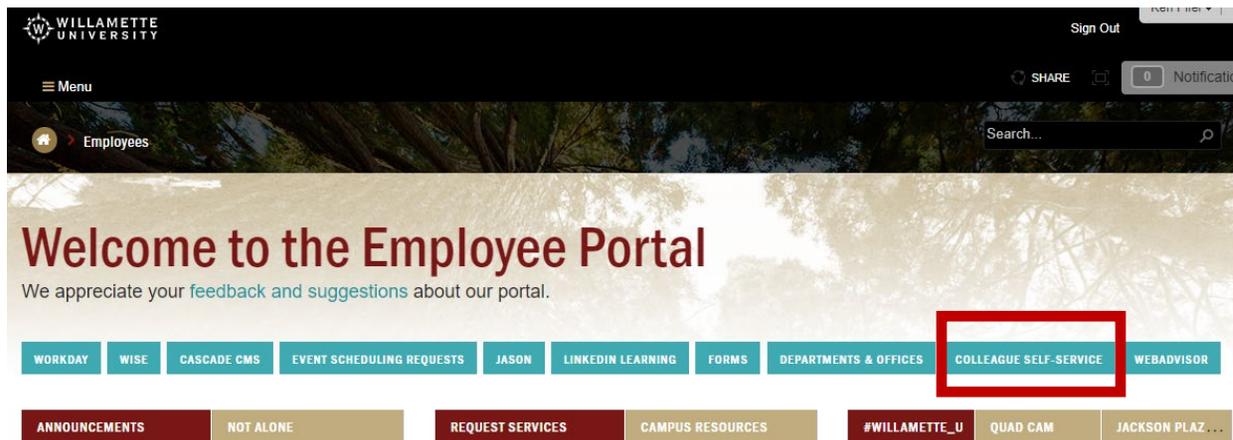


# Ellucian Colleague Finance: Self-Service Projects Accounting

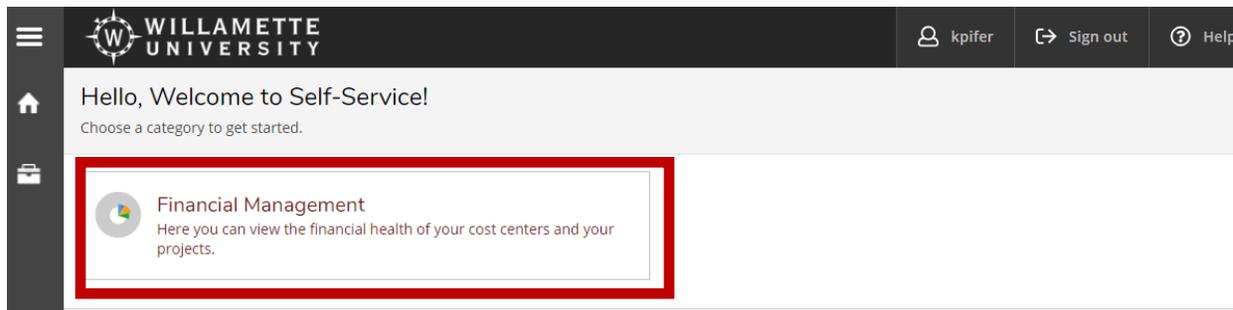


Self-Service is the for the University community to access information in the Ellucian Colleague Finance system, and replaced the previous generation of WebAdvisor functionality. Projects Accounting is a module of Colleague Finance that allows general ledger transactions to be tracked by project, and is most often used for capital projects and grants that span fiscal years. Self-Service Projects Accounting is the online reporting tool for grants and capital projects tracked in Projects Accounting. This job aid is written from the perspective of grants, but Projects Accounting works similarly for other types of projects.

To access Finance Self-Service from the WU Portal:



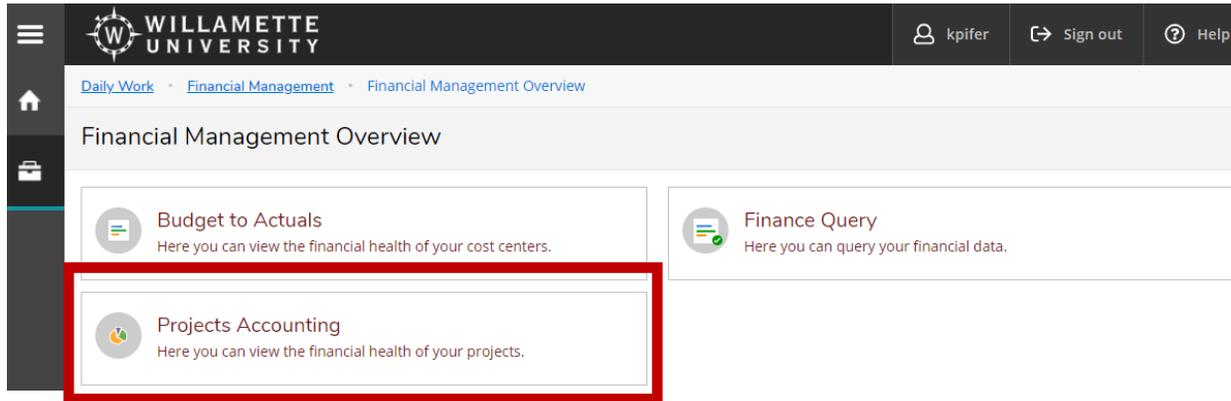
Once in Self-Service, select Financial Management



# Ellucian Colleague Finance: Self-Service Projects Accounting



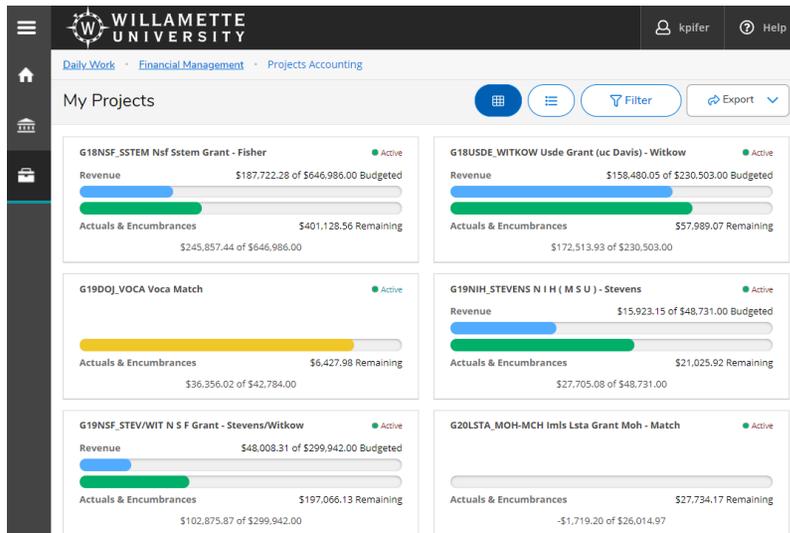
Depending on your access, you may see several options. This job aid focuses on Projects Accounting:



⇒ *Hint: A job aid is also available for Finance Query.*

Once you access Projects Accounting and select the list view, you will see a list of projects for which you have access. You have the option to select between a more graphical tile view and a list view. The list view will be shown from this point forward.

## Tile View:



## List View:

Project	Budgeted Revenue	Actual Revenue	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses
G18NSF_SSTEM Nsf Sstem Grant - Fisher Active	\$646,986.00	\$187,722.28	\$646,986.00	\$245,857.44	\$401,128.56
G18USDE_WITKOW Usde Grant (uc Davis) - Witkow Active	\$230,503.00	\$158,480.05	\$230,503.00	\$172,513.93	\$57,989.07
G19DOJ_VOCA Voca Match Active			\$42,784.00	\$36,356.02	\$6,427.98
G19NIH_STEVENS N I H ( M S U ) - Stevens Active	\$48,731.00	\$15,923.15	\$48,731.00	\$27,705.08	\$21,025.92
G19NSF_STEV/WIT N S F Grant - Stevens/Witkow Active	\$299,942.00	\$48,008.31	\$299,942.00	\$102,875.87	\$197,066.13
G20LSTA_MOH-MCH Imls Lsta Grant Moh - Match Active			\$26,014.97	-\$1,719.20	\$27,734.17

# Ellucian Colleague Finance: Self-Service Projects Accounting



Once you access Projects Accounting and select the list view, you will see a list of projects for which you have access.

