

On-Line Contracts and Grants Financial Plan Instructions

Each year departments are asked to project the next fiscal year budget. Projections are submitted using the On-Line Contracts and Grants Financial Plan report ([BUDG000048](#)) 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

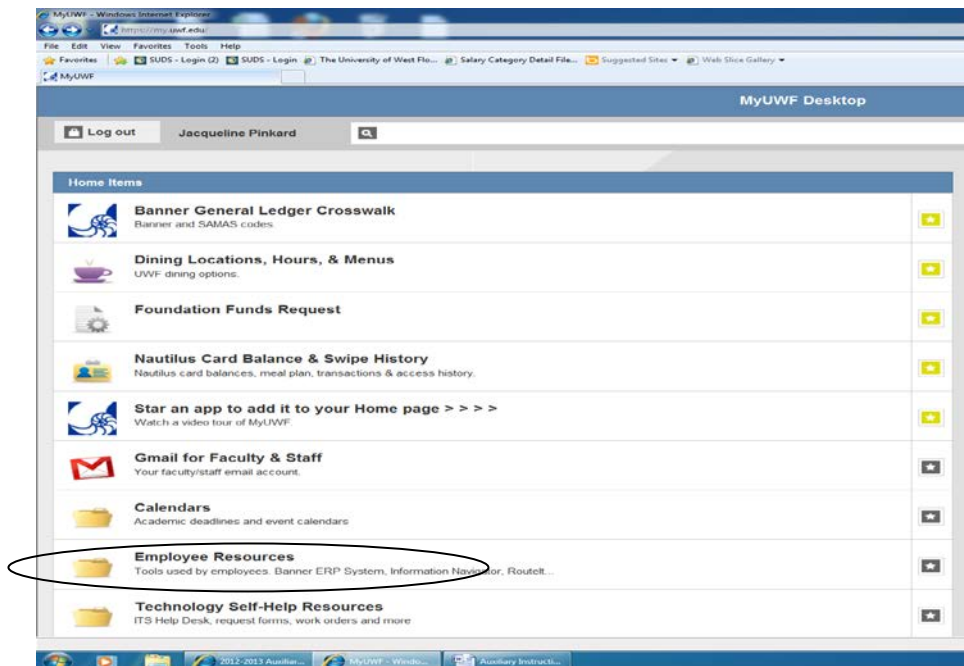
Start with the Anticipated Ending Cash Balance of current fiscal year
Subtract Anticipated Ending Encumbrances of current fiscal year
Add Anticipated Revenues for the new fiscal year
Equals Amount available for Expenditures

EXPENDITURES:

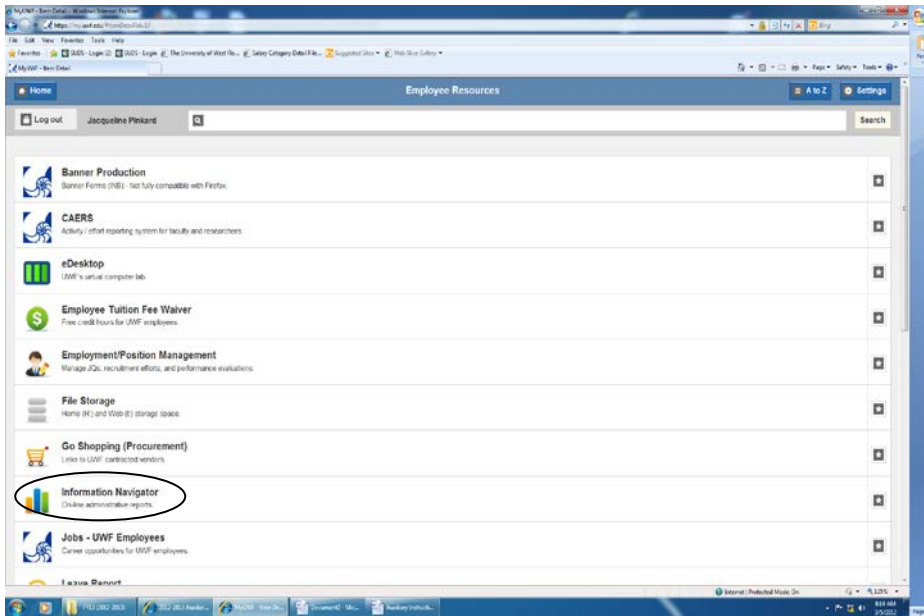
Anticipated Salary
Add anticipated Fringe
Add anticipated OPS (Don't forget that there are fringe associated with OPS)
Add anticipated Expenses
Add anticipated OCO
Add anticipated Transfer Out
Equals Total Expenditures (Note that this amount should not exceed Amount available for Expenditures as calculated above)

