



Understanding and Using the Finance Dashboard

The Finance Dashboard is designed to complement and complete the finance reporting suite of products begun in Banner, ExpressLane, and ODS Discoverer/Viewer. It is an interactive Adobe pdf document available in ExpressLane, intended to provide a high level visual tool to supplement and facilitate analysis of your reporting entity.

What this means is that you can get a lot of big picture information with just a few clicks!

To access the Finance Dashboard, log on to ExpressLane and open the Employee (shown below) or Finance menu.

Employee - Microsoft Internet Explorer

Address https://exp.lanecc.edu/pls/lane/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu

Lane Community College

ExpressLane

Enrollment Services | Financial Aid | Faculty/Advisor | **Employee** | Personal Information | Financial Information | Main Menu

RETURN TO MAIN MENU | SITE MAP | HELP | EXIT

Employee Services - Main Menu

- [Time and/or Leave Entry](#)
Enter your time and/or leave information for current pay period.
- [Complete an Online Survey](#)
- [Employee Directory](#)
- [Benefits and Deductions](#)
View your retirement plans, Health insurance information, Flex spending accounts, miscellaneous deductions.
- [Pay Information](#)
View your Direct Deposit allocation; View your Earnings and Deductions History; View your Pay Stubs.
- [Tax Forms](#)
View your **prior year W2** Information and your **current W4** information..
- [Jobs Summary](#)
- [Leave Balances and History](#)
- [Classified Seniority List](#)
- [Finance Dashboard](#)

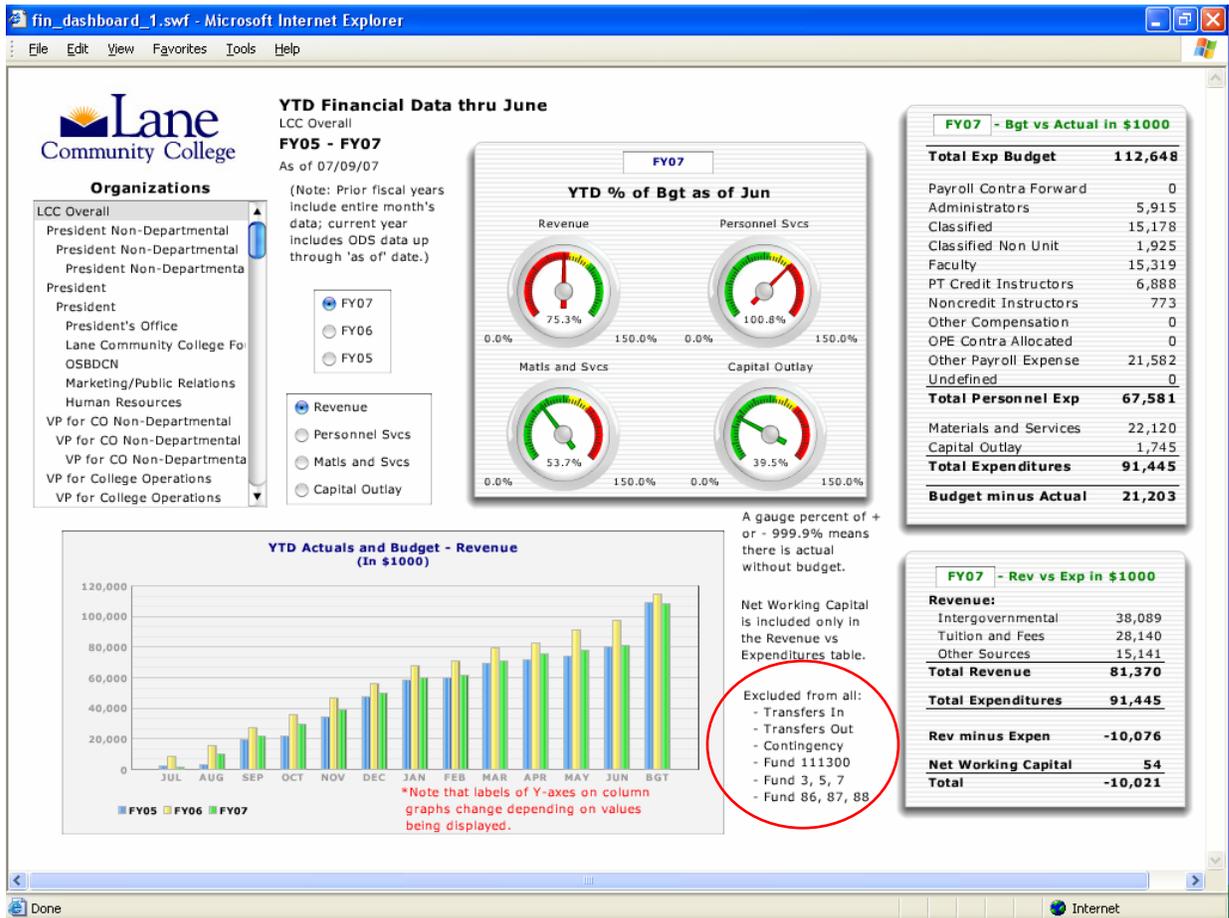
[[Time and/or Leave Entry](#) | [Complete an Online Survey](#) | [Employee Directory](#) | [Benefits and Deductions](#) | [Pay Information](#) | [Tax Forms](#) | [Jobs Summary](#) | [Leave Balances and History](#) | [Classified Seniority List](#) | [Finance Dashboard](#)]

RELEASE: 7.3.1

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Each section of the Dashboard is presented below with brief configuring instructions and explanation of the data presented.

