

Banner Position Control Spreadsheet Budgeting Handbook

Release 8.0

May 2008



SUNGARD HIGHER EDUCATION

What can we help you achieve?

SunGard Higher Education

4 Country View Road
Malvern, Pennsylvania 19355
United States of America
(800) 522 - 4827

Customer Support Center Website

<http://connect.sungardhe.com>

Documentation Feedback

<http://education.sungardhe.com/survey/documentation.html>

Distribution Services E-mail Address

distserv@sungardhe.com

Other Services

In preparing and providing this publication, SunGard Higher Education is not rendering legal, accounting, or other similar professional services. SunGard Higher Education makes no claims that an institution's use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

Trademark

Without limitation, SunGard, the SunGard logo, Banner, Campus Pipeline, Luminis, PowerCAMPUS, Matrix, and Plus are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. Third-party names and marks referenced herein are trademarks or registered trademarks of their respective owners.

Revision History Log**Publication Date Summary**

May 2008	New version that supports Banner Position Control 8.0 software.
----------	---

Notice of Rights

Copyright © SunGard Higher Education 2000-2008. This document is proprietary and confidential information of SunGard Higher Education Inc. and is not to be copied, reproduced, lent, displayed or distributed, nor used for any purpose other than that for which it is specifically provided without the express written permission of SunGard Higher Education Inc.



Think before you print.

Banner Position Control 8.0 Spreadsheet Budgeting Handbook

Contents



Chapter 1 Overview

Chapter 2 Setup For Spreadsheet Budgeting

System Requirements2-1
Visual Basic Requirement.2-1
Prerequisite2-2
Establish Position Information in Banner2-2
Setup Spreadsheet Budgeting2-2
Enable Spreadsheet Budgeting in Microsoft Excel2-3
Establish Security for Spreadsheet Budgeting Users in Banner2-3
Setup For Different Platforms2-4
Spreadsheet Budgeting on MacIntosh2-4
Spreadsheet Budgeting on Citrix2-4
Installation and Updates2-5

Chapter 3 Procedures

Login Procedures for Spreadsheet Budgeting3-1
Logging in to Spreadsheet Budgeting from Microsoft Excel3-1
Switching Connections in Microsoft Excel3-1
Logging Out of Spreadsheet Budgeting.3-2
Downloading Data3-2
Using the Download Wizard3-3
Downloading <i>Both</i> Position Control and Employee Job Assignment Data3-3
Standard Employee Job Assignment Data3-4
Customized Employee Job Assignment Data.3-5
Downloading <i>Only</i> Position Control Data3-6
Downloading <i>Only</i> Employee Job Assignment Data3-7
Standard Employee Job Assignment Data3-7
Customized Employee Job Assignment Data.3-8
Validating Data.3-10
Using the Validation Wizard.3-10
Using Header Rows to Validate Data3-12
Uploading Data3-12
Using the Upload Wizard3-13
Using Header Rows to Upload Data3-15
Working With Uploaded Data in Banner3-15
Working With Data in Microsoft Excel3-16
Data Lookups in Microsoft Excel3-16
Locating a Value Using a Data Lookup3-17

Chapter 4 Add-In Components

Oracle Connection Wizard4-1
Login4-2
Switch Session4-3
Disconnect Session4-3
Download Wizard4-3
Downloading Position Control and Employee Job Assignment Data4-5
Data Output From Downloading Position Control and Employee Job Assignment Information4-8
Downloading Employee Job Assignment Data4-23
Data Output From Downloading Employee Job Assignment Information4-26
Validation Wizard4-32
Data Output of the Validation Messages Worksheet4-37
Upload Wizard4-38
Data Output of the Validation Messages Worksheet4-43
Data Lookups4-44

Chapter 5 Banner Support For Spreadsheet Budgeting

Forms.5-1
Reports and Processes5-2
Tables.5-4

Troubleshooting

Quick Reference ChartT-1
--	-------------

Index





Banner's Spreadsheet Budgeting application for Human Resources enables users to create and modify salary and position budget information using Microsoft Excel. Spreadsheet Budgeting is an "add-in," that is, a program that adds extra features to a third-party application. In this case, that application is Microsoft Excel 97.

Spreadsheet Budgeting accommodates both basic budget analysis tasks as well as customized wage and salary analysis. By answering a series of questions, you can download salary and position data from Banner's Position Control tables, organize and change that information, and then upload the Position Control data back into Banner.

Helpful "wizards" guide you through the download, validation, and upload processes. The wizards can be customized by your institution, to accommodate a wide variety of functional needs.

Once you download data into a spreadsheet, you are free to use all of Excel's features to work with it. You may want to create macros to organize and sort data according to your institution's needs. For more information about using Excel to work with data, see the Microsoft Excel reference materials.

While working with downloaded data in Excel, authorized users can access *data lookups*. Each data lookup displays a Banner-like list of values for various accounting and position elements. The data lookups are queryable to help you narrow your search for values within Banner.

After you have created or modified the data in Excel, you can use the *Validation Wizard* to ensure that your data is correct before uploading it into Banner. This gives you the opportunity to validate your data in small manageable chunks before you are ready to upload spreadsheets that are more substantial in size. The Validation Wizard validates your data and displays any errors in a separate Excel sheet.

When your data is complete and has been validated, you are ready to upload it into Banner using the *Upload Wizard*. From there, you can use Banner functionality to work with the data. For information about working with data using the Position Control module, refer to Chapter 9, "Position Control" of the *Human Resources User Guide*.

Access security for Spreadsheet Budgeting is established on the Desktop Tools--User Security Rule Form (GORDSEC) in Banner.

In addition to downloading information for budget creation, you may want to download data for other purposes where Excel functionality would be useful. You can download data from any of the sources available in Spreadsheet Budgeting. Remember, however, that only budget data can be validated and/or uploaded.

2

Setup For Spreadsheet Budgeting



Once release 8.0 is installed, only a minimal number of steps must be completed in order to use Spreadsheet Budgeting. Beyond those steps, you have the ability to customize the look and feel of the wizards by changing the data on the Spreadsheet Budgeting General forms. Further, advanced users at your institution, such as implementation specialists or DBAs, can create their own add-in applications using Visual Basic and the General forms delivered with this enhancement.

System Requirements

The following hardware and software components must be available at your institution in order to use the Spreadsheet Budgeting. See the *General Technical Reference Manual* for more information.

- Microsoft Windows 95/98, Windows 2000, or Windows NT 4.0
- Microsoft Excel 97 or Excel 2000
- Microsoft ActiveX Data Objects (ADO) v2.1 (optional for DBA PC)
- Oracle database, version 9.2.0.3 or greater
- Oracle Net8 Client Software or greater

Visual Basic Requirement

In addition to the system requirements listed above, your institution must have at least one licensed copy of Visual Basic 6.0 (Professional Version) in order to compile the .DLL (Dynamic Link Library) that is used in Spreadsheet Budgeting. For information about compiling and using the .DLL, refer to the *General Technical Reference Manual*.

Prerequisite

Establish Position Information in Banner

Spreadsheet Budgeting enhances your ability to change working Position Control budget information before the new fiscal year's approval process. Prior to using Spreadsheet Budgeting, you should perform all normal yearly Human Resources functions. For information about yearly HR functions, refer to Chapter 13, "Interfaces", of the *Human Resources User Guide*.

If your institution uses Banner Finance, you must have a budget ID and phase established to which the data will be uploaded. You may create different budget phases and budget IDs in order to create and store multiple budget scenarios.

If your institution uses Banner Human Resources *without* Finance, then users can upload position budget data multiple times, if necessary; however, any working budgets that you have previously uploaded will be overwritten.

Setup Spreadsheet Budgeting

Prior to using Spreadsheet Budgeting, all institutions must perform the following steps. All other steps are optional, and can be performed or omitted depending upon the specific needs of your institution.

- Perform a complete installation of the software according to the instructions in the *General Technical Reference Manual*.
- Establish security for those who will use Spreadsheet Budgeting.
- Enable the Spreadsheet Budgeting add-in in Microsoft Excel.

 **Note**

Your computer must have access to the Banner database in order to use Spreadsheet Budgeting. ■

Enable Spreadsheet Budgeting in Microsoft Excel

You must enable the Spreadsheet Budgeting add-in for each user's copy of Microsoft Excel. This is one of two required steps.

1. Open Microsoft Excel.
2. Select *Add-Ins* from the Tools pull-down menu.
3. Select the **Desktoptools** check box.

 **Note**

If the **Desktoptools** check box does not appear, click the **Browse** button to select it from the appropriate directory. See the *General Technical Reference Manual* for more information. ■

4. Select OK.

Establish Security for Spreadsheet Budgeting Users in Banner

You must grant access privileges to each user who will be using the Spreadsheet Budgeting enhancement. This is one of two required steps.

1. Go to the Desktop Tools--User Security Form (GORDSEC).
2. Enter the user ID of the person to whom you want to grant wizard access.
3. Go to the next block.
4. Enter the add-in code and wizard name for each wizard to which the user will have access.
5. Save.

 **Note**

For more information about the User Security Form (GORDSEC), refer to the online help of Banner General. ■

Setup For Different Platforms

Spreadsheet Budgeting on MacIntosh

In order to run the Spreadsheet Budgeting application on a MacIntosh computer, you must use a PC emulator program. If you use a PC emulator, then you can use any of the wizards to which you have security access. Data can be downloaded, uploaded, and validated just as on the PC platform. You can also use any of the data lookups to which you have security access. For installation information, refer to the *General Technical Reference Manual*.

Note

Without a PC emulator program, you cannot use any of the Spreadsheet Budgeting wizards. If you have a version of Microsoft Excel that runs on the MacIntosh platform, then you can use normal Excel functionality to work with the data. However, none of the wizard functionality will be available. If you want to upload the data, you must do so from a PC-based platform.

In addition, you should be aware that Microsoft Excel performs differently on the MacIntosh platform. Consult the *General Technical Reference Manual* and your Microsoft Excel reference documentation for more information. ■

Spreadsheet Budgeting on Citrix

Perform the following steps to install Desktop Tools on machines that run the Citrix server software:

1. Log on to the console as the administrator.
2. Put the machine into *INSTALL* mode.
3. Restrict access to the machine.
4. Follow the steps for installation that appear on your screen.
5. Ensure that the specified user groups have access to GODDTOP.DLL and to GODDTOP.XLA.
6. Place GODDTOP.XLA into the Microsoft Office Library directory.

