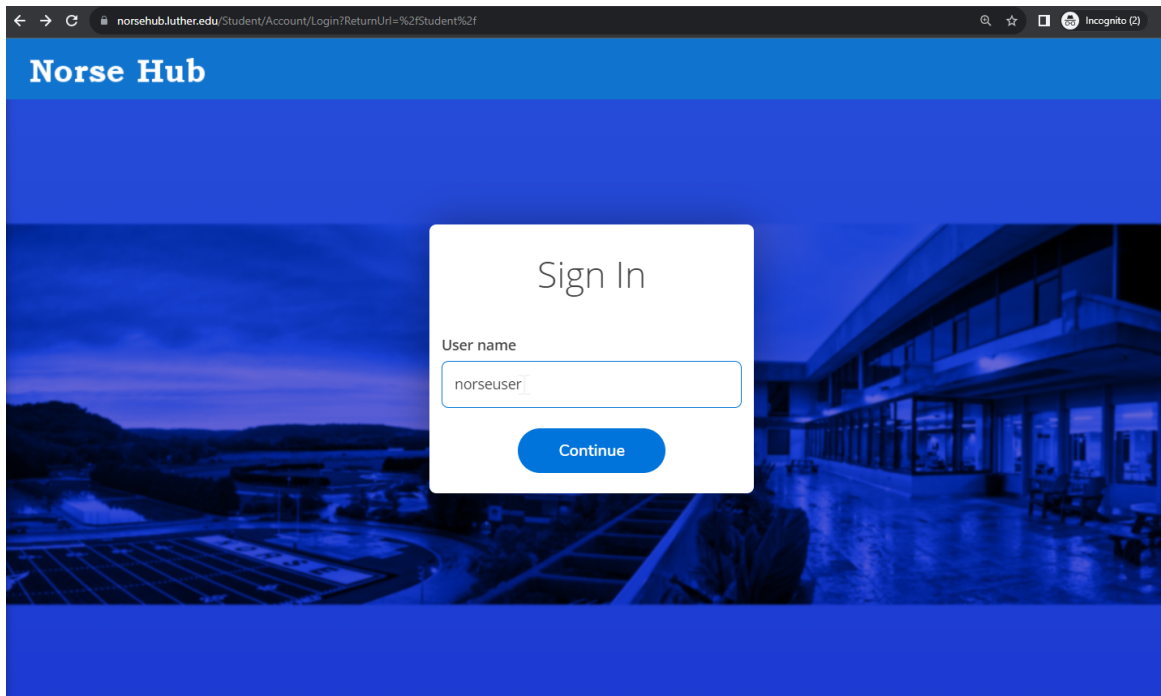


Norse Hub: Instructions for Budget Directors

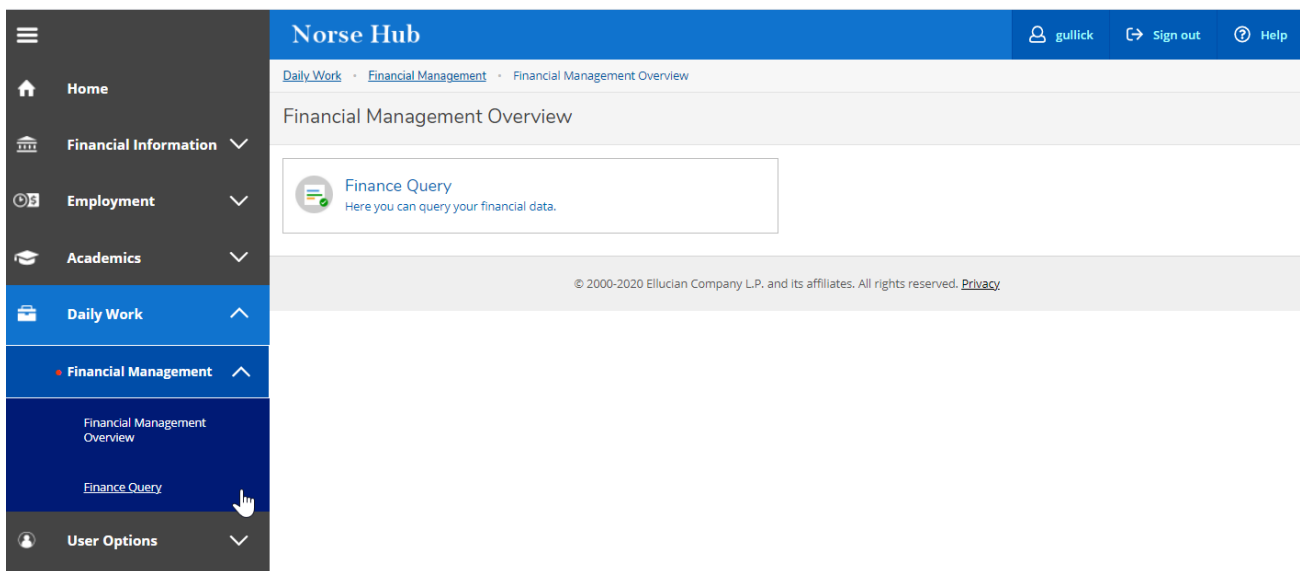
Financial Management in *NorseHub.luther.edu* allows budget directors to view the General Ledger information for the accounts they oversee.


