

Accessing the Lawson Web

St. Olaf College—A private liberal arts college of the Lutheran church in Minnesota - Mozilla Firefox

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News and Headlines

Study gives St. Olaf high marks for graduation rates

Monday, Jun 29, 2009 — A study by the American Enterprise Institute ranks St. Olaf ninth among peer institutions across the country for its high graduation rate of 86 percent, notes the *Star Tribune*.



St. Olaf mourns death of education professor

Monday, Jun 29, 2009 — St. Olaf Professor of Education Mark Schelske, 54, died the morning of June 24 after a long battle with cancer. He had taught at St. Olaf for more than two decades. A memorial service will be held Monday, June 29.



VIDEO NEWS: Young Investigators Program introduces urban youth to college experience

Monday, Jun 29, 2009 — The summer Young Investigators Program at St. Olaf introduces urban 9th- and 10th-graders to biology courses taught by St. Olaf faculty. Mejenta Littsey '11 is a past



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Intern-Off-Campus Studies

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Celebration Scenes

Watch concerts, commencement and more from Celebration Weekend.



St. Olaf College | Northfield, Minnesota, USA - Mozilla Firefox

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http://www.stolaf.edu/offices/treasurer/lawson/lawson.html

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St. Olaf College Lawson Web Access

This service provides Web-based access to Lawson operating budget accounting reports, including:

- Year-to-Date Budget Variance Reports
- Year-to-Date Transaction Reports
- By Period Transaction Report

After you type in your email login name and password below, you will be shown a list of all the budget units to which you have access. You can select any combination of reports and/or units to view; but for simplicity's sake, it is best to start with one or two reports on a single accounting unit. If for some reason you do not see a unit you should be able to access, please click on the "Show Directory of Units and Owners" at the bottom on the next screen to request access.

Login Name:

Current Password:

Hints

- If you would like to receive notifications of when a month is closed, please [subscribe to the lawson-webuser alias](#). You may also [unsubscribe from the lawson-webuser alias](#).
- If you chose a "By Period Transaction Report," please select the periods you are interested in

Done

Same as
email
sign-on



This screen will appear after log-in.

Select “Show Directory of Units and Owners.”

St. Olaf Lawson Operating Account Web Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address <http://www.stolaf.edu/cgi-bin/lawson.pl>

ST. OLAF COLLEGE **St. Olaf Lawson Operating Account Web Access** [Help!](#)

You have access to the following Operating Account Lawson Reports:

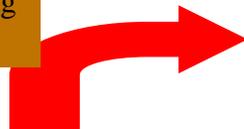
Company/Unit (sorted by account number)	Reports
All Units	<input type="checkbox"/> YTD Transactions <input type="checkbox"/> YTD Transactions (Excel format) <input type="checkbox"/> Budget Variance <input type="checkbox"/> By Period Transactions (select periods below)
10-16112 Business Office	<input type="checkbox"/> YTD Transactions <input type="checkbox"/> YTD Transactions (Excel format) <input type="checkbox"/> Budget Variance <input type="checkbox"/> By Period Transactions (select periods below)

Period: Jun Jul Aug Sep Oct Nov
 Dec Jan Feb Mar Apr May

[Maintain Lawson Ownership and Access Lists](#)

Done Internet

Need help requesting access



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https://www.stolaf.edu/cgi-bin/lawson.pl St. Olaf Directory

ST-OLAF COLLEGE **St. Olaf Lawson Operating Account Web Access** [Help!](#)

Lawson Accounting Units and Owner List

The following is a list of all the accounting units available for viewing with this service.

If your unit is not listed here or your login name is not listed as a "viewer", please click on the "owner" link to email a message requesting access.

Unit	Description	Owner	Viewers
10-10001	Institutional	greens	kuchinka, nortona
10-10012	Atm Machine	greens	
10-10201	Accrued Salaries - Faculty	greens	
10-10210	Accrued Fringe Ben-Faculty	greens	
10-10211	Accrued Student Work	greens	
10-10220	Accrued Salaries--Bi-Weekly	greens	
10-10221	Accrd Salaries-Mnthly Payroll	greens	
10-10240	Accrued Vacations	greens	
10-10245	Early Retiree Lb Plan	greens	
10-10251	Federal Withholding	greens	
10-10252	Social Security	greens	
10-10253	State Withholding Tax	greens	
10-10254	Fed Tax W/H - Form 945 Taxes	greens	
10-10255	Tiaa Retirement Basic	greens	
10-10256	Tiaa Retirement Supplemental	greens	
10-10257	Other Supplemental Retirement	greens	
10-10258	TIAA 457 Retirement Plan	greens	
10-10260	Fica Matching	greens	

Done www.stolaf.edu

The name of the owner is in blue. This is the person who can give access to view the unit online.

