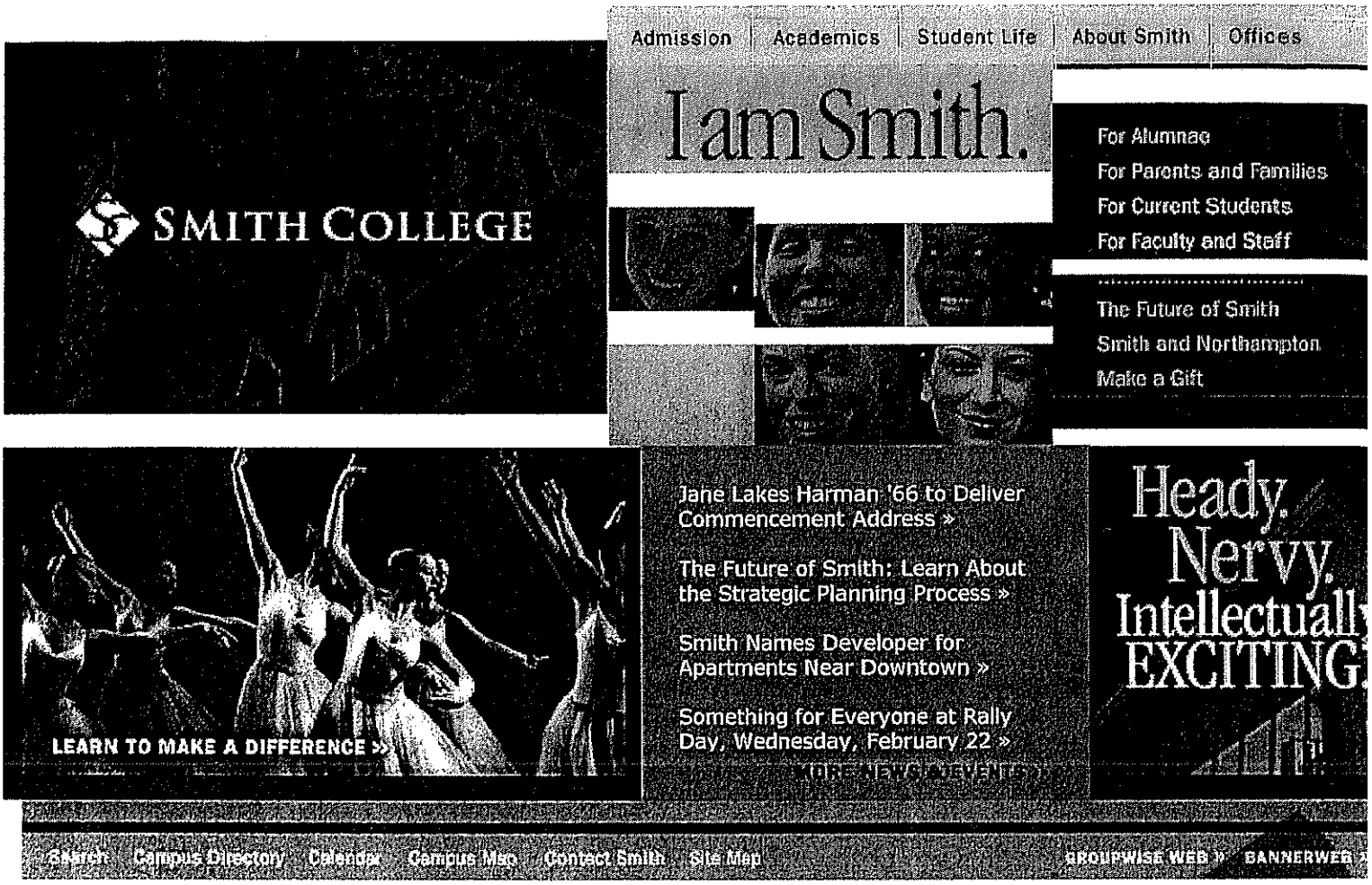
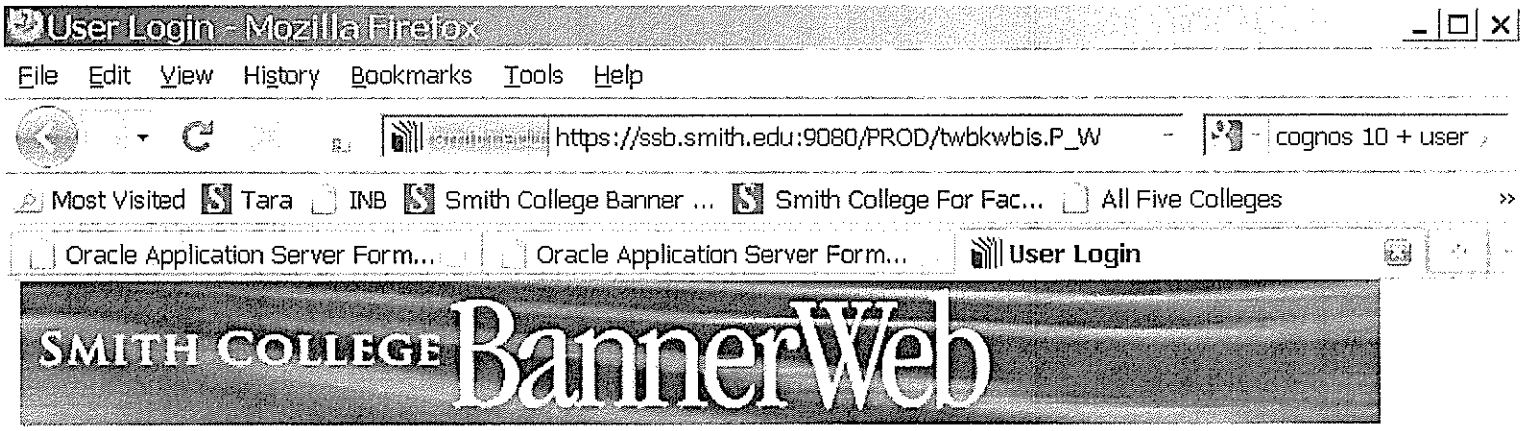


