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Introduction: Overview

The Budget Office is pleased to provide this Resource Guide as a helpful reference. It can be used by Budget Administrators or anyone providing budget support; by those stepping into a new position or by seasoned personnel needing guidance in a specific area or procedure.

It is our commitment to customer service that has prompted us to gather policies, frequently asked questions, and procedures in this comprehensive volume. We provide a wealth of budgetary information on our Budget Office website as well....

http://www.middlebury.edu/administration/budget/

This guide will assist you in performing oversight of the budgets in your area. There are three tools available to view budget information: Banner INB, BannerWeb and Hyperion. We will focus on BannerWeb and Hyperion in the following pages.

We welcome your questions and are happy to provide support at any time.

Thank you.

Kristen Anderson, Budget Director
Ruth Hardy, Budget Analyst
Sue Lalumiere, Budget Analyst
Susan Simmons, Budget Systems Analyst
Banner: What is a FOAPAL?

FOAPAL is an acronym used by Banner to describe the means in which financial data is organized. The correct account designation is critical for recording and reporting financial information.

Example of a FOAPAL: 100010-202101-704150-130-xxxxxx

F Fund (6 digits)
The monetary resources of the College are organized into fund accounts. The first 6 digits of the account string dictate which funding source is being utilized by a department. One department may have several different funding sources, both unrestricted and restricted.

Examples of Fund accounts:

Unrestricted Funds available for financing operations
100010 Current Fund

Restricted Funds designated for a specific purpose, program or department
Begins with 20 Endowed Funds
Begins with 265 Federal Grants
Begins with 268 Non-Federal Grants
Begins with 27 Gifts

O Organization (6 digits)
Operational segments of the College are grouped into departments. Each department is assigned an Organization code to track the financial activities.

Examples of Organizational Codes:
202101 Student Affairs (MIIS)
303001 Human Resources (MIIS)
400001 Development Office (MIIS)

A Account (6 digits)
Account Codes are assigned to track the type of revenue or expense that has been incurred. Revenue, Expenses, etc. are assigned a 6 digit number to classify the information accordingly.

Examples of Account Codes:

Begins with 5 = Revenue Account
Begins with 6 = Labor Expense Account
Begins with 7 = Expense Account
Miscellaneous Revenue  604130  Graduate Student Wages  704150  Other Supplies Expense

P  Program (3 digits)
The program code is a 3 digit code that denotes the area of the College where the revenue or expense will be attributed.

Examples of Program Codes:
  105  Student Aid
  110  Instruction
  120  Academic Support
  130  Student Services

A  Activity (6 digits)
An activity code allows easy tracking of an event or ongoing activity. When used in conjunction with the org and account numbers, the expenses attributed to the activity can easily be monitored.

L  Location
Assigned to specific College-held buildings and lots

Index Code
An Index code is a unique code made up of six letters or numbers, which translates to a specific Fund-Org-Program Code combination. It can also include an Activity Code. Budgets can be viewed in Banner INB and BannerWeb by using your Index Code.

Remembering an Index code can be easier than remembering a full FOAPAL string.

Example of Index Code:
  301001  Business Office  100010-301001-140
Banner: Banner Glossary

Active Field
The field where the flashing cursor is located or an information field that is highlighted.

Auto Help line
A status line which displays error messages and important information about your next step. It is located at the bottom left of the Banner screen.

Banner
The application supporting the processing of the information MIIS uses to manage its resources and functions. This includes not only financial information, but also registration, admissions and advancement information.

Block
A block is a section of a form or window that contains related information. If a form or window contains more than one block it may be enclosed in a beveled box.

Button
Buttons are visual images used to perform an action or respond to the system. Banner forms use iconic buttons and response buttons.

COAS Code
This stands for “Chart of Accounts Code” in Banner. MIIS' Chart of Account Code is 2, while Middlebury’s is 1.