Installation and Updates

Information about installing and updating new versions of the Spreadsheet Budgeting add-in is found in the *General Technical Reference Manual*.



3 Procedures



Login Procedures for Spreadsheet Budgeting

Logging in to Spreadsheet Budgeting from Microsoft Excel

1. Open Microsoft Excel.
2. Select *Connect to Database* from the Banner pull-down menu.

 **Note**

Only users with the appropriate Banner security privileges will be permitted to log in to Spreadsheet Budgeting. Refer to Chapter 4, “Security”, of the *Human Resources User Guide* for information about Banner security.

3. Enter your Oracle user ID, password, and the database instance with which you want to work.
4. Select the **Connect** button. The database connection information will appear in Excel’s title bar.

Although you do not need to be logged in to Banner in order to use Spreadsheet Budgeting, your computer must have access to the Banner database. See the *General Technical Reference Manual* for more information.

Switching Connections in Microsoft Excel

Spreadsheet Budgeting allows multiple database connections. This feature enables you to switch between different databases or to connect multiple users to the database at once.

For each connection, you must log in according to the login procedure above. Once connected, you can switch between connections by following these steps:

1. Select *Switch Connection* from the Banner pull-down menu.
2. Select the appropriate connection.

3. Select the **Switch Session** button.

 **Note**

The database connection information about the active connection will appear in Excel's title bar. ■

Logging Out of Spreadsheet Budgeting

1. Select *Disconnect from Database* from the Banner pull-down menu.
2. Choose the connection(s) that you want to disconnect. You can disconnect multiple connections at once by using the *Shift-click* or *Ctrl-click* commands, if desired.

Downloading Data

You can download data only if you have access to the download procedure (“Download Wizard”). Access to the Download Wizard is established for your user ID on the Desktop Tools--User Security Form (GORDSEC) in Banner. Additionally, you must have an active database connection.

 **Note**

Only individuals with authority over Position Control data should be granted access to the Download Wizard. Only users with *Update* access to Position Control data are permitted to download from Position Control tables. ■

Prerequisite

If you are going to download from Position Control, then budget data must exist in Banner before it is downloaded into Excel. For information about about creating and working with position control information in Banner, see Chapter 9, “Position Control”, of the *Human Resources User Guide*.

 **Note**

If your institution does not have Banner Human Resources, then refer to Chapter 18, “Budget and Position Control”, of the *Finance User Guide* . Chapter 2, “Processing”, of the *Finance User Guide* contains information about using the Position Control module with Banner Finance. ■

Using the Download Wizard

Three types of download procedures are described in this chapter. Choose a procedure that accommodates the type of information that you want to download:

- *Downloading Position Control and Employee Job Assignment Data*--Guides you through the steps needed to download both position control and either a standard or custom set of employee job assignment data.
- *Downloading Position Control Data Only*--Guides you through the steps needed to download position control data only.
- *Downloading Employee Job Assignment Data Only*--Guides you through the steps needed to download either a standard or custom set of employee job assignment data.

If your institution uses Banner Finance, you can also download from one of three different Finance ledgers. Refer to the *Finance Spreadsheet Budgeting Handbook* for information.

For wizard windows that display lists of values, you can use *Shift-Click* or *Ctrl-Click* commands to select multiple values at once.

For more information about the Download Wizard, see Chapter 4, “Add-Ins”, in this manual.

Downloading *Both* Position Control and Employee Job Assignment Data

The following procedures describe how to download both Position Control and employee job assignment data.

1. Select the *Spreadsheet Budgeting* sub-menu from the Banner pull-down list.
2. Select *Download Wizard* from the Spreadsheet Budgeting sub-menu.
3. Choose the **Position Control** radio button. Select the **Next** button.
4. Select the **Position Control and Employee Job Assignments** radio button. Select the **Next** button.
5. Choose the chart of accounts code. You can select only one. Select the **Next** button.

 **Note**

This window appears only if your institution uses Banner Finance. ■

6. Choose the fiscal year. You can select only one. Select the **Next** button.
7. Choose the budget ID. You can select only one.

 **Note**

This window appears only if your institution uses Banner Finance. ■

8. Choose the budget phase for the budget ID that you selected in the previous window. You can select only one. Select the **Next** button.

 **Note**

This window appears only if your institution uses Banner Finance. ■

9. Select the *Yes* radio button on the **Do you wish to download Employee Job Assignments** wizard window. Select the **Next** button.
10. Enter the date for which you want to download employee job assignment data. The data format is either Banner date format or the format specified on the wizard window. Select the **Next** button.
11. Proceed to appropriate sub-procedure below depending upon whether you want to download a standard or customized set of job assignment data.

Standard Employee Job Assignment Data

Follow this sub-procedure if you want to download a standard set of salary data. The data that appears in your spreadsheet is the information that is stored in the Base Job Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables, and appears on the Employee Jobs Form (NBAJOBS).

1. Select the **Job, Salary, and Salary Table Information** radio button. Select the **Next** button.
2. (Optional) Choose one or more employee class codes if you want to limit the amount of data that is downloaded. Select the **Next** button. You must select the **Next** button regardless of whether you choose any employee class codes.

 **Note**

If no selection is made, then all employee class codes will be included in the download. ■

3. (Optional) Choose one or more organization codes if you want to limit the amount of data that is downloaded.

 **Note**

If no selection is made, then all organization codes will be included in the download. ■

4. Select the **Finish** button to begin the download process.

 **Note**

Select the **Previous** button to review and correct your choices on previous wizard windows. Select the **Cancel** button to exit the Download Wizard. ■

Customized Employee Job Assignment Data

Follow this sub-procedure if you want to download a customized set of job assignment data. The data that appears in your spreadsheet is the information that is stored in the Base Job Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables. If you choose this sub-procedure, you must specify the data elements that you want to download.

1. Select the **Customize your data elements** radio button. Select the **Next** button.
2. Choose one or more data elements that you want to download. To do this, highlight the desired data element in the left pane of the window and then select the > button to move it into the right pane. Only the data elements that appear in the right pane will be downloaded. Select the **Next** button.

 **Note**

To remove a data element from the right pane, highlight that element and then select the < button. ■

 **Note**

To move all the data elements from one pane into another pane, select either the >> or << button. ■

3. (Optional) Choose one or more employee class codes if you want to limit the amount of data that is downloaded. Select the **Next** button. You must select the **Next** button regardless of whether you choose any employee class codes.

 **Note**

If no selection is made, then all employee class codes will be included in the download. ■

4. (Optional) Choose one or more organization codes if you want to limit the amount of data that is downloaded.

 **Note**

If no selection is made, then all organization codes will be included in the download. ■

5. Select the **Finish** button to begin the download process.

 **Note**

Select the **Previous** button to review and correct your choices on previous wizard windows. Select the **Cancel** button to exit the Download Wizard. ■

Downloading Only Position Control Data

Follow these steps if you want to download only Position Control data. If your institution does not use Banner Human Resources, then you must follow these steps to download Position Control data.

1. Select the *Spreadsheet Budgeting* sub-menu from the Banner pull-down list.
2. Select *Download Wizard* from the Spreadsheet Budgeting sub-menu.
3. Select the **Position Control** radio button. Select the **Next** button.
4. Select the **Position Control and Employee Job Assignments** radio button. Select the **Next** button.
5. Choose the chart of accounts code. You can select only one. Select the **Next** button.

 **Note**

This window appears only if your institution uses Banner Finance. ■

6. Choose the fiscal year. You can select only one. Select the **Next** button.
7. Choose the budget ID. You can select only one.

 **Note**

This window appears only if your institution uses Banner Finance. ■

8. Choose the budget phase for the budget ID that you selected in the previous window. You can select only one. Select the **Next** button.

 **Note**

This window appears only if your institution uses Banner Finance. ■

9. Select the *No* radio button on the **Do you wish to download Employee Job Assignments** wizard window. Select the **Next** button.

 **Note**

This window appears only if your institution uses Banner Human Resources. ■

10. (Optional) Choose one or more employee class codes if you want to limit the amount of data that is downloaded. Select the **Next** button. You must select the **Next** button regardless of whether you choose any employee class codes.

 **Note**

If no selection is made, then all employee class codes will be included in the download. ■

11. (Optional) Choose one or more organization codes if you want to limit the amount of data that is downloaded.

 **Note**

If no selection is made, then all organization codes will be included in the download. ■

12. Select the **Finish** button to begin the download process.

 **Note**

Select the **Previous** button to review and correct your choices on previous wizard windows. Select the **Cancel** button to exit the Download Wizard. ■

Downloading *Only* Employee Job Assignment Data

The following procedures describe how to download employee job assignment data. Depending upon your information needs, you can download either a standard set of salary data or a custom set made up of the data elements you choose.

1. Select the *Spreadsheet Budgeting* sub-menu from the Banner pull-down list.
2. Select *Download Wizard* from the Spreadsheet Budgeting sub-menu.
3. Select the **Position Control** radio button. Select the **Next** button.
4. Select the **Employee Job Assignments Only** radio button. Select the **Next** button.
5. Enter the date for which you want to download employee job assignment data. The data format is either Banner date format or the format specified on the wizard window. Select the **Next** button.
6. Proceed to appropriate sub-procedure below depending upon whether you want to download a standard or customized set of job assignment data.

Standard Employee Job Assignment Data

Follow this sub-procedure if you want to download a standard set of salary data. The data that appears in your spreadsheet is the information that is stored in the Base Job

Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables, and appears on the Employee Jobs Form (NBAJOBS).

1. Select the **Job, Salary, and Salary Table Information** radio button. Select the **Next** button.
2. (Optional) Choose one or more employee class codes if you want to limit the amount of data that is downloaded. Select the **Next** button. You must select the **Next** button regardless of whether you choose any employee class codes.

 **Note**

If no selection is made, then all employee class codes will be included in the download. ■

3. Choose the chart of accounts code associated with the organization code(s) that will be included in the download. You can select only one.

 **Note**

This wizard window appears only if your institution uses Banner Finance. ■

4. (Optional) Choose one or more organization codes if you want to limit the amount of data that is downloaded.

