

University Colorado Denver Budget Office
Procedures on new Auxiliary Process
March 21, 2011

History: The old auxiliary process of completing excel forms to submit to the Budget Office, was time consuming and could allow for errors in both the department and the Budget Office processing of the forms. Since expenditure control has become an issue for the University, the Budget Office needed to revamp the old process and develop something new that would be user friendly and allow for less errors and more expeditious review of the data. The following process was developed by ITS and the Budget Office.

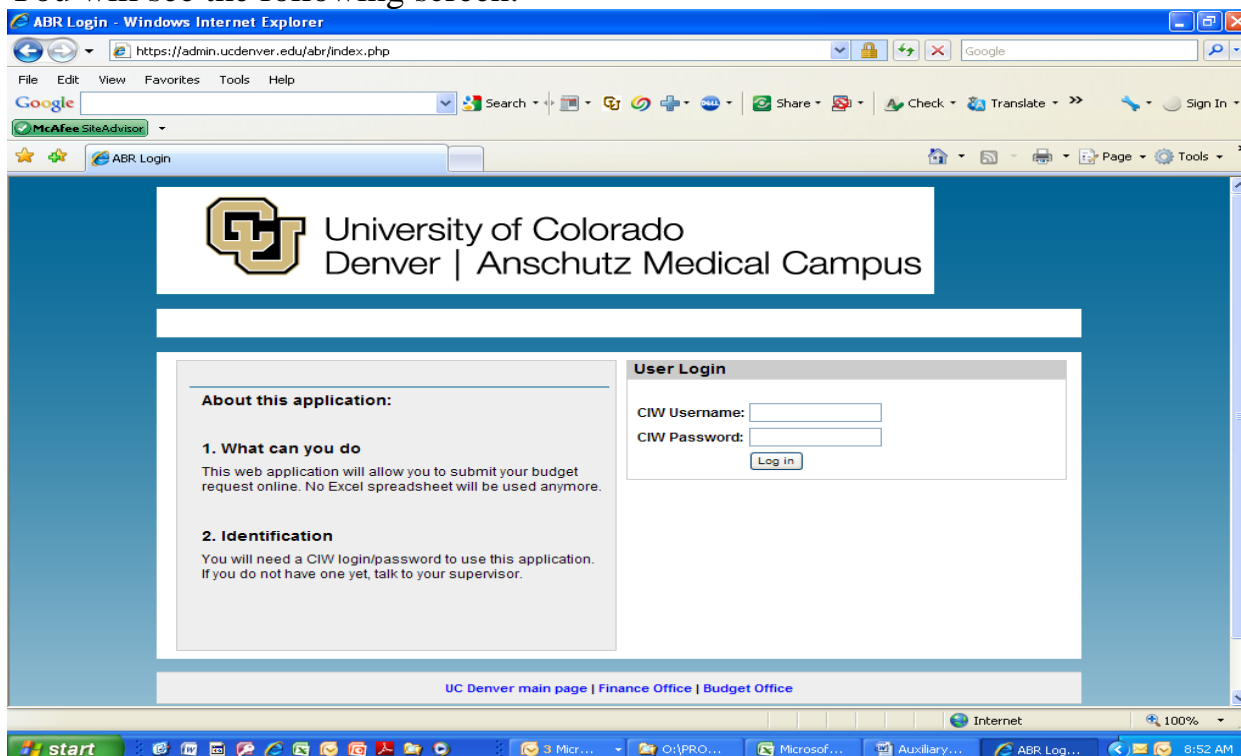
Development: An online web form was designed that will allow the user to input their data next to the current data that already exists in the system. When the user inputs their speedtype, the system will identify whether it is a valid speedtype at the point of entry. The web form will also only allow balanced budgets (revenues match expenses) for auxiliary funds with the exception of the service center fund (28) that will allow revenues to exceed expenses to permit the 60 day reserve.

Let's Get Started!!

