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.
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.
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 accounts, click Select All, which places a check mark in front of the account(s).
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.

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.
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.
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.

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 list 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.