

Centenary College of Louisiana

BannerWeb User's Manual

October 30, 2014

**Centenary College of Louisiana
BannerWeb User's Manual As
of October, 2014**

BannerWeb can be used to access account information as well as specific details about various transactions related to the accounts. The Controller's Office has put together a manual that will hopefully help you better understand how to use the BannerWeb system. The BannerWeb User's Manual is a step-by-step process of how to access your accounts and specific data regarding your accounts. Each page has both text and visual descriptions explaining the next step.

If you have any questions that could not be answered with this manual, feel free to direct them to the Bursar, Monica Powell. The phone number is ext. 5016.

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Chart of Accounts Structure

The chart of accounts is the accounting distribution used on all transactions processed in Banner Finance. It consists of seven elements that make up the term used "FOAPAL"

	Chart Code	One-character field. Centenary's chart code is "C"
F	Fund	11000 – Current Operations 2xxxx – Current Restricted Funds 4xxxx – Loan Funds 5xxxx – Quasi-Endowed Funds 6xxxx – Endowment Funds 7xxxx – Annuity Funds 8xxxx – Agency Funds 91xxx – Unexpended Plant Funds 92xxx – Renewal & Replacement Plant Funds 96xxx – Investment in Plant Funds
O	Organization	Four or five-digit field representing areas of budget responsibility. Example: Org 7010 represents the Business Office
A	Account	Five-digit field identifying object; examples are: Account 51101 – Undergraduate tuition income Account 72823 – Instructional supplies expense
P	Program	Two-digit field identifying function; Centenary uses the following: 10 – Instruction 20 – Research 30 – Public Service 40 – Academic Support 50 – Student Services 60 – Institutional Support 70 – Operations & Maintenance of Physical Plant 80 – Scholarships & Fellowships 90 – Auxiliary Enterprises
A	Activity	Six-digit field used to further define an Account expenditure
L	Location	NOT USED – Field identifying physical locations

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Centenary
COLLEGE OF LOUISIANA

students
Prospective Admitted International Current Parents

Directories | Staff | Faculty
A-Z: Employees | Students
Location | Campus Map

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Centenary students pursue a personalized education, developing as moral, caring, and wise leaders to engage global challenges.

Centenary students build direct relationships with their professors, working towards original projects and amazing portfolios.

Centenary students work and play in a community that combines living, learning, and action, creating connections to last a lifetime.

Centenary students prepare themselves to integrate into the wider world, leveraging diverse perspectives and flexible thinking.

OUR EVENT PHOTOS on Picasa

Tier One National Liberal Arts College
U.S. NEWS & WORLD REPORT

An Entrepreneur's Journey:
STEWART HAMEL
Thursday, Oct. 30
Whited Room

CENTENARY FITNESS CENTER
GET FIT TODAY!

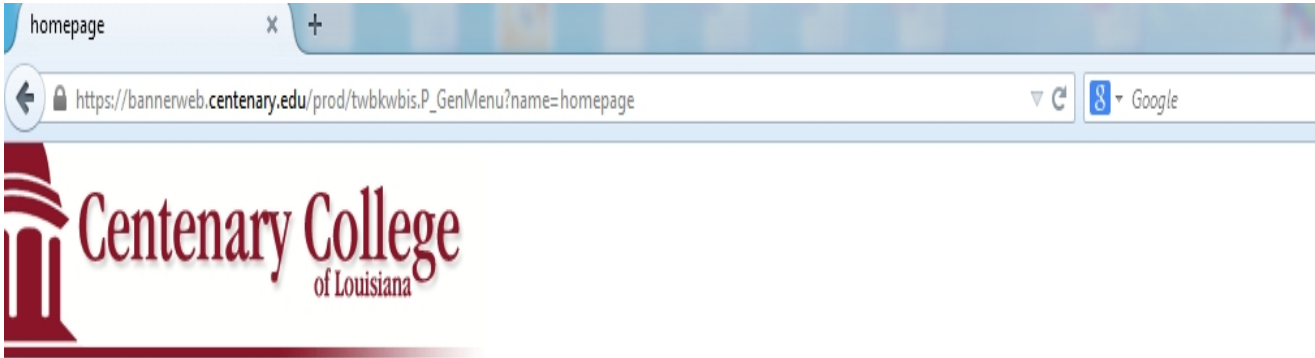
1. Go to Centenary website and click on @CENTENARY.

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2. Click on the BannerWeb link (left side of screen)

Centenary College of Louisiana BannerWeb User's Manual As of October, 2014



- Enter Secure Area
- Admissions
- Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Alumni & Friends
- BannerWeb Video Tutorials



RELEASE: 8.6.1

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3. Click on Enter Secure Area

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Centenary College of Louisiana... x +

https://bannerweb.centenary.edu/prod/twbkwbis.P_WWWLogin

Google

Centenary College
of Louisiana

HELP EXIT

Welcome to the Centenary BANNER WEB site. Please enter your user Identification Number and your Personal Identification Number (PIN). When finished, click Login.

Centenary Alumni: You may also use the Login ID provided by the Alumni Relations Department.

If you need your PIN reset: Alumni & Students call (318) 869-5146 Registrar's Ofc. Employees call (318) 869-5191 HR Ofc.

When you are finished, please Exit and close your browser to protect your privacy.

If you have forgotten or do not know your Centenary ID click on the Lookup User ID Button below. Enter the requested information and click on Lookup User ID.

If you forget your PIN, first enter your USER ID and then CLICK on the FORGOT PIN? Button. This will take you to your PIN HINT and allow you to RESET your PIN if you get the Answer correct.

User ID:

PIN:

Login Forgot PIN?

Lookup User ID

RELEASE: 8.6.1

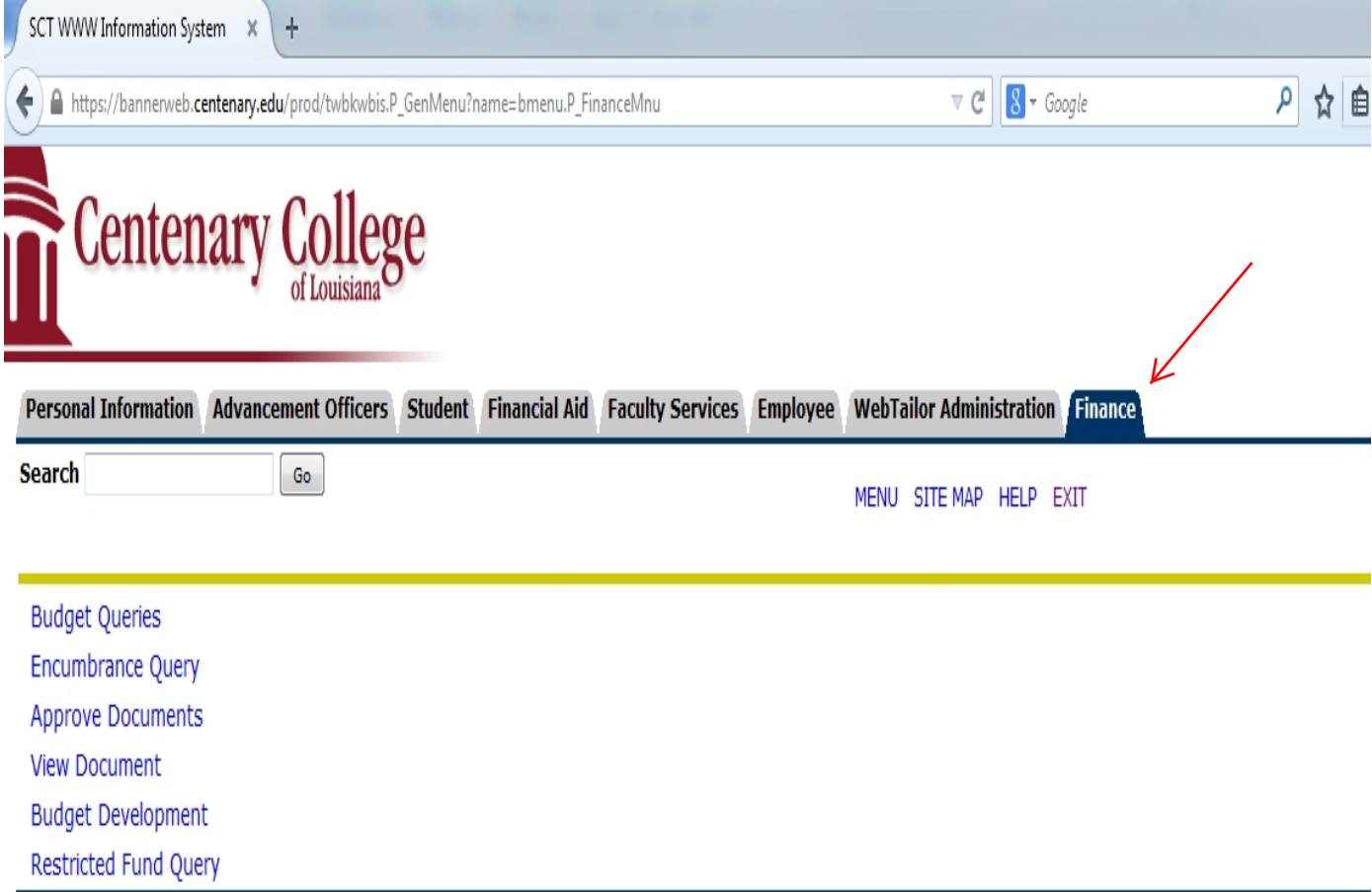
4. Enter your specific User ID and PIN provided to you by I.T. or HR/Payroll.

