Using the Budget Adjustment Request Form

- Do you initiate or record budget adjustments for your unit(s)?

- **Yes**? Then you will need to get and use the **Budget Adjustment Request** (BAR) form. This presentation contains the information you will need to do so successfully.
- **No**? Then this presentation is not for you, but please forward this to your unit's business manager.

continue

How should I start?

- Get started this way:
  1. Familiarize yourself with how the form works and how budget adjustment requests are processed in the Introduction.
  2. Prepare to work with the BAR, as explained in the Prepare section.
  3. View the Tour of how to enter and submit a request.
- When you're ready to enter a request:
  1. Follow the appropriate instructions in the Work section.
  2. Refer to the Reference section as needed.

continue

1 How do I use this presentation?

- Click the icons to move through the presentation.

Click this:	To do this:
	Move **forward** one page.
	Move **backward** one page.
	Return from a hyperlink to the page **you just viewed** or, return from a scenario slide to the scenario main page.
	Move to the presentation Table of Contents.
1, 2, 3, 4, ?	Move to the Table of Contents for that section.
	Repeat the sequence on an animated page.

1 Introduction

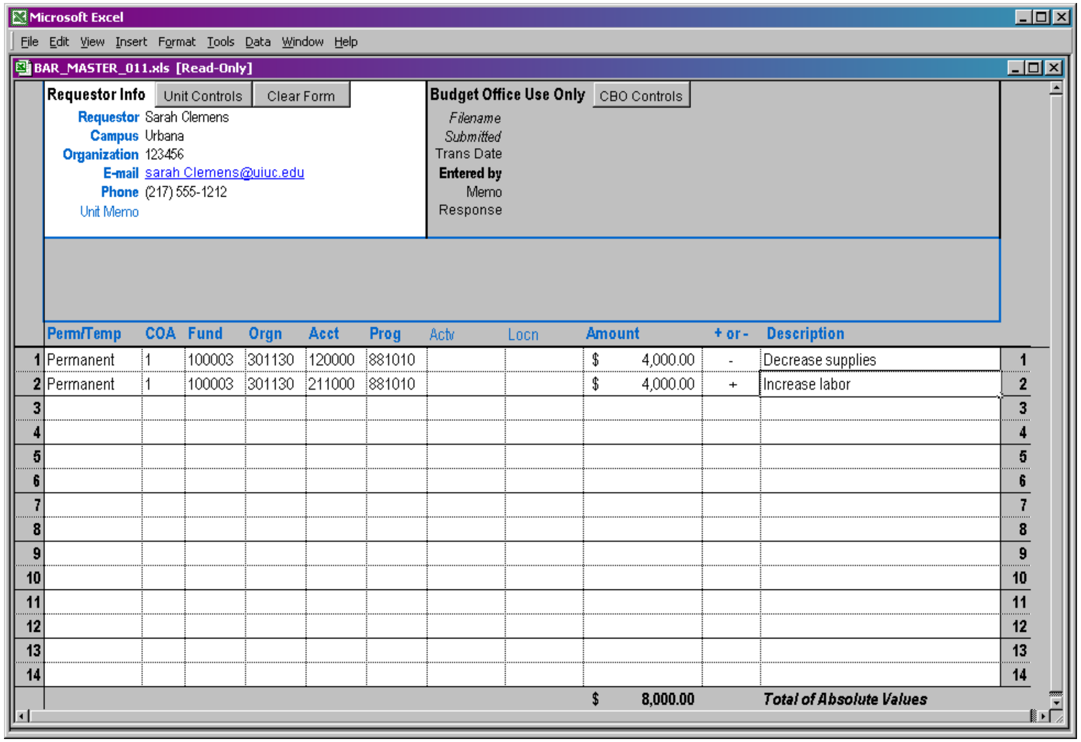
- What is a budget adjustment?
- What is the BAR?
- Why have it?
- Who will use it?
- How will requests be processed?

1 What is a budget adjustment?

- A budget adjustment is a change to a budget amount.
- Budget adjustments must generally be within the same fund source or within fund sources that can be exchanged.
- Budget adjustments are permanent or temporary:
  - **Permanent** (recurring) adjustments impact the fund's original budget for the current fiscal year and all succeeding fiscal years. Permanent adjustments are typically used for personnel services.
  - **Temporary** (non-recurring) adjustments impact the fund's original budget only for the current fiscal year. Temporary adjustments are usually entered to reclassify budgeted accounts or to adjust fund balances.

1 What is the BAR?

- It’s a tool used to initiate Budget Adjustment Requests.
- It’s an Excel form enhanced for creating, viewing, editing, saving, and emailing budget adjustment data.
- It’s a template that performs like a spread-sheet but generates an external data (.csv) file for each request.



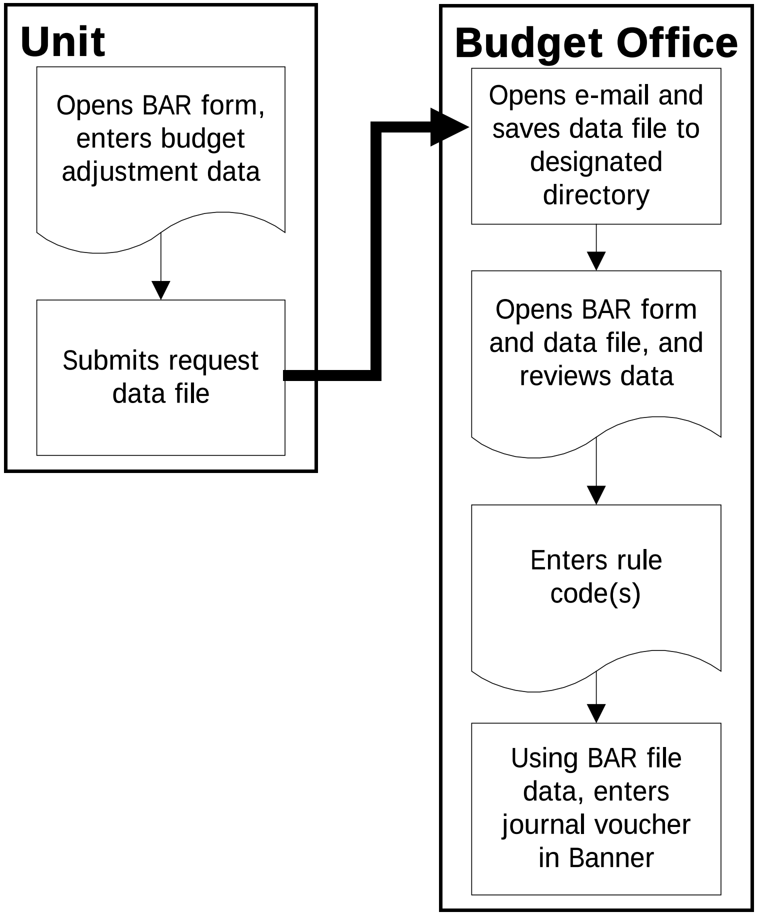
1 Why have it?

- Legacy systems (Keymaster and TSO editing) are being decommissioned with the implementation of Banner.
- The Budget Adjustment Request form allows units to easily enter the required data for adjustments.
- Units’ data can be efficiently transferred to the Budget Office for review, approval and entry into Banner.

1 Who will use it?

- Business managers will enter budget adjustment requests. Business managers are designated within colleges and departments.
- Budget Office personnel will review requests and enter journal vouchers into Banner.

How will requests be handled?



How do I get it?

- You can open the Budget Adjustment Request form at the Office of Business and Financial Services (OBFS) website: https://www.obfs.uillinois.edu/budgeting/budget-adjustment-requests/
- Instructions for opening are in the Prepare section.

2 Prepare

If you don't plan to keep electronic copies of data files, you may disregard the following task:

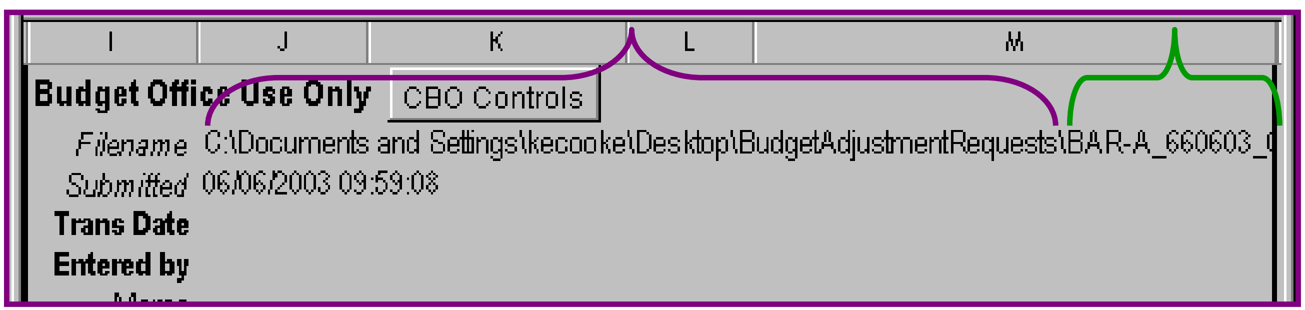
- Set up the work folder (directory)

Everyone who uses the BAR form should complete the following tasks:

- Set up Excel to use the BAR form
- Download the BAR form
- Create a shortcut to the BAR form
- Identify data files

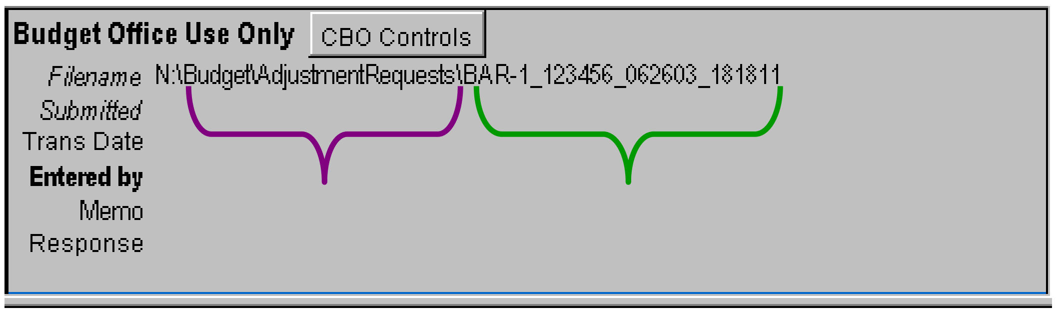
2 Set up the work folder (directory)

1. If you plan to keep electronic copies of data files, determine where they will be stored.
   - Use a shared **network** drive with permissions for users who will need access.
2. Choose the folder location, and use a short path that is easy to remember.
   - **Example:** The following folder is **incorrectly** located on a local drive (C:). Its path has so many subfolders that its filename is truncated!



2 Set up the work folder (directory)

- **Example:** The following folder is **correctly** located on a network drive (N:). Its path is short—only two folders—so you can see the complete filename


Budget Office Use Only CBO Controls
Filename N:\Budget\AdjustmentRequests\BAR-1_123456_062603_181811
Submitted
Trans Date
Entered by
Memo
Response

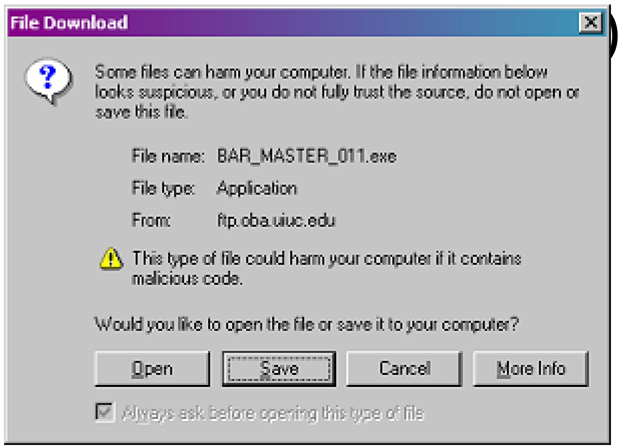
3. Create the work folder to store the data files.
   - Because of the naming convention, files will automatically be ordered by status, chart, organization, then date and time. Filenames are explained later in this section.

2 Set up Excel to use the BAR form

- To make sure the BAR form works for you, follow these instructions:
  1. Start Excel.
  2. From the Tools menu, choose Macro→Security.
  3. Click the Security Level tab.
  4. Click the Medium button.
     - If the **High** button is clicked, you cannot use the Budget Adjustment Request form.
  5. Quit Excel and restart it to “reset” security.

2 Download the BAR form

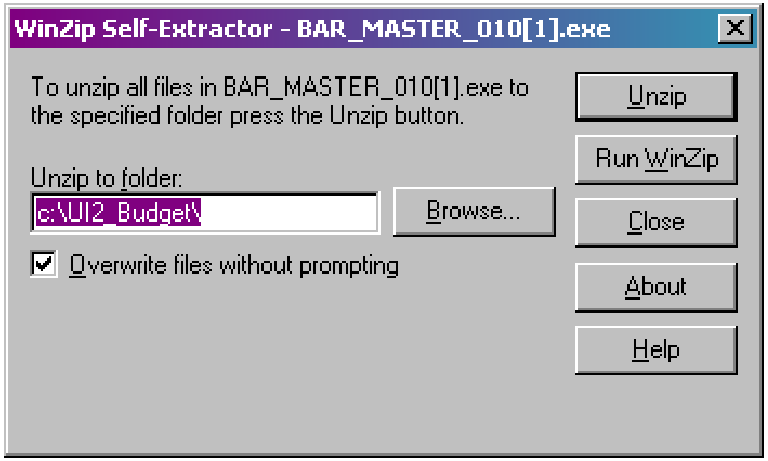
1. Open your web browser to the following address: https://www.obfs.uillinois.edu/budgeting/budget-adjustment-requests/
2. Scroll to the Budget Adjustment Request Form link and click it. The File Download window displays. (The window's



You only need to follow the prompts as follows, because the BAR form is a self-extracting zip file.

Download the BAR form

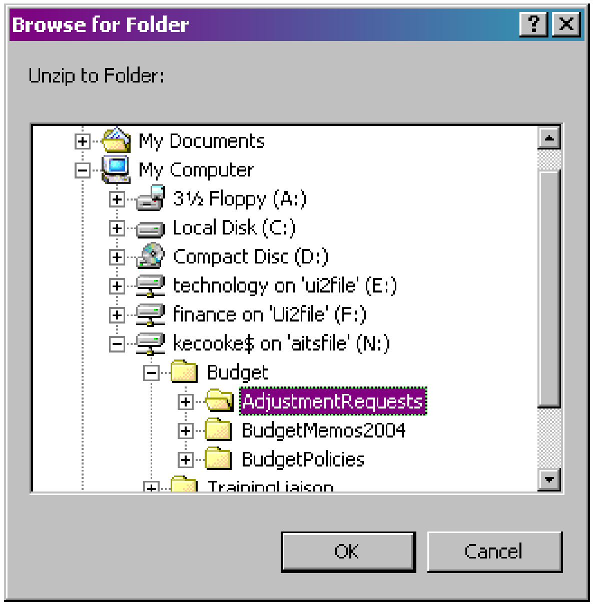
3. Click Open. The WinZip window displays.



4. Click Browse so you can choose the network drive where the BAR form will be stored. The Browse for Folder window displays.

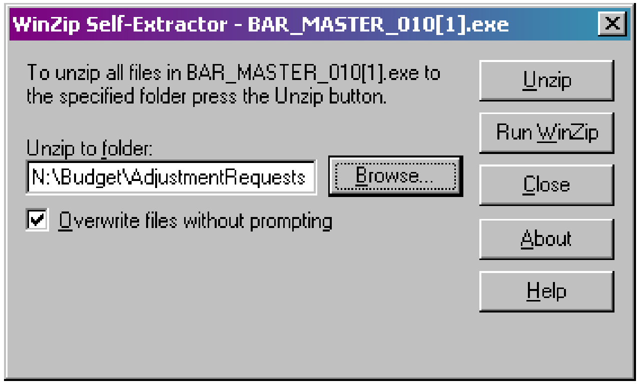
2 Download the BAR form

5. Navigate to and click on the network drive and folder you created for storing data files, then click OK.



The WinZip window redisplays.

2 Download the BAR form

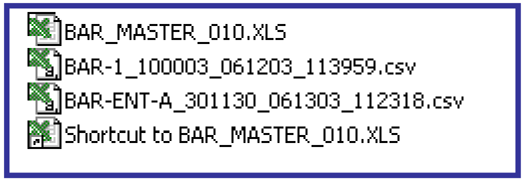


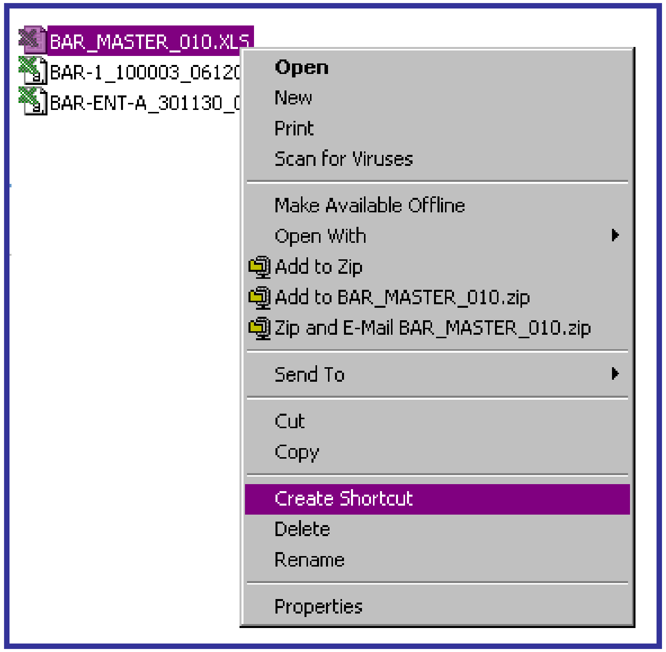
6. Click Unzip. When the BAR form is unzipped and stored in your work folder, the following window displays.

