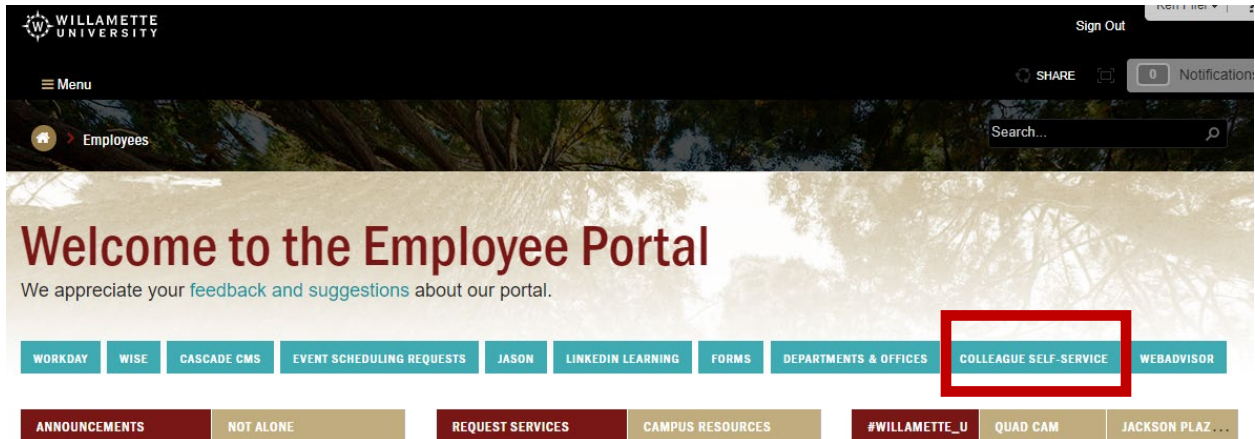
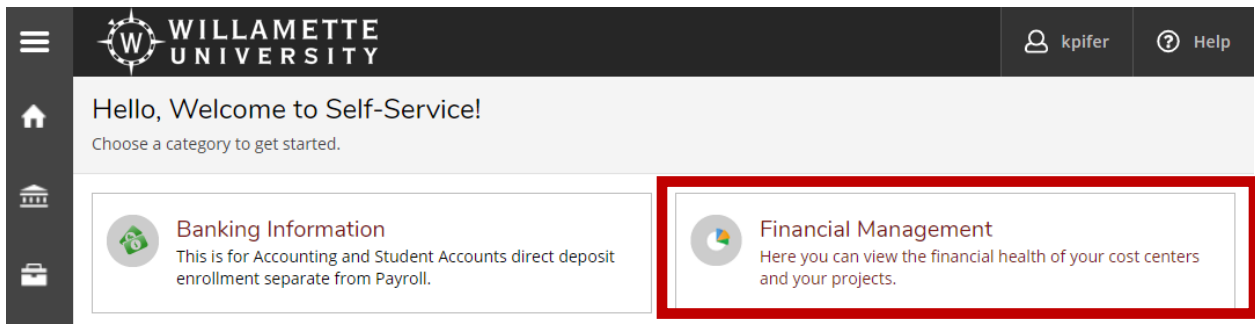


Colleague Self-Service is the new platform for the University community to access budget and general ledger information in the Ellucian Colleague Finance system, and will replace existing WebAdvisor functionality, and eventually offer more self-service financial management functionality.

