WEB ADVISOR BUDGET ACCESS TUTORIAL

Introduction

Continued

- This service will allow for much easier access to budget and funds available information for all accounts for which a given budget officer is responsible.
- You will no longer need to navigate numerous screens within Datatel or remember specific object codes for each account to access this information.
- Simply input the fund and activity numbers associated with your account, and it will pull up the relevant information.

Introduction

Continued

- This service will allow you to see budget information for “10” fund accounts, as well as funds available information for all “non-10” fund accounts.

So – How do we use it?

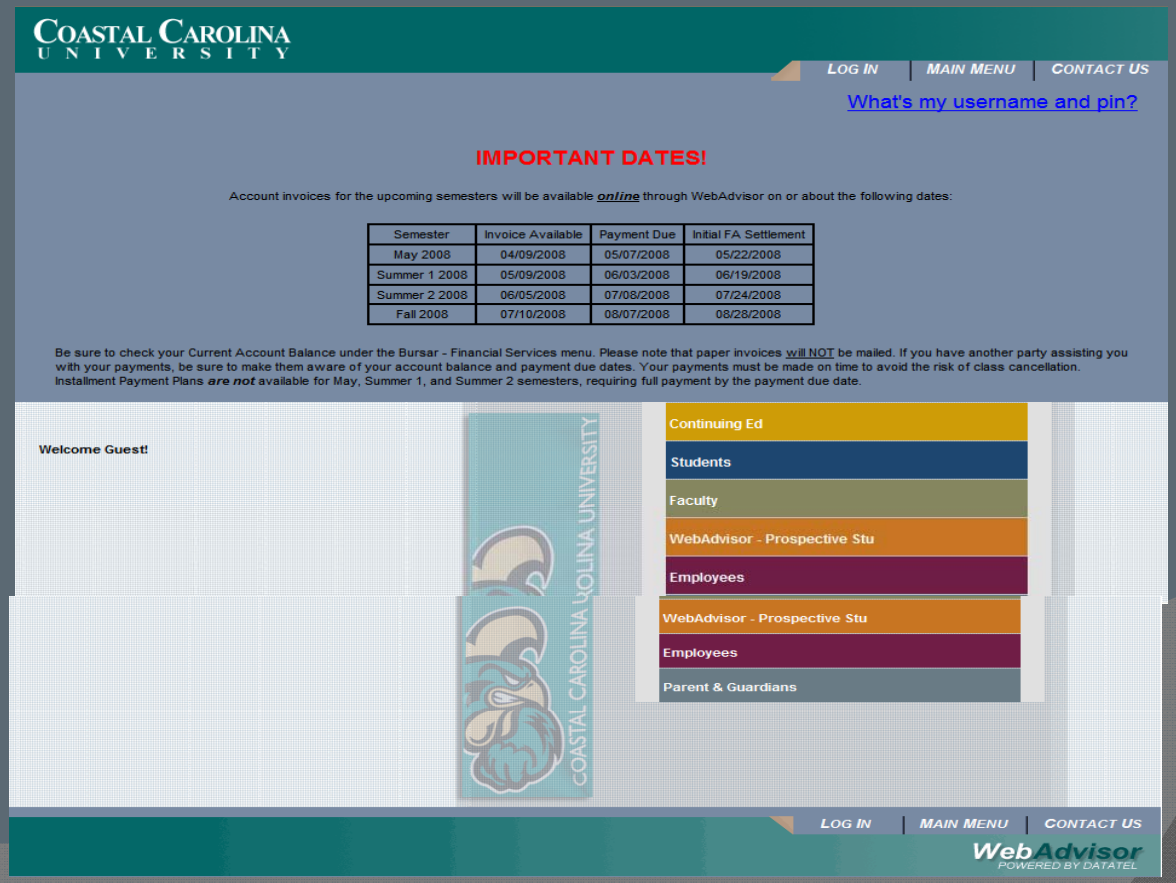
- First, you must go to the Web Advisor main page.