Double click on the name to send them an email request.

Once you have access to a report, it will appear on the main screen.

Go back to the Main Screen:

St. Olaf Lawson Operating Account Web Access - Microsoft Internet Explorer

Address: <http://www.stolaf.edu/cgi-bin/lawson.pl>

St. Olaf Lawson Operating Account Web Access [Help!](#)

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All Units	<input type="checkbox"/> YTD Transactions <input type="checkbox"/> YTD Transactions (Excel format) <input type="checkbox"/> Budget Variance <input type="checkbox"/> By Period Transactions (select periods below)
10-16112 Business Office	<input type="checkbox"/> YTD Transactions <input type="checkbox"/> YTD Transactions (Excel format) <input checked="" type="checkbox"/> Budget Variance <input type="checkbox"/> By Period Transactions (select periods below)

Period: Jun Jul Aug Sep Oct Nov
 Dec Jan Feb Mar Apr May

FY 2008-2009 View Reports

Clear Report Choices

Show Directory of Units and

[Maintain Lawson Ownership and](#)

FY 1999-2000
FY 2000-2001
FY 2001-2002
FY 2002-2003
FY 2003-2004
FY 2004-2005
FY 2005-2006
FY 2006-2007
FY 2007-2008
FY 2008-2009
FY 2009-2010

Check the box of the report you would like to view

Select the fiscal year

Select the "View Reports" button

Operating Units (Starting with 1xxx)

Your “budget” amount is the revenue or expenses your unit is anticipated to generate or spend.

Your “actual” amount is the amount of the revenue and expenses you have actually generated to spend for the period.

St. Olaf Lawson Operating Account Web Access - Microsoft Internet Explorer

Address: https://www.stolaf.edu/cgi-bin/lawson.pl

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Budget Variance Report Unit: 10-16112 (Business Office)

Report Generated: 07/01/09, 20:31

Account Description	Budget	Actual	Variance
Tr 39100 Beginning Balance	\$.00	\$.00	\$.00
Subtotals	\$.00	\$.00	\$.00
Tr 51000 Non-faculty - regular	\$433,400.00	\$421,559.42	\$11,840.58
Tr 52000 Overtime	\$2,270.00	\$1,372.54	\$897.46
Tr 53000 Acad yr workstudy (cwsp) pay	\$10,200.00	\$3,002.78	\$7,197.22
Tr 53010 Acad Yr Workstudy Federal Pay	\$.00	\$2,633.22	\$(2,633.22)
Tr 53020 Acad Yr Workstudy State Pay	\$.00	\$455.18	\$(455.18)
Tr 53400 Summer St. Olaf student worker	\$3,420.00	\$3,598.33	\$(178.33)
Tr 54000 Workers comp insurance	\$1,270.00	\$1,083.33	\$186.67
Tr 54200 Disability ins - college share	\$1,340.00	\$1,276.06	\$63.94
Tr 55000 Health insurance college share	\$41,890.00	\$43,513.50	\$(1,623.50)
Tr 56000 Retirement - college share	\$29,510.00	\$28,810.77	\$699.23
Tr 56100 VEBA - Emeriti	\$4,860.00	\$5,166.20	\$(306.20)
Tr 56200 FICA - soc. security clg shar	\$26,520.00	\$25,275.15	\$1,244.85
Tr 56400 FICA - med care - clg share	\$6,210.00	\$5,911.11	\$298.89

Done Internet

St. Olaf Lawson Operating Account Web Access - Netscape

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https://www.stolaf.edu/cgi-bin/lawson.pl

