Banner
Finance

Using BannerWeb To Query Financial Data
## Banner Finance

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#### Table Of Contents

BannerWeb Basics .....................................................................................................1  
What Is BannerWeb? .............................................................................................1  
Logging Into BannerWeb ......................................................................................1  

**Budget Queries**..................................................................................................2  
Creating A Budget Query By Account, By Organizational Hierarchy, Or A Budget Quick Query ...............................................................................................................2  
Computing Additional Columns ............................................................................6  
How To Save And Modify A Query ...........................................................................9  
Retrieving And Running A Saved Budget Query..................................................10  
Creating A Budget Query Using A Comparison Fiscal Year And Period ..............14  
Sample Budget Status Report By Account ..........................................................18  
Sample Fiscal Period Comparison Report ............................................................19  
Sample Budget Status Report By Organizational Hierarchy ..................................21  
Sample Budget Quick Query Report ...................................................................25  

Understanding The Query Results ..........................................................................26  
The Blue Fields .....................................................................................................26  
Operating Ledger Data Explanation .....................................................................26  

**Encumbrance Queries** .....................................................................................27  
Creating An Encumbrance Query .......................................................................27  
Retrieving And Running A Saved Encumbrance Query .......................................30  
Sample Organizational Encumbrance Status Report ...........................................32
BannerWeb Basics

The following sections define BannerWeb, help you gain access to the BannerWeb site, and request views of financial data.

What Is BannerWeb?

BannerWeb is the web interface to Banner data, which allows you to use the Internet to view and manipulate Banner data with Internet Explorer version 5.0 or higher. BannerWeb does not currently work with Netscape.

You can use your favorite platform - the web interface to Banner can be used on a Macintosh or Windows computer!

BannerWeb allows you to customize “snapshots” of your budget that you find useful, and view them over the Internet.

If you have questions about BannerWeb, please contact the Helpdesk at 443-2200 or helpdesk@middlebury.edu.

Logging Into BannerWeb

1. On the Middlebury College home page, click BannerWeb or in the Address field of your browser, type go/banner and then press Enter.
   Note: See the document Changing Your BannerWeb PIN if you are a first-time BannerWeb user for information on changing your PIN.

2. In the User ID field, type your College ID number using leading zeros to make it eight digits long.

3. In the PIN field, type your six-digit BannerWeb PIN.

4. Click Login.
Budget Queries

Creating A Budget Query By Account, By Organizational Hierarchy, Or A Budget Quick Query

Budget queries are used to view detail information concerning YTD spending. If you want to see detail information about requisitioned items, use the Encumbrance Query option.

1. After you’ve logged into BannerWeb, click the **Finance Information** link or the **Finance** tab.
2. Click **Budget Queries**.

4. Select a viewing option from the drop-down menu. Your choices are:
   - **Budget Status by Account**.
   - **Budget Status by Organizational Hierarchy**.
   - **Budget Quick Query**

**Note:** These options produce distinctly different results even when the same columns (fields) are selected for display. See the sections of this document called *Sample Budget Status Report By Account*, *Sample Budget Status Report By Organizational Hierarchy*, and *Sample Budget Quick Query Report*.

5. Click **Create Query**.
6. The page changes. Select the parameters for your query by clicking the check boxes associated with the data columns available.

**Note:** Most Budget Administrators find it helpful to check **Adjusted Budget**, **Year to Date**, **Commitments**, and **Available Balance**. For a definition of the available columns, see the sub-section of *Understanding the Query Results* called *Operating Ledger Data Explanation*.

7. Click **Continue**.
8. Scroll down the new page until you see the above fields.

9. From the **Fiscal year** drop-down list, select the Fiscal Year from which you want to report data (2002 is the first year containing data in the Banner system).

10. From the **Fiscal period** drop-down list, select the Fiscal Period from which you want to report data.
   
   **Note:** The Fiscal Period refers to the month of the Fiscal Year, so July = 01, August = 02, September = 03, etc. Enter 14 to see the entire fiscal year regardless of the current month.

11. Leave **All** as the **Commitment Type**. The college has not yet determined the rules governing this field.

12. In the **Chart of Accounts** field, type **1**.

13. In the **Index** field, type your **Index**.

14. The system does not show revenue accounts unless you request them. If your department generates revenue and you want to view those accounts, click the **Include Revenue Accounts** check box.