7. Click OK to dismiss the window, then click Close on the WinZip window.

2 Create a shortcut to the BAR form

1. Go directly to the work folder where you downloaded the BAR form.
2. Right-click the BAR form icon and choose Create Shortcut from the shortcut menu.
3. Copy or move the shortcut to your desktop or other location you want.





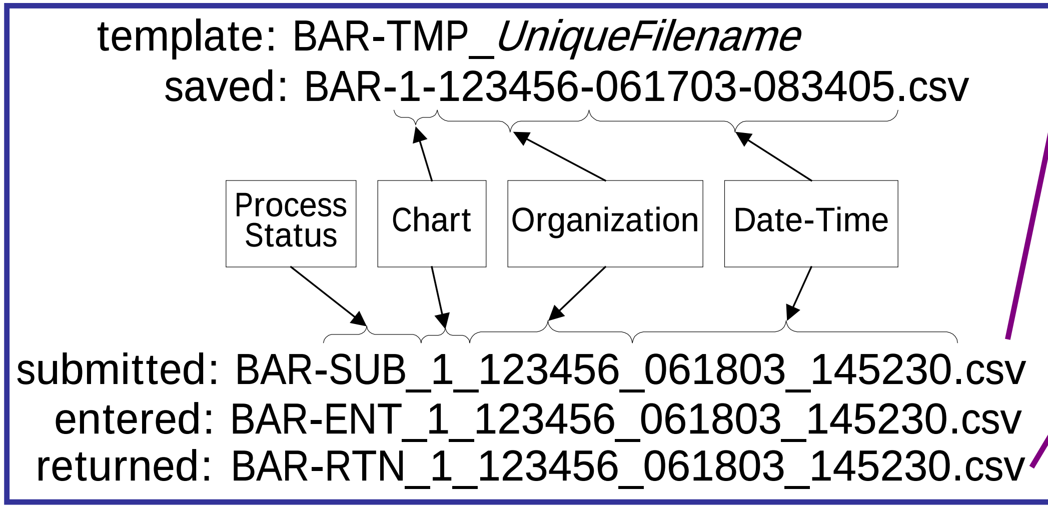
2 Identify data files

- As you create budget adjustment requests, .csv data files will be stored in your work folder.
- You should be able to identify files, so here is the naming convention. By design, almost all* data file names:
  - Begin with **BAR**
  - Include a process status for all submitted files. (Renamed and saved files don't have status indicators).
  - Include the requestor's chart number
  - Include the requestor's organization number
  - Include the file's date and time.

*Template files include only the **BAR** prefix and **TMP** process status. The rest of the filename is what the creator chooses.

2 Identify data files

- The following figure shows the name convention for the data files you will create or encounter.



Notice that once a data file is submitted, the submitted date and time in the filename are not changed.

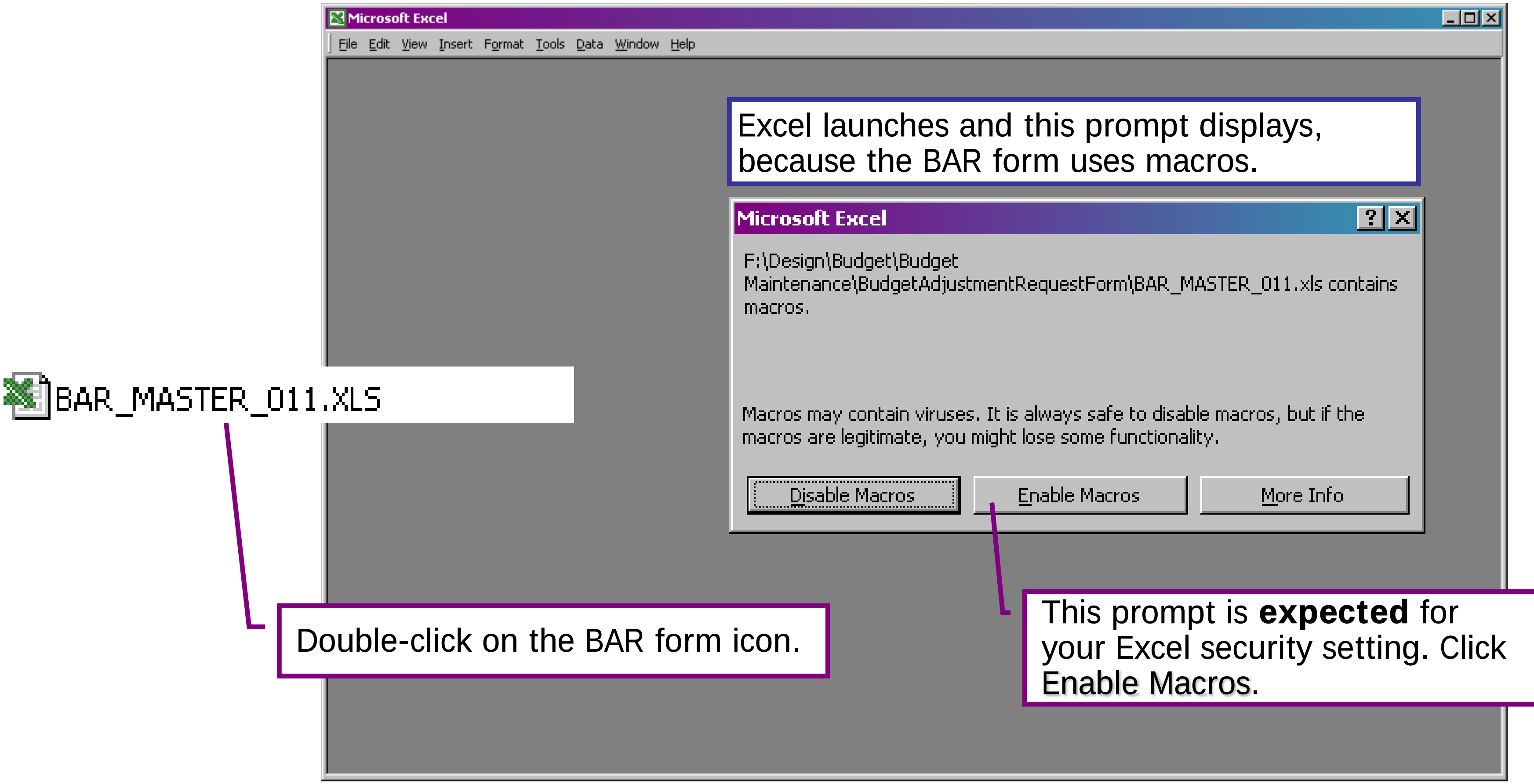
Only the Budget Office can create a returned file and email it to you. This is **optional**, and rare.

- For a description of all file statuses, click here.

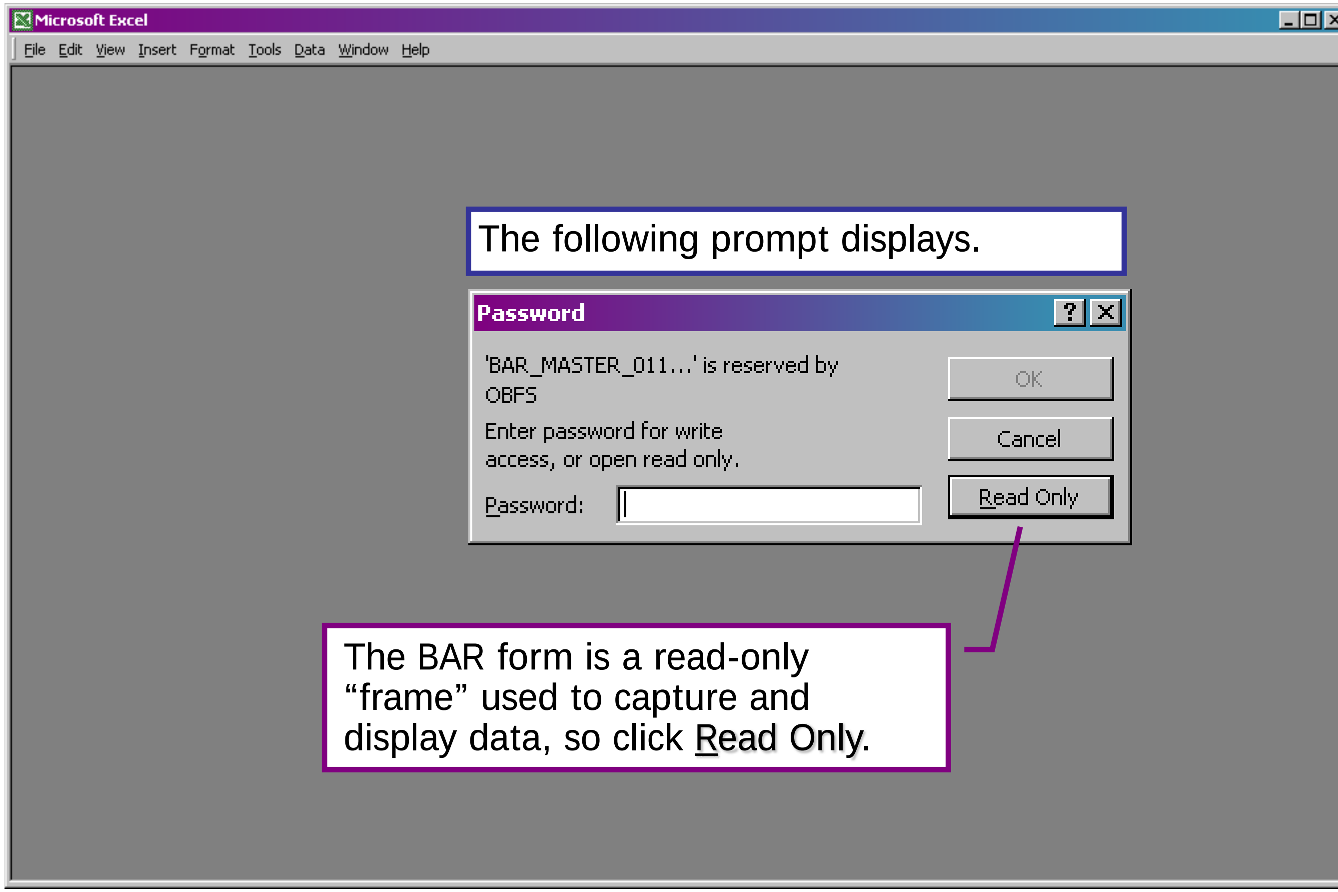
3 Tour

- The tour illustrates how to enter and submit a request from start to finish.
- The movie will progress **automatically**; at the end of the tour, you will have opportunity to replay all or part of it.
- Begin the tour

3 Entering a request: opening the BAR form



3 Entering a request: opening the BAR form

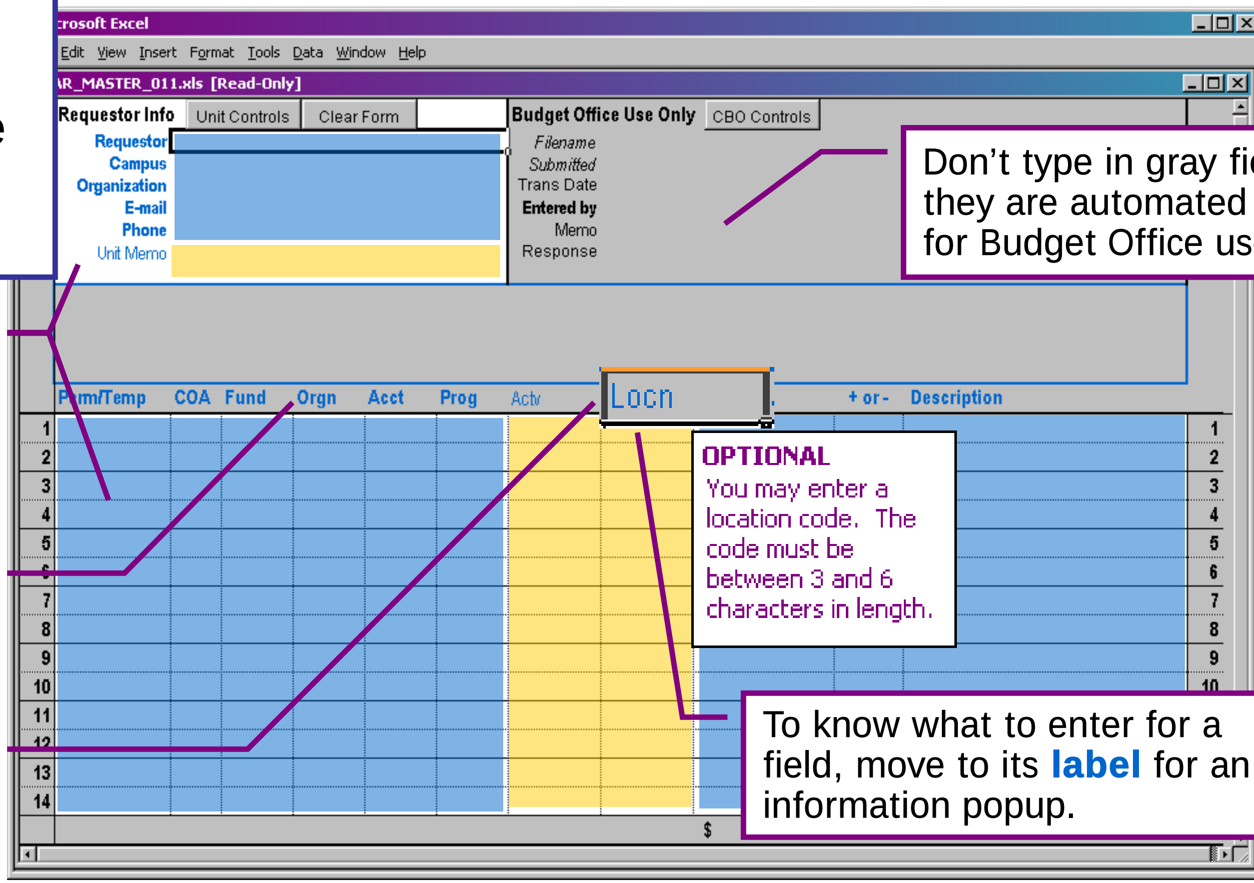


The following prompt displays.

The BAR form is a read-only "frame" used to capture and display data, so click Read Only.

3 Entering a request: entering data

The BAR form opens and looks like this. Here are some tips for entering data.



Don't type in gray fields: they are automated or for Budget Office use.

Enter data **only** in white fields with blue labels.

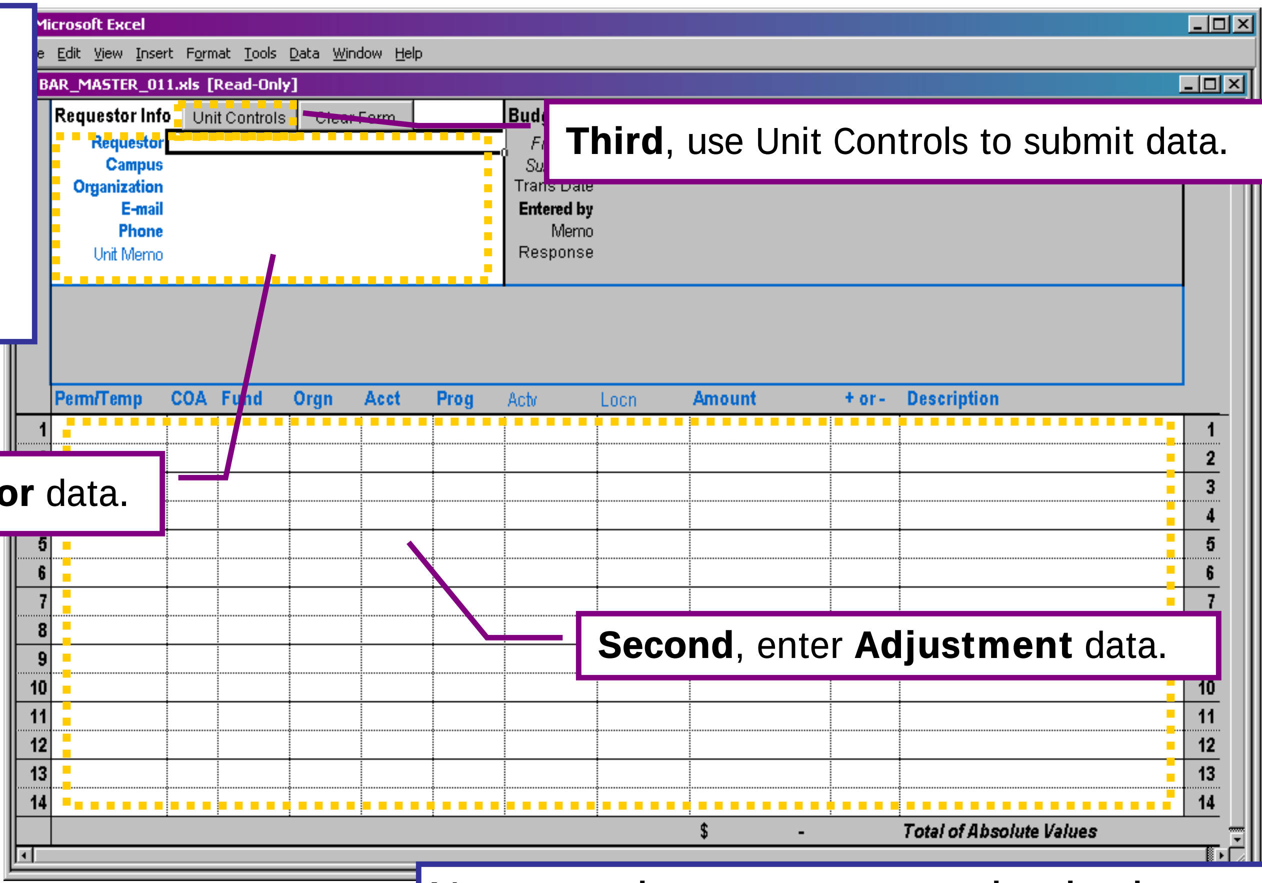
Bold blue labels are for required fields.

