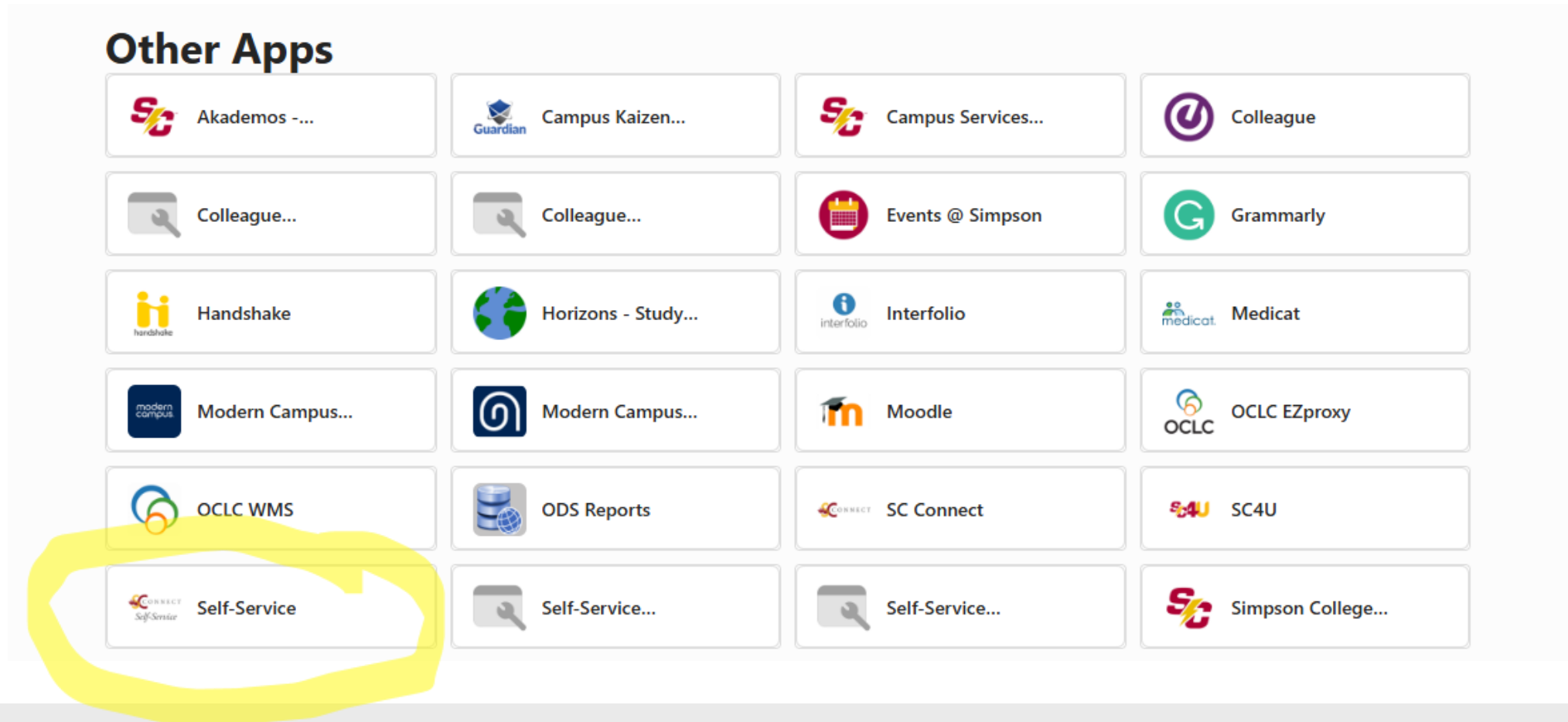


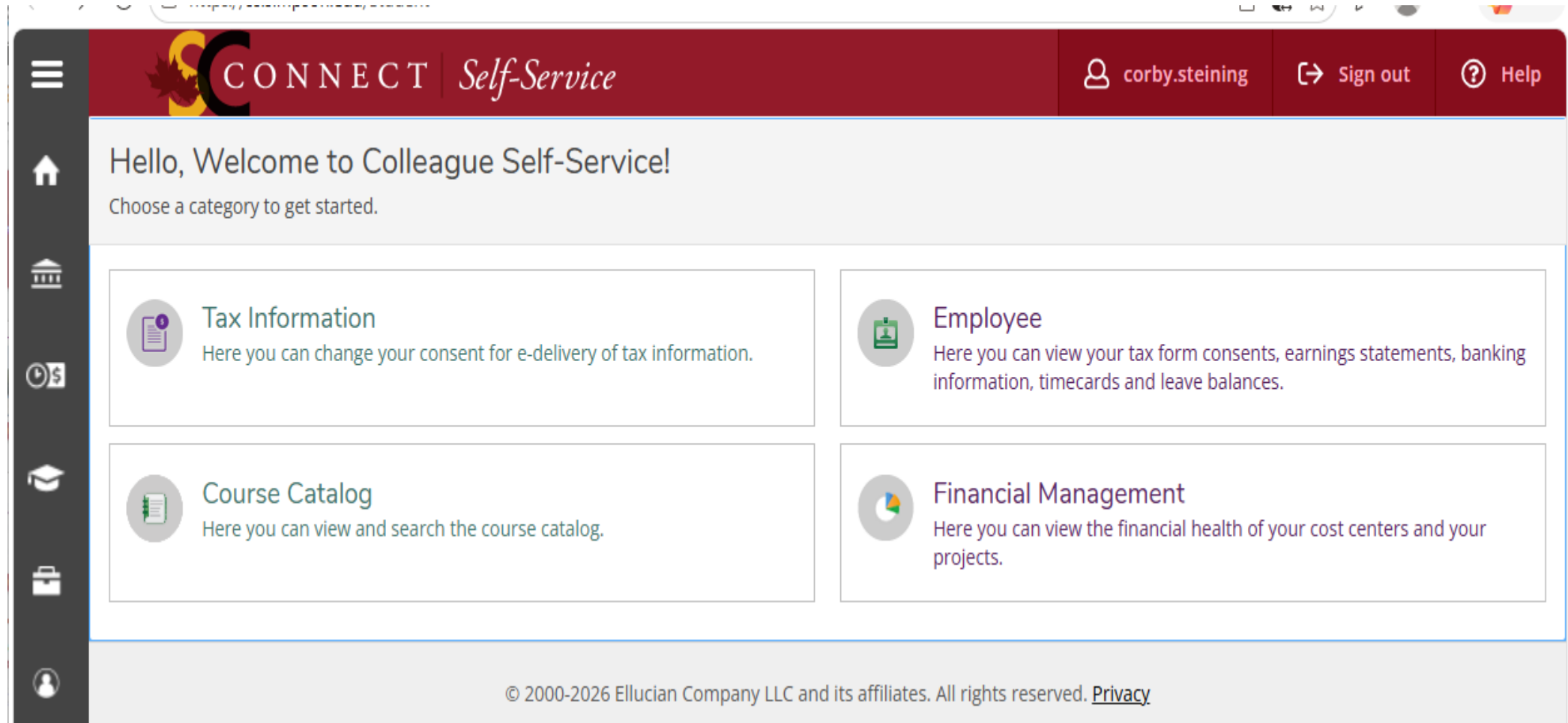


Self-Service Budget to Actuals Guide

Log into SC Connect Self-Service



Click on Financial Management



The screenshot shows the Colleague Self-Service portal. At the top, a dark red header bar contains the 'SC CONNECT Self-Service' logo on the left, and user information 'corby.steining', a 'Sign out' button, and a 'Help' button on the right. Below the header, a light gray banner displays a welcome message and a prompt to choose a category. The main content area features four white boxes with icons and descriptions for 'Tax Information', 'Employee', 'Course Catalog', and 'Financial Management'. A dark gray sidebar on the left contains icons for home, building, clock, graduation cap, briefcase, and user profile. The footer contains a copyright notice for Ellucian Company LLC and a link to the privacy policy.

SC CONNECT *Self-Service*

corby.steining Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**
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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Choose Budget to Actuals

The screenshot shows a web browser window with the address bar displaying <https://ss.simpson.edu/Student/ColleagueFinance>. The page title is "Financial Management Overview". The header bar is dark red with the "CONNECT Self-Service" logo on the left and user information "corby.steining" with "Sign out" and "Help" links on the right. A breadcrumb trail shows "Daily Work" > "Financial Management" > "Financial Management Overview". The main content area is titled "Financial Management Overview" and contains six tiles arranged in a 3x2 grid:

- Approve Documents**: Here you can approve a list of financial documents.
- Budget to Actuals**: Here you can view the financial health of your cost centers.
- 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.
- Financial Statements**: Here you can configure and preview financial statement definitions.

