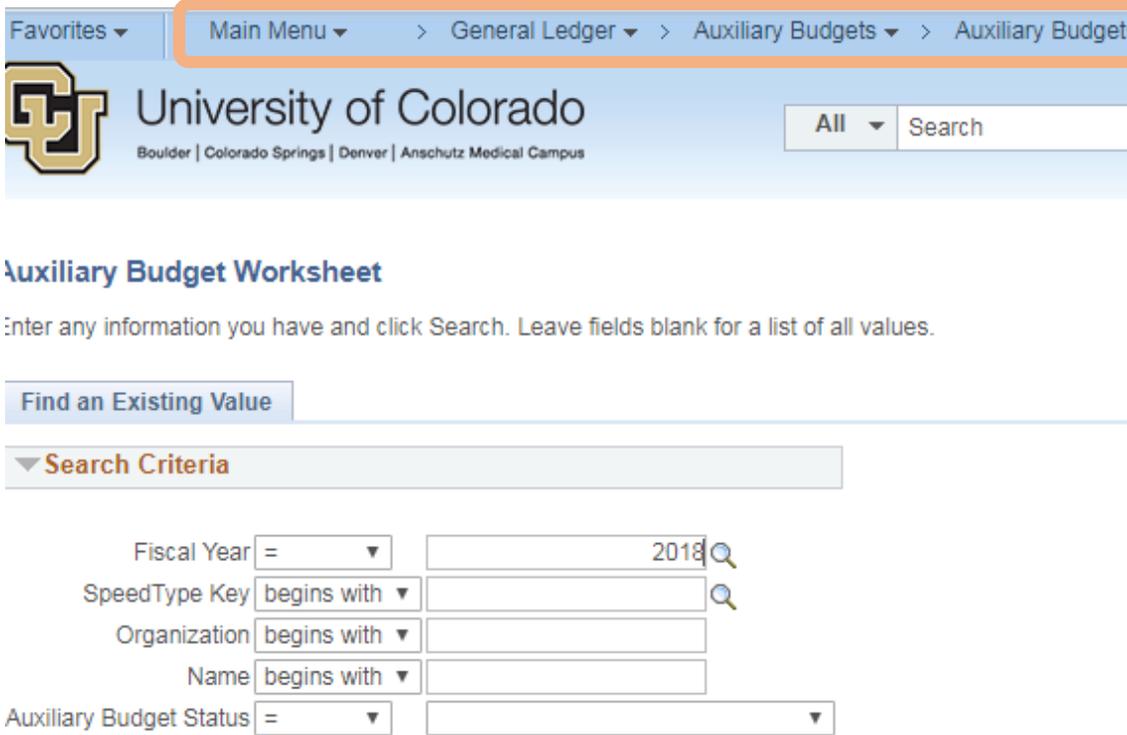


## Budget Development Submission

The online Budget Worksheet allows the user to input their data next to the current fiscal year data that 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.

Step	Action
<p><b>Worksheet Navigation</b></p>	<p>The worksheet is located in the Finance system. Navigate as depicted below.</p>  <p>The screenshot shows the navigation path: <b>Main Menu &gt; General Ledger &gt; Auxiliary Budgets &gt; Auxiliary Budgets</b>. Below this is the University of Colorado logo and a search bar. The page title is <b>Auxiliary Budget Worksheet</b>. A section titled <b>Find an Existing Value</b> contains search criteria for Fiscal Year, SpeedType Key, Organization, Name, and Auxiliary Budget Status.</p>

