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
How do I use this presentation?

- Click the icons to move through the presentation.

<table>
<thead>
<tr>
<th>Click this:</th>
<th>To do this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play button</td>
<td>Move forward one page.</td>
</tr>
<tr>
<td>Rewind button</td>
<td>Move backward one page.</td>
</tr>
<tr>
<td>Return button</td>
<td>Return from a hyperlink to the page you just viewed or, return from a scenario slide to the scenario main page.</td>
</tr>
<tr>
<td>Home button</td>
<td>Move to the presentation Table of Contents.</td>
</tr>
<tr>
<td>1, 2, 3, 4, ?</td>
<td>Move to the Table of Contents for that section.</td>
</tr>
<tr>
<td>Repeat button</td>
<td>Repeat the sequence on an animated page.</td>
</tr>
</tbody>
</table>
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.
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 spreadsheet but generates an external data (.csv) file for each request.
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.
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?

**Unit**
- Opens BAR form, enters budget adjustment data
- Submits request data file

**Budget Office**
- Opens e-mail and saves data file to designated directory
- Opens BAR form and data file, and reviews data
- Enters rule code(s)
- Using BAR file data, enters journal voucher in Banner
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/](https://www.obfs.uillinois.edu/budgeting/budget-adjustment-requests/)
- Instructions for opening are in the Prepare section.
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**
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!

```
Budget Office Use Only  CBO Controls
Filename  C:\Documents and Settings\kec\Desktop\BudgetAdjustmentRequests\BAR-A_660603_0
Submitted  06/06/2003 09:59:08
Trans Date  06/06/2003 09:59:08
Entered by  
```
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.

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.
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.
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 appearance may differ.)

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

The WinZip window redisplays.
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.
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.
Identify data files

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

```
template: BAR-TMP_UniqueFilename
saved: BAR-1-123456-061703-083405.csv

Process Status  Chart  Organization  Date-Time
```

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

```
submitted: BAR-SUB_1_123456_061803_145230.csv
entered: BAR-ENT_1_123456_061803_145230.csv
returned: BAR-RTN_1_123456_061803_145230.csv
```

- 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.
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

Excel launches and this prompt displays, because the BAR form uses macros.

This prompt is expected for your Excel security setting. Click Enable Macros.

Double-click on the BAR form icon.
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.
Entering a request: entering data

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

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

**Bold blue** labels are for required fields.

**Light blue** labels are for optional fields.

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

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

Optional:
You may enter a location code. The code must be between 3 and 6 characters in length.
### Entering a request: entering data

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

1. **First**, enter **Requestor** data.
2. **Second**, enter **Adjustment** data.
3. **Third**, use Unit Controls to submit data.

Now, see how to enter and submit a request.
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.
Entering a request: Requestor data

With Requestor data entered, the form looks like this.

Using the Budget Adjustment Request Form—Units
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.
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.

Example:

<table>
<thead>
<tr>
<th>Perm/Temp</th>
<th>COA</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>Locn</th>
<th>Amount</th>
<th>+ or -</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent</td>
<td>1</td>
<td>100003</td>
<td>301130</td>
<td>120000</td>
<td>881010</td>
<td></td>
<td></td>
<td>$4,000.00</td>
<td>-</td>
<td>Decrease expense supplies</td>
</tr>
<tr>
<td>Permanent</td>
<td>1</td>
<td>100003</td>
<td>301130</td>
<td>211000</td>
<td>881010</td>
<td></td>
<td></td>
<td>$4,000.00</td>
<td>+</td>
<td>Increase expense labor</td>
</tr>
</tbody>
</table>
With Requestor and Adjustment data complete, the form should look something like this.

The data is now complete and ready to be submitted.
You will use the Unit Controls toolbar for all BAR form related operations.

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.
Entering a request: submitting data

The Save Complete window displays and...

Click OK.

the Filename and Submitted date are updated.
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.
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.

Click Close File & BAR.

The following prompt displays.

Because this file was saved when you pressed Submit, click Yes.
3. Entering a request: exiting

The Unit Controls, data file and BAR form are closed.

Click the Close box to exit Excel.
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
Open the BAR form

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

2. Click Enable Macros. The following prompt displays.

3. Click Read Only. The BAR form opens.
Enter a request

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

![File Directory window](image)
Submit a data file with Outlook

1. If the **Path** box shows the correct data file path, go to step 4.
2. 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. **Click OK.** The Save Complete window displays the file’s location and name.

