Banner Web Training

To access Banner web you will have to login to the Smith Portal.

https:// portal.smith.edu

After you login it will bring you to this screen below where you will next click on "Banner Web"

Next click on "Accounting and Budget Queries"

SMITH COLLEGE **BannerWeb**

Personal Information | Employee | Finance

Search [   ] Go   SITE MAP   HELP   EXIT

Employee Services
View your benefits information, pay and deduction information, and federal tax information.
Personal Information Menu
Change your PIN; view your address(es) and phone(s); view and update your emergency contacts; obtain name change and social security number change information.
Accounting and Budget Queries
View your Department, Grant, or Fund.
Return to Homepage

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Finance Portal Menu

❖ Budget Queries- Allows you to see your available balances.
❖ Encumbrance Query- Look at Purchase orders under your fund/org
❖ View Document- Allows you to view details of documents and their status (PO's, Invoices, Checks)
❖ Delete Finance Template- Allows you to delete a saved query template

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Personal Information | Employee | **Finance**

Search [   ] Go   RETURN TO MENU   SITE MAP   HELP   EXIT
Finance

Budget Queries
Encumbrance Query
View Document
Delete Finance Template

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Budget Queries

SMITH COLLEGE BannerWeb

| Personal Information | Employee | Finance |

Search [   ] [Go]

MENU SITE MAP HELP EXIT

Budget Queries

💬 To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query
Type   [Budget Status by Account   ▼]
                    [Create Query]

Retrieve Existing Query
Saved Query   [None   ▼]
                    [Retrieve Query]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Types of Budget Queries:

❖ Budget Status by Account
❖ Budget Quick Query

Budget Status by Account

After you have clicked on create query you will be asked to choose the following operating ledger data:

❖ Select adjusted budget; Year to Date; Encumbrances; Reservations & Available Balance

Personal Information   Employee   **Finance**

Search [ ] Go   MENU   SITE MAP   HELP   EXIT

Budget Queries

Select the Operating Ledger Data columns to display on the report.

☐ Adopted Budget	☑ **Year to Date**		
☐ Budget Adjustment	☑ **Encumbrances**		
☑ **Adjusted Budget**	☐ Reservations		
☐ Temporary Budget	☐ Commitments		
☐ Accounted Budget	☑ **Available Balance**		

Save Query as: [ ]

☐ Shared

[Continue]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Save Query as: If you would like to save this template for future reference you will want to give it a name. This will be saved on the main page of budget queries under "retrieve existing queries"

Shared: When clicking on this box you are allowing anyone to be able to pull up your template as long as they have access to it.

Click continue

For all Queries choose the following:

Budget Query Required Fields:

- ❖ Fiscal Year
- ❖ Fiscal Period (use period 12 to always get a full year)
- ❖ Chart of Accounts:
- ❖ Fund
- ❖ Org

Optional Field:

- ❖ Activity Code

Fiscal Period

    01- July
    02- August
    03- September
    04- October

05- November

06- December

07- January

08- February

09- March

10- April

11- May

12- June

13-

14- Accrual Period

To see Revenue accounts check the box "Include Revenue Accounts"

Comparison Fiscal Year: To perform a comparison query select a comparison fiscal year in addition to the fiscal year and period. The information will be placed next to the corresponding comparison fiscal period.

❖ Select Fiscal Year: 2017
❖ Enter Chart of Accounts: 1
❖ Enter Fund: 101010 or any other fund related to your org
❖ Enter Org: 9351