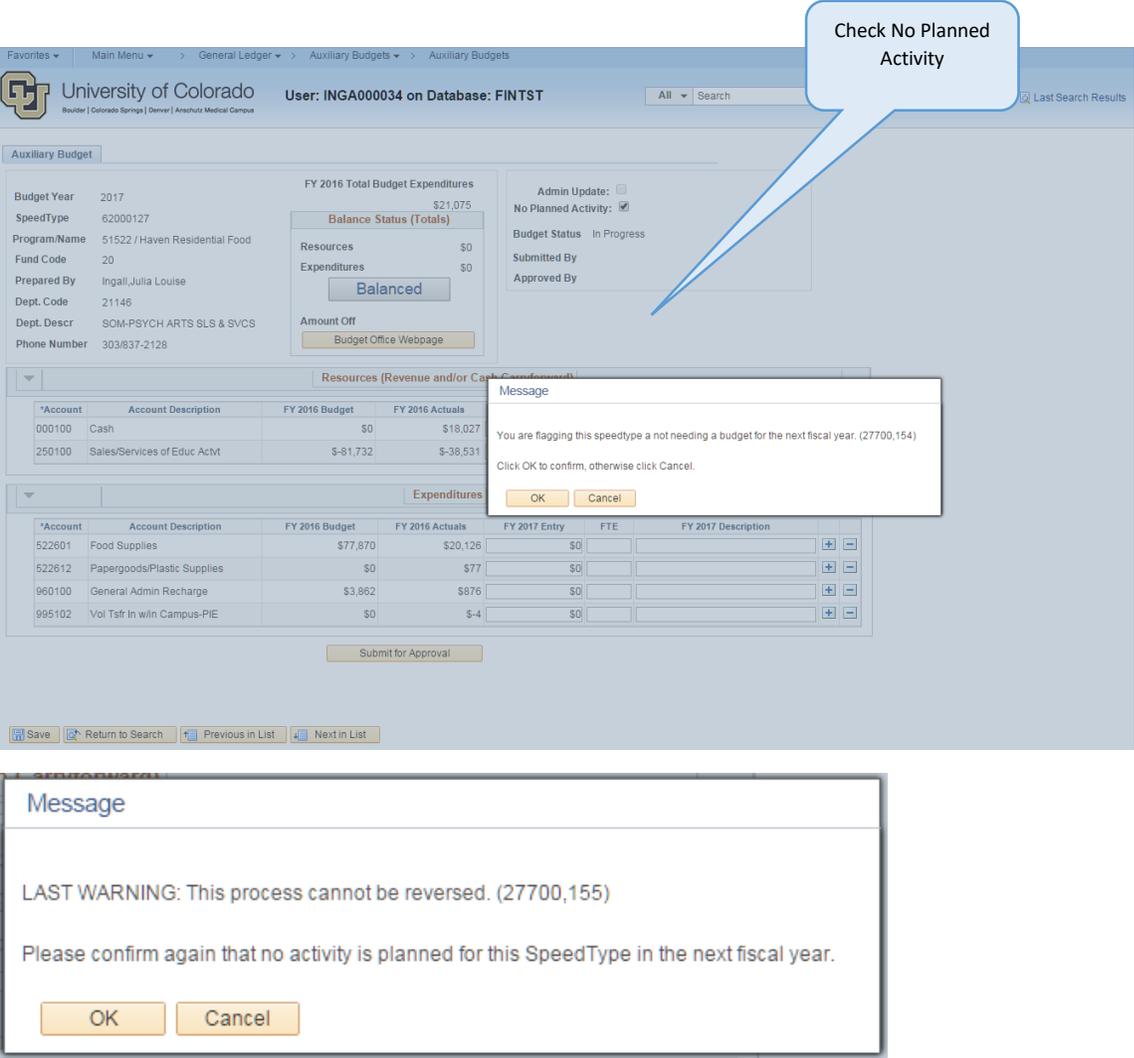
Step	Action																														
<b>Speedtype Search</b>	<p>Enter <b>Fiscal Year</b> and <b>Speedtype</b>, click search or Narrow the search by selecting the Auxiliary Budget Status search criteria and Fiscal Year.</p> <div data-bbox="391 369 1242 411"> <p>▼ Search Criteria</p> </div> <div data-bbox="391 457 1136 709"> <p>Fiscal Year = <input type="text" value="2017"/> </p> <p>SpeedType Key begins with <input type="text"/></p> <p>Organization begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Auxiliary Budget Status = <input type="text" value="Open"/></p> <p><input type="checkbox"/> Case Sensitive</p> </div> <div data-bbox="391 785 1112 827"> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div> <p><b>Search Results</b></p> <p>Only the first 300 results can be displayed.</p> <p>View All <span style="float: right;">First <input type="button" value="1-100 of 300"/> Last </span></p> <table border="1" data-bbox="391 940 1429 1150"> <thead> <tr> <th>Fiscal Year</th> <th>SpeedType Key</th> <th>Organization</th> <th>Description</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>62000011</td> <td>20970</td> <td>SOM-PEDS Hematology-SalSrv</td> <td>(blank)</td> <td>Open</td> </tr> <tr> <td>2017</td> <td>62000016</td> <td>20336</td> <td>SOM-NS Residency</td> <td>(blank)</td> <td>Open</td> </tr> <tr> <td>2017</td> <td>62000017</td> <td>20993</td> <td>SOM-PEDS Emergency-SalSrv</td> <td>(blank)</td> <td>Open</td> </tr> <tr> <td>2017</td> <td>62000037</td> <td>20223</td> <td>SOM-MED-PLI Sales&amp;Services</td> <td>(blank)</td> <td>Open</td> </tr> </tbody> </table>	Fiscal Year	SpeedType Key	Organization	Description	Name	Description	2017	62000011	20970	SOM-PEDS Hematology-SalSrv	(blank)	Open	2017	62000016	20336	SOM-NS Residency	(blank)	Open	2017	62000017	20993	SOM-PEDS Emergency-SalSrv	(blank)	Open	2017	62000037	20223	SOM-MED-PLI Sales&Services	(blank)	Open
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Enter Fiscal Year

