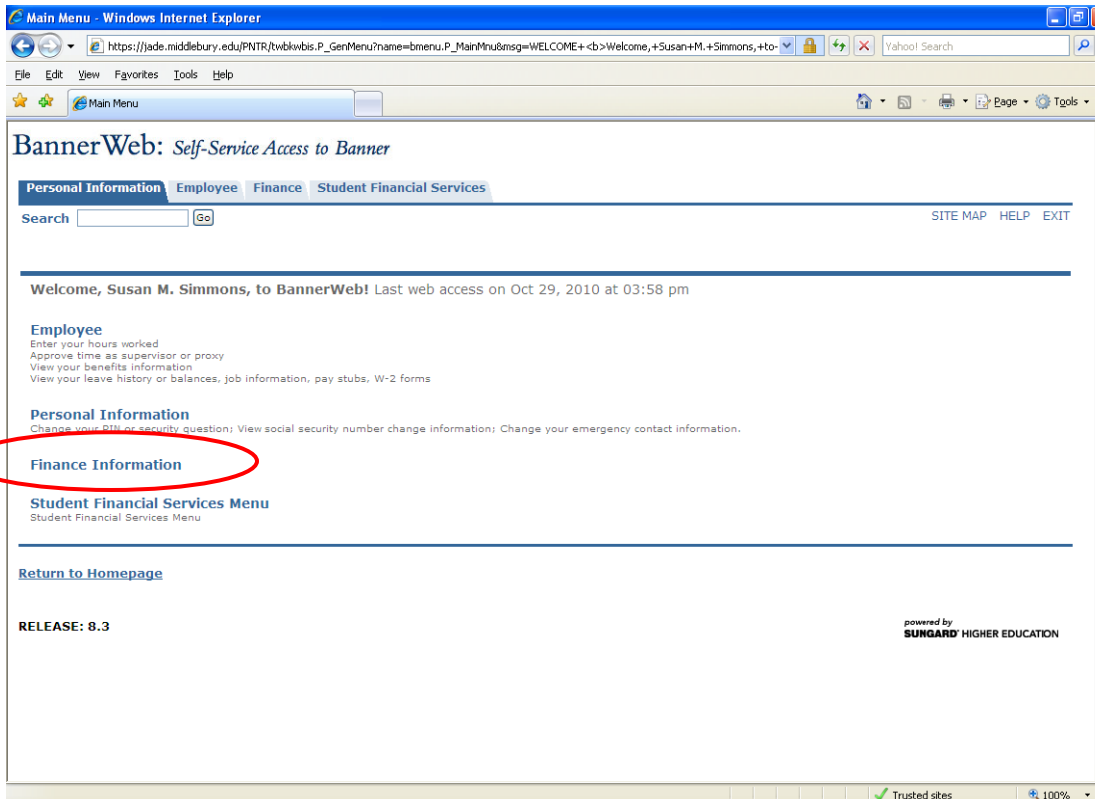
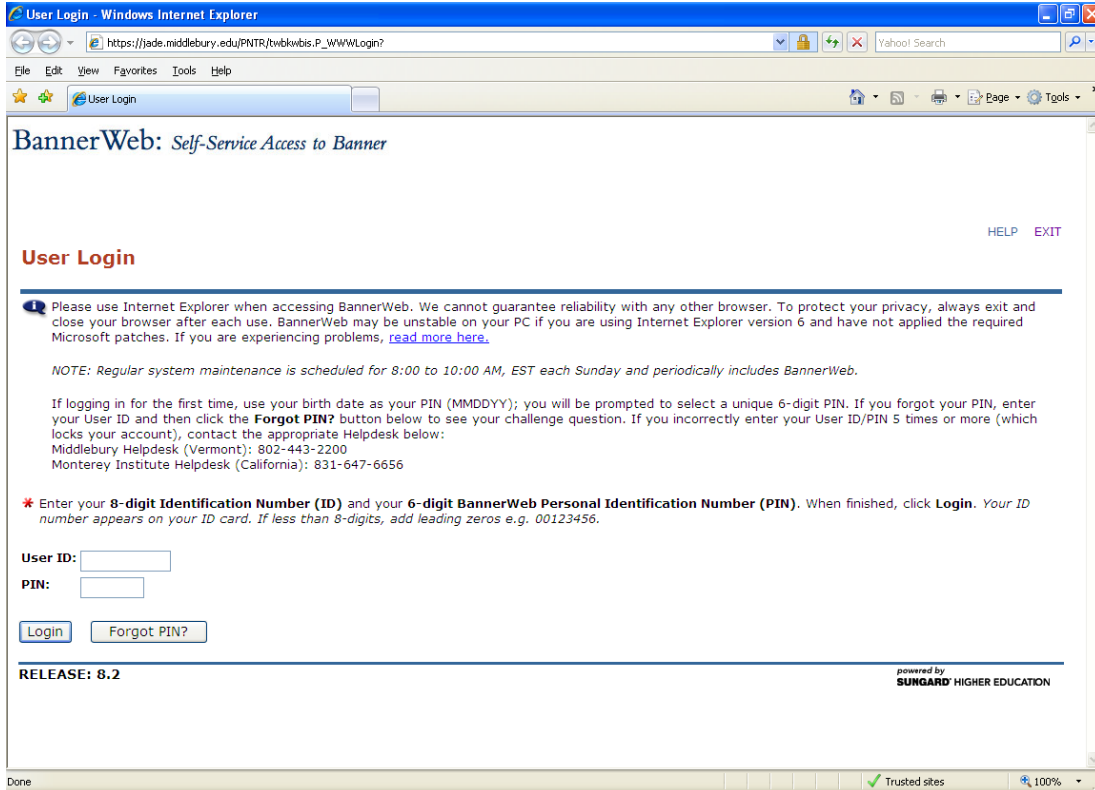