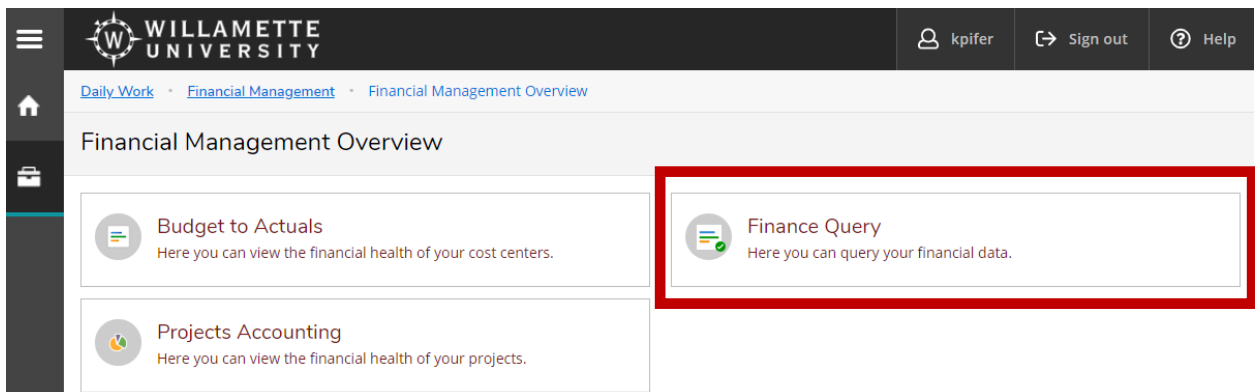
To access Finance Self-Service from the WU Portal:



Once in Self-Service, select Financial Management



Depending on your access, you may see several options. We will focus on Finance Query:



## Finance Query

Finance Query is similar to the budget views in WebAdvisor, with a few great enhancements.

☰

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Daily Work • Financial Management • Finance Query

### Finance Query

☰ Filter

FY2020 ▾

Actuals Start Date  
 6/1/2019

Actuals End Date i  
 5/31/2020

Export ▾

Fund: 10

Unit: 80415

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
10-80415-4300 Vending : Sales	-\$95,000.00	-\$15,339.78	\$0.00	\$0.00	-\$79,660.22
10-80415-6010 Vending : Contracted Services	\$60,000.00	\$11,483.30	\$0.00	\$0.00	\$48,516.70
10-80415-6240 Vending : Supplies	\$25,000.00	\$20.00	\$0.00	\$0.00	\$24,980.00
10-80415-6280 Vending : Equip Less 5K	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
10-80415-6281 Vending : Capitalizable Equip	\$0.00	\$6,256.62	\$0.00	\$0.00	-\$6,256.62
10-80415-9200 Vending : Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10-80415-9204 Vending : Unrestricted Capital Proj Trfr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Unit Total - 80415</b>	<b>\$0.00</b>	<b>\$2,420.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$2,420.14</b>
<b>Fund Total - 10</b>	<b>\$0.00</b>	<b>\$2,420.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$2,420.14</b>
<b>Grand Total</b>	<b>\$0.00</b>	<b>\$2,420.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$2,420.14</b>

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Page

1

of 1

⏴

⏵

Per Page: 

10 ▾

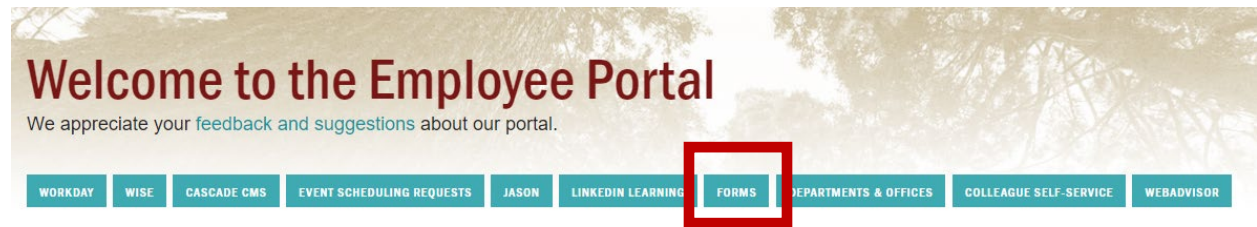
 Total: 9

⇒ *Hint: The latest release of Self-Service defaults to 25 lines per page. You can increase to 50 or 100, depending on whether you prefer scrolling or paging through, but it does not remember this setting.*

### First-Time Setup:

But before we talk about enhancements, let's clear up one issue you need to address the first time you access Colleague Self-Service Financial Management.

