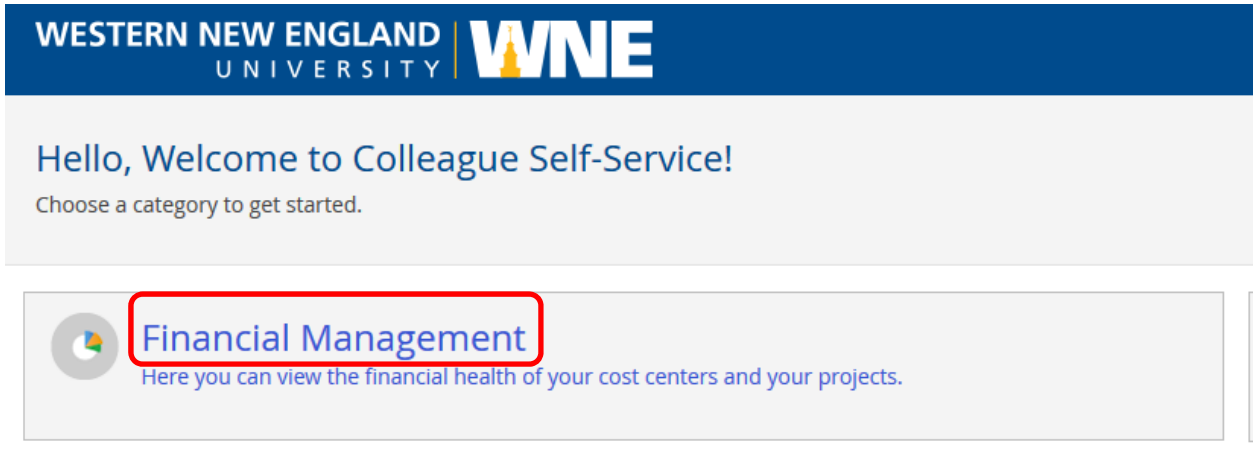


## Tips for Accessing Budgets and Finance Data in Colleague Self-Service:

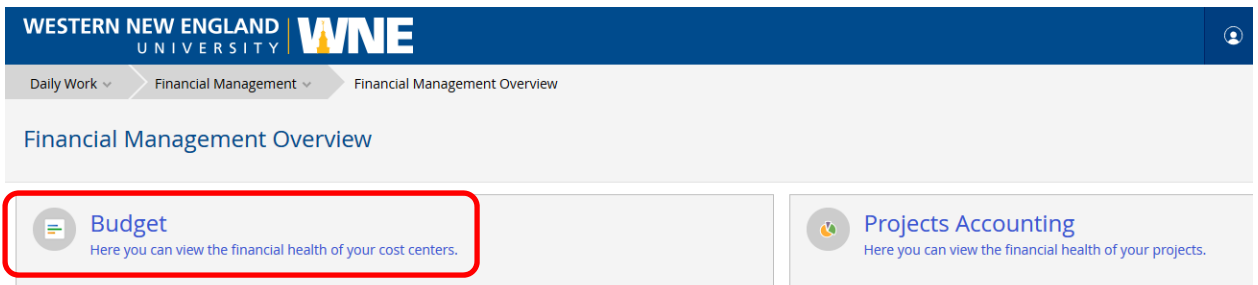
1. Login to self-service with your regular University User ID and password using the following link:

<https://selfservice.wne.edu/student/>

2. Once in self-service, select the “Financial Management” option on the left side of the window by clicking on it as shown below:



3. After selecting Financial Management, you will see two options: Budget and Projects Accounting. Select Budget by clicking on that area of the window.



You can also select Budgets from the dropdown menu list under “Financial Management” at the top of the window:



- Before reviewing budgets or financial activity make sure you have selected “FY2019” in self-service in the upper right section of the window. Fiscal year FY2018 also exists in self-service but was only created to support conversion activities and contains no data.



- After selecting “Budgets” and “FY2019”, you will see a listing of “My Cost Centers” based on those GL accounts you have been given access to view.

The “My Cost Centers” view will ONLY display budget and financial information for revenue and expense accounts. Revenue and expense accounts in Colleague are identified by the Object component of the GL account. Object represents the last six digits of the GL account number. Revenue Objects start with a “4” and expense accounts start with a “5” (salaries and benefits) or a “6” (general operating expenses).

The “My Cost Centers” view should be used when reviewing operating budget accounts. Operating budget accounts are identified by the Fund component of the GL account. Fund represents the first two digits of the GL account number and the operating Fund is “10”.