Click on the link for Banner Web.

BANNER WEB

Start at the Smith College home page.



HELP EXIT

User Login

Please enter your 9-digit Smith College ID Number in the **User ID** field and your Personal Identification Number (PIN). Then, click **Login**.

When you have finished with BannerWeb, please choose **exit** and close your browser to protect your privacy.

Faculty and staff are reminded that all student records are protected by the Family Educational Rights and Privacy Act (FERPA). This law prohibits the unauthorized release of information (except that which is classified as directory information) to any person outside the college, or to any college employee without a legitimate educational need to know. Requests for personally identifiable information from off campus sources should in all cases be referred to the registrar's office. For further information and guidelines, please consult the registrar's website at http://www.smith.edu/registrar/privacyfacandstaff.php.

If you have forgotten your PIN number or it is not working, please enter your **User ID** number and click **Forgot PIN?**. Once you have successfully answered your security question, you will be given temporary access and will be required to set a new PIN number

User ID:

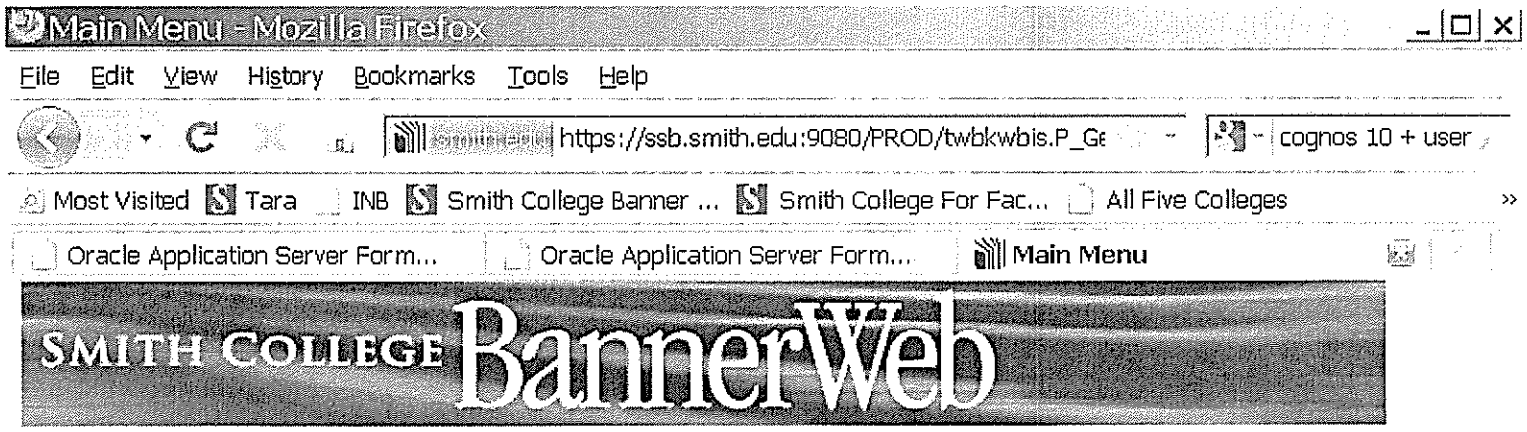
PIN:

Login Forgot PIN?

RELEASE: 8.4.1

Done

Enter your nine digit Smith College ID number and your PIN where indicated and click the Login button.



Personal Information | Employee | Smith Custom | Finance

Search Go

SITE MAP HELP EXIT

Welcome, Jorrel Campbell, to the Smith College BannerWeb! .... Last web access on Oct 24, 2011 at 09:31 am

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.

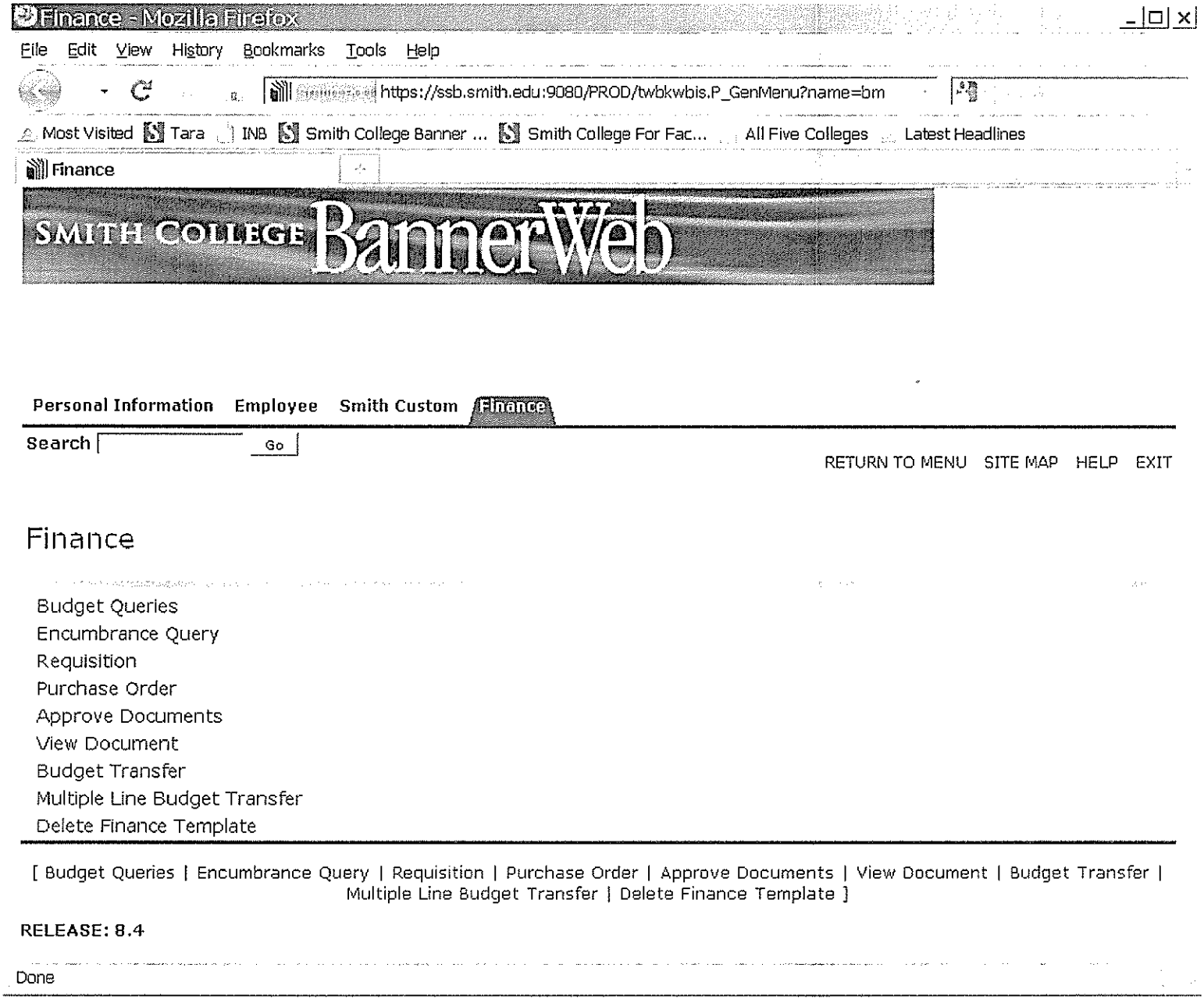
Accounting and Budget Queries
View your Department, Grant, or Fund.

