



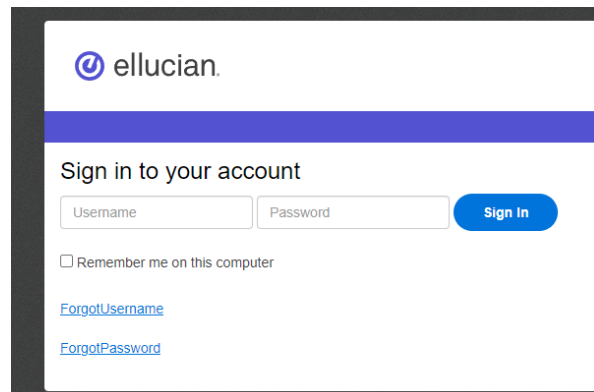
### How to check your budget using Colleague Self-Service

- 1) Go to [amsamoa.edu](https://amsamoa.edu) and Click on “My ASCC” > “Self-Service”

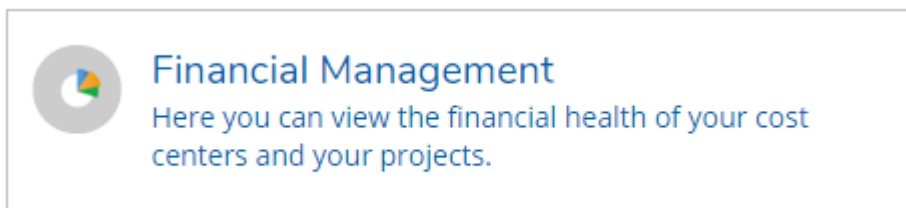


Or go to: <https://amsamoa-ss.colleague.elluciancloud.com/Student/>

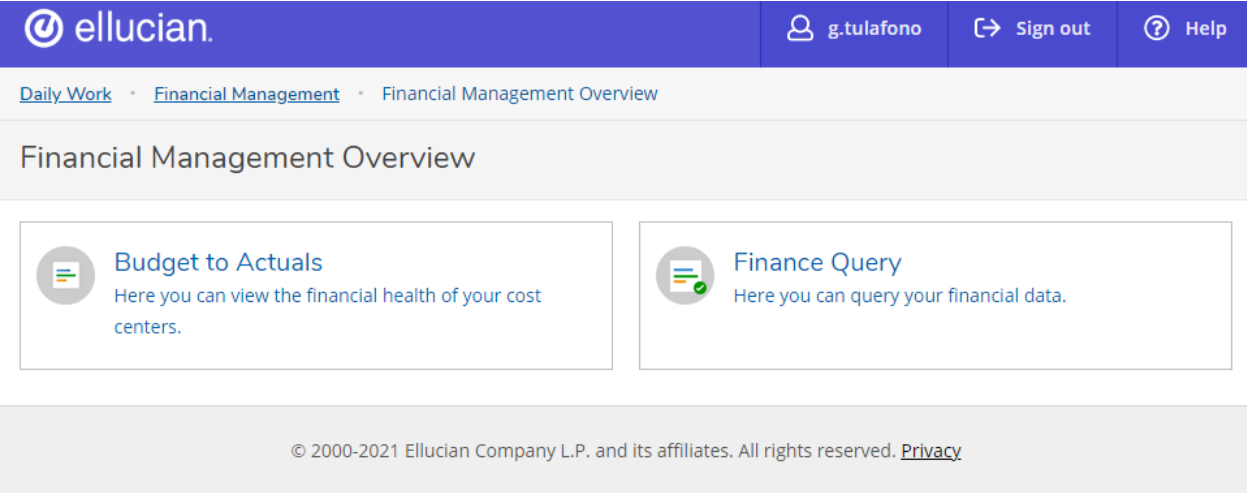
- 2) Log in using your ASCC domain login (same as your office computer login)



