Quick Reference Guide
Creating Batches for 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 Worksheets 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 on completing worksheets, see the reference guide Completing 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 area.

BUDGET SELF-SUPPORT FUNDS HOME PAGE
Budget Self-Support Funds home page lists fours 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

Budget preparers who do not need to distribute batches will be able to complete budget proposals using only the VIEW ALL functionality.

CREATING A BATCH
1. Click the New button.
2. Select a batch from the drop down list (you may only have one batch).
3. Click the Load Batch button and the list of accounts in your batch will appear on the lower part of the screen.

THREE WAYS FOR DIVISION OFFICES TO SUB-DIVIDE A BATCH AND DISPERSE TO UNITS.
1. Using the Select boxes on the left side of the screen to “Select Accounts Individually”
2. Using one of the Filters in the [yellow] area above the list of accounts
3. Exporting an individual account to Excel and dispersing via e-mail

SELECT ACCOUNTS INDIVIDUALLY
1. Load the batch (as noted in step 3 of Creating a Batch)
2. Place a check the box to the left of the desired account code combination(s)
3. Click the Select Accounts button (at the top or bottom) and the selected account(s) will appear on the next screen.
4. Assign a Batch Name in the field provided.
5. Select a recipient’s name from the Assign To drop down box.
6. Click the Proceed button.
7. Click Done on the confirmation screen.
   Success! Account(s) added to new batch [Athletic Admin].
You will be returned to the Batch Management screen to continue your distribution. Click the SSF Home button to return to the Self-Support Fund home page.

SELECT ACCOUNTS USING FILTERS
Two Filters appear in the [yellow] area above the account list. The first Filter can be used to sort the batch based on any of the segments of the Oracle account code combination. For instance, all Department of Residence accounts could be assigned to a batch by keying 3011 in the cell labeled FUND. Batches can be sorted based on Fund, Organization, Program, Function or Activity codes.

The second Filter uses General Ledger “Parent Rollup” information. As an example, a batch can be created that includes all Athletics accounts by selecting 44000: Intercollegiate Athletics [P] from the list. The drop down box in this Filter lists all available Parent Rollup Organizations.

USING THE FIRST FILTER:
1. Load the batch (as noted in steps 2 and 3 of Creating a Batch).
   Select Batch : A&F
   Select Batch : A&F
   Load Batch
   SSF Home

For questions, please contact the Budget Office at 3-2383 or 3-6137.
For questions about this document, please contact Pat Whitt, e-Business Trainer, at 3-6881.
Created 4/3/08 by pbw Revised 6/24/11 by pbw
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2. Key the appropriate numbers in the account code segment box(es); key a Fund, Org, Program, Function or Activity code.

3. Click the Filter button and the selected accounts will appear directly below the [yellow] filter box. If no accounts appear, reload batch and try another account code.

4. If the accounts listed are the accounts desired, click Select All which will place a check mark in front of the account.

5. Click the Select Accounts button (accounts will appear on the next screen). If the accounts listed are not the accounts desired, you may edit the filter as needed by clicking the Back button.

6. Assign a name to the batch in the field provided.

7. Select a recipient’s name from the Assign To drop down list.

8. Click the Proceed button.

9. Click Done on the confirmation screen.

**EDITING A BATCH**

To edit a batch you have created, use the Add To and the Take Back functionality.

**ADD AN ACCOUNT TO A BATCH:**

1. Click the Add button on the Self-Support Fund home page.

2. Select the appropriate batch from the drop down list and click the Load Batch button.

3. Place a check in the box to the left of the account you wish to add to a batch and click the Select Accounts button.

4. Select the batch to which this account should be added from the drop down list and click the Proceed button.

5. Click Done on the confirmation screen and you will be returned to the batch management screen.

**TAKE AN ACCOUNT FROM A BATCH:**

1. Click the Take button on the Self-Support Fund home page.

2. Select the appropriate batch from the drop down list and click the Load Batch button.

3. Place a check in the box to the left of the account you wish to remove from a batch and click the Select Accounts button.

4. Review the accounts listed and click the Proceed button.

5. Click Done on the confirmation screen and you will be returned to the batch management screen.

**TO RETRIEVE BATCHES FOR REVIEW & APPROVAL**

As Self-Support fund worksheets are completed, the preparer can submit the finished form to the previous account owner by clicking the Submit Worksheet button at the bottom of the page.

Supervisors may also retrieve individual worksheets or entire batches using the Take Back functionality described above. In Step 3 above, there is also a Select Batch button which returns an entire batch to the previous account owner.

1. Click Select Batch button.

2. Review the accounts listed.

3. Click Proceed.

4. Click Done.

**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.

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Created 4/3/08 by pbw Revised 6/24/11 by pbw