

# WebAdvisor Instructions

## General Information – Account Structure

A Lewis & Clark general ledger account string is comprised of 11 characters.

FUND	DIVISION	DEPARTMENT	OBJECT
XX	X	XXXX	XXXX
10. Law School	Numeric or Alpha Rarely used (primarily project designation)	0XXX Instruction	1XXX Assets
12. Law Restrict/Desig.		1XXX Research	2XXX Liabilities
20. Graduate School		2XXX Public Service	3XXX Fund Balance
22. Grad Restrict/Desig		3XXX Academic Support	4XXX Revenue
30. CAS		4XXX Student Support	5XXX Personnel Expense
32. CAS RestrictDesig		5XXX Institutional Support	6XXX – 8XXX Operating
40. Common Service		6XXX Physical Plant	Expense
42. COM Restrict/Desig		7XXX Scholarship	91XX Library
		8XXX Auxiliaries	92XX above - Transfers

e.g. 40 0 5301 6000 stands for Common Service-Business Office-Office Supplies Expense

## General Information – Commonly Used Source Codes

AB –Board Approved Budget

BU – Budget Adjustments

CR – Cash Receipts (Deposits)

IV – Invoice generated from Lewis & Clark

JE – Journal Entry.

Note: Pcard transactions have a reference code of PCXXXXXX

Bookstore transactions have a reference code of BXXXXXX

PJ – Purchase Journal. Payment was made through accounts payable

## How to check budget status using WebAdvisor?

*Step 1:* Log in to WebAdvisor **ONLY** with **Firefox** web browser. (Important!!)

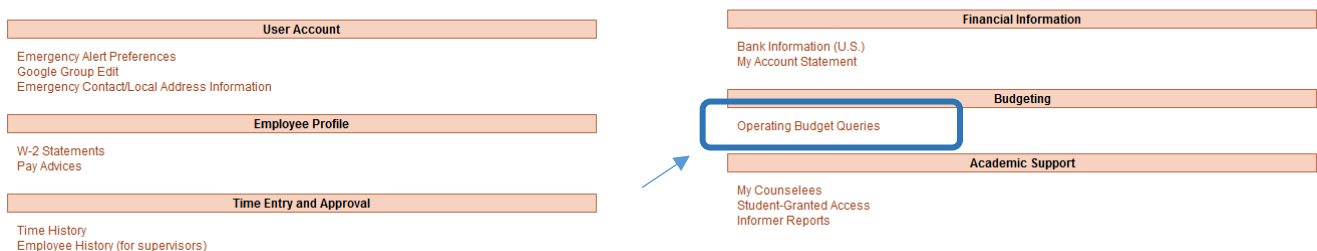
*Step 2:* Click “Employees” bar



### Step 3:

Under Budgeting section, click “Operating Budget Queries”

The following links may display confidential information.



### Step 4

- 1) Use the drop down arrow to select the Department that you would like to view.
- 2) Check the items that you wish to show on the report. The screen print below shows the boxes which will be most useful.
- 3) Enter the date range in the format indicated. If no date is entered, it will default to the current fiscal year starting 6/1 and ending 5/31.
- 4) Click the Submit button to run the report

## Operating Budget Queries

1) Choose the department you wish to view, you can only choose one at a time.

Departments: 400 5301 Business Office

2) The checklist that follows itemizes all columns present on a standard operating budget report. Checked items will appear on your report.

<input type="checkbox"/>	Actual Rev/Expenditures This Month Last Year
<input type="checkbox"/>	Actual Rev/Expenditures Last Year to Date
<input checked="" type="checkbox"/>	Budget Revised
<input type="checkbox"/>	Actual Rev/Expenditures Month to Date
<input checked="" type="checkbox"/>	Actual Rev/Expenditures Year to Date
<input checked="" type="checkbox"/>	Encumbrances Outstanding
<input checked="" type="checkbox"/>	Balance Available

3) Enter the date range for reporting purposes in MM/DD/YY format. Default values (when these fields are blank) report on the current fiscal year to date.

Start Date (MM/DD/YY): 06/01/14 End Date (MM/DD/YY): 05/31/15

4) **SUBMIT**

		Budgeted Amount	Year to Date Actual Expenses	Funds have been committed	Account Balance Available
Fiscal Year: 2015					
Dept. Code: 400 5301					
General Ledger Object Code Number	General Ledger Object Code Description	FY 2014-15 Budget Revised Through 05/31/2015	FY 2014-15 Actual Rev/Expenditures Year to Date 05/31/2015	FY 2014-15 Encumbrance Outstanding 05/31/2015	FY 2014-15 Balance Available Year to Date 05/31/2015
<b>REVENUE</b>					
4400	Endowment Inc-Gen'l	0.00	0.00	0.00	0.00
4550	Int-ST Investments	0.00	0.00	0.00	0.00
4690	Misc. Income	175,000.00CR	96,608.08CR	0.00	78,391.92CR
4691	Intra-Inst Income	0.00	0.00	0.00	0.00
4695	Dishonored Check Chg	0.00	328.20CR	0.00	328.20
4908	Commissions	0.00	0.00	0.00	0.00
	<b>TOTAL REVENUE</b>	175,000.00CR	96,936.28CR	0.00	78,063.72CR

Note: Revenue is shown as a negative number displayed as "CR" (a credit in accounting terms).