The web site for the online form is

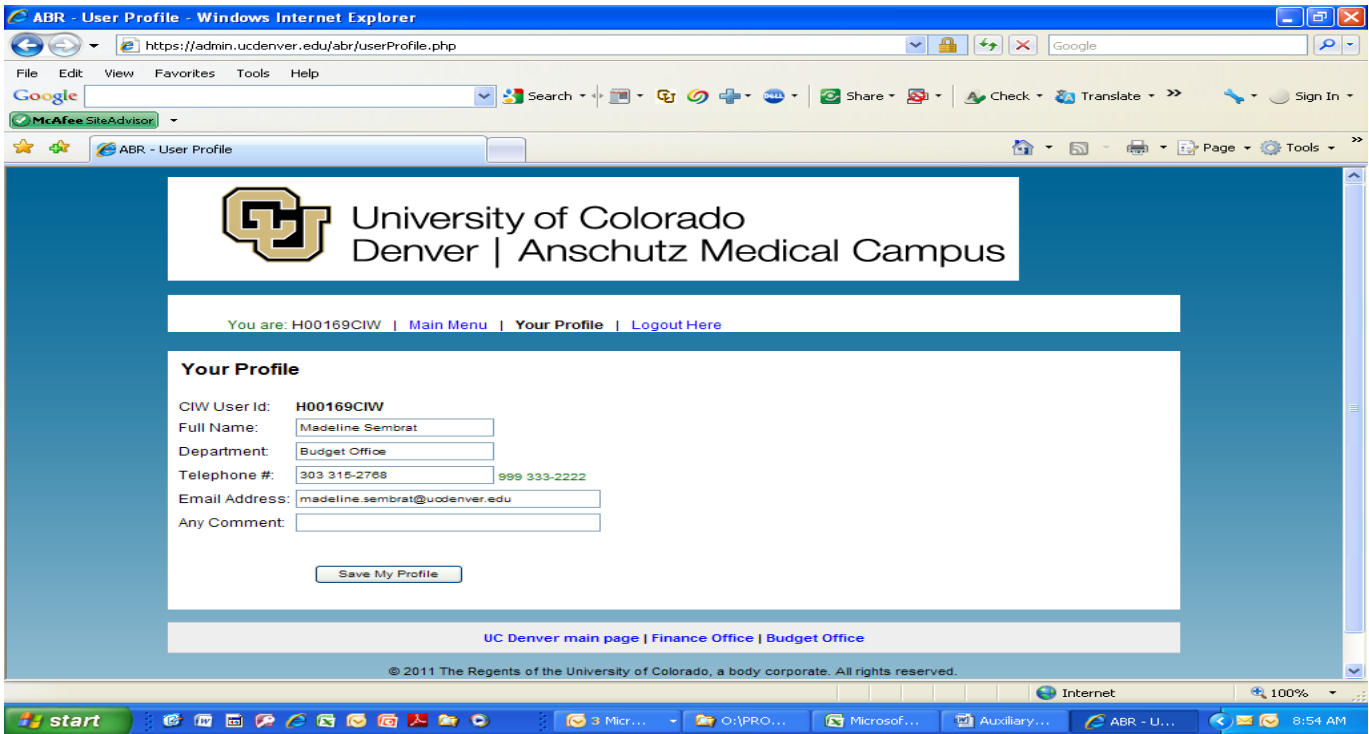
<http://www.ucdenver.edu/about/departments/Budget/Process/Pages/default.aspx> then click on the tab *Auxiliary Budget Worksheet* and then in the [Auxiliary Web Form](#) link

You will see the following screen:

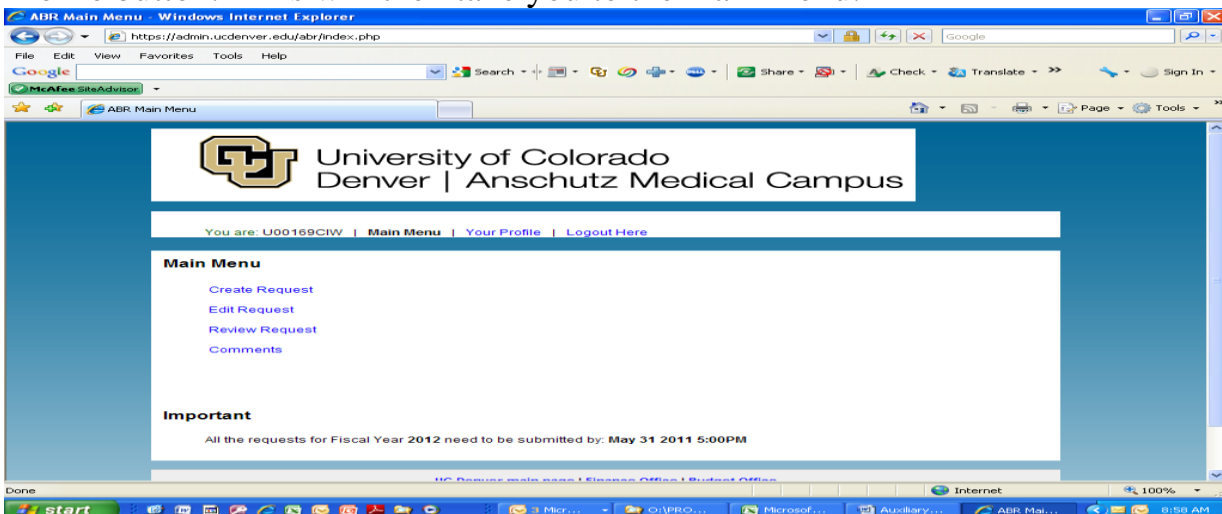


At this point, you will need to have a CIW username and password. If you do not, you will need to have one before you can go any further. Please see website <https://www.cu.edu/irm/CUonly/dwhse/signup/>

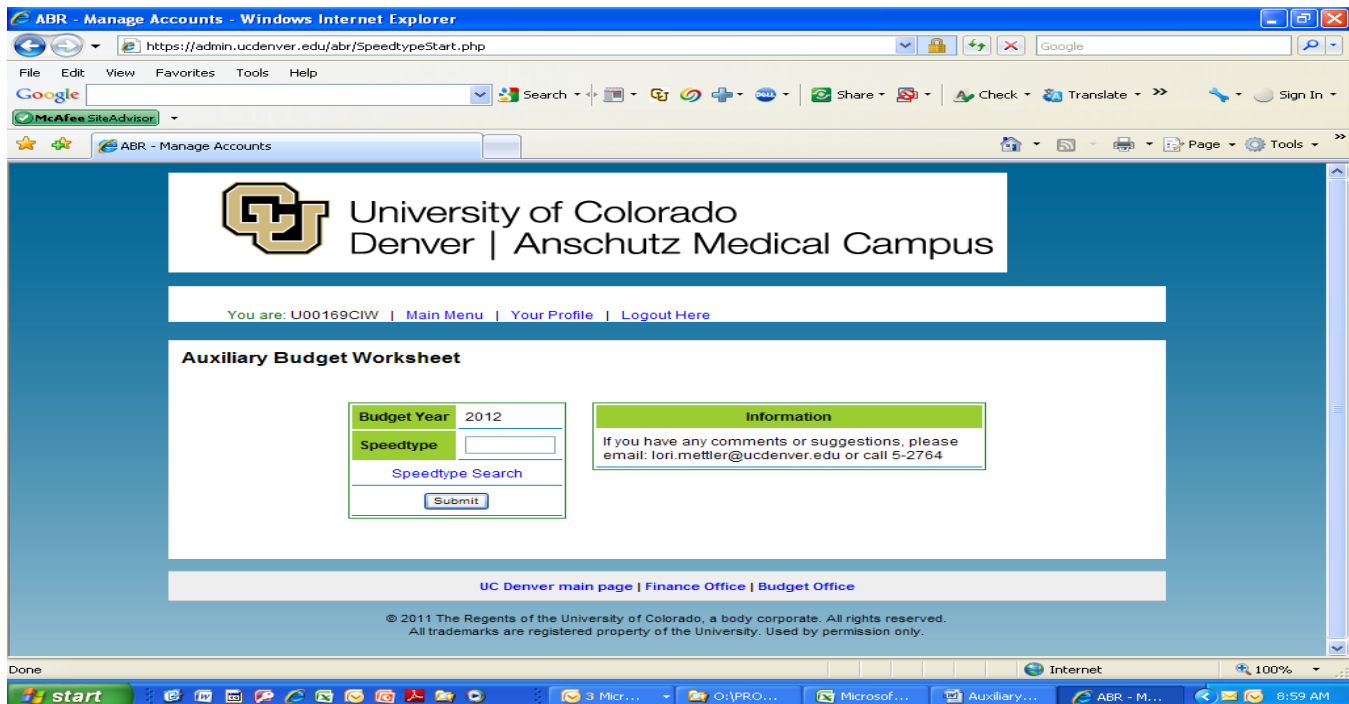
If you do have a username and password, please input it into the Login in box. After you do this, you will see the next screen.



