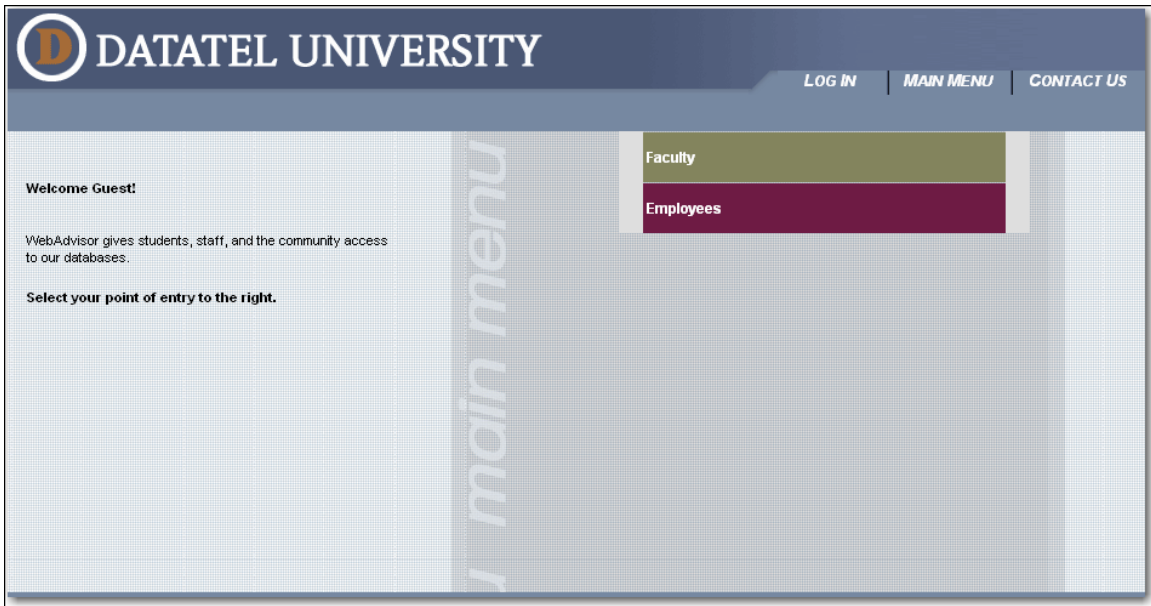


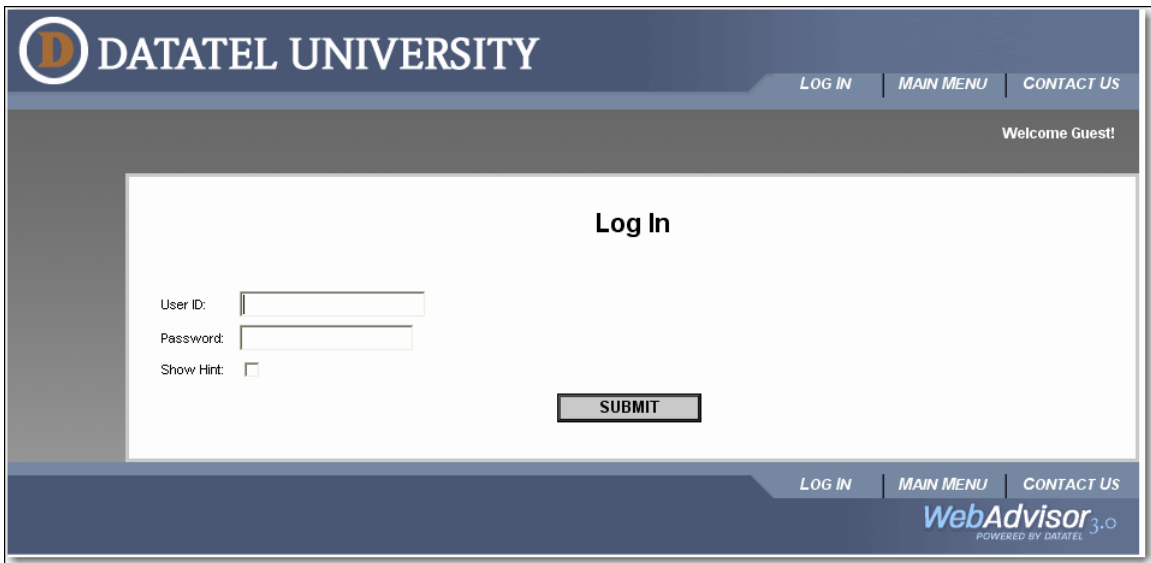
My Budget via WebAdvisor

Use **My Budget** via WebAdvisor to view budget and actual activity for your department (10, 60 & 61 funds only).

