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 <u>https://ss.eosc.edu/Student/Account/Login</u> using your WebAdvisor login information:



Once in Self-Service you will select Financial Management:

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۴	Hello, Welcome to Colleague Self-Service! Choose a category to get started.	
(]]] ()]]	Student Finance Here you can view your latest statement and make a payment online.	B Financial Aid Here you can access financial aid data, forms, etc.
ø	Tax Information Here you can change your consent for e-delivery of tax information.	Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances
•	Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	Course Catalog Here you can view and search the course catalog.
	Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.
	EnrolIment Verifications Here you can view and request an enrolIment verification.	Transcript Requests Here you can view and request a transcript.
	Cademic Attendance Here you can view your attendances by term.	Advising Here you can access your advisees and provide guidance & feedback on their academic planning.
	Faculty Here you can view your active classes and submit grades and waivers for students.	Financial Management Here you can view the financial health of your cost centers and your projects.

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:

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Daily Work · Financial Management · Financial Management Overview			
Financial Management Overview			
Approve Documents Here you can approve a list of financial documents.	Budget to Actuals Here you can view the financial health of your cost centers.		
Finance Query Here you can query your financial data.	Receive Goods and Services Here you can receive or reject purchase order line items.		
Procurement Here you can create and maintain your procurement documents.	Projects Accounting Here you can view the financial health of your projects.		

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 Finance Query Filter				FY2021 ~	Actuals Start Date	Actuals End Date (1)	A Export
Fund	~	í	Apply a filter to see Finance Query results.				
Actvty	~						
Department	~						
Object	~						
Project	~						
Include Active Accounts with No Activity	~						
Sort Options	~						
Apply Filter Reset Filter Save Crite	ria						

⊽ Filter		
Fund	^	
Fund value or range	(i)	290, 430, 700
Actvty	^	
Actvty value or range	i	11, 21
Department	^	
Department value or range	i	5-digit department code
Object	^	
Object value or range	i	Generally a 6 digit code with either a 0 or 1 as a 7 th digit
Project	~	
Include Active Accounts with No Activity	~	
Sort Options	~	
Apply Filter		
Reset Filter Save Crite	eria	

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.

Fund	GL Account	Budget	Actuals	Requisitions	Encumbrances	Remainin
Actvty ~	290-11-14202-2110400 DP Academic : Accrd Compensation-Noncurrent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Department ~	290-11-14202-5000000 DP Academic : Oper Exp Budget Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
14202 ×	290-11-14202-5111500 DP Academic : Professional Staff Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Object ~	290-11-14202-5111701 DP Academic : Instruct Salaries-Adjunct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Project ~	290-11-14202-5113100 DP Academic : Vacation Payoff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Include Active Accounts with No Activity	290-11-14202-5113101 DP Academic : Accrued Vacation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Sort Options	DP Academic : Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
Apply Filter	290-11-14202-5121102 DP Academic : Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.1
Reset Filter Save Criteria	290-11-14202-5121103 DP Academic : Life Insurance- HC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.1
	290-11-14202-5121201 DP Academic : Life Insurance-AUL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
	290-11-14202-5121202 DP Academic : Disability Ins Prem	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0
	290-11-14202-5122300 DP Academic : Unemploymt Comp-Payroll	\$0.00	\$0.00	\$0.00	\$0.00	\$0.1
	290-11-14202-5123100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0

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

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Daily Work · Enancial Management · Finance Query				
290-11-14202-5113101 DP Academic : Accrued Vacati < Enance Duery		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!

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Daily Work · Enancial Management · Rhance Query		
290-11-14202-5113101 DP Academic : Accrued Vacati < Epster Deery	FY2022 ~	🔊 Export 💉
Encumbrances	FY2021	
No transactions to view.	FY2019 FY2010 FY2010 FY2017	
Actuals	FY2016	
Image:		
Budget		