UNC

UNIVERSITY OF NORTHERN COLORADO

Office of Finance and Budget

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 http://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

2. Complete Document

3. Save Document

4. Upload into SharePoint

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**

Select rule class code BD02 is permanent and BD04 is one-time

3. **Save Document**
    a. 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

SharePoint

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	Name		Modified	Modified By
	420HSS_FALL16_Adjunct_Adj	•••	February 10	▪ Tacoronte, Joe
	420HSS_FALL16_Adjunct_Adj_FIN002	•••	February 10	▪ Tacoronte, Joe
	420HSS_PDII_03062017	•••	March 6	▪ Tacoronte, Joe
	420HSS_PDII_03062017_Backup	•••	March 6	▪ Tacoronte, Joe
	420HSS_PDII_03062017_FIN002	•••	March 6	▪ Tacoronte, Joe
	420HSS_SP17_Adjunct_Backup	•••	February 10	▪ Tacoronte, Joe
	420HSS_SP17_Adjunct_Expense	•••	February 10	▪ Tacoronte, Joe
	420HSS_SP17_Adjunct_FIN002	•••	February 10	▪ Tacoronte, Joe
	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
344OES	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