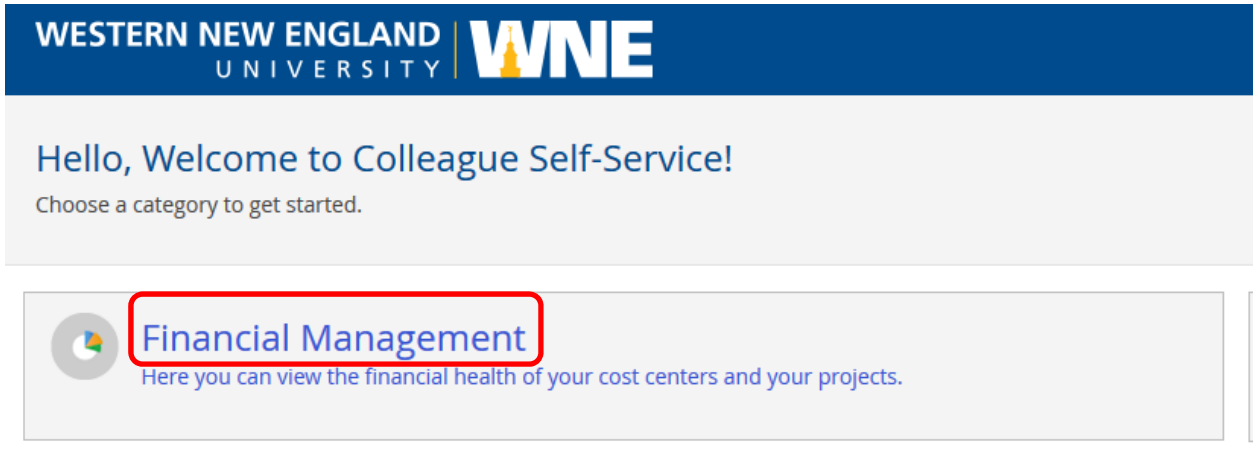


## Accessing Projects Accounting in Colleague Self-Service for Grants:

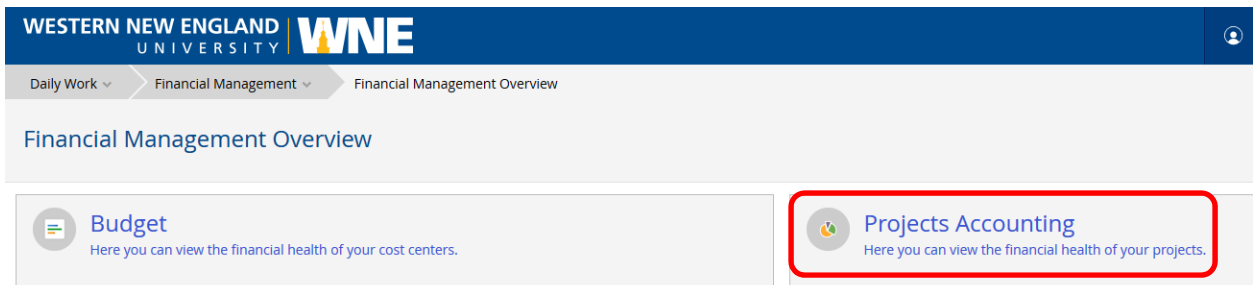
1. Login to self-service with your regular University User ID and password using the following link:

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

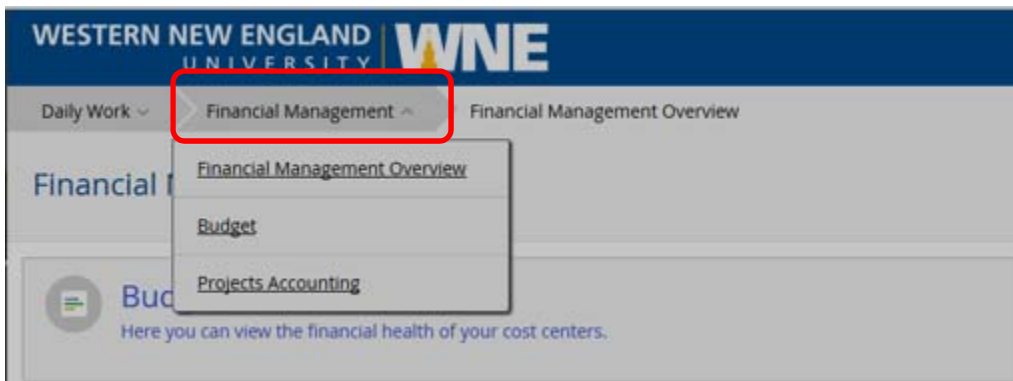
2. Once in self-service, select the “Financial Management” option on the left side of the window by clicking on it as shown below:



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



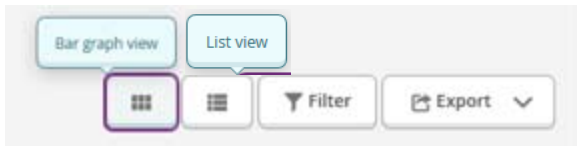
You can also select Projects Accounting from the dropdown menu list under “Financial Management” at the top of the window:



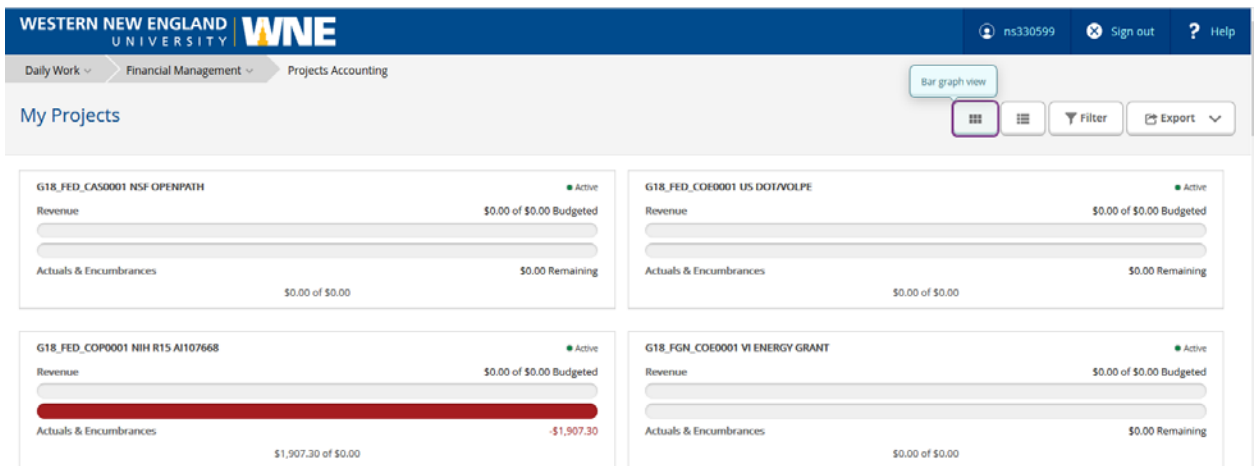
- After selecting “Projects Accounting”, you will see a listing of “My Projects” based on those projects you have been given access to view. Each external grant exists as a unique Project ID within Projects Accounting.

Project	Budgeted Revenue	Actual Revenue	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses	% Spent	Financial Health
G18_FED_CAS0001 NSF OPENPATH Active	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
G18_FED_COE0001 US DOT/VOLPE Active	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
G18_FED_COP0001 NIH R15 AI107668 Active	\$0.00	\$0.00	\$0.00	\$1,907.30	-\$1,907.30	101 %	!
G18_FGN_COE0001 VI ENERGY GRANT Active	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
G18_FGN_COP0001 UNIVERSITY OF READING Active	\$0.00	\$0.00	\$6,034.27	\$0.00	\$6,034.27	0 %	✓
G18_PVT_CAS0001 AMS-SIMONS Active	\$0.00	\$0.00	\$664.46	\$0.00	\$664.46	0 %	✓