The search can be narrowed using alternate search criteria

Select SpeedType to work on/review

Step	Action															
<p><b>Budget Worksheet Statuses</b></p>	<p>The <i>Description</i> indicates whether a speedtype is Open, In Progress, Submitted, No Budget for Fiscal Year, or Approved.</p> <p><b>Open:</b> Budget has not been started.</p> <p><b>In Progress:</b> Budget partially completed, not submitted for approval.</p> <p><b>Note:</b> If you did not mean to take ownership of a speedtype, a Budget Office administrator will need to be contacted to release that speedtype.</p> <p><b>No Budget for Fiscal Year:</b> Speedtype has been marked as No Planned Activity.</p> <p><b>Submitted:</b> Budget completed and submitted for approval.</p> <p><b>Approved:</b> Budget reviewed and approved by the Budget Office.</p> <div data-bbox="386 800 922 1094" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Admin Update: <input type="checkbox"/></p> <p>No Planned Activity: <input type="checkbox"/></p> <p>Budget Status Approved</p> <p>Submitted By ORTE000302 02/01/16 10:57:17AM</p> <p>Approved By COMI000018</p> <p>Journal ID 0001166642</p> <p>Journal Date 02/02/2016</p> </div> <div data-bbox="911 785 1273 842" style="border: 1px solid #0070C0; border-radius: 5px; padding: 2px 5px; display: inline-block; margin: 10px 0;">Budget Status</div> <div data-bbox="1247 380 1446 737" style="border: 1px solid #ccc; padding: 2px; margin: 10px 0;"> <p>t 1-100 of 300 Last</p> <table border="1"> <thead> <tr> <th>Description</th> </tr> </thead> <tbody> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>In Progress</td></tr> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>Approved</td></tr> <tr><td>Open</td></tr> <tr><td>No Budget for Fiscal Year</td></tr> <tr><td>Approved</td></tr> </tbody> </table> </div> <p>*** Once submitted the budget will no longer be editable. If a budget needs to be edited after it has been submitted, the user will need to contact your respective campus budget office to reopen the budget.</p>	Description	Approved	Approved	In Progress	Approved	Open	No Budget for Fiscal Year	Approved							
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Step	Action
<p><b>No Planned Activity</b></p>	<p>This option allows users to flag a speedtype that will not require a budget because no activity is expected within the next fiscal year. Once a speedtype is flagged, it cannot be reversed. If a budget needs to be recorded for a speedtype that has been marked as NPA, a budget will need to be directly input into FIN 9.2 with a Budget Journal Entry.</p> <p>***When checking/flagging the No Planned Activity option, a message will appear asking for a confirmation. Clicking <i>OK</i> will move this forward with the final confirmation. Clicking <i>CANCEL</i> will cancel the flagging of No Planned Activity.</p> 

**Budget  
Worksheet  
Page**

Important sections:

**1. Speedtype**

This section includes information about the speedtype and about the user.

**2. Total Budget Expenditures**

This section displays the sum of Year-To-Date expenditures for the current fiscal year.

**3. Balance Status**

This section shows the total amount in resources and expenditures that have been added to the next 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 indicate that no activity is expected on a given speedtype in the next fiscal year. Once a speedtype is marked as No Planned Activity (NPA) it cannot be undone. If a budget needs to be recorded for a speedtype that has been marked as NPA, the budget will need to be directly input into FIN 9.2 with a Budget Journal Entry (BJE).

**5. Budget Status**

This section indicates whether a speedtype is Open, In Progress, Submitted, No Budget for Fiscal Year, or Approved.

**6. Resources**

In this section the revenue budgets 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 next year's resources and reserve amount.

**7. 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.

**8. Buttons**

There are two important buttons at the end of this worksheet, a Save button to save the work in progress and a Submit button. The Submit button will be disabled if the budget is not balanced or if changes have not been saved.

**9. Accounts**

The Resources and Expenditures sections include a line to add new accounts and a help link to find new accounts, if needed. New accounts need to be entered with a budget 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.

\*\*\*Click on one of the plus signs in either the Resources or Expenditures section and enter the Account or click on the magnifying glass tool to help find an account number. When you open the link, the Account code and Account Description will populate in the Account and Account Description field.

