Colleague Self-Service Financial Management Instructions

Lewis & Clark

Contents

Introduction

Colleague Self-Service Financial Management is a standard Colleague query tool that enables managers to monitor department budgets. To gain access to Colleague Self-Service Financial Management, please contact Mary Bresnahan (mbresnahan@lclark.edu) in the Business Office. You will need approval from your supervisor and/or department manager to be granted access. There are generally two types of viewing profiles: (1) all object codes, and (2) all object codes excluding personnel.

There are two keys to navigating Self-Service with confidence. The first is to understand Lewis & Clark's general ledger structure, and the second is to dig into the Self-Service filter mechanism. Investing time in both of these will allow you to use Self-Service with ease. Note, these instructions highlight some of the features in Colleague Self-Service. Feel free to explore and find the views and functionality that work best for you and your department.

General Ledger Structure

The LC general ledger account string is comprised of eleven characters that can be broken into four segments: Fund, Division, Department, Object. Each of these segments is important from an accounting and financial reporting perspective.

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			

Example: 40 0 5301 6000 stands for: Common Services (40) Division (0) Business Office (5301) Office Supplies (6000).

Restricted funds differ from unrestricted funds in that the funds are restricted for a specific purpose or time. Unused balances in restricted accounts carry over from one year to the next. The College does not budget for restricted accounts. Restricted accounts are typically used for grants, donor funds and the endowment. The bulk of the College's operating activity occurs in unrestricted accounts. Note, on some screens, Colleague Self-Service displays the short version of the fund name (GR CUF, for example), rather than the fund number (Fund 20).

Guidelines for Managing Your Operating Budget

For each object code within your department, Colleague Self-Service Financial Management will show the budget, actual expenditures and remaining balance. It does not have the ability to create subtotals for specific sets of object codes. Most screens have an Excel download option, but you may find it useful to drill down or use the filter feature (outlined in these instructions) to isolate object codes and manage your budget according to the following guidelines.

Revenue (object codes 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 budgeted in one object code (5420). Actual student labor expenditures are recorded in one of four accounts (5400 Student Labor FWS, 5420 Student Labor Other, 5450 Institutional Work Study, or 5470 Off-Campus FWS), depending on the type of work study awarded to the student. Departments should manage to the total student labor budget, not at the object code level.

Operating Expenses (object codes 6000-9999, excluding transfers noted below). Expenses should be charged to the object code that best describes the expense incurred. Departments should keep total operating expense within budget. Variances at the individual object code level are expected.

Transfers. There are several types of transfers. Most are coordinated and entered by the Business Office. Some of the transfers you may see in your department budget are described below. Reach out to the Business Office if you have questions.

> *8721/8722 Negotiated Transfers*. These are budgeted transfers between unrestricted accounts (Funds 10, 20, 30, 40). Only the Business Office should use these accounts. It may be easier to monitor your budget throughout the year by using a filter in Colleague Self-Service to exclude these transfer accounts.
>
> *9501/9502 Departmental Transfers*. These are transfers made between departments within the same restriction class. Typically, these are between departments in Funds 10, 20, 30, and 40.
>
> *9600/9620 Transfers between restricted and unrestricted accounts*. These are typically transfers between restriction classes and are used primarily by the Business Office.

