

Budget Change eForm Instruction

1. Login to WebAdvisor

Santa Ana College & Santiago Canyon College

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

Log In

Is this your first time logging onto WebAdvisor?

The default password for WebAdvisor is your date of birth in the Mmmddyyyy format with the first letter of the month capitalized (e.g. if your birthday is November 05, 2015 the default password would be Nov052015). You will be prompted to change your password after you first log on.

Need Help?
[What's My WebAdvisor Login or Reset My Password](#)

Please enter WebAdvisor Login and password exactly as written.

WebAdvisor Login and password are both case sensitive
WebAdvisor Login should be entered in lowercase letters i.e. ab12345, (Not AB12345 or Ab12345)

WebAdvisor Login

Password

Hint

SUBMIT

LOG IN | MAIN MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

2. Click on Employees

Santa Ana College & Santiago Canyon College

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

[Voter Registration](#)

Update your password to access WebAdvisor & Canvas with the same sign-on

ATTENTION!
WebAdvisor Potential Downtimes:
Tuesday - Sunday: 12:01am - 1:00am
Monday: 12:01am - 4:00am
Last Sunday of each month: 12:01am - 8:00am
These are windows used to perform critical maintenance to the system. While the system may be available during these timeslots, if needed the system may be taken offline during this window without further notification.

3-DAY NON-PAYMENT DROPS: Enrollment fees must be paid IN FULL within 3 days of registration (including weekends and holidays as WebAdvisor is available 24/7) or all of your courses may be dropped and released to other students. The day you register counts as day 1 of the 3 days. **Drops may occur at any point after the 3 day deadline.** In addition to the 3-day non-payment drop policy, there is a final outstanding balance drop date. **Please check the section information for drop and refund deadline to avoid fees.**

Welcome Thao Thanh!



Guests are allowed to view current class schedules and to apply online.

Students and Faculty must log in first to access their WebAdvisor menus.

[What's My WebAdvisor Login?](#)
[Reset My Password](#)
[Student WebAdvisor Help Manual](#)
[WebAdvisor Login Help Video](#)

Guests
Students
Faculty
Employees



3. Click on Budget Change eForm Link

Santa Ana College & Santiago Canyon College

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Thao Thanh!

The following links may display confidential information.

 **Purchase Parking Permits**

User Account

- What's My Student ID Num / Staff ID Number?
- What's My WebAdvisor Login?
- What's My Password?
- Student Change Password
- Change Contact Information
- Check My Email
- Emergency Information
- Purchase Parking Permits

eForms (Staff Only)

- Absence eForm Link
- Blank Absence eForm Link (Timekeepers Use Only)
- Status Change eForm Link (Timekeepers Use Only)
- TimeCard eForm Link
- Blank Timecard eForm Link (Timekeepers Use Only)
- Budget Change eForm Link
- WebNow (Timekeepers/Approvers Use Only)

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

WebAdvisor 3.1
POWERED BY DATATEL

4. Click on eForm link next to your supervisor

Santa Ana College & Santiago Canyon College

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES Welcome Thao Thanh!

Budget Change eForm Link

Supported Browsers for eForms:

- Google Chrome
- Firefox
- Microsoft Edge
- Microsoft Internet Explorer 11 (For Internet Explorer 11, the eForm only works when compatibility view setting is turned off)
- Apple Safari (Mac OS v10.10, iOS 8)

Originator Name: Nguyen, Thao Thanh
Originator ID: 1025858

To make your choice, click on the eForm link to the left of the appropriate Supervisor. This will take you to the corresponding budget change form.

Supervisors are grouped as follow:

1. Managers/Supervisors in the same division as the employee's positions.
2. DO's Managers/Supervisors
3. SAC and CEC's Managers/Supervisors
4. SCC and OEC's Managers/Supervisors.

1. Managers/Supervisors in same division as the employee's positions.
Please click on the eForm link to the left of the supervisor name.