Light blue labels are for optional fields.

To know what to enter for a field, move to its **label** for an information popup.

Entering a request: entering data

You are now ready to begin. Entering and submitting a request takes three basic steps:



First, enter **Requestor** data.

Second, enter **Adjustment** data.

Third, use Unit Controls to submit data.

Now, see how to enter and submit a request.

3 Entering a request: Requestor data

Requestor fields are in the upper left corner of the form.

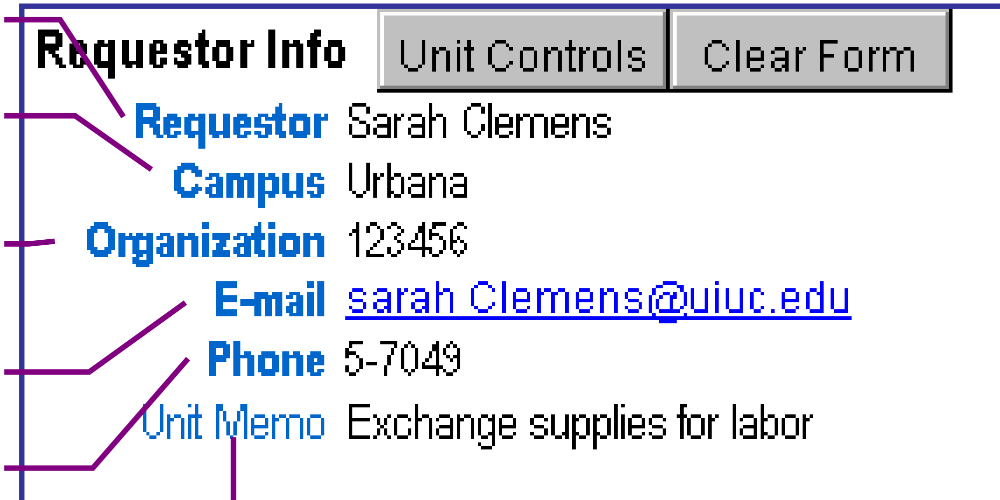
Requestor Enter your name.

Campus Select the campus for which the adjustment applies.

Organization Enter the organization code for the unit.

E-mail Enter your e-mail address.

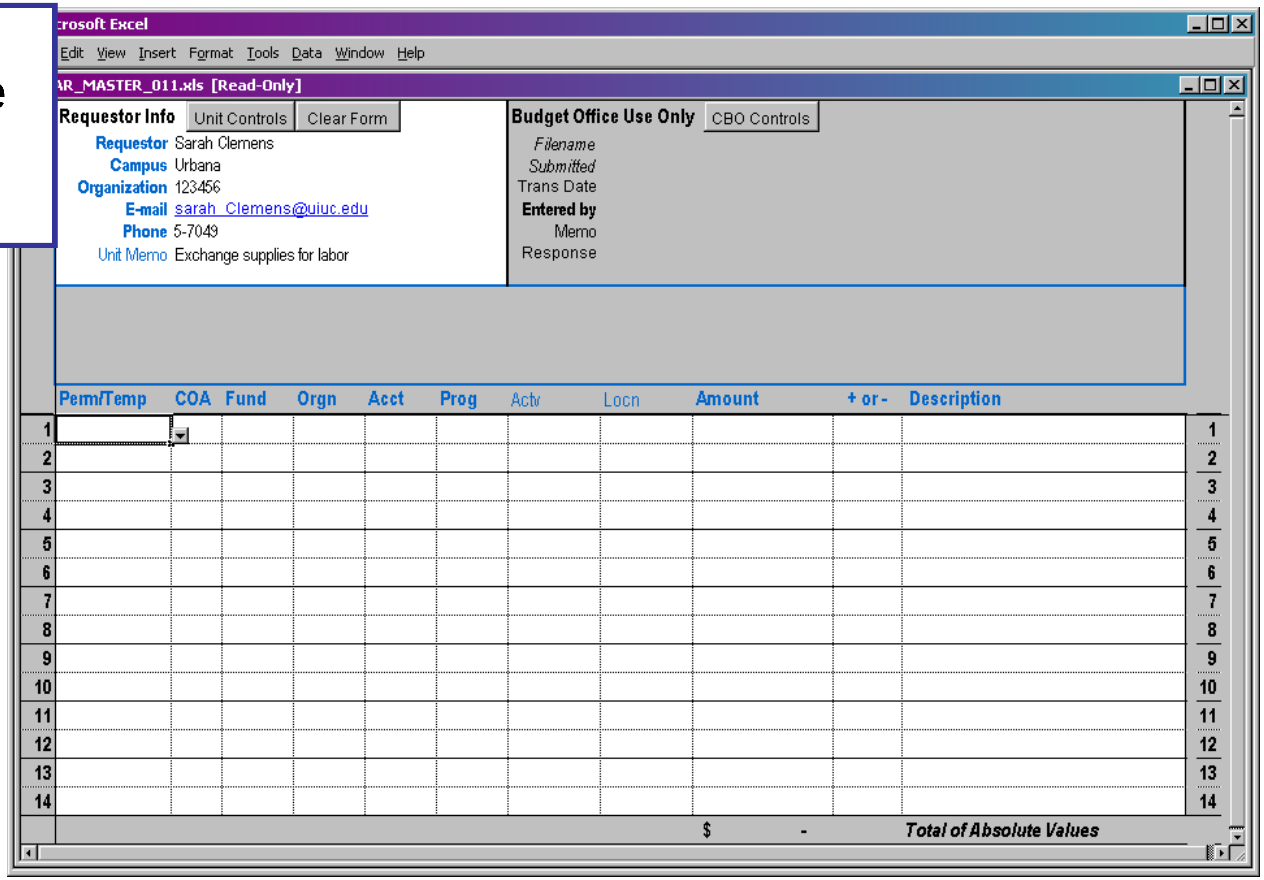
Phone Enter your 10- or 5-digit phone number **without** the dashes. (Dashes are inserted automatically.)



Unit Memo is optional. You may enter a description or helpful note about the adjustment.

3 Entering a request: Requestor data

With Requestor data entered, the form looks like this.



3 Entering a request: Adjustment data

Adjustment fields cross the center of the form. You must enter at least two rows for each adjustment.

Perm / Temp Select the adjustment **type**.

COA Select the **chart** number.

Acct Enter the **account** code.

Prog Enter the **program** code.

Actv and Locn are optional. Actv is an **activity** code; Locn is a **location** code.

	Perm/Temp	COA	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	+ or -	Description
1	Permanent	1	100003	301130	120000	881010			$ 4,000.00	-	Decrease expense supplies
2	Permanent	1	100003	301130	211000	881010			$ 4,000.00	+	Increase expense labor

Fund Enter the **fund** code.

Orgn Enter the **organization** code.

Amount Enter the absolute dollar amount.

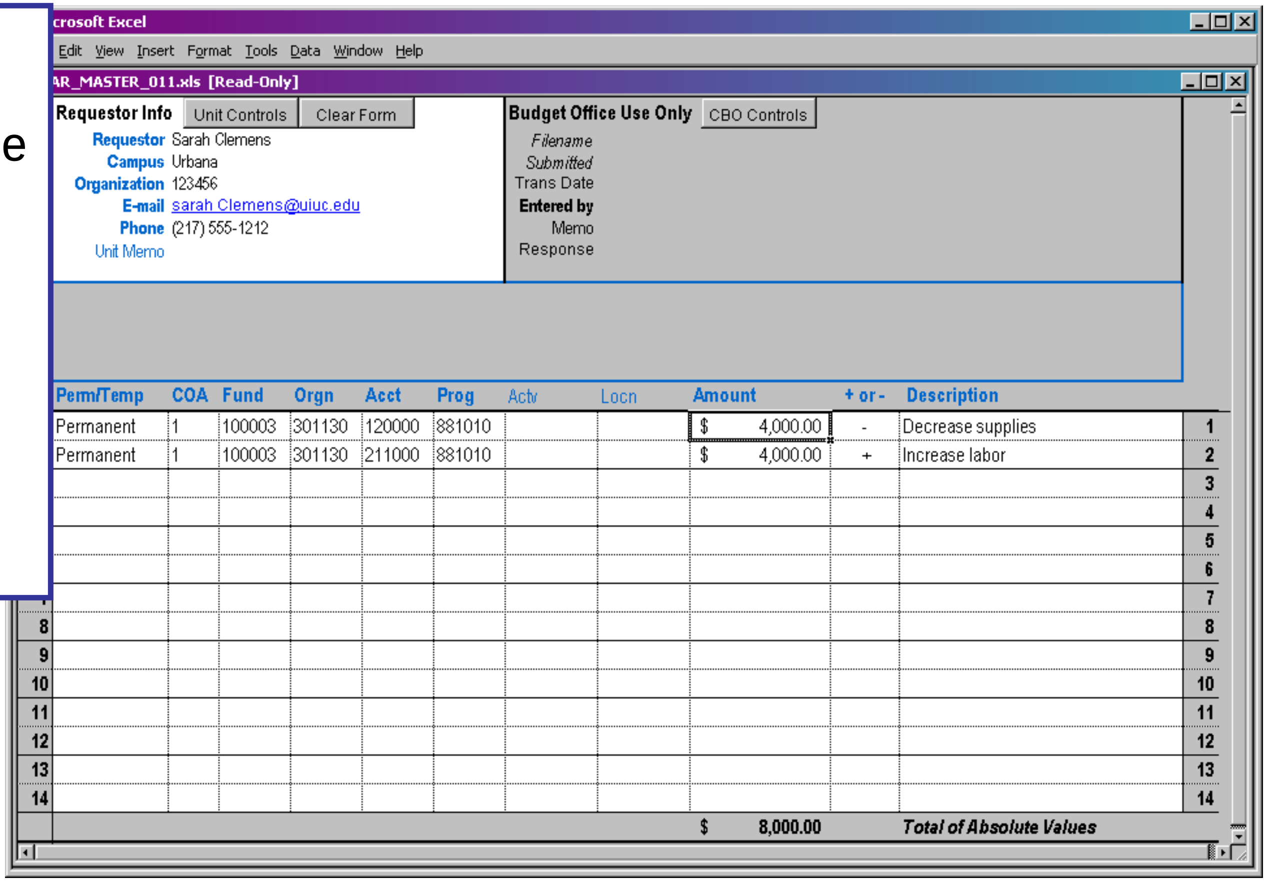
+ or - Select the debit/credit indicator.

Description Enter a short explanation for the entry.

3 Entering a request: Adjustment data

With Requestor and Adjustment data complete, the form should look something like this.

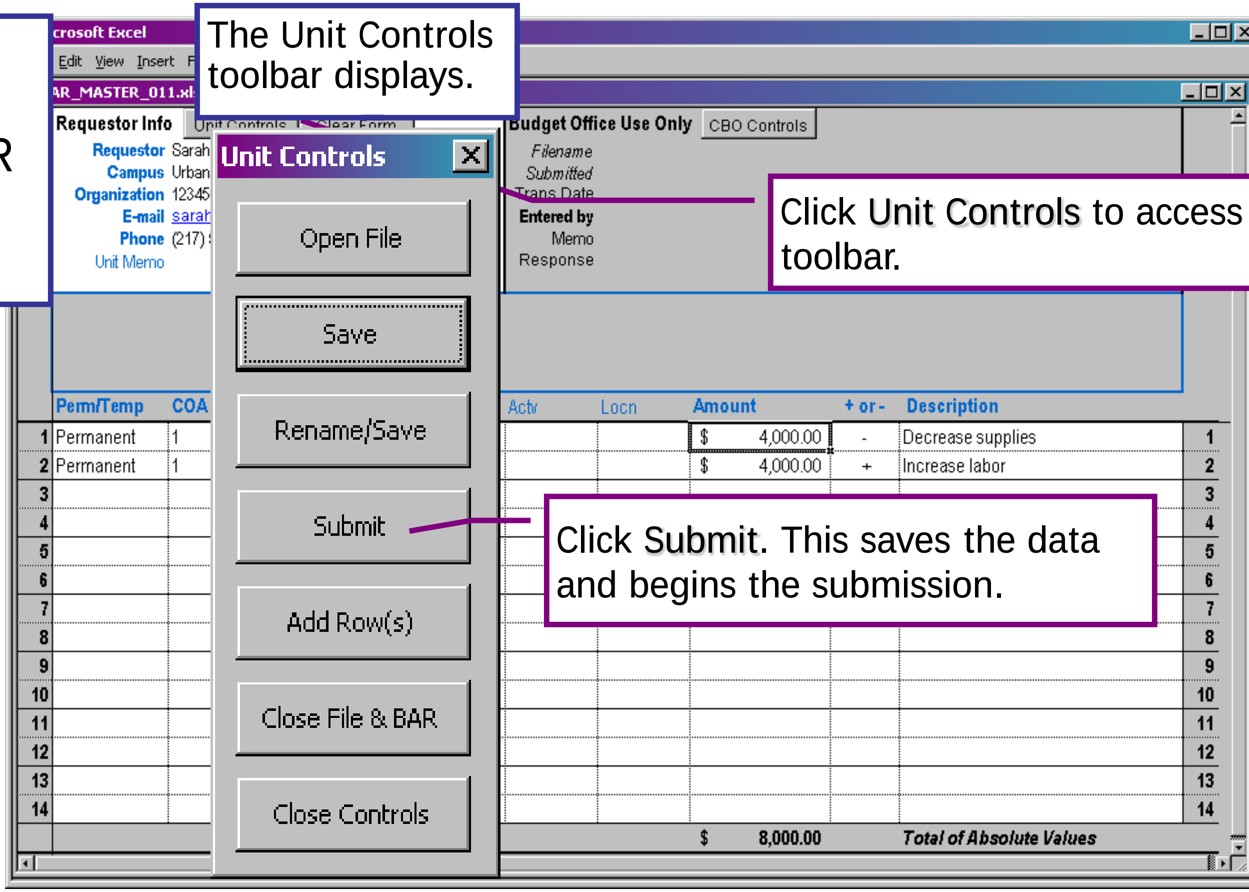
The data is now complete and ready to be submitted.



3 Entering a request: submitting data

You will use the Unit Controls toolbar for all BAR form related operations.

