Self Support Fund Worksheets

Access and update Self Support Fund worksheets

- **Go to MyUNIverse; Work@UNI; Custom UNI Applications; Budget Self-Support Funds**
- Go to 'View All" to access your batch of accounts; use the **Edit** button to update your account. The **View** button does not allow updating.
- The **Actual Prior Year** column contains the financial data for FY23. The fund balance is provided at the bottom of the column and carried forward to FY24.
- The **Actual Current** column contains FY24 financial data through March 31, 2024.
- The **Actual Projected** column requires your best projection of revenue and expense for the current fiscal year July 2023 through June 30, 2024. Please note that the account balance will be updated once this column is completed and the worksheet is saved.
- The **Budget Current** column represents your July 1 budget plus any budget adjustments processed as of March 31.
- The **Budget Proposed** column is highlighted with purple boxes and requires entry of your proposed FY25 budget. The expenditure budget may exceed the revenue budget if you intend to expend carry forward funds. Conversely, the revenue budget must exceed the expense budget to cover a deficit situation or to build reserves for a future period purchase. Please include a note in the **Comments** column to explain.
- The **Comments** column allows you to provide clarification on significant changes to budget lines

Functionality Highlights

- Estimated percentage changes and calculations are provided for salary and fringe budget planning. **These percentages have not been finalized pending legislative funding action.** Please note these amounts can also be overwritten based on your budget decisions.
- Changes to the '**Personnel Positions**' section that involve adding or deleting budget lines require a corresponding Budget Adjustment.
- Non-personnel budget lines are typically pre-populated with zeroes since the majority of these budgets use 60002, **Supplies & Services (budget only)**. Budgets may be established at the detail object code level. Please call if you have questions.
- If needed, object codes can be added. The **Add Object Code** function is at the top of the worksheet.
- Once amounts are entered, the **Save Worksheet** button will update all totals on the worksheet. Review your adjusted fund balance.
- If your account is no longer active, click on **Close this Account**.
- Once the worksheet is completed, click **Submit Worksheet**
- You can download your worksheet in either **Excel** or **PDF** format.

Please call Brenda Neff (3-2383) or Tonya Gerbracht (3-6520).