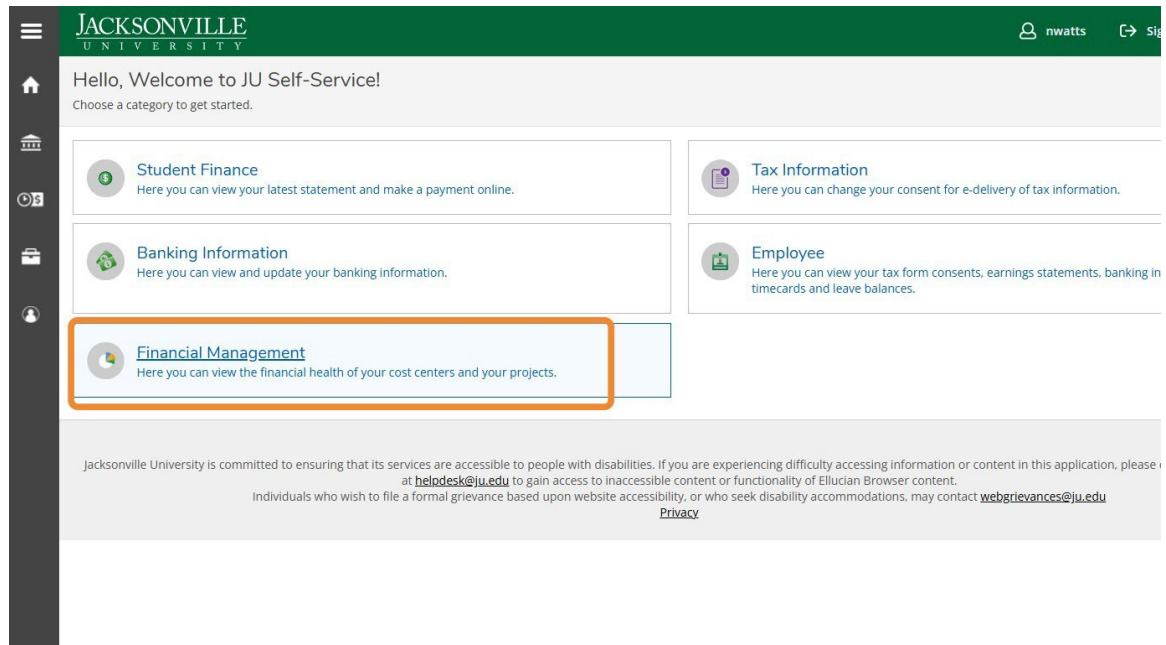




## How to Manage your Budget through Self Service

This guide shows how to quickly access and filter your department's budget data in Colleague Self-Service so you can view the budgeted, expended, encumbered, and remaining balances.

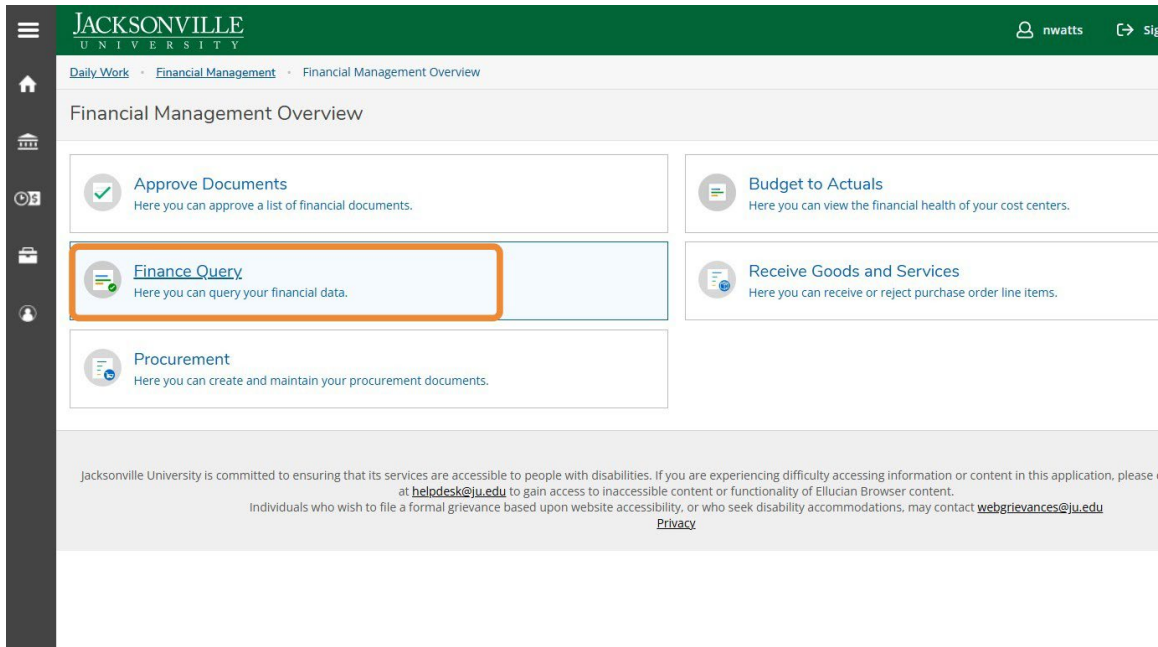
1. Log in to Colleague Self Service and select "Financial Management"