- Type this address into your browser (or right click on it and choose “Open Hyperlink”):

  webadvisor.coastal.edu

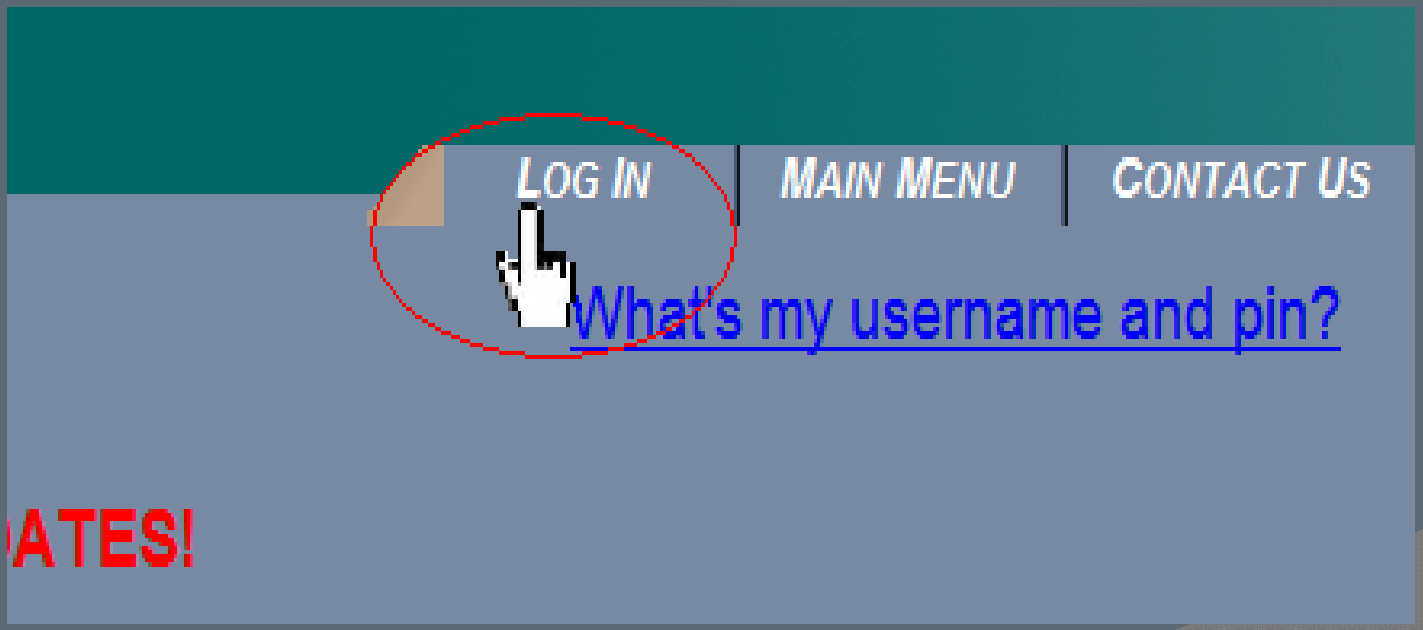
So – How do we use it?

- This is what you will see when you enter the address:



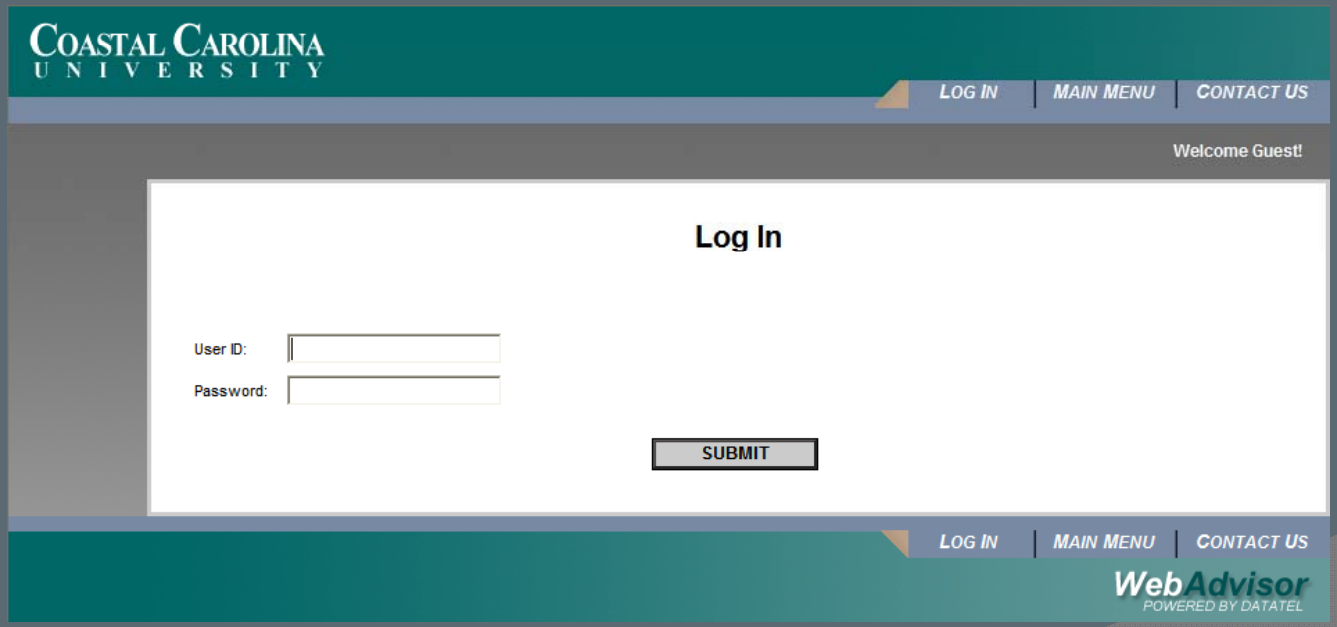
So – How do we use it?

- Next, Click on the “Log In” Button:



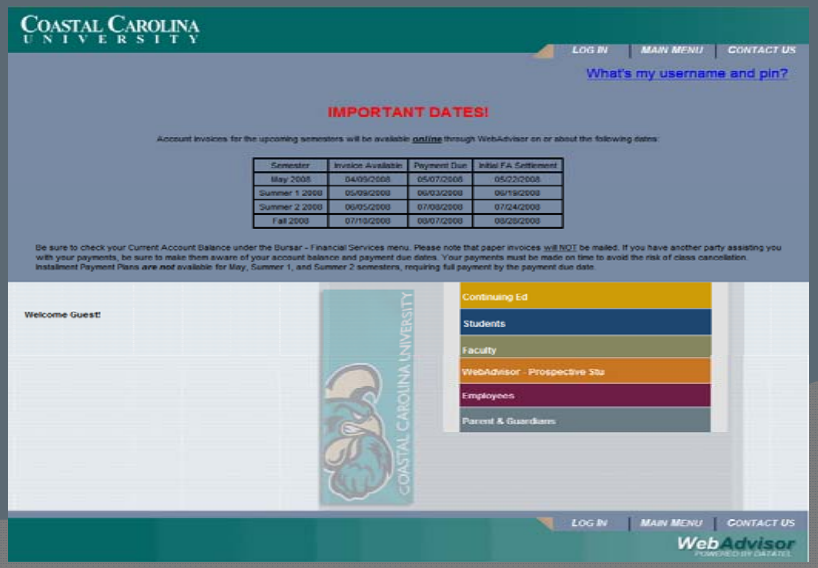
So – How do we use it?

- This will take you to the log in screen:



So – How do we use it?

- Type in your Web Advisor user name and password in the previous screen as you normally would.
- You will be taken back to this screen:

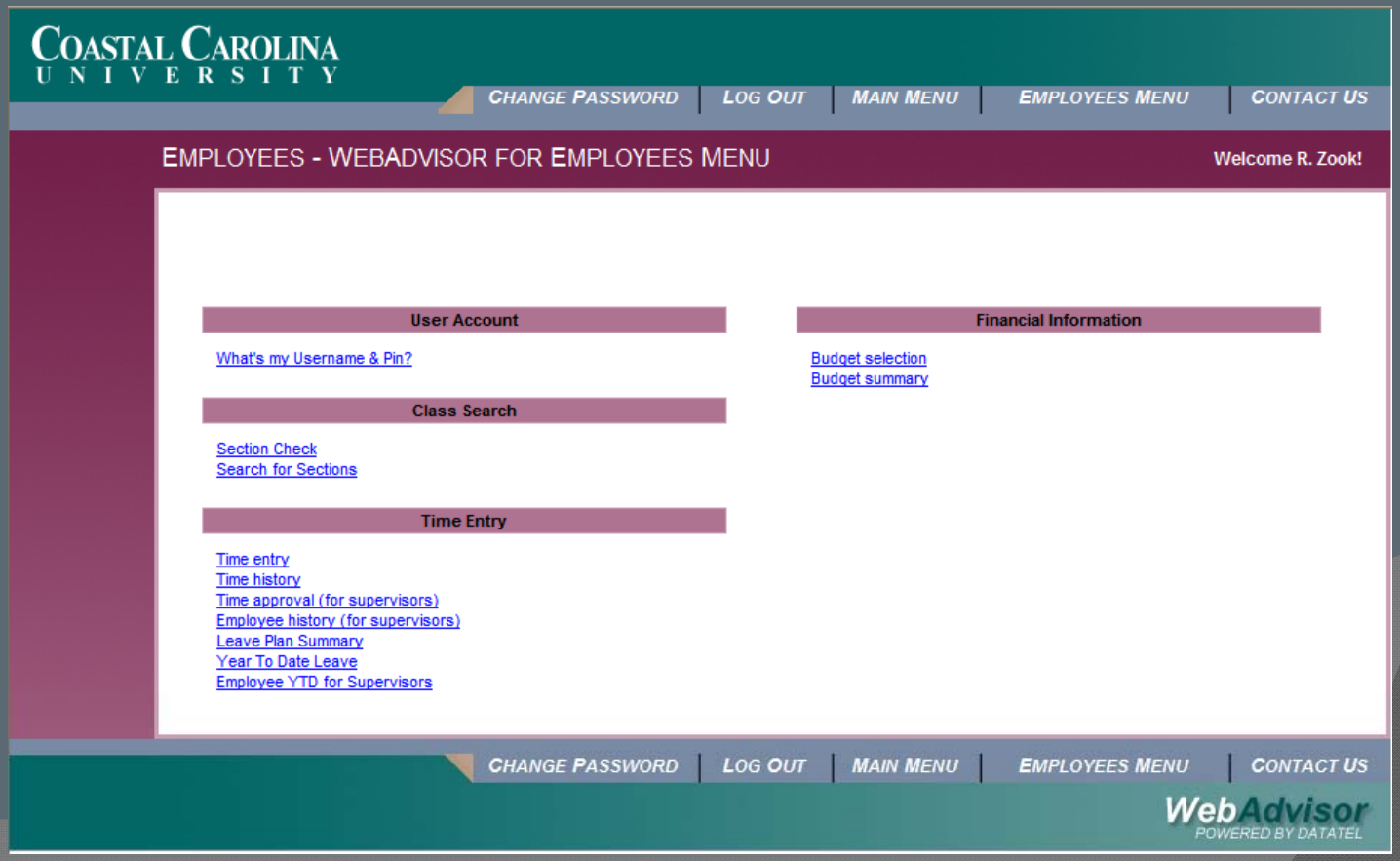


So – How do we use it?

- Now, click on the “Employees” link:

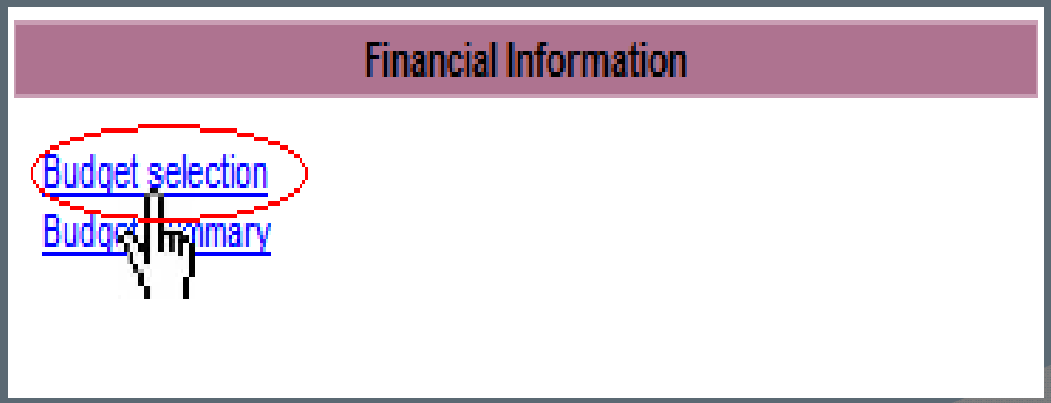
So – How do we use it?

- You will be taken to this screen:



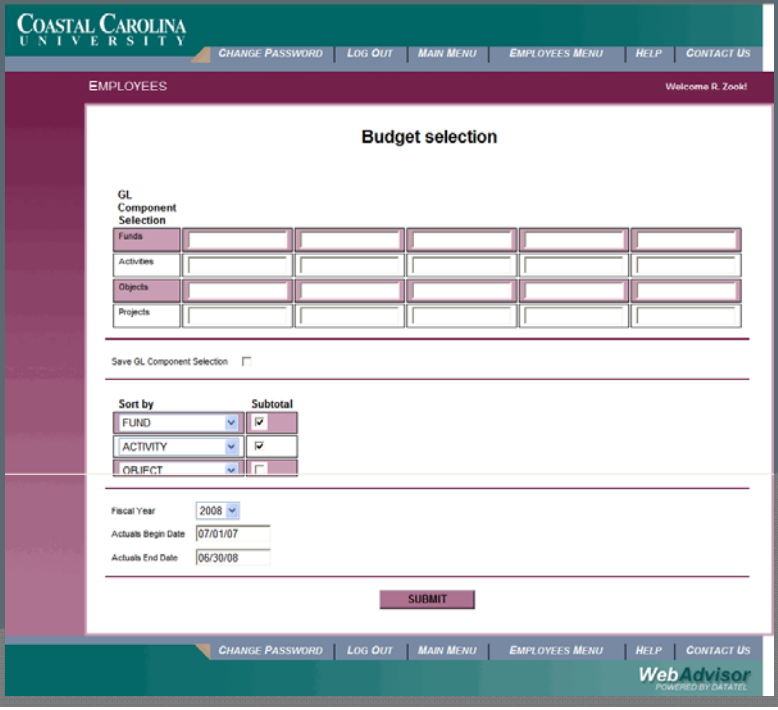
So – How do we use it?

- Now Click on the “Budget Selection” link under the “Financial Information” heading.
- *Note: If you have only one account, you may select “Budget Summary”.



So – How do we use it?

- You will be taken to this screen:
- Note: If you receive an error message, contact me (X2889).



So – How do we use it?

- Account numbers are comprised of Fund, activity, and object codes

- Fortunately, you will only need to enter the fund and activity values for the account you wish to view.
- Web Advisor will automatically select the relevant object codes for your selected fund type.

So – How do we use it?

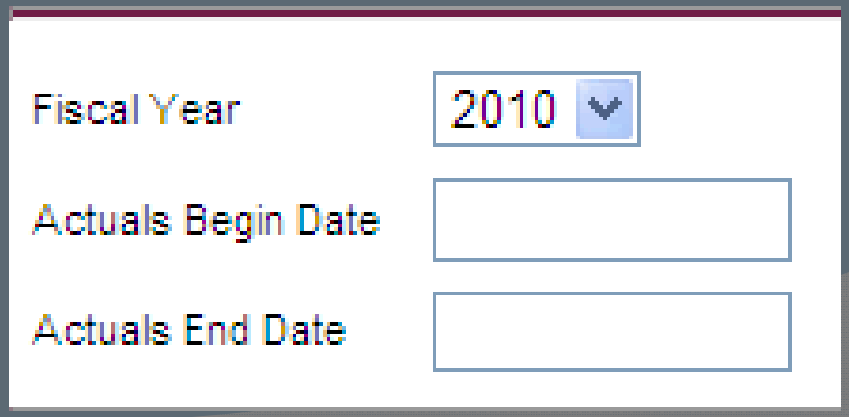
- You will enter your desired fund and activity codes in these two fields:

- Disregard the “Projects” field, it is not used for our purposes

So – How do we use it?

