AMERICAN SAMOA
COMMUNITY COLLEGE
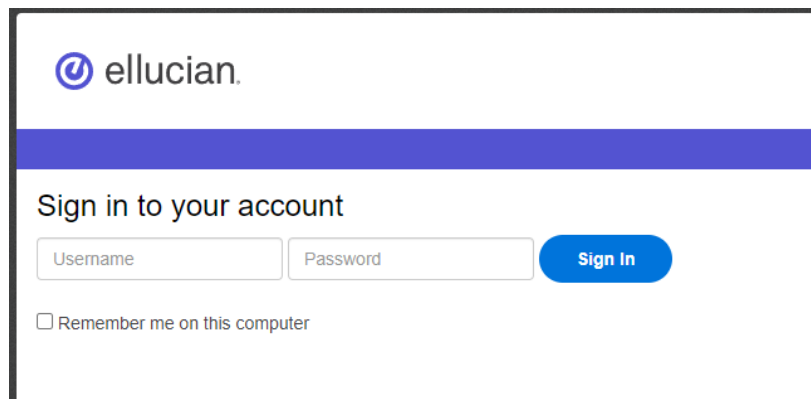
How to check your budget using Colleague Self-Service

1) Go to amsamoa.edu
2) Click on Self-Service

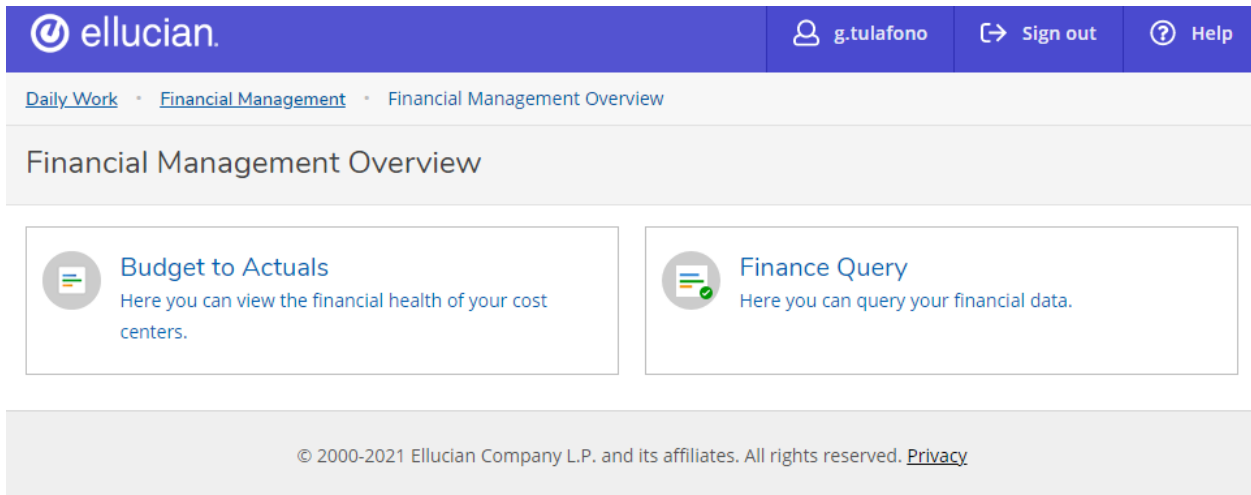3) Log in using your ASCC domain login (same as your office computer login)

4) Once logged in, click on Financial Management

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

5) Click on Budget to Actuals

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Daily Work · Financial Management · Financial Management Overview

Financial Management Overview

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

Finance Query
Here you can query your financial data.

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6) 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

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

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

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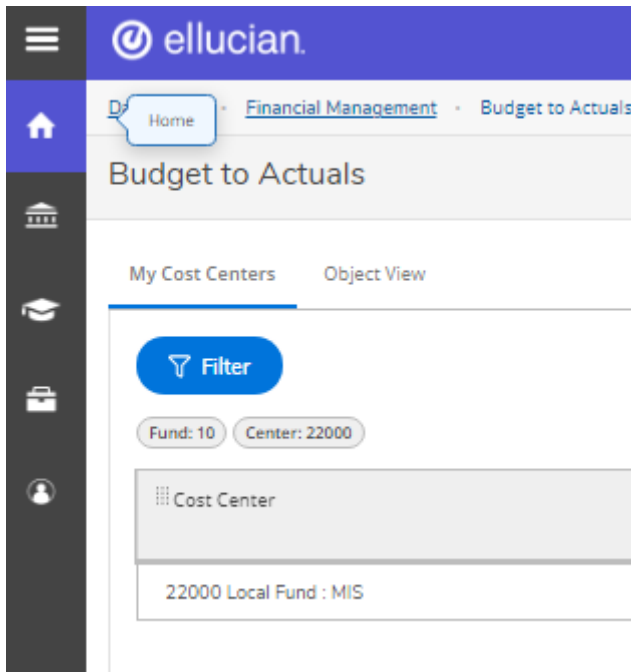

