

Financial Tools in ExpressLane

There are three tools available to get your financial data, accessed from <http://www.lanecc.edu/explanestaff/>

1. ExpressLane -Financial Information Menu
2. Native Banner (for help see Finance User Documents in # 1, above)
3. ODS-Discoverer Plus (PC) and Viewer (Mac)

This paper presents three reports found in ExpressLane, and contains instructions to look-up Budget Availability and perform Budget Transfers. Finally, Parameters, Macros and Budget Definitions are discussed followed by Review. Contact information for additional training is available at the bottom of each page.

ExpressLane: **Budget Query** gives FOAP **totals**, both budget and actual summarized by Org or Account, and with links to increasingly **detailed** information through the “View Document” level. Use this data to review budget and activity status or to verify that transactions posted to your FOAPs are correct and complete. Ex: check the amounts of payroll or POs.

ExpressLane: **Revenue and Expense Summary Report** allows the user to view data aggregated at the Budget or Actual FOAP level. The report presents **totals** for each transaction FOAP within the parameters entered. Useful for evaluating unit performance or comparing year-to-date activity to budgeted expectations.

Budget Queries

The Budget Queries are a high level picture of your budget and transaction activity.

There are three options available (see below for examples)

1. Budget Status by Account
 2. Budget Status by Organizational Hierarchy
 3. Budget Quick Query
- Begin by selecting the information you’d like to display. See “Budget Definitions” (page 14), or start with these suggested columns:

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

Download options: Once you’ve retrieved your data, you will have the option to “Download All” or “Selected” columns. This refers to the boxes you select here.

Option 1: Budget Status by Account

Entering NON-GRANT Parameters

Parameter format for Org = XXX%, example: 671%
Try adding Fund 111200 to focus your data on ICP only.

Fiscal year:	<input type="text" value="2006"/>	Fiscal period:	<input type="text" value="14"/>
Comparison Fiscal year:	<input type="text" value="None"/>	Comparison Fiscal period:	<input type="text" value="None"/>
Commitment Type:	<input type="text" value="All"/>		
Chart of Accounts	<input type="text" value="L"/>	Index	<input type="text"/>
Fund	<input type="text" value="111200"/>	Activity	<input type="text"/>
Organization	<input type="text" value="671%"/>	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		

Include Revenue Accounts

CAUTION! Budget Status by Account DOES NOT TRACK Orgs that have been MOVED out of # sequence! Therefore it is critical to know what constitutes a COMPLETE listing of the data - see hierarchy reports at 4H <http://lanecc.edu/ic/resources.html>

- Optional: Check box at bottom to include Revenue Accounts

Query Results

Organization	Organization Title	Account	Account Title	FY06/PD14 Accounted Budget	FY06/PD14 Year to Date	FY06/PD14 Encumbrances	FY06/PD14 Available Balance
671001	Health & PE Administration	470500	Net Working Capital	0.00	0.00	0.00	0.00
671001	Health & PE Administration	610000	Operational Supplies	190,000.00	0.00	0.00	190,000.00
671100	Health	610000	Operational Supplies	4,000.00	0.00	0.00	4,000.00
671201	PE - General	440010	Mandatory Student Fees	58,000.00	0.00	0.00	58,000.00
671201	PE - General	442000	Mandatory Fees-Gen Class Fee	0.00	13,992.50	0.00	(13,992.50)
671201	PE - General	460000	Other Fees & Charges	13,500.00	0.00	0.00	13,500.00

Drill directly into under-lined amounts to see down to the View Document level, ex: PO, JV or Invoice

Entering GRANT Parameters

Many grants have open, or inception, and close dates that do not coincide with the Lane fiscal year. The Budget Query – **Budget Status by Account (or Quick Query)** are the only reports in ExpressLane (Native Banner use FRIGITD) that allow you to retrieve information that spans fiscal years.