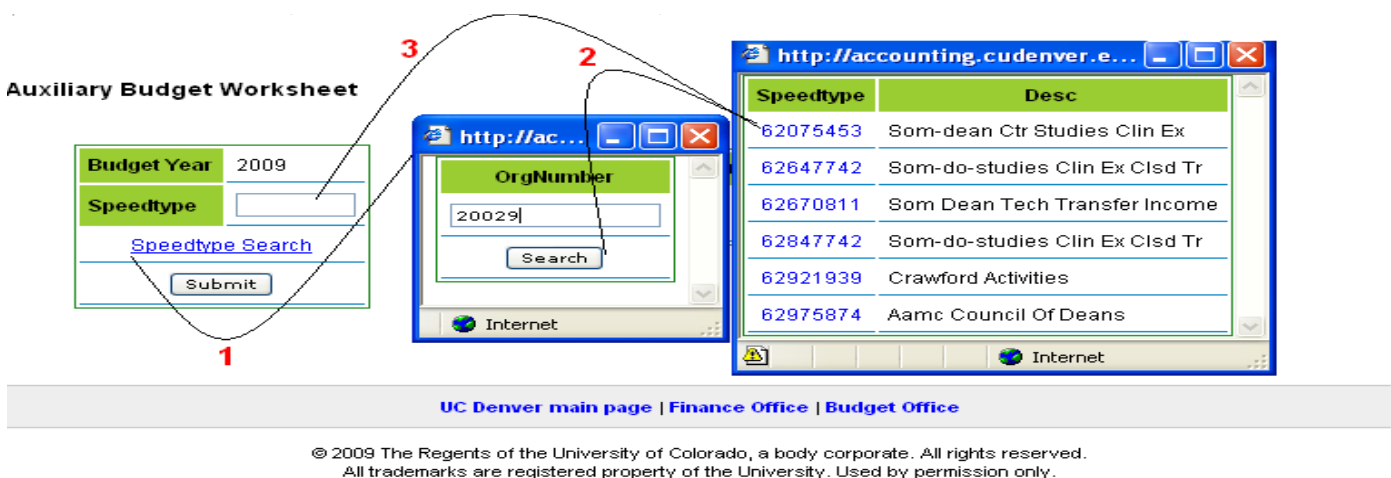
This screen will only pop up the first time a user logs into the application. You will need to type in your Full Name, Department, Telephone number, and email address. This will help us to identify who is creating the budget in case we need to contact you with any questions we have about your new budget. After you have completed your profile, please click the Save My Profile button. This will then take you to the main menu.



Click on the Create Request button. You will see the following screen.



The user has the ability to start a speedtype by entering the number if it is known or by searching by Org number. This can be done by clicking in the link “Speedtype Search” then a new window will open asking for the Org Number. Let’s select 20029 and you will see the screen that opened shows all the auxiliary speedtypes for that Org. See the next screen.



When selecting one of the speedtypes from the list, the number will automatically populate the speedtype box. If we hit the submit button, the application will run that speedtype against the

CIW and download all past year budget and actuals into a worksheet through the date that you access the web form for the current fiscal year. When this happens, the user has taken ownership of this speedtype and no one else may work on that speedtype. If the user did not mean to take ownership of this speedtype, an administrator would need to be contacted to free that speedtype. Under the “Review Request” option the user can look up the speedtypes that have been started by a user.

