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.
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.
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.

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.

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

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