Viewing your Budget

1. Log into WebAdvisor
2. At the Main Menu, under Financial Information, select Budget Selection or Budget Summary
    a. If you choose Budget Selection, you will need to select the department that you want to view. Be sure to select the correct fiscal year and SUBMIT your request
    b. If you choose Budget Summary, the system will go to the last budget that you viewed
3. On your Budget Summary, the first column contains account numbers. The account numbers are constructed as follows:
    a. Fund
    b. State Code
    c. Department Number
    d. Object Code
    e. Example: FFF-SS-DDDDD-OOOOOOO
4. The second column indicates if the account is “pooled or un-pooled”. We budget only in total not by line item. Therefore, all accounts in your budget are “pooled” unto the controlling Budget Pool account. The budget pool account will always have an object code of “5000000”. No Expenses can be made to this account; it is for budget control only.
5. The third column is the account description followed by the Budget, Requisitions, Encumbered, and Actual Expense columns. The last column shows your Fund Balance
    a. Budget – Requisitions – Encumbrances – Actual (Paid) Expense = Fund Balance
6. You only have access to view accounts that are included in the pooled budget. The system shows these accounts in Gray. Any number that has a line under it can be selected and the backup data will display. You can see any expense or activity that has affected your budget.