**Note!** You may have different options available based on your permissions in Self Service.

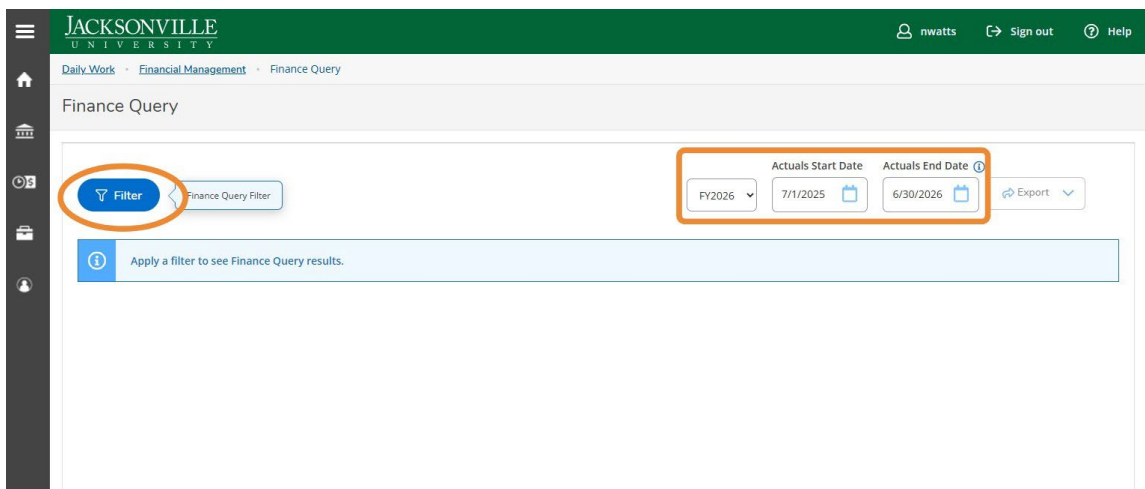


## 2. Click "Finance Query"



## 3. Click "Filter" to enter the criteria for your query.

The date range will default to the current fiscal year. You can change it to access historical data or view a partial period.



**Tip! Click the Export button (next to the date fields) to download your information in an Excel or PDF format.**



4. You can limit your search using different criteria. Most commonly, department's use Unit and/or Object.

This screenshot shows the 'Filter' menu in the Finance Query interface. The menu is open, displaying a list of filter criteria: Fund, Location, Unit, Object, Project, Include Active Accounts with No Activity, and Sort Options. Each item has a downward arrow. The 'Fund' item is highlighted with an orange box. Below the list are buttons for 'Apply Filter', 'Reset Filter', and 'Save Criteria'. At the top right, there are date pickers for 'Actuals Start Date' (7/1/2025) and 'Actuals End Date' (6/30/2026), along with a 'Filter' button and a 'FY2026' dropdown.

5. Click the down arrow to expand the field you want to filter.

This screenshot shows the 'Finance Query' interface with the 'Fund' filter expanded. The 'Fund' item is highlighted with an orange circle, and its dropdown menu is open, showing a text input field labeled 'Fund value or range'. The rest of the filter menu and the top navigation bar are visible, including the 'Apply Filter', 'Reset Filter', and 'Save Criteria' buttons, and the date pickers for 'Actuals Start Date' and 'Actuals End Date'.