 **Note**

If no selection is made, then all organization codes will be included in the download. ■

5. Select the **Finish** button to begin the download process.

 **Note**

Select the **Previous** button to review and correct your choices on previous wizard windows. Select the **Cancel** button to exit the Download Wizard. ■

Customized Employee Job Assignment Data

Follow this sub-procedure if you want to download a customized set of job assignment data. The data that appears in your spreadsheet is the information that is stored in the Base Job Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables. If you choose this sub-procedure, you must specify the data elements that you want to download.

1. Select the **Customize your data elements** radio button. Select the **Next** button.
2. Choose one or more data elements that you want to download. To do this, highlight the desired data element in the left pane of the window and then select the > button to

move it into the right pane. Only the data elements that appear in the right pane will be downloaded. Select the **Next** button.

 **Note**

To remove a data element from the right pane, highlight that element and then select the < button. ■

 **Note**

To move all the data elements from one pane into another pane, select either the >> or << button. ■

3. (Optional) Choose one or more employee class codes if you want to limit the amount of data that is downloaded. Select the **Next** button. You must select the **Next** button regardless of whether you choose any employee class codes.

 **Note**

If no selection is made, then all employee class codes will be included in the download. ■

4. Choose the chart of accounts code associated with the organization code(s) that will be included in the download. You can select only one.

 **Note**

This wizard window appears only if your institution uses Banner Finance. ■

5. (Optional) Choose one or more organization codes if you want to limit the amount of data that is downloaded.

 **Note**

If no selection is made, then all organization codes will be included in the download. ■

6. Select the **Finish** button to begin the download process.

 **Note**

Select the **Previous** button to review and correct your choices on previous wizard windows. Select the **Cancel** button to exit the Download Wizard. ■

Validating Data

You can validate data only if you have access to the validation procedure (“Validation Wizard”). Access to the Validation Wizard is established for your user ID on the Desktop Tools--User Security Form (GORDSEC) in Banner. Additionally, you must have an active database connection.

You can use the Validation Wizard to validate your data before beginning the upload process, which gives you the opportunity to validate your data in small manageable chunks before you are ready to upload spreadsheets that are more substantial in size. The Validation Wizard guides you through a series of steps, after which Banner validates the specified data. Any errors that Banner discovers during the validation process appear on a separate *Validation Messages* worksheet.

If your institution uses Banner Finance, you can also validate Finance budget data. Refer to the *Finance Spreadsheet Budgeting Handbook* for information.

Prerequisite

Prior to validating data, you must undo any local Excel formatting. If your institution uses local formatting, this generally means running the appropriate undo macro.

If your institution uses Banner Finance, you must have a budget ID and phase established to which the data will eventually be uploaded.

Using the Validation Wizard

For wizard windows that display lists of values, you can use *Shift-Click* or *Ctrl-Click* commands to select multiple values at once.

1. Choose *Spreadsheet Budgeting* from the Banner pull-down menu.
2. Choose *Validation Wizard* from the Spreadsheet Budgeting sub-menu.
3. Select the **Position Control** radio button. Select the **Next** button.
4. Choose the chart of accounts. You can choose only one chart of accounts. Select the **Next** button.

Note

This wizard window appears only if your institution uses Banner Finance.

5. Choose the fiscal year. You can choose only one. Select the **Next** button.

6. Choose the budget ID. You can choose only one. Select the **Next** button.

 **Note**

This wizard window appears only if your institution uses Banner Finance. ■

7. Choose the budget phase. You can choose only one. Select the **Next** button.

 **Note**

This wizard window appears only if your institution uses Banner Finance. ■

8. Verify that your worksheets all have header rows. For information about header rows, see the topic, [“Using Header Rows to Validate Data” on page 3-12](#). Select the **Next** button.

9. Choose the worksheet that contains your Position Salary Budget data. Select the **Next** button.

10. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.

 **Note**

If your institution uses headers, then the column header will appear in the pull-down list. If your institution does not use headers, then the generic Excel column heading will appear. ■

11. Choose the worksheet that contains your Position Labor Distribution data. Select the **Next** button.

12. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.

13. Choose the worksheet that contains your Premium Earnings Budget data. Select the **Next** button.

 **Note**

This window appears only if your institution uses Banner Human Resources. ■

14. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.

15. Choose the worksheet that contains your Fringe Actual Budget data. Select the **Next** button.

 **Note**

This window appears only if your institution uses the fringe actual method of salary budgeting within Banner Human Resources. ■

16. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.
17. Select the **Finish** button.
18. Upon successful validation, a pop-up window will appear with the message: *Your process has been completed successfully*. Select the **OK** button.

 **Note**

If any errors are found during validation, they will appear on a separate “Validation Messages” worksheet. These errors must be resolved before you will be allowed to upload any data from the worksheet(s). ■

Using Header Rows to Validate Data

A header is the first row of the spreadsheet that provides an optional description of each column’s contents. In Spreadsheet Budgeting, the use of headers is optional. If your institution uses headers, a header must not exceed one row for purposes of validating and uploading.

Uploading Data

You can upload data only if you have access to the upload procedure (“Upload Wizard”). Access to the Upload Wizard is established for your user ID on the Desktop Tools--User Security Form (GORDSEC) in Banner. Additionally, you must have an active database connection.

 **Note**

Only individuals with authority over Position Control data should be granted access to the Upload Wizard. Only users with *Update* access to Position Control data are permitted to upload to Position Control tables. ■

The Upload Wizard guides you through a series of steps, after which Banner validates the specified data. Once the validation occurs without any errors, the upload process begins. Any errors that Banner discovers during this process appear on a separate “Validation Messages” worksheet.

If your institution uses Banner Finance, you can also validate Finance budget data. Refer to the *Finance Spreadsheet Budgeting Handbook* for information.

Prerequisite

Prior to uploading data, you must undo any local Excel formatting. If your institution uses local formatting, this generally means running the appropriate undo macro.

If your institution uses Banner Finance, you must have a budget ID and phase established to which the data will be uploaded. You may create different budget phases and budget IDs in order to create and store multiple budget scenarios.

If your institution uses Banner Human Resources *without* Finance, then users can upload position budget data multiple times, if necessary; however, any working budgets that you have previously uploaded will be overwritten.

Using the Upload Wizard

For wizard windows that display lists of values, you can use *Shift-Click* or *Ctrl-Click* commands to select multiple values at once.

1. Choose *Spreadsheet Budgeting* from the Banner pull-down menu.
2. Choose *Upload Wizard* from the Spreadsheet Budgeting sub-menu.
3. Select the **Position Control** radio button. Select the **Next** button.
4. Choose the chart of accounts. You can choose only one chart of accounts. Select the **Next** button.

 **Note**

This wizard window appears only if your institution uses Banner Finance. ■

5. Choose the fiscal year. You can choose only one. Select the **Next** button.
6. Choose the budget ID. You can choose only one. Select the **Next** button.

 **Note**

This wizard window appears only if your institution uses Banner Finance. ■

7. Choose the budget phase. You can choose only one. Select the **Next** button.

 **Note**

This wizard window appears only if your institution uses Banner Finance. ■

8. Verify that your worksheets all have header rows. For information about header rows, see the topic, [“Using Header Rows to Upload Data” on page 3-15](#). Select the **Next** button.

9. Choose the worksheet that contains your Position Salary Budget data. Select the **Next** button.
10. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.

 **Note**

If your institution uses headers, then the column header will appear in the pull-down list. If your institution does not use headers, then the generic Excel column heading will appear. ■

11. Choose the worksheet that contains your Position Labor Distribution data. Select the **Next** button.
12. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.
13. Choose the worksheet that contains your Premium Earnings Budget data. Select the **Next** button.

 **Note**

This window appears only if your institution uses Banner Human Resources. ■

14. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.
15. Choose the worksheet that contains your Fringe Actual Budget data. Select the **Next** button.

 **Note**

This window appears only if your institution uses the fringe actual method of salary budgeting within Banner Human Resources. ■

16. Map each Banner column to the corresponding Excel column. Use the pull-down list in each row of the **Excel Column** field. Select the **Next** button.
17. Select the **Finish** button.
18. Upon successful upload, a pop-up window will appear with the message: *Your process has been completed successfully.* Select the **OK** button.

 **Note**

If any errors are found during the upload process, they will appear on a separate "Validation Messages" worksheet. These errors must be resolved before you will be allowed to upload any data from the worksheet(s). ■

Using Header Rows to Upload Data

A header is the first row of the spreadsheet that provides an optional description of each column's contents. In Spreadsheet Budgeting, the use of headers is optional. If your institution uses headers, a header must not exceed one row for purposes of validating and uploading.

Working With Uploaded Data in Banner

If your institution uses Banner Finance, you must have a budget ID and phase established to which the data will be uploaded before you can validate or upload from Spreadsheet Budgeting. Once the data is uploaded, use the Position Control module to roll the budget from *Working* status to *Approved* status.

In the case of last minute budget adjustments, budget data that was uploaded from Spreadsheet Budgeting can still be rolled into a different phase using the Position Control module, as long as the position salary budget is still in *Working* status. If the status is already *Approved*, then changes must be made on the Position Control forms in Banner. For information about budget status, refer to Chapter 6, "Interfaces", of the *Human Resources User Guide*.

SunGard Higher Education recommends that you be familiar with the Position Control module of Banner before using Spreadsheet Budgeting. For information about the Position Control module, refer to Chapter 14, "Position Management", and Chapter 5, "Procedures", of the *Human Resources User Guide*. If your institution does not use Banner Human Resources, then refer to Chapter 18, "Budget Development", of the *Finance User Guide*. For information about budgeting with Banner, refer to Chapter 2, "Procedures", of the *Finance User Guide*.

Working With Data in Microsoft Excel

Numeric data appears in your spreadsheet with the number of decimals that are stored in your Banner database.

After downloading, you can use Excel functionality to work with the data. You may want to create macros to organize and sort data according to your institution's needs. For more information about using Excel to work with data, see your Microsoft Excel reference materials.

 **Note**

Data in the uploadable columns of the Salary Budget worksheet must match the corresponding data on the Labor Distribution worksheet. When you are working with the data on either of these worksheets in Excel, take care to carry any changes over to the corresponding column on the other worksheet. If the data do not match, you will receive an error message during validation. ■

When you are ready to upload data back into Banner, you must first undo any local formatting that was applied to the spreadsheet. You must also know whether or not a header row is used in the spreadsheet. For more information about headers, see the topics, “Validating Data” and “Using Header Rows” earlier in this chapter.