Log in with your Norse Key username and password	1
Finance Query	2
Save your filter (query selection)	3
Rearrange or Hide Columns	6
Export Information to Excel	7
View previous budget years	8
Other Budget Management Tips	8
Sign out to end your session	10

Log in with your Norse Key username and password



Financial Management Menu



Navigation: Click on the menu icon  in the upper left corner to expand and collapse the navigation menu.

Getting help: Click on the '? Help' button in the upper right corner of the screen. For more information, you can contact the Technology Help Desk at helpdesk@luther.edu or 563-387-1000.

Finance Query

Displays GL Account activity based on financial year, date range, and a variety of filters.

The screenshot displays the Finance Query interface. On the left is a vertical navigation sidebar. The main area features a filter panel on the left and a data table on the right. The filter panel includes sections for Fund, Function, Dept (with a selected value of 33900), Object (with a selected value of 51111-51421), Project, and Sort Options. A blue 'Filter' button is highlighted with a green box at the top of the filter panel, and a blue 'Apply Filter' button is highlighted with a green box at the bottom. The data table has columns for GL Account, Budget, Actuals, Requisitions, Encumbrances, and Remaining. It lists several GL accounts with their respective values. At the bottom of the table, a 'Grand Total' row shows a budget of \$21,500.00 and actuals of \$6,354.79. Navigation controls for page 1 of 1 and a 'Per Page' dropdown set to 25 are also visible.

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
10-132-33900-51111 Happiness Department : Dept'l Supplies	\$0.00	\$143.80	\$0.00	\$0.00	-\$143.80
10-132-33900-51116 Happiness Department : Small Equip <\$500	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
10-132-33900-51311 Happiness Department : Professional Services	\$7,000.00	\$2,083.50	\$0.00	\$0.00	\$4,916.50
10-132-33900-51331 Happiness Department : Meetings/Events	\$1,000.00	\$151.47	\$0.00	\$0.00	\$848.53
10-132-33900-51421 Happiness Department : Dept'l Travel	\$13,000.00	\$3,976.02	\$0.00	\$0.00	\$9,023.98
Grand Total	\$21,500.00	\$6,354.79	\$0.00	\$0.00	\$15,145.21

Press the 'tab' key to move between fields. Add filters to narrow your selection and choose 'apply filter' to display your selection.

