

## MyAQ Information for Budget Managers

### To Login

1. Open an internet browser (Firefox, Internet Explorer, Safari)
2. In the address bar type [www.myaq.aquinas.edu](http://www.myaq.aquinas.edu) and press Enter
3. On the login screen, enter your Aquinas username and ELM password

**MyAQ**

**Login to MyAQ**

Username:

Password:

[Forgot Password?](#) [Login](#)

**GUEST ACCESS**

**HEADLINES FROM THE MOOSE**

- Additional Class Cancellations for Thursday, November 6
- Class Cancellation for Thursday, November 6
- Looking for a sitter
- Change in TE 141 for Spring
- How do I get to AQ Club Night on Friday?????
- Change in MS111 class for Spring
- Attention Scholarship Recipients -
- The Saint Meeting TONIGHT

**Weather Information**

**Forecast for Today**

Partly Sunny  
Hi: 71 F

**LOCAL WEATHER FORECAST**

TODAY: Partly Sunny. Highs In The Lower 70s. Southeast Winds 10 To 20 Mph.

TONIGHT: Rain Showers Likely And A Chance Of

**CURRENT EVENTS ON CAMPUS**

ELM: Electronic Login Manager

Use of this system constitutes agreement with the Acceptable Use Policy (AUP – see [www.aquinas.edu/computer](http://www.aquinas.edu/computer)). By logging in, I understand that I am responsible for all of my computer activity using Aquinas network resources and that any violation of the terms of the AUP may result in revocation of my access, disciplinary action and/or legal action.

4. Click Login
5. The main menu will be displayed, click the Employees link

### Main Menu

**WELCOME TO MyAQ**

[LOG OUT](#) [MAIN MENU](#) [CONTACT US](#)

**Welcome**

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

**MAIN MENU**

- Students
- Faculty
- Employees
- Advisors

## Employees Menu Options

WELCOME TO *My* **AQ**

LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome

The following links may display confidential information.

Employee Profile

[Position Summary](#)

Financial Information

[Budget selection](#)  
[Budget summary](#)

Budget Summary - displays a list of your budget numbers and basic information about each of your budget lines. For detailed information, click any of the amount links for a detailed report.

WELCOME TO *My* **AQ**

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

EMPLOYEES Welcome

### Budget summary

Fiscal Year: 2009

GL Account	U/P	GL Description	Budgeted	Requisitioned	Encumbered	Actual	Funds Available
10-	-5110	Full Time	<a href="#">19,195.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">3,116.20</a>	78.80
10-	-5220	Part Time	<a href="#">3,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">33.89</a>	966.11
10-	-5450	Student Labor	<a href="#">5,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">5,861.20</a>	0
10-	-5690	Staff Development	<a href="#">200.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">6.28</a>	43.72
10-	-6100	General	<a href="#">1,000.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">530.44</a>	469.56
10-	-6111	Duplication	<a href="#">200.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">4.60</a>	195.40
10-	-6113	Computer Supplies	<a href="#">3,175.00</a>	<a href="#">0.00</a>	<a href="#">26.97</a>	<a href="#">84.16-</a>	3,232.19
10-	-6300	Postage	<a href="#">500.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">95.00</a>	405.00
10-	-6340	Phone Long Distance	<a href="#">125.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	125.00
10-	-6630	Memberships	<a href="#">1,200.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">82.50</a>	1,117.50
10-	-6700	Travel & Development	<a href="#">1,200.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">280.21</a>	919.79
10-	-7035	Computer Software	<a href="#">7,030.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	7,030.00
10-	-7061	Hardware Repair	<a href="#">51,150.00</a>	<a href="#">0.00</a>	<a href="#">12,450.48</a>	<a href="#">5,013.94</a>	3,685.58
10-	-7062	Software Repair	<a href="#">215.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">110.46</a>	104.54
		Equipment	<a href="#">100.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">97.03</a>	2.97
10-	-7090	O.C.	<a href="#">500.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">645.99</a>	145.99-
		Unit Total	124,790.00	0.00	12,477.45	51,443.58	60,868.97
		Sub.fund Total	124,790.00	0.00	12,477.45	51,443.58	60,868.97
		Grand Total	124,790.00	0.00	12,477.45	51,443.58	60,868.97

OK

This example has been modified and amounts will not total properly for any column – they will total accurately for your budget(s).

## Detailed Budget Report

# WELCOME TO *My* AQ

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EMPLOYEES Welcome

## Actuals

Fiscal Year: 2009  
GL Account: 10- -6111  
GL Account Description: Duplication

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Date Range: 07/01/08 - 06/30/09

Reference No.	Date	Source	Description	Amount
J039937	10/22/08	JE General Journal	Copy Charges	2.50
J038381	07/31/08	JE General Journal	July Copy Center Billing	2.10

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Document subtotal before 07/01/08  
Document subtotal after 06/30/09

Total Actuals	4.60
Actuals pending posting	0.00
Document subtotal before 07/01/08	0.00
Document subtotal after 06/30/09	0.00
Grand Total	4.60

**CLOSE WINDOW**

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Any budget information can be exported to Microsoft Excel using a specially developed Excel Macro. This is easily accessed from the Start menu. Go to Start, Programs, Colleague, MyAQ and choose MyAQ – Budget Export to Excel. This will open Excel and prompt you through the necessary steps to export your budget data. This tool can be used on the Summary or Detail screens.

**If you do not have access to a budget, you will receive an error message indicating that you have not been assigned any GL accounts. Please contact the Business Office if you receive this message and think you should be able to access budget information.**

### Aquinas College - Budget Summary Import

- 1) Log into MyAQ using your ELM account credentials, and retrieve a budget summary.
- 2) In the web browser, select the "Edit" menu and click the "Select All" option.
- 3) While still in the web browser, select the "Edit" menu and click the "Copy" option.
- 4) Click the "Import" button below to copy the budget summary report into Excel.