Data Lookups in Microsoft Excel

Data lookups enable you to view and query the active Position Control budget and accounting elements in the Banner database while you are working in Microsoft Excel. Each data lookup element appears in a separate wizard window that functions similar to a list of values in Banner. A separate data lookup is available for each of the following elements:

- Position
- Fiscal Year
- Employee Class
- Budget ID (if Banner Finance is installed)
- Budget Phase (if Banner Finance is installed)
- Earnings (if Banner Human Resources is installed)
- Benefit/Deduction (if Banner Human Resources is installed)

 **Note**

If your institution uses Banner Finance, you can access a data lookup for each FOAPAL element. For more information, refer to “Data Lookups” in Chapter 6, “Add-In Components”, of the *Finance Spreadsheet Budgeting Handbook*. ■

In addition to viewing information about all data elements in Banner, you can also use the **Find** field to query for specific values. See Chapter 4, “Add-Ins” of this handbook, for more information about using this field.

Locating a Value Using a Data Lookup

1. Select *Spreadsheet Budgeting* from the Banner pull-down menu.
2. Select the appropriate data lookup from the Spreadsheet Budgeting sub-menu.
3. (Optional) Restrict the number of values displayed by querying with the **Find** field.
4. Select the required value, and then choose the **Select** button.

 **Note**

When you select a value, only the code will be inserted into the spreadsheet cell. The description will not appear, nor will an existing description be changed. ■





This chapter contains information about the add-in components that make up Spreadsheet Budgeting. An add-in is a program, such as Spreadsheet Budgeting, that adds extra features to an application such as Microsoft Excel. The components are the parts of the add-in, such as the “wizards” that help you accomplish various tasks.

The add-in components that are delivered with Spreadsheet Budgeting control the flow of data to and from the Banner database by granting database access only to authorized users. These components also permit only authorized users to download and/or upload data. For information about security for the add-in components, refer to Chapter 2, “Setup For Spreadsheet Budgeting”, of this manual.

The windows and fields of each add-in component are described in this chapter. When appropriate, tables list information that appears in your spreadsheet. For procedural information about the various components, refer to Chapter 3, “Procedures”, of this manual.

Oracle Connection Wizard

The Oracle Connection Wizard is made up of three wizard windows that enable you to manage your connection to the Banner database. Each of the following windows is described below:

- Login
- Switch Session
- Disconnect Session

For information about login procedures in Spreadsheet Budgeting, see Chapter 3, “Procedures”, of this manual.

Login

The Login wizard window enables you to connect to the Banner database. This login functions like the current Oracle login for Banner.

When you connect to the database, information about the active connection appears on the titlebar of Excel.

Security for users at your institution is established on the Desktop Tools--User Security Rule Form (GORDSEC) in Banner. For information about setting up Banner security at your institution, refer to Chapter 2, "Human Resources Security", of the *Human Resources User Guide*.

Field	Description
User ID	Oracle ID of the user.
Password	Oracle password for the user.
Database	Database instance with which you want to work.

Select the **Connect** button to validate the data entered in the **User ID**, **Password**, and **Database** fields. If the information is valid, then you will be granted access to only the wizards authorized on the Desktop Tools--User Security Rule Form (GORDSEC). If the information is not valid, then you need to re-enter valid information.

Select the **Cancel** button to cancel the connection attempt.

Note

The wizard stores the information about the user ID and database from your last login and automatically populates the Login wizard with this information. You may overwrite this information if you want to log in with a different user ID or database. For security purposes, you must enter your password each time you log in. ■

Switch Session

The Switch Session wizard window enables you to switch between Banner databases and/or users.

Field	Description
Sessions	User ID and database instance for each user who is logged into Spreadsheet Budgeting.

Disconnect Session

The Disconnect Session wizard window enables you to disconnect from the Banner database.

You can disconnect multiple users at once, if necessary.

Field	Description
Sessions	User ID and database instance for each user who is logged into Spreadsheet Budgeting.

Download Wizard

The Download Wizard enables you to specify the information that you want to download. A series of choices prompts you for increasingly specific criteria for the data that you want to download. Each successive choice appears on a separate “wizard window.” Each subsequent window narrows the focus of the data that will be downloaded, and determines the tables from which the data will come.

Upon download, Spreadsheet Budgeting creates a series of worksheets that contain Position Control data. The number of worksheets, as well as the data elements they contain, vary depending upon the Banner products installed at your institution and the choices you make on the Download Wizard windows. The possible worksheets are:

- Employee Jobs
- Fringe Budget
- Premium Budget
- Labor Distribution
- Salary Budget

The choices you make on the wizard windows also determine which columns of data will be downloaded into these spreadsheets. Numeric data appears in your spreadsheets with

the number of decimal places that are stored in each numeric field of your Banner database.

 **Note**

Only individuals with authority over Position Control data should be granted access to the Download Wizard. Only users with *Update* access to Position Control data are permitted to download from Position Control tables. ■

To begin, you must select the types of Position Control data that you want to download. You can choose to download both Position Control and Employee Job Assignment data, or Employee Job Assignment data only.

 **Note**

Clients who use the Banner Finance System can also download from several Finance ledgers. For information about using Spreadsheet Budgeting to download from Banner Finance, refer to the *Finance Spreadsheet Budgeting Handbook*. ■

The **Find** field that appears at the top of certain wizard windows helps you limit the number of values displayed. For query purposes in Spreadsheet Budgeting, the asterisk (*) and percent sign (%) both function as wildcards in this field.

The wizard windows that appear for each functional area are described in the following pages. Additionally, the types of data that are downloaded from each of those functional areas appear in a table. For information about using the Download Wizard, refer to Chapter 3, “Procedures”, of this manual.

Downloading Position Control and Employee Job Assignment Data

The following wizard windows appear when you choose to download both Position Control and Employee Job Assignment data. In order to download these types of data, you must select the **Position Control** radio button on the first wizard window, and the **Position Control and Employee Job Assignments** radio button on the second wizard window.

Required Windows

The following table lists the windows required to complete the download process and describes the contents of each window. Some of the window names have been abbreviated in the following table for clarity.

The windows described in the second table (Optional Windows) are optional, and function to limit the amount of data downloaded.

Window	Description/Choices
Select the type of data to be downloaded	Radio group that indicates the functional area from which you want to download. You can select one of the following: <i>Position Control</i> Data will be downloaded from the Position Control module. <i>Grant Ledger</i> Data will be downloaded from the Grant Ledger. <i>Operating Ledger</i> Data will be downloaded from the Operating Ledger. <i>Budget</i> <i>Development</i> Data will be downloaded from Budget Development.
Which Spreadsheet files would you like to create?	Radio group that indicates the types of Position Control data that you want to download. You can select one of the following: <i>Position Control and Employee Job Assignments</i> Both Position Control and Employee Job Assignment data will be downloaded. <i>Employee Job Assignments Only</i> Only Employee Job Assignment data will be downloaded.

Window**Description/Choices**

Select the Chart of Accounts	Indicates the chart of accounts that you want to download. You can select only one chart of accounts code. Note: This window appears only if your institution uses Banner Finance.
Select the Proposed Fiscal Year	Indicates which fiscal year will be included in the download. You can select only one fiscal year.
Select the Budget ID	Indicates which budget ID will be included in the download. You can select only one budget ID. Note: This wizard window appears only if your institution uses Banner Finance.
Select the Budget Phase for the requested Budget ID	Indicates which phase code for the budget ID you selected will be included in the download. You can select only one budget phase. Note: This wizard window appears only if your institution uses Banner Finance.
Do you wish to download Employee Job Assignments that match positions?	Indicates whether Employee Job Assignments will be included in the download. <i>Yes</i> Spreadsheet Budgeting will create an Employee Jobs worksheet that includes Employee Job Assignment data. <i>No</i> Spreadsheet Budgeting will not create an Employee Job worksheet. Employee Job Assignment data will not be downloaded.
Employee Job Assignment Selection Date	Indicates the date on which you want to base Employee Job Assignment data. The date format is DD-MON-YYYY. Note: This wizard window appears only if you selected the Yes radio button in the previous wizard window.

Window

Description/Choices

Select the data grouping for Employee Job Assignments

Indicates whether a standard set of job and salary data or customized job and salary data will be downloaded.

Job, Salary, and Salary Table

Information A standard set of data will appear in your spreadsheet.

Customize your data

elements A custom set of data will appear in your spreadsheet. If you choose this radio button, you will be prompted to specify the data elements that you want to download.

Note: This wizard window appears only if you selected the Yes radio button in the **Do you wish to download Employee Job Assignments that match positions?** wizard window.

Select the Employee Job Assignments fields for the download.

Indicates which Employee Job Assignment elements will be included in your download. You can select as many or as few data elements as you require.

Note: This wizard window appears only if you selected the **Customize your data elements** radio button in the previous wizard window.

Optional Windows

Use of the windows in the following table is optional. Selecting data for all or some of them will limit the amount of data that is downloaded. If you want to limit only certain data elements, you can select the **Next** or **Finish** button on any of these windows to begin the download process.

Window

Description/Choices

Select the Employee Classes to limit the download.

Indicates the employee class code(s) that you want to include in the download.

You can select more than one.

Select the Organization Code(s)

Indicates the organization code(s) that you want to include in the download.

You can select more than one.

Data Output From Downloading Position Control and Employee Job Assignment Information

After you complete downloading *Position Control and Employee Job Assignment Data*, Spreadsheet Budgeting creates a series of worksheets that vary depending upon the Banner products that are installed at your institution and the choices you make on the wizard windows.

The data categories appear in your spreadsheets when you download both Position Control and Employee Job Assignment data. If no values exist for a column that you select, that column will still appear in the worksheet.

The data categories that appear on each potential spreadsheet are described below. You will also see information about the conditions under which each worksheet is created, as well as the sort order of the data categories.

Salary Budget Worksheet

This worksheet displays descriptions of positions at your institution as well as salary budget data for those positions. The data that is displayed on this worksheet is stored in the NBBPOSN and NBRPTOT tables in the Banner Position Control module.

Note

Spreadsheet Budgeting always creates this worksheet regardless of the combination of Banner Finance and/or Banner Human Resources used at your institution. ■

Data is initially sorted by Position Number.