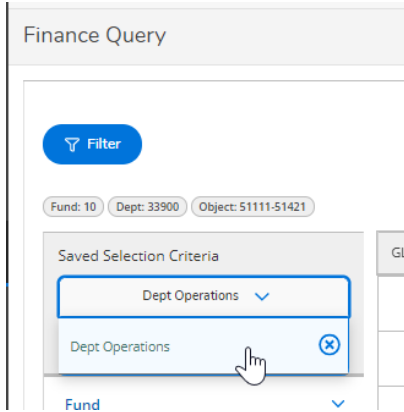
Save your filter (query selection)

The screenshot shows the NorseHub interface for budget management. A sidebar on the left contains navigation icons. The main area displays filter settings for Fund, Function, Dept, Object, and Project. The 'Filter' button at the top left and the 'Save Criteria' button at the bottom right are highlighted with green boxes. The 'Object' filter is expanded, showing a search box with '51111-51421' entered. The 'GL Account' section on the right lists several accounts with '10-13 Happ' as a common prefix. The 'Apply Filter' button is also visible.

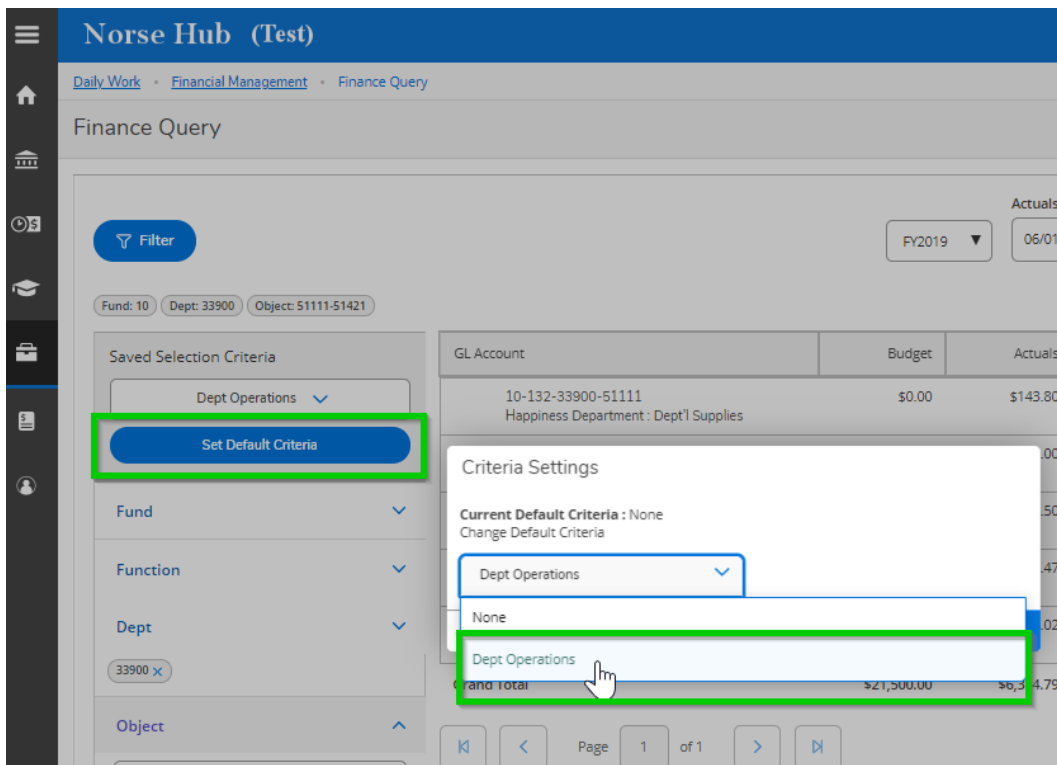
To save a filter for quick access in the future, simply click on 'save criteria' and a dialog box will prompt you for the filter name. Use a name that's meaningful to you.

The dialog box titled 'Save as a Selection Criteria' is shown. It has two radio buttons: 'Save as a new criteria' (selected) and 'Overwrite the current criteria: (Not Selected)'. Below the radio buttons is a text input field labeled 'Name *' containing the text 'Dept Operations'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

Your saved filter will appear in the drop-down options.



You can add and save any number of filters as well as set your default filter. The default filter is applied automatically the next time you use Finance Query.



You can view transaction details by double-clicking on the account number.