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Select Your View

The screenshot shows a web browser window with the URL <https://ss.simpson.edu/Student/ColleagueFinance/CostCenters>. The page header includes the SIMPSON COLLEGE logo, the text "CONNECT Self-Service", and user information for "corby.steining" with options to "Sign out" or "Help". The breadcrumb trail is "Daily Work > Financial Management > Budget". The main heading is "Budget to Actuals". Below this, there are tabs for "My Cost Centers", "Object View", "Budget Adjustments", and "Approvals". The "My Cost Centers" tab is active. A "Filter" button is present, along with a "Bar graph view" button (highlighted with a callout), a "List View" button, a "FY2027" dropdown, an "Export" button, and a "Budget Adjustment" button. The filter section shows "Src.code: 510" and "Object: 600009". The main content area displays a table with columns for "Fund", "Src.code", "Unit", and "Object". The "Fund" column shows "40100 Unrst-Op : Ops & Plant Maint - Business & Finance : Business Office". The "Src.code" column has a search input with "510" entered. The "Unit" and "Object" columns have search inputs. The table shows "Actual Expenses" of "\$0.00" and "\$0.00 Remaining".

- **My Cost Centers** (recommended) shows only cost centers you have access to
- **Object View** shows all object codes in the selected fund/unit
- You can also use **Bar Graph View** (visual budget usage) or **List View** (detailed table)

Apply Filters (optional)

The screenshot shows the 'Budget to Actuals' page in the SIMPSON COLLEGE CONNECT Self-Service portal. The page is titled 'Budget to Actuals' and has a breadcrumb trail: 'Daily Work > Financial Management > Budget'. The user is logged in as 'corby.steining' and can 'Sign out' or get 'Help'.

The page has a sidebar with navigation icons and a main content area. The main content area has tabs for 'My Cost Centers', 'Object View', 'Budget Adjustments', and 'Approvals'. The 'My Cost Centers' tab is active.

There is a 'Filter' button and a 'Budget Adjustment' button. The filter criteria are: 'Src.code: 510' and 'Object: 600009'. The 'FY2027' dropdown is set to 'FY2027'. There is an 'Export' button.

The table below shows the results of the filter:

Cost Center	Budgeted Expenses	Actual Expenses	Remaining Expenses	% Spent	Financial Health
40100 Unrst-Op : Ops & Plant Maint - Business & Finance : Business Office	\$0.00	\$0.00	\$0.00	0 %	✓

- Filter by **Fund, Src.Code, Unit or Object** to narrow results. See below for general ledger account structure and proper expense classification.
- You can save filter criteria. Note: If new accounts have been added since saving the filter criteria, you may need to reset the filter to see those new accounts.

View Budget to Actuals

The screenshot shows a web browser window with the URL <https://ss.simpson.edu/Student/ColleagueFinance/CostCenters/CostCenter/1051040100>. The page header includes the 'CONNECT Self-Service' logo and user information for 'corby.steining'. The breadcrumb trail is 'Daily Work > Financial Management > Budget'. The main heading is '40100 Unrst-Op : Ops & Plant Maint - Business & Finance : Busin...'. Below this, there are filters for 'FY2027', an 'Export' button, and a 'Budget Adjustment' button. The table below shows the budget and actuals for the selected cost center and fiscal year.

	Budget	Actuals	Encumbrances	Remaining	% Received/Spent	Financial Health
Expense	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓
60 Supplies, Materials & Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0 %	✓

The report will display:

- Budget
- Actuals (transactions processed to date)
- Encumbrances (committed but not yet spent)
- Remaining balance
- % Spent and a Financial Health indicator

Clicking a cost center or GL account expands to show transaction detail

Switch Fiscal Year or Export

Budget to Actuals - Simpson Colle X

https://ss.simpson.edu/Student/ColleagueFinance/CostCenters#MyCostCenters

CONNECT Self-Service

Daily Work Financial Management Budget

Budget to Actuals

My Cost Centers Object View Budget Adjustments Approvals

Filter

FY2027

Export

Budget Adjustment

Download CSV

Src.code: 510 Object: 600009

Cost Center	Budgeted Expenses	Actual Expenses	Remaining Expenses	% Spent	Financial Health
40100 Unrst-Op : Ops & Plant Maint - Business & Finance : Business Office	\$0.00	\$0.00	\$0.00	0 %	✓

