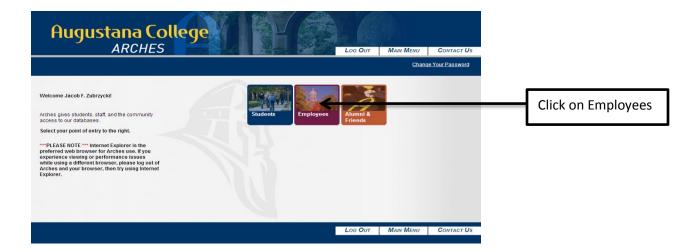
## Arches (WebAdvisor) Guide for PDF and Advising Funding



Go to Campus.augustana.edu and choose the "Arches" tab located on the top of the screen. Once here click on the Log In button.

| Aug                                 | ustana College<br>ARCHES       |        |        |           |                | Next enter your User ID and Password |
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|                                     | ARCHES                         |        | Log IN | MAIN MENU | CONTACT US     |                                      |
|                                     |                                |        |        | ١         | Welcome Guest! |                                      |
|                                     |                                | Log In |        |           |                |                                      |
|                                     | Click here for help logging in |        |        |           |                |                                      |
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## Arches (WebAdvisor) Guide for PDF and Advising Funding

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| Employees - Emplo                                    | YEES MENU                           |                 |  | Welcome Ja            | acob F. Zubrzycki! |                               |
| The following links ma                               | y display confidential information. |                 |  |                       |                    |                               |
| Change Password                                      | User Account                        | E               | Budget selection   | Financial Information |                    | Now click on Budget selection |
| Position Summary<br>Leave Plan Summar<br>Pay Advices | Employee Profile                    | V               | Enter a Requisition for<br>View/Modify/Delete Red<br>Budget Request FY14 | uisitions             | _                  |                               |
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| gustana College<br>ARCHES   |             |               |                |             |                 |
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|   | Lo          | OUT MAIN MENU | EMPLOYEES MENU | HELP        | CONTACT US      |
| EMPLOYEES   | Budget sele | ction         | v              | reicome Jac | OD F. ZUDIZYCKI |
| GL Component Selection  |             |               |                |             |                 |
| Fund<br>Function 105  | Enter 105   |               |                |             |                 |
| Department 07168 Object   |             |               |                |             |                 |
| Project   |             |               |                |             |                 |
| Save GL Component Selection<br>Remove Previously Saved GL Component Selection   |             |               |                |             |                 |
| Sort by   Subtotal     FUND   Image: Constraint of the second |             |               |                |             |                 |
| Fiscal Year 2013  Actuals Begin Date  Actuals End Date  |             |               |                |             |                 |
|   | SUBMIT      |               |                |             |                 |
|   | Lo          | OUT MAIN MENU | EMPLOYEES MENU | HELP        | CONTACT US      |

In order to view your **Funds Available** in **PDF and Advising** you will need to **Enter** the **Function 105** and **YOUR OWN Department number**. Then make sure the Sort by section is the same as above, making sure to sort by (fund and department). Then click on submit.

## Arches (WebAdvisor) Guide for PDF and Advising Funding

|  |       | n <mark>a Colleg</mark><br>RCHES   |                                      |                                      |                              | Log O                                       | UT MAIN MENU                              | EMPLOYEES MENU | HELP        | CONTACT       |
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| EMPLC                                    | OYEES | 3  |                                      |                                      |                              |   |   | ٧              | Nelcome Jac | ob F. Zubrzyc |
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|  |       |  |                                      | Bud                                  | get sumn                     | hary  |   |                |             |               |
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| scal Year 2013                           |       |  |                                      |                                      |                              |   |   |                |             |               |
|  |       |  |                                      |                                      |                              |   |   |                |             |               |
| GL Account                               | U/P   | GL Description   | Budgeted                             | Requisitioned                        | Encumbered                   | Actual                                      | Funds Available                           |                |             |               |
| 11-105-07064-30000                       | U/P   | Enanterer, : Fund Carryover UR   | 0.00                                 | 0.00                                 | <u>0.00</u>                  | <u>0.00</u>                                 | 0.00                                      |                |             |               |
| 11-105-07064-30000<br>11-105-07064-62019 | U/P   | Fund Carryover UR<br>• • • • • • • • • • • • • • • • • • •   | 0.00<br>0.00                         | 0.00<br>0.00                         | <u>0.00</u><br><u>0.00</u>   | <u>0.00</u><br>28.24                        | 0.00<br>28.24-                            |                |             |               |
|  | U/P   | Commond : Fund Carryover UR  | 0.00<br>0.00<br>0.00                 | 0.00<br>0.00<br>0.00                 | 0.00<br>0.00<br>0.00         | 0.00<br>28.24<br>62.06-                     | 0.00<br>28.24-<br>62.06                   |                |             |               |
| 11-105-07064-30000<br>11-105-07064-62019 | U/P   | Stronger : Fund Carryover UR<br>Stronger : 1st Yr Advising/PDF<br>Current/Current-UR<br>Department Total                             | 0.00<br>0.00<br>0.00<br>0.00         | 0.00<br>0.00<br>0.00<br>0.00         | 0.00<br>0.00<br>0.00         | 0.00<br>28.24<br>62.06-<br>33.82-           | 0.00<br>28.24-<br>62.06<br>33.82          |                |             |               |
| 11-105-07064-30000<br>11-105-07064-62019 | U/P   | Commond : Fund Carryover UR  | 0.00<br>0.00<br>0.00                 | 0.00<br>0.00<br>0.00                 | 0.00<br>0.00<br>0.00         | 0.00<br>28.24<br>62.06-                     | 0.00<br>28.24-<br>62.06                   |                |             |               |
| 11-105-07064-30000<br>11-105-07064-62019 | U/P   | Stronger : Fund Carryover UR<br>Stronger : 1st Yr Advising/PDF<br>Current/Current-UR<br>Department Total                             | 0.00<br>0.00<br>0.00<br>0.00         | 0.00<br>0.00<br>0.00<br>0.00         | 0.00<br>0.00<br>0.00         | 0.00<br>28.24<br>62.06-<br>33.82-           | 0.00<br>28.24-<br>62.06<br>33.82          |                |             |               |
| 11-105-07064-30000<br>11-105-07064-62019 | U/P   | International : Fund Carryover UR International : 1st Yr Advising/PDF International : Current/Current-UR Department Total Fund Total | 0.00<br>0.00<br>0.00<br>0.00<br>0.00 | 0.00<br>0.00<br>0.00<br>0.00<br>0.00 | 0.00<br>0.00<br>0.00<br>0.00 | 0.00<br>28.24<br>62.06-<br>33.82-<br>33.82- | 0.00<br>28.24-<br>62.06<br>33.82<br>33.82 |                |             |               |

This Funds Available number represents what you have left to spend out of your PDF AND ADVISING budgets.

## **Explanation of Accounts above:**

The **30000** Account = Rollover Money (Unspent \$ from last year

The **91500** Account = Current Fiscal Year Funds

The **62019** Account= the Expense Account or what you have already spent