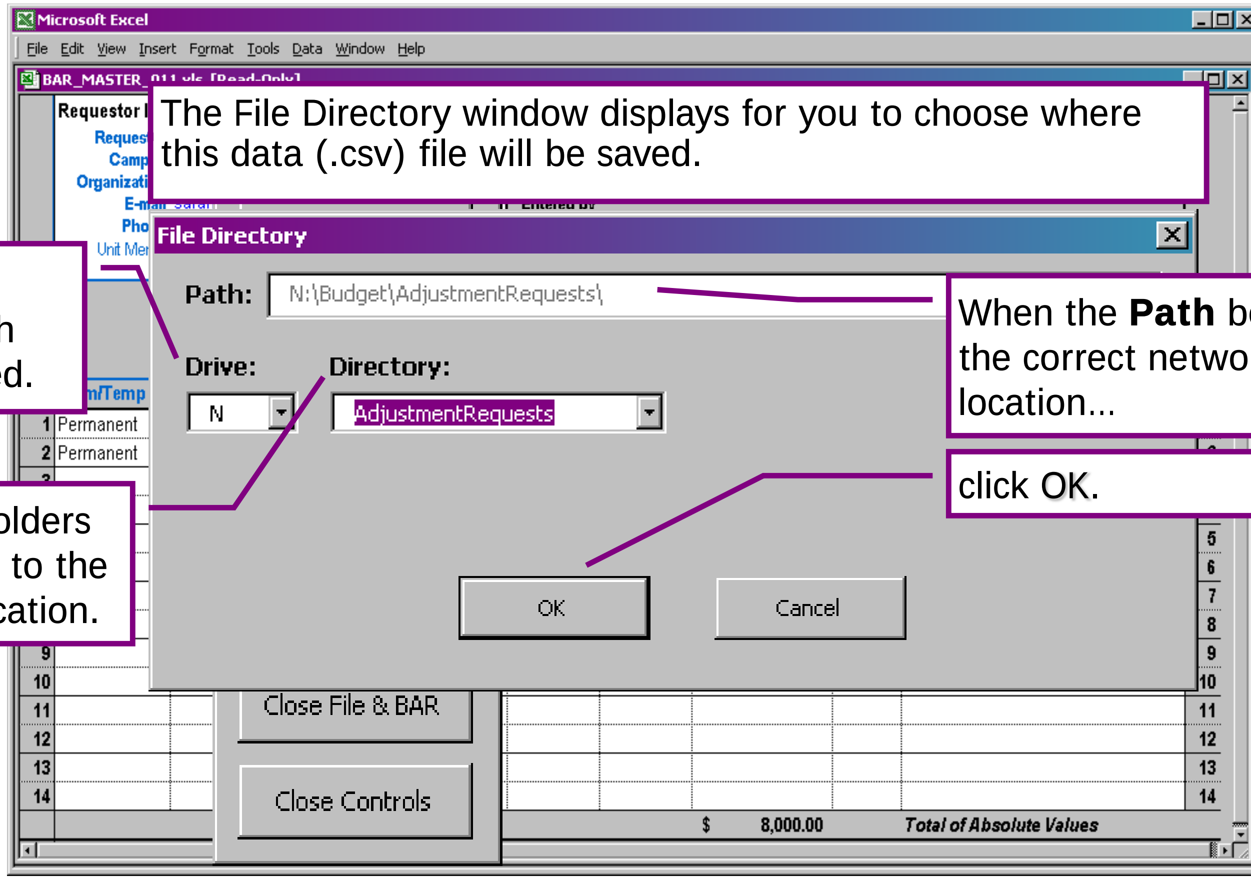
The Unit Controls toolbar displays.



Click Unit Controls to access the toolbar.

Click Submit. This saves the data and begins the submission.

3 Entering a request: submitting data



The File Directory window displays for you to choose where this data (.csv) file will be saved.

At **Drive**, select the network drive on which the data files are stored.

At **Directory**, select folders repeatedly to navigate to the correct network file location.

When the **Path** box displays the correct network file location…

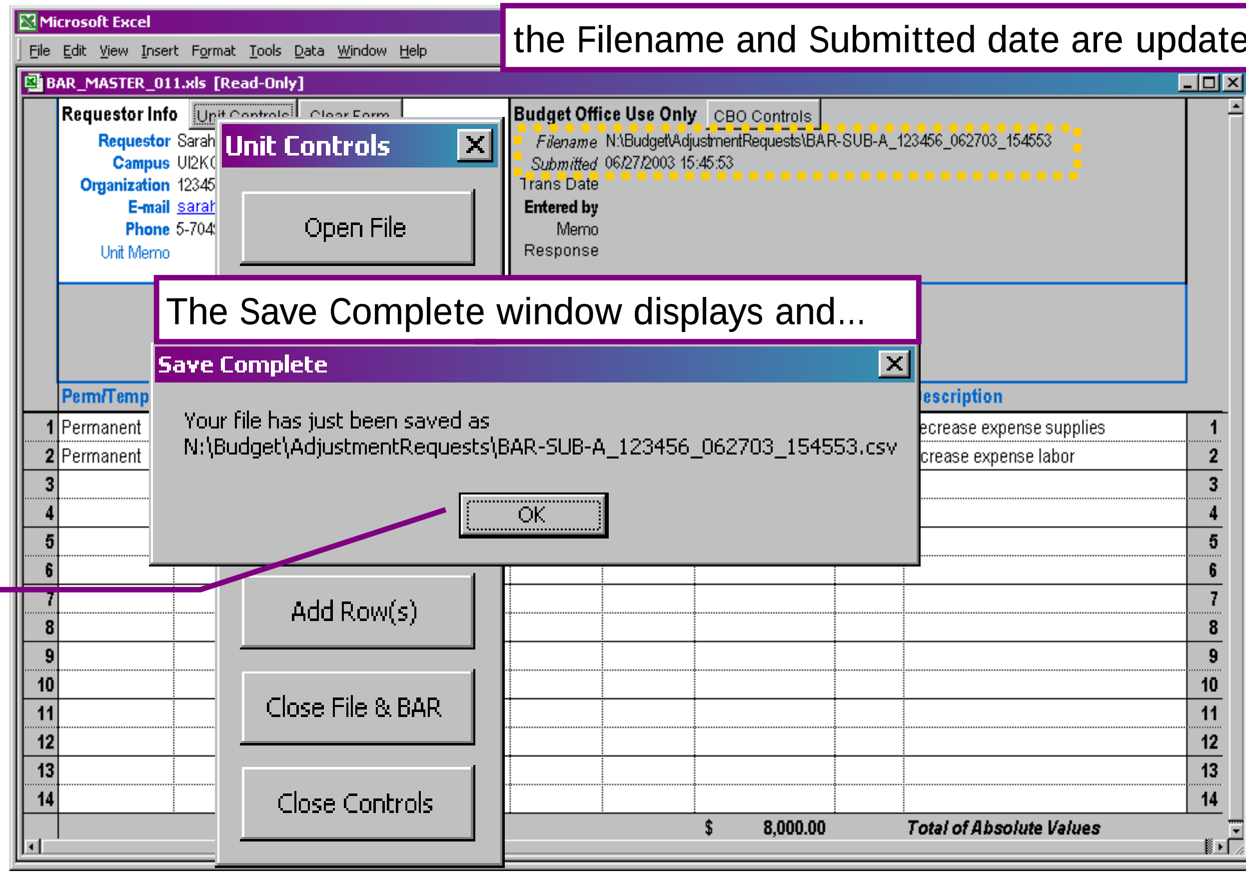
click OK.

3 Entering a request: submitting data

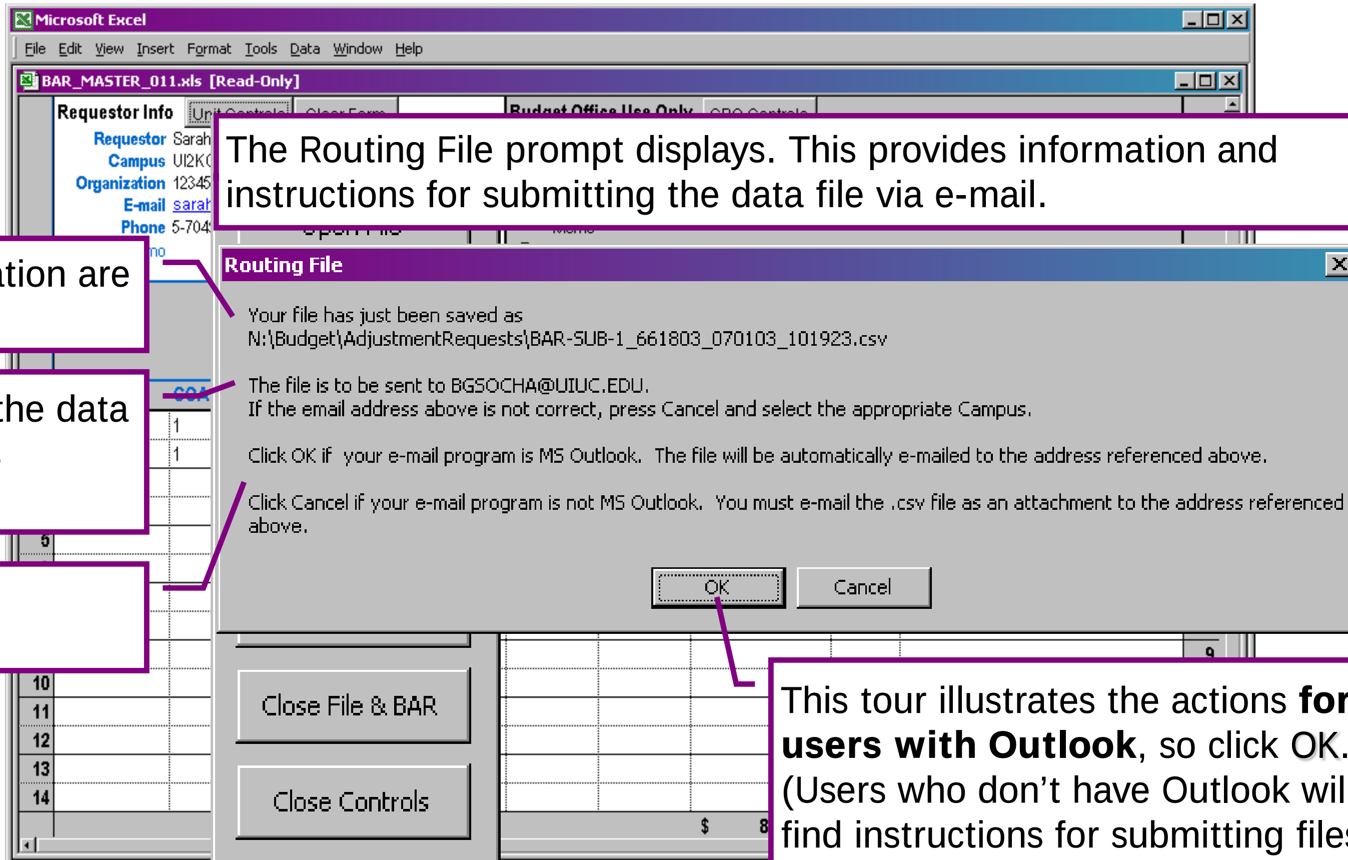
the Filename and Submitted date are updated.

The Save Complete window displays and...

Click OK.



3 Entering a request: submitting data



The Routing File prompt displays. This provides information and instructions for submitting the data file via e-mail.

The file name and location are provided again.

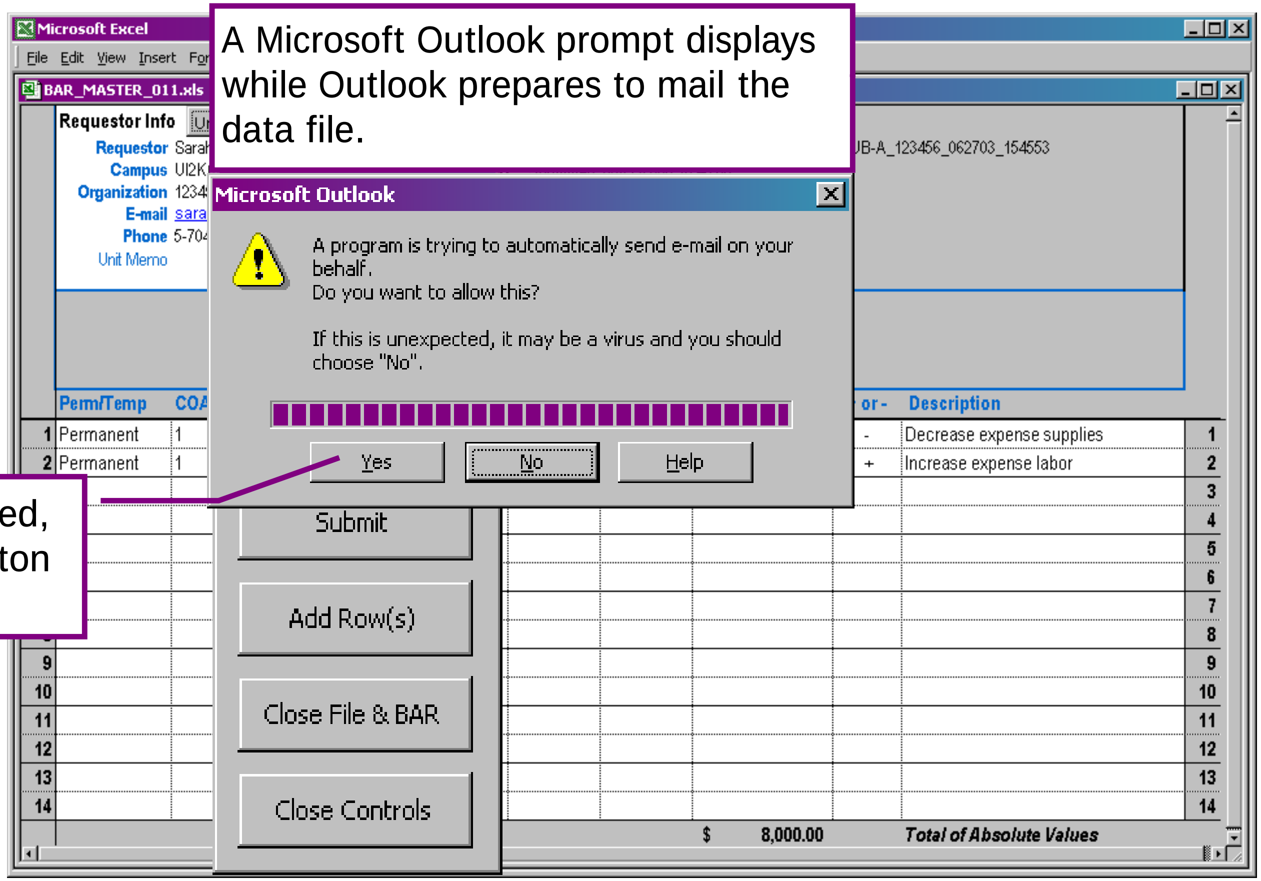
The address to which the data file is to be e-mailed is provided.

E-mail instructions are provided.

This tour illustrates the actions **for users with Outlook**, so click OK. (Users who don't have Outlook will find instructions for submitting files manually in the "Work" section.)

Entering a request: submitting data

A Microsoft Outlook prompt displays while Outlook prepares to mail the data file.

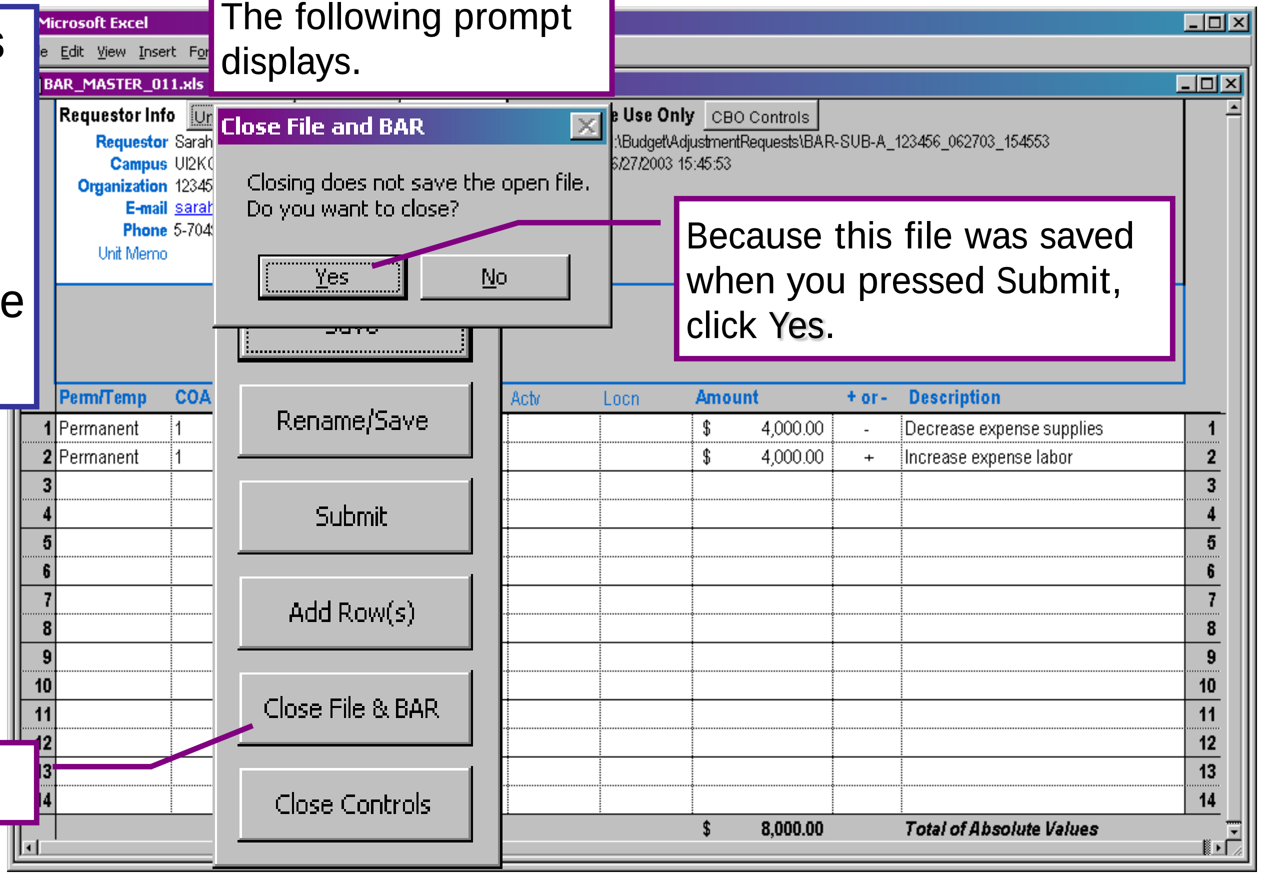


This action is expected, so when the Yes button is enabled, click Yes.

