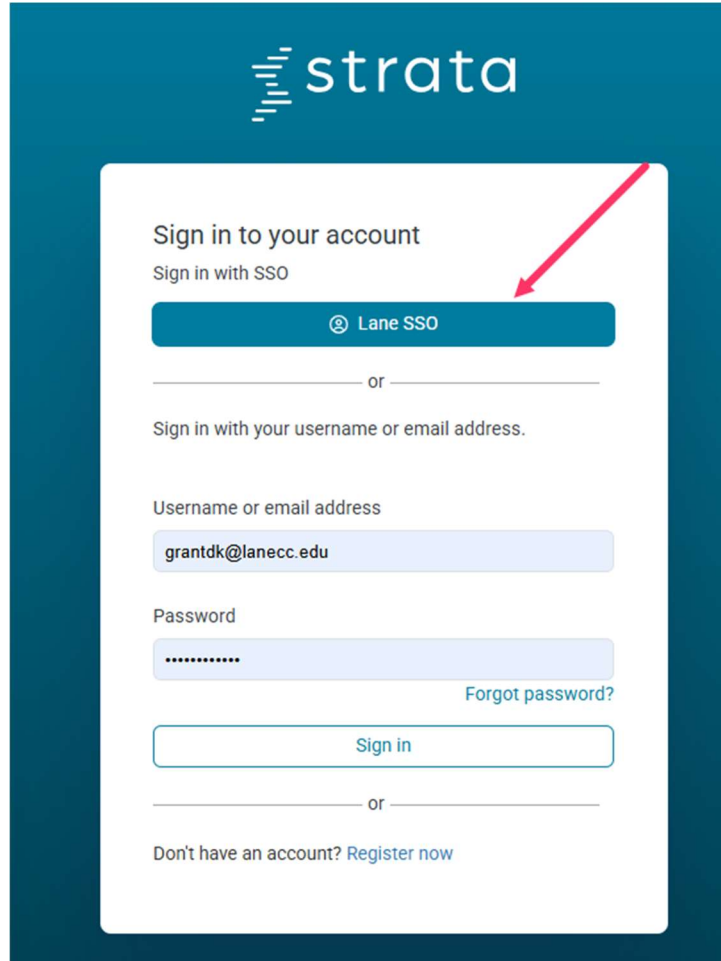


## Step 1: Log In to Axiom

1. Open your web browser and navigate to: <https://lanecc.axiom.cloud/>.
2. Select the "Lane SSO" login option.

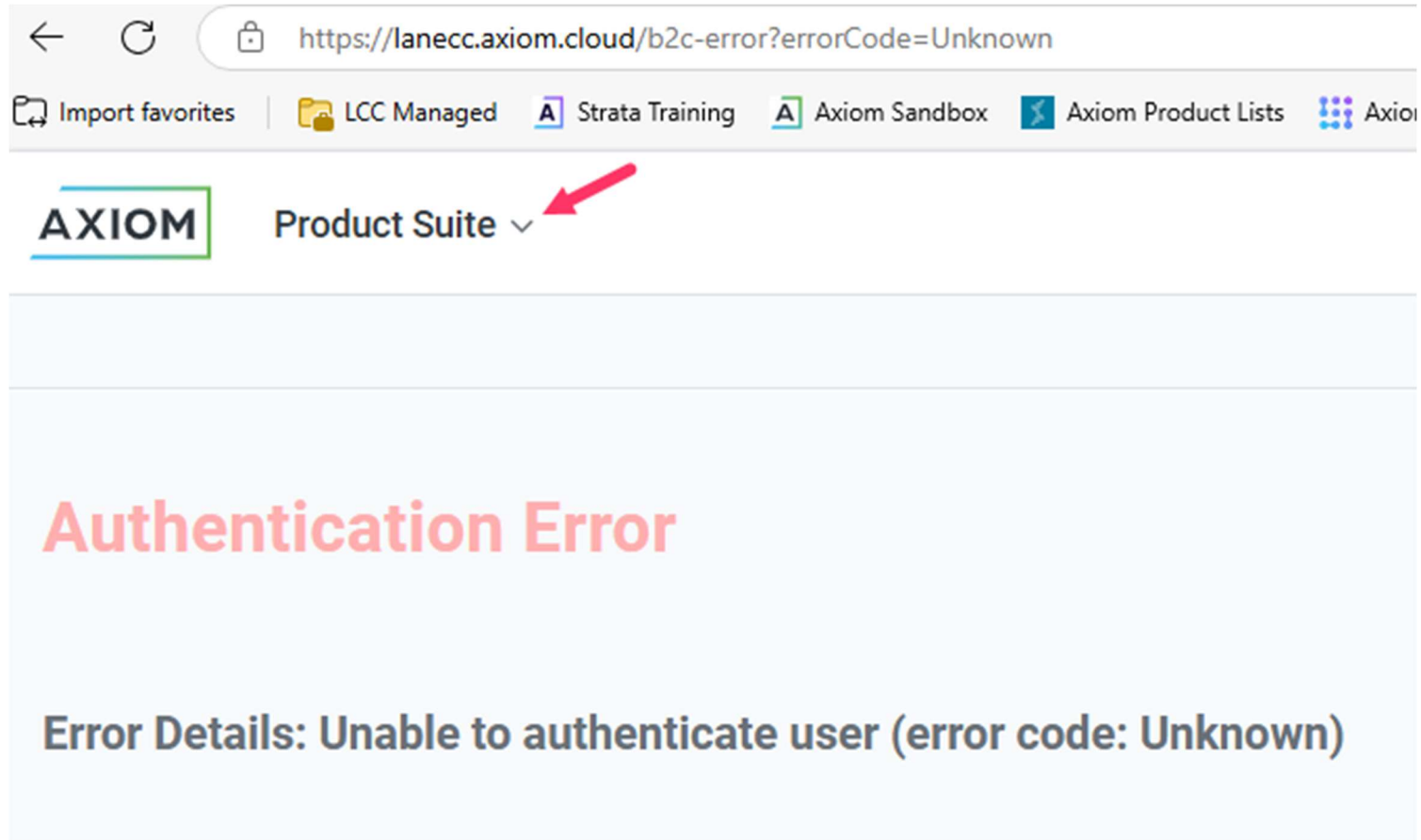


The screenshot shows the Strata login interface. At the top, the 'strata' logo is displayed. Below it, the heading 'Sign in to your account' is followed by 'Sign in with SSO'. A red arrow points to a blue button labeled 'Lane SSO'. Below this button is a horizontal line with the word 'or' in the center. Underneath, the text 'Sign in with your username or email address.' is shown. There are two input fields: 'Username or email address' containing 'grantdk@lanecc.edu' and 'Password' containing a masked password '\*\*\*\*\*'. To the right of the password field is a link that says 'Forgot password?'. Below the input fields is a 'Sign in' button. At the bottom, there is a link that says 'Don't have an account? Register now'.

3. This will take you to the Lane credentials log in.
4. Enter your credentials and log in.

## Step 2: Select the Budgeting Module

1. If you encounter an error upon login, select the dropdown menu labeled "**Product Suite**".
2. Choose "**Budgeting**" to access the Operational Budget Planning section.








**Recommendation:** Start your Budget Planning after you have completed reviewing and updating the **Labor Planning information** to ensure labor data is current before proceeding with budget planning.

### Step 3: Open a Planfile (ORG)

- 1. Navigate to the **Budgeting** tab on the home page.
- 2. Click on a **Planfile (ORG)** by selecting the box with an arrow icon.

Budgeting

It's that time of the year again...please review your budgets below and provide inputs as indicated in the plan files.