Completing On-Line Contracts and Grants Financial Plan

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



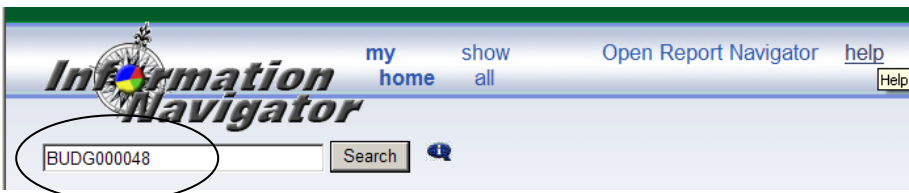
Select Information Navigator



The following will display



Use the Search Field and Enter BUDG000048

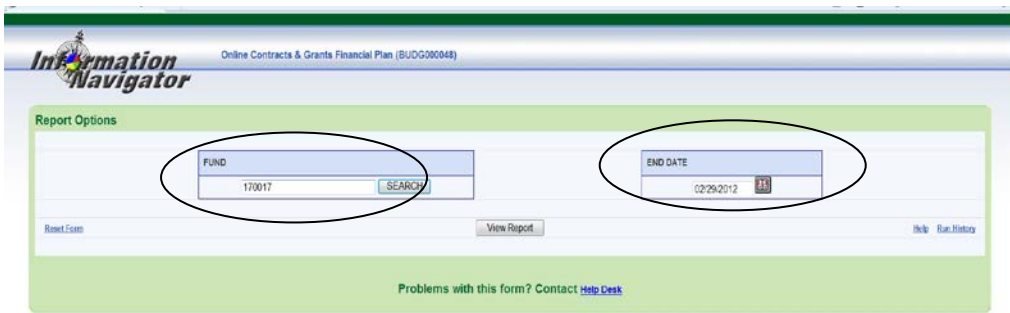


Select Search

Click on the report ID within the search results screen



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 2/28 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.



Select View Report – this will give you the following (pictured example is from fiscal year 2010-2011 budget requests)

University of West Florida
 Online Contracts & Grants Financial Plan
 ID: BU0000048
 Print Date: 03/31/2020 02:57 PM

Fund: 170017
 Fund Name: Invest Earnings Grants
 Financial Manager: Amsou, Colleen

	ACTUAL AS OF 03/30/2020	PROJECTED 06/30/2020	2020/2010 INITIAL CALCULATED BUDGET REQUEST	2020/2010 ADJUSTED BUDGET REQUEST (2) <small>Whole Dollars ONLY</small>
REVENUES				
Investment Income (Loss)	\$12,922	\$17,243	\$18,988	\$18,988.00
REVENUES TOTAL				
EXPENDITURES				
Salary Fringes				\$2,000.00
Other Personal Services				\$10,000.00
Expenses				\$6,000.00
EXPENDITURES TOTAL (SEE NOTE BELOW)				
TRANSFERS-IN				
TRANSFERS-IN TOTAL				
TRANSFERS-OUT				
TRANSFERS-OUT TOTAL				
ENDING CASH BALANCE AS OF 03/30/2020 \$27,168.00				
Net Available Balance (Ending Cash Balance + Revenue Total - Expenditure Total + Transfers-In Total - Transfers-out Total) <u>\$28,136.00</u>				
NOTES: IF YOUR TOTAL REQUEST FOR THE EXPENDITURE CATEGORIES (SALARY, OPS, EXPENSE, ETC) 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:				


RE-CALCULATE / ARCHIVE CREATE PDF

**IMPORTANT:
Launch JIRA**

Actual as of 2/28/20 column is the amount actually received or expended for the current fiscal year at the date of February 28, 20XX or whatever date you entered in the criteria screen.

