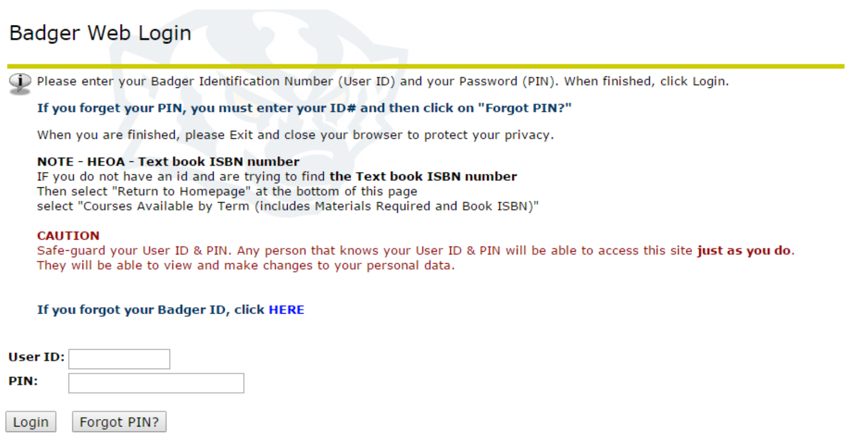
Badger Web is a web based interface that accesses account information from Banner. Badger Web is updated in real time with Banner and reflects the current information as posted in Banner. Badger Web can answer the following questions:

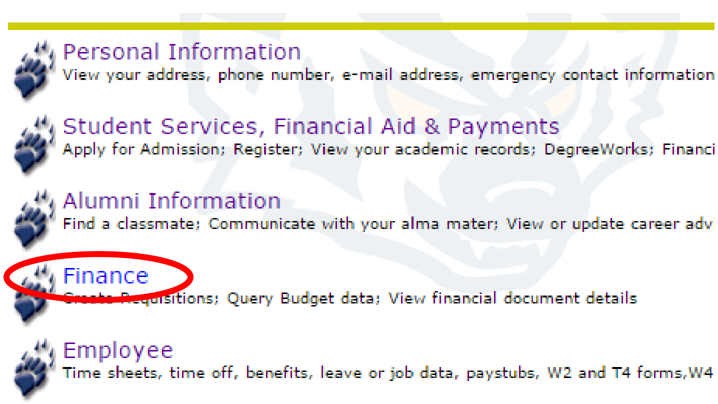
- What's my budget balance?
- What expenses have hit my account so far this year?
- Did my budget transfer go through yet?
- Have I been paid for this yet?
- Etc.

Below are instructions on how to use Badger Web.

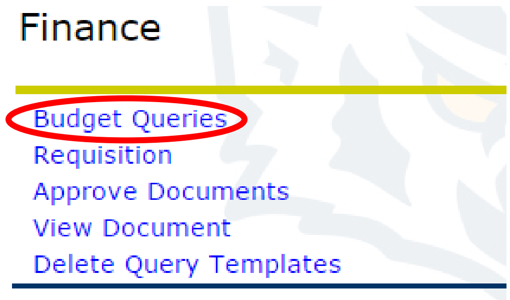
1. Log In to the Badger Web system. Here is a link to the log in page. https://badgerweb.snow.edu/dbprod/twbkwbis.P_WWWLogin



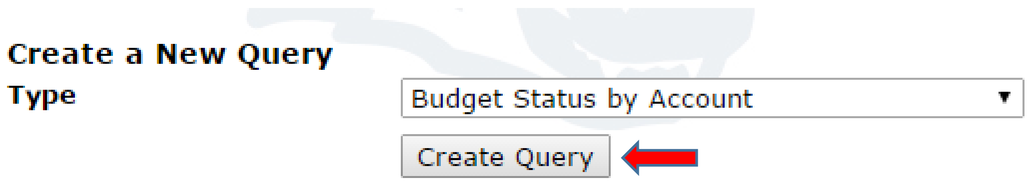
2. After you've logged in, click on the "Finance" button.



