

On-Line Auxiliary Financial Plan Instructions

Each year departments are asked to project the next fiscal year budget. Projections are submitted using the On-Line Auxiliary Financial Plan report ([BUDG000018](#)) located on Information Navigator or other approved document. Projections should be based on your best estimate with the information you have at the time. You should use the history of the account as well as current happenings to make this estimate.

Calculating Projections

Start with the Anticipated Ending Cash Balance of current fiscal year
Subtract Anticipated Ending Encumbrances of current fiscal year
Add Anticipated Revenues for the new fiscal year (less Scholarship Transfer Out and less Estimated Waivers)
Add Anticipated Transfer Ins
Equals Amount available for Expenditures

EXPENDITURES:

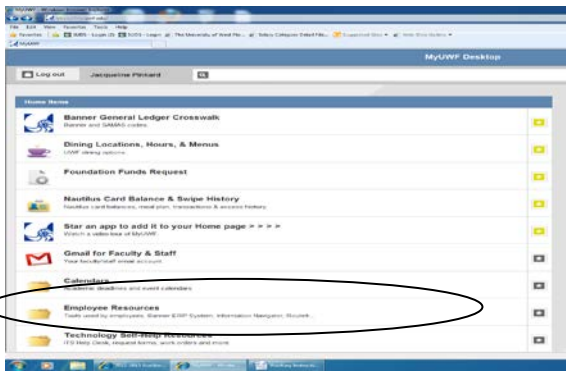
Anticipated Salary
Add anticipated Fringe
Add anticipated OPS (Don't forget that there are fringe cost associated with OPS)
Add anticipated Expenses
Equals Sub Total of expenses subject to administration overhead

Add anticipated OCO
Add anticipated Transfer Out
Add anticipated Administration Overhead Fees*
Equals Total Expenditures (Note that this amount should not exceed the Amount available for Expenditures as calculated above)

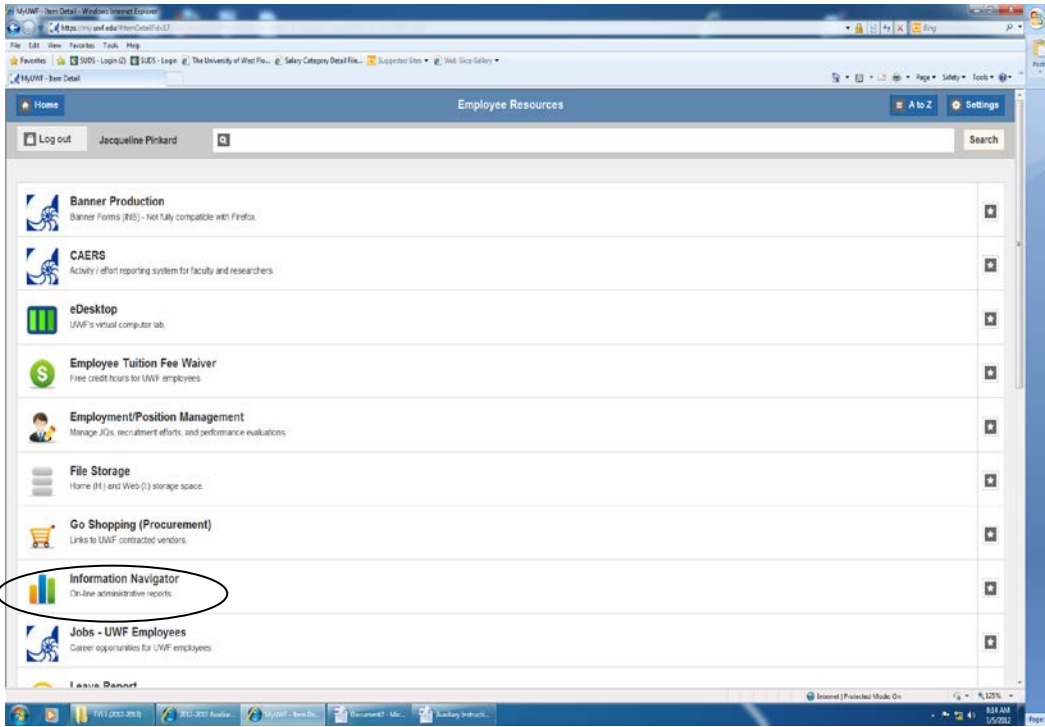
***(Multiply Revenues – Scholarship Transfer Out by 6.71%). Remember that Admin fees for Jan thru June are charged in the next fiscal year, while July thru December are charged in the same fiscal year.**

