

MyBudget Instructions

Datatel Colleague

I. Policy

- Only authorized employees are allowed to query accounts that are specifically applicable to the department that the employee works in.
- Permissions to view certain accounts are set up by the Controller through record level security (RSGL).
- This is a web based application. You do not need to log in to Datatel Colleague to access MyBudget.

II. Process

- Go to the following website:

<https://solomon.cornerstone.edu/COLLIVE/WebAdvisor>

Note: You may access this website by going to the Eagle's Nest Portal and clicking on WebAdvisor link on the Community tab.

- Log in to WebAdvisor

Note: the username and password are the same as your network username and password.

- Once logged in, click on Employees
- Under financial information, click on Budget Review

Budget Review - Windows Internet Explorer

https://solomon.cornerstone.edu/COLLIVE/WebAdvisor?TOKENIDX=13298566978SS=18APP=CF&CONSTITUENCY=WBEH

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EMPLOYEES Welcome Stephen

Budget Review

GL Component Selection

Funds					
Locations					
Departments					
Objects					
Projects					

Save GL Component Selection

Sort by **Subtotal**

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

Fiscal Year: 2008

Actuals Begin Date:

Actuals End Date:

- e. In the first box of the Fund line, enter “10” for the operating fund, or “20” for the restricted fund, or “40” for an agency fund.
- f. In the first box of the Departments line, enter the 5-digit code for your department.
- g. In the first box of the Objects line, enter the 5-digit code for the revenue or expense account you want to view within your department.
Hint: You may also leave the Departments line blank to pull up all the revenue and expense accounts in your department that either have either budget or actual activity.
- h. Click the Submit button

Budget summary - Windows Internet Explorer

https://solomon.cornerstone.edu/COLLIVE/WebAdvisor?OKENIDX=1329856697855=2&APP=CF&CONSTITUENCY=WBEM

Budget summary

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EMPLOYEES Welcome Stephen!

Budget summary

Fiscal Year: 2008

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
10-0-16161-63056		Business Office : Supplies & Expenses	1,300.00	0.00	0.00	1,113.23	186.77
		Department Total	1,300.00	0.00	0.00	1,113.23	186.77
		Fund Total	1,300.00	0.00	0.00	1,113.23	186.77
		Grand Total	1,300.00	0.00	0.00	1,113.23	186.77

OK

LOG OUT MAIN MENU EMPLOYEES MENU HELP WEBSITE EAGLE'S NEST

- i. To view more details, click any displayed amount. A pop-up window will provide a list of the transactions that make up the selected amount.
- j. When done viewing this list, click the Close Window button and you will return to the Budget summary.
- k. To view a different department, click the OK button and you will return to the Employees WebAdvisor menu.
- l. When done, click Log Out
IMPORTANT: It is important that you log out so that no one else can access your department’s financial information on your computer.