



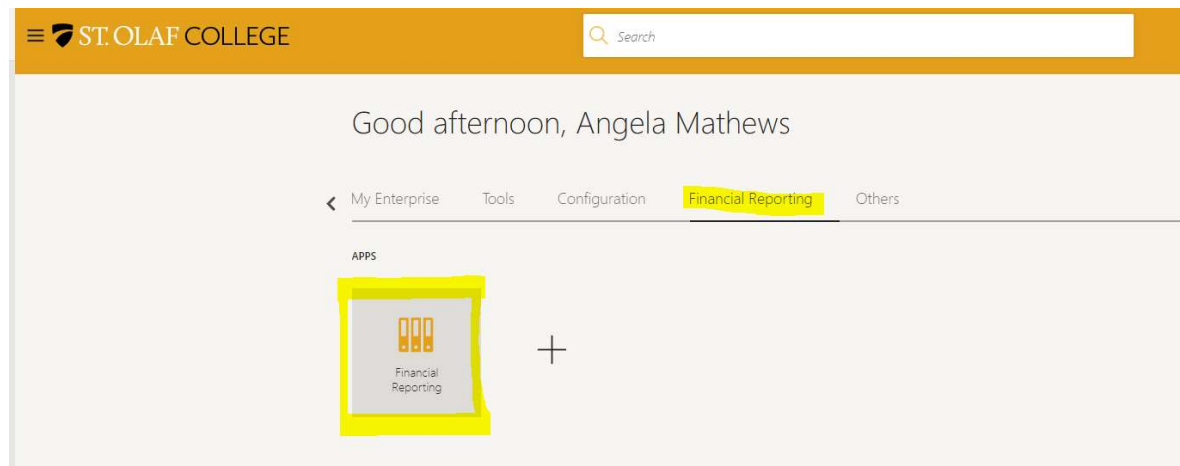
Ole Information System Financial Reporting Software

Budget Reporting Overview

There are 3 main reports you likely need to manage your budgets (4 if you use activity codes):

1. Budget-to-Actual Reports
2. Fund Balance Reports (if you manage funds in addition to the College's general operating allocation in fund 10000).
3. Transaction Reports (to see line item detail of what was spent or what revenues came in)
4. Activity Reports (only for those departments using activity code reporting)

You need to log into the Ole Information System and then go to "Financial Reporting" to see all of the Financial Reports



TYPES OF FINANCIAL/BUDGET REPORTS *(highlighted reports are the main reports budget managers should typically focus on)*

St. Olaf Reporting Dashboard

HomeCatalogFavoritesDashboard

Departmental Transaction Reports

A

Budget and Transaction Details - Revenue and Expense Accounts (Recommended)

B

Budget and Transaction Details - All Accounts (Use only if you need prepaids/deferred revenue)

C

Payables Invoices

PLT Level Reports

D

PLT Budget Report - Summary by Division - General Operating Fund 10000

E

Division Budget Report - Summary by Department - General Operating Fund 10000

Activity Level Reports

F

Activity Report

System Reports

G

Chart of Account Values

H

Cost Center Manager Report

Payroll Reports

I

Student Work Study Report

Fund Balance Report - Single Fund look-up

J

Fund Balance Report - Single Fund

Fund Balance Report by Department

K

Fund Balance Report - ALL FUNDS

Academic Support, Student Support, Disability Support Fund Balance Listing

Agency Fund Balance Listing

Annual and General Funds Applied Directly to Department Budgets - Fund Balance Listing

Athletics Fund Balance Listing

College Ministry Fund Balance Listing

Capital Gifts Fund Balance Listing

Collaborative Undergraduate Research and Inquiry Fund Balance Listing

L

Fine Arts Fund Balance Listing

Flaten Art Museum Fund Balance Listing

Humanities Fund Balance Listing

Institute for Freedom and Community Fund Balance Listing

Interdisciplinary and General Studies Fund Balance Listing

IPAT and Start-Up Fund Balance Listing

Kierkegaard Fund Balance Listing

Library and IT Fund Balance Listing

Budget-to-Actual Reports - By Cost Center

M

Departmental Detail Budget Report - General Operating Fund 10000

N

Departmental Detail Budget Report - All Operating Funds (including grants, restricted funds, appropriated funds)

