

Augie Web Budget Review Step-By-Step

1. Go to Augustana Home Page
2. Click on the “Faculty & Staff” link
3. Click on the “Registration & Course Info” link
4. On the “Welcome to the Augustana College Information Access System” page you will click again on the Registration & Course Info” link
5. If you have used this program before, enter in your username (same as in CARS) and password. Never use the “Remember Password” option. This would allow anyone who has access to your computer to login without your permission. If you haven’t used it before, you will need to use the “Forgot My Password” link. It will ask you for your Augie ID# and will email you a random password. After you get your password, go to the login screen and log on.
6. Now you are at the “Welcome to the Faculty Web Information System” page. If you have just used your random password for the first time, please choose the “Change Password” option on the left hand side and follow the instructions.
7. Choose the Budget Review folder at the left by double clicking. Click on Budget Parameters.
8. The “Period” defaults to “All” and the “Fiscal Year” will default to the current year but both can be changed to meet the need.
9. At the bottom of the page is where the Fund, Center Code, Object Code, and/or Project Code can be entered. Enter as little information as possible (i.e. entering just the project code will show all funds, centers and object codes for that project.)
10. The default for “Choose Fund Type” is Summary. This shows all the object codes but no detail. You can then click on the underlined amount to see the object code details as needed. Choosing the detail option will give you all the detail in all the object codes. (Remember that amounts shown in negatives here are actually income entries).
11. “Format for Excel” will default to “No.” If you plan on downloading the information to Excel for more manipulation, choose “Yes” on this option. The first time you download to Excel from here it will pop up a message box only giving you the option to save or cancel. You need to go to the “Start” menu at the bottom left of your screen. Click on the “Control Panel”, Click on “Performance and Maintenance” (if the desktop doesn’t show this option at the bottom, then go through the “Tools menu at the top and choose “Folder Options”), click on “File Types” in the upper left column (skip if going through Folder options), click on “File Types” tab, scroll down to CGI file. If that option isn’t available, then click on the “New” button. Type in .cgi and click “OK”. Once CGI shows up, click on it and choose the “Change” button. Find Microsoft Excel and choose that as the program to open .cgi files with. Click “OK.” Now exit out of all these windows. Once this is completed, the pop up message box should give you the option to Open, Save or Cancel.
12. When you click “Submit”, you will get a message box that pops up saying it is finished and the date. Just click OK.
13. Once you are in the summary or detail page, you can also decide to download to Excel. Click the button at the bottom of the page “Download to Excel”.
14. When saving these files, be sure to change the file type at the bottom from a web page to an Excel workbook.