



Financial Services

Web Advisor

On-line Budget Access

Prepared: January 2004

INTRODUCTION

The University's accounting system is available on-line by accessing Web Tools found on Laurentian's web page.

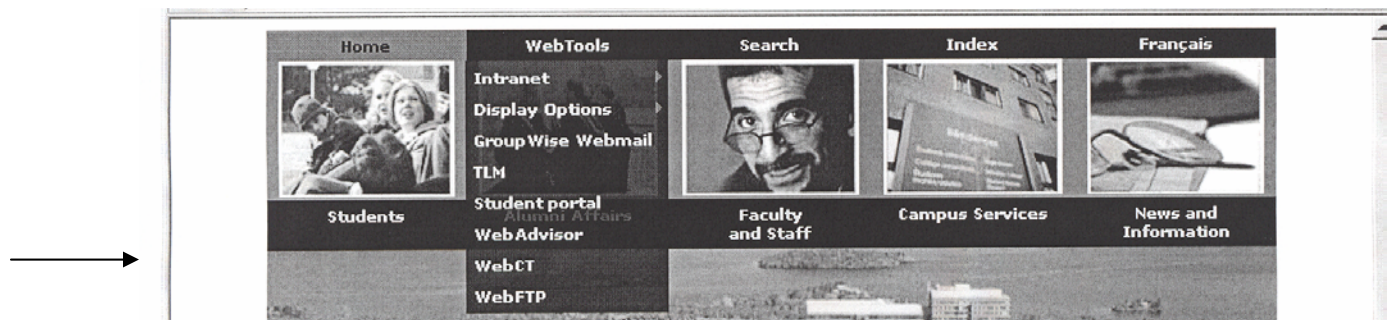
If you encounter any difficulties, please contact Huguette Robidas at extension 3046 or via email at hrobidas@laurentian.ca.

PROCEDURE

1. Access Laurentian's web page www.laurentian.ca.
2. Click on the "Web Tools" link (second tab to the right of "Home").



3. From the "Web Tools" pull down menu select "Web Advisor".



4. Select "Web Advisor for Employees".

A screenshot of the WebAdvisor interface. At the top, there is a header with the "WebAdvisor" logo and "© Laurentian" below it. To the right of the logo are four buttons: "Menu", "FAQ", "Log In", and "Log Out". Below the header, there is a message: "WebAdvisor is unavailable between 4am to 7am for scheduled backups." In the center, there is a link: "Make sure you Log Out. Main Menu". At the bottom, there are three links: "WebAdvisor for Students", "WebAdvisor for Faculty", and "WebAdvisor for Employees". On the far right, there is a link: "Accessibility".

5. The following menu will appear.

The screenshot shows the WebAdvisor interface for employees. At the top left is the WebAdvisor logo with a globe icon and the text "WebAdvisor © Laurentian". To the right of the logo is a vertical menu with three buttons: "Menu", "FAQ", and "Log Out". Below the logo, the text "For Employees" is followed by a warning: "The following links may display confidential information." Below this warning are several menu items: "Personal Profile", "Change password", "Budgeting", "My budget", "Print my budget", and "Salary and Benefits Ledger". At the bottom of the page, there is a footer bar with "WebAdvisor 2.01" on the left and "Menu", "FAQ", and "Log Out" buttons on the right.

From this menu, there are four options:

- a) Change Password: This function will allow you to change the password which was emailed to you by Computer Services. Your new password must be 6 to 9 characters and must include numbers.
- b) My budget: this function allows you to view your budget details on screen (refer to item 6.).
- c) Print my budget: with this function you are able to print your budget information locally (refer to item 7.).
- d) Salary and Benefits Ledger: allows you to print and view the details of salaries and benefits charged to your budget (refer to item 8.).

6. My budget

Enter your login name and password.

The screenshot shows the WebAdvisor login page. At the top left is the WebAdvisor logo with a globe icon and the text "WebAdvisor © Laurentian". To the right of the logo is a vertical menu with three buttons: "Menu", "FAQ", and "Log Out". Below the logo, the text "Log In" is displayed. Below "Log In" is the text "NOTE: Your login is the same as your GroupWise e-mail username. Please note that your login for WebAdvisor is case sensitive. (i.e. rx_parker)". Below the note are two input fields: "Login:" and "Password:". Below the "Password:" field is a "Submit" button. At the bottom of the page, there is a footer bar with "WebAdvisor 2.01" on the left and "Menu", "FAQ", and "Log Out" buttons on the right.

There is a built in security system which will allow you to view only your accounts.

After logging in, the following screen will appear and you will be required to enter your budget information.