BUDGETING		LABOR PLANNING	BUDGET REQUESTS	FORECASTING	
Budget ↑					2017 Actual
	GENERAL				\$28,796,823
	PVD   A&S-ENGLISH				\$899,365
	PVD   A&S-CRIMINAL JUSTICE				\$89,257
	PVD   A&S-SOCIAL SCIENCES				\$535,708
	PVD   A&S-SCIENCE				\$280,435

Step 3: Cont'd

- 3. Use the Filter function to locate a specific Planfile if needed.
- 4. You can filter your ORGs in the Budget header by clicking on the gray Budget box in the lower right-hand corner of the Budget header. Then enter the ORG number in the search box under “contains”.

It's that time of the year again...please review your budgets below and provide

BUDGETINGLABOR PLANNINGBUDGET PRIORITIZATION

Budget ↑	-	2024 Actual
101100 - President's Office Admin		
101180 - Administration		
101190 - Forward Lane		
101300 - Labor Re./Neg		
101400 - College Governance		
110000 - Lane Board of Education		
120005 - Foundation Gen Admin		
12345 - Lane CC Demo		\$0

Show items with value that:

Contains

And

Is equal to

Filter

Clear

12345

12

3

4

5

...

6

7

# Step 4: Navigate and View Budget Details

- 1. When you open a Planfile (ORG), a new tab will appear in your browser. The Overview tab contains instructions about the process, a Legend with examples of how items appear in the Budgeting module, and reminders from the Budget Office.

12345

12345 - Lane CC Demo | Budget

OVERVIEW

BUDGET

FUND REVIEW

CONSOLIDATED SUMMARY

NARRATIVES

### 2026 Budgeting

Hi Deja,

Thanks for your input on the budget for 2026.

**Process**

1. Complete the fields in the Budget tab.
2. Review results in the Summary tab. Return to the Budget tab to make edits, if necessary.
3. Add notes in the Narratives tab.

**Saving**

The system does NOT save your inputs automatically, so click the Save button in the upper right corner of the page before moving on to another section or tab. If you have multiple categories in your budget, make sure to save your changes when you move from one category to the next.

**Submitting**

When you are ready to submit your budget for approval, click the Submit button.

### Legend

Historical value or calculation

12,345

User input or editable cell

\$1,000

The Overview tab is where the Budget Office can add notes for users and provides a Legend with examples of how items appear in the Budget Tab.

## Step 4: Cont'd

12345  
12345 - Lane CC Demo | Budget

Planfile (aka ORG) selected

Reject Submit Save

Don't forget to Save after making any changes.

OVERVIEW BUDGET FUND REVIEW CONSOLIDATED SUMMARY NARRATIVES

111100 - General Fund  
Proposed Budget: (\$538,667)

2024 Actual  
\$0

2025 Budget  
\$0

Proposed Budget to Actual  
(\$538,667)

Budget Group	Actual 2023	Actual 2024	Actual Feb YTD FY2025	Adopted Budget 2025	Accounted Budget 2025	% Through Budget	Starting Point	Base Budget 2026	Adjust %	Adjust \$	Proposed Budget 2026
<b>Revenue</b>											
+ Insert Budget Group											
Total Revenue	0	0	0	0	0	0.0%		0			
<b>Personnel Expense</b>											
Personnel Services - Contracted	0	0	0	0	0	0.0%		0			
Personnel Services - OPE	0	0	0	0	0	0.0%		0			
Personnel Services - PT	0	0	0	0	0	0.0%		0			
Total Personnel Expense	0	0	0	0	0	0.0%		0			
<b>Other Expense</b>											
Capital Outlay	0	0	0	0	0	0.0%		0			
Materials & Services	0	0	0	0	0	0.0%		0			
+ Insert Budget Group											
Total Other Expense	0	0	0	0	0	0.0%		0			
Total Expenses	0	0	0	0	0	0.0%		0			