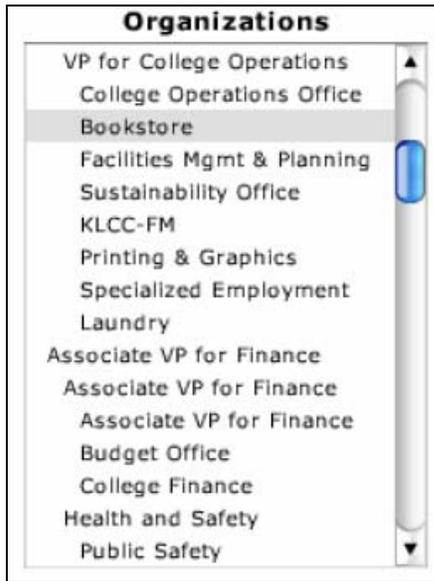


YTD Financial Data thru June
Bookstore
FY05 - FY07
As of 07/09/07

(Note: Prior fiscal years include entire month's data; current year includes ODS data up through 'as of' date.)

Dashboard is a snapshot in time, which is updated after each payroll is posted. The "As of..." date is important to note in order to use the data as meaningful information.

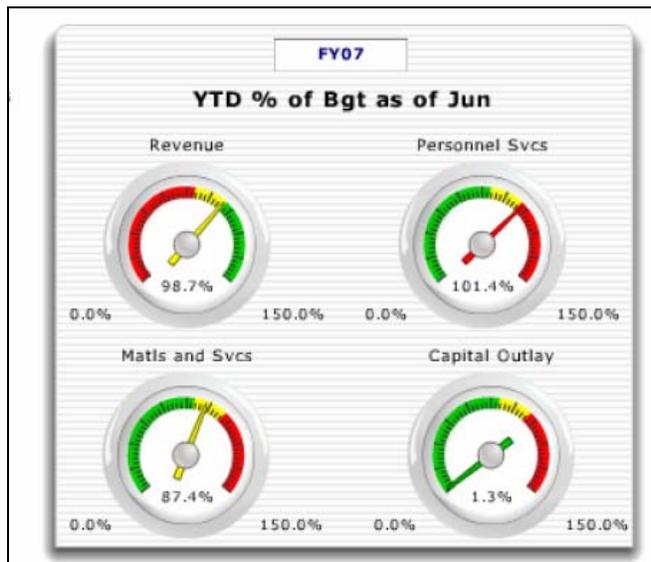
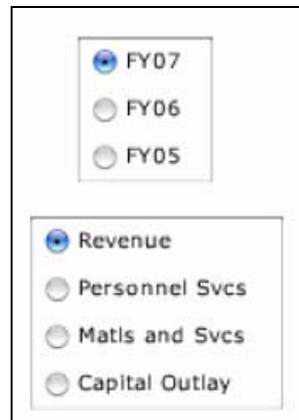
Please note the list of items that are excluded from all data: Transfers In & Out, Contingency, Fund 111300, Fund 3, 5, & 7, and Funds 86%, 87% and 88%.



Select an organization by clicking on the list of values. These are presented at level 5 – Department in the Organizational Hierarchy – see FTIORGH in Native Banner, or <http://lanecc.edu/ic/resources.html> for FOAP Hierarchy Reports.

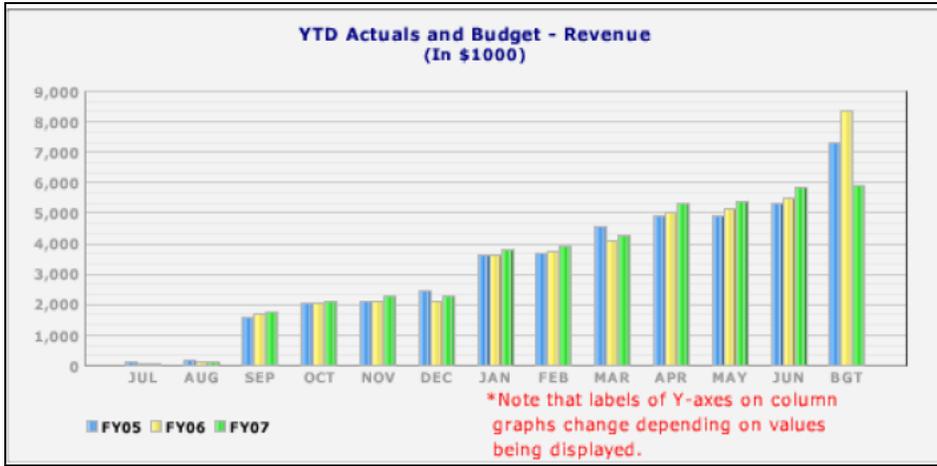
For this illustration, data presented is for the College Bookstore (by permission).

