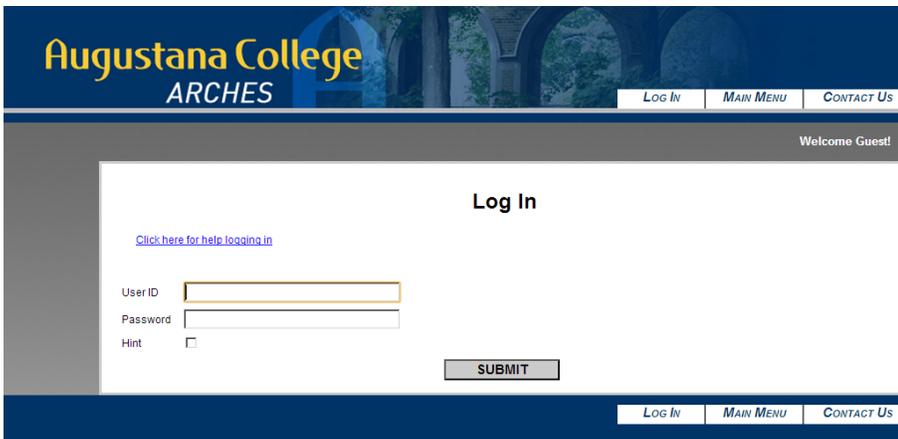


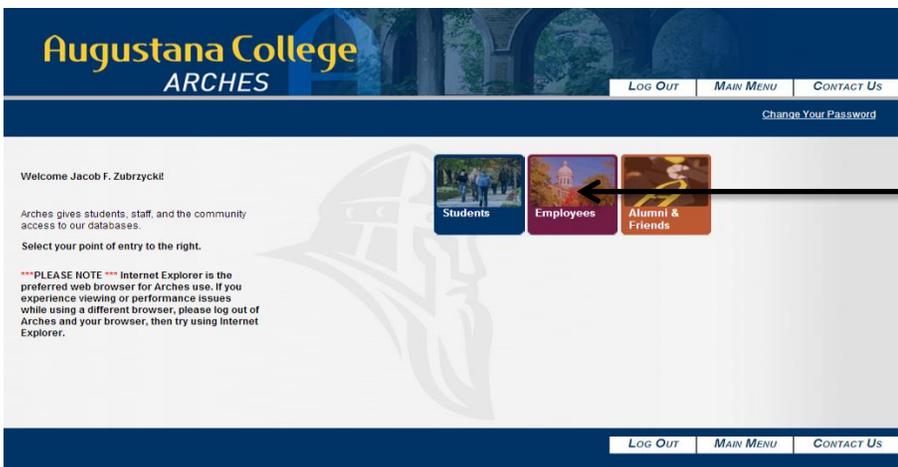
# Arches (WebAdvisor) Guide for PMA Funding



Go to [Campus.augustana.edu](http://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

# Arches (WebAdvisor) Guide for PMA Funding

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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

Change Password

Employee Profile

Position Summary  
Leave Plan Summary  
Pay Advices

Financial Information

Budget selection  
Budget summary  
Enter a Requisition for Goods and Services  
View/Modify/Delete Requisitions  
Budget Request FY14

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Now click on Budget selection

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Budget selection

GL Component Selection

Fund	Function	Department	Object	Project
	101	07158		

Save GL Component Selection

Remove Previously Saved GL Component Selection

Sort by

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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Enter 101

In order to view your **Funds Available** in **PMA** you will need to **Enter the Function 101** 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
11-101-07158-30000		Fund Carryover UR	0.00	0.00	0.00	588.00-	588.00
11-101-07158-62001		Travel - PMA	0.00	0.00	0.00	1,161.27	1,161.27-
11-101-07158-91500		Current/Current-UR	0.00	0.00	0.00	750.00-	750.00
		Department Total	0.00	0.00	0.00	176.73-	176.73
		Fund Total	0.00	0.00	0.00	176.73-	176.73
		Grand Total	0.00	0.00	0.00	176.73-	176.73

OK

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This Funds Available number represents what you have left to spend out of your PMA budget.

### Explanation of Accounts above:

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

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

The **62001** Account= the Expense Account or what you have already spent

**PLEASE NOTE!** PMA can ONLY be used for Conference related expenses which include registration, lodging, meals, and transportation such as airfare, taxi, shuttles etc. It can also be used for mileage, if driving to a conference at a rate of (\$0.24/mile)