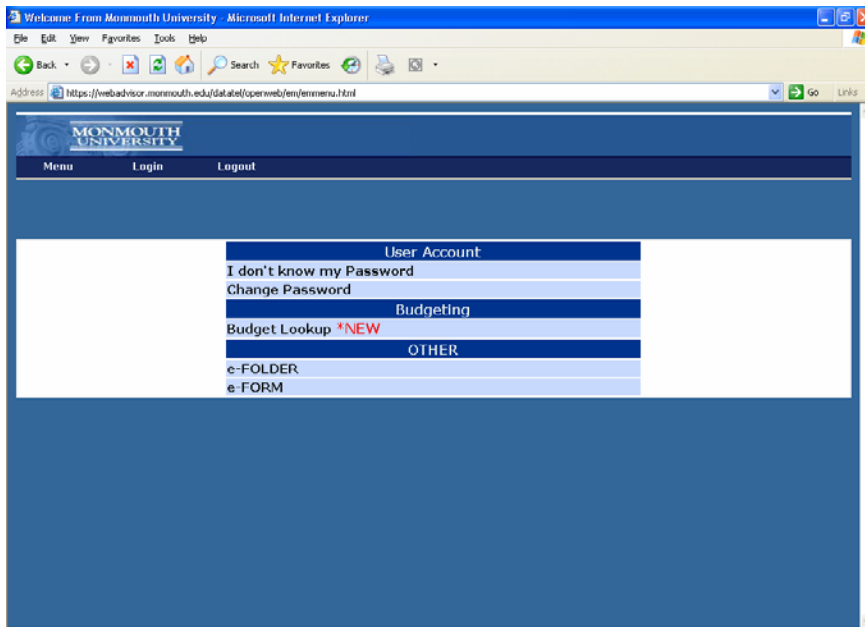


Budget Lookup through WebAdvisor

1. To log onto Budget Lookup, you need to access your WebAdvisor for Employees account. You can access WebAdvisor two ways through the Monmouth University homepage. You can either choose Campus Technology from the Resources drop down menu, and under Quick Links choose WebAdvisor or choose WebAdvisor from the Academics drop down menu. You will be brought to the Main Menu and choose WebAdvisor for Employees. In the Budgeting section, choose Budget Lookup. Enter your Username and Password and click Submit.



Username and password are case sensitive

powered by
Datatel

Username:

Password:

Submit

MONMOUTH UNIVERSITY

WebAdvisor for Employees

Menu Login Logout Email Support Print

Available Departments

Fiscal Year 2006

	Available Departments	Funds	Select Accounts
1	999999 -ART/DESIGN LAB	01	<input type="checkbox"/>
2	111111 -COMMUNICATIONS LAB	01	<input type="checkbox"/>
3	121212 -CRIMINAL JUSTICE LAB	01	<input type="checkbox"/>
4	212121 -BIOLOGY LAB	01	<input type="checkbox"/>
5	221221 -CHEM/MED TECH/PHYS LAB	01	<input type="checkbox"/>
6	332332 -COMPUTER SCI LAB	01	<input type="checkbox"/>
7	444444 -CTR FOR RAPID RESP. DATABASE	10	<input type="checkbox"/>
8	987987 -PELL GRANT	10	<input type="checkbox"/>
9	898989 -NJ WORLD TRADE CNTR SCHOL	10	<input type="checkbox"/>
10	323232 -FIRST UNION BANK ENDOW SCHOL	10	<input type="checkbox"/>
11	554554 -WOODS THEATER	00	<input type="checkbox"/>
12	102030 -DIVISION OF ACCOUNTING	00	<input type="checkbox"/>
13	662662 -STUDENT LOANS ADMINISTRATION	00	<input type="checkbox"/>

Submit

2. A list of the Available Departments and the current Fiscal year will be displayed.
3. You can choose the current fiscal year or any year prior back to 1992 by clicking on the down arrow next to the current fiscal year. The default is the current fiscal year.

