Colleague Self-Service — Training Guide

A Step-by-Step Reference for Finance & Budget Managers

Roanoke College · Salem, Virginia

Introduction

This guide walks Finance and Budget Managers through Roanoke College's Colleague Self-Service system. By the end, you will be able to log in, navigate financial tools, run finance queries against your accounts, and create and manage payment requests end to end.

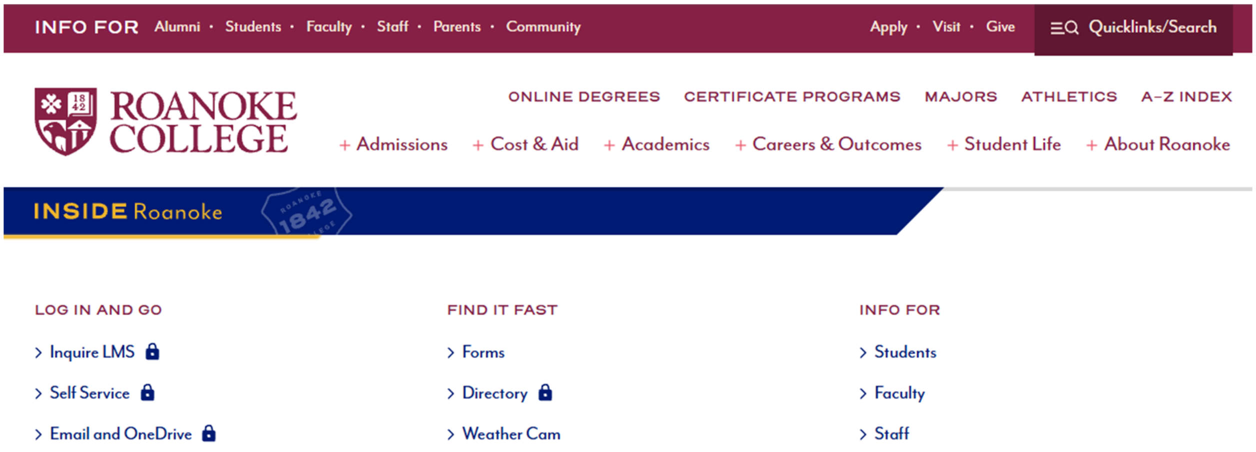
What this guide covers:

1. Accessing Self-Service through the Inside Roanoke portal
2. Navigating Financial Management tools
3. Running a Finance Query
4. Creating, editing, tracking, and reconciling Payment Requests in Procurement
5. Using the A-Z Index to find campus resources

Module 1: Getting Into Self-Service

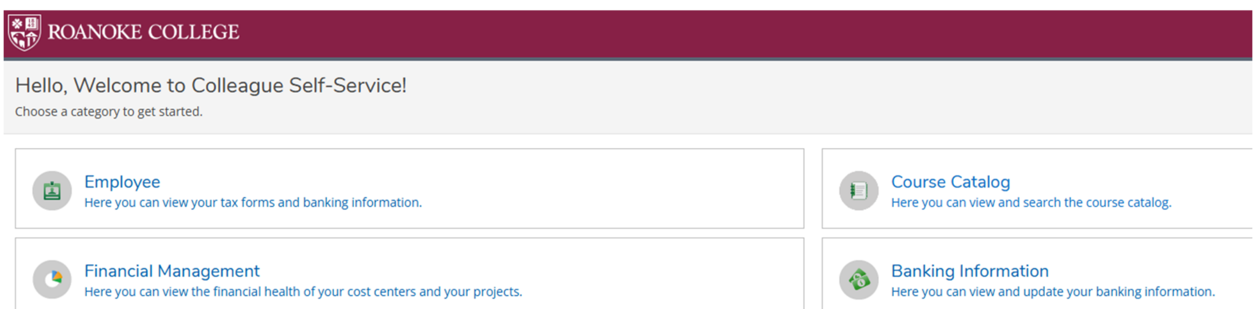
Step 1 — Open Self-Service

1. Go to the **Inside Roanoke** portal.
2. Under **"Log In and Go,"** select **Self Service**.
3. Sign in with your Roanoke College credentials.