The worksheet will allow users to enter numbers for the next fiscal year and save the work in progress. Work in progress can be saved as many times as necessary until it is submitted. Once submitted the budget will no longer be available for edits, but can still be reviewed. If a user needs to edit a budget after it was submitted, the user needs to contact an administrator who will remove the approval and open the budget again; however, it will be as it was never submitted.

The worksheet has seven sections:

1. Header: This section includes a link to create a new request and a link to edit request that have been already started.
2. Speedtype/User Info: This section includes information about the speedtype and about the user.
3. Request Status: This section shows the total amount in resources and expenses that have been added to the next year’s budget, it adds up the total of prior year’s budget and it shows if the budget request is balanced or not, if it is not balanced it will include the amount that the request is off by.
4. No Planned Activity: This check box allows the user to flag a speedtype for which no activity is expected in the next fiscal year. Once a speedtype is flagged it cannot be undone, therefore, if users change their mind about the speedtype, a budget will need to be directly input into PeopleSoft.
5. Resources: In this section the budget of revenues need to be entered with a negative sign, if cash needs to be used in order to balance the budget; then the estimated cash amount needs to be entered with a positive sign. Service centers are required to enter their estimated cash balance at year end. This cash balance must be included in their next year’s resources and reserve amount.
6. Expenditures: In this section expenditures are budgeted with a positive sign, accounts can be budgeted at the pool level if there is no need for a detailed budget.
7. Buttons: There are two buttons at the end of this worksheet, a save button to save the work in progress (it can be clicked directly or the user can hit the enter key instead) and a submit button. The Submit button will be disabled if the budget is not balanced or the changes haven’t been saved.

Resources and Expenditures section include a line to add new accounts and a help link to find new accounts if needed, the new account needs to be entered with an amount in order to be

added to the worksheet. These sections also allow users to enter a new description and to delete rows if they are not needed.

Auxiliary Budget Worksheet

[Create Request](#) [Edit Request](#)

Budget Year	2009	Previous Years Balance	\$635,925	No Planned Activity <input type="checkbox"/>
Speedtype	62010001	Balance Status (Totals)		
Pgm Number Name	20713 / CENTRAL FILE SC	Resources	\$0	3
Fund Number	20	Expenditures	\$11,222	
Prepared By	Gabriel Ruiz	Not-Balanced		
Dept. Code	20637	Amount Off	\$-11,222	
Dept. Description	ADM AVCITS CCS GPC FILE/PRINT	Budget Office Webpage		
Phone Number	303-315-2763			

5 **RESOURCES (Revenue and/or Cash Carryforward)**

Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	FTE	2009 Desc	Remove
380200	In Information Technology Reve	\$-635,925	\$-187,461	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
000100	Cash	\$0	\$73,704	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Enter your estimated cash balance at the end of the current fiscal year							
<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account Listing Help							

6 **EXPENDITURES** **1** [Benefits & Other Charges](#)

Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	FTE	2009 Desc	Remove
405100	Class Ftp Pay	\$172,761	\$73,705	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
460000	Operating Expense Gen Budget	\$268,963	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
960100	General Admin Recharge	\$36,298	\$11,575	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
960200	General Infrastruct Recharge	\$8,325	\$4,755	11,222	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account Listing Help							
<input type="button" value="Save Changes"/>				<input type="button" value="Submit Approval"/>			

Balanced Worksheet

A balanced worksheet will have the Submit Approval button enabled and it will say “Balanced” in the Balance Status section. Once submitted no edits can be done by general users, only administrators can edit or remove the submission.