MONMOUTH UNIVERSITY

Menu Login Logout Email Support

Available Departments

Fiscal Year 2006

	Available Departments	Funds	Select Accounts
1991			
1992	1-ART/DESIGN LAB	01	
1993	2-COMMUNICATIONS LAB	01	
1994	3-CRIMINAL JUSTICE LAB	01	
1995			
1996	9-BIOLOGY LAB	01	
1997			
1998	0-CHEM/MED TECH/PHYS LAB	01	
1999	1-COMPUTER SCI LAB	01	
2000			
2001	4-CTR FOR RAPID RESP. DATABASE	10	
2002	0-PELL GRANT	10	
2003			
2004	2-NJ WORLD TRADE CNTR SCHOL	10	
2005	2-FIRST UNION BANK ENDOW SCHOL	10	
2006	2-DIVISION OF ACCOUNTING	00	
2007			
12	-STUDENT LOANS ADMINISTRATION	00	

4. You can choose all the available departments by going to the bottom of the page and clicking on Select All or you can choose an individual department by checking the Select Accounts button and clicking on Submit.

Budget Summary

Fiscal Year 2006

	GL Account	GL Description	Budgeted	Actuals	Encumbered	Funds Available
1	00-999999-99999	DIVISION OF ACCOUNTING OFFICE SUPPLIES	15,000.00	7,091.42	98.01	7,810.57
2	00-999999-99998	DIVISION OF ACCOUNTING SUBSCRIPTIONS	250.00	0.00	0.00	250.00
3	00-999999-99997	DIVISION OF ACCOUNTING FORMS	11,000.00	4,310.43	1,096.50	5,593.07
4	00-999999-99996	DIVISION OF ACCOUNTING POSTAGE-MAIL ROOM	13,500.00	5,453.10	0.00	8,046.90
5	00-999999-99995	DIVISION OF ACCOUNTING TRAVEL	5,000.00	148.83	0.00	4,851.17
6	00-999999-99994	DIVISION OF ACCOUNTING PAYROLL PROCESSING SERVICE	24,000.00	18,028.68	0.00	5,971.32
7	00-999999-99993	DIVISION OF ACCOUNTING DUPLICATING & PRINTING	2,000.00	1,200.89	0.00	799.11
8	00-999999-99992	DIVISION OF ACCOUNTING TEMPORARY EMPLOYMENT AGENCIES	1,304.00	1,303.50	0.00	0.50
9	00-999999-99991	DIVISION OF ACCOUNTING SERVICE CONTRACTS	2,000.00	0.00	1,679.25	320.75
10		All Dept Total	74,054.00	37,536.85	2,873.76	33,643.39
11						
12		Fund [00] Fund Total	74,054.00	37,536.85	2,873.76	33,643.39
13						
14		Grand Total	74,054.00	37,536.85	2,873.76	33,643.39

5. You are now viewing the summary of the department(s) you selected followed by:

The different amount columns are:

Budgeted: All budget amounts posted to this account.

Actuals: All actual revenues and expenses posted to this account.

Encumbered: All purchase order's for which a voucher has not yet been posted.

Funds Available: Budgeted-Actuals-Encumbered = Funds Available.

6. Any amount which is highlighted blue (except total fields) you can detail into by clicking on it.

- For demonstration purposes, the actuals amount on account 00-999999-99999 has been chosen.

Actuals

Fiscal Year: 2006
 GL Account: 00-999999-99999
 GL Account Description: DIVISION OF ACCOUNTING : OFFICE SUPPLIES : CURR. UNREST. UNALLOCATED

