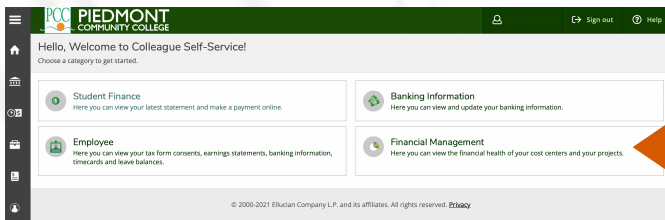


COLLEAGUE SELF SERVICE FINANCIAL MANAGEMENT



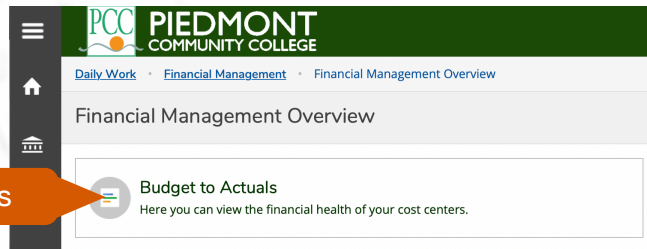
Colleague Self-Service is an interactive robust web application that enables users to interact with their individual information in the Colleague databases. Within the next couple years, WebAdvisor will be replaced by Colleague SelfService.

Ellucian is in the process of releasing more features quarterly. Eventually, all features available in WebAdvisor will also be available in Colleague Self-Service. Currently, this feature is in Self Service.

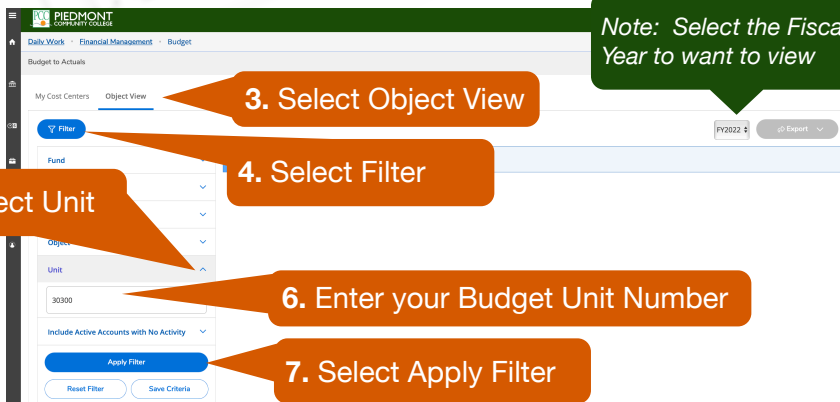


1. Login to Colleague Self Service and select Financial Management

Note: Your home screen may look different based on your



2. Select Budget to Actuals



Note: Select the Fiscal Year to want to view

3. Select Object View

4. Select Filter

5. Select Unit

6. Enter your Budget Unit Number

7. Select Apply Filter

Object	Budget	Actuals	Encumbrances	Remaining	% Received/Spent	Financial Health
26000 Audio-visual supplies	\$0.00	\$4,799.24	\$0.00	-\$4,799.24	100 %	U
53110 In-State Ground Transportation	\$65.00	\$212.50	\$0.00	-\$147.50	327 %	U
53120 In-State Air Transportation	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
53120 Out-of-State Other Transport	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
531240 Out-of-State Lodging	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
531250 Out-of-State Meals	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
531300 Workshop/Conference Expense	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
531410 Board/Non-emp Transportation	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
531420 Board/Non-emp Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓

Your budget will appear.

Note: Select the drop down to drill into each budget line.

The Financial Health column will give a quick indicator on the health of that budget line.



BUDGET ACCESS

This is only available to employees that have oversight of a budget at PCC.

If you don't see the financial management tab in Self Service then the option to view your budget in self service has not been activated. You will need to contact Information Technology and request access to this feature.



WEB
www.piedmontcc.edu/it

PHONE
(336) 322-2300 - Give our Helpdesk a call.

EMAIL
support@piedmontcc.edu - Email the Helpdesk.

IN PERSON
Building G Room 204 - Visit the help desk.