

Budget Request System

Facilities Review and Comments

Budget Request System Facilities Review and Comments

- Agenda
 - Budget Request System overview
 - Budget request form – FWABREQ
 - Facilities Review Required box
 - Facilities review
 - SSRS reports
 - Banner form – FWABRFA
 - Recording Facilities comment
 - Banner form – FWABRFA
 - 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 Facilities 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

- Facilities reviews all budget requests that meet the following criteria
 - Building renovations
 - Office renovation
 - Roof repairs
 - Renovation related expenses
 - Installation of video surveillance system
 - Equipment purchases requiring site modification

Budget Request System

Budget Request Form - FWABREQ

- Users check the **Facilities Review Required** box for items that will require the Facilities Office review

Budget Request Form FWABREQ 7.0 (PPRD)

Budget Request ID: AA09031 New Concrete Storage Buildings, CMS

Header Record | Line Item Request | Header Priority | Collaborative Ur

Line Item Detail | Line Item Priorities

Line Item Detail

Line Ref No: 001

Desc: Four temperature controlled concrete storage buildings (for CMS Myrtle Gr

Fund: 148600 Cms

Organization: 30600 Administration CMS Main

Program: 110 Organized Research

Current Year PERM Amt: Year 4 PERM Amt:

Next Year PERM Amt: Year 5 PERM Amt:

Year 3 PERM Amt:

Review Required: Facility: Purchasing:

Budget Requests Facilities Review

- To review a report of budget requests
 - Access the UNCW SSRS report portal on the web
 - <https://uncwreports/reports/>
 - Select Budget Request System folder
 - Select the Budget Requests Needing Facilities Review report
 - Select the Budget Year and Budget Cycle provided in the guidance from the Budget Office

Budget Requests Facilities Review

- Displays budget requests that have the Facility Review Required box selected on FWABREQ
 - Filters
 - Budget Year
 - Budget Cycle
 - Division
 - Department

The screenshot shows a web application interface for budget requests. At the top, there is a navigation bar with links for "Home", "My Subscriptions", and "Help". The main title is "Budget Requests Needing Facilities Review". Below the title, there are tabs for "View", "Properties", "History", and "Subscriptions". A "New Subscription" button is visible. The main content area contains a form with the following fields: "Budget Cycle" (set to "Annual Allocation"), "Department" (set to "AVC Infrastructure, AVC Techn"), "Division" (set to "Academic Affairs, Business Affa"), and "Year" (set to "2009"). A "View Report" button is located to the right of the form.

SQL Server Reporting Services
Home > Budget Request System >
Budget Requests Needing Facilities Review

Search for: Go

View Properties History Subscriptions

New Subscription

Budget Cycle: Annual Allocation Department: AVC Infrastructure, AVC Techn
Division: Academic Affairs, Business Affa Year: 2009

View Report

Budget Requests Facilities Review

- To display all budget requests in Banner
 - Access the Budget Request Facilities Recommendation Form – FWABRFA
 - Select the Budget Year and Budget Cycle provided in the guidance from the Budget Office
 - Select All Divisions from the Division Code dropdown box, next block

Budget Request System

Facilities Approval Form - FWABRFA

- Displays budget requests that have the Facility Review Required box selected on FWABREQ
 - Filters
 - Budget Year
 - Budget Cycle
 - Division
 - Budget Request ID (optional)

Budget Request Facilities Recommendation Form FWABRFA 7.0 (PPRD)

Budget Year:	<input type="text" value="2009"/>	Budget Cycle:	<input type="text" value="AA"/> Annual Allocation
Division Code:	<input type="text" value="ALL"/> All Divisions	Budget Request ID:	<input type="text" value="AA09031"/>

Header Record | Line Item Request

Budget Request System Facilities Approval Form - FWABRFA

- Header record
 - Select filters, next block

Budget Request Facilities Recommendation Form FWABRFA 7.0 (PPRD)

Budget Year: **Budget Cycle:** Annual Allocation
Division Code: All Divisions **Budget Request ID:**

Budget Request Header Information

Budget Req Id	Title	Final Decision	
<input type="text" value="AA09031"/>	<input type="text" value="New Concrete Storage Buildings, CMS"/> Administration CMS Main	<input type="text"/>	<input type="text"/>
	Total Current Permanent Amount <input type="text" value="0"/>	Total Current year OneTime Amount <input type="text" value="100,016"/>	Total Next Year Perm Amount <input type="text" value="0"/>
			Total Next Year OneTime Amount <input type="text" value="0"/>