8) Enter Fund, and/or Center, and/or Object, and click Apply Filter
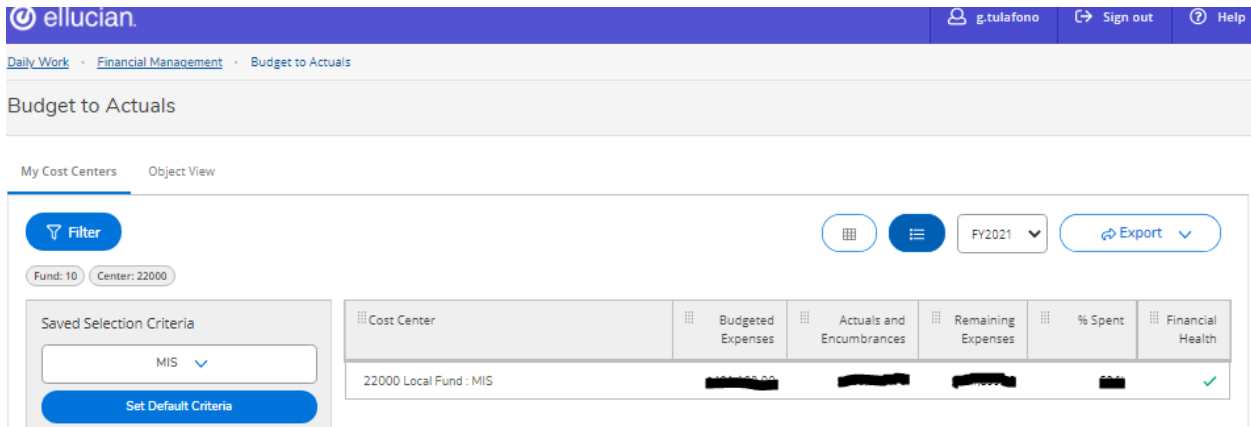
In this example, only the 22000 cost center shows up based on filters

9) 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

10) 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

Financial Management
Here you can view the financial health of your cost centers and your projects.
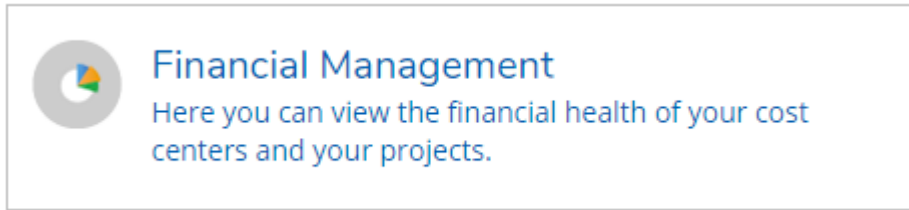
11) Then click on Finance Query
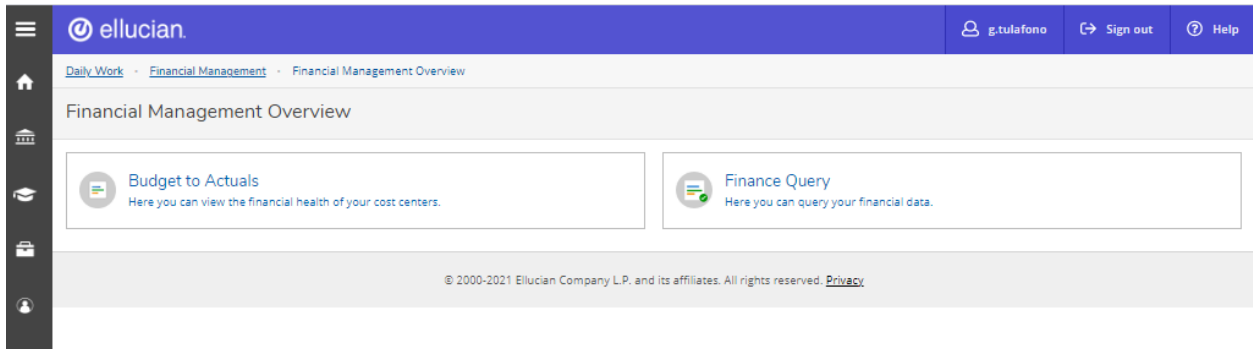
12) Use these settings to filter budget information you'd like to review
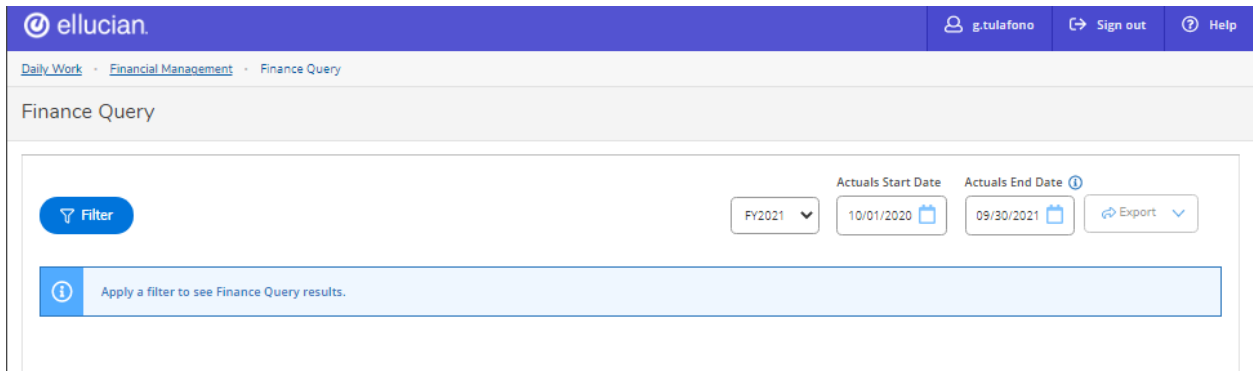
13) Click on Filter
14) Edit the account information to limit your view, or leave it blank to see all account and click Apply Filter

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

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

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

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

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Finance Query

▽ Filter

Actuals Start Date   Actuals End Date ⓘ

FY2021 ▽   10/01/2020 📅   09/30/2021 📅   ⇄ Export ▽