

Budget 101

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Basic Definitions

▶ What is a budget?

- ▶ A budget is an estimate of revenue and/or expense derived at one point in time. This estimate serves as a spending guide at many levels of the organization. There is no specific cash set aside for spending. Once approved by the board, the budget does not change.

▶ What is a forecast?

- ▶ A forecast is an updated financial projection based on actual results and feedback from various constituents throughout the College.

▶ What is a variance?

- ▶ A variance is the difference between budget and actual results.

▶ What is the margin?

- ▶ The margin is equal to total revenues minus total expenses.

▶ What is the Lewis & Clark Fiscal Year?

- ▶ June 1 - May 31

Account Segment

- ▶ **What do all the numbers in the L&C account mean?**
 - ▶ An account string is comprised of 11 characters
 - ▶ Example: 40 0 5301 6000 stands for Common Service-Business Office-Office Supplies Expense

FUND	DIVISION	DEPARTMENT	OBJECT
XX	X	XXXX	XXXX
10. Law School	Numeric or Alpha Rarely used (primarily project designation or start up funds)	0XXX Instruction	1XXX Assets
12. Law Restricted / Designated		1XXX Research	2XXX Liabilities
20. Graduate School		2XXX Public Service	3XXX Fund Balance
22. Grad Restricted / Designated		3XXX Academic Support	4XXX Revenue
30. College of Arts & Sciences (CAS)		4XXX Student Support	5XXX Personnel Expense
32. CAS Restricted / Designated		5XXX Institutional Support	6XXX - 8XXX Operating Expense
40. Common Services (COM)		6XXX Physical Plant	91XX Library
42. COM Restricted / Designated		7XXX Scholarship	92XX & Above Transfers
		8XXX Auxiliaries	

Reporting Tools

▶ WebAdvisor

- ▶ All department budgets can be viewed through WebAdvisor. Real time general ledger information is displayed. Access requires permission. Training materials are online.

<https://webadvisor.lclark.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7526144630>

▶ Informer

- ▶ Informer can be used to pull data from Colleague. This is useful for reviewing transaction detail, multiple departments, and multiple years. Access to general ledger data is limited to finance personnel.

▶ BudgetPak

- ▶ BudgetPak is a tool for budgeting and forecasting. It can also be used for reporting on multiple departments. Reports show comparisons between budget and actual. Financial Planning office loads data from the general ledger to BudgetPak during the second week of every month. It is not real time and does not show results for restricted or designated accounts. Access requires permission and training.

Monitor Your Budget

- ▶ **How do I know I am within budget?**
 - ▶ Login to WebAdvisor to view the Operating Budget Query (budget vs. actual report).
- ▶ **How do I get access to WebAdvisor?**
 - ▶ Contact Xi Zhong in the Financial Planning office.
- ▶ **What do I do if I think I am going over budget?**
 - ▶ Managers need to stay within the total budget, not the budget for specific line items. One account could be over budget and offset by savings from other account. If you anticipate being over budget in total, please contact Financial Planning staff.
- ▶ **When is the budget available for the next fiscal year?**
 - ▶ The approved budget is loaded to Colleague and WebAdvisor in March prior to the beginning of the fiscal year.

Researching transactions?

- ▶ Use WebAdvisor to view general ledger transaction detail.
- ▶ Commonly used source codes
 - ▶ CR - Cash Receipts (Deposits)
 - ▶ IV - Invoice generated from Lewis & Clark
 - ▶ JE - Journal Entry. Note: Pcard transactions have a reference code of PCXXXXXX
 - ▶ PJ - Purchase Journal. Payment was made through accounts payable
- ▶ If you need further information, contact anyone in the Financial Planning or Business Office.