

University of Wyoming

FY2019 Budget Planning Guide

Budget Office – Updated
2-14-2018

University of Wyoming

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WyoCloud Planning and Budgeting

CHART OF ACCOUNTS USER GUIDE FOR BUDGETING

The Chart of Accounts is the language of any accounting system. The University of Wyoming's new Chart of Accounts structure is made up of nine segments. Each segment contains values of a defined length. Some of the segments are required for any coding that is done in the new WyoCloud system and some can be set to default. This Chart of Accounts User Guide serves as a reference for University of Wyoming users who are inputting transactions into the WyoCloud system to select the correct accounting string for their transactions. The nine segments are described below and the detailed values are contained in the Chart of Accounts segment values reference document.

ENTITY

An Entity is a subset of the University reporting unit that is either a separate legal entity, a separately funded state agency or is required to issue its own financial statements. The University of Wyoming is the overall "Business Unit" and all of the entity segments will roll up to that value to create our annual financial statement. Most transactions will fall within the UW value, 10, unless your department falls into one of these specialized entities, in which case select one of the other options, 11 – 31 will be selected.

- University of Wyoming Summary
 - 10 University of Wyoming
 - 11 Alumni Association
 - 12 Cowboy Joe Club
 - 13 Wyoming Public Media
 - 15 Bison Run
- UW Medical Education Summary
 - 21 UW Medical Education
- Enhanced Oil Recovery Summary
 - 31 Enhanced Oil recovery Institute

NATURAL ACCOUNT

ACCOUNT CODE	REVENUE DESCRIPTION
	Operating Revenue
	Tuition & Educational Fees Net (UW Central Accounting and Budget Office Only)
40001	Tuition Undergraduate Resident
40002	Tuition Undergraduate Non resident
40005	Tuition Undergraduate Resident Distance
40006	Tuition Undergraduate Non Resident Distance
40101	Tuition Graduate Resident
40102	Tuition Graduate Non resident
40105	Tuition Graduate Resident Distance
40106	Tuition Graduate Non resident Distance
40151	Tuition Professional Business Resident
40152	Tuition Professional Business Non Resident
40153	Tuition Professional Law Resident
40154	Tuition Professional Law Non Resident
40155	Tuition Professional Health Sciences Resident
40156	Tuition Professional Health Sciences Non Resident
40157	Tuition Professional Distance Resident
40158	Tuition Professional Distance Non Resident
40204	Tuition Pre College
40205	Tuition Study Abroad
40206	Tuition Other
	Student Financial Aid
40301	Tuition Waivers
40302	Financial Aid Undergraduate
40303	Financial Aid Graduate
40304	Financial Aid Professional
40305	Financial Aid Other
40306	Financial Aid Room & Board
	Educational Mandatory Fees
40401	Program Fees
40402	Student Services Fee
40403	Union Bond Fee,
	Educational Non Mandatory Fees
40501	Application Fees
40502	Practicum Fee Revenue
40503	Lab Fees
40504	Course Fees
40505	Majors Fee
40506	Orientation Fee

40513	Miscellaneous Fee
	Fee Waiver
40601	Fee Waiver
	Sales of Goods & Services
	Room & Board and Other Auxiliary Services Net
41001	Textbook Sales Rev
41002	Merchandise Sales Rev
41003	Gift Card Sales
41004	Copy & Print Revenue
41005	Postal Revenue
41006	Parking Fees Permit
41007	Parking Fees Meters
41008	Parking Fees Violations
41009	Rental Revenue
41010	Clinic Income Revenue
41011	Camp Fee Revenue
41012	Ticket Sales Revenue
41013	Tournament Revenue
41014	Game Guarantee Revenue
41015	Broadcast Rights Revenue
41016	NCAA/Conference Distributions Revenue
41017	Housing Revenue
41019	Food Service Meal Plan
41020	Food Service Sales Catering Concessions
41021	Food Service Alcohol
41022	Advertising Sales/Sponsorship Revenue
41023	Easement Revenue
	Other Sales of Goods & Services
41501	Transcript Fee Revenue
41502	Student ID Replace Fee Revenue
41503	Membership and Dues Revenue
41504	Conference & Seminar Revenue
41505	Publications Sales Revenue
41506	Trademark & Licensing Revenue
41507	Professional & Tech Services Revenue
41508	School Overhead Distribution
41509	Other Overhead Distribution
41510	Utility Sales Revenue
41511	Lost or Damaged Book Revenue
41512	General Sales of Merchandise Educational
41513	General Sales of Services Educational
42001	Disc & Allow Sales Good/Svcs

	Cost of Goods Sold
42101	Cost of Goods Sold
	Grants & Contracts (Sponsored Programs and Budget Office Only)
43801	Federal Government Awards
43802	State Government Awards
43803	Other Government Awards
	Private Sponsors Grouping
43811	Private Sponsors
43812	In-kind Contribution Revenue
	Facilities & Administrative Cost Recovery (UW Central Accounting and Budget Office Only)
43901	F&A Cost Recovery Federal Research
43902	F&A Cost Recovery Other Government Research
43903	F&A Cost Recovery Non-government Research
43904	F&A Cost Recovery Federal Non research
43905	F&A Cost Recovery Other Government Non research
43906	F&A Cost Recovery Non-government Non research
	Federal Appropriations
43501	Federal Appropriations
	Student Loans Revenue
44001	Interest on Student Loans
44002	Loan Late Charges
44003	Perkins Interest Earned on Fed
44004	Perkins Interest Earned on Loans
	Other Revenues
44101	Miscellaneous Revenue
44102	Mineral Royalty Revenue (UW Central Accounting Office Only)
	Non-Operating Revenues (UW Central Accounting Office Only)
50001	Capital Assets Gain/Loss
50006	Institutional Advances
50007	Cancellation Reimbursement
50008	Allowance Decreases
50009	Collection Costs Collected
50010	Debt Retirement
50011	Issuance of Bonds Proceeds
50013	Arbitrage Transfer Revenue
50014	Endowment Realized Investment Income
	State Appropriations (UW Central Accounting and Budget Office Only)
51001	State Appropriations – Legislative Appropriation
51002	Other State Revenue
51501	Local Appropriations
	Gifts
53001	Gifts - Non-Federal support and donation from corporation and private contributors.

53002	Foundation Transfers
	Interest on Investments (UW Central Accounting Office Only)
55003	Interest on Investments
	Realized Gain Loss Invest (UW Central Accounting Office Only)
55101	Realized Gain Loss
	Unrealized Gain Loss Invest (UW Central Accounting Office Only)
55201	Unrealized Gain Loss
	Other Non-Operating Revenues ((UW Central Accounting and Sponsored Program Office Only)
56001	Interest on Loans
56002	Other Non-Operating Revenues
56003	Indirect Cost Recovery Revenue
ACCOUNT CODE	EXPENDITURE DESCRIPTION
	Personnel Services
	All salary and wage compensation for University Officers and employees, whether permanent or temporary, whether on an annual, hourly, or day wage; institutional incentive pay, and employee benefit programs in which the University participates on a percentage of employee earnings basis.
	Salaries and Wages
60001	Faculty Salaries Expense FT
60101	Staff Salaries Expense FT
60301	Faculty Salaries Expense PT
60401	Staff Salaries Expense PT
60501	Other Salaries Expense PT
60551	Graduate Assistant Wages
60601	Stipend Pay Expense
60602	Overtime and Comp Pay
60603	Other Supplemental Pay
	Benefits
60801	Retirement Employer Share
60802	Social Security Employer Share
60803	Worker's Compensation Employer Share
60804	UW Limited Service
60805	Insurance Excess Employer Share
60806	Health Insurance Employer Share
60807	Long Term Disability Employer Share
60808	Life Insurance Employer Share
60809	Retiree Insurance Subsidy Employer Share
60810	Unemployment Insurance Claims
60811	Employee Assistance Program Employer Share
60812	Supplemental Retirement Annuity Employer Share
60813	Other Employee Paid Benefits
60814	Benefits Clearing

60815	Pension Expense
60816	Flat Fringe Rate Employer Share
	Effective July 1, 2017, the University of Wyoming moved to a standard fringe benefit rate for all UW employees. The University will utilize the federal rate as set by the US Department of Health and Human Services for all salaries and benefits paid by the University for each of the three categories noted below. The University will utilize a slightly lower amount than authorized by the US Department of Health and Human Services for FY18. However, the full authorized amount will be implemented in FY19.
60817	Federal Retirement Employer Share
	Professional Services
	Professional service means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement. This category includes contracts with independent individuals or firms to perform a service or render an opinion or recommendation. This includes both new contracts and amendments and/or renewals of existing contracts. <i>Purchase Orders, with valid service forms attached, are required for professional services valued \$2,500 or more prior to commencement of services.</i> - Contracts are required for payments of \$10,000 or more. General Counsel shall review professional service contracts prior to commencement of services. - Services valued at \$2,500 to \$9,999.99 will require a Statement of Work form and Employee vs Independent Contractor Worksheet be filled out and attached to the purchase order. These forms do not need to be reviewed by General Counsel. - These forms are not valid substitutes for an invoice.
62001	Professional Services - The amounts expended for court costs (except attorney fees), financial services, actuarial service, economic analysis, inspectors, security and fire protection, architectural or engineering firms, communication and photography services, custodial, landscaping, hazardous waste or management services. Also includes amounts expended for personnel review boards, harassment and related investigations, mediation and other employment issues.
62002	Temporary Services - The amounts expended for temporary staffing agencies.
62003	Legal and Attorney Services - Fees paid for attorneys which provided legal services for the University. Contract not required but a Letter of Engagement signed by an authorized university individual is required.
62004	Insurance Deductible- (UW Central Accounting Office Only)
62005	Insurance Premium - The amounts expended for liability, property, vehicle, fire, or accident insurance and bond premiums. Includes notary bond fees.
62006	Telecom Expense - The amounts expended to analyze, enhance, modify or implement computer systems or telecommunications systems. Includes amounts expended for programming or data processing charges, web hosting and web design. Does not include design or development of major information systems which are classified under 62001 "Professional Services". Contract required.
62007	Subject Participation Expense - Payments to individuals (non-employees) to encourage attendance and participation in sponsored University of Wyoming training and certification programs. These are not costs associated with Sponsored Research Projects - 67500. No contract required. A recipient signed Incentive letter will be required when payment is made. This form can be located in the Accounts Payable Group in WyoWeb.
62008	Visiting Speakers/Faculty Expense - The amounts expended to individuals engaged in or conducting training to meet employee training needs, managerial training, guest speakers, and curriculum.
62009	Research Core Charges Expense -
62010	Real Estate Management - The amount expended for property management services.

62011	Catering Expense - The amount expended for catered events, including amounts expended for food and beverage, space rental, and linens.
62012	Animal Care - The amounts expended for veterinary care including boarding.
62013	Other Services - The amount expended for laundry, mailing, or moving services.
62014	Royalty Expense - A payment made for the use of property, such as a patent, copyrighted work, artwork, or franchise. Contract required.
62015	Medical Services - The amounts expended for any medical costs relating to or concerned with physicians or the practice of medicine. Includes hospital costs, orthopedic, laboratory and lab analysis, and charges for services performed by doctors, dentists, orthodontics, optometrists, pediatricians, etc. Contract not required on standard medical services
	Travel
63001	Travel Domestic Expense - The amounts expended for airfare, lodging, parking, and other miscellaneous travel expenses related to travel on official, domestic University Business.
63002	Travel Foreign Expense - The amounts expended for airfare, lodging, parking, and other miscellaneous travel expenses related to travel on official, foreign University Business.
63004	Hosting Expense - The amounts expended on meals or entertainment that were provided current or potential customers or clients.
63004	Moving Expense - The amounts expended for relocating an employee, including truck rental, supplies, etc.
63101	Non Employee Transportation- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.
63102	Non Employee Lodging- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.
63103	Non Employee Meals- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.
63104	Non Employee Other Travel- For paying or reimbursing visitors or students at UW for recruiting, interviews, etc.
	Supplies
64001	Lab Supplies - Research and lab supplies including oxygen and other gases used in laboratory, equipment under \$2,500.00.
64002	Office Supplies - Those supplies that are normally used in the operation of an office and are primarily considered expendable in nature, e.g., copy machine paper, envelopes, toner, typewriter cartridges, calculator ribbons, staplers, tape dispensers, microfilming supplies, cassette tapes under \$2,500.00, etc.
64003	Medical Supplies - Includes dental, physical therapy, surgical supplies, drugs, medicines, oxygen and other gases.
64004	Animal, Livestock, and Farm Supplies - The amounts expended on seed, fertilizer, weed spray, insecticides, fuel/diesel fuel. Also includes amounts spent on feed, drugs and darts used on animals.
64005	Non Capital Equipment-Computer Expense - Non-capitalized - \$2,500 - \$4,999.99. Computer equipment tracked via Fixed Assets but not capitalized. Examples include, fax machines, concentrator hubs, UPSs, research computer.
64006	Non Capital Equipment-Other Expense - Non-capitalized - \$2,500 - \$4,999.99. Office equipment and/or furniture that needs to be tracked via Fixed Assets but not capitalized.

64007	Books, Subscriptions, and Media Expense - The amounts expended for books, newspapers, subscriptions to magazines, periodicals, reference materials and services providing informational reports. Includes subscriptions to on-line computer informational services and the purchase of databases.
64008	Computer Software and License Expense - noncapital (under \$1,500)
64009	Computer Hardware - noncapital (under \$1,500)
64010	Food & Beverage Resale - The amounts expended for food and beverages that will be used for resale (i.e. vending supplies, food services).
64011	Postage, Freight, and Shipping Expense - The amounts expended for postage and loading postage meters and bulk mail services provided by UW Postal. Does not include rent for postage meter machines and/or mailing machines. Outgoing shipping charges. This will include courier service charges, motor freight, air freight and other express charges. United Parcel Service or similar companies' charges are to be considered freight charges. Note: Freight charges on pieces of equipment received should be considered as part of the cost of the equipment and charged to an equipment code. Freight or shipping charges added to an invoice payable to a commodity vendor is a cost of the goods purchased and must be included in the same account code as the commodity purchased.
64012	Other Supplies - Includes items purchased for ornamental purposes, landscaping, small tools and parts, safety and safety supplies.
64013	Clothing and Other Apparel - The cost of clothes or uniforms purchased. Includes footwear and gloves. If charges include embroidering cost, code to 66052, "Printing and Copying Expense".
64014	Custodial, Housekeeping and Janitorial - Includes expendable items purchased for cleaning, laundering, detergents, disinfectants, light bulbs, mops, waxes, garbage cans, trash bags, etc. This does not cover cleaning services - use 62001.
64015	Food & Beverage Non Resale - The amounts expended for food purchased as part of lab supplies. (i.e. food purchased for cooking and nutrition class. Food being purchased for entertainment and meetings should be covered under Catering Expense 62011).
64016	Earned Discounts - Supplier discounts earned.
64017	Merchandise Resale - Amounts expended for the purchase of goods that will be used for resale (i.e. merchandise for the University Store).
	Utilities
64501	Natural Gas - Solid, gas, or liquid fuels for cooking, heating, or power purposes.
64502	Electric - The amount expended for electricity.
64503	Water - Purchase or cost of providing water for human and animal consumption. Rental of water equipment for human consumption is coded to 65502 .
64504	Other Utilities Expense - The amounts expended for sewer, sanitation, telephone, television and music services.
	Repairs and Maintenance
65001	Real Property Repairs and Maintenance Supplies - The amounts expended for supplies used to repair and upkeep real property; including window coverings, minor additions, signs, keys, locks, fencing, landscaping, painting, heating, plumbing and electrical. (Except capital outlay appropriations).
65002	Equipment Repairs and Maintenance Supplies - The amounts expended for supplies used to repair and upkeep equipment; including ice machines, sterilizers, water conditioners, data processors, food service equipment, repairs to autos, etc.

