



*Facilities
Budget Request Recommendation
Training*

February 2008



Facilities Budget Request Review & Recommendation

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Budget Request Process Overview

The Budget Request submission process has been automated and is accessible through Banner. Forms have been created in Banner which standardize the budget request entry process as well as the recommendation process used by Facilities.

Budget Requests requiring a Facilities recommendation may be entered during any of the budget processes as ordered and listed below:

- Biennial Budgets
 - Continuation Budget (August-October)
 - Expansion Budget (July-August)
 - Capital budget (July-August)

- Supplemental Budget -2nd Year of Biennial Cycle (November-January)
- Enrollment Growth (August-September)
- Campus-Initiated Tuition Increases (CITI) (July-December)
- Student Fee Funding (September-December)
- Special Funds (September-December)
- Annual Allocations (March-June)
- Mid-Year Review (January-March)

When a budget request is initially entered into Banner is when it is determined if a Review and Recommendation will be needed by Facilities.

Review and a Recommendation would be required under the following criteria:

- Building Renovations (Examples below)
 - Alderman 201/203 Office Renovation
 - Kenan House Dehumidification of Basement
 - Hoggard Hall Roof Repairs

- Renovation Related Charges (Examples below)
 - Warwick Center HVAC Tie-In to CEP
 - Kenan House Computerized Video Surveillance System
 - Equipment Purchases Requiring Site/Electrical Modifications

Facilities Recommendation Form

Log into Banner. To navigate to the Facilities Recommendation form type **FWABRFA** in the Go To box and hit “Enter”.

The screenshot displays the Banner system interface. At the top, the title bar reads "Dreble Developer Forms Runtime - Web". Below it is a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". A toolbar contains various icons for navigation and actions. The main content area shows a "Go To..." dropdown menu with "FWABRFA" selected, and a "Welcome, LEEAC" message. To the right, there are links for "Menu", "Site Map", and "Help Center". A "Products:" dropdown is also visible. The left sidebar shows a tree view under "My Banner" with sub-items: "Banner", "Student [*STUDENT]", "Advancement [*ALUMNI]", "Financial [*FINANCE]", "Human Resources [*HRS]", "Financial Aid [*RESOURCE]", and "General [*GENERAL]". The right sidebar features a "My Links" section with links for "Change Banner Password", "Check Banner Messages", "Banner Bookshelf", and six "Personal Link" items. Below this is a "My Institution" section with a photograph of a bird perched on a rock. At the bottom, a status bar indicates "Record: 1/1" and "<OSC>".

Facilities Recommendation Form ~ Header Record

Oracle Developer Forms Runtime - Web: Open > FWABRFA

File Edit Options Block Item Record Query Tools Help

Budget Request Facilities Approval Form FWABRFA 7.0 (DEV2)

Budget Year: Budget Cycle:

Division Code: Budget Request ID:


Header Record **Line Item Request**

Budget Request Header Information

Budget Req Id	Title	Total Current		Total Next Year		Final Decision
		Permanent Amount	OneTime Amount	Perm Amount	OneTime Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record: 1/1 | ... | List of Valu... | <OSC>

Facilities Recommendation Form ~ Header Record

- To begin the review and recommendation process for Facilities for a Budget Request go to Budget Year and type in the year as provided to you by the Budget Office in the Guidance for the Budget Process you are in (i.e., 2008)
- Click on Budget Cycle and choose the Budget Process as noted in the Guidance provided by the Budget Office (may use drop down box)
- Click on Division Code, enter the division code. You may choose “ALL” to review all divisions at once (may use drop down box)
- At this point, you may click on Budget ID to look at a particular request (may use the drop down box) , or hit Next Block  to see all requests. Budget Request IDs are listed in alphabetical order by division (i.e., AA08001 is for Academic Affairs). A Divisional abbreviation listing is shown below:


AA – Academic Affairs
IT - Information Technology
UA – University Advancement

BA – Business Affairs
PS – Public Service

CH – Chancellor’s Office
SA – Student Affairs

- Arrow down/up between the Budget Requests to the request you wish to review. The scroll bar on the right side will indicate whether or not you have additional requests.
- Click on the Line Item Request tab to get to the individual line items for that request

Facilities Recommendation Form ~ Line Item Request

- In the Line Item Request tab the Facilities Reviewed box and Facilities Recommendation comment field are the only two fields which are enterable. ALL other fields are view only
- Upon entering this screen you will automatically be at the Facilities Reviewed box.
 1. Check (√) box to acknowledge your review of the line item
 1. Tab to the Facilities Recommendation comment field and enter comments as appropriate
 1. Use the down Arrow to get to other line items, as needed. The scroll bar on the right side will indicate whether or not you have additional line items.
 1. Repeat Script until all items have been reviewed and recommendations made
 1. Hit **Save**  and exit form



Questions...