The initial view in “My Cost Centers” will display a list of cost centers. In Colleague, a cost center is defined as a unique combination of Fund-Unit-Function as illustrated below. Activity within each cost center is defined by Object:

<u>GL Account</u>	<u>GL Account Description</u>
10-1-2100010-60-504000	CONTROLLER : FULL TIME EXEMPT WAGES

**GL Account Components:**

<u>Component</u>	<u>Value</u>	<u>Description</u>
Fund	10	UNR-OPERATING FUND
Location	1	GENERAL
Unit	2100010	CONTROLLER
Function	60	INSTITUTIONAL SUPPORT
Object	504000	FULL TIME EXEMPT WAGES

**GL Cost Center:**

<u>Components</u>	<u>Value</u>	<u>Description</u>
Fund-Unit-Function	10-2100010-60	UNR-OPERATING FUND : CONTROLLER : INSTITUTIONAL SUPPORT

If you select a particular cost center (by clicking on it), it will then display the grouping of revenue and expense accounts that exist for that cost center. Not all cost centers will have all revenue and expense groupings. Clicking on a revenue or expense group will expand the view to show all GL accounts within that group.

	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Revenue	\$0.00	\$14,027,435.25	\$0.00	-\$14,027,435.25	101 %	
4 REVENUES	\$0.00	\$14,027,435.25	\$0.00	-\$14,027,435.25	101 %	
Expense	\$1,001,685.13	\$58,650.63	\$522,321.65	\$420,712.85	58 %	✓
5 LABOR AND BENEFIT EXPENSES	\$949,084.47	\$55,653.88	\$522,321.65	\$371,108.94	61 %	✓
6 GENERAL OPERATING EXPENSES	\$52,600.66	\$2,996.75	\$0.00	\$49,603.91	6 %	✓

If you click on a GL account number, it will drill into all the transaction detail (encumbrance, actual) if it exists.

Depending on the type of activity you are viewing and where it originated from you can select the document (i.e. Purchase Order) which will display the details for that transaction.

- If you are interested in reviewing GL accounts that are outside of the operating budget, you will probably need to change your view in “Budgets” from “My Cost Centers” to “Object View”. Whereas “My Cost Centers” only displays revenue and expense accounts, “Object View” displays all GL accounts. In “Object View”, GL accounts are grouped within their natural classifications of Assets, Liabilities, Fund Balance, Revenue and Expense. For non-operating accounts, you will likely need to look at Asset, Liability and Fund Balance accounts to get a complete and true picture of the account’s financial status.

You can toggle between “My Cost Centers” and “Object View” by selecting the appropriate tab in the upper left hand side of the window:

**Budget**

My Cost Centers **Object View**

Filter FY2019 Export

Object	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Asset		\$229,080.70	\$0.00			
Liability		\$725.55	\$0.00			
Fund Balance		\$230,812.85	\$0.00			
Revenue	\$0.00	\$14,032,833.98	\$0.00	-\$14,032,833.98	101 %	
Expense	\$6,197,269.97	\$174,097.29	\$3,719,073.54	\$2,304,099.14	63 %	✓
Net Revenue - Expense	-\$6,197,269.97	\$13,858,736.69				

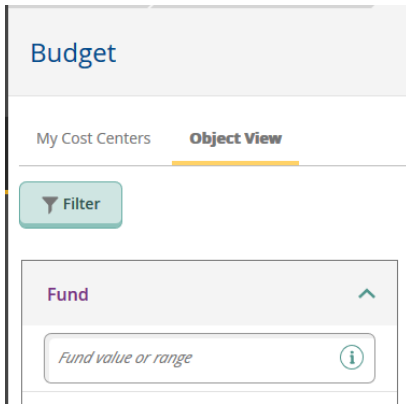
Clicking on the initial Object groupings above will expand the view to show GL accounts grouped by Object. Clicking on a specific Object group will show all GL accounts within that group. Clicking on a GL account will drill into all the transaction detail (encumbrance, actual) for the account if it exists.

