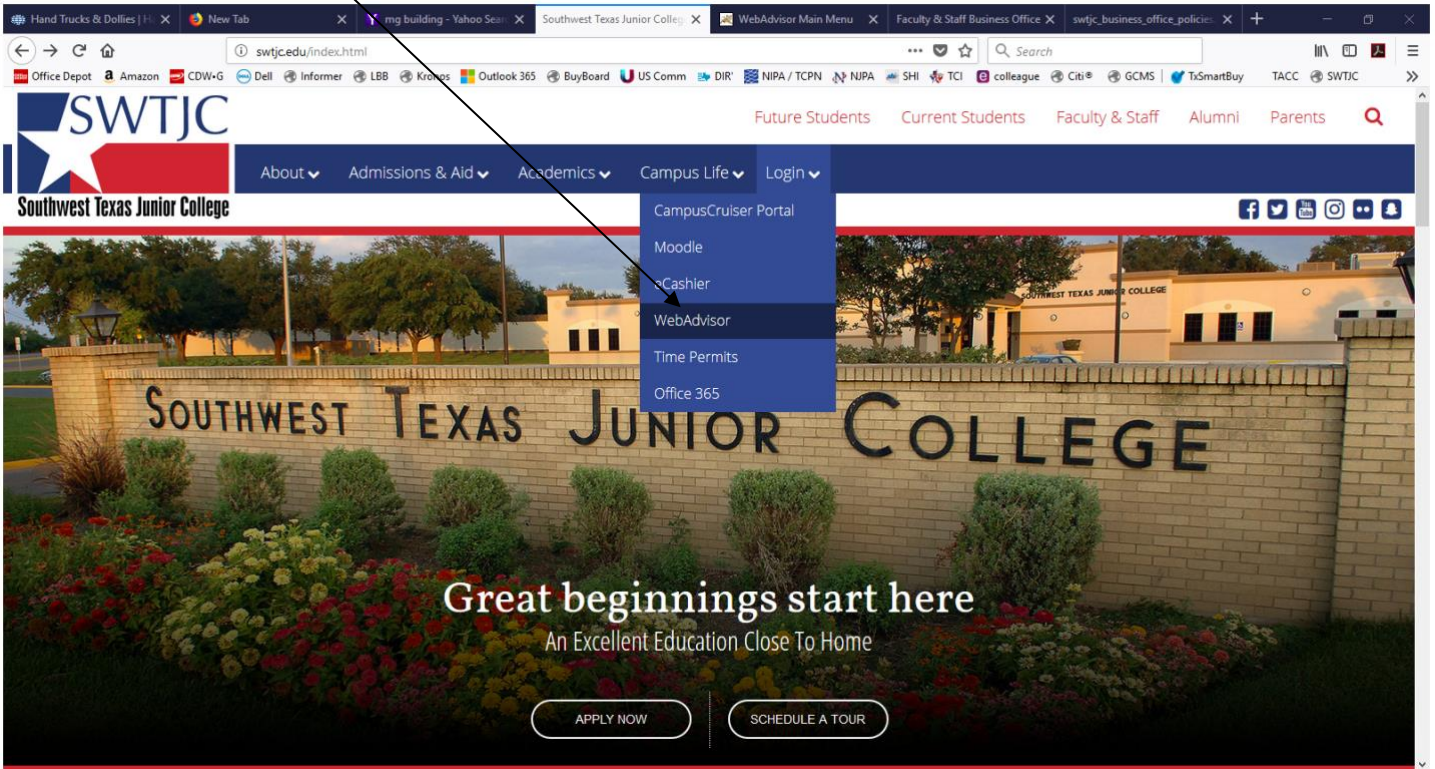
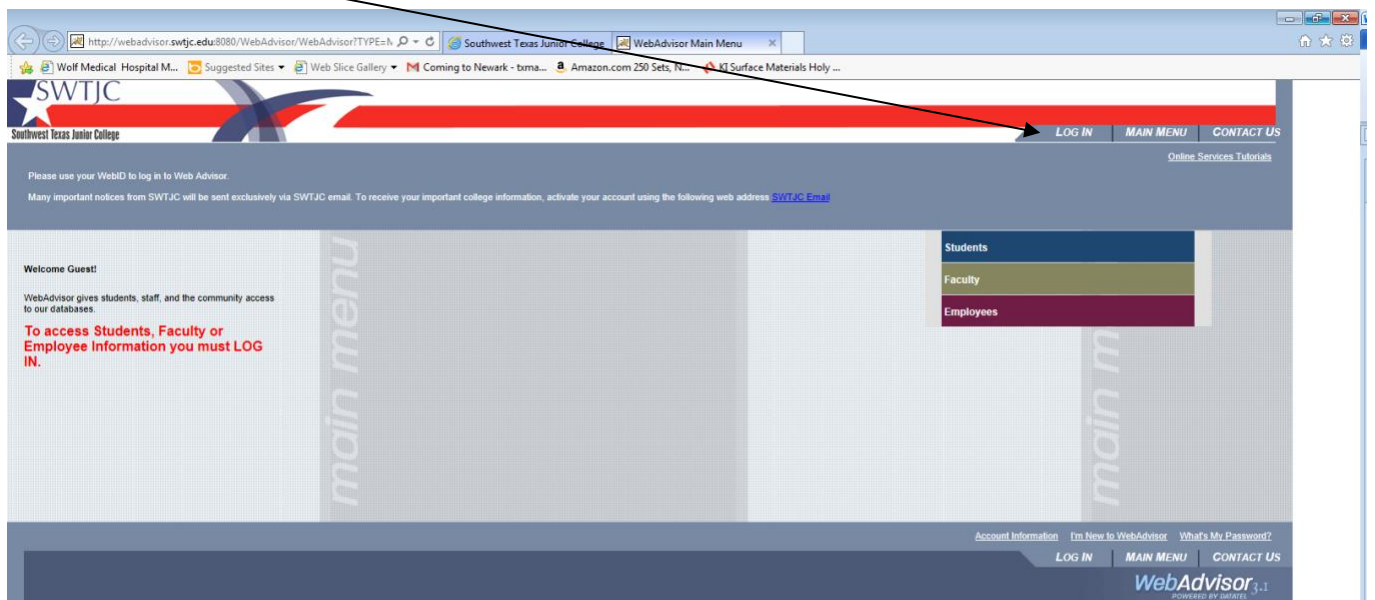