Budget-to-Actual Reports - By Department

O

Academic Advising Budget Report

Admissions Budget Report

Advancement - General Budget Report

Alumni Budget Report

Associate Provost Budget Report

Athletics Division - All Funds

Athletics Division - Fund 10000

Auxiliary Budget Report

Camps Conferences and Events Budget Report

Community and Belonging Budget Report

Equal Opportunity Budget Report

Facilities Budget Report

Fine Arts Budget Report

Health, Counseling, Wellness Budget Report

Human Resources Budget Report

A – Use to see transactions charged against your budget

B – Use if need prepaid exp/deferred rev transactions

C – Look up transactions by vendor or expense report

D – PLT report to see 1 page summary of each division

E – PLT member report to see 1 page summary of each dept

F – Shows activity code summaries within your cost center

G – Shows all Fund, Cost Center, Account and Activity #'s

H – Shows cost center managers (budget & approvals)

I – Your student workers - how much spent/left on work award

J – Look up fund balance of 1 fund

Notes: this report is by fiscal year, not period – e.g., 2025; and you need to use magnifying glass to search for fund on next screen using an asterisk before and after the fund #

K – Shows all college funds and balances

Note: only use for this is if you can't find your fund and want to search for it. Need to hit "expand all" to show all funds.

L – Report with all funds/balances for specific dept

Notes: excludes funds that are general use for the department that are already added to the operating budget in fund 10000. Cannot enter a future period, or will show 0's. Need to hit "expand all" button to see the lines of each fund.

M – Budget-to-Actual report - single cost center

Best report for areas that manage small # of cost centers. College operating allocation/fund 10000 only – this is what we hold you accountable for in the budget. You can typically just type in your cost center in the prompts, but if that errors out, you can search for it by clicking on the magnifying glass and searching for it on the next page.

N – Budget-to Actual report - single cost center – ALL FUNDS

Includes restricted fund revenues/expenditures. Might use this if you have to fill out an external report that asks how much you spent on a department, including restricted funds and gifts.

O – Budget-to-Actual reports by dept–multiple cost centers.

Best report for areas with lots of cost centers – has a drop down that shows each cost center individually. Also has summary pages (C-XXX) that summarizes the cost centers before it. The last page summarizes the entire department.

Running a Budget to Actual Report – Single Cost Center

Respond to Prompts - Google Chrome

fa-ewur-saasfaprod1.fa.ocs.oraclecloud.com/hr/modules/com/hyperion/reporting/web/common/...

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level ▾

Prompt	Selection	Type	Source
Enter AccountingPeriod:	May-25	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center (e.g. 16112 or use magnifying glass to run all by dept):	16112	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1

Help OK Cancel Reset

Budget-to-Actual Reports - By Cost Center

Departmental Detail Budget Report - General Operating Fund 10000

Departmental Detail Budget Report - All Operating Funds (including grants, restricted funds, appropriated funds)

NOTE: You can usually just type your cost center into the box on the first prompt screen above, but there are a few cost centers that are also used as an activity code that will give you an error. If so, you can select your cost center by using the magnifying glass to search for it, using the steps below.

1. Hit magnifying glass on prompt screen
2. On next screen, type cost center in search bar and hit binoculars button
3. Select cost center on left and say "OK"
4. Select again on right and say "OK"

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level ▾

Prompt	Selection	Type	Source
Enter AccountingPeriod:	May-25	Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: All
Enter Cost Center (e.g. 16112 or use magnifying glass to run all by dept):		Report	Report: Departmental Budget Reports - General Operating Fund 10000 Grid: Grid1

Help OK Cancel Reset

Search Result

Name	Cost Center
16112	Cost Center\All Cost Center Values\16112
[R_Cost_Center-CC_Base].[C0010].[C0020].[C0970].[C1050].[C1060].[16112]	Cost Center\R_Cost_Center-CC_Base\R_Cost_Center-CC_Base].[C0010]\R
[R_Cost_Center-CC_Base].[C0010].[C0020].[C0970].[C1050].[C1060].[16112]	Cost Center\R_Cost_Center-CC_Base\R_Cost_Center-CC_Base].[C0010]\R

Help OK Cancel

Members

Available: Cost Center (1 of 1)

Find: Name 16112

Use Wildcards Case-Sensitive

Rows Per Page: 500

Name	Default
Cost Center	Cost Center

Help OK Cancel

Name	Default
Cost Center	Cost Center

Help OK Cancel

Running a Budget to Actual Report by Dept (Multiple Cost Centers)

1. Find your department under the "Budget-to-Actual Reports – By Department"
2. Enter the period (e.g. Apr-25) and hit "OK". It is case sensitive – First 3 letters of the month, with the first letter of the month capitalized, then dash, then last 2 digits of Calendar Year