Colleague Self-Service Financial Management, like WebAdvisor, is based on your existing g/l account security, meaning you will only see accounts for which you have been granted access. Accounting sets this up based either on your *Signature Authority Delegation Form* or *Authorization for General Ledger Access*. (If you need to establish signature authority or g/l access, you can find the forms in Campus Use Forms on the WU Portal.)



<http://willamette.edu/internal/forms/pdf/signatureauthoritydelegationform.pdf>

<http://willamette.edu/internal/forms/pdf/general-ledger-access-auth.pdf>

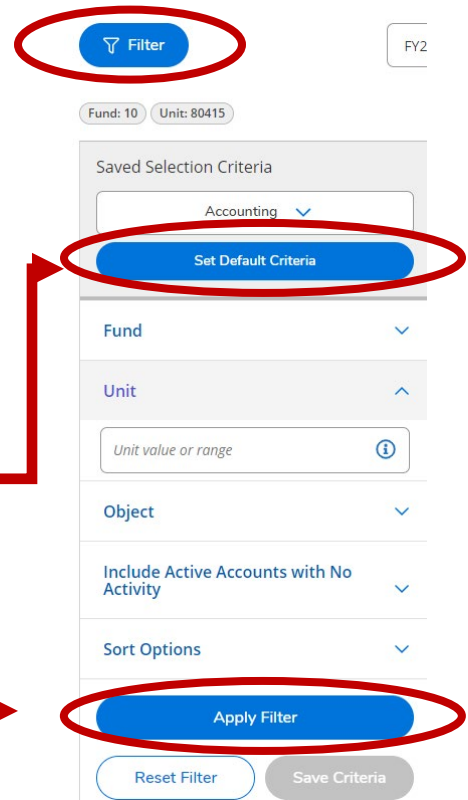
You can set the default filter wide open, or you can set it to show a specific account or group of accounts.

To set a filter, click on the “Filter” button in the upper left corner of the Finance Query screen.

To see all accounts you have access to, simply click on the “Apply Filter” button at the bottom of the filter panel.

If you want to filter on accounts, enter the value for each account segments you want to see under “Fund,” “Unit,” and “Object,” followed by the “Enter” key.

To set a default filter that will appear each time you access Finance Query, click on the “Set Default Criteria” button.



Let's focus on some of the features available in Finance Query:

**Filters:**

Filters are some of the most powerful features in Finance Query. Let's look at key features:

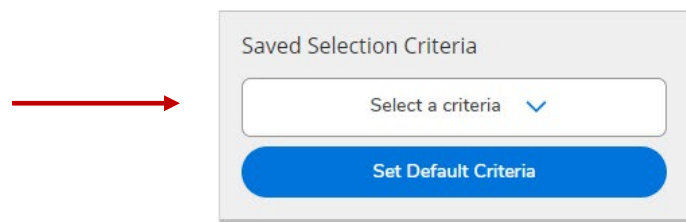
Click here to open and close the Filter panel



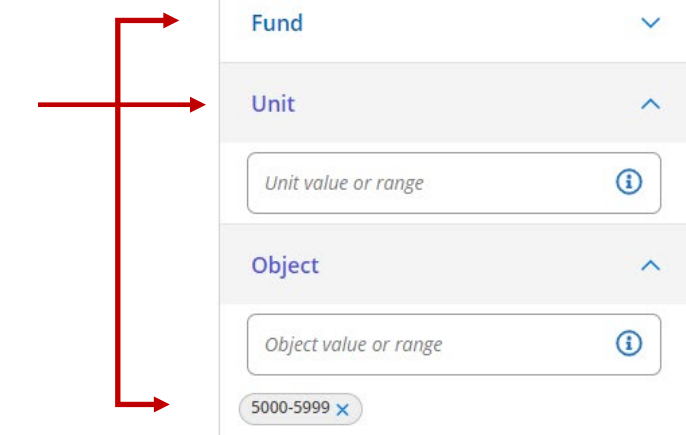
Current active filters are shown here



You can access previously saved criteria, including the default and additional saved criteria here. Create by selecting filters and clicking "Save Criteria" at the bottom of the panel.

