Centenary College of Louisiana

BannerWeb User's Manual

December 8, 2022

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	mpowell@centenary.edu
Senior Accountant	Alan Davidson	adavidson@centenary.edu
Accountant	Shari Favors	sfavors@centenary.edu
Financial Clerk	Thelma Beverly	tbeverly@centenary.edu
Accounts Payables	April Ashley Boston	ashleyboston@centenary.edu

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

**Centenary College of Louisiana
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of December 8, 2022**

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

- **Select My Finance Query**

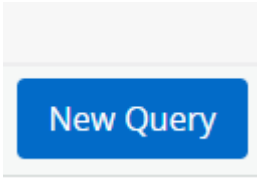- **Select New Query (Right hand corner under your name)**

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)**

Create New Query
_____

Select Query Type

Budget Quick Query ▼

_____

Values

Chart *

C Centenary College of Louisiana ✕ ▼

Index

Choose Index ▼

Fund

Choose Fund ▼

Organization *

Choose Organization ▼

Account

Choose Account ▼

Program

Choose Program ▼

Activity

Choose Activity ▼

Location

Choose Location ▼

Commitment Type

All ▼

☐ Include Revenue Accounts

_____

Fiscal Year *

2023 ✕ ▼

SUBMIT

- **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)

Create New Query

| C Centenary College of Louisiana ×∨ | Choose Index ∨ |

Fund

| Choose Fund ∨ |

Organization *

| Choose Organization ∨ |

Account

| Choose Account ∨ |

Program

| Choose Program ∨ |

Activity

| Choose Activity ∨ |

Location

| Choose Location ∨ |

Fund Type

| 11 Current Unrestricted Funds ×∨ |

Account Type

| Choose Account Type ∨ |

Commitment Type

| All ∨ |

☐ Include Revenue Accounts

- **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 endo of fiscal year June=12

Fiscal Year *

| 2022 ×∨ |

Fiscal Period *

| 12 ×∨ |

Comparison Fiscal Year

| 2021 ×∨ |

Comparison Fiscal Period

| 12 ×∨ |

- **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.

Results for your query can be downloaded
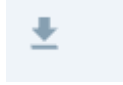
Your query can be saved

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.