The screenshot shows the 'WebAdvisor' interface. At the top left is a globe icon and the text 'WebAdvisor © Laurentian'. At the top right are buttons for 'Menu', 'FAQ', and 'Log Out'. Below this is a 'Help' link. The main heading is 'My Budget Selection'. Underneath is 'GL Account Selection'. There are four rows of input fields labeled '1 Fund(s)', '2 Costcentre (s)', '3 Object(s)', and '4 Project(s)'. Each row has five empty text boxes. Below these is a 'Sort by' section with three dropdown menus labeled '1', '2', and '3'. A 'Submit' button is centered below the dropdowns. At the bottom of the page is a footer bar with 'WebAdvisor 2.01' on the left and 'Menu', 'FAQ', and 'Log Out' on the right.

Please note the following for :

GL Account Selection

- 1 Fund(s) = First two digits of budget number (i.e. **00**-xxxxx-xxxx)
- 2 Costcentre(s) = Five digits of budget number (i.e. xx-**43430**-xxxx)
- 3 Object(s) = Last four digits (i.e. xx-xxxxx-**5400** supplies, 6301 travel, etc.)
- 4 Project(s) = NOT BEING USED

Sort by

This on-line report shows the line-by-line items. All transactions have been entered up to the time the report was submitted (on-line, on-time).

Printing – Budget Summary

This report CANNOT be printed by selecting the printer icon in the toolbar.

- To print the report:
- a) Click “File” on the top toolbar.
 - b) From the pull down menu select “Page Setup ...”
 - c) Set the **left** and **right** margins to zero (0.00”)
 - d) Set the Orientation to “Landscape”
 - e) Click the “OK” tab
 - f) Return to the “File” drop down menu and select “Print” or use the “CTRL+P” command.

BUDGET DETAIL

There are four types of details available:

- BGT - Budget Detail
- REQ - Requisition Detail
- ENC - Encumbrance Detail
- ACT - Actuals Detail

To obtain the details of a particular budget line (i.e. 00-43430-5400):

- a) In the “Choose” column, click on the pull down menu next to desired budget line.

The screenshot shows the 'WebAdvisor' interface with a 'My Budget Summary' section for the fiscal year 2004. A table lists budget lines with columns for 'Choose', 'GL Number', 'GL Description', 'Budgeted', 'Requisitioned', 'Encumbered', and 'Actuals'. An arrow points from the instruction above to the 'Choose' column of the table.

	Choose	GL Number	GL Description	Budgeted	Requisitioned	Encumbered	Actuals
1		00-43430-4612	Sundry Revenue	\$0.00	\$0.00	\$0.00	
2	BGT - Budget Detail REQ - Requisition Detail	00-43430-4910	Interfund Transfer-General	\$0.00	\$0.00	\$0.00	
3	ENC - Encumbrance Detail ACT - Actuals Detail	00-43430-4926	Finance Chargebacks	\$0.00	\$0.00	\$0.00	\$-2
4		00-43430-5020	Other Instruction & Research	\$0.00	\$0.00	\$0.00	
5		00-43430-5040	Full-Time Staff	1625,999 0.00	\$0.00	\$0.00	\$620

- b) Select "ACT - Actuals Detail".
- c) Scroll to the bottom of the screen and click "Submit".

You will obtain all transactions beginning May 1 of the current fiscal year up to including the current date (see attached sample report).



[Menu](#)
[FAQ](#)
[Log Out](#)

Actuals Detail

Fiscal Year	2004			
GL Account	00-43430-5400			
GL Account Description	Office Supplies			


Reference No.	Date	Source	Description	Amount
1 J009919	01/22/04	JE General Journal	Chamber of Commerce luncheon	26.05
2 V0173728	01/09/04	PJ Purchase Journal	Muirhead Stationers	301.03
3 V0173284	01/05/04	PJ Purchase Journal	Purolator Courier Limited	3.53
4 J009907	12/31/03	JE General Journal	bkst sales dec. 24, 2003	429.82
5 J009907	12/31/03	JE General Journal	bkstore sales dec.24, 2003	134.99
6 GSTVSA12	12/28/03	JE General Journal	GST Rebate	32.20CR
7 LUVISA12	12/28/03	JE General Journal	MUIRHEAD STATIONERS INC	789.63
137 V0155520	05/23/03	PJ Purchase Journal	Purolator Courier Limited	13.44
138 V0155508	05/23/03	PJ Purchase Journal	Purolator Courier Limited	19.57
139 J008329	05/22/03	JE General Journal	bkst sales may 20, 2003	30.23
140 J008329	05/22/03	JE General Journal	bkst sales may 20, 2003	159.83
141 J008317	05/14/03	JE General Journal	bkst sales may 13, 2003	54.00
142 J008317	05/14/03	JE General Journal	bkst sales may 6, 2003	25.69
143 J008317	05/14/03	JE General Journal	bkst sales may 6, 2003	3.77
144 J008317	05/14/03	JE General Journal	bkst sales may 5, 2003	75.59
145 V0154554	05/08/03	PJ Purchase Journal	The Institute of Chartered Accountants	1,739.27
Total Actuals				23,653.90
Actuals pending posting				0.00
Grand Total				23,653.90

WebAdvisor: 2.01

[Menu](#) | [FAQ](#) | [Log Out](#)

7. Print My Budget

This option allows you to print a report for a specific month (i.e. current month, previous month, etc.)



