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# Overview of Finance Query

September 27, 2023

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# Finance Query

## Colleague Self-Service

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.



### Tax Information

Here you can change your consent for e-delivery of tax information.



### Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



### Grades

Here you can view your grades by term.



### Student Finance Admin

Here you can view the Student Finance information as a student would so you can help the student with any questions.



### Financial Aid

Here you can access financial aid data, forms, etc.



### Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.



### Courses and Sections

Here you can view and search the course catalog.



### Financial Management

Here you can view the financial health of your cost centers and your projects.

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# Finance Query

Colleague Self-Service

[Daily Work](#) · [Financial Management](#) · Financial Management Overview

## Financial Management Overview



### Approve Documents

Here you can approve a list of financial documents.



### Finance Query

Here you can query your financial data.



### Budget Development

Here you can create and maintain your budget.



### Projects Accounting

Here you can view the financial health of your projects.



### Budget to Actuals

Here you can view the financial health of your cost centers.



### Receive Goods and Services

Here you can receive or reject purchase order line items.



### Procurement

Here you can create and maintain your procurement documents.

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# Finance Query

Colleague Self-Service

[Daily Work](#) · [Financial Management](#) · [Finance Query](#)

## Finance Query



Filter

Filter by using a whole or partial budget string code

FY defaults to the 7/1-6/30 date range in the actual start & end dates.

Able to review past fiscal years up to 2018-2019

FY2024

Actuals Start Date

7/1/2023



Actuals End Date



6/30/2024



Export



Apply a filter to see Finance Query results.

For a specific date range:

Actuals start/end dates apply only to the GL detail once you click on a GL account number

### RESOURCES:

Document: **“Presentation-GL Strings SSFM Finance Query 50% Law”** (Microsoft Teams: NVC Budget Center Managers & Admins – General – Administrative Assistant Training-Resources Docs – Presentation-GL Strings SSFM Finance Query 50% Law v03-28-23.pdf)

# Finance Query

*“The most powerful tool is financial knowledge”*

<b>FUND*</b>	<b>ACTIVITY</b>	<b>PROGRAM</b>	<b>OBJECT NO.</b>	<b>BUDGET CENTER/LOCATION</b>
XX (2-digit) (A)	XXXXXX (6-digit) (B)	XXXX (4-digit) (C)	XXXXX (5-digit) (D)	XXXX (4-digit) (E)

Filter

Fund	▼
Activity	▼
Program	▼
Object	▼
Bc	▼
Project	▼
Include Active Accounts with No Activity	▼
Sort Options	▼
<b>Apply Filter</b>	
<b>Reset Filter</b>	<b>Save Criteria</b>

To view results:  
DON'T FORGET to “Apply Filter”  
when entering filter(s)  
To clear filters – “Reset Filter” +  
“Apply Filter”

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# Finance Query

Colleague Self-Service

GL Account	Budget	Actuals	Requisitions	Encumbrances	Remaining
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- GL Account – the budget string code with description
  - Budget – amount approved in the Final Budget (available some time after September BOT meeting)
  - Actuals – amount spent
  - Requisitions – amount requested to become a BPO/PO
  - Encumbrances – open BPO/PO with balances
  - Remaining – the current balance
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# Finance Query – Reminders . . .

Finance Queries can answer the following inquiries:

- The budget center's budget for the current and past fiscal years of what has been budgeted, spent, and remaining balance.
- Able to drill down on each line item to view purchase orders, vouchering activity, and vendors related to that budget code string.
- Drill down on each purchase order and see all documents related to the purchase order.
- Drill down on voucher and payment history with details i.e. check # and date.
- Review past spending to determine the appropriate estimated amounts for next fiscal year's BPOs.
- Export budget report into spreadsheet.

If you need to increase your existing blanket purchase order (BPO) – Budget Center Manager will need to do the following:

Email: John Martinez [john.martinez@napavalley.edu](mailto:john.martinez@napavalley.edu) with BPO # and the amount of how much to increase BPO. Larger dollar amounts may need additional approval.

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