The grant used in the example below began on Sep 1, 2005 and will close Aug 31, 2007. If you used another reporting tool, you'd get data that looked at the Lane fiscal year. So, if you wanted to look at "this year" in terms of the grant, you'd *want* data from Oct 1, 2005 to Sept 30, 2006, but you would *get* July 1, 2006 through June 30, 2007. This is why Inception to Date makes the most sense in Grant Administration.

Financial Tools in ExpressLane

- Enter the **Fiscal Year, Period** and **Grant** number in the designated field.
 - Entering the current fiscal year and period 14 (recommended) will bring up financial data for Grant Inception to present.
- If you have not used Budget Query before, enter **L** for Chart of Accounts.

Sample parameters to retrieve grant information:

Fiscal year: <input type="text" value="2007"/> Comparison Fiscal year: <input type="text" value="None"/> Commitment Type: <input type="text" value="All"/> <input type="text" value="L"/> Chart of Accounts <input type="text"/> Fund <input type="text"/> Organization <input type="text" value="810240"/> Grant <input type="text"/> Account <input type="text"/> Program <input checked="" type="checkbox"/> Include Revenue Accounts	Fiscal year: <input type="text" value="2007"/> Comparison Fiscal year: <input type="text" value="None"/> Commitment Type: <input type="text" value="All"/> <input type="text" value="L"/> Chart of Accounts <input type="text" value="%"/> Fund <input type="text" value="%"/> Organization <input type="text" value="810240"/> Grant <input type="text" value="%"/> Account <input type="text" value="%"/> Program <input checked="" type="checkbox"/> Include Revenue Accounts
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When the WILDCARD (The percentage sign %) is entered in any of the FOAP fields, ExpressLane creates and populates that column with data. Although optional, College Finance strongly urges you to enter the wildcard in the Fund field.

Option 2: Budget Status by Org Hierarchy

Parameter format for Org = XXX000, (example: 671000)

Query Results

Organization	Organization Title	FY06/PD14 Accounted Budget	FY06/PD14 Year to Date	FY06/PD14 Encumbrances	FY06/PD14 Available Balance
671000	Health & PE				
671001	Health & PE Administration	(190,000.00)	0.00	0.00	(190,000.00)
671100	Health	(4,000.00)	0.00	0.00	(4,000.00)
671200	Physical Education	194,000.00	29,788.83	(9,821.16)	174,032.33
671000 Rollup		0.00	29,788.83	(9,821.16)	

Most reports can be downloaded into Excel by clicking the button at the bottom.

Financial Tools in ExpressLane

- Drill into Organizations to get more detail organized by Account Types (Revenue, M & S, etc) by Org. Amounts are totaled by Org & Account Type. Drill down is also available to the View Document level.

Query Results

Account Type	Account Type Title	FY06/PD14 Accounted Budget	FY06/PD14 Year to Date	FY06/PD14 Encumbrances	FY06/PD14 Available Balance
50	Revenue	188,500.00	14,900.00	0.00	173,600.00
60	Personnel Services				
70	Expenditures	(118,500.00)	(3,013.76)	(168.85)	(115,317.39)
80	Transfers				
671205 Rollup		70,000.00	11,886.24	(168.85)	

Option 3: Quick Query (Year to Date only)

This query takes fewer steps to generate, and results are similar to Budget Status by Account. However, this option does not have drill down capability. It is a quick report to print or use as look-up tool, especially if you do not have a lot of Orgs. Even though there isn't a download button at the bottom, it can be copied into Excel using cut and paste.

Query Results

Organization	Organization Title	Account	Account Title	Adjusted Budget	Year to Date	Commitments	Available Balance
671001	Health & PE Administration	470500	Net Working Capital	0.00	0.00	0.00	0.00
671001	Health & PE Administration	610000	Operational Supplies	190,000.00	0.00	0.00	190,000.00
671100	Health	610000	Operational Supplies	4,000.00	0.00	0.00	4,000.00
671201	PE - General	440010	Mandatory Student Fees	58,000.00	0.00	0.00	58,000.00
671201	PE - General	442000	Mandatory Fees-Gen Class Fee	0.00	13,992.50	0.00	(13,992.50)

Saving Queries

- Queries can be saved. Once you determine the parameters (discussed below) that return the data you need, consider saving a personal query. Enter the name you want to call your query under **Save Query As**.
- To retrieve a saved query, select **Retrieve Existing Query** from the screen above, by opening the list of values and making your selection. This will populate the query with your saved parameters.
- After a query is saved, you can "Overwrite" the parameters by retrieving the saved query and changing the parameters. Select **Save Query As** and enter the name of the retrieved query. You will get a warning message that you are about to overwrite the existing template. Select **Overwrite** or **Cancel**.