15. You may leave the remaining fields blank. Click **Submit Query**.
16. BannerWeb translates the **Index** into the **Fund/Organization/Program** codes and redisplays the page with the field codes populated. Click again. The query runs and your report displays. See the sections of this document called *Sample Budget Status Report By Account, Sample Budget Status Report By Organizational Hierarchy, and Sample Budget Quick Query Report.*
Computing Additional Columns

You can manipulate the data presented in a budget view to display other useful information. In the Compute Additional Columns for the Query section located below the budget view, you can select any available column and perform a computation on it with a second column using a list of operators and display the result of the computation in a new column.

As an example, the following selection of options produces a view with an additional column displaying the percentage of the Adjusted Budget still available for spending. The original view contained the columns: Adjusted Budget, Year to Date, Commitments, and Available Balance. The report produced by this query is produced after the description of the procedure, below.

The resulting budget view is shown on the page after the explanation.

1. From the Column 1 drop-down list, select a column to be manipulated. The list of columns available to you contains all columns in your original view (including columns of comparison values) plus all columns you could have chosen to display. Your choices query are similar to:

   FY06/PD14 Adopted Budget
   FY06/PD14 Budget Adjustment
   FY06/PD14 Adjusted Budget
   FY06/PD14 Temporary Budget
   FY06/PD14 Accounted Budget
   FY06/PD14 Year to Date
   FY06/PD14 Encumbrances
   FY06/PD14 Reservations
   FY06/PD14 Commitments
   FY06/PD14 Available Balance

2. From the Operator drop-down list, select an operator from the following choices:

   plus
   minus
   times
   divided by
   percent of
3. From the **Column 2** drop-down list, select another column to be used in the data manipulation. The list includes all the columns in the **Column 1** list.

4. From the **Display After Column** drop-down list, select a column after which you’d like to position your new data column in the revised view. Again, the list includes all the columns in the **Column 1** list.

5. Click into the **New Column Description** field and type a column header for the new data column.

6. Click **Perform Computation**.
Hint: You may want to save your query instructions for future use so you won’t have to recreate the computed field(s).

To delete a computed column that you added:

1. Select the column you want to remove from the drop-down list next to the button. If you have computed more than one additional column, BannerWeb redisplays your report between each column removal.

2. Click .
How To Save And Modify A Query

When you create a budget view, and then quit BannerWeb, the parameters of your last budget view are saved. Creating a similar budget view for the same or a different budget group is a matter of a few clicks and/or the entry of a few fields. There is little incentive to save the query.

If, however, you have computed additional columns in your view, you may want to save it for future use.

Saving A Query

It is easy to save a query.

1. Below your budget view, and just above the **Compute Additional Columns for the Query** section, click into the **Save Query as** field, and then type a new name for the query. **Note:** Do not use the name of a shared query. It is possible to have two queries with the same name, which causes confusion.

2. Leave the **Shared** box unchecked. Instructions in shared queries can be seen by all Banner users.

3. Click . BannerWeb refreshes your view. The message appears above your budget view.

Modifying A Query

1. Retrieve a saved query, see the section titled *Retrieving And Running A Saved Budget Query*.

2. Modify the parameters you want to change, for example, you can change the columns to compute.

3. Run your query.

4. Re-save the query (see above) using the *same* name.

5. The message **You are about to overwrite the existing PERSONAL template!** displays.

6. Click . Your modified query is saved and the message **Query queryname (Personal) saved** displays where *queryname* is the name of your personal query.
Retrieving And Running A Saved Budget Query

A Saved Query is a template that someone has created to produce a certain view of a budget that can be used by themselves alone (a Personal Query) or by others (a Shared Query). When using a Shared Query, you must provide your Index to tailor the view to your own budget.

1. After you’ve logged into BannerWeb, click the Finance Information link or the Finance tab.
2. Click Budget Queries.
3. Select the saved query from the Saved Query drop-down list.
   - Personal queries have a (Personal) suffix.
   - Shared queries have a (Shared) suffix.
   Note: The fact that shared queries for other areas on campus appear in your list of choices does not mean you can view their budget information. This would only be possible if you have been given the appropriate permissions in the BannerWeb system.
4. Click Retrieve Query.
6. The page changes, and the message **Query queryname retrieved** appears at the top of the page, where *queryname* is the name of the saved query, which may be *(Personal)* or *(Shared)*. Scroll to the lower portion of this page and review the parameters of the saved query. See the section of this document called *Operating Ledger Data Explanation* if you are uncertain what kind of data a selection produces.

- If the parameters are what you expected, go to the next step.
- If the parameters are not what you expected:
  a. Click to check or uncheck the parameters until the ones you want are selected.
     - You can save the changed query now or later in this procedure. See the section titled *How To Save And Modify A Query*.