Link	Supervisor	Supv Position	Supv Pos Title	Supv Div Location	Supv Division
eForm	Almaraz, Erika	5FISC-UF-MGR	UF-Fiscal Services Manager	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Gonzalez, Yezid H.	5ITS-LF-VCAS	LF-Asst VC, ITS	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Hardash, Peter J.	5BOPS-AF-VC	AF-VC, Business Op/Fiscal	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Huotari, Monte J.	5SSO-UF-SRG3	UF-Sergeant Dist Saf & Sec	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Matsumoto, Carri M.	5FACL-LF-VCAS	LF-Asst VC, Fac Pln/Cmp Svc	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Nguyen, Thao Thanh	5FISC-UF-MGR2	Budg Forecasting Anly Mgr	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	O'Connor, Adam M.	5FISC-LF-VCAS	LF-Asst VC of Fiscal Svcs	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Randolph, Shelly L.	5INAD-UF-MGR	UF-Internal Audit Manager	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Tanner, Nancy A.	5PAY-UF-MGR2	UF-Payroll Manager	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Taylor, Darryl S.	5CONS-LF-DIR	LF-Dir, Dist Const & Sup Sv	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Toledo, Michael	5SAFE-CT-CHIEF	CT-Chief Dist Saf & Sec	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Toner, Jose A.	5WARE-UF-SUPR	UF-Inventory, Delivery & Stora	DO	SFIS - DO Business, Opertns, & Fiscal Svc

2. DO's Managers/Supervisors.
Please click on the eForm link to the left of the supervisor name.

Link	Supervisor	Supv Position	Supv Pos Title	Supv Div Location	Supv Division
eForm	Almaraz, Erika	5FISC-UF-MGR	UF-Fiscal Services Manager	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Birk, John F.	5HR-UF-DIR	UF-Dir Information Systems	DO	SHR - DO Human Resources
eForm	Chamorro, Gustavo	5LAOC-UF-DIR4	UF-Dir LAOCRC/OC	DO	SEDS - DO Educational Services
eForm	Cossio-Muniz, Ruth J.	5SBDC-UF-DIRX2	UF-Exec Dir DMC	DO	SEDS - DO Educational Services
eForm	Davis, Adriene L.	5LAOC-LF-VCAS	LF-Asst VC, Econ/Wrkfrc Dev	DO	SEDS - DO Educational Services
eForm	Gonzalez, Yezid H.	5ITS-LF-VCAS	LF-Asst VC, ITS	DO	SFIS - DO Business, Opertns, & Fiscal Svc
eForm	Hardash, Peter J.	5BOPS-AF-VC	AF-VC, Business Op/Fiscal	DO	SFIS - DO Business, Opertns, & Fiscal Svc

If you don't see the Submit button at the bottom of the online budget change form then do the following.

The screenshot shows a web browser window with a list of supervisors. The browser's context menu is open, showing options like Print, File, Zoom (85%), Safety, and Compatibility View settings. The list of supervisors is as follows:

Link	Supervisor	Supv Position	Supv Pos Title	Supv Div Location	Supv Division
iform	Adams, Jenita R.	1AUX-UF-DK3	UF-Dir Auxiliary Services	SAC	180 - SAC Business Operations
iform	Becker, Ross	17AL-UF-DK	UF-Dir Special Programs	SAC	187SS - SAC Student Services
iform	Brewster, Carolyn K.	15RH-AP-DK	AP-Dean Sci/Health/HealthSci	SAC	15RH - SAC Science, Math, & Health Science
iform	Comez, Carol A.	14ST-AP-DK	AP-Int Dean, Human Svcs/Tech	SAC	14ST - SAC Human Services & Technology
iform	De la Rosa, Jennifer M.	18DEIV-AP-DKAC	AP-Assoc Dn, Student Dev	SAC	187SS - SAC Student Services
iform	DeLa Cruz, Maria	1CDE-UF-DK	AP-Dean, Counseling	SAC	1CDE - SAC Counseling Division
iform	Estrada, Brenda	1VRC-UF-DK	UF-Dir Special Programs	SAC	187SS - SAC Student Services
iform	Gaspar, Mario N.	1M3N-UF-DK	UF-Dir Physical Plant/Facil	SAC	1AOM - SAC Administrative Services
iform	Grant, Madeline A.	18UD-AP-DK	AP-Dean, Business	SAC	18UD - SAC Business Division
iform	Hoffman, Simon B.	1AOM-UF-VP	UF-VP, Administrative Svcs	SAC	1AOM - SAC Administrative Services
iform	Hubbard, Vanitha R.	187SS-AP-VP	AP-VP of Student Services	SAC	187SS - SAC Student Services
iform	Jaffray, Shelly C.	14SS-AP-DK	AP-Dean, Humanities/Soc Sci	SAC	14SS - SAC Humanities & Social Sciences
iform	Kalkbrenner, Brian	18SA-AP-DK	AP-Dean, FineArts/Perform Arts	SAC	18SA - SAC Fine & Performing Arts
iform	Kennedy, James S.	10AD-AP-VP	AP-VP, Continuing Ed	CEC	1CED - SAC Continuing Education
iform	Kennedy, James S.	10AD-CS-PRE	CS-Special Image/Leveu Positie	CEC	1CED - SAC Continuing Education
iform	Kosilo, Christina R.	10AD-AP-DNA	Dean, Instl & Std Svcs	CEC	1CED - SAC Continuing Education
iform	Kuzenga, Alicia M.	15CR-AP-DK	AP-Dean, Student Affairs	SAC	15TS - SAC Student Services
iform	Lamb, Jeffrey N.	1ACA-AP-VP	AP-VP, Academic Affairs	SAC	1ACA - SAC Academic Affairs
iform	Leen, Christine M.	18DR-AP-DKAC	AP-Assoc Dn, DRPS	SAC	187SS - SAC Student Services
iform	Lieng, Mark C.	1AOM-AP-DK	AP-Dean, Enrollm/Std Sup Sv	SAC	187SS - SAC Student Services
iform	Love, Janice M.	18ES-UF-DK	Director College Research	SAC	18EX - SAC Executive Division
iform	Mahany, Donald E.	18AC-AP-DKAC1	AP-Assoc Dean, Fin. Tech	SAC	14ST - SAC Human Services & Technology
iform	Manning, R Douglas	14KH-AP-DK	AP-Dean Kinology/Health At	SAC	14KH - SAC Kinology, Health & Athletics
iform	Manson, Robert G.	18AD-AP-DKAC	AP-Assoc Dn, Financial Aid	SAC	187SS - SAC Student Services
iform	Mathews, Kimberly M.	1CAR-UF-DK2	UF-Director Special Program	SAC	14ST - SAC Human Services & Technology
iform	Medardo-Cota, Teresa	18AD-AP-DKAS	AP-Assoc Dean, Student Svcs	SAC	18EX - SAC Executive Division
iform	Milbr, Rebecca L.	15RH-AP-DKAC	AP-Assoc Dn, Hth Sci/Nur	SAC	15RH - SAC Science, Math, & Health Science
iform	Nguyen, Phuong T.	10AR-UF-RGST	UF-Registrar	CEC	1CED - SAC Continuing Education
iform	O'Brien, Veronica S.	10DR-AP-DKAC	AP-Assoc Dean, DRPS	SAC	187SS - SAC Student Services
iform	Payamoni, Stephanie M.	10AD-AP-DK2	AP-Dean, Instl & Std Svcs	CEC	1CED - SAC Continuing Education
iform	Priest, Michelle A.	15RH-AP-DK	AP-Dean, Science & Math	SAC	15RH - SAC Science, Math, & Health Science
iform	Romero, Christine R.	1AOM-UF-DKX	Exec Dir College Advancement	SAC	18EX - SAC Executive Division
iform	Ross, Linda D.	18AD-AP-RSBS	AP-Registrar, SAC	SAC	18EX - SAC Executive Division
iform	Sobilo, Sergio R.	10AD-AP-DK3	AP-Dean, Instl & Std Svcs	CEC	1CED - SAC Continuing Education
iform	Truong, Huey C.	1AOM-UF-RGST	UF-Registrar	SAC	187SS - SAC Student Services
iform	Usabli, Melissa	18AD-UF-DK2A	UF-Public Info Officer	SAC	18EX - SAC Executive Division
iform	Virgoe, Brad C.	1CJA-AP-DK	AP-Dir-CA Instruction	SAC	14ST - SAC Human Services & Technology
iform	Winchell, Tim C.	1CJA-AP-DKAC	AP-Assoc Dean, CIA	SAC	14ST - SAC Human Services & Technology

The screenshot shows the Compatibility View Settings dialog box. The 'Add this website:' field contains 'rscdd.edu'. The 'Websites you've added to Compatibility View:' list is empty. There are checkboxes for 'Display intranet sites in Compatibility View' and 'Use Microsoft compatibility lists', both of which are unchecked. The dialog box has a 'Close' button at the bottom right.