Saved Queries can be deleted using the Delete Finance Template under the ExpressLane Finance menu. Save to "Personal" only: "Shared" posts campus wide!

Revenue and Expense Summary Report

This report provides greater detail than the Budget Query, closely parallels the format of the Query by Account format, and does not have drill down capability. There are two options to retrieve data: **Get Budget** and **Get Actual Summary**.

Below the two options are compared using the same input parameter: Org = 453000. Note the differences in the columns headings. (In both sections, the report is too wide to present all on one line, so the left half of the report is in the top image, and the right half is below.)

Option 1: Get Budget Summary

Query Results

Num	Division	Dept	Fund	Budg Orgn	Budg Orgn Desc	Budg Acct	Budg Acct Desc	Prog	Adopted Budg	Budg Adjust	Total Budg	Year to Date
1	450000	453000	111100	453100	Center Food Sales	912000	Transfer Out	380000	0.00	(44,500.00)	(44,500.00)	(44,500.00)
2	450000	453000	611200	453100	Center Food Sales	470500	Net Working Capital	310000	20,000.00	0.00	20,000.00	0.00
3	450000	453000	611200	453100	Center Food Sales	480100	Sale of Goods and Services	310000	1,535,400.00	0.00	1,535,400.00	1,350,487.08
4	450000	453000	611200	453100	Center Food Sales	494010	Other Revenue	310000	0.00	0.00	0.00	926.90

Encumb	Budget Variance	Grant	Grant Title	Division Desc	Dept Desc	Fund Desc	Prog Desc	Atyp 1	Acct Type1 Desc	Atyp 2	Acct Type2 Desc
0.00	0.00			Conference & Culinary Svs Div	Foodservices	General Fund	Student Services Transfers	70	Expenditures	78	Transfer Out
0.00	(20,000.00)			Conference & Culinary Svs Div	Foodservices	Campus Foodservices	Student Services	50	Revenue	57	Other Sources
0.00	(184,912.92)			Conference & Culinary Svs Div	Foodservices	Campus Foodservices	Student Services	50	Revenue	57	Other Sources
0.00	926.90			Conference & Culinary Svs Div	Foodservices	Campus Foodservices	Student Services	50	Revenue	57	Other Sources

**In this view, data is sorted by Budget FOAP.
Amounts are totaled at the Budget FOAP level.**

Option 2: Get Actual Summary

- Compare to "Get Budget", additional data column headers in boxes:

Query Results

Num	Division	Dept	Activity Unit	Budg FOAP	Actual FOAP	Fund	Budg Orgn	Budg Orgn Desc	Actual Orgn	Actual Orgn Desc	Budg Acct	Budg Acct Desc	Actual Acct	Actual Acct Desc	Prog	Adopted Budg
1	450000	453000	453100	111100-453100-912000-380000	111100-453100-912600-380000	111100	453100	Center Food Sales	453100	Center Food Sales	912000	Transfer Out	912600	Transfer Out to Enterprise Fun	380000	0.00
2	450000	453000	453100	611200-453100-470500-210000	611200-453100-470500-310000	611200	453100	Center Food Sales	453100	Center Food Sales	470500	Net Working Capital	470500	Net Working Capital	310000	20,000.00
3	450000	453000	453100	611200-453100-470500-310000	611200-453100-471000-310000	611200	453100	Center Food Sales	453100	Center Food Sales	470500	Net Working Capital	471000	Net Working Capital-Unrestrict	310000	0.00
4	450000	453000	453100	611200-453100-480100-	611200-453100-480100-	611200	453100	Center Food Sales	453100	Center Food Sales	480100	Sale of Goods and Services	480100	Sale of Goods and Services	310000	1,535,400.00