7. Click **Continue**.
8. Scroll down the new page until you see the above fields.

9. Review the parameters to be sure they reflect your desired budget view.
   a. Determine if the correct fiscal year and period are selected.
   b. The **Commitment Type** should be **All** and the **Chart of Accounts** value should be **1**.

10. In the **Index** field, provide your **Index** if the desired **Fund**, **Organization**, and **Program** are not already populated.

11. Click **Submit Query**.
12. BannerWeb translates the Index into the Fund/Organization/Program codes and redisplays the page with the field codes populated. Click Submit Query. The query runs and your report displays.
Creating A Budget Query Using A Comparison Fiscal Year And Period

1. Log into BannerWeb.
2. Click the **Finance Information** link or the **Finance** tab.
3. Click **Budget Queries**.

![Budget Queries](image)

4. Select a **query type** from the drop-down menu. Your choices are:
   - **Budget Status by Account**.
   - **Budget Status by Organizational Hierarchy**.
   - **Budget Quick Query**.

   **Note**: These options produce distinctly different results even when the same columns (fields) are selected for display. See the sections of this document called *Sample Budget Status Report by Account*, *Sample Budget Status Report by Organizational Hierarchy*, and *Sample Budget Quick Query Report*.

5. Click **Create Query**.
7. The page changes. Select the parameters for your query by clicking the check boxes associated with the data columns available. This example is very simple, with only two columns checked; yours may be more complicated.

8. Click Continue.
9. From the Fiscal Year drop-down list, select a Fiscal Year from which you want to report data (2002 is the first year containing data in Banner).

10. From the Fiscal Period drop-down list, select the Fiscal Period from which you want to report data.
   
   **Note:** The Fiscal Period refers to the month of the Fiscal Year. Our fiscal year runs from July 1 to June 30 of the following calendar year, so July = 01, August = 02, September = 03, etc. You must select 14 to be assured of returning all data for any fiscal year.

11. From the Comparison Fiscal Year drop-down list, select a Fiscal Year for the comparison data (fiscal year 2002 is the first year available to Banner users).

12. From the Comparison Fiscal Period drop-down list, select a Fiscal Period for the comparison data (remember July = 01, August = 02, etc.).

13. From the Commitment Type drop-down menu, select All.


15. In the Index field, type your Index.

16. The system does not show revenue accounts unless you request them. If your department generates revenue and you want to view those accounts, click the Include Revenue Accounts check box.

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

19. BannerWeb translates the **Index** into the **Fund/Organization/Program** codes and redispays the page with the field codes populated.

20. You may save your query at this time, if desired.
   
a. Click into the **Save Query as** field and type a new name for the query.  
   
   **Note**: Be careful not to use the name of a shared query. It is possible to have two queries with the same name, which can cause confusion.
   
   b. Click the **Shared** check box if you want the query available to others or leave it unchecked to save it as a personal query.

21. Click **Submit Query**. The query runs and your report displays. See the section of this document called **Sample Fiscal Period Comparison Report**.
Sample Budget Status Report By Account

This query reports on less than 15 accounts. Your budget may use more or fewer. Views with more than 15 accounts contain information not seen on views of 15 or fewer accounts:

- **A Running Total** line appears above the **Report Total (of all records)** line.

- When reporting on more than 15 accounts, there is a **Next 15>** button, or a **<Previous 15** button, depending upon the section being viewed. They are between the Report Total line and **Download All Ledger Columns**.
Sample Fiscal Period Comparison Report

Organizational Status Budget Report with Comparison Fiscal Period Data

Note: In the column headings FY06/PD02 refers to the second month of the 2006 Fiscal Year. The 2006 Fiscal Year runs from July 1, 2005, to June 31, 2006.

This report compares the values in Year to Date and Available Balance from two different periods. Note that the header is very clear about which periods are being reported; it is comparing the period ending August 31, 2005 to the period ending July 31, 2005. The values to compare appear side-by-side with the value of the Comparison Fiscal Year/Period to the right. Let’s look at the Year to Date and Available Balance columns to understand what is being reported and the selections made during the setup of the report (see next page).
<table>
<thead>
<tr>
<th>FY06/PD02 Year to Date</th>
<th>FY06/PD01 Year to Date</th>
<th>FY06/PD02 Available Balance</th>
<th>FY06/PD01 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contains Values for August, 2005 Fiscal Year 2006 Fiscal Period 02</td>
<td>Contains Values for July, 2005 Fiscal Year 2006 Fiscal Period 01</td>
<td>Contains Values for August, 2005 Fiscal Year 2006 Fiscal Period 02</td>
<td>Contains Values for July, 2005 Fiscal Year 2006 Fiscal Period 01</td>
</tr>
</tbody>
</table>

- The column labeled **FY06/PD02 Year to Date** contains the values for the period ending August, 2005. **Fiscal Year 2006** was selected during the setup of this report, which runs from July 1, 2005 to June 30, 2006. **Fiscal Period 02** was selected during the setup of the report; Fiscal Period 02 translates to August (the second month of the fiscal year).

