



## Spreadsheet Budgeting Using Banner 7

### Job Aid: Downloading from the Operating Ledger

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#### Procedure

Follow these steps to download data from the Operating Ledger using the Download Wizard.

Note: This job aid also contains the steps required to select FOAPAL elements.

Step	Action
1	Select the <u>Spreadsheet Budgeting</u> option from the Banner pull-down menu in Microsoft Excel.
2	Select the <u>Download Wizard</u> option from the Spreadsheet Budgeting sub-menu.
3	Select the <b>Operating Ledger</b> radio button.
4	Click the <b>Next</b> button.
5	Select the chart of accounts. Even though many institutions will have multiple charts of accounts, you can select only one.  <u>Example:</u> B
6	Click the <b>Next</b> button.
7	Select the Fiscal Year. Select more than one by using the Shift-click or Ctrl-click commands.  <u>Example:</u> 04
8	Click the <b>Next</b> button.
9	Select the Fiscal Period. You can select only one.  <u>Example:</u> 14
10	Click the <b>Next</b> button.
11	Select the type(s) of data that you want to download. Select more than one by using the Shift-click or Ctrl-click commands.  <u>Example:</u> Adopted Budget
12	Click the <b>Next</b> button.
13	Select the appropriate radio button to specify the amounts to be downloaded.  <u>Example:</u> Both
14	Click the <b>Next</b> button.



## Spreadsheet Budgeting Using Banner 7

### Job Aid: Downloading from the Operating Ledger (Continued)

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#### Procedure, continued

Step	Action
15	<p>Click the <b>Next</b> button.</p> <p><u>Note:</u> If you are not going to limit the amount of data downloaded by specifying FOAPAL elements, then click the <b>Finish</b> button to begin the download process. Otherwise, click the <b>Next</b> button.</p>
16	<p>Select the Fund Code(s). You have the choice of selecting all/one/none of the Fund Codes displayed. Select multiple Fund Codes by using the Shift-click or Ctrl-click commands.</p> <p><u>Note:</u> If no Fund Code is selected, than all Fund Codes associated with previous wizard choices will be downloaded.</p> <p>The above is true for selecting all of the FOAPAL elements to follow.</p> <p><u>Example:</u> 1110</p>
17	<p>Click the <b>Next</b> button to continue narrowing FOAPAL elements or click <b>Finish</b> to download data as is.</p> <p>You will have this choice throughout the process of narrowing FOAPAL elements.</p>
18	<p>Click in the <b>Find</b> field.</p> <p>Use the Find feature to narrow your search. We will use this feature for the Organizational Codes as an example.</p>
19	<p>Enter your criteria.</p> <p><u>Example:</u> 11%</p>
20	<p>Click the <b>Find</b> button.</p>
21	<p>For this exercise, select two Organization Codes. Select the first Organization Code you would like by clicking it.</p> <p><u>Example:</u> 11101</p>

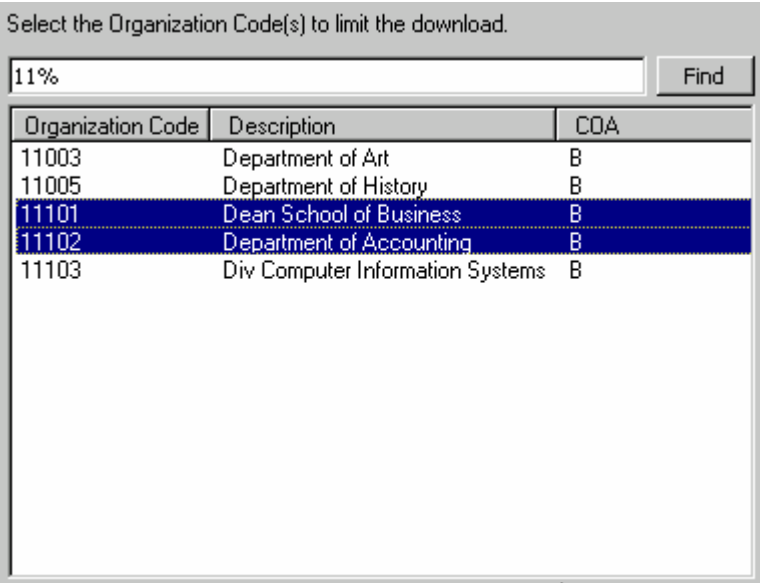


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#### Procedure, continued

Step	Action
22	<p>Hold Control and click the second Organization Code that you would like to select.</p> <p><u>Example:</u> 11102</p> 
23	Click the <b>Next</b> button.
24	<p>For this exercise, select all Account Codes by clicking the <b>Next</b> button.</p> <p><u>Note:</u> By simply clicking the <b>Next</b> button, the Download Wizard assumes that we want to select all Account Codes.</p>
25	<p>Select the Program Code(s).</p> <p><u>Example:</u> 10</p>
26	Click the <b>Next</b> button.

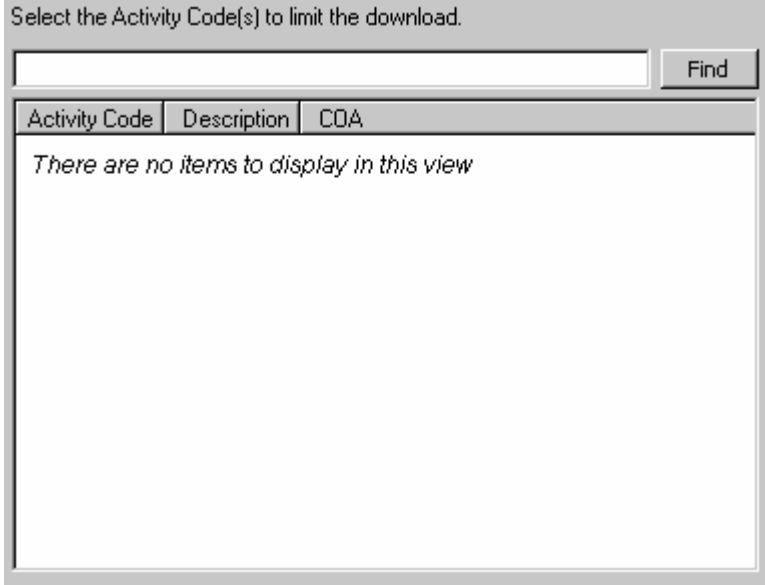


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### Job Aid: Downloading from the Operating Ledger (Continued)

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#### Procedure, continued

Step	Action
27	<p>Select the Activity Code(s).</p> <p><u>Example:</u> In some cases, there may not be certain codes that display. Therefore, you would not be able to select any.</p> 
28	Click the <b>Next</b> button.
29	Select the Location Code(s).
30	Click the <b>Finish</b> button.
	<p><u>Note:</u> Clicking the <b>Finish</b> button will allow you to view the generated worksheet in Excel.</p>
31	Scroll right to view the entire spreadsheet.