Report Generated: 08/22/02, 00:32

Account Description	Budget	Actual	Variance
Tr 39100 Beginning Balance	\$.00	\$ (562.05)	\$ 562.05
Subtotals	\$.00	\$ (562.05)	\$ 562.05
Tr 62000 General Supplies & Materials	\$.00	\$ 116.22	\$ (116.22)
Tr 63500 Copy charge - central dup ctr	\$.00	\$ 12.53	\$ (12.53)
Tr 63600 Copy charge - convenience copy	\$.00	\$ 384.76	\$ (384.76)
Tr 64500 Postage charge to depts.	\$.00	\$ 6.80	\$ (6.80)
Tr 65500 Basic phone service charges	\$.00	\$ 220.00	\$ (220.00)
Tr 65600 LD phone service charges	\$.00	\$.24	\$ (.24)
Tr 67200 Lodging & meals - domestic trv	\$.00	\$ 52.00	\$ (52.00)
Tr 72100 Meals on-campus	\$.00	\$ 32.00	\$ (32.00)
Subtotals	\$.00	\$ 824.55	\$ (824.55)
Grand Total	\$.00	\$ 262.50	\$ (262.50)

Document: Done (0.66 secs)

The Variance column shows the difference between your budget and the actual amounts. You should pay close attend to this column and especially the grand total.

The grand total “credit” balance means you are over budget or expected to generate that much more in revenue.

The grand total debit balance means you are under budget and/or have that much more budgeted amount available for expenditures.

Roll- Forward Units (Starting with 3xxxx,4xxxx,6xxxx,9xxxx)

- The grand total in the “actual” column is the balance of the unit.
- (credit) balance = available balance
- Debit balance = overspent

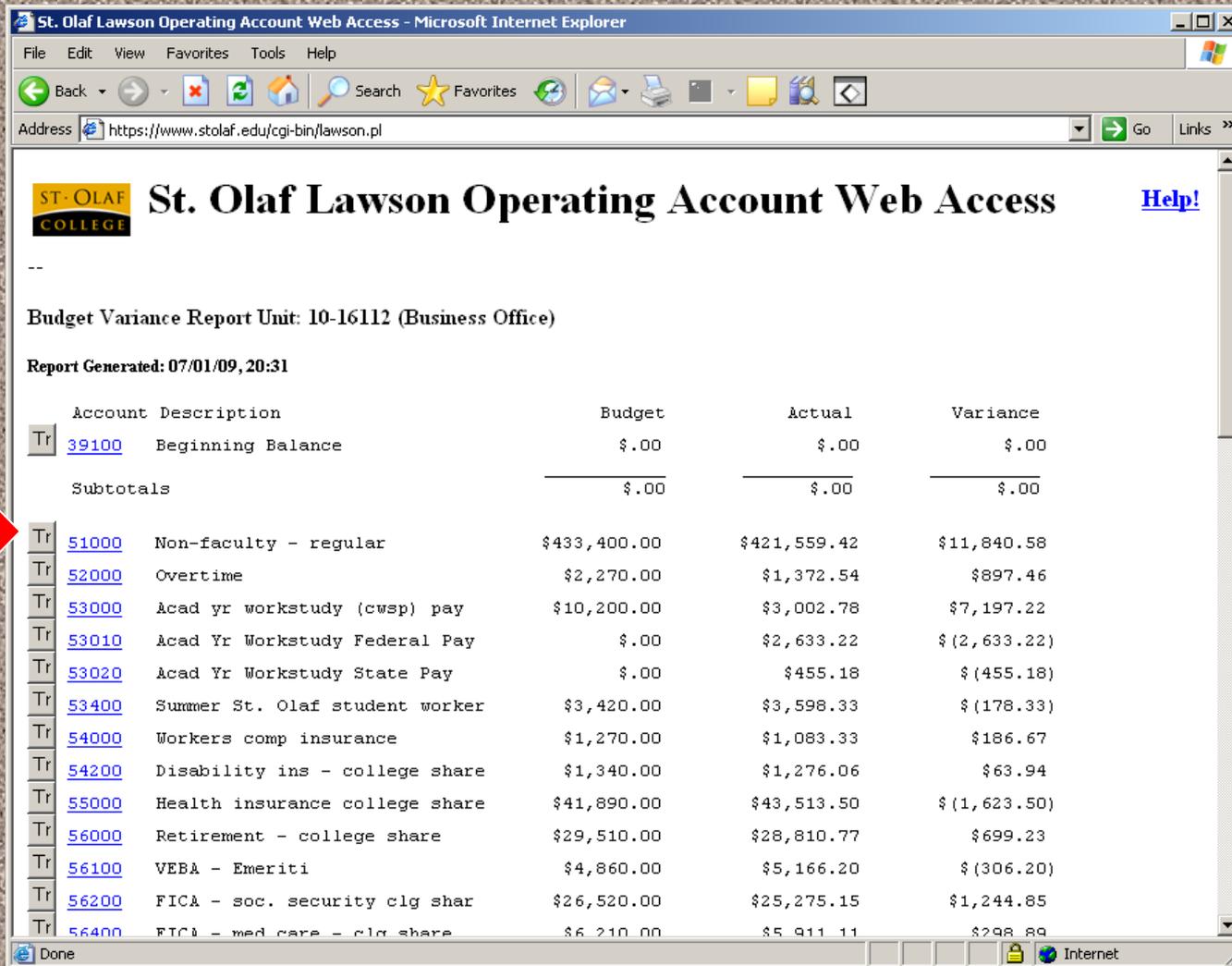
St. Olaf **St. Olaf Lawson Operating Account Web**
Access [Help!](#)