65251	Real Property Repairs and Maintenance Services - The amounts paid for labor and services to repair and upkeep real property, reportable on Form 1099-MISC. If you are purchasing materials only, use 65001.
65252	Equipment Repairs and Maintenance Service - The amounts paid for labor and services to repair and upkeep equipment, reportable on Form 1099-MISC. If you are purchasing materials only, use 65002.
	Rentals and Leases
65501	Building/Facilities Rental - The amounts expended for the rental lease, possession and use of property owned by others.
65502	Equipment Rental - Rentals and leases of office furniture and equipment. Includes rental of water equipment for human consumption. Includes postage meter machines and/or mailing machines. Includes renting or leasing printing, reproduction or photographic equipment. Includes lease portion of copier rentals. Includes charges for copy machine maintenance agreements and necessary copy supplies (excluding paper costs). Does not include service and maintenance portion of copier rentals when listed separately, which is coded to 66518, "Maintenance Agreements".
65503	Lease Expense - For non-equipment items.
65504	Easement - Includes payments to landowners for the use or access of their land.
	Interest Expense
65751	Interest Expense - The amount of interest paid under the terms of the contract or state law.
	Claims and Judgements
66001	Claims and Judgments - An award for harm caused by the university to a claimant's capital assets. A payment by the university is intended to make the claimant "whole". Thus, payments to claimants for property damage are not reportable. Also includes making a settlement for property damage claims payable to an organization other than the claimant (ie. Paying the auto repair shop directly for the damages to the claimant's property). Exception: If making payment to an attorney follow the rules for "gross process payments" in account 66003.
66002	Reportable Personal Injury Awards - <u>Punitive damages</u> Damages awarded over and above the amount necessary to compensate an injured party for the actual loss. Damages awarded as punishment for willful, malicious or fraudulent behavior. Report all punitive damage awards even if they relate to physical injury or physical sickness. <u>Damage Awards for Non-physical Injuries</u> Emotional distress is not considered a physical injury or physical sickness and is reportable. Generally report all compensatory damages for nonphysical injuries or sickness, such as employment discrimination, libel, slander, defamation, damage to reputation or character discrimination and emotional distress such as pain and suffering. <u>Back Pay</u> An award for back pay is treated in the same manner as salary or wage payments. Exception: If the claimant is a university employee then back pay awards are subject to income tax withholdings and should be paid through payroll for W-2 reporting.
66003	Attorney Fees and Gross Process Payments - If paying a settlement amount to an attorney on behalf of the claimant, to an attorney and one or more other person or when the payment is made payable only to an attorney for services performed for others it is a "gross proceeds payment" and reportable on a 1099.
	Other Expenses
66501	Advertising/Promotional Expense - The cost of radio, television, signs, and billboard advertisements for promotional use. Also, includes job vacancy announcements.

66502	Printing and Copying Expense - The amounts expended for contractual printing, reproduction, duplicating, binding operations and all common processes of duplication performed by commercial printers. Includes printed matter such as publications, books, business cards, letterhead, pamphlets. Included cost of paper and materials if furnished by the printer. Includes promotional products when engraving or embroidering costs are incurred. Contract required. Copies 64002 (Copier Services, FedEx Office, etc.) has a separate expenditure code which isn't considered professional services.
66503	Gain/Loss on Sale of Asset
66504	Prizes/Awards Expense-Monetary/Reportable -Disbursement of cash funds for the payment of awards and prizes to non-university employees for award for contests. Employee prizes go through payroll.
66505	Prizes/Awards Expense-Non-Monetary Non-Reportable - Includes the purchase of awards and prizes to non-university employees. Employee prizes go through payroll.
66506	Unrelated Business Tax Expense
66507	Business Tax Expense
66508	Property Tax Expense
66509	Training/Professional Development - All costs associated with the training, development, and education of an employee, including those materials solely purchased for in-house training (i.e. books, videos, manuals, etc.), webinar charges related to training and education and tuition reimbursements for job-related course work. Does NOT include the amounts expended to individuals engaged in or conducting training - these amounts to individuals are 1099 tax reportable and should be coded under 62009 - "Visiting Speaker/Faculty Expense. "
66510	Guarantees Expense - For Athletic Department use, only.
66511	Bad Debt Expense - The amount of uncollectible accounts receivable.
66512	Miscellaneous Expense
66513	Student Health Insurance Expense
66514	Refund to Grantors - For use by Sponsored Program Office only.
66515	Memberships and Dues - Includes the amounts expended for individual and/or university participation in associations, organizations, conventions that benefit the university and the cost of subscriptions that accompany these memberships. Also, includes an employee's current professional licensing fee that is necessary (i.e. required) to perform his or her CURRENT job or enable the employee to remain current in the job related field. Includes driver license fees, notary commissions/fees, certifications, accreditation and other licenses.
66516	Fines Expense - The amounts expended for fines, penalties or late fees payable under the terms of a contract.
66517	Fuel and Oil Expense
66518	Maintenance Agreements Expense - Includes maintenance agreements for all office machines and equipment including computer systems, computer hardware and software. Includes copy machine maintenance agreements.
66519	Supplier Discounts - For paying bills early, UW receives a discount on the invoiced amount.
66520	Scholarships to Individuals
66521	F&A Cost Expense - Facilities and Administrative Rate (indirect costs) charged against a sponsored grant or project fund.
	SPONSORED PROJECT RELATED SERVICES - Not for any other use, except Sponsored Programs
67001	Research & Development Subcontract <=25K
67002	Other Subcontract <=25K

67003	Research & Development >25K
67004	Other Subcontract >25K
	Participant & Research Costs
67501	Participant Travel
67502	Participant Stipend
67503	Participant Subsistence
67504	Participant Other
	Depreciation and Amortization
69001	Depreciation Expense - Record depreciation expense to allocate a portion of the cost of the buildings, machines or equipment it has purchased to the current fiscal year (UW Central Accounting Office)
69002	Amortization Expense - Allocating the cost of an intangible asset over a period of time (UW Central Accounting Office)
	Non-Operating Expenses - Fiscal transactions expenditures, the costs of which are not ultimately borne by or chargeable to the University as a cost of administration or of programs and purposes.
	Capital Equipment & Lease - Items costing \$5,000.00 and over and with a useful life of more than one year are capitalized equipment.
70001	Equipment-Office Expense
70002	Equipment-Data Processing Expense
70003	Equipment-Vehicles Expense
70004	Equipment-Food Service Expense
70005	Equipment-Laboratory Expense
70006	Equipment-Education Expense
70007	Equipment-Dormitory Expense
70008	Equipment-Farm Expense
70009	Equipment-Shop Expense
70010	Equipment-Law Enforcement Expense
71301	Capital Lease Expense
	Buildings and Building Improvements - Items costing \$5,000.00 and over and with a useful life of more than one year are capitalized equipment.
71401	Buildings-Academic & Administrative Expense
71402	Building-Service Expense
71403	Building-Residential Expense
71404	Building-Farm Expense
71405	Building-Auxiliary Expense
71406	Building-Non UW Owned Expense
71407	Buildings-CIP Cost Expense
	Land
71601	Land Expense - The cost of property, plant, and equipment includes the purchase price of the asset and all expenditures necessary to prepare the asset for its intended use
71602	Land Improvements Expense
	Other Capital Expenditures
71701	Books and Reference Materials Expense
71702	Works of Art Expense
71703	Livestock Expense

	Discontinued Operations Grouping
72001	Discontinued Operations
	Other Non-operating Expense Grouping
75001	Overpayments
75002	Other Refunds
75004	Refunded to Sponsors
75005	Other Restricted Non-Operating Expenses
75006	Loss on Sale of Investments
75007	Allowance Increase
75008	Federal Funds Repaid
75009	Institutional Funds Repaid
75010	Debt Retirement-Principal
75011	Debt Retirement-Interest
75012	Debt Retirement-Bond Counsel
75013	Arbitrage Transfer Expense
75014	Other Non-Operating Expenses
75015	Reversion of Funds
75016	Loan Cancellations-Principal
75017	Loan Cancellations-Interest
	Internal Allocations & Sales - Used to record revenues and expenses for goods and services provided by one campus department to other campus departments.
76001	Internal Service Allocation: Plant Operations - Includes internal charges to and from University Operations related to Plant/Building Charges (i.e., Utilities, Maintenance/Repairs, etc.).
76002	Internal Service Allocation: Info Tech - Includes internal charges to and from Information Technology for UW IT services (i.e., Telecommunication, Data, Networks parts, etc.).
	<i>Review page 20 for current telephone, IT billing & Fee for Services Rates</i>
76003	Internal Service Allocation: Other - Internal charges to and from other units on campus for all other services (outside of 76001, 76002, and 76601).
	<i>Review page 30 for current Motor Pool Vehicle Rates</i>
76201	Inter Unit/Center Allocations - Inter-Unit Allocations should be used to allocate actual funds from one division to another. Subdivisions are the major operating units of the University (i.e., College of Arts & Science, College of Business, Administration, Research & Economic Development, Student Affairs, Academic Affairs, etc.). http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-updates-2017/uw_reg_1-103.pdf and http://www.uwyo.edu/administration/fiscal/budget
76401	Intra College Allocations - Intra-Unit Allocations should be used to allocate actual funds from one organization to another within the SAME Subdivision (i.e., Mathematics and A&S Dean's Office are organizations within the College of Arts & Science Division). http://www.uwyo.edu/generalcounsel/files/docs/uw-reg-updates-2017/uw_reg_1-103.pdf and http://www.uwyo.edu/administration/fiscal/budget
76601	Internal Sales Auxiliaries - Internal charges to and from auxiliary services (i.e., Bookstore, Copy Center, Fleet, etc.).
	Funding Transfers - transfers of funds from one department to another department
77001	Provisions for Facility Renewal - Maintenance and improvement of facilities for the current purpose (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves) .

77002	Provisions for Non Facility Renewal - New capital equipment projects or repurposing of existing capital assets (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves).
77003	Transfers to/from Plant Fund Project Related - Transfers to/from reserve accounts
77201	Debt Service Principal - A ratio of cash available for debt servicing to interest, principal and lease payments (UW Central Accounting Office Only).
77202	Debt Service Interest - (UW Central Accounting Office Only).
77401	Non mandatory Transfers To/From Operations- Funds these are transfers To/From Unrestricted Operating, Designated Operating and Unrestricted Operating Reserve. They are NOT to be used for foundation held funds or grants.
77402	Transfers To/From Strategic Investment Pool.

FUND CLASS

The Fund Class is the high level classification of the source of funds for a transaction. There are 5 Fund Class categories with detailed values under each. The general category descriptions are:

Unrestricted (105 & 110)	All other funds not defined below which may be used for general operations of the University. (i.e. tuition, state appropriation, and sales and services).
Designated (200, 205, 250 & 255)	Resources received by the University that have no limitations or stipulations placed on them by external agencies or donors but are internally restricted by the university for a specific purpose. (i.e. indirect cost recovery, fees).
Restricted Expendable (300, 305, 310, 350, 355, 360, 400 & 450)	These assets may be fully expended but only for specific purposes identified by the donor or external entity providing the funds.
Restricted Nonexpendable (500 & 501)	Endowment and similar type funds in which donors or other third parties have stipulated, as a condition of the gift, that the principal be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal.
Plant Funds (700, 701, 702, 703, 704, 720, 750 & 770)	These represent the university's net investment in campus facilities, equipment, and infrastructure, net of outstanding debt obligations related to these capital assets.
Agency Funds (900)	These are funds held at the university on behalf of another entity for which UW has custodial responsibility. They are not used for university operations and show the movement of assets and liabilities.

FUND SOURCE

The Fund Source expands upon the 5 Fund Class categories, specifying the exact nature of the source of funds, e.g. specific reserves, designated funds, endowments, loans, etc.

Designated Funds are resources received by the University that have no limitations or stipulations placed on them by external agencies or donors but are internally restricted by the university for a specific purpose. They roll up to the Unrestricted net assets section in the financial statements, so care must be taken to ensure that they are not legally restricted. A Designated Fund Source is not required for all such earmarked instances, if an organization string and/or program/activity segment can be used.

Unrestricted Operating Total	
Unrestricted Operating Summary	
000001	Unrestricted Operating
	Accounting office only
000002	Bonds Arbitrage
	Accounting office only
Unrestricted Operating Reserve Summary	
005001	Unrestricted Operating Reserve
	Fund balance held for unrestricted use - no expenses are to occur w/in this account
005002	Non Capital Equipment Reserve
	Fund balance held for non-capital equipment purchases - no expenses are to occur w/in this account
005003	Fringe Benefit Reserve
	Fund balance held to cover payroll liabilities - no expenses are to occur w/in this account
005004	Transportation Plane Reserve
	Fund balance held for the transportation plane - no expenses are to occur w/in this account
005005	Bond Coverage Reserve
	Fund balance held for bond coverage - no expenses are to occur w/in this account
005006	Legal Reserve
	Fund balance held for legal liabilities - no expenses are to occur w/in this account
Designated Operating Total	
Designated Operating General Summary	
010002	Designated Operating General
	Established to track specific external funding sources and associated expenditures
Remaining accounts are designate for the propose as specified by each title	
010062	Designated Operating Transportation Plane
010069	Designated Operating Agriculture Experiment Station (AES)
010072	Designated Operating Board of Cooperative Educational Services (BOCES)
010077	Designated Operating Cepham Nair
010078	Designated Operating Cooperative Extension Services (CES)
010087	Designated Operating National Center for Atmospheric Research (NCAR)
010093	Designated Operating Project Residuals
010104	Designated Operating Tier 1
010105	Designated Operating Veterans Certification

010107	Designated Operating WWAMI HB85
010108	Designated Operating WWAMI Repayment Fund
010109	Designated Operating WYDENT Repayment Fund
010120	Designated Operating WYDENT Tuition Contract Pmt HB85
Designated Operating Faculty Support Summary	
050001	Designated Operating Faculty Start up
	Maintains faculty startup funds for period of time to track faculty expenditures
050002	Designated Operating Faculty Discretionary
	Maintains faculty discretionary funds
050003	Designated Operating Faculty Development
	Maintains faculty development funds
Designated Operating Funds from Fees Summary	
070001	Designated Operating Funds from Fees
	Revenue collected from fees and associated expenditures
070002	Designated Operating Funds from Course Fees
	Revenue collected from course fees and associated expenditures
Designated Operating F&A Recovery Summary	
085001	Designated Operating F&A Recovery
	Track Indirect Cost distribution and expenditures
Designated Operating Internal Research Summary	
090001	Designated Operating Internal Research
	Accounting office only
Designated Operating Cost Share Summary	
095001	Designated Operating Cost Share
	Accounting office only

***** The remaining funds sources are associated with restricted loans, sponsored programs and the foundation.*****

EXPENSE CLASSIFICATION

This segment tracks the NACUBO-defined functional expense classification. *The expense classification is used to display expenses in the University's annual financial report.* If it is not evident which Expense Classification value to use, please consult with the Accounting Office. If you are entering a non-expense transaction, you will select 001 as the value for this segment.