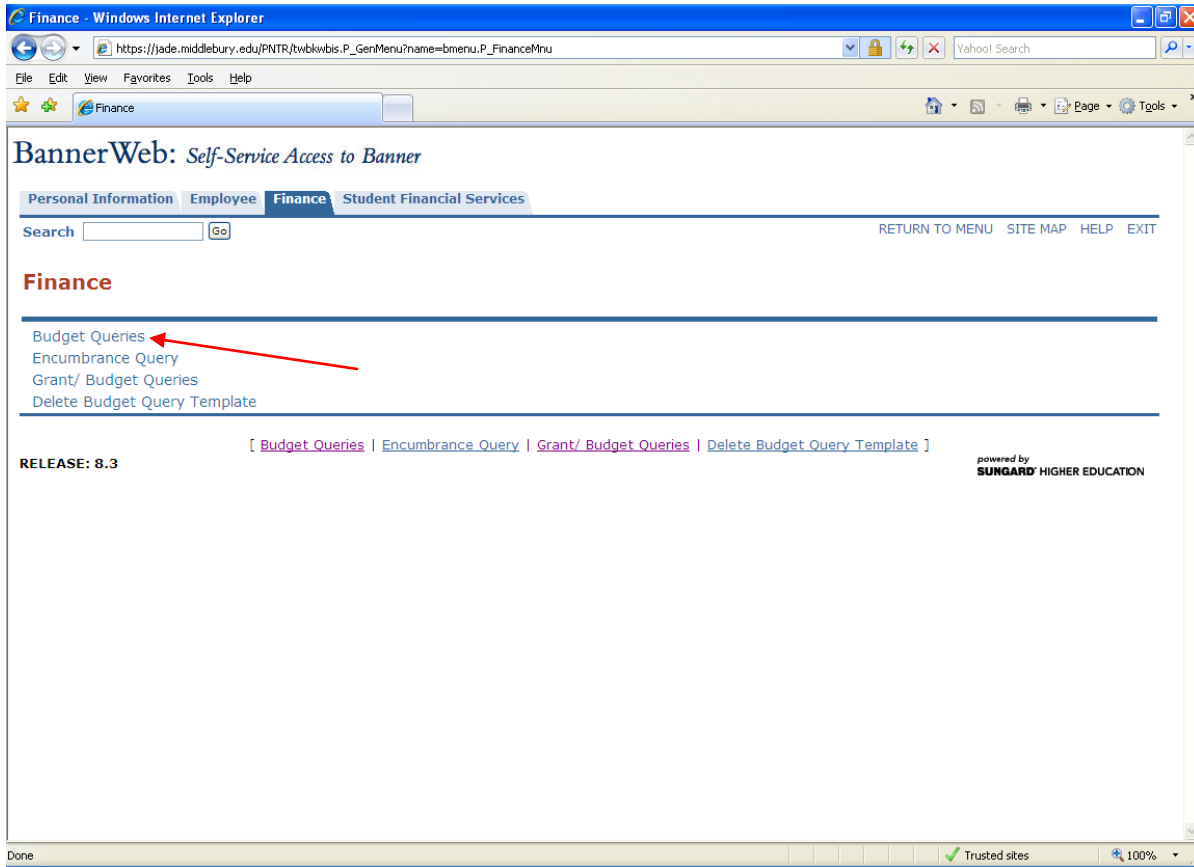
How To View Budgets In BannerWeb

BannerWeb can be accessed directly from the Middlebury College or the MIIS homepages, which bring