Checkboxes
Checkboxes are small boxes used to enable or disable features or options. When an option is enabled, a check mark appears in the checkbox. When an option is disabled, the checkbox is empty. Click on a checkbox to enable or disable it.

Database
A database is a collection of data that is organized so that its contents can easily be accessed, managed, and updated.

Field
A field is a defined data element in a unit of data, such as a record, that has a purpose and usually a fixed size. Fields on a Banner form are defined by a box or grid.

Field name
On a form, the field name is to the left of or above the field and is descriptive of the field contents.

Form
A form is an online document where you can enter and look up information in your database. A form visually organizes information so it is easier to enter and read.
Frame
A single division in a window that is clearly divided from another section by a bar.

ID
A unique identifier for related items of information, such as the MIIS employee’s ID number.

Key block
The first block of a form. It contains identification information related to the form’s function. It allows you to search for the unique identifier or the record you want to view. Use Ctrl / Page Down keys to move to the next block. A form may have several blocks. Press + until no more blocks are presented.

Keyboard equivalents
Specific keystrokes for a function which can be used to run the function rather than selecting a menu item or clicking a button.

List of Values (LOV)
A standardized catalog of data items acceptable for a particular field in the Banner databases.

Logon
Logon is the procedure used to get access to the Banner system. You must have username and a password to logon.

Main menu
The first screen you see when entering Banner. It is split into two panes and contains navigation options consisting of submenus and forms.

Menu
A list of options. The options can be commands from a pull-down menu or navigation aids that you can step through to find a form.

Menu bar
The horizontal bar just below the Banner logo with pull-down command menus.

Navigation
Moving around a computer system by way of menus, folder systems, and other tools to gain access to data and storage systems.

Next Block
This is a Banner-specific function, where you move from one block of information on the screen to the next block of information. This can be achieved by clicking on the Next Block icon in the Banner toolbar, or by hitting the keys Ctrl + Page Down.
Pane
A single division in a window that is clearly divided from another section by a bar. It may have more fields than can appear at one time and have horizontal or vertical scroll bars to assist with viewing additional fields.

Pull-down list
Some fields have an arrow on the right side of the field box. By clicking on the arrow, a Pull-down list is seen. It is used to select a field value from a list of pre-defined values.

Pull-down menu
A pull-down menu is a list of commands that opens when an item on the tool bar is clicked.

Query
A query (noun) is a question, often required to be expressed in a formal way. In computers, what a user of a database enters is sometimes called the query. You use a query to look up existing information, often returning information to the calling form.

Radio button
Radio buttons are small circles used to select one of several options in a group. You can pick only one radio button in a group; click a radio button to select it. When you click a radio button, a previously selected button is cleared and a small, filled circle fills the newly selected button.

Record
A record is a collection of data items arranged for processing by a program. Multiple records are contained in a database.

Rollback
Clears all information (except key information) on an application or inquiry form and returns you to the first enterable field in the key block.

Save
Click to save all changes entered since the last time you saved.

Scroll bar
A bar positioned either horizontally or vertically on a Banner form to assist you in viewing additional fields that cannot be contained within the window or pane. A horizontal scroll bar looks like this:

Security
Features of a computer application or operating system that control access to information. Banner security has three components: Password security – information (username and password) unique to each user that identifies them to the computer system. Data access security – a definitions of user’s rights to the database.
Shortcut
A shortcut is a computer desktop icon that enables a user to easily see and select a particular program or data object.

Title bar
The bar above the key block of a form that displays the descriptive form name, the 7-character form name, the Banner release number and the database name.

Toolbar
A toolbar is a horizontal row or vertical column of selectable image buttons that give the user an easy way to select common functions, such as printing or saving a document, or moving forwards and backwards between screens.

Username
A unique identifier for a computer user which is used by the computer system, in conjunction with their password, to identify a user attempting to gain access to a data system.