Return to Homepage

RELEASE: 8.4

Done

Click on Accounting and Budget Queries



Click on Budget Queries

SMITH COLLEGE BannerWeb

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

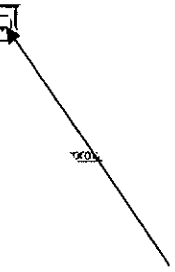
Create Query

Retrieve Existing Query

Saved Query None

Retrieve Query

RELEASE: 7.1.0.1



Click on the pull down arrow to retrieve an existing query.

SMITH COLLEGE BannerWeb

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 Accounting and Budget Query (Shared)

Retrieve Query

RELEASE: 7.1.0.1

From the drop down menu select Accounting and Budget Queries.

SMITH COLLEGE BannerWeb

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 Accounting and Budget Query (Shared)

Retrieve Query

RELEASE: 7.1.0.1

Click on Retrieve Query.

SMITH COLLEGE BannerWeb

Search [ ] Go

MENU | SITE MAP | HELP | EXIT

Budget Queries

☑ Template Accounting and Budget Query (Shared) retrieved.

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

RELEASE: 7.1.0.1

This page is used to select the data columns for viewing. We have pres-elected the most common columns, but you may change them if desired.

When data columns have been selected, click continue.

SMITH COLLEGE BannerWeb

Search Go MENU | SITE MAP | HELP | EXIT

Budget Queries

☑ Template Accounting and Budget Query (Shared) retrieved.

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:	2006	**Fiscal period:**	14
Comparison Fiscal year:	None	**Comparison Fiscal period:**	None
Commitment Type:	All		
Chart of Accounts	1	Index	
Fund	101010	Activity	
Organization	3146	Location	
Grant		Fund Type	
Account		Account Type	
Program			

☑ **Include Revenue Accounts**

Save Query as:

☐ **Shared**

Submit Query

RELEASE: 7.1.0.1

This page is used to select the specific data you would like to view. Select the Fiscal Year to view from the drop down menu. Select the Fiscal Period to view (period 1 = July, 12 = June, 14 = Complete year-to-date, including accrual period). We recomme always selecting period 14.

Enter the Fund **and** Org to view. Unlike Banner INB, both must be entered.

Click on any of the field names to retrieve a listing of available codes.

When all data has been selected, click on Submit Query.