you first to Banner Self-Service.

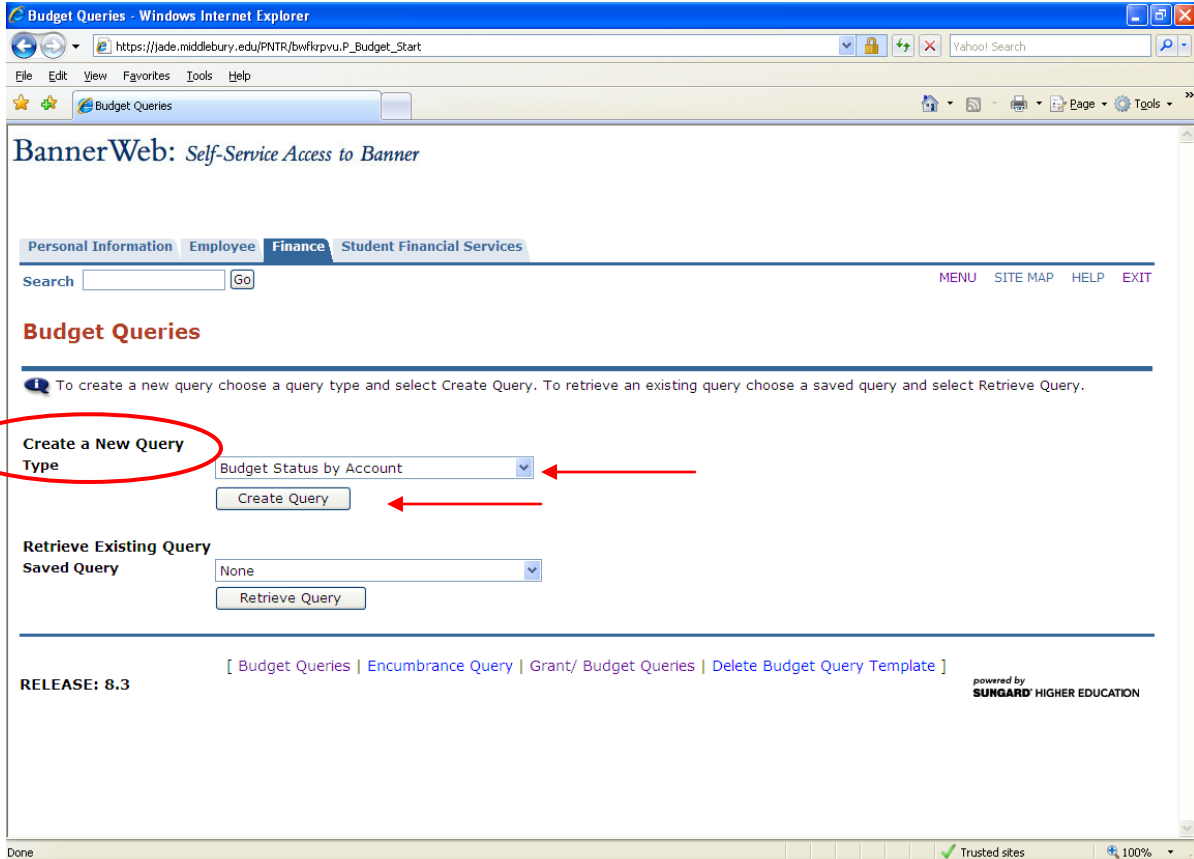
Login is required. Enter your employee ID number and pin. Click on the **Login** button.



