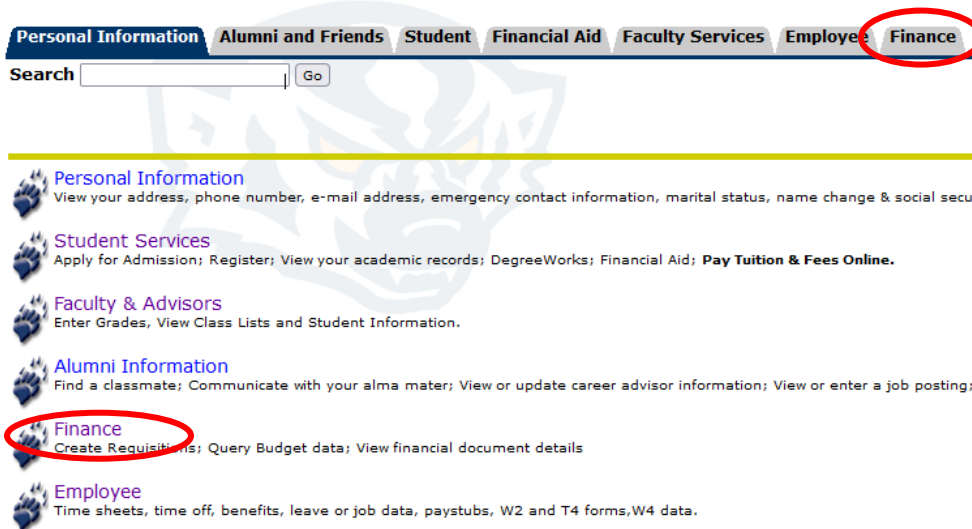


Badger Web Finance is a web-based interface that accesses finance information from Banner. Badger Web Finance is updated in real time with Banner and reflects the current information as posted in Banner. Badger Web Finance can answer the following questions:

- What's my budget balance?
- What expenses have hit my index so far this year?
- Has my budget been reimbursed yet?
- Etc.

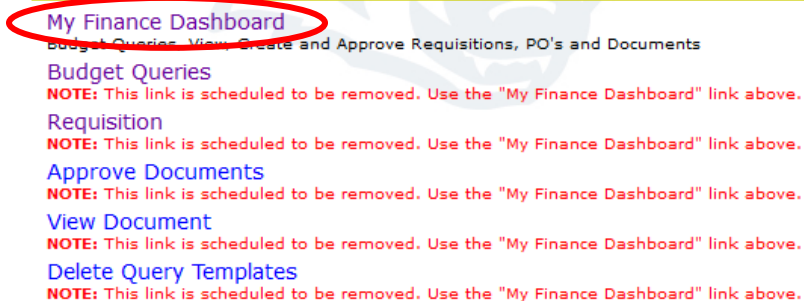
Below are instructions on how to use Badger Web Finance.

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”

Hello Sherri,
Create, edit and approve transactions and view financial information for department / organization.

- My Finance Query** (circled in red)
Create, view and share budget availability, encumbrance and payroll queries.
- My Requisitions**
Create and view draft, pending and completed requisitions and supporting documentation.
- My Journals**
Create and view draft, pending and completed journals and supporting documentation.
- Purchase Orders**
Create purchase orders or purchase orders in process.
- Approve Documents**
View list of documents pending approval. Approve, disapprove, or deny.
- Budget Development**
Create and review fiscal year operating budgets for the budget development process.
- Delete Finance Template**
Delete templates for Finance Queries, Budget Development, and Purchase Orders.

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

Search Query **New Query** (circled in red)

Favorites Saved Queries Shared Queries Low-High

Department	Revenue	Expense	Net
My Department Budget ... (circled in red)	\$0.00	\$53,569.94	(\$53,569.94)
Budget Director	\$0.00	\$43,674.21	(\$43,674.21)
Sevier Valley Event Center	\$421,848.83	\$401,061.46	\$20,787.37
Snow Food Services	\$839,104.19	\$834,165.56	\$4,938.63
Summer Programs	\$243,205.50	\$218,121.49	\$25,084.01
Bookstore - Richfield	\$149,799.10	\$154,169.06	(\$4,369.96)

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 (use “14”) this will include ALL activity for the fiscal year.