⇒ *Note: Access for projects is controlled by role-based security that is separate from g/l account access, so if you do not see a project you should have access to, contact Accounting at [accounting@willamette.edu](mailto:accounting@willamette.edu) for assistance.*

Project	Budgeted Revenue	Actual Revenue	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses
G18NSF_SSTEM Nsf Sstem Grant - Fisher ● Active	\$646,986.00	\$187,722.28	\$646,986.00	\$245,857.44	\$401,128.56
G18USDE_WITKOW Usde Grant (uc Davis) - Witkow ● Active	\$230,503.00	\$158,480.05	\$230,503.00	\$172,513.93	\$57,989.07
G19DOJ_VOCA Voca Match ● Active			\$42,784.00	\$36,356.02	\$6,427.98

⇒ *Hint: If your role gives you access a lot of projects, there is a filter at the page with the project listing. The important thing to know here for everyone else is that “Active” is checked by default. If you want to review inactive or closed projects, you will need to click on the filter button and select the additional statuses you wish to view.*

Filter

Status ^

- Active
- Inactive
- Closed

Project Type ^

- Addition to Original
- Capital Project
- Deferred Maintenance

# Ellucian Colleague Finance: Self-Service Projects Accounting



To view a particular project, anywhere on the line containing the project summary. Let's analyze the display:

WILLAMETTE UNIVERSITY				
Daily Work · Financial Management · Projects Accounting				
G20NSF_KIRK - N S F As...				
<span>All Activity</span> <span>Export</span>				
G20NSF_KIRK N S F Ascend Grant - Kirk	Budget	Actuals	Encumbrances	Remaining
Revenue	\$999,899.00	\$28,459.39	\$0.00	\$971,439.61
Federal Grant Revenue GF	\$999,899.00	\$28,459.39	\$0.00	\$971,439.61
Expense	\$999,899.00	\$43,431.83	\$0.00	\$956,467.17
Contracted Services CS	\$183,336.00	\$22,456.00	\$0.00	\$160,880.00
Fringe Benefits FB	\$34,313.00	\$1,723.44	\$0.00	\$32,589.56
Indirect Cost Recovery IDC	\$206,084.00	\$7,610.02	\$0.00	\$198,473.98
Personnel Costs PC	\$88,615.00	\$740.00	\$0.00	\$87,875.00
Participant Travel PT	\$229,200.00	\$0.00	\$0.00	\$229,200.00
Subawards/Subcontracts SC	\$83,739.00	\$0.00	\$0.00	\$83,739.00
Supplies SP	\$6,488.00	\$0.00	\$0.00	\$6,488.00
Faculty Supplemental Pay ST-F	\$26,144.00	\$5,024.00	\$0.00	\$21,120.00
Travel TRAV	\$141,980.00	\$5,878.37	\$0.00	\$136,101.63
Net Revenue - Expense	\$0.00	-\$14,972.44		

Project expenditures are organized by item codes. For grants, these typically correlate to budget lines from the proposal, as well as object codes in the general ledger. The "Budget" column includes the total budget spanning all grant periods. Unlike g/l reporting in Finance Query, "Actuals" are also cumulative from the beginning of the grant, spanning fiscal years. The column labeled "Remaining" should be an accurate reflection of the amount of the grant award available for expenditure. Note totals are at the top. In the line labeled "Expense."

# Ellucian Colleague Finance: Self-Service Projects Accounting



A few more points about the Summary page:

WILLAMETTE UNIVERSITY				
Daily Work · Financial Management · Projects Accounting				
G2ONSF_KIRK - N S F As...				
<span>All Activity</span> <span>Export</span>				
G2ONSF_KIRK N S F Ascend Grant - Kirk	Budget	Actuals	Encumbrances	Remaining
Revenue	\$999,899.00	\$28,459.39	\$0.00	\$971,439.61
Federal Grant Revenue GF	\$999,899.00	\$28,459.39	\$0.00	\$971,439.61
Expense	\$999,899.00	\$43,431.83	\$0.00	\$956,467.17
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Personnel Costs PC	\$88,615.00	\$740.00	\$0.00	\$87,875.00
Participant Travel PT	\$229,200.00	\$0.00	\$0.00	\$229,200.00
Subawards/Subcontracts SC	\$83,739.00	\$0.00	\$0.00	\$83,739.00
Supplies SP	\$6,488.00	\$0.00	\$0.00	\$6,488.00
Faculty Supplemental Pay ST-F	\$26,144.00	\$5,024.00	\$0.00	\$21,120.00
Travel TRAV	\$141,980.00	\$5,878.37	\$0.00	\$136,101.63
Net Revenue - Expense	\$0.00	-\$14,972.44		

Revenue lines are also listed. Like expenditures, “Budget” is the total revenue to be provided by that funding source over the life of the project. The amount in the “Actuals” column represents the amount of actual cash receipts to date.

