

Rhode Island School of Design

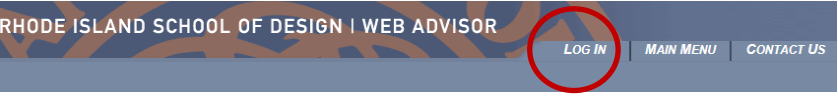

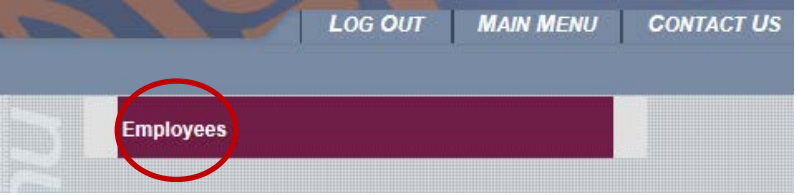
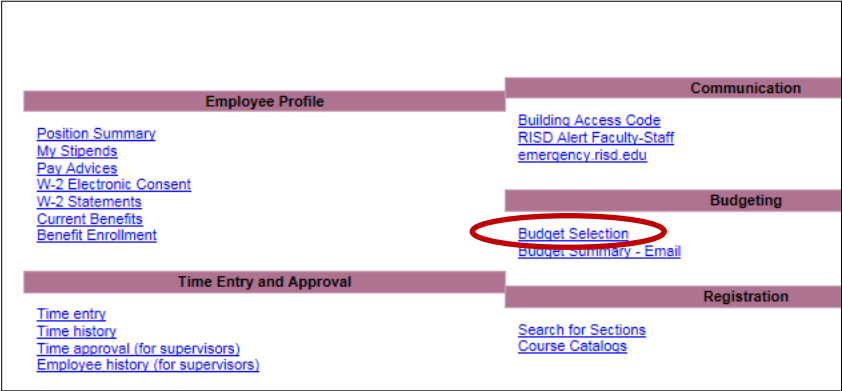


Standard Operating Procedure

Web Advisor

Budget Selection Report

Updated 10/2014

<p>1. Access Web Advisor website</p>	<p>https://wa.risd.edu/</p>
<p>2. Click Log In</p>	
<p>3. Type User ID 4. Type Password 5. Click Submit</p>	
<p>6. Click Employees</p>	
<p>7. Click Budget Selection</p>	

- 8. Enter GL account string by component
- 9. Click box (☐) to right of Save GL Component Selection to save the GL account string information for next time

Note:

- *Ignore Project*

Helpful Hint:

- *Multiple funds, programs, departments, object codes or activity codes can be entered. But, it helps to keep it simple.*
- *To run the report for a department, only enter the department number in the Area.Department Line*

Budget Selection

GL Component Selection					
Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prog	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Object	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activ	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save GL Component Selection
 Remove Previously Saved GL Component Selection

- 10. Leave sort fields' default settings

Sort by	Subtotal
FUND	<input checked="" type="checkbox"/>
DEPT	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

- 11. Select Fiscal Year from dropdown list
- 12. Enter Actuals Begin Date/Actuals End Date for partial year information

Fiscal Year Include GL Detail

Actuals Begin Date

Actuals End Date

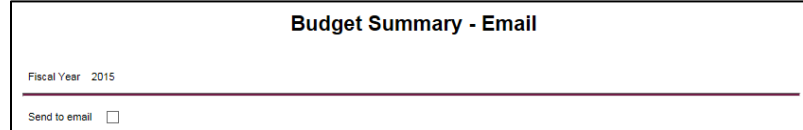
- 13. Click **Submit**

SUBMIT

14. Report appears for export to email or printing from your web browser

Notes:

- Any blue, underlined field can be clicked on for more detail
- If date range entered, budget summary totals will reflect full year but detail will show specific time frame



Budget Summary - Email

Fiscal Year 2015

Send to email

15. Click **Logout** button to exit Web Advisor