Create New Query

Select Query Type: Budget Status by Account (indicated by a red arrow)

Values

Chart*: A Snow College Index: 4310 Budget

Commitment Type: All Include Revenue Accounts (circled in red)

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

Adopted Budget Year to Date

Budget Adjustment Encumbrance

Adjusted Budget Reservation

Temporary Budget Commitments

Accounted Budget 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

Query Results

Account	Account Title	Health	FY22/PD14 Adjusted Budget	FY22/PD14 Year to Date
51080	Overage & Shortage		\$0.00	\$47.05

9. You can click on the blue hyperlinks to see the detail for each account (yellow arrow above).

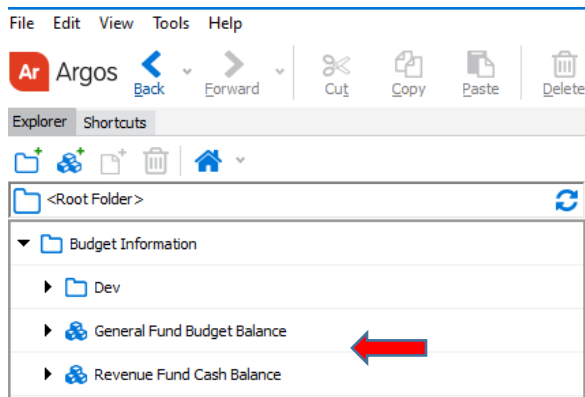
10. To save time, you can save this query by clicking on the floppy disk (green arrow above). Name it and click on "Set as favorite" to put on your main screen.

ARGOS – Budget Information (Current Balance Information)

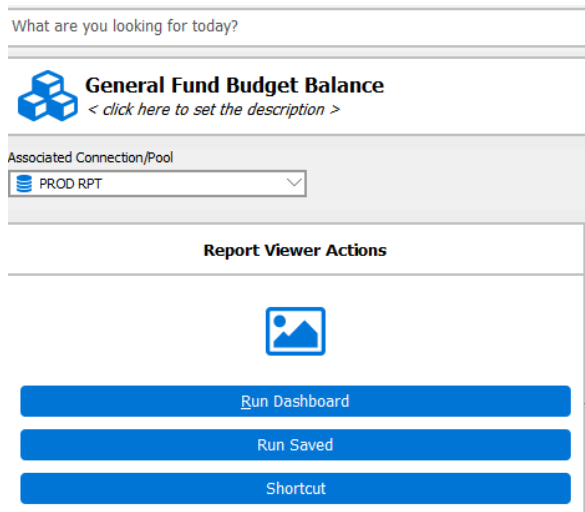
1-Log into ARGOS (argos.snow.edu) and you should see a folder “Budget Information”

2-There are two dashboards that will give you your balance in either the General Fund or your Revenue Funds.

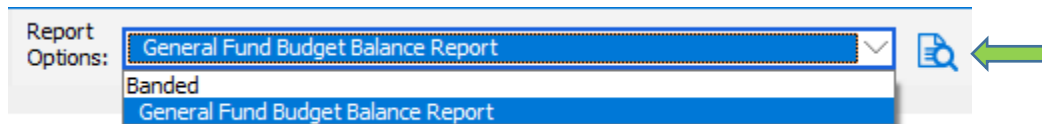
3-When you log in to Argos it should show you all indexes that you have been given access to and not just the indexes that you are budget holder over.



4- Click on Run Dashboard

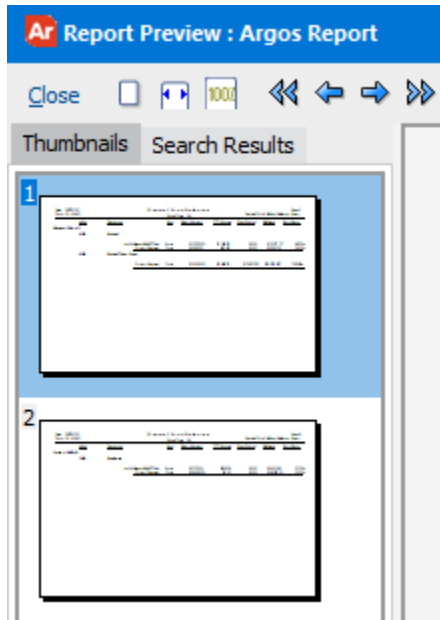


5- Click on Report Options: “General Fund Budget Balance Report”



6- Click on the report viewer (see Green arrow above)

7- Budget holders will be shown in separate sheets with their balance information.



General Fund Budget Balance Report:

Date: 08/22/23
Time: 09:50 AM

General Fund Balances
Fiscal Year: 24

Page 1
General Fund Budget Balance Report

Index	Description	Acct	Begin Amount	YTD Activity	Open Comm	Balance	Burn Rate:
Brenchley, Michael T.							
2810	Dean Sch of Social Sciences						
	Hourly Wages & Add'l Pay	6xxxx	\$23,000.00	\$2,058.40	\$0.00	\$20,941.60	8.95%
	Current Expenses	7xxxx	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%

Revenue Fund Balance Report:

For Fiscal Year's after FY22 Revenue Fund Balances "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: 08/22/23
Time: 09:45 AM

Revenue Fund Balances
Fiscal Year: 24

Page 1
Revenue Fund Cash Balance Report

Fund	Description	Begin Amount	YTD Activity	Balance
Hansen, Sheri L.				
106870	Inclusive Access	\$61,085.03	\$20,695.24	\$281,780.27
301080	Peppi Vending Ephraim	\$142,883.17	\$31,958.44	\$174,841.61