Processing a Budget transfer in MyLane 9

Budget transfers:

The budget transfers conducted in this interface is intended to be a redistribution of current budget available to the department. The instructions listed in this process document is intended to achieve just that.

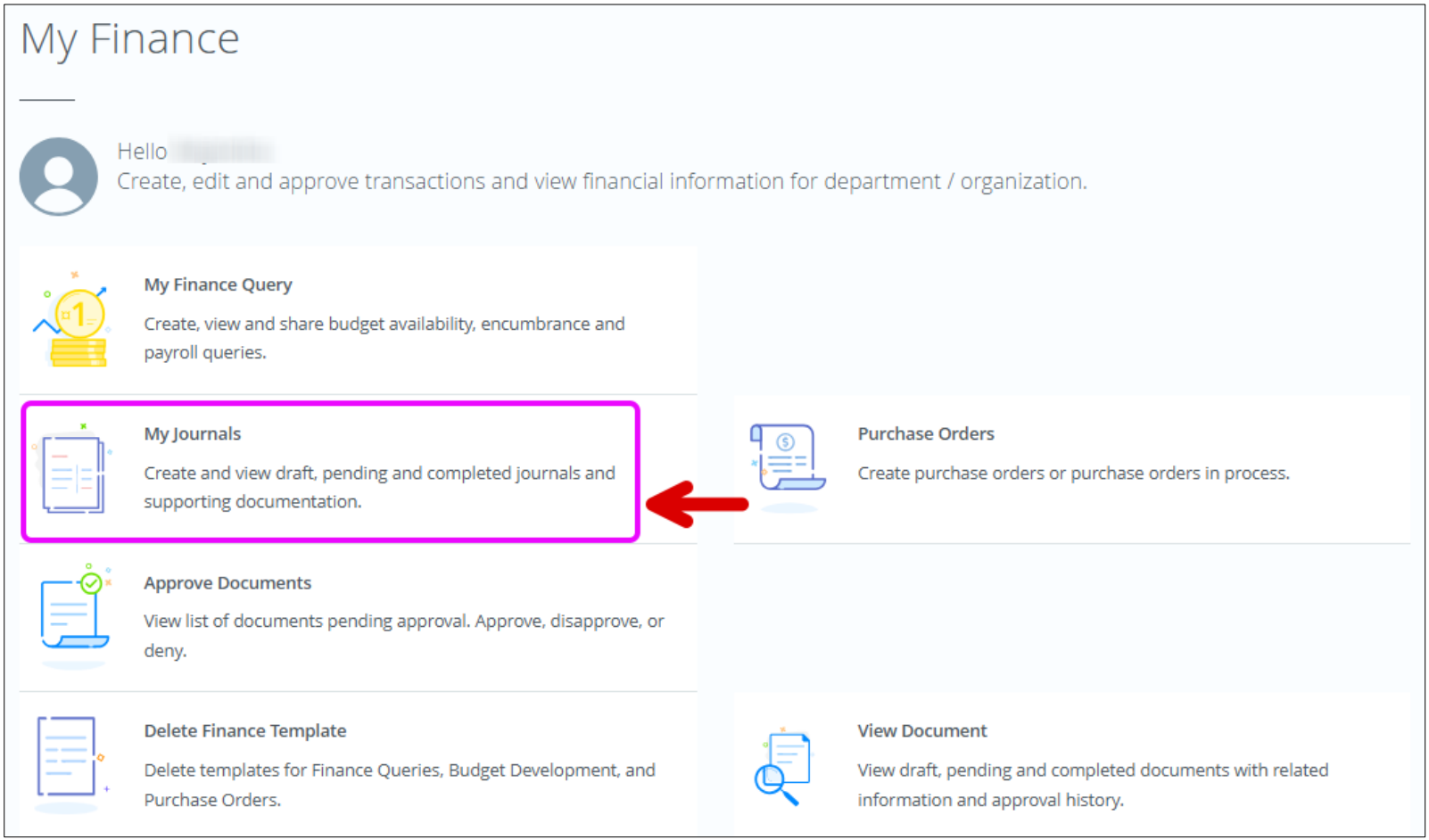
Instructions:

Step 1: Log in to MyLane 9

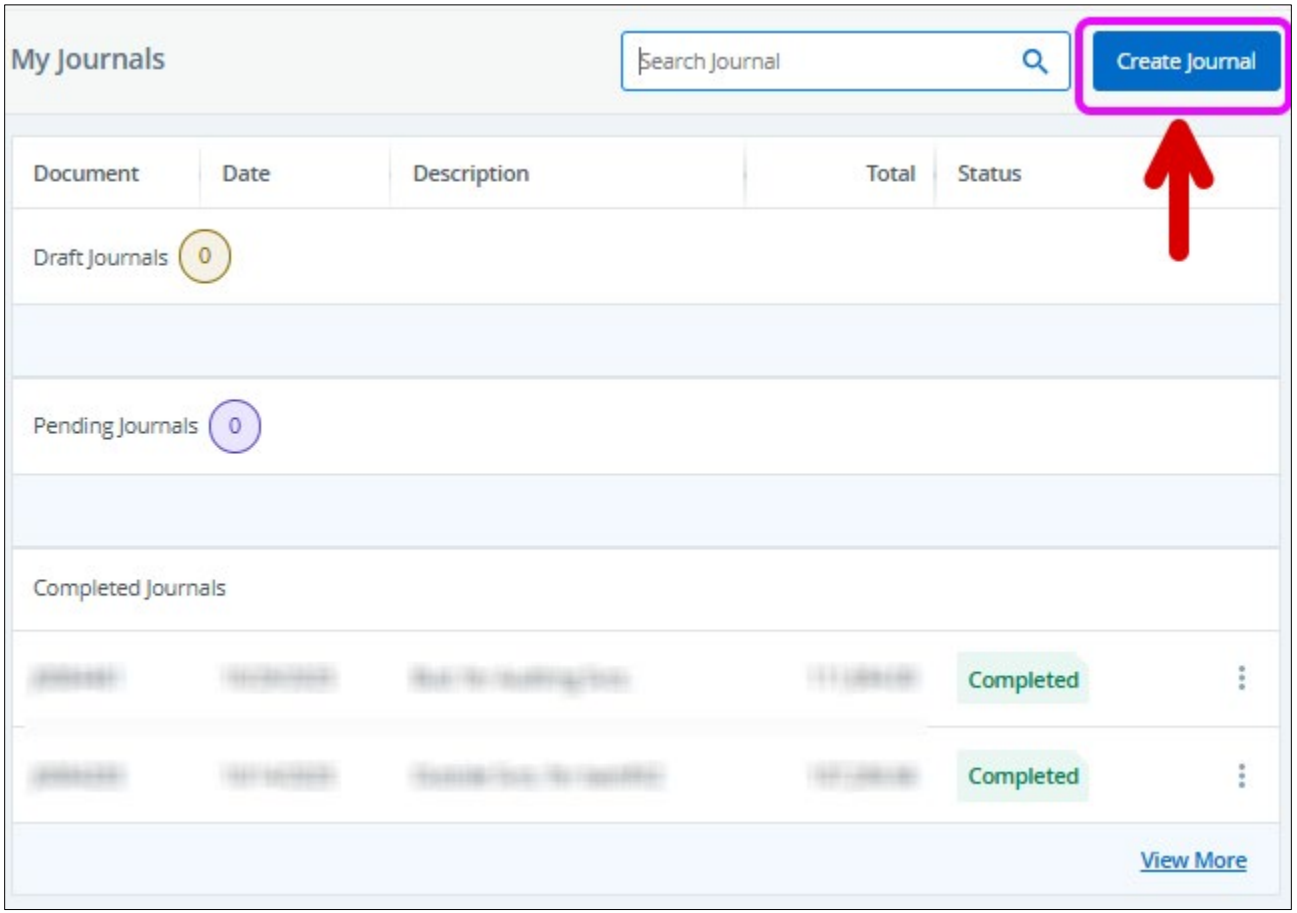
Link: https://my.lanecc.edu/FinanceSelfService/ssb/financeCommonDashboard

Step 2: In the dashboard choose "My Journals"

as shown in the screenshot.