Norse Hub (Test) gullick Sign out Help

Daily Work > Financial Management > Finance Query

Finance Query

Filter FY2019 Actuals Start Date: 06/01/2018 Actuals End Date: 05/31/2019 Export

Dept: 33900 Object: 51111-51421

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
10-132-33900-51111 Happiness Department : Dept'l Supplies	\$0.00	\$143.80	\$0.00	\$0.00	-\$143.80
10-132-33900-51116 Happiness Department : Small Equip <\$500	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
10-132-33900-51311 Happiness Department : Professional Services	\$7,000.00	\$2,083.50	\$0.00	\$0.00	\$4,916.50
10-132-33900-51331 Happiness Department : Meetings/Events	\$1,000.00	\$151.47	\$0.00	\$0.00	\$848.53
10-132-33900-51421 Happiness Department : Dept'l Travel	\$13,000.00	\$3,976.02	\$0.00	\$0.00	\$9,023.98
Grand Total	\$21,500.00	\$6,354.79	\$0.00	\$0.00	\$15,145.21

Page 1 of 1 Per Page: 25 Total: 5

Norse Hub (Test) gullick Sign out Help

Daily Work > Financial Management > Finance Query

Voucher V0383493

[Back to 10-132-33900-51111 Happiness Department : Dept'l Supplies](#)

Status	Reconciled	Date	12/13/2018
Vendor	0034690 Storey Kenworthy	Due Date	12/17/2018
Amount	\$107.72	Invoice Number	PINV631876
Maintenance Date	12/13/2018	Invoice Date	11/6/2018
Associated Document	P0222569	Check Number	E0027912
		Check Date	12/18/2018
		AP Type	AP General Accounts Payable

Comments	Approvers	Approval Date
----------	-----------	---------------

Line Items	Description	Quantity	Price	Extended Price
1	Dry Erase Boards Sharp/Ryan	2	\$53.86	\$107.72

Rearrange or Hide Columns

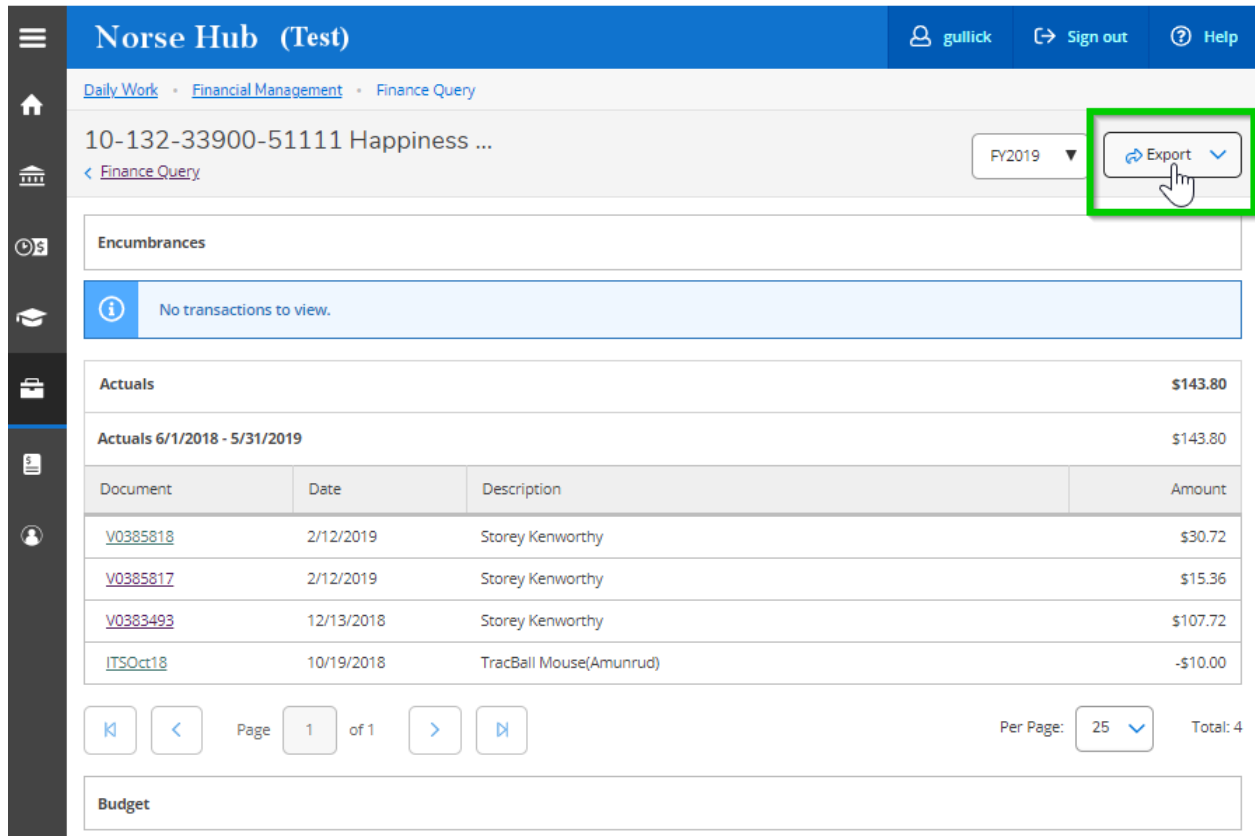
- Columns can be rearranged or hidden, if needed.
- Click on the column heading and select Hide column, Move column right, or Move column left to hide or rearrange columns.
- Click on any column heading to add back columns that have been hidden.
- These settings only apply while you're logged in and will revert back to standard settings the next time you log in to Norse Hub.