The Expense Classifications are defined as follows:

001	Default	For NON-EXPENSE transaction.
999	Default	For all expenses, this MUST be changed to one of the expense categories listed below.
100	Instruction	Expenses for all activities that are part of an institution's instruction program. Expense for credit and noncredit courses; academic, vocational and technical instruction; remedial and tutorial instruction; and regular, special and extension sessions.
200	Research	Expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Includes expenses for individual and/or project research as well as that of institutes and research centers.
225	Agriculture Experiment Station	This is a subcategory of Research and applies to the research activities of the Agriculture Experiment Station.
305	Public Service	Expenses for activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. These activities include community service programs and cooperative extension services. Included in this classification are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting and similar non-instructional services to particular sectors of the community.
315	University of Wyoming Extension	This is a subcategory of the Public Service and applies to the activities of the Cooperative Extension Service.
400	Academic Support	Expenses incurred to provide support services for the institution's primary programs of instruction, research, and public service. It includes provision of services for libraries, museums and galleries, educational media services, ancillary support, academic administration, academic personnel development and academic support information technology.
500	Student Services	Expenses incurred for offices of admissions and the registrar and activities that, as their primary purpose, contribute to student's emotional and physical well-being and intellectual, cultural and social development outside the context of the formal instruction program. Includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance, student aid administration and student health service (if not operated as an auxiliary enterprise).
550	Institutional Support	Expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative information technology; space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing and transportation services; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fundraising.
600	Operations and Maintenance	Expenses for the administration, supervision, operating, maintenance, preservation and protection of the institution's physical plant. Expenses include Janitorial and utility

		services, repairs and ordinary or normal alternations of building, furniture and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; safety; hazardous waste disposal; property, liability and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.
630	Scholarships and Fellowships	Generally, institutions report most scholarships and fellowships as tuition discounts and allowances. Other student awards that are funded by third parties are agency transactions and do not result in revenue or expenses for the institution. Expenses for scholarships and fellowships in the form of grants that neither require the student to perform service to the institution as consideration for the grant, nor require the student to repay the amount of the grant to the funding source. This classification excludes student awards that are made in exchange for services provided to the institution, such as graduate and teaching assistantships and student work-study programs.
650	Depreciation and Amortization	Allocation of the cost of capital assets over the useful life of the asset.
700	Auxiliary Enterprise	An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. Expenses relating to the operation of the auxiliary enterprise are coded with this code.
750	Athletics	Expenses for intercollegiate athletics.
850	Capital Projects	Expenses incurred in the construction, renovation or major repair of capital assets.

ORGANIZATION

Organization refers to the Department or unit (UW Accounting Office, Mathematics department) where the transaction originates. An Organization represents a unit where Human Resources can identify staff, performance reviews can take place, and business is transacted. For complete list, <http://www.uwyo.edu/wyocloud/chart-of-accounts>

PROGRAM

The program segment pertains to the unique specialization (e.g. Recruitment, International Studies, Help Desk) within the Department, School, etc. Values will be grouped by division/department/unit, but can be used by departments from across campus if applicable. <http://www.uwyo.edu/wyocloud/chart-of-accounts>

Note: Please do not use a program unless your expenditure is tied to that program title. These programs are used for across campus reporting by numerous organizations.

ACTIVITY

The activity segment provides more opportunity to further differentiate a transaction for departmental or unit reporting purposes. This segment is definable by the department by using the generic values that have been loaded to the system - there are placeholders for Project 1, Project 2, etc. Activity 1, Activity 2, etc. Game 1, Game 2, etc. Exhibit 1, Exhibit 2 – and assigning what that value means to your department. Departments are not able to add their own specific values to the system. <http://www.uwyo.edu/wyocloud/chart-of-accounts>

FUTURE SEGMENT

In the future, we may have need to add an additional segment value to the Chart of Accounts. To maintain the flexibility to do this, a placeholder for that segment has been built into the system. The value for this segment will always be 0.

Standard Fringe Benefit Rate

As of July 1, 2017, the University of Wyoming has moved to a standard fringe benefit rate for all UW employees. The University will utilize the federal rate as set by the US Department of Health and Human Services for all salaries and benefits paid by the University for each of the three categories noted below. The University has utilized a slightly lower amount than authorized by the US Department of Health and Human Services for FY18. However, the full authorized amount will be implemented in FY19.

This change will not affect employee's personal benefits in anyway; it is simply a change to the University's budgeting mechanisms. Questions may be directed to the Payroll Office (766-3558 or payroll@uwyo.edu).

	FY2018	FY2019
Faculty/Academic Professional	41.0%	43.3%
Staff	51.4%	56.1%
Student/Non-Benefited	3.9%	3.9%

****The Part-time payroll, June 15th–30th earned in FY2018 but paid in July 15th need to be budgeted in FY2019****

Telephone Rates:

Monthly Charges		FY2019
Cortelcom 2730 Single-Line	\$	30.00
Uniden TRU5860 Cordless Single -Line	\$	34.20
Meridian 2008	\$	32.10
Meridian 2616	\$	37.40
Meridian 5209	\$	28.00
Meridian 5312	\$	30.00

IT Billing & Fees for Services

PC/Apple Maintenance		Rate
Time and materials (1/2 hour minimum)		\$40 per hour
Non-software installation or setup (1/2 hour minimum)		\$40 per hour
Software		Rate
Adobe CLP Program		see current price list
Microsoft Select Program		see current price lists
Exceed for Windows		\$180
Exceed maintenance program (current version upgrades)		\$27 per year
SAS		no charge
SPSS		\$215 per user, per device
Special Accounts		Rate
Special computer accounts		\$6.50 per month (6 mo. min.*)
Generic email-only account		\$4 per month (6 mo. min.*)
FTP-only account		no charge**

* 6 month minimum payment does not apply to UW affiliates

** reasonable justification required

Consulting Fees	Rate
Information Systems	
General consulting	\$70 per hour
Oracle consulting	\$70 per hour
Telecommunications & Systems Services	
General consulting	\$70 per hour
Student Computer Labs	Rate
Printed pages	\$.05 per page
Color laser prints (white paper)	\$.25 per page
Color transparencies	\$1.25 per page
Lab node installation	\$15 per hour
Lab staffing, per staff member	\$8 per hour
Lab software installation	\$15 per hour
UWStudent lab account setup for conferences, per individual	\$5
Warranty maintenance of lab node	\$25 per year
Non-warranty maintenance of lab node	\$15 per hour
Fraternity/sorority computer network setup fee	\$35 per hour
Setup/maintain departmental laptops for student use	
Setup fee	\$15 per hour
Maintenance fee	\$50 per fiscal year
Classroom Technology Support	Rate
Classroom technology support for events, non-business hours	\$25 per hour
WyoCast Mobile Recording System, operations (1 hour minimum) (see event classification definitions)	\$50 per hour
WyoCast Mobile Recording System, setup and take down (mandatory for all mobile recording sessions)	\$30
WyoCast Multi-Camera Option	\$75 per hour
Onsite technical support for non-classroom spaces (1 hour minimum)	\$25 per hour
Instructional technology design and installation consulting fees, non- classroom	\$50 per hour
Training	Rate
Workshop sessions offered by IT professionals	\$0 - \$45 per class
Specialized training requests	more Information
Workshop modules only	\$0 - \$45
ITC Training Room Usage, one-time	see Pricing & Guidelines
Miscellaneous	Rate
Late return fees for software and hardware	\$30
Computer imaging - additional division image	\$150
Computer imaging maintenance fee	\$50 per year

Restoration of user deleted data on all IT servers (see note 4, below)	\$40 per hour
Restore student network connection, per incident (plus parts)	\$25
Unsupported standards (hardware and software) installation and configurations	\$40 per hour
<p>1. Charges for new wiring and line repair include labor (\$45.00/hr) plus materials. Cost estimates are provided at no charge for new wiring and cabling.</p> <p>2. One-time charges do not apply for disconnection of any type of service.</p> <p>3. Telephone sets are provided to departments as part of the monthly line charge. All damaged, lost or stolen telephone sets are the responsibility of the department being billed. Departments are charged for repair or replacement of any damaged or stolen telecommunications equipment and telephone sets issued to them.</p> <p>4. All servers including: UW Student, UW Administrative, and WWW</p>	
100 Mbps service is not available in all campus locations	

Fees for Data Services for Departments

Network Connections	Monthly	One-Time
Data Connection Moves, Card Swaps & Coax to 10BaseT		\$45.00
Ethernet jack/VOIP activation (building wiring extra, if needed)		\$245.00
UW affiliates jack activation (building wiring extra, if needed)		\$295.00
Gigabit data port (where available) activation, Administrative		\$345.00
Gigabit data port (where available) activation, UW Affiliates		\$395.00
Upgrade 10/100 Mbps port to Gigabit port (where available)		\$150.00
Problem Service Charges		\$50.00 per hr
Cards, Cables, Transceivers, Misc. Equipment		Prices Vary
Ethernet Connection (U.W. Affiliates)	\$14.50	
Ethernet Connection (self-sustaining enterprises - UW administration)	\$9.50	
Computer Accounts	Monthly	One-Time
Special Computer Accounts (6 mo. minimum)	\$6.50	
Generic Email Accounts (6 mo. minimum)	\$4.00	
Miscellaneous	Monthly	One-Time
Non-UWYO Domain Web site hosting & DNS service		\$100 per yr
Exchange Calendar Resource	\$1.00	
H.323 Video Endpoint DID Number	\$5.00	
ITC Data Center Co-Location Fees (Move-In Costs) (www.uwyo.edu/infotech/aboutit/itc/dc/coloinfo.asp)		

Note: New wiring and line repair is charged at labor (\$45.00/hour) plus materials. Cost estimates are provided at no charge for any new wiring and cabling.

100 Mbps service is not available in all campus locations.top of page

Fees for Voice Services and Products

Basic/Single Line Phone Sets	Monthly	+One-Time
CORTELCO 2730 (handsfree, display)	\$30.00	\$45.00
Trimline (public phones & housing)	\$22.10	\$45.00
Touchtone (wall phone)	\$21.60	\$45.00

Multi-Line Phone Sets with Displays	Monthly	+One-Time
Meridian 2008 (8 button business set)	\$32.10	\$45.00
Meridian 2616 (16 button business set)	\$37.40	\$45.00
Meridian 5209 (9 button business set)	\$28.00	\$45.00
Meridian 2317	\$34.70	\$45.00
Meridian 5216	\$33.60	\$45.00
Meridian 5312 (12 button business set)	\$30.00	\$45.00

Cordless Phone Sets	Monthly	+One-Time
Uniden TRU5860 (display, handsfree)	\$34.20	\$45.00

Voice over Internet Protocol (VoIP)	Monthly	+One-Time
Cisco 7911/7912 (single line set, charge includes phone and 1 workstation)	\$27.90	
Cisco 7940 (single line set, handsfree, charge includes phone and 1 workstation)	\$33.20	
Cisco 7960 (single line set, handsfree, charge includes phone and 1 workstation)	\$34.20	
Cisco 7841 (single line gigabit)	\$43.80	
Cisco 7945 (2 line gigabit phone set)	\$45.40	
Cisco 7961 (6 line gigabit phone set)	\$48.00	
Cisco 8945 (4 line gigabit video phone set)	\$47.80	
Upgrade to Cisco gigabit phone set	\$40.00	
Cisco line only (for FAX and TTY)	\$21.10	

Other	Monthly	+One-Time
	Starting at	
Bridged Line – Single Line Off A Single Line	\$8	\$45.00
	Varies by	
Bridged Line Requiring Multi Set Types	Set	\$45.00
Line with No Telephone Set Type (FAX)	\$21.10	\$45.00
Interbuilding Twisted Pair Circuit - Without Dialtone	\$10.00	\$45.00

Interbuilding Fiber Pair Circuit	\$30.00	\$45.00
Line Moves and Set Changes (minimum)		\$45.00
Primary Number Change/Swap (field tech not required)		\$25.00
OPX (766 Extension Located Off-Campus)	Varies	Varies
Additional Lines (two or more)	Varies	Varies
ISDN	\$39.00	\$90.00
Intra Campus T-1 Lines	\$20.00	\$150 (equip. costs extra, ~\$500)
1-800 or 888 Service	Varies by Vendor	
1FB - Measured Business Line (features extra)	Varies	Varies
Service Fee (1FB, cellular and circuit services)	\$1.00 per line	
Additional DID (766+) Number	\$5.00	\$10.00
Listings in the Laramie White Pages (CenturyLink)	\$6.00	\$19.50

Voice Features	Monthly	+One-Time
Line Features (Forwarding, Pick-up, Ring Again, etc.)	Free	\$10.00
Student Caller ID	\$2.00	\$10.00
Student Call Waiting ID	\$1.00	\$10.00
Rebill cost for collect calls accepted by students.		\$5.00

Voice Mail	Monthly	+One-Time
Recorded Announcement	\$6.00	\$10.00

Auto Attendants	Monthly	+One-Time
Choice of 1 mail box or 1 announcement	\$10.00	\$10.00
2-4 mail boxes and/or announcements (combined, totaling no more than 4)	\$20.00	\$25.00
5-7 mail boxes and/or announcements (combined, totaling no more than 7)	\$30.00	\$25.00
8-10 mail boxes and/or announcements (combined, totaling no more than 10)	\$40.00	\$25.00
10-12 mail boxes and/or announcements (combined, totaling no more than 12)	\$50.00	\$25.00
Voice Menu with additional announcements or mail box(s) - each additional choice.	\$6.50	

Unified Messaging Voice Mail	Monthly	+One-Time
Exchange Unified Messaging (voice mail / email integration)	\$6.80	\$10.00
1. New wiring and line repair is charged at labor (\$45.00/hour) plus materials. Cost estimates are provided at no charge for any new wiring and cabling.		
2. One Time Charges do not apply for disconnection of any type of service.		

3. Telephone sets are provided to departments as part of the monthly line charge. All damaged, lost or stolen telephone sets are the responsibility of the billed department. Departments are charged for the repair or replacement of any damaged or stolen telecommunications equipment in their possession including telephone sets.

Additional information:

<http://www.uwyo.edu/infotech/services/telephones/hardware/adphonesets.asp>

FY19 Telecom Expenses		Fund Class			
Organization	Designated	Grant	Restricted	Unrestricted	Grand Total
Academic & Student Programs				\$2,497.20	\$2,497.20
Accounting & Finance			\$6,672.00		\$6,672.00
Accounting Office	\$1,215.60			\$5,174.40	\$6,390.00
Admissions				\$19,848.96	\$19,848.96
Agriculture & Applied Economics				\$8,427.60	\$8,427.60
Agriculture Experiment Station	\$2,577.12	\$84.72			\$2,661.84
Air Force ROTC				\$2,781.60	\$2,781.60
American Heritage Center	\$1,622.40		\$21,186.48	\$342.00	\$23,150.88
American Studies & History			\$5,493.60	\$7,144.80	\$12,638.40
Animal Science				\$13,744.44	\$13,744.44
Anthropology			\$78.00	\$2,965.32	\$3,043.32
Anthropology Repository				\$1,506.00	\$1,506.00
Application & Database Services				\$37,933.85	\$37,933.85
Army ROTC				\$6,309.36	\$6,309.36
Associate Vice President of Human Resources				\$10,350.84	\$10,350.84
ASUW				\$10,928.40	\$10,928.40
Athletics Business Office			\$2,515.92	\$2,898.00	\$5,413.92
Athletics Facilities				\$4,581.72	\$4,581.72
Atmospheric Science	\$969.60	\$15,505.68		\$8,442.12	\$24,917.40
Audio & Visual Services				\$789.60	\$789.60
Auxiliary Services Directors Office				\$99,766.12	\$99,766.12
AVP of Fiscal Administration				\$13,962.00	\$13,962.00
Berry Center			\$7,056.96	\$225.96	\$7,282.92
Botany		\$6,281.52		\$4,398.12	\$10,679.64
Budget & Institutional Planning				\$3,855.12	\$3,855.12
Building Automation				\$312.00	\$312.00
Business Services				\$4,201.20	\$4,201.20
Campus Recreation	\$78.00			\$35,856.48	\$35,934.48
Center for Advising & Career Services				\$10,062.72	\$10,062.72
Central Energy Plant				\$4,479.36	\$4,479.36
Central Scheduling				\$1,171.20	\$1,171.20
Chemical Engineering	\$1,584.72	\$1,128.00		\$7,470.12	\$10,182.84
Chemistry				\$11,050.80	\$11,050.80
Civil & Architectural Engineering	\$4,165.20	\$4,625.04	\$2,719.20	\$6,327.60	\$17,837.04
Client Support Services				\$28,774.56	\$28,774.56
College of Agriculture & Natural Resources Deans Office				\$7,344.00	\$7,344.00
College of Arts & Sciences Deans Office	\$342.00			\$8,906.40	\$9,248.40
College of Business Academic Advising				\$2,581.20	\$2,581.20
College of Business Deans Office				\$10,814.39	\$10,814.39
College of Business Internships & Online Programs			\$1,694.40		\$1,694.40
College of Education Deans Office	\$1,556.76		\$12,950.88	\$85.56	\$14,593.20
College of Health Sciences Deans Office				\$4,546.80	\$4,546.80
College of Law Academics Office			\$9,316.80	\$17,762.04	\$27,078.84
College of Law Deans Office	\$344.40			\$1,146.00	\$1,490.40
Communication & Journalism				\$2,126.40	\$2,126.40
Communication Disorders	\$1,530.00			\$15,037.92	\$16,567.92
Compliance				\$555.60	\$555.60
Computer Science	\$3,756.00			\$987.60	\$4,743.60
Concessions				\$2,881.20	\$2,881.20
Controls Shop				\$1,573.32	\$1,573.32
Cooperative Extension Service	\$3,817.92	\$13,800.24		\$1,528.56	\$19,146.72
Copier Services				\$1,972.08	\$1,972.08
Copy & Print Center				\$3,454.80	\$3,454.80
Counseling Leadership Advocacy & Design				\$11,017.20	\$11,017.20
Cowboy Joe Club				\$8,631.60	\$8,631.60
Criminal Justice & Sociology				\$3,792.36	\$3,792.36
Culture Gender & Social Justice				\$5,055.00	\$5,055.00