Budget Variance Report Unit: 10-92006 (Lion's Pause)

Report Generated: 03/24/10, 20:36

Account Description	Budget	Actual	Variance
Tr 39100 Beginning Balance	\$ 0.00	\$ (15,651.63)	\$15,651.63
Subtotals	0.00	\$(15,651.63)	\$15,651.63
Tr 46000 EaG sales revenue	\$ 0.00	\$ (82,040.54)	\$82,040.54
Subtotals	0.00	\$(82,040.54)	\$82,040.54
Tr 61000 Items purchased for resale	\$ 0.00	\$58,832.74	\$(58,832.74)
Tr 61900 Interdept cr sales & serv.	\$ 0.00	\$ (3,501.00)	\$3,501.00
Tr 62000 General Supplies & Materials	\$ 0.00	\$16,373.16	\$(16,373.16)
Tr 62500 Non-capitalized equipment	\$ 0.00	\$225.54	\$(225.54)
Tr 63000 Printing - off-campus service	\$ 0.00	\$744.45	\$(744.45)
Tr 63500 Copy charge - central dup ctr	\$ 0.00	\$443.79	\$(443.79)
Tr 63600 Copy charge - convenience copy	\$ 0.00	\$121.91	\$(121.91)
Tr 63700 Paper/supplies chrg-copy ctr	\$ 0.00	\$22.25	\$(22.25)
Tr 64500 Postage charge to depts.	\$ 0.00	\$5.63	\$(5.63)
Tr 65500 Basic phone service charges	\$ 0.00	\$130.00	\$(130.00)
Tr 65600 LD phone service charges	\$ 0.00	\$180.00	\$(180.00)
Tr 65800 St. Olaf Telecom service charge	\$ 0.00	\$90.00	\$(90.00)
Tr 66300 Other multi-media Services chg	\$ 0.00	\$11.25	\$(11.25)
Tr 66100 Periodicals/subscrp/book/vidoo	\$ 0.00	\$130.09	\$(130.09)
Tr 66500 Advertising expenses	\$ 0.00	\$36.61	\$(36.61)
Tr 67100 Mileage reimbursement -doo tr	\$ 0.00	\$48.40	\$(48.40)
Tr 67200 College vehicle charges	\$ 0.00	\$173.88	\$(173.88)
Tr 71800 Misc. nonacad contract service	\$ 0.00	\$100.00	\$(100.00)
Tr 72100 Meals on-campus	\$ 0.00	\$395.67	\$(395.67)
Tr 73000 Contractor time & materials	\$ 0.00	\$4,874.66	\$(4,874.66)
Tr 73500 RM-facility service - labor	\$ 0.00	\$1,906.81	\$(1,906.81)
Tr 73600 RM-facility service - materials	\$ 0.00	\$36.00	\$(36.00)
Tr 73910 Maintenance supplies & materia	\$ 0.00	\$1,515.88	\$(1,515.88)
Tr 73920 Facilities non-capital equip	\$ 0.00	\$1.99	\$(1.99)
Tr 74800 Licenses & permits	\$ 0.00	\$367.00	\$(367.00)
Tr 74850 Local lodging - non-travel	\$ 0.00	\$246.50	\$(246.50)
Tr 79500 Miscellaneous expenses	\$ 0.00	\$276.69	\$(276.69)
Tr 99400 Correcting intra-co transfer	\$ 0.00	\$ (1,970.37)	\$1,970.37
Subtotals	\$ 0.00	\$81,819.53	\$(81,819.53)
Grand Total	\$ 0.00	\$(15,872.64)	\$15,872.64

Select the TR button to view the transaction detail.