Completing On-Line Auxiliary Financial Plan

- Log on to MyUWF
- Select Employee Resources from Home Items



Select Information Navigator

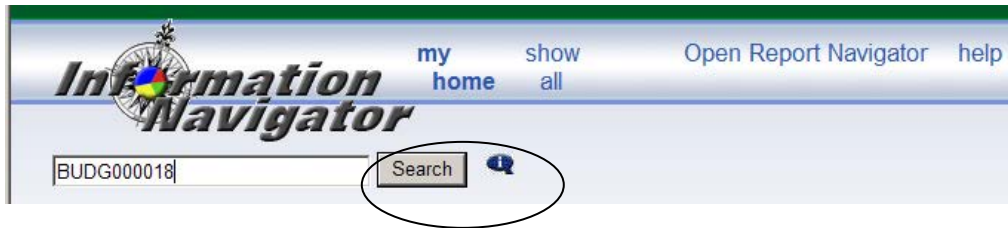


The following will display



✚ Use the Search Field and Enter BUDG000018

✚ Select Search



The screenshot shows the top navigation bar of the Information Navigator system. It includes the logo, navigation links for 'my home' and 'show all', and links for 'Open Report Navigator' and 'help'. Below the navigation bar is a search input field containing the text 'BUDG000018'. To the right of the input field is a 'Search' button and a help icon, both of which are circled in black.


✚ Click on the report ID within the search results screen



The screenshot shows the search results page. The search input field is empty. Below the search bar is a section titled 'Search Results' with a table. The table has three columns: 'Type', 'ID', and 'Title'. The 'ID' column contains the value 'BUDG000018', which is circled in black. The 'Title' column contains the text 'Online Auxiliary Financial Plan'.

Type	ID	Title
	BUDG000018	Online Auxiliary Financial Plan

✚ Enter your fund and ending date. The ending date should be that specified on the request memo sent out in early March each year (normally the date is 02/28 or 2/29 of the current year). **Note: The fund must be an active fund.** If you need to set up a new fund for the new fiscal year you will need to request that the fund be created in Banner prior to being allowed to enter data into the financial plan.



The screenshot shows the 'Report Options' page for the 'Online Auxiliary Financial Plan (BUDG000018)'. It features two input fields: 'FUND' with the value '130001' and 'END DATE' with the value '02/29/2012'. Both input fields are circled in black. Below the input fields is a 'View Report' button. At the bottom of the page, there is a link for 'Help: Aux:History' and a footer message: 'Problems with this form? Contact Help Desk'.