![Save Complete Window]

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

![Routing File Window]
6. Click OK. The following prompt displays while Outlook prepares to e-mail the file.

![Microsoft Outlook dialog box](image)

A program is trying to automatically send e-mail on your behalf.
Do you want to allow this?
If this is unexpected, it may be a virus and you should choose "No".

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

![File Directory window](image)
Submit a data file manually

1. If the Path box shows the correct file location, click OK. The file is saved and the dialog exits.
2. If the Path box is incorrect, continue with the next step.
3. At Drive, select the network drive on which BAR data files are stored. Your selection controls what’s listed in the next box.
4. 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.
5. 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.

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).
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.
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.
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.
Identify adjustment errors

Messages about missing or invalid data display in popups
**Identify adjustment errors**

Using the Budget Adjustment Request Form—Units

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<table>
<thead>
<tr>
<th>Requester Info</th>
<th>Budget Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor: Susan Caffeine</td>
<td>Requestor Info:</td>
</tr>
<tr>
<td>Campus: Urbana</td>
<td>Requestor Info:</td>
</tr>
<tr>
<td>Organization: 123456</td>
<td>Requestor Info:</td>
</tr>
<tr>
<td>Email: <a href="mailto:susan.caffeine@uic.edu">susan.caffeine@uic.edu</a></td>
<td>Requestor Info:</td>
</tr>
<tr>
<td>Phone: (217) 565-1212</td>
<td>Requestor Info:</td>
</tr>
</tbody>
</table>

**Required information is missing or invalid for the highlighted row(s) that you've started.**
Temporary debts ($500,000) and credits ($500,000) aren't equal. Please correct the problem before submitting this request.

<table>
<thead>
<tr>
<th>Permit</th>
<th>COA</th>
<th>Fund</th>
<th>Org</th>
<th>Acct</th>
<th>Program</th>
<th>Acct</th>
<th>Perm</th>
<th>Account</th>
<th>Amount</th>
<th>+/-</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rows with errors are highlighted orange.
Messages for adjustment rows display here.

---

Using the Budget Adjustment Request Form—Units
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.
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.
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.
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.
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.

   ![Save As Template prompt](image)

   Would you like to save this file as a template?

   - [ ] Yes
   - [ ] No

2. Click **No**.

   - Instructions for saving template files are [here](#).

---

**1** Intro  
**2** Prepare  
**3** Tour  
**4** Work  
**?** Reference

Using the Budget Adjustment Request Form—Units
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. 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.
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.
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.

![File Directory Window](image)

- **Path**: N:\Budget\AdjustmentRequests
- **Drive**: 
- **Directory**: 

[Image of File Directory Window]
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.
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.
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.
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.
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.

   ![Save Complete dialog](image)

   - The file is copied and saved with the name you indicate.

7. Click **OK** to dismiss the prompt.
Scenario 1: Open form, enter and submit data, close

- Follow these links to instructions. Click on the slide 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
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
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
You have finished the training presentation for using the Budget Adjustment Request form.
The remaining slides provide reference information.
- 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 Statutes
Click on a field label or control to link to information about it.
<table>
<thead>
<tr>
<th>Field</th>
<th>What to Enter</th>
<th>Entry</th>
<th>Where is it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct</td>
<td>Enter the account code for the adjustment. Account codes for budget adjustments have 6 numbers.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td></td>
<td><strong>Hint:</strong> Expense account codes begin with a 1 (expenses) or 2 (labor).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actv</td>
<td>Enter the activity code—3 numbers then 3 letters.</td>
<td>O</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the dollar amount for the adjustment.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Campus</td>
<td>Select the campus from the list.</td>
<td>R</td>
<td>Requestor</td>
</tr>
<tr>
<td>COA</td>
<td>Select the chart number from the list.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Description</td>
<td>Enter a description of the adjustment line item.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td>E-mail</td>
<td>Enter the requestor’s e-mail address.</td>
<td>R</td>
<td>Requestor</td>
</tr>
<tr>
<td>Entered by</td>
<td>Enter the name or initials of the person who entered the corresponding journal voucher in Banner.</td>
<td>R</td>
<td>Budget Office</td>
</tr>
</tbody>
</table>