To access WebAdvisor <http://WebAdvisor.rosalindfranklin.edu>



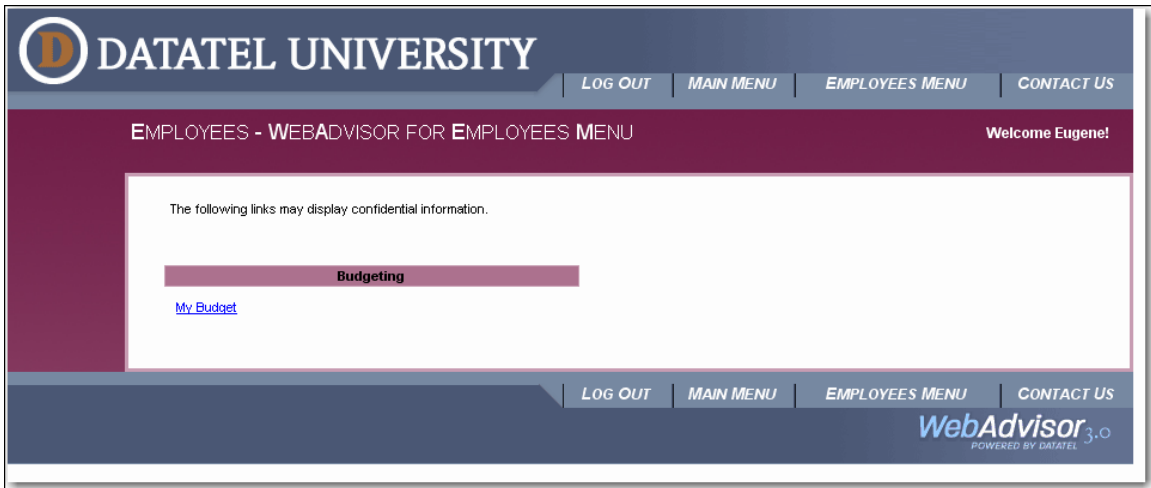
Select **“Log In”**



Enter User ID & Password (same as ID & password that is used to access email).
Press the **Submit** button.



Select **“Faculty or Employees”**



Select **“My Budget”**

D DATATEL UNIVERSITY

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EMPLOYEES Welcome Eugene!

My Budget

GL Component Selection

Funds	10				
Locs	00				
Awards	000000				
Depts	905603				
Objs					
Projects					

Save GL Component Selection

Sort by	Subtotal
FUND <input type="button" value="v"/>	<input checked="" type="checkbox"/>
DEPT <input type="button" value="v"/>	<input checked="" type="checkbox"/>
<input type="button" value="v"/>	<input type="checkbox"/>

Fiscal Year: 2007

Actuals Begin Date:

Actuals End Date:

Enter GL Account Number

00-00-000000-000000-00000

(Fund-Location-Award-Department-Object)

Enter account information you wish to view. To view all object codes within a certain department, leave the object field blank.

Select the appropriate Fiscal Year (7/06-6/07 = 2007)

If you would like to view detailed Actual revenue and expenses for a specific period of time, enter the Begin and End Dates.

Press the **Submit** button to view the report.

Budget summary

Fiscal Year 2006

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
10-00-000000-905503-60300	U	Non-Capital Equip - Budget Pool	<u>500,000.00</u>	31,147.08	1,466.99	6,333.00	461,052.93
10-00-000000-905503-60300	P	Non-Capital Equip - Budget Pool		<u>31,147.08</u>	<u>1,466.99</u>	<u>5,793.00</u>	
10-00-000000-905503-60301	P	Non-Capital Equip-Lab		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
10-00-000000-905503-60302	P	Non-Capital Equip-Office		<u>0.00</u>	<u>0.00</u>	<u>540.00</u>	
10-00-000000-905503-60600	U	Supplies - Budget Pool	<u>500,000.00</u>	15,158.91	6,088.00	299.99	478,453.10
10-00-000000-905503-60600	P	Supplies - Budget Pool		<u>13,688.58</u>	<u>6,088.00</u>	<u>287.00</u>	
10-00-000000-905503-60601	P	Medical Supplies		<u>180.00</u>	<u>0.00</u>	<u>0.00</u>	
10-00-000000-905503-60602	P	Radiology Supplies		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
10-00-000000-905503-60603	P	Housekeeping Supplies		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
10-00-000000-905503-60604	P	Office Supplies		<u>1,278.73</u>	<u>0.00</u>	<u>12.99</u>	
10-00-000000-905503-60605	P	Food Supplies		<u>11.60</u>	<u>0.00</u>	<u>0.00</u>	
10-00-000000-905503-60606	P	Paper		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
10-00-000000-905503-60607	P	Toner Supplies		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

Display Detail for an Account Number

Dollar amounts that are underlined have details (source documents) that can be viewed by clicking on the dollar amount.

Detail Options

- **Budget Detail:** Includes original budget for the current fiscal year and any adjustments/transfers.
- **Requisition Detail:** Includes any purchase requests that have been entered but not yet processed as a Purchase Order.
- **Encumbrance Detail:** Includes open Purchase Orders that have not been paid.
- **Actual Detail:** Includes transactions that have been paid.