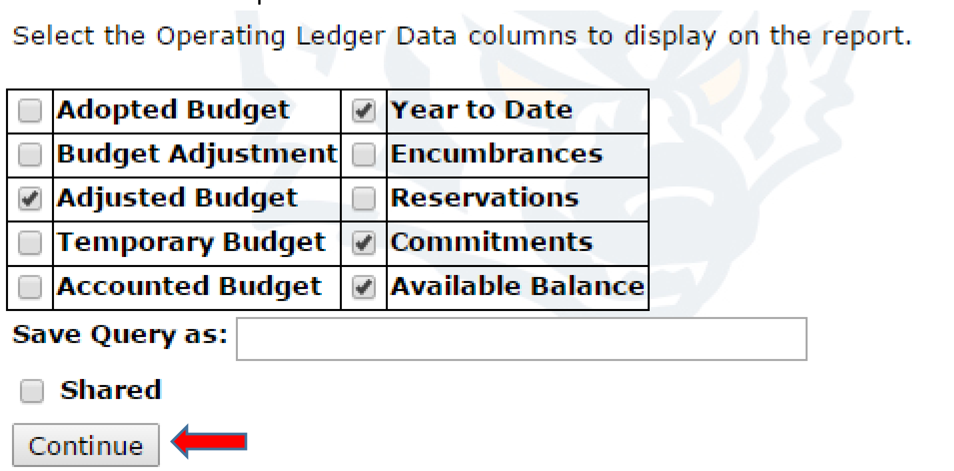
3. Next Hit "Budget Queries."



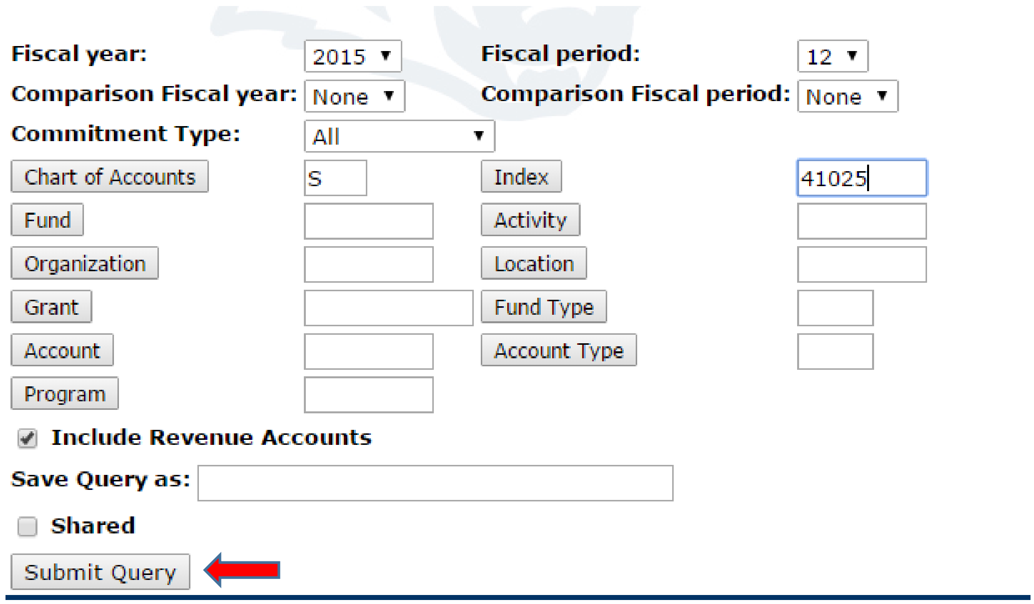
4. Make sure the "Create a New Query" drop down menu says "Budget Status by Account" then hit "Create Query."



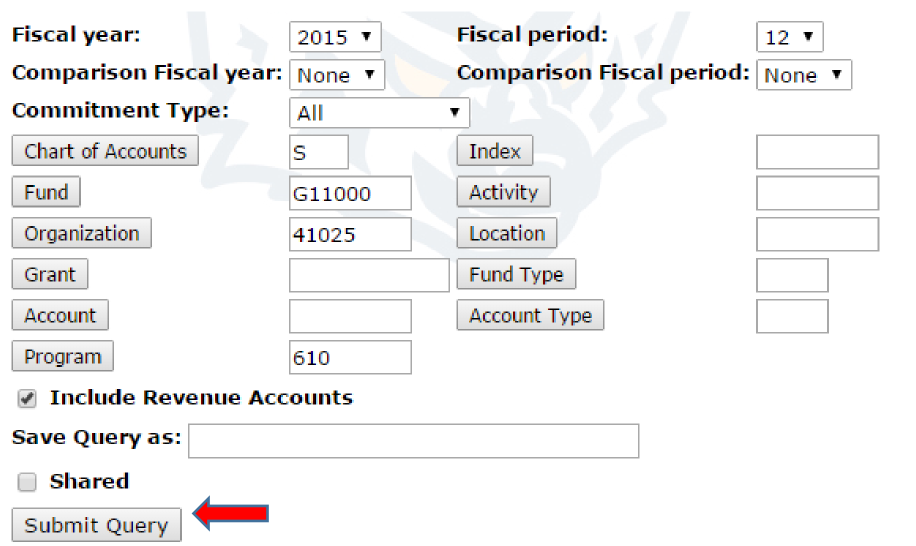
5. Check the desired options and then hit "Continue." The recommended options are the ones checked in the below picture.