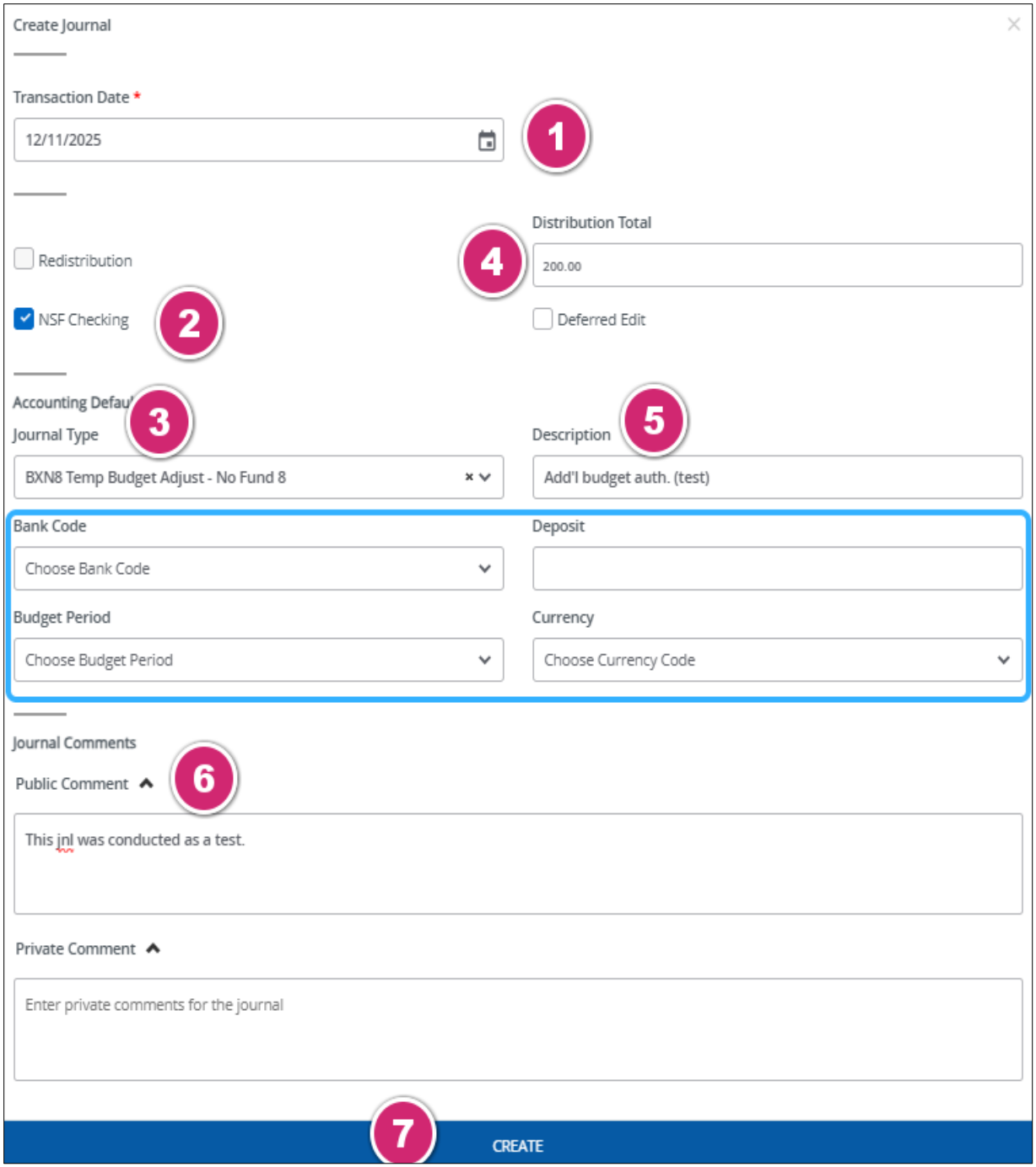


Step 3: Once “My Journals” is selected you will be taken to the page shown in the screenshot below. This area is separated into three separate sections: Draft Journals (transfers put together and not yet submitted), Pending Journals (transfers submitted but not yet approved), and Completed Journals (a history of transfers submitted and posted). Once in this page select “Create Journal”.



