

Budget Request System

Collaborations

A decorative graphic consisting of several horizontal lines of varying lengths and colors (teal, light blue, white) extending from the right side of the slide.

Budget Request System Collaborations

- Agenda
 - Budget Request System Overview
 - Budget Request Form – FWABREQ
 - Collaborative Unit Tab
 - Collaboration Form – FWABRCL
 - Collaboration Review
 - Budget Request Form – FWABREQ
 - Review

Budget Request System Overview

- UNCW's budget request process is available through Banner forms created to automate and standardize the budget process
- Budget requests requiring Human Resources review can be entered during the following budget cycles:
 - AA Annual Allocation (March – June)
 - BE Biennial Expansion (July – August)
 - CITI Campus Initiated Tuition Increase (July – Dec)
 - FF Student Fees (Sept– Dec)
 - MY Mid-Year Adjustment (Jan– March)
 - SB Supplemental Budget (Nov – Jan)

Budget Request System Overview

- Collaboration Definition
 - A collaboration is a process whereby two or more people or organizations work together to achieve a common goal
- The Budget Request System was designed to allow collaborations


Budget Request System

Budget Request Form - FWABREQ

- Enter a budget request into Banner
 - Access the Budget Request Form – FWABREQ
 - Enter the budget request
 - For detailed instructions see the Budget Request Submission Procedure
 - Available on the Budget Office Webpage
 - http://www.uncw.edu/ba/finance/Budget/Budget_Request_System.html

Budget Request System

Budget Request Form - FWABREQ

- Collaborative Unit Tab
 - Enter organization code of the collaborating unit
 - Enter description of the collaboration, save 

Budget Request Form FWABREQ 7.0 (PPRD)

Budget Request ID: BA09044 ▾ Kenan Auditorium Fire Alarm

Header Record | Line Item Request | Header Priority | **Collaborative Unit**

Collaborative Unit

Organization Code	Description Of Collaboration	Collaboration Approved	Orgn Approval Date	Activity Date:	User Id:
35240 ▾	Facilities Administration	Budget figures and submission on R&R request: <input type="checkbox"/>	<input type="text"/>	23-JUN-2008	HARTSS

Budget Request System

Budget Request Collaboration Form - FWABRCL

- To approve and add a line to a collaboration
 - Access the Budget Request Collaboration Form – FWABRCL
 - Select the Budget Year and Budget Cycle provided in the guidance from the Budget Office, next block

Budget Request System Collaboration Form - FWABRCL

- Displays budget requests that
 - **Filters**
 - Budget Year
 - Budget Cycle

Budget Request Collaboration Form FWABRCL 7.0 (PPRD)

Budget Year: **Division Code:** Business Affairs

Header Record | **Line Item Request**

The screenshot shows a web application interface for the Budget Request Collaboration Form. At the top, there is a blue header bar with the text "Budget Request Collaboration Form FWABRCL 7.0 (PPRD)". Below the header, there are two input fields: "Budget Year" with the value "2010" and "Division Code" with a dropdown menu showing "BA" and the text "Business Affairs" to its right. Below these fields, there are two tabs: "Header Record" (which is active and highlighted in blue) and "Line Item Request" (which is inactive and highlighted in grey). The interface is separated from the rest of the page by a thick yellow horizontal line.

Budget Request System Collaboration Form - FWABRCL

- Line item request
 - Scroll down to the line item to review
 - Select the Line Item Request tab

Budget Request Collaboration Form FWABRCL 7.0 (PPRD)

