

Quick Reference Guide

Completing Self-Support Fund Worksheets

UNI e-Business Suite

OVERVIEW

During the university's budget development, the Budget Office will disperse batches of Self-Support Fund information to division administrators for completion. Division administrators will divide the batches and disperse to units (colleges and departments) who may also create sub-batches. For example, the College of Natural Sciences may divide the college batch into Biology, Chemistry, Math, Physics, etc. Self-Support Fund worksheets will be completed by the person(s) responsible for the individual budget(s). For additional information see the reference guide *Creating Batches for Self-Support Fund Worksheets*. If desired, the individual worksheets may also be exported to Excel and dispersed via e-mail for completion.

When a budget proposal is complete, the preparer will click a submit button at the bottom of the worksheet and it will be returned to the previous account owner. Supervisors also have the ability to Take Back individual accounts or batches.

LOGIN TO BUDGET SELF-SUPPORT FUNDS

1. Login to MyUNiverse with your CatID username and password.
2. Click the Work@UNI tab and then Budget Self-Support Funds in the Custom UNI Applications.

BUDGET SELF-SUPPORT FUNDS HOME PAGE

Budget Self-Support Funds home page lists four functions.

- **View All:** to review, open and edit worksheets given to you
- **Make New:** to subdivide a batch for distribution
- **Add To:** to add an account to a batch
- **Take Back:** to retrieve accounts that have been distributed

The screenshot shows four functional buttons on a light blue background:

- View All:** Represented by a pair of glasses icon. Text: "Review, open, and edit worksheets assigned to you". Button: "View".
- Make New:** Represented by a sunburst icon. Text: "Subdivide a batch for distribution". Button: "New".
- Add To:** Represented by a green arrow pointing right icon. Text: "Add account(s) to a batch". Button: "Add".
- Take Back:** Represented by a pink arrow pointing left icon. Text: "Retrieve account(s) or a batch". Button: "Take".

Budget preparers who do not need to distribute batches will be able to complete budget proposals using only the View All functionality. To distribute batches use Make New (subdivide a batch for distribution).

Start by clicking either View or New depending on your need.

LOAD BATCH

1. Select a batch from the drop down list (you may only have one).

Select Batch :

2. Click the **Load Batch** button and the list of accounts in your batch will appear on the lower part of the screen.

Note: If you wish to subdivide your batch further, the two FILTERS in the box can assist you. Please refer to the quick reference guide for *Creating Batches for Self-Support Fund Worksheets*.

Warning: *If you want to return to a previous screen when using this budget tool, click the **Back button** – DO NOT use the **Back arrow**.*

DATA ENTRY OF SELF-SUPPORT FUNDS

Each account in the list is identified with its unique Oracle Account Code combination and Fund Name. There are two buttons associated with each account:

- **VIEW:** to open the worksheet for viewing only
- **EDIT:** to open the worksheet for edits and completion

Click the **EDIT** button and the Self-Support Fund worksheet will appear. The worksheet has eight columns:

1. **Object Code:** any object code with a budget and/or an expense (in any year) will appear
2. **Description:** description of the object code
3. **Actual Prior Year:** one complete year of revenue and expenses for your reference
4. **Actual Current:** current fiscal year revenue and expenses up to the date worksheets were created (see dates at the top of the worksheet).
5. **Actual Projected:** a blank column for the preparer to complete if they need to project a June 30th cash balance to be carried forward. (Therefore this column would include **TOTAL** anticipated revenues and expenses for the current fiscal year.)
6. **Budget Current:** July 1 budget plus or minus any budget adjustments processed to date
7. **Budget Proposed:** information required for new fiscal year budget
8. **Comments:** text boxes for explanatory notes

Each cell highlighted in purple must be completed before submission. You have three options for entering data in the purple cells:

- Key the number directly into the purple cell.
- If no change is desired, click the APPLY button and the current budget number will be copied from the Current Budget column into the purple cell.
- Enter a percent that you would like to increase the current budget in the cell labeled with the percent sign and click the APPLY button. The current budget number will be incremented by the percent designated.

The screenshot shows a row of data entry fields. On the left is a yellow "Apply" button. Next to it is a text input field containing a percent sign (%). To the right of the input field is a purple highlighted cell, which is the target for the data entry.

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ADDING OBJECT CODES TO WORKSHEET

If you need to add an object code to the budget, return to the top of the worksheet.

1. Enter the five digit object code in the **Add Object Code to Worksheet** cell.
2. Using the drop down list in the next box, indicate whether this object code is for a position (for a specific employee) or a lump sum (student wages, supplies and services, equipment, etc.).
3. Click the **Add** button.

Add Object Code to Worksheet: **Lump Sum**

The object code must be valid and available in this account in order to be added. If it is valid, you will see the object code appear on the worksheet and a purple cell will be available for completion.

If the object code is not valid or not currently available, you will be prompted with an error message indicating the additional steps required.

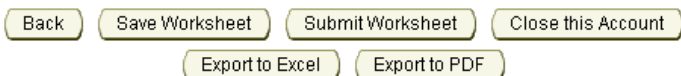
WORKSHEET REVIEW

As you review your worksheet, you may see that some of the cells have been pre-populated with **numbers** or **zeroes**:

- Cells pre-populated with **numbers** are those associated with line item salaries. For instance, if the account has three staff persons whose salaries are paid from the account, a percentage will be pre-applied to approximate the salary increase that will be determined on Salary Increase worksheets during May. Individual employee salaries can not be determined on the Self-Support Fund worksheet. However, in order to calculate a total budget for the activity, salaries must be approximated.
- Cells pre-populated with **zeroes** are those associated with object codes that have revenues or expenses in the actuals columns, but do not currently have a budget. If you do not wish to establish a budget for those object codes you may leave the zero in the purple cell. If you want to establish a budget, the zero may be replaced with a number.

COMPLETING THE SELF-SUPPORT FUND WORKSHEET

At the bottom of the Self-Support Fund Worksheet you will find six buttons:



- **Back:** returns to the View page where you selected your batch
- **Save Worksheet:** to save your work
- **Submit Worksheet:** to return the completed worksheet to the previous account owner. Review screen for any messages or errors that appear at the top of the screen in red. When your submission is successful you will receive a message that says "The Worksheet has been saved and returned to the previous batch owner." If have not already saved a copy, you may still save an Excel or PDF copy for your files at this point.
- **Close this Account:** if the account will not be used again, this button sends a message to Budget and to Financial Accounting & Reporting indicating that the account should be closed. A prompt will request an Oracle account code combination designating the account to which any balance (positive or negative) should be closed. Enter the effective date. Comments may be entered in the field provided, but they are optional.

You have chosen to close this account. A notification will be sent to budget@uni.edu and journal-entry@uni.edu of this action. Please enter the required information below.

Close balance from Account: 1704.XX.44011.XXXXX.2250.31.0000
To Account:
Effective Date:
Comments (optional):

- **Export to Excel:** launches Excel so the preparer may save a copy.
- **Export to PDF:** provides a PDF of the worksheet for the preparer to print or save

In addition to the **Submit Worksheet** functionality, worksheets may also be retrieved from preparers by the previous account owner using the **Take Back** feature found on the Self-Support Fund home page.

Directions for the Take Back feature can be found in the quick reference guide *Creating Batches for Self-Support Fund Worksheets*.

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