

**Find your Budget amounts in the Budget Booklets for the new fiscal year.*

www.snow.edu – Offices – Budget Office

Badger Web Finance is a web-based interface that accesses finance information from Banner. Badger Web Finance is updated in real time with Banner and reflects the current information as posted in Banner. Badger Web Finance can answer the following questions:

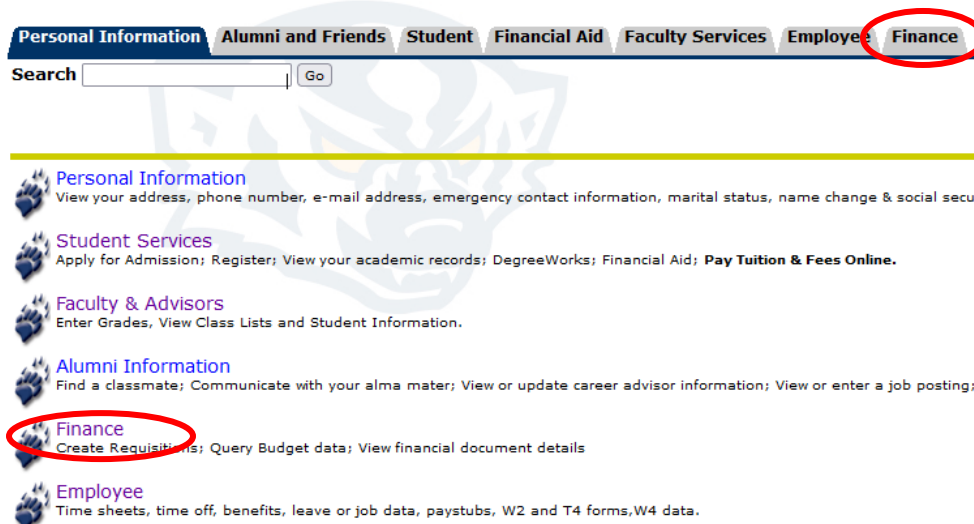
- What's my budget balance?
- What expenses have hit my index so far this year?
- Did my budget transfer go through yet?
- Have I been paid for this yet?
- Etc.

Below are instructions on how to use Badger Web Finance.