- Note that Web Advisor budget access will only give you information for the current (open) fiscal year. (It is hoped that a future patch will allow users to view any fiscal year)

- Fiscal years at CCU run from July 1 to June 30. You can select a begin and end set of dates or simply select the year you would like to view (as shown below).



So – How do we use it?

10 Funds (Budgeted)

- For this example, we are going to use the controller's account (10-6250).
- Your account number will vary, but for this example, you would enter "10" into the "Funds" field, and "6250" into the "Activities" field on the screen in slide #14.
- This will bring you to a screen that looks something like this:

EMPLOYEES Welcome Richard Zook!

Budget summary

Fiscal Year 2008

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
10-6250-5060	**U**	**Controller : Temp Staff Salaries (U)**	**52,500.00**	**0.00**	**0.00**	**31,834.61**	**20,665.39**
10-6250-5061	P	Controller : Temp Staff Non-Student		0.00	0.00	31,834.61	
10-6250-5063	**U**	**Controller : Student Staff (U)**	**2,500.00**	**0.00**	**0.00**	**5,818.49**	**3,318.49-**
10-6250-5062	P	Controller : Summer Student Pay		0.00	0.00	5,818.49	
10-6250-5065	P	Controller : Inst. Work Study		0.00	0.00	0.00	
10-6250-5066	P	Controller : Federal Work Study		0.00	0.00	0.00	
10-6250-5200	**U**	**Controller : Leases/Rentals (U)**	**0.00**	**0.00**	**31.48**	**38.52**	**70.00-**
10-6250-5211	P	Controller : Real Property Rentals		0.00	0.00	0.00	
10-6250-5212	P	Controller : Equipment Rentals		0.00	0.00	0.00	
10-6250-5219	P	Controller : Other Rentals		0.00	31.48	38.52	
10-6250-5222	P	Controller : Equipment Leases		0.00	0.00	0.00	
10-6250-5229	P	Controller : Other Leases		0.00	0.00	0.00	
10-6250-5223		**Controller : Copier Leases**	**2,175.00**	**0.00**	**936.29**	**3,056.90**	**1,818.19-**
10-6250-5231		**Controller : Dues/Memberships**	**5,565.00**	**0.00**	**0.00**	**3,962.00**	**1,603.00**
10-6250-5290	**U**	**Controller : Other Fixed Charges (U)**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
10-6250-5291	P	Controller : Late Payment Charges		0.00	0.00	0.00	
10-6250-5292	P	Controller : Credit Card Charges		0.00	0.00	0.00	

So – How do we use it?

10 Funds (Budgeted)

- This screen shows both the accounts that contain the budgeted amounts (Umbrella accounts, designated with a (U) after their description) and the individual accounts whose expenses are associated with them.

So – How do we use it?

10 Funds (Budgeted)

- You may click on any underlined value for more detail (even if the link is grey). In this case, if you click on the "Dues/Memberships" amount under the "Actual" column, you are taken to an "Actuals" screen.

EMPLOYEES Welcome Richard Zook!

Actuals

Fiscal Year	2008
GL Account	10-6250-5231
GL Account Description	Controller : Dues/Memberships

Date Range 07/01/07 - 06/30/08

Reference No.	Date	Source	Description	Amount
V0370137	05/29/08	PJ Purchase Journal	NACUBO	3,482.00
V0350953	11/13/07	PJ Purchase Journal	Government Finance Officers Associa	480.00

Total Actuals	3,962.00
Actuals pending posting	0.00
Document subtotal before 07/01/07	0.00
Document subtotal after 06/30/08	0.00
Grand Total	3,962.00

CLOSE WINDOW

So – How do we use it?