Can export to excel here

Can expand to see a line for each account here

Note: You cannot run a future period! Run report by month, not year

St. Olaf College
Departmental Detail Budget Report - General Operating Fund
YTD amounts as of Apr-24

Working Budget [All Fund Values].[10000] Activity Future Use 1 Future Use 2 Interfund YTD

Page:	16112-Business Office	YTD % Bud
Total	16112-Business Office	
	16410-Undertaken Accounts - Tempora	
	16411-PCard and AP Revenue/Fees	0.00%
	C1060-Business Office	0.00%
	10514-Loan Clearing Account	0.00%
	10515-Cash Advance-Employees	
	16108-Payroll Department	0.00%
	C1070-Payroll Department	83.41%
	16113-Student Accounting Payments	89.33%
	16124-Student Accounting Office	56.24%
	16510-Bad Debt Allowance	82.01%
	C1080-Student Accounts	93.88%
	C1090-Business	788.73%
	14.96%	

Operating Revenues

Net Comprehensive Fee Revenue

R0011-Operating Revenue (L3)

Operating Expenses

E0030-Faculty Wages (L1)

E0035-Staff Wages (L1)

E0045-Other Wages (L3)

E0055-Student Wages (L1)

E0060-Benefits (L2)

E0110-Office Supplies, printing, postage

E0105-Computer/Media/Telecom

E0115-Advertising/Memberships/Hospitality/Misc

E0090-Travel and Meals (L1)

Expand All

Respond to Prompts - Google Chrome

The following prompt has been defined in the report. You may use the default values shown, or select other members.

Respond to Prompts at Report Level

Prompt: Selection

Enter AccountingPeriod: Apr-24

Type Report

Source Report: Alumni Budget Report

Grid: All

Help OK Cancel Reset

Can see each cost center here (if exported to excel, it will create a tab for each of these). CXXXX are summaries of the cost centers before it. The last CXXX summarizes all of the cost centers in the report (entire dept summary).

How to Read your Budget-to-Actual Report

Can export to excel here

HTML Preview



St. Olaf College Departmental Detail Budget Report - General Operating Fund 10000 YTD amounts as of Apr-25

Since this report was ran for April 2025, this column shows how much was spent last fiscal year through April 2024

This column shows how much was spent the entire last fiscal year.

Can expand to see a line for each account here (or collapse again if expanded)

Expand All

Working Budget [All Fund Values],[10000] Activity Future Use 1 Future Use 2 Interfund YTD

Pages: [dropdown]

- Compensation Notes:
- Only need to monitor "other" and "student" wages. Finance Office oversees faculty/staff/benefit lines.
 - Student work - Can expand student work line to see breakdown of academic year and summer. Note for academic year student work - need to add all federal/state/college actual lines together to see total academic year spend (all budget is in 53000, but actuals are in various lines that all count against the budget!).