✚ Select View Report– this will give you the following

Fund: 120002
Fund Name: Wellness Services
Financial Manager: Kennedy, Rebecca

	ACTUAL AS OF 02/28/2018	ACTUAL AS OF 02/28/2018	PROJECTED 06/30/2018	2018/2019 INITIAL CALCULATED BUDGET REQUEST	2018/2019 ADJUSTED BUDGET REQUEST (2) <small>Whole Dollars ONLY!</small>
REVENUES					
Other Operating Revenues	\$0.00	\$0	\$0	\$0	\$8.00
REVENUES TOTAL	\$0.00	\$0	\$0	\$0	\$8.00
EXPENDITURES					
Salaries	\$101,852	\$73,619	\$110,730	\$117,294	\$117,364.00
Salary Fringes	\$12,657	\$9,877	\$40,819	\$9,866	\$53,864.00
Other Personal Services	\$14,299	\$1,277	\$91,919	\$93,519	\$33,513.00
Expenses	\$29,282	\$1,279	\$22,919	\$41,292	\$24,293.00
EXPENDITURES TOTAL (SEE NOTE 3 BELOW)	\$168,070	\$86,072	\$266,367	\$252,031	\$229,014.00
TRANSFERS-IN					
Transfers-In	\$216,850	\$204,490	\$254,735	\$176,019	\$376,019.00
TRANSFERS-IN TOTAL	\$216,850	\$204,490	\$254,735	\$176,019	\$376,019.00
TRANSFERS-OUT					
TRANSFERS-OUT TOTAL	\$0	\$0	\$0	\$0	\$4,248.00
ENDING CASH BALANCE AS OF 02/28/2018		\$130,816.09			\$4,248.00
Net Available Balance (Ending Cash Balance + Revenues Total - Expenditures Total + Transfers-In Total - Transfers-out Total)					\$376,019.00
NOTES: (1) 3.71% ON 80% OF THE 2018/2019 CALCULATED SALARY, OPA, AND EXPENSE DISBURSEMENTS. (2) 4.71% ON 80% OF THE 2018/2019 CALCULATED REVENUES. (3) IF YOUR TOTAL REQUEST FOR THE EXPENDITURE CATEGORIES (SALARY / OPA / EXPENSE / OTHERS) EXCEEDS THE ACTUAL EXPENDITURES TOTAL BY MORE THAN 5%, YOU ARE REQUIRED TO PROVIDE A DETAILED NARRATIVE EXPLANATION.					
NARRATIVE:					

Actual as of 2/28/2018 column is the amount actually received or expended for the current fiscal year at the date of February 28, 2018 or whatever date you entered in the criteria screen.

Projected 6/30/2018 column is calculated based on the number of months past and projecting the same rate of spending through 6/30/18. **When using the end of February**, the first 8 months of the fiscal year have past, so the system takes the amount received or expended and divides by 8 to get a monthly amount. Next it multiplies that monthly amount by 12 to get the yearly projected amount.

Initial Calculated Budget Request column is calculated based on the projected 6/30/2018 field multiplied by 1.10% for Revenue and by 1.06% for Expenditures with the exception of Administrative Overhead Charges. Administrative Overhead Charges are now based on revenues less Scholarship Transfer Out and less Estimated Waivers and multiplied by 6.71% for revenues received during fiscal year 2018-2019. The 6.71% will remain until further notice. (Remember that admin fees based on revenues received during a fiscal year are charged 50% in the current fiscal year and 50% in the next fiscal year.) **This is just a starting point** for which you may or may not agree.

Compare your calculations to those generated by the report in the column labeled Initial Calculated Budget Request.

- o If you agree with the Initial Calculated Budget Request proceed to the next bulleted step
- o If you do not agree with the Initial Calculated Budget Request
 - Enter your estimates in the column labeled Adjusted Budget Request-Remember to use whole dollars only (there are very few exceptions to the whole dollar entry).