Tip

You can use Excel's sorting capabilities to sort the data in a way that meets your specific budgeting needs. ■

Note

Data in the uploadable columns of this worksheet must match the corresponding data on the Labor Distribution worksheet. When you are working with the data on either of these worksheets in Excel, take care to carry any changes over to the corresponding column on the other worksheet. If the data do not match, you will receive an error message during validation. ■



Downloaded Banner Column

Position Number

Position Title

Begin Date

End Date

Position Status

Employee Class Code

Employee Class Desc

APPT. % (Appointment Percentage)

Bud. Roll Ind (Budget Roll Indicator)

Bud. Roll Desc (Budget Roll Description)

Fiscal Year

COA (Chart of Accounts)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Position Orgn (Position Organization)

Orgn Desc (Organization Description)

Budget ID

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Budget Phase

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Budget Status

FTE (Full Time Equivalency)

Salary Budget

Encumbrance

Expended



Downloaded Banner Column

Fringe Budget

Note: This data category appears in your worksheet only if your institution uses the fringe chargeback method security within Banner Human Resources.

Position Budget Basis

Position Annual Basis

Budget Appointment %

Base Units

Create FTE/Salary Records Indicator

Labor Distribution Worksheet

This worksheet displays the labor distributions for each position that appears on the Salary Budget worksheet. The data that is displayed on this worksheet is stored in the NBRPLBD table in the Banner Position Control module.

Note

Spreadsheet Budgeting always creates this worksheet regardless of the combination of Banner Finance and/or Banner Human Resources used at your institution. If your institution uses Banner Finance, then the FOAPAL distribution associated with each entry will appear. ■

Note

If your institution does not use Banner Finance, then the free-format accounting distribution code associated with each entry will appear. ■

Data is initially sorted by Position Number

Tip

You can use Excel's sorting capabilities to sort the data in a way that meets your specific budgeting needs. ■

Note

Data in the uploadable columns of the Salary Budget worksheet must match the corresponding data on this worksheet. When you are working with the data on either of these worksheets in Excel, take care to carry any changes over to the corresponding column on the other worksheet. If the data do not match, you will receive an error message during validation. ■



Downloaded Banner Column

Position Number

Position Title

Fiscal Year

COA (Chart of Accounts)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Budget ID

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Budget Phase

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

FUND

Note: This data category appears in your worksheet only if your institution uses Banner Finance. If your institution does not use Banner Finance, then the code of your free-format accounting distribution will appear.

FUND Desc (Fund Description)

Note: This data category appears in your worksheet only if your institution uses Banner Finance. If your institution does not use Banner Finance, then the code of your free-format accounting distribution will appear.

ORGN (Organization)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

ORGN Desc (Organization Description)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

ACCT (Account Code)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

ACCT Desc (Account Description)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.



Downloaded Banner Column

PROG (Program Code)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

PROG Desc (Program Description)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

ACTV (Activity Code)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

ACTV Desc (Activity Description)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

LOCN (Location Code)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

LOCN Desc (Location Description)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Salary Budget

Distribution Budget

Distribution Percent

Premium Budget Worksheet

This worksheet displays the premium earnings for each position that appears on the Salary Budget worksheet. The data that is displayed on this worksheet is stored in the NBRRTOT table in the Banner Human Resources System.

Note

Spreadsheet Budgeting creates this worksheet only if your institution has Banner Human Resources installed. ■

Data is initially sorted in the following order:

- Position Number
- Earnings Code

Tip

You can use Excel's sorting capabilities to sort the data in a way that meets your specific budgeting needs. ■

Downloaded Banner Column

Position Number

Position Title

Fiscal Year

Budget Status

COA (Chart of Accounts)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Position Orgn (Position Organization)

Orgn Desc (Organization Description)

Budget ID

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Budget Phase

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Earn Code (Earnings Code)

Earn Code Desc (Earnings Code Description)

Downloaded Banner Column

Salary Budget

Earnings Budget

Earnings Expended

Fringe Budget Worksheet

This worksheet displays the fringe earnings for each position that appears on the Salary Budget worksheet. The data that is displayed on this worksheet is stored in the `NBRFTOT` table in the Banner Human Resources System.

 **Note**

Spreadsheet Budgeting creates this worksheet only if your institution has Banner Human Resources installed and uses the fringe actual method of salary budgeting. If your institution uses the fringe charge back method of salary budgeting, Spreadsheet Budgeting will not create this worksheet. ■

Data is initially sorted in the following order:

- Position Number
- Benefit Code

 **Tip**

You can use Excel's sorting capabilities to sort the data in a way that meets your specific budgeting needs. ■



Downloaded Banner Column

Position Number

Position Title

Fiscal Year

Budget Status

COA (Chart of Accounts)

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Position Orgn (Position Organization)

Orgn Desc (Organization Description)

Budget ID

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Budget Phase

Note: This data category appears in your worksheet only if your institution uses Banner Finance.

Benefit Code

Benefit Desc (Benefit Description)

Salary Budget

Fringe Budget

Fringe Expended

Employee Jobs Worksheet (Customized Option)

This worksheet displays customized employee job assignment information that is stored in the Base Job Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables in the Banner Human Resources System and appears on the Employee Job Form (NBAJOBS). Only the data categories that you selected on the **Select the Employee Job Assignments fields for the download** wizard window appear on this worksheet. Your worksheet may have fewer data elements than the table below, depending upon your wizard choices.

Spreadsheet Budgeting creates this worksheet if you select the *Yes* radio button on the **Do you wish to download Employee Job Assignments that match positions?** wizard window, and the *Customize your data elements* on the **Select the data grouping for Employee Job Assignments** wizard window.

Note

You can choose to create this worksheet only if Banner Human Resources is used at your institution. ■

You cannot upload any data from this worksheet.

Data is initially sorted in the following order:

- Employee ID
- Position Number
- Suffix



Tip

You can use Excel's sorting capabilities to sort the data in a way that meets your specific budgeting needs. ■

Downloaded Banner Column

ID

Name

Position

Suffix

Accrue Leave Indicat (Accrued Leave Indicator)

Base Activity Date

Job Begin Date

Contract Type

Salary Encumbrance

Step Increase Day

Total Encum Hrs (Total Encumbrance Hours)

IPEDS Report Ind (IPEDS Report Indicator)

Contract End Date

Stats Canada Rept

Deferred Balance

Civil Service

Contract Begin Date

Total Contract Hrs (Total Contract Hours)

Fringe Encumbrance

Job End Date

Downloaded Banner Column

COA Code

Step Increase Month

Premium Pay Code

Personnel Date

PERS Pay Code

Deferred Amount

Per Pay Salary

Payroll ID

Regular Rate

Salary Grade

Hours per Pay

Hours per Day

FTE

Factor

Encumbrance Hours

Employer Code

Jobs Effective Date

Employee Class Code

Desc

Timesheet Orgn

Desc

EEO Location Code

Desc

Longevity Code

Job Change Reason

Desc

Downloaded Banner Column

Job Location

Desc

Deferred Pay Code

Title

Contract Number

Timesheet COA

Assign Salary

Appointment Percent

Annual Salary

Activity Date

Step

Salary Table

School Code

Desc

Salary Group

Desc

Shift

Job Status

STRS Assignment Code

STRS Pay Code

Supervisor Position

Supervisor Suffix

Workers Comp Code

Supervisor ID

Supervisor Name

Pays

Downloaded Banner Column

Probationary Period

Probat. Begin Date

Probat. End Date

Job Leave Category

Job Leave Category Description

Eligible Date

Employee Jobs Worksheet (Standard Option)

This worksheet displays employee salary information that is stored in the Base Job Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables in the Banner Human Resources System and appears on the Employee Job Form (NBAJOBS).

Spreadsheet Budgeting creates this worksheet if you select the *Yes* radio button on the **Do you wish to download Employee Job Assignments that match positions?** wizard window, and the *Job, Salary, and Salary Table Information* radio button on the **Select the data grouping for Employee Job Assignments** wizard window.

 **Note**

You can choose to create this worksheet only if Banner Human Resources is used at your institution. ■

You cannot upload any data from this worksheet.

Data is sorted in the following order:

- Position
- Suffix
- Contract Type
- Shift

 **Tip**

You can use Excel's sorting capabilities to sort the data in a way that meets your specific budgeting needs. ■



Downloaded Banner Column

ID

Name

Position

Suffix

Step Increase Month

Step Increase Day

Job End Date

Job Begin Date

Contract Type

Supervisor ID

Supervisor Name

Workers Comp Code

Desc

Supervisor Suffix

Supervisor Position

Job Status

Shift

Salary Group

Desc

Salary Table

Step

Salary Grade

Regular Rate

Payroll ID

Desc



Downloaded Banner Column

Per Pay Salary

Deferred Amount

Premium Pay Code

Desc

Pays

Timesheet Orgn

Desc

Hours per Pay

Hours per Day

FTE

Factor

Employer Code

Desc

Jobs Effective Date

Employee Class Code

Desc

Deferred Pay Code

Desc

Title

Timesheet COA

Assign Salary

Appointment Percent

Annual Salary

Activity Date

Downloading Employee Job Assignment Data

The following wizard windows appear when you choose to download only Employee Job Assignment data. In order to download Employee Job Assignment data, you must select the **Position Control** radio button on the first wizard window, and the **Employee Job Assignments Only** radio button on the second wizard window.

Required Windows

The following table lists the windows required to complete the download process and describes the contents of each window. Some of the window names have been abbreviated in the following table for clarity.

The windows described in the second table (Optional Windows) are optional, and function to limit the amount of data downloaded.

Window	Description/Choices
Select the type of data to be downloaded	<p>Radio group that indicates the functional area from which you want to download. You can select one of the following:</p> <p><i>Position Control</i> Data will be downloaded from the Position Control module.</p> <p><i>Grant Ledger</i> Data will be downloaded from the Grant Ledger.</p> <p><i>Operating Ledger</i> Data will be downloaded from the Operating Ledger.</p> <p><i>Budget</i></p> <p><i>Development</i> Data will be downloaded from Budget Development.</p>
Which Spreadsheet files would you like to create?	<p>Radio group that indicates the types of Position Control data that you want to download. You can select one of the following:</p> <p><i>Position Control and Employee Job Assignments</i> Both Position Control and Employee Job Assignment data will be downloaded.</p> <p><i>Employee Job Assignments Only</i> Only Employee Job Assignment data will be downloaded.</p>
Employee Job Assignment Selection Date	<p>Indicates the date on which you want to base Employee Job Assignment data.</p> <p>The date format is DD-MON-YYYY.</p>



Window	Description/Choices
Select the data grouping for Employee Job Assignments	Indicates whether a standard set of job and salary data or customized job and salary data will be downloaded. <i>Job, Salary, and Salary Table Information</i> A standard set of data will appear in your spreadsheet. <i>Customize your data elements</i> A custom set of data will appear in your spreadsheet. If your choose this radio button, you will be prompted to specify the data elements that you want to download.
Select the Employee Job Assignments fields for the download.	Indicates which Employee Job Assignment elements will be included in your download. You can select as many or as few data elements as you require. Note: This wizard window appears only if you selected the Customize your data elements radio button in the previous wizard window.
Select the Chart of Accounts for the listing of Organizations in the NEXT step.	Indicates the chart of accounts for which you want to view associated organization codes. Only the organization codes associated with the chart of accounts code that you select on this window will appear on the Select the Organization Code(s) window. You can select only one chart of accounts. Note: This wizard window appears only if your institution uses Banner Finance.