HOW TO CHECK BUDGET, PAYMENTS, AND PO & BLANKET PO BALANCES IN WEBADVISOR

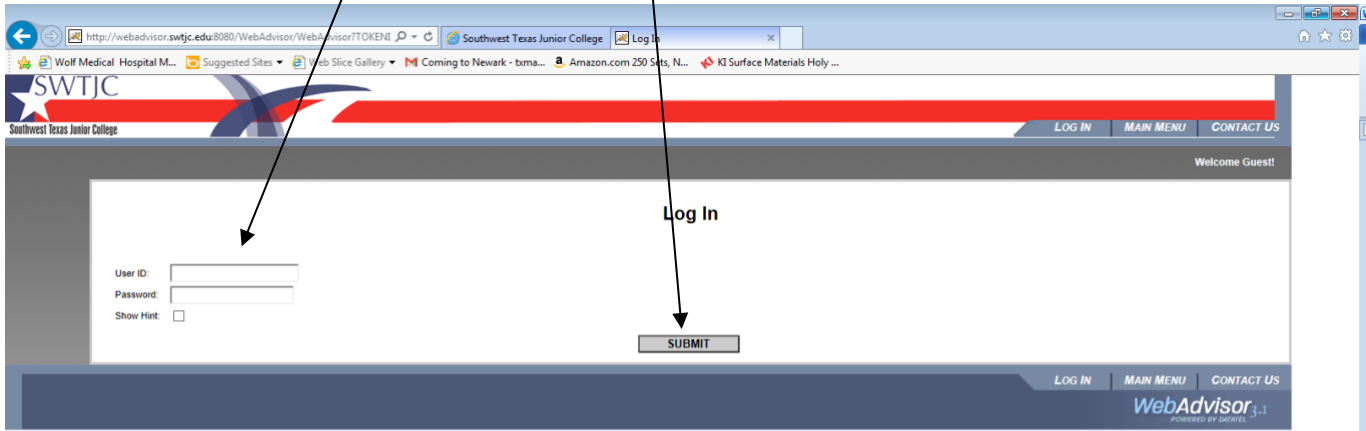
1. From the SWTJC Home page on your Internet browser (Firefox, Internet Explorer or Chrome for example), click on WebAdvisor:



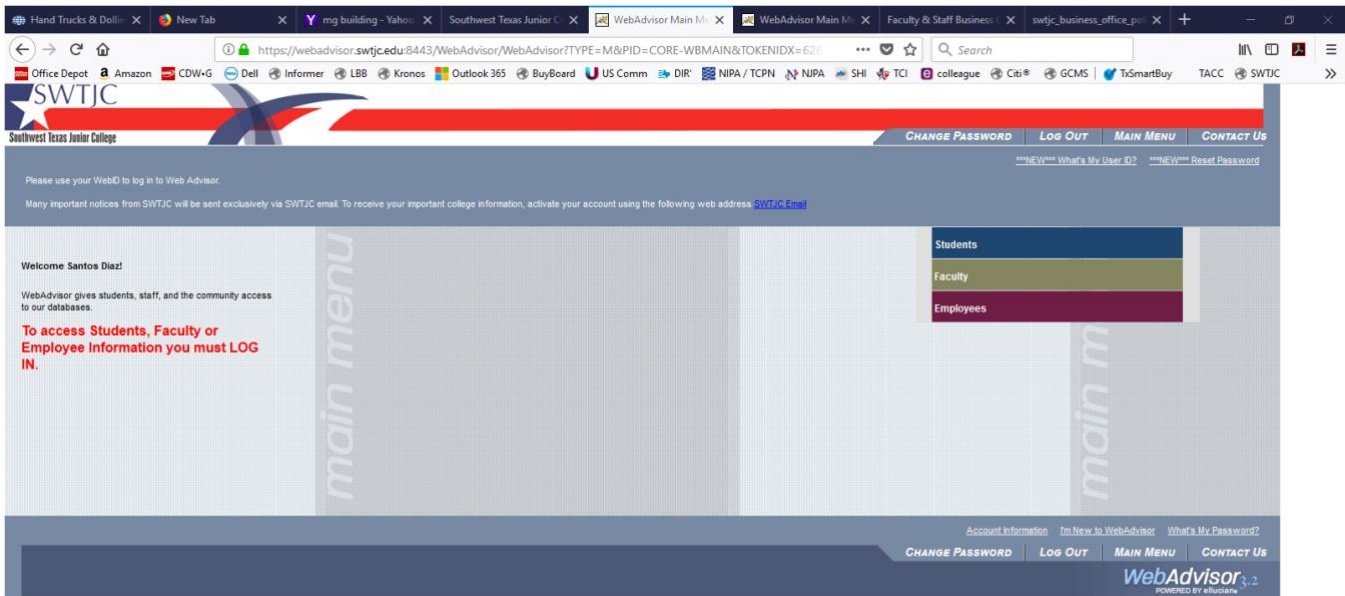
2. Click on Log In:



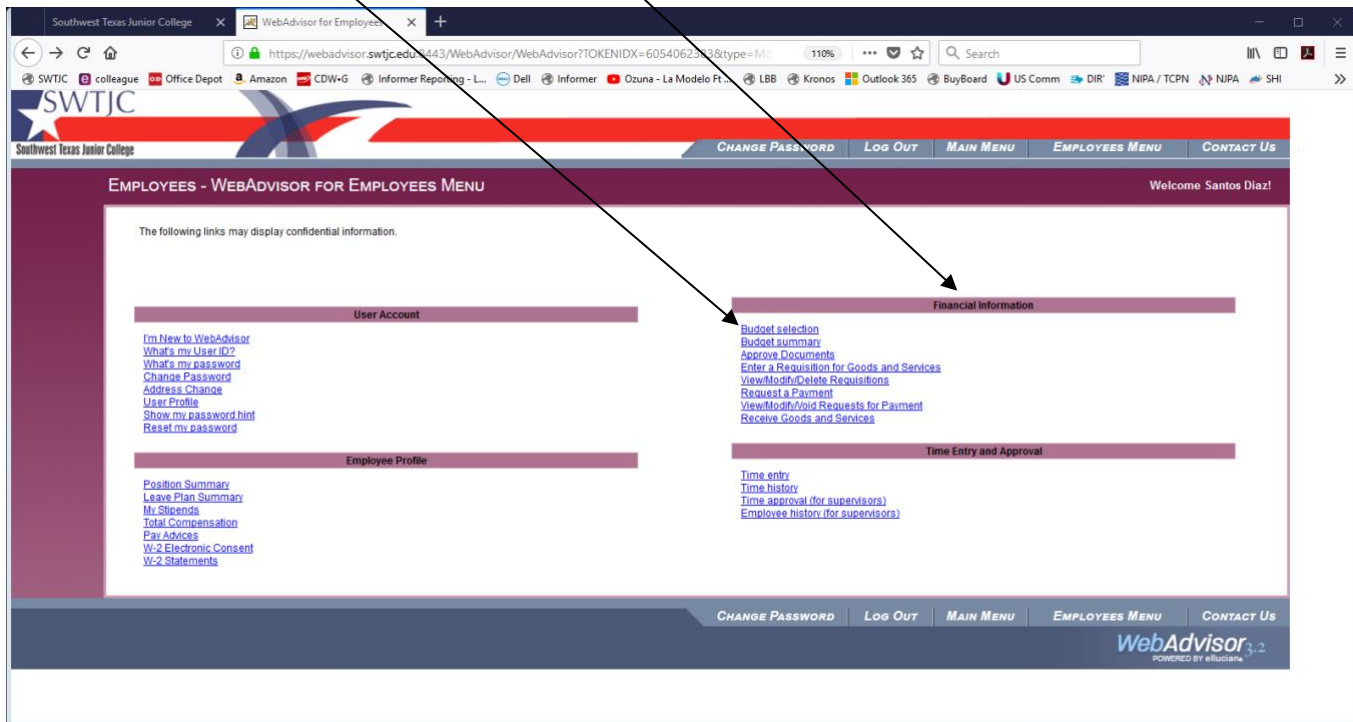
3. Enter your **User ID** and **Password** and click **Submit**:



4. Click on **Employees**:



5. Click on **Budget Selection** in the **Financial Information** section:



6. Enter GL Account information. Generally, you will want to see your **entire department budget**, so you need only enter the **Dept** (ex: in the string 12-110402-5001-01, **110402** is the Dept). You may also wish to include your **Location** if you want a particular campus. (ex: 12-110402-5001-01, **01** is the location for Uvalde). If you want to look at *all locations*, leave this field blank. Make sure the **Fiscal Year** is the current one. Click **Submit**:

The screenshot shows a web browser window with the URL <https://webadvisor.swtjc.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=6054062783&SS=2&A1>. The page title is "Budget selection" and the user is logged in as Santos Diaz. The form contains the following sections:

- GL Component Selection**: A table with columns for Fund, Dept, Object, Location, and Project. The Dept field contains "110402" and the Location field contains "01".
- Save GL Component Selection**:
- Remove Previously Saved GL Component Selection**:
- Sort by**: A table with columns for Sort by and Subtotal. The Sort by field is set to "PROGRAM" and the Subtotal field is checked.
- Fiscal Year**: A dropdown menu set to "2018".
- Actuals Begin Date**: "09/01/2017"
- Actuals End Date**: "8/31/2018"
- SUBMIT**: A button at the bottom of the form.

Arrows from the text above point to the Dept field, the Location field, the Fiscal Year dropdown, and the SUBMIT button.

7. Note the total **Budgeted** for your department's operating expenses, amount **Requisitioned** (an amount set aside before it becomes a PO), amount **Encumbered** (a current PO or BPO), and **Actual** amount (amount expensed), and the **Funds Available**. (The top line in **bold** represents a "roll-up" of all of the accounts listed below in gray.) To see the detail for a particular line item in gray, place your cursor over the amount and click on it. *Please keep in mind that the top line is the "Umbrella" (summary/roll-up) account. It is NOT an expense line.*

Southwest Texas Junior College

Budget summary

https://webadvisor.swtjc.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=6054062383&SSZ=2&API

SWTJC Southwest Texas Junior College

CHANGE PASSWORD LOG OUT MAIN MENU EMPLOYEES MENU HELP CONTACT US

EMPLOYEES Welcome Santos Diaz!