3 Entering a request: exiting

This movie shows how to enter one request and quit Excel, so closing the form and exiting Excel is the final step.

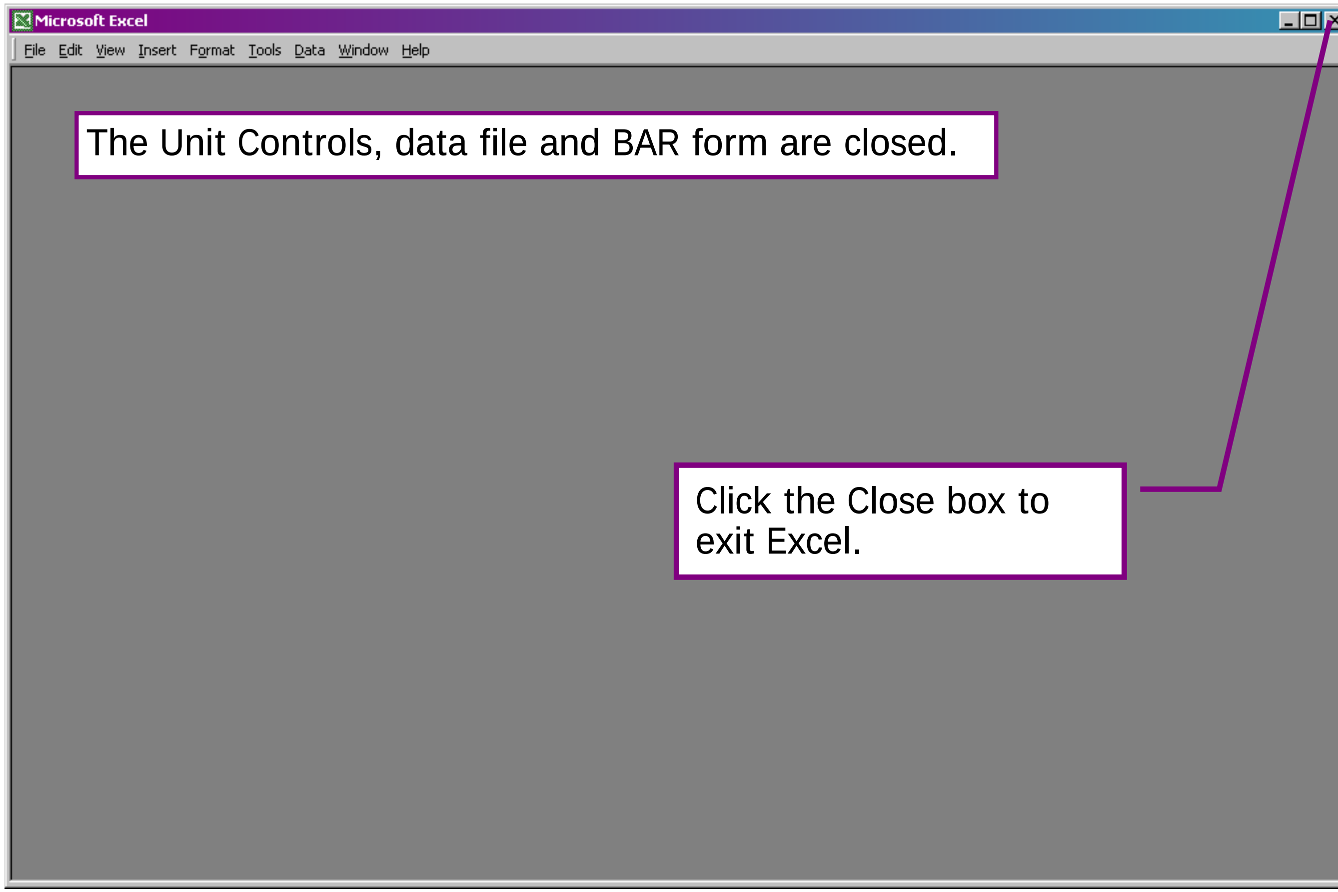
The following prompt displays.



Because this file was saved when you pressed Submit, click Yes.

Click Close File & BAR.

3 Entering a request: exiting



3 Tour Replay

- Click any of the following links to replay that section of the tour:
  - The whole tour start-to-finish
  - opening the BAR form
  - entering data
  - entering Requestor data
  - entering Adjustment data
  - submitting data
  - exiting

Opening and Closing

- Open the BAR form
- Open a data file
- Close a data file
- Close the data file and BAR form

Entering Data

- Enter a request
- Clear the form
- Identify adjustment errors

Saving and Submitting

- Save a data file
- Print the form
- Submit a data file with Outlook
- Submit a data file manually

Managing Files

- Rename a data file
- Create a template file

Scenarios

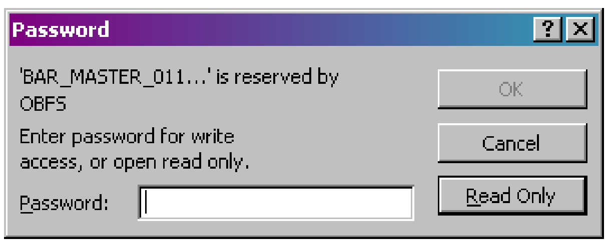
A scenario is a sequence of common actions with hyperlinks to the step-by-step instruction

- Scenario 1: Open form, enter and submit data, close
- Scenario 2: Open BAR, enter and save data, close BAR
- Scenario 3: Open BAR, open file, enter, and save data, close BAR

4 Open the BAR form

1. Double-click the BAR form icon. BAR_MASTER_011.XLS
Excel launches and the following prompt displays.

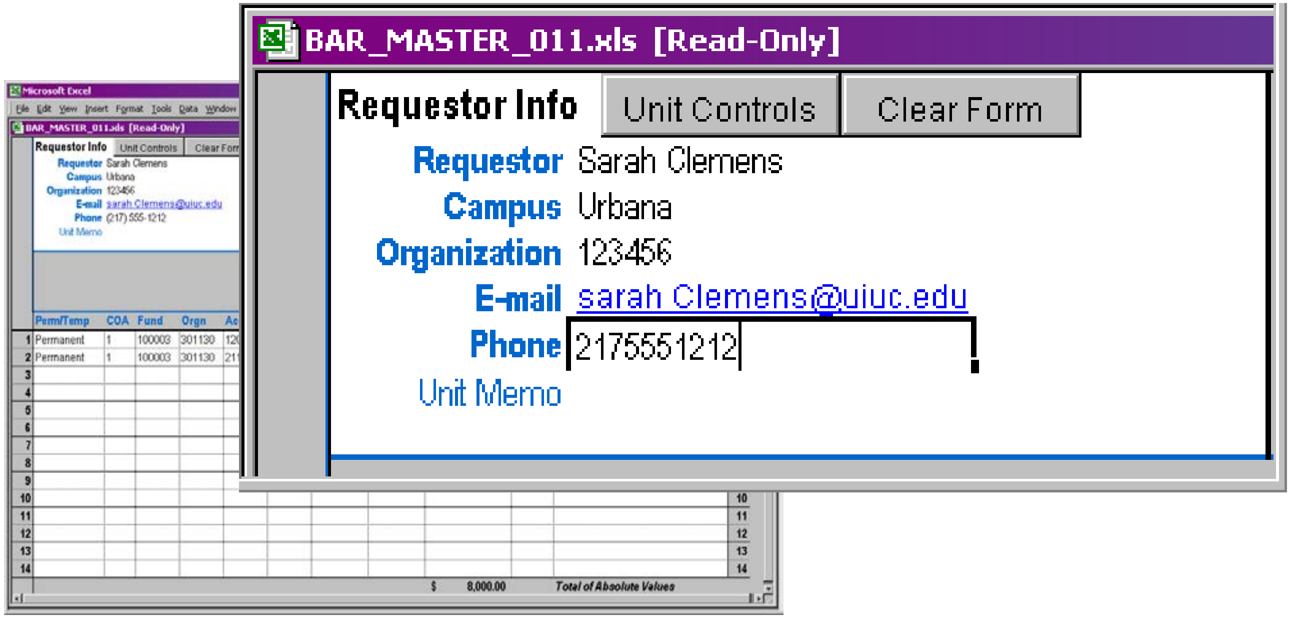
2. Click Enable Macros. The following prompt displays.



3. Click Read Only. The BAR form opens.

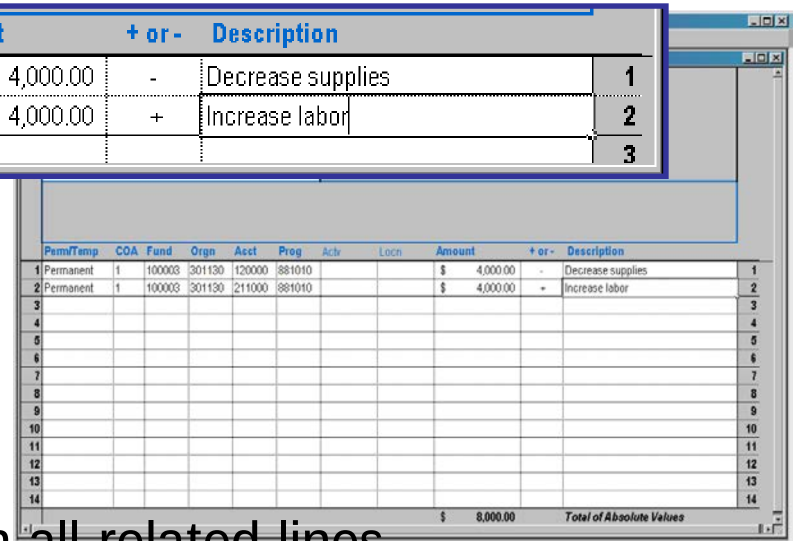
4 Enter a request

1. If necessary, open the BAR form.
2. Enter or revise the required Requestor data (**bold blue** labels).



4 Enter a request

	Perm/Temp	COA	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	+ or -	Description	
1	Permanent	1	100003	301130	120000	881010			$ 4,000.00	-	Decrease supplies	1
2	Permanent	1	100003	301130	211000	881010			$ 4,000.00	+	Increase labor	2
3												3



	Perm/Temp	COA	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	+ or -	Description	
1	Permanent	1	100003	301130	120000	881010			$ 4,000.00	-	Decrease supplies	1
2	Permanent	1	100003	301130	211000	881010			$ 4,000.00	+	Increase labor	2
3												3
4												4
5												5
6												6
7												7
8												8
9												9
10												10
11												11
12												12
13												13
14												14
									$ 8,000.00		Total of Absolute Values	

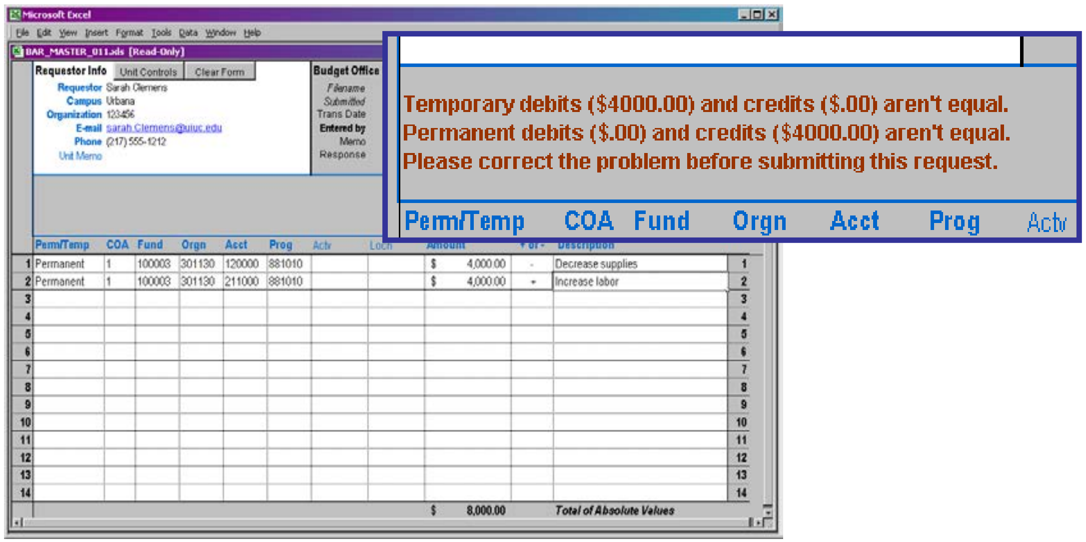
1. Enter the **required data**.
   Each adjustment must contain:
   - at least two lines (rows)
   - **only** expense **Acct** codes
   - the same **Perm/Temp** value in all related lines
   - at least one **+ or -** entry that debits
   - at least one **+ or -** entry that credits

   The **Amount** of debits and credits must be equal.

- **NOTE!** Don’t **cut** and paste lines: it causes errors. (You **may copy** and paste.)

4 Enter a request

3. Review the Requestor and Adjustment data and verify it is correct for **this** request, particularly if you use template files.
4. If needed, correct any adjustment line errors. For tips on correcting errors, click here.

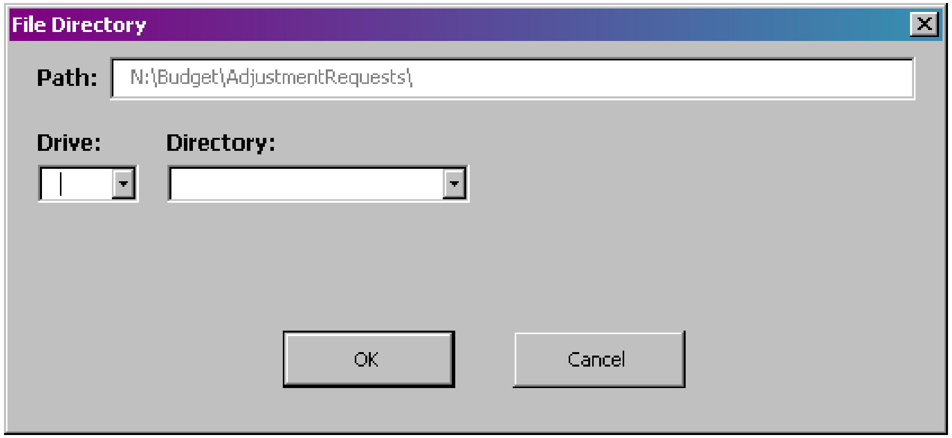


5. Click Unit Controls, then click Save.

4 Submit a data file with Outlook

- If Outlook is your e-mail program, follow these instructions.
  - If you don't use Outlook, click here.
  - If you prefer to print the request and send it, click here.
- To submit a file, you must complete the required Requestor and Adjustment fields, and no errors may exist in the data.

1. Click Unit Controls, then click Submit. The File Directory window displays.



Submit a data file with Outlook

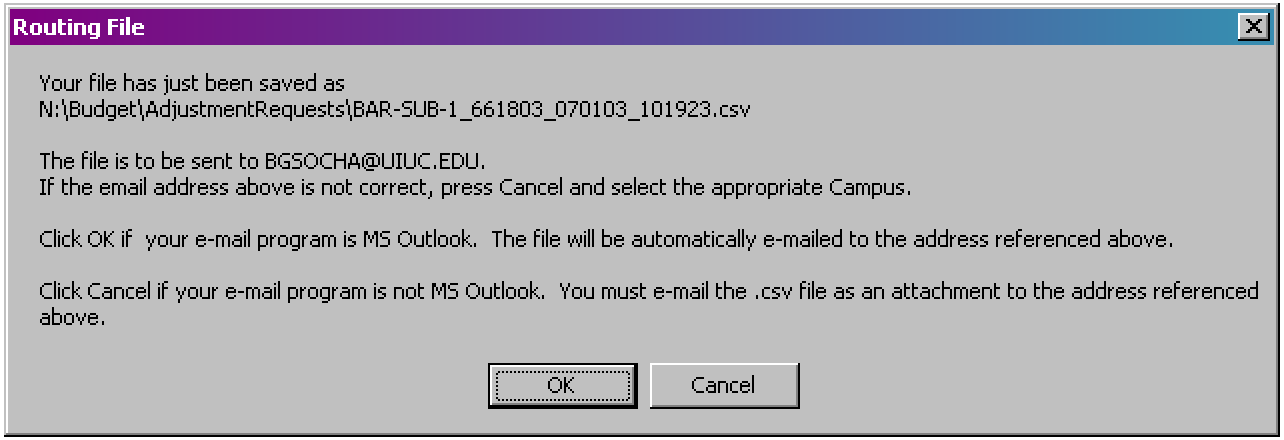
- If the **Path** box shows the correct data file path, go to step 4.
- If the **Path** box is incorrect, continue with the next step.

2. At Drive, select the network drive on which BAR requests are stored. Your selection controls what's listed in the next box.
3. At Directory, select folders from the list box until the Path box displays the file's location.
   - To find subdirectories, repeat step 3 until the correct subfolder displays.
   - To "back up" and choose a different value, choose PREVIOUS from the list.

