

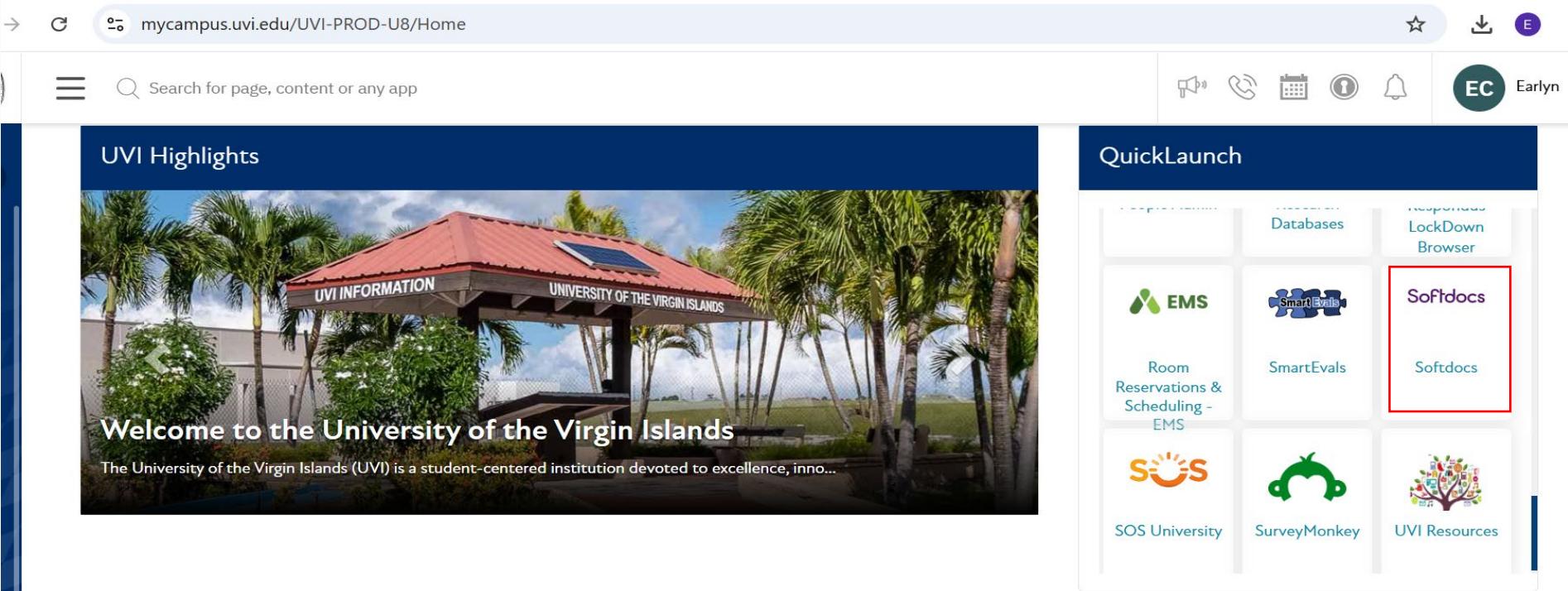
HOW TO FILL OUT A BUDGET SETUP FORM

A clear, step-by-step guide

November 14, 2025

STEP 1 – ACCESS SOFTDOCS

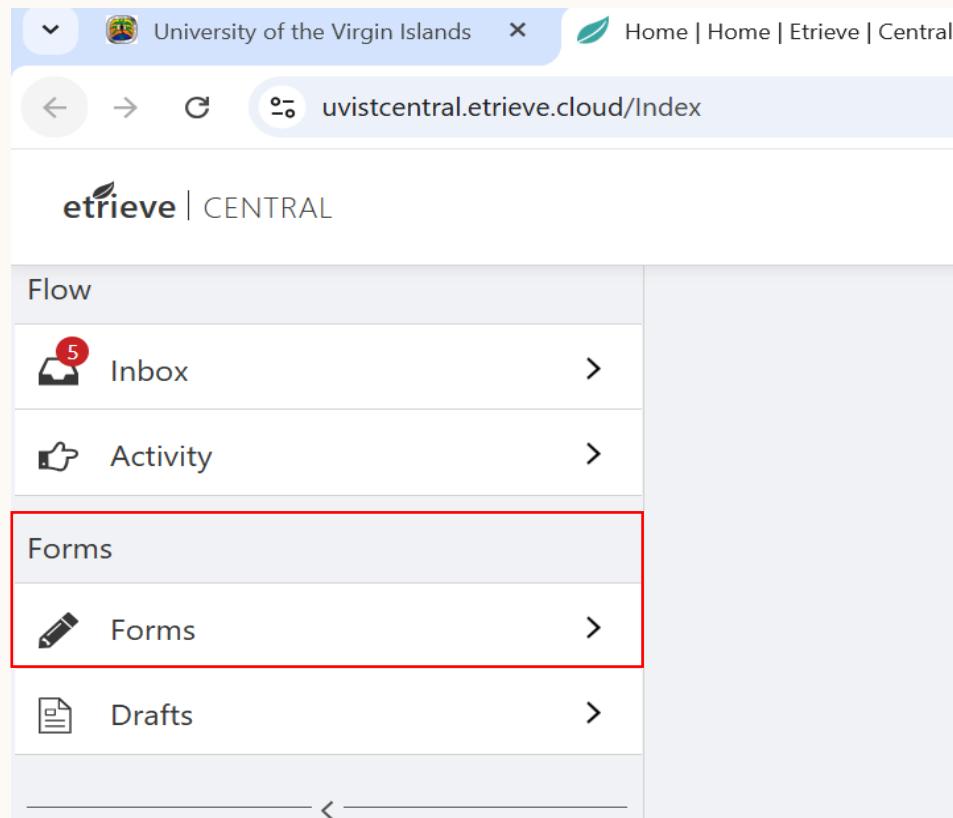
Softdocs can be accessed using the mycampus portal
MyCampus –SoftDocs- Forms- Budget-Set-up



The screenshot shows the mycampus.uvi.edu portal interface. The address bar displays the URL: mycampus.uvi.edu/UVI-PROD-U8/Home. The main content area features a banner titled "UVI Highlights" with a photograph of a red-roofed pavilion surrounded by palm trees, and the text "Welcome to the University of the Virgin Islands". The right side of the screen is the "QuickLaunch" panel, which contains a grid of icons for various university services. The "Softdocs" icon, which is a blue square with a white document icon, is highlighted with a red border. Other icons in the grid include EMS, SmartEvals, Room Reservations & Scheduling - EMS, SOS University, SurveyMonkey, and UVI Resources. The top right corner of the screen shows a user profile for "Earlyn" with a green circular icon containing "EC".