Note : if you forget your User ID, you can look it up yourself by clicking on the "Lookup User ID" button.

If you forget your PIN you can reset your PIN yourself - if you have been in BannerWeb previously and setup your Security Question.

If you still need assistance, please call or email the HR department or fill out an I.T. Service Request.

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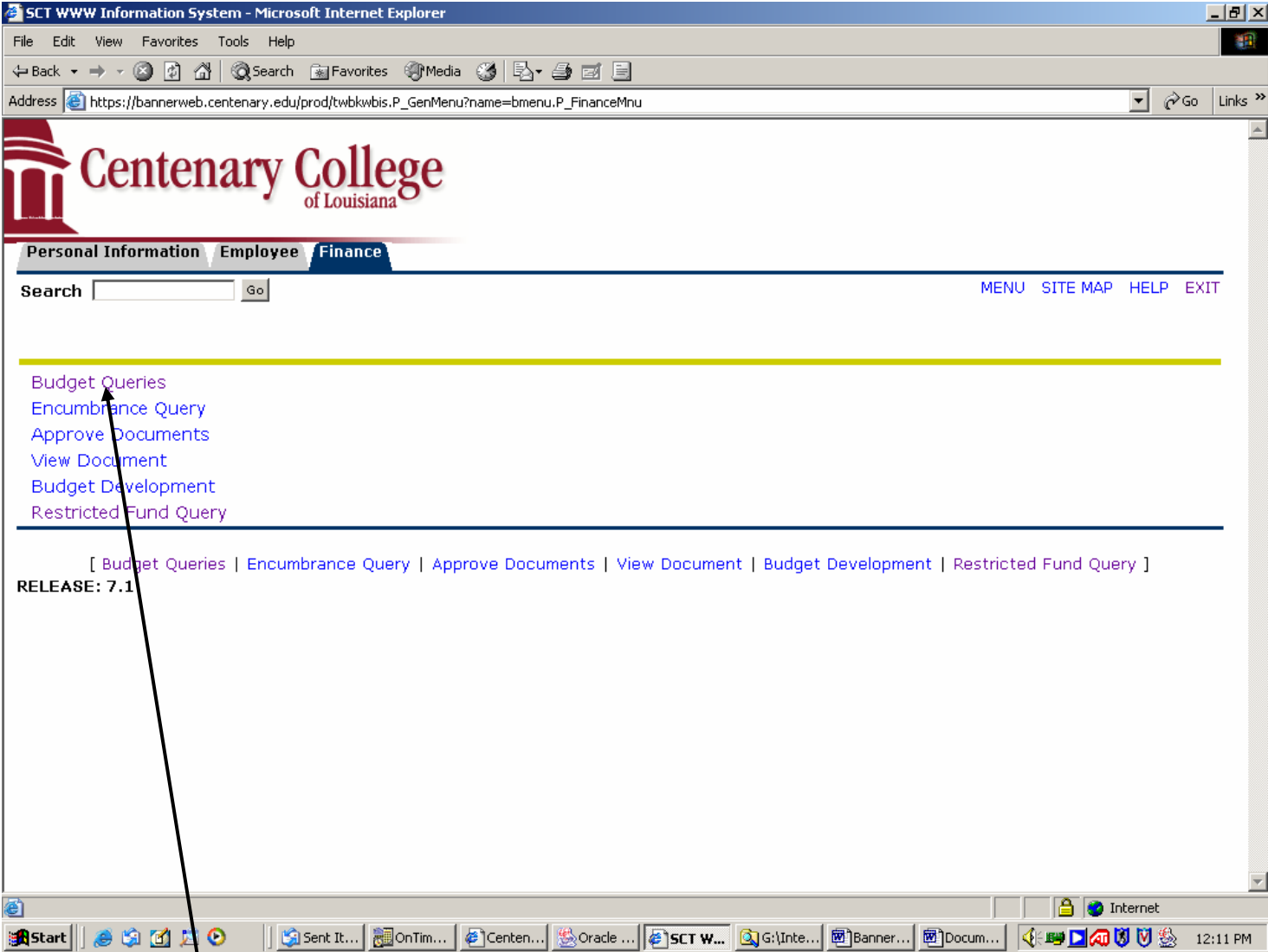


[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Development](#) | [Restricted Fund Query](#)]

RELEASE: 8.6

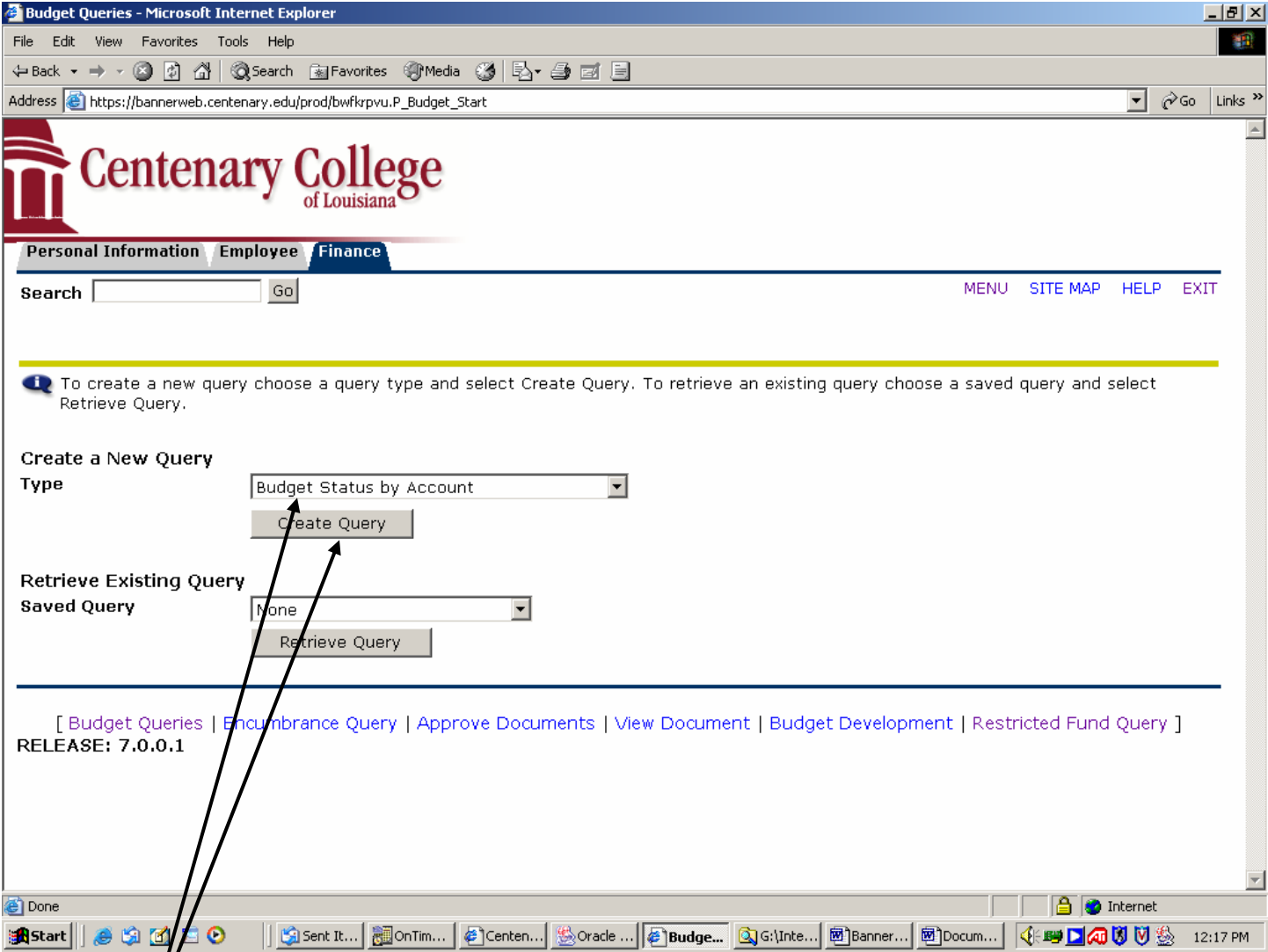
5. Click on the Finance tab.

