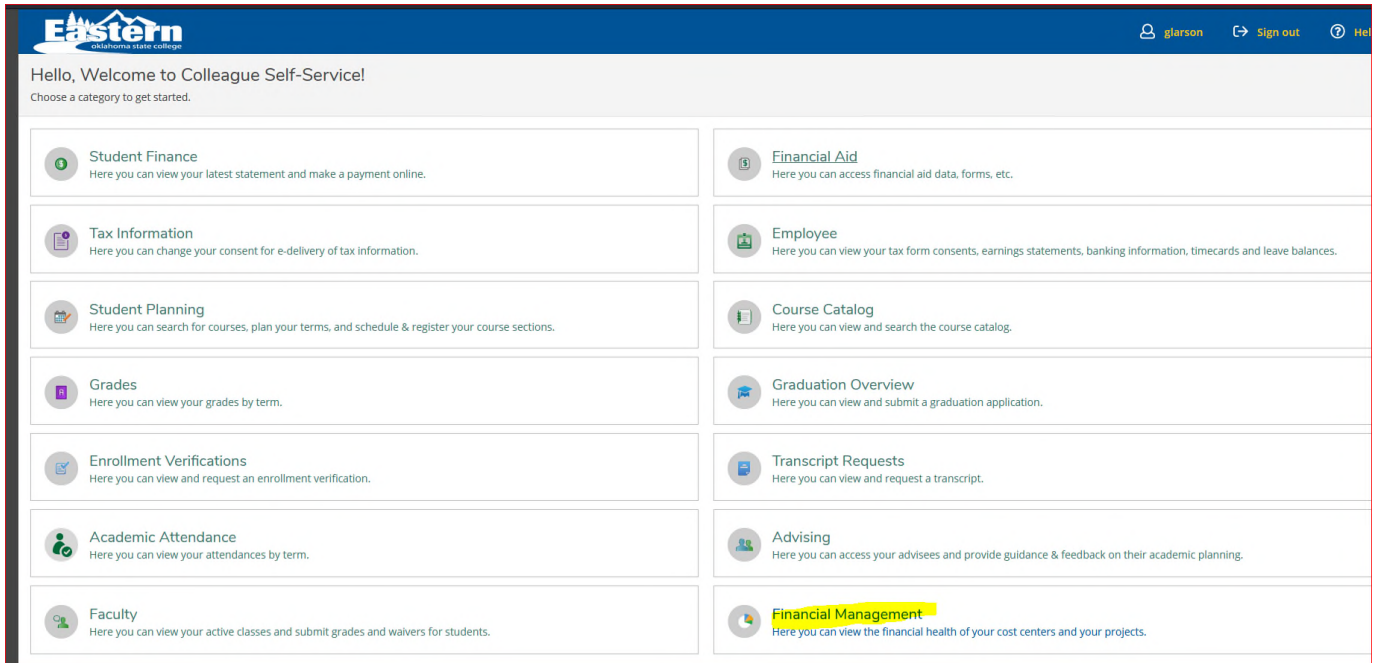
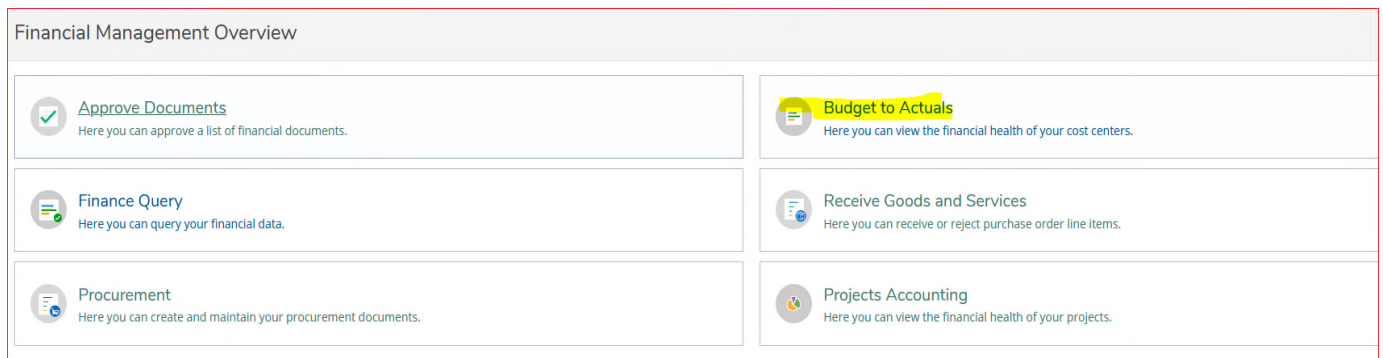


Tips for Accessing Budgets and Finance Data in Colleague Self-Service:

1. Login to self-service with your regular Eastern User ID and password using the following link:
<https://ss.eosc.edu/Student/Account/Login>
2. Once in self-service, select the "Financial Management" option by clicking on it as shown below:



3. After selecting Financial Management, you will see a few options. Select Budget to Actuals by clicking on that area of the window.