Date Range: 07/01/05 - 06/30/06

Reference No.	Date	Source	Description	Amount
1 V0264151	01/09/06	PJ Purchase Journal	Petty Cash	60.00
2 V0264108	01/09/06	PJ Purchase Journal	BELMONT & CRYSTAL SPRINGS	13.50
3 PC1230	12/30/05	JE General Journal	OFFICE DEPOT #1081	299.95
4 PC1230	12/30/05	JE General Journal	OFFICE DEPOT #1081	225.28
5 PC1230	12/30/05	JE General Journal	WATCHUNG SPRING WATER	50.90
6 PC1230	12/30/05	JE General Journal	OFFICE DEPOT #1081	33.20
7 PC1230	12/30/05	JE General Journal	OFFICE DEPOT #1081	22.11
8 PC1230	12/30/05	JE General Journal	OFFICE DEPOT #1081	16.55
9 PC1230	12/30/05	JE General Journal	OFFICE DEPOT #1081	6.82
10 PC1230	12/30/05	JE General Journal	OFFICE DEPOT #1081	12.59
11 PC1215	12/15/05	JE General Journal	OFFICE DEPOT #1081	102.21
12 PC1215	12/15/05	JE General Journal	WATCHUNG SPRING WATER	57.89
13 PC1215	12/15/05	JE General Journal	OFFICE DEPOT #1081	110.09
14 PC1215	12/15/05	JE General Journal	WATCHUNG SPRING WATER	11.33
15 PC1215	12/15/05	JE General Journal	OFFICE DEPOT #1081	26.90
16 PC1130	11/30/05	JE General Journal	OFFICE DEPOT #1081	151.18
17 PC1130	11/30/05	JE General Journal	OFFICE DEPOT #1081	248.17
18 PC1130	11/30/05	JE General Journal	OFFICE DEPOT #1081	14.72
19 V000000	11/30/05	PJ Purchase Journal	BELMONT & CRYSTAL SPRINGS	10.00

Notice: It opens another window so you can quickly return to the previous window.

- Now you are viewing the actuals detail for that account.

9. You can click on any highlighted Reference No. and it will open in another window with further detail.

Reference No.	Date	Journal Type	Description	Amount
12 PC1215	12/15/05	JE General Journal	WATCHUNG SPRING WATER	57.89
13 PC1215	12/15/05	JE General Journal	OFFICE DEPOT #1081	110.09
14 PC1215	12/15/05	JE General Journal	WATCHUNG SPRING WATER	11.33
15 PC1215	12/15/05	JE General Journal	OFFICE DEPOT #1081	26.90
16 PC1130	11/30/05	JE General Journal	OFFICE DEPOT #1081	151.18
17 PC1130	11/30/05	JE General Journal	OFFICE DEPOT #1081	248.17
18 PC1130	11/30/05	JE General Journal	OFFICE DEPOT #1081	14.72
19 VO262378	11/22/05	PJ Purchase Journal	BELMONT & CRYSTAL SPRINGS	10.62
20 VO262120	11/17/05	PJ Purchase Journal	ACCURATE PRINTING INC	769.05
21 PC1115	11/15/05	JE General Journal	WATCHUNG SPRING WATER	50.62
22 PC1115	11/15/05	JE General Journal	WATCHUNG SPRING WATER	11.33
23 PC1115	11/15/05	JE General Journal	OFFICE DEPOT #1081	38.63
24 J036800	11/08/05	JE General Journal	COPY CTR CHRGS THRU 11/8/05	156.50
25 J037090	11/02/05	JE General Journal	RECORD OVERPAYMENT OF .26	104.00
26 PC1031	10/31/05	JE General Journal	WINTERS STAMP MFG CO	101.50
27 PC1031	10/31/05	JE General Journal	WATCHUNG SPRING WATER	49.26
28 VO260627	10/27/05	PJ Purchase Journal	BELMONT & CRYSTAL SPRINGS	5.00
29 J035946	10/19/05	JE General Journal	COPY CTR CHRGS THRU 10/19/05	100.51
30 PC1015	10/15/05	JE General Journal	OFFICE DEPOT #1081	7.82
31 PC1015	10/15/05	JE General Journal	WATCHUNG SPRING WATER	11.33
32 PC1015	10/15/05	JE General Journal	OFFICE DEPOT #1081	134.73
33 J035863	10/04/05	JE General Journal	COPY CTR CHRGS THRU 10/4/05	82.75
34 VO258297	10/04/05	PJ Purchase Journal	JET BUSINESS SERVICES INC	548.49
35 PC0930	09/30/05	JE General Journal	WATCHUNG SPRING WATER	64.52
36 PC0930	09/30/05	JE General Journal	OFFICE DEPOT #1081	58.20
37 PC0930	09/30/05	JE General Journal	OFFICE DEPOT #1081	126.66
38 PC0930	09/30/05	JE General Journal	OFFICE DEPOT #1081	39.40
39 VO257449	09/29/05	PJ Purchase Journal	BELMONT & CRYSTAL SPRINGS	25.37
40 PC0915	09/15/05	JE General Journal	OFFICE DEPOT #1081	13.50
41 PC0915	09/15/05	JE General Journal	WATCHUNG SPRING WATER	12.01