1. Log In to the Badger Web system. Here is a link to the log in page.

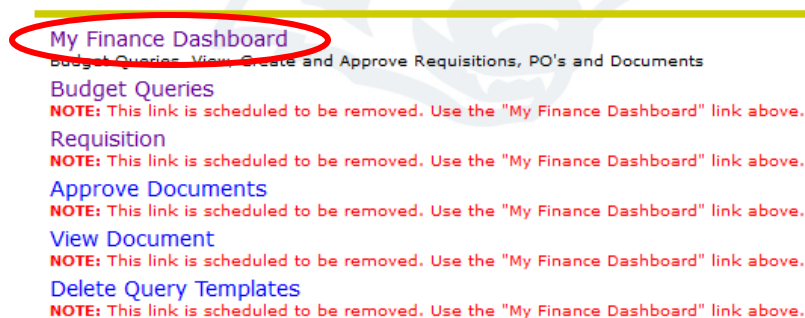
➤ <https://badgerweb.snow.edu>

2. After you've logged in, click on the "Finance" button.

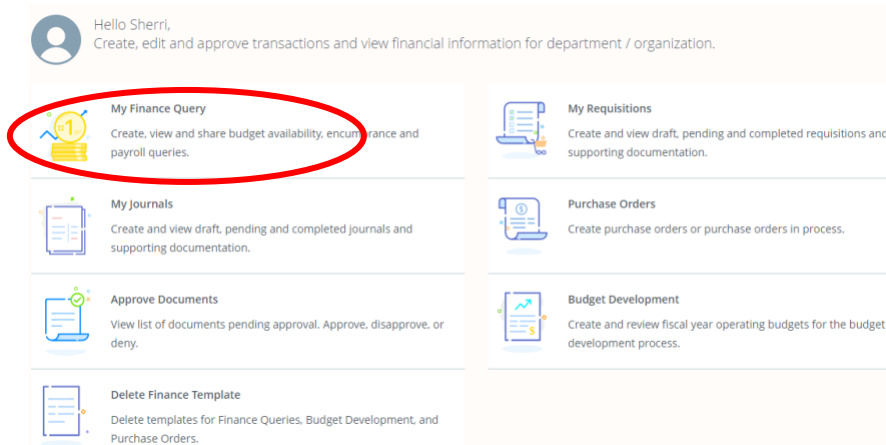


3. Next Click "Budget Queries."

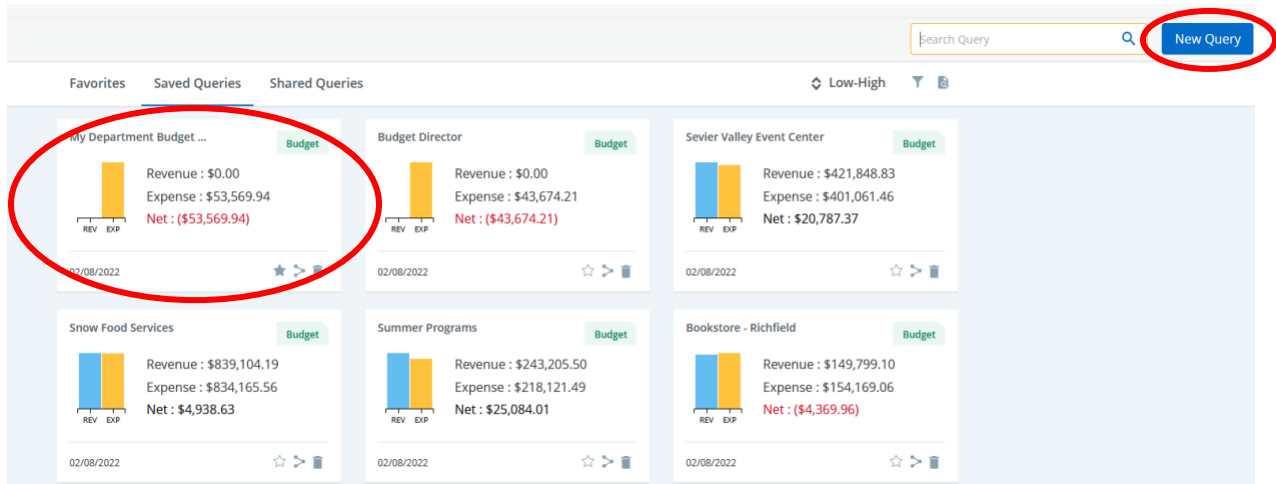
Finance



4. Next Click “My Finance Query”



5. Click “New Query” or you can have a Saved Query



6. If you selected “New Query” ...make sure the “Create a New Query” drop down menu says “Budget Status by Account”, enter the correct Chart (A or S), enter your Index number, make sure to click on the “Include Revenue Accounts” box, enter your fiscal year and period

Create New Query

Select Query Type
Budget Status by Account

Values

Chart * A Snow College Index 4310 Budget

Commitment Type All ☒ Include Revenue Accounts

Fiscal Year * 2022 Fiscal Period * 14

Comparison Fiscal Year None Comparison Fiscal Period None

Check the desired options and then click “Submit.”

- The recommended options are the ones checked in the below picture.

Operating Ledger

<input type="checkbox"/> Adopted Budget ⓘ	<input checked="" type="checkbox"/> Year to Date ⓘ
<input type="checkbox"/> Budget Adjustment ⓘ	<input type="checkbox"/> Encumbrance ⓘ
<input checked="" type="checkbox"/> Adjusted Budget ⓘ	<input type="checkbox"/> Reservation ⓘ
<input type="checkbox"/> Temporary Budget ⓘ	<input type="checkbox"/> Commitments ⓘ
<input type="checkbox"/> Accounted Budget ⓘ	<input type="checkbox"/> Available Balance ⓘ

SUBMIT

7. Make sure the “Fiscal year” box says the correct fiscal year (e.g. 2022 for the fiscal year ending June 30, 2022). The “Fiscal period” allows you to view all activity from the beginning of the fiscal year through the end of the designated month (e.g. putting 3 would allow you to see July through September). If you want to see the whole year, put 14 in the “Fiscal period” box. The “Comparison Fiscal Year” box and the “Comparison Fiscal Period” boxes should say "None" if you only want to see the current year activity or you can compare last year or last month.

