



Spreadsheet Budgeting Using Banner 7

Job Aid: **Sorting and Categorizing Budget Line Item Data**

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Sort

Data are sorted in the following order:

- Budget ID
- Budget phase
- Fund
- Organization
- Account
- Program

Downloaded Budget Line Item Data Categories

Downloaded Banner Column
COA Code
COA Description
Budget Duration Code
Budget Code
Budget Description
Budget Phase Code
Budget Phase Description
Fund Code
Fund Description
Organization Code
Organization Description
Account Code
Account Description
Program Code
Program Description
Activity Code
Activity Description
Location Code
Location Description