5. Date automatically populated and current fiscal year displayed



Budget Change Form

Doc Date: <input type="text" value="03/01/2019"/>	Fiscal Use Only:
Fiscal year: <input type="text" value="2019"/>	Process Date: <input type="text"/>
Reason Code: <input type="text"/>	Fund Transfer Number: <input type="text"/>
Reason for Change: <input type="text"/>	

Routing Information	
Supervisor Location: <input type="text" value="DO - District Office"/>	Supervisor Division: <input type="text" value="5FIS - DO Business, Opertns, & Fiscal Svc"/>
Supervisor: <input type="text" value="O'Connor, Adam M. - 1871524"/>	Supervisor Position: <input type="text" value="5FISC-LF-VCAS LF-Asst VC of Fiscal Svcs"/>

Budget Information																									
It is requested that changes to budgeted funds be made as listed below:																									
Credit (From)	Debit (To)																								
<table border="1"> <thead> <tr> <th>Row</th> <th>GL Acct</th> <th>Amount</th> <th>Add/Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td colspan="2">Total Amount:</td> <td><input type="text" value="0.00"/></td> <td></td> </tr> </tbody> </table>	Row	GL Acct	Amount	Add/Delete	1	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Total Amount:		<input type="text" value="0.00"/>		<table border="1"> <thead> <tr> <th>Row</th> <th>GL Acct</th> <th>Amount</th> <th>Add/Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td colspan="2">Total Amount:</td> <td><input type="text" value="0.00"/></td> <td></td> </tr> </tbody> </table>	Row	GL Acct	Amount	Add/Delete	1	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Total Amount:		<input type="text" value="0.00"/>	
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Total Amount:		<input type="text" value="0.00"/>																							

Comment
<input type="text"/>
<input type="button" value="Add Comment"/>

6. Click on the down to select the reason code (see list below)

Reason Code:

- COB - Carryover Budget
- ADJ - Adjustment
- NEWB - New Budget
- SPAJ - Special Project Adjustment
- DELB - Deleting Budget
- CORR - Correction

7. Type in the reason for the budget change – limited to only 30 characters long (including space) – abbreviate so it makes sense when you pull up in Datatel screen. You will have the option to add more detailed explanation at the comment section below.

Reason for Change:

8. Type in the GL account on the Credit side (either just number, with dashes or underscore). The form will check for the account and the available amount. It will turn green when it is ok to proceed. If it is red, either the account is incorrect or the amount is not sufficient. Click Add to include more account. Click Delete to not include the account. Make sure the Credit and Debit side is balanced. Budget change will not take any cents. Type in additional comments if needed. Click Sign and Submit to route to the next approvers.

Budget Information
It is requested that changes to budgeted funds be made as listed below:

Credit (From)				Debit (To)			
Row	GL Acct	Amount	Add/Delete	Row	GL Acct	Amount	Add/Delete
1	110000672000542115100		+ -	1			+ -
Total Amount:		0.00		Total Amount:		0.00	

Budget Information
It is requested that changes to budgeted funds be made as listed below:

Credit (From)				Debit (To)			
Row	GL Acct	Amount	Add/Delete	Row	GL Acct	Amount	Add/Delete
1	11_0000_672000_54211_5100	42181.00	+ -	1	110000672000542122130		+ -
Total Amount:		42181.00		Total Amount:		0.00	

Budget Information
It is requested that changes to budgeted funds be made as listed below:

Credit (From)				Debit (To)			
Row	GL Acct	Amount	Add/Delete	Row	GL Acct	Amount	Add/Delete
1	11_0000_672000_54211_5100	42181.00	+ -	1	11_0000_672000_54212_2130	31987.00	+ -
Total Amount:		42181.00		2	110000672000542123215		+ -
				Total Amount:		31987.00	