- Before reviewing budgets or financial activity make sure you have selected FY2021 or FY2022 in self-service in the upper right section of the window. Fiscal year data exists back to FY2016 also exists in self-service.



- After selecting "Budgets" and "FY2022", you will see a listing of "My Cost Centers" based on those GL accounts you have been given access to view.

The "My Cost Centers" view will ONLY display budget and financial information for revenue and expense.

Budget to Actuals

My Cost Centers Object View

Filter

Grid Menu FY2022 Export

Fund	Cost Center	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses	% Spent	Financial Health
	14103 McAlester Audio Visual	\$0.00	\$0.00	\$0.00	0 %	✓
	14201 Tech Computer Supp	\$0.00	\$0.00	\$0.00	0 %	✓
	14202 DP Academic	\$0.00	\$0.00	\$0.00	0 %	✓
	16601 DP Institutional	\$0.00	\$0.00	\$0.00	0 %	✓

Apply Filter

Reset Filter Save Criteria

If you select a particular cost center (by clicking on it), it will then display the grouping of revenue and expense accounts that exist for that cost center. Not all cost centers will have all revenue and expense groupings. Clicking on a revenue or expense group will expand the view to show all GL accounts within that group.

14103 McAlester Audio Visual

< My Cost Centers

FY2022 Export

14103 McAlester Audio Visual	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Expense	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
U 290-11-14103-5000000 McAlester Audio Visual : Oper Exp Budget Pool	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
P 290-11-14103-5311100 McAlester Audio Visual : Freight-Out Expense		\$0.00	\$0.00			
P 290-11-14103-5311300 McAlester Audio Visual : Telephone Expense-Intern		\$0.00	\$0.00			
P 290-11-14103-5311900 McAlester Audio Visual : Exhibitions, Shows & Special E		\$0.00	\$0.00			
P 290-11-14103-5321401 McAlester Audio Visual : RENTAL-FLEET VEHICLE		\$0.00	\$0.00			
P 290-11-14103-5332300 McAlester Audio Visual : Maint & Repair Telecom Equip		\$0.00	\$0.00			

If you click on a GL account number, it will drill into all the transaction detail (encumbrance, actual) if it exists.

Depending on the type of activity you are viewing and where it originated from you can select the document (i.e. Purchase Order) which will display the details for that transaction.

290-11-14103-5000000 McAlester Audio Visual : Oper ...

< 14103 McAlester Audio Visual

FY2022 Export

Encumbrances

No transactions to view.

Actuals

No transactions to view.

Budget

No transactions to view.

- If you are interested in reviewing GL accounts that are outside of the operating budget, you will probably need to change your view in "Budgets" from "My Cost Centers" to "Object View". Whereas "My Cost Centers" only displays revenue and expense accounts, "Object View" displays all GL accounts. In "Object View", GL accounts are grouped within their natural classifications of Assets, Liabilities, Fund Balance, Revenue and Expense. For non-operating accounts, you will likely need to look at Asset, Liability and Fund Balance accounts to get a complete and true picture of the account's financial status.

You can toggle between "My Cost Centers" and "Object View" by selecting the appropriate tab in the upper left hand side of the window:

Budget to Actuals

My Cost Centers Object View

Filter Cost Center Filter

FY2022 Export

Object	Budget	Actuals	Encumbrances	Remaining	% Received/ Spent	Financial Health
Liability		\$0.00	\$0.00			
2110400 Accrd Compensation-Noncurrent		\$0.00	\$0.00			
Expense	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5000000 Oper Exp Budget Pool	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5111500 Professional Staff Salaries	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5111600 Classified Staff Wages	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5111701 Instruct Salaries-Adjunct	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5112700 Overtime	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5113100 Vacation Payoff	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5113101 Accrued Vacation	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
5121101 Health Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