- The column labeled **FY06/PD01 Year to Date** contains the values for the period ending July, 2005. **Fiscal Year 2003** was selected during the setup of this report, which runs from July 1, 2005 to June 30, 2006. **Fiscal Period 01** was selected during the setup of the report; Fiscal Period 01 translates to July (the first month of the fiscal year).

- The column labeled **FY06/PD02 Available Balance** contains the values for the period ending August, 2005. **Fiscal Year 2006** was selected during the setup of this report, which runs from July 1, 2005 to June 30, 2006. **Fiscal Period 02** was selected during the setup of the report; Fiscal Period 02 translates to August (the second month of the fiscal year).

- The column labeled **FY06/PD01 Available Balance** contains the values for the period ending July, 2005. **Fiscal Year 2003** was selected during the setup of this report, which runs from July 1, 2005 to June 30, 2006. **Fiscal Period 01** was selected during the setup of the report; Fiscal Period 01 translates to July (the first month of the fiscal year).
Sample Budget Status Report By Organizational Hierarchy

<table>
<thead>
<tr>
<th>Report Parameters</th>
<th>Organization Budget Status Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By Organization</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Period Ending Jun 30, 2006</strong></td>
<td></td>
</tr>
<tr>
<td><strong>As of Sep 26, 2003</strong></td>
<td></td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Middlebury College</td>
</tr>
<tr>
<td>Fund</td>
<td>100010 Current</td>
</tr>
<tr>
<td>Organization</td>
<td>303810 Office of Budget Director Activity</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Query Results</th>
<th>Organization</th>
<th>Organization Title</th>
<th>FY06/PD14 Adjusted Budget</th>
<th>FY06/PD14 Year to Date</th>
<th>FY06/PD14 Commitments</th>
<th>FY06/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>303810</td>
<td>Office of Budget Director</td>
<td>12,980.00</td>
<td>502.58</td>
<td>0.00</td>
<td>12,477.42</td>
<td></td>
</tr>
<tr>
<td>303810 Rollup</td>
<td>12,980.00</td>
<td>502.58</td>
<td>0.00</td>
<td>12,477.42</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This report begins by displaying the total budget for the organization. You can click on the Organization code (in this case, 303810) to reveal the detail on the next page.
This report displays the requested columns for the **Account Types**. You can click on the **Account Type** code for more detail; click 70 to get a report like that on the next page.
This report displays the requested columns for **Account Type 70 (Expenditures)**. You can click on an **Account Type** code for more detail; click 7L to get a report like that on the next page.
### Report Parameters

**Organization Budget Status Report**

By Account

Period Ending Jun 30, 2006

As of Sep 26, 2005

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Fund</th>
<th>Program</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middlebury College</td>
<td>100010 Current</td>
<td>140 Institutional Support</td>
<td>AI</td>
</tr>
<tr>
<td>Office of Budget Director</td>
<td>303610 Activity</td>
<td>Location</td>
<td>AI</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>7L</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Query Results

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY06/PD14 Adjusted Budget</th>
<th>FY06/PD14 Year to Date</th>
<th>FY06/PD14 Committed</th>
<th>FY06/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>710220</td>
<td>Photocopies Expense</td>
<td>300.00</td>
<td>24.15</td>
<td>0.00</td>
<td>275.85</td>
</tr>
<tr>
<td>710285</td>
<td>Subscriptions Expense</td>
<td>100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Report Total</td>
<td>(of all records)</td>
<td>400.00</td>
<td>24.15</td>
<td>0.00</td>
<td>375.85</td>
</tr>
</tbody>
</table>

**Additional Details**

- Download All Ledger Columns
- Download Selected Ledger Columns
- Save Query as
- Shared

**Compute Additional Columns for the Query**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Operator</th>
<th>Column 2</th>
<th>Display After Column</th>
<th>New Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY06/PD14 Adjusted Budget</td>
<td>plus</td>
<td>FY06/PD14 Adjusted Budget</td>
<td>FY06/PD14 Adjusted Budget</td>
<td></td>
</tr>
</tbody>
</table>

- Perform Computation
- Another Query
Sample Budget Quick Query Report

The **Budget Quick Query** provides a report similar to Budget Status By Account. This report provides Budget Year to Date information without needing to choose specific columns. The report does not include links to more information on each account code.
Understanding The Query Results

The Blue Fields
There may be one or more columns of data in your budget view that are displayed in a blue font. These are links to a different page providing more detail about the data.