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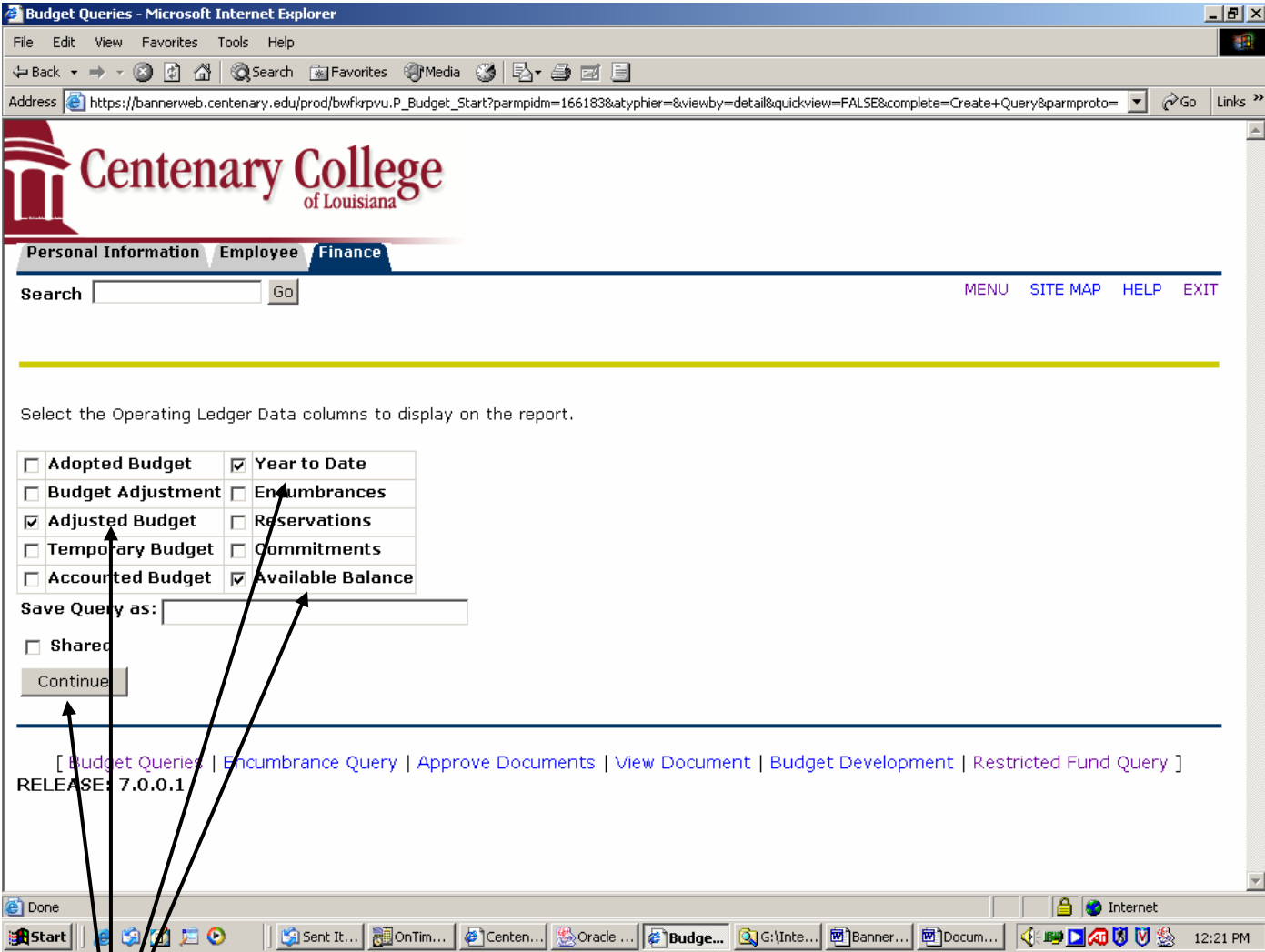
6. Click on Budget Queries

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7. Choose “Budget Status by Account” from the scroll down menu and click create query.

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8. Check the “Year to Date”, “Adjusted Budget”, and “Available Balance” boxes and click “Continue”.

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File Edit View History Bookmarks Tools Help

Budget Queries

https://bannerweb.centenary.edu/prod/bwfrpvu.P_Budget_Start

Centenary College
of Louisiana

Personal Information Advancement Officers Student Financial Aid Faculty Services Employee WebTailor Administration **Finance**

Search Go MENU SITE MAP HELP EXIT

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2014 **Fiscal period:** 10

Comparison Fiscal year: None **Comparison Fiscal period:** None

Commitment Type: All

Chart of Accounts: C Index:

Fund: 11000 Activity:

Organization: 7010 Location:

Grant: Fund Type:

Account: Account Type:

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Development](#) | [Restricted Fund Query](#)]

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9. Select the fiscal year you would like to query. Our fiscal year starts July 1st and ends June 30th.

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File Edit View History Bookmarks Tools Help

Budget Queries

https://bannerweb.centenary.edu/prod/bwfrpvu.P_Budget_Start

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Personal Information Advancement Officers Student Financial Aid Faculty Services Employee WebTailor Administration Finance

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For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2014 Fiscal period: 10
Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: C Index
Fund: 11000 Activity
Organization: 7010 Location
Grant: Fund Type
Account: Account Type
Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

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10. Choose the fiscal period for the information you would like to view:

**July = 01, August = 02, Sept. = 03, etc. to the end of fiscal year
June = 12**

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File Edit View History Bookmarks Tools Help

Budget Queries x +

https://bannerweb.centenary.edu/prod/bwfkpvu.P_Budget_Start

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For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2014 Fiscal period: 10

Comparison Fiscal year: None Comparison Fiscal period: None

Commitment Type: All

Chart of Accounts: C Index

Fund: 11000 Activity

Organization: 7010 Location

Grant: Fund Type

Account: Account Type

Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Development](#) | [Restricted Fund Query](#)]

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11. Leave the commitment type as “All”. Enter a “C” in the chart of accounts box. This indicates Centenary College of LA. chart of accounts.