Budget Req Id	Title	Final Decision	
<input type="text" value="AA09032"/>	<input type="text" value="New Road Sign, CMS Masonboro Loop"/> Administration CMS Main	<input type="text"/>	<input type="text"/>
	Total Current Permanent Amount <input type="text" value="0"/>	Total Current year OneTime Amount <input type="text" value="30,000"/>	Total Next Year Perm Amount <input type="text" value="0"/>
			Total Next Year OneTime Amount <input type="text" value="0"/>

Budget Request System Facilities Approval Form - FWABRFA

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

Budget Request Facilities Recommendation Form FWABRFA 7.0 (PPRD)

Budget Year: **Budget Cycle:** Annual Allocation

Division Code: All Divisions **Budget Request ID:**

Header Record Line Item Request

Budget Request Header Information

Budget Req Id	Title	Final Decision	
AA09031	New Concrete Storage Buildings, CMS Administration CMS Main		
	Total Current Permanent Amount	Total Current year OneTime Amount	Total Next Year Perm Amount
	<input type="text" value="0"/>	<input type="text" value="100,016"/>	<input type="text" value="0"/>
			Total Next Year OneTime Amount
			<input type="text" value="0"/>

Budget Request System Facilities Approval Form - FWABRFA

- Line item request
 - Check the Facilities Reviewed box
 - Enter comment in Facilities Comments box

Budget Request Facilities Recommendation Form FWABRFA 7.0 (PPRD)

Budget Year: 2009 **Budget Cycle:** AA Annual Allocation

Division Code: ALL All Divisions **Budget Request ID:** []

Header Record **Line Item Request**

Line Item Information

Line Ref No: 001

Desc: Four temperature controlled concrete storage buildings (for CMS Myrtle Gr

Fund: 148600 Cms

Organization: 30600 Administration CMS Main

Program: 110 Organized Research

Final Decision: []

FTE: []

EPA/SPA Position Title: []

Account: 940000 Capital Outlay Budget Pool

Activity: []

Category Code: RENO Renovations

Current Year Perm Amt: [] **Year 4 PERM Amt:** [] **Current Year ONE-TIME Amt:** 100,016 **Year 4 ONE-TIME Amt:** []

Next Year PERM Amt: [] **Year 5 PERM Amt:** [] **Next year ONE-TIME Amt:** [] **Year 5 ONE-TIME Amt:** []

Year 3 PERM Amt: [] **Year 3 ONE-TIME Amt:** []

Reviewed Required: **Facility:** **Purchasing:**

HR Reviewed: []

Facility Reviewed: BAILEYJ

Purchasing Reviewed: []

Activity Date: 15-JUL-2008

User Id: BAILEYJ

HR Comments: []

Facilities Comments: Estimate sent to customer. Funds needed by 3/1/09 to accomplish by 6/30/09.

Purchasing Comments: []

Budget Office Comments: []

Budget Year: Budget Cycle: Annual Allocation

Division Code: All Divisions

Budget Request ID:

Header Record **Line Item Request**

Line Item Information

Line Ref No:

Final Decision:

FTE:

Desc:

EPA/SPA Position Title:

Fund: Cms

Account: Capital Outlay Budget Pool

Organization: Administration CMS Main

Activity:

Program: Organized Research

Category Code: Renovations

Current Year Perm Amt:

Year 4 PERM Amt:

Current Year ONE-TIME Amt:

Year 4 ONE-TIME Amt:

Next Year PERM Amt:

Year 5 PERM Amt:

Next year ONE-TIME Amt:

Year 5 ONE-TIME Amt:

Year 3 PERM Amt:

Year 3 ONE-TIME Amt:

Reviewed Required: Facility: Purchasing:

HR Reviewed:


Facility Reviewed: BAILEYJ

Purchasing Reviewed:

Activity Date:

User Id:

HR Comments:

Facilities Comments: 

Purchasing Comments:

Budget Office Comments:

Budget Request System Facilities Review and Comments

- Review
 - Budget request form – FWABREQ
 - Facilities Review Required box
 - Facilities review
 - SSRS reports
 - Banner form – FWABRFA
 - Recording Facilities comment
 - Banner form - FWABRFA



Questions?

Need assistance?

Call the Budget Office

Craig Funderburk

23914