6. Use the NAC Fund field to change between 11-Operating, and other funds such as capital, gifts, grants, etc. Input your criteria and press Enter. You can add multiple funds to your search.

The screenshot shows the Jacksonville University financial system interface. On the left, there is a sidebar with navigation icons. The main area displays a search filter panel on the left and a table of GL Accounts on the right. The filter panel has a 'Fund' field with a dropdown arrow, a 'Location' field with a dropdown arrow, a 'Unit' field with a dropdown arrow, an 'Object' field with a dropdown arrow, a 'Project' field with a dropdown arrow, an 'Include Active Accounts with No Activity' checkbox, and a 'Sort Options' dropdown. Below these fields are buttons for 'Apply Filter', 'Reset Filter', and 'Save Criteria'. The 'Fund' field is highlighted with an orange box. The table on the right has columns for 'GL Account', 'Budget', 'Actuals', 'Requisitions', 'Encumbrances', and 'Remaining'. It lists various GL Accounts with their corresponding budget and actuals values.

| GL Account                                                                                     | Budget | Actuals | Requisitions | Encumbrances | Remaining |
|------------------------------------------------------------------------------------------------|--------|---------|--------------|--------------|-----------|
| FICA Medicare                                                                                  |        |         |              |              |           |
| 12-00-51670-62130<br>Main Campus : JU Internat'l Students Assoc : SUI                          | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-62260<br>Main Campus : JU Internat'l Students Assoc : Worker's Compensation        | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-71210<br>Main Campus : JU Internat'l Students Assoc : Telephone                    | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-73100<br>Main Campus : JU Internat'l Students Assoc : Airline Travel               | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-73110<br>Main Campus : JU Internat'l Students Assoc : Meals-Travel Only            | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-73120<br>Main Campus : JU Internat'l Students Assoc : Transportation (Non-Airline) | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-73130<br>Main Campus : JU Internat'l Students Assoc : Hotels & Lodging             | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-73165<br>Main Campus : JU Internat'l Students Assoc : Travel-Bus/Car/Van Rentals   | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-76120<br>Main Campus : JU Internat'l Students Assoc : Advertising                  | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |
| 12-00-51670-76160<br>Main Campus : JU Internat'l Students Assoc : Promotional Materials        | \$0.00 | \$0.00  | \$0.00       | \$0.00       | \$0.00    |

7. Just like with the Fund field, you would select any search criteria, input the criteria you are looking for (ex. your department's Unit code) and click Enter. Once you have entered all your criteria, click "Apply Filter"

The screenshot shows the Jacksonville University financial system interface. On the left, there is a sidebar with navigation icons. The main area displays a search filter panel on the left. The filter panel has a 'Fund' field with a dropdown arrow, a 'Location' field with a dropdown arrow, a 'Unit' field with a dropdown arrow, an 'Object' field with a dropdown arrow, a 'Project' field with a dropdown arrow, an 'Include Active Accounts with No Activity' checkbox, and a 'Sort Options' dropdown. Below these fields are buttons for 'Apply Filter', 'Reset Filter', and 'Save Criteria'. The 'Unit' field is highlighted with an orange box. The 'Apply Filter' button is also highlighted with an orange box.



8. You can also click "Reset Filter" to clear all your search criteria, or "Save Criteria" for searches you conduct often.

Fund

Fund value or range

11 X

Location

Unit

Unit value or range

63150 X

Object

Project

Include Active Accounts with No Activity

Sort Options

Apply Filter

Reset Filter

Save Criteria

9. You may get multiple pages of results, use the bottom arrows to navigate through the results.

|                                          |  |  |  |  |  |  |
|------------------------------------------|--|--|--|--|--|--|
| 11 X                                     |  |  |  |  |  |  |
| Location                                 |  |  |  |  |  |  |
| Unit                                     |  |  |  |  |  |  |
| 63150 X                                  |  |  |  |  |  |  |
| Object                                   |  |  |  |  |  |  |
| Project                                  |  |  |  |  |  |  |
| Include Active Accounts with No Activity |  |  |  |  |  |  |
| Sort Options                             |  |  |  |  |  |  |
| Apply Filter                             |  |  |  |  |  |  |
| Reset Filter                             |  |  |  |  |  |  |
| Save Criteria                            |  |  |  |  |  |  |