Wildcard
A wildcard character is a special character that represents one or more other characters. Banner uses two wildcard characters: "_" - the underscore can be used to replace a single character. "%" – the percent can be used to replace multiple consecutive characters.

Window
A window is a framed portion of a form. Just as paper forms can have multiple pages, some Banner forms have multiple windows. The first window in a form is called the main window and is identified by the form name. All other windows in the form have their own unique names.
Banner: Commonly Used Account Codes

Student Wage expenses

604130  Graduate Student Wages
604140  Institute Workstudy
604601  Federal Qualified Workstudy

Equipment expenses

702130  Office Equipment Expense
702310  Computers Expense

Equipment repair

702520  Other Equipment Repair Expense
702530  Computer Equipment Repair/Maintenance

Contracted Services

703535  Consultants
703538  Outside Computer Services
703560  Software Maintenance Contracted Service
703580  Other Contracted Services

Supplies

704021  Copy Supplies Expense
704060  Hardware Expense
704150  Other Supplies Expense
704151  Academic Consumables-Supplies
704220  Other Office Supplies Expense

College Travel

706110  Food-College Travel Expense
706120  Lodging-College Travel Expense
706130  Miscellaneous-College Travel Expense
706210  Airline-College Travel Expense
706220  Car Rental-College Travel Expense
706230  Mileage-College Travel Expense
706330  Conference Registration Fees-College Travel Expense
Other Expenses

701020  Telephone Expense
710064  Miscellaneous
710110  Shipping Expense
710150  Laundry Expense
710230  Printing
710205  Other Fees
710250  Software
710260  Space Rentals
710285  Subscriptions
710520  Non-College Catering & Meals Expense
710620  Institutional Dues and Memberships
710910  Postage
Banner: Frequently Asked Questions

1: What is a budget number?
   A budget number is the string of numbers used to track budgets and expenses. A budget number consists of a fund, org, account, program code, and sometimes an activity code or a location code. The budget number is also known as a FOAPAL.

2: What is a FOAPAL?
   A FOAPAL is the acronym used by Banner for the budget number.
   
   F  Fund
   O  Organization
   A  Account
   P  Program
   A  Activity (optional)
   L  Location (optional)

3: What is Banner?
   Banner is the computer software that the MIIS uses for tracking financial data.

4: How do I use Banner?
   Instructions are contained within this document. For more specific information on navigating in Banner, contact the Budget Office at budget@middlebury.edu.

5: How do I find out how much money I have in my budget?
   Check BannerWeb for information on your budget. For detailed instructions see page 16 How To: View Budgets in BannerWeb in this reference guide.

6: What is an activity code?
   An activity code allows easy tracking of an event or on-going activity. When used in conjunction with the org and account numbers the expenses attributed to the activity can easily be monitored.
What is BannerWeb?

BannerWeb is the web interface to Banner data, which allows you to use the Internet to view and manipulate Banner data with Internet Explorer version 5.0 or higher. BannerWeb does not currently work with Netscape.

You can use your favorite platform - the web interface to Banner can be used on a Macintosh or Windows computer!

If you have questions about BannerWeb, please contact the Helpdesk at helpdesk@middlebury.edu.

How To Get To The BannerWeb Site

- Open a new Internet Explorer window and go to http://www.middlebury.edu
- On the Middlebury College home page, click BannerWeb (lower-right corner of the web page).

1. The User Login page above displays. Click in the User ID field, and then type your BannerWeb User ID.
   Note: Your BannerWeb User ID is an eight-digit number composed of two zeros followed by your six-digit, College ID number.

2. Press the Tab key. Your cursor moves to the PIN field. Type your PIN.

3. Click Login.
How To: View Budgets In BannerWeb

Budget Queries
Creating A Budget Query By Account, By Organizational Hierarchy, Or A Budget Quick Query

Budget queries are used to view details concerning budgets and YTD spending.

1. Log into BannerWeb, as if you were going to enter your time. 
2. This time, however, click on Finance Information. 
3. Next, click Budget Queries.

