
Overview of Finance Query

March 14, 2025

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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Colleague Self-Service

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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

Filter by using a whole or partial budget string code breakdown

 Filter

FY defaults to the current 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 – NVC Business Office Training-GL Strings SSFM Finance Query 50% Law v03-28-23.pdf)

Finance Query

“The most powerful tool is financial knowledge”

FUND*	ACTIVITY	PROGRAM	OBJECT NO.	BUDGET CENTER/LOCATION
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	▼
<input type="button" value="Apply Filter"/>	
<input type="button" value="Reset Filter"/>	<input type="button" value="Save Criteria"/>

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

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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 with BPO # and the amount of how much to increase BPO. Larger dollar amounts may need additional approval.
