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Introduction

In addition to accessing the Niagara University Financial System using Colleague (either through Frontview or UI), users also have the option to view their budgets using Web Advisor.

If you are a faculty member and already use Web Advisor for looking at class rosters or your advisees or doing your grading, you will already be familiar with this tool.

If you are new to the Niagara University Financial System and have not needed to use the Colleague system for other (student-related) tasks, then you’ll find that Web Advisor is a simple tool to use for accessing the financial information for your area of responsibility.

If you ever have any questions about the procedures/process of your budgets please feel free to contact the Controller’s Office.
Logging into Web Advisor

You will be able to access Web Advisor from any computer that has access to the internet.

Using your internet browser (Internet Explorer, Firefox, etc.), navigate to myNU at http://mynu.niagara.edu

Note: You may find it helpful to add this site to your favorites for future use/access.

• The myNU login screen will display.

1. Enter your Username and Password, and then click the Login button.
Logging into Web Advisor (continued)

- The myNU Home page will display.

2. From the navigation bar on the left, click to select **Web Advisor**.
   - Alternately, you may click the **Web Advisor** tab in the upper right of the screen.
Logging into Web Advisor (continued)

- The Web Advisor page will display. Note that “Welcome Guest” is displayed.

3. **Click the Log in tab.**
   - The Web Advisor Log in screen displays.

4. Enter the same **UserID** and **Password**, and then click the **Submit** button.
Logging into Web Advisor (continued)

- The Web Advisor page redisplay. Notice that your name now appears in the Welcome Message, and the Log Out tab displays.

Note: If the Welcome Message still displays “Guest” and the Log In tab is still displayed, then please try logging in again.
GL Accounts

Once you have successfully logged into Web Advisor, you will be able to navigate to either the Faculty or Employee sub-menus (based on your level of employment). From the Faculty and Employee menus, you will be able to access the GL Account(s)-Select and GL Account(s)-Summary options.

Web Advisor Faculty Menu

1. To navigate to the Faculty menu, click on Faculty button.

- The Faculty menu displays.

Note: The page appearance may vary as new Web Advisor features become available.
GL Accounts (continued)

Web Advisor Employees Menu

1. To navigate to the Employees menu, click the Employees button.

- The Employees menu displays.

Note: The page appearance may vary as new Web Advisor features become available.
Whether you selected the Faculty or Employees menu, both of the menus contain the section “Financial Information”.

Under “Financial Information” the two options that are available are:

- GL Account(s) – Select
- GL Account(s) – Summary

If your responsibility covers many GL Accounts, you may want to use the GL Account(s) – Select option to select the account(s) you want to look at.

But for many employees, your responsibility is limited to just a few GL Accounts, so using the GL Account(s) - Summary option (of all your responsibilities) may be the way to go.

Both of these options are covered in detail in the following sections.
GL Account(s) - Select

1. From the Faculty or Employees menu, under the **Financial Information** section, click the **GL Account(s) – Select** link.
The **GL Account(s) – Select** screen displays. The upper portion of the screen (GL Component Selection) allows you to make a specific selection from all of your responsibilities. Your five digit department code is a typical example of a selection you might make.
2. Enter your desired selection in the field(s) in the **GL Component Selection** section. In the example, 12345 was entered in the **Department** field.

3. Choose the criteria to sort your results, if the Subtotal checkbox is selected a subtotal will be included. For the example, Fund and Department were selected from the **Sort by** drop-down lists, and the checkboxes are checked to include the **Subtotals**.

4. Select the desired fiscal year. For the example, we chose 2007 from the **Fiscal Year** drop-down list.

5. The **Actuals Begin Date** and **Actuals End Date** fields are left blank, as recommended.

6. Click the **Submit** button.

   - The GL Account(s) - Summary report will display based on the criteria that you have entered.
GL Account(s) – Summary

The GL Account(s) - Summary report screen will display based on the criteria that you have entered via the GL Account(s) Select option, or it will display directly if you choose the GL Accounts-Summary option from the Faculty or Employees menu.

