D	404.00	112291	757470 Book Reimbursement MBA Spring 13	404.00					
3	D	148.00	112190	757470 Book Reimbursement MBB Spring 13	148.00					
4	D	236.00	112194	757410 GIA Chgs MCC Spring 13	236.00					
5	D	34.00	112196	757470 Book Reimbursement WBB Spring 13	34.00					
6	D	1,102.00	112203	757470 Book Reimbursement WBB Spring 13	1,102.00					
7	C	809.00	112201	757450 Meals Scheduled Chgs WGO Spring 13	-809.00					
8	D	3,236.00	112201	757450 Meal Chgs WGO Spring 13	3,236.00					
9	D	3,020.00	112201	757410 GIA Chgs WGO Spring 13	3,020.00					
10	D	91.00	113825	757470 Book Reimbursement WSO Spring 13	91.00					
11	C	809.00	113825	757450 Meals Scheduled Chgs WSO Spring 13	-809.00					
12	C	1,080.00	113825	Room Scheduled Chgs WSO Spring 13	-1,080.00					
13	D	1,031.00	112198	757410 GIA Chgs WSW Spring 13	1,031.00					
14	C	450.00	112202	757450 Meals Scheduled						
15	D	1,000.00	112202	757430 Room Scheduled						
16	C	5,564.00	112187	757400 Clear GIA Chgs						
17	C	1,779.00	112187	757470 Clear Book Chgs						
18	D	2,068.00	112187	757400 Clear Meals Sch						
19	C	3,236.00	112187	757400 Clear Meal Chgs						
20	D	80.00	112187	757400 Clear Room Sche						
21	C	1,277.00	112229	757400 Reclass tui wa						
22	C	236.00	112194	757400 Reclass tui wa						
23	C	3,020.00	112201	757400 Reclass tui wa						
24	C	1,031.00	112198	757400 Reclass tui waiver WSW Spring 13	-1,031.00					
25	D	5,564.00	102015	757410 Reclass tui waiver Spring 13	5,564.00					
26	D	105,600.00	112189	221120 To reverse retention	105,600.00					
27	C	80,000.00	112189	614100 To reverse retention	-80,000.00					
28	C	25,600.00	112189	621910 To reverse retention	-25,600.00					
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										

Invalid Account Length

Account must be 5 or 6 characters long. Please correct this.

OK

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.