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Budget Variance Report Unit: 10-16112 (Business Office)

Report Generated: 07/01/09, 20:31

	Account Description	Budget	Actual	Variance
Tr	39100 Beginning Balance	\$.00	\$.00	\$.00
	Subtotals	\$.00	\$.00	\$.00
Tr	51000 Non-faculty - regular	\$433,400.00	\$421,559.42	\$11,840.58
Tr	52000 Overtime	\$2,270.00	\$1,372.54	\$897.46
Tr	53000 Acad yr workstudy (cwsp) pay	\$10,200.00	\$3,002.78	\$7,197.22
Tr	53010 Acad Yr Workstudy Federal Pay	\$.00	\$2,633.22	\$(2,633.22)
Tr	53020 Acad Yr Workstudy State Pay	\$.00	\$455.18	\$(455.18)
Tr	53400 Summer St. Olaf student worker	\$3,420.00	\$3,598.33	\$(178.33)
Tr	54000 Workers comp insurance	\$1,270.00	\$1,083.33	\$186.67
Tr	54200 Disability ins - college share	\$1,340.00	\$1,276.06	\$63.94
Tr	55000 Health insurance college share	\$41,890.00	\$43,513.50	\$(1,623.50)
Tr	56000 Retirement - college share	\$29,510.00	\$28,810.77	\$699.23
Tr	56100 VEBA - Emeriti	\$4,860.00	\$5,166.20	\$(306.20)
Tr	56200 FICA - soc. security clg shar	\$26,520.00	\$25,275.15	\$1,244.85
Tr	56400 FICA - med care - clg share	\$6,210.00	\$5,911.11	\$298.89

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Example of transaction detail:



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Transaction YTD for account 51000

Transaction Report Unit: 10-16112 (Business Office)

Report Generated: 07/01/09, 20:56

1	51000	Summarized transaction	06/13/08	\$2,539.98
1	51000	Summarized transaction	06/30/08	\$19,982.26
1	51000	Summarized transaction	06/27/08	\$5,896.82
2	51000	Summarized transaction	07/11/08	\$5,535.21
2	51000	Summarized transaction	07/25/08	\$4,284.84
2	51000	Summarized transaction	07/31/08	\$22,187.58
3	51000	Summarized transaction	08/08/08	\$4,302.59
3	51000	Summarized transaction	08/22/08	\$5,498.80
3	51000	Summarized transaction	08/31/08	\$21,167.59
4	51000	Summarized transaction	09/05/08	\$6,052.26
4	51000	Summarized transaction	09/19/08	\$6,035.68
4	51000	Summarized transaction	09/30/08	\$22,979.41
5	51000	Summarized transaction	10/03/08	\$6,093.60
5	51000	Summarized transaction	10/17/08	\$6,006.32
5	51000	Summarized transaction	10/31/08	\$22,979.41
5	51000	Summarized transaction	10/31/08	\$5,975.22
6	51000	Summarized transaction	11/14/08	\$6,093.60
6	51000	Summarized transaction	11/30/08	\$22,979.41
6	51000	Summarized transaction	11/28/08	\$6,093.60
7	51000	Summarized transaction	12/12/08	\$6,093.61
7	51000	Summarized transaction	12/31/08	\$22,979.41
7	51000	Summarized transaction	12/26/08	\$6,053.78

Done Internet

Transaction Reports

- Will take you directly to the transaction detail.
- Can be run year-to-date or by period.
- Can export transactions directly to Excel.

See the next slide for examples.

St. Olaf Lawson Operating Account Web Access - Microsoft Internet Explorer

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Address <http://www.stolaf.edu/cgi-bin/lawson.pl>

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You have access to the following Operating Account Lawson Reports:

Company/Unit (sorted by account number)	Reports
All Units	<input type="checkbox"/> YTD Transactions <input type="checkbox"/> YTD Transactions (Excel format) <input type="checkbox"/> Budget Variance <input type="checkbox"/> By Period Transactions (select periods below)
10-16112	<input type="checkbox"/> YTD Transactions <input checked="" type="checkbox"/> YTD Transactions (Excel format)

Per

0 View Reports

File Download

Do you want to open or save this file?