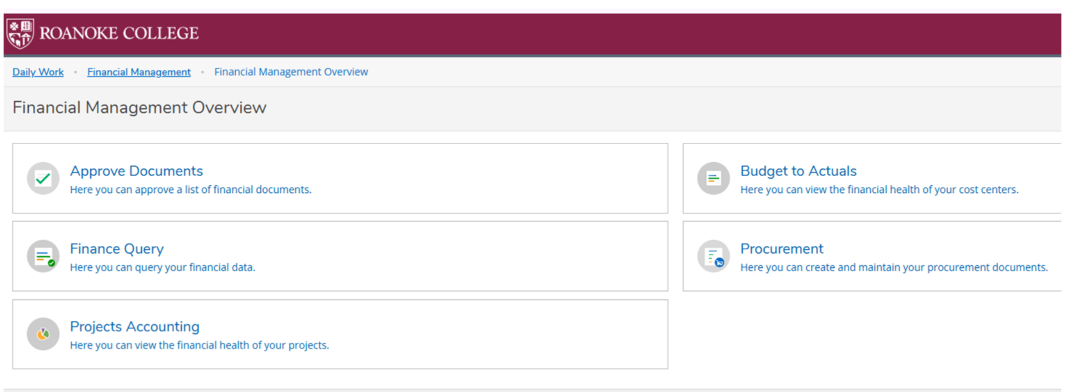
Step 2 — Choose a Category

- The Self-Service home screen displays all available categories as tiles.
- Select **Financial Management** to work with budgets and financials.
- Note: **Employee** and **Banking Information** tiles hold your tax and direct-deposit details.



Step 3 — Explore Financial Tools

1. Open the **Financial Management Overview**.



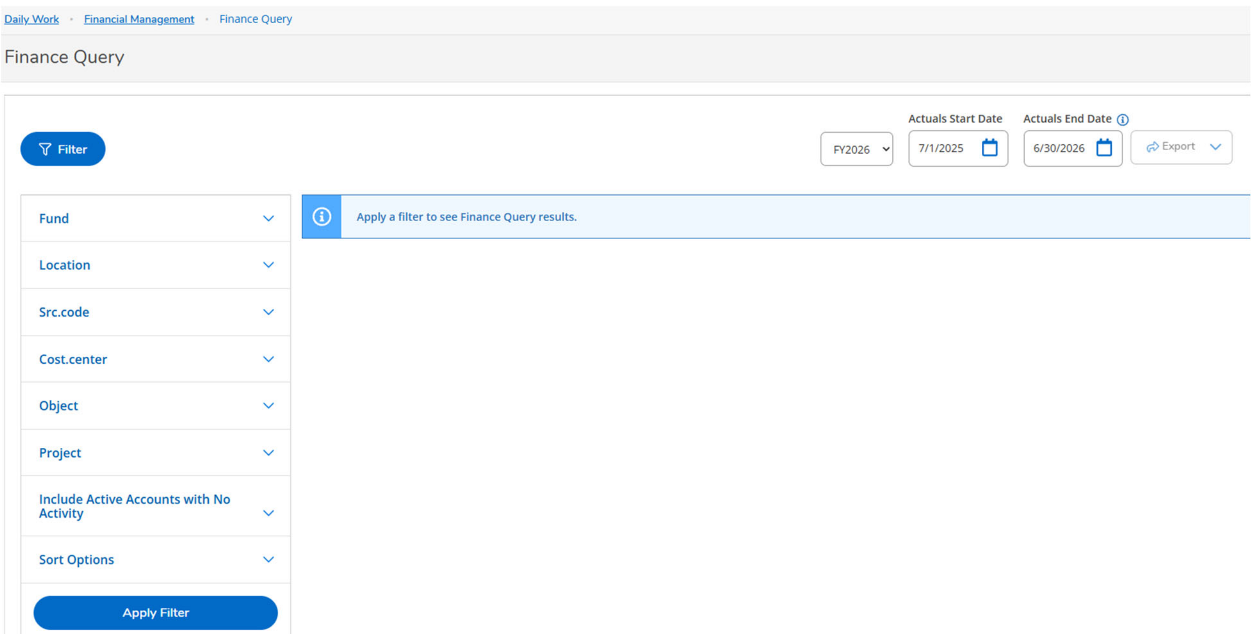
2. Choose the tool you need:
    - **Approve Documents**
    - **Budget to Actuals**
    - **Finance Query**
    - **Procurement**
    - **Projects Accounting**