	Current Year				Prior Year			
	Total Budget	Actuals	Variance	YTD % Bud	Total Budget	Actuals	Variance	YTD % Bud
Operating Revenues								
Net Comprehensive Fee Revenue	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Operating Expenses								
▶ E0030-Faculty Wages (L1)	658,030.00	475,702.90	182,327.10	72.29%	651,810.00	407,826.44	243,983.56	62.57%
▶ E0035-Staff Wages (L1)	70,030.00	75,108.43	-5,078.43	107.25%	54,590.00	49,643.37	4,946.63	90.94%
▶ E0045-Other Wages (L1)	11,640.00	-1,197.94	12,837.94	-10.29%	11,640.00	7,960.15	3,679.85	68.39%
▶ E0055-Student Wages (L1)	43,630.00	36,595.58	7,034.42	83.88%	43,630.00	38,379.84	5,250.16	87.97%
▶ E0060-Benefits (L2)	202,420.00	149,854.58	52,565.42	74.03%	227,670.00	147,569.14	80,100.86	64.82%
Total Compensation	985,750.00	736,063.55	249,686.45	74.67%	989,340.00	651,378.94	337,961.06	65.84%
▶ E0110-Office Supplies, printing, postage	20,310.00	27,758.79	-7,448.79	136.68%	20,310.00	3,969.89	16,340.11	19.55%
▶ E0115-Advertising/Memberships/Hospitality/Misc	21,635.00	9,752.14	11,882.86	45.08%	12,390.00	7,796.27	4,593.73	62.92%
▶ E0090-Travel and Meals (L1)	5,550.00	9,565.44	-4,015.44	172.35%	5,550.00	7,310.73	-1,760.73	131.72%
▶ E0050-Contract, Professional Services, Insurance, and Taxes (L1)	2,150.00	596.04	1,553.96	27.72%	1,150.00	1,140.36	9.64	99.16%
▶ E0070-Food Services (L1)	1,720.00	1,414.21	305.79	82.22%	1,720.00	2,362.02	-642.02	137.33%
▶ E0130-Facilities, Repairs, Maintenance (L1)	1,110.00	203.96	906.04	18.37%	2,110.00	60.80	2,049.20	2.88%
▶ E0135-Utilities	1,500.00	718.26	781.74	47.88%	1,500.00	887.88	612.12	59.19%
Total Non-Compensation	X 53,975.00	50,008.84	3,966.16	92.65%	44,730.00	23,527.95	21,202.05	52.60%
▶ E0145-Transfers and Allocations	Y -19,465.00	-11,060.00	-8,405.00	56.82%	-8,110.00	-4,190.00	-3,920.00	51.66%
Total Transfers, Depreciation and Interest	-19,465.00	-11,060.00	-8,405.00	56.82%	-8,110.00	-4,190.00	-3,920.00	51.66%
Total Non-Compensation, Transfers, Depreciation and Interest	Z 34,510.00	38,948.84	-4,438.84	112.86%	36,620.00	19,337.95	17,282.05	52.81%
Total Expenses - General Operating Fund	1,020,260.00	775,012.39	245,247.61	75.96%	1,025,960.00	670,716.89	355,243.11	65.37%
Net change from Operations - General Operating	-1,020,260.00	-775,012.39	-245,247.61	75.96%	-1,025,960.00	-670,716.89	-355,243.11	65.37%

X = Total budgeted amount of non-comp. Includes both the college allocation + annual fund or other restricted funds automatically added to the dept's budget

Y = Amount of annual fund or other restricted funds being transferred in to fund part of the above budget – already included in the X/Green line above.

Z = Amount of the non-comp budget funded by the college's general operating fund 10000

Running a Fund Balance Report – Single Fund

The following prompts have been defined in the report. You may use the default values shown, or select other members.

Prompt	Selection	Type	Source
Enter Fiscal Year (e.g. 2025):	2025	Report	Report: Fund Balance Report - Single Fund Grid: Grid1
Enter Fund (use magnifying glass and search for fund on next screen using *48040*):		Report	Report: Fund Balance Report - Single Fund Grid: Grid1

Help OK Cancel Reset

This report goes by fiscal year (e.g., 2025)

Unfortunately, you cannot type the fund in on this prompt screen. Use the magnifying glass to search for the fund number.

Members

Available: Fund (1 of 1)

Find: Name  ☒ Use Wildcards ☐ Case-Sensitive

Selected: Rows Per Page: 20

Rows Per Page: 500

Name

Search Results

Note Asterisk before and after fund to search for it, and then hit the binoculars button

To search, it works best to put an asterisk before and after the fund you are searching for. E.g. *48040*

Then hit the binoculars to find the fund

Search Result

Name	
☒ [All Fund Values].[48040]	Fund\All Fund Values\[All Fund Values].[48040]
☐ [Fund-Fund_Base].[F0000].[F0010].[F0140].[F0150].[F0220].[48040]	Fund\Fund-Fund_Base\[Fund-Fund_Base].[F0000]\[Fund-Fund_Be
☐ [Fund-Fund_Current].[F0000].[F0010].[F0140].[F0150].[F0220].[48040]	Fund\Fund-Fund_Current\[Fund-Fund_Current].[F0000]\[Fund-Fui

Help OK Cancel

You'll need to select the fund on the left and click "OK".

It will then pull the fund to the right and you need to select again and click "OK" again.

Name	Default
Fund	Fund

Name
☒ [All Fund Values].[48040]

Help OK Cancel

Academic Support Student Support Disability Support Fund Balance Listing

It will bring you back to the first screen with the fund populated, and then you can click "OK" to run.

How to Read the Fund Balance Report – Single Fund

Typically focus on the actual column. The very last number (circled amount for “ending balance with remaining endowment allocation”) is the remaining amount available to spend for the fiscal year.