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File Edit View History Bookmarks Tools Help

Budget Queries

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Personal Information Advancement Officers Student Financial Aid Faculty Services Employee WebTailor Administration Finance

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For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2014 Fiscal period: 10
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: All
Chart of Accounts: C Index
Fund: 11000 Activity
Organization: 7010 Location
Grant: Fund Type
Account: Account Type
Program:
 Include Revenue Accounts
Save Query as:
 Shared
Submit Query

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RELEASE: 8.3

**12. Type in the Fund Number and Organization (Org) Number you want to look up.
You will only be allowed to look up funds that you are authorized to have access to.**

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Budget Queries

https://bannerweb.centenary.edu/prod/bwfkpvu.P_Budget_Start

Centenary College of Louisiana

Personal Information Advancement Officers Student Financial Aid Faculty Services Employee WebTailor Administration **Finance**

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For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year: 2014 Fiscal period: 10
Comparison Fiscal year: None Comparison Fiscal period: None
Commitment Type: All

Chart of Accounts: C Index:
Fund: 11000 Activity:
Organization: 7010 Location:
Grant: Fund Type:
Account: Account Type:
Program:

Include Revenue Accounts

Save Query as:

Shared

Submit Query

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Development](#) | [Restricted Fund Query](#)]

RELEASE: 8.3

13. If you would like to view revenue accounts in addition to expense accounts, click the box “Include Revenue Accounts.”

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Budget Queries

https://bannerweb.centenary.edu/prod/bwfrpvu.P_Budget_Start

Centenary College of Louisiana

Personal Information | Advancement Officers | Student | Financial Aid | Faculty Services | Employee | WebTailor Administration | **Finance**

Search Go MENU SITE MAP HELP EXIT

For a Budget Query to be successful, a user with Fund Organization query access must enter a value in either the Organization or Grant fields as well as the Fiscal Year, Period, and Chart of Accounts fields. If Grant information is queried, all retrieved information is Grant Inception to Date. Otherwise, all information retrieved is through the Fiscal Year to Date.

To perform a comparison query select a Comparison Fiscal Year and Period in addition to the required Fiscal Year and Period. With this selection, all details retrieved will be placed next to the corresponding comparison fiscal period.

Fiscal year:	2014	Fiscal period:	10
Comparison Fiscal year:	None	Comparison Fiscal period:	None
Commitment Type:	All		
Chart of Accounts	C	Index	
Fund	11000	Activity	
Organization	7010	Location	
Grant		Fund Type	
Account		Account Type	
Program			

Include Revenue Accounts

Save Query as:

Shared

[[Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Budget Development](#) | [Restricted Fund Query](#)]

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14. Click Submit query once all information is entered.

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71007	Postage	5,500.00	228.47	5,271.53
71008	Freight/Shipping	0.00	0.00	0.00
71010	Software	0.00	0.00	0.00
71014	Bank Charges	0.00	0.00	0.00
71016	Miscellaneous	0.00	0.00	0.00
71019	Training	0.00	0.00	0.00
71052	Food Purchases	0.00	0.00	0.00
71062	Special Events	0.00	0.00	0.00
71102	Printing - Off Campus	1,000.00	241.84	758.16
71103	Photocopying	1,000.00	0.00	1,000.00
71202	Meals	3,000.00	0.00	3,000.00
71204	Registration Fees	200.00	0.00	200.00
71205	Travel	500.00	0.00	500.00
72202	Telephone - Long Distance	700.00	0.00	700.00
72402	Repairs & Maintenance - Equipment	0.00	0.00	0.00
72506	Legal	0.00	0.00	0.00
72508	Billing Services	3,800.00	0.00	3,800.00
72510	Contractual Services	5,000.00	2,626.48	2,373.52
72818	Miscellaneous Supplies	0.00	0.00	0.00
72819	Office Supplies	4,000.00	35.34	3,964.66
Report Total (of all records)		(25,000.00)	(4,339.18)	

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY14/PD01 Adopted Budget	percent of	FY14/PD01 Adopted Budget	FY14/PD01 Adopted Budget	<input type="text"/>

[Perform Computation](#)

[Another Query](#)

15. The account information for the designated fund and org should appear. If there is a large amount of information you may have to click on “Next 15” to see the rest of the information. A line item will be generated for any account with either a budget or actual amount. Data will be shown for the current month only or year to date, through the month previously selected.

16. You may have a “Screen total” field at the bottom of the page, this is the dollar total of expenses on the screen you are looking at. And if you have several pages then the “Running total” is the dollar total of expenses on the current screen plus the totals from the past screens. (Ex: If the expenses take up more than one screen.) The “Report total” is the dollar total of expenses on all screens.

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Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Apr 30, 2013			
As of Oct 31, 2014			
Chart of Accounts	C Centenary College of Louisiana	Commitment Type	All
Fund	11000 Current Operations	Program	All
Organization	7010 Business Office - EXP	Activity	All
Account	All	Location	All

View Pending Documents

✓ No pending documents exist



Query Results

Account	Account Title	FY13/PD10 Adjusted Budget	FY13/PD10 Year to Date	FY13/PD10 Available Balance
54998	Endowment Return Aailed	0.00	0.00	0.00
56004	Cash Over and Short	0.00	0.00	0.00
56014	Finance Charge Income	0.00	8,700.00	(8,700.00)
57001	Transfers - between funds	0.00	0.00	0.00
61301	FT Support Staff Salaries	0.00	3,530.76	(3,530.76)
61402	Student Wages	9,250.00	4,192.00	5,058.00
71005	Dues and Memberships	290.00	100.00	190.00
71007	Postage	4,590.00	4,247.20	342.80
71008	Freight/Shipping	0.00	111.28	(111.28)
71010	Software	0.00	1,336.40	(1,336.40)
71015	Finance Charges	0.00	200.00	(200.00)
71016	Miscellaneous	0.00	49.80	(49.80)
71019	Training	0.00	725.00	(725.00)
71052	Food Purchases	60.00	355.73	(295.73)
71102	Printing - Off Campus	230.00	814.16	(584.16)
71103	Photocopying	1,180.00	893.85	286.15
71201	Lodging	0.00	409.98	(409.98)
71202	Meals	330.00	2,102.30	(1,772.30)
71204	Registration Fees	0.00	195.00	(195.00)
71205	Travel	0.00	491.68	(491.68)
72202	Telephone - Long Distance	150.00	0.00	150.00
72401	Repairs & Maintenance - Buildings	780.00	0.00	780.00
72402	Repairs & Maintenance - Equipment	0.00	4.37	(4.37)
72502	Audit and Tax	150.00	0.00	150.00
72506	Legal	0.00	140.00	(140.00)
72508	Billing Services	2,800.00	2,832.06	(32.06)
72510	Contractual Services	0.00	49,495.91	(49,495.91)
72802	Paper Supplies	0.00	18.88	(18.88)
72803	Custodial Supplies	0.00	18.88	(18.88)
72818	Miscellaneous Supplies	1,350.00	563.53	786.47
72819	Office Supplies	3,340.00	5,085.47	(1,745.47)
72824	Non Capital Computer & Technology	830.00	113.23	716.77
Report Total (of all records)		(25,330.00)	(69,327.47)	

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY13/PD10 Adopted Budget	percent of	FY13/PD10 Adopted Budget	FY13/PD10 Adopted Budget	

Perform Computation

- The budget amount shown is a year to date total. "PD10 Year to Date" indicates the actual amounts for periods 1-10. If you desire to see the full year's budget, always enter "period 12" in you query. By entering Period 12, the budget amount shown will be the full 12 months budget and the actual expense total will be the total expense incurred as of the time you run the query. Note that expenses only reflect what has been entered into Banner. Invoices in transit may not be entered nor payrolls not yet processed.