10. For example, click on a VO##### and you will detail into the voucher.

WebAdvisor - Microsoft Internet Explorer

Address: https://webadvisor.monmouth.edu:444/servlet/com.datatel.server.servlets.webadvisor.WebAdvisor?ENV_LINK=48SECURITYTOKEN=33707117757823

Voucher

Voucher Number: V0262120
 Voucher Status: Reconciled
 Voucher Date: 11/17/05
 Voucher Maintenance Date: 11/17/05
 AP Type: 0001 REG ACCOUNTS PAYABLE
 Voucher Amount: \$769.05
 Check/Transaction Number: 0370061089
 Paid Date: 11/18/05
 Due Date: 11/17/05
 Vendor ID and/or Name: 0524172 ACCURATE PRINTING INC

Created from Document
[P0031906](#)

Item Description	Vendor Item Number	Quantity	Unit of Issue	Price	Extended Price	GL Account Number	Project ID	Invoice Number	Tax Code
1 INVENTORY TAGS SINGLE 6.3 CPI CODE 39 LABELS IMPRINT: MONMOUTH UNIVERSITY STARTING NUMBER: 16,501 DELIVER TO: CONTROLLER'S WILSON HALL ANNEX ATTN: ROSA ARMENDARIZ		2,500.000		0.3000	750.00	DIVISION OF ACCOUNTING : OFFICE SUPPLIES		11301	
2 FREIGHT		1.000		19.0500	19.05	DIVISION OF ACCOUNTING : OFFICE SUPPLIES		11301	

[Comments](#)
[Approvals](#) [Dates](#)

11. You may further detail into the Purchase Order (PO) of this voucher if the Document is highlighted in blue under the Created From Document section on the top left hand side. Click PO#####.

Purchase Order

Purchase Order Number P0031906
Purchase Order Status Reconciled
Requestor Name
Initiator Name

Purchase Order Date 10/12/05
Maintenance Date 10/12/05
Vendor ID and/or Name 0524172 ACCURATE PRINTING INC
AP Type 0001 REG ACCOUNTS PAYABLE
Purchase Order Total \$750.00
Ship to CO CONTROLLERS OFFICE
Commodity Code

Created from Requisitions

Vouchers Created

V0262120

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Account Number	Project ID	Tax Code
INVENTORY TAGS SINGLE 6.3 CPI CODE 39 LABELS IMPRINT: MONMOUTH UNIVERSITY STARTING NUMBER: 16,501 DELIVER TO: CONTROLLER'S WILSON HALL ANNEX ATTN: ROSA ARMENDARIZ		2,500.000		0.3000	750.00	DIVISION OF ACCOUNTING : OFFICE SUPPLIES		

Printed Comments

1 REQUESTED BY: ROSA

2 ARMENDARIZ

12. You now see the PO that the voucher was created from.
13. To return to the previous screens simply click, "Click here to close" at the bottom of the screen.

[Click here to close](#)

14. This brings you back to the voucher detail screen, the actual details screen and then the budget summary department screen. To return to the Available Departments screen click on "Return to Main Screen" at the bottom of the page. Do Not Use the Back button in the top left hand corner.