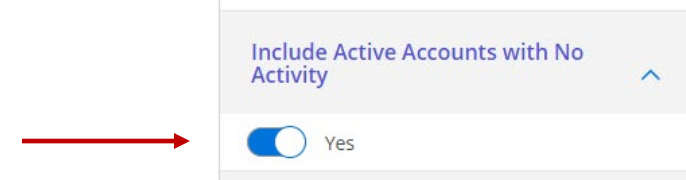


Select fund, unit and object filters here. Type a value or range of values, and hit the "Enter"

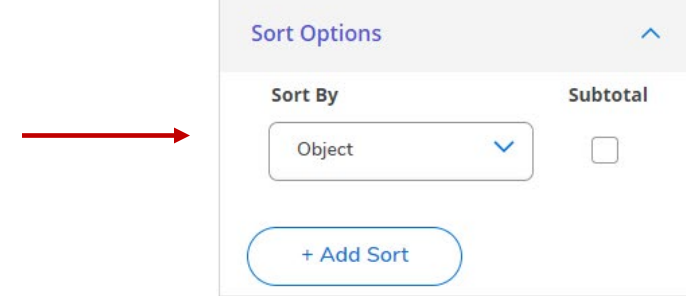


⇒ *Hint: The latest release of Self-Service allows partial values defined in our account structure, similar to WebAdvisor. For instance, to select compensation object codes, you can input "5" and hit enter. You can also input "5000-5999" and hit enter with the same result.*

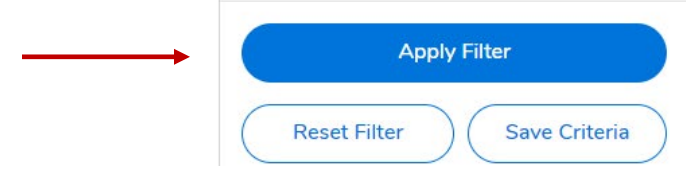
Generally, we recommend including active accounts, so you can see accounts available for use.



Use sort and subtotal options as needed. For instance, want to see totals by object code? Sort and subtotal by object code.



Remember to hit the "Apply Filter" button whenever you make changes.



**Account Detail:**

To view account detail, simply click anywhere on the account...

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
10-80415-4300 Vending : Sales	-\$95,000.00	-\$15,339.78	\$0.00	\$0.00	-\$79,660.22
10-80415-6010 Vending : Contracted Services	\$60,000.00	\$11,483.30	\$0.00	\$0.00	\$48,516.70
10-80415-6240 Vending : Supplies	\$25,000.00	\$20.00	\$0.00	\$0.00	\$24,980.00
10-80415-6280 Vending : Equip Less 5K	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00

...and you will see transaction detail, as well as information on budget and budget adjustments.

10-80415-6240 Ven... FY2020 Export

< Finance Query

**Encumbrances**

*No transactions to view.*

**Actuals** \$20.00

**Actuals 6/1/2019 - 5/31/2020** \$20.00

Document	Date	Description	Amount
<a href="#">J088257</a>	8/30/2019	SR#5885 J. Munger Locksmith	\$20.00

Page 1 of 1 Per Page: 25 Total: 1

**Budget** \$25,000.00

Document	Date	Description	Amount
BX90610J1	6/1/2019	FY20 Approved Budget	\$25,000.00

**Transaction Detail – Vouchers:**

Detail is available for certain transactions – currently vouchers (vendor payments) and non-GLIM journal entries. To access transaction detail, click on the transaction from the account detail page:

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Daily Work · Financial Management · Finance Query

37-7J580-6460 Sesqui Rose Garde... | FY2019 | Export

Encumbrances

No transactions to view.