SMITH COLLEGE BannerWeb

Search Go

MENU | SITE MAP | HELP | EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2006			
As of Feb 20, 2006			
Chart of Accounts	1 Smith College	Commitment Type	All
Fund	101010 General Fund Income/Expense	Program	All
Organization	3146 English	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY06/PD14 Adjusted Budget	FY06/PD14 Year to Date	FY06/PD14 Available Balance
58702	Telephone	0.00	44.16	(44.16)
58806	Copy Services	0.00	3,984.00	(3,984.00)
61000	Faculty Salaries	1,830,921.00	1,257,537.60	573,383.40
61005	Faculty Salaries-Bonus	0.00	4,500.00	(4,500.00)
61010	Other Faculty-10% Benefits	64,915.00	0.00	64,915.00
61100	Academic Support Sal	0.00	20,000.00	(20,000.00)
61800	Student Payroll	0.00	1,029.52	(1,029.52)
61900	Stipend Payment	0.00	200.00	(200.00)
61990	Benefit Payment	0.00	8,000.00	(8,000.00)
69100	Benefits	574,077.00	396,454.83	177,622.17
71012	Lecturer-Dept	0.00	0.00	0.00
71501	Suppl-Office	0.00	131.22	(131.22)

10A

71601	Suppl-Instructional	75.00	0.00	75.00
72001	Central Services Copying	5,500.00	6,055.04	(555.04)
72201	Equipment Leasing	0.00	0.00	0.00
Screen total		(2,475,488.00)	(1,689,880.05)	
Running total		(2,475,488.00)	(1,689,880.05)	
Report Total (of all records)		(2,478,672.00)	(1,691,980.17)	

Next 15>

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

☐ **Shared**

Compute Additional Columns for the query

Column 1	Operator	Column 2	Display Afte
FY06/PD14 Adopted Budget	percent of	FY06/PD14 Adopted Budget	FY06/PD14 Ac

Perform Computation

Another Query

RELEASE: 7.1.0.1

The Account Summary page shows totals for up to 15 account codes. Click on button labeled Next 15 to view more accounts.

To view the transactions that support a total, click on the underlined amount.

SMITH COLLEGE BannerWeb

Search Go

MENU | SITE MAP | HELP | EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2006			
As of Feb 20, 2006			
Chart of Accounts	1 Smith College	Commitment Type	All
Fund	101010 General Fund Income/Expense	Program	All
Organization	3146 English	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY06/PD14 Adjusted Budget	FY06/PD14 Year to Date	FY06/PD14 Available Balance
72221	Film Rental	100.00	100.00	0.00
74512	FSIA (Faculty-Student Activities)	775.00	577.50	197.50
74515	Entertainment-Faculty	350.00	350.00	0.00
74801	College Phone Fee	0.00	(8.72)	8.72
74851	College Mail Fee	0.00	127.38	(127.38)
74853	Postage	0.00	39.00	(39.00)
74857	Mailing-Courier (FedEx, UPS, etc)	484.00	204.74	279.26
77101	Memberships	825.00	425.00	400.00
77777	Miscellaneous	450.00	285.22	164.78
85211	Equip-Prior Year	200.00	0.00	(35.00)
Screen total		(3,184.00)	(2,100.12)	

11 A

Running total	(2,478,672.00)	(1,691,980.17)	
Report Total (of all records)	(2,478,672.00)	(1,691,980.17)	

<Previous 15

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

☐ **Shared**

Compute Additional Columns for the query

Column 1	**Operator**	**Column 2**	**Display Afte**
FY06/PD14 Adopted Budget	percent of	FY06/PD14 Adopted Budget	FY06/PD14 Ac

Perform Computation

Another Query

RELEASE: 7.1.0.1

11.B

SMITH COLLEGE BannerWeb

Search Go

MENU | SITE MAP | HELP | EXIT

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jun 30, 2006			
As of Feb 20, 2006			
Chart of Accounts:	1 Smith College	Commitment Type:	All
Fund:	101010 General Fund Income/Expense	Program:	All
Organization:	3146 English	Activity:	All
Account:	74515 Entertainment-Faculty	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Nov 16, 2005	Nov 16, 2005	U1812	Cuisine De Soleil - Fall Reception	272.48	FT01
Oct 28, 2005	Oct 28, 2005	I0428948	Gorra, Michael E..	77.52	INNI
Report Total (of all records):				350.00	

Available Budget Balance:	0.00

Download

Save Query as

☐ **Shared**

Another Query

RELEASE: 7.1.0.1

You can see more information about a particular transaction by clicking on the underlined Document Code.