Fund: 10008
Fund Name: William Service
Fund Manager: Waindy, Rebecca

	ACTUAL AS OF 06/30/2019	ACTUAL AS OF 06/30/2019	PROJECTED 9/30/2019	2019/2014 INITIAL CALCULATED BUDGET REQUEST	2019/2014 BUDGET REQUEST (Whole Dollars ONLY)
REVENUES					
Other Operating Revenues	\$0	\$0	\$7	\$0	\$0.00
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
REVENUES TOTAL	\$0	\$0	\$7	\$0	\$0.00
EXPENDITURES					
Salaries	\$10,622	\$7,619	\$10,730	\$11,734	\$117,364.00
Salary Fringe	\$2,627	\$2,877	\$2,815	\$2,848	\$53,864.00
Other Personal Services	\$1,268	\$1,077	\$1,416	\$2,259	\$33,513.00
Expenses	\$9,282	\$1,279	\$2,916	\$2,188	\$24,293.00
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
EXPENDITURES TOTAL (SEE NOTE 3 BELOW)	\$19,800	\$12,832	\$17,871	\$22,029	\$229,034.00
TRANSFERS IN					
Transfers In	\$20,820	\$24,490	\$24,735	\$27,019	\$376,019.00
<input type="text"/>					
<input type="text"/>					
TRANSFERS IN TOTAL	-\$20,820	\$24,490	\$24,735	\$27,019	\$376,019.00
TRANSFERS OUT					
<input type="text"/>					
<input type="text"/>					
TRANSFERS OUT TOTAL	\$0	\$0	\$0	\$0	\$0.00
ENDING CASH BALANCE AS OF 06/30/2019		\$23,114.00			
Net Available Balance (Ending Cash Balance - Reserve Total - Expenses Total - Transfers Out - Transfers In Total)					\$23,114.00

NOTE: (1) 57% ON 20% OF THE 2019/2014 CALCULATED SALARY, OPE, AND EXPENSE DISBURSEMENTS. THE AMOUNT YOU HAVE CHOSEN FOR ADMINISTRATIVE CHARGES (\$0.00) IS LESS THAN THE RECOMMENDED AMOUNT.

(2) 67% ON 20% OF THE 2019/2014 CALCULATED REVENUES. THE AMOUNT YOU HAVE CHOSEN FOR ADMINISTRATIVE CHARGES (\$0.00) IS LESS THAN THE RECOMMENDED AMOUNT.

(3) IF YOU ARE REQUESTING THIS BUDGET FOR SALARY, OPE, OR EXPENSES, YOU MUST PROVIDE A NARRATIVE OF THE ACTUAL EXPENDITURES AT OJLBY MORE THAN 10% YOU ARE REQUESTED TO PROVIDE A DETAILED NARRATIVE STATEMENT.

NARRATIVE

RE-CALCULATE / ARCHIVE CREATE PDF Send To Route It

- o You may add additional categories by using the drop down list on the blank lines. For example, this index might want to add an OCO budget-on the next available blank line under Expenditures select the drop down menu and Select Other Capital Outlay, then enter the amount under the Adjusted Budget Request column and select Re-Calculate / Archive.

	ACTUAL AS OF 06/30/2012	ACTUAL AS OF 02/28/2013	PROJECTED 06/30/2013	2013/2014 INITIAL CALCULATED BUDGET REQUEST	2013/2014 ADJUSTED BUDGET REQUEST (2) <small>Whole Dollars ONLY</small>
REVENUES					
Other Operating Revenues	\$0.00	\$0	\$7	\$0	\$8.00
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
REVENUES TOTAL	\$0.00	\$0	\$7	\$0	\$8.00
EXPENDITURES					
Salaries	\$10,822	\$79,819	\$110,730	\$117,046	\$117,364.00
Salary Fringe	\$12,827	\$99,877	\$92,815	\$92,846	\$53,864.00
Other Personal Services	\$14,288	\$21,077	\$21,918	\$22,219	\$33,513.00
Expenses	\$0.000	\$15,074	\$22,818	\$24,086	\$24,293.00
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
EXPENDITURE TOTAL (SEE NOTE 2 BELOW)	\$180,027	\$196,885	\$216,096	\$226,097	\$228,024.00
TRANSFERS IN	\$216,890	\$226,490	\$224,735	\$274,019	\$376,019.00
TRANSFERS IN TOTAL	-\$216,890	\$226,490	\$224,735	\$274,019	\$376,019.00
<input type="text"/>					
<input type="text"/>					
TRANSFERS OUT TOTAL	\$0	\$0	\$0	\$0	\$0.00
ENDING CASH BALANCE AS OF 02/28/2013		\$233,114.09			
Non-allocable Balance (Ending Cash Balance + Revenues Total - Expenditure Total + Transfers-in Total - Transfers-out Total)					\$150,019.09
<small>NOTE 2: (1) 2.1% ON 20% OF THE 2013/2014 CALCULATED SALARY, OPS, AND EXPENSE DISBURSEMENTS. THE AMOUNT YOU HAVE CHOSEN FOR ADMINISTRATIVE CHARGES (\$0.00) IS LESS THAN THE RECOMMENDED AMOUNT. (2) 4.7% ON 20% OF THE 2013/2014 CALCULATED REVENUES. THE AMOUNT YOU HAVE CHOSEN FOR ADMINISTRATIVE CHARGES (\$0.00) IS LESS THAN THE RECOMMENDED AMOUNT. (3) IF YOUR TOTAL REQUEST FOR THESE EXPENDITURE CATEGORIES (SALARY, OPERATING, OPS) EXCEEDS THE ACTUAL EXPENDITURES TOTAL BY MORE THAN \$10K, YOU ARE REQUIRED TO PROVIDE A DETAILED NARRATIVE JUSTIFICATION.</small>					
<small>NARRATIVE</small> <input type="text"/>					
<input type="button" value="RE-CALCULATE / ARCHIVE"/> <input type="button" value="CREATE PDF"/> <input type="button" value="Send To Route IT"/>					