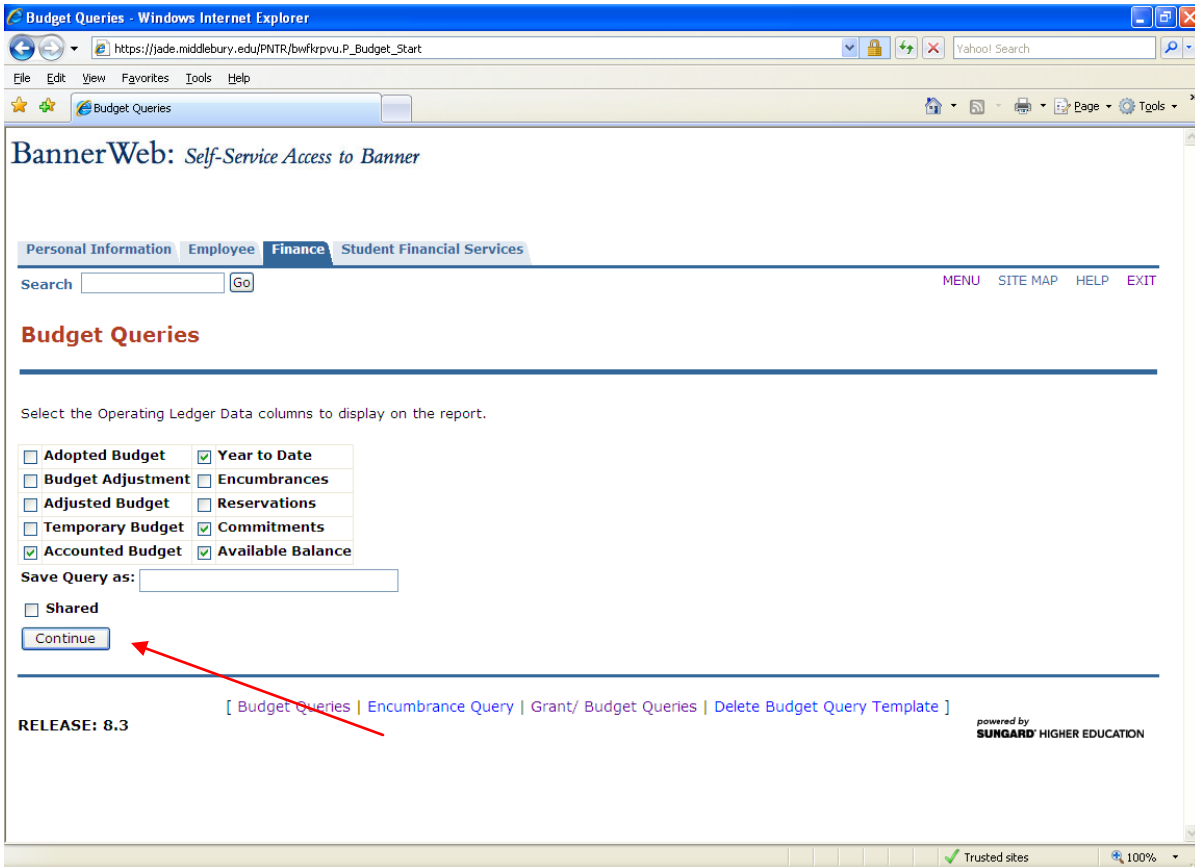
Click on **Finance Information**



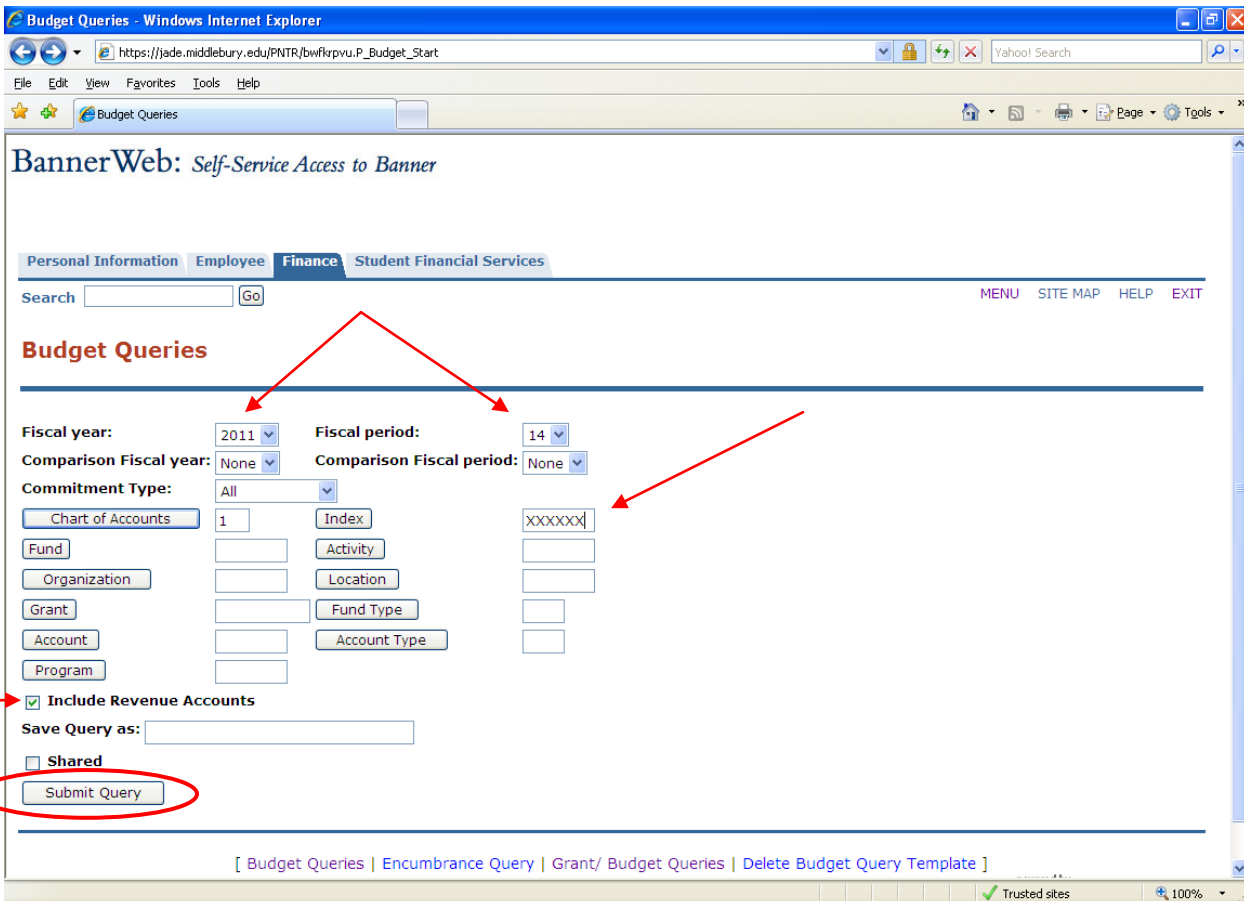
Click **Budget Queries**.



You will be creating a **New Query**. Select **Budget Status by Account** from the drop-down menu. This is the report most frequently used. Click on the **Create Query** button.



Check these 4 boxes: **Accounted Budget**, **Year to Date**, **Commitments**, and **Available Balance**. Then simply click on the **Continue** button.



Select the **Fiscal year** and **Fiscal period** from the drop-down menus.
The Fiscal Period refers to the month of the Fiscal Year, so July = 01, August = 02, etc.
Enter 14 to see the entire fiscal year regardless of the current month.

Note: you can also compare any two fiscal years, any two fiscal periods, by changing the Comparison fields from "None."

Commitment Type: Leave as **All**.

In the **Chart of Accounts** field, enter **1**.

Special Chart Note for MIIS!....as of July 1, 2011, MIIS financial data is on Chart 1.

- For FY12 information, be sure to enter '1' in the Chart of Accounts field, and use your new index, fund and org codes.
- If you want to view FY11 or prior fiscal years for historical data, you must enter '2' in the Chart field and use your old index, fund and org codes.
- Due to chart differences, you will not be able to compare FY12 to FY11 in one query.

In the **Index** field, type your **Index**. (If you don't have an Index code, simply enter the Fund and Org codes.)

Click the **Include Revenue Accounts** check box, if you wish to see Revenue accounts.

You may leave the remaining fields blank. Click **Submit Query**.