12

SMITH COLLEGE BannerWeb

Select Document

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	I0428948	Description:	Gorra, Michael E..
Transaction Date:	28-Oct-2005		

Accounting Information

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
1	101010	3146	74515	1100			77.52	INNI
1	544325	3146	74515	1100			87.53	INNI

Save Query as:

☐ **Shared**

Another Query

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Oct 31, 2005	Check Disbursement	!0010701	

RELEASE: 8.3

SMITH COLLEGE BannerWeb

Search Go

MENU | SITE MAP | HELP | EXIT

View Document

Invoice Header

Invoice	Sub#	Purchase Order	Invoice Date	Trans Date	Payment Due	Total
I0428948	1		Oct 28, 2005	Oct 28, 2005	Oct 31, 2005	165.05

Complete:	Y	Approved:	Y	Vendor Inv	
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:	990426788	Gorra, Michael E.
	26 Franklin Street	
	Northampton, MA 01060	
Collects Tax:	Collects No Taxes	
Discount Code:		
Currency:		

Invoice Commodities

Item	Commodity	Description							
1		Reimb 10/15 Reception							
	P O Item	U/M	Tax Group		TolOverride	Final Pmt	Last Rcv	Suspense	
								N	
					Approved	Disc	Addl	Tax	Net
	Amount				165.05	.00	.00	.00	165.05

Total of all Commodities	165.05

Invoice Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	
		Bank	NSFSusp	NSFOvr		Approved	Disc	Tax	Addl		Net
1	1	06		101010	3146	74515	1100				

14 A

		55	N	N		77.52	.00	.00	.00	77.52
2	1	06		544325	3146	74515	1100			
		55	N	N		87.53	.00	.00	.00	87.53
Total of displayed sequences:										165.05

Related Documents

Transaction Date	Document Type	Document Code	Status Indicator
Oct 31, 2005	Check Disbursement	!0010701	

RELEASE: 7.1.0.1

This is as much information as is provided on BannerWeb. You may either enter another query, use the back button to return to the previous page, or exit from BannerWeb.

SMITH COLLEGE BannerWeb

Search Go

MENU | SITE MAP | HELP | EXIT

Select a link in the Query Results list to retrieve detail information for the specific item chosen. Select one of the Download options to download Budget Query data to a Microsoft Excel spreadsheet. Calculate user defined columns for the query by making selections from the Compute Additional Columns pull down lists.

Report Parameters

Organization Budget Status Report			
By Account			
Period Ending Jun 30, 2006			
As of Feb 20, 2006			
Chart of Accounts	1 Smith College	Commitment Type	All
Fund	101010 General Fund Income/Expense	Program	All
Organization	3146 English	Activity	All
Account	All	Location	All

Query Results

Account	Account Title	FY06/PD14 Adjusted Budget	FY06/PD14 Year to Date	FY06/PD14 Available Balance
58702	Telephone	0.00	44.16	(44.16)
58806	Copy Services	0.00	3,984.00	(3,984.00)
61000	Faculty Salaries	1,830,921.00	1,257,537.60	573,383.40
61005	Faculty Salaries-Bonus	0.00	4,500.00	(4,500.00)
61010	Other Faculty-10% Benefits	64,915.00	0.00	64,915.00
61100	Academic Support Sal	0.00	20,000.00	(20,000.00)
61800	Student Payroll	0.00	1,029.52	(1,029.52)
61900	Stipend Payment	0.00	200.00	(200.00)
61990	Benefit Payment	0.00	8,000.00	(8,000.00)
69100	Benefits	574,077.00	396,454.83	177,622.17
71012	Lecturer-Dept	0.00	0.00	0.00
71501	Suppl-Office	0.00	131.22	(131.22)

ISA

71601	Suppl-Instructional	75.00	0.00	75.00
72001	Central Services Copying	5,500.00	6,055.04	(555.04)
72201	Equipment Leasing	0.00	0.00	0.00
Screen total		(2,475,488.00)	(1,689,880.05)	
Running total		(2,475,488.00)	(1,689,880.05)	
Report Total (of all records)		(2,478,672.00)	(1,691,980.17)	

Next 15>

Download All Ledger Columns | Download Selected Ledger Columns

Save Query as

☐ **Shared**

Compute Additional Columns for the query

Column 1	**Operator**	**Column 2**	**Display Afte**
FY06/PD14 Adopted Budget	percent of	FY06/PD14 Adopted Budget	FY06/PD14 Ac

Perform Computation

Another Query

RELEASE: 7.1.0.1

Click on Download Selected Ledger Columns.