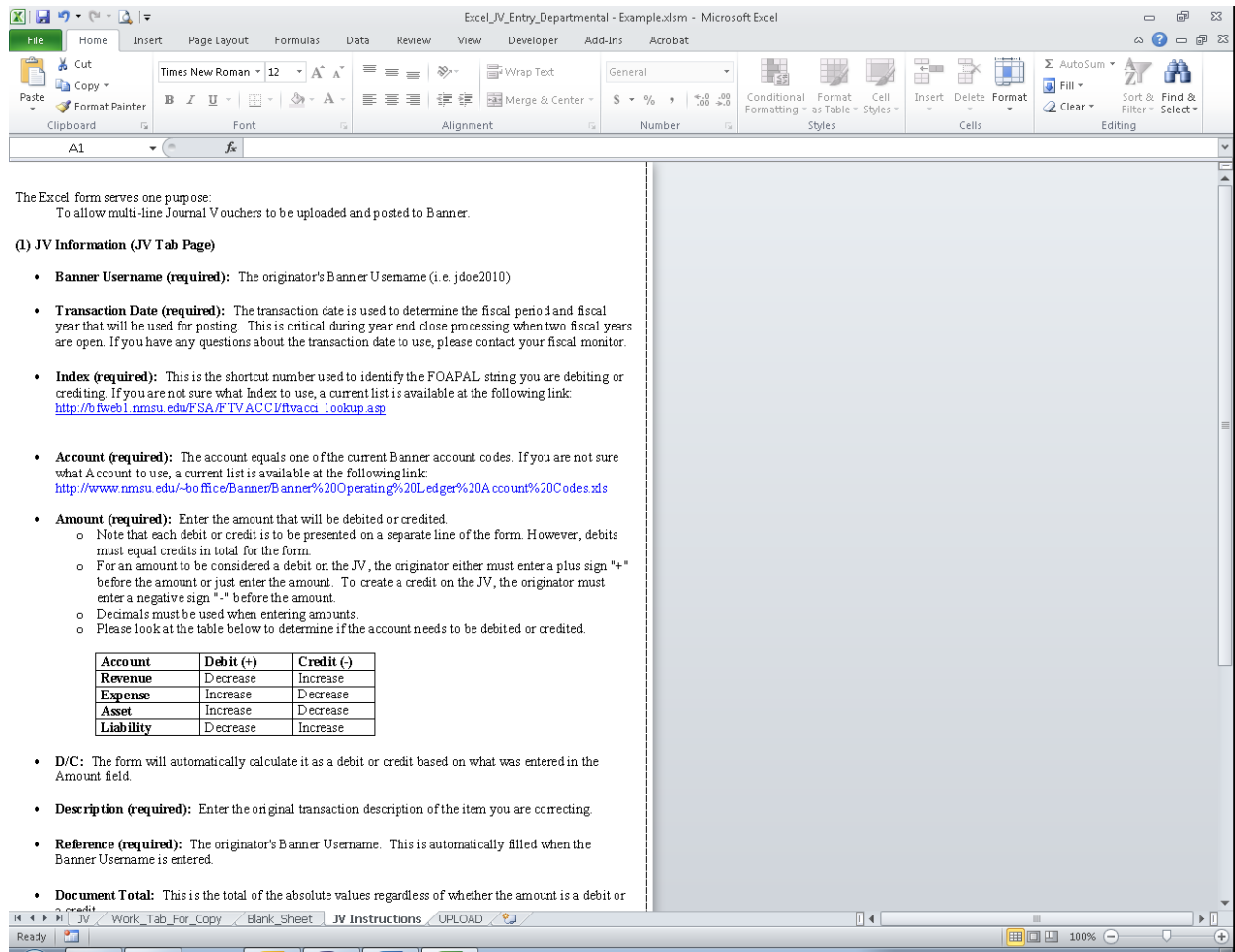
Blank_Sheet Tab Page

INDEX	ACCT_CODE	TRANS_DESC	TRANS_AMT	SIGNED_AMT	DR_CR_IND
112229	757410	GIA Chgs Cheer Spring 13	1,277.00	1,277.00	D
112291	757470	Book Reimbursement MBA Spring 13	404.00	404.00	D
112190	757470	Book Reimbursement MBB Spring 13	148.00	148.00	D
112194	757410	GIA Chgs MCC Spring 13	236.00	236.00	D
112196	757470	Book Reimbursement WBB Spring 13	34.00	34.00	D
112203	757470	Book Reimbursement WBB Spring 13	1,102.00	1,102.00	D
112201	757450	Meals Scheduled Chgs WGO Spring 13	-809.00	809.00	C
112201	757450	Meal Chgs WGO Spring 13	3,236.00	3,236.00	D
112201	757410	GIA Chgs WGO Spring 13	3,020.00	3,020.00	D
113825	757470	Book Reimbursement WSO Spring 13	91.00	91.00	D
113825	757450	Meals Scheduled Chgs WSO Spring 13	-809.00	809.00	C
113825	757430	Room Scheduled Chgs WSO Spring 13	-1,080.00	1,080.00	C
112198	757410	GIA Chgs WSW Spring 13	1,031.00	1,031.00	D
112202	757450	Meals Scheduled Chgs WTK Spring 13	-450.00	450.00	C
112202	757430	Room Scheduled Chgs WTK Spring 13	1,000.00	1,000.00	D
112187	757400	Clear GIA Chgs Spring 12	-5,564.00	5,564.00	C
112187	757470	Clear Book Chgs Spring 13	-1,779.00	1,779.00	C
112187	757400	Clear Meals Sched Chgs Spring 13	2,068.00	2,068.00	D
112187	757400	Clear Meal Chgs Spring 13	-3,236.00	3,236.00	C
112187	757400	Clear Room Sched Chgs Spring 13	80.00	80.00	D
112229	757400	Reclass tui waiver Cheer Spring 13	-1,277.00	1,277.00	C
112194	757400	Reclass tui waiver MCC Spring 13	-236.00	236.00	C
112201	757400	Reclass tui waiver WGO Spring 13	-3,020.00	3,020.00	C
112198	757400	Reclass tui waiver WSW Spring 13	-1,031.00	1,031.00	C
102015	757410	Reclass tui waiver Spring 13	5,564.00	5,564.00	D
112189	221120	To reverse retention	105,600.00	105,600.00	D
112189	614100	To reverse retention	-80,000.00	80,000.00	C
112189	621910	To reverse retention	-25,600.00	25,600.00	C

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 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