Budget Information
It is requested that changes to budgeted funds be made as listed below:

Credit (From)				Debit (To)			
Row	GL Acct	Amount	Add/Delete	Row	GL Acct	Amount	Add/Delete
1	11_0000_672000_54211_5100	42181.00	+ -	1	11_0000_672000_54212_2130	31987.00	+ -
Total Amount:		42181.00		2	11_0000_672000_54212_3215	5777.00	+ -
				3	11_0000_672000_54212_3315	1983.00	+ -
				4	11_0000_672000_54212_3325	464.00	+ -
				5	11_0000_672000_54212_3415	73.00	+ -
				6	11_0000_672000_54212_3435	16.00	+ -
				7	11_0000_672000_54212_3515	720.00	+ -
				8	11_0000_672000_54212_3615	1161.00	+ -
				Total Amount:		42181.00	

Comment

Reorg #1131 - change Senior Account Clerk (AP) - grade 10 to senior Accounting Analyst (Accounting)
-grade 19

Add Comment

Empty comment input field with scrollbars.

Signatures

Originator:

I approve this budget change form.

Empty signature input field.

Empty signature input field.

Sign

UnSign

Please Sign and Submit the form.



Budget Change Form

Doc Date: 03/01/2019
Fiscal year: 2019
Reason Code: ADJ - Adjustment
Reason for Change: reorg #1131 Snr Acctng Analyst

Fiscal Use Only:
Process Date:
Fund Transfer Number:

Routing Information

Supervisor Location: DO - District Office
Supervisor: O'Connor, Adam M. - 1871524

Supervisor Division: 5FIS - DO Business, Opertns, & Fiscal Svc
Supervisor Position: 5FISC-LF-VCAS LF-Asst VC of Fiscal Svcs

Budget Information

It is requested that changes to budgeted funds be made as listed below:

Credit (From)

Row	GL Acct	Amount	Add/Delete
1	11_0000_672000_54211_5100	42181.00	+ -
Total Amount:		42181.00	

Debit (To)

Row	GL Acct	Amount	Add/Delete
1	11_0000_672000_54212_2130	31987.00	+ -
2	11_0000_672000_54212_3215	5777.00	+ -
3	11_0000_672000_54212_3315	1983.00	+ -
4	11_0000_672000_54212_3325	464.00	+ -
5	11_0000_672000_54212_3415	73.00	+ -
6	11_0000_672000_54212_3435	16.00	+ -
7	11_0000_672000_54212_3515	720.00	+ -
8	11_0000_672000_54212_3615	1161.00	+ -
Total Amount:		42181.00	

Comment

Empty comment input field with scrollbars.

Add Comment

Thao Thanh Nguyen 03/01/2019 08:30
Reorg #1131 - change Senior Account Clerk (AP) - grade 10 to senior Accounting Analyst (Accounting)-grade 19

Signatures

Originator:

I approve this budget change form.

Thao Thanh Nguyen

03/01/2019

Sign

UnSign

Please Submit the form. Unsign to make more changes.

Submit

Reset

Print

Signatures

Originator:

I approve this budget change form.

Thao Thanh Nguyen

03/01/2019

Sign

UnSign

Please Submit the form. Unsign to make more changes.

Approver1:

I approve this budget change form.

Sign

UnSign

VP/Approver 2:

I approve this budget change form.

Sign

UnSign

AdminService Budget Checker:

I approve this budget change form.

Sign

UnSign

AdminService VP:

I approve this budget change form.

Sign

UnSign

Resource Development:

I approve this budget change form.

Sign

UnSign

Budget Analyst:

I approve this budget change form.

Sign

UnSign

Fiscal Approver:

I approve this budget change form.

