



**ExpressLane and ODS-Discoverer  
Finance Module Reports  
for  
Department/Division  
Managers and Chairs**



**ExpressLane**

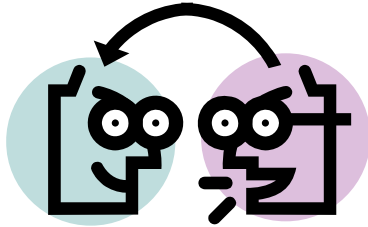
- 1. Finance User Documents**
- 2. Budget Query**
  - By Organization
  - By Account
- 3. Position Budget Report**



**ODS-Discoverer or Viewer**

- 1. Monthly Activity Reports: Division, Department or Activity Unit**
- 2. Fiscal Year-Period Revenue or Expense Comparisons**





## Resources

### Internal Controls Accounting

Resources Tab: <http://lanecc.edu/ic/resources.html>

What's New Tab: <http://lanecc.edu/ic/whatsnew.html>

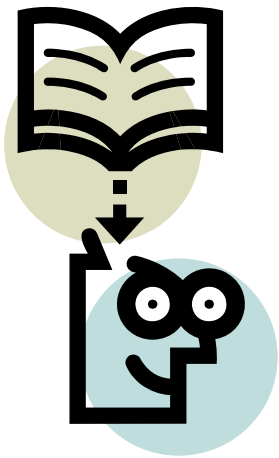
### Budget Office Website

<http://lanecc.edu/budget/>



### Native Banner Finance Process Documents

<http://lanecc.edu/ic/fpdocs.html>



### On call Finance Consultant

Preferred: [FinanceHelp@lanecc.edu](mailto:FinanceHelp@lanecc.edu)

Also: X 5598 M – F, 9 - 4



# ExpressLane Financial Information Menu

Finance - Microsoft Internet Explorer

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Address [https://inb.lanecc.edu:4446/pls/lane/twbkwbis.P\\_GenMenu?name=bmenu.P\\_FinanceMnu](https://inb.lanecc.edu:4446/pls/lane/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu) Go Links

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## Financial Information Menu

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### BUDGET QUERY

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- [Budget Transfer](#)
- [Multiple Line Budget Transfer](#)
- [Budget Availability](#)  
View current available budget for any valid FOAP combination. **Use this for NSF checking.**
- [Revenue\Expense Summary Report](#)

### FINANCE USER DOCUMENTS

### POSITION BUDGET REPORT


- [Delete Finance Template](#)  
Use this to remove your saved finance queries.

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# Budget Query by Organization

**ORG**  
**540210**

**Org**  
**600400**



*Org*  
*661001*

## ExpressLane Budget Query by Organization - Model 1

Table 1: Overview – Department and Activity Units

ORGANIZATION	BUDGET	YEAR TO DATE	AVAILABLE BALANCE
<u>Department</u>			
<u>Activity Unit A</u>	10,000	7,000	3,000
<u>Activity Unit B</u>	5,000	4,500	500
<u>Activity Unit C</u>	2,000	2,000	0
<b>TOTAL</b>	<b>17,000</b>	<b>13,500</b>	

Table 2: Activity Unit A – Account Types

ACCOUNT TYPE	ACCOUNT TYPE TITLE	BUDGET	YEAR TO DATE	AVAILABLE BALANCE
<u>50</u>	Revenue	200,000	205,000	(5,000)
<u>60</u>	Personnel Services	175,000	185,000	10,000
<u>70</u>	Expenditures	15,000	13,000	(2,000)
	<b>TOTAL</b>	<b>10,000</b>	<b>7,000</b>	

Table 3: Expenditures Detail

ACCOUNT TITLE	BUDGET	YEAR TO DATE	AVAILABLE BALANCE
Operational Supplies	10,000	<u>9,000</u>	1,000
Office Supplies	2,000	<u>2,000</u>	0
Maintenance	3,000	<u>2,000</u>	1,000
<b>TOTAL</b>	<b>15,000</b>	<b>13,000</b>	

# Budget Query by Account



## ExpressLane Budget Query by Account Model

Table 1: Accounts in Activity Unit Order

ORGANIZATION	ACCOUNT	BUDGET	YEAR TO DATE	AVAILABLE BALANCE
Activity Unit A	<a href="#">Account A</a>	10,000	9,000	1,000
Activity Unit A	<a href="#">Account B</a>	5,000	4,000	1,000
Activity Unit B	<a href="#">Account A</a>	13,000	4,500	8,500
Activity Unit C	<a href="#">Account A</a>	30,000	28,500	1,500
TOTAL		50,000	38,500	

Table 2: Expenditures Detail – Activity Unit A, Account A

TRANSACTION DATE	DOCUMENT CODE	VENDOR & TRANSACTION DESCRIPTION	AMOUNT
July 15, 2006	<a href="#">Invoice 1</a>	Vendor A –Medical Supplies	3,500
Aug 1, 2006	<a href="#">Invoice 2</a>	Vendor B – Flu Shots	4,500
Dec 15, 2006	<a href="#">JV 456789</a>	P-Card Charges: Employee Name	250
Jan 25, 2007	<a href="#">ICO 123456</a>	Printing & Graphics – Clinic Fliers	750
	TOTAL		9,000

Click the Document Code link to view the electronic document

## ExpressLane Position Budget Report Model

NAME	ID	POSITION	BUDGET	SPENT	REMAIN	COMMITTED	OVER/ (UNDER)
A	L#	C13123	45,000	25,000	20,000	20,000	0
B	L#	C13456	33,000	28,000	5,000	24,000	(19,000)
C	L#	F15123	65,000	36,000	29,000	26,500	(2,500)
D	L#	M12123	75,000	45,000	30,000	25,000	5,000
		<b>TOTAL</b>	<b>218,000</b>	<b>134,000</b>	<b>84,000</b>	<b>95,000</b>	<b>(11,000)</b>

### THE MATH

**BUDGET - SPENT = REMAINING**

**COMMITTED IS A CALCULATED FIELD: AMOUNT PER PAY X NUMBER OF PAYS  
REMAINING IN THE FISCAL YEAR**

**OVER/UNDER = REMAINING – COMMITTED (THESE SHOULD BE EQUAL)**



## ExpressLane Position Budget Report

Budget  
should be the  
same as...

\$\$\$  
Actual Pay  
\$\$\$

...Or you  
might find...



Position	Budget	Spent as of 2006- SM-19	Remaining	Per Pay	End Date	# Pays	Committed	Over/ Under	Fund	Org	Acct	Prog	%
C13123	20,000	5,000	15,000	1,000	15- Jun-07	17	17,000	(2,000)	111100	123410	520300	310000	100%
C13234	30,000	8,750	21,250	1,250	30- Jun-07	18	22,500	(1,250)	111100	123410	520300	310000	100%
F15234	20,000	4,000	16,000	1,000	15- Aug- 07	16	16,000	0	111100	123410	540500	310000	50%
C13345	34,000	10,125	23,875	1,125	30- Jun-07	15	16,875	7,000	111100	123420	520300	510000	100%
C13456	30,000	8,750	21,250	1,250	30- Jun-07	17	21,250	0	111100	123420	520300	510000	100%
C13567	42,000	12,250	29,750	1,750	15- Aug- 07	21	36,750	(7,000)	111100	123420	540500	510000	100%
TOTALS	166,000	48,875	127,125	7,375			130,375	(3,125)					