Budget summary

Fiscal Year 2018

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
12-110402-5000-01	U	Operating Expense Umbrella : Auto Technology	45,330.00	5,500.00	1,870.99	27,363.39	10,595.62
12-110402-5001-01	P	Supplies < \$1,000 : Auto Technology	500.00	0.00	1,038.34	0.141.07	
12-110402-5004-01	P	Software : Auto Technology	0.00	0.00	0.00	1,000.00	
12-110402-5005-01	P	Office Equip < \$1,000 : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5006-01	P	Workshop Equip < \$1,000 : Auto Technology	0.00	0.00	0.00	718.80	
12-110402-5007-01	P	Small Tools USE 5001 : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5008-01	P	Reference Materials : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5019-01	P	Shipping & Postage (Off-Campus) : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5021-01	P	Dues & Membership-Professional : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5031-01	P	Insurance-Other : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5041-01	P	Advertising - Other : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5080-01	P	Rental-Classrooms : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5082-01	P	Rental-Equipment : Auto Technology	0.00	0.00	65.84	734.30	
12-110402-5083-01	P	Rental - Other : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5090-01	P	Repair/Maint-Equipment : Auto Technology	0.00	0.00	0.00	722.66	
12-110402-5092-01	P	Repair/Maint-Building : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5100-01	P	ID Bookstore Supplies : Auto Technology	0.00	0.00	0.00	1,051.28	
12-110402-5101-01	P	ID Print Ctr Supplies : Auto Technology	0.00	0.00	0.00	30.00	
12-110402-5102-01	P	ID Print Ctr Services : Auto Technology	0.00	0.00	0.00	138.91	
12-110402-5103-01	P	ID Postage & Shipping : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5104-01	P	ID Telephone & Fax Expense : Auto Technology	0.00	0.00	0.00	0.00	
12-110402-5105-01	P	ID Copiers : Auto Technology	0.00	0.00	0.00	983.69	

9. When you detail into a specific line -- **Actual** for example:

Budget summary

Fiscal Year 2018

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
12-110402-5000-01	U	Operating Expense Umbrella - Auto Technology	45,330.00	5,500.00	1,870.99	27,403.29	10,595.62
12-110402-5001-01	P	Supplies < \$1,000 - Auto Technology		500.00	1,036.34	6,111.92	
12-110402-5004-01	P	Software - Auto Technology		0.00	0.00	1,099.00	
12-110402-5005-01	P	Office Equip < \$1,000 - Auto Technology		0.00	0.00	0.00	
12-110402-5006-01	P	Printing - Auto Technology		0.00	0.00	0.00	
12-110402-5007-01	P	Small Tools USE 5001 - Auto Technology		0.00	0.00	0.00	
12-110402-5019-01	P	Shipping & Postage (Off-Campus) - Auto Technology		0.00	0.00	0.00	
12-110402-5021-01	P	Books & Textbooks - Auto Technology		0.00	0.00	0.00	
12-110402-5031-01	P	Insurance-Other - Auto Technology		0.00	0.00	0.00	
12-110402-5041-01	P	Advertising - Other - Auto Technology		0.00	0.00	0.00	
12-110402-5060-01	P	Rental-Classrooms - Auto Technology		0.00	0.00	0.00	
12-110402-5062-01	P	Rental-Equipment - Auto Technology		0.00	0.00	0.00	
12-110402-5063-01	P	Rental - Other - Auto Technology		0.00	0.00	0.00	
12-110402-5069-01	P	Repair/Maint-Equipment - Auto Technology		0.00	0.00	0.00	
12-110402-5092-01	P	Repair/Maint-Building - Auto Technology		0.00	0.00	0.00	
12-110402-5103-01	P	I/D Bookstore Supplies - Auto Technology		0.00	0.00	1,063.00	
12-110402-5107-01	P	I/D Print Ctr Supplies - Auto Technology		0.00	0.00	30.00	
12-110402-5103-01	P	I/D Postage & Shipping - Auto Technology		0.00	0.00	0.00	
12-110402-5104-01	P	I/D Telephone & Fax Supplies - Auto Technology		0.00	0.00	0.00	
12-110402-5106-01	P	I/D Copiers - Auto Technology		0.00	0.00	953.00	
12-110402-5107-01	P	I/D Software - Auto Technology		0.00	0.00	0.00	
12-110402-5109-01	P	I/D Software - Auto Technology		0.00	0.00	0.00	
12-110402-5110-01	P	I/D Media & Library Services - Auto Technology		0.00	0.00	0.00	
12-110402-5111-01	P	Institutional Travel - Auto Technology		0.00	0.00	472.50	
12-110402-5112-01	P	Faculty Travel & Development - Auto Technology		0.00	0.00	448.00	
12-110402-5113-01	P	Student Instructional Travel - Auto Technology		0.00	0.00	0.00	
12-110402-5113-01	P	Travelers' - Auto Technology		0.00	0.00	0.00	
12-110402-5132-01	P	Inspection Expense - Auto Technology		0.00	0.00	0.00	
12-110402-5249-01	P	Capital Expenditures - Auto Technology		0.00	0.00	0.00	
12-110402-5371-01	P	Non Dep. Inv. >\$1000 - Auto Technology		0.00	0.00	0.00	
12-110402-5384-01	P	Start Time - Auto Technology		0.00	0.00	0.00	
12-110402-8000-01	P	Capital Expenditure >50000 - Auto Technology		0.00	0.00	0.00	
12-110402-8130-01	P	Vehicle Fuel & Oil - Auto Technology	0.00	0.00	0.00	39.81	39.81
		Dept Total	45,330.00	5,500.00	1,870.99	27,403.00	10,556.01
		Program Total	45,330.00	5,500.00	1,870.99	27,403.00	10,556.01
12-390020-7000-01	U	Payroll Expense Umbrella - Full-Time Salaries Tech	2,730,341.66	0.00	0.00	2,256,297.73	534,643.93