Heads included on the GL Account(s)-Summary screen

- **GL Account** (Number)
- **U/P** (indicates Umbrella or Pooled accounts)
  - Accounts noted with the letter U indicate that they are **Umbrella** accounts. These accounts only hold budget funding and are never charged for any actual expenses. These are the accounts that you will use to request budget revisions.
  - Accounts noted with the letter P in this column indicate that they are **Pooled** accounts. Note that the Budgeted column for the pooled accounts is blank. These accounts are where actual expenses will be charged.
- **GL Description** (Name of Account)
- **Budgeted** (Current Annual Budget)
- **Requisitioned** (This column is not currently used)
- **Encumbered** (Services and purchases that are ordered, and are awaiting payment)
- **Actual** (Expenditures paid to date)
- **Funds Available** (Budgeted – Encumbered – Actual = Funds Available)
GL Accounts – Summary (continued)

Details regarding budgets, expenses and encumbrances can be accessed from the GL Account(s) - Summary screen.

**Budgeted Detail**

To view details of the original budget and any approved budget revisions that have been processed:

1. Click on an underlined amount in the **Budgeted** column.
GL Account(s) – Summary (continued)

- The **Budget** screen displays.

![Budget Screen](image)

2. When you are done viewing the Budget screen, click the **OK** button, and then click the **Close Window** button to return to the GL Account(s) - Summary screen.

![Close Window](image)

**Note:** You may also return to the GL Account(s) – Summary screen by clicking the close button (X) in the upper right of the Budget screen. However, this is not the recommended method to close the window, as it increases the possibility of exiting Web Advisor unintentionally.
Encumbrances Detail

To view purchase orders that have not yet been paid:

1. Click on an underlined amount in the Encumbered column.
• The **Encumbrances** screen displays.

![Encumbrances screen](image)

• If you wish to view additional details of a specific purchase order, you may do so by clicking on the purchase order link in the **Document Number** column.

2. When you are done viewing the Encumbrances screen, click the **OK** button, and then click the **Close Window** button to return to the GL Account(s) - Summary screen.

![Close Window](image)

**Note:** You may also return to the GL Account(s) – Summary screen by clicking the close button (X) in the upper right of the Encumbrances screen. However, this is not the recommended method to close the window, as it increases the possibility of exiting Web Advisor unintentionally.
Actual Details

To view payments that have been made to date:

1. Click on an underlined amount in the Actual column.
• The **Actuals** screen displays.

![Image of Actuals screen]

• Entries in the **Reference No.** column beginning with “J” are journal entries, while those beginning with “V” are vouchers that are paid through Accounts Payable.

• If you wish to view additional details of a voucher, you may do so by clicking on the voucher link in the **Reference No.** column.
2. When you are done viewing the **Actuals** screen, click the **OK** button, and then click the **Close Window** button to return to the **GL Account(s) - Summary** screen.

**Note:** You may also return to the **GL Account(s) – Summary** screen by clicking the close button (X) in the upper right of the **Actuals** screen. However, this is not the recommended method to close the window, as it increases the possibility of exiting **Web Advisor** unintentionally.
Note: Umbrella accounts that do not fall under your responsibility but are connected to your department will display asterisks (*) in the Budgeted, Requisitioned, Encumbered and Actual columns.
Appendix A – Printing Reports using Internet Explorer

If you wish to print a Web Advisor report, you may do so through Internet Explorer.

From the Internet Explorer (version 7.0)* toolbar:

1. Click the drop-down arrow next to the printer icon. From the menu, click on Print.

- If you wish to change the printing preferences (i.e. change the page orientation from portrait to landscape, turn on/off headers and footers-to show current date), select Print Preview from the menu.

*If you are using an older version of Internet Explorer, the printing option displays will vary. It is recommended that you download the latest version of Internet Explorer (7.0).
Appendix B – Results of Entering Values in Date Fields

It is recommended that the Actuals Begin and End fields remain blank on the GL Account(s) – Select screen. However, if values are entered in the date fields, then a variety of error messages may display when a link is selected from the GL Account(s) –Summary screen, as shown below.

This error message means that there were no actuals processed within the dates entered.