For most government grants, the line labeled “Net Revenue – Expense” represents the amount of expenditures not yet drawn down or reimbursed from the funding agency. This amount will tie out to the grant total in Finance Query. ***If it does not, there are likely errors - transactions that were not properly coded with the project code.***

# Ellucian Colleague Finance: Self-Service Projects Accounting

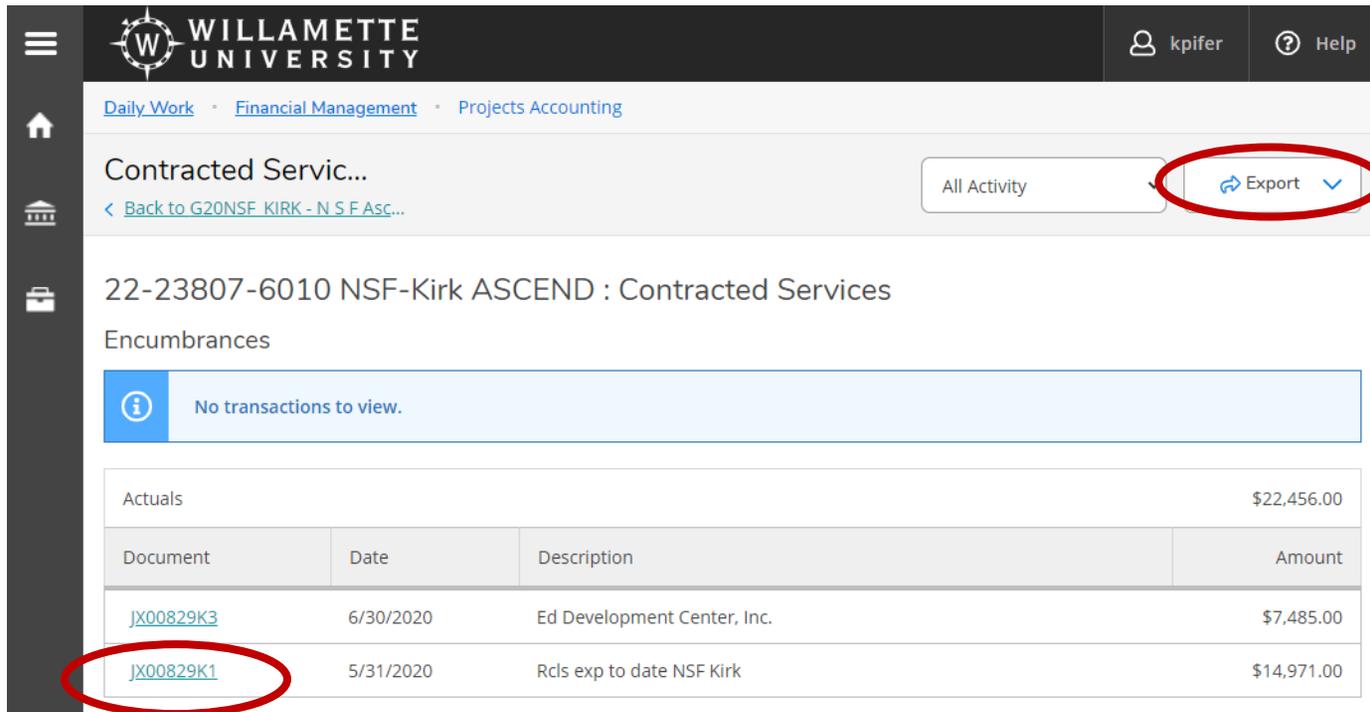


If you expand the item code by clicking anywhere on the item code bar, you will see the g/l account or accounts for that line:

G20NSF_KIRK N S F Ascend Grant - Kirk Active	Budget	Actuals	Encumbrances	Remaining
Revenue	\$999,899.00	\$28,459.39	\$0.00	\$971,439.61
▼ Federal Grant Revenue GF	\$999,899.00	\$28,459.39	\$0.00	\$971,439.61
Expense	\$999,899.00	\$43,431.83	\$0.00	\$956,467.17
▲ Contracted Services CS	\$183,336.00	\$22,456.00	\$0.00	\$160,880.00
22-23807-6010 NSF-Kirk ASCEND : Contracted Services		\$22,456.00	\$0.00	
▼ Fringe Benefits FB	\$34,313.00	\$1,723.44	\$0.00	\$32,589.56
▼ Indirect Cost Recovery IDC	\$206,084.00	\$7,610.02	\$0.00	\$198,473.98
▼ Personnel Costs PC	\$88,615.00	\$740.00	\$0.00	\$87,875.00
▼ Participant Travel PT	\$229,200.00	\$0.00	\$0.00	\$229,200.00
▼ Subawards/Subcontracts SC	\$83,739.00	\$0.00	\$0.00	\$83,739.00
▼ Supplies SP	\$6,488.00	\$0.00	\$0.00	\$6,488.00
▼ Faculty Supplemental Pay ST-F	\$26,144.00	\$5,024.00	\$0.00	\$21,120.00