R Required; O Optional; S System-generated
<table>
<thead>
<tr>
<th>Field</th>
<th>What to Enter</th>
<th>Entry</th>
<th>Where is it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filename</td>
<td>Do not enter data.</td>
<td>S</td>
<td>Budget Office</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter the fund code for the budget adjustment. Fund codes have 6 numbers.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Locn</td>
<td>Enter the location code for the budget adjustment. Location codes have 5–6 letters and or numbers.</td>
<td>O</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Memo</td>
<td>Enter any reference or explanatory notes.</td>
<td>O</td>
<td>Budget Office</td>
</tr>
<tr>
<td>Organization</td>
<td>In the Adjustment area, enter the organization code for the budget adjustment.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Orgn</td>
<td>In the Requestor fields, enter the organization code of the requestor.</td>
<td>R</td>
<td>Requestor</td>
</tr>
</tbody>
</table>

R Required; O Optional; S System-generated
Fields Perm/Temp to Response

<table>
<thead>
<tr>
<th>Field</th>
<th>What to Enter</th>
<th>Entry</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perm/ Temp</td>
<td>Select the type of adjustment from the list.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Phone</td>
<td>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.</td>
<td>R</td>
<td>Requestor</td>
</tr>
<tr>
<td>Prd</td>
<td>Enter the budget period, a number 1–12.</td>
<td>R</td>
<td>Budget Office</td>
</tr>
<tr>
<td>Prog</td>
<td>Enter the program code for the budget adjustment. Program codes have 6 letters and or numbers.</td>
<td>R</td>
<td>Adjustment</td>
</tr>
<tr>
<td>Requestor</td>
<td>Enter the name of the person submitting the request—the person who can answer questions about the data file.</td>
<td>R</td>
<td>Requestor</td>
</tr>
<tr>
<td>Response</td>
<td>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.</td>
<td>S</td>
<td>Budget Office</td>
</tr>
</tbody>
</table>

R Required; O Optional; S System-generated
### Fields Submitted to + or -

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

**R** Required; **O** Optional; **S** System-generated
# Required Requestor Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>What to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requestor</td>
<td>Name of the person submitting the request—the person who can answer questions about the data file.</td>
</tr>
<tr>
<td>Campus</td>
<td>Select from list.</td>
</tr>
<tr>
<td>Organization</td>
<td>Requestor’s organization code. Organization codes have 6 numbers.</td>
</tr>
<tr>
<td>E-mail</td>
<td>Requestor’s e-mail address.</td>
</tr>
<tr>
<td>Phone</td>
<td>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.</td>
</tr>
</tbody>
</table>
Required Adjustment Fields

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

### Example

<table>
<thead>
<tr>
<th>Perm/Temp</th>
<th>COA</th>
<th>Fund</th>
<th>Orgn</th>
<th>Acct</th>
<th>Prog</th>
<th>Acctv</th>
<th>Locn</th>
<th>Amount</th>
<th>+ or -</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent</td>
<td>1</td>
<td>100003</td>
<td>301130</td>
<td>120000</td>
<td>881010</td>
<td></td>
<td></td>
<td>$ 4,000.00</td>
<td>-</td>
<td>Decrease expense supplies</td>
</tr>
<tr>
<td>Permanent</td>
<td>1</td>
<td>100003</td>
<td>301130</td>
<td>211000</td>
<td>881010</td>
<td></td>
<td></td>
<td>$ 4,000.00</td>
<td>+</td>
<td>Increase expense labor</td>
</tr>
</tbody>
</table>
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.
“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.
“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.
Using the Budget Adjustment Request Form—Units

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

<table>
<thead>
<tr>
<th>This status:</th>
<th>Means a file is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;blank&gt;</td>
<td>Saved.</td>
</tr>
<tr>
<td>TMP</td>
<td>A template.</td>
</tr>
<tr>
<td>SUB</td>
<td>Submitted.</td>
</tr>
<tr>
<td>WIP</td>
<td>Work in progress at the Budget Office. Only the Budget Office should have files with WIP status.</td>
</tr>
<tr>
<td>RTN</td>
<td>Returned to department for corrections.</td>
</tr>
<tr>
<td>ENT</td>
<td>Entered in Banner.</td>
</tr>
</tbody>
</table>
This is the last slide.