

SharePoint Budget Entry Process (more than 10 lines)

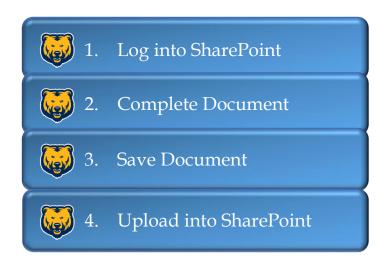
(You may request a training session with the Budget Office for any of the processes covered in this documentation)

Process:

You must submit any one-time (BD04) or permanent (BD02) entries that are more than 10 lines through the Budget Office SharePoint using a FUPLOAD form.

Forms are located in SharePoint at https://share.unco.edu/sites/finadmin/budget/default.aspx or on our website at https://www.unco.edu/budget.

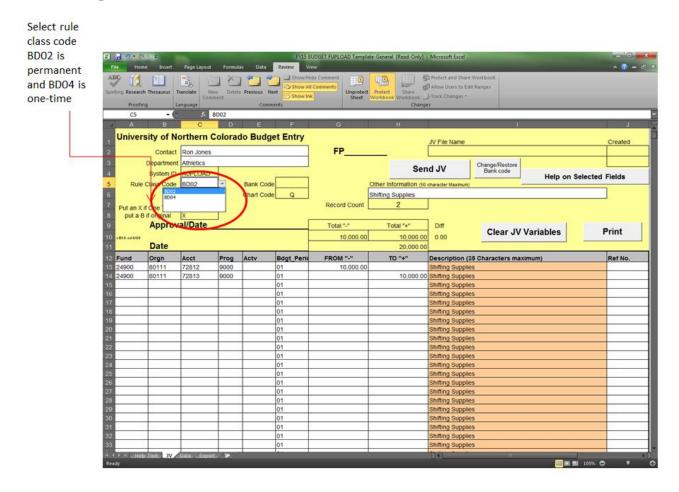
A copy of the FIN002 report for the appropriate Fund and Org as well as any other relevant documentation is required.



1. Log into SharePoint - https://share.unco.edu/sites/finadmin/budget/default.aspx

a. If you do not have access to the Budget SharePoint, please contact Tara White at tara.white@unco.edu or 1-1439.

2. Complete document

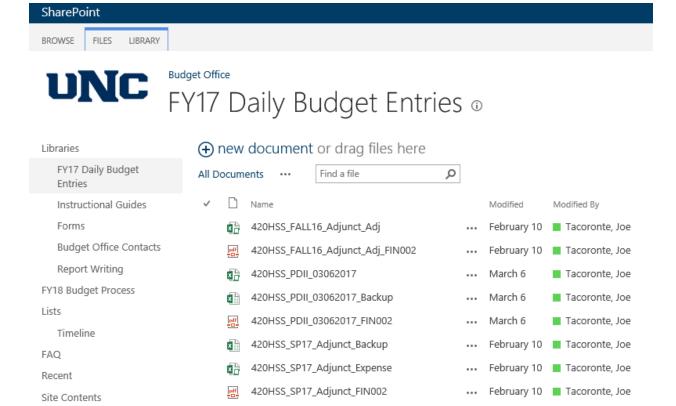


3. Save Document

- Save your FUPLOAD form with the Org Level 4 Department ID, description and date.
 - i. (e.x. 800ATH_ShiftSupplies_08282014)
- b. Save any associated documentation with the same naming convention above with the inclusion of Backup at the end
 - i. (e.x. 800ATH_ShiftSupplies_08282014_backup)

4. Upload Document to SharePoint

- a. Select the appropriate FYXX Daily Budget Entries folder
- b. Click new document, find file and upload or drag and drop file



FUPLOAD_PAT_Winter2017_QT393_QT422

February 14 | Glynn, Valerie

ORG Level 4	Department Description
100PRS	President's Office
200BOT	Board of Trustees
300PRV	Provost Office
310UGR	University College
315SEN	Dean of Students/Student Engagement
320ENR	Enrollment Management/Student Access
340GRE	Graduate School
342GFA	Graduate School Student Support
3440ES	Office of Extended Campus
380LIB	University Libraries
400EBS	College of Education and Behavioral Sciences
420HSS	College of Humanities and Social Sciences
440MCB	Monfort College of Business
460NHS	College of Natural and Health Sciences
480PVA	College of Performing and Visual Arts
500VPA	Vice President and Administration
510FIN	General Accounting/Bursar/Budget Office
513PUR	Purchasing/Accounts Payable
520FAC	Facilities
530INF	Information Technology
540HRM	Human Resources
560POL	University Police/Parking
600AUX	Other Auxiliary Services
650AUX	Auxiliary Services
700VPU	Vice President University Relations
760VPD	Vice President Alumni and Development
800ATH	Athletics