Centenary College of Louisiana BannerWeb User's Manual As of October, 2014

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Apr 30, 2013			
As of Oct 31, 2014			
Chart of Accounts	C Centenary College of Louisiana	Commitment Type	All
Fund	11000 Current Operations	Program	All
Organization	7010 Business Office - EXP	Activity	All
Account	All	Location	All

View Pending Documents

✔ No pending documents exist

Query Results

Account	Account Title	FY13/PD10 Adjusted Budget	FY13/PD10 Year to Date	FY13/PD10 Available Balance
54998	Endowment Return Availed	0.00	0.00	0.00
56004	Cash Over and Short	0.00	0.00	0.00
56014	Finance Charge Income	0.00	8,700.00	(8,700.00)
57001	Transfers - between funds	0.00	0.00	0.00
61301	FT Support Staff Salaries	0.00	3,530.76	(3,530.76)
61402	Student Wages	9,250.00	4,192.00	5,058.00
71005	Dues and Memberships	290.00	100.00	190.00
71007	Postage	4,590.00	4,247.20	342.80
71008	Freight/Shipping	0.00	111.28	(111.28)
71010	Software	0.00	1,336.40	(1,336.40)
71015	Finance Charges	0.00	200.00	(200.00)
71016	Miscellaneous	0.00	49.80	(49.80)
71019	Training	0.00	725.00	(725.00)
71052	Food Purchases	60.00	355.73	(295.73)
71102	Printing - Off Campus	230.00	814.16	(584.16)
71103	Photocopying	1,180.00	893.85	286.15
71201	Lodging	0.00	409.98	(409.98)
71202	Meals	330.00	2,102.30	(1,772.30)
71204	Registration Fees	0.00	195.00	(195.00)
71205	Travel	0.00	491.68	(491.68)
72202	Telephone - Long Distance	150.00	0.00	150.00
72401	Repairs & Maintenance - Buildings	780.00	0.00	780.00
72402	Repairs & Maintenance - Equipment	0.00	4.37	(4.37)
72502	Audit and Tax	150.00	0.00	150.00
72506	Legal	0.00	140.00	(140.00)
72508	Billing Services	2,800.00	2,832.06	(32.06)
72510	Contractual Services	0.00	49,495.91	(49,495.91)
72802	Paper Supplies	0.00	18.88	(18.88)
72803	Custodial Supplies	0.00	18.88	(18.88)
72818	Miscellaneous Supplies	1,350.00	563.53	786.47
72819	Office Supplies	3,340.00	5,085.47	(1,745.47)
72824	Non Capital Computer & Technology	830.00	113.23	716.77
Report Total (of all records)		(25,330.00)	(69,327.47)	

Download All Ledger Columns

Download Selected Ledger Columns

Save Query as:

Shared

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display After Column	New Column Description
FY13/PD10 Adopted Budget	percent of	FY13/PD10 Adopted Budget	FY13/PD10 Adopted Budget	
Perform Computation				

18. If you want to see the detail of a certain expense or revenue amount, click once on the highlighted (blue) amount in the year to date column.

Centenary College of Louisiana BannerWeb User's Manual As of October, 2014

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jul 31, 2013			
As of Oct 30, 2014			
Chart of Accounts:	C Centenary College of Louisiana	Commitment Type:	All
Fund:	11000 Current Operations	Program:	All
Organization:	7010 Business Office - EXP	Activity:	All
Account:	72819 Office Supplies	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jul 31, 2013	Aug 14, 2013	J0021584	July 2013/Accrue Sales Tax	11.61	JE16
Jul 31, 2013	Aug 14, 2013	J0021584	July 2013/Accrue Sales Tax	11.07	JE16
Jul 31, 2013	Aug 14, 2013	J0021584	July 2013/Accrue Sales Tax	7.56	JE16
Jul 31, 2013	Aug 14, 2013	J0021584	July 2013/Accrue Sales Tax	1.10	JE16
Jul 31, 2013	Aug 14, 2013	J0021584	July 2013/Accrue Sales Tax	4.00	JE16
Report Total (of all records):				35.34	

Available Budget Balance: 3,964.66

Download

Save Query as:

Shared

Another Query

19. The above Transaction Report details the individual transactions supporting the actual amounts shown in the query report. Details include date, vendor or transaction description, document number, amount, and rule class code describing the transaction type further. By clicking on the document code you will go to a more detailed screen on that transaction. You will not be able to view Payroll details.

Centenary College of Louisiana BannerWeb User's Manual As of October, 2014

Select Document

Detail Transaction Report			
Document Type:	Journal Document	Commitment Type:	All
Document Code:	J0021584	Description:	July 2013/Accrue Sales Tax
Transaction Date:	31-Jul-2013		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
C	11000	7050	72818	60			8.25	JE16
C	11000	4040	72818	50			0.95	JE16
C	11000	4010	72819	50			6.56	JE16
C	11000	7010	72819	60			11.61	JE16
C	11000	2050	72819	10			14.03	JE16
C	11000	2050	72819	10			0.74	JE16
C	11000	5160	72824	50			44.53	JE16
C	278091	7050	72824	60			69.00	JE16
C	11000	7080	72824	40			4.14	JE16
C	11000	7080	72824	40			5.98	JE16
C	11000	2030	72819	10			9.64	JE16
C	11000	7020	72819	60			45.05	JE16
C	11000	7120	72510	70			35.01	JE16
C	202501	2001	77107	40			14.51	JE16
C	11000	7130	72817	70			3.37	JE16

Save Query as:

Shared

Next 15

Another Query

No Related Documents Available

21. The above Detail Transaction Report provides information on how the revenue or expense amount was coded in Banner. It provides the fund, org, account, and program codes entered for the transaction.

22. To get the most detail click on the document code in blue. See details on page 24.

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Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0144359	1		Mar 14, 2013	Mar 25, 2013	Mar 26, 2013	1,336.40
Complete:	Y	Approved:	Y	Vendor Inv	4002652277	
Open Paid:	P	Suspense:	N	Hold:	N	
Credit Memo:	N	Cancel Date:		Recurring:	N	
1099 Tax Id:		1099 Vendor:	N	Income Type		
Accounting:	Document Level					
Vendor:	000298901 Sage Software Inc					
	14855 Collection Center Drive					
	Chicago, IL 60693					
Collects Tax:	Collects No Taxes					
Discount Code:						
Currency:						



Invoice Commodities

Vendor Invoice:	4002652277	Vendor Inv Item	1					
Item	Commodity	Description						
1		fixed asset software						
P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
							N	
				Approved	Disc	Addl	Tax	Net
Amount				1336.4	0.00	0.00	0.00	1,336.40
Total of all Commodities		1,336.40						

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	
		Bank	NSFSusp	NSFOvr	Approved		Disc	Tax	Addl	Net	
1	C	13		11000	7010	71010	60				
		01	N	N		1,336.40	0.00	0.00	0.00		1,336.40
Total of displayed sequences:											1,336.40



Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Mar 26, 2013	Check Disbursement	00229507	

23. The above invoice data includes a description of the transactions and vendor address.

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Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Apr 30, 2013			
As of Oct 31, 2014			
Chart of Accounts	C Centenary College of Louisiana	Commitment Type	All
Fund	11000 Current Operations	Program	All
Organization	7010 Business Office - EXP	Activity	All
Account	All	Location	All

[View Pending Documents](#)

✓ No pending documents exist

Query Results

Account	Account Title	FY13/PD10 Adjusted Budget	FY13/PD10 Year to Date	FY13/PD10 Available Balance
54998	Endowment Return Aailed	0.00	0.00	0.00
56004	Cash Over and Short	0.00	0.00	0.00
56014	Finance Charge Income	0.00	8,700.00	(8,700.00)
57001	Transfers - between funds	0.00	0.00	0.00
61301	FT Support Staff Salaries	0.00	3,530.76	(3,530.76)
61402	Student Wages	9,250.00	4,192.00	5,058.00
71005	Dues and Memberships	290.00	100.00	190.00
71007	Postage	4,590.00	4,247.20	342.80
71008	Freight/Shipping	0.00	111.28	(111.28)
71010	Software	0.00	1,336.40	(1,336.40)
71015	Finance Charges	0.00	200.00	(200.00)
71016	Miscellaneous	0.00	49.80	(49.80)
71019	Training	0.00	725.00	(725.00)
71052	Food Purchases	60.00	355.73	(295.73)
71102	Printing - Off Campus	230.00	814.16	(584.16)
71103	Photocopying	1,180.00	893.85	286.15
71201	Lodging	0.00	409.98	(409.98)
71202	Meals	330.00	2,102.30	(1,772.30)
71204	Registration Fees	0.00	195.00	(195.00)
71205	Travel	0.00	491.68	(491.68)
72202	Telephone - Long Distance	150.00	0.00	150.00
72401	Repairs & Maintenance - Buildings	780.00	0.00	780.00
72402	Repairs & Maintenance - Equipment	0.00	4.37	(4.37)
72502	Audit and Tax	150.00	0.00	150.00
72506	Legal	0.00	140.00	(140.00)
72508	Billing Services	2,800.00	2,832.06	(32.06)
72510	Contractual Services	0.00	49,495.91	(49,495.91)
72802	Paper Supplies	0.00	18.88	(18.88)
72803	Custodial Supplies	0.00	18.88	(18.88)
72818	Miscellaneous Supplies	1,350.00	563.53	786.47
72819	Office Supplies	3,340.00	5,085.47	(1,745.47)
72824	Non Capital Computer & Technology	830.00	113.23	716.77
Report Total (of all records)		(25,330.00)	(69,327.47)	