The JV Instructions tab page describes how to properly create a Banner JED 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	JED	112229	757410	\$1,277.00	D	GIA Chgs Cheer Spring 13	JVDOE	30	JVFEED
2	JED	112291	757470	\$404.00	D	Book Reimbursement MBA Spring 13	JVDOE	30	JVFEED
3	JED	112190	757470	\$148.00	D	Book Reimbursement MBB Spring 13	JVDOE	30	JVFEED
4	JED	112194	757410	\$236.00	D	GIA Chgs MCC Spring 13	JVDOE	30	JVFEED
5	JED	112196	757470	\$34.00	D	Book Reimbursement WBB Spring 13	JVDOE	30	JVFEED
6	JED	112203	757470	\$1,102.00	D	Book Reimbursement WBB Spring 13	JVDOE	30	JVFEED
7	JED	112201	757450	\$809.00	C	Meals Scheduled Chgs WGO Spring 13	JVDOE	30	JVFEED
8	JED	112201	757450	\$3,236.00	D	Meal Chgs WGO Spring 13	JVDOE	30	JVFEED
9	JED	112201	757410	\$3,020.00	D	GIA Chgs WGO Spring 13	JVDOE	30	JVFEED
10	JED	113825	757470	\$91.00	D	Book Reimbursement WSO Spring 13	JVDOE	30	JVFEED
11	JED	113825	757450	\$809.00	C	Meals Scheduled Chgs WSO Spring 13	JVDOE	30	JVFEED
12	JED	113825	757430	\$1,080.00	C	Room Scheduled Chgs WSO Spring 13	JVDOE	30	JVFEED
13	JED	112198	757410	\$1,031.00	D	GIA Chgs WSW Spring 13	JVDOE	30	JVFEED
14	JED	112202	757450	\$450.00	C	Meals Scheduled Chgs WTK Spring 13	JVDOE	30	JVFEED
15	JED	112202	757430	\$1,000.00	D	Room Scheduled Chgs WTK Spring 13	JVDOE	30	JVFEED
16	JED	112187	757400	\$5,564.00	C	Clear GIA Chgs Spring 12	JVDOE	30	JVFEED
17	JED	112187	757470	\$1,779.00	C	Clear Book Chgs Spring 13	JVDOE	30	JVFEED
18	JED	112187	757400	\$2,068.00	D	Clear Meals Sched Chgs Spring 13	JVDOE	30	JVFEED
19	JED	112187	757400	\$3,236.00	C	Clear Meal Chgs Spring 13	JVDOE	30	JVFEED
20	JED	112187	757400	\$80.00	D	Clear Room Sched Chgs Spring 13	JVDOE	30	JVFEED
21	JED	112229	757400	\$1,277.00	C	Reclass tui waiver Cheer Spring 13	JVDOE	30	JVFEED
22	JED	112194	757400	\$236.00	C	Reclass tui waiver MCC Spring 13	JVDOE	30	JVFEED
23	JED	112201	757400	\$3,020.00	C	Reclass tui waiver WGO Spring 13	JVDOE	30	JVFEED
24	JED	112198	757400	\$1,031.00	C	Reclass tui waiver WSW Spring 13	JVDOE	30	JVFEED
25	JED	102015	757410	\$5,564.00	D	Reclass tui waiver Spring 13	JVDOE	30	JVFEED
26	JED	112189	221120	\$105,600.00	D	To reverse retention	JVDOE	30	JVFEED
27	JED	112189	614100	\$80,000.00	C	To reverse retention	JVDOE	30	JVFEED
28	JED	112189	621910	\$25,600.00	C	To reverse retention	JVDOE	30	JVFEED

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 JV Template

- If you want to directly enter data, use the JV tab page. On Page 1, you will need to enter your Banner Username, Transaction Date. For the Sequence Detail, enter the Index, 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, 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.

INDEX	ACCT_CODE	TRANS_DESC	TRANS_AMT	SIGNED_AMT	DR_CR_IND
112229	757410	GIA Chgs Cheer Spring 13	1,277.00	1,277.00	D
112291	757470	Book Reimbursement MRA Spring 13	404.00	404.00	D
112190	757470	Book Reimbursement MBB Spring 13	148.00	148.00	D
112194	757410	GIA Chgs MCC Spring 13	236.00	236.00	D
112196	757470	Book Reimbursement WBB Spring 13	34.00	34.00	D
112203	757470	Book Reimbursement WBB Spring 13	1,102.00	1,102.00	D
112201	757450	Meal Scheduled Chgs WGO Spring 13	-809.00	809.00	C
112201	757450	Meal Chgs WGO Spring 13	3,236.00	3,236.00	D
112201	757410	GIA Chgs WGO Spring 13	3,020.00	3,020.00	D
113825	757470	Book Reimbursement WSO Spring 13	91.00	91.00	D
113825	757450	Meal Scheduled Chgs WSO Spring 13	-809.00	809.00	C
113825	757430	Room Scheduled Chgs WSO Spring 13	-1,000.00	1,000.00	C
112198	757410	GIA Chgs WSW Spring 13	1,031.00	1,031.00	D
112202	757450	Meal Scheduled Chgs WTK Spring 13	-450.00	450.00	C
112202	757430	Room Scheduled Chgs WTK Spring 13	1,000.00	1,000.00	D
112187	757400	Cinar GIA Chgs Spring 12	-5,564.00	5,564.00	C
112187	757470	Clear Book Chgs Spring 13	-1,779.00	1,779.00	C
112187	757400	Clear Meal Sched Chgs Spring 13	2,068.00	2,068.00	D
112187	757400	Clear Meal Chgs Spring 13	-3,236.00	3,236.00	C
112187	757400	Clear Room Sched Chgs Spring 13	80.00	80.00	D
112229	757400	Reclass tui waiver Cheer Spring 13	-1,277.00	1,277.00	C
112194	757400	Reclass tui waiver MCC Spring 13	-236.00	236.00	C
112201	757400	Reclass tui waiver WGO Spring 13	-3,020.00	3,020.00	C
112198	757400	Reclass tui waiver WSW Spring 13	-1,031.00	1,031.00	C
102015	757410	Reclass tui waiver Spring 13	5,564.00	5,564.00	D
112189	221120	To reverse retention	105,600.00	105,600.00	D
112189	614100	To reverse retention	-80,000.00	80,000.00	C
112189	621910	To reverse retention	-25,600.00	25,600.00	C

- 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.
- Always click the Validation button on the JV 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.