Banner Human Resources Spreadsheet Budgeting Handbook

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Prepared By: SunGard Higher Education
4 Country View Road
Malvern, Pennsylvania 19355
United States of America

Human Resources Spreadsheet Budgeting

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Preface

Documentation for Banner systems consists of complementary user guides, handbooks, technical reference manuals, and online help. User guides provide overview information such as form descriptions, report descriptions, and operations cycles. Handbooks provide in-depth information for specific areas within some products. Technical reference manuals provide information useful to technical staff. Online help provides form and field information.

The *Human Resources Spreadsheet Budgeting Handbook* provides information for individuals who perform budget development activities. Users include those who create and maintain budget information within Banner, as well as those who work with budgets outside of Banner, such as department heads and administrative staff.

This manual provides overview, procedural, and detailed information about the components that make up Spreadsheet Budgeting. In addition, a special “Tips and Hints” chapter provides readily-accessible information about common Spreadsheet Budgeting tasks.

How to Use This Manual

The *Human Resources Spreadsheet Budgeting Handbook* is designed to be used in conjunction with the *Finance User Guide* and/or the *Human Resources User Guide*.

This manual contains information about the following:

- Instructions for setting up Spreadsheet Budgeting
- Procedures for using Spreadsheet Budgeting
- Forms used to set up and maintain Spreadsheet Budgeting
- Reporting information, including a list of the reports and processes used in the Position Control module
- Add-in components that make up Spreadsheet Budgeting
- Tables used within Spreadsheet Budgeting
- Tips and hints for quick reference

Refer to the Table of Contents or the Index to locate specific forms, procedures, or add-in components.

Related Documentation

In addition to *Human Resources Spreadsheet Budgeting Handbook*, the following documentation supports your work with budgeting using Banner products:

General User Guide— a user's guide describing the functions and features of the Banner General module

Banner Getting Started Guide— a user/reference manual that describes the features and components of the Banner system and Banner Online Help.

Human Resources User Guide— a user's guide describing the functions and features of the Banner Human Resources module

Human Resources Release Guide— a document containing notes about a release of the product, including descriptions of the enhancements and other modifications in the new release.

Banner Documentation Bookshelf Getting Started Guide— a how-to manual directing the installation and maintenance of the Banner Bookshelf

Human Resources Object:Access Reporting Guide— a user/reference manual for the Banner Object:Access views for the Position Control System

GTVSDAX Handbook— a user/technical/reference manual describing the setup and use of the Concept/Crosswalk Validation Form (GTVSDAX), which is used with the Banner Object:Access views

Human Resources Upgrade Guide— a technical guide to support your institution's conversion to the newest release

General Technical Reference Manual— a technical reference manual on Banner general utilities, with application-specific supplements

SunGard Higher Education Documentation File Naming Conventions

SunGard Higher Education uses similar naming conventions to create the file name of every document delivered in electronic format. This section describes the components of this name. The PDF file names for most electronic documents generated from Banner use the following naming convention: *Product Identifier / five-digit Release Identifier / Manual Type Identifier.* The Release Identifier uses five digits to accommodate products that distribute double-digit interim releases within a main release. An example of a file name for a manual delivered as one file is *humres70301rg.pdf.*

- The Product Identifier is *humres* for Human Resources.
- The five-digit release identifier is *70301* for 7.3.1.
  - The 7 represents the main release number of the product.
  - The 03 represents the interim release number.
  - The 01 represents the next interim release number.
- The Manual Type Identifier identifies the type of documentation. For example, the initials *rg* represent release guide.
- This file name is followed by a .pdf extension which represents the Adobe Acrobat Portable Document Format (pdf).

Exceptions to this naming convention include:

- Manuals requiring more than one file, due to size, may have slightly different conventions. For example, a Human Resources User Guide is divided into chapters with file names that contain product and chapter information only.
- Some manuals are produced for multiple releases and require a date rather than a release number. For example, this Release Identifier would be 0605 for June 2005.
- Some manuals do not have a release number. An underscore replaces the release number.
- On occasion some products have an electronic distribution release. This is characterized by 6 digits rather than 5 digits as the release identifier. One additional release number is added to indicate the electronic distribution.

Some examples of valid document names are listed below:

Document	*PDF Name*
Finance Release Guide 6.5	finance60500rg.pdf
Human Resources Release Guide 7.0.1	humres70001rg.pdf
Employee Self-Service User Guide	empss_u.pdf
Advancement TRM Supplement	advanc_trmsup.pdf
Time Entry Handbook	humres_timehb.pdf
Financial Aid Release Guide 7.0.1.1	finaid700011rg.pdf

SunGard Higher Education Documentation Distribution

SunGard Higher Education delivers Banner documentation to our clients in electronic format.