Custodial Services				\$2,494.80	\$2,494.80
Organization	Designated	Grant	Restricted	Unrestricted	Grand Total
Dean of Students Office				\$4,440.48	\$4,440.48
Digital Collections				\$96,821.76	\$96,821.76
Dining				\$29,534.16	\$29,534.16
Distance Education				\$144,526.56	\$144,526.56
Economics			\$8,506.80	\$25.80	\$8,532.60
Ecosystem & Science Management			\$78.00	\$21,798.00	\$21,876.00
Electrical & Computer Engineering	\$6,645.60			\$178.44	\$6,824.04
Electrical Shop				\$2,724.48	\$2,724.48
Ellbogen Center for Teaching & Learning				\$1,746.24	\$1,746.24
Engineering & Applied Science Deans Office	\$7,861.20		\$10,484.40	\$8,067.12	\$26,412.72
English				\$7,706.16	\$7,706.16
English Language Center				\$1,173.60	\$1,173.60
Enhanced Oil Recovery Institute	\$4,335.60			\$5,418.00	\$9,753.60
Equal Opportunity Report & Response				\$3,477.60	\$3,477.60
Equipment Room				\$780.00	\$780.00
Equipment Services				\$684.00	\$684.00
Executive Director of International Programs				\$5,716.92	\$5,716.92
Facilities Construction Mgmt.				\$883.20	\$883.20
Facilities Engineering				\$6,991.68	\$6,991.68
Facilities Management				\$854.40	\$854.40
Faculty Senate				\$601.20	\$601.20
Family & Consumer Sciences	\$4,322.40			\$8,885.90	\$13,208.30
Family Medicine Residency Programs Casper				\$91,245.12	\$91,245.12
Family Medicine Residency Programs Cheyenne				\$6,801.60	\$6,801.60
Financial Services Business Office				\$8,276.64	\$8,276.64
Fine Arts Outreach				\$3,411.60	\$3,411.60
Fleet Services				\$5,345.36	\$5,345.36
Game Management				\$24,174.84	\$24,174.84
General Counsels Office				\$3,128.40	\$3,128.40
Geography	\$78.00			\$3,519.12	\$3,597.12
Geology & Geophysics	\$455.52		\$3,686.64	\$8,683.56	\$12,825.72
Grounds Services				\$554.40	\$554.40
Haub School of Environment & Natural Resources				\$11,178.72	\$11,178.72
High Altitude Performance Center				\$1,386.00	\$1,386.00
Honors College				\$4,055.76	\$4,055.76
Institutional Advancement & UW Foundation				\$69,388.23	\$69,388.23
Institutional Marketing				\$6,177.32	\$6,177.32
Intercollegiate Athletics Directors Office				\$7,081.92	\$7,081.92
Internal Audit				\$1,136.40	\$1,136.40
International Students & Scholars Office				\$3,581.28	\$3,581.28
Jacoby Golf Course				\$6,255.00	\$6,255.00
Kinesiology & Health				\$9,653.28	\$9,653.28
Law Library				\$4,742.40	\$4,742.40
LeaRN				\$3,003.60	\$3,003.60
Life Science Program	\$15.12			\$2,564.40	\$2,579.52
Lock Shop				\$410.40	\$410.40
Management & Marketing			\$5,524.92		\$5,524.92
Manufacturing Works		\$5,693.52			\$5,693.52
Marketing & Branding				\$3,938.04	\$3,938.04
Material Services				\$1,107.60	\$1,107.60
Mathematics & Statistics				\$9,548.76	\$9,548.76
MBA Program				\$1,769.76	\$1,769.76
Mechanical Engineering	\$236.40			\$8,539.08	\$8,775.48
Media Relations				\$4,578.12	\$4,578.12
Men's Basketball				\$4,729.20	\$4,729.20
Men's Football				\$9,409.20	\$9,409.20
Men's Golf				\$679.20	\$679.20

Men's Swimming & Diving				\$855.60	\$855.60
Men's Track & Field				\$1,308.00	\$1,308.00
Organization	Designated	Grant	Restricted	Unrestricted	Grand Total
Men's Wrestling				\$2,404.80	\$2,404.80
Modern & Classical Languages				\$2,371.92	\$2,371.92
Molecular Biology				\$16,510.08	\$16,510.08
Multicultural Affairs			\$2,079.60	\$3,146.88	\$5,226.48
Multicultural Resource Center				\$792.00	\$792.00
Music				\$3,557.52	\$3,557.52
Neuroscience	\$886.80				\$886.80
Office of Academic Support Athletics				\$3,694.80	\$3,694.80
Office of Sponsored Programs		\$12.00		\$6,156.00	\$6,168.00
Office of Teacher Education				\$4,161.96	\$4,161.96
Office of the CIO				\$11,634.60	\$11,634.60
Office of the President				\$10,631.64	\$10,631.64
Payroll				\$2,385.60	\$2,385.60
Petroleum Engineering	\$2,162.88			\$8,103.12	\$10,266.00
Pharmacy				\$2,218.80	\$2,218.80
Philosophy & Religious Studies				\$3,997.20	\$3,997.20
Physics & Astronomy		\$1,901.16		\$4,363.92	\$6,265.08
Plant Sciences	\$397.44			\$7,031.28	\$7,428.72
Plumbing Shop				\$1,509.60	\$1,509.60
Politics Public Affairs & International Studies			\$667.20	\$11,637.96	\$12,305.16
Postal Services				\$866.40	\$866.40
Preventive Maintenance				\$441.60	\$441.60
Provosts Office			\$861.60	\$10,805.16	\$11,666.76
Psychology	\$78.00			\$4,676.40	\$4,754.40
R&E Center Laramie	\$2,328.00			\$6,433.32	\$8,761.32
R&E Center Powell				\$1,062.24	\$1,062.24
R&E Center SAREC				\$958.44	\$958.44
R&E Center Sheridan				\$588.84	\$588.84
Real Estate Operations				\$5,841.60	\$5,841.60
Recycling				\$975.60	\$975.60
Registration & Records				\$8,280.00	\$8,280.00
Research Computing Support				\$3,312.00	\$3,312.00
Research Products Center		\$3,350.40			\$3,350.40
Residence Life Administration				\$119,076.00	\$119,076.00
Residence Life Operations	\$780.00			\$182,164.64	\$182,944.64
Risk Management & Safety Office	\$787.20			\$8,987.52	\$9,774.72
Rodeo			\$1,521.00		\$1,521.00
Scholarships & Financial Aid				\$9,195.84	\$9,195.84
School of Energy Resources Directors Office	\$456.00	\$6,103.20		\$27,902.09	\$34,461.29
School of Nursing			\$538.80	\$14,371.20	\$14,910.00
School of Pharmacy	\$1,627.20			\$22,049.04	\$23,676.24
School of Teacher Education		\$253.20		\$12,438.60	\$12,691.80
Science & Math Teaching Center				\$2,641.56	\$2,641.56
SEO General	\$1,170.00	\$17,531.40		\$4,954.80	\$23,656.20
SEO University Disability Support Services	\$266.40			\$2,476.80	\$2,743.20
Shipping & Receiving				\$2,690.40	\$2,690.40
Small Business Development Center		\$8,553.24			\$8,553.24
Social Work				\$7,656.12	\$7,656.12
Spirit Groups				\$969.60	\$969.60
Sports Medicine				\$4,437.60	\$4,437.60
Sports Performance & Weight Room				\$1,106.40	\$1,106.40
Staff Senate				\$372.00	\$372.00
Stop Violence Program				\$1,365.60	\$1,365.60
Stores				\$2,469.12	\$2,469.12
Structural Trades				\$2,232.00	\$2,232.00
Student Health Services	\$20,820.00			\$114.00	\$20,934.00
Student Media				\$5,054.16	\$5,054.16

Summer High School Institute				\$826.80	\$826.80
Systems Services				\$20,559.12	\$20,559.12
Organization	Designated	Grant	Restricted	Unrestricted	Grand Total
Technical Services				\$1,356.00	\$1,356.00
Telecommunications				\$142,504.68	\$142,504.68
Tennis Complex				\$823.20	\$823.20
Theatre & Dance				\$12,447.60	\$12,447.60
Ticket Office				\$5,140.80	\$5,140.80
Trademark Licensing				\$1,086.00	\$1,086.00
Transit & Parking Services				\$28,426.56	\$28,426.56
Union				\$37,612.20	\$37,612.20
University Art Museum			\$8,306.88		\$8,306.88
University Counseling Center				\$5,028.00	\$5,028.00
University Libraries Administrative Office		\$832.80		\$40,516.04	\$41,348.84
University Operations Executive Directors Office				\$11,734.56	\$11,734.56
University Police				\$7,131.00	\$7,131.00
University Procurement Services				\$2,999.76	\$2,999.76
University Public Relations				\$15,755.88	\$15,755.88
University Store				\$33,784.68	\$33,784.68
Utilities Management				\$4,224.12	\$4,224.12
UW Casper				\$325.20	\$325.20
UW Child Care Center				\$7,640.40	\$7,640.40
UW National Park Research				\$2,831.40	\$2,831.40
UW Regional Offices				\$14,483.28	\$14,483.28
Vending Services				\$1,579.20	\$1,579.20
Veterinary Science	\$573.24			\$19,464.36	\$20,037.60
Visual & Library Arts				\$4,608.00	\$4,608.00
VP for Administration Office				\$1,998.24	\$1,998.24
VP for Governmental & Community Affairs Office				\$979.20	\$979.20
VP for Research & Economic Development Office	\$14,735.84	\$53,982.36		\$2,622.00	\$71,340.20
VP Student Affairs Office			\$78.00	\$4,496.16	\$4,574.16
Women's Basketball				\$3,937.20	\$3,937.20
Women's Golf				\$396.00	\$396.00
Women's Soccer				\$1,530.00	\$1,530.00
Women's Swimming & Diving				\$1,436.40	\$1,436.40
Women's Tennis				\$1,263.60	\$1,263.60
Women's Track & Field				\$1,924.80	\$1,924.80
Women's Volleyball				\$2,078.40	\$2,078.40
WWAMI Medical Education Program		\$1.68		\$3,792.00	\$3,793.68
Wyo Natural Diversity Database		\$416.40			\$416.40
Wyo Technology Business Center		\$28,538.40		\$9,073.44	\$37,611.84
Wyoming Coop Unit	\$114.00	\$5,980.80	\$883.20		\$6,978.00
Wyoming Geographic Information Science Center	\$1,750.80	\$26,706.84		\$4,033.20	\$32,490.84
Wyoming Institute for Disabilities WIND		\$26,476.76			\$26,476.76
Wyoming Institute for Humanities				\$78.00	\$78.00
Wyoming Public Media			\$25,997.64		\$25,997.64
Wyoming School University Partnership				\$963.60	\$963.60
Wyoming Survey & Analysis Center	\$11,114.40			\$48.00	\$11,162.40
WyoOne ID Office				\$11,452.92	\$11,452.92
Zoology & Physiology	\$348.00	\$78.00		\$5,809.08	\$6,235.08

The budgeted amount for each department is an estimate of costs based on the department's current services as of November 1, 2017. Estimated charges include, but are not limited to: phones, data, storage and special accounts. Charges that have not been estimated may include, but are not limited to: monthly charges for new services, activations, programming changes, moves, wiring or other one-time fees. The Telecom estimated charges are not final and will vary based on activity and usage.

It is each department's responsibility to review the estimated costs provided, forecast any changes, and notify Mia Langworthy (766-4901; mgraff@uwyo.edu) or Margaux Christensen (766-4808; margauxc@uwyo.edu) with significant variances. For instructions on how to view your Telecom statement, please go to <https://uwyo.teamdynamix.com/TDClient/Requests/ServiceDet?ID=9755>

Motor Pool Vehicles and Rates

Flat Daily Rates (effective July 1, 2015)

A flat fee per day of use will be charged with actual gas consumption being the responsibility of the renter's department.

Have a question about gas receipts or other items? Please see our FAQ's.

These rental rates include: Insurance, Repairs, and Roadside Assistance.

Fleet Services Carpool Rental Rates

Standard & Full-size Sedan	Daily	\$49.00/day
Standard & Full-size Sedan	Weekly (7 days)	\$247.00/wk.
Standard & Full-size Sedan	Monthly (30 days)	\$767.00/mo.
Standard & Full-size Sedan	Long term rate (permanently assigned-1 yr. or longer)	\$627.00/mo.
4X4 Utility & FWD Minivan	Daily	\$59.00/day
4X4 Utility & FWD Minivan	Weekly (7 days)	\$320.00/wk.
4X4 Utility & FWD Minivan	Monthly (30 days)	\$1,040.00/mo.
4X4 Utility & FWD Minivan	Long term rate (permanently assigned-1 yr. or longer)	\$807.00/mo.
3/4 Ton, Ext Cab 4x4 Pickup	Daily	\$82.00/day
3/4 Ton, Ext Cab 4x4 Pickup	Weekly (7 days)	\$430.00/wk.
3/4 Ton, Ext Cab 4x4 Pickup	Monthly (30 days)	\$1673.00/mo.
3/4 Ton, Ext Cab 4x4 Pickup	Long term rate (permanently assigned-1 yr. or longer)	\$849/mo.
Large SUV	Daily	\$82.00/day
Large SUV	Weekly (7 days)	\$430.00/wk.
Large SUV	Monthly (30 days)	\$1679.00/mo.
Large Pass SUV	Long term rate (permanently assigned-1 yr. or longer)	\$849/mo.
Cargo Trailer - Single Axel, 6x10 closed	Daily	\$52.00/day
Cargo Trailer - Single Axel, 6x10 closed	Weekly (7 days)	\$328.00/wk
Cargo Trailer - Single Axel, 6x10 closed	Monthly (30 days)	\$1560.00/mo

Budget Office Procedure

For:

Chart of Accounts- Requesting an Organization

Purpose:

To outline the process of requesting an additional Organization value for use in the University's chart of accounts.

An Organization segment refers to the Department or unit (UW Accounting Office, Mathematics department) where the transaction originates. An Organization represents a unit where Human Resources can identify staff, performance reviews can take place, and business is transacted.

Procedure(s):

1. Review the current lists provided at the following websites for use:

Organization Hierarchy- <http://www.uwyo.edu/wyocloud/files/docs/coa/updates/organization-segment.pdf>

2. If an additional Organization is still needed, please submit the following information to budgetoffice@uwyo.edu:

- Organization title
- Subdivision the Organization will be structure under
- Purpose
- Associated WyoCloud financial string (if associated with payroll)

3. Your request will be reviewed and you will be notified of approval or denial within 7 working days of the email submission. The approval will then be submitted to the WyoCloud Business Analysts Group to be uploaded into the system for financials and reporting purposes.