1	Budget Year	2009	2			
	Speedtype	62010001				
	Pgm Number/Name	20713 / CENTRAL FILE SC				
	Fund Number	20				
	Prepared By	Donald Duck				
	School	20637				
	Department	ADM AVCITS CCS GPC FILE/PRINT				
	Phone Number	303-315-2763				

RESOURCES (Revenue and/or Cash Carryforward)						
Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	2009 Desc	Remove
380200	In Information Technology Reve	\$-635,925.00	\$-137,790.00	-50000		<input type="checkbox"/>
000100	Cash	\$0.00	\$44,020.93	42541		<input type="checkbox"/>
Enter your estimated cash balance at the end of the current fiscal year				Only Service Centers see this message		
<input type="text"/> 3						
To Enter New Accounts						

EXPENDITURES						
Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	2009 Desc	Remove
405100	Class Ftp Pay	\$172,761.00	\$58,677.40			<input type="checkbox"/>
425801	Allclass Trm Fringe	\$2,135.00	\$578.63			<input type="checkbox"/>
500299	Id It Services	\$14,235.00	\$2,431.74			<input type="checkbox"/>
811700	Equipment Depr	\$0.00	\$0.00	81319		<input type="checkbox"/>
960200	General Infrastruct Recharge	\$8,325.00	\$2,853.09	11222		<input type="checkbox"/>
<input type="text"/> 4						
5		Save Changes		Submit Approval		Enabled Because is Balanced

Not-Balanced Worksheet

Because this budget is “Not-Balanced” it cannot be submitted, amounts need to be corrected in order to submit this budget. This message will be seen also for Service Centers if their unbalanced amount is greater than their 60 days reserve. The difference will be shown in the “Amount Off” box under the Not-Balanced message.

Auxiliary Budget Worksheet

[Create Request](#)

[Edit Request](#)

Budget Year	2009	Previous Years Balance	No Planned Activity <input type="checkbox"/>
Speedtype	62010001	\$635,925	
Pgm Number Name	20713 / CENTRAL FILE SC	Balance Status (Totals)	
Fund Number	20	Resources	\$0
Prepared By	Gabriel Ruiz	Expenditures	\$11,222
Dept. Code	20637	Not-Balanced	
Dept. Description	ADM AVCITS CCS GPC FILE/PRINT	Amount Off	\$-11,222
Phone Number	303-315-2763		

RESOURCES (Revenue and/or Cash Carryforward)							
Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	FTE	2009 Desc	Remove
380200	In Information Technology Reve	\$-635,925	\$-187,461	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
000100	Cash	\$0	\$73,704	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Enter your estimated cash balance at the end of the current fiscal year							
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account Listing Help							

EXPENDITURES							
Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	FTE	2009 Desc	Remove
405100	Class Ftp Pay	\$172,761	\$73,705	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
460000	Operating Expense Gen Budget	\$268,963	\$0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
960100	General Admin Recharge	\$36,298	\$11,575	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
960200	General Infrastruct Recharge	\$8,325	\$4,755	11,222	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account Listing Help							
<input type="button" value="Save Changes"/>				<input type="button" value="Submit Approval"/>			

Caution Worksheet

A “Caution” message can only be seen by Service Centers that are not balanced but the unbalanced amount is within their 60 days reserve. In this case the Caution warning will still enable the Submit Button. If the unbalance was outside the 60 days reserve range, then a “Not-Balanced” message will be shown and the user would not be able to submit this budget.

Budget Year	2009	Balance Status (Totals)
Speedtype	62010001	Resources \$97541
Pgm Number Name	20713 / CENTRAL FILE SC	Expenditures \$92541
Fund Number	20	Caution ⚠
Prepared By	Donald Duck	
School	20637	
Department	ADM AVCITS CCS GPC FILE/PRINT	
Phone Number	303-315-2763	

Caution, because this is a Service Center and the unbalance is within the 60 days reserve range, this is still ok.