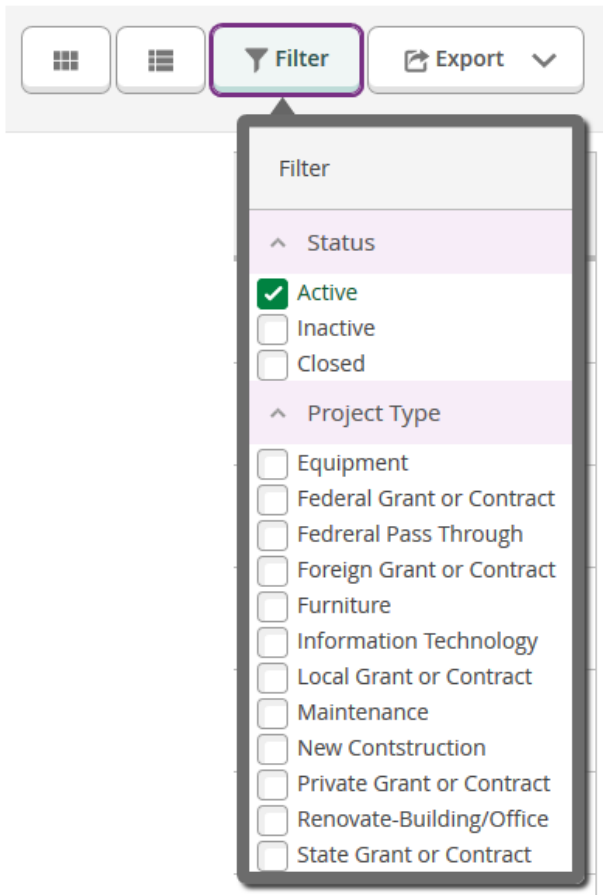
- The Project view displayed above is the “List view”. You can also change to the “Bar graph view” if you prefer using the first two icons in the upper right of the Projects Accounting window:



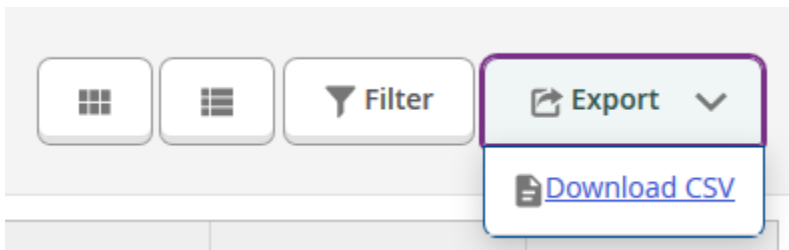
The Bar graph is shown below. The first bar for each Project ID represents revenues, the second bar represents actual expenses and any open encumbrances.



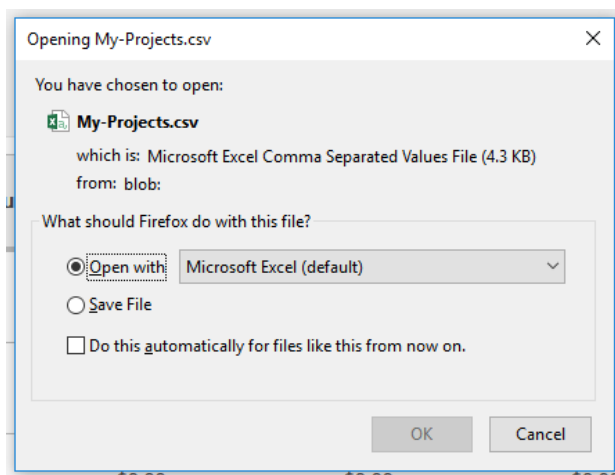
- In addition to selecting your preferred view, you can use the filter icon to select the types of Projects you want to view. Selecting the filter icon will allow you to choose between Active, Inactive and Closed projects. The default view displays all Active projects. You can also filter by “Project Type”. For external grants, Project Type is equivalent to sponsor of funding type such as “Federal Grant or Contract” or “Private Grant or Contract”.



7. The final icon allows you to export the Project data you are viewing to a CSV file that can be opened directly in Excel.



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.