## Step 5

1) For transaction detail, double click on the object code.

1)

	OPERATIONS						
	Show all operations details						
6000	Supplies-Office			8,000.00	9,835.86	0.00	1,835.86CR
6030	Supp-Paper & Toner			0.00	0.00	0.00	0.00
6075	Software Expense			0.00	859.95	0.00	859.95CR
6100	Educ Material-Gen'l			0.00	0.00	0.00	0.00
6175	Software-Educ Mat'l			0.00	0.00	0.00	0.00

## Step 6

All the transactions under the object code selected will be listed on the Transaction Detail Report for your review.

### Transaction Detail Report

Tran Date	Source	Ref No	Vendor Name	Description	Tran Amt	Enc. Outstanding
GL: 400 5301 6000						
06/30/2014	JE	I140811A		Staples #7119035670-000-001	73.38	
06/30/2014	JE	I140811A		Staples #7119278092-000-001	169.54	
06/30/2014	JE	I140811A		Staples #7119278092-000-002	101.02	
06/30/2014	JE	I140811A		Staples #7119717674-000-001	34.58	
07/08/2014	PJ	V0637743	Sierra Springs Water	Comment	86.14	
07/31/2014	JE	I140915		Staples #7121158172-000-001	337.79	
08/04/2014	PJ	V0638899	Sierra Springs Water	Comment	64.57	
08/31/2014	JE	I141001		Staples #7121890670-000-001	18.80	
09/10/2014	PJ	V0641814	Sierra Springs Water	Comment	71.76	
09/30/2014	JE	PC101514		5251-PORTLAND WATER BUREAU	4,298.33	
09/30/2014	JE	I150205		Staples #7124268396-000-001	111.56	
09/30/2014	JE	I150205		Staples #7124268396-000-002	68.24	
09/30/2014	JE	I150205		Staples #7124268396-000-003	20.75	
10/03/2014	PJ	V0643545	Sierra Springs Water	Comment	68.07	
10/27/2014	PJ	V0644856	D&H Distributing Company	Comment	243.66	
11/05/2014	PJ	V0645490	Sierra Springs Water	Comment	68.07	
11/30/2014	JE	I150205B		Staples #7127669187-000-001	26.43	
11/30/2014	JE	I150205B		Staples #7127669187-000-002	91.38	
12/05/2014	PJ	V0646881	Sierra Springs Water	Comment	68.07	
12/31/2014	JE	PC013015		5251-ALBERTSONS #569	13.11	
01/06/2015	PJ	V0648181	Sierra Springs Water	Comment	68.07	
01/09/2015	PJ	V0649139	AP Technology LLC	Comment	430.49	
01/31/2015	JE	I150223A		Staples #7129959947-000-001	18.80	
01/31/2015	JE	I150223A		Staples #7129959947-000-001	12.45	
01/31/2015	JE	I150223A		Staples #7129959947-000-001	23.20	

## Restricted / Designated Funds (starting with 12, 22, 32, 42)

- 1) Fund Balance is the beginning balance. From June through August, the beginning fund balance may not show as accounting for the prior year is not yet complete. You can query the prior year and view the ending balance for an estimate.
- 2) Revenue section shows additional resources. Note: Revenue is shown as a negative number displayed as “CR” (a credit in accounting terms).
- 3) Expenses & Transfers
- 4) Balance in Account is the total of beginning balance plus revenue minus expenses and transfers.

General Ledger Object Code Number	General Ledger Object Code Description					FY 2016-17 Actual Rev/ Expenditures Year to Date 08/09/2016	FY 2016-17 Balance Available Year to Date 08/09/2016
<b>FUND BALANCE</b>							
3200	Unrestricted Desig					0.00	0.00
3300	Temporarily Restricted					0.00	0.00
3350	Restricted Other					0.00	0.00
	<b>TOTAL FUND BALANCE</b>					0.00	0.00
<b>REVENUE</b>							
4400	Endowment Inc-Gen'l					9,866.00CR	9,866.00
	<b>TOTAL REVENUE</b>					9,866.00CR	9,866.00
	<b>Total Available Resources</b>					9,866.00CR	
<b>EXPENSES</b>							
	<b>PERSONNEL</b>						
5055	Adjunct Faculty Salaries					0.00	0.00
5255	Temporary Labor					0.00	0.00
	<b>TOTAL FACULTY/STAFF</b>					0.00	0.00

1)

2)

3)

	TOTAL TRANSFERS					0.00		0.00
	TOTAL EXPENSES					815.00		815.00CR
	BALANCE IN ACCOUNT					9,051.00CR		

3)

4)

Most grants do not have a budget. For federal grants, reference section 2C of the post award grant handbook. For more information:

[http://college.lclark.edu/offices/sponsored\\_research/after\\_the\\_award/handbook/](http://college.lclark.edu/offices/sponsored_research/after_the_award/handbook/)