RESOURCES (Revenue and/or Cash Carryforward)						
Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	2009 Desc	Remove
380200	In Information Technology Reve	\$-635,925.00	\$-137,790.00	-55000		<input type="checkbox"/>
000100	Cash	\$0.00	\$44,020.93	42541		<input type="checkbox"/>
Enter your estimated cash balance at the end of the current fiscal year						
<input type="text"/>				<input type="text"/>	<input type="text"/>	
Account Listing Help						

EXPENDITURES						
Account Code	Account Description	2007-08 Budget	2007-08 Actuals	2009 Entry	2009 Desc	Remove
405100	Class Ftp Pay	\$172,761.00	\$58,677.40			<input type="checkbox"/>
425801	Allclass Trm Fringe	\$2,135.00	\$578.63			<input type="checkbox"/>
500299	Id It Services	\$14,235.00	\$2,431.74			<input type="checkbox"/>
811700	Equipment Depr	\$0.00	\$0.00	81319		<input type="checkbox"/>
960200	General Infrastruct Recharge	\$8,325.00	\$2,853.09	11222		<input type="checkbox"/>
<input type="text"/>				<input type="text"/>	<input type="text"/>	
Account Listing Help						
<input type="button" value="Save Changes"/>			<input type="button" value="Submit Approval"/>			

Note: Service centers will see a message in red below the cash account. This message reminds them to enter their estimated cash balance at year end. In addition, encumbrances are not taken into account with the actual column. You would need to take into account the remaining salaries and benefits that will hit this speedtype when determining your budget. Looking at a current financial report of your speedtype will help you determine this.

Benefits and Other Charges Link

This link will display a window that shows the user the suggested benefit rates and other charges or rates that apply to a specific speedtype. In the case of speedtypes that have exceptions, those exceptions will be listed only to those speedtypes. In the following example, this is a speedtype for the Anschutz Medical Campus.

Benefit & Other Charges (ordered by priority)					
Priority	Name	Account Low	Account High	Percent	To Account
1	Benefits Std Faculty	402200	402499	25%	422210
Priority	Name	Account Low	Account High	Percent	To Account
1	Benefits Faculty	400000	402199	25%	418400
Priority	Name	Account Low	Account High	Percent	To Account
1	Benefits OE	402500	404999	25%	422500
Priority	Name	Account Low	Account High	Percent	To Account
1	Benefits Classified	405000	407499	25%	425000
Priority	Name	Account Low	Account High	Percent	To Account
1	Benefits Students	407500	409999	15%	427500
Priority	Name	Account Low	Account High	Percent	To Account
2	GAR with no Salaries	400000	899999	4.27%	960000
Priority	Name	Account Low	Account High	Percent	To Account
3	GAR with Salaries	400000	409999	6.29%	960000
Priority	Name	Account Low	Account High	Percent	To Account
3	GAR CME	400000	899999	3.2%	960000
Priority	Name	Account Low	Account High	Percent	To Account
3	GAR Student Services	200000	399999	18%	960000
Priority	Name	Account Low	Account High	Percent	To Account
3	GAR Exempt	200000	399999	0%	960000
Priority	Name	Account Low	Account High	Percent	To Account
3	GAR Exempt	200000	399999	0%	960000
Close					

To insert account codes into the worksheet, you would scroll to the bottom of the section and where the blank field is under account code, you would enter the account code you would like that is not currently listed in the file. The account listing help link is to help find an account number. When opening that link in the revenue section, a new window will open showing different ranges of revenue accounts with their range description. At the selection of a particular range a new window will open listing all accounts in that range with their description. When selecting one of those accounts it will automatically populate the account box in the worksheet and all pop up windows will close. The same process will apply for expense account listing help.

Budget Year 2009

Speedtype 62010001

Balance Status (Totals)

Resources	\$97541.00
Expenditures	\$172541.00

Account Code

380200

000100

Enter your estimated

[Account Listing Help](#)

Account Code

405100

425801

500299

811700

960200

[Account Listing Help](#)

[Save Changes](#) [Submit Approval](#)

