



## BUDGET VIEWING

### WEB ADVISOR – BUDGET VIEWING

#### OVERVIEW

- ▶ Budget viewing via the WebAdvisor is a quick and easy way to access budget information via your web browser rather than signing into the colleague user interface.
- ▶ The contact for Web Advisor-Budget Viewing is the Office of Accounting & Budgetary Control at 606-783-2019.

#### LOGIN

- ▶ View **Section 404 – WebAdvisor Login and Logout Procedures** on the Datatel Website.

#### EMPLOYEES MENU

- ▶ Select “**Employees**” from main menu

A screenshot of a menu item labeled "Employees" in a gold-colored box.

Employees

- ▶ View Employees Screen (your Financial Information may be different from the screen shot below depending on if you have requisition rights)

## WEBADVISOR-BUDGET VIEWING

The screenshot shows the Morehead State University WebAdvisor interface. At the top left is the university logo and name. A navigation bar contains links for LOG OUT, MAIN MENU, EMPLOYEES MENU, and CONTACT US. The main content area is titled "EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU" and includes a welcome message for Bruce Thompson. The interface is divided into three sections: "Employee Profile" with links for Leave Plan Summary, My Stipends, Total Compensation, and Pay Advice; "Financial Information" with links for Budget selection, Budget summary, and Bank Information (Direct Deposit); and "Time Entry and Approval" with links for Time entry, Time History, Time approval (for supervisors), and Employee History (for supervisors). A second navigation bar at the bottom repeats the menu options and includes the WebAdvisor 3.1.3 logo.

## BUDGET SELECTION

### OVERVIEW

- ▶ **Budget Selection-** Lets you choose the Fund, Unit, and object code to produce a report.
- ▶ **Click** on Budget selection to start the Budget Selection :

This screenshot shows a section titled "Financial Information" with three blue hyperlinks: "Budget selection", "Budget summary", and "Bank Information (Direct Deposit)".

### GL COMPONENT SELECTION

- ▶ Enter the fund, Unit, and/or Object code you want to view.
- ▶ **Note:** There is no three dot wild card search (...) available in these boxes, **you need to know the accounts you want to query.**



Budget selection

GL Component Selection

Funds					
Units					
Objects					
Projects					

► **Note: The “Projects” line is not being used.**



**ENTER UNIT**

► Enter the unit you wish to report. **Stop!**

GL  
Component  
Selection

Funds		
Units	60002000	
Objects		

► Go to the bottom of the page and notice the date designators:

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Fiscal Year

Actuals Begin Date

Actuals End Date

**ENTER DATE OR PERIOD**

- You must make sure you have the proper time period entered.
- For year to date reports, just leave the “Fiscal Year 2009” selected.

## WEBADVISOR-BUDGET VIEWING

- ▶ If you wish to get a specific time period, you can enter the beginning and ending dates in the appropriate boxes.

## PROCESS REPORT

- ▶ Select **Enter**, or select the **SUBMIT** button:

### Budget summary

Fiscal Year 2009

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
10-60002000-5010100		Admin Computing Apps : Salaries & Wages	<a href="#">540,654.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">389,621.21</a>	170,632.79
10-60002000-5010300		Admin Computing Apps : Grad. Assistants	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5010600		Admin Computing Apps : Temporary Wages	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5010700		Admin Computing Apps : Inst. Student Wages	<a href="#">6,563.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">3,420.63</a>	3,142.17
10-60002000-5010800		Admin Computing Apps : Other Wages	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5010900		Admin Computing Apps : Consultant Payments	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5020100		Admin Computing Apps : Medical Insurance	<a href="#">26,760.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">42,617.44</a>	14,142.56
10-60002000-5020200		Admin Computing Apps : Life Insurance	<a href="#">284.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">130.50</a>	153.50
10-60002000-5020300		Admin Computing Apps : Dental Insurance	<a href="#">2,838.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">1,913.56</a>	924.44
10-60002000-5031000		Admin Computing Apps : KERS	<a href="#">14,609.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">10,108.77</a>	4,702.23
10-60002000-5032000		Admin Computing Apps : KTRS	<a href="#">24,367.47</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">37,209.80</a>	17,147.57
10-60002000-5040100		Admin Computing Apps : FICA	<a href="#">41,359.46</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">26,079.75</a>	15,279.71
10-60002000-5040750		Admin Computing Apps : Taxable Fringe Benefits	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5040800		Admin Computing Apps : Excess Health Reserve	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5100100		Admin Computing Apps : Supplies	<a href="#">2,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">2,705.44</a>	214.56
10-60002000-5101400		Admin Computing Apps : Software	<a href="#">2,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	2,000.00
10-60002000-5103100		Admin Computing Apps : Repair & Maintenance	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5105300		Admin Computing Apps : Publications & Print	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5105800		Admin Computing Apps : Convenience Copiers	<a href="#">1,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	1,000.00
10-60002000-5110100		Admin Computing Apps : Travel	<a href="#">1,600.00</a>	<a href="#">0.00</a>	<a href="#">18.62</a>	<a href="#">1,551.60</a>	29.78
10-60002000-5110200		Admin Computing Apps : Instructional Travel	<a href="#">10,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">2,957.57</a>	7,042.43
10-60002000-5110400		Admin Computing Apps : Field Travel	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00
10-60002000-5141100		Admin Computing Apps : Memberships	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00

## DRILL DOWNS

- ▶ Notice the blue Hyperlinks; when you click on them you get a sub-report showing the transactions that make up each line!