Projected 6/30/20XX column is calculated based on the number of months past and projecting the same rate of spending through 6/30/XX. The first 8 months of the fiscal year have past, so the system takes the amount received or expended at 2/28/XX 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 6/30/20XX field multiplied by 1.10% for Revenue and by 1.06% for Expenditures. **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.
 - If you agree with the Initial Calculated Budget Request proceed to the next  bulleted step
 - 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).

University of West Florida
 Online Contracts & Grants Financial Plan
 ID: BU0C000048
 Print Date: 03/31/2022 02:57 PM

Fund: 170017
 Fund Name: Invest Savings Grants
 Financial Manager: Aemul, Colleen

	ACTUAL AS OF 03/31/2022	PROJECTED 06/30/2022	20220101 FISCAL CALCULATED BUDGET MODULE	20220101 ADJUSTED BUDGET MODULE <small>Whole Dollars Only</small>
REVENUES				
Investment Income (Loss)	\$12,932	\$17,243	\$18,988	\$18,988.00
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
REVENUES TOTAL	\$12,932	\$17,243	\$18,988	\$18,988.00
EXPENDITURES				
Salary Fringes				\$2,000.00
Other Personal Services				\$10,000.00
Expense				\$6,000.00
<input type="text"/>				
EXPENDITURES TOTAL (SEE NOTE BELOW)	\$0	\$0	\$0	\$18,000.00
TRANSFERS-IN				
<input type="text"/>				
TRANSFERS-IN TOTAL	\$0	\$0	\$0	\$0.00
TRANSFERS-OUT				
<input type="text"/>				
TRANSFERS-OUT TOTAL	\$0	\$0	\$0	\$0.00
ENDING CASH BALANCE AS OF 03/31/2022	\$07,188.00			
Net Available Balance (Ending Cash Balance + Revenues Total - Expenditures Total + Transfers-In Total - Transfers-out Total)				\$08,188.00

NOTES IF YOUR TOTAL REQUEST FOR THE EXPENDITURE CATEGORIES (SALARY, OPS EXPENSE, ETC) EXCEEDS THE ACTUAL EXPENDITURES TOTALLY 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:

**IMPORTANT:
Launch JIRA**

- 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

Fund: 170017
Fund Name: Invest earnings Grants
Financial Manager: Annex, Colleen

	ACTUAL AS OF 03/03/2022	FY01 BUDGET 06/30/2022	2022/2010 INITIAL CALCULATED BUDGET RECURSIVE	2022/2010 ADJUSTED BUDGET RECURSIVE (2) <small>Whole Dollars ONLY</small>
REVENUES				
Investment Income (Loss)	\$12,032	\$17,243	\$18,265	\$18,265.00
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
REVENUES TOTAL	\$12,032	\$17,243	\$18,265	\$18,265.00
EXPENDITURES				
Salary Fringes				\$2,000.00
Other Personal Services				\$1,000.00
Expenses				\$6,000.00
Other Capital Outlay				\$1,000,000.00
EXPENDITURES TOTAL (SEE NOTE BELOW)	\$0	\$0	\$0	\$1,008,000.00
TRANSFERS-IN				
<input type="text"/>				
TRANSFERS-IN TOTAL	\$0	\$0	\$0	\$0.00
TRANSFERS-OUT				
<input type="text"/>				
TRANSFERS-OUT TOTAL	\$0	\$0	\$0	\$0.00
ENDING CASH BALANCE AS OF 03/03/2022	\$97,166.00			
Net Available Balance (Ending Cash Balance + Revenues Total - Expenditures Total + Transfers-In Total - Transfers-Out Total)				(\$1,894,000)
<p>NOTES: IF YOUR TOTAL REQUEST FOR THE EXPENDITURE CATEGORIES (SALARY, OPS EXPENSE, ETC) 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.</p>				