4 Submit a data file with Outlook

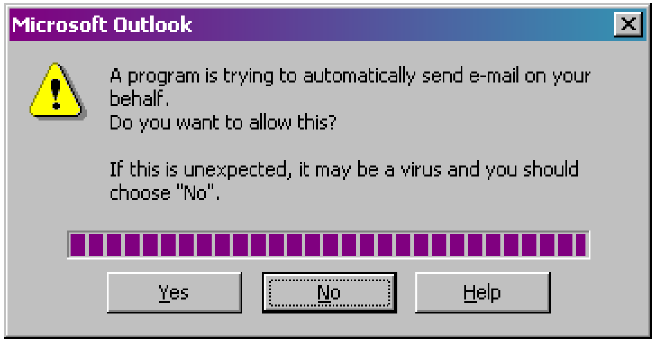
4. Click OK. The Save Complete window displays the file's location and name.

5. Click OK to dismiss the Save Complete window. The Routing File window displays.



4 Submit a data file with Outlook

6. Click OK. The following prompt displays while Outlook prepares to e-mail the file.

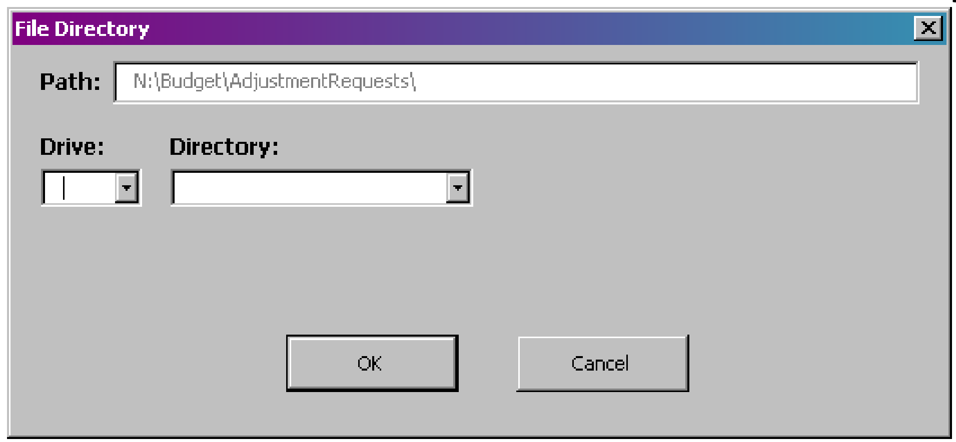


7. When the Yes button is enabled, click it to email the file. The data file is sent and the prompt exits.

4 Submit a data file manually

- If Outlook is not your e-mail program, follow these instructions.
  - If you use Outlook, click here.
  - If you prefer to print the request and send it, click here.
- To submit a file, you must complete the required Requestor and Adjustment fields, and no errors may exist in the data.

1. Click **Unit Controls**, then click **Submit**. The File Directory window displays.



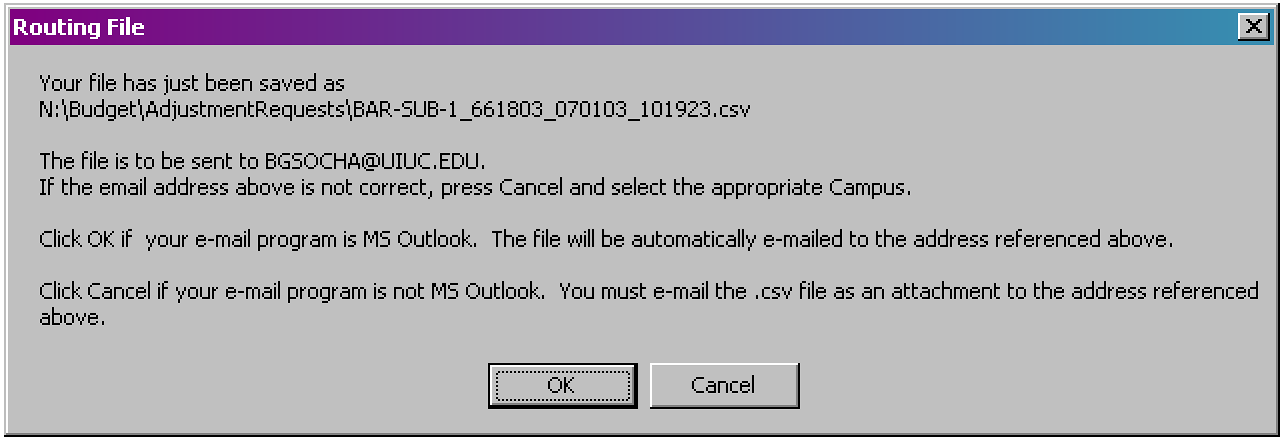
4 Submit a data file manually

- If the **Path** box shows the correct file location, click OK. The file is saved and the dialog exits.
- If the **Path** box is incorrect, continue with the next step.

2. At Drive, select the network drive on which BAR data files are stored. Your selection controls what's listed in the next box.
3. At Directory, select folders from the list box until the **Path** box displays the file's location.
   - To find subdirectories, repeat step 3 until the correct subfolder displays.
   - To "back up" and choose a different directory, choose PREVIOUS from the list.
4. Click OK. The Save Complete window displays the file's location and name.

4 Submit a data file manually

5. Click OK to dismiss the Save Complete window. The Routing File window displays.



6. Note the e-mail address and filename and location so you can create your e-mail.
7. Click Cancel (because Outlook is not your e-mail program).

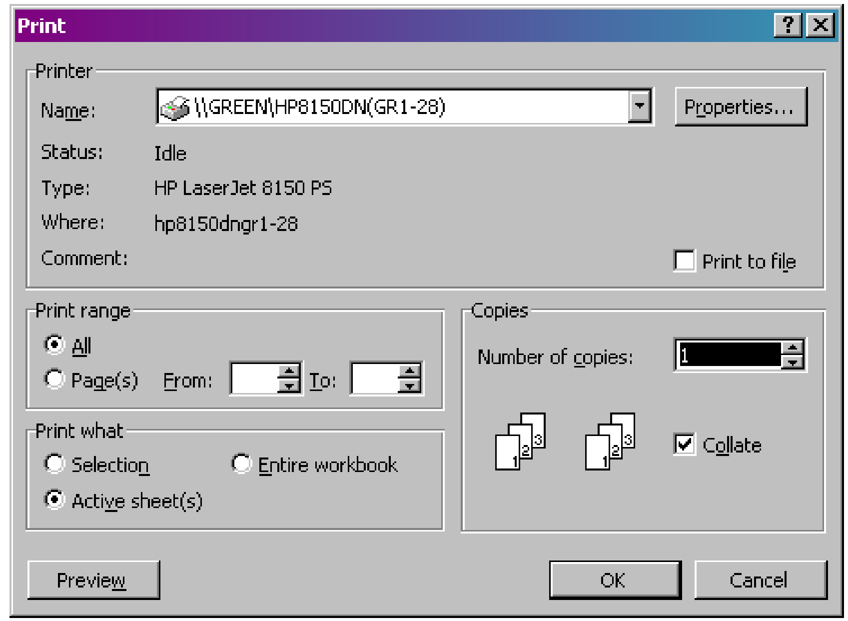
4 Submit a data file manually

8. In your e-mail program, create a new message, with the appropriate address as follows:
   - Chart 1, obfsbudgetofficeurbana@uillinois.edu
   - Chart 2, obfsbudgetofficechicago@uillinois.edu
   - Chart 4, obfsbudgetofficespringfield@uillinois.edu
   - Chart 9, obfsbudgetofficeua@uillinois.edu
9. Type the subject line “BAR for Chart-Organization”, using the appropriate information for the current file.
   - For example, for campus 2 organization 789012, the subject line should be BAR for 2-789012.
10. Referring to the file location and name you just noted, attach the data file the e-mail and send it.

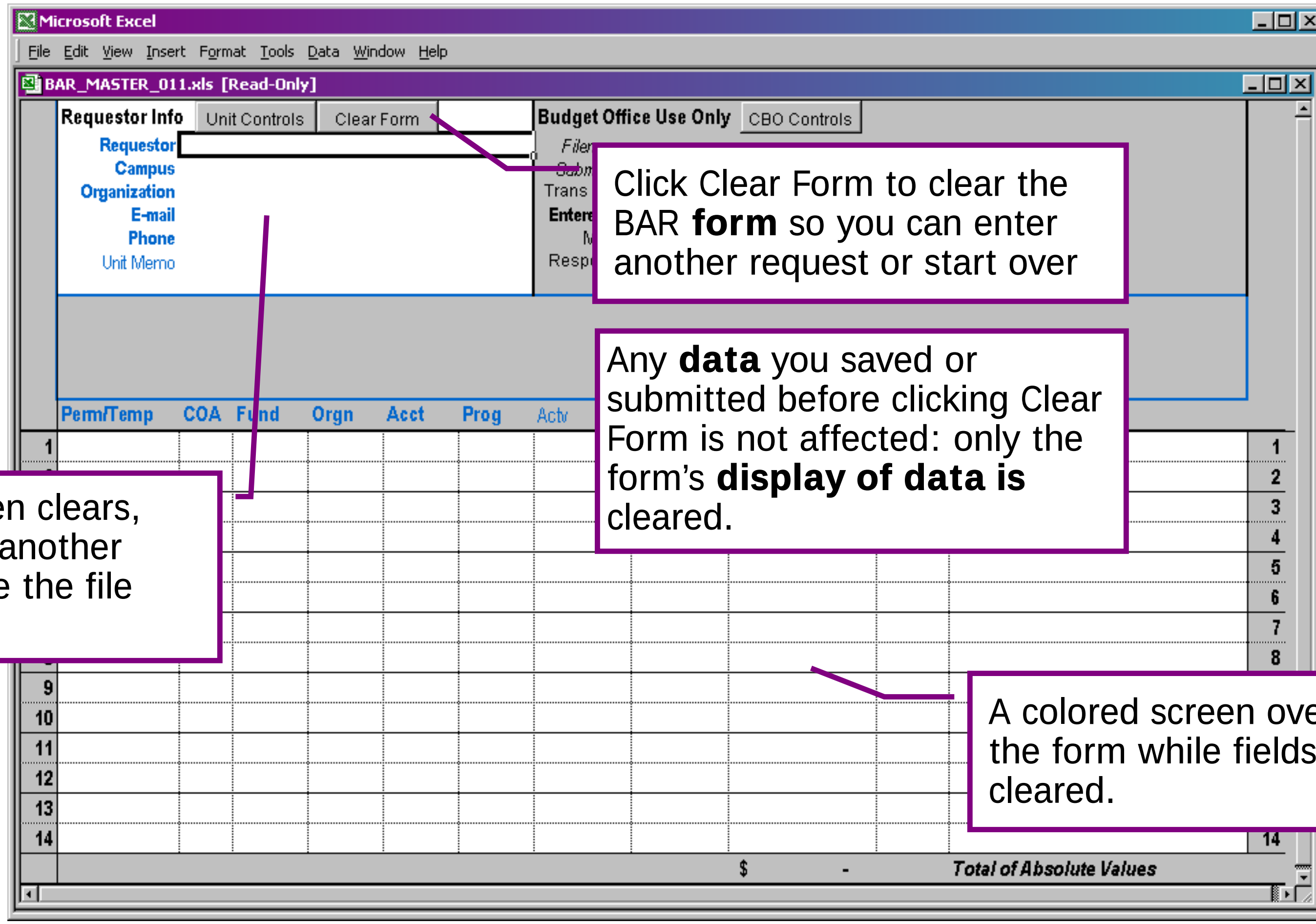
4 Print the form

- You may opt to print a request and send it to your campus budget office for completion.
- **Note:** Print is the **only** Excel command you should use when working with the BAR form.

  1. If the Unit Controls are open, click Close Controls.
     - The BAR form is pre-configured to print on one sheet of letter paper in landscape mode, so **don't change** the Properties.
  2. Choose File→Print. The Print window displays.
  3. Click OK.



4 Clear the form



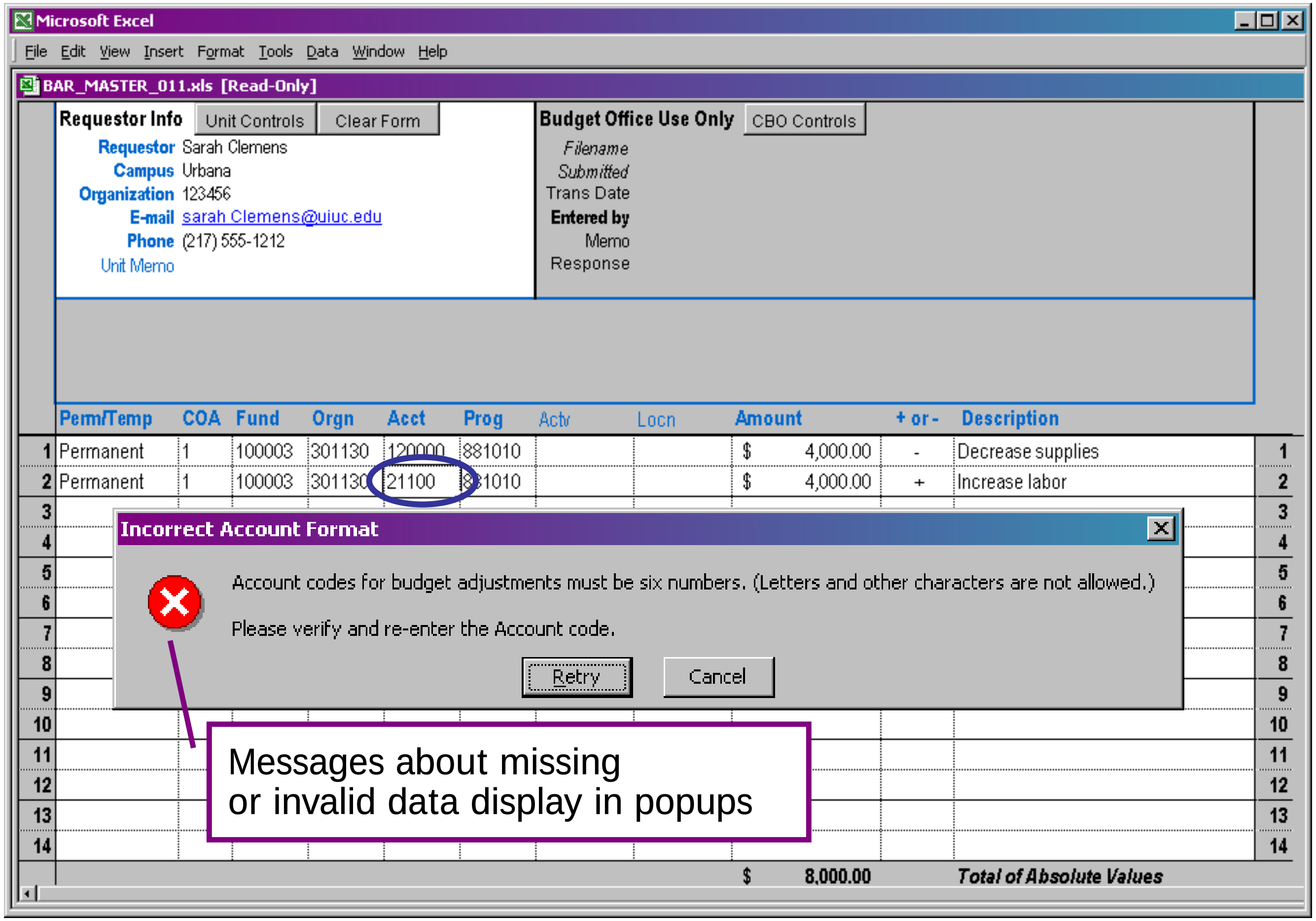
Click Clear Form to clear the BAR **form** so you can enter another request or start over

Any **data** you saved or submitted before clicking Clear Form is not affected: only the form's **display of data is** cleared.