The screenshot shows the Norse Hub interface for a Finance Query. The table displays financial data with the following columns: Cl Account, Budget, Actuals, Requisitions, Encumbrances, and Remaining. A dropdown menu is open over the 'Requisitions' column, showing options: Hide column, Add columns..., Move column right, and Move column left.

Cl Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
10-132-33900-51111 Happiness Department : Dept'l Supplies	\$0.00	\$1		\$0.00	-\$143.80
10-132-33900-51116 Happiness Department : Small Equip <\$500	\$500.00			\$0.00	\$500.00
10-132-33900-51311 Happiness Department : Professional Services	\$7,000.00	\$2.00		\$0.00	\$4,916.50
10-132-33900-51331 Happiness Department : Meetings/Events	\$1,000.00	\$151.47	\$0.00	\$0.00	\$848.53
10-132-33900-51421 Happiness Department : Dept'l Travel	\$13,000.00	\$3,976.02	\$0.00	\$0.00	\$9,023.98
Grand Total	\$21,500.00	\$6,354.79	\$0.00	\$0.00	\$15,145.21

Export Information to Excel

You have the ability to export any selection of transactions to a spreadsheet, by choosing the 'export' button in the top right corner. You will be prompted for the location and name of your file. You can open the .CSV file with MS Excel or other applications.



The screenshot shows the Norse Hub (Test) interface. The top navigation bar includes the user name 'gullick', 'Sign out', and 'Help'. The breadcrumb trail is 'Daily Work > Financial Management > Finance Query'. The main content area displays '10-132-33900-51111 Happiness ...' with a 'FY2019' dropdown menu and an 'Export' button highlighted in a green box. Below this, there is a section for 'Encumbrances' with a message 'No transactions to view.' and a section for 'Actuals' with a total of '\$143.80'. A table of actuals for the period '6/1/2018 - 5/31/2019' is shown, with columns for Document, Date, Description, and Amount. The table contains four rows of data. At the bottom, there are navigation controls for page 1 of 1, a 'Per Page' dropdown set to 25, and a 'Total: 4' indicator.