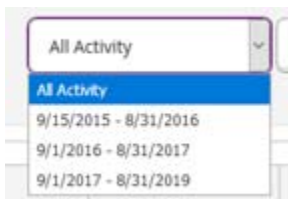
- When you are viewing all Projects in “My Projects” view, you can select an individual Project by clicking on it to see the financial details of that project. After selecting a Project, the initial view will show the general account type groupings (Assets, Liabilities, Fund Balance, Revenues and Expenses) for that Project. For Projects related to external grants you will want to focus on the “Expense” section of the Project:

G18\_FED\_COP0001 - NIH R15 AI107668 All Activity Export

[My Projects](#)

G18_FED_COP0001 NIH R15 AI107668 Active	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
<b>Asset</b>		\$0.00	\$0.00			
Grant Assets GA		\$0.00	\$0.00			
Grant Due To/From GDTF		\$0.00	\$0.00			
<b>Liability</b>		\$0.00	\$0.00			
Grant Liabilities GL		\$0.00	\$0.00			
<b>Fund Balance</b>		\$0.00	\$0.00			
Grant Net Asset GNA		\$0.00	\$0.00			
<b>Revenue</b>	\$0.00	\$0.00	\$0.00	\$0.00	0 %	
Project Revenue RV	\$0.00	\$0.00	\$0.00	\$0.00	0 %	
<b>Expense</b>	\$0.00	\$0.00	\$1,907.30	-\$1,907.30	101 %	<span style="color: red;">!</span>
Capital Equipment >\$2,000 CEQ	\$0.00	\$0.00	\$0.00	\$0.00	0 %	<span style="color: green;">✓</span>
Domestic Travel DT	\$0.00	\$0.00	\$0.00	\$0.00	0 %	<span style="color: green;">✓</span>
Fringe Benefits FB	\$0.00	\$0.00	\$0.00	\$0.00	0 %	<span style="color: green;">✓</span>
Other Direct Costs OD	\$0.00	\$0.00	\$0.00	\$0.00	0 %	<span style="color: green;">✓</span>

- If your grant has multiple budget periods you can filter activity by budget period using the first icon in the upper right window of the Project detail screen.



You can also use the Export icon to export the Project detail to Excel in the same way the Project summary data is exported from the “My Projects” view.



- The Expense area within the Project detail view shows all the budget line items associated with the Project. By clicking an expense line item, it will display the general ledger account(s) associated with this Project and budget line item.

^ Supplies and Materials SM	\$0.00	\$0.00	\$1,907.30	-\$1,907.30	101 %	<span style="color: red;">!</span>
30-1-55035090-40-611005 UNR-FEDERAL GRANT FUND : MATHIAS, CLINTON-GRANTS : GENERAL S		\$0.00	\$1,907.30			

11. If there has been any activity (expenses, purchase orders, etc.) posted to the budget line item for the Project you will be able to drill into the detail by clicking and selecting the general ledger account number within that line item.

30-1-55035090-40-611005 UNR-FEDERAL GRANT FUND : MATHIAS, CLINTON-GRANTS : GENERAL 5

Encumbrances				\$1,907.30
Document	Date	Description	Amount	
<a href="#">P0000025</a>	7/3/2018	Phenix Research Products	\$1,031.30	
<a href="#">P0000026</a>	7/3/2018	Shenandoah Biotechnology Inc	\$799.00	
<a href="#">P0000033</a>	7/3/2018	Software House International Inc	\$77.00	

12. 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.

Purchase Order P0000025

[Back to](#)

Status	Outstanding	Date	7/3/2018
Vendor	0574606 Phenix Research Products	Status Date	7/3/2018
Amount	\$1,031.30	Expected Delivery Date	
Maintenance Date	7/3/2018	AP Type	AP Regular Accounts Payable
Initiator	Patricia A. Lamere		
Requestor			
Associated Documents	<a href="#">0000025</a>		

If there is an associated document, like a requisition, you can drill into that detail as well by clicking on that link:

Requisition 0000025

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Status	PO Created	Date	7/3/2018
Vendor	0574606 Phenix Research Products	Status Date	7/3/2018
Amount	\$1,031.30	Desired Date	
Maintenance Date	7/3/2018	AP Type	AP Regular Accounts Payable
Initiator	Patricia A. Lamere		
Requestor			
Associated Documents	<a href="#">P0000025</a>		

13. As you drill into Project and transaction detail you can always return to the previous screen by using the "Back to" link in the upper left window. You can also use the navigation under "Financial Management" to return directly to the summary "Projects Accounting" screen.