- Note 1: If you have not calculated enough Administrative Overhead, you will get a message in Red below note 1 that reads:
THE AMOUNT YOU HAVE CHOSEN FOR ADMINISTRATIVE CHARGES (0.00%) IS LESS THAN THE RECOMMENDED AMOUNT.
Review the amount entered and change as appropriate.

- o Note 2: If you have entered total expenditures in excess of 6% you will get a message in Red below note 2 near the bottom of the page that reads:

THE ADJUSTED EXPENDITURE AMOUNT INCREASE PERCENTAGE EXCEEDS (6%). PLEASE PROVIDE A DETAILED NARRATIVE STATEMENT BELOW.
You must enter an explanation in the Narrative section.

- o IMPORTANT: If you have entered expenditures and transfer out budget in excess of the ending cash plus revenues and transfer in you will notice that the Net Available Balance will be displayed in red. Make adjustments to the budget as appropriate.

- ✚ Enter Comments in the Narrative section as appropriate
- ✚ Select Re-Calculate/Archive this will display your adjusted totals and save your data in a table so that the data can be retrieved for future use by the budget office and in case you need to come back to it for any reason. Always recalculate if you make any changes to this document.
- ✚ Select Create PDF

University of
West Florida
As Of: 03-20-2013
Fiscal Year: 2013/2014

Online Auxiliary Financial Plan

ID: BUDG000018
Print Date: 03/21/2013 09:37 AM

Fund: 130082
Fund Name: Wellness Services
Financial Manager: Kennedy, Rebecca

	ACTUAL AS OF 06/30/2012	ACTUAL AS OF 02/28/2013	PROJECTED 06/30/2013	2013/2014 INITIAL CALCULATED BUDGET REQUEST	2013/2014 ADJUSTED BUDGET REQUEST (3)
REVENUES					
Other Operating Revenues	\$500	\$5	\$7	\$5	\$8.00
REVENUES TOTAL	\$500	\$5	\$7	\$5	\$8.00
EXPENDITURES					
Salaries	\$101,952	\$73,813	\$110,720	\$117,364	\$117,364.00
Salary/Fringe	\$42,857	\$35,877	\$50,815	\$53,864	\$53,864.00
Other/Personal Services	\$16,266	\$21,077	\$31,616	\$33,513	\$33,513.00
Expenses	\$29,282	\$15,278	\$22,918	\$24,293	\$20,000.00
EXPENDITURES TOTAL (SEE NOTE 2 BELOW)	\$190,657	\$144,045	\$216,069	\$229,034	\$254,741.00
TRANSFERS-IN					
Transfers-in	\$218,830	\$236,490	\$354,735	\$376,019	\$376,019.00
TRANSFERS-IN TOTAL	\$218,830	\$236,490	\$354,735	\$376,019	\$376,019.00
TRANSFERS-OUT					
TRANSFERS-OUT TOTAL	\$0	\$0	\$0	\$0	\$0.00
ENDING CASH BALANCE AS OF 02/28/2013		\$233,414.09			
Net Available Balance (Ending Cash Balance + Revenues Total - Expenditures Total + Transfers-In Total - Transfers-out Total)					\$354,700.09