8. Now you should be at a screen that shows all account activity.

SNOW COLLEGE

My Finance • My Finance Query • Budget Status by Account

Budget Status by Account

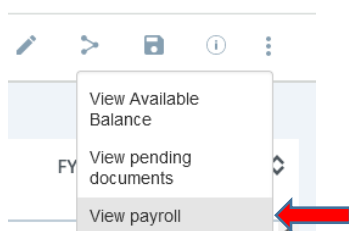
Controller - 4210

New Query

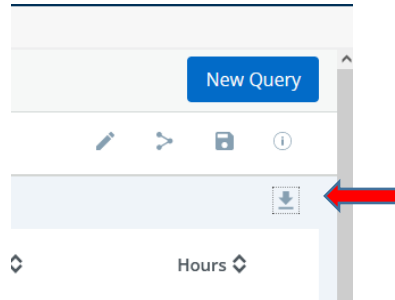
Query Results

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date
51080	Overage & Shortage	▲	\$0.00	\$47.05
60200	Salaries	●	\$486,222.00	\$0.00
60210	Cell Phone Salary	▲	\$0.00	\$875.00
60230	Staff Salaries	▲	\$0.00	\$181,909.11
60300	Hourly Wages	●	\$126,625.00	\$0.00
60310	Hourly Non Student Wages	▲	\$0.00	\$57,866.02
60315	Hourly Student Wages	▲	\$0.00	\$6,940.96
60365	Other Assignments	▲	\$0.00	\$12,000.00
60400	Benefits	●	\$306,657.00	\$0.00
60420	Dental Benefits	▲	\$0.00	\$3,094.54

9. You can click on the blue hyperlinks to see the detail for each account.
10. You can click on the three dots off to the right and click “View Payroll”. This then allows you to see the badgerid and last name for each area of payroll. Please review this and let me or someone in HR know that there is a problem so we can update the information and adjust where people are paid.



11. Export to Excel by clicking on the down arrow facing a line:



12. Steps to Filter information:

- Highlight and then delete all top rows.
- Click corner triangle on the left to highlight form
- Click Sort & Filter button
- Click drop down on "Last Name" and Sort
- Hourly check - Click drop down on "Earn Code" and Check boxes for HRG (hourly) & SRG (student)
- Other check - Click drop down on "Earn Code" and Check boxes any of the items below:
 - REG (regular pay); PHO (cell phone stipends); ADJ (adjunct); ORG (add'l pay)

13. Notify HR, or send an email to me, to correct budgets they are paid out of.

Account	Account Title	Employee	Last Name	Position	Transaction Date	Finance Docum	Rule Class	Earn Code	Hours	Debit/Credit
60315	Hourly Student	00224007	Adams	STU000	01/14/2022	F0025246	HGNL	SRG	20.36	Debit
60315	Hourly Student	00224007	Adams	STU000	12/15/2021	F0025130	HGNL	SRG	35.71	Debit
60315	Hourly Student	00224007	Adams	STU000	11/15/2021	F0025031	HGNL	SRG	41.02	Debit
60315	Hourly Student	00224007	Adams	STU000	10/15/2021	F0024958	HGNL	SRG	47.15	Debit
60310	Hourly Non Stu	00141302	Allbee	HRL999	01/14/2022	F0025246	HGNL	HRG	107.75	Debit
60310	Hourly Non Stu	00141302	Allbee	HRL999	12/15/2021	F0025130	HGNL	HRG	110.25	Debit
60310	Hourly Non Stu	00141302	Allbee	HRL999	11/15/2021	F0025031	HGNL	HRG	96.75	Debit
60310	Hourly Non Stu	00141302	Allbee	HRL999	10/15/2021	F0024958	HGNL	OVT	14.00	Debit
60310	Hourly Non Stu	00141302	Allbee	HRL999	10/15/2021	F0024958	HGNL	HRG	133.50	Debit
60310	Hourly Non Stu	00141302	Allbee	HRL999	09/15/2021	F0024873	HGNL	HRG	137.50	Debit
60310	Hourly Non Stu	00141302	Allbee	HRL999	08/13/2021	F0024759	HGNL	HRG	114.25	Debit
60310	Hourly Non Stu	00020427	Bench	HRL000	12/15/2021	F0025130	HGNL	HRG	87.75	Debit
60310	Hourly Non Stu	00020427	Bench	HRL000	01/14/2022	F0025246	HGNL	HRG	60.50	Debit
60310	Hourly Non Stu	00186632	Draper	HRL000	01/14/2022	F0025246	HGNL	HRG	42.25	Debit



Banner: appnav.snow.edu (If it just circles, try another browser)

Logon – single sign on (first.last name) normal password

Budget Screens

FGIBDST “Organization Budget Status”= Income Statement (Revenue & Expenses)