Actuals **\$1,143.20**

Actuals 6/1/2018 - 5/31/2019 \$1,143.20

Document	Date	Description	Amount
<a href="#">V0512719</a>	5/31/2019	Highway Fuel Co. LLC	\$306.00
<a href="#">V0512451</a>	5/23/2019	Campbell Communications Co.	\$120.00
<a href="#">V0511959</a>	5/13/2019	Highway Fuel Co. LLC	\$316.80
<a href="#">V0510191</a>	3/18/2019	Brooks True Value Hardware, Inc.	\$400.40

Page 1 of 1 | Per Page: 25 | Total: 4

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Daily Work · Financial Management · Finance Query

Voucher V0510191

[Back to 37-7J580-6460 Sesqui Rose Garden: Maintenance/Repair](#)

<b>Status</b>	Reconciled	<b>Date</b>	3/18/2019
<b>Vendor</b>	0560343 Brooks True Value Hardware, Inc.	<b>Due Date</b>	3/21/2019
<b>Amount</b>	\$400.40	<b>Invoice Number</b>	TRANS: B452178
<b>Maintenance Date</b>	3/18/2019	<b>Invoice Date</b>	2/19/2019
<b>Associated Document</b>		<b>Check Number</b>	1034458
		<b>Check Date</b>	3/20/2019
		<b>AP Type</b>	0001 Corp Vend/EMP/STUD(CHK)

Comments	Approvers	Approval Date
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Line Items	Description	Quantity	Price	Extended Price
1	Cust: 24460	1	\$400.40	\$400.40

37-7J580-6460

Tax Codes

Invoice Number TRANS: B452178

Tax Form Info

Comments

**Transaction Detail – Journal Entries:**

Detail is available for certain transactions – currently vouchers (vendor payments) and non-GLIM journal entries. To access transaction detail, click on the transaction from the account detail page:

The screenshot shows the 'Finance Query' page for account 10-80415-6240 Ven... for FY2020. It displays a table for 'Actuals' with one entry: J088257 on 8/30/2019 for \$20.00, described as 'SR#5885 J. Munger Locksmith'. Below this is a 'Budget' table with one entry: BX90610J1 on 6/1/2019 for \$25,000.00, described as 'FY20 Approved Budget'. Navigation controls show 'Page 1 of 1' and 'Per Page: 25'.



For journal entries, you will only be able to see the portions of the entry in accounts you have g/l security access to.

The screenshot shows the 'Journal Entry J088257' page. It includes a breadcrumb trail: 'Back to 10-80415-6240 Vending : Supplies'. The entry details are as follows:

Status	Complete
Journal Type	General
Journal Date	8/30/2019
Entered Date	9/17/2019
Entered By	Emily Morf
Author	
Automatic Reversal	No

Comments	Approvers	Approval Date
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JE Items	GL Account Description	Debit	Credit
1	Dining Services : Maintenance/Repair	\$54.43	
2	Facilities : Work Order Charges		\$54.43
3	Housing : Maintenance/Repair	\$40.00	
4	Dining Services : Maintenance/Repair	\$40.00	

**Restricted Fund Balances:**

WILLAMETTE UNIVERSITY  
Daily Work · Financial Management · Finance Query  
Finance Query

Filter | FY2019 | Actuals Start Date: 6/1/2018

Fund: 37 | Unit: 7J580

GL Account	Budget	Actuals
37-7J580-3000 Sesqui Rose Garden : Net Assets	\$0.00	-\$32,712.06
37-7J580-4400 Sesqui Rose Garden : Private Gifts/Grants	\$0.00	-\$50.00
37-7J580-4500 Sesqui Rose Garden : Endowment Appropri.	-\$1,781.00	-\$1,781.04
37-7J580-6460 Sesqui Rose Garden : Maintenance/Repair	\$1,781.00	\$1,143.20
<b>Unit Total - 7J580</b>	<b>\$0.00</b>	<b>-\$33,399.90</b>
<b>Fund Total - 37</b>	<b>\$0.00</b>	<b>-\$33,399.90</b>
<b>Grand Total</b>	<b>\$0.00</b>	<b>-\$33,399.90</b>

Page 1 of 1

**NEW FEATURE!**

With Finance Query, restricted funds are displayed so the balance of the fund is easily accessible, and you do not have to do the math!

**Carryforward from last year**

**Current gifts**

**Current endowment distribution**

**Current expenses**

**Current balance**

**WARNING!** Finance Query follows accounting conventions, with debits being positive and credits negative, similar to WebAdvisor.