Budget Queries - Windows Internet Explorer
https://jade.middlebury.edu/PNTR/bwfrpvu.P_Budget_Start
BannerWeb: Self-Service Access to Banner
Personal Information Employee Finance Student Financial Services
Search [] Go MENU SITE MAP HELP EXIT
Budget Queries
Fiscal year: 2011 Fiscal period: 14
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts: 1 Index: []
Fund: 100010 Activity: []
Organization: : Location: []
Grant: : Fund Type: []
Account: : Account Type: []
Program: 140
 Include Revenue Accounts
Save Query as: []
 Shared
Submit Query
[Budget Queries | Encumbrance Query | Grant/ Budget Queries | Delete Budget Query Template]
Trusted sites 100%

BannerWeb translates the **Index** into the **Fund-Organization-Program** codes and redisplay the page with these fields populated.

(The Org has been hidden for these instructions, in consideration for the department's data)

Click **Submit Query** again.

Organization Budget Status Report
By Account
Period Ending Jun 30, 2011
As of Nov 01, 2010

Chart of Accounts 1 Middlebury College Commitment Type All
Fund 100010 Current Program 140 Institutional Support
Organization All
Account All Location All

Account	Account Title	FY11/PD14 Accounted Budget	FY11/PD14 Year to Date	FY11/PD14 Commitments	FY11/PD14 Available Balance
604110	Middlebury Undergraduate Student Wa	1,120.00	0.00	0.00	1,120.00
701020	Telephone Expense	50.00	20.00	0.00	30.00
703580	Other Contracted Services	14,197.00	0.00	0.00	14,197.00
704150	Other Supplies Expense	2,050.00	149.82	0.00	1,900.18
706110	Food-College Travel Expense	1,000.00	33.52	0.00	966.48
706120	Lodging-College Travel Expense	4,000.00	1,149.11	0.00	2,850.89
706130	Miscellaneous-College Travel Expens	1,500.00	0.00	0.00	1,500.00
706210	Airline-College Travel Expense	2,000.00	693.28	0.00	1,306.72
706230	Mileage-College Travel Expense	400.00	177.00	0.00	223.00
706240	Parking/Taxi/Tolls-College Trav Exp	0.00	9.00	0.00	(9.00)
706330	Conference Registration Fees-Colleg	2,000.00	515.00	0.00	1,485.00
710190	Miscellaneous Expense	0.00	0.00	0.00	0.00
710220	Photocopies Expense	200.00	21.28	0.00	178.72
Report Total (of all records)		(28,517.00)	(2,768.01)	0.00	

The resulting screen contains data in the 4 columns requested, by Account code.

Clicking on an **amount in blue** in either the Accounted Budget or the Year to Date column enables you to **drill down** to view **Transaction Details** by date, vendor, etc.

BannerWeb: Self-Service Access to Banner

Personal Information Employee **Finance** Student Financial Services

Search Go MENU SITE MAP HELP EXIT

Report Parameters

Organization Budget Status Detail Report
Summary Year to Date Transaction Report
Period Ending Jun 30, 2011
As of Nov 01, 2010

Chart of Accounts: 1 Middlebury College Commitment Type: All
Fund: 100010 Current Program: 140 Institutional Support
Organization: All
Account: 701020 Telephone Expense Location: All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 30, 2010	Oct 04, 2010	JS010859	Telephone Dept Charges - Sep 2010	3.60	JE16
Aug 31, 2010	Sep 02, 2010	JS010683	Telephone Dept Charges - Aug 2010	6.70	JE16
Jul 31, 2010	Aug 03, 2010	JS010539	Telephone Dept Charges - Jul 2010	9.70	JE16
Report Total (of all records):				20.00	

Available Budget Balance: 30.00

Download

To return to the report screen from this drill-down screen, click on the **back arrow**.

Another feature of the report screen is the capability to **download the data** to Excel.

Organization Budget Status Report
By Account
Period Ending Jun 30, 2011
As of Nov 01, 2010

Chart of Accounts 1 Middlebury College Commitment Type All
Fund 100010 Current Program 140 Institutional Support
Organization : Activity All
Account All Location All