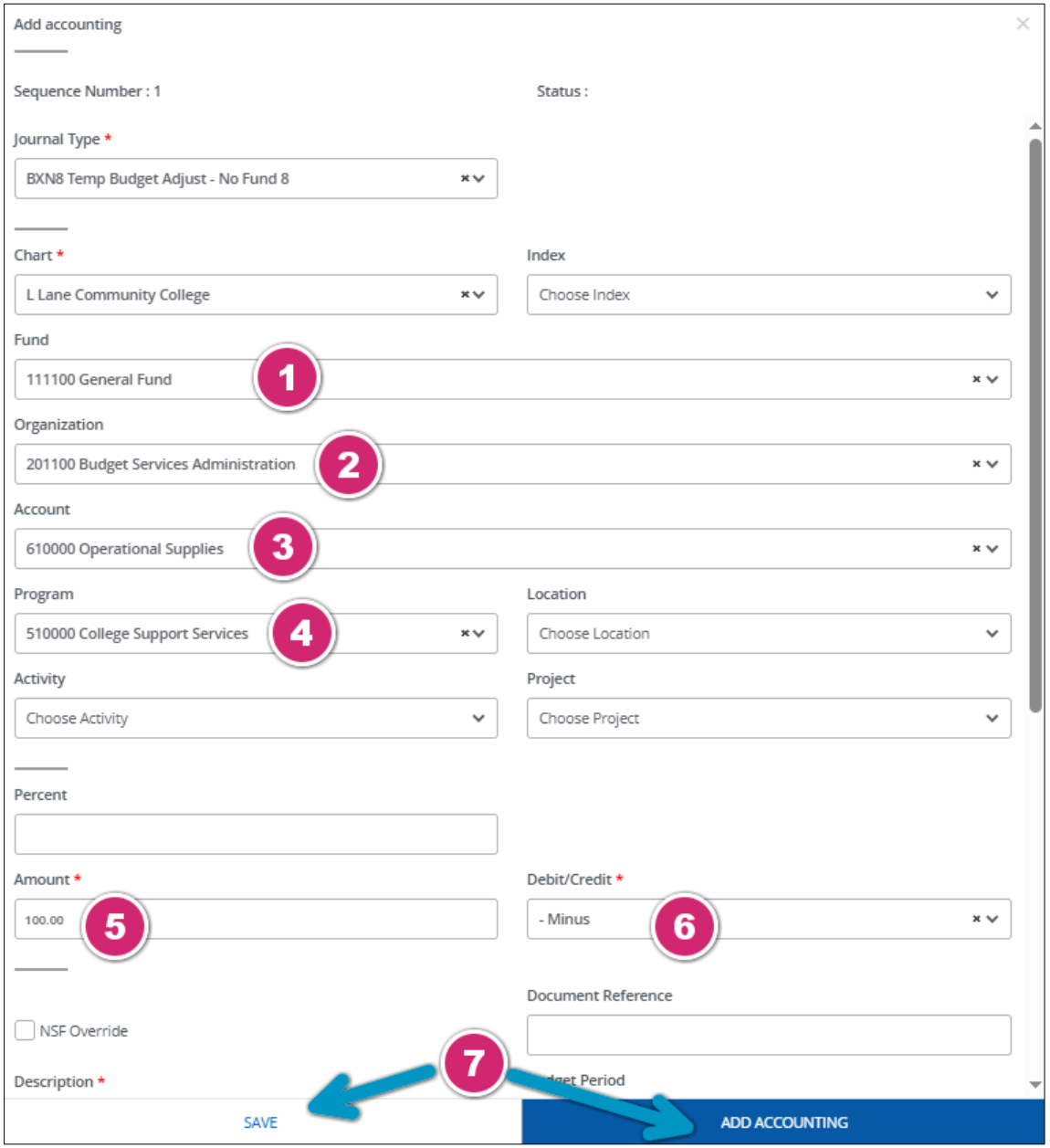
Step 4: Create the Journal

1. Transaction Date will need to be filled out. When in this area, this will automatically populate to date entering journal.
2. Make sure the “NSF Checking” box is marked for every journal.
3. Choose the Journal Type. For this process The journal type we would like to choose is “BXN8 Temp Budget Adjust – No Fund 8”. You can either start typing it in or you can simply scroll down until you spot it.
4. Enter the total amount of all FOAP lines you would like to transfer in the “Distribution Total” section. For example, if the transfer is set to be done with the use of two FOAP lines (from/to) for 100 then the distribution total will be 200.
5. Add a short description in the “Description” section. This area has a character limit of 30.
6. New! The “Public Comment” section is a new functionality offered in MyLane 9. This section can be used when an additional space may be needed for an additional explanation of the intent behind this journal.
7. Clicking on “Create” is the final step in this journal initiation.
   *For visual demonstration the screenshot to the right has each of the steps above noted.
   *Areas within the blue rectangle are not needed.



Step 5: Add Accounting: In this step the FOAPs from which budget will be redistributed from and to will be entered.

1. In the Fund section enter the fund from the first FOAP you will be using. This can be done by simply typing in or scrolling down to it.
2. In the Organization section enter the Organization from the first FOAP you will be using. This can be done by simply typing in or scrolling down to it.
3. In the Account section enter the Account from the first FOAP you will be using. This can be done by simply typing in or scrolling down to it.
4. In the Program section enter the Program from the first FOAP you will be using. This can be done by simply typing in or scrolling down to it.
5. In the Amount section enter the amount of budget you will be redistributing form this FOAP line.
6. In the Debit/Credit section select "-Minus" if the FOAP you are currently entering will be used to pull budget out of or "+ Plus" if the FOAP you are using is adding budget.
7. In this step, one of two actions need to be selected.
    a. If adding additional FOAPs click on "ADD ACCOUNTING". This will allow you to repeat steps 1-7. Continue to do this until you have added all the FOAP lines needed for your budget transfer.
    b. Once all FOAP lines have been entered click on "SAVE".



**The remaining sections of the form are not required.*

This portion of the form does not need to be filled out.

NSF Override

Document Reference

Description *

Add'l budget auth. (test)

This is the description that was initially entered when creating the journal that is being carried through.