FGITBSR “Trial Balance Summary” = Balance Sheet (Cash Balance)

FGIBDST – Income Statement

Chart = A starting in FY22 & S for past FY’s

Fiscal Year =22 (July 2021 – June 2022)

Index – populates remaining areas below

****Click Go Button****

Application Navigator x +

https://appnav.snow.edu/applicationNavigator/seamless

Organization Budget Status FGIBDST 9.3.6 (DBPROD)

Chart: A Snow College Fiscal Year: 22

Index: 4030 Human Resources

Query Specific: ☐ Account: Commit Type: Both

Include Revenue: ☒ Accounts

Organization: 4030 Human Resources Fund: 101010 State E & G

Program: 610 Institutional Support Account: Activity:

Account Type: Location:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

EDIT Record: 1/1 KEY_BLOCK_QUERY_ACCT [1] ©2000 - 2022 Ellucian. All rights reserved. ellucian.

Organization Budget Status FGIBDST 9.3.6 (DBPROD)

Chart: A Snow College Fiscal Year: 22 Index: 4030 Human Resources Query Specific: ☐ Include Revenue Accounts: ☒ Commit Type: Both Start Over

Organization: 4030 Human Resources Fund: 101010 State E & G Program: 610 Institutional Support Account: Account Type: Activity:

Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
60200	L	Salaries	199,620.00	0.00	0.00	
60210	L	Cell Phone Salary	0.00	1,538.64	0.00	
60230	L	Staff Salaries	0.00	129,457.09	0.00	
60300	L	Hourly Wages	34,946.00	0.00	0.00	
60310	L	Hourly Non Student Wages	0.00	18,235.31	0.00	
60315	L	Hourly Student Wages	0.00	2,733.75	0.00	
60365	L	Other Assignments	0.00	5,140.08	0.00	
60380	L	Medical Benefits Opt Out Stip...	0.00	2,909.12	0.00	
60400	L	Benefits	94,719.00	0.00	0.00	
60420	L	Dental Benefits	0.00	1,218.84	0.00	
60425	L	Dependent Life Insurance	0.00	65.32	0.00	
60440	L	FICA Employer Matching	0.00	10,430.01	0.00	
60445	L	Group Term Life Insurance	0.00	248.00	0.00	
60447	L	Long term Disability	0.00	125.24	0.00	
60450	L	Medicare Employer Matching	0.00	2,439.27	0.00	
60455	L	State Retirement	0.00	4,345.55	0.00	

1 of 2 Per Page Record 1 of 36

EDIT Record: 1/36 FTVACCT_BLOCK.FTVACCT_ACCT_C... ©2000 - 2022 Ellucian. All rights reserved. ellucian.

Pay attention to the pages in the bottom left-hand corner. Default is showing 20 entries per page. You can change it to 50 by using the drop down.

ACCOUNT NUMBER DETAILS:

50000's – Revenue

60000's – Payroll Expenses (60200 Salary; 63000 Hourly; 60360-60375 Adjunct/Overload pay; 64000 Benefits)

70000's – Expenses

70400 – Supplies and other services – (previously “Current Expense”) Budget – FY starts as the original budget amount for Orgs and current cash balance in Funds in July. Amount is adjusted by the rollover amount from the prior year for Orgs (figured around November) and Funds will be adjusted to current cash amount around November; then this number can be adjusted with revenue earned or budget transfers to allow more money to be spent.

BD01 – Added Money from Snow College

BD02 – Rollover from PY

BD05 – Added funds either from earned revenue or budget transfers

RELATED (Upper Right Side)

DETAIL – FGITRND – Transaction Detail Information (Short Cut Keys (F3))

SUMMARY - FGIBSUM – Budget Summary Information (Short Cut Keys (Shift + F2))

****This sums ALL programs under the Fund & Org**

DETAIL - To see the entries that make up the amount in the separate accounts.