 Name: lawson.xls
Type: Microsoft Excel Worksheet
From: www.stolaf.edu

Always ask before opening this type of file

 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Click
Open

Check Excel
format



The transaction data will be exported to Excel.

Now you can sort, filter, subtotal, etc. as needed.

https://www.stolaf.edu/cgi-bin/lawson.pl - Microsoft Internet Explorer

File Edit View Insert Format Tools Data Go To Favorites Help

Back Forward Stop Home Search Favorites Refresh Print Mail

Address <https://www.stolaf.edu/cgi-bin/lawson.pl>

A1	Unit	Account	Period	Account D	Activity	Category	Descriptor	Date	Amount	J
1	Unit	Account	Period	Account D	Activity	Category	Descriptor	Date	Amount	J
2	16112	51000		1	Non-faculty - regular		Summariz	6/12/2009	\$1,604.10	
3	16112	51000		1	Non-faculty - regular		Summariz	6/30/2009	\$26,346.15	
4	16112	51000		1	Non-faculty - regular		Summariz	6/26/2009	\$4,356.20	
5	16112	52000		1	Overtime		Expense a	6/12/2009	\$4.16	
6	16112	52000		1	Overtime		Expense a	6/12/2009	\$12.63	
7	16112	52000		1	Overtime		Expense a	6/26/2009	\$3.19	
8	16112	53400		1	Summer St. Olaf student worker		Summariz	6/12/2009	\$326.66	
9	16112	53400		1	Summer St. Olaf student worker		Summariz	6/26/2009	\$1,508.76	
10	16112	54000		1	Workers comp insurance		Summariz	6/12/2009	\$4.01	
11	16112	54000		1	Workers comp insurance		Summariz	6/12/2009	\$0.84	
12	16112	54000		1	Workers comp insurance		Summariz	6/30/2009	\$94.79	
13	16112	54000		1	Workers comp insurance		Summariz	6/26/2009	\$10.89	
14	16112	54000		1	Workers comp insurance		Summariz	6/26/2009	\$3.78	
15	16112	54200		1	Disability ins - college share		Summariz	6/12/2009	\$9.94	
16	16112	54200		1	Disability ins - college share		Summariz	6/30/2009	\$77.73	
17	16112	55000		1	Health insurance college share		Summariz	6/12/2009	\$406.18	
18	16112	55000		1	Health insurance college share		Summariz	6/30/2009	\$2,258.04	
19	16112	55000		1	Health insurance college share		Summariz	6/26/2009	\$1,128.30	
20	16112	56000		1	Retirement - college share		Expense a	6/12/2009	\$37.53	
21	16112	56000		1	Retirement - college share		Summariz	6/30/2009	\$2,371.15	
22	16112	56000		1	Retirement - college share		Expense a	6/26/2009	\$104.26	
23	16112	56100		1	VEBA - Emeriti		Summariz	6/12/2009	\$56.16	
24	16112	56100		1	VEBA - Emeriti		Summariz	6/30/2009	\$208.00	
25	16112	56100		1	VEBA - Emeriti		Summariz	6/26/2009	\$156.00	
26	16112	56200		1	FICA - soc. security clg shar		Summariz	6/12/2009	\$85.10	
27	16112	56200		1	FICA - soc. security clg shar		Summariz	6/12/2009	\$21.03	
28	16112	56200		1	FICA - soc. security clg shar		Summariz	6/30/2009	\$1,565.78	
29	16112	56200		1	FICA - soc. security clg shar		Summariz	6/26/2009	\$229.11	
30	16112	56200		1	FICA - soc. security clg shar		Summariz	6/26/2009	\$93.73	
31	16112	56400		1	FICA - med care - clg share		Summariz	6/12/2009	\$19.92	

lawson

St. Olaf Lawson Operating Account Web Access - Microsoft Internet Explorer

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ST-OLAF COLLEGE **St. Olaf Lawson Operating Account Web Access** [Help!](#)

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Period: Jun Jul Aug Sep Oct Nov
 Dec Jan Feb Mar Apr May



[Maintain Lawson Ownership and Access Lists](#)

Done Internet

Click “Clear Report Choices” before selecting a new report.

St. Olaf Lawson Operating Account Web Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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[Maintain Lawson Ownership and Access Lists](#)

Done Internet

Help! has info on Lawson web as well as Excel tips.