Colleague Self-Service Financial Management

A. Access:

Log in to [WebAdvisor](), Click "Employee" bar, under Budgeting section, click "Self Service Budget".
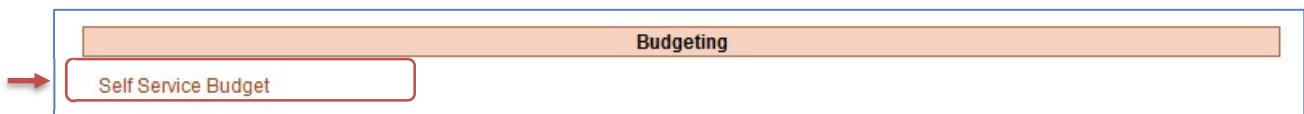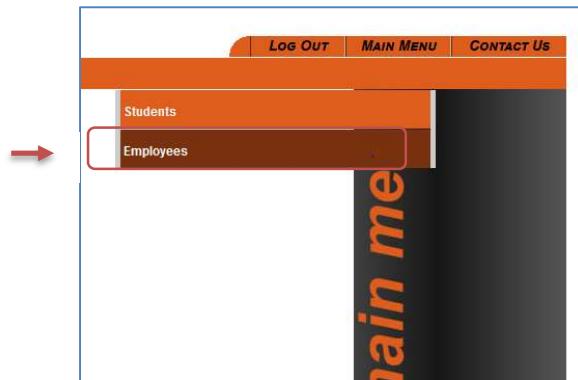

B. Filters

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 section 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 and/or create and save additional filters that help you manage your budget.

Setting up a default filter:

- Click on the Blue Filter button to see the following:
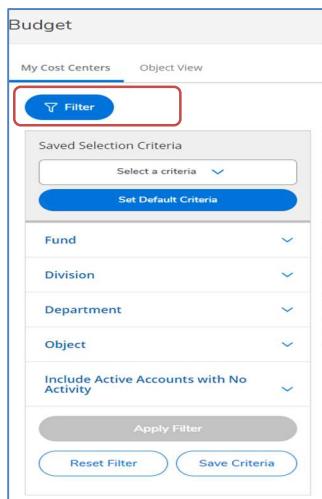
- Click on the "Include Active Accounts with No Activity"
- Select the toggle button to "No"
- Apply filter
- Save Criteria as "View All Active"
- Set Default Criteria
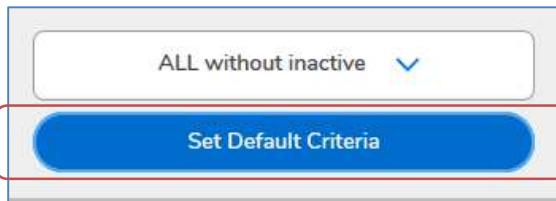
- Choose "View All Active" under drop down menu
- Click "Save."
- Log out and log back in to confirm that your default filter has been set correctly.

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 the General Ledger section above. Leaving a field blank will show everything.
  - **Fund**: Enter the fund number (For example: 10, 12, 20, 22, 30, 32, 40, 42)
  - **Division**: Enter "0" (or alpha character if appropriate)
  - **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. (For example: 4000-4999 for revenue, 5400-5499 for student labor, 6000-9999 for operating expenses and transfers)
  - **"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

**Select "Reset Filter" to clear previously entered filters**

C. Views

Colleague Self-Service has two 'views.' The 'My Cost Center' view only shows revenues and expenses. The 'Object View' shows all object codes. Restricted and agency accounts (all activity recorded in object code 2190) should be viewed with the 'Object View.' See **Section F** for more details on viewing these types of accounts.

My Cost Center can be shown as a <u>Bar Graph</u> or <u>List</u>. The Bar Graph View will be visible the first time you log in to Colleague Self-Service, but the List View is the recommended view.