Select a Fiscal Year and Account Type from the lists by clicking on the buttons. Selecting a Fiscal Year will update all the information on the screen, except the graph at the bottom of the page which presents all fiscal years at once. Select the data shown on the graph by choosing an Account Type.



The data fields will instantly respond to your selections. On the dials, red, yellow and green are used to indicate how Actual Amounts to Date compare to the annual Budget.

Revenue:	Expenditures:
Red: 0 – 79%	Red: 100% +
Yellow: 80 – 99%	Yellow: 80 – 99%
Green: 100% +	Green: 0 – 79%



The graph at the bottom of the Dashboard once again compares actual figures to budget, however the data presents three fiscal years simultaneously. The actual amounts are graphed by month. Note how you can visually track the revenue or expenditures trending upward toward the budget in the far right set of columns.

Please note that the amounts are in thousands of dollars (In \$1000), that is to say a point at \$5,000 on the graph actually represents \$5,000,000. Hover over the bars and the actual figures will pop up. Actual amounts will have the fiscal year, month, and amount in thousands. The far right column, BGT, presents the entire annual budgeted amount.

FY07 - Bgt vs Actual in \$1000	
Total Exp Budget	6,889
Payroll Contra Forward	0
Administrators	72
Classified	372
Classified Non Unit	148
Faculty	0
PT Credit Instructors	0
Noncredit Instructors	0
Other Compensation	0
OPE Contra Allocated	0
Other Payroll Expense	272
Undefined	0
Total Personnel Exp	864
Materials and Services	4,863
Capital Outlay	6
Total Expenditures	5,733
Budget minus Actual	1,156

At left, the budget vs Actual table presents data for expenditures only.

Below: The Revenues vs Expenditures table compares actual revenue to actual expenses to give you a quick "bottom line". Note the subtotal Revenue minus Expenditures before NWC is factored in. This figure isolates the activity reported to the current fiscal year.

FY07 - Rev vs Exp in \$1000	
Revenue:	
Intergovernmental	0
Tuition and Fees	0
Other Sources	5,826
Total Revenue	5,826
Total Expenditures	5,733
Rev minus Expen	93
Net Working Capital	0
Total	93



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Now that you have seen how much information can be obtained using the Dashboard, let's try some practical application together.

Find FoodServices Department in the Organization table. What Division does it roll up into? _____ How much was their total budget for FY06? _____

Did FoodServices spend more or less than their FY07 budget for M & S? _____ By what percent in FY 05? _____ FY 06? _____

Which year has the best "bottom line"? _____ How much is it? _____

Where did you find this information? _____

What makes it "best"? _____

Write your Org name here: _____ Number if known: _____
Remember, the Dashboard reports at level 5 – Department. Now see if you can answer the questions below using your own organization.

What was your total budget for FY07? How did that compare to previous fiscal years?

Do you have any types of revenue? What is your understanding of the labels used for the different types of revenue and expenditures?

Using the dials, compare all fiscal years presented. Was there a trend in the total Revenue, Personal services, M & S and Capital Outlay? Were they all going in the same direction? If you have been with the department for a while, what do you think accounted for the changes in amounts?



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Using the graph, how much actual M & S was spent as of Dec 31, 2006? _____

Knowing what you do about your org, its seasonality and the way your department operates, what percentage of revenues and expenditures should you expect your dials to read half way through the year? (Note, revenue figures may not apply to some departments) Would it be greater than or less than 50%? Why?

How often do you think you should look at Dashboard and why? _____

Interesting Trivia:

All revenue accounts start with 4, all personnel accounts start with 5. 6 is for M & S and 7 for Capital Expenditures.

Most budget transfers can be done in ExpressLane unless they are permanent, or are between two different funds or sub funds (ex 111100 and 111200). E-mail [Budget Transfer@lanecc.edu](mailto:BudgetTransfer@lanecc.edu) for the template if you do not already have it.

Did you know that there is a help desk for financial questions? _____ Contact knowledgeable staff at FinanceHelp@lanecc.edu or call x5598.

Did you know you can get one-on-one help for your organizational financial process or reporting challenges? _____ Do you know how to get reports out of the ODS? _____ Do you know that you can get reports designed for you in the ODS? _____

Please contact Laura Martin at martinl@lanecc.edu to set up an appointment or just discuss your situation and get ideas to try.



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Please complete this page & leave with facilitator so that we can serve you better.

Did the lab meet your expectations? _____ Was the content what you expected based on the information advertised? _____

Please make suggestions: _____

What kind of questions could you answer more quickly by using the Dashboard rather than ExpressLane, ODS or Banner?

What is your greatest financial information need that is not currently being met? _____

Do you feel you spend too much time on financial processes? Too little? _____

What and why? _____

L Number _____ (for FTE) Name (optional) _____