4. To be included in the budget development process and the WyoCloud Planning & Budgeting system, requests for new programs and/or activity values need to be submitted by the January of each year. For instance for values to be considered for the FY19 budget period, requests need to be submitted by January 1, 2018.

Budget Office Procedure

For:

Chart of Accounts- Program and/or Activity Request

Purpose:

To outline the process of requesting additional Programs and/or Activities values for use in the University's chart of accounts.

Program-The segment pertains to the unique specialization (e.g. Recruitment, International Studies, and Help Desk) within the Department, School, etc. Values will be grouped by division/department/unit, but can be used by departments from across campus if applicable. (example- commencement)

Activity- The segment provides more opportunity to further differentiate a transaction for departmental or unit reporting purposes. This segment is definable by the department by using the generic values that have been loaded to the system - there are placeholders for Project 1, Project 2, etc. Activity 1, Activity 2, etc. Game 1, Game 2, etc. Exhibit 1, Exhibit 2 – and assigning what that value means to your department. Departments are not able to add their own specific values to the system.

Procedure(s):

1. Review the current lists provided at the following websites for use:

Program- <http://www.uwyo.edu/wyocloud/files/docs/coa/updates/program-segment.pdf>

Activity- <http://www.uwyo.edu/wyocloud/files/docs/coa/updates/activity-segment.pdf>

2. If an additional Program and/or Activity are still needed, please submit the following information to budgetoffice@uwyo.edu:

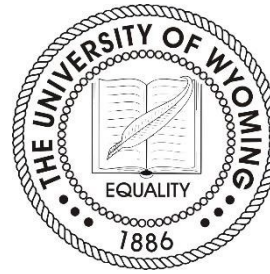
- Name of Program and/or Activity
- Purpose
- Associated WyoCloud financial string (if associated with payroll)

3. Your request will be reviewed and you will be notified of approval or denial within 7 working days of the email submission. The approval will then be submitted to the WyoCloud Business Analysts Group to be uploaded into the system for financials and reporting purposes.

4. To be included in the budget development process and the WyoCloud Planning & Budgeting system, requests for new programs and/or activity values need to be submitted by the January of each year. For instance for values to be considered for the FY19 budget period, requests need to be submitted by January 1, 2018.

UNIVERSITY OF WYOMING REGULATIONS

Subject: University's Operating Budget
Number: UW Regulation 1-103



PURPOSE

To establish a process for approval of the University's Operating Budget and administration of Division budgets within the Operating Budget.

DEFINITIONS

Administrative Officer: Includes the Provost and Vice President for Academic Affairs, the Vice President for Administration, the Vice President for Governmental and Community Affairs, the Vice President for Information Technology, the Vice President for Institutional Advancement, the Vice President for Research and Economic Development, the Vice President for Student Affairs, the Director of Intercollegiate Athletics, and the General Counsel.

Division: Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the Office of Governmental and Community Affairs, the University of Wyoming Foundation, the Division of Information Technology, the Office of Research and Economic Development, the Division of Student Affairs, the Department of Intercollegiate Athletics, and the Office of General Counsel.

Expenditure Classification: Includes (1) salaries, wages, and benefits; (2) services, travel and entertainment, and supplies; (3) student financial aid; (4) utilities, repairs and maintenance, and rentals; (5) interest, claims, and other expenses; and (6) non-operating expenditures.

Fiscal Year: July 1-June 30.

Operating Budget: The general operating budget of the University including (1) Unrestricted Operating Funds (i.e., block grant appropriations, tuition and fees, selfgenerated funds); (2) Designated Operating Funds (i.e., line-item or special state appropriations, designated fee revenue); and (3) Restricted Operating Funds (i.e., sponsored contracts and grants, foundation gift and endowment payout funds). The Operating Budget shall include all sources of revenue, of whatever nature, all expenditures, and all cash & cash equivalent funds or reserves.

Unit (Organization): The academic, administrative, and auxiliary operating units of the University (i.e., College of Business Dean's Office, Department of Mathematics, Dean of Student's Office, Transit & Parking).

POLICY

A. At least sixty (60) days prior to the beginning of each fiscal year, each Administrative Officer shall present to the President of the University and the Budget Committee of the Board of Trustees ("Board") the proposed budget for their Division for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.

B. Until final approval of the Operating Budget by the Board, no expenditures chargeable to the budget for the next fiscal year shall be made.

C. After Board approval of the Operating Budget, the President of the University may transfer between Units within a Division, between Divisions, or between Expenditure Classifications, an amount not to exceed ten percent (10.0%) of the respective budget or \$100,000.00, whichever is less, per single transfer. Prior Board approval is required for any single transfer which exceeds a fiscal year cumulative transfer of fifteen percent (15.0%) of the respective budget or \$200,000.00, whichever is less. All other transfers of any nature require prior Board approval.

QUARTERLY REPORT

The President shall provide a quarterly written report to the Budget Committee of the Board of Trustees identifying each transfer or authorization made pursuant to Paragraph III(C).

Responsible Division/Unit: Office of the President and the Division of Administration

Source: Wyoming Statutes 21-17-203 and 21-17-204.

Link: <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidentialdirectives/index.html>.

Associated Regulations, Policies, and Forms: None.

History: Adopted 5/10/2017 Board of Trustees meeting

Budget Office Procedure

For:

Internal Allocation and Transfer Request

Purpose: To provide guidance on the internally allocation/transfer of fund between department and/or division in the WyoCloud Financial System.

Internal Allocations & Sales Rollup Internal Service Allocation Grouping (IDT)

76001 Internal Service Allocation: Plant Operations

- Includes internal charges to and from University Operations related to Plant/Building Charges (i.e., Utilities, Maintenance/Repairs, etc.)

76002 Internal Service Allocation: Info Tech

- Includes internal charges to and from Information Technology for UW IT services (i.e., Telecommunication, Data, Networks parts, etc.)

76003 Internal Service Allocation: Other Inter Unit/Center Allocations Grouping

- Internal charges to and from other units on campus for all other services (outside of 76001, 76002, and 76601)

76601 Internal Sales Auxiliaries

- Internal charges to and from auxiliary services (i.e., Bookstore, Copy Center, Fleet, etc.)

Inter-Unit and Intra-Unit Allocations should only be used with the Unrestricted Operating and Designated Operating Fund Sources; these transfers must be transfer TO/From same fund class of fund source: Unrestricted Operating to Unrestricted Operating, Designated Operating to Designated Operating for allocations or transfer needs. They are **NOT** to be used for foundation held funds or grants.

76201 Inter Unit/Center Allocations

- Inter-Unit Allocations should be used to allocate actual funds from one division to another. Subdivisions are the major operating units of the University (i.e., College of Arts & Science, College of Business, Administration, Research & Economic Development, Student Affairs, Academic Affairs, etc.).

76401 Intra College Allocations Internal Sales Auxiliaries Grouping

- Intra-Unit Allocations should be used to allocate actual funds from one organization to another within the SAME Subdivision (i.e., Mathematics and A&S Dean's Office are organizations within the College of Arts & Science Division).

Provisions for Replacement & Depreciation Grouping

77001 Provisions for Facility Renewal

- Maintenance and improvement of facilities for the current purpose (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves)

77002 Provisions for Non facility Renewal (capital project)

- New capital equipment projects or repurposing of existing capital assets (i.e., move funds from the unrestricted operating or designated operating funds to plant reserves)

77003 Transfers To/From Plant Fund Project Related

- Transfers to/from reserve accounts


Transfers To/From Operations Grouping; these are transfers To/From Unrestricted Operating, Designated Operating and Unrestricted Operating Reserve. They are **NOT** to be used for foundation held funds or grants.

77401 Non mandatory Transfers To/From Operations Funds

Procedures

1. Stakeholders will submit the transfer request form located in Budget Office Website (see below sample) to the Budget Office via email.

<http://www.uwyo.edu/administration/fiscal/budget>

 Inter/Intra Budget Transfer Request										
Entity	Account	Fund Class	Fund Source	Organization	Exp Class	Program	Activity	Future	Debt	Credit
						0000	0000	0		
						0000	0000	0		
						0000	0000	0		
						0000	0000	0		
Explanation for the Transfer:								Total	-	-
Approved by:						Date:				

2. Once Budget Office approves the transfer request, it will be forwarded to Accounting Office for process.

Standard Administrative Procedure (SAP)

For:

Property Disposal

Purpose: To provide guidance on the proper disbursement/disposal of university surplus property.

All sales revenue will be distributed 80%/20%. 80% to Dean/Division level reserve account, and 20% will remain with the Material Services-UW Operations as a handling fee. The Fleet vehicle disposal distribution rate will be 90%/10% or \$150.00 (whichever is greater). 90% to Dean/Division level reserve account and 10% or \$150.00 (whichever is greater) will remain with the Fleet Office as a handling fee.

University departments should continue to dispose/exchange old equipment through the University's property office, via "Property Disposal Request Forms." http://www.uwyo.edu/uwops/_files/documents/pdr.pdf.

Dean/Division Level Reserve:	Organization #	Fund Source #	Fund Source Name
Academic Affairs	10001	005001	Unrestricted Operating Reserve
Administration	20001	005001	Unrestricted Operating Reserve
Athletics	90001	005001	Unrestricted Operating Reserve
College of Agriculture	12001	005001	Unrestricted Operating Reserve
College of Arts & Science	13001	005001	Unrestricted Operating Reserve
College of Business	14001	005001	Unrestricted Operating Reserve
College of Education	15001	005001	Unrestricted Operating Reserve
College of Engineering	16001	005001	Unrestricted Operating Reserve
College of Health Science	17001	005001	Unrestricted Operating Reserve
College of Law	18001	005001	Unrestricted Operating Reserve
General Counsel Division	80001	005001	Unrestricted Operating Reserve
Governmental & Community Affairs Division	60001	005001	Unrestricted Operating Reserve
Information Technology Division	40001	005001	Unrestricted Operating Reserve
Office of the President	00011	005001	Unrestricted Operating Reserve
Research & Economic Development Division	70001	005001	Unrestricted Operating Reserve
Student Affairs	30001	005001	Unrestricted Operating Reserve
University Libraries Unit	19001	005001	Unrestricted Operating Reserve
UW Foundation Division	50001	005001	Unrestricted Operating Reserve

Requesting Budget Exception Procedure

Purpose:

To outline the process for developing a budget exception request for the upcoming budget year.

A budget exception request asks for increases in funding that are outside the current scope of FY19 budget, that is not been approved by Vice President, President, and or by the Board of Trustee. (i.e. to maintain current level of services, special onetime projects, and to provide new services).

Example: New position funding that has not previously approved by the Provost in FY18.

Procedure(s):

1. Please create an expenditure budget in the WyoCloud Planning & Budgeting by using following funding string:
Entity-XXXXXX-105-000001-ORG-001-9999-XXXX
2. Your request will be reviewed through the budget process procedure and the final approval request will then be submitted to Board of Trustees as part of the budget request for FY19.

Requesting a Account String for Payroll

Purpose:

To provide a **NEW** payroll account string for Payroll use (a new combo code) to load benefited position funding.

Procedure(s):

1. Stakeholders will submit the request form located in Payroll Office Website <http://www.uwyo.edu/administration/fiscal/payroll> to Payroll Office.

UW_ENTITY	UW_CLDACCOUNT	UW_FUND_CLASS	UW_FUND_SOURCE	UW_ORG	UW_EXPENSE_CLASS	UW_PROGRAM	UW_ACTIVITY	FUTURE	
10	10001	105	000001	00001	001	0000	0000	0	(sample)

Loading Benefited Position Funding in HRMS

MAIN MENU > SET UP HRMS > PRODUCT RELATED > COMMITMENT ACCOUNTING
> BUDGET INFORMATION > DEPARTMENT BUDGET TABLE USA

Favorites | Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Department Budget Table USA

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Set ID:	=	<input type="text" value="JNWYO"/>	<input type="button" value="Q"/>
Department:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Fiscal Year:	=	<input type="text"/>	
Budget Level:	=	<input type="text"/>	<input type="button" value="Q"/>
Position Pool ID:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Job Code Set ID:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Job Code:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Position Number:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Empl ID:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Empl Record:	=	<input type="text"/>	<input type="button" value="Q"/>

Include History

[Basic Search](#)

Enter only the **Current Fiscal Year** and the 4 digit Benefited Position Number – entering any other data will result in nothing being returned. You will only be able to see positions that are currently assigned to the Department(s) you have security to view.

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Set ID: =

Department: begins with

Fiscal Year: =

Budget Level: =

Position Pool ID: begins with

Job Code Set ID: begins with

Job Code: begins with

Position Number: begins with

Empl ID: begins with

Empl Record: =

Include History

[Basic Search](#) [Save Search Criteria](#)

This will be 2019

Department Budget Table USA

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Set ID: =

Department: begins with

Fiscal Year: =

Budget Level: =

Position Pool ID: begins with

Job Code Set ID: begins with

Job Code: begins with

Position Number: begins with

Empl ID: begins with

Empl Record: =

Include History

[Basic Search](#) [Save Search Criteria](#)

This will be 2019

No matching values were found.

If you get this message - email the Budget Office (kdempsey@uwyo.edu) the position number you were working.

Otherwise the page should look like this:

Click on the Dept Budget Earnings Tab

If the funding is correct as displayed you don't need to do anything and the position will be paid as indicated.

Just a reminder on the format of the Combination Code:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Fund Class			Fund Source				Organization				Expense Class**		Program			Sequence*								

For a non-project **WyoCloud** string, there are more fields (characters) than can be displayed in the Combination Code, so Entity and Activity are not included as part of the combo code. Instead there is a sequence number which will reflect if there are combinations of the codes listed above, plus either a different entity or activity. On the look up table you will need to look at the entire **WyoCloud** Account Code to make sure you are selecting the correct Combination Code for all of the fields.

The first WyoCloud string that gets loaded for any combination of the first five fields (Fund Class – Program) will always have a Sequence of 0001. Any subsequent strings that are loaded that have the same first five fields, but a different entity or activity will have a different sequence number generated. So, if there 4 strings with the same first five fields, but 4 different activity values, the sequence number will be 0001 through 0004.

Examples:

(1)

Fund Class	Fund Source	Organization	Expense Class	Program	Sequence
105	00001	22201	550**	0000	0001*

*Entity **10**

*Activity **0000**

105-000001-22201-550-0000-**0001**

Combination Code: 1050000012220155000000001

(2)

Fund Class	Fund Source	Organization	Expense Class	Program	Sequence
105	00001	22201	100**	0000	000W*

*Entity **10**

*Activity **9622**

105-000001-22201-550-0000-**000W**

Combination Code: 105000001222015500000000W

If you need to add or change the funding:

The screenshot shows the 'Level' form with the following details:

- Position Number: 1357
- Accountant
- *Effective Date: 07/01/2017
- Eff Seq: 0
- *Status: Active
- Date Entered: 07/01/2017
- Budget Level Cap: 41,400.00
- *Currency: USD

*Sequence Number	Combination Code	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
11	10500000113001400000000001	06/30/2018	100.000	<input type="checkbox"/>		13001-College of Arts & Scienc	ChartField Details

Insert a new effective dated row by clicking on the +

The screenshot shows the 'Level' form with the following details:

- Position Number: 1357
- Accountant
- *Effective Date: 07/01/2017
- Eff Seq: 0
- *Status: Active
- Date Entered: 07/01/2017
- Budget Level Cap: 41,400.00
- *Currency: USD

*Sequence Number	Combination Code	Funding End Date	Distribution %	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
11	10500000113001400000000001	06/30/2018	100.000	<input type="checkbox"/>		13001-College of Arts & Scienc	ChartField Details

A new row will be created exactly like the previous one, except with today's date in the Effective Date field.

Effective Date: for new hires, the Effective Date should be the hire date. For funding changes for a current employee the Effective Date should be the first of the month. You cannot enter rows for a prior month, only current and future months.

Status: this will default to Active – do not change.

Budget Level Cap: this is the annual salary for the employee. You may change the amount to be a higher annual salary, but you cannot change it to be lower than currently displayed.