|                                                  |              |             |        |        |              |
|--------------------------------------------------|--------------|-------------|--------|--------|--------------|
| 11-00-63150-62230                                | \$229.00     | \$183.30    | \$0.00 | \$0.00 | \$45.00      |
| Main Campus : Purchasing : Group Life Ins        |              |             |        |        |              |
| 11-00-63150-62240                                | \$0.00       | \$0.00      | \$0.00 | \$0.00 | \$0.00       |
| Main Campus : Purchasing : Flexible Spending     |              |             |        |        |              |
| 11-00-63150-62250                                | \$469.00     | \$349.03    | \$0.00 | \$0.00 | \$119.00     |
| Main Campus : Purchasing : LT/ST Disability      |              |             |        |        |              |
| 11-00-63150-62260                                | \$82.00      | \$12.64     | \$0.00 | \$0.00 | \$69.00      |
| Main Campus : Purchasing : Worker's Compensation |              |             |        |        |              |
| 11-00-63150-62310                                | \$900.00     | \$415.41    | \$0.00 | \$0.00 | \$484.00     |
| Main Campus : Purchasing : TIAA-CREF             |              |             |        |        |              |
| 11-00-63150-62320                                | \$0.00       | \$0.00      | \$0.00 | \$0.00 | \$0.00       |
| Main Campus : Purchasing : Valic                 |              |             |        |        |              |
| 11-00-63150-62330                                | \$0.00       | \$0.00      | \$0.00 | \$0.00 | \$0.00       |
| Main Campus : Purchasing : Lincoln Life          |              |             |        |        |              |
| 11-00-63150-62530                                | \$0.00       | \$0.00      | \$0.00 | \$0.00 | \$0.00       |
| Main Campus : Purchasing : Moving Expenses       |              |             |        |        |              |
| 11-00-63150-62595                                | \$0.00       | \$0.00      | \$0.00 | \$0.00 | \$0.00       |
| Main Campus : Purchasing : Other Benefits        |              |             |        |        |              |
| Grand Total                                      | \$467,918.00 | \$83,908.17 | \$0.00 | \$9.00 | \$384,000.00 |

Page 1 of 2

Per Page: 25

Total



10. For NAC 11, you will always review the Pooled Budget of 7000. Click the expand icon to see all the object codes under the pooled budget. Other NACs, such as 15 and 17, will represent the remaining grand total.

ter

Actuals Start Date FY2026 Actuals End Date 7/1/2025 6/30/2026 Export

Unit: 63150

| GL Account                                                                    | Budget       | Actuals     | Requisitions | Encumbrances | Remaining    |
|-------------------------------------------------------------------------------|--------------|-------------|--------------|--------------|--------------|
| 11-00-63150-62620<br>Main Campus : Purchasing : Dependent<br>Tuition Benefits | \$0.00       | \$0.00      | \$0.00       | \$0.00       | \$0.00       |
| 11-00-63150-70000<br>Main Campus : Purchasing : Pooled<br>Budget              | \$14,250.00  | \$2,174.47  | \$0.00       | \$9.00       | \$12,066.53  |
| 11-00-63150-80208<br>Main Campus : Purchasing : Furn & Fixt < Cap<br>Limit    | \$0.00       | \$0.00      | \$0.00       | \$0.00       | \$0.00       |
| 11-00-63150-80285<br>Main Campus : Purchasing : Professional<br>Development   | \$0.00       | \$0.00      | \$0.00       | \$0.00       | \$0.00       |
| Grand Total                                                                   | \$467,918.00 | \$83,908.17 | \$0.00       | \$9.00       | \$384,000.83 |

Page 2 of 2 Per Page: 25 Total: 29

Apply Filter



**Note!**

**Budget**=Approved budget (as amended)

**Actuals**=Completed Expenditures/Payments (details will include links to the individual vouchers)

**Requisitions**=Total of anticipated spend on requisitions currently in the approval process

**Encumbrances**=Outstanding balance of POs issued (PO Total - completed payments)

**Remaining**=Budget-Actuals-Requisitions-Encumbrances