Downloads

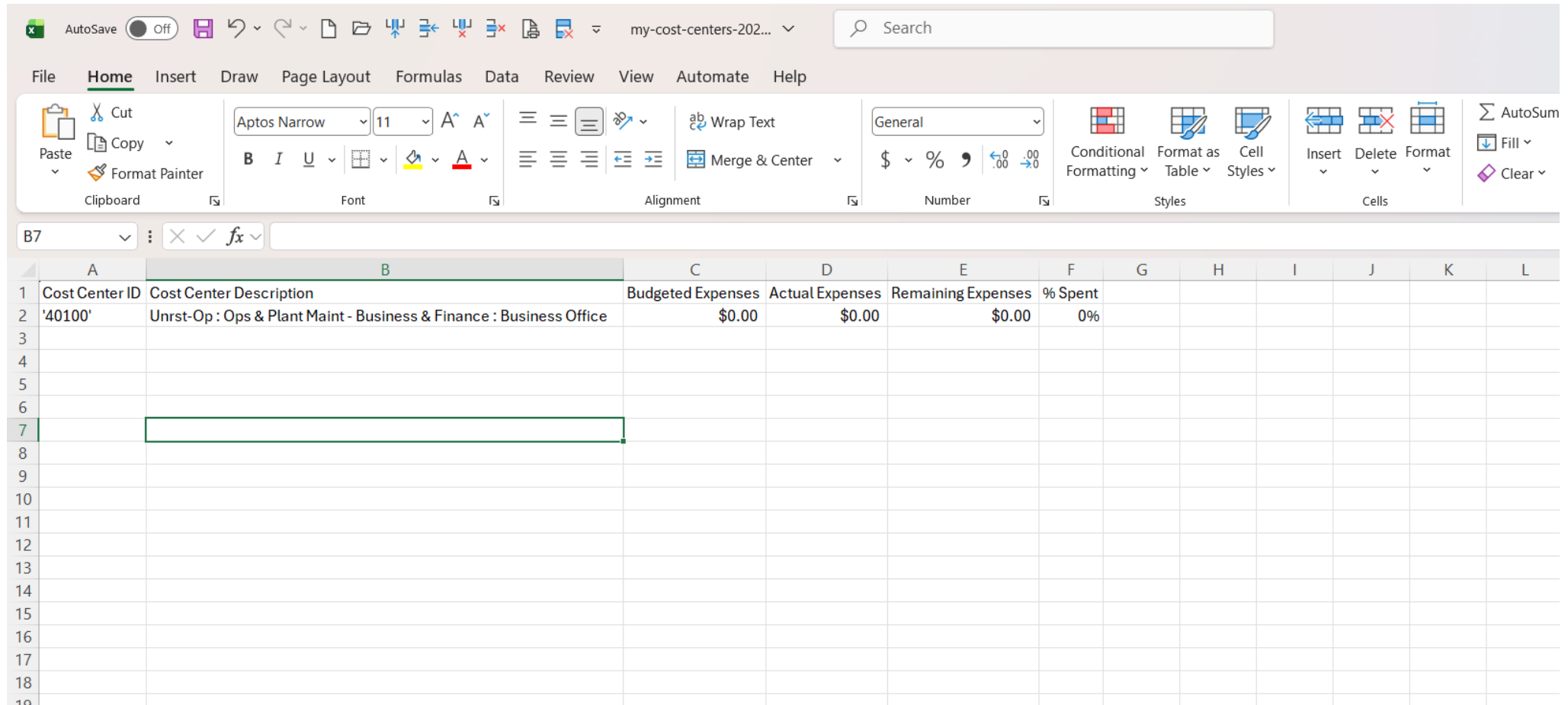
my-cost-centers-2027 (1).csv

Open file

See more

- Available fiscal years can be changed using the dropdown box
- Export to download a CSV file

Switch Fiscal Year or Export (cont.)



The screenshot shows the Microsoft Excel interface with the 'Home' ribbon selected. The active cell is B7. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Cost Center ID	Cost Center Description	Budgeted Expenses	Actual Expenses	Remaining Expenses	% Spent						
2	'40100'	Unrst-Op : Ops & Plant Maint - Business & Finance : Business Office	\$0.00	\$0.00	\$0.00	0%						
3												
4												
5												
6												
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