Budget Year: Division Code: Business Affairs

Header Record

Budget Collaboration Information

Budget Id	Title	Entering Request ORGN	Collaboration ORGN title	Final Decision	Collaboration Approved	Collaboration Approval Date
BA09038	Campus Wide Emergency Notification	Environmental Health ar Marketing and Commur		<input type="checkbox"/>	<input checked="" type="checkbox"/>	06-OCT-2009
BA09038	Campus Wide Emergency Notification	Environmental Health ar University Police		<input type="checkbox"/>	<input type="checkbox"/>	
BA09038	Campus Wide Emergency Notification	Environmental Health ar Dean of Students		<input type="checkbox"/>	<input type="checkbox"/>	
BA09038	Campus Wide Emergency Notification	Environmental Health ar	VC ITSD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	27-JUN-2008
BA09044	Kenan Auditorium Fire Alarm	Environmental Health ar Facilities Administrati		<input type="checkbox"/>	<input type="checkbox"/>	

Budget Request System Collaboration Form - FWABRCL

- Line item request

Budget Request Collaboration Form FWABRCL 7.0 (PPRD)

Budget Year: Division Code: Business Affairs

Header Record **Line Item Request**

Line Item Detail | Line Item Priorities | Line Item University Goals/Objectives | Line Item Divisional Goals/Objectives

Line Item Detail

Line Ref No:	<input type="text" value="002"/>	Final Decision:	<input type="text"/>
Desc:	<input type="text" value="fire alarms for kenan, share costs of project"/>	FTE:	<input type="text"/>
Fund:	<input type="text" value="121981"/> College Of Arts/Sci	EPA/SPA	<input type="text"/>
Organization:	<input type="text" value="32000"/> College of Arts and Sciences Admin	Position Title:	<input type="text"/> Band: <input type="text"/>
Program:	<input type="text" value="101"/> Instruction	Account:	<input type="text" value="930000"/> Supplies & Materials Budget Pool
		Activity:	<input type="text"/>
		Category Code:	<input type="text"/>

Current Year PERM Amt:	<input type="text"/>	Year 4 PERM Amt:	<input type="text"/>	Current Year ONE-TIME Amt:	<input type="text" value="30,000"/>	Year 4 ONE-TIME Amt:	<input type="text"/>
Next Year PERM Amt:	<input type="text"/>	Year 5 PERM Amt:	<input type="text"/>	Next year ONE-TIME Amt:	<input type="text"/>	Year 5 ONE-TIME Amt:	<input type="text"/>
Year 3 PERM Amt:	<input type="text"/>			Year 3 ONE-TIME Amt:	<input type="text"/>		

Budget Request System Collaboration Form - FWABRCL

- Check Collaboration Approved box on Header Record

Budget Request Collaboration Form FWABRCL 7.0 (PPRD)

Budget Year: Division Code: Business Affairs

Header Record | Line Item Request

Budget Collaboration Information

Budget Id	Title	Entering Request ORGN	Collaboration ORGN title	Final Decision	Collaboration Approved	Collaboration Approval Date
BA09038	Campus Wide Emergency Notification	Environmental Health ar	Marketing and Commur	<input type="text"/>	<input checked="" type="checkbox"/>	06-OCT-2009
BA09038	Campus Wide Emergency Notification	Environmental Health ar	University Police	<input type="text"/>	<input type="checkbox"/>	
BA09038	Campus Wide Emergency Notification	Environmental Health ar	Dean of Students	<input type="text"/>	<input type="checkbox"/>	
BA09038	Campus Wide Emergency Notification	Environmental Health ar	VC ITSD	<input type="text"/>	<input checked="" type="checkbox"/>	27-JUN-2008
BA09044	Kenan Auditorium Fire Alarm	Environmental Health ar	Facilities Administrati	<input type="text"/>	<input checked="" type="checkbox"/>	06-OCT-2009
				<input type="text"/>	<input type="checkbox"/>	

Budget Request System

Budget Request Form - FWABREQ

- All records are displayed on the Budget Request Form - FWABREQ

Budget Request System Collaborations

- Review
 - Budget Request System Overview
 - Budget Request Form – FWABREQ
 - Collaborative Unit Tab
 - Collaboration Form – FWABRCL
 - Collaboration Review
 - Budget Request Form - FWABREQ



Questions?

Need assistance?

Call the Budget Office

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