Budget			
My Cost Centers		Object View	
Filter			
Object	Budget	Actuals	Encumbrances
Asset		\$229,080.70	\$0.00
103310 GRANTS-ACCOUNTS RECEIVABLE		\$0.00	\$0.00
103315 OTHER-ACCOUNTS RECEIVABLE		\$0.00	\$0.00
105200 PLEDGES RECEIVABLE		\$24,766.58	\$0.00
105290 RESERVE FOR PLEDGES RECEIVABLE		-\$1,333.26	\$0.00
108105 SHORT TERM INVESTMENTS		\$0.00	\$0.00
108505 STOCK HELD FOR RESALE-RJA		\$0.00	\$0.00
180010 DUE TO FROM FUND 10		\$205,647.38	\$0.00

- In addition to selecting your preferred view, you can use the Filter icon to select the types of GL accounts you want to view. Using the Filter icon will allow you to select by each GL component (Fund, Loc, Unit, Function, Object), or a combination of components. You can also use the Filter button to either include or exclude accounts with no activity.

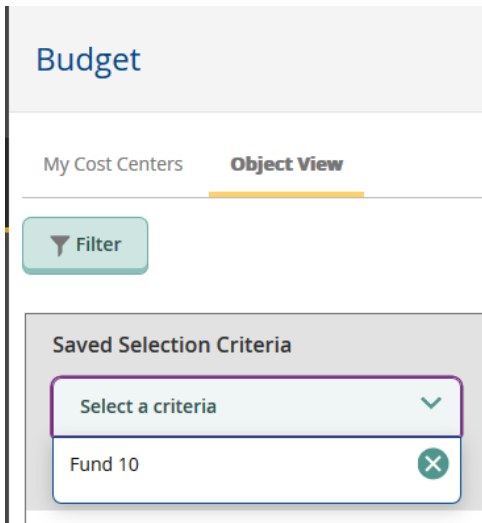
The screenshot shows the Western New England University logo at the top. Below it are navigation tabs for 'Daily Work' and 'Financial Management'. The main heading is 'Budget'. Underneath, there are tabs for 'My Cost Centers' and 'Object View'. A 'Filter' button is visible. The filter dialog box is open, showing a list of GL components: Fund, Loc, Unit, Funct, Object, and 'Include Active Accounts with No Activity'. Each component has a dropdown arrow. At the bottom of the dialog are three buttons: 'Apply Filter', 'Reset Filter', and 'Save Criteria'.

Click the Component you want to filter on and enter the value of that component that you want to view. For instance, if you only want to view operating accounts, select Fund and enter “10”, then click the “Apply Filter” button.

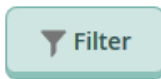


You can enter a single number, a range, or multiple numbers and ranges separated by commas. For example: 1, 4, 5-8.

If you have created a Filter that you would like to re-use at a later date click the “Save Criteria” button and give the filter a name. Once you save filter criteria, it can be recalled by clicking the Filter button and selecting the name of your saved filter:

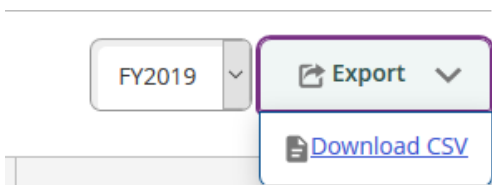


To close or open the filter options window at any time, click on the filter button.

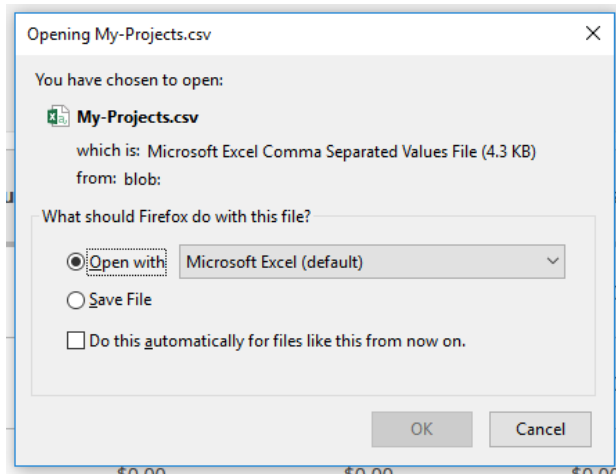


- At any point within Budgets in self-service, you can use the “Export” button to export the budget or financial data you are viewing to a CSV file that can be opened directly in Excel.

The Export button is located in the upper right of the window directly adjacent to the Fiscal Year selection button.



Once you click on the “Download CSV” link, you will be prompted to select whether you want to open the file with Excel or save the file to access at a later date.



9. As you drill into Budget, GL Account and transaction detail you can always return to the previous screen by using the “Back to” icon in the upper left of the window.



You can also use the navigation under “Financial Management” to return directly to the summary “Budget” screen.