Add a Category here

**IMPORTANT:
Launch JIRA**

- **IMPORTANT:** 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 Narrative section.
- **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 as shown in the above example. Make adjustments to the budget as appropriate.

- ✚ Enter Comments in the Narrative section as appropriate
- ✚ Select Re-Calculate/Archive this will 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

Fund: 170017
Fund Name: General Exchange Grants
Fiscal Manager: Anna, Colton

	ACTUAL AS OF 03/30/09	PROJECTED 04/30/09	2009/2010 CALCULATED BUDGET REQUEST	2009/2010 ADJUSTED BUDGET REQUEST (2)
REVENUES				
Investment Income (Loss)	\$12,812	\$17,140	\$18,940	\$18,940.00
REVENUES TOTAL	\$12,812	\$17,140	\$18,940	\$18,940.00
EXPENDITURES				
Salary Wages				\$2,000.00
Other Personal Services				\$10,000.00
Supplies				\$10,000.00
Other Capital Outlay				\$10,000.00
EXPENDITURES TOTAL (REGARDER BELOW)	0.00	0.00	0.00	\$32,000.00
TRANSFERS-IN				
TRANSFERS-IN TOTAL	0.00	0.00	0.00	0.00
TRANSFERS-OUT				
TRANSFERS-OUT TOTAL	0.00	0.00	0.00	0.00
ENDING CASH BALANCE AS OF 03/30/09	\$71,044.00			
Net Available Balance (Ending Cash Balance + Revenues Total - Expenditures Total + Transfers-In Total - Transfers-Out Total)				(\$13,056.00)

(2) IF YOUR TOTAL REQUEST FOR THE EXPENDITURE CATEGORIES (SALARY, OTHER PERSONAL SERVICES) EXCEEDS THE ACTUAL EXPENDITURES TOTAL BY MORE THAN 5%, YOU ARE REQUESTED TO PROVIDE A DETAILED NARRATIVE STATEMENT. THE ADJUSTED EXPENDITURE AMOUNT INCREASE PERCENTAGE EXCEEDS (5%), PLEASE PROVIDE A DETAILED NARRATIVE STATEMENT BELOW.

NARRATIVE:

APPROVED:

DIRECTOR: _____ DATE _____
 DEAN/DEPUTY DEAN
 (AS APPROPRIATE): _____ DATE _____
 VICE PRESIDENT
 (AS APPROPRIATE): _____ DATE _____
 BUDGET OFFICE: _____ DATE _____

- ✚ 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 a web form titled "Financial Plan Request" within a "Service Desks" interface. The form is for submitting a budget request and includes the following fields and instructions:

- Header:** "Service Desks" logo and "Requests 9" in the top right.
- Breadcrumbs:** "UWF Service Desks / Budget".
- Title:** "Financial Plan Request".
- Introductory Text:** "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."
- Requester Selection:** "Raise this request on behalf of" with a dropdown menu showing "Jeffrey Djerlek".
- Banner Index Code:** A text input field with the instruction: "Please enter your Banner index code for the Financial Plan you are submitting." A note below states: "NOTE: You may only submit 1 plan/index per request. If you have additional plans/indexes, please submit them as separate requests."
- Notes:** A text area labeled "Notes (optional)" with the instruction: "Please provide any notes you need to share."
- Attachment:** A dashed box containing a file upload icon and the text "Drag and drop files, paste screenshots, or browse". The instruction reads: "Please attach your completed Financial Plan form from Information Navigator here. This is a required field to move the JIRA ticket forward."
- Buttons:** "Create" and "Cancel" buttons at the bottom.