[Menu](#)
[FAQ](#)
[Log Out](#)

My Budget Report

Select Year

Select Period

GL Account Selection

1 Fund(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Costcentre(s)	43430	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Object(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

WebAdvisor: 2.01

[Menu](#) | [FAQ](#) | [Log Out](#)

- In the "Select Year" field, enter the fiscal-year (i.e. 2004 = May 1, 2003 to April 30, 2004).
- In the "Select Period" field, choose the month from the pull down menu.
- Enter the Fund(s) (i.e. 00-xxxxx-xxxx - first two digits 00- Operating, 20- Restricted External, 21- Restricted Internal, etc.).
- Enter the Costcentre(s)
- If you would like to include all Object(s) in your budget leave these fields blank.
- Click on "Submit".
- The report will appear on screen which can be printed using the "printer icon" on the tool bar. A sample report follows.

Laurentian University
01/22/04

Account Availability Period Ending 12/31/2004
Options - Available/Met/Exceeded Budget
Fiscal Year: 2004 Period Ending: December COSTCENTRE: 43430 - Financial Services

GL Account	Allocated Budget	Actual	Encumbrances	Available
00-43430-4926 Finance Chargebacks	0.00	2,818.62-	0.00	2,818.62
00-43430-5040 Full-Time Staff	5,991.00	5,551.43	0.00	0,439.57
00-43430-5041 Part-Time Staff	215.00	184.64	0.00	7,030.36
00-43430-5043 Overtime	0.00	15,204.81	0.00	15,204.81-
00-43430-5080 Work Study	0.00	1,083.58	0.00	1,083.58-
00-43430-5090 Fringe Benefits	6,102.00	8,343.17	0.00	57,758.83
00-43430-5300 Computer Equip - under \$3000	0.00	7,727.34	0.00	7,727.34-
00-43430-5301 Computer Equip - over \$3000	5,000.00	0.00	0.00	5,000.00
00-43430-5310 Computer Maintenance	1,400.00	0.00	0.00	1,400.00
00-43430-5340 Telephone Equipment Rentals	2,410.00	4,130.40	0.00	1,720.40-
00-43430-5350 Equipment Maintenance	1,400.00	0.00	0.00	1,400.00
00-43430-5400 Office Supplies	12,489.73	23,323.29	0.00	10,833.56-
00-43430-5401 Postage/Courier	11,000.00	8,259.61	0.00	2,740.39
00-43430-5410 Printing & Duplicating	10,500.00	7,411.53	0.00	3,088.47
00-43430-5430 Software Purchases	1,200.00	0.00	0.00	1,200.00
00-43430-5440 Credit Card Service Charge	1,000.00	0.00	0.00	1,000.00
00-43430-5441 Data Processing - Royal Bank	26,000.00	5,117.27	0.00	20,882.73
00-43430-5470 Long Distance Telephone Charge	4,200.00	387.46	0.00	3,812.54
00-43430-5550 Supplies	2,500.00	1,048.73	1,314.90	136.37
00-43430-6301 Travel	5,693.00	3,997.92	0.00	1,695.08
00-43430-6316 Flight Advance	0.00	276.06-	0.00	276.06
00-43430-6324 Meals	0.00	398.82	0.00	398.82-
00-43430-6910 Computer Chargebacks	0.00	239.00	0.00	239.00-
00-43430-6911 Instructional Media Charges	0.00	80.00-	0.00	80.00
00-43430-6912 Physical Plant Charges	0.00	1,329.10	0.00	1,329.10-
00-43430-6917 Carry Forward	13,190.47	0.00	0.00	13,190.47
Totals for COSTCENTRE: 43430 - Financial Serv	149,291.20	82,563.42	1,314.90	5,412.88

8. Salary and Benefits Ledger

This feature allows you to print a detailed report of the salaries and benefits charged to your budget.



Salary and Benefits Ledger

Start Date End Date

Pay Advice Date (mm/dd/yy)

GL Account Selection

1 Cost Centres
 2
 3

- a) Enter the 'Start Date' and 'End Date' in the "Pay Advice Date (mm/dd/yy)" field.
- b) Enter your budget number (5 digits – xx-43430-xxxx) in the "Cost Centres" field.
- c) Click on "Submit".
- d) The requested report will appear on screen which can be printed using the "printer icon" on the tool bar. The report will be the same as the Salary Ledger which is included with the paper monthly budget report.