Document	Date	Description	Amount
V0385818	2/12/2019	Storey Kenworthy	\$30.72
V0385817	2/12/2019	Storey Kenworthy	\$15.36
V0383493	12/13/2018	Storey Kenworthy	\$107.72
ITSOct18	10/19/2018	TracBall Mouse(Amunrud)	-\$10.00

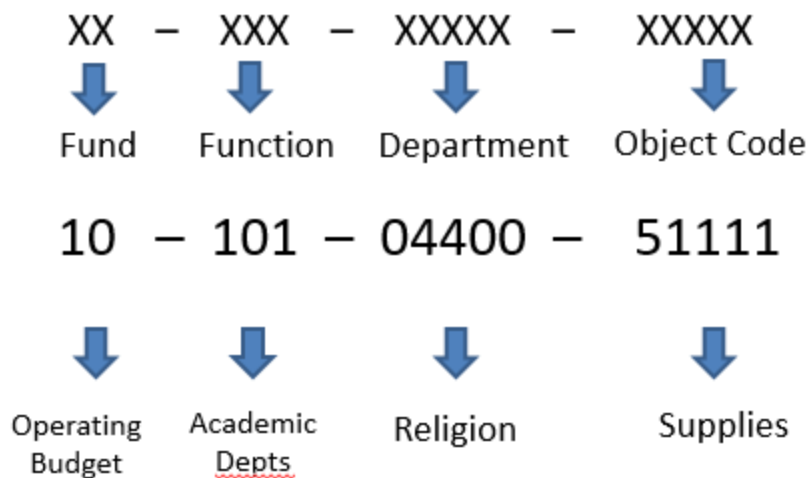
View previous budget years

The screenshot shows the Norse Hub (Test) interface for a Finance Query. A dropdown menu for 'Actuals Start Date' is highlighted in green, showing a list of fiscal years from FY2015 to FY2020. The table below shows budget data for various GL Accounts, including 'Happiness Department: Dept'l Supplies', 'Small Equip <\$500', 'Professional Services', 'Meetings/Events', and 'Dept'l Travel'. The Grand Total is \$21,500.00.

GL Account	Actuals	Requisitions	Encumbrances	Remaining
10-132-33900-51111 Happiness Department : Dept'l Supplies	\$0.00	\$43.80	\$0.00	-\$143.80
10-132-33900-51116 Happiness Department : Small Equip <\$500	\$500.00	\$0.00	\$0.00	\$500.00
10-132-33900-51311 Happiness Department : Professional Services	\$7,000.00	\$2,083.50	\$0.00	\$4,916.50
10-132-33900-51331 Happiness Department : Meetings/Events	\$1,000.00	\$151.47	\$0.00	\$848.53
10-132-33900-51421 Happiness Department : Dept'l Travel	\$13,000.00	\$3,976.02	\$0.00	\$9,023.98
Grand Total	\$21,500.00	\$6,354.79	\$0.00	\$15,145.21

Other Budget Management Tips

- Filters are based on Luther's 15 digit account number structure



- When filtering, be sure to include all relevant accounts in order to see an accurate **funds available total**. Include object code values beginning with 4 to see revenue activity, object code values beginning with 5 to see expense activity, and, for fund 11 (endowment spending) and fund 12 (gift) accounts, object code values beginning with 3 to see carry forward balances.
- Pooled budget accounts are indicated with a U (umbrella) and reported in total. To see the accounts included in the pool (indicated with Ps), click the **arrow next to the U**.

