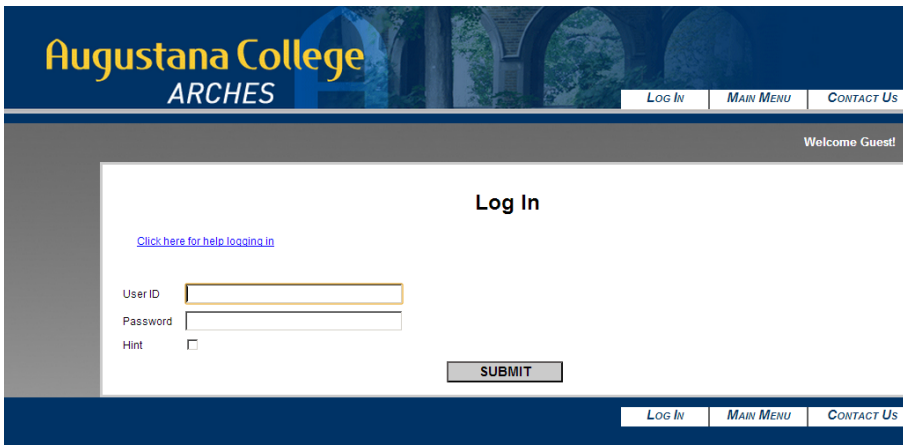


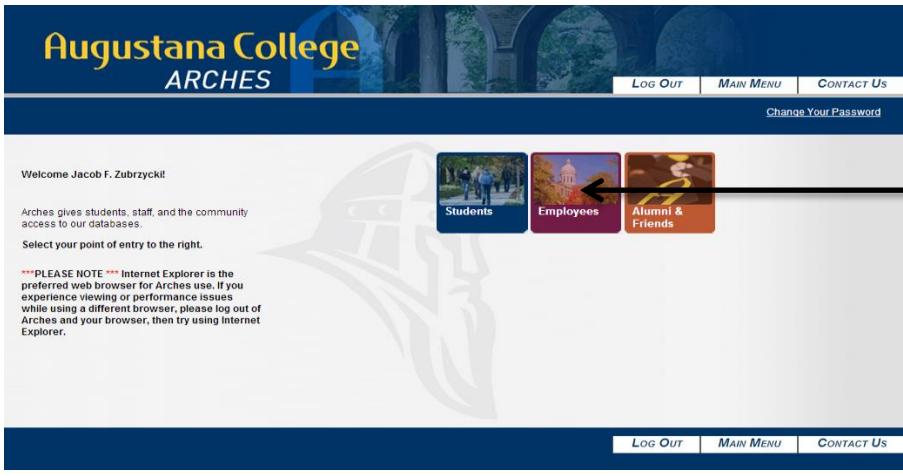
# Arches (WebAdvisor) Guide for PDF and Advising Funding



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.



Next enter your User ID and Password



Click on Employees

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LOG OUT MAIN MENU EMPLOYEES MENU CONTACT US

EMPLOYEES - EMPLOYEES MENU Welcome Jacob F. Zubrzycki!

The following links may display confidential information.

User Account	Financial Information
<a href="#">Change Password</a>	<a href="#">Budget selection</a>
	<a href="#">Budget summary</a>
	<a href="#">Enter a Requisition for Goods and Services</a>
	<a href="#">View/Modify/Delete Requisitions</a>
	<a href="#">Budget Request FY14</a>

Employee Profile

[Position Summary](#)  
[Leave Plan Summary](#)  
[Pay Advices](#)

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### Budget selection

**GL Component Selection**

Fund					
Function	105				
Department	07168				
Object					
Project					

Save GL Component Selection

Remove Previously Saved GL Component Selection

**Sort by**      **Subtotal**

FUND	<input checked="" type="checkbox"/>
DEPARTMENT	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Fiscal Year: 2013

Actuals Begin Date:

Actuals End Date:

**SUBMIT**

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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.

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### Budget summary

Fiscal Year 2013

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
11-105-07064-30000		██████████ : Fund Carryover UR	0.00	0.00	0.00	0.00	0.00
11-105-07064-62019		██████████ : 1st Yr Advising/PDF	0.00	0.00	0.00	28.24	28.24-
11-105-07064-91500		██████████ : Current/Current-UR	0.00	0.00	0.00	62.06-	62.06
		Department Total	0.00	0.00	0.00	33.82-	33.82
		Fund Total	0.00	0.00	0.00	33.82-	33.82
		Grand Total	0.00	0.00	0.00	33.82-	33.82

OK

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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