6. On the next screen, make sure the "Fiscal year" box says the current fiscal year (e.g. 2015 for the fiscal year ending June 30, 2015). 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 12 in the "Fiscal period" box. The "Comparison Fiscal Year" box and the "Comparison Fiscal Period" boxes should say "None". The "Chart of Accounts" option should be "**S**". Put the account you wish to view in the "Index" box. Make sure all other fields are empty. "**Include Revenue Accounts**" should be checked. Then click "Submit Query" (Do not hit "Enter" or this will take you to an unintended screen).



7. That will auto populate all fields. Just hit “Submit Query” again.



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

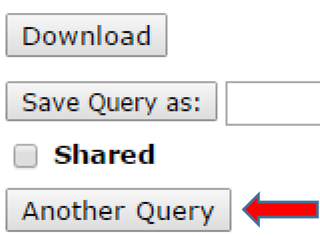
FY15/PD12 Adjusted Budget	FY15/PD12 Year to Date	FY15/PD12 Commitments	FY15/PD12 Available Balance
245,461.02	0.00	0.00	245,461.02
0.00	146,912.74	0.00	(146,912.74)
0.00	300.00	0.00	(300.00)

9. You can click on the blue hyperlinks to see the detail for each account.

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jan 30, 2015	Jan 28, 2015	F0017881	HR Payroll 2015 MN 1 0	17,621.83	HGNL
Dec 31, 2014	Dec 30, 2014	F0017797	HR Payroll 2014 MN 12 0	23,950.00	HGNL
Nov 28, 2014	Nov 26, 2014	F0017722	HR Payroll 2014 MN 11 0	23,950.00	HGNL
Oct 31, 2014	Oct 29, 2014	F0017633	HR Payroll 2014 MN 10 0	23,700.00	HGNL
Sep 30, 2014	Sep 29, 2014	F0017543	HR Payroll 2014 MN 9 0	20,290.91	HGNL
Aug 29, 2014	Aug 27, 2014	F0017439	HR Payroll 2014 MN 8 0	18,700.00	HGNL
Jul 31, 2014	Aug 05, 2014	F0017333	HR Payroll 2014 MN 7 0	18,700.00	HGNL
Report Total (of all records):				146,912.74	

10. If you wish to search another query, Scroll to the bottom of the screen and click the "Another Query" button and repeat steps 4 through 7.



FAQs (Frequently Asked Questions)

- **I entered my account into the query, 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 Controller's Office (x7657 or co@snow.edu) requesting access for you to that account.

- **What if my account has a letter followed by five digits (e.g. R20000)?**

  Your spendable cash balance may not be able to be calculated based on just the information in Badger Web. You may need to contact the Controller's Office (x7657 or co@snow.edu) to find out your spendable cash balance. You can still see all of the year-to-date activity that has hit your account.

- **How do I know what my account balance is?**

  If you want to know the entire balance of your account including salaries, wages, and expenses, then you would take the total from the "Adjusted Budget" column and then add the total from the "Year to Date" column. Note that the "Adjusted Budget" column will appear as negative amounts. You should consider these as positive instead of negative. The "Year to Date" column will reflect the correct positive or negative amount. This will give you your remaining balance. In the example below, you would take $481,916.60 minus $265,262.61 which would give you a balance of $216,653.99.

7515		0.00	91.60
Report Total (of all records)		(481,916.60)	(265,262.61)

  If you only want to find out your balance for wages, expenses, etc., then you would find the "Adjusted Budget" amount for that type of expense (Salary – 6100, Wages – 6200, Benefits – 6300, Current Expenses – 7001, Travel – 7500, etc.). Then you would need to add together all of the expenses listed under that type of expense (e.g. all expenses listed as 61xx would be matched against the "Adjusted Budget" 6100 amount).

