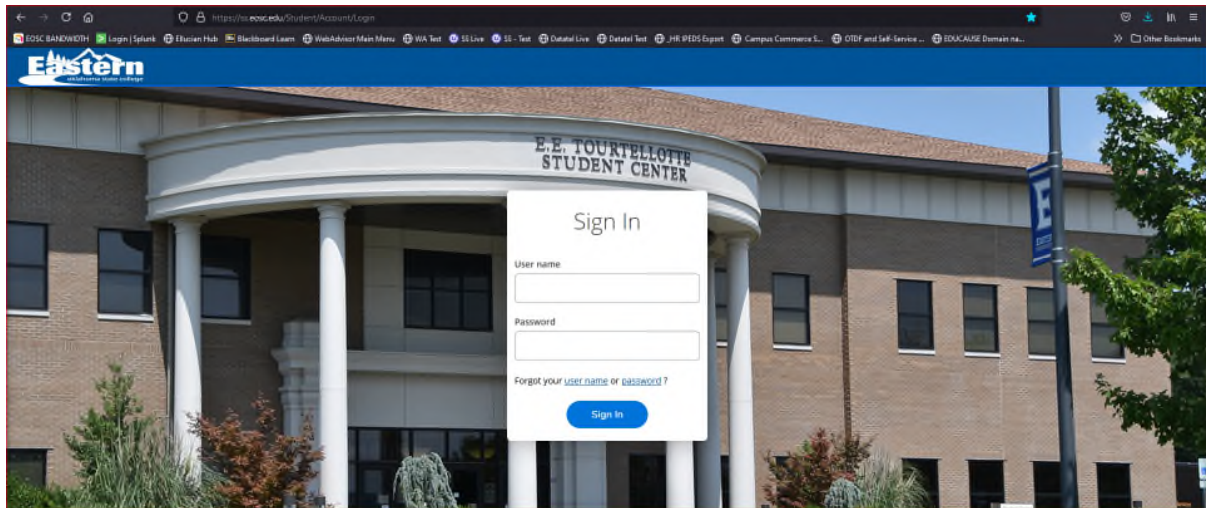# Colleague Self Service is the new web based application that is replacing WebAdvisor.
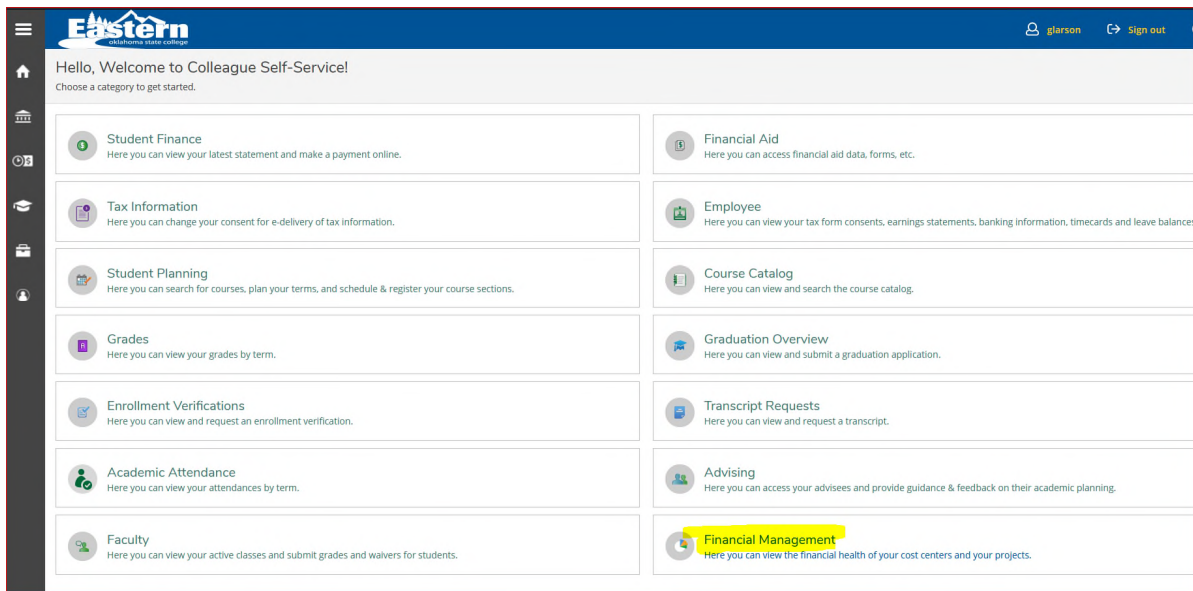
Anything you did in WebAdvisor can be accomplished in Self-Service!

