

# SelfService Financial Management

## Directions for Filtering Criteria



Log into SelfService via CONNECT2U. Click on Self Service

Click on Financial Management



### Financial Management

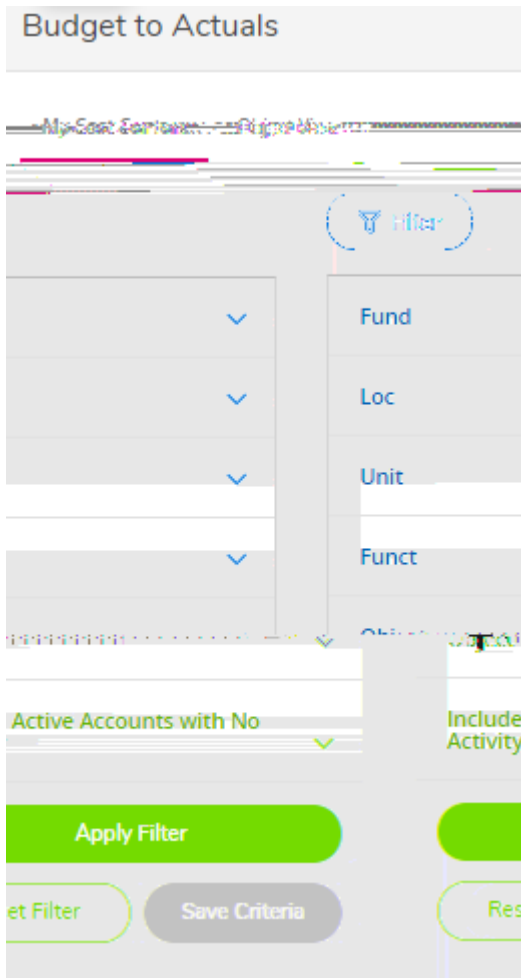
Here you can view the financial health of your cost centers and your projects.

Click on Budget to Actuals



### Budget to Actuals

Select the "MyCost Center" option.



Fund = 2 digits defines the type of fund:

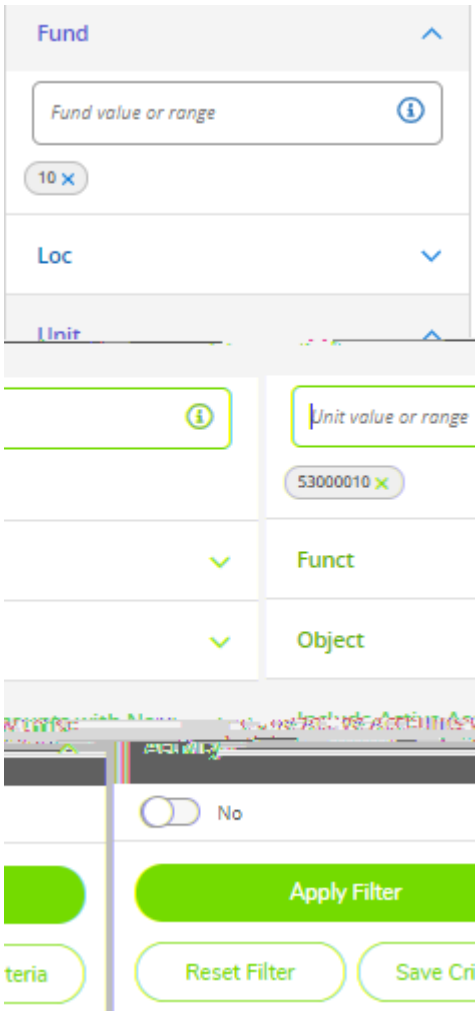
- 10 are Operating Budget
- 20 are Gifts
- 21 are Self-Sustaining Funds
- 30's are Grants

Location = always 1 for Springfield campus  
(since no alternate criteria leave this blank)

Unit = 8 digits and the first 3 digits indicate Department

- 110 Athletics
- 200 F&AOIT
- 300 Advancement
- 400 Enrollments
- 500 Provost
- 510 Business
- 520/521 A&S
- 530 Engineering
- 540 Law
- 550 Pharmacy
- 40 Research
- 50 Public Service
- 60's Management & General

Click on Fund and the box will appear where you can enter data. This example will highlight the Operational Budget, so type 10



Click Save Criteria and name as you would like. This will only be available to you. Click Save



The saved name will now appear under the Saved Selection Criteria. You can create multiple criteria that will allow you to view different options. Just remember to click the blue "X" to remove the filter and continue.

If you work with Grants it may be efficient to create a view for each Grant that you manage.