Click Submit Query

Report Parameters

Organization Budget Status Report		
By Account		
Period Ending Jun 30, 2017		
As of Nov 01, 2016		
Chart of Accounts	1 Smith College	Commitment Type	All
Fund	101010 General Fund Income/Expense	Program	All
Organization	1005 Board of Trustees Office	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY17/PD12 Adjusted Budget	FY17/PD12 Year to Date	FY17/PD12 Encumbrances	FY17/PD12 Available Balance
61302	Overtime	2,100.00	0.00	0.00	2,100.00
69100	Benefits	725.00	0.00	0.00	725.00
70770	Facilities Transportation Charges	6,000.00	0.00	0.00	6,000.00
70853	Catering - Campus Center	1,500.00	0.00	0.00	1,500.00
70854	Catering - Dining Services	23,500.00	0.00	0.00	23,500.00
70906	Postage (Internal)	500.00	254.50	0.00	245.50
70908	Copying/Printing (Internal)	1,000.00	800.68	0.00	199.32
71020	Other Professional Services	1,200.00	0.00	0.00	1,200.00
71501	Suppl-Office	2,500.00	622.99	0.00	1,877.01
71700	Computer IS Supplies	100.00	0.00	0.00	100.00
71703	Suppl - Computer Software	30,000.00	0.00	0.00	30,000.00
71780	Supplies - Gifts	1,000.00	545.40	0.00	454.60
72005	Copy Services	100.00	0.00	0.00	100.00
72020	Printing (External)	500.00	235.00	0.00	265.00
72031	Per Copy Charge	500.00	0.00	0.00	500.00
72100	Publications - Production	1,000.00	0.00	0.00	1,000.00
72101	Publication Binding	1,000.00	0.00	0.00	1,000.00
72110	Publication Subscriptions	250.00	0.00	0.00	250.00
72139	Publications - Promotion	1,000.00	89.65	0.00	910.35
72150	Publication Books	750.00	37.00	0.00	713.00
72368	Software Licenses/Upgrades	24,156.00	24,156.00	0.00	0.00
74001	Travel - Domestic	8,000.00	1,932.00	0.00	6,068.00
74002	Travel-Foreign	8,000.00	3,374.38	0.00	4,625.62
74005	Travel-Auto/Car	0.00	351.06	0.00	(351.06)
74099	Lodging	5,000.00	132.92	0.00	4,867.08
74106	Retreats	51,000.00	0.00	0.00	51,000.00

❖ Drill Down- To drill down click on the blue items for a more descriptive view

Personal Information	Employee	**Finance**

Search [_____] [Go]   MENU   SITE MAP   HELP   EXIT

Report Parameters

Organization Budget Status Detail Report		
Summary Year to Date Transaction Report		
Period Ending Jun 30, 2017		
As of Nov 01, 2016		
Chart of Accounts:	1 Smith College	Commitment Type:	All
Fund:	101010 General Fund Income/Expense	Program:	All
Organization:	1005 Board of Trustees Office	Activity:	All
Account:	74857 Mailing-Courier (FedEx, UPS, etc)	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Sep 16, 2016	Sep 16, 2016	I0884019	Federal Express Corp.	11.69	INNI
Aug 17, 2016	Aug 17, 2016	I0881325	Federal Express Corp.	23.51	INNI
Aug 17, 2016	Aug 17, 2016	I0881324	Federal Express Corp.	20.90	INNI
Jul 20, 2016	Jul 20, 2016	I0879678	Federal Express Corp.	275.62	INNI
Jul 20, 2016	Jul 20, 2016	I0879677	Federal Express Corp.	68.15	INNI
Jul 20, 2016	Jul 20, 2016	I0879676	Federal Express Corp.	46.07	INNI
Report Total (of all records):				445.94	

Available Budget Balance: 304.06

[Download]

Save Query as: [_____]
☐ Shared

[Another Query]

❖ Download to excel- To view and manipulate the data further click on "download all ledger columns"

❖ To review another query click on "Another query". This will bring you back to the main Budget Query page.

Budget Quick Query

Quick Query Notes:

❖ Fastest way to see budget
❖ Amounts are always year to date
❖ No ability to drill down to detail

Select "Budget Quick Query" and click on "Create Query"

SMITH COLLEGE **BannerWeb**

Personal Information | Employee | **Finance**

Search [_____] Go   MENU SITE MAP HELP EXIT

Budget Queries

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query
Type   [Budget Quick Query   ▼]
                [Create Query]

Retrieve Existing Query
Saved Query   [None   ▼]
                [Retrieve Query]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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❖ Select Fiscal Year: 2017
❖ Enter Chart of Accounts: 1
❖ Enter Fund: 101010 or any other fund related to your org
❖ Enter Org: 9351

SMITH COLLEGE BannerWeb

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Search [＿＿＿＿] [Go]

MENU   SITE MAP   HELP   EXIT

Budget Queries

Enter a value in either the Organization or Grant fields as well as the Fiscal Year and Chart of Accounts fields. If Grant is populated then resulting information is inception through the end of the fiscal year, from Grant Ledger. Otherwise, all information retrieved is through the fiscal year to date.