Budg Adjust	Total Budg	Year to Date	Encumb	Budget Variance	Grant	Grant Title	Division Desc	Dept Desc	Activity Unit Desc	Fund Desc	Prog Desc	Atyp 1	Acct Type1 Desc	Atyp 2	Acct Type2 Desc
(44,500.00)	(44,500.00)	(44,500.00)	0.00	0.00			Conference & Culinary Svs Div	Foodservices	Center Food Sales	General Fund	Student Services Transfers	70	Expenditures	78	Transfer Out
0.00	20,000.00	0.00	0.00	(20,000.00)			Conference & Culinary Svs Div	Foodservices	Center Food Sales	Campus Foodservices	Student Services	50	Revenue	57	Other Sources
0.00	0.00	0.00	0.00	0.00			Conference & Culinary Svs Div	Foodservices	Center Food Sales	Campus Foodservices	Student Services	50	Revenue	57	Other Sources
0.00	1,535,400.00	0.00	0.00	(1,535,400.00)			Conference & Culinary Svs Div	Foodservices	Center Food Sales	Campus Foodservices	Student Services	50	Revenue	57	Other Sources

In this view, data is sorted first by Budget and then by Actual FOAP. Amounts are totaled at the Actual, or Transaction, FOAP level. Note the association made between Budget and Actual FOAPs for each line (oval above).

- Compare Columns: **Get Actual Summary** presents all the columns as does **Get Budget Summary**, and the additional columns of data as follows:
 - Activity Unit
 - Budget and Actual FOAP
 - Actual Org and Description
 - Actual Account and Description
 - Activity Unit Description
- Compare Rows: **Get Budget Summary** combines rows in the Get Actual that post to the same Budget FOAP. With **Get Actual Summary**, you get all Budget /Actual FOAP pairs that have transactions posted to Year to Date.

Budget Availability

Anytime you'd like to know the actual amount available for any budget FOAP, it is important to use Budget Availability. This is the only lookup that reports incomplete documents, which is important because they actually do encumber funds. For example, a Purchase Order that has been begun and left to complete at another time.

Example: Incomplete Purchase Orders. If you might not have sufficient budget to complete the PO, or have received an NSF message for a PO in process, you may have to transfer funds into the appropriate account. It is a good practice to look up the Available Budget in the account you wish to use before performing a Budget Transfer. This process is discussed in the next section.

Enter the transaction FOAP and Click "Get Balance" to learn:

1. Which Budget FOAP NSF checking is looking at for available budget
2. The amount available in that Budget FOAP: (1,584.05 in this example)

Chart	Fund	Org	Account	Program	Fiscal Year
L	921200	540210	640140	310000	2006
<input type="button" value="Get Balance"/>					

- Click Get Balance -----

Chart	Fund	Org	Account	Program	Fiscal Year	Available Balance
L	921200	540210	640140	310000	2006	
Actual Budget Level FOAP:						
L	921200	540210	640010	310000	2006	1,584.05
<input type="button" value="Get Balance"/> <input type="button" value="View Unposted Details"/>						

Click View
Unposted
Details to see
information
about
transactions
in-process.

- Now click Get Unposted Details -----

Chart	Fund	Org	Account	Program	Fiscal Year	Available Balance
L	921200	540210	640140	310000	2006	
Actual Budget Level FOAP:						
L	921200	540210	640010	310000	2006	1,584.05
<input type="button" value="Get Balance"/>						

Unposted Items

Doc Num	Seq Num	Fiscal Yr	Budg FOAP	Actual FOAP	Adopt Budg	Adjust Budg	YTD	Encumbrance
P0016884	1	2006	921200- 540210- 640010- 310000	921200- 540230- 640140- 310000	0.00	0.00	0.00	10,000.00
P0016951	1	2006	921200- 540210- 640010- 310000	921200- 540210- 640140- 310000	0.00	0.00	0.00	2,000.00

Budget Transfers – non Grants

Depending on how you're set up, you may need to temporarily transfer budget authority to spend amongst the accounts you use to manage your budget. These are called temporary transfers because they do not affect the way your budget carries forward to a new fiscal year. For Permanent Budget Transfers, contact the Budget Office.