Budget column can be helpful to assess if there might be other remaining expenses committed for the rest of the year. In this example, there are wages charged to the fund, so it is likely there will be \$27,965 more wages charged to the fund for remainder of the year, so the full \$33,111.05 might need to be reduced by that. There is also a \$14,500 transfer budgeted from this fund. If that transfer happens, that will also reduce the balance available for the year.

Unused funds roll forward to the following year.

Current Balance in Oracle (negative = money available; positive = overspent.)

Amount remaining to spend this fiscal year after accounting for remaining endowment earnings (negative = money available; positive = overspent.)



St. Olaf College Fund Balance Report - Single Fund YTD amounts as of 2025

St Olaf College All Activity Values All Future Use 1 Values All Future Use 2 Values All Interfund Values YTD USD Total			
Page:			
	2025 Actual	2025 Working Budget	Variance
Beginning Balance	-2,107.42	-2,107.42	0.00
+ Gifts			
+ Endowment Income			
▶ R0130-Endowment Income Allocated for Operations (L1)	-139,824.80	-167,789.75	-27,964.95
Total Endowment	-139,824.80	-167,789.75	-27,964.95
+ Other Income			
- Compensation			
▶ E0020-Wages (L2)	104,588.92	115,360.00	10,771.08
▶ E0060-Benefits (L2)	31,662.86	33,820.00	2,157.14
Total Compensation	136,251.78	149,180.00	12,928.22
- Non-Comp Expenses			
▶ E0100-Non-Compensation Expenses (L2)	534.34	0.00	-534.34
Total Non-Comp Expenses	534.34		-534.34
Transfers			
▶ E0145-Transfers and Allocations	0.00	14,500.00	14,500.00
	0.00	14,500.00	14,500.00
Ending Balance	-5,146.10	-8,217.17	-1,071.07
Endowment - remaining year budgeted			-27,964.95
Ending Balance with remaining endowment allocation			-33,111.05

Export In Query-Ready Mode

Note: The endowment remaining amount is calculated based on the budgeted endowment earnings, less what has already been allocated for the year. If more gifts have come into the endowed fund during the year, the amount available to spend could potentially be higher than shown on the report.

How to Run and Read the Fund Balance Report by Dept

1. Find your department under the “Fund Balance Report by Department

2. Enter the period (e.g. Apr-25). It is case sensitive – First 3 letters of the month, with the first letter of the month capitalized, then dash, then last 2 digits of Calendar Year. NOTE – YOU CANNOT ENTER A FUTURE PERIOD OR IT WILL SHOW ZEROS!

St. Olaf Reporting Dashboard

HomeCatalogFavoritesDashboardsCreateOpen

Departmental Transaction Reports

Budget and Transaction Details - Revenue and Expense Accounts (Recommended)

Budget and Transaction Details - All Accounts (Use only if you need

Fund Balance Report - Single Fund look-up

Fund Balance Report - Single Fund

Fund Balance Report by Department

Fund Balance Report - ALL FUNDS

Academic Support, Student Support, Disability Support Fund Balance Listing

Agency Fund Balance Listing

Annual and General Funds Applied Directly to Department Budgets - Fund Balance Listing

Athletics Fund Balance Listing

College Ministry Fund Balance Listing

Capital Gifts Fund Balance Listing

Collaborative Undergraduate Research and Inquiry Fund Balance Listing

Budget-to-Actual Reports - By Cost Center

Departmental Detail Budget Report - General Operating Fund 10000

Departmental Detail Budget Report - All Operating Funds (including grants, restricted funds, appropriated funds)

Budget-to-Actual Reports - By Department

Academic Advising Budget Report

Admissions Budget Report

Advancement - General Budget Report

Alumni Budget Report

Associate Provost Budget Report

Athletics Division - All Funds

Athletics Division - Fund 10000

Auxiliary Budget Report

The last column is the amount you have remaining to spend this fiscal year. Note: This report excludes funds that are general use for the department that are already added to the operating budget in fund 10000. This report is focused on funds for specific uses that the department should be managing outside of their general budget.

Can export to excel here

Need to either “expand all” or hit arrow to expand and show all of the funds.