Budget Summary

Fiscal Year 2006

	GL Account	U/P	GL Description	Budgeted	Actual	Encumbered	Funds Available
1	01-999999-00100		LAB FEES	61,000.00-	54,808.72-	0.00	6,191.28-
2	01-999999-10000		SALARIES	0.00	16,436.56	0.00	16,436.56-
3	01-999999-10007		OVERTIME	0.00	953.88	0.00	953.88-
4	01-999999-11020		INSTRUCTIONAL SUPPLIES	61,000.00	948.75	0.00	60,051.25
5	01-999999-13300		SERVICE CONTRACTS	0.00	8,616.30	0.00	8,616.30-
6	01-999999-62000		FUND BALANCE RESTRICTED TYPE	0.00	17,307.90-	0.00	17,307.90
7			Dept Total	0.00	45,161.13-	0.00	45,161.13
8							
9			Fund Total	0.00	45,161.13-	0.00	45,161.13
10							
11							
12			Grand Total	0.00	45,161.13-	0.00	45,161.13

Print

Export

Return To Main Screen

15. You can also look at more than 1 department. On the available departments screen, check 2 or more accounts and click Submit.



Available Departments

Fiscal Year 2006

	Available Departments	Funds	Select Accounts
1	111111 -ART/DESIGN LAB	01	<input type="checkbox"/>
2	323232 -COMMUNICATIONS LAB	01	<input type="checkbox"/>
3	444444 -CRIMINAL JUSTICE LAB	01	<input type="checkbox"/>
4	212121 -BIOLOGY LAB	01	<input type="checkbox"/>
5	434343 -CHEM/MED TECH/PHYS LAB	01	<input type="checkbox"/>
6	232323 -COMPUTER SCI LAB	01	<input type="checkbox"/>
7	123123 -CTR FOR RAPID RESP. DATABASE	10	<input type="checkbox"/>
8	989898 -URBAN COAST INSTITUTE ENHANCEM	10	<input type="checkbox"/>
9	101010 -NJ WORLD TRADE CNTR SCHOL	10	<input type="checkbox"/>
10	666555 -FIRST UNION BANK ENDOW SCHOL	10	<input type="checkbox"/>
11	565656 -DIVISION OF ACCOUNTING	00	<input checked="" type="checkbox"/>
12	787898 -STUDENT LOANS ADMINISTRATION	00	<input checked="" type="checkbox"/>

Submit

Select All Unselect All

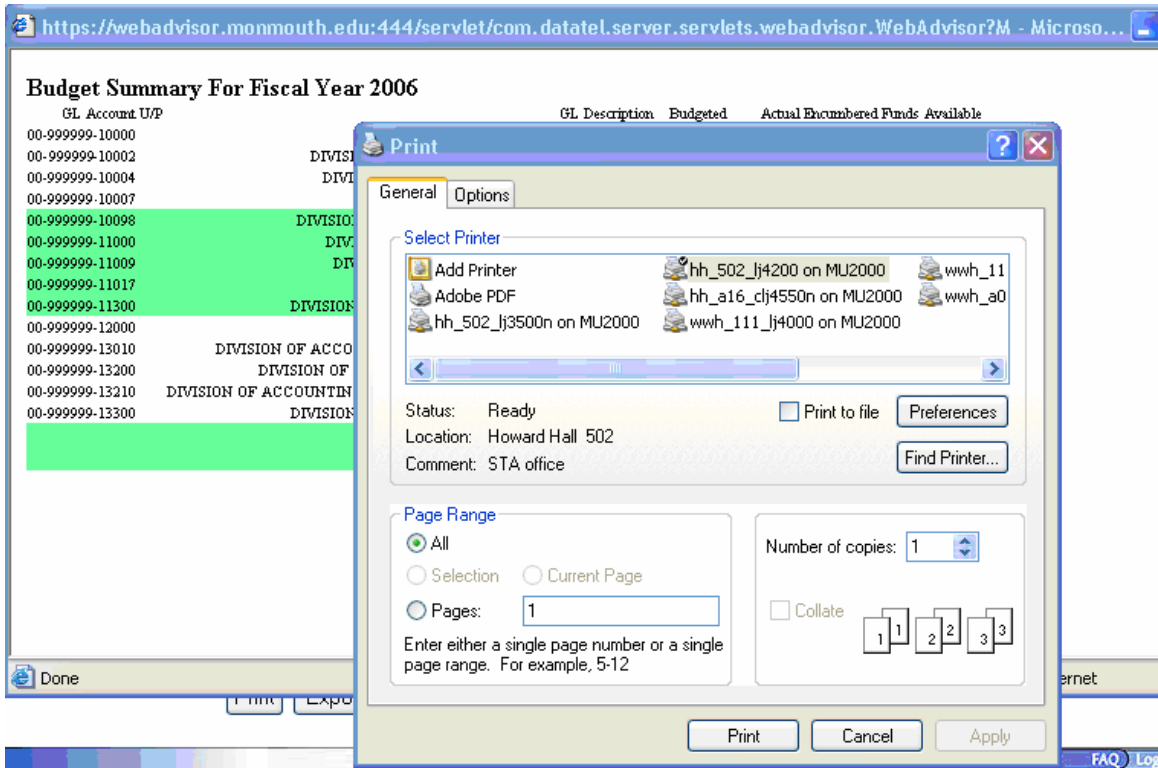
16. Now you will see each department, its total as well as the Fund Total and the Grand Total.