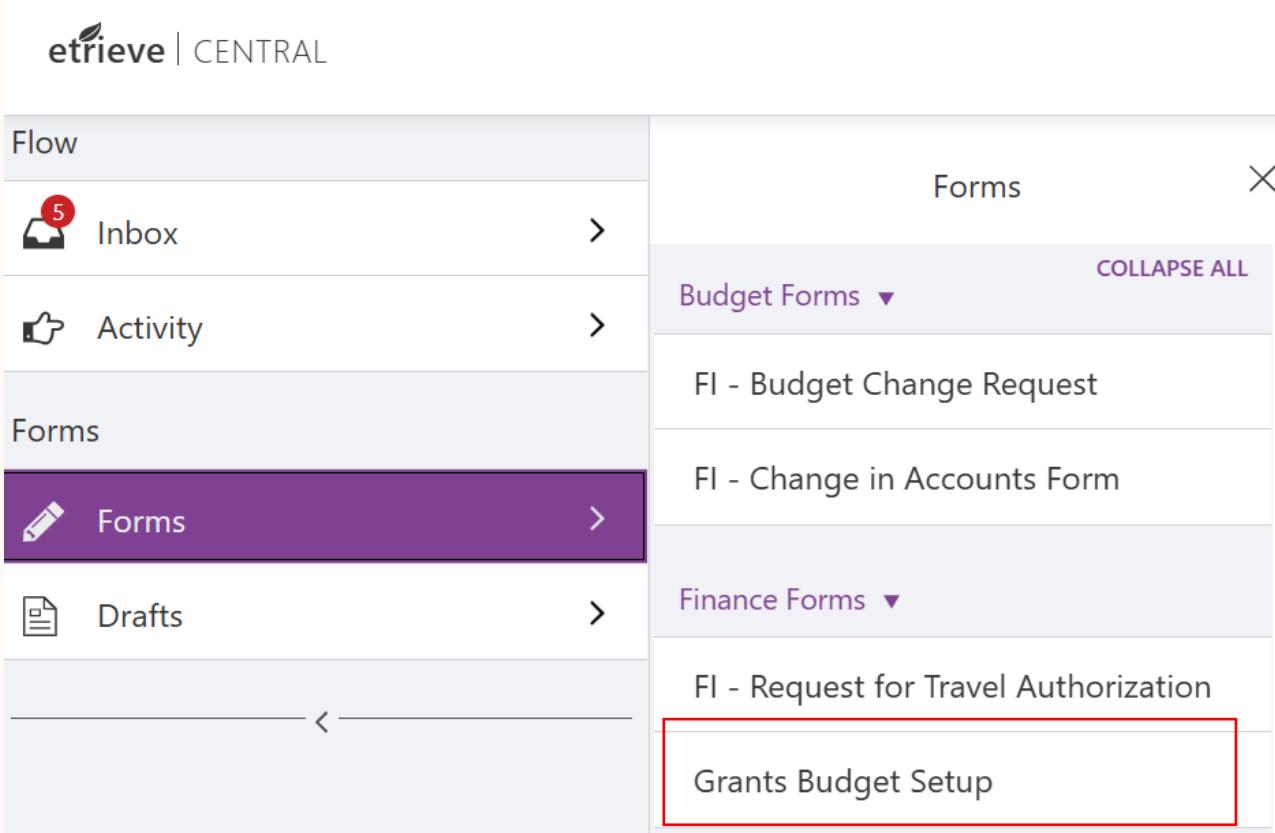
SOFTDOCS FORM

- MyCampus –**SoftDocs**- Forms- Budget-Set-up



SOFTDOCS FORM

- MyCampus –SoftDocs- Forms- **Budget-Set-up**



STEP 2- ENTER BASIC DETAILS

- It is essential that the person filling out the form inputs the Department Internal Number and Document Number with complete accuracy (Department generated - used for your internal tracking (Optional)).



Department Internal No. Document #

Accounting Office

Budget Set Up Form

Fiscal Year:

STEP 3- ENTER BASIC DETAILS

The Fiscal Year, Fund Number, Org, Activity, and Date must all be entered correctly, as each field is required for proper processing.

You may select Federal, Local, Private, or Other when relevant; this section is optional and should only be completed if it applies to your budget.

Fiscal Year:	2026	
Fund:	260- TEST	<input type="radio"/> Federal
Org:	10	<input type="radio"/> Local
Activity:	000	<input checked="" type="radio"/> Private
Date:	10/30/2025	<input type="radio"/> Other

STEP 4- TOTAL AND APPROVALS

The total, which is the overall amount the department is seeking for this budget request computes automatically.

TOTAL BUDGET

448.00

Approved By:

Prepared By:

Approvals

Department Head

Department Head Name Department Head Email

Grant Accounting

Grant Accounting Name Grant Accounting Email



TOTAL BUDGET

448.00

Approved By:

Prepared By: Earlyn Casimir

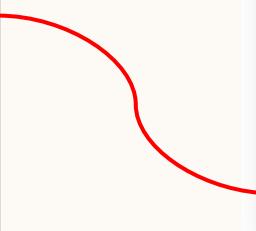
Approvals

Department