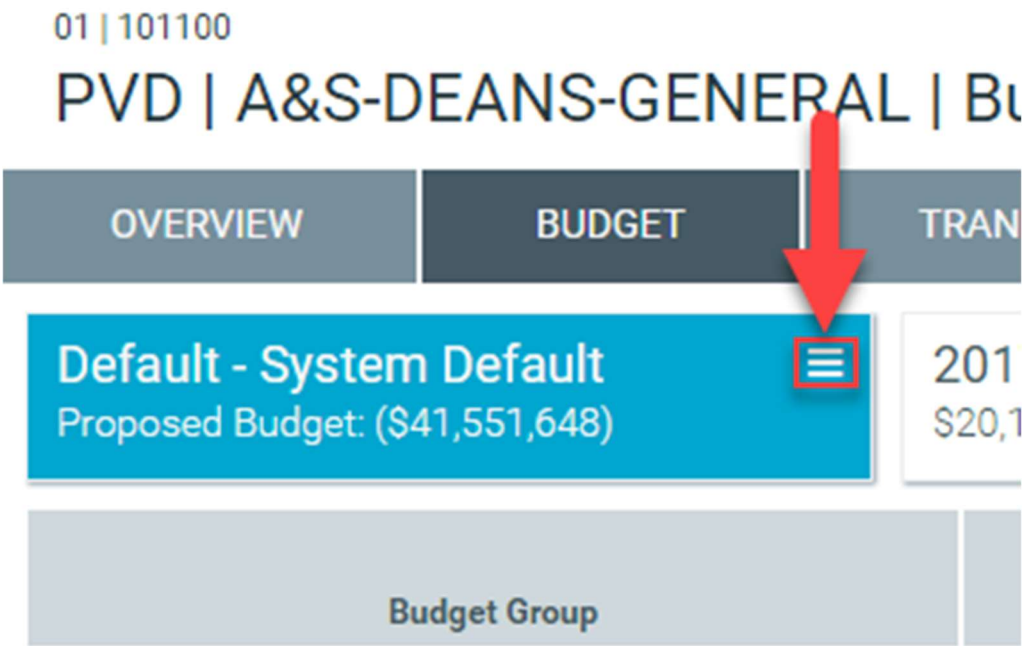
Click on the arrow dropdown to see all accounts that are pre-filled

Use the scroll bar to access more information

2. Locate the **dropdown arrows** next to each budget account type:
  - o **Revenue**
  - o **Personnel Expenses**
  - o **Other Expenses (M&S - Materials & Supplies)**
3. Click on a dropdown arrow to view past and current budget data.
4. Scroll to the right to see additional budget details if necessary.

# Step 5: Select or Change a Fund

- 1. By default, the **Budget** tab displays the system’s default fund.
- 2. To select a different fund:
  - o Click **Save** to store any current changes.
  - o In the **blue Proposed Budget** box, click the **fund selection icon**, or “hamburger”.



## Step 5: Cont'd

Select a Fund

Fund	Reviewed
Default - System Default	✓
101000 - fund3	✗
101914 - fund10	✗
210759 - fund2488	✗

Selecting a new Fund may result in the loss of unsaved changes. Would you like to save Default - System Default before proceeding?

⬆ Add

Save

Don't Save

Close

- In the **Select a Fund** dialog, choose the appropriate fund.
- Click **Save** to confirm your selection.



## Step 6: Review and Adjust Budget Entries

1. Check accounts to determine if you can make adjustments.
2. Depending on your permissions and account type, you may:
  - **Edit budget amounts** directly in input fields.
  - **Apply percentage increases or decreases** using adjustment tools.
  - **Use historical data** to guide budget projections.
3. Enter new values, ensuring they align with department planning guidelines.
4. If a budget increase is 10% or \$10,000 more than the FY25 budget, please be sure to enter an explanation in the “Narratives” tab.