[Download All Ledger Columns](#)

[Download Selected Ledger Columns](#)

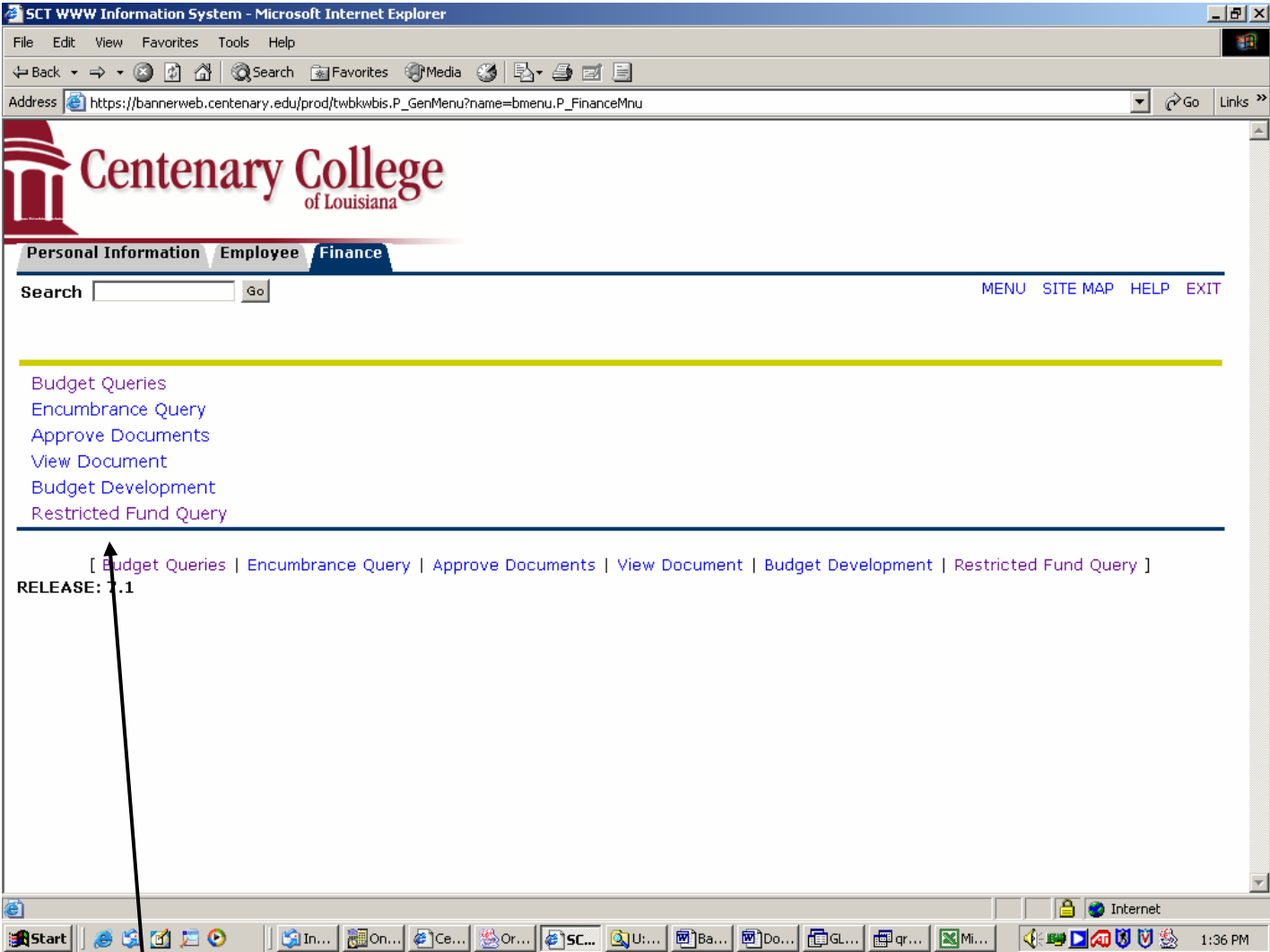
Save Query as:

Shared



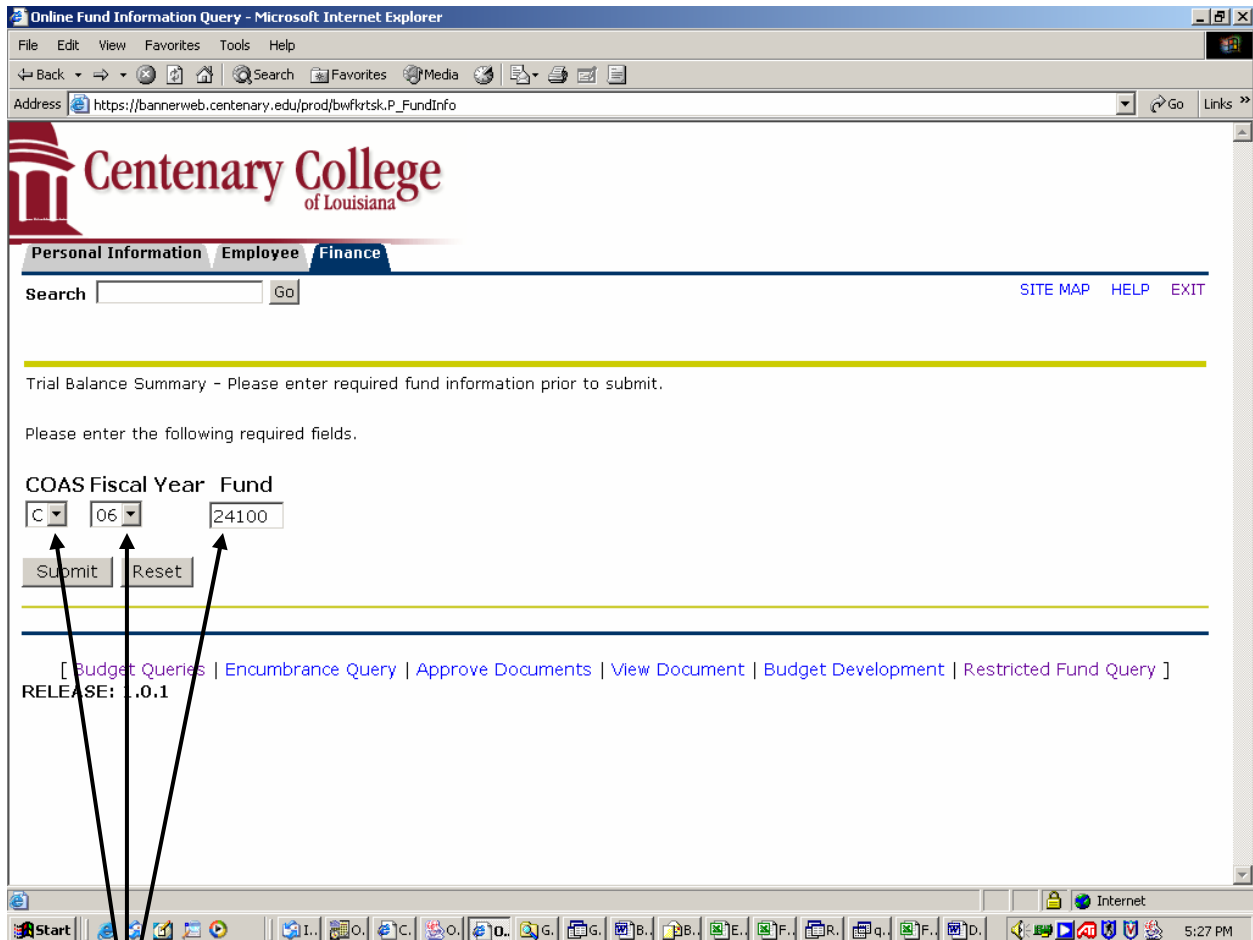
24. You may download the main screen into an excel spreadsheet by clicking on “Download selected ledger columns”.