Electronic Documents on CD

User manuals, reference manuals, and other product documents are delivered as electronic files in portable document format (PDF) on one or more CDs. You may print the files in whole or in part, and copies may be freely distributed to users at your institution. Your system administrator may choose to make the PDF files available electronically from a secured intranet Web site, or directly from a network.

Online Documentation with the System

SunGard Higher Education also provides online documentation in the form of HTML-based help that runs in a web browser. Help is available for all Banner forms with the exception of certain security-restricted forms. Form and field descriptions and task instructions form a comprehensive help support system for each of the Banner products. Form help provides an overview of the purpose and use of the form and procedural help relates the form functions to the real-life tasks you'll perform.

Banner Online Help can be accessed from the Online Help button on the toolbar, the Online Help option in the Help menu, and through the Help Center link on the main menu. It is delivered through a download from the ActionWeb. Navigation features include a bread crumb trail, table of contents, index, and a search feature. More information about Online Help can be found in the *Banner Getting Started Guide*.

Dynamic Help, Local Dynamic Help, and Item Properties still exist and can be used to enter custom documentation. They also display column information when available.

Typographical Conventions Used in this Documentation

Special formatting is used in this document to enhance the meaning of various words. You will see italics, bold, and monospace. The meanings and examples of these conventions, listed below, show how they are used.

Italics

Italics identifies text when it is emphasized, an error message exists, or document appears, or the text represents a value. See the following examples:

Reason	*Example*
Emphasis	For this release, *Workflow* has been removed from Banner menus and form descriptions to more accurately reflect the functionality of these forms.
Error Message	The message was: **WARNING* Dynamic parms exist at the Application level or Variable level that are not compiled into the selection ID(s). You should recompile the selection ID(s). New parms are:* `&SAISUSR_NAME`.
Document	For details, please refer to Section 1, "User Interface Enhancements," of the *Web General 6.1 Release Guide*.
Value	With this release, disabled text is black. The text has the following codes: R=*0* G=*0* B=*0*

Bold

Bold indicates a field label. For example,

Reason	*Example*
Field Label	The **Employer Name** field is really an Edit box, like the comment fields.

Monospace

Monospace type identifies computer terms, code, or related items that should stand out.

Reason	*Example*
Computer Terms	Whenever either `GORSEVS_USA_CITY` or `GORSEVS_NONUSA_CITY` contained a city name that was longer than 16 characters and `GORSEVS_SVTS_CODE` contained *C*, an additional record was created even though nothing had been changed.

Reason	*Example*

Code	Execute the following statements:
	`set serverout on;`
	`call dbms_java.set_output(20000);`
	`begin`
	`gb_messaging.p_register_entity('$CREATE_HELLO_WORLD',`
	`gb_messaging.CREATE_OPERATION);`
	`gb_messaging.p_add_parameter('$MESSAGE', 'Hello Banner World');`
	`gb_messaging.p_publish;`
	`end;`
	`/`

Related Items (URL)	`http://www.sungardhe.com`

How to Contact SunGard Higher Education

Documentation Ordering Information

You may order a Banner documentation CD by mail, by telephone, by FAX, by ActionLine, by Customer Support Center, or by e-mail. Use the address and phone numbers listed below.

Address	SunGard Higher Education Distribution Services SunGard Higher Education 4 Country View Road Malvern, PA 19355
Telephone	(800) 522 - 4827, option 5 Distribution Services is staffed Monday through Friday, 9:00 am to 5:00 pm (EST).
FAX	(610) 578 - 6033
Customer Support Center	http://connect.sungardhe.com
E-mail	distserv@sungardhe.com

Customer Support Center

The Customer Support Center refers to the secured area of SunGard Higher Education's World Wide Web site dedicated to ActionLine and other related services available to clients. Users must be registered to obtain access to the secured site. Users can request an account to gain access to SunGard Higher Education's secured web pages by accessing `http://connect.sungardhe.com`.

ActionLine

ActionLine personnel provide support to SunGard Higher Education maintenance customers. They help users resolve any questions or concerns that relate to SunGard Higher Education products.

The ActionLine telephone number for Bronze Maintenance level clients is:
800-522-4827

The ActionLine telephone number for Silver Maintenance level clients is:
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The ActionLine telephone number for Platinum Maintenance level clients is:
888-543-8094

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Chapter 1 Overview

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 5, "Procedures", and Chapter 14, "Position Management", 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.

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Chapter 2 Setting Up Spreadsheet Budgeting

Once release 7.0 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*.

Setting Up 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.

Enabling 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.

Establishing 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 Desktop Tools–User Security Form (GORDSEC), refer to the *General User Guide*.

Using Spreadsheet Budgeting on 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*.

Establishing Prerequisite 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 6, "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.

Chapter 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 the Position Control module in Banner, see Chapter 14, "Position Management", in the *Human Resources User Guide*. For information about creating and working with position control information, see Chapter 5, "Processing", in 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 6, "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.