Budget Period

Choose Budget Period

Bank

Choose Bank Code

Accrual Indicator

Deposit

Currency

Choose Currency Code

Encumbrance

Encumbrance Number

Choose Encumbrance Document

Action

Choose Action

Item Number

Sequence

Commit Type

Choose Commit Type

Endowment

Gift Date

MM/dd/yyyy

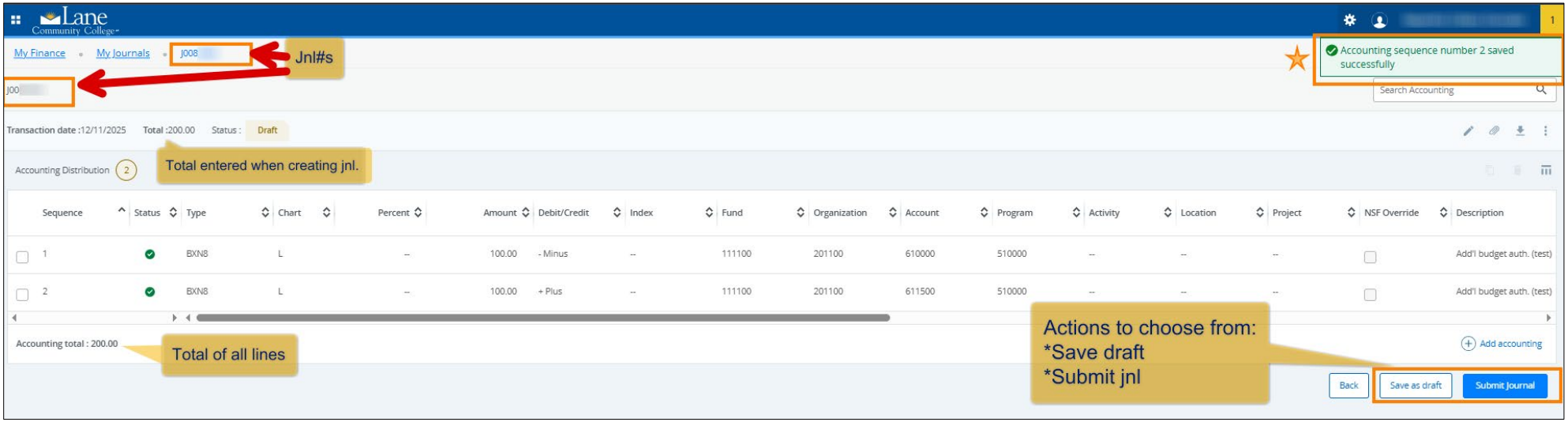
Number of Units

SAVE

7

ADD ACCOUNTING

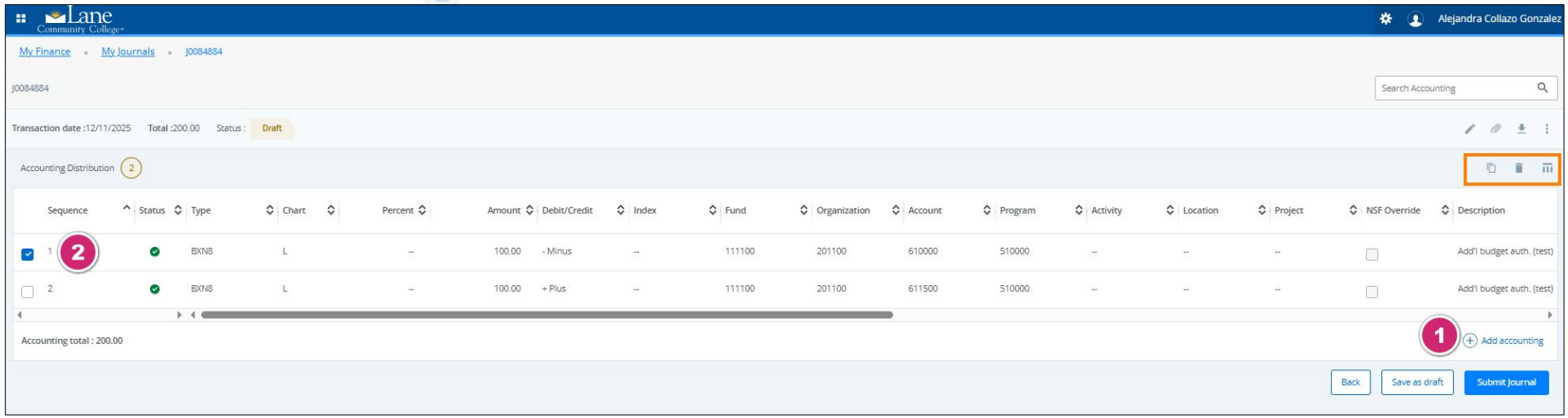
Step 6: Review of journal. Once all the accounting information has been entered the journal will save as a draft. This is an opportunity to confirm that the journal was entered correctly, and if not allows for adjustments prior to submitting. Choose to either save the draft or submit the journal.