4. Your choices from the Create Query drop-down menu are:
   - Budget Status by Account.*
   - Budget Status by Organizational Hierarchy.
   - Budget Quick Query
   These options produce distinctly different results even when the same columns (fields) are selected for display.
   - *Most commonly used*, however, is Budget Status by Account…so select that here.
5. Click Create Query.
6. The page changes. **Select the parameters for your query** by clicking the check boxes associated with the data columns available.

Most Budget Administrators find it helpful to check:

- **Accounted Budget**,
- **Year to Date**,
- **Commitments**,
- **Available Balance**

For a definition of all available columns, see the short glossary at the end of this section.

7. Click **Continue**.
8. Scroll down the new page until you see the above fields.

9. From the Fiscal year drop-down list, select the Fiscal Year from which you want to report data.

10. From the Fiscal period drop-down list, select the Fiscal Period from which you want to report data.

   **Note:** The Fiscal Period refers to the month of the Fiscal Year, so July = 01, August = 02, September = 03, etc. Enter 14 to see the entire fiscal year regardless of the current month.

11. Leave All as the Commitment Type. The college has not yet determined the rules governing this field.

12. In the Chart of Accounts field, type 2.

13. In the Index field, type your Index.

14. The system does not show revenue accounts unless you request them. If your department generates revenue and you want to view those accounts, click the Include Revenue Accounts check box.

15. You may leave the remaining fields blank. Click Submit Query.
16. BannerWeb translates the **Index** into the **Fund/Organization/Program** codes and redisplays the page with these fields populated. (Org is covered here for confidentiality)

17. Click **Submit Query** again.

The query runs and your report displays, with date and Fund-Org-Prog shown at the top, and Budgets and Year-to-Date activity shown in columns by Account code…….
Scrolling to the bottom of the page, you can tab to the next 15 lines of data, if there are more accounts on the next screen….and then tab back to Previous 15.

The amounts highlighted in blue indicate that you can “drill down” to greater detail. This can be especially helpful in the Year to Date column, showing transactions that make up the total amount. For example, click on the 760.86 Supplies amount in YTD column….
The next screen will list all the transactions by date that make up that total YTD. The blue text in the Document Code column will drill down to the journal for data entry. Once a drill-down has been accessed, the blue text turns purple, but is still accessible.

To get back to the query or to re-run with different fields, just click on the Back arrow.

When you are finished with viewing the budget query, simply click on Exit at the top of the screen. This way, you will securely Log Out from BannerWeb.
You will find, upon _returning_ to Budget Queries in BannerWeb, that the parameters of your last budget query are saved. Creating a similar budget query for the same or a different budget group is a matter of a few clicks and/or the entry of a few fields.

Here is a **short glossary of terms** seen in the BannerWeb Budget Query screens:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>The original budget as it was first rolled into the new fiscal year, excluding any adjustments made since then.</td>
</tr>
<tr>
<td>Budget Adjustment</td>
<td>Permanent and temporary adjustments that have been made to a budget.</td>
</tr>
<tr>
<td>Adjusted Budget</td>
<td>The actual budget in effect right now, the net of the Adopted Budget, and all adjustments that have been made.</td>
</tr>
<tr>
<td>Temporary Budget</td>
<td>The budget and adjustments you are working with on a temporary basis, not a permanently adjusted budget.</td>
</tr>
<tr>
<td>Accounted Budget</td>
<td>The original budget plus or minus any adjustments made by the Accounting Department. This is the true “now” budget.</td>
</tr>
<tr>
<td>Year to Date</td>
<td>The amount of money spent, or revenue collected, during the current fiscal year up to today’s date.</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Open Purchase Orders.</td>
</tr>
<tr>
<td>Reservations</td>
<td>Open Requisitions.</td>
</tr>
<tr>
<td>Commitments</td>
<td>A combination of open Purchase Orders and Requisitions. Once open purchase orders have been received and paid, they disappear from the Commitment column and become included in the Year to Date column.</td>
</tr>
<tr>
<td>Available Balance</td>
<td>The amount of money remaining in an account after all commitments to date are subtracted. This is the amount of money that can still be spent before the end of the current fiscal year.</td>
</tr>
</tbody>
</table>
Reporting: General Information

Reporting is one of the most valuable tools when it comes to overseeing budgets. It is through the use of reports that data is presented in a concise manner for review and analysis. And reports sometimes even bring errors to light.