<u>Bar Graph View</u>:
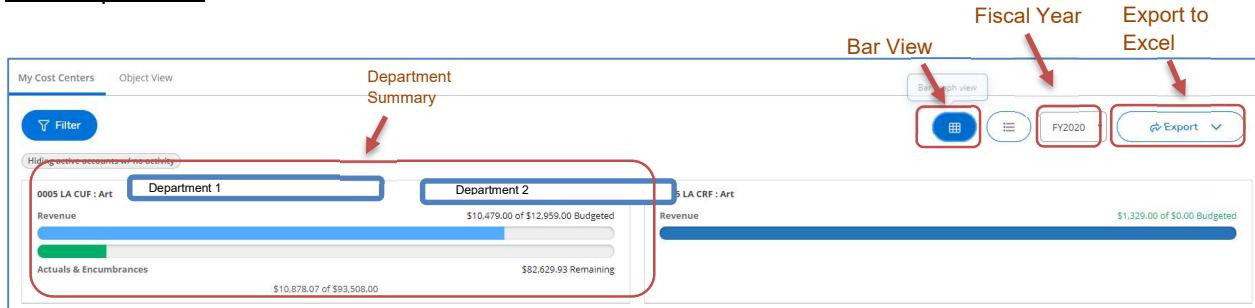
- Shows department summaries in various boxes
- Revenue Color
    - Teal: progress for revenue
    - Dark teal: Revenue budget is over 100%
- Expense Colors:
    - Green: more than 15% of the budget remaining
    - Yellow: 0.5% < remaining budget < 15%
    - Red: less than 0.5%
    - Dark red: expenses are over 100% of budget
- Select Fiscal Year you would like to view
- Exporting to Excel is available in this screen as well as most other screens.

<u>List View</u>:
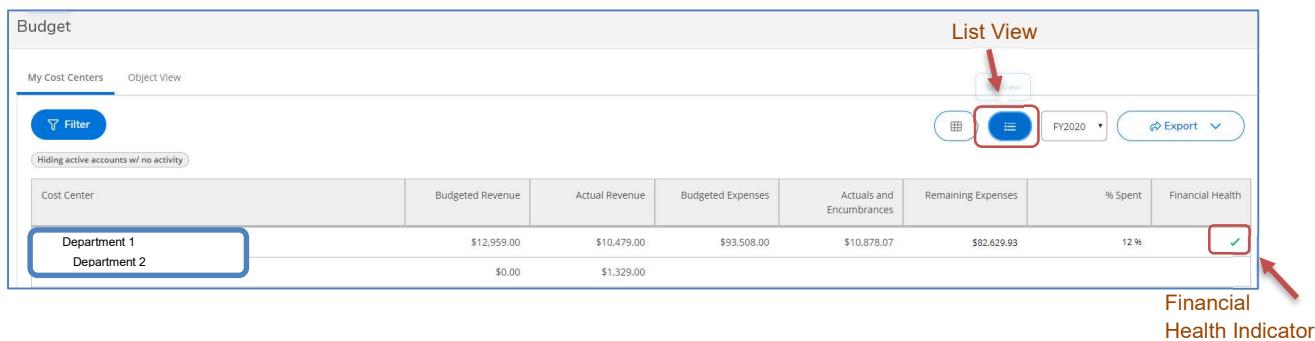
- Shows the status of each department plus a Financial Health indicator:
    - Green check mark: below budget
    - Yellow caution sign: close to budget
    - Red exclamation point: over budget
- To drill down, click on the department name.

- The next level lists 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

5 – 9 Expenditures

0005 L	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				

- Click on the GL Class to drill down to see the specific object code detail:

∧ 6 Expenditures
30-0-0005-6000 Art : Supplies-Office
30-0-0005-6075 Art : Software Expense
30-0-0005-6100 Art : Educ Material-Gen'l
30-0-0005-6150 Art : Media & Media Svcs
30-0-0005-6170 Art : Lab Supplies
30-0-0005-6200 Art : Other Supplies
30-0-0005-6220 Art : Equip under $10,000
30-0-0005-6240 Art : OSHA - Disposables
30-0-0005-6250 Art : Lit & Subscriptions
30-0-0005-6260 Art : Dues & Memberships

- Click on the individual object code to see the general ledger transaction detail. Sample transaction detail for Supplies-Office:

Actuals

Document	Date	Description
ST093024	9/30/2024	Staples #7640198499-000-001
ST093024	9/30/2024	Staples #7640198499-000-001
ST093024	9/30/2024	Staples #7640198499-000-001
ST093024	9/30/2024	Staples #7640198499-000-001
ST093024	9/30/2024	Staples #7640198499-000-001

Object View shows all object codes including Asset, Liability, Fund Balance, Revenue, and Expense account balances (most departments do not hold assets or liabilities). Click on the Expense down-arrow to see a list of a department expenses by Object Code. Click again to see all of the transactions.