Optional Windows

Use of the windows in the following table is optional. Selecting data for all or some of them will limit the amount of data that is downloaded. If you want to limit only certain data elements, you can click the **Next** or **Finish** button on any of these windows to begin the download process.



Window	Description/Choices
Select the Employee Classes to limit the download.	Indicates the employee class code(s) that you want to include in the download. You can select more than one.
Select the Organization Code(s)	Indicates the organization code(s) that you want to include in the download. Only the organization codes associated with that chart of accounts code that you selected on the Select the Chart of Accounts for the listing of Organizations in the NEXT step window will appear on this window. You can select more than one organization code.

Data Output From Downloading Employee Job Assignment Information

After you complete downloading *Employee Job Assignment data*, Spreadsheet Budgeting creates an Employee Jobs worksheet that contains the data you selected on the series of wizard windows. If no values exist for a column that you select, that column will still appear in the worksheet.

The data categories that appear on the worksheet are described below.

Employee Jobs Worksheet (Customized Option)

This worksheet displays customized employee job assignment information that is stored in the Base Job Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables in the Banner Human Resources System and appears on the Employee Job Form (NBAJOBS). Only the data categories that you selected on the **Select the Employee Job Assignments fields for the download** wizard window appear on this worksheet. Your worksheet may have fewer data elements than the table below, depending upon your wizard choices.

Note

You can create this worksheet only if Banner Human Resources is used at your institution. ■

You cannot upload any data from this worksheet.

Data is sorted in the following order:

- Position
- Suffix
- Contract Type
- Shift

Downloaded Banner Column

ID

Name

Position

Suffix

Accrue Leave Indicat (Accrued Leave Indicator)

Base Activity Date

Job Begin Date

Contract Type

Downloaded Banner Column

Salary Encumbrance

Step Increase Day

Total Encum Hrs (Total Encumbrance Hours)

IPEDS Report Ind (IPEDS Report Indicator)

Contract End Date

Stats Canada Rept

Deferred Balance

Civil Service

Contract Begin Date

Total Contract Hrs (Total Contract Hours)

Fringe Encumbrance

Job End Date

COA Code

Step Increase Month

Premium Pay Code

Personnel Date

PERS Pay Code

Deferred Amount

Per Pay Salary

Payroll ID

Regular Rate

Salary Grade

Hours per Pay

Hours per Day

FTE

Factor

Downloaded Banner Column

Encumbrance Hours

Employer Code

Jobs Effective Date

Employee Class Code

Desc

Timesheet Orgn

Desc

EEO Location Code

Desc

Longevity Code

Job Change Reason

Desc

Job Location

Desc

Deferred Pay Code

Title

Contract Number

Timesheet COA

Assign Salary

Appointment Percent

Annual Salary

Activity Date

Step

Salary Table

School Code

Desc

Downloaded Banner Column

Salary Group

Desc

Shift

Job Status

STRS Assignment Code

STRS Pay Code

Supervisor Position

Supervisor Suffix

Workers Comp Code

Supervisor ID

Supervisor Name

Pays

Probationary Period

Probat. Begin Date

Probat. End Date

Job Leave Category

Job Leave Category Description

Eligible Date

Employee Jobs Worksheet (Standard Option)

This worksheet displays employee salary information that is stored in the Base Job Assignment (NBRBJOB) and Detail Job Assignment (NBRJOBS) tables in the Banner Human Resources System and appears on the Employee Job Form (NBAJOBS).

 **Note**

You can create this worksheet only if Banner Human Resources is used at your institution. ■

You cannot upload any data from this worksheet.

Data is sorted in the following order:

- Position
- Suffix
- Contract Type
- Shift

Downloaded Banner Column

ID

Name

Position

Suffix

Step Increase Month

Step Increase Day

Job End Date

Job Begin Date

Contract Type

Supervisor ID

Supervisor Name

Workers Comp Code

Desc

Supervisor Suffix

Supervisor Position

Job Status

Shift

Salary Group

Desc

Salary Table

Step

Downloaded Banner Column

Salary Grade

Regular Rate

Payroll ID

Desc

Per Pay Salary

Deferred Amount

Premium Pay Code

Desc

Pays

Timesheet Orgn

Desc

Hours per Pay

Hours per Day

FTE

Factor

Employer Code

Desc

Jobs Effective Date

Employee Class Code

Desc

Deferred Pay Code

Desc

Title

Timesheet COA

Assign Salary

Downloaded Banner Column

Appointment Percent

Annual Salary

Activity Date

Validation Wizard

The Validation Wizard enables you to validate the data before beginning the upload process. This gives you the opportunity to validate your data in small manageable chunks before you are ready to upload spreadsheets that are more substantial in size. A series of choices prompts you to identify the data that will be validated, as well as the parameters against which the data will be validated. Each successive choice appears on a separate “wizard window.” Each subsequent window narrows the focus of the data that will be validated.

The **Find** field that appears at the top of certain wizard windows helps you limit the number of values displayed. For query purposes in Spreadsheet Budgeting, the asterisk (*) and percent sign (%) both function as wildcards in this field.

Note

Clients who use the Banner Finance System can also validate Finance budget data against the Budget Development module of Banner Finance. For information about using Spreadsheet Budgeting to validate Finance data, refer to the *Finance Spreadsheet Budgeting Handbook*. ■

Prerequisite

Prior to validating data, you must undo any local Excel formatting. If your institution uses local formatting, this generally means running the appropriate undo macro.

If your institution uses Banner Finance, you must have a budget ID and phase established to which the data will eventually be uploaded.

If your institution uses Banner Human Resources *without* Finance, then users can upload position budget data multiple times, if necessary; however, any working budgets that you have previously uploaded will be overwritten.

Note

If your institution uses Banner Finance, then you may create a different budget phase and budget ID in order to create and store multiple budget scenarios. ■

The following table describes each window of the Validation Wizard. Some of the window names have been abbreviated in the following table for clarity. For information about using the Validation Wizard, refer to Chapter 3, “Procedures”, of this manual.

Window	Description/Choices
Select the type of data to be validated	<p>Radio button that indicates the Banner functional area of the data. You can select one of the following:</p> <p><i>Position Control</i> Data is for Banner Position Control.</p> <p><i>Budget</i></p> <p><i>Development</i> Data is for Banner Finance budgets.</p>
Select the Chart of Accounts	<p>Choose the chart of accounts for which the data will be validated.</p> <p>You can select only one chart of accounts.</p> <p>Note: This window appears only if your institution uses Banner Finance.</p>
Select the Fiscal Year	<p>Choose the fiscal year for which the data will be validated.</p> <p>You can select only one fiscal year.</p>
Select the Budget ID	<p>Choose the budget ID for which the data will be validated.</p> <p>You can select only one.</p> <p>Note: This window appears only if your institution uses Banner Finance.</p>
Select the Budget Phase Code	<p>Choose the budget phase against which the data will be validated.</p> <p>You can select only one.</p> <p>Note: This window appears only if your institution uses Banner Finance.</p>
Make sure all worksheets have headers.	<p>Informational wizard window that reminds you to make sure all of your worksheets have header rows.</p>
Select the Position Salary Budget worksheet(s)	<p>Choose which of your worksheet(s) contain the Position Salary Budget data. Data from this worksheet will be validated against the <code>NRPTOT</code> table.</p>

Window**Description/Choices**

Map the following columns for the NBRPTOT table

Table with pull-down menus to link Banner columns to the corresponding Excel columns. You must match the following Banner columns from the NBRPTOT table to their corresponding Excel column:

Position Number

Salary Budget Amount

Organization

FTE

Position Budget Basis

Position Annual Basis

Budget Appointment %

Base Units

Create FTE/Salary Records Indicator

Select the Position Labor Distribution worksheet(s)

Choose which of your worksheet(s) contain the Position Labor Distribution data. Data from this worksheet will be validated against the NBRPLBD table.

Map the following columns for the NBRPLBD table

Table with pull-down menus to link the Banner columns to the corresponding Excel columns. You must match the following Banner columns from the NBRPLBD table to their corresponding Excel column:

Position Number

Distribution Budget Amount

Fund Appears only if you use Banner Finance

Organization Appears only if you use Banner Finance

Account Appears only if you use Banner Finance

Program Appears only if you use Banner Finance

Activity Appears only if you use Banner Finance

Location Appears only if you use Banner Finance

Note: If your institution does not use Banner Finance, then the **Fund, Organization, Account, Program, Activity, and Location** fields will not appear. Instead, you will need to map your free-format accounting distribution code to the corresponding Excel column.

Window	Description/Choices
Select the Premium Earnings Budget worksheet(s)	Choose which of your worksheet(s) contain the Premium Earnings Budget data. Data from this worksheet will be validated against the <code>NBRRTOT</code> table. Note: This window appears only if your institution uses Banner Human Resources.
Map the following columns for the <code>NBRRTOT</code> table	Table with pull-down menus to link Banner columns to the corresponding Excel columns. You must match the following Banner columns from the <code>NBRRTOT</code> table to their corresponding Excel column: <i>Position Number</i> <i>Earnings Budget Amount</i> <i>Earn Code</i> Note: This window appears only if your institution uses Banner Human Resources.
Select the Fringe Actual Budget worksheet(s)	Choose which of your worksheet(s) contain the Fringe Actual Budget data. Data from this worksheet will be validated against the <code>NBRFTOT</code> table. Note: This window appears only if your institution uses the fringe actual method of salary budgeting within Banner Human Resources.
Map the following columns for the <code>NBRFTOT</code> table	Table with pull-down menus to link the Banner columns to the corresponding Excel columns. You must match the following Banner columns from the <code>NBRFTOT</code> table to their corresponding Excel column: <i>Position Number</i> <i>Fringe Budget Amount</i> <i>Benefit/Deduction Code</i> Note: This window appears only if your institution uses the fringe actual method of salary budgeting within Banner Human Resources.
The validation process is ready to begin	Wizard window that enables you to begin the validation process. Select the Finish button to begin the validation process. Select the Previous button to make changes to your prior wizard choices. Select the Cancel button to exit the Validation Wizard.