Report Parameters

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jun 30, 2006			
As of Feb 20, 2006			
Chart of Accounts:	1 Smith College	Commitment Type:	All
Fund:	101010 General Fund Income/Expense	Program:	All
Organization:	3146 English	Activity:	All
Account:	72001 Central Services Copying	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jan 31, 2006	Feb 02, 2006	U1885	CSERV-Copying-p38905	360.20	FT01
Jan 31, 2006	Feb 02, 2006	U1885	CSERV-Copying-p38911	135.90	FT01
Jan 31, 2006	Feb 02, 2006	U1885	CSERV-Copying-p38912	1,215.20	FT01
Jan 31, 2006	Feb 02, 2006	U1885	CSERV-Copying-te29791	172.50	FT01
Jan 31, 2006	Feb 02, 2006	U1885	CSERV-Copying-p7026	110.16	FT01
Dec 31, 2005	Jan 05, 2006	U1853	CSERV-Copying-p38901	189.42	FT01
Dec 31, 2005	Jan 05, 2006	U1853	CSERV-Copying-p38902	154.14	FT01
Dec 31, 2005	Jan 05, 2006	U1853	CSERV-Copying-p38904	515.20	FT01
Dec 31, 2005	Jan 05, 2006	U1853	CSERV-Copying-p38903	117.46	FT01
Nov 30, 2005	Dec 02, 2005	U1831	CSERV-Copying-p38900	90.00	FT01
Nov 30, 2005	Dec 02, 2005	U1831	CSERV-Copying-p7020	9.00	FT01

Nov 16, 2005	Nov 16, 2005	U1812	Colored Posters	10.00	FT01
Nov 16, 2005	Nov 16, 2005	U1812	First-Year Seminar Printing Charge	(300.00)	FT01
Sep 30, 2005	Oct 04, 2005	U1760	CSERV-Copying-p38456	269.06	FT01
Sep 30, 2005	Oct 04, 2005	U1760	CSERV-Copying-p38890	113.52	FT01
Screen Total:				3,161.76	
Running Total:				3,161.76	
Report Total (of all records):				6,055.04	

Available Budget Balance:	(555.04)