Self-Service and WebAdvisor use the same username and password.

To access Finance in Self-Service you will need to log in at https://ss.eosc.edu/Student/Account/Login using your WebAdvisor login information:

Once in Self-Service you will select Financial Management:

There will be two or more options displayed here. Your level of access determines what you will see on this screen. Click on the Finance Query link:
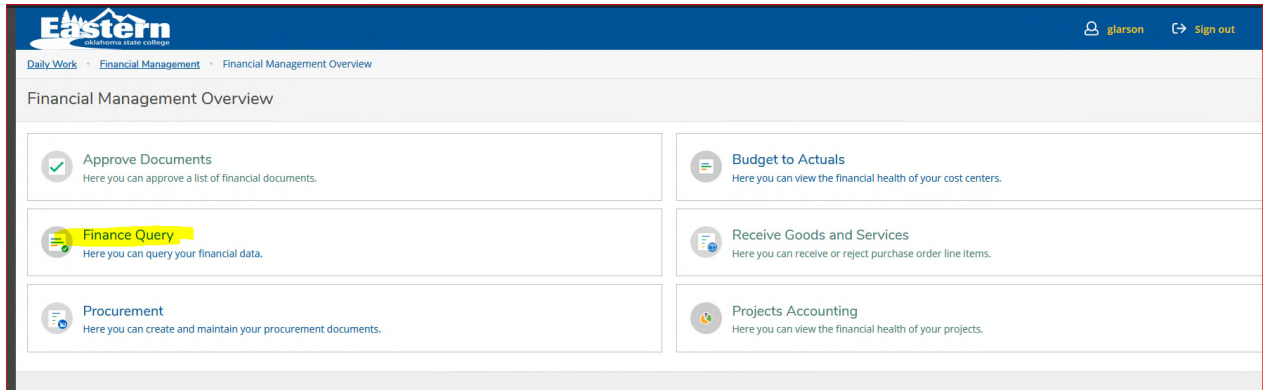
Finance Query is similar to the budget views in WebAdvisor, with a couple enhancements.