Fiscal year: [2017 ▼]

Chart of Accounts [1] [Index] [＿＿＿＿]

Fund [101010] [Grant] [＿＿＿＿]

Organization [1005] [Account] [＿＿＿＿]

[Program] [＿＿＿] [Activity] [＿＿＿]

[Location] [＿＿＿] **Commitment Type:** [All ▼]

☑ **Include Revenue Accounts**

Save Query as: [＿＿＿＿＿＿＿＿]

☐ **Shared**

[Submit Query]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Click "Submit Query"

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2017			
As of Nov 01, 2016			
Chart of Accounts	1 Smith College	Commitment Type	All
Fund	101010 General Fund Income/Expense	Program	All
Organization	1005 Board of Trustees Office	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
61302	Overtime	2,100.00	0.00	0.00	2,100.00
69100	Benefits	725.00	0.00	0.00	725.00
70770	Facilities Transportation Charges	6,000.00	0.00	0.00	6,000.00
70853	Catering - Campus Center	1,500.00	0.00	0.00	1,500.00
70854	Catering - Dining Services	23,500.00	0.00	0.00	23,500.00
70906	Postage (Internal)	500.00	254.50	0.00	245.50
70908	Copying/Printing (Internal)	1,000.00	800.68	0.00	199.32
71020	Other Professional Services	1,200.00	0.00	0.00	1,200.00
71501	Suppl-Office	2,500.00	622.99	0.00	1,877.01
71700	Computer IS Supplies	100.00	0.00	0.00	100.00
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71780	Supplies - Gifts	1,000.00	545.40	0.00	454.60
72005	Copy Services	100.00	0.00	0.00	100.00
72020	Printing (External)	500.00	235.00	0.00	265.00
72031	Per Copy Charge	500.00	0.00	0.00	500.00
72100	Publications - Production	1,000.00	0.00	0.00	1,000.00
72101	Publication Binding	1,000.00	0.00	0.00	1,000.00
72110	Publication Subscriptions	250.00	0.00	0.00	250.00
72139	Publications - Promotion	1,000.00	89.65	0.00	910.35
72150	Publication Books	750.00	37.00	0.00	713.00
72368	Software Licenses/Upgrades	24,156.00	24,156.00	0.00	0.00
74001	Travel - Domestic	8,000.00	1,932.00	0.00	6,068.00
74002	Travel-Foreign	8,000.00	3,374.38	0.00	4,625.62

Save a Template

Budget Queries you run all the time can be saved as a template to quickly recall in the future

Select a Query Type from the drop down box

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Personal Information | Employee | **Finance**

Search [_____] Go   MENU SITE MAP HELP EXIT

Budget Queries

💬 To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

Create a New Query
Type   [Budget Status by Account   ▾]

[Create Query]

Retrieve Existing Query
Saved Query   [None   ▾]

[Retrieve Query]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Click "Create Query"

Select adjusted budget; Year to Date; Encumbrances and Available balance from the columns to display options

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Search [_____] Go   MENU SITE MAP HELP EXIT

Budget Queries

Select the Operating Ledger Data columns to display on the report.

☐ Adopted Budget	☑ Year to Date
☐ Budget Adjustment	☑ Encumbrances
☑ Adjusted Budget	☐ Reservations
☐ Temporary Budget	☐ Commitments
☐ Accounted Budget	☑ Available Balance

Save Query as: [_____]

☐ Shared

[Continue]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Click "Continue"

- ❖ Select Fiscal Year: 2017
- ❖ Enter Chart of Accounts: 1
- ❖ Enter Fund: 101010 or any other fund related to your org
- ❖ Enter Org: 9351

Enter a query name in the save query as box

Click "Submit query"

Template saved for future use

To use your saved template:

- ❖ Go to Budget Queries Page
- ❖ Under "Retrieve Existing Query" (Saved Query) use the drop down menu to choose the template you have saved.
- ❖ Click "Retrieve Query"