Next 15>

Download

Save Query as

☐ **Shared**

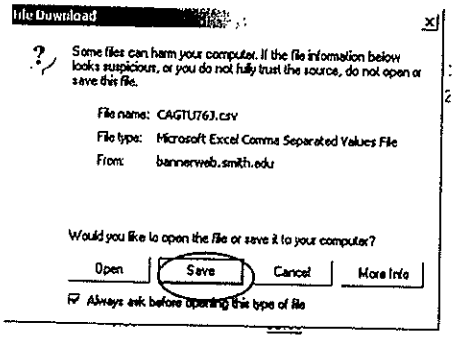
Another Query

RELEASE: 7.1.0.1

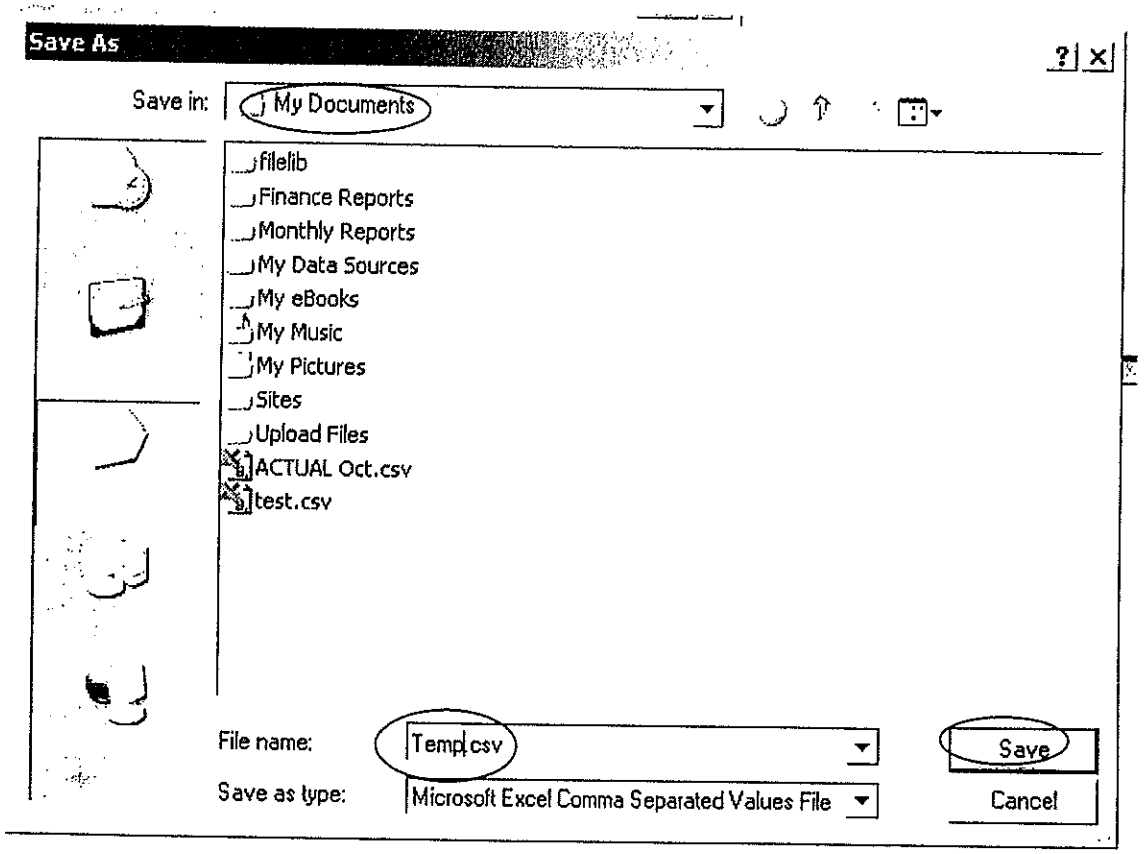
From the transaction Detail Page:

Click on Download.

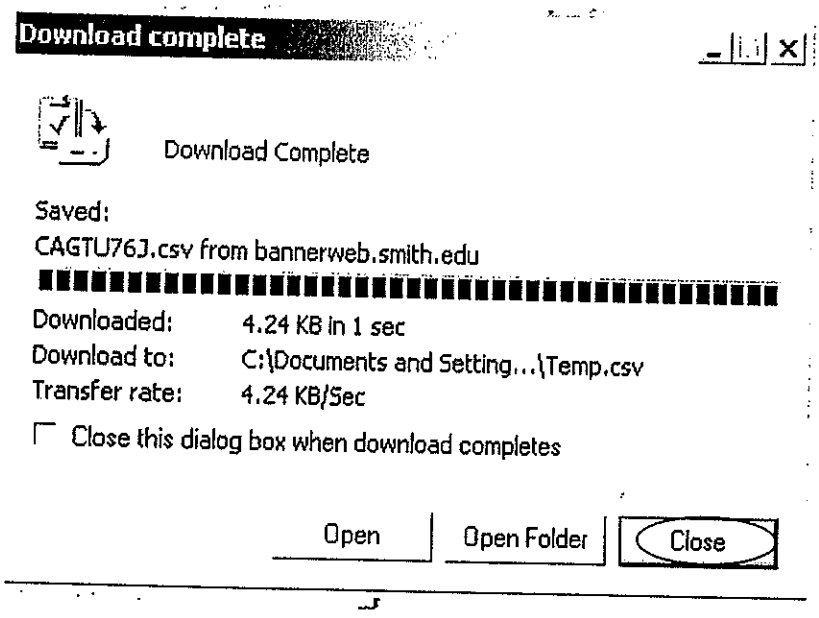
16B


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: CAGTU763.csv
File type: Microsoft Excel Comma Separated Values File
From: bannerweb.smith.edu
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Click Save.



Specify the location to store the file, as well as a name for the file and click save.



When the download is complete, click close.