10 Funds (Budgeted)

- Note that the “Actuals” screen also has underlined links. In this case, they are voucher numbers. Clicking on one of them will bring up a “Voucher” screen:

Voucher

Voucher Number	V0370137
Voucher Status	Reconciled
Voucher Date	05/29/08
Voucher Maintenance Date	05/29/08
AP Type	0001 REGULAR VOUCHERS
Voucher Amount	$3,482.00
Check/Transaction Number	01*0302186
Paid Date	05/30/08
Due Date	05/29/08
Vendor ID and/or Name	0000481 NACUBO

Created from Document

Item Description	Vendor Item Number	Quantity	Unit of Issue	Price	Extended Price	GL Account Number	Project ID	Invoice Number	Tax Code
NACUBO DUES		1.000		3,282.0000	3,282.00	10-6250-5231 Controller : Dues/Memberships		383816	
SACUBO DUES		1.000		200.0000	200.00	10-6250-5231 Controller : Dues/Memberships		382991	

Comments

Approvals	Dates
Sheila Mooney	05/29/08

So – How do we use it?

10 Funds (Budgeted)

- Some values and transactions will not be underlined, and will not take you to another screen when you click on them.
- These include the “Encumbered”, “Actual”, and “Funds Available” values for Umbrella accounts. You can find more detailed information on transactions and events affecting these accounts by clicking on values in the individual “Pooled” accounts below them.
- Further, certain transaction types, such as journal entries (designated with a JE prefix), payroll entries (no prefix), and P-Card transactions (PC prefix) will not allow you to see a more detailed description screen.

So – How do we use it?

10 Funds (Budgeted)

- You may, however, pull up more detailed information on many other transactions and events, such as vouchers, blanket purchase orders, and regular purchase orders.

- Blanket purchase orders originally go into the “Encumbered” column in your report. As payments are made on them, however, the payment amounts are moved to the “Actual” column, and the difference remains in the “Encumbered” column.

So – How do we use it?

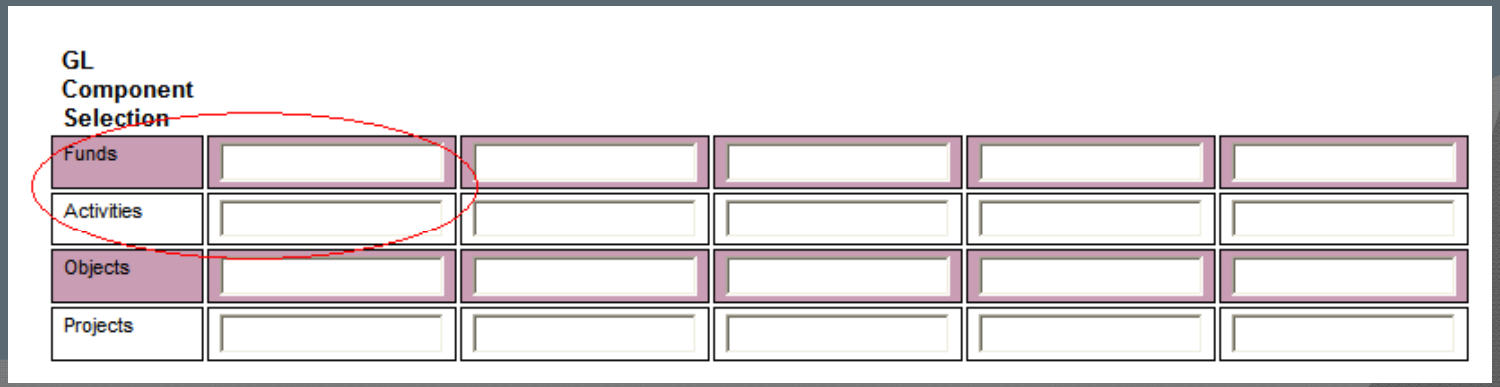
- As you can see, this method allows for much easier access to your budget information as well as the details associated with it.
- You can now quickly “drill down” into the details of the expenses coming out of your budget, whereas in Datatel, you would have to run through several screens and commands to get the same results.
- You can quickly see how much of your total budget is available, and how much is associated with each Umbrella account.