Delete Finance Template

If you are no longer interested in keeping your template this is a useful tool to delete the template that you no longer want to view on a regular basis

Navigate to the finance portal menu

Click on "Delete Finance Template"

Type in the Template/Query Name

SMITH COLLEGE BannerWeb

Personal Information Employee **Finance**

Search [＿＿＿＿] [Go]   MENU   SITE MAP   HELP   EXIT

Delete Finance Template

Enter parameters in any combination to retrieve templates or queries for deletion. Use a wildcard (%) in the Template/Query Name field if only part of the name is known. Use the Template/Query Type field pull-down list to limit the types of queries/templates retrieved. Note: Only personal (not Shared) templates/queries for the current user will be retrieved for deletion. Only users with Finance Data Tailor access can delete Shared templates/queries.

Enter Parameters

Template/Query Name: [Org 9351 Class of 1971]
Template/Query Type: [All   ▾]
[Submit Query]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Click "Submit Query"

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Personal Information Employee **Finance**

Search [＿＿＿＿] [Go]   MENU   SITE MAP   HELP   EXIT

Delete Finance Template

Check the Delete checkbox for all templates/queries you wish to delete. Use the Select All button to mark all listed templates/queries for deletion. Select the Delete button to permanently delete your selections.

Parameters

User ID	AZAJAC
Template/Query Name	ORG 9351 CLASS OF 1971
Template/Query Type	All
Shared	N

Stored Template/Query List

Count	USER ID	Template/Query Name	Template/Query Type	Shared	Date	Delete
1	AZAJAC	Org 9351 Class of 1971	Budget Query	N	31-OCT-2016	☐

[Select All] [Delete] [Another Query]

[Budget Queries | Encumbrance Query | View Document | Delete Finance Template]

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Review the information provided to make sure you are deleting the correct template

Check the box "Delete" and click on "Delete"
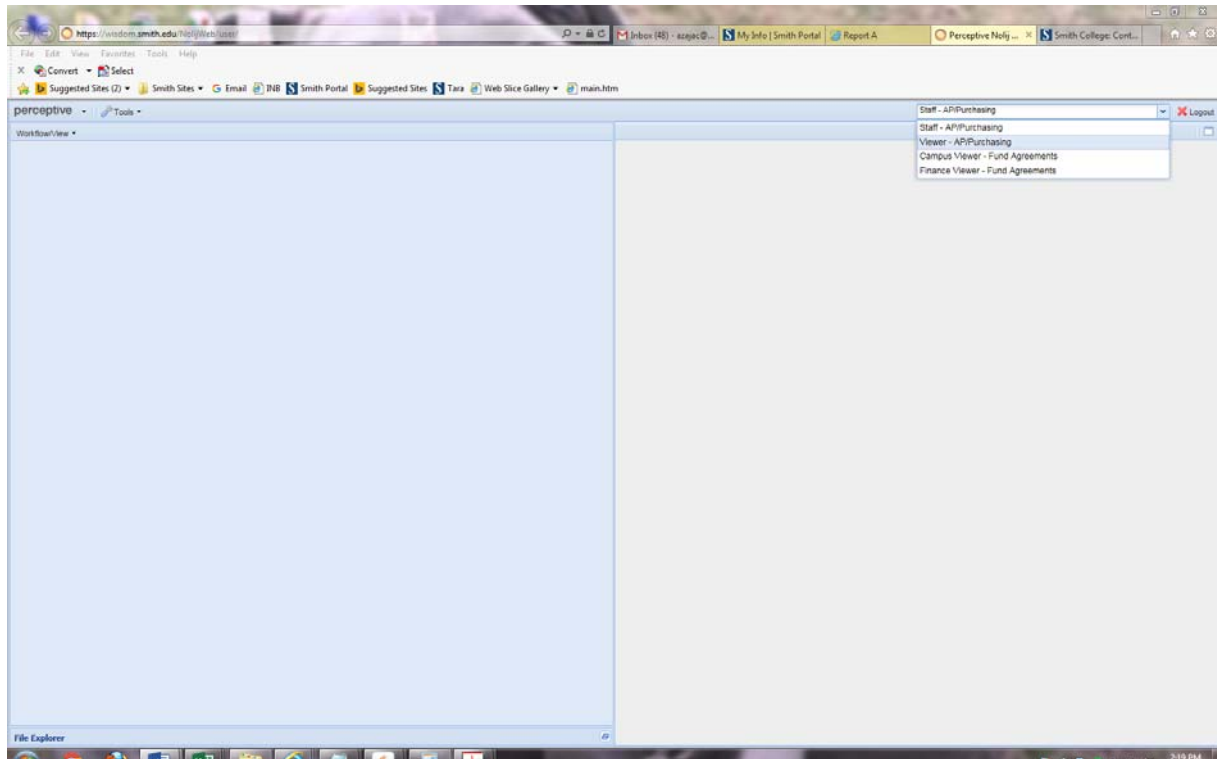
Looking at a document code in NOLIJ

