

Quick Reference Guide

Creating Batches for Self-Support Fund Worksheets

MEMFIS Custom Application

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 will divide the batches and disperse to units (colleges and departments) who may also create sub-batches. For example, the College of Natural Sciences may divide the college batch into Biology, Chemistry, Math, Physics, etc. 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*. If desired, the 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

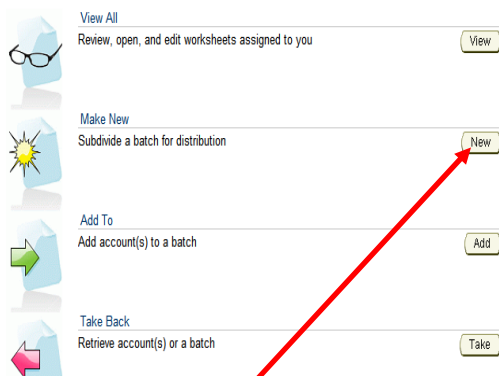
1. Login to MyUNiverse with your MEMFIS username and password.
2. Click Budget Self-Support Funds in your MEMFIS channel and enter your MEMFIS username and password.

BUDGET SELF-SUPPORT FUNDS HOME PAGE

Budget Self-Support Funds home page lists four functions.

- **View All:** to review, open and edit worksheets given to you
- **Make New:** to subdivide a batch for distribution
- **Add To:** to add an account to a batch
- **Take Back:** to retrieve accounts that have 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. Click the **New** button.
2. Select a batch from the drop down list (you may only have one batch).

Select Batch :

3. Click the **Load Batch** button and the list of accounts in your batch will appear on the lower part of the screen.

THREE WAYS FOR DIVISION OFFICES TO SUB-DIVIDE A BATCH AND DISPERSE TO UNITS .

1. Using the **Select** boxes on the left side of the screen to "Select Accounts Individually"
2. Using one of the **Filters** in the [yellow] area above the list of accounts
3. Exporting an individual account to Excel and dispersing via e-mail

SELECT ACCOUNTS INDIVIDUALLY

1. Load the batch (as noted in step 3 of Creating a Batch)
2. Place a check 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 appear 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 home page.*

SELECT ACCOUNTS USING FILTERS

Two Filters appear in the [yellow] area above the account list. The first Filter can be used to sort the batch based on any of the segments of the Oracle account code combination. For instance, all Department of Residence accounts could be assigned to a batch by keying 3011 in the cell labeled FUND. Batches can be sorted based on Fund, Organization, Program, Function or Activity codes.

The second Filter uses General Ledger "Parent Rollup" information. As an example, a batch can be created that includes all Athletics accounts by selecting 44000: Intercollegiate Athletics [P] from the list. The drop down box in this Filter lists all available Parent Rollup Organizations.

USING THE FIRST FILTER:

1. Load the batch (as noted in steps 2 and 3 of Creating a Batch).

Select Batch :

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- Key the appropriate numbers in the account code segment box(es); key a Fund, Org, Program, Function or Activity code.
- Click the **Filter** button and the selected accounts will appear directly below the [yellow] filter box. *If no accounts appear, reload batch and try another account code.*

- 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

- 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

- Assign a name to the batch in the field provided.
- Select a recipient's name from the **Assign To** drop down list.
- Click the **Proceed** button.

Batch Name :

Assign To :

Proceed

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

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

Done

USING THE SECOND FILTER:

- Load the batch (as noted in steps 2 and 3 of Creating a Batch).

Select Batch :

- Select the "Parent Rollup" from the drop down list.

Parent Rollup

ORG

- Click the **Filter** button and the selected accounts will appear directly below the [yellow] filter box.
- 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

- 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

- Assign a name to the batch in the field provided.
- Select a recipient's name from the **Assign To** drop down list.
- Click the **Proceed** button.

Batch Name :

Assign To :

Proceed

- 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:

- Click the **Add** button on the Self-Support Fund home page.
- Select the appropriate batch from the drop down list and click the **Load Batch** button.
- Place a check in the box to the left of the account you wish to add to a batch and click the **Select Accounts** button.
- Select the batch to which this account should be added from the drop down list and click the **Proceed** button.
- Click **Done** on the confirmation screen and you will be returned to the batch management screen.

TAKE AN ACCOUNT FROM A BATCH:

- Click the **Take** button on the Self-Support Fund home page.
- Select the appropriate batch from the drop down list and click the **Load Batch** button.
- Place a check in the box to the left of the account you wish to remove from a batch and click the **Select Accounts** button.
- Review the accounts listed and click the **Proceed** button.
- 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 retrieve 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 an entire batch to the previous account owner.

- Click **Select Batch** button.
- Review the accounts listed.
- Click **Proceed**.
- Click **Done**.