Module 2: Running a Finance Query

Step 4 — Run a Finance Query

1. Select **Finance Query**.
2. Set the **Actuals** start and end dates for the fiscal year.
3. Expand the filters to narrow your results:
    - Fund
    - Location
    - Cost Center
    - Object
    - Project

4. Click **Apply Filter** to view results.



Module 3: Creating a Payment Request

Payment requests let you submit, track, and manage vouchers within Self-Service Procurement.

Start a Payment Request

1. Go to **Daily Work → Financial Management → Procurement**.
2. Click the **Create** tab. The Document Type is always **Payment Request**.
3. Set the **Request Date** and the **Needed By** date for the invoice.
4. Add your **Next Approvers** and any internal comments for your records.

Fill In the Request

Field	What to do
Next Approvers	Type a name in the box and press Enter to add them.
Internal Comments	Add notes for your own records about the payment.
Confirm Email	Check that your email address shows correctly.
Reimburse Yourself	Check the box if the payment is a reimbursement to you.

Select the Vendor

Situation	Action
Existing vendor	Search the Vendor ID by name or ID (for example, "City" or "Sani").
New vendors	Request a W-9 and email **accountspayable@roanoke.edu**.
Students & employees	Email AP to set them up and add banking info.
Address & invoice	Pick the **Check** address, then add the invoice number and date.

Add Items & Attach Backup

1. Click **Add Item** and enter a short **Description** (25 characters or less).
2. Enter **Quantity 1**, the invoice total, and a **GL account number**.
3. Click **Save and Attach**, choose a **PDF** file, and click **Upload**.
4. Click **View** at the top to exit. You'll receive a confirmation email.

Tip: Attach the invoice and all backup as PDF files before submitting.

Additional payment request guidance: Use the invoice mailing date or the date the expense was incurred as the Request Date. Use the invoice due date, or the date payment is needed, as the Needed By date. If the invoice is already past due, enter today's date.

Vendor setup reminder: If a vendor is not available in Self-Service, request a W-9 and email it with a copy of the invoice to accountspayable@roanoke.edu so the vendor can be added. Students and employees may also need to be set up as vendors, but a W-9 is not needed for those cases. Students and employees must also have banking information set up in Self-Service so payment can be made electronically.

Invoice number guidance: If there is no invoice number, enter a brief description such as SERVICES, FEE, REIMB, or DUES, followed by the amount or month and year. The AP type should always be AP General Accounts Payable.

GL account and line-item guidance: To add a GL account, begin typing the account number or search by words in the account name. If splitting an invoice between accounts, use Add GL Account and enter the amount for each account; the quantity and percentage will fill in automatically. Use additional line items only when the payment includes different types of expenses, such as an honorarium and a reimbursement.

After attaching backup: Choose the PDF file, click Upload, then close the attachment window to return to the request. Before exiting, review the approver list and add another approver if needed. Click View at the top to exit the request screen.