   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.

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 *Using Header Rows* below. 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

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 *Using Header Rows* below. 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

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 “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 6, "Add-Ins", 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.

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Chapter 4 Forms

Documentation for the forms used to support Spreadsheet Budgeting is located online within Banner. For information about using Online Help, refer to the *Banner Getting Started Guide*.

The following table lists the Spreadsheet Budgeting forms in the order they appear in the Desktop Tools Menu (*GENDTOOLS) in Banner.

Spreadsheet Budgeting Menu Navigation Table

Access this menu from the System Functions/Administration Menu (*GENSYS).

GTVDADD Desktop Tools--Add-In Validation Form

Used to create and maintain add-in codes.

GTVDPRP Desktop Tools--Step Property Validation Form

Used to create and maintain property codes.

GTVDSTP Desktop Tools--Step Type Validation Form

Used to create and maintain step type codes.

GORDPRP Desktop Tools--Step Property Values Rule Form

Used to associate values with the property codes defined on the Desktop Tools–Step Property Validation Form (GTVDPRP).

GORDSEC Desktop Tools--User Security Rule Form

Used to establish user access for specific wizards associated with an add-in.

GORDSTP Desktop Tools--Step Type Properties Rule Form

Used to associate properties with a step type code.

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.

Chapter 5 Reporting

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 19, "Reports and Processes" of the *Human Resources User Guide*, for descriptions, parameter listings, and sample output.

List of Position Control Reports and Processes

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.

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.

NBRBWRK — Budget Worksheet Report

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.

NBRPCLS — Position Class Listing Report

Lists defined position classes and salary guidelines.

NBRPINC — Position Class Incumbent Report

Lists incumbents of positions in each position class.

NBRPOSN	Position Report Lists active, frozen, and/or cancelled positions for a specified date range.
NBRPSTA	Position Status Exception Report Lists exception status positions (i.e., over budget, vacant, cancelled, frozen, under-encumbered, or over-filled).
NHPFIN1	Finance Interface Extract Report Extracts data for Finance System interface and updates the position totals with encumbered amounts.
NHPFIN2	Finance Interface Report Shows information extracted and passed to the Finance System. This report is most useful when you have specific payroll data in your system.
NHRBDST	Budget Distribution Report Shows budgetary information for selected FOAPALs.
NHRDIST	Organization Distribution Payroll Distribution Report Shows summary and detail reports.
NHRECRT	Effort Certification Report Shows FOAPAL information for specified grants or funds.
NHREDST	Employee Distributions Report Shows the sum of selected earnings and/or benefits distributed to each FOAPAL for each employee's position. Also shows the percent of the selected earnings and/or benefits represented by the reported sum, and the percent of the employee's total earnings and/or benefits represented by the sum of all earnings and/or benefits distributed to the FOAPAL.
NHRSDST	Employee Payroll Summary by Organization Report Shows up to eight columns of earnings and benefit data for selected FOAPAL distributions. Each column can contain hours or amounts for a specific earning, benefit, or charge back, or for all earnings and/or benefits.

Chapter 6 Add-In Components

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, “Setting Up 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 5, “Procedures”, of the *Human Resources User Guide*.

Fields	Descriptions
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.

Fields	Descriptions
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.

Fields	Descriptions
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:	
	Position Control	Data will be downloaded from the Position Control module.
	Grant Ledger	Data will be downloaded from the Grant Ledger.
	Operating Ledger	Data will be downloaded from the Operating Ledger.
	Budget Development	Data will be downloaded from Budget Development.

Window	Description/Choices
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: *Position Control and Employee Job Assignments* — Both Position Control and Employee Job Assignment data will be downloaded. *Employee Job Assignments Only* — Only Employee Job Assignment data will be downloaded.
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.

Window	Description/Choices
Do you wish to download Employee Job Assignments that match positions?	Indicates whether Employee Job Assignments will be included in the download. *Yes* — Spreadsheet Budgeting will create an Employee Jobs worksheet that includes Employee Job Assignment data. *No* — 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.
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 your 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 that Appears When Downloading Position Control and Employee Job Assignment Data

After you complete the download procedure, 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 Salary Budget Data Categories

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.

Downloaded Salary Budget Data Categories

Downloaded Banner Column

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

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.

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 Labor Distribution Data Categories

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.

Downloaded Labor Distribution Data Categories

Downloaded Banner Column

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.

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.

Downloaded Labor Distribution Data Categories

Downloaded Banner Column

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 Premium Budget Data Categories

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)

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 Fringe Budget Data Categories

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.

Downloaded Fringe Budget Data Categories

Downloaded Banner Column

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 Employee Jobs (Custom) Data Categories

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

COA Code

Step Increase Month

Premium Pay Code

Downloaded Employee Jobs (Custom) Data Categories

Downloaded Banner Column

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 Employee Jobs (Custom) Data Categories

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

Downloaded Employee Jobs (Custom) Data Categories

Downloaded Banner Column

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).