Operating Ledger Data Explanation
Most Budget Administrators check Adjusted Budget, Year to Date, Commitments, and Available Balance. The Operating Ledger Data options are:

- **Adopted Budget**: The budget as it was first rolled into the new fiscal year, excluding any adjustments made since then.
- **Budget Adjustment**: Permanent and temporary adjustments that have been made to a budget.
- **Adjusted Budget**: The actual budget in effect right now, the net of the Adopted Budget, and all adjustments that have been made.
- **Temporary Budget**: The budget and adjustments you are working with on a temporary basis, not a permanently adjusted budget.
- **Accounted Budget**: The original budget plus or minus any adjustments made by the Accounting Department.
- **Year to Date**: The amount of money spent during the current fiscal year up to today’s date.
- **Encumbrances**: Purchase Orders.
- **Reservations**: Requisitions.
- **Commitments**: A combination of Purchase Orders and Requisitions.
- **Available Balance**: The amount of money remaining in an account after all commitments to date are subtracted. This is the amount of money that can still be spent before the end of the current fiscal year.
Encumbrance Queries

Encumbrance views allow you to retrieve Purchase Order data stored in Banner.

Creating An Encumbrance Query

1. Log into BannerWeb.
2. Click the Finance Information link or the Finance tab.
3. Click Encumbrance Query.
4. Scroll down the page until you see the above fields.
5. From the Fiscal year drop-down list, select the Fiscal Year (2002 is the first year containing data in Banner).
6. From the Fiscal period drop-down list, select the Fiscal Period.
   Note: The Fiscal Period refers to the month of the Fiscal Year, so July = 01, August = 02, September = 03, etc.
7. From the **Encumbrance Status** drop-down list, select one of the following options:

- **Open** – To view Purchase Orders that have an outstanding balance due or a remaining amount that may need to be returned to your available funds.

- **Closed** – To view Purchase Orders that have been fully liquidated. An encumbrance is liquidated when:
  - It is converted to an invoice, which is paid for the full amount of the encumbrance.
  - or
  - It is paid and the remaining balance of the PO is closed out. At that point the amount of payment transfers from an encumbrance into Year To Date activity and if there is a balance in the PO, it is restored back to the Available Balance.

- **All** – To view both **Open** and **Closed** Purchase Orders.

8. From the **Commitment Type** drop-down menu, select **All**.

9. In the **Chart of Accounts** field, type **1**.

10. In the **Index** field, type your **Index**.

11. You may leave the remaining fields blank.

12. You may also save your query now or later in the procedure. See the instructions in the section titled *How To Save And Modify A Query*. 

13. Click **Submit Query**.
14. BannerWeb translates the **Index** into the **Fund/Organization/Program** codes and redisplay the page with the field codes populated. Click 

![Submit Query](Submit Query). The query runs and your report displays. See the section of this document called *Sample Organization Encumbrance Status Report* to see the results of this query.
Retrieving And Running A Saved Encumbrance Query

1. Log into BannerWeb.

2. Click the Finance Information link or the Finance tab.

3. Click Encumbrance Query.

4. From the Existing Query drop-down list, select the query you want to run.

5. Click Retrieve Query. The page changes and the Query queryname retrieved message displays, where queryname is the name of the saved query, which could be Shared or Personal.
6. Verify the parameters of the saved query. You may change any of the parameters, such as Fiscal year, Fiscal period, Encumbrance Status, etc.

   **Note:** If you supply an Index, you will need to click an additional time: once to convert the Index to Fund, Organization, and Program codes, the second click runs the query.

7. Click , your query runs and the view displays. See the section of this document called Sample Organizational Encumbrance Status Report to see what your view might look like.
Sample Organizational Encumbrance Status Report

This query reports only 3 encumbrances. Yours may show more. The reporting tool displays up to 15 encumbrances at a time. Reports with more than 15 encumbrances differ in the following ways:

- A **Running Total** line appears above the **Report Total (of all records)** line.
- A **Screen Total** line appears above the **Running Total** line.
- There is a [Next 15>](#) or a [Previous 15<](#) button, depending upon the section of the report being viewed.

You can click on the **Document Code** to see more detail about the Purchase Order, such as the vendor, the amount, the date, and where the charges were coded.