Module 4: Managing & Tracking Vouchers

Voucher Status at a Glance

Status	Meaning
Not Approved	Waiting on the next approver — "not approved yet."
Outstanding	Approved and moving through the payment process.
Returned	Comes back with notes explaining why.
Voided	The request was cancelled.
Paid	The check has been issued.
Reconciled	The check has cleared the bank.

Edit or Return a Voucher

1. On the **View** tab, pick a request to see its status and details.
2. Click the **pencil** by the Voucher Number to open the Modify screen.
3. Returned vouchers include the approver's reason in your email.
4. Void a voucher only when you need to start over completely.

Editing a voucher: If a voucher needs to be changed, open it from the list of requests you entered. When the Detail screen appears, click the pencil next to the Voucher Number to open the Modify screen. To change an account, scroll to the item and click the pencil next to the item number. You may also delete the line item and add a new one. When finished, click Update Item, then Save, and return to the View tab.

Voiding a voucher: Void a voucher only when you need to start completely over. Whenever possible, edit the existing voucher instead of voiding it.

Paid Vouchers & Check Details

1. Once paid, a voucher shows **Paid** next to its number.
2. Click the voucher, then **Additional Details** to expand it.
3. View the check number and date in the expanded details.
4. **Paid** changes to **Reconciled** once the check clears the bank.

Weekly To-Dos & Corrections

- Check your Procurement **View** tab at least once a week.
- Confirm each request is approved and moving toward payment.
- The Business Office adds a comment when something is missing.
- Fix any flagged issue before the voucher can be paid.

Business Office comments: If the Business Office identifies a problem with attachments, such as missing signatures or receipts, a comment will be added to the voucher. Review the comment section, correct the issue, and ensure all required backup is included before payment can be completed.

Required Attachments

Attachment	Requirement
Invoice	Attach the vendor invoice or payment backup as a PDF.
Receipts	Include receipts showing the payment method and detail.
Travel Expense Form	Attach with both signatures and all supporting documents.
Complete Backup	Include every signature and supporting document required.

Module 5: Finding Resources with the A-Z Index

Step 5 — Use the A-Z Index

1. From the Roanoke College site, open the **A-Z Index**.
2. Browse by selecting a letter to jump to that section.

Step 6 — Browse the Listings

1. Select a letter to view its entries (for example, **B**).
2. Each entry is tagged by type: **Service, Program, Office, or Department**.
3. Choose your destination, such as the **Business Office**.

Step 7 — Business Office Resources

1. Open the **Business Office** page.
2. Use the side links: **Business Office Forms, Financial Policies, Accounts Payable, Payroll, Tax Exemption**.
3. Contact the Business Office for account support.

Business Office

Hello and thank you for visiting the Business Office web site. We are located in College Hall, directly behind the Crawford dorms and across from the Chaplain's office.

Mission Statement

The mission of the Business Office is to provide accurate and timely financial services for the college community.

This mission is accomplished by providing exemplary customer support services to students, parents, faculty and staff through maintaining well-trained, confident and proactive departmental personnel who are supported by an actively involved management team.

Read the Roanoke College Statement of Purpose.

Roanoke College
Business Office
221 College Lane
Salem, VA 24153
(540) 375-2255

(540) 375-2256

Fax (540) 375-2044 Student Accounts
Fax (540) 375-2261

BUSINESS OFFICE

- Staff
- Contact Us
- Student Accounts General Information
- Student Accounts/ Cash Receipts
- Returning Student Deposit
- Maroon Card
- Student Loans
- Payroll
- Accounts Payable Details
- College Financial Policies
- Business Office Forms
- Wells Fargo Corporate Credit Card Program
- Tax Exemption

Quick Recap & Support

Your path: Inside Roanoke → Self Service → Financial Management

Helpful tips:

- Bookmark Self-Service for one-click access.
- Attach every invoice or receipt as a PDF before submitting.
- Use the A-Z Index for fast links to any campus office.

Need help? Contact the Business Office 221 College Lane, Salem, VA 24153