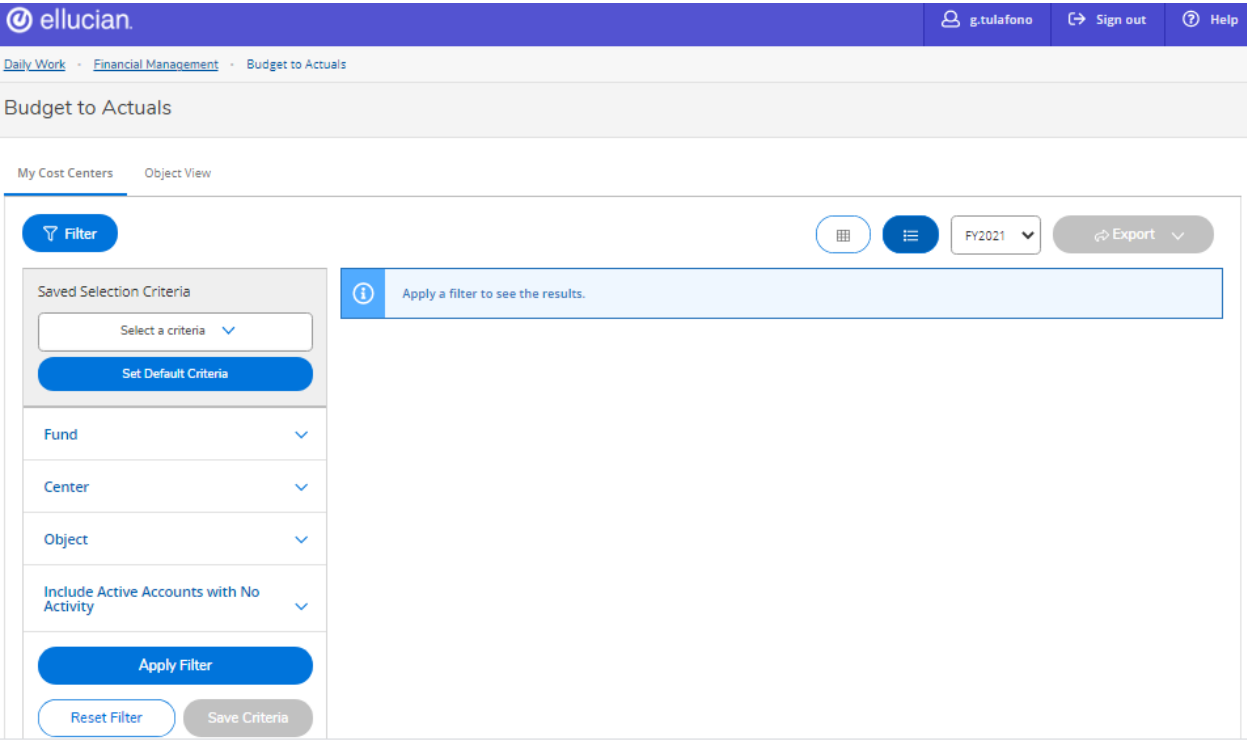
- 3) Once logged in, click on Financial Management



4) Click on Budget to Actuals



5) To see all of your accounts, leave everything as is, and click on “Apply Filter” on the bottom left



This will bring up all of your accounts on the right side

ellucian | g.tulafono | Sign out | Help

Daily Work - Financial Management - Budget to Actuals

### Budget to Actuals

My Cost Centers | Object View

Filter | FY2021 | Export

Cost Center	Budgeted Revenue	Actual Revenue	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses	% Spent	Financial Health
22000 Local Fund : MIS							✓
70900 ARRA Grants and Contracts : ARRA - Distance Learning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
70900 Local Fund : ARRA - Distance Learning	\$0.00	\$0.00					
71200 ARRA Grants and Contracts : ARRA - Smart Classrooms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
71200 Local Fund : ARRA - Smart Classrooms	\$0.00	\$0.00					
71300 ARRA Grants and Contracts : ARRA - Telecom Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓
71300 Local Fund : ARRA - Telecom Upgrade	\$0.00	\$0.00					
71400 ARRA Grants and Contracts :	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓

You can double click on the Cost Center title to drill down for more details

ellucian | g.tulafono | Sign out | Help

Daily Work - Financial Management - Budget to Actuals

### 22000 Local Fund : MIS

My Cost Centers | FY2021 | Export

22000 Local Fund : MIS	Budget	Actuals	Encumbrances	Remaining	% Received/Spent	Financial Health
Expense						✓
51 Personnel			\$0.00			✓
52 Supplies						✓
53 Operating Expenses	\$0.00		\$0.00			⊘
54 Travel	\$0.00	\$0.00	\$0.00	\$0.00	0%	✓

The black marks should not show up on your report, these numbers are redacted for these instructions.

