Colleague Self Service Budget Instruction

Lewis & Clark

Lewis & Clark College
Last Update: 12/5/19

Contents

Colleague Self-Service Budget Instructions

Colleague Self-Service Budget is a standard Colleague query tool that enables managers to monitor department budgets. To gain access to Colleague Self-Service Budget, please contact Xi Zhong (xi@lclark.edu). There are two types of general access: (1) all object codes, and (2) all object codes excluding personnel. You will need approval from your supervisor and/or department manager.

General Information – Account Structure

Understanding the general ledger structure is helpful when navigating the Colleague Self-Service Budget Financial Management queries.

At Lewis & Clark, the general ledger account string is comprised of 11 characters. In Colleague Self-Service, the first seven digits are called a cost center. Colleague Self Service also uses the short version of the fund name (GR CUF, for example), rather than the fund number.

FUND*	Division	Department	Object
XX	X	XXXX	XXXX
10 LS CUF Law Unrestricted 12 LS CRF Law Restricted 20 GR CUF Grad Unrestricted 22 GR CRF Grad Restricted 30 UG CUF CAS Unrestricted 32 UG CRF CAS Restricted 40 CS CUF Common Services Unrestricted 42 CS CRF Common Services Restricted	'0' or Alpha (rarely)	0XXX Instruction 1XXX Research 2XXX Public Service 3XXX Academic Support 4XXX Student Support 5XXX Institutional Support 6XXX Physical Plant 7XXX Scholarship 8XXX Auxiliaries 9XXX General	1XXX Assets 2XXX Liabilities 3XXX Fund Balance 4XXX Revenues 5XXX Personnel 6XXX-9XXX Operating Expenses *95XX - 96XX Transfers

*Colleague Self Service will use the following abbreviations:

CUF = College Unrestricted Fund

CRF = College Restricted Fund

- List of Frequently Used Object Code

 For Example: 40 0 5301 6000 stands for Common Service-Business Office-Office Supplies Expense.

General Information – Budget Guidelines

- For each object code within your cost center, Colleague Self-Service Budget Financial Management will show the budget, actual expenditures, and balance remaining. Colleague Financial Management does not currently have the ability to create subtotals for specific sets of object codes. You will need to use the filter feature (outlined in the instructions) to isolate object codes and manage your budget according to the **guidelines** below:
- **Revenue** (object code 4000-4999)
  - Revenue in excess of the budgeted amount may only be spent with approval from the relevant Dean and VP of Finance.
- **Personnel** (object codes 5000-5399, 5500-5999)
  - Favorable variances (such as vacancy savings) in personnel accounts may only be spent with approval from the relevant Dean and VP of Finance.
- **Student Labor** (object codes 5400-5499)
  - Student labor is typically budgeted in one object code (5420). Depending on the type of work study awarded to the student, actual student labor expenditures will charge to one of four accounts (5400 Student Labor FWS, 5420 Student Labor Other, 5450 Institutional Work Study, or 5470 Off-Campus FWS). Funds should only be spent on student labor unless you have obtained approval from the Dean and VP of Finance.
- **Operating Expenses** (object codes 6000-9999)
  - Throughout the year, charge expenses to the object code that best describes the expenditure. Departments are required to keep spending with their total operating expense budget. Variances at the object code level are expected.
  - Transfers (object codes 8721, 8722, 9500-9699): There can be many types of transfers - interdepartmental transfers, negotiated transfers, and transfers between restrictions. Please contact finance support staff if you need assistance interpreting the transfers in your particular department.

- LIVE Self Service Link
  https://lc-ssvc-01.lclark.edu:8101/Student/Account/Login?ReturnUrl=%2fStudent%2f

How to check budget status using Colleague Self-Service Budget Financial Management

1. Log into "Self-Service":

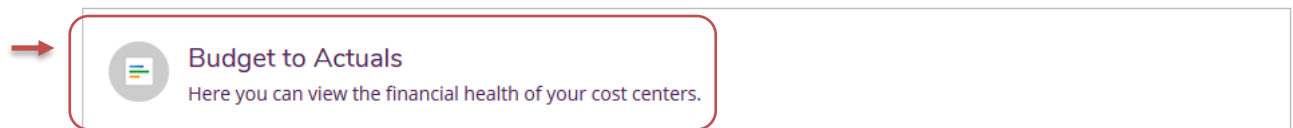   I.   Log in to [WebAdvisor](#), Click "Employee" bar, Under Budgeting section, click "Self-Service Budget".
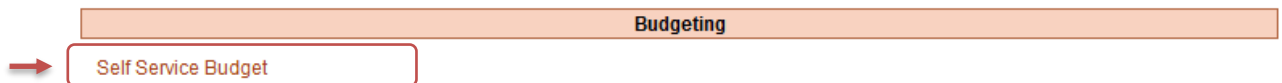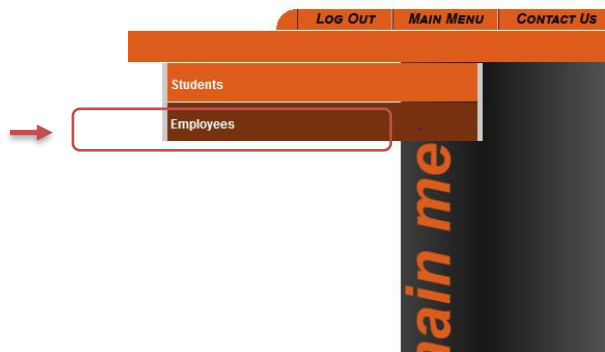
     II.   Click on "Financial Management"