 **Note**

If you are validating a workbook that has one or more blank sheets, you must still map all columns on the appropriate wizard windows. ■

Data Output of the Validation Messages Worksheet

If any errors are found during validation, Spreadsheet Budgeting creates a worksheet called Validation Messages. This worksheet contains details about the errors. If no errors are found, then Spreadsheet Budgeting displays a message stating so.

Note

You must resolve all validation errors before you will be able to upload to Banner successfully. ■

Tip

Worksheets with errors appear on the Validation Messages sheet listed in alphabetical order. You may find it helpful to examine errors in the order that the sheets were validated, which is: ■

- Salary
- Labor Distribution
- Premium
- Fringe

The following data categories appear in the Validation Messages worksheet:

Validation Message Data Category

Workbook where the error was found.

Worksheet where the error was found.

Row Number containing the error.

Message Description of the error.

Upload Wizard

The Upload Wizard enables the user to upload the data from the spreadsheet(s). A series of choices prompts you to identify the data that you want to upload, as well as the location to which the data will be uploaded. Each successive choice appears on a separate “wizard window.” Each subsequent window narrows the focus of the data that will be uploaded.

Note

Only individuals with authority over Position Control data should be granted access to the Upload Wizard. Only users with *Update* access to Position Control data are permitted to upload to Position Control tables. ■

If a cell in the spreadsheet contains a formula, the Upload Wizard will upload only the calculated value of the cell into the Banner database. The formula will not be uploaded.

Note

Description columns (for example, employee class code description) are not uploaded into the database. ■

The **Find** field that appears at the top of certain wizard windows helps you limit the number of values displayed. For query purposes in Spreadsheet Budgeting, the asterisk (*) and percent sign (%) both function as wildcards in this field.

Note

Clients who use the Banner Finance System can also upload Finance budget data into the Budget Development module of Banner Finance. For information about using Spreadsheet Budgeting to upload Finance data, refer to the *Finance Spreadsheet Budgeting Handbook*. ■

Prerequisite

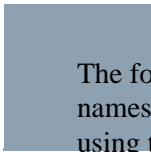
Prior to uploading data, you must undo any local Excel formatting. If your institution uses local formatting, this generally means running the appropriate undo macro.

If your institution uses Banner Finance, you must have a budget ID and phase established to which the data will be uploaded. You may create different budget phases and budget IDs in order to create and store multiple budget scenarios.

If your institution uses Banner Human Resources *without* Finance, then users can upload position budget data multiple times, if necessary; however, any working budgets that you have previously uploaded will be overwritten.

Note

Data in the uploadable columns of the Salary Budget worksheet must match the corresponding data on the Labor Distribution worksheet. When you are working with the data on either of these worksheets in Excel, take care to carry any changes over to the corresponding column on the other worksheet. If the data do not match, you will receive an error message during validation. ■



The following table describes each window of the Upload Wizard. Some of the window names have been abbreviated in the following table for clarity. For information about using the Upload Wizard, refer to Chapter 3, “Procedures”, of this manual.



Window

Description/Choices

Select the type of data to be validated	Radio button that indicates the Banner functional area of the data. You can select one of the following: <i>Position Control</i> Data is for Banner Position Control. <i>Budget</i> <i>Development</i> Data is for Banner Finance budgets.
Select the Chart of Accounts	Choose the chart of accounts to which the data will be uploaded. You can select only one chart of accounts. Note: This window appears only if your institution uses Banner Finance.
Select the Fiscal Year	Choose the fiscal year to which the data will be uploaded. You can select only one fiscal year.
Select the Budget ID	Choose the budget ID to which the data will be uploaded. You can select only one. Note: This window appears only if your institution uses Banner Finance.
Select the Budget Phase Code	Choose the budget phase to which the data will be uploaded. You can select only one. Note: This window appears only if your institution uses Banner Finance.
Make sure all worksheets have headers.	Informational wizard window that reminds you to make sure all of your worksheets have header rows.
Select the Position Salary Budget worksheet(s)	Choose which of your worksheet(s) contain the Position Salary Budget data. Data from this worksheet will be uploaded to the NBRPTOT table.

Window**Description/Choices**

Map the following columns for the NBRPTOT table

Table with pull-down menus to link the Banner columns to the corresponding Excel columns. You must match the following Banner columns from the NBRPTOT table to their corresponding Excel column:

Position Number

Salary Budget Amount

Organization

FTE

Position Budget Basis

Position Annual Basis

Budget Appointment %

Base Units

Create FTE/Salary Records Indicator

Select the Position Labor Distribution worksheet(s)

Choose which of your worksheet(s) contain the Position Labor Distribution data. Data from this worksheet will be uploaded to the NBRPLBD table.

Map the following columns for the NBRPLBD table

Table with pull-down menus to link Banner columns to the corresponding Excel columns. You must match the following Banner columns from the NBRPLBD table to their corresponding Excel column:

Position Number

Distribution Budget Amount

Fund Appears only if you use Banner Finance

Organization Appears only if you use Banner Finance

Account Appears only if you use Banner Finance

Program Appears only if you use Banner Finance

Activity Appears only if you use Banner Finance

Location Appears only if you use Banner Finance

Note: If your institution does not use Banner Finance, then the **Fund, Organization, Account, Program, Activity, and Location** fields will not appear. Instead, you will need to map your free-format accounting distribution code to the corresponding Excel column.

Window

Description/Choices

Select the Premium Earnings Budget worksheet(s)

Choose which of your worksheet(s) contain the Premium Earnings Budget data. Data from this worksheet will be uploaded to the NBRRTOT table.

Note: This window appears only if your institution uses Banner Human Resources.

Map the following columns for the NBRRTOT table

Table with pull-down menus to link the Banner columns to the corresponding Excel columns. You must match the following Banner columns from the NBRRTOT table to their corresponding Excel column:

Position Number

Earnings Budget Amount

Earn Code

Note: This window appears only if your institution uses Banner Human Resources.

Select the Fringe Actual Budget worksheet(s)

Choose which of your worksheet(s) contain the Fringe Actual Budget data. Data from this worksheet will be uploaded to the NBRFTOT table.

Note: This window appears only if your institution uses the fringe actual method of salary budgeting within Banner Human Resources.

Map the following columns for the NBRFTOT table

Table with pull-down menus to link the Banner columns to the corresponding Excel columns. You must match the following Banner columns from the NBRFTOT table to their corresponding Excel column:

Position Number

Fringe Budget Amount

Benefit/Deduction Code

Note: This window appears only if your institution uses the fringe actual method of salary budgeting within Banner Human Resources.

The validation process is ready to begin

Wizard window that enables you to begin the upload process. Select the **Finish** button to begin the upload process. Select the **Previous** button to make changes to your prior wizard choices. Select the **Cancel** button to exit the Upload Wizard.

Note

If you are uploading a workbook that has one or more blank sheets, you must still map all columns on the appropriate wizard windows. ■

Data Output of the Validation Messages Worksheet

If any errors are found during validation, Spreadsheet Budgeting creates a worksheet called Validation Messages. This worksheet contains details about the errors. If no errors are found, then Spreadsheet Budgeting displays a message stating so, and the data is uploaded.

Note

You must resolve all validation errors before you will be able to upload to Banner successfully. ■

Tip

Worksheets with errors appear on the Validation Messages sheet listed in alphabetical order. You may find it helpful to examine errors in the order that the sheets were validated, which is: ■

- Salary
- Labor Distribution
- Premium
- Fringe

The following data categories appear in the Validation Messages worksheet:

Validation Message Data Category

Workbook where the error was found.

Worksheet where the error was found.

Row Number containing the error.

Message Description of the error.

Data Lookups

Data lookups enable you to view and query the active Position Control budget and accounting elements in the Banner database. Each data lookup element appears in a separate wizard window that functions similar to a list of values in Banner. A separate data lookup is available for each of the following elements:

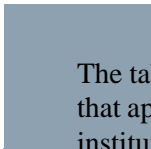
- Position
- Fiscal Year
- Employee Class
- Budget ID
- Budget Phase
- Earnings
- Benefit/Deduction
- Accounting Distributions

 **Note**

If your institution does not use Banner Finance, you can access a data lookup for the free-format accounting distribution codes that are active at your institution. ■

 **Note**

If your institution uses Banner Finance, you can access a data lookup for each FOAPAL element. For more information, refer to “Data Lookups” in Chapter 6, “Add-In Components”, of the *Finance Spreadsheet Budgeting Handbook*. ■



The table below lists which values appear for each data lookup element. The data lookups that appear on your screen may vary depending upon the Banner products installed at your institution.

	Code	Title/Desc	COA	Status	Begin/End Dates	Activity Date
Position	Yes	Yes	No	Yes	No	Yes
Fiscal Year	Yes	No	Yes	Yes	Yes	Yes
Employee Class	Yes	Yes	No	No	No	Yes
Budget ID	Yes	Yes	Yes	No	No	No
Budget Phase	Yes	Yes	Yes	Yes	No	No
Earnings	Yes	Yes	No	No	No	Yes
Benefit/Deduction	Yes	Yes	No	No	No	Yes
Accounting Distribution Codes	Yes	Yes	Yes	No	No	No

Access the appropriate data lookup by selecting it from the Spreadsheet Budgeting sub-menu on the toolbar.

Choose the desired value and then select the **Select** button to insert the value into your spreadsheet. The value will appear in the cell where your cursor resided when you invoked the data lookup.

 **Note**

When you select a value, only the code will be inserted into the spreadsheet cell. The description will not appear, nor will an existing description be changed. ■

By using the **Find** field at the top of each data lookup window, you can restrict the number of values displayed. For query purposes in Spreadsheet Budgeting, the asterisk (*) and percent sign (%) both function as wildcards.

For information about using data lookups, refer to Chapter 3, “Procedures”, of this manual.

