

MyBudget Instructions for Inside Loyola use of WebAdvisor

MyBudget is a user friendly web interface view into the University's General Ledger (GL) system. Here you can view summary and detail information for multiple GLs that you have access to now to include overtime and student employment lines. Below is a step by step description of how it works and what you will see.

WebAdvisor can be accessed directly at inside.loyola.edu or from the inside.loyola.edu link at www.loyola.edu Please set this URL as a favorite on your Internet browser.

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Visit Inside Loyola to access your email, get information about classes on Moodle, read about campus events, access WebAdvisor, and more.

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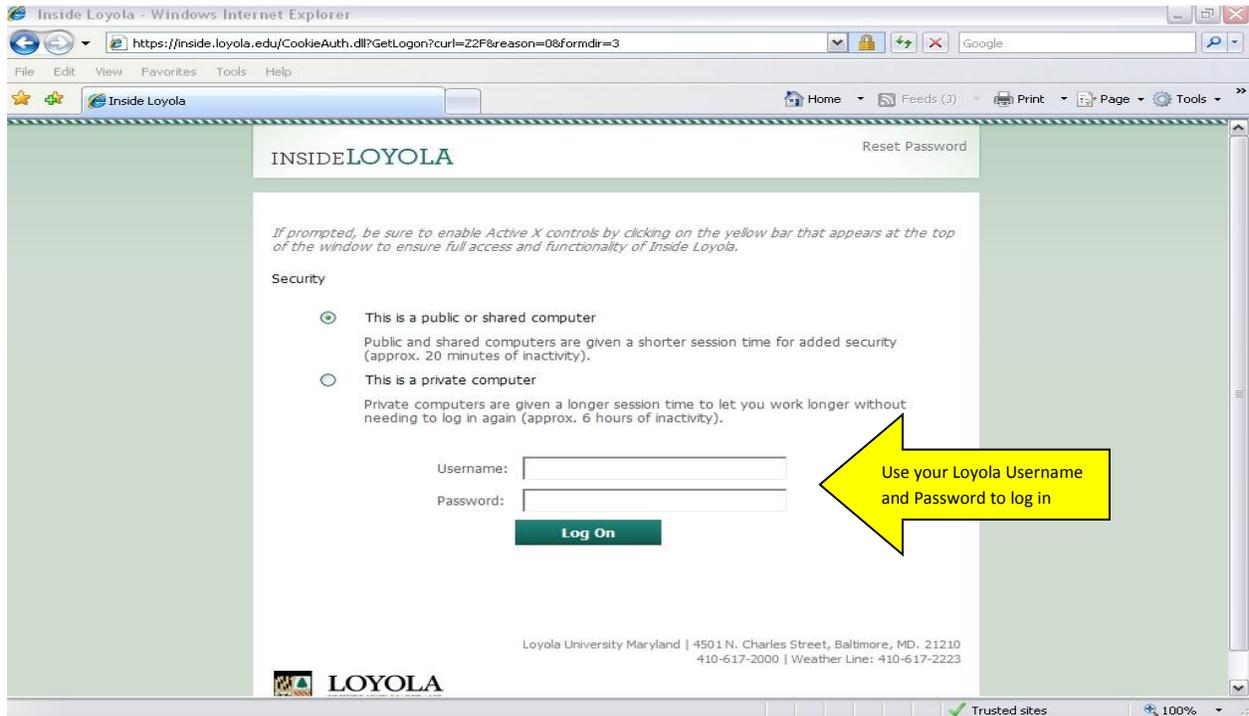
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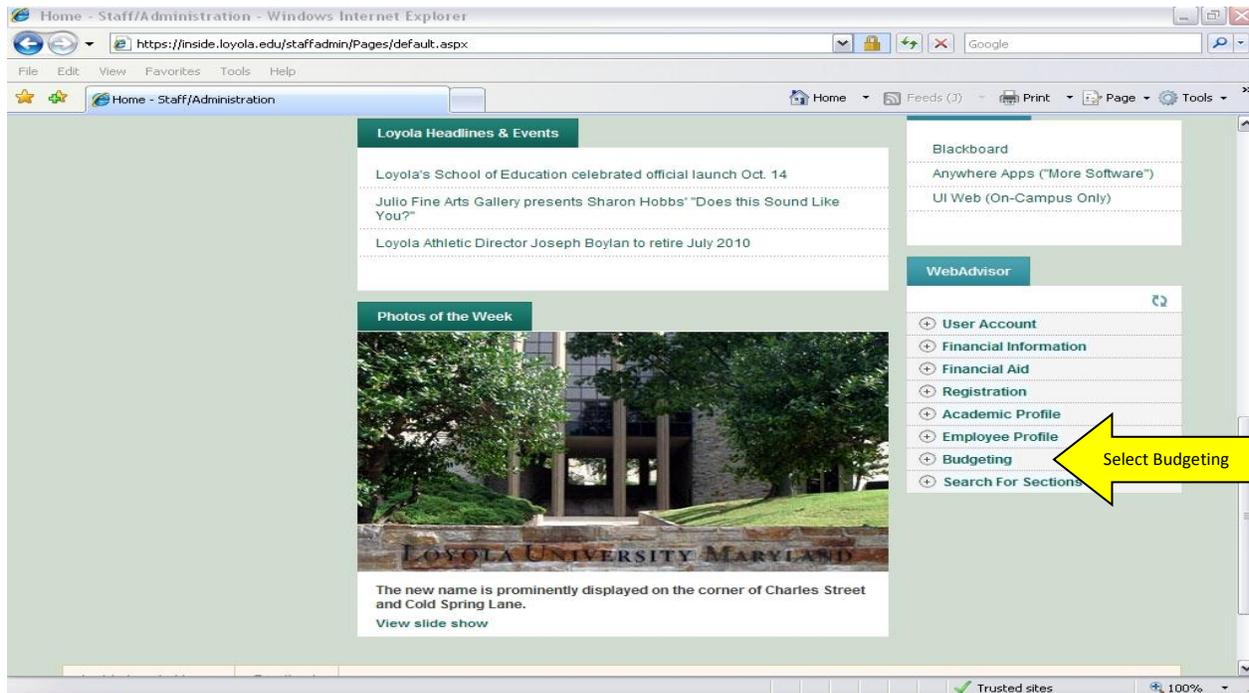
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CONNECT WITH LOYOLA