Note also that the focus is on the “Actuals” column for non-operating funds.

⇒ *Hint: Ignore the “Requisition” and “Encumbrance” columns. Willamette does not use these. The “Remaining” column is more relevant for operating funds (10) than for non-operating funds.*

GL Account	Budget	Actuals	<del>Requisitions</del>	<del>Encumbrances</del>	Remaining
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Access to Historic Data:

NEW FEATURE!

The very best part of Self-Service is access to closed fiscal years! Self-Service will provide access to all open years, and five closed years. Currently, the only closed years available are FY2016, FY2017, FY2018 and FY2019, due to the chart of accounts conversion in December 2016. But soon there will be five full years of historic data! FY2016 will be available until FY2021 is closed.

The screenshot shows the 'Finance Query' interface. At the top, there's a navigation bar with 'WILLAMETTE UNIVERSITY' and user 'kpifer'. Below it, a breadcrumb trail reads 'Daily Work > Financial Management > Finance Query'. The main heading is 'Finance Query'. On the left, there's a 'Filter' button and two filters: 'Fund: 37' and 'Unit: 7J580'. In the center, there's a dropdown menu for fiscal years, currently set to 'FY2020'. A red circle highlights this dropdown menu, which lists options from 'FY2020' down to 'FY2015'. To the right of the dropdown are 'Actuals Start Date' (6/1/2019) and 'Actuals End Date' (5/31/2020) fields, each with a calendar icon. Further right is an 'Export' button with a dropdown arrow. Below these controls is a table with columns: 'GL Account', 'Actuals', 'Requisitions', 'Encumbrances', and 'Remaining'. The table shows data for '37-7J580-3000 Sesqui Rose Garden : Net' with values: Actuals: -\$32,712.06, Requisitions: \$0.00, Encumbrances: \$0.00, Remaining: \$32,712.06.

**WARNING!** Actuals Start Date and Actuals End Date do not affect the numbers on this screen, and are only used to limit the date range when you click on an account and view account detail. Ironically, these parameters cannot be set in account detail. Weird, huh?

Export:

NEW FEATURE! Click on the Export button to download a \*.csv file.

This screenshot is similar to the previous one, but the 'Export' button is circled in red. The dropdown menu is now set to 'FY2019'. The 'Actuals Start Date' is 6/1/2018 and the 'Actuals End Date' is 5/31/2019. The table below shows the same data as the previous screenshot, but with an additional 'Budget' column showing \$0.00.

## Other Financial Management Options

### Budget to Actuals:

Some of you are familiar with Budget to Actuals from previous versions of Self-Service. My Cost Centers and Object View remain largely unchanged. My Cost Centers can be an appealing view for managing general fund units. Object View doesn't really offer anything over Finance Query, and we recommend using Finance Query.

Cost Center	Budgeted Revenue	Actual Revenue	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses
50500 Athletics : Temp Rest Annual Funds	\$25,000.00	\$6,298.00	\$25,000.00	\$75.66	\$24,924.34
50500 Athletics : General Fund	\$74,660.00	\$15,379.18	\$465,297.00	\$131,368.08	\$333,928.92
50501 Football : Unrest Desig Fund	\$0.00	\$5,496.70	\$0.00	\$4,600.87	<b>-\$4,600.87</b>
50501 Football : Temp Rest Annual Funds	\$8,000.00	\$550.00	\$8,000.00	\$0.00	\$8,000.00
50501 Football : General Fund	\$0.00	\$156.80	\$570,305.00	\$236,455.72	\$333,849.28
50502 Cross Country : Temp Rest Annual Funds	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
50502 Cross Country : General Fund	\$19,000.00	\$15,160.00	\$46,300.00	\$25,329.43	\$20,970.57