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25. Click on “Restricted Fund Query” in order to view the current balance of a particular fund. The amount shown will represent the balance as of the end of the fiscal year you choose. For the current fiscal year, the balance shown is as of the point in time that you submit the query.

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26. Enter a “C” in the COAS (chart of account system) field.

Enter the fiscal year you wish to view.

Enter the fund number you wish to view and click the submit button. You will only be able to see those funds that you have been authorized to access. If you are unable to view a fund that you should have access to, please call the Bursar's office (ext. 5016).

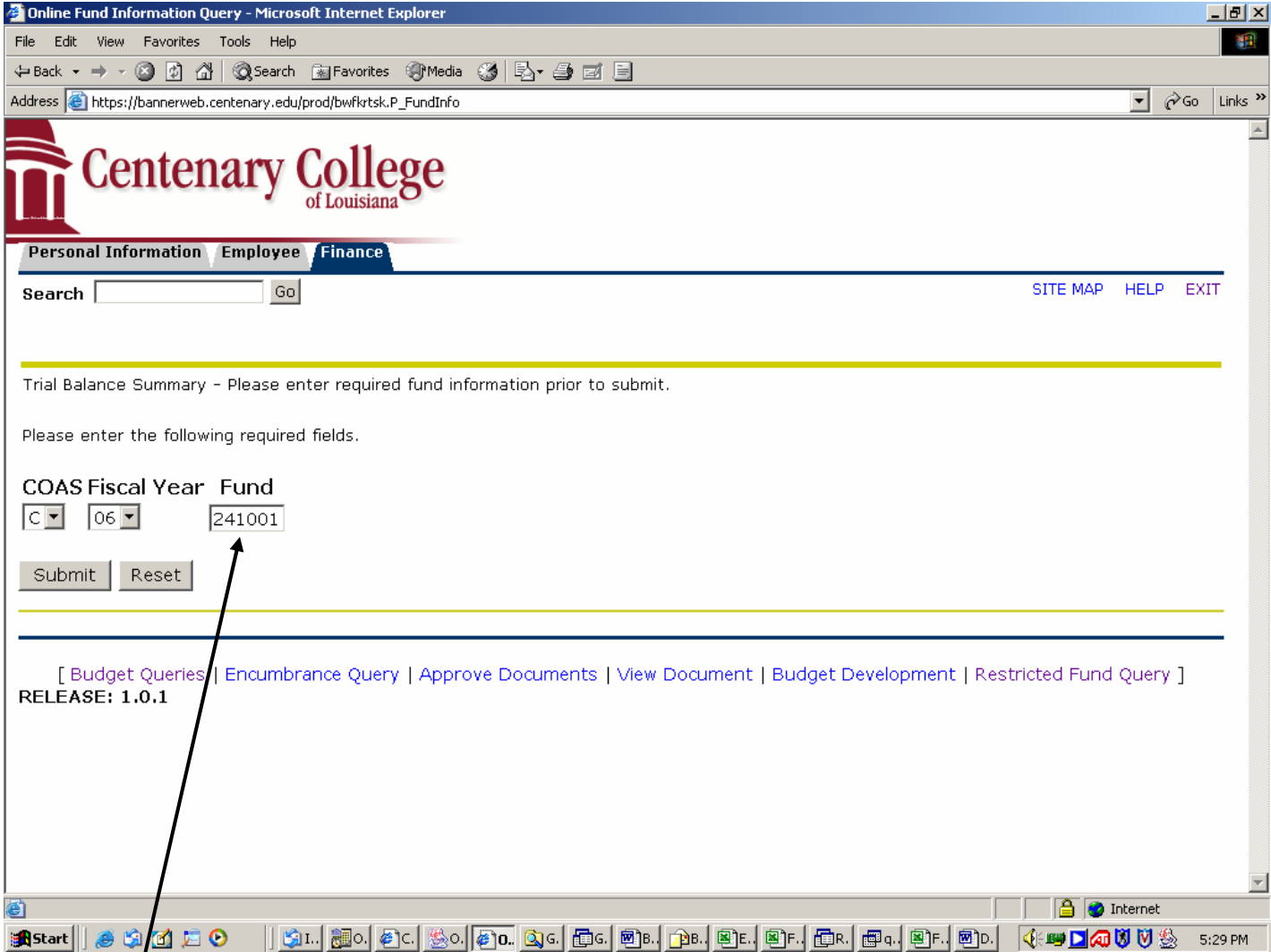
Restricted funds consist of a five-digit number representing the “roll-up” fund number. Beneath the “roll-up” number are two six-digit fund numbers in which revenues and expenses are charged to. The first six-digit fund will have a sixth digit of 1 (e.g. 241001). Use this fund number to charge expenses to. It represents unrestricted costs. The other fund will have a sixth digit of 2 (e.g. 241002). Use this fund number to record revenues/income to. It represents temporary restricted monies. Should you desire to view the activity of a particular fund through a budget query, remember you will have to enter the six-digit fund numbers. The five-digit fund is only a “roll-up” fund. It does not have any accounting data posted to it.

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The screenshot shows a web browser window titled "Online Fund Information Query - Microsoft Internet Explorer". The address bar shows the URL: https://bannerweb.centenary.edu/prod/bwfrtsk.P_FundInfo. The page features the Centenary College of Louisiana logo and navigation tabs for "Personal Information", "Employee", and "Finance". A search bar is present with a "Go" button. Below the search bar, there is a message: "Trial Balance Summary - Please enter required fund information prior to submit." The "Chart of Accts: C" section displays "Fiscal Year: 06" and "Fund Code: 24100 - Campus Beautification Fund - Misc.". The "Fund Information" section shows "Current Balance DC *" with a value of "108.93 C". A note below states: "* - denotes amount is opposite of Normal Balance". A "Submit New Query" button is located below the note. At the bottom of the page, there are links for "Budget Queries", "Encumbrance Query", "Approve Documents", "View Document", "Budget Development", and "Restricted Fund Query". The status bar at the bottom indicates "RELEASE: 1.0.1".

27. The balance of \$108.93 in the above fund is a “credit” or positive balance, which is the normal type of balance. It is like your checkbook. You want a credit balance in your checkbook, not a debit balance. If the above fund balance was a debit balance, it would have a “D” beside it and it would also have an asterisk beside it, indicating that the balance was a negative balance.