6) If you wish to see a filtered list of your accounts, enter the account number to limit your view

**Filter**

Saved Selection Criteria

MIS

Set Default Criteria

Fund

10 X

Center

22000 X

Object

Include Active Accounts with No Activity

Apply Filter

Reset Filter Save Criteria

7) Enter Fund, and/or Center, and/or Object, and click Apply Filter

ellucian

g.tulafono Sign out Help

Daily Work Financial Management Budget to Actuals

Budget to Actuals

My Cost Centers Object View

Filter

Fund: 10 Center: 22000

Saved Selection Criteria

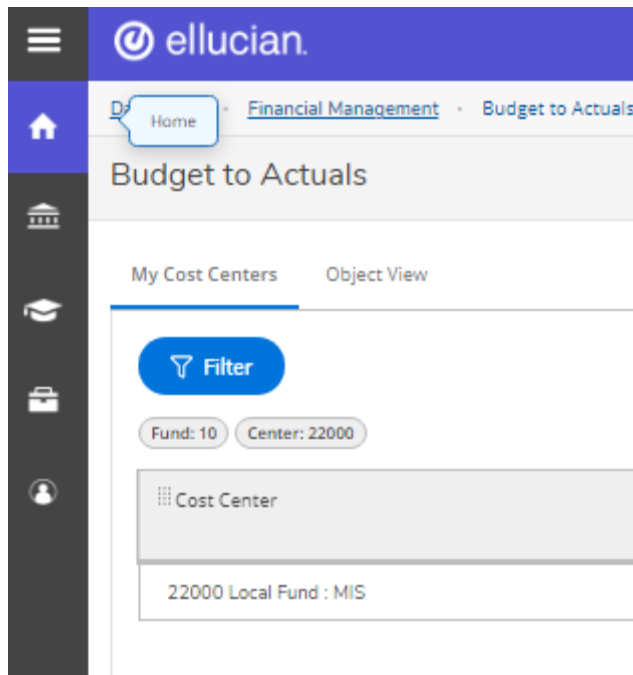
MIS

Set Default Criteria

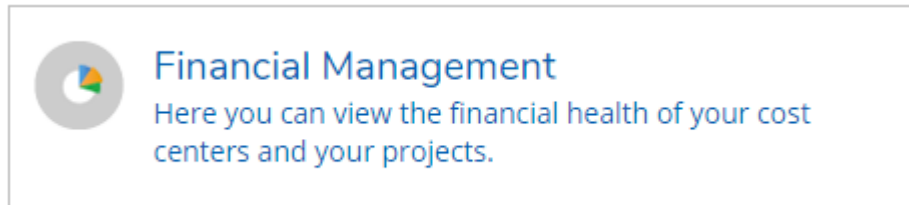
Cost Center	Budgeted Expenses	Actuals and Encumbrances	Remaining Expenses	% Spent	Financial Health
22000 Local Fund : MIS					✓

In this example, only the 22000 cost center shows up based on filters

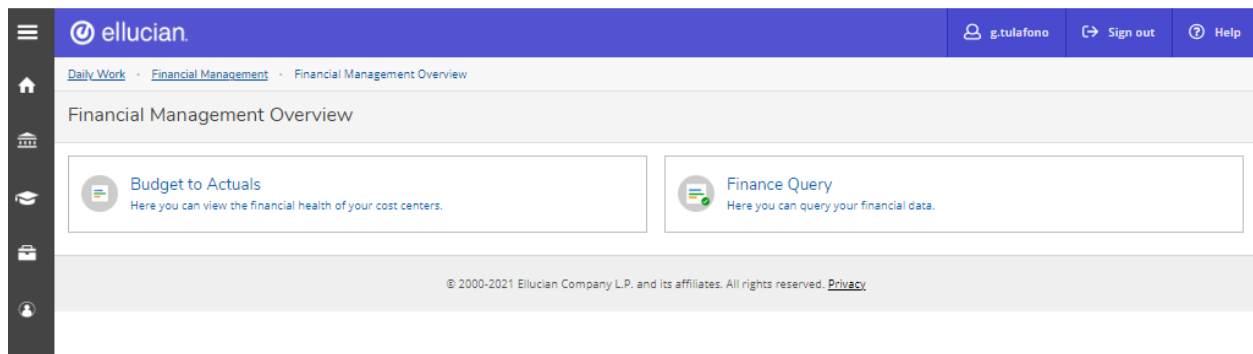
- 8) If you wish to start over, click on the Home button on the left side of the screen. It is the image of a house