HTML Preview

St. Olaf College

Fund Balance Report - Multiple Fund Balance Listing

YTD amounts as of Apr-25

St Olaf College All Cost Center Values All Activity Values All Future Use 1 Values All Future Use 2 Values All Interfund Values YTD U

	Opening Balance	Gifts	Endowment Income	Other Income	Compensation	Non-Comp Expenses	Transfers	Current Ending Balance YTD	Estimated Remaining Yr endowment	Balance with remaining endowment budget
▼ F0178-Restricted Fund - Campus Ministries	-129,363.79	-8,100.00	-204,648.74	0.00	160,940.67	88,311.12	948.00	-91,912.74	-40,917.85	-132,830.59
43400-Knutson, Philip N.	-59,392.27	0.00	-31,650.70	0.00	0.00	30,247.00	0.00	-60,795.97	-6,330.02	-67,125.99
44002-Staley Foundation Grant	-9,862.11	0.00	-1,298.70	0.00	0.00	11,627.59	0.00	466.78	-259.69	207.09
45111-Mattila-Jacobsen End for Spirt	-11,651.01	0.00	-15,235.60	0.00	0.00	14,074.69	-334.00	-13,145.92	-3,047.08	-16,193.00
45112-Boe Chapel	-7,295.32	-300.00	-2,214.20	0.00	0.00	3,638.29	0.00	-6,171.23	-442.88	-6,614.11
45115-Lb-H B Hanson Endowed Chaplain	-121.72	0.00	-135,962.40	0.00	160,940.67	0.01	0.00	24,856.56	-27,192.52	-2,335.96
45400-Student Special Assistance	-1,032.00	0.00	0.00	0.00	0.00	0.00	1,032.00	0.00	0.00	0.00
45410-AF - Campus Ministry (15111)	-400.00	-300.00	0.00	0.00	0.00	123.54	250.00	-326.46	0.00	-326.46
46100-Cleven Seminary Grants	-506.00	-7,500.00	0.00	0.00	0.00	7,500.00	0.00	-506.00	0.00	-506.00
46102-Glesne, Ole - Seminary Fund	-39,103.36	0.00	-18,287.14	0.00	0.00	21,100.00	0.00	-36,290.50	-3,645.66	-39,936.16

Current Balance in Oracle (negative = money available; positive = overspent.)

Amount remaining to spend this fiscal year after accounting for remaining endowment earnings (negative = money available; positive = overspent.)

How to Run a Transaction Detail Report

Budget Reports

Prompts YTD Balances PTD Balances Transactions

Budget Year 2025.00

Budget Period Name --Select Value--

Fund --Select Value--

Cost Center --Select Value--

Account ☐ 10001

Activity ☐ 10267

Balance Type ☐ 10268

☐ 10269

☐ 10270

☐ 10271

Search...

Select Values

Available

Name Contains 16112

☐ Match Case

16112

>

>>

<

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OK Cancel

St. Olaf Reporting Dashboard

Home Catalog Favorites Dashboards Create Op

1

Departmental Transaction Reports

Budget and Transaction Details - Revenue and Expense Accounts (Recommended)

Budget and Transaction Details - All Accounts (Use only if you need prepaids/deferred revenue)

Payables Invoices

Fixed Asset Register

PLT Level Reports

Fund Balance Report - Single Fund look-up

Fund Balance Report - Single Fund

Fund Balance Report by Department

Fund Balance Report - ALL FUNDS

Academic Support, Student Support, Disability Support Fund Balance Listing

Agency Fund Balance Listing

Budget-to-Actual Reports - By Cost Center

Departmental Detail Budget Report - General Operating Fund 10000

Departmental Detail Budget Report - All Operating Funds (including grants, restricted funds, appropriated funds)

Budget-to-Actual Reports - By Department

Academic Advising Budget Report

Budget Reports

Prompts YTD Balances PTD Balances

Budget Year 2025.00

Budget Period Name --Select Value--

Fund --Select Value--

Cost Center 16112

Account --Select Value--

Activity --Select Value--

Balance Type --Select Value--

4 Apply Reset

1. Select the "Budget and Transaction Details – Revenue and Expense Accounts Report"
2. Select the year (or period, if preferred)
3. Select any of the criteria you want to see. You can select all of the criteria, or just one if you want to see multiple accounts, etc. For example, you could select only a certain fund if you want to see all transactions charged to a fund. You could select just one cost center and see all transactions within that cost center. You can select just an activity to see all things charged to an activity code that might be in multiple funds or cost centers. You can select multiple cost centers if you want to run a few on the same report.
4. Hit "Apply"
5. It will automatically export the transactions to excel.



BUDGET CONTACTS

Academic/Provost Division Budgets:

Kendall Schneider

schnei21@stolaf.edu

507-786-3876

Administrative Budgets:

Angie Mathews

Mathews@stolaf.edu

507-786-3231