

# Creating Batches for Self-Support Fund Worksheets

## 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 have the ability to divide batches and disperse to units (colleges and departments) who may also create sub-batches. 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*. \*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. Under Work@UNI, Custom UNI Applications, click **Budget Self Support Funds**.

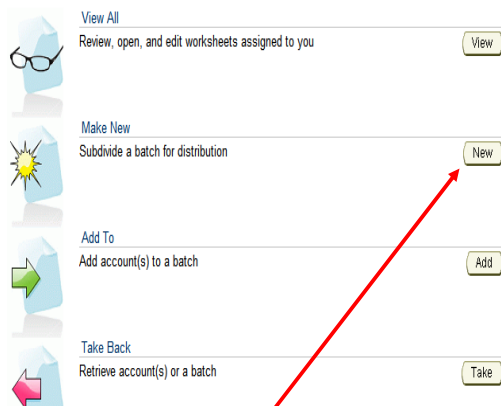
## BUDGET SELF-SUPPORT FUNDS MAIN MENU

Budget Self-Support Funds home page lists four functions.

- **View All:** review, open and edit worksheets given to you
- **Make New:** subdivide a batch for distribution
- **Add To:** add an account(s) to a batch
- **Take Back:** retrieve account(s) or batch, that has 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. On main menu, **Make New**, click the **New** button.
2. Select a batch from the drop down list (you may only have one batch).
3. Click Load Batch button and the list of accounts in your batch will populate on lower part of the screen.

## THREE WAYS TO SUB-DIVIDE A BATCH AND DISPERSE

1. Using the "Select" boxes on the left side of the screen to select accounts individually or *Select All* that are listed.
2. Using a Filter option.
3. \*Exporting batch to Excel and dispersing via e-mail.

*\*Note: Excel cannot be uploaded to the Self-Support application. You will need to key the information from Excel directly to the application.*

## SELECT ACCOUNTS INDIVIDUALLY

1. Load the batch (as noted in step 3 of Creating a Batch)
2. Click in 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 populate 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.

Batch Name :

Assign To :

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 main menu.*

## USING FILTERS

Filters are used to sort to create batches. You can sort by using the any segment of the Account Code or by using the "Parent Rollup" filter.

**Filter by Account Code:** Key in any of the segments of the Oracle account code combination and click **Filter**. Example, key "3011" in the cell labeled **FUND**, click **Filter**, all Department of Residence accounts will be listed. You can filter by using one segment, or a combination of segments, of the Fund, Organization, Program, Function or Activity code.

**Filter by Parent Rollup:** The drop down lists all available General Ledger Parent Rollup Organizations. Example, to create a batch that includes all Library accounts, select 20300: Library [P] from the drop down list, click **Filter**. All accounts that report to the Library will populate.

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UNI e-Business Suite

## FILTER BY ACCOUNT

1. Load the batch (as noted in Steps 2 and 3 of Creating a batch).
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
4. If the accounts listed are the desired accnts, click Select All, which places a check mark in front of the account(s).

Select All | Select None

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.

Select Accounts

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.

Batch Name :

Assign To : <Assign To>

9. Click **Done** on the confirmation screen.

*Success! Account(s) added to new batch [Athletic Admin].*

Done

## FILTER BY PARENT ROLLUP:

1. Load the batch (as noted in steps 2 and 3 of Creating a Batch).
2. Select the "Parent Rollup" from the drop down list.

Parent Rollup

ORG

<Select Parent Org>

3. Click the **Filter** button and the selected accounts will appear directly below the [yellow] filter box.
4. If the accounts listed are the accounts desired, click **Select All** which will place a check mark in front of the account.

Select All | Select None

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.

Select Accounts

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.

Batch Name :

Assign To : <Assign To>

9. Click **Done** on the confirmation screen.

*Success! Account(s) added to new batch [Athletic Admin].*

Done

## 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. From Main Menu, **Add To**, click the **Add** button.
2. Select the source batch from the drop down to choose lines from, click **Load Batch** button.
3. Click in the box to the left of the account(s) you wish to add to a batch and click the **Select Accounts** button.
4. Select the target batch from drop down list to which the account(s) should be added to 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. From Main Menu, **Take Back**, click the **Take** button.
2. Select the appropriate batch from the drop down list and click the **Load Batch** button.
3. Click in the box to the left of the account(s) 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 "take back" 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 the entire batch to the previous account owner.

1. Follow Steps 1 - 2 above under **Editing a Batch**
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.