Account Range | **Type Of Account**

200000 - 200099	Revenue General Budget
200100 - 201999	Appropriations And Refunds
202000 - 202999	Contributions From State
205000 - 214999	Tuition And Tuition Refunds
220000 - 229999	Students Fees And Fees Refunds
230000 - 232499	Investment Revenues
235000 - 240999	Grants, Contracts And Gifts
250000 - 259999	Sales&Svcs Adeducational Activities
280000 - 289999	Auxiliary Enterprice Revenue
310000 - 319999	Health Services Revenues And Refunds
315000 - 315999	Facilities And Administration Reimb
320000 - 321999	Rental Income
325000 - 334999	Miscellaneous Income
335000 - 354999	Reporting Entity - Related Revenue
355000 - 355999	Other Funds Additions
380000 - 389999	Service Center
390000 - 399999	Id Revenues

Account | **Description**

220000	Fees General Budget
220001	Pledged Student Activity Fees
220100	Student Activity Fees
220101	Housing Activity Fee
220102	Capital Construction Fee
220199	Student Fee Deferral
220200	Instructional Support Fees
225000	Rfnd-student Activity Fees
225100	Rfnd-instruction Support Fees
225102	Refund - Cap Constr Fee
229998	Fees Schol Allow-nonexmpt
229999	Fees Schol Allow-exmpt

No Planned Activity

This option allows users to flag a speedtype that will not require a budget for the next fiscal year. Once a speedtype is flagged it cannot be reversed; therefore, users will need to input the budget directly in PeopleSoft.

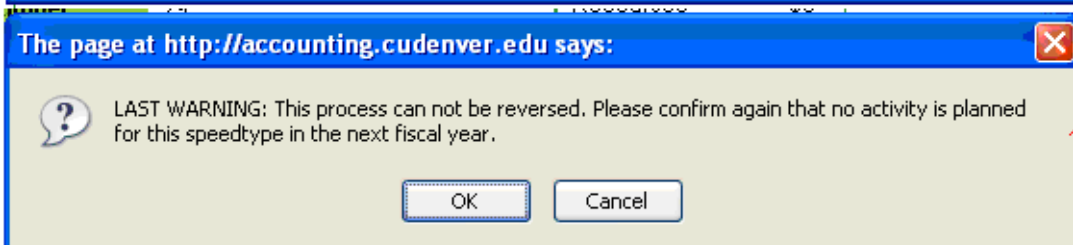
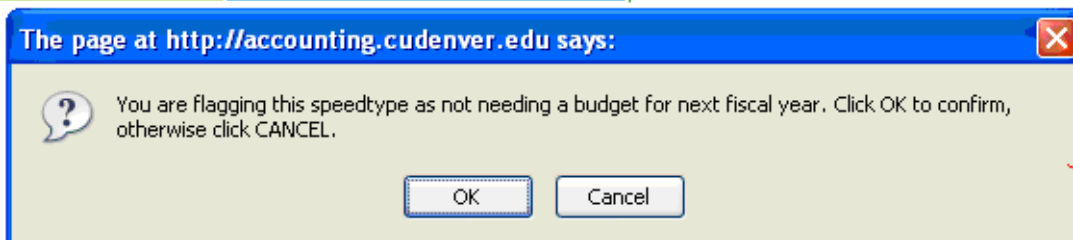
When checking this option a message will appear asking a confirmation of the choice. Once the user confirms that s/he wants to flag this speedtype, a last warning will pop up asking a final confirmation. If the user authorizes this transaction the speedtype will be flagged and it will be removed from the pending list report.

Auxiliary Budget Worksheet

[Create Request](#)

[Edit Request](#)

Budget Year	2009	Previous Years Balance	No Planned Activity <input checked="" type="checkbox"/>
Speedtype	62975874	\$0	
Pgm Number/Name	41910 / AAMC COUNCIL OF DEANS	Balance Status (Totals)	
Fund Number	29	Resources	\$0
Prepared By	Donald Duck	Expenditures	\$0
Dept. Code	20029	Balanced <input checked="" type="checkbox"/>	
Dept. Description	SOM-DEAN DO ADMINISTRATION	Budget Office Webpage	
Phone Number	303-315-2763		



Budget Office website:

<http://www.ucdenver.edu/about/departments/Budget/Pages/default.aspx>

Budget Office contact numbers:

Madeline Sembrat	303-315-2768
Marilyn Coming	303-315-2763
Pam Sulsona	303-315-2762