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 Employee Jobs (Standard) Data Categories

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

Downloaded Employee Jobs (Standard) Data Categories

Downloaded Banner Column

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 Employee Jobs (Standard) Data Categories

Downloaded Banner Column

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	Radio group that indicates the functional area from which you want to download. You can select one of the following:	
	Position Control	Data will be downloaded from the Position Control module.
	Grant Ledger	Data will be downloaded from the Grant Ledger.
	Operating Ledger	Data will be downloaded from the Operating Ledger.
	Budget Development	Data will be downloaded from Budget Development.

Window	Description/Choices
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: *Position Control and Employee Job Assignments* — Both Position Control and Employee Job Assignment data will be downloaded. *Employee Job Assignments Only* — Only Employee Job Assignment data will 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.
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 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.

Window	Description/Choices
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 that Appears When Downloading Employee Job Assignment Data

After you complete the download procedure, 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 Employee Jobs (Custom) Data Categories

Downloaded Banner Column
ID
Name
Position
Suffix
Accrue Leave Indicat (Accrued Leave Indicator)
Base Activity Date
Job Begin Date

Downloaded Employee Jobs (Custom) Data Categories

Downloaded Banner Column

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

COA Code

Step Increase Month

Premium Pay Code

Personnel Date

PERS Pay Code

Deferred Amount

Per Pay Salary

Payroll ID

Regular Rate

Salary Grade

Downloaded Employee Jobs (Custom) Data Categories

Downloaded Banner Column

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

Job Location

Desc

Deferred Pay Code

Title

Contract Number

Timesheet COA

Assign Salary

Downloaded Employee Jobs (Custom) Data Categories

Downloaded Banner Column

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

Probationary Period

Probat. Begin Date

Probat. End Date

Job Leave Category

Downloaded Employee Jobs (Custom) Data Categories

Downloaded Banner Column

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 Employee Jobs (Standard) Data Categories

Downloaded Banner Column

ID

Name

Position

Suffix

Step Increase Month

Step Increase Day

Job End Date

Job Begin Date

Downloaded Employee Jobs (Standard) Data Categories

Downloaded Banner Column

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

Per Pay Salary

Deferred Amount

Premium Pay Code

Desc

Pays

Timesheet Orgn

Downloaded Employee Jobs (Standard) Data Categories

Downloaded Banner Column

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

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	Radio button that indicates the Banner functional area of the data. You can select one of the following: *Position Control* Data is for Banner Position Control. *Budget Development* Data is for Banner Finance budgets.
Select the Chart of Accounts	Choose the chart of accounts for which the data will be validated. 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 for which the data will be validated. You can select only one fiscal year.
Select the Budget ID	Choose the budget ID for which the data will be validated. 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 against which the data will be validated. 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 validated against the `NBRPTOT` table.

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 `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 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 validated against 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.

Window	Description/Choices
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 that Appears on 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: *Position Control* Data is for Banner Position Control. *Budget Development* 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.

Window	Description/Choices
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.
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.

Window	Description/Choices
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.
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.

Window	Description/Choices
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 that Appears on 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.

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.

Values displayed for each data lookup element

	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

Values displayed for each data lookup element

	Code	Title/ Desc	COA	Status	Begin/ End Dates	Activity Date
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.

Chapter 7 Tables

The following tables support Spreadsheet Budgeting:

GTVDADD	Desktop Tools–Add-In Validation Table
GTVDPRP	Desktop Tools–Step Property Validation Table
GORDPRP	Desktop Tools–Step Property Repeating Table
GTVDSTP	Desktop Tools–Step Type Validation Table
GORDSTP	Desktop Tools–Step Type Property Repeating Table
GORDSEC	Desktop Tools–User Security Repeating Table
GORDWIZ	Desktop Tools–Add-In Wizard Association Repeating Table
GORDLUP	Desktop Tools–Add-In Data Lookup Repeating Table
GORDSTE	Desktop Tools–Wizard Step Repeating Table
GORDSPR	Desktop Tools–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

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Introduction

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.

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

Quick Reference Chart

Task	*Tips/Hints*
I don't have a *Banner* entry on my Excel toolbar.	The Spreadsheet Budgeting add-in must be installed on your client computer. See the *General Technical Reference Manual* for details. The Desktop Tools add-in must be enabled in your copy of Microsoft Excel. See Chapter 2 of this manual for details.
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	You must have Banner access privileges in order to log in. Your client computer must have access to the Banner database.
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 Banner.
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.	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. To select only certain values, hold down the **Control** key and select the values that you want to include.
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 *not* authorized to use.	The Banner fund/organization security established at your institution does *not* 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 *Validation Messages* 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.

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