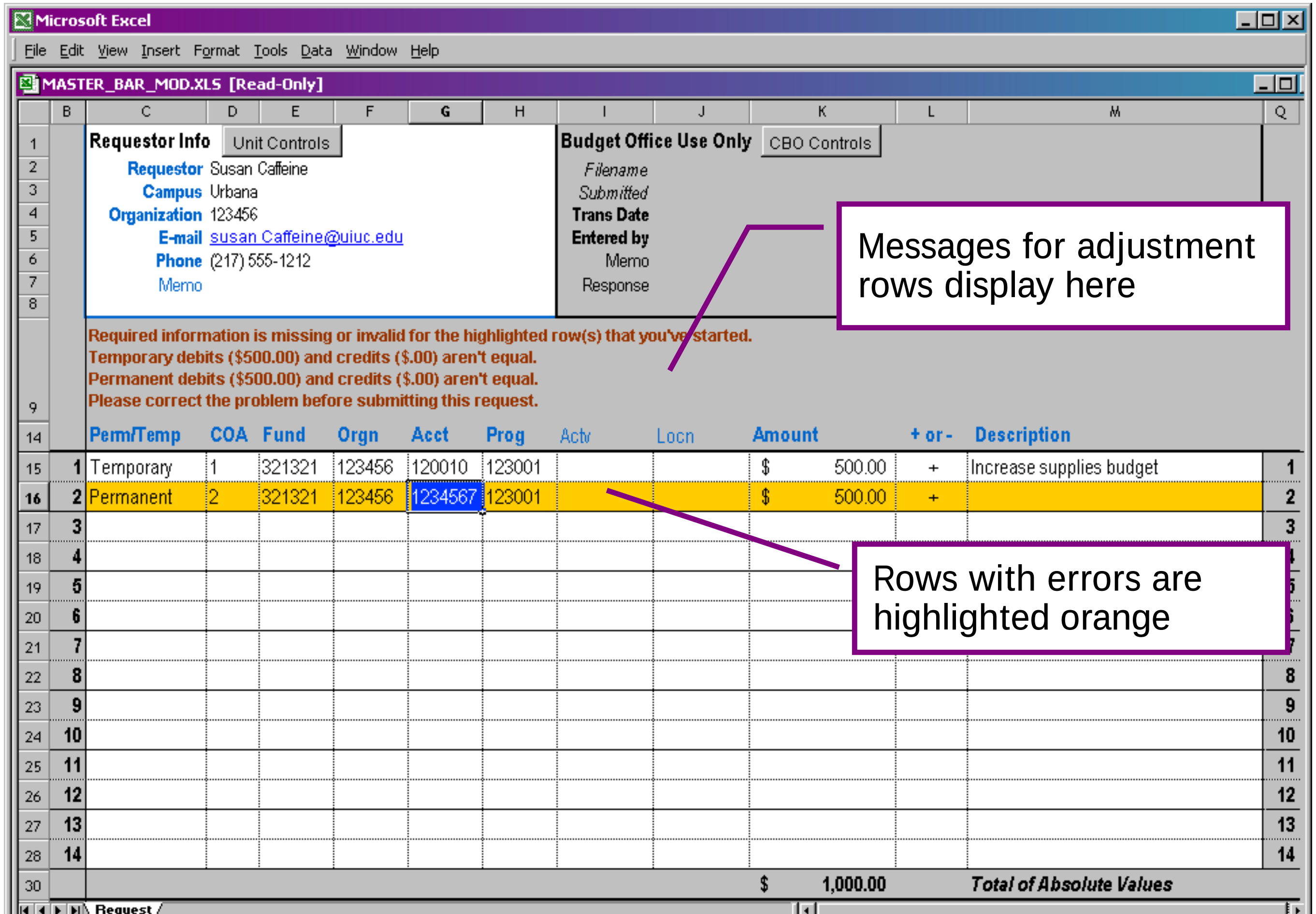
When the screen clears, you may enter another request or close the file and BAR form

A colored screen overlays the form while fields are cleared.

4 Identify adjustment errors

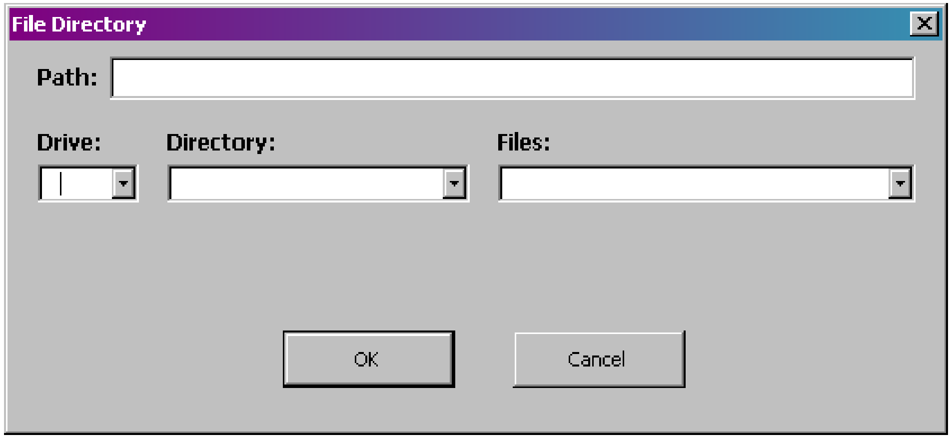


4 Identify adjustment errors



4 Open a data file

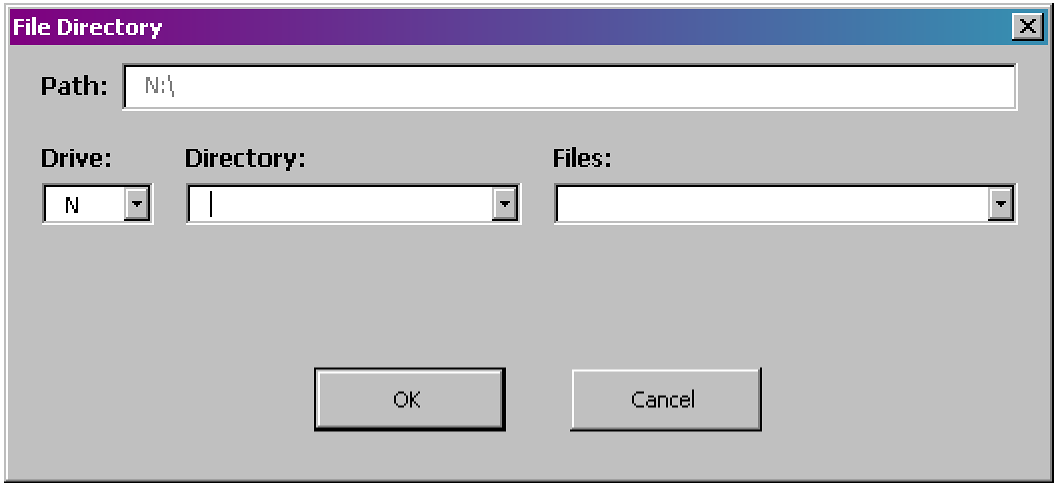
1. If necessary, open the BAR form.
2. Click Unit Controls, then click Open File. The File Directory window displays.



- If the **Path** box shows the correct file location, click OK. The file is saved and the dialog exits.
- If the **Path** box is blank or incorrect, continue with the next step.

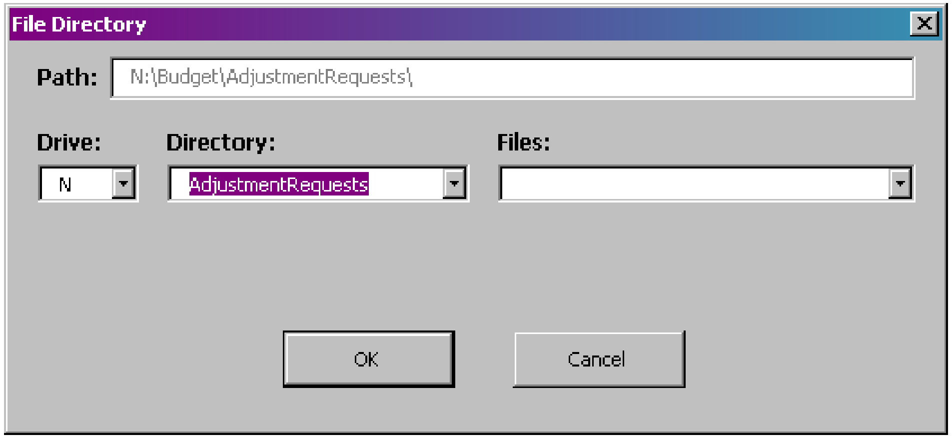
4 Open a data file

3. At **Drive**, select the network drive on which data files are stored. Your selection controls what's listed in the next box.



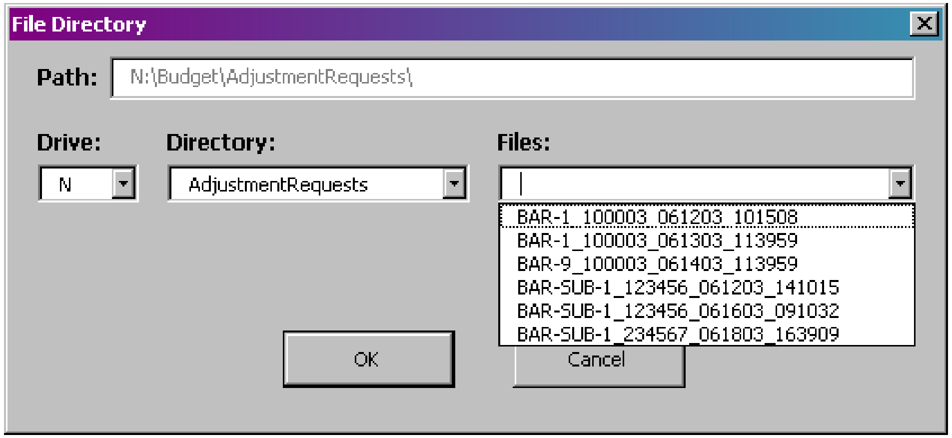
Open a data file

4. At **Directory**, select folders until the Path box displays the file's location.
   - To find subdirectories, repeat step 3 until the correct subfolder displays.
   - To "back up" and choose a different directory, choose PREVIOUS from the list.



4 Open a data file

5. At **Files**, choose the request you want, then click OK.
   - To “back up” and choose a different file, choose PREVIOUS from the list.

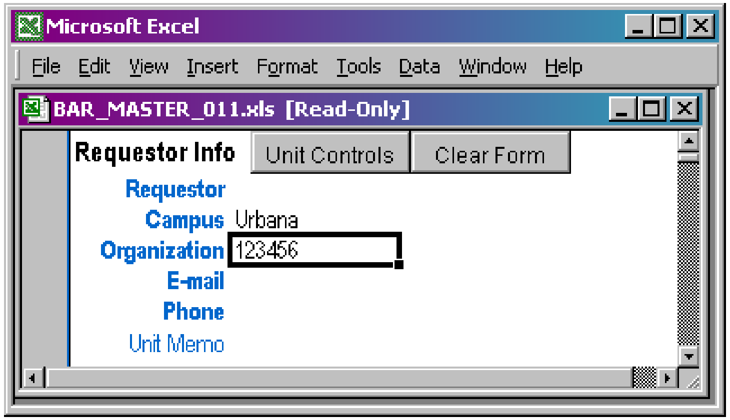


4 Close a data file

- To work on a different file.
  1. Click Unit Controls, then click Open File. The File Directory window displays. The Path box is display-only.
     - If the Path box shows the correct file location, click OK. The file is saved and the dialog exits.
     - If the Path box is incorrect, continue with the next step.
  2. Select the correct drive, directory, and file, then click OK. The file is opened, which forces the previous file to close.
- To exit the BAR form.
  1. Close the file and BAR form.

4 Save a data file

- To **save** a data file, you must complete at least **Campus** and **Organization** in the Requestor fields.

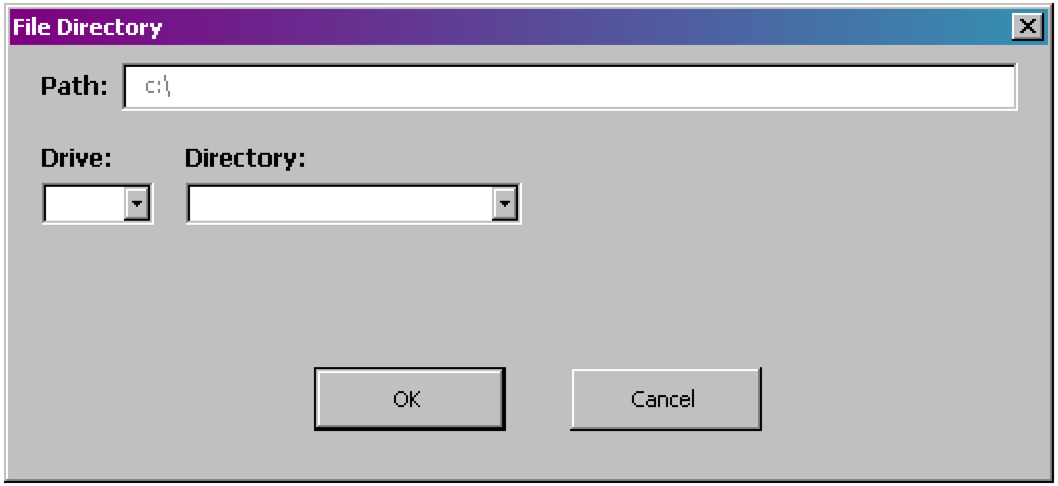


1. Click Unit Controls, then Save. The following prompt displays.

2. Click No.
   - Instructions for saving template files are here.

Save a data file

The File Directory window displays.

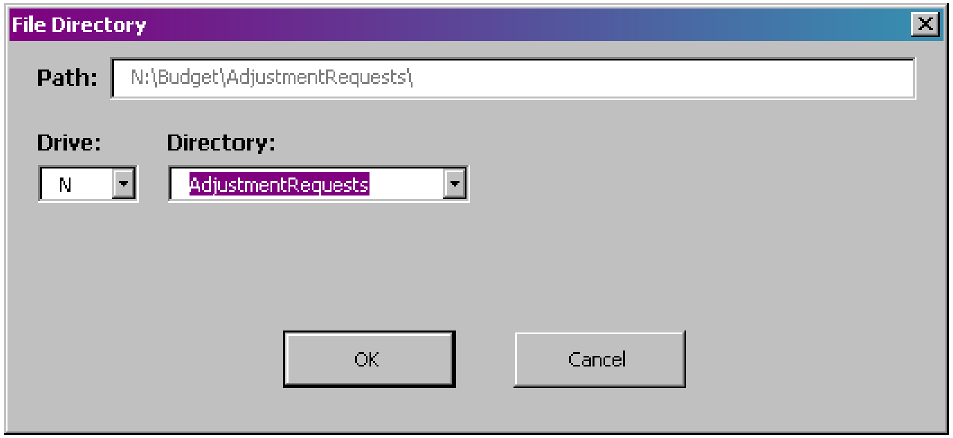


- If the **Path** box shows the correct data file location, click OK. The file is saved and the window exits.
- If the **Path** box is incorrect, continue with the next step.

3. At **Drive**, select the network drive on which data files are stored. Your selection controls what's listed in the next box.

4 Save a data file

4. At **Directory**, select folders until the **Path** box displays the correct network file location.



- To find subdirectories, repeat step 4 until the correct subfolder displays.
- To “back up” and choose a different value, choose PREVIOUS from the list.

4 Save a data file

5. Click OK. The Save Complete prompt displays the file location and name.

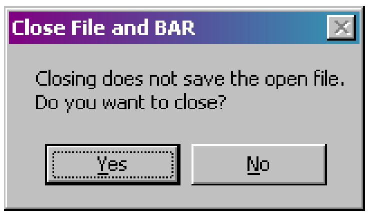
6. Click OK to dismiss the prompt.
   - The **Filename** field is updated with the file's location and its system-generated name.

4 Close the data file and BAR form

When using the BAR form:

- Use **only** the Unit Controls.
- **Don’t** use Excel’s built-in commands.

  1. Click Unit Controls, then click Close File & BAR. The Close File and BAR prompt displays.



  - If you changed the file but didn’t save it, click No then save it.
  - If you changed and saved the current file, click Yes. The file and BAR form close.

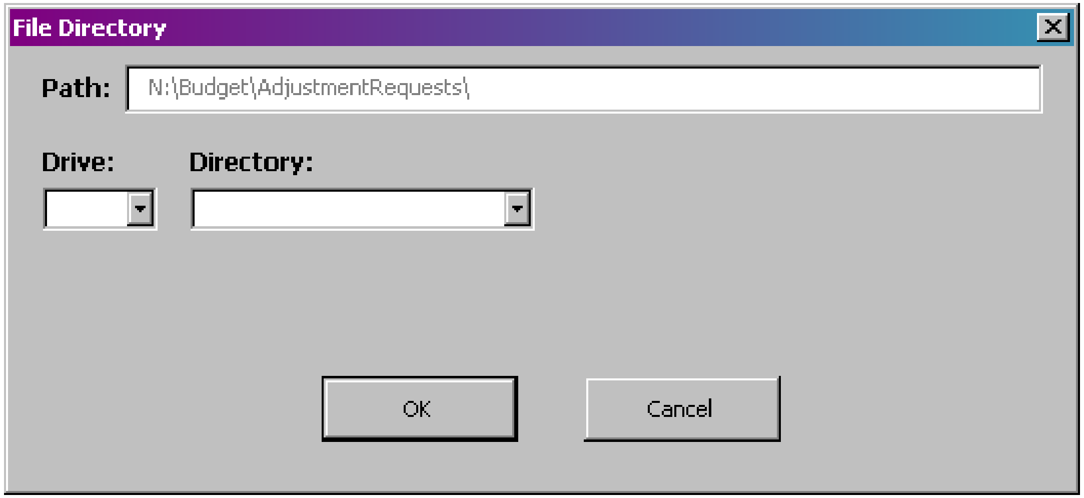
4 Rename a data file

- If the **Path** box shows the correct file location, click OK. You have finished.
- If the **Path** box is incorrect, continue with the next step.

2. At **Drive**, select the network drive on which data files are stored.
3. At **Directory**, select folders from the list box until the Path box displays the correct location.
   - To “back up” and choose a different folder, choose PREVIOUS from the list.

4 Rename a data file

- Renaming a file copies it and updates it with the current date-time stamp.
  1. Open the file you want to rename, and click Rename/Save. The File Directory window displays.



Rename a data file

4. Click OK. The Save Complete window displays the file's location and new name.

- The file is copied and saved with a new date and time stamp.