Typically there will be one g/l account per item code. But occasionally you will see more than one g/l account that are summarized in one item code, and when you expand the item code bar, you will see all of the related g/l accounts.

Clicking on the g/l account line allows you to access transaction detail, similar to Finance Query. You will also be able to drill down on transaction detail in the same way you can in Finance Query.



The screenshot shows the Ellucian Colleague Finance interface for Willamette University. The breadcrumb trail is Daily Work > Financial Management > Projects Accounting. The page title is "Contracted Serv..." and there is a link to "Back to G20NSF KIRK - N S F Asc...". The main heading is "22-23807-6010 NSF-Kirk ASCEND : Contracted Services" with a sub-heading "Encumbrances". A message box states "No transactions to view." Below this is a table with columns "Document", "Date", "Description", and "Amount". The table contains two rows: one for document JX00829K3 dated 6/30/2020 for \$7,485.00, and another for document JX00829K1 dated 5/31/2020 for \$14,971.00. The "Export" button and the document ID "JX00829K1" are circled in red.

Document	Date	Description	Amount
<a href="#">JX00829K3</a>	6/30/2020	Ed Development Center, Inc.	\$7,485.00
<a href="#">JX00829K1</a>	5/31/2020	Rcls exp to date NSF Kirk	\$14,971.00

⇒ Hint: Export capabilities are available throughout. The nature of what is exported will depend on the page.

If the transaction type allows further drill down, clicking the reference number under “Document” will allow you to access additional transaction detail.

Unlike Finance Query, you will not be able to see budget transaction detail.

# Ellucian Colleague Finance: Self-Service Projects Accounting



**WARNING!** The information displayed in Projects Accounting will only be accurate if every project transaction is properly coded with the project code. Workday, the Wells Fargo p card system, and all accounting forms have a field for Project. Use them.

To validate grant information displayed in Projects Accounting, compare the amount of “Net Revenue – Expense” in the “Actuals” column to the grand total of the “Actuals” column in Finance Query:

WILLAMETTE UNIVERSITY

Daily Work · Financial Management · Projects Accounting

G20NSF\_KIRK - N S F As...

< My Projects

G20NSF_KIRK N S F Ascend Grant - Kirk Active	Budget	Actuals
Revenue	\$999,899.00	\$28,459.39
<ul style="list-style-type: none"> <li>Federal Grant Revenue GF</li> </ul>	\$999,899.00	\$28,459.39
Expense	\$999,899.00	\$43,431.83
<ul style="list-style-type: none"> <li>Contracted Services CS</li> <li>Fringe Benefits FB</li> <li>Indirect Cost Recovery IDC</li> <li>Personnel Costs PC</li> <li>Participant Travel PT</li> <li>Subawards/Subcontracts SC</li> <li>Supplies SP</li> <li>Faculty Supplemental Pay ST-F</li> <li>Travel TRAV</li> </ul>		
Net Revenue - Expense	\$0.00	-\$14,972.44

WILLAMETTE UNIVERSITY

Daily Work · Financial Management · Finance Query

Finance Query

Filter

FY2021 Actuals Start Date 06/01/2020

Unit: 23807 Hiding active accounts w/ no activity

GL Account	Budget	Actuals	Re
22-23807-5030 NSF-Kirk ASCEND : Faculty Supplemental Pay	\$0.00	\$5,024.00	
22-23807-5200 NSF-Kirk ASCEND : Nonexempt Wages	\$0.00	\$740.00	
22-23807-5800 NSF-Kirk ASCEND : Employee Benefits	\$0.00	\$1,723.44	
22-23807-6010 NSF-Kirk ASCEND : Contracted Services	\$0.00	\$7,485.00	
Unit Total - 23807 NSF-Kirk ASCEND	\$0.00	\$14,972.44	
Fund Total - 22 Govt Grant/Contracts	\$0.00	\$14,972.44	
Grand Total	\$0.00	\$14,972.44	