9	00-999999-12000	POSTAGE-MAIL ROOM	13,500.00	5,453.10	0.00	8,046.90
10	00-999999-13010	TRAVEL	5,000.00	148.83	0.00	4,851.17
11	00-999999-13200	PAYROLL PROCESSING SERVICE	24,000.00	18,028.68	0.00	5,971.32
12	00-999999-13210	DUPLICATING & PRINTING	2,000.00	1,200.89	0.00	799.11
13	00-999999-13220	TEMPORARY EMPLOYMENT AGENCIES	0.00	1,303.50	0.00	1,303.50
14	00-999999-13300	SERVICE CONTRACTS	2,000.00	1,679.25	0.00	320.75
15		Dept Total	795,589.00	424,337.44	1,181.01	370,070.55
16						
17	00-999999-13000	TRAVEL	1,600.00	0.00	0.00	1,600.00
18	00-999999-13203	OUTSIDE SERVICES	36,000.00	11,738.17	0.00	24,261.83
19		Dept Total	37,600.00	11,738.17	0.00	25,861.83
20						
21		Fund Total	833,189.00	436,075.61	1,181.01	395,932.38
22						
23						
24		Grand Total	833,189.00	436,075.61	1,181.01	395,932.38

Print Export Return To Main Screen

17. You can Print or Export this information directly from this screen.

18. To Print, click the Print button.



19. Choose your printer and click print.

20. To export to Excel click Export

11	00-999999-13010	PAYROLL PROCESSING SERVICE	24,000.00	18,028.68	0.00	5,971.32
12	00-999999-13200	DUPLICATING & PRINTING	2,000.00	1,200.89	0.00	799.11
13	00-999999-13300	TEMPORARY EMPLOYMENT AGENCIES	0.00	1,303.50	0.00	-1,303.50
14	00-999999-13210	SERVICE CONTRACTS	2,000.00	1,679.25	0.00	320.75
15		Dept Total	795,589.00	424,337.44	1,181.01	370,070.55
16						
17		Fund Total	795,589.00	424,337.44	1,181.01	370,070.55
18						
19						
20		Grand Total	795,589.00	424,337.44	1,181.01	370,070.55

WebAdvisor 2.18 Menu FAQ Log Out

21. Excel – opens automatically.

	A	B	C	D	E	F	G
1	GL Account	GL Description	Budgeted	Actual	Encumbered	Funds Available	
2	00-999999-10000	DIVISION OF ACCOUNTING □ SALARIES	718,510.00	384,324.31	0	334,185.69	
3	00-999999-10002	DIVISION OF ACCOUNTING □ PART-TIME WAGES	0	1,400.00	0	-1,400.00	
4	00-999999-10004	DIVISION OF ACCOUNTING □ STUDENT WAGES	2,866.00	217.7	0	2,648.30	
5	00-999999-10007	DIVISION OF ACCOUNTING □ OVERTIME	1,463.00	637.59	0	825.41	
6		DIVISION OF ACCOUNTING □ PAYROLL RECOVERY		1,471.76	0	1,471.76	

√ If you have difficulties opening excel please call the helpdesk, ext. 3539.

√ Please be advised that summary dollar amounts are exported to excel as dollar amounts, not formulas.