NOTES: (1) 3.71% ON 50% OF THE 2013/2014 CALCULATED SALARY, OPS, AND EXPENSE DISBURSEMENTS.
THE AMOUNT YOU HAVE CHOSEN FOR ADMINISTRATIVE CHARGES (\$0.00) IS LESS THAN THE RECOMMENDED AMOUNT.
(2) 4.71% ON 50% OF THE 2013/2014 CALCULATED REVENUES
THE AMOUNT YOU HAVE CHOSEN FOR ADMINISTRATIVE CHARGES (\$0.00) IS LESS THAN THE RECOMMENDED AMOUNT.
(3) IF YOUR TOTAL REQUEST FOR THE EXPENDITURE CATEGORIES (SALARY, OPS, EXPENSE, OCC) EXCEEDS THE ACTUAL EXPENDITURES TOTAL BY MORE THAN 6%, YOU ARE REQUIRED TO PROVIDE A DETAILED NARRATIVE STATEMENT.
THE ADJUSTED EXPENDITURE AMOUNT INCREASE PERCENTAGE EXCEEDS (6%) PLEASE PROVIDE A DETAILED NARRATIVE STATEMENT BELOW.

NARRATIVE:

The following electronic signatures in Route B are required for this document:

- 1) Director
- 2) Dean/Division Head (As Appropriate)
- 3) Vice President (As Appropriate)
- 4) Budget Office

- ✚ Verify all information is correct-if not go back and adjust the form making corrections as needed
- ✚ Save this file to your computer or your department shared drive. You will need this PDF to upload to JIRA for the Office of Budgets to process
- ✚ Select "Launch JIRA"
- ✚ Complete the JIRA (See separate instructions)
- ✚ Forward to the Office of University Budgets no later than the date as specified on the request memo sent out in early March each year.

Submit a Financial Plan through **JIRA (NEW 2018)**

Once you have completed the plan and saved the PDF to your computer or department shared drive. You will select “Launch JIRA” and the following form will pop up to launch JIRA:

The screenshot shows the 'Financial Plan Request' form in the JIRA Service Desks interface. The header includes 'Service Desks' and 'Requests 9'. The breadcrumb path is 'UWF Service Desks / Budget'. The form title is 'Financial Plan Request'. A note states: 'Before beginning, please ensure that you have filled out a Financial Plan form in Information Navigator. This form **must** be provided as an attachment to this request.' The 'Raise this request on behalf of' dropdown menu is set to 'Jeffrey Djerlek'. There is a 'Banner index code' input field with a note: 'Please enter your Banner index code for the Financial Plan you are submitting. **NOTE:** You may only submit 1 plan/index per request. If you have additional plans/indexes, please submit them as separate requests.' The 'Notes (optional)' section has a text area and a note: 'Please provide any notes you need to share.' The 'Attachment' section has a dashed box with the text 'Drag and drop files, paste screenshots, or browse' and a note: 'Please attach your completed Financial Plan form from Information Navigator here. This is a required field to move the JIRA ticket forward.' At the bottom, there are 'Create' and 'Cancel' buttons.