So – How do we use it?

Non-10 Funds (Not Budgeted)

- For all non-10 fund accounts (those that do not contain “10” as their first two digits), you will also be able to view funds available to be spent.

- Simply enter your fund and activity as you did in the previous example, and again, Web Advisor will select the relevant object codes.



So – How do we use it?

Non-10 Funds (Not Budgeted)

- As these accounts do not have budgets associated with them, you will see a different set of individual accounts, but the effect is the same; you will be able to quickly see how much is available to spend.
  - Note that activities and descriptions have been hidden in this portion of the tutorial.

EMPLOYEES Welcome R. Zook!

Budget summary

Fiscal Year 2009

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
17- -4540		: Service Revenue	0.00	0.00	0.00	137.05-	137.05
17- -5501		: Supplies	0.00	0.00	0.00	60.20	60.20-
		Activity Total	0.00	0.00	0.00	76.85-	76.85
		Fund Total	0.00	0.00	0.00	76.85-	76.85
		Grand Total	0.00	0.00	0.00	76.85-	76.85

OK

So – How do we use it?

Non-10 Funds (Not Budgeted)

- Further, you will still have the “drill down” capability that the budgeted 10 funds show.

Actuals

Fiscal Year 2009
GL Account 17 4540
GL Account Description : Service Revenue

Date Range 07/01/08 - 06/30/09

Reference No.	Date	Source	Description	Amount
C000294341	09/11/08	CR Cash Receipts		137.05-

Document subtotal before 07/01/08	
Document subtotal after 06/30/09	
Total Actuals	137.05-
Actuals pending posting	0.00
Document subtotal before 07/01/08	0.00
Document subtotal after 06/30/09	0.00
Grand Total	137.05-

CLOSE WINDOW

So – How do we use it?

Non-10 Funds (Not Budgeted)

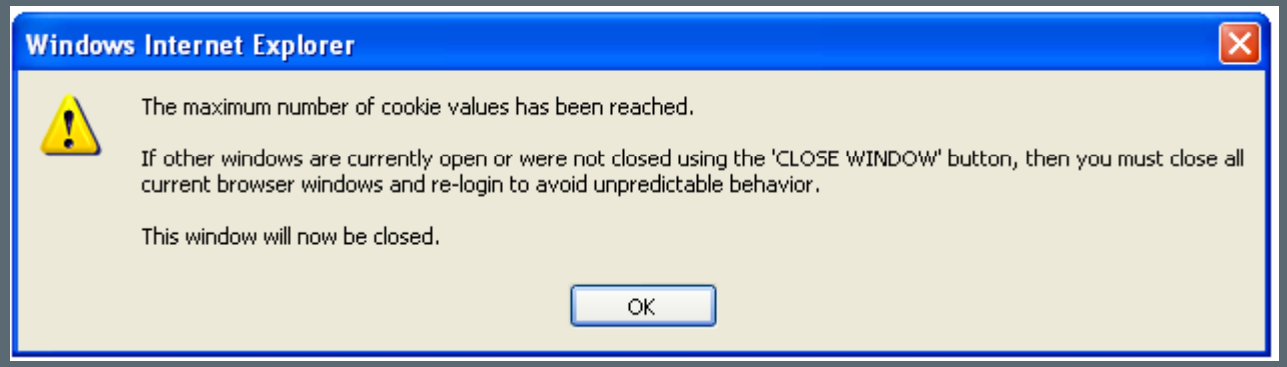
- The main difference is that you will not see “Umbrella” accounts since these funds have no “budget”. Your funds available will be the net of revenues, expenses, and transfers.

Notes

- As this is a secure site, you will need to use the “Submit”, “OK”, and “Close Window” buttons at the bottom of the windows that you open.

SUBMIT | OK | CLOSE WINDOW

- Failing to do so will eventually lead to this error message:



- At this point, you will have to log out, close your browser, and log back in to do anything further.

Notes

- At any point, you can click on the “Help” tab at the top of the page for some basic guidance.