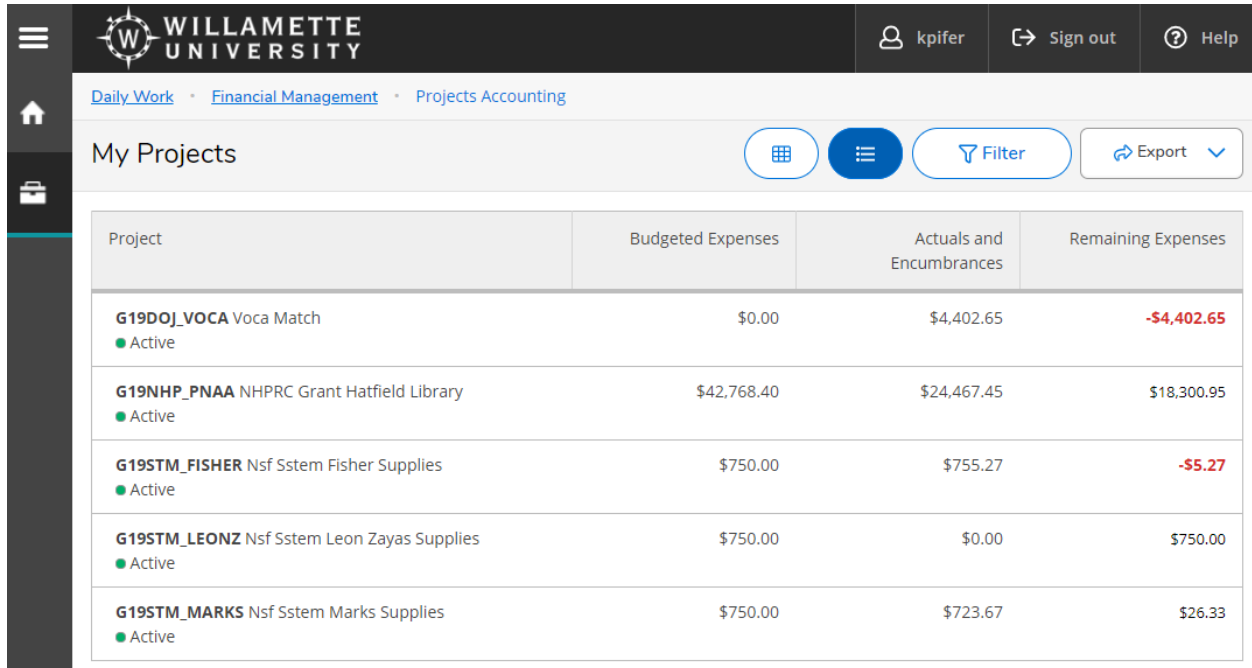
Note there is a line for each fund/unit combination, but the fund is not displayed. In this example, the first line is 16-50500, the second line is 10-50500, and so forth.

**WARNING! Budget to Actuals does NOT follow accounting convention, so the normal balance of an account is positive. This is considered more intuitive, but it can be confusing, since balances are displayed one way here and the opposite way in Finance Query.**

**WARNING! There are no net asset accounts (beginning balances) shown in My Cost Centers. Please do not use My Cost Centers to manage non-operating funds, including funds 16, 20, 22, 36, and 37!**

**Projects Accounting:**

For those of you using projects (you know who you are, and if you don't, you aren't!), you can access project balances and details by selecting "Projects Accounting" at the Financial Management screen.



Project	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses
<b>G19DOJ_VOCA</b> Voca Match ● Active	\$0.00	\$4,402.65	<b>-\$4,402.65</b>
<b>G19NHP_PNAA</b> NHPRC Grant Hatfield Library ● Active	\$42,768.40	\$24,467.45	\$18,300.95
<b>G19STM_FISHER</b> Nsf Sstem Fisher Supplies ● Active	\$750.00	\$755.27	<b>-\$5.27</b>
<b>G19STM_LEONZ</b> Nsf Sstem Leon Zayas Supplies ● Active	\$750.00	\$0.00	\$750.00
<b>G19STM_MARKS</b> Nsf Sstem Marks Supplies ● Active	\$750.00	\$723.67	\$26.33

This job aid/training will not go into any further detail about Projects Accounting functionality.