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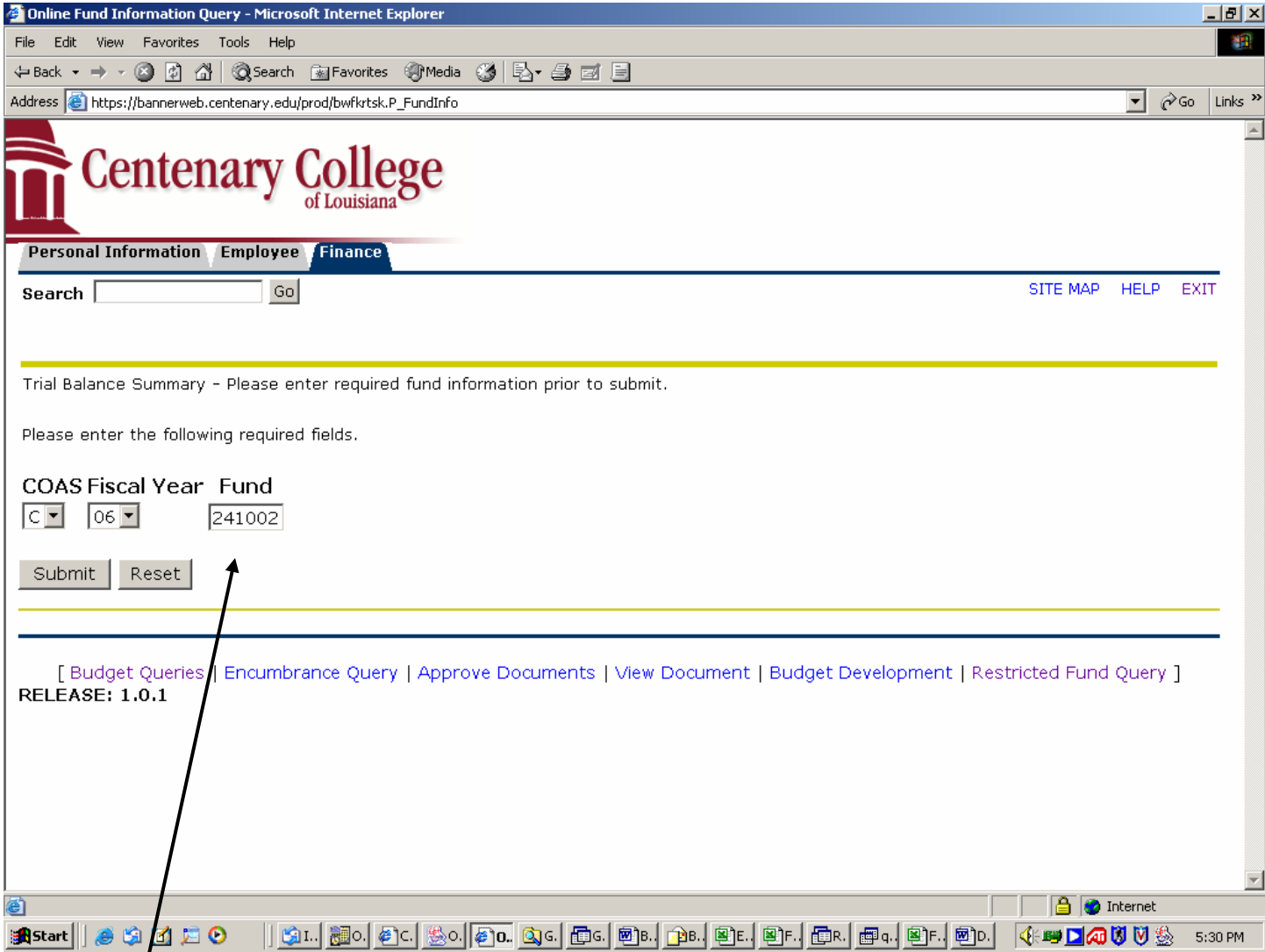
28. If you enter the six-digit number as shown above, the balance will represent the activity in that specific fund only. It will not show the “roll-up” balance for all the fund #24100 funds.

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The screenshot shows a web browser window titled "Online Fund Information Query - Microsoft Internet Explorer". The address bar shows the URL: https://bannerweb.centenary.edu/prod/bwfkrtsk.P_FundInfo. The page header includes the Centenary College of Louisiana logo and navigation tabs for "Personal Information", "Employee", and "Finance". A search bar is present with a "Go" button. Below the search bar, there are links for "SITE MAP", "HELP", and "EXIT". The main content area displays "Trial Balance Summary - Please enter required fund information prior to submit." and "Chart of Accts: C", "Fiscal Year: 06", and "Fund Code: 241001 - Campus Beautification Fund - Misc.". A section titled "Fund Information" shows "Current Balance DC *" with a value of "130.75 D *". A note below states "* - denotes amount is opposite of Normal Balance". A "Submit New Query" button is visible. At the bottom, there are links for "Budget Queries", "Encumbrance Query", "Approve Documents", "View Document", "Budget Development", and "Restricted Fund Query". The footer includes "RELEASE: 1.0.1". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:29 PM.

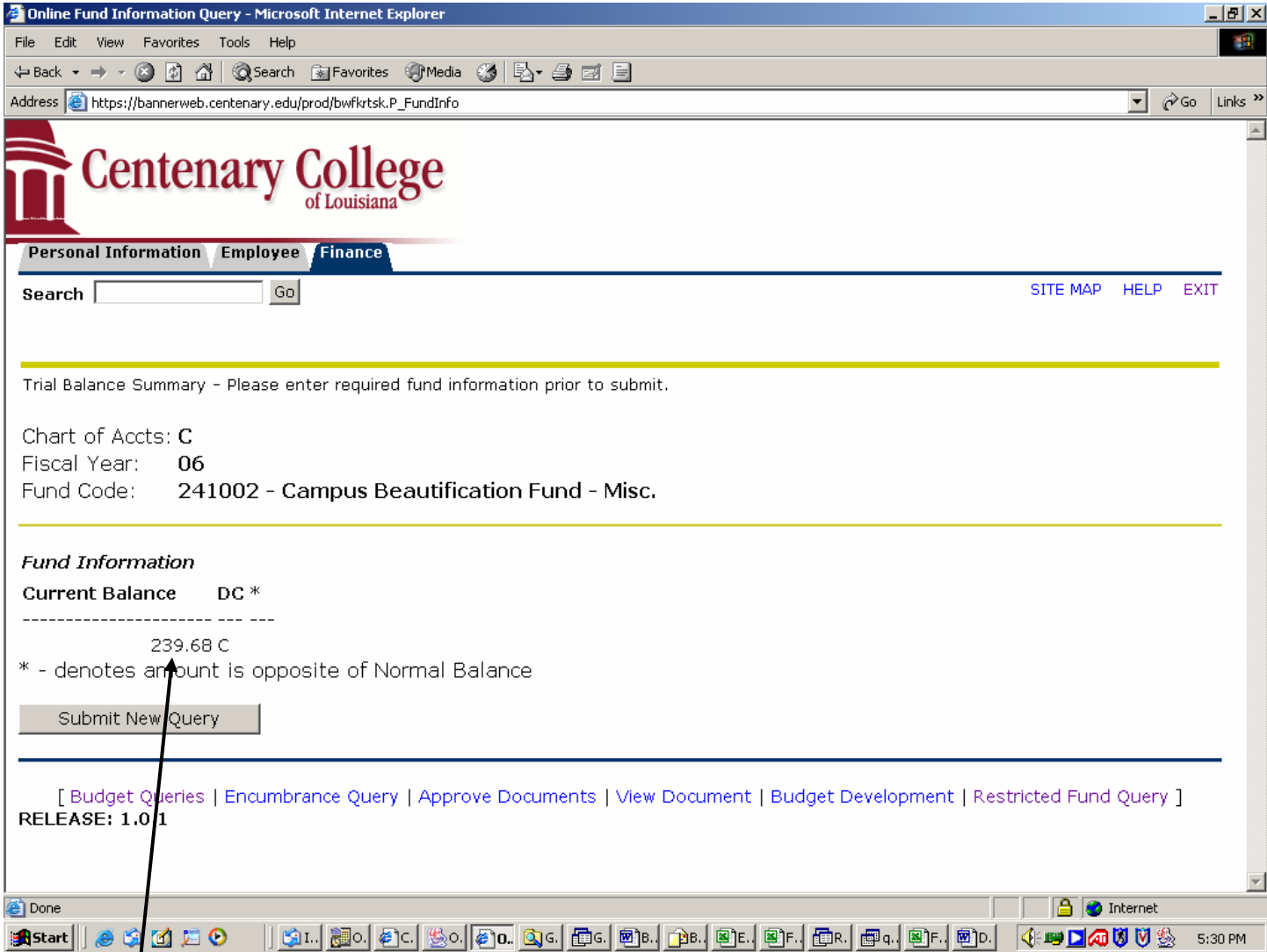
29. As shown above, the balance in fund #241001 is a negative \$130.75. The “D” and the asterisk indicate the balance is negative (Debit). Because this fund is where you normally record all your costs, the fund is very likely to show a negative balance. As indicated on the next page, the revenues are normally posted to the temporary restricted fund number ending in a “2”.

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30. The balance in fund #241002 represents the temporary restricted amounts posted to the fund. This fund is where you would post your revenues received.

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31. The balance in fund #241002 is a credit or positive balance of \$239.68. Note that the sum of this positive balance of \$239.68 and the negative balance of \$130.75 in fund number 241001 is equal to the roll-up credit balance of \$108.93 shown on page 28.