     III.   Click on "Budget to Actuals" to view results for whole fiscal year.
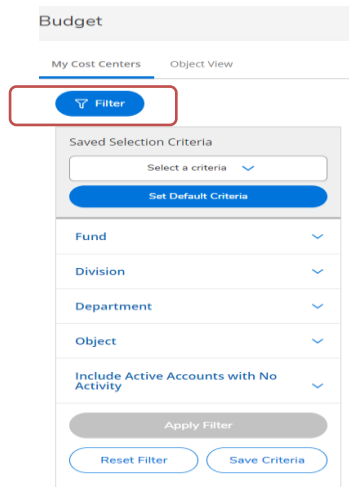
2. Filter

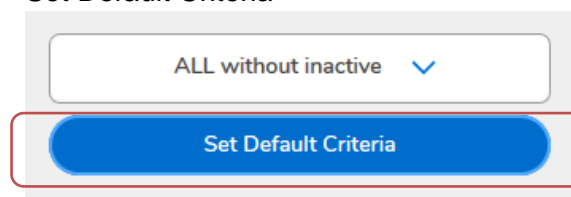Filters can be used to view specific funds, departments, and object codes.

NEW (Dec 2019) You are required to have a default filter. If you have not set up a default filter, no data will be available for viewing. This document will show you how to set up a simple default filter. However, once you complete this section and are familiar with filters, you may decide to change your default filter according to your specific needs.

I. Setting up Default Filter that allows you to view all accounts.

- Click on the Blue Filter button to see the following:

- Click on the "include Active Accounts with No Activity"
- Select the toggle button to "No"
- Apply filter
- Save Criteria as "View All Active"
- Set Default Criteria

- Choose "View All Active" under drop down menu
- Click "Save"

Note: Once Default Criteria is setup, you will be able to view all active accounts when sign on. Log out and log back in to confirm that your default filter has been set correctly.

II. USING THE FILTER to see specific cost centers or expense categories.

- Click any of the down arrows to enter a value or range for any of the GL components. Refer to General Information – Account Structure. Leaving a field blank will show everything.
  - **Fund**: Enter the fund number (10, 12, 20, 22, 30, 32, 40, 42)
  - **Division**: Enter "0" (or specific letter if it is for faculty startup)
  - **Department**: Enter a single department code, a range, or multiple numbers and ranges separated by a comma. (for example: 1000, 1005-1008)
  - **Object**: Enter a single object code, a range, or multiple numbers and ranges separated by a comma.
    1) Revenue: 4000-4999
    2) Personnel including Student Labor: 5000-5999
    3) Student Labor: 5400-5499 (**Recommended**)
    4) Operating Expenses: 6000-9999 (**Recommended**)
  - **"Include Active Accounts with No Activity"**: Use toggle bar to choose to see all accounts regardless of their activity.
- Click "Apply Filter"
- Click "Save Criteria" if this is a filter you will use frequently. It can be named and set as a default if desired.

III. Select "Reset Filter" to clear previous entered filters

3. Using 'My Cost Center' View

This is the best way to view the status of operating department budgets. (Use "Object View" if you have Unrestricted Accounts or Agency Funds, which will be covered in later session)