Account	Account Title	FY11/PD14 Accounted Budget	FY11/PD14 Year to Date	FY11/PD14 Commitments	FY11/PD14 Available Balance
604110	Middlebury Undergraduate Student Wa	1,120.00	0.00	0.00	1,120.00
701020	Telephone Expense	50.00	20.00	0.00	30.00
703580	Other Contracted Services	14,197.00	0.00	0.00	14,197.00
704150	Other Supplies Expense	2,050.00	149.82	0.00	1,900.18
706110	Food-College Travel Expense	1,000.00	33.52	0.00	966.48
706120	Lodging-College Travel Expense	4,000.00	1,149.11	0.00	2,850.89
706130	Miscellaneous-College Travel Expens	1,500.00	0.00	0.00	1,500.00
706210	Airline-College Travel Expense	2,000.00	693.28	0.00	1,306.72
706230	Mileage-College Travel Expense	400.00	177.00	0.00	223.00
706240	Parking/Taxi/Tolls-College Trav Exp	0.00	9.00	0.00	(9.00)
706330	Conference Registration Fees-Colleg	2,000.00	515.00	0.00	1,485.00
710190	Miscellaneous Expense	0.00	0.00	0.00	0.00
710220	Photocopies Expense	200.00	21.28	0.00	178.72
Report Total (of all records)		(28,517.00)	(2,768.01)	0.00	

Buttons: Download All Ledger Columns, **Download Selected Ledger Columns**

Click on the **Download Selected Ledger Columns** button

Microsoft Excel - bwfksdld.csv [Read-Only]

chart	Fund Type	Fund	Type	Fund	Type	Fund	Title	Organiza	Organiza	Account	Account T	Account T	Account T	Account T
1	1A	Current	10	Unrestrict	100010	Current			f	604110	Middlebu	6A	Salaries ar	60 La
2	1A	Current	10	Unrestrict	100010	Current			f	701020	Telephon	7B	Utilities	70 Ex
3	1A	Current	10	Unrestrict	100010	Current			f	703580	Other Con	7D	Contracte	70 Ex
4	1A	Current	10	Unrestrict	100010	Current			f	704150	Other Sup	7E	Supplies	70 Ex
5	1A	Current	10	Unrestrict	100010	Current			f	706110	Food-Coll	7I	Travel	70 Ex
6	1A	Current	10	Unrestrict	100010	Current			f	706120	Lodging-C	7I	Travel	70 Ex
7	1A	Current	10	Unrestrict	100010	Current			f	706130	Miscellani	7I	Travel	70 Ex
8	1A	Current	10	Unrestrict	100010	Current			f	706210	Airline-Cc	7I	Travel	70 Ex

Navigation: [Budget Queries | Encumbrance Query | Grant/ Budget Queries | Delete Budget Query Template]

Excel will open automatically, filled with the columns of data. If you choose to save this document to your computer, **select .xls as the type of file** when you save.

The screenshot shows the BannerWeb interface in a Windows Internet Explorer browser window. The browser address bar shows the URL: https://jade.middlebury.edu/PNTR/bw/krpvu.P_Budget_Start. The page title is "BannerWeb: Self-Service Access to Banner". The navigation bar includes "Personal Information", "Employee", "Finance", and "Student Financial Services". A search box is present with a "Go" button. In the top right corner, there are links for "MENU", "SITE MAP", "HELP", and "EXIT". The "EXIT" link is circled in red. Below the navigation bar, there is a message: "Select a link from an amount column in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists." The main content area displays "Report Parameters" for an "Organization Budget Status Report" by account, for the period ending Jun 30, 2011, as of Nov 01, 2010. Below this, there is a "Chart of Accounts" table with columns for Fund, Organization, Account, Program, Activity, and Location. The "Query Results" table is shown below, with columns for Account, Account Title, FY11/PD14 Accounted Budget, FY11/PD14 Year to Date, FY11/PD14 Commitments, and FY11/PD14 Available Balance.

Account	Account Title	FY11/PD14 Accounted Budget	FY11/PD14 Year to Date	FY11/PD14 Commitments	FY11/PD14 Available Balance
604110	Middlebury Undergraduate Student Wa	1,120.00	0.00	0.00	1,120.00
701020	Telephone Expense	50.00	20.00	0.00	30.00
703580	Other Contracted Services	14,197.00	0.00	0.00	14,197.00
704150	Other Supplies Expense	2,050.00	149.82	0.00	1,900.18

To close out of BannerWeb securely, click on the **EXIT** link at the top of the screen.

BannerWeb maintains a **30-minute allowance for inactivity**. If you return to a screen that has been open yet inactive for more than 30 minutes, you will be taken back to BannerWeb's opening login screen. Simply enter your credentials, click Login, and repeat the process.

Please feel free to contact the Budget Office if you have any questions or difficulties.