While BannerWeb has some features that allow you to download the screen’s data to an Excel file, it is not in ready-to-print format. Hyperion budget reports in particular are designed to be easy to run, and they provide pre-formatted reports that can be easily printed or shared via e-mail. Hyperion reflects exactly the same financial data that is viewed in BannerWeb.

One aspect to note, however, is that Hyperion budget reports run on the Reporting Database. This means that the reported data is from the previous day; it is “day-old data.” This is intentional in order to save on the business-load to our Production database, where BannerWeb runs and returns real-time data.

While we in the Budget Office are more than happy to respond to particular ad hoc reporting requests from our colleagues, the intent is to enable everyone to run their own reports. Having the capability and confidence to run budget reports whenever needed makes your job of overseeing budgets much easier.
Reporting: Hyperion Budget Report
Instructions

For purposes of instruction, the following steps apply specifically to two reports:
MIIS Budget vs Actual YTD Dashboard
MIIS Account Activity Dashboard

These two reports have been written for MIIS general fiscal year budget data. A shorter version of these instructions, Quick Reference, appears at the end.

To begin:
Open a new session of Internet Explorer.

Follow this URL: http://peridot.middlebury.edu:8080/Hyperion/browse/login to Hyperion’s opening screen. Or, you can type in go/hyperion and click on the Hyperion Reporting link.
Set a bookmark to this location.

Enter your Network username and password as you would when starting up your computer in the morning, and click on the Login button.

Next you will see the Browse, or Menu screen, where department folders reside. Folders will contain queries that you have access to. If a folder is empty, it’s just that you do not have access to any queries there.

For Budget reports, go to Root → Budget → Budget Reports
Each query there shows a short description of its function below its title.

Click on the **MIIS Budget vs Actual YTD Dashboard** title to open the query.

In the **Logon** box, enter this time your **BANNER INB username and password**, as the query is pulling data directly from Banner, and accesses must be matched.

At the **Revenue check box**, you have the option to see Revenues in your report, or to exclude Revenues. Simply check the box if desired. Then click on **Enter**.
After you hit Enter you may wait a minute or so…things are loading! After this pause, a message box will appear “Connected to database.” Click on OK to continue.

MIIS Budget vs Actual YTD…..Report Parameters section is now activated.

NOTE: for all boxes in this section, you will need to place your cursor in the box, make your entry, and then click the Enter button below. As each box is entered, the next becomes available.

Enter the Fiscal Year in ‘yyyy’ format; that is, for FY08 data, enter 2008….for FY09 data, enter 2009, etc. Click on Enter FY.

Enter the Fund and Org, using the Available Funds and Available Orgs buttons at the bottom of the screen as reference, if needed. (see pg. 8 for explanation) Click Enter each time. (Org is covered here for confidentiality)

Two more boxes, Account and Activity Code, are next. You may make an entry to see only one Account or Activity code, or check the “ALL” box and you will get all.
Once you enter the last box, Activity Code, or click on All, the **Report Options** section becomes available.

**Report Options** are displayed in a drop-down box. Select the report you want.

The first three reports are pre-set to a PDF format, excellent for printing and e-mailing, while the “Pivot” report is designed for those who want to work with the data in Excel.

Then choose to either **Display** it to the screen, **Print** it, or **Export** it. “Export” means to **save** the report to your own computer files.

Click on **Process**.
If you have chosen the **Display** option.....