5. Click OK to dismiss the window.

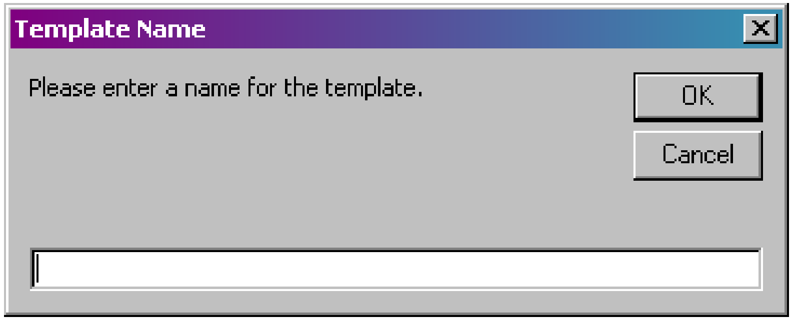
4 Create a template file

- If you repeatedly submit identical (or nearly so) data files, create a template file.
    - Template files are saved with the status TMP and a filename you determine.
    - When you submit a TMP data file, it is copied and submitted with a system-generated filename.
- Be particularly attentive to review and edit identical data from a template before submitting it.

1. Open the file you want to rename, and click Save. The following prompt displays.

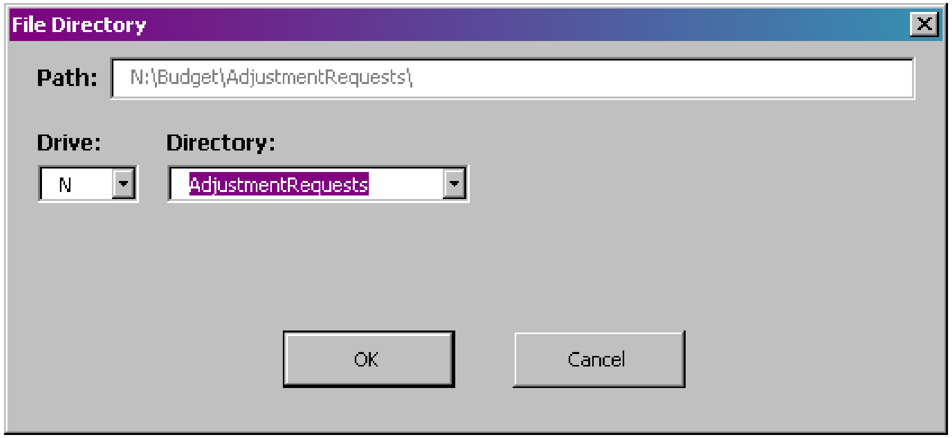
4 Create a template file

2. Click Yes to save the file as a template. The Template Name prompt displays.



3. Type the name you want for this file, and click OK. The File Directory window displays.

4 Create a template file



- If the **Path** box shows the correct location, click OK. You have finished.
- If the **Path** box is incorrect, continue with the next steps.

4. At **Drive**, select the network drive on which data files are stored.

4 Create a template file

5. At **Directory**, select folders from the list box until the Path box displays the correct location.
   - To find subdirectories, repeat step 4 until the correct subfolder displays.
   - To “back up” and choose a different folder, choose PREVIOUS from the list.
6. Click OK. The Save Complete dialog displays the file’s location and new name.

   - The file is copied and saved with the name you indicate.
7. Click OK to dismiss the prompt.

4 Scenario 1: Open form, enter and submit data, close

- Follow these links to instructions. Click on the slide to to advance.
  1. Open the BAR form
  2. Enter data
  3. Submit data file
     - with Outlook
     - with other e-mail program (manually)
  4. Close BAR

4 Scenario 2: Open form, enter and save data, close

- Follow these links to instructions. Click on the slide to advance.
- Open BAR, enter and save data, close BAR
  1. Open BAR
  2. Enter data
  3. Save data
  4. Close BAR

4 Scenario 3: Open form, open file, enter and save data, close

- Follow these links to instructions. Click on the slide to advance.
  1. Open BAR
  2. Open file
  3. Enter data
  4. Save data
  5. Close BAR

4 Finish

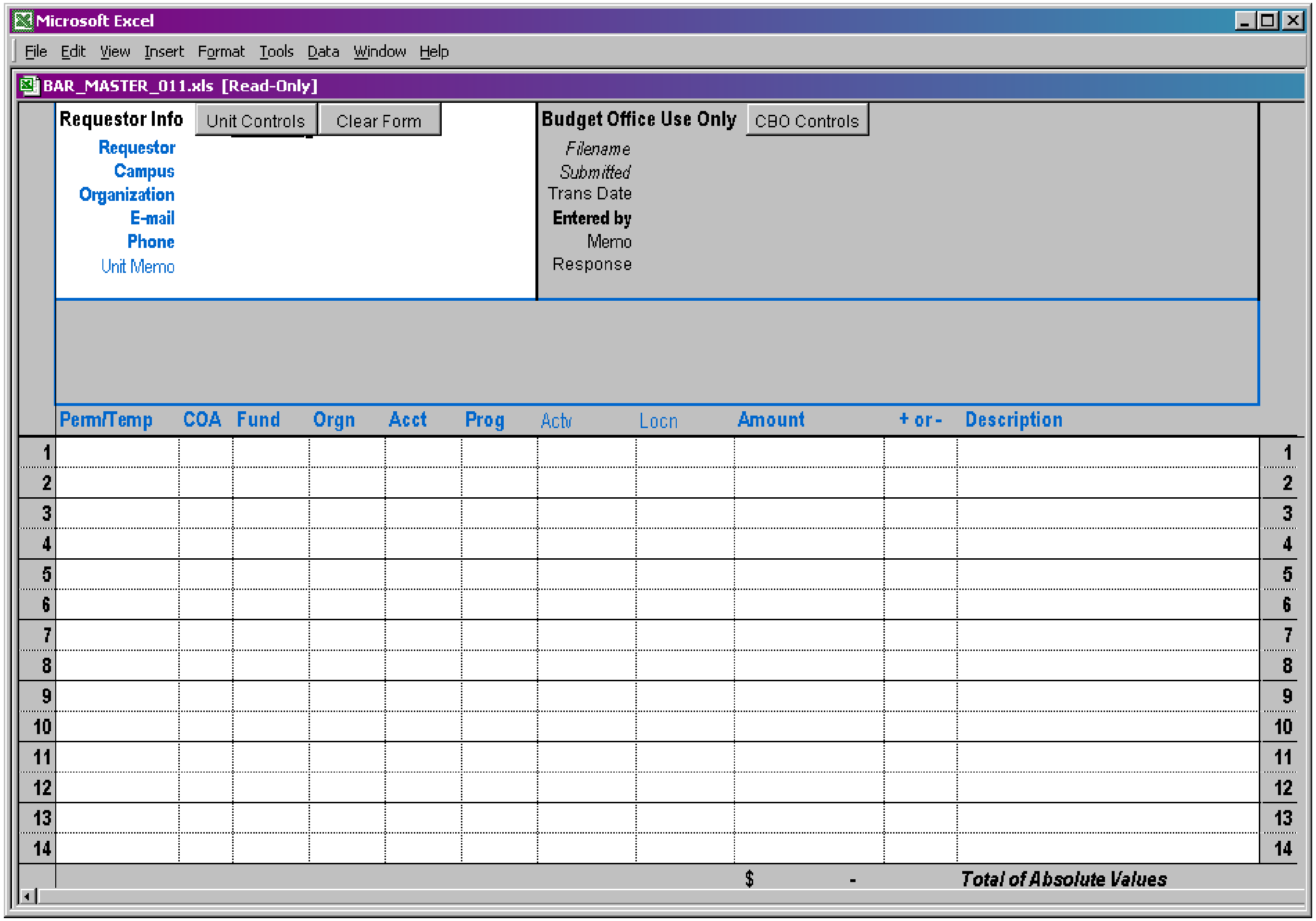
- You have finished the training presentation for using the Budget Adjustment Request form.
- The remaining slides provide reference information.

Reference

- Fields **Acct** to **Entered by** **(A-E)**
- Fields **Filename** to **Orgn** **(F-O)**
- Fields **Perm / Temp** to **Response** **(P-Z)**
- Required Requestor Fields
- Required Adjustment Fields
- Unit Controls
- Error Messages
- File Statuses

? Field Map

- Click on a field label or control to link to information about it



Fields Acct *to* Entered by

Field	What to Enter	Entry	Where is it?
Acct	Enter the account code for the adjustment. Account codes for budget adjustments have 6 numbers. Hint: Expense account codes begin with a 1 (expenses) or 2 (labor).	R	Adjustment
Actv	Enter the activity code--3 numbers then 3 letters.	O	Adjustment
Amount	Enter the dollar amount for the adjustment.	R	Adjustment
Campus	Select the campus from the list.	R	Requestor
COA	Select the chart number from the list.	R	Adjustment
Description	Enter a description of the adjustment line item.	R	Adjustment
E-mail	Enter the requestor's e-mail address.	R	Requestor
Entered by	Enter the name or initials of the person who entered the corresponding journal voucher in Banner.	R	Budget Office

R Required; **O** Optional; **S** System-generated

Fields Filename *to* Orgn

Field	What to Enter	Entry	Where is it?
Filename	Do not enter data.	S	Budget Office
Fund	Enter the fund code for the budget adjustment. Fund codes have 6 numbers.	R	Adjustment
Locn	Enter the location code for the budget adjustment. Location codes have 5–6 letters and or numbers.	O	Adjustment
Memo	Enter any reference or explanatory notes.	O	Budget Office
Organization	In the Adjustment area, enter the organization code **for the budget adjustment**.	R	Adjustment
Orgn	In the Requestor fields, enter the organization code **of the requestor**. Organization codes have 6 numbers.	R	Requestor

R Required; **O** Optional; **S** System-generated

? Fields Perm/Temp *to* Response

Field	What to Enter	Entry	Location
Perm/Temp	Select the type of adjustment from the list.	R	Adjustment
Phone	Enter the requestor's phone number. You can enter either all 10 digits or the 5-digit campus number. The dashes are inserted when you exit the cell.	R	Requestor
Prd	Enter the budget period, a number 1–12.	R	Budget Office
Prog	Enter the program code for the budget adjustment. Program codes have 6 letters and or numbers.	R	Adjustment
Requestor	Enter the name of the person submitting the request—the person who can answer questions about the data file.	R	Requestor
Response	Do not enter data. This is populated with either the journal voucher number for entered adjustments or with the reason for returned (rejected) files. Data is not directly typed in the field; it is populated from prompted entries.	S	Budget Office

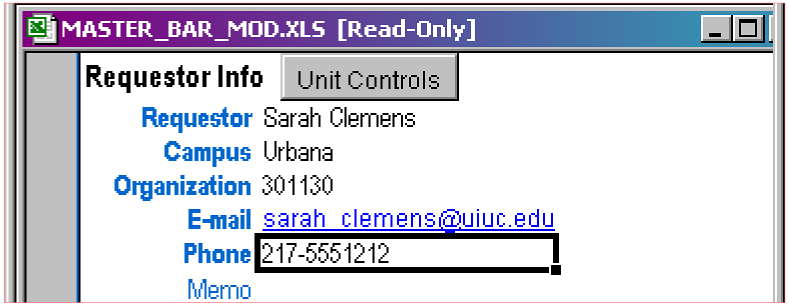
R Required; **O** Optional; **S** System-generated

Fields Submitted *to* + or -

Field	What to Enter	Entry	Location
Rule	Select a rule code from the list.	R	Budget Office
Submitted	Do not enter data.	S	Budget Office
Total of Absolute Values	Do not enter data. This field shows the total dollar amount of all adjustments entered.	S	Adjustment
Trans Date	To accept the **current** budget period: do not enter data in this field. To use a **future budget period**: enter that future date in mm/dd/yyyy format. This will change the **Prd** values to the future budget period.	R	Budget Office
Unit Memo	Enter any additional notes for reference or explanation about the adjustment.	O	Requestor
+ or -	Select the indicator from the list. **+** debits an expense account; **-** credits an expense account.	R	Adjustment

R Required; **O** Optional; **S** System-generated

Required Requestor Fields



Field	What to Enter
Requestor	Name of the person submitting the request—the person who can answer questions about the data file.
Campus	Select from list.
Organization	Requestor's organization code. Organization codes have 6 numbers.
E-mail	Requestor's e-mail address.
Phone	Requestor's phone number. You can enter either all 10 digits or the 5-digit campus number. The dashes are inserted when you exit the cell.

? Required Adjustment Fields

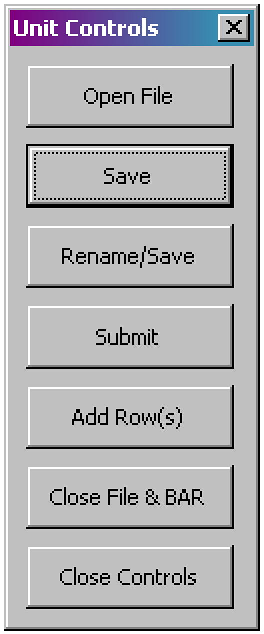
	Perm/Temp	COA	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	+ or -	Description
1	Permanent	1	100003	301130	120000	881010			$ 4,000.00	-	Decrease expense supplies
2	Permanent	1	100003	301130	211000	881010			$ 4,000.00	+	Increase expense labor

Field	What to Enter
Rule	Budget Office use only. Select from list.
Perm/Temp	Select from list. **Temporary** or **Permanent**.
COA	Select from list.
Fund	Fund code for the budget adjustment. Fund codes have 6 numbers.
Orgn	Organization code for the budget adjustment. Organization codes have 6 numbers.
Acct	Account code for the budget adjustment. Account codes for budget adjustments have 6 numbers.
Prog	Program code for the budget adjustment. The program code may have 6 letters and or numbers.
Amount	Dollar amount for the adjustment.
+ or -	Select from list.

? Unit Controls

Open the Unit Controls so you can manipulate a data file.

Clear what is entered on the BAR form. Any **unsaved** changes are lost.



- Close the current file and open a different one.
- Save the request file.
- Save the request file with a different name.
- Set the file to SUB status and e-mail it to the Budget Office.
- For Budget Office use only.
- Close the file and the BAR form.
- Close the controls so you can edit data.

? Error Messages

“Required information is missing or invalid for the highlighted rows that you started.”

- At least one, but not all required fields are populated for an adjustment row.
  1. Locate the row that is highlighted orange.
  2. Populate each required adjustment field (bold label) or clear all the fields in the highlighted row

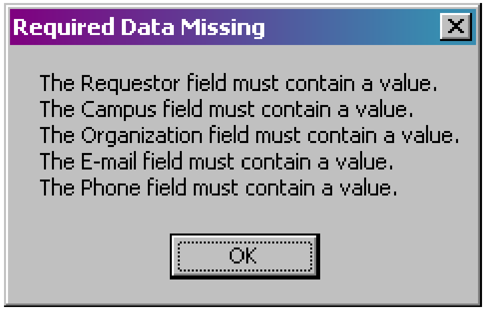
Error Messages

“Permanent/Temporary debits ($*xx)* and credits ($*xx)* aren’t equal.”

- The **Amount** values are different.
  1. Make sure the **Amount** for both adjustment entries are equal.
- The **Perm/Temp** values are different.
  1. If you entered both the credit and debit entries for the adjustment, choose the same **Perm/Temp** value for each.
- The **+ or -** values are identical.
  1. If you entered both the credit and debit entries for the adjustment, choose the correct **+ or -** indicator for each. One must be a +, one must be a -.
- You entered the debit or credit entry, but not both.
  1. Enter the balancing entry for the adjustment.

Error Messages

“The *FieldName* field must contain a value.”

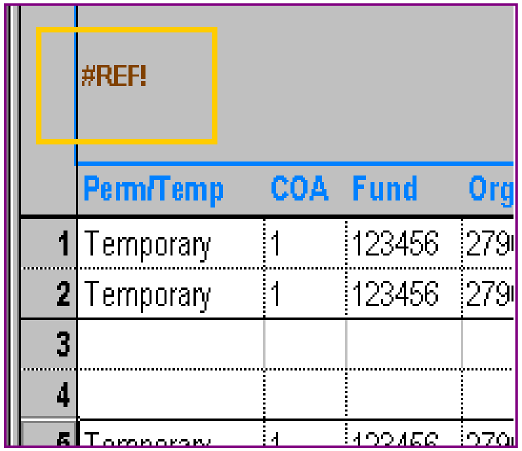


- This message can only display when you press Submit.
- Only the required fields that are empty are shown in the message.
  1. Note which fields must contain a value.
  2. Click OK, then click Close Controls.
  3. Populate the required Requestor Info fields; these will be highlighted orange.

? Error Messages

#REF!

- You have **cut** a row and pasted it to a different row, so its cell references are wrong, and entries can't be validated.



- You can undo the paste action:
  1. Press Ctrl+Z (Undo).
- You can copy and paste the rows to a new form:
  1. **Copy** the cells with data.
  2. Close the file and BAR *without* saving changes.
  3. Re-open the BAR and paste the rows.
- You can re-enter the adjustment:
  1. Clear the form and re-enter the request.

? File Statuses

- The following table shows sample file names and their status.

This status:	Means a file is:
<blank>	Saved.
TMP	A template.
SUB	Submitted.
WIP Budget Office generated.	Work in progress at the Budget Office. Only the Budget Office should have files with WIP status.
RTN Budget Office generated.	Returned to department for corrections.
ENT Budget Office generated.	Entered in Banner.

? End

- This is the last slide.