Sign

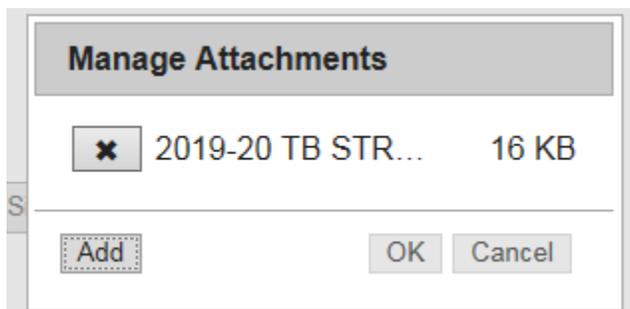
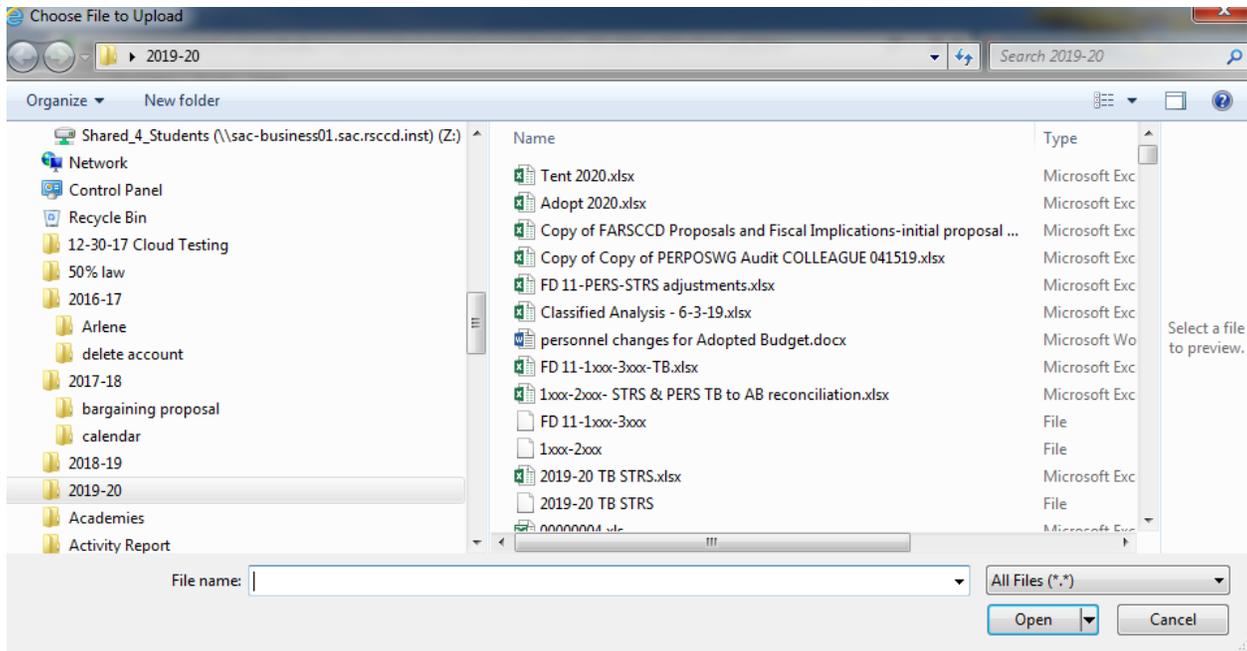
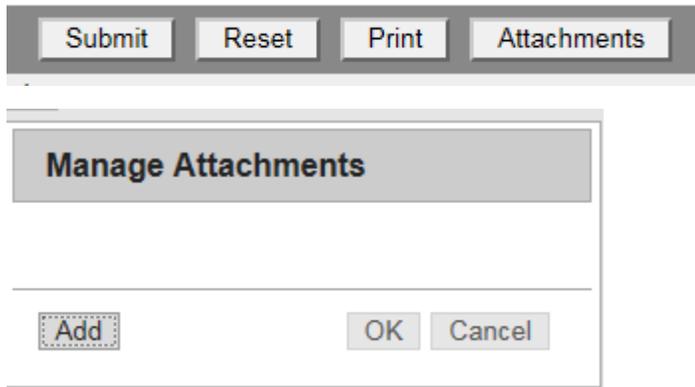
UnSign

Submit

Reset

Print

There's the Attachments button where you can upload backup information for your budget changes.



NOTE:

As approvers, you can make changes to the BC, add notes along the way before you approve it. The budget change eForm submitted in today, if all required approvals have been signed off, it will be posted by the next day. The BC will check for accounts and amount available including pending BC that you have submitted earlier in the day even though it has not been posted to Datatel yet.