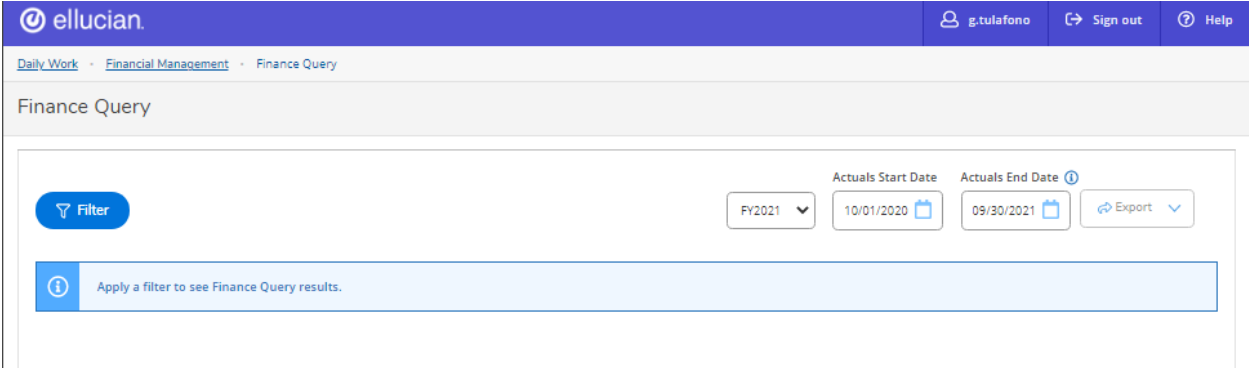
- 9) If you wish to use Finance Query, from your Home screen (the one that comes up when you first log in) click on Financial Management again



- 10) Then click on Finance Query

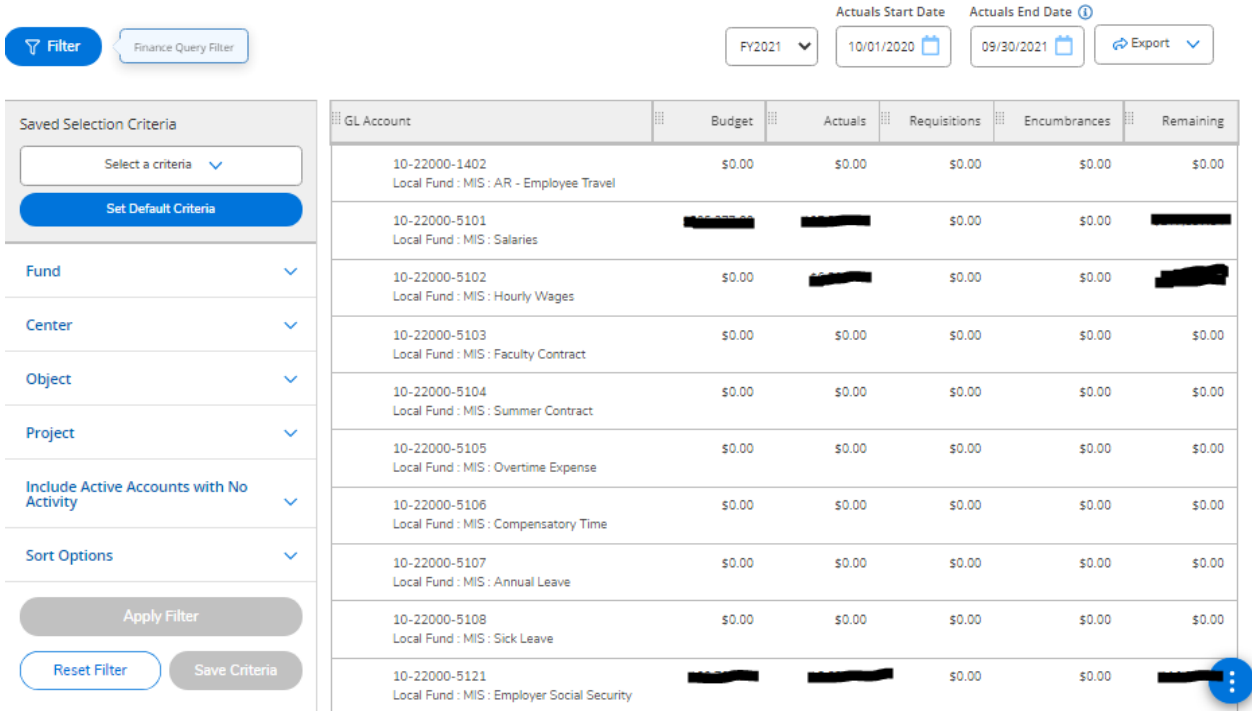


11) Use these settings to filter budget information you'd like to review



12) Click on Filter

13) Edit the account information to limit your view, or leave it blank to see all account and click Apply Filter



Budget information according to your filters will show up on the right side.

14) You can export this to excel using the Export button on the top right corner

Actuals Start Date: 10/01/2020  
Actuals End Date: 09/30/2021

Budget	Actuals	Requisitions	Encumbrances	Remaining
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

15) Click on Export, and click on Download CSV. CSV is the format the file that you can open using Microsoft Excel.

16) To log out, click Sign out on the top right corner

ellucian. g.tulafono Sign out Help

Daily Work > Financial Management > Finance Query

Finance Query

Filter

Actuals Start Date: 10/01/2020  
Actuals End Date: 09/30/2021