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 small profile icon on the left and the name "Jeffrey Djerlek" in the center. 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 C&G index 230201, the “230201” 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 “230201,” if we review FIN000022 for that Fund/Index we see that Daniel Lucas 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
1581S	Sum-Univ Comm & External Relations	110000	1581S	61	Lucas, Daniel
2140	University Advancement-V.P.	110000	2140	61	Lucas, Daniel
2140S	Sum-University Advancement-V.P.	110000	2140S	61	Lucas, Daniel
2141	University Advancement Budget Reser	110000	2141	61	Lucas, Daniel
2142	Unemployment Payments	110000	2142	61	Lucas, Daniel
2148	Univ Advancement Budget Reductions	110000	2148	61	Lucas, Daniel
2149	Univ Advnc Termination Pay Reserve	110000	2149	61	Lucas, Daniel
2150	Institutional Marketing	110000	2150	61	Lucas, Daniel
2150S	Sum-Institutional Marketing	110000	2150S	61	Lucas, Daniel
2152	UMC - Recruitment	110000	2152	61	Lucas, Daniel
2153	Mkting - Student Recruitment	110000	2153	51	Lucas, Daniel
2154	Community Engagement-Advancement	110000	2154	32	Lucas, Daniel
C1581S	Sum-Univ Comm & External Relations	110001	1581S	61	Lucas, Daniel
C2140S	Sum-University Advancement-V.P.	110001	2140S	61	Lucas, Daniel
C2150S	Sum-Institutional Marketing	110001	2150S	61	Lucas, Daniel
CF2140	University Advancement-V.P.	110001	2140	61	Lucas, Daniel
CF2141	University Advancement Budget Reser	110001	2141	61	Lucas, Daniel
CF2148	Univ Advancement Budget Reductions	110001	2148	61	Lucas, Daniel
CF2149	Univ Advnc Termination Pay Reserve	110001	2149	61	Lucas, Daniel
CF2150	Institutional Marketing	110001	2150	61	Lucas, Daniel
CF2152	UMC - Recruitment	110001	2152	61	Lucas, Daniel
CF2153	Mkting - Student Recruitment	110001	2153	51	Lucas, Daniel
CF2154	Community Engagement-Advancement	110001	2154	32	Lucas, Daniel
130898	Advancement VP Concessions	130898	2140	88	Lucas, Daniel
130899	Univ Adv Activities & Events	130899	2140	91	Lucas, Daniel
130900	Alumni Relations Activity & Events	130900	2140	91	Lucas, Daniel
139098	Univ Comm & Ext Relat Concessions	139098	1581	88	Lucas, Daniel
139105	UMCS Concessions	139105	1580	88	Lucas, Daniel
230201	UWF Foundation	230201	2250	61	Lucas, Daniel
230202	Development	230202	2250	61	Lucas, Daniel
230203	Alumni Relations	230203	2250	61	Lucas, Daniel
230205	John C. Pace Sr. Eminent Scholars	230205	2250	11	Lucas, Daniel
230208	WUWF Foundation Acct	230208	2250	43	Lucas, Daniel
230211	Nystul Eminent Scholar Chair	230211	2250	46	Lucas, Daniel
230212	M B Washington Chair/Accting	230212	2250	46	Lucas, Daniel
230213	President's Special Events	230213	2250	61	Lucas, Daniel



c. That means that the JIRA will Route to Daniel Lucas 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.

UWF Service Desks / Budget / BUD-26
Financial Plan Request OPEN



 Comment on this request... 

 Don't notify me

 Share

Activity

Shared with

 **Jeffrey Djerlek** Today 9:16 AM LATEST
230201 Fin Plan 2019.cfm  (82 kB)

 Jeffrey Djerlek
Creator

Details Today 9:16 AM

Banner index code
230201

Notes
I have prepared the requested plan. No real Change this year

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



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.



[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.