Query Results

Account	Account Title	FY15/PD12 Adjusted Budget	FY15/PD12 Year to Date	F
6100	Salaries	245,461.02	0.00	
6152	Staff Salaries	0.00	146,912.74	
6173	Cell Phone Salary	0.00	300.00	

In the example above you would take the “Adjusted Budget” 6100 amount of $245,461.02 and subtract the “Year to Date” 61xx accounts to arrive at your remaining salary amount of $98,248.28.

7001	Current Expense Budget	24,700.00	0.00
7029	Building Material-Improvements	0.00	21.80
7053	Copying Costs	0.00	110.45
7056	Consultants 1099	0.00	1,504.67
7188	Luncheons & Receptions	0.00	576.10
7227	Other Expense-Not Classified	0.00	2,329.38
7254	Postage & Mailing	0.00	3,217.35
7300	Snow PCARD Account	0.00	2,781.18
7392	Current Expense Transfer	0.00	534.00
7510	Travel - In-State	0.00	137.35
7515	Travel - Motorpool	0.00	91.60
Report Total (of all records)		(481,916.60)	(265,262.61)

If you wanted to find out the remaining current expense balance in the example above, you would take the “Adjusted Budget” 7001 amount of $24,700 and subtract out all of the “Year to Date” 7xxx amounts to arrive at a remaining balance of $13,396.12.

You can easily export this information into Excel so that you don’t have to manually calculate the balances. See the “Can I export this information into Excel?” question below.

- **I don’t think my account balance is correct, is something missing?**

  Check your query and make sure you followed step 6 correctly. If any information was left in there from a prior query, it will try and query on what is in those fields which will alter your results. If that doesn’t resolve your question go to the next two questions.

- **I don’t see some 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 (x7657 or co@snow.edu) to see if it got 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. If it is a Pcard expense, it will only hit your account once a month at the end of the month. 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?**

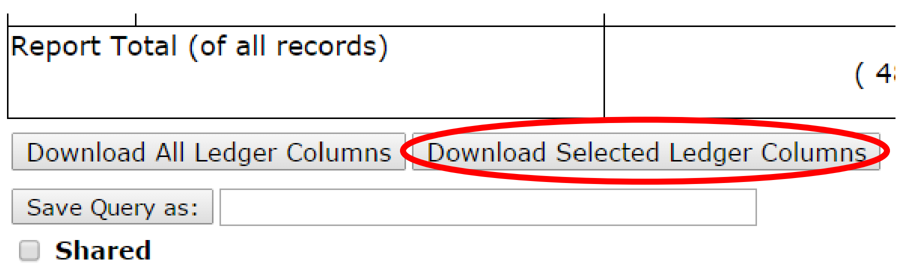
  Only the total Pcard monthly statement amount is uploaded into your account. If you want to see individual Pcard transactions, you will need to keep a copy of your receipts or log into your US Bank account to view those.

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

  No. Only the total monthly payroll amount hits your account. You will have to contact HR/Payroll to see who got paid and how much.

- **Can I export this information into Excel?**

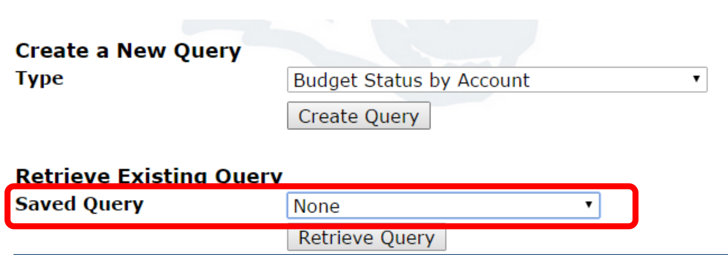
  Yes. On the screen with your account activity, scroll down to the bottom and select “Download Selected Ledger Columns.” This will export it into Excel.



- **Can I save the query so I don’t have to enter the information every time?**

  Yes. At any stage in the query entering process, you can save the query by putting a name in the “Save Query as:” box.

Then at step 4 above, you can retrieve it by selecting it from the “Saved Query” dropdown box.



- **What if I am not good with computers, technology, or finance?**

  Can you follow step-by-step instructions? If so, try steps 1 through 10 above. I bet you'll be surprised at what you can do!