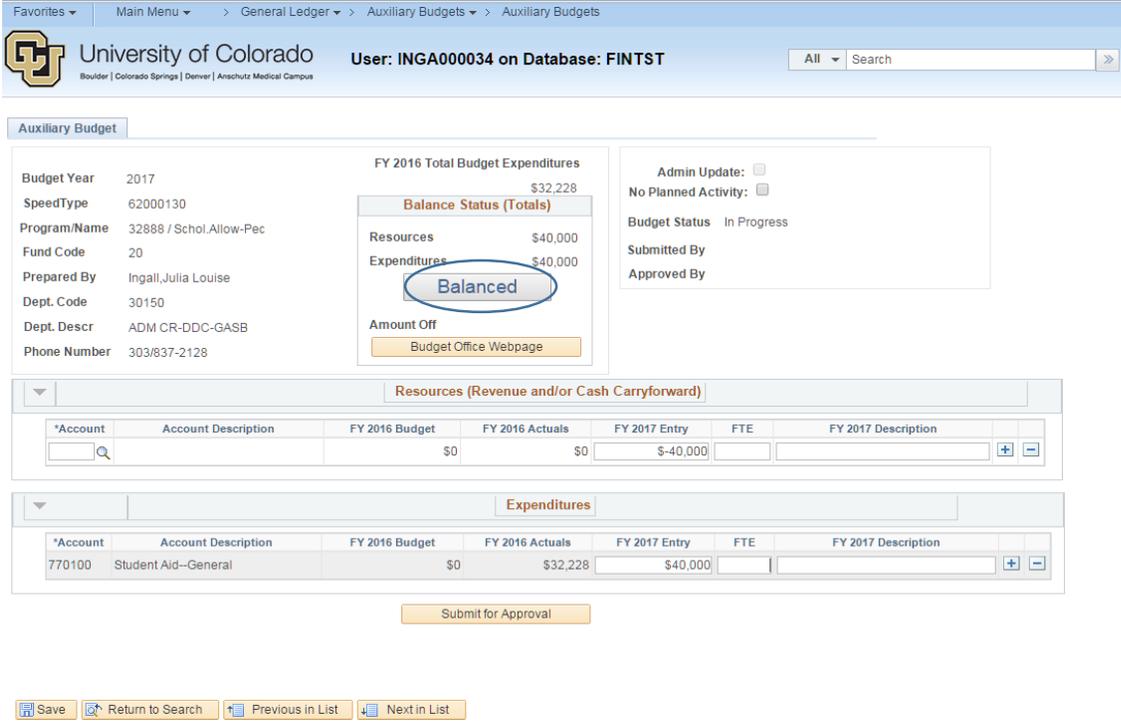
**10. Comments Box**

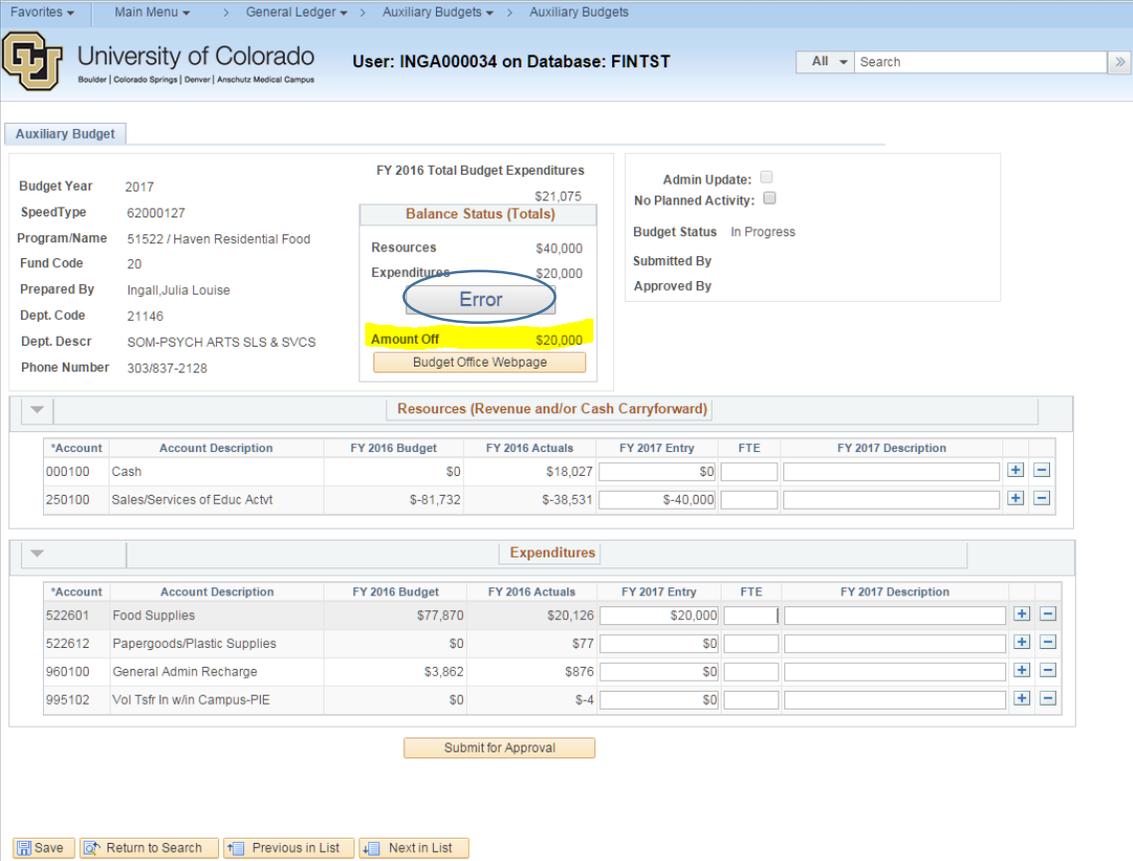
This section allows users to add their comments that anyone working on the SpeedType can see and add to.