You will see the actual report on the screen. You can still **Print** the report from here, clicking on the Print icon.

The **blue arrows** that you see to the top-right side are the “back and forth buttons."

To get back to the dashboard screen from the displayed report, click on the ← left blue arrow. The → right blue arrow is for moving forward to the next screen in a series.

If you have chosen the **Print** option from the Dashboard screen, a standard Print box pops up.
Choose printer, number of copies, etc. and click OK.
If you have chosen the **Export** option from the Dashboard screen, you have 3 fields to fill:

- **Save in:** Select the folder where you want to export (save) the report to
- **File Name:** Enter an appropriate File name
- **Save as File Type:** this will default to HTML. Change this at the drop-down menu.
  - Save as type Excel (*.xls) when exporting the Pivot
  - Save as type PDF (*.pdf) when exporting the Reports as Acrobat Reader format

Regardless of your choice, you do not need to leave this query to re-run it.

To **Re-Run** the same query with different parameters (that is, to change a limit),  ← Left blue arrow back if necessary to return to the Dashboard screen. You have two choices:

- Click **Refresh**, which clears all the parameter boxes. You must re-enter them all. Then click on **Process**.

  Or…..

- You can click in only the box(es) that you want to change
  - Remove the entry using the backspace key, or highlight the entry and overwrite it.
  - Click on that box’s **Enter** button
  - Then click on **Process**.
Key points to remember:

**You must** click on each box’s **Enter** button, wherever you make an entry or a change, or your entries will **not** be noted! And you must place your cursor into the next box, when it’s available.

To **Exit the query**, click on the **X**, top-right corner.

When asked “Save changes?”…just say **No**.

It is not possible to overwrite these published reports, and you should **not** save them to your own computer. They use a lot of space and memory, and versions saved off-line would not receive the corrections or improvements made to the published versions.

Hyperion maintains a **30-minute allowance for inactivity**. If you return to a query that has been open yet inactive for more than 30 minutes, you will be taken back to Hyperion’s opening login screen. Simply enter your password, click Login, and you’ll be returned.

It is possible to have **two queries open at once** from Hyperion’s Budget Reports menu.

Click on the first query to open, and process as usual.

To open a second query:  
Go back to the Budget Reports folder by clicking on the prior icon on your taskbar.

**Right-click** on another query and select “**Open in New Window**”

Now, from the toolbar, you can switch between queries.

Another option is to open another completely new Internet Explorer session.
Additional Features:

Display Available Funds and Display Available Orgs buttons
Located at the bottom of the screen for reference.

A click on either button opens a complete list of Funds and Orgs
You may change their viewed order to either numerical or alphabetical:
   Click within the column that you want to reorder, so that it is completely
   highlighted.
   Right-click and choose either Sort Ascending or Sort Descending
   Use the scroll bar to move within this list
When done, click on the Hide button.
There is also a **HELP** screen available, which contains step-by-step instructions within the dashboard itself for your reference. Just click on the word **HELP**.

Then use the ← left blue arrow to return to the previous dashboard screen.
Quick Reference

- Open a new session of Internet Explorer
- http://peridot.middlebury.edu:8080/Hyperion/browse/login
- Network Login
- Root → Budget Reports folder, select MIIS Budget vs Actual YTD Dashboard
- Banner Login and…..
  - Include Revenues? - check box or leave blank
  - Enter
  - Connect to Database, OK
- Enter Year (ex. 2008), Fund, Org, clicking Enter button each time
- Enter Account and Activity Code, or check the “ALL” boxes
- Select desired Report
- Choose Display, Print or Export
- ← Left blue arrow back to dashboard to change parameters
- Click Refresh (re-enter all fields) or change a field, clicking Enter button for each change
- Process
- ← Left blue arrow back to Login, to change Report Type

With these instructions, you will also be able to run the **MIIS Account Activity Dashboard** in a similar manner. The Account Activity report provides the transactional details within each account code.