Spreadsheet Budgeting Using Banner 7

Job Aid: Validating Data

Procedure

Follow these steps to validate Budget Development data in Excel using the Validation Wizard.

Step	Action
1	Select the <u>Spreadsheet Budgeting</u> option from the Banner pull-down menu in Microsoft Excel. <u>Note</u>: Note that the open worksheet contains the downloaded Budget Development data.
2	Select the <u>Validation Wizard</u> option from the Spreadsheet Budgeting sub-menu.
3	Select the type of data to be validated by clicking the appropriate radio button. • If Position Control is selected, the data is for Banner 7.x Position Control. • If Budget Development Data is selected, the data is for Banner 7.x finance budgets. <u>Example</u>: Budget Development
4	Click the **Next** button.
5	Select the workbook(s) and worksheet(s) to be validated. All open worksheets and workbooks will be displayed in this window. Select multiple workbooks and worksheets by using the Shift-click or Ctrl-click commands. <u>Example</u>: Book 2 Sheet 4
6	Click the **Next** button.
7	Select which workbook(s) and worksheet(s) will contain header rows. Select multiple workbooks and worksheets with headers by using the Shift-click or Ctrl-click commands. <u>Example</u>: Book 2 Sheet 4
8	Click the **Next** button.
9	Select the chart of accounts. Even though many institutions will have multiple charts of accounts, you can select only one. <u>Example</u>: B

Procedure, continued

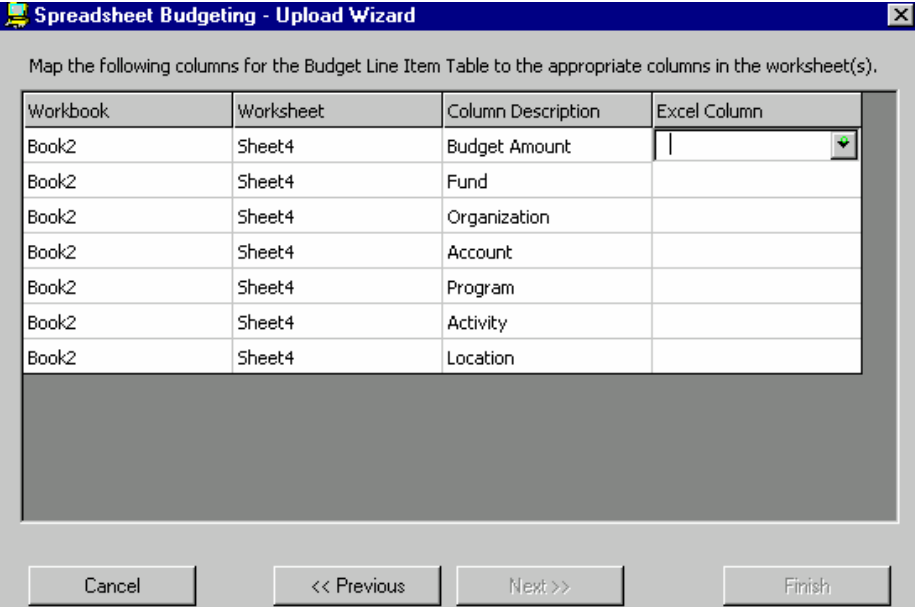| Step	Action
10	Click the **Next** button.
11	Click the **Next** button. Note: This screen requires no input. It explains that the validation completion will depend on the Budget ID and Phase Code that will be entered in the next two windows.
12	Select the Budget ID against which the data will be validated. Only one can be selected. Example: 2005
13	Click the **Next** button.
14	Select the Phase Code against which the data will be validated. Only one can be selected. Example: EXCEL
15	Click the **Next** button.
16	Choose whether your spreadsheet contains only permanent budget data or both temporary and permanent budget data by clicking the appropriate radio button. Example: Permanent Budget only
17	Click the **Next** button.

Procedure, continued

Step	Action
18	Map the **Budget Amount**. In the next steps, you will be mapping Banner columns to corresponding Excel columns. This mapping must be done for each worksheet within each workbook being uploaded. **Spreadsheet Budgeting – Upload Wizard** Map the following columns for the Budget Line Item Table to the appropriate columns in the worksheet(s). <table><tr><th>Workbook</th><th>Worksheet</th><th>Column Description</th><th>Excel Column</th></tr><tr><td>Book2</td><td>Sheet4</td><td>Budget Amount</td><td></td></tr><tr><td>Book2</td><td>Sheet4</td><td>Fund</td><td></td></tr><tr><td>Book2</td><td>Sheet4</td><td>Organization</td><td></td></tr><tr><td>Book2</td><td>Sheet4</td><td>Account</td><td></td></tr><tr><td>Book2</td><td>Sheet4</td><td>Program</td><td></td></tr><tr><td>Book2</td><td>Sheet4</td><td>Activity</td><td></td></tr><tr><td>Book2</td><td>Sheet4</td><td>Location</td><td></td></tr></table> Cancel << Previous Next >> Finish
19	Select <u>Budget Amount</u> from the pull-down menu.
20	Click in the Excel column field to map the **Fund**.
21	Select <u>Fund Code</u> from the pull-down menu.
22	Click in the Excel column field to map the **Organization**.
23	Select <u>Organization Code</u> from the pull-down menu.
24	Click in the Excel column field to map the **Account**.
25	Select <u>Account Code</u> from the pull-down menu.
26	Click in the Excel column field to map the **Program**.
27	Select <u>Program Code</u> from the pull-down menu.
28	Click in the Excel column field to map the **Activity**.
29	Select <u>Activity Code</u> from the pull-down menu.

Procedure, continued

Step	Action
30	Click in the Excel column field to map the **Location**.
31	Select <u>Location Code</u> from the pull-down menu. Note: Review the table to make sure all mappings are correct.
32	Click the **Next** button.
33	Click the **Finish** button. Note: Clicking the Finish button begins the validation process.
34	Click the **OK** button. Note: Here is where you will learn whether your validation process was successful or not. If your validation was successful, you will be able to view the spreadsheet. If it was not successful, an error worksheet will appear.
35	Scroll right to view the rest of the spreadsheet.