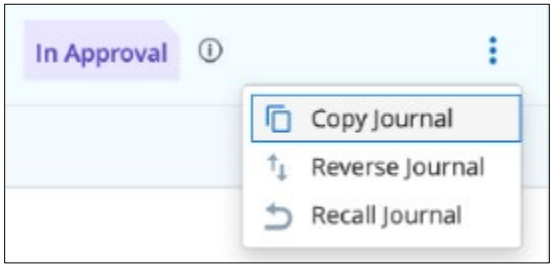
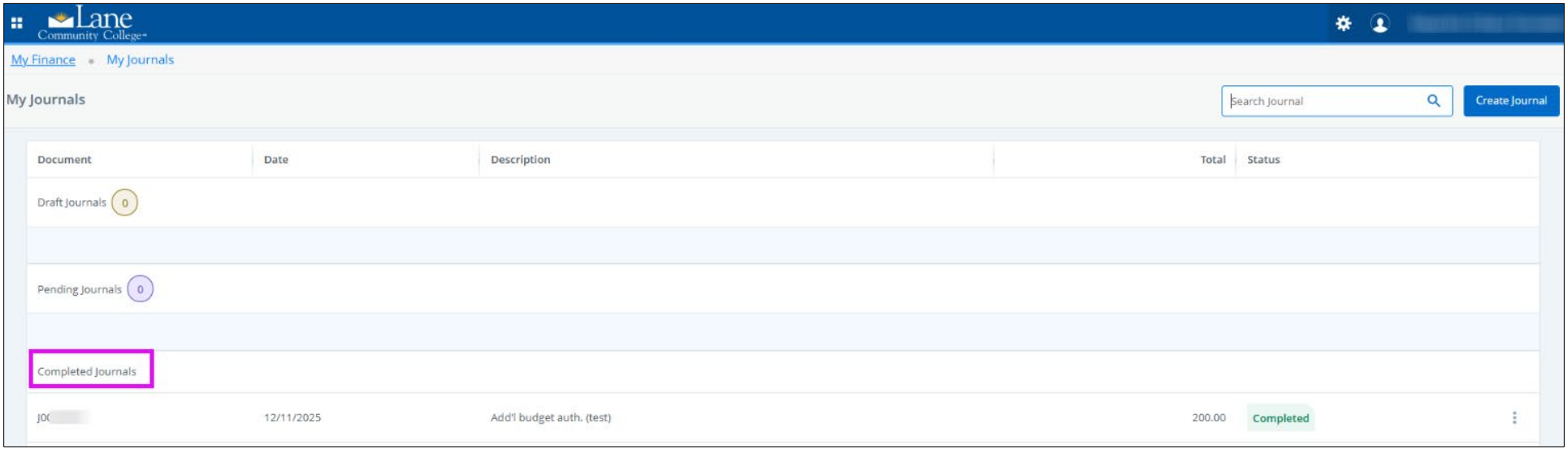
*Additional functionality available in this area:

As previously mentioned, within this area additional functionality is available to make further adjustments to the journal. Below you will find a few of them that can be useful.

1. If additional accounting information is needed, click on "+Add accounting".
2. By check marking one of the "sequences" you can perform one of a few options (visually shown within the orange triangle in screenshot below).
    a. copy that line by choosing the copy icon
    b. delete it by clicking on the icon.



Step 7: Pending Journals: Once you have submitted your journal you will see it in the Pending Journals section. It will remain in this area until it has been approved by the Budget Office. A journal in this queue still has the ability to be edited by simply clicking on the three dots next to the journal selecting "Recall journal". Additionally, you can also copy or reverser the journal while in the queue.



Step 8: Completed Journals: Once the journal has been approved by the Budget Office it will be moved to the Completed Journals sections.