10. You will be taken to a detail screen. And from there you can drill in even further by clicking the [link](#) provided...

Actuals

SWTJC
Southwest Texas Junior College

EMPLOYEES

Welcome Santos Diaz!

Actuals

Fiscal Year 2018
GL Account 12-110402-5004-01
GL Account Description Software - Auto Technology

Date Range 09/01/17 - 08/31/18

Reference No.	Date	Source	Description	Amount
Y0321133	10/05/17	RJ Purchase Journal	Mitchell	1,099.00
Document subtotal before 09/01/17				
Document subtotal after 08/31/18				
1,099.00				
Actuals pending posting				
0.00				
Document subtotal before 09/01/17				
0.00				
Document subtotal after 08/31/18				
0.00				
Grand Total				
1,099.00				

CLOSE WINDOW

WebAdvisor 3.2
POWERED BY eBusiness

11. ...and see the detail for that transaction. And so on, as long as there is a [link...](#)

Voucher

Voucher Number: V0321139
Voucher Amount: \$1,099.00
Vendor ID and/or Name: 0000387 Mitchell1

Voucher Status: Reconciled AP Type: RP Regular Accounts Payable
Voucher Date: 10/05/17 Voucher Maintenance Date: 10/05/17 Due Date: 10/18/17
Invoice Number: 20491628 Invoice Date: 08/01/17
Check/Transaction Number: 01*0196314 Paid Date: 10/18/17

Created from Document

Item Description	Vendor Item	Quantity	Unit of Issue	Price	Extended Price	GL Distribution	Invoice Number	Tax Codes	Tax Info	Comments
Mitchell on demand		1.000		1,099.0000	1,099.00	12-110402-5004-01 Software : Uvalde	20491628			

Comments

Approval	Date	Next Approval
Lisa Fernandez	10/11/17	
Juan Guzman	10/12/17	
Dr. Mark Underwood	10/13/17	

CLOSE WINDOW

12. ...you can see everything about the transaction.

Voucher Line Item

Voucher Number: V0321139
Commodity Code: Mitchell on demand
Item Description: Mitchell on demand
Vendor Item: Mitchell on demand
Quantity: 1.000
Unit of Issue: Mitchell on demand
Price: 1,099.0000
Trade Disc Pct: 0.0000
Trade Disc Amt: 0.0000
Fixed Asset: 0.0000

GL Distribution	Project ID	Amount
12-110402-5004-01 Software : Uvalde		1,099.00

Tax Code(s)

Tax Form	Box No	State
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Comments

CLOSE WINDOW

13. Couple of points to consider:

- You can only look at budgets that you have been given access to. If, after you enter a budget selection, (see Step 8), you get a warning to the effect that “you do not have a staff record...”, then you’ll need to have a help desk request for WebAdvisor submitted by your supervisor for access to a specific department. (Please use the SysAid icon on your desktops)
- For information about Blanket Purchase orders, drill into the Encumbrance section and continue to drill in to see your line item budget and balance available.
- If you click on Budget Summary from the “Employee” screen instead of Budget Selection, the system will show the last budget you accessed without having to input the department numbers again.
- When you leave a screen, it’s good practice to click on the Close Window or OK “buttons” at the bottom of the screen. Whether you do this or not, it’s possible to receive a “too many cookies” error, in which case you’ll need to simply log out of your internet browser, and go back in.
- During the time period at the close and opening of the fiscal years, for a couple of weeks, you are able to see both prior and upcoming fiscal years, so be sure you are in the correct year when you access WebAdvisor Budget.