- Double entry bookkeeping – “From” & “To”
 - Single line - from one FOAP to one FOAP
 - Multiple line – from/to one or more FOAPs
- Enter the Transfer Amount as the amount of “From” or “To”
 - “From” and “To” amounts must be equal
- Enter the Chart (always “L” for Lane)
- Enter the “From” or “-” FOAP as the account that the funds will come out of
- Enter the “To” or “+” FOAP as the account that the funds will transfer in to

**Practice
transfers
in the
TEST
database**

Transaction Date

Journal Type

Transfer Amount

Document Amount 0.00

**IMPORTANT:
Select Journal
Type: BXN8 -
Fund 8 only**

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text" value="L"/>	<input type="text"/>	<input type="text" value="111100"/>	<input type="text" value="201500"/>	<input type="text" value="619300"/>	<input type="text" value="510000"/>	<input type="text"/>	<input type="text"/>	-
To		<input type="text"/>	<input type="text" value="111100"/>	<input type="text" value="201500"/>	<input type="text" value="614200"/>	<input type="text" value="510000"/>	<input type="text"/>	<input type="text"/>	+
Description	<input type="text" value="Xfer excess phone to travel acct"/>			Budget Period	<input type="text" value="01"/>				

If you do not have enough to cover the transfer, your transaction will bounce.



Sequence 1 Insufficient budget for sequence 1, suspending transaction.

**An NSF
message looks
like this**

Using the back button (just this once) correct the problem: In this case the FOAPs were correct, the amount exceeded available budget. Click Complete.

Transaction Date

Journal Type

Transfer Amount

Document Amount 300.00

A successful transfer will generate the following confirmation message:



Document J0013366 completed and forwarded to the Approval process

Budget Transfers – Grants

JOURNAL TYPE MUST BE **BXP8** –

(Permanent Budget Adjust – Fund 8 Only) 

- Double entry bookkeeping – “From” & “To”
 - Single line - from one FOAP to one FOAP
 - Multiple line - from one or more FOAPs to one or more FOAPs
- Enter the Transfer Amount as the amount of “From” or “To”
- “From” and “To” amounts must be equal
- Enter the Chart (always “L” for Lane)
- Enter the “From” or “-” FOAP as the account to be reduced
- Enter the “To” or “+” FOAP as the account to be increased

All budget transfers must be in WHOLE Dollars only

Transaction Date: 

Journal Type:

Transfer Amount:

Document Amount 0.00

IMPORTANT:
Select Journal Type: **BXP8 - Fund 8 only**

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	<input type="text" value="L"/>	<input type="text"/>	<input type="text" value="810241"/>	<input type="text" value="681500"/>	<input type="text" value="612100"/>	<input type="text" value="150000"/>	<input type="text"/>	<input type="text"/>	-
To		<input type="text"/>	<input type="text" value="810241"/>	<input type="text" value="681500"/>	<input type="text" value="611600"/>	<input type="text" value="150000"/>	<input type="text"/>	<input type="text"/>	+
Description	<input type="text" value="Trns funds for Equip purchase"/>			Budget Period	<input type="text" value="01"/>				

- For more than two accounts, use **Multiple Line Budget Transfer**.