Detail Transaction Activity FGITRND 9.3.22 (DBPROD)													
COA: A Fiscal Year: 22 Index: 2550 Fund: 101010 Organization: 2550 Account: 70525 Program: 130 Activity: Location: Period: Commit Type: Both													
DETAIL TRANSACTION ACTIVITY													
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description	Commit Type	Fund *	Activity Location
70525	2550	130	YTD	5,906.25	+	INEI	0185118	03/28/2022	03/29/2022	Washington Music Center	U	101010	
70525	2550	130	YTD	480.20	+	JE16	FP002622	02/07/2022	03/01/2022	P-Card 4246044622562092 2022/02/07	U	101010	
70525	2550	130	YTD	2,970.99	+	JE16	FP002596	11/08/2021	02/01/2022	P-Card 4246044622562092 2021/11/08	U	101010	
Total				9,357.44	+								
													Record 1 of 3

SUMMARY - To know exactly how much you have remaining in your current expense budget for all programs associated with the FUND & ORG – (see ARGOS statements for remaining in each Index):

Organization Budget Summary FGIBSUM 9.3.14 (DBPROD)				
Chart of Accounts: A Fiscal Year: 22 Organization: 2550 Music Fund: 101010 State E & G Commit Indicator: Both				
ORGANIZATION BUDGET SUMMARY				
Account Type	Adjusted Budget	YTD Activity	Commitments	Available Balance
Revenue				
Labor		1,070,384.00	1,009,971.39	60,412.61
Direct Expenditures		83,369.77	95,937.12	-30,642.35
Transfers				
Net: Revenue minus(Labor + ...	-1,153,753.77		-1,105,908.51	
		Total Commitments	18,075.00	

FGITBSR – Trial Balance Summary – Shows the Fund Balance of your Fund.
 (Starts with a number instead of letter in your index – Example A = 1, B = 2, etc.)

FUND BALANCE

Trial Balance Summary FGITBSR 9.0 (DBPROD)									
COA: S Snow College Fiscal Year: 21 Fund: D15256 Summer Programs OR Fund Type: Account: OR Acct Type: Start Over									
▼ CURRENT FUND BALANCE Insert Delete Copy Filter									
Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*	
11	1199	Interfund Cash	274,472.23	Debit		437,765.26	Debit		
13	1310	Accounts Receivable Other	0.00	Debit		0.00	Debit		
13	1315	Student Accounts Receivable	0.00	Debit		0.00	Debit		
20	2020	Accounts Payable	5.83	Credit		2,000.00	Credit		
20	2030	A/P General	0.00	Credit		2,614.00	Credit		
21	2120	Deposit-Other	0.00	Credit		1,000.00	Credit		
21	2128	Deferred Income ConE	0.00	Credit		233,013.33	Credit		
21	2131	Due-Day Summer	0.00	Credit		0.00	Credit		
31	3101	Revenue Control	0.00	Credit		475,299.67	Credit		
31	3102	Expenditure Control	0.00	Debit		550,628.14	Debit		
41	4200	Unrestricted Net Assets	274,466.40	Credit		274,466.40	Credit		
	Total	ALL ACCOUNTS	0.00			0.00			
					Current Fund Balance	199,137.93	Credit		
1 of 1 20 Per Page Record 1 of 11 * - denotes amount is opposite of Normal Balance									

DETAIL - Related - FGIGLAC General Ledger Activity (Short Cut Keys (F3))

You want the Current Fund Balance at the bottom to have a **CREDIT** balance. This means you have a **POSITIVE** balance in your account.

FAQs (Frequently Asked Questions)

- **How do I export to Excel?**

Click on the Gear “Tools” in the upper right corner of the screen. Short Cut Keys are (Shift+F1)

- **I entered my number into the Index, but no activity shows up in the query results?**

This usually means that you have not been given access to view that account. You will need to have the account holder responsible for that account, contact the Budget Office (x7251 or sherri.hansen@snow.edu) requesting access to that account. You must have the budget holder's permission to gain access.

- **I don't see all the income that I am expecting?**

This means that the income has not yet been recorded or that it was recorded elsewhere. If you are expecting money from an outside source, check with that source to make sure they have sent the money. If they have already sent the money, and we should have received it by now, check with the Controller's Office (x7267 or carlie.fowles@snow.edu) or Budget Office (x7251 or sherri.hansen@snow.edu) to see if it was recorded in another account.

- **I don't see an expense that I am expecting?**

Pcard expenses only hit your account once a month at the end of the month after the monthly Pcard statements are finalized. Check requests are usually processed twice a week. If it is a check request, it won't hit your account until the next check run is processed. Budget transfers are usually processed once a week by the Controller's Office. If it is a budget transfer, it likely won't hit your account until the following week.

- **Why can't I see my individual Pcard transactions?**

If you want to see individual Pcard transactions, you will need to keep a copy of your receipts or log into your US Bank account to view those until the new software is implemented. The amounts move into the account you selected in US Bank but the description just shows PCard and your number. The descriptions are not transferred at this time into banner.