Actuals

Fiscal Year 2009  
 GL Account 10-60002000-5020200  
 GL Account Description Admin Computing Apps : Life Insurance

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

Reference No.	Date	Source	Description	Amount
000373	02/28/09	PR Payroll	PRD END: 02/28/09 06 Employer Cont	8.25
000364	02/15/09	PR Payroll	PRD END: 02/15/09 06 Employer Cont	8.25
000352	01/31/09	PR Payroll	PRD END: 01/31/09 06 Employer Cont	8.25
000348	01/15/09	PR Payroll	PRD END: 01/15/09 06 Employer Cont	8.25
000340	12/31/08	PR Payroll	PRD END: 12/31/08 06 Employer Cont	8.25
000336	12/15/08	PR Payroll	PRD END: 12/15/08 06 Employer Cont	8.25
J010241	12/09/08	JE General Journal	Q.BANKS RETROACTIVE GL ADJ	0.20
J010241	12/09/08	JE General Journal	Q.BANKS RETROACTIVE GL ADJ	0.30-
000327	11/30/08	PR Payroll	PRD END: 11/30/08 06 Employer Cont	8.25
000315	11/15/08	PR Payroll	PRD END: 11/15/08 06 Employer Cont	8.25
000306	10/31/08	PR Payroll	PRD END: 10/31/08 06 Employer Cont	8.25
000295	10/15/08	PR Payroll	PRD END: 10/15/08 06 Employer Cont	8.05
000289	09/30/08	PR Payroll	PRD END: 09/30/08 06 Employer Cont	8.05
000280	09/15/08	PR Payroll	PRD END: 09/15/08 06 Employer Cont	8.05
000274	08/31/08	PR Payroll	PRD END: 08/31/08 06 Employer Cont	8.05
000263	08/15/08	PR Payroll	PRD END: 08/15/08 06 Employer Cont	8.05
000256	07/31/08	PR Payroll	PRD END: 07/31/08 06 Employer Cont	8.05
000250	07/15/08	PR Payroll	PRD END: 07/15/08 06 Employer Cont	8.05

Document subtotal before 07/01/08  
 Document subtotal after 06/30/09

Total Actuals	130.50
Actuals pending posting	0.00
Document subtotal before 07/01/08	0.00
Document subtotal after 06/30/09	0.00
Grand Total	130.50

CLOSE WINDOW

TOTALS

- ▶ Units and funds are totaled at the bottom of the summary report.

## SUMMARY FUNCTIONS

Unit Total	1,120,337.83	0.00	17,235.63	777,887.10	325,2
Fund Total	1,120,337.83	0.00	17,235.63	777,887.10	325,2
Grand Total	1,120,337.83	0.00	17,235.63	777,887.10	325,2

- ▶ Reports can be sorted and subtotaled via the sort box in the lower center of the input screen.

Sort by	Subtotal
FUND - FUND	<input checked="" type="checkbox"/>
UNIT - UNIT	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

- ▶ Click the related check box to have the item subtotaled
- ▶ Click the arrows to the right of the selection to get more choices for sorting:

FUND.GROUP
FUND
FUNCTION
SUB.FUNCTN
GROUP
UNIT
<b>CLASS</b>
SUB.CLASS
CATEGORY
SUB.CAT
OBJECT

## MORE CHOICES

## SLICE & DICE!

- ▶ The following example shows two units being combined, and subtotaled by object:

GL Component Selection

Funds		
Units	61004000	62001000
Objects		
Projects		

Save GL Component Selection

Sort by

Subtotal

OBJECT - OBJECT	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

THE RESULTS!

10-61004000-5010100	V/P Plan, Bud & Tech : Salaries & Wages	<a href="#">343,395.00</a>
10-62001000-5010100	Acct & Bud Control : Salaries & Wages	<a href="#">698,282.00</a>
	Object Total	1,041,677.00
10-61004000-5010300	V/P Plan, Bud & Tech : Grad. Assistants	<a href="#">0.00</a>
	Object Total	0.00
10-61004000-5010600	V/P Plan, Bud & Tech : Temporary Wages	<a href="#">0.00</a>
10-62001000-5010600	Acct & Bud Control : Temporary Wages	<a href="#">0.00</a>
	Object Total	0.00

### CONCLUSION

- ▶ The application gives you a great deal of power considering the simple operation.
- ▶ Your choices will be limited based on your security profile and assigned security classes.
- ▶ If you need further access, please visit this link  
<http://www.moreheadstate.edu/aca/index.aspx?id=25498>



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