Currency: this will default to USD – do not change.

Funding End Date: this will be copied from the prior record, change as needed. This date must be the end of a month and you cannot cross fiscal years.

Distribution: this is the percentage that you want paid from the Combination Code. The percentage for a month must total to 100; you are allowed up to 3 decimals for each percentage; and you may enter as many Combination Codes as needed.

Click on the ChartField Details link

Sequence Number	Combination Code	Funding End Date	Distribution %▲	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1.1	10500000113001400000000001	06/30/2018	100.000	<input type="checkbox"/>		13001-College of Arts & Scienc	ChartField Details

ChartField Details

Combination Code: 10500000113001400000000001

Search Options

Combination Codes

ChartField Detail

Entity	Budget ID	Account	Fund Class	Fund Source	Department	Expense Class	Program Code	Activity	Future	Expense Type	Task	Budget Refer
10		60000	105	000001	13001	400	0000	0000	0			

The current Combination Code will be displayed, to change this code click the magnifying glass.

When you search for a Combination Code, you will see something like this for non-project funds:

(% is a wild card so the system will return anything like the values indicated – in this example it will return any combination code that contains 22201 anywhere in the combination code)

Search by: Combination Code begins with %22201%

[Advanced Lookup](#)

Search Results

View 100 First 1-98 of 98 Last

Combination Code	WyoCloud Account Code	Description
105000001222011000000000W	10-60202-105-000001-22201-001-0000-9633-0	22201-Payroll
105000001222011000000000X	10-60202-105-000001-22201-001-0000-9634-0	22201-Payroll
105000001222011000000000Y	10-60202-105-000001-22201-001-0000-9635-0	22201-Payroll
105000001222011000000000Z	10-60202-105-000001-22201-001-0000-9636-0	22201-Payroll
105000001222011000000000a	10-60202-105-000001-22201-001-0000-9637-0	22201-Payroll
105000001222011000000000b	10-60202-105-000001-22201-001-0000-9638-0	22201-Payroll
105000001222011000000000c	10-60202-105-000001-22201-001-0000-9643-0	22201-Payroll
1050000012220150000000001	10-60202-105-000001-22201-500-0000-0000-0	22201-Payroll
1050000012220155000000001	10-60001-105-000001-22201-550-0000-0000-0	22201-Payroll
1050000012220160000000001	10-60202-105-000001-22201-600-0000-0000-0	22201-Payroll
1050000012220170000000001	10-60202-105-000001-22201-700-0000-0000-0	22201-Payroll

The middle section - WyoCloud Account Code – will show the Chart of Account values that you need to use to select the correct combination code (the second field in the string (60001, 60202, etc.) is not used as part of Chart of Accounts and should be ignored):

WyoCloud Account Code
10-60202-105-000001-22201-001-0000-9633-0 :
10-60202-105-000001-22201-001-0000-9634-0 :
10-60202-105-000001-22201-001-0000-9635-0 :
10-60202-105-000001-22201-001-0000-9636-0 :
10-60202-105-000001-22201-001-0000-9637-0 :
10-60202-105-000001-22201-001-0000-9638-0 :
10-60202-105-000001-22201-001-0000-9643-0 :
10-60202-105-000001-22201-200-0000-0000-0 :
10-60202-105-000001-22201-305-0000-0000-0 :
10-60202-105-000001-22201-400-0000-0000-0 :
10-60202-105-000001-22201-500-0000-0000-0 :
10-60001-105-000001-22201-550-0000-0000-0 :
10-60202-105-000001-22201-600-0000-0000-0 :
10-60202-105-000001-22201-700-0000-0000-0 :

Entity

Fund Code

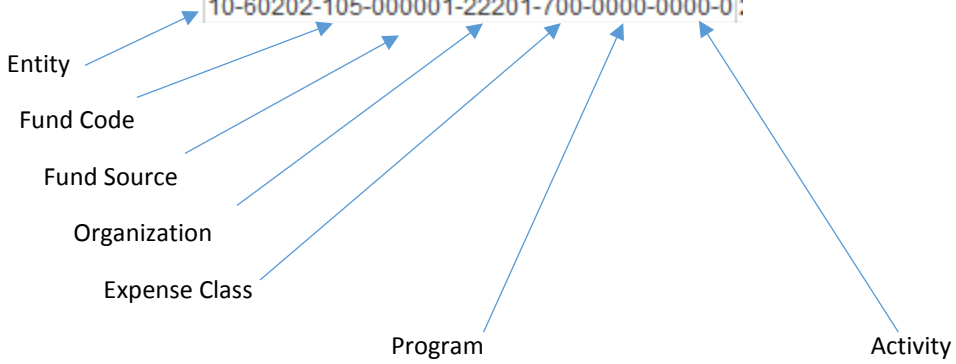
Fund Source

Organization

Expense Class

Program

Activity



FY18 PEOPLESFT COMBINATION CODE LEGEND

PROJECT FUNDS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Project Id											Organization					Task	Sequence*							

*Sequence for Projects should always be 0001.

Examples:

(1)

Project Id	Organization	Task	Sequence
1001302	16611	1	0001

1001302-16611-1-0001

Combination Code: 10013021661110001

(2)

Project Id	Organization	Task	Sequence
VARSPN46408	13501	1	0001

VARSPN46408-13501-1-0001

Combination Code: VARSPN464081350110001

When you search for a Combination Code, you will see something like this for project funds:

(% is a wild card so the system will return anything like the values indicated – in this example it will return any combination code that contains 10013 anywhere in the combination code)

Look Up GL Combination Code ? Help

Search by: Combination Code begins with

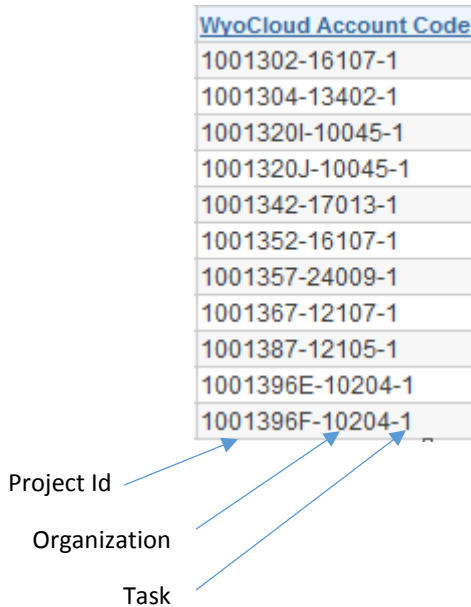
[Advanced Lookup](#)

Search Results

View 100 First 1-11 of 11 Last

<u>Combination Code</u>	<u>WyoCloud Account Code</u>	<u>Description</u>
10013021610710001	1001302-16107-1	16107-Mechanical Engineering
10013041340210001	1001304-13402-1	13402-Wyoming Survey & Analy
1001320I1004510001	1001320I-10045-1	10045-SEO General
1001320J1004510001	1001320J-10045-1	10045-SEO General
10013421701310001	1001342-17013-1	17013-School of Nursing
10013521610710001	1001352-16107-1	16107-Mechanical Engineering
10013572400910001	1001357-24009-1	24009-Transit & Parking Servic
10013671210710001	1001367-12107-1	12107-Veterinary Science
10013871210510001	1001387-12105-1	12105-Plant Sciences
1001396E1020410001	1001396E-10204-1	10204-Wyoming Geographic Infor
1001396F1020410001	1001396F-10204-1	10204-Wyoming Geographic Infor

The middle section - WyoCloud Account Code – will show the Chart of Account values that you need to use to select the correct combination code:



*Sequence Number	Combination Code	Funding End Date	Distribution %▲	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1 1	1050000011300140000000001	06/30/2018	100.000	<input type="checkbox"/>		13001-College of Arts & Scienc	ChartField Details

Save Return to Search Notify Add Update/Display Include History Correct History

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

You should now see the selected Combination Code.

If you need to enter another Combination Code, click on the +

*Sequence Number	Combination Code	Funding End Date	Distribution %▲	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1 1	1050000011300140000000001	06/30/2018	100.000	<input type="checkbox"/>		13001-College of Arts & Scienc	ChartField Details
2 1				<input type="checkbox"/>			ChartField Details

You will need to enter the Funding End Date and Distribution %, then click the Chartfields Detail Link and repeat the previous steps to select the Combination Code.

You may enter multiple Effective Dates and multiple Combination Codes, but each Effective Date must total to 100%.

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

Set ID: UNWYO Department: 21001 A&S Dean's Office Fiscal Year: 2018

Budget Begin Date: 07/01/2017 Offset Group: UW Budget Cap: Per Budget Level Per Earn/Tax/Ded

Budget End Date: 06/30/2018

Default Funding Source: Actual

Option: Level: Department Position Pool Jobcode Position Appointment

Position Number: 1357 Accountant

*Effective Date: 07/24/2017 Eff Seq: 0 *Status: Active Date Entered: 07/24/2017

Budget Level Cap: 41,400.00 *Currency: USD

*Sequence Number	Combination Code	Funding End Date	Distribution %▲	Distributed	Earnings Code Description	Combination Code Description	ChartField Details
1 1	1050000011300140000000001	06/30/2018	50.000	<input type="checkbox"/>		13001-College of Arts & Scienc	ChartField Details
2 1	1050000011330140000000001	06/30/2018	50.000	<input type="checkbox"/>		13301-Life Science Program	ChartField Details

Save Return to Search Notify Add Update/Display Include History Correct History

Dept Budget Date | Dept Budget Defaults | Dept Budget Earnings | Dept Budget Deductions | Dept Budget Taxes

Save the Record.

Errors for Budget Cap, Effective Dates, Funding End Dates or Percentages will now be displayed, fix as needed.

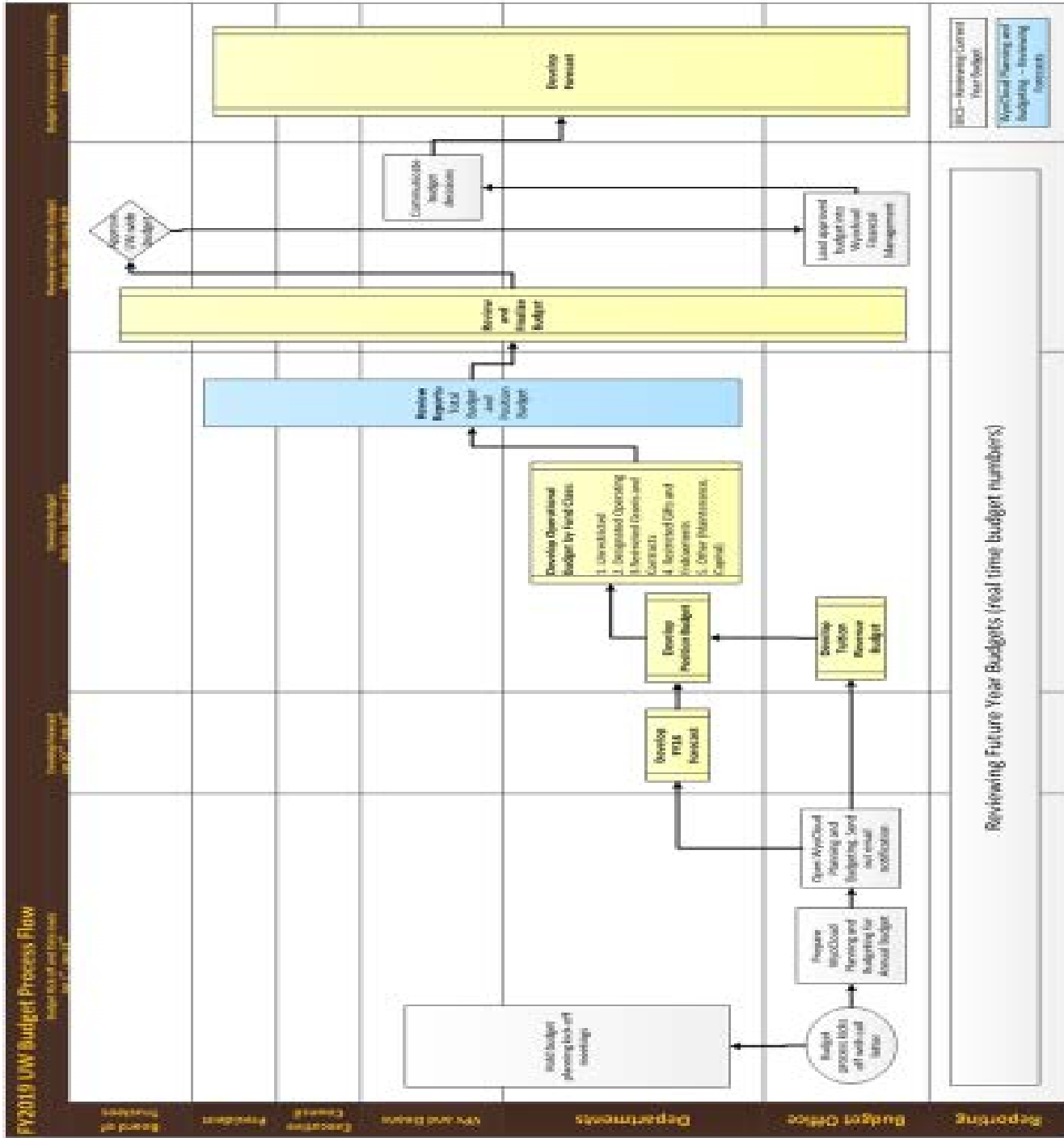
If you have any questions or problems, please contact Sheralyn Farnham at 766-3558 or email farnham@uwyo.edu or Kathy Dempsey at 766-4897 or email kdempsey@uwyo.edu

For addition HRMS Guides and Reports are located at Payroll Office
<http://www.uwyo.edu/administration/fiscal/payroll>

FY2019 Operating Budget Timeline

Planning Center

Description	Target Date (EOB) unless noted otherwise
WyoCloud Planning and Budgeting WyoCloud Planning & Budgeting (WyoCloud Planning) module released/opened module opened	January 22nd
5:00pm Non-Academic Affairs Units' FY2018 forecast due to the Budget Office	February 9th
Academic Affairs Units' FY2018 forecast due to the Budget Office	February 16th
Non-Academic Affairs Units' FY2019 budgets due to the Budget Office	March 5th
Materials due to Board of Trustee's for FY2018 budget amendments	March 7th
Academic Affairs Units' FY2019 budgets due to the Budget Office	March 12th
Data migration to Budget Office version in WyoCloud Planning	March 12th
Budget Office review	May 12 - 16th
Data migration to Executive Council version in WyoCloud Planning	March 19th
Division/College budget review sessions with President, VPs, and Deans	March 19 -April 6th
Board of Trustee's meeting (Main topic: FY2018 budget amendments)	March 21 -23rd
8:00am Data migration to President's version in WyoCloud Planning	April 9th
President's review	April 9 -13th
Data migration to Board of Trustee's version in WyoCloud Planning	April 16th
FY19 Budget materials are due to the BOT	April 16th
Division & College budget hearings with Board of Trustees Budget Committee	May 7 - 8th
Board of Trustee's conference call	June 13th
Data migration to Final BOT approved version in WyoCloud Planning & FY2019 Budgetary Control in WyoCloud Financial Management	June 29th



Legend

MyoCloud

- Activity
- View Reports
- Sub-Process on different tab
- Decision
- Process Start