Inside Loyola uses the same synchronized username & password as AD, Outlook & Blackboard.



Once you are logged in scroll down until you see the WebAdvisor menu on the right



Here you can use Budget Selection to view one or more GL's at a time.

INSIDE LOYOLA FOR STAFF/ADMINISTRATION

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Home » Staff/Administration

Welcome Michael Mansfield * | Sign Out

E-Mail
You have no unread messages.

Partly Cloudy
50°F
Yahoo! Weather

My Classes (Moodle)
Expand All Collapse All
Class Announcements in the last 7 days

WebAdvisor

- Main Menu
- My Budget**
 - Budget Selection
 - Budget Selection for Clos...
 - Revenue Transfer Request
 - Expenditure Transfer Request

My Team Sites

NewsHound

- Spring semester living learning brown bag lunches
- "Parenting Your Adolescent Part II: Limit Setting, Monitoring & Consequences" Feb. 23
- Donate to the Viva House food bag collection
- Cultural Considerations in Counseling Feb. 24
- Men's basketball vs. Rider live on ESPN2 Feb. 24
- Black Student Association gala Feb. 25
- Credit Improvement Workshop Feb. 25

My Week

Today's Date:
Thursday, February 23, 2012

February 2012

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

Thursday, February 23

Use the Budget Selection web form to define the selection criteria you want to use to display GL account numbers.

You can select Funds, Major Accts & Sub Classes for the current open fiscal year.

Leaving the Fund Component blank will show all GLs you have access to.

Leaving the Major Accts Component blank will show all major accts you have access to fund the selected fund.

Leaving the Sub Class Component blank will show all GLs you have access to under the selected fund and major accts.

Use the Actual Begin and End Dates to filter the detail to a specific time period. Leaving the date fields blank will show all activity for the selected fiscal year.