You can set the Filter to be wide open (for all the accounts you can access), or Filter what you want to see.
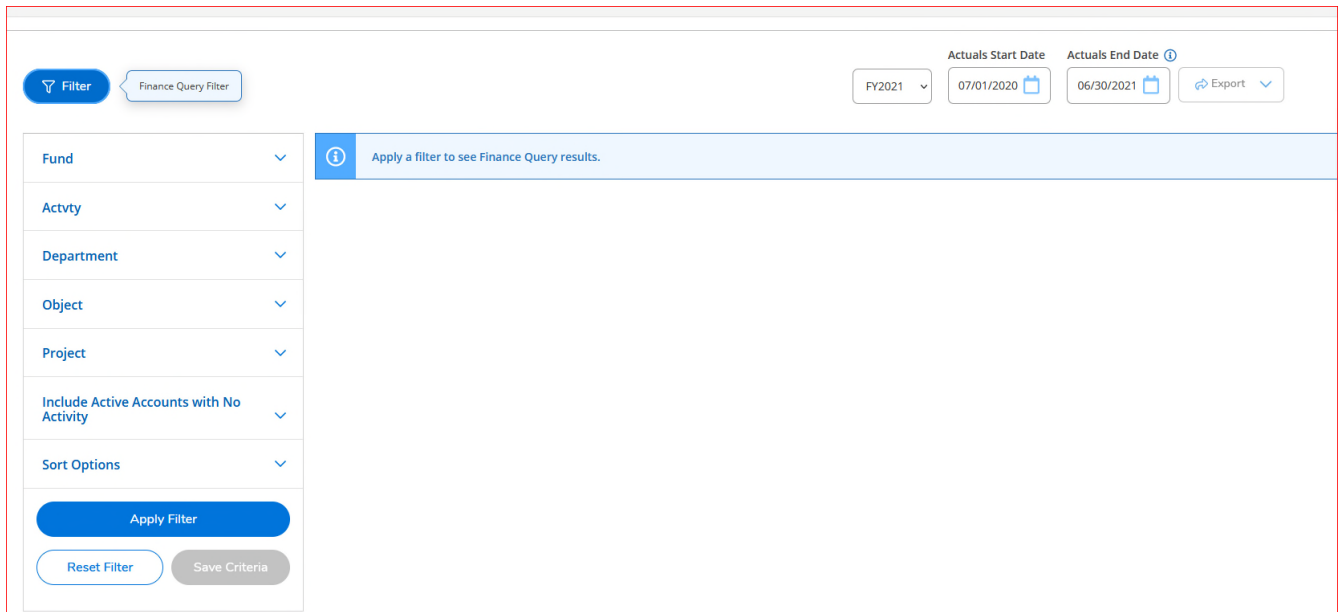
Filter

Fund
Fund value or range ⓘ **290, 430, 700**

Actvty
Actvty value or range ⓘ **11, 21**

Department
Department value or range ⓘ **5-digit department code**

Object
Object value or range ⓘ **Generally a 6 digit code with either a 0 or 1 as a 7th digit**

Project ⌄

Include Active Accounts with No Activity ⌄

Sort Options ⌄

Apply Filter

Reset Filter   Save Criteria

Entering your filter criteria and clicking the Apply Filter button brings up a list of GL Accounts that match the criteria that you have access to.

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
290-11-14202-2110400 DP Academic : Accrd Compensation-Noncurrent	$0.00	$0.00	$0.00	$0.00	$0.00
∨ U 290-11-14202-5000000 DP Academic : Oper Exp Budget Pool	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5111500 DP Academic : Professional Staff Salaries	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5111701 DP Academic : Instruct Salaries-Adjunct	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5113100 DP Academic : Vacation Payoff	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5113101 DP Academic : Accrued Vacation	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5121101 DP Academic : Health Insurance	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5121102 DP Academic : Dental Insurance	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5121103 DP Academic : Life Insurance- HC	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5121201 DP Academic : Life Insurance-AUL	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5121202 DP Academic : Disability Ins Prem	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5122300 DP Academic : Unemploymt Comp-Payroll	$0.00	$0.00	$0.00	$0.00	$0.00
290-11-14202-5123100	$0.00	$0.00	$0.00	$0.00	$0.00

Filter panel options: Fund, Actvty, Department (14202 ×), Object, Project, Include Active Accounts with No Activity, Sort Options, Apply Filter, Reset Filter, Save Criteria. Department: 14202

Clicking on a GL Account number will drill in and show the Purchase Requests and Purchase orders that apply to the GL Account.

290-11-14202-5113101 DP Academic : Accrued Vacati...
< Finance Query
FY2022   Export

Encumbrances
ⓘ No transactions to view.

Actuals
ⓘ No transactions to view.

Budget
ⓘ No transactions to view.

Self-Service allows access to closed fiscal years as historic data. You can view the data for closed years back to FY2016!

290-11-14202-5113101 DP Academic : Accrued Vacati...
< Finance Query
FY2022   Export

FY2022
FY2021
FY2020
FY2019
FY2018
FY2017
FY2016

Encumbrances
ⓘ No transactions to view.

Actuals
ⓘ No transactions to view.

Budget