- **Can I see how much person “A” was paid out of my account?**

Yes if you are the budget holder. You need to log into Badgerweb which process is explained in the badgerweb section above.

- **Why do I have a negative expense (normally in Current Expense Transfer)?**

Only Funds (lettered accounts) can receive revenue. Orgs (numbered accounts) can receive funds but they will come in the form of a negative expense or transfer. This will offset your other expenses allowing you to spend more.

For Example: Current expense Budget = 5,000. You have spent 4,500. So now you only have 500 left to spend. You received funds of 3,000 in the form of a negative current expense transfer. So now you still have 3,500 left to spend.

****If you have additional questions, please contact Sherri Hansen @ x7251 or sherri.hansen@snow.edu.**

Date: 04/08/22
Time: 10:58 AM

General Fund Balances

Fiscal Year: 22

Page 21
General Fund Balance Report

<u>Index</u>	<u>Description</u>	<u>Acct</u>	<u>Begin Amount</u>	<u>YTD Activity</u>	<u>Open Comm</u>	<u>Balance</u>	<u>Burn Rate:</u>
Daniels, Michael							
12040	IVC Facilitators Richfield						
	Hourly Wages & Add'l Pay	6xxxx	\$0.00	\$5,419.45	\$0.00	(\$5,419.45)	No Budget
2210	Concurrent Enrollment						
	Hourly Wages & Add'l Pay	6xxxx	\$54,036.00	\$154,751.25	\$0.00	(\$100,715.25)	286.39%
	Current Expenses	7xxxx	\$138,214.04	(\$15,722.35)	\$11,500.00	\$142,436.39	-3.05%
61110	IVC Revolving						
	Hourly Wages & Add'l Pay	6xxxx	\$21,800.00	\$4,858.94	\$0.00	\$16,941.06	22.29%
	Current Expenses	7xxxx	\$56,558.88	\$21,138.79	\$6,914.51	\$28,505.58	49.60%
2410	Dean of Students						
	Hourly Wages & Add'l Pay	6xxxx	\$48,830.00	\$12,741.03	\$0.00	\$36,088.97	26.09%
	Current Expenses	7xxxx	\$3,500.00	\$7,818.13	\$0.00	(\$4,318.13)	223.38%

FY22 Other Fund Balances (Normally Revenue Generating Funds) "**Index**" is found by taking the Fund and changing the first number to the respective letter of the alphabet). Example: 105190 is A05190; 203510 is B053510, etc.

Date: 04/08/22
Time: 11:00 AM

Other Fund Balances

Fiscal Year: 22

Page 11
Fund Cash Balance Report

<u>Fund</u>	<u>Description</u>	<u>Begin Amount</u>	<u>YTD Activity</u>	<u>Balance</u>
Olsen, Jay D.				
105190	Farm Lab	\$0.00	\$0.00	\$0.00
203012	ATE Livestock Management	\$0.00	(\$969.72)	(\$969.72)
203107	Online Farm Mgmt Grant	\$0.00	\$3,594.36	\$3,594.36
203130	Risk Management #11	\$0.00	\$17,534.67	\$17,534.67
203370	NSF-ATE Grant	\$0.00	\$1,618.47	\$1,618.47
203510	AG Special Projects	\$0.00	\$1,522.16	\$1,522.16

FY21 Other Fund Balances

Date: 04/08/22
Time: 11:01 AM

Other Fund Balances

Fiscal Year: 21

Page 23
Fund Cash Balance Report

<u>Fund</u>	<u>Description</u>	<u>Begin Amount</u>	<u>YTD Activity</u>	<u>Balance</u>
Olsen, Jay D.				
D15285	Farm Lab	\$10,927.23	(\$2,158.12)	\$8,769.11
R22074	Risk Management #9	\$12.29	(\$12.29)	\$0.00
R22081	Risk Management #10	(\$0.01)	\$0.01	\$0.00
R22083	Risk Management #11	\$0.00	\$0.00	\$0.00
R22305	UNL Benchmarking 2016	\$0.00	\$0.00	\$0.00
R22489	Bio Diesel Project	\$6,165.05	\$0.00	\$6,165.05
R22900	NSF-ATE Grant	\$963.12	(\$1,924.49)	(\$961.37)
R22901	AG Special Projects	\$29,574.62	(\$2,185.71)	\$27,388.91
R25826	FFA Field Day Scholarship	\$2,280.00	(\$1,000.00)	\$1,280.00