I. Two different views within My Cost Center: **Bar Graph View** and **List View**. The Bar Graph View will be visible the first time you log in to Colleague Self Service, but the List View is actually the recommended view.
   a. Bar Graph View:
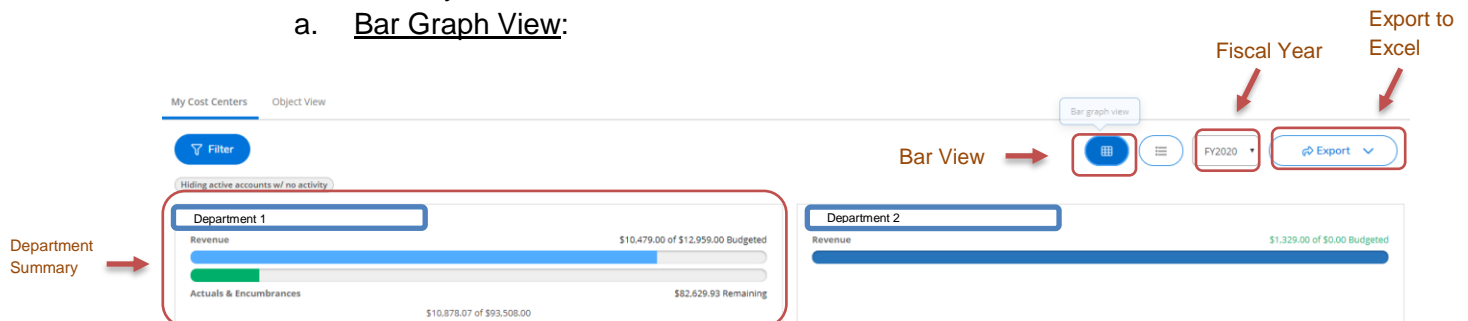
1) Shows department summary in a box
2) Cost Center: Department number and Description
3) Revenue Color

- Teal: Progress for revenue
- Dark Teal: Revenue budget is over 100%

4) Expense Colors:
- Green: more than 15% of the budget remaining
- Yellow: 0.5% < remaining budget < 15%
- Red: less than 0.5%
- Dark Red: expenses are over 100% of budget

5) Pick Fiscal Year you would like to view
- Current Year and 5 Year History

6) Exporting to Excel is available in this screen as well as most other screens.

a. <u>List View</u>

1) Shows the status of each department plus a Financial Health indicator:
- Green Check Mark: Below Budget
- Yellow Caution Sign: Close to Budget
- Red Exclamation Point: Over Budget

b. To drill down to a specific department, click on the department name

c. The next level lists all the general ledger accounts for the selected department: The first screen shows the object codes summarized by the first digit of the object code (called the GL Class).
- 4 Revenue: Revenue
- 5 Expenditures: Personnel Expenses
- 6 – 9 Expenditures: Operating Expenses

Department 1	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Revenue	$12,959.00	$10,479.00	$0.00	$2,480.00	81 %	
⌄ 4 Revenues	$12,959.00	$10,479.00	$0.00	$2,480.00	81 %	
Expense	$93,508.00	$10,878.07	$0.00	$82,629.93	12 %	✓
⌄ 5 Expenditures	$26,781.00	$165.00	$0.00	$26,616.00	1 %	✓
⌄ 6 Expenditures	$55,802.00	$10,567.42	$0.00	$45,234.58	19 %	✓
⌄ 7 Expenditures	$7,790.00	$92.30	$0.00	$7,697.70	1 %	✓
⌄ 8 Expenditures	$3,135.00	$53.35	$0.00	$3,081.65	2 %	✓
Net	-$80,549.00	-$399.07				

    d. Click on the Gl Class to drill down to see the specific object code detail:

    ▪ Click on the individual object code to see the general ledger transaction detail.

4. Using 'Object View'

This view is most useful for viewing the status of restricted accounts, agency accounts or the status of a consolidated group of departments. (See Section 5 for more information)

    I.   It displays Asset, Liability, Fund Balance, Revenue, and Expense

    II.   Drill down to the relevant object codes as needed.

Object	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
∨ Liability		$0.00	$0.00			
∨ Revenue	$6,574.00	$7,870.00	$0.00	-$1,296.00	120 %	
∨ Expense	$50,124.00	$3,611.31	$37.69	$46,475.00	7 %	✓
Net Revenue - Expense	-$43,550.00	$4,258.69				

5. Restricted or Designated Funds (starting with 12, 22, 32, 42)

I.   Restricted accounts do not have a budget loaded in Colleague; the budget column will always be zero and an unfavorable variance will always appear for any activity.

II. The fund balance appears as positive in the new Financial Management Budget versus negative in the prior WebAdvisor.

III. The **funds available** will need to be calculated using the following formula:
     Current Fund Balance = Fund Balance – Assets + Revenue – Expenses

IV. Most accounts will not have assets.

V.   SPECIAL NOTE FOR FEDERAL GRANTS OR OTHER GRANTS THAT FUNCTION ON A REIMBURSEMENT BASIS

    i.   The current fund balance shown is not relevant for federal and other grants that function on a reimbursement basis

    ii. For these grants, the Business Office requests reimbursement of expenditures from the sponsor at the end of each calendar quarter. The fund balance in Self Service Budget Financial Management represents the total expenditures posted to the account since payment was received from the sponsor for the previous quarter. Please contact Megan Hagler (Post-Award Administrator) or Marietta Lawson (Director of Accounting) for assistance if you have questions about grant expenses and the remaining balance.

5. Agency Accounts

I.   Revenue and Expenses are all go into object code 2190, which fall under "Liability" in "Object View".

II. Click "Liability"

III. Click "2190 Agency Funds" to view detail transactions.