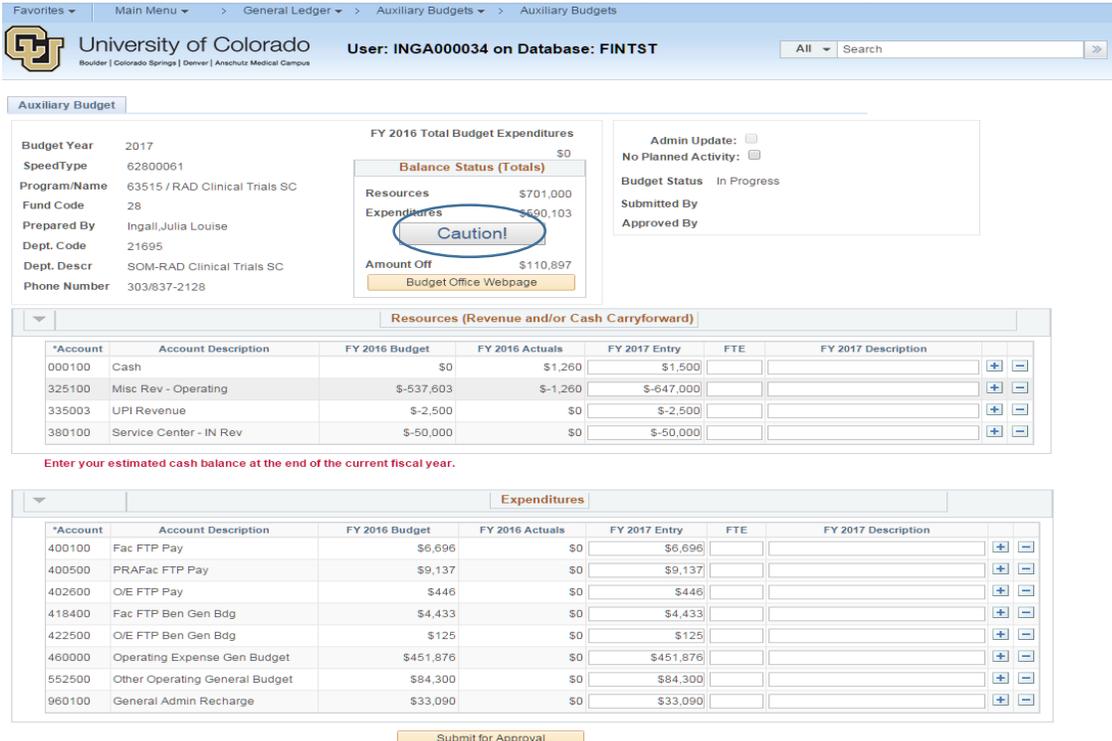
**11. Journal Line Reference**

This section allows users to add position number.

The screenshot shows a web-based budget management interface. At the top, there's a header for 'Auxiliary Budget' and a 'Balance Status' window showing 'Balanced' with a 'Budget Office Webpage' button. To the right, a 'No Planned Activity' checkbox is checked, and a 'Comments Box' is visible. Below this, there are two tables: 'Resources (Revenue and/or Cash Carryforward)' and 'Expenditures'. The 'Expenditures' table has columns for Account, Account Description, FY 2016 Budget, FY 2016 Actuals, FY 2017 Entry, FTE, and Journal Line Reference. Callouts point to various elements: 'Funding Sources' points to the 'Program/Name' field; 'Expenditures' points to the table header; 'Add new budget amount in the FY Entry column' points to the 'FY 2017 Entry' column; 'Add new FTE amount in the FTE Entry' points to the 'FTE' column; 'Print Budget Page' points to a 'Print' button; and 'Accounts. Add new rows' points to a '+' icon in the 'Journal Line Reference' column.