The following information should be entered:

1. **[Required Field]: Raise this request on behalf of** will automatically select you as the user, as it uses MyUWF authentication to confirm who is submitting. I (Jeffrey Djerlek) am logged into MyUWF, so the “Raiser” indicates me:

- a. Example:

Raise this request on behalf of

A screenshot of a web form element. At the top, the text "Raise this request on behalf of" is displayed in a light blue font. Below this is a dropdown menu with a light gray background and a thin border. The menu is currently open, showing a single option: "Jeffrey Djerlek" next to a small profile icon. A small downward-pointing arrow is visible on the right side of the dropdown box.

2. **[Required Field]:** In the **Banner Index Code** box enter the 6-digit Fund/Index for which you are processing the Financial Plan for. As a reminder, “you may only submit 1 plan/index per request. If you have additional plans/indexes, please submit them as separate requests.” Also, do not use spaces or any other characters except the 6-digit Fund/Index **number**.

- a. Example: If I was processing a Financial Plan for Auxiliary index 130233, the “130233” would go into this field.
- b. Based on the Fund/Index number you place into this field (which should be for the PDF you are submitting) JIRA will look up who the **Financial Manger** of record is in the Information Navigator report FIN000022. In our Example we used “130233,” if we review FIN000022 for that Fund/Index we see that Jeffrey Djerlek is the manager:

Active Records

Page Setup: Letter / Portrait
 Margins: 1/2" X 1/2" X 1/2" X 1/2"

Index	Description	Fund	Orgn	Program	Financial Manager
120001	Student Activity Budget Reserve	120001	0000	00	Djerlek, Jeffrey
130233	Federal & State Tax Clearing	130233	9700	91	Djerlek, Jeffrey
130234	Administrative Overhead Charge	130234	9700	91	Djerlek, Jeffrey
130324	Auxiliary Budget Reserve	130324	9880	77	Djerlek, Jeffrey
139097	Festival on the Green (FOG)	139097	1000	88	Djerlek, Jeffrey
139118	Concessions Budget Reserve	139118	9950	88	Djerlek, Jeffrey
148005	Scholarship Budget Reserve	148005	9920	97	Djerlek, Jeffrey
154001	Inter Athletics Budget Reserve	154001	9910	84	Djerlek, Jeffrey
170013	Contracts & Grants Budget Reserve	170013	9860	61	Djerlek, Jeffrey
190501	Technology Budget Reserve	190501	9940	89	Djerlek, Jeffrey
349001	Green Fee Budget Reserve	349001	9960	89	Djerlek, Jeffrey
409901	Direct Loan Budget Reserve	409901	9930	97	Djerlek, Jeffrey