Transaction Date: 

Journal Type:

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text" value="L"/>	<input type="text"/>	<input type="text" value="810241"/>	<input type="text" value="681500"/>	<input type="text" value="610200"/>	<input type="text" value="150000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2000.00"/>	-
2	<input type="text" value="L"/>	<input type="text"/>	<input type="text" value="810241"/>	<input type="text" value="681500"/>	<input type="text" value="611600"/>	<input type="text" value="150000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1500.00"/>	+
3	<input type="text" value="L"/>	<input type="text"/>	<input type="text" value="810241"/>	<input type="text" value="681500"/>	<input type="text" value="612100"/>	<input type="text" value="150000"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="500.00"/>	+
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+
Description	<input type="text" value="Alloc xtra O/S to Eq & M & S"/>			Budget Period	<input type="text" value="01"/>					

You may have a need to increase Revenues and corresponding Expenditures in the case of an increase in the award. To do this, submit a BCR (Budget Change Request) to the Budget Office.

About Parameters

It is useful to determine and remember the best parameter(s) to minimize the work it takes to get your data. Parameters are the input information you use to focus the data financial tools retrieve.

For example, we entered the Org parameter 453000 in the Revenue and Expense Summary Report example, to only give us FoodServices Orgs. We could have just as easily entered Fund 611200 and eliminated the general fund side of any transfers. A combination of Fund and Org such as Fund = 111200 for ICP and Org = 671000 is useful to retrieve ICP for the PE department.

Use highest level that will give you all your data, and only your data with the fewest download(s) To determine what that is, in Native Banner view the Hierarchy Report in Native Banner, or input the Org or Fund into FTIORGH or FTIFNDH, respectively. You can also access a pdf of the Hierarchy reports from <http://www.lanecc.edu/ic/whatsnew.html> in either portrait or landscape.

The indentations on the hierarchy report and the “FTI” reports above, indicate parent-child relationships for financial **reporting** purposes. The parent will occupy the top **position** on the list, and Orgs may be out of numerical order without having an effect on these relationships. Every Org indented below the parent are children, and will all be reported when the parent data parameter is input IF THE REPORT IS DESIGNED TO TRACK ORGS THAT HAVE BEEN MOVED OUT OF NUMERICAL SEQUENCE. The range of output extends down to the next parent with the same level of indentation.

Did you notice above that you might have to enter different forms of the same parameter depending on the report you are running? In the Budget Query “By Account” the format was 671000 and in “By Org”, we used 671%. Again, it is useful to make a note of which parameters to use, or create a Saved Parameter set whenever possible.

Macros in Excel

If you spend more than five minutes doing the same formatting every month, Macros can save you a lot of time!

Labs on running macros, or writing your own gladly offered upon request. Ask for one-on-one technical assistance at your desk. Contact info below.

Budget Definitions

- Adopted Budget: BD01s - the amount included in the budget document (as approved by the Board) at the beginning of the year. Loaded by the budget department.
 - Budget Adjustment: BD02s, BD04s and BXN8s & BXP8s (transfers - department originated). It is the sum of recurring or temporary budget adjustments for the year.
 - Adjusted Budget: = Adopted + Adjustments for all periods.
 - Temporary Budget: Not used at Lane
 - Accounted Budget: Period sensitive. Includes budget adjustments or period to date transfers, which will not show up in query that is pulled for a period (month) earlier than the adjustment period.
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Review

The Budget Query, Budget Status by Account is the only way to get grant data for the correct fiscal year. This report allows you to monitor revenue receipts and spending. It is a good practice to compare Year to Date data with budgeted amounts periodically.

The Query allows you to click on any underlined data to drill down to successively increasing levels of detail. This allows you to easily find out what transactions make up an amount. Use this to locate any data that may prompt research activity or confirm that your data has been posted.

Budget Availability is the **only** place to find out the current available balance, which takes into account documents in the approval process and incomplete documents.

Budget Transfers can be from one account to one account, or involve up to five accounts per Multiple Budget Transfer screen. The plus and minus signs at the right control “from which” and “to which” accounts.

Locate your grant numbers, or any other FOAP element by using the hierarchy reports found at <http://lanecc.edu/ic/resources.html>. If you are a Grant Administrator, a thorough knowledge of your Grant Agreement will help you to understand which transactions are appropriate.

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College Finance On-call Consultant: FinanceHelp@lanecc.edu
x 5598, M – F from 9 am – 4 pm.