Step	Action																												
<p><b>Balanced Worksheet</b></p>	<p>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.</p>  <p>The screenshot displays the 'Auxiliary Budget' form for the University of Colorado. The 'Balance Status (Totals)' section shows 'Balanced' in a blue oval. The 'Resources (Revenue and/or Cash Carryforward)' table has the following data:</p> <table border="1"> <thead> <tr> <th>*Account</th> <th>Account Description</th> <th>FY 2016 Budget</th> <th>FY 2016 Actuals</th> <th>FY 2017 Entry</th> <th>FTE</th> <th>FY 2017 Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$0</td> <td>\$0</td> <td>-\$40,000</td> <td></td> <td></td> </tr> </tbody> </table> <p>The 'Expenditures' table has the following data:</p> <table border="1"> <thead> <tr> <th>*Account</th> <th>Account Description</th> <th>FY 2016 Budget</th> <th>FY 2016 Actuals</th> <th>FY 2017 Entry</th> <th>FTE</th> <th>FY 2017 Description</th> </tr> </thead> <tbody> <tr> <td>770100</td> <td>Student Aid--General</td> <td>\$0</td> <td>\$32,228</td> <td>\$40,000</td> <td></td> <td></td> </tr> </tbody> </table> <p>A 'Submit for Approval' button is located at the bottom of the form.</p>	*Account	Account Description	FY 2016 Budget	FY 2016 Actuals	FY 2017 Entry	FTE	FY 2017 Description			\$0	\$0	-\$40,000			*Account	Account Description	FY 2016 Budget	FY 2016 Actuals	FY 2017 Entry	FTE	FY 2017 Description	770100	Student Aid--General	\$0	\$32,228	\$40,000		
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Step	Action
<p><b>Error Worksheet</b></p>	<p>This budget is not balanced, so it cannot be submitted. Revenues and Expenditures need to be equal in order to submit this budget. The difference will be shown next to the “Amount Off” header under the Error message.</p>  <p>The screenshot displays the 'Auxiliary Budget' page for the University of Colorado. The page header includes the university logo, name, and user information: 'User: INGA00034 on Database: FINTST'. The main content area shows budget details for FY 2017, including Budget Year, SpeedType, Program/Name, Fund Code, Prepared By, Dept. Code, Dept. Descr, and Phone Number. A 'Balance Status (Totals)' box highlights the error: Resources are \$40,000 and Expenditures are \$20,000, resulting in an 'Amount Off' of \$20,000. Below this, there are two tables: 'Resources (Revenue and/or Cash Carryforward)' and 'Expenditures'. The Resources table shows two entries: Cash (FY 2016 Budget: \$0, FY 2016 Actuals: \$18,027, FY 2017 Entry: \$0) and Sales/Services of Educ Actvt (FY 2016 Budget: \$-81,732, FY 2016 Actuals: \$-38,531, FY 2017 Entry: \$-40,000). The Expenditures table shows four entries: Food Supplies (FY 2016 Budget: \$77,870, FY 2016 Actuals: \$20,126, FY 2017 Entry: \$20,000), Papergoods/Plastic Supplies (FY 2016 Budget: \$0, FY 2016 Actuals: \$77, FY 2017 Entry: \$0), General Admin Recharge (FY 2016 Budget: \$3,862, FY 2016 Actuals: \$876, FY 2017 Entry: \$0), and Vol Tsfr In w/in Campus-PIE (FY 2016 Budget: \$0, FY 2016 Actuals: \$-4, FY 2017 Entry: \$0). At the bottom of the page, there are buttons for 'Submit for Approval', 'Save', 'Return to Search', 'Previous in List', and 'Next in List'.</p>