Actuals Start Date Actuals End Date ⓘ

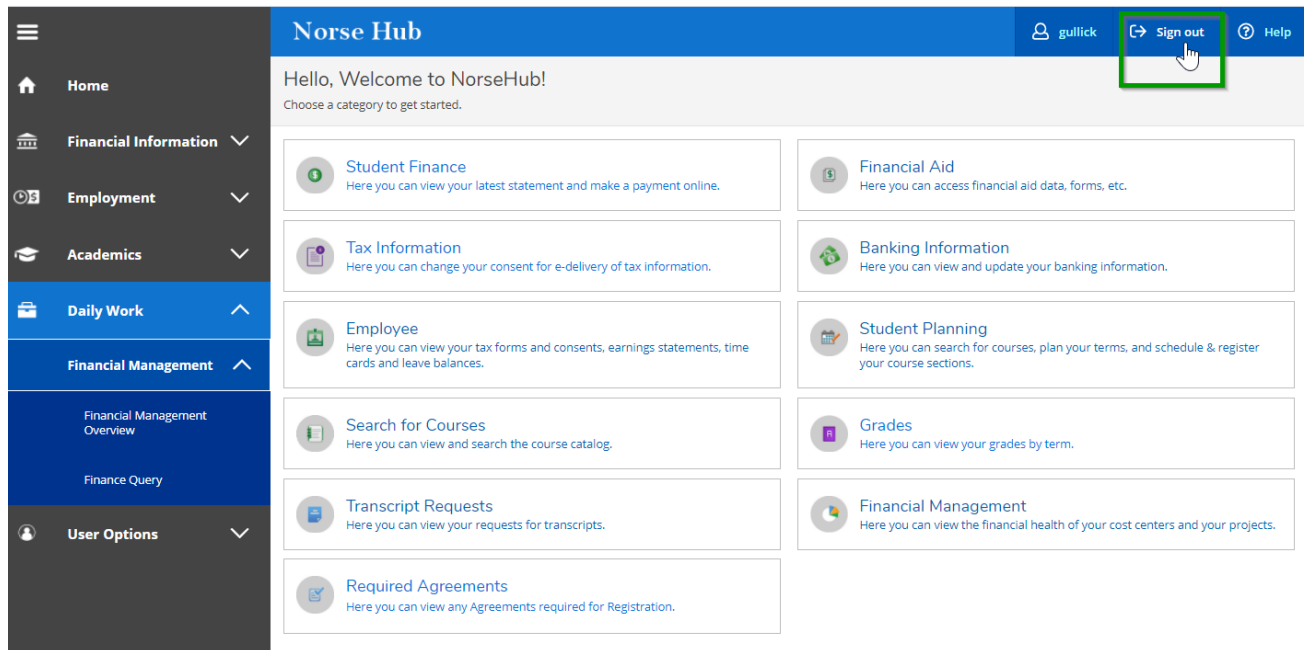
Filter FY2020 06/01/2019 05/31/2020 Export

Fund: 10 Dept: 05706 Object: 45000-45999, 50200-50299, 51000-51231

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
10-000-05706-45001 Dept X : Dept'l Sales	-\$10,000.00	-\$5,403.74	\$0.00	\$0.00	-\$4,596.26
U 10-102-05706-50210 Dept X : Std't Work - Acad Yr	\$5,000.00	\$2,281.32	\$0.00	\$0.00	\$2,718.68
U 10-102-05706-50220 Dept X : Summer Std't Budget	\$9,240.00	\$1,816.50	\$0.00	\$0.00	\$7,423.50
U 10-102-05706-51000 Dept X : Operating Expenses (pooled budget)	\$7,000.00	\$174.03	\$0.00	\$0.00	\$6,825.97
10-102-05706-51111 Dept X : Dept'l Supplies		\$174.03	\$0.00	\$0.00	
10-102-05706-51116 Dept X : Small Equip <\$500		\$0.00	\$0.00	\$0.00	
10-102-05706-51221 Dept X : Printing/Copying		\$0.00	\$0.00	\$0.00	
10-102-05706-51231 Dept X : Postage		\$0.00	\$0.00	\$0.00	
Grand Total	\$11,240.00	-\$1,131.89	\$0.00	\$0.00	\$12,371.89

Sign out to end your session

Because Norse Hub contains confidential information, be sure to 'Sign out' when you have finished working and close your browser. If you are working on a public computer and have downloaded any information, please take care to delete it.



The screenshot displays the Norse Hub user interface. On the left is a dark sidebar with navigation options: Home, Financial Information, Employment, Academics, Daily Work, Financial Management, and User Options. The main content area has a blue header with the text 'Norse Hub' and a user profile 'gullick'. In the top right corner, a 'Sign out' button with a right-pointing arrow icon is highlighted with a green rectangular box. Below the header, a welcome message reads 'Hello, Welcome to NorseHub!' followed by a prompt to 'Choose a category to get started.' The main area contains several tiles for different services: Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Search for Courses, Grades, Transcript Requests, and Financial Management. A 'Required Agreements' tile is also visible at the bottom left of the main content area.