

My Budget

Augustana College

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EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

Welcome Mary!

1. Open Web Advisor
2. Log in with your username and password
3. Click on the Employee link
4. Click on Budget Selection
5. Enter in the components for your budget selection

Financial Information

- [Budget selection](#)
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Budget selection

GL Component Selection

Funds	10			
Functions				
Departments	30300			
Objects	6			
Projects				

Funds	Description
10	Operating
11	Grants and Miscellaneous
12	Designated Revenue (Former 123 and 120)

Departments	Description
30300	Business Office

Objects	Description
3	Opening Balance (for funds 11 and 12 only)
4	Revenue
5	Salaries and Benefits
6	Goods and Services
9	Transfers

6. Click **Submit**

My Budget

7. This brings you to the Budget Summary Screen

Budget summary

Fiscal Year 2007

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
10-163-30300-60000		Business Office : General expense	<u>4,114.00</u>	0.00	0.00	<u>515.22</u>	3,598.78
10-163-30300-61507		Business Office : Supplies-Office Depot	<u>1,300.00</u>	0.00	<u>46.50</u>	<u>63.17</u>	1,190.33
10-163-30300-62000		Business Office : Travel	<u>6,000.00</u>	0.00	0.00	<u>86.25</u>	5,913.75
10-163-30300-65500		Business Office : Equipment under \$5,000	<u>1,600.00</u>	0.00	<u>179.95</u>	0.00	1,420.05
		Department Total	13,014.00	0.00	226.45	664.64	12,122.91
		Fund Total	13,014.00	0.00	226.45	664.64	12,122.91
		Grand Total	13,014.00	0.00	226.45	664.64	12,122.91

OK

8. All underlined amounts can be accessed for additional information by clicking on the amount.

Actuals

Fiscal Year 2007
 GL Account 10-163-30300-60000
 GL Account Description Business Office : General expense

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

Reference No.	Date	Source	Description	Amount
J000191	08/21/06	JE General Journal	Deposit Slips Charge	51.00
<u>V0001180</u>	08/18/06	PJ Purchase Journal	Bradfield's Inc	58.00
<u>V0000889</u>	08/12/06	PJ Purchase Journal	Bettendorf Office Products	6.00
<u>V0000378</u>	07/25/06	PJ Purchase Journal	Bradfield's Inc	223.05
<u>V0000035</u>	07/11/06	PJ Purchase Journal	Bradfield's Inc	177.17

Total Actuals 515.22
 Actuals pending posting 0.00
 Document subtotal before 07/01/06 0.00
 Document subtotal after 06/30/07 0.00
 Grand Total 515.22

Reference Number	Description
J	Journal Entry
V	Voucher
P	Purchase Order
B	Budget Adjustment
O	Opening Balance