To access NOLIJ you must be logged into the Smith Portal
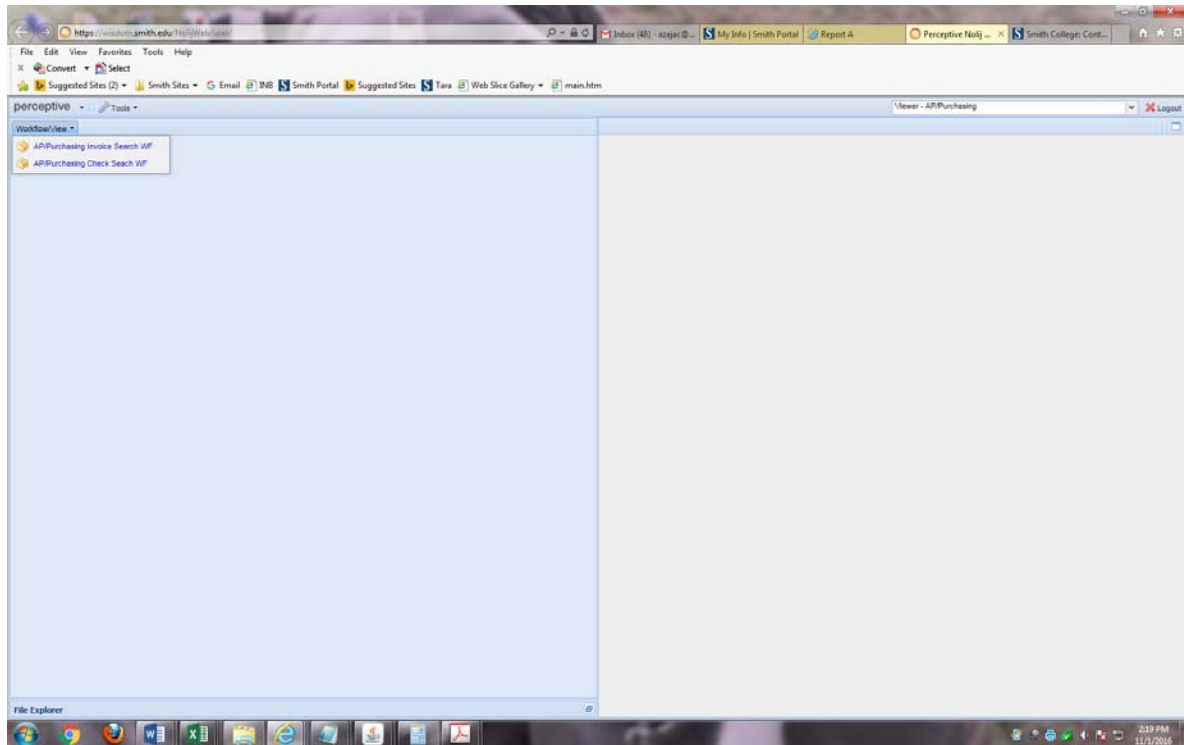
Click on "My Info" tab

Look under "Links for Work" and click on NOLIJ Document Management

It may ask you if you want to run the program, click on "run"

On the top right of the screen there is a drop down menu, choose "Viewer-AP/Purchasing"

On the left side of the screen you will see a tab/drop down menu that says "workflow/view", click on AP/Purchasing Invoice Search WF

Type in the invoice number that you want to look up and tab over