Budget Selection ×

GL Component Selection

Fund

Major.acct

Sub.class

Project

Save GL Component Selection

Remove Previously Saved GL Component Selection

Sort by Subtotal

FUND - FUND

MAJOR.ACCT - MAJOR.ACCT

Fiscal Year

Actuals Begin Date

Actuals End Date

Click here to save your last budget selection

Once you have made your selection, click submit and results will appear. Here you can see budgeted amounts, actual activity and available amount left.

Budget Summary

BACK

Fiscal Year 2012

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
11_350000004_5400011		STUDENT ADMIN SERVICES : TRAVEL-ADMINISTRAT	2,500.00	0.00	0.00	667.60	
		Major.acct Total	2,500.00	0.00	0.00	667.60	1,832.40
		Fund Total	2,500.00	0.00	0.00	667.60	1,832.40
		Grand Total	2,500.00	0.00	0.00	667.60	1,832.40

OK

Inside Loyola Home Feedback

Detail of the actual activity will appear in a new window with the newest activity on top. Here you will see a description of your detail. If the GL entry is for a voucher, this field displays the voucher ID as a hyperlink. Click the hyperlink to access the Voucher web form in a separate window.

Budget Summary Actuals

Fiscal Year 2012

GL Account 11_350000004_5400011

GL Account Description STUDENT ADMIN SERVICES : TRAVEL-ADMINISTRAT

Date Range 06/01/11 - 05/31/12

Reference No.	Date	Source	Description	Amount
J078809	01/26/12	JE General Journal	PC 62280 M MANSFIELD	26.44
J078656	01/12/12	JE General Journal	pc 61005 h maloney 9/16/11	23.97
J078351	11/29/11	JE General Journal	PC D ALEXANDER	74.25
PNC10/11	11/07/11	JE General Journal	BALTIMORE COUNTY REVEN	4.00
J077116	10/18/11	JE General Journal	PC 61624 D SCHMIDT	60.50
J076787	09/13/11	JE General Journal	PC 60955 H MALONEY	10.56
J076787	09/13/11	JE General Journal	PC 60929 H MALONEY	27.86
J076757	09/08/11	JE General Journal	PC 60918 H MALONEY	21.42
J076720	09/01/11	JE General Journal	PC 60863 D ALEXANDER	22.20
J076539	08/02/11	JE General Journal	PC60718 H MALONEY	36.63
J076539	08/02/11	JE General Journal	PC60693 H MALONEY	26.00
WEX06/11	07/06/11	JE General Journal	SOUTHWES□□5262180819169	278.40
J076292	06/16/11	JE General Journal	PC60344 H MALONEY	55.37

In another new tab you can see information regarding the disbursement of your invoice.

The screenshot shows a web browser window displaying a voucher summary page. The page has a navigation menu on the left with options like 'User Account', 'Financial Information', 'Registration', 'Academic Profile', 'Employee Profile', 'Budgeting', and 'Search For Sections'. The main content area is titled 'Budget summary' and 'Voucher'. It lists the following details:

- Voucher Number: V0546220
- Voucher Status: Outstanding
- Voucher Date: 10/13/09
- Voucher Maintenance Date: 10/13/09
- Invoice Number: 129022
- Invoice Date: 09/30/09
- AP Type: 0011 ACCTS PAYABLE
- Voucher Amount: \$30.00
- Check/Transaction Number: [blank]
- Paid Date: [blank]
- Due Date: 10/13/09
- Vendor ID and/or Name: 1115957 Online Data Exchange Lic

Below the details is a table header for 'Created from Document' with columns: Item Description, Vendor Item Number, Quantity, Unit of Issue, Price, Extended Price, GL Account Number, Project ID, Invoice Number, and Tax Code. There is also a 'Comments' section and 'Approvals - Dates'.

Two yellow callout boxes with arrows point to specific fields:

- One points to 'Voucher Status' with the text: 'Once the vendor cashes our check the status will change to reconciled'.
- Another points to 'Due Date' with the text: 'Once a check has been cut the date and check # will'.

Questions and Inquires regarding detail can be directed to:

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Questions regarding access and P-Cards:

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