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				

D. Subtotals

Self-Service data is grouped by large categories – Asset, Liability, Revenue and Expense, and can be confusing when looking closely at totals. Grouping by class and subclass can provide a clearer picture of income and spending by grouping different object codes together. To add subtotals in Self-Service, add a new query to your search. At the top-left of your screen, select Financial Management/Finance Query

Create a filter for your department, similar to the process you reviewed on page 5. Enter your Fund (10 for Law, 20 for Grad School, 30 for CAS, 40 for Common Services). Enter your Division by setting it to zero, and then your particular Department and Object Codes (4000-9999 for revenue and expense).

Under Sort Options, add a Sort By Gl.class and Gl.subclass and check the Subtotal box for both new sorts. Once all of the filter components are in place, select Apply Filter.

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
40-0-2302-5400 Art Gallery : Student Labor FWS	$0.00	$3,310.75	$0.00	$0.00	-$3,310.75
40-0-2302-5420 Art Gallery : Student Labor Other	$7,419.00	$950.25	$0.00	$0.00	$6,468.75
40-0-2302-5450 Art Gallery : Institutional Work Study	$0.00	$5,936.66	$0.00	$0.00	-$5,936.66
Gl.Subclass Total - 54 Student Payroll	$7,419.00	$10,197.66	$0.00	$0.00	-$2,778.66

Subtotals allow you to see a total of all of the object codes grouped in a particular class and subclass. In the example above, the Class is level 5 – Expense, and Subclass is 54 – Student Payroll.

E. Encumbrances

The amount 'Remaining' in your cost center budget is calculated as *Budget less Actuals less Encumbrances*. Encumbrances are a commitment to future spending, often tied to a purchase order (most commonly seen in IT and Facilities departments). If the expense has been recognized for the product or service on the purchase order, exclude the encumbrance in calculating the amount of the budget remaining. Reach out if you need clarification or are new to encumbrances.

F. Restricted or Designated Accounts

Restricted and designated accounts start with an X2 (12, 22, 32, etc.). Use 'Object View' to view these accounts.

Object	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
∨ Asset		$47,059.36	$0.00			
∨ Fund Balance		$574,245.30	$0.00			
∨ Revenue	$0.00	$339,702.00	$0.00	-$339,702.00	101 %	
∨ Expense	$0.00	$227,287.16	$0.00	-$227,287.16	101 %	⊙
Net Revenue - Expense	$0.00	$112,414.84				

The current funds available can be calculated using the following formula:

Current Fund Balance =Fund Balance – Assets + Revenue – Expenses
Current Balance of $639,600.78 = $574,245.30 – $47,059.36 + $339,702.00 – $227,287.16

Most accounts will not contain Assets. Also, this formula only applies when viewing the current fiscal year. In previous years, the Fund Balance reflects the year's ending balance. Note that a Fund Balance may not appear during summer months as the accounting team is working to

close the prior fiscal year in order to finalized the beginning balance for the new year. Once the fiscal year is closed in Colleague, the beginning balance will populate. Until that time, the beginning balance can be estimated by viewing the prior year activity and using the formula above. You can also reach out to the Business Office for assistance with determining the fund balance.

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.

FOR FEDERAL GRANTS OR OTHER GRANTS THAT FUNCTION ON A REIMBURSEMENT BASIS, please reach out to your finance and accounting support staff to better understand activity and funds available.

G. Agency Accounts

Use 'Object View' to view agency account activity, including student activity accounts. All revenue and expense activities are recorded in object code 2190, which falls under "Liability" in *Object View*.

- Click "Liability"
- Click "2190 Agency Funds" to view detail transactions.