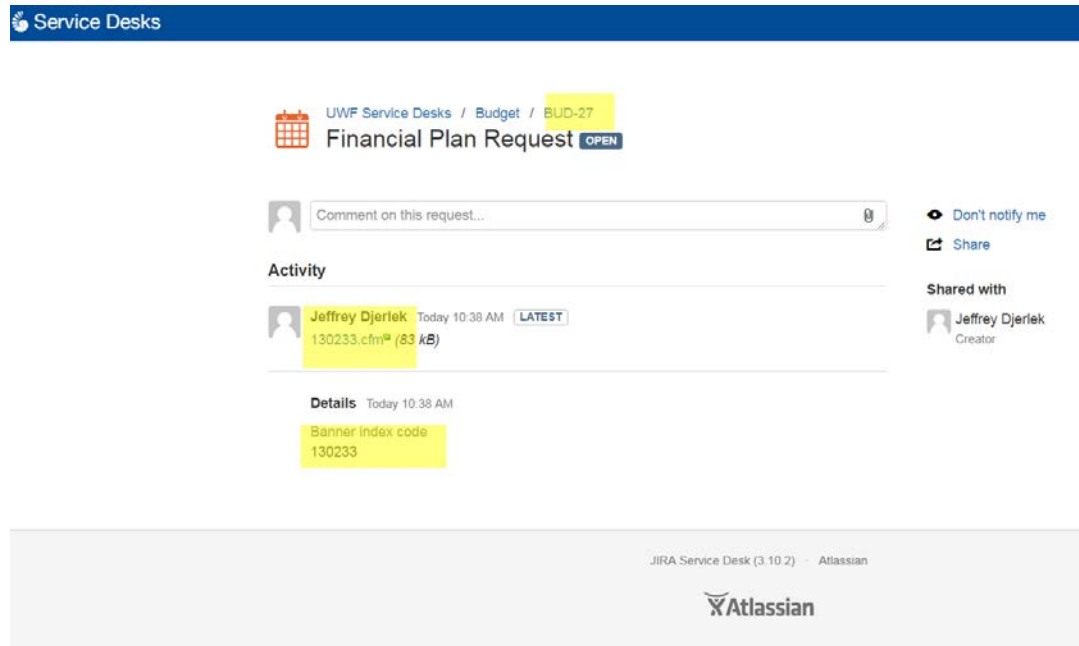


- c. That means that the JIRA will Route to Jeffrey Djerlek for approval as the Financial Manager of record in Banner.
 - d. If you need to update the Manager for a Proxy, please contact the Budget Office after submitting the request to change who the JIRA goes to for Approval.
3. **[Optional Field]:** The **Notes** field is optional, and you as the requestor can place any notes that you want to share with the approver or the Budget Office.
 4. **[Required Field]:** The **Attachment** is a required field where the requestor will attach the PDF they generated for their Financial Plan. **You must have an attachment or the JIRA will not move forward.** You can also attach additional documents you want to share with the approver or the Budget Office.

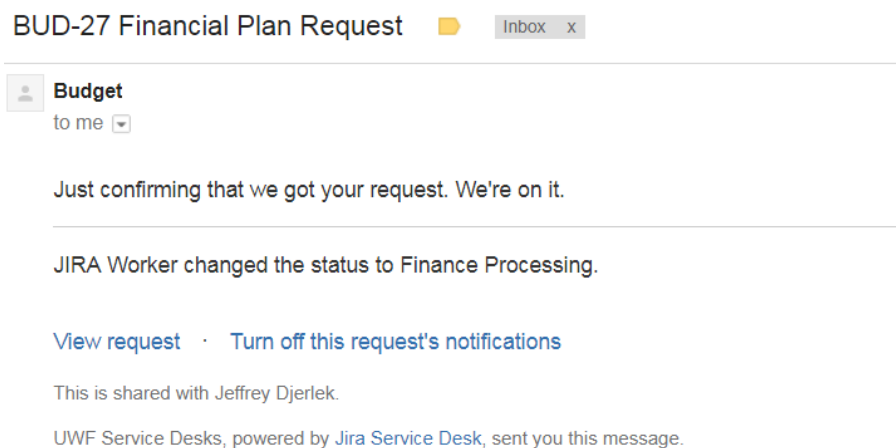
5. After you have performed steps 1-4 you will now select the “**Create**” field to start the JIRA, or “**Cancel**” to delete and stop the request.



6. After you have selected “Create” JIRA will refresh notifying you of your JIRA request number for this Financial Plan.






Also JIRA will send an email confirming that we got your request:



7. Note: Final recipient for all financial plans is the Budget Office. Jeffrey Djerlek (Jdjerlek@uwf.edu or 474-2759) will be processing them and you can call him with any questions.

8. Upon final approval in JIRA you will get the following email:

BUD-27 Financial Plan Request  Inbox x

 **Budget**
to me 



Just confirming that we got your request. We're on it.

JIRA Worker changed the status to Finance Processing.

[View request](#) · [Turn off this request's notifications](#)

This is shared with Jeffrey Djerlek.

UWF Service Desks, powered by [Jira Service Desk](#), sent you this message

 **Budget**
to me 

Jeffrey Djerlek changed the status to Done.

Jeffrey Djerlek resolved this as Done.

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