Step	Action																																																																																																		
<p><b>Caution Worksheet</b></p>	<p>A Caution message will only be seen by Service Centers that are not balanced where the amount that resources exceed expenditures is within the 60 days cash reserve. In this case, the Caution warning will still enable the Submit Button. If the unbalance is outside the 60 days reserve range, then a Not-Balanced message will be shown and the user will not be able to submit this budget.</p> <p><b>Note:</b> Service centers will see a message in red below the Resources section. This message reminds them to enter their estimated cash balance at year end. Please bear in mind that encumbrances are not taken into account with the actual column. Therefore, the remaining salaries and benefits that will hit this speedtype need to be taken into account when determining next year's budget. Looking at a current financial report of your speedtype will help you determine this. Please contact the Budget Office if you need help running financial reports with actuals and encumbrances.</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> <li><b>Balance Status (Totals):</b> <ul style="list-style-type: none"> <li>Resources: \$701,000</li> <li>Expenditures: \$690,103</li> <li>Amount Off: \$110,897</li> </ul> </li> <li><b>Resources (Revenue and/or Cash Carryforward) Table:</b> <table border="1"> <thead> <tr> <th>*Account</th> <th>Account Description</th> <th>FY 2016 Budget</th> <th>FY 2016 Actuals</th> <th>FY 2017 Entry</th> <th>FTE</th> <th>FY 2017 Description</th> </tr> </thead> <tbody> <tr> <td>000100</td> <td>Cash</td> <td>\$0</td> <td>\$1,260</td> <td>\$1,500</td> <td></td> <td></td> </tr> <tr> <td>325100</td> <td>Misc Rev - Operating</td> <td>-\$537,603</td> <td>-\$1,260</td> <td>-\$647,000</td> <td></td> <td></td> </tr> <tr> <td>335003</td> <td>UPI Revenue</td> <td>-\$2,500</td> <td>\$0</td> <td>-\$2,500</td> <td></td> <td></td> </tr> <tr> <td>380100</td> <td>Service Center - IN Rev</td> <td>-\$50,000</td> <td>\$0</td> <td>-\$50,000</td> <td></td> <td></td> </tr> </tbody> </table> </li> <li><b>Expenditures Table:</b> <table border="1"> <thead> <tr> <th>*Account</th> <th>Account Description</th> <th>FY 2016 Budget</th> <th>FY 2016 Actuals</th> <th>FY 2017 Entry</th> <th>FTE</th> <th>FY 2017 Description</th> </tr> </thead> <tbody> <tr> <td>400100</td> <td>Fac FTP Pay</td> <td>\$6,696</td> <td>\$0</td> <td>\$6,696</td> <td></td> <td></td> </tr> <tr> <td>400500</td> <td>PRAFac FTP Pay</td> <td>\$9,137</td> <td>\$0</td> <td>\$9,137</td> <td></td> <td></td> </tr> <tr> <td>402600</td> <td>OIE FTP Pay</td> <td>\$446</td> <td>\$0</td> <td>\$446</td> <td></td> <td></td> </tr> <tr> <td>418400</td> <td>Fac FTP Ben Gen Bdg</td> <td>\$4,433</td> <td>\$0</td> <td>\$4,433</td> <td></td> <td></td> </tr> <tr> <td>422500</td> <td>OIE FTP Ben Gen Bdg</td> <td>\$125</td> <td>\$0</td> <td>\$125</td> <td></td> <td></td> </tr> <tr> <td>460000</td> <td>Operating Expense Gen Budget</td> <td>\$451,876</td> <td>\$0</td> <td>\$451,876</td> <td></td> <td></td> </tr> <tr> <td>552500</td> <td>Other Operating General Budget</td> <td>\$84,300</td> <td>\$0</td> <td>\$84,300</td> <td></td> <td></td> </tr> <tr> <td>960100</td> <td>General Admin Recharge</td> <td>\$33,090</td> <td>\$0</td> <td>\$33,090</td> <td></td> <td></td> </tr> </tbody> </table> </li> </ul>	*Account	Account Description	FY 2016 Budget	FY 2016 Actuals	FY 2017 Entry	FTE	FY 2017 Description	000100	Cash	\$0	\$1,260	\$1,500			325100	Misc Rev - Operating	-\$537,603	-\$1,260	-\$647,000			335003	UPI Revenue	-\$2,500	\$0	-\$2,500			380100	Service Center - IN Rev	-\$50,000	\$0	-\$50,000			*Account	Account Description	FY 2016 Budget	FY 2016 Actuals	FY 2017 Entry	FTE	FY 2017 Description	400100	Fac FTP Pay	\$6,696	\$0	\$6,696			400500	PRAFac FTP Pay	\$9,137	\$0	\$9,137			402600	OIE FTP Pay	\$446	\$0	\$446			418400	Fac FTP Ben Gen Bdg	\$4,433	\$0	\$4,433			422500	OIE FTP Ben Gen Bdg	\$125	\$0	\$125			460000	Operating Expense Gen Budget	\$451,876	\$0	\$451,876			552500	Other Operating General Budget	\$84,300	\$0	\$84,300			960100	General Admin Recharge	\$33,090	\$0	\$33,090		
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<p><b>Not Balanced Worksheet</b></p>	<p>The Not Balanced message will be seen for Service Centers, if their unbalanced amount is greater than their 60 days reserve. The difference will be shown next to the Amount Off header under the Error message.</p> <div data-bbox="407 411 1432 1293" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Favorites &gt; Main Menu &gt; General Ledger &gt; Auxiliary Budgets &gt; Auxiliary Budgets</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; border-top: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 5px 0;"> <div> <p>University of Colorado <b>User: INGA000034 on Database: FINTST</b></p> <p><small>Boulder   Colorado Springs   Denver   Anschutz Medical Campus</small></p> </div> <div style="border: 1px solid #ccc; padding: 2px;"> <input type="text" value="Search"/> </div> </div> <div style="margin-top: 10px;"> <p><b>Auxiliary Budget</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Budget Year</b></td> <td>2017</td> <td style="width: 30%;"><b>FY 2016 Total Budget Expenditures</b></td> <td style="text-align: right;">\$0</td> <td style="width: 40%;"><b>Admin Update:</b> <input type="checkbox"/></td> </tr> <tr> <td><b>SpeedType</b></td> <td>62800061</td> <td><b>Balance Status (Totals)</b></td> <td></td> <td><b>No Planned Activity:</b> <input type="checkbox"/></td> </tr> <tr> <td><b>Program/Name</b></td> <td>63515 / RAD Clinical Trials SC</td> <td>Resources</td> <td style="text-align: right;">\$652,499</td> <td><b>Budget Status</b> In Progress</td> </tr> <tr> <td><b>Fund Code</b></td> <td>28</td> <td>Expenditures</td> <td style="text-align: right;">\$596,403</td> <td><b>Submitted By</b></td> </tr> <tr> <td><b>Prepared By</b></td> <td>Ingall, Julia Louise</td> <td colspan="2" style="text-align: center; border: 2px solid blue; border-radius: 50%; padding: 5px;"><b>Not Balanced</b></td> <td><b>Approved By</b></td> </tr> <tr> <td><b>Dept. Code</b></td> <td>21695</td> <td><b>Amount Off</b></td> <td style="text-align: right; background-color: yellow;">\$62,396</td> <td></td> </tr> <tr> <td><b>Dept. 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<p><b>Fund 34</b> <b>Page</b></p>	<ul style="list-style-type: none"> <li>- Unlike the Auxiliary budgets, the available funds on these SpeedTypes do not need to be spent in their entirety—carryforward balances are allowed.</li> <li>- Budgeted revenues and other resources need to be entered with a negative sign</li> <li>- Budgeted expenditures need to be entered with a positive sign</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Budget Year</b> 2018</p> <p><b>SpeedType</b> 63400110</p> <p><b>Program/Name</b> 49659 / Wagner Immunology Fund</p> <p><b>Fund Code</b> 34</p> <p><b>Prepared By</b> Nguyen, Lien T.</p> <p><b>Dept. Code</b> 20081</p> <p><b>Dept. Descr</b> SOM-WW Ctr SponsrdPgms/Gifts</p> <p><b>Phone Number</b> 303/724-9616</p> </div> <div style="width: 45%;"> <p style="text-align: center;"><b>FY 2017 Total Budget Expenditures</b></p> <p style="text-align: right;">\$0</p> <p style="text-align: center;"><b>Balance Status (Totals)</b></p> <p>Resources \$0</p> <p>Expenditures \$0</p> <p style="text-align: center; background-color: #eee; padding: 5px;"><b>Balanced</b></p> <p>Amount Off</p> <p style="text-align: center; background-color: #fde9d9; padding: 5px;"><a href="#">Budget Office Webpage</a></p> </div> <div style="width: 45%;"> <p>No Planned Activity: <input type="checkbox"/> Admin Update: <input type="checkbox"/></p> <p><b>Budget Status</b> In Progress</p> <p><b>Submitted By</b></p> <p><b>Approved By</b></p> <p><b>Comments</b></p> </div> </div> <div style="margin-top: 10px;"> <p style="text-align: center; background-color: #f2f2f2; padding: 5px;"><b>Resources (Revenue and/or Cash Carryover)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Account</th> <th>Account Description</th> <th>FY 2017 Budget</th> <th>FY 2017 Actuals</th> <th>FY 2018 Budget</th> <th>FTE</th> <th>Journal Line Reference</th> </tr> </thead> <tbody> <tr> <td>000100</td> <td>Cash</td> <td>\$0</td> <td>\$98</td> <td></td> <td>\$0</td> <td></td> </tr> <tr> <td>240300</td> <td>Rev-Priv Gifts-CUF Non Endow</td> <td>\$0</td> <td>-\$1,238</td> <td></td> <td>\$0</td> <td></td> </tr> <tr> <td>CUF</td> <td>Available Balance</td> <td>\$0</td> <td>\$21,801</td> <td></td> <td>\$0</td> <td></td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <p style="text-align: center; background-color: #f2f2f2; padding: 5px;"><b>Expenditures</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>*Account</th> <th>Account Description</th> <th>FY 2017 Budget</th> <th>FY 2017 Actuals</th> <th>FY 2018 Budget</th> <th>FTE</th> <th>Journal Line Reference</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td>495102</td> <td>Study Subjects</td> <td>\$0</td> <td>\$167</td> <td></td> <td></td> <td></td> </tr> <tr> <td>500203</td> <td>Centralized File Servers</td> <td></td> <td>20</td> <td></td> <td></td> <td></td> </tr> <tr> <td>530101</td> <td>Lab &amp; Tech Shop Supplies</td> <td></td> <td>78</td> <td></td> <td>\$0</td> <td></td> </tr> <tr> <td>530102</td> <td>Lab &amp; Tech Shop Services</td> <td></td> <td></td> <td></td> <td>\$0</td> <td></td> </tr> <tr> <td>700200</td> <td>Employee Travel - Out-of-state</td> <td>\$0</td> <td>-\$559</td> <td></td> <td>\$0</td> <td></td> </tr> <tr> <td>700300</td> <td>Employee Travel -International</td> <td>\$0</td> <td>\$968</td> <td></td> <td>\$0</td> <td></td> </tr> <tr> <td>702100</td> <td>NonEmployee Trvl -Out of State</td> <td>\$0</td> <td>-\$836</td> <td></td> <td>\$0</td> <td></td> </tr> </tbody> </table> </div> </div>	*Account	Account Description	FY 2017 Budget	FY 2017 Actuals	FY 2018 Budget	FTE	Journal Line Reference	000100	Cash	\$0	\$98		\$0		240300	Rev-Priv Gifts-CUF Non Endow	\$0	-\$1,238		\$0		CUF	Available Balance	\$0	\$21,801		\$0		*Account	Account Description	FY 2017 Budget	FY 2017 Actuals	FY 2018 Budget	FTE	Journal Line Reference	495102	Study Subjects	\$0	\$167				500203	Centralized File Servers		20				530101	Lab & Tech Shop Supplies		78		\$0		530102	Lab & Tech Shop Services				\$0		700200	Employee Travel - Out-of-state	\$0	-\$559		\$0		700300	Employee Travel -International	\$0	\$968		\$0		702100	NonEmployee Trvl -Out of State	\$0	-\$836		\$0	
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Add new FY revenue budget.

CUF Available balance- point in time

Add new FY expenditures budget