OVERVIEW	BUDGET	FUND REVIEW	CONSOLIDATED SUMMARY	NARRATIVES								
111100 - General Fund Proposed Budget: (\$285,771)		2024 Actual (\$268,897)	2025 Budget (\$270,063)	▲ Proposed Budget to Actual (\$16,874)	This column shows the base budget that is loaded in from your FY25 Accounted Budget.							
Budget Group	Current Fund	Actual 2023	Actual 2024	Actual Feb YTD FY2025	Adopted Budget 2025	Accounted Budget 2025	% Through Budget	Starting Point	Base Budget 2026	Adjust %	Adjust \$	Proposed Budget 2026
▶ Personnel Expense												
▶ Personnel Services - Contracted		128,580	133,441	76,354	141,999	138,826	53.8%		0			
▶ Personnel Services - OPE		97,035	99,118	56,947	101,036	99,005	56.4%		0			
▶ Personnel Services - PT		30,431	36,094	21,263	26,728	36,728	79.6%		0			
Total Personnel Expense		256,046	268,652	154,564	269,763	274,559	57.3%		0			
▼ Other Expense												
Click the dropdown arrow to see accounts pulled in from Banner.												
▼ Materials & Services		338	244	103	300	760	34.2%		760			
Q 611500 - Operating Supplies		0	0	45	0	475	0.0%	FY 2025 Accounte...	475	0.0%	(125)	
Q 612100 - M&S from Lane Printing & Graphics		338	244	57	300	285	19.1%	FY 2025 Accounte...	285	0.0%	0	
+ Add Materials & Services												
Click the plus sign to add accounts you need to budget for that aren't listed.												
+ Insert Budget Group												
Total Other Expense		338	244	103	300	760	34.2%		760			
Total Expenses		256,384	268,897	154,667	270,063	275,319	57.3%		760			
Net Operating Result		(236,364)	(268,897)	(15,467)	(15,467)	(15,467)	57.3%		(760)			

**Recommendation:** Remember to cross-check proposed changes against Department priorities.

# Step 7: Save Budget Entries

- 1. Review the Consolidated **Summary Page** to verify all figures.
- 2. Click **Save** to store all modifications.

12345

12345 - Lane CC Demo | Budget

RejectSubmit

OVERVIEW	BUDGET	FUND REVIEW	CONSOLIDATED SUMMARY	NARRATIVES							
Budget Category	Drill	Actual 2023	Actual 2024	Actual Feb YTD FY2025	Budget 2025	% Through Budget	Annualized 2025	Base Budget 2026	Final Budget 2026	Spread Check	July Budget
Revenue											
Total Revenue		0	0	0	0	0.0%	0	0	0		
Personnel Expense											
Personnel Services - Contracted		0	0	0	0	N/A	0	0	349,380		
Personnel Services - OPE		0	0	0	0	N/A	0	0	150,387		
Personnel Services - PT		0	0	0	0	N/A	0	0	15,125		
Total Personnel Expense		-	-	-	-	0.0%	-	-	514,892		
Other Expense											
Materials & Services		0	0	0	0	N/A	0	0	9,200		
Capital Outlay		0	0	0	0	N/A	0	0	20,000		
Goods for Resale		0	0	0	0	N/A	0	0	5,000		
Total Other Expense		-	-	-	-	0.0%	-	-	34,200		
Total Expenses		-	-	-	-	0.0%	-	-	549,092		
Net Operating Result		-	-	-	-	0.0%	-	-	(549,092)		

# Step 8: Submit the Budget

- 1. Navigate to the **Submission** Icon.
- 2. Click **Submit**.

12345

12345 - Lane CC Demo | Budget

Reject

Submit

Save

OVERVIEW	BUDGET	FUND REVIEW	CONSOLIDATED SUMMARY	NARRATIVES	
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111100 - General Fund  
Proposed Budget: (\$538,667)

2024 Actual  
\$0

2025 Budget  
\$0

▲ Proposed Budget to Actual  
(\$538,667)

✓

☰

Budget Group	Actual 2023	Actual 2024	Actual Feb YTD FY2025	Adopted Budget 2025	Accounted Budget 2025	% Through Budget	Starting Point	Base Budget 2026	Adjust %	Adjust \$	Proposed Budget 2026
▶ Revenue											
+ Insert Budget Group											
Total Revenue	0	0	0	0	0	0.0%		0			
▶ Personnel Expense											
▶ Personnel Services - Contracted	0	0	0	0	0	0.0%		0			
▶ Personnel Services - OPE	0	0	0	0	0	0.0%		0			

**Recommendation:** If you submit in error, contact the Budget Office to move your entry back a step in the approval process.