5

Banner Support For Spreadsheet Budgeting



This chapter lists the forms, reports, processes and tables in Banner that support spreadsheet budgeting.

Forms

The following forms support Spreadsheet Budgeting. For detailed field information refer to the online help of Banner General. For information about using Online Help, refer to the *Banner Getting Started Guide*.

Form	Description
GTVDADD	Add-In Validation Form To create and maintain add-in codes.
GTVDPRP	Step Property Validation Form To create and maintain property codes.
GTVDSTP	Step Type Validation Form To create and maintain step type codes.
GORDPRP	Step Property Values Rule Form To associate values with the property codes defined on the Step Property Validation Form (GTVDPRP).
GORDSEC	User Security Rule Form To establish user access for specific wizards associated with an add-in.
GORDSTP	Step Type Properties Rule Form To associate properties with a step type code.

Form	Description
GOADADD	Desktop Tools--Add-In Application Form Used to associate wizards and data lookups with an add-in, and to specify the order in which the wizards and data lookups will appear.
GOADSTE	Desktop Tools--Wizard Step Setup Application Form Used to assign steps (wizard pages) to a wizard, and to assign specific properties to each of those steps.

Reports and Processes

Microsoft Excel provides a variety of features to meet your reporting needs. See your Microsoft Excel reference materials for more information.

The following is a quick review of the reports and processes currently used in the Position Control module of Banner. Refer to Chapter 13, “Reports and Processes” of the *Human Resources User Guide*, for descriptions, parameter listings, and sample output.

Report/Process	Description
NBPBROL	Budget Roll Process Report Executes budget roll (including fringe benefits) from one fiscal year to another. The system posts results to the Position Totals Block of the Position Definition Form (NBAPBUD).
NBPBUDM	Budget Maintenance Process Spreads budget amounts to position labor distributions.
NBPENCM	Encumbrance Maintenance Process Spreads encumbrance amounts to job labor distributions. Calculates future encumbrance amounts if the Encumber Multi-year Labor indicator is set on the grant related fund records in Banner Finance
NBPMASS	Mass Salary Table Update Report Calculates contract value for fiscal year entered. Calculates automatic step increases. Updates groups of Table/Grade combinations by amount or percentage and updates job records with new table/grade combination.

Report/Process	Description
NBRBWRK	<p>Budget Worksheet Report</p> <p>Displays budget phases with current year and prior year budget amounts from the budget file. This report sorts by organization, fund, program, activity, location, and account.</p>
NBRPCLS	<p>Position Class Listing Report</p> <p>Lists defined position classes and salary guidelines.</p>
NBRPINC	<p>Position Class Incumbent Report</p> <p>Lists incumbents of positions in each position class.</p>
NBRPOSN	<p>Position Report</p> <p>Lists active, frozen, and/or cancelled positions for a specified date range.</p>
NBRPSTA	<p>Position Status Exception Report</p> <p>Lists exception status positions (i.e., over budget, vacant, cancelled, frozen, under-encumbered, or over-filled).</p>
NHPFIN1	<p>Finance Interface Extract Report</p> <p>Extracts data for Finance System interface and updates the position totals with encumbered amounts.</p>
NHPFIN2	<p>Finance Interface Report</p> <p>Shows information extracted and passed to the Finance System. This report is most useful when you have specific payroll data in your system.</p>
NHRBDST	<p>Budget Distribution Report</p> <p>Shows budgetary information for selected FOAPALs.</p>
NHRDIST	<p>Organization Distribution Payroll Distribution Report</p> <p>Shows summary and detail reports.</p>
NHRECRT	<p>Effort Certification Report</p> <p>Shows FOAPAL information for specified grants or funds.</p>

Tables

The following tables support Spreadsheet Budgeting.

Table	Description
GTVDADD	Add-In Validation Table
GTVDPRP	Step Property Validation Table
GORDPRP	-Step Property Repeating Table
GTVDSTP	Step Type Validation Table
GORDSTP	Step Type Property Repeating Table
GORDSEC	User Security Repeating Table
GORDWIZ	Add-In Wizard Association Repeating Table
GORDLUP	Add-In Data Lookup Repeating Table
GORDSTE	Wizard Step Repeating Table
GORDSPR	Wizard Step Properties Repeating Table
GOTDWKS	Worksheet Snapshot Table
GOTDMSG	Temporary Desktop Tools Message Table
GOTDPAR	Temporary Desktop Parameters Table
NBTPTOT	Salary Budget Temporary Table
NBTPLBD	Position Labor Distribution Temporary Table
NBTRTOT	Premium Earnings Budget Temporary Table
NBTFTOT	Fringe Actual Budget Temporary Table

Troubleshooting



The following table contains tips and hints about using Spreadsheet Budgeting in a quick-reference format. The task is listed in the left-hand column, and one or more suggestions for accomplishing the task appears in the right-hand column.

Quick Reference Chart

This information is for quick reference, and is intended only as a supplement to the rest of the documentation.

Task	Tips/Hints
I don't have a <i>Banner</i> entry on my Excel toolbar.	<p>The Spreadsheet Budgeting add-in must be installed on your client computer. See the <i>General Technical Reference Manual</i> for details.</p> <p>The Desktop Tools add-in must be enabled in your copy of Microsoft Excel. See Chapter 2 of this manual for details.</p>
I'm using Spreadsheet Budgeting on the Citrix platform, and I'm getting a message that says "GODDTOP.XLA is read-only."	Consult your Citrix documentation for information about installing Microsoft Office.
I can't log in to Spreadsheet Budgeting	<p>You must have <i>Banner</i> access privileges in order to log in.</p> <p>Your client computer must have access to the <i>Banner</i> database.</p>
I can log in to Spreadsheet Budgeting, but no add-ins appear in my menu bar.	You need to have Spreadsheet Budgeting security privileges in order to access the Spreadsheet Budgeting add-in menu options. Security is established on the Desktop Tools--User Security Rule Form (GORDSEC) in <i>Banner</i> .
I'm logged into several databases. How can I tell which one I'm currently using?	The active database connection appears in the title bar of Excel.

Task	Tips/Hints
I can't select more than one value at a time on the wizard page.	<p>Choose the value at the beginning of the range that you want to select, hold down the Shift key, and then select the value at the opposite end of the range.</p> <p>To select only certain values, hold down the Control key and select the values that you want to include.</p>
The wizard questions on my screen are different from the ones in this book.	The Spreadsheet Budgeting reference materials document the wizard questions that are delivered with Banner. If any of the questions are changed at your institution, those changes will not appear in the documentation.
I just realized I made a wrong choice on a previous wizard window.	Select the Previous button to return to previous wizard windows.
I created a budget ID and phase in Banner Finance, but I don't see them on the Download Wizard windows.	You must create position data for the budget ID and phase in the Position Control module before the ID and phase will appear on the wizard windows.
My spreadsheet is huge. Is there a way to limit the amount of data I download?	You can restrict your download by employee class and/or organization code. If you use Banner Finance for budget development, you can also restrict your download by FOAPAL element. You can specify as many or as few elements as you need. Refer to "Downloading Data" in Chapter 3, "Procedures" of this manual.
Why are the data lookups showing me such a long list of values?	Data lookups display all active codes within Banner, regardless of whether or not they are data-enterable.
My institution uses Banner Finance in addition to Banner Human Resources. The data lookup windows are showing me FOAPAL values that I know I am <i>not</i> authorized to use.	The Banner fund/organization security established at your institution does <i>not</i> affect the list which you can access in the Data Lookup windows.

Task	Tips/Hints
Why doesn't the description of the code appear in my spreadsheet when I select a value from a data lookup window?	Spreadsheet Budgeting only inserts the code into your spreadsheet.
I have errors on my <i>Validation Messages</i> worksheet. Did anything get uploaded into Banner?	Spreadsheet Budgeting will not upload any data until all validation errors are resolved.
When I try to validate or upload, I'm getting messages that say certain codes are invalid, even though I know that they are valid.	Perform the validation or upload process again, paying special attention to your column mappings. Chapter 3 contains information about mapping your spreadsheet columns. Verify the effective dates of codes in Banner.
When I validate my data, I get an error message that says "Labor Distribution Budget Total must equal Salary Budget amount for position X."	Data in the uploadable columns of the Salary Budget worksheet must match the corresponding data on the Labor Distribution worksheet. When you are working with the data on either of these worksheets in Excel, take care to carry any changes over to the corresponding column on the other worksheet.
Can I upload my employee job assignment data?	Spreadsheet Budgeting cannot upload employee job assignment data.
My data is uploaded in Banner. How can I check to see if it is correct?	Run the Budget Worksheet Report (NBRBWRK) and compare the results to your Excel worksheet, or to any other in-house reports that your institution uses.



Index

B

Banner

Working with uploaded data in **3-15**

C

Citrix

Using Spreadsheet Budgeting on **2-4**

D

Data lookups **3-16, 4-44**

Download Wizard **4-3**

Downloading data **3-2**

E

Establishing prerequisite position information
2-2

Excel

Validation Messages worksheet **4-37**

Working with data in **3-16**

H

Header rows

Using **3-12, 3-15**

L

Logging in to Spreadsheet Budgeting **3-1**

Logging out of Spreadsheet Budgeting **3-2**

Login Procedures

Switching connections **3-1**

M

MacIntosh

Spreadsheets **2-4**

Using Spreadsheet Budgeting on **2-4**

O

Oracle Connection Wizard **4-1**

P

Procedures

Logging in to Spreadsheet Budgeting **3-1**

Logging out **3-2**

Switching connections **3-1**

Uploading data **3-12**

Using the Download Wizard **3-3**

Using the Validation Wizard **3-10, 3-13**

Validating data **3-10**

R

Requirements

Visual Basic **2-1**

S

Spreadsheets on the MacIntosh **2-4**

U

Upload Wizard **4-38**

Uploading data **3-12**

Using the Download Wizard **3-3**

V

- Validating data **3-10**
- Validation Messages worksheet **4-37**
- Validation Wizard **4-32**
- Visual Basic requirement **2-1**

W

- Wizards
 - Data lookups **3-16, 4-44**
 - Download **4-3**
 - Oracle Connection **4-1**
 - Upload Wizard **4-38**
 - Using the Validation Wizard **3-10, 3-13**
 - Validation Messages worksheet **4-37**
 - Validation Wizard **4-32**
- Working with data in Excel **3-16**
- Working with uploaded data **3-15**