FY2019 Unrestricted Un-Suppressed Budget Template

Revenue:	Load Final FY18 Actual	Load Final FY18 Plan	Direct Input Working FY19 Plan	Direct Input Working FY20 Plan	Direct Input Working FY21 Plan	Comments Working FY19 Plan
A_40001:Tuition Undergraduate Resident						
A_40002:Tuition Undergraduate Non resident						
A_40005:Tuition Undergraduate Resident Distance						
A_40006:Tuition Undergraduate Non Resident Distance						
A_D4000:Tuition Undergraduate Grouping						
A_40101:Tuition Graduate Resident						
A_40102:Tuition Graduate Non resident						
A_40105:Tuition Graduate Resident Distance						
A_40106:Tuition Graduate Non resident Distance						
A_D4010:Tuition Graduate Grouping						
A_40151:Tuition Professional Business Resident						
A_40152:Tuition Professional Business Non Resident						
A_40153:Tuition Professional Law Resident						
A_40154:Tuition Professional Law Non Resident						
A_40155:Tuition Professional Health Sciences Resident						
A_40156:Tuition Professional Health Sciences Non Resident						
A_40157:Tuition Professional Distance Resident						
A_40158:Tuition Professional Distance Non Resident						
A_D4015:Tuition Professional Grouping						
A_40201:Tuition Resident Conversion						
A_40202:Tuition NonResident Conversion						
A_40203:Tuition Conversion						
A_40204:Tuition Pre College						
A_40205:Tuition Study Abroad						
A_40206:Tuition Other						
A_D4020:Tuition Other Grouping						
A_C4000:Tuition Rollup						
A_40301:Tuition Waivers						
A_40302:Financial Aid Undergraduate						
A_40303:Financial Aid Graduate						
A_40304:Financial Aid Professional						
A_40305:Financial Aid Other						
A_40306:Financial Aid Room & Board						
A_C4030:Student Financial Aid Rollup						
A_40401:Program Fees						
A_40402:Student Services Fee						
A_40403:Union Bond Fee						
A_D4040:Mandatory Fees Grouping						
A_40501:Application Fees						

A_40502:Practicum Fee Revenue						
A_40503:Lab Fees						
A_40504:Course Fees						
A_40505:Majors Fee						
A_40506:Orientation Fee						
A_40513:Miscellaneous Fee						
A_D4050:Non Mandatory Fees Grouping						
A_40601:Fee Waiver						
A_C4040:Educational Fees Rollup						
A_B4000:Tuition & Educational Fees						
A_41001:Textbook Sales Rev						
A_41002:Merchandise Sales Rev						
A_41003:Gift Card Sales						
A_41004:Copy & Print Revenue						
A_41005:Postal Revenue						
A_41006:Parking Fees Permit						
A_41007:Parking Fees Meters						
A_41008:Parking Fees Violations						
A_41009:Rental Revenue						
A_41010:Clinic Income Revenue						
A_41011:Camp Fee Revenue						
A_41012:Ticket Sales Revenue						
A_41013:Tournament Revenue						
A_41014:Game Guarantee Revenue						
A_41015:Broadcast Rights Revenue						
A_41016:NCAA/Conference Distributions Revenue						
A_41017:Housing Revenue						
A_41018:Obsolete Housing Apartment						
A_41019:Food Service Meal Plan						
A_41020:Food Service Sales Catering Concessions						
A_41021:Food Service Alcohol						
A_41022:Advertising Sales/Sponsorship Revenue						
A_41023:Easement Revenue						
A_D4100:Room & Board & Other Auxiliary Services Net Grouping						
A_41501:Transcript Fee Revenue						
A_41502:Student ID Replace Fee Revenue						
A_41503:Membership & Dues Revenue						
A_41504:Conference & Seminar Revenue						
A_41505:Publications Sales Revenue						
A_41506:Trademark & Licensing Revenue						
A_41507:Professional & Tech Services Revenue						
A_41508:School Overhead Distribution						
A_41509:Other Overhead Distribution						
A_41510:Utility Sales Revenue						
A_41511:Lost or Damaged Book Revenue						
A_41512:General Sales of Merchandise Educational						

A_41513:General Sales of Services Educational						
A_D4150:Other Sales of Goods & Services Grouping						
A_42001:Disc & Allow Sales Good/Svcs						
A_42101:Cost of Goods Sold						
A_B4100:Sales of Goods & Services						
A_43801:Federal Government Awards						
A_43802:State Government Awards						
A_43803:Other Government Awards						
A_D4380:Government Sponsors Grouping						
A_D4381:Private Sponsors Grouping						
A_D4390:Facilities & Administrative Cost Recovery Grouping						
A_B4300:Grants & Contracts						
A_43501:Federal Appropriations						
A_B4400:Other Operating Revenue						
A_A4000:Operating Revenues						
A_B5000:Non Operating Revenues						
A_51001:State Appropriations						
A_51002:Other State Revenue						
A_D5100:State Appropriations Grouping						
A_51501:Local Appropriations						
A_B5100:Appropriations						
A_53001:Gifts						
A_53002:Foundation Transfers						
A_B5300:Gifts						
A_B5500:Investment Income						
A_B5600:Other Non Operating Revenues						
A_A5000:Non Operating Revenues Total						
Total_Revenue:Revenue						
Expenses						
A_60001:Faculty Salary Expense FT						
A_60101:Staff Salary Expense FT						
A_60201:Other Salary Expenses FT						
A_60202:Full Time Salary CONVERSION						
A_D6020:Obsolete Other FT Grouping						
A_C6000:Salary & Wages Benefited Rollup						
A_60301:Faculty Salary Expense PT						
A_60401:Staff Salary Expense PT						
A_60501:Other Salary Expense PT						
A_60502:Part Time Salary CONVERSION						
A_D6050:Obsolete Other Grouping						
A_C6030:Salary & Wages NonBenefited Rollup						
A_60551:Graduate Assistant Wages Expense						
A_C6060:Supplemental Pay						
A_C6080:Fringe Benefits Rollup						
A_B6000:Salary & Wages						
A_62001:Professional Services Expense						

A_62002:Temporary Services Expense						
A_62003:Legal & Attorney Services Expense						
A_62004:Insurance Deductible						
A_62005:Insurance Premium						
A_62006:Telecom Expense						
A_62007:Subject Participation Expense						
A_62008:Visiting Speakers/Faculty Expense						
A_62009:Research Core Charges Expense						
A_62010:Real Estate Management Expense						
A_62011:Catering Expense						
A_62012:Animal Care Expense						
A_62013:Other Services Expense						
A_62014:Royalty Expense						
A_62015:Medical Services						
A_B6200:Services & Fees						
A_63000:Travel Conversion						
A_63001:Travel Domestic Expense						
A_63002:Travel Foreign Expense						
A_63003:Hosting Expense						
A_63004:Moving Expense						
A_D6300:Travel Grouping						
A_63101:Non Employee Transportation						
A_63102:Non Employee Lodging						
A_63103:Non Employee Meals						
A_63104:Non Employee Other Travel						
A_D6310:Non Employee/Recruiting Travel Grouping						
A_B6300:Travel						
A_64001:Lab Supplies						
A_64002:Office Supplies						
A_64003:Medical Supplies						
A_64004:Animal Livestock & Farm Supplies						
A_64005:Non capital Equipment Computer Expense						
A_64006:Non capital Equipment Other Expense						
A_64007:Books Subscriptions & Media Expense						
A_64008:Computer Software & License Expense						
A_64009:Computer Hardware						
A_64010:Food & Beverage Resale						
A_64011:Postage Freight & Shipping Expense						
A_64012:Other Supplies						
A_64013:Clothing & Other Apparel Expense						
A_64014:Custodial Housekeeping & Janitorial Supplies Expense						
A_64015:Food & Beverage Non Resale						
A_64016:Earned Discounts						
A_64017:Merchandise Resale						
A_B6400:Supplies						
A_64501:Natural Gas Expense						

A_64502:Electric Expense						
A_64503:Water Expense						
A_64504:Other Utilities Expense						
A_B6450:Utilities						
A_65001:Real Property Repairs & Maintenance Supplies Expense						
A_65002:Equipment Repairs & Maintenance Supplies Expense						
A_D6500:Repairs & Maintenance Supplies Expense Grouping						
A_65251:Real Property Repairs & Maintenance Service Expense						
A_65252:Equipment Repairs & Maintenance Service Expense						
A_D6525:Repairs & Maintenance Services Expense Grouping						
A_B6500:Repairs & Maintenance						
A_65501:Building/Facilities Rental Expense						
A_65502:Equipment Rental Expense						
A_65503:Lease Expense						
A_65504:Easement Expense						
A_B6550:Rentals & Leases						
A_65751:Interest Expense						
A_65752:Other Interest Expense						
A_B6575:Interest Expense						
A_66001:Claims & Judgments Expense						
A_66002:Reportable Personal Injury Awards Expense						
A_66003:Attorney Fees & Gross Process Payments						
A_B6600:Claims & Judgements						
A_66501:Advertising/Promotional Expense						
A_66502:Printing & Copying Expense						
A_66503:Gain/Loss on Sale of Asset						
A_66504:Prizes/Awards Expense Reportable						
A_66505:Prizes/Awards Expense NonReportable						
A_66506:Unrelated Business Tax Expense						
A_66507:Business Tax Expense						
A_66508:Property Tax Expense						
A_66509:Training/Professional Development Expense						
A_66510:Guarantees Expense						
A_66511:Bad Debt Expense						
A_66512:Miscellaneous Expense						
A_66513:Student Health Insurance Expense						
A_66514:Refund Grantors						
A_66515:Memberships & Dues Expense						
A_66516:Fines Expense						
A_66517:Fuel & Oil Expense						
A_66518:Maintenance Agreements Expense						
A_66519:Supplier Discounts						
A_66520:Scholarships to Individuals						
A_66521:F&A Cost Expense						
A_B6650:Other Expense						

A_67001:Research & Development Subcontract less than/equal to 25K						
A_67002:Other Subcontract less than/equal to 25K						
A_67003:Research & Development >25K						
A_67004:Other Subcontract >25K						
A_D6700:Subcontracts Grouping						
A_67501:Participant Travel						
A_67502:Participant Stipend						
A_67503:Participant Subsistence						
A_67504:Participant Other						
A_D6750:Participant & Research Costs Grouping						
A_B6700:Subcontracts						
A_69001:Depreciation Expense						
A_69002:Amortization Expense						
A_B6900:Depreciation & Amortization						
A_A6000:Operating Expenses						
A_B7000:Capital Expense						
A_B7200:Discontinued Operations						
A_B7500:Other Non Operating Expenses						
A_76001:Internal Service Allocation: Plant Operations						
A_76002:Internal Service Allocation: Info Tech						
A_76003:Internal Service Allocation: Other						
A_C7600:Internal Allocations & Sales Rollup						
A_76201:Inter Unit/Center Allocations						
A_76401:Intra College Allocations						
A_76601:Internal Sales Auxiliaries						
A_B7600:Internal Allocations & Sales						
A_77001:Provisions for Facility Renewal						
A_77002:Provisions for Non facility Renewal						
A_77003:Transfers To/From Plant Fund Project Related						
A_D7700:Provisions for Replacement & Depreciation Grouping						
A_77201:Debt Service Principal						
A_77202:Debt Service Interest						
A_D7720:Debt Service Grouping						
A_77401:Non mandatory Tranfers To/From Operations Funds						
A_77402:Transfers To/From Strategic Investment Pool						
A_D7740:Transfers To/From Operations Grouping						
A_B7700:Funding Transfers						
A_A7000:Non Operating Expenses						
Total_Expenses:Expenses						
Statement of Activities:Net Result						

Additional information regarding Budgeting Basic and QRG to WyoCloud Planning & Budgeting are located at, <http://www.uwyo.edu/administration/fiscal/budget>.

Helpful Hints:

Internal Allocations & Sales Rollup Internal Service Allocation Grouping (IDT)

Purpose: To provide guidance on the internally allocation of fund between department and/or division in the WyoCloud Financial System.

Sales Rollup of Internal Service Allocation Grouping (IDT)

76001 Internal Service Allocation: Plant Operations

- Includes internal charges to and from University Operations related to Plant/Building Charges (i.e., Utilities, Maintenance/Repairs, etc.)

76002 Internal Service Allocation: Info Tech

- Includes internal charges to and from Information Technology for UW IT services (i.e., Telecommunication, Data, Networks parts, etc.)

76003 Internal Service Allocation: Other Inter Unit/Center Allocations Grouping

- Internal charges to and from other units on campus for all other services (outside of 76001, 76002, and 76601)

76601 Internal Sales Auxiliaries

- Internal charges to and from auxiliary services (i.e., Bookstore, Copy Center, Fleet, etc.)

- **Activity Code for Internal Allocation:**

- 9901- University Store- Internal

- 9902- University Fleet – Internal

- 9903- Copy Center – Internal

- 9904- Copy Services –Internal

- 9905- Catering-Dinning – Internal

- 9906- Transportation Plane – Internal

- 9907- Postal Services – Internal

Procedure:

During budget process, fiscal managers will use above activity code to indicate type of IDT for auxiliary services. This will guide each auxiliary service units recognize correct revenue for their organization.

Provisions for Indirect Cost Distribution

Budget office is working with Sponsored Programs to develop FY2019 revenue distribution amounts, additional information will be to come.

Provisions for Replacement & Depreciation Grouping

Purpose: To provide guidance for budgeting Facility Renewal and Non facility renewal in the WyoCloud Financial System.

77001 Provision for Facility Renewal (Building)

77002 Provision for Non Facility Renewal (Equipment over 5,000)

77003 Transfer to/From Plant Fund Project Related (Capital Projects administered by Operations)

Procedure:

Unrestricted operating funds: Each organization will provide list of Facility renewal/Non facility renewal expenses to the VP/Dean's office to provide division capital expenditure as a unit for budget purposes. Organization will **NOT** budget these expenses in their organization unit. They will be budgeted at VP/Dean level. VP/Deans will transfer these funds to Facility Renewal Reserve account for current or future use.

Designed operating funds: Each organization will maintain their Facility renewal/Non facility renewal expenses at the Organization level. Funding will remain in your fund balance at the fund class/source level, and will only be budget when the expenditure will occur. Fund balances will require statement of intent.

Standard capital expenditure form is being developed and will be release in the future for FY2019 budget development.

Provisions for Program Fees

Program fees for both college programmatic support and advising were approved by the Trustees and will start July 1, 2018 all course fees and ghost fees will not be allowed. These program fees could be new or replacing existing fees. The official document will be distributed by Academic Affairs, establishing the guideline.

Program fees is budgeted under designated fund source. Following chart string need to be used:

10-40401-200-070003-ORG-001-1009 (Program Fees)-0000

10-40401-200-070003-ORG-001-1010 (Advising Fees) -0000

The new section IV of the Fee Book.

REVISED Section IV- includes new fee program approved by the Board of Trustees in November 2017.

IV. Program and Special Course and Other Fees

Part A: Program Fees

College of Agriculture	FY 2017	Chart Field
Advising fee (applies to all on-campus AECL, AGECE, AGRI, ANSC, ENTO, ESM, FCSC, FDSC, MICR, MOLB, PATB, PLNT, REWM, RNEW, SOIL course codes below the 5000-level)	6.00/credit hour	TBD
Science-Quantitative (Sci-Q) Program Fee (applies to all on-campus AECL, AGECE, AGRI, ANSC, ENTO, ESM, FCSC, FDSC, MICR, MOLB, PATB, PLNT, REWM, RNEW, SOIL course codes below the 5000-level)	15.00/credit hour	TBD

College of Arts & Sciences	FY 2017	Chart Field
Advising fee (applies to all on-campus course codes below the 5000-level offered by the College of Arts and Science)	6.00/credit hour	TBD
College of Arts and Science Program Fee (applies to all on-campus course codes below the 5000-level offered by the College of Arts and Science, with the exception of the codes described in the Sci-Q and Visual and Performing Arts Program fees below.)	3.00/credit hour	TBD
Science-Quantitative (Sci-Q) Program Fees (applies to all on-campus ANTH, ASTR, BOT, CHEM, GEOG, GEOL, LIFE, MATH, PHYS, STAT, ZOO course codes below the 5000-level)	15.00/credit hour	TBD
Visual and Performing Arts (VPA) Program Fees (applies to all on-campus ART, MUSC, THEA course codes below the 5000-level)	25.00/credit hour	TBD

College of Business	FY 2017	Chart Field
Advising fee (applies to all on-campus course codes below the 5000-level offered by the College of Business)	6.00/credit hour	TBD
College Program Fee (Applied to all on-campus course codes below the 5000-level offered by the College of Business)	20.00/credit hour	TBD

College of Education	FY 2017	Chart Field
Advising fee (applies to all on-campus course codes below the 5000-level offered by the College of Education)	6.00/credit hour	TBD
College Program Fee (Applied to all on-campus course codes below the 5000-level offered by the College of Education)	22.00/credit hour	TBD

College of Engineering and Applied Science	FY 2017	Chart Field
Advising fee (applies to all on-campus course codes below the 5000-level offered by the College of Engineering and Applied Science)	6.00/credit hour	TBD
College Program Fee (Applied to all on-campus course codes below the 5000-level offered by the College of Engineering)	25.00/credit hour	TBD

Haub School of Environment and Natural Resources (ENR)	FY 2017	Chart Field
Advising fee (applies to all on-campus course codes below the 5000-level offered by the Haub School)	6.00/credit hour	TBD
Haub School Program Fee (Applied to all course codes below the 5000-level offered by the Haub School)	20.00/credit hour	TBD

College of Health Sciences	FY 2017	Chart Field
Advising fee (applies to all on-campus course codes below the 5000-level offered by the College of Health Sciences)	6.00/credit hour	TBD
College of Health Sciences Program Fee (applies to on-campus SOWK, WIND course codes below the 5000-level offered by the College of Health Sciences, with the exception of the programs listed below)	6.00/credit hour	TBD
Communication Disorders Program Fee (applies to all SPPA, course codes below the 5000-level)	21.00/credit hour	TBD
Kinesiology And Health Program Fee (applies to all HLED, KIN course codes below the 5000-level)	21.00/credit hour	TBD
Nursing Program Fee (applies to all NURS course codes below the 5000-level)	21.00/credit hour	TBD

IV. Program and Special Course and Other Fees

Part B: Special Course and Other Fees

	FY 2018	Chart Field
College of Agriculture		
Graduate Student Computing Fee , per semester, full-time graduate students	34.00	1001-16031
Graduate Computing fee, part-time student, per credit hour Graduate Students: Maximum part-time assessment \$34/semester All students - academic year and summer	3.95	
Family and Consumer Sciences		
Diet or recipe analysis	50.00/analysis	1700-20938
Graded Exercise Fitness Test with oxygen consumption (VO2max) and electrocardiogram (EKG) monitoring	175.00	
Resting Metabolic Rate (RMR) testing and analysis	50.00	
Body Consumption Analysis via skinfolds	10.00	

	FY 2018	Chart Field
College of Arts & Sciences		
Graduate Student Computing Fee , per semester, full-time graduate students	34.00	1001-16032
Graduate Computing fee, part-time student, per credit hour Graduate Students: Maximum part-time assessment \$34/semester All students - academic year and summer	3.95	

College of Arts & Sciences	FY 2017	Chart Field
Mathematics		
Calculator rental fee – per semester	10.00	1700-13153
acing Algebra – Math Refresher Course	125.00	1700-16780
Music		
Applied music fees, w/faculty member 1/2 hour lesson per week per semester, academic year and summer	150.00	1700-13454
Applied music fees, w/faculty member. One hour lesson per week per semester, academic and summer	300.00	1700-13454
Music instrument rental fee	25.00	1700-13168
Music locker fee, per student	15.00	1700-13168
Public School Music Methods fee, per class	5.00	1700-13168
Music - Practice Rooms, per semester Unlimited practice as rooms are available	35.00	1700-13168
Political Science		
Internship Program sponsored by the Washington Center	200.00	1700-13267
Psychology Department		
Cognition and Emotion Laboratory lost damaged equipment charge	COST	

College of Business	FY 2018	Chart Field
Graduate Student Computing Fee , per semester, full-time graduate students	34.00	1001-16033
Graduate Computing fee, part-time student, per credit hour Graduate Students: Maximum part-time assessment \$34/semester All students - academic year and summer	3.95	
MBA Program Office Transcript evaluation fee – Graduate This fee, to be paid by cashier's check, must be paid prior to transcript evaluations for students interested in the MBA Programs who have not applied for admission to the University of Wyoming.	25.00	1700-18667

College of Education	FY 2018	Chart Field
Graduate Student Computing Fee , per semester, full-time graduate students Lab and Equipment fee	34.00	1001-16031
EDAG 3180 Welding Technology, per course	90.00	1700-16416
EDEX 5100	350.00	1700-16414
EDEX 5200	350.00	1700-16414
Counselor Education Training Clinic fees		1700-16415
CNSL 5310	20.00	
CNSL 5320	20.00	
CNSL 5610	20.00	
CNSL 5860	20.00	
CNSL 5875	20.00	
CNSL 5580 Counselor Education Internship fee	25.00	
EDAD 5580 Educational Leadership Internship fee	25.00	1700-16413

College of Education	FY 2018	Chart Field
Curriculum and Instruction Endorsement Area application fee	40.00	1700-16417
Background Check for Counselor Education Program admission	25.00	1700-16415
Counselor Education Clinic fee for substance abuse evaluation	50.00	1700-16415
EDCI 5580 5580 Supervised Internship in Early Childhood Education	20.00	1700-16417
Service Fee, Out-of-state students enrolled in non-Wyoming institutions teaching in Wyoming and supervised by UW	700.00	1700-13456
Service Fee, UW students requesting out-of-state student teaching placements	100.00	1700-13456

College of Health Sciences	FY 2018	Chart Field
Graduate Student Computing Fee , per semester, full-time graduate students	34.00	1001-16034
Graduate Computing fee, part-time student, per credit hour Graduate Students: Maximum part-time assessment \$34/semester All students - academic year and summer	3.95	
School of Pharmacy, Drug Information Center		
Copies, per page	.10	
Minimum charge	1.00	
Fax	2.00	
Background check required prior to admission (all students)	Direct Cost	
Social Work Graduate Courses		1700-13256
5450 - Out of State Practicum Fee	Direct Cost	
5460 - Out of State Practicum Fee	Direct Cost	
5850 - Out of State Practicum Fee	Direct Cost	
5450 Social Work Practicum I, per credit hour	20.00	
5460 Social Work Practicum II, per credit hour	20.00	
5850 Social Work Practicum III, per credit hour	20.00	
Communications Disorders SPPA 5350 Hearing Resource Practicum	100.00	1700-13319
Kinesiology and Health Hepatitis B vaccination DIRECT COST TB Screen DIRECT COST	AT COST AT COST	
Body Composition Assessment- DEXA (Dual Energy X-Ray Absorptiometry)	20.00-85.00	1700-18622

School of Nursing CPR certification; required immunizations/titers/TB testing and Immunization Tracker; stethoscope, watch, uniforms, shoes, and name tags; travel, housing and individual site requirements.	DIRECT COST	
School of Pharmacy Seat deposit (1 st year professional students, applied in full to tuition and fees, non-refundable)	750.00	1700-17307
Practicum Fee (PHCY 1 st and 2 nd year)		
6170 Introduction Pharmacy Practicum, per credit hour	10.00	1700-13320
6270 Intermediate Pharmacy Practicum, per credit hour	10.00	1700-13320
Practicum Fee (PHCY 2 nd and 4 th year experiential rotations) PHCY 6465, 6470, 6471, 6473, 6480, 6481, 6482, 6483, 6485 per credit hour	15.00	1700-13320
Active Intern license(s) for WY (Other states, in addition, as required); Required immunizations/titers/TB skin test(s); Background check(s) required prior to the start of P4 rotations and as required by individual sites; CPR certification; drug screens, Documentation of Health Insurance; Stethoscope; Travel, Housing, and Individual site requirements.	DIRECT COST	
Transcript review, transfer students	40.00	1700-13312
Electronic portfolio and programmatic assessment software subscriptions for 1 st , 2 nd , 3 rd and 4 th year students	75.00	1700-13320
Liability Insurance	13.00	1700-16189

	FY 2018	Chart Field
WWAMI Medical Education*		
Year 1 Tuition support payment	13,111	5030-10906
Year 2 Contract support payment	13,635	
Year 3 Contract support payment	14,180	
Year 4 Contract support payment	14,747	
<i>*Please note that these rates are for students entering into contracts in FY18. All previous rates are outlined in the individual contracts.</i>		

	FY 2018	Chart Field
WYDENT *		
Year 1 Contract support payment	11,474	5030-10906
Year 2 Contract support payment	11,933	
Year 3 Contract support payment	12,410	
Year 4 Contract support payment	12,907	
<i>* Please note that these rates are for students entering into contracts in FY18. All previous rates are outlined in the individual contracts.</i>		

	FY 2018	Chart Field
Department of Army ROTC		
Laboratory classes 1010,1020,2010,2020,3010,3020,4010,4020	25.00	1700-13188

Haub School of Environment and Natural Resources (ENR)	FY 2018	Chart Field
For all courses, fees are charged according to the cost required to offer the class:		1700-19962
ENR 1101 Field Week: per person, per class	500	
ENR 1200 field laboratories: per person, per class	500	
ENR 4890-5890 special topics in international environmental and natural resource studies: per person, per class depending on the location and nature of the class	3,500	
ENR 4900/5900 international field trip: per person, per class depending on the location and nature of the class	1,500	
ENR 5920/5921 Collaborative Program in Natural resources, per person, per class	1,500	
ENR 4010/4011/4012 Winter ecology, per person, per class	2,000	

Shell 3D Viz Center	FY 2018	Chart Field
Services of Hardware Hire- 3D Cave		TBD
Rates for Research Grants		
Per month	10,967.00 +40%	
Per day	548.00 +40%	
Per hour	69.00 +40%	
Head Mounted displays (Per day)	100.00 +40%	
Rates for Private Sector		
Per month	13,160.00	
Per day	658.00	
Per hour	82.00	
Head Mounted displays (Per day)	120.00	
Rates for teaching use by UW and K-12 schools	0.00	

Exchange Programs	FY 2018	Chart Field
Exchange Programs, International		
International Exchange/Study Abroad Program Application Fee*	215.00	9050-14911
International Field Course Fee	140.00	9050-14911
Domestic/International Consortium Agreement Fee: required of students who are receiving financial aid from UW to attend another domestic or international institution and who are required to concurrently enroll in UWYO4000	100.00	9050-14911
* Additional non-UW application fees are associated with the NSE (\$75 – as of July 2005) and ISEP (\$315) programs (as of September 2006). The institution serves as a pass through from the student to the program. Dollars are collected by UW for each application and then remitted annually to the program.		

Exchange Programs	FY 2018	Chart Field
Exchange Programs, National		
National Exchange Program Application Fee *	75.00	1700-13111
* Additional non-UW application fee is associated with NSE (\$150) program (dollar amount currently as of July 2007). The institution serves as a pass through from student to program. Dollars are collected by UW for each application and then remitted annually to the program.		

College of Law	FY 2018	Chart Field
Application fee	50.00	1700-13223
Computing fee, per semester, full-time students	34.00	1001-16035
Computing fee, part-time students per credit hour Maximum part-time assessment \$34/semester All students – academic year and summer	2.95	
Potter Law Club, each law student, per semester	20.00	
Seat deposit (first-year students, applied in full to tuition and fees, non-refundable)	500.00	

Summer Session	FY 2018	Chart Field
Students enrolled in courses listed below will be assessed the following per credit hour course charge for travel expenses, room/board cost, etc., in addition to resident tuition and fees:		
Anthropology 4140, Field Work in Wyoming (2-6 credit hours, per credit hour)	350.00	1700-13500 or 1700-20933
Anthropology 5180, Ad Archaeological Field Studies, per credit hour	300.00	1700-13500 or 1700-20934
Geology 4717, summer Field Camp (2-6 credit hours), per credit hour	300.00	1700-13464
ART 4620 Summer Outdoor Studio (1-3 CH) per course	60.00	1001-10037

Table 2: Projected Revenues from Proposed Program Fees using AY 2015-2016 Data

	credit hours	Program Fee	Revenue	Programmatic Support	Advising fees
College of Agriculture and Natural Resources	14,829	\$21.00	\$311,409	\$222,435	\$88,974
College of Arts and Sciences	133,783	\$9-\$31	\$2,236,320		
non-SciQ/non-VPA	56,789	\$9.00	\$511,101	\$170,367	\$340,734
SciQ	66,158	\$21.00	\$1,389,318	\$992,370	\$396,948
VPA	10,836	\$31.00	\$335,901	\$270,888	\$65,013
College of Business	23,644	\$26.00	\$614,744	\$472,880	\$141,864
College of Education	8,463	\$28.00	\$236,964	\$186,186	\$50,778
College of Engineering and Applied Sciences	25,647	\$31.00	\$795,042	\$641,163	\$153,879
Haub School	1,589	\$26.00	\$41,314	\$31,780	\$9,534
College of Health Sciences	11,326	\$12-\$24	\$272,277		
CHS Tier 1 (DHYG, Social Work, WIND)	2,235	\$12.00	\$26,820	\$13,410	\$13,410
CHS Tier 2 (Comm. Dis., K&H, Nursing)	9,091	\$27.00	\$245,457	\$190,911	\$54,546
Total	219,280		\$4,508,069	\$3,192,389	\$1,315,680
Avg. per credit hour			\$20.56	\$14.56	\$6.00
Current Course Fee Revenues			\$1,779,460	\$1,779,460	
Avg. per credit hour			\$8.12	\$8.12	
Net New Revenue			\$2,728,609	\$1,412,929	\$1,315,680
Avg. per credit hour			\$12.44	\$6.44	\$6.00

Provisions for Summer School/ J-Term/Outreach School Revenue

Purpose: To provide guidance on the budgeting for Summer School, J-Term, and Outreach School revenue in the WyoCloud Planning and Budgeting System.

Revenues from Summer School, J-Term, and Outreach School Revenue will be recognized at Dean’s office and **Expenditures** will be recognized at organizational level.

Distribution amount to the organization will be determined by the Dean’s office and any adjustment to the budget due to variances will be notified by the Dean’s office.

Example:

Budgeting:	Deans Office	ORG 1	ORG 2	ORG 3	ORG 4...	Total
Revenue Recognition						
Summer School	\$ (2,500.00)					\$ (2,500.00)
J-Term	\$ (1,000.00)					\$ (1,000.00)
Outreach	\$ (1,000.00)					\$ (1,000.00)
Expense Recognition		\$ 100.00	\$ 2,500.00	\$ 750.00	\$ 1,150.00	\$ 4,500.00
Net Result	\$ (4,500.00)	\$ 100.00	\$ 2,500.00	\$ 750.00	\$ 1,150.00	\$ -

Provisions for Position Detail

To verify information,

1. Review your position information from HRMS.
Main Menu -> UW Reports ->
 - ➔ UW Department Expenses, review your chart string as listed in December payroll that was used to upload into Planning and Budgeting system. Instructions <http://www.uwyo.edu/administration/fiscal/payroll> (on the HRMS Guide tab)
 - ➔ HR Reports, used by payroll office only
 - ➔ UW Department Encumbrances, review remaining encumbrances for FY 2018. Instructions <http://www.uwyo.edu/administration/fiscal/payroll> (on the HRMS Guide tab)
 - ➔ Department Employees, review current employees/annual salary by **HR department ID** (note you can add multiple department ID).
2. FY2019 position funding source changes must be made in HRMS, for instructions “ FY2019 Budget Planning Guide” Page 39, <http://www.uwyo.edu/administration/fiscal/budget> or “ Benefited Position Funding Loading Instructions” <http://www.uwyo.edu/administration/fiscal/payroll> (on the HRMS Guide tab)
3. All information must be loaded and correct as of February 28th, for final upload of position information into Planning and Budgeting system.

Provisions for Depreciation Expense

The depreciation is calculated monthly by the system on assets that are assigned to the department and were purchased with their funding. Depreciation Expenses does not affect the departments spending authority. They are for Accounting Office use only, thus departments should not budget for depreciation expenses.

Knowledge Base:

<https://uwyo.teamdynamix.com/TDClient/KB/?CategoryID=4940>