

**Centenary College of Louisiana
BannerWeb User's Manual As
of September, 2021**

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September 27, 2021

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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 questions that could not be answered with this manual, feel free to direct them to the controller, Monica Powell. The phone number is ext 5016 or email mpowell@centenary.edu or business_office@centenary.edu.

Business Office Staff

Controller	Monica Powell
Senior Accountant	Alan Davidson
Accountant	Lauren Adams
Financial Clerk	Shari Favors
Accounts Payables	Jinaki Robinson

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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 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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- **Login at bannerweb.centenary.edu**
- **Pick an account**
- **Enter Centenary Email Address**
- **Enter Centenary Email Address Password**
- **Sign In**
- **Select Finance and Administration**



Finance and Administration

- **Select My Finance Query**

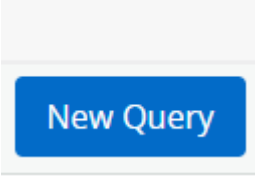


My Finance Query

Create, view and share budget availability, encumbrance and payroll queries.

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- **Select New Query (Right hand corner under your name)**



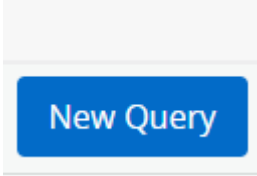
Quick Query

- **Fund** (Leave as Choose Fund)
- **Organization** (Org you manage)
- **Account** (Leave as Choose Account)
- **Program** (Leave as Choose Program)
- **Activity** (Leave as Choose Activity)
- **Location** (Leave as Choose Location)
- **Commitment Type** (Leave as All)

Chart*	Index
<input type="text" value="C Centenary College of Louisiana"/> * v	<input type="text" value="Choose Index"/> v
Fund	Organization*
<input type="text" value="Choose Fund"/> v	<input type="text" value="0000 Non-Organizational Revenue"/> * v
Account	Program
<input type="text" value="Choose Account"/> v	<input type="text" value="00 Non-Programmatic Revenue"/> * v
Activity	Location
<input type="text" value="Choose Activity"/> v	<input type="text" value="Choose Location"/> v
Commitment Type	<input type="checkbox"/> Include Revenue Accounts
<input type="text" value="All"/> v	

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- **Select New Query (Right hand corner under your name)**



Budget Status by Account and Comparison FY

- **Select Budget Status by Account**

Select Query Type

Budget Status by Account

- **Fund** (Leave as Choose Fund)
- **Organization** (Org you manage)
- **Account** (Leave as Choose Account)
- **Program** (Leave as Choose Program)
- **Activity** (Leave as Choose Activity)
- **Location** (Leave as Choose Location)
- **Fund Type** 11 Current Unrestricted Funds
- **Account Type** (Leave as Choose Account Type)
- **Commitment Type** (Leave as All)

<input type="text" value="C Centenary College of Louisiana"/> x v	<input type="text" value="Choose Index"/> v
Fund	Organization *
<input type="text" value="Choose Fund"/> v	<input type="text" value="0000 Non-Organizational Revenue"/> x v
Account	Program
<input type="text" value="Choose Account"/> v	<input type="text" value="00 Non-Programmatic Revenue"/> x v
Activity	Location
<input type="text" value="Choose Activity"/> v	<input type="text" value="Choose Location"/> v
Fund Type	Account Type
<input type="text" value="11 Current Unrestricted Funds"/> x v	<input type="text" value="Choose Account Type"/> v
Commitment Type	<input type="checkbox"/> Include Revenue Accounts
<input type="text" value="All"/> v	

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- **Fiscal Year** **2022 (Current Fiscal Year)**
- **Comparisons Fiscal Year** **2021 (Select the period you want to compare)**
- **Fiscal Period** **12 (Select the period you want to compare)**
- **Comparison Period** **12 (Select the Period you want to compare)**

Choose fiscal year for the information you would like to view

**Choose fiscal period for the information you would like to view:
July=01, August =02, September=03, etc. to the end of fiscal year June=12**

Fiscal Year*	2022 x v	Fiscal Period*	12 x v
Comparison Fiscal Year	2021 x v	Comparison Fiscal Period	12 x v

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- **Select Adjusted Budget**
- **Select Year to Date**
- **Select Available Balance**

Operating Ledger

Adopted Budget ⓘ

Year to Date ⓘ

Budget Adjustment ⓘ

Encumbrance ⓘ

Adjusted Budget ⓘ

Reservation ⓘ

Temporary Budget ⓘ

Commitments ⓘ

Accounted Budget ⓘ

Available Balance ⓘ

SUBMIT

The account information for the designated fund and org should appear. If there is a large amount of information you may have to scroll down 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 based on the criteria you selected on your query.

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Results for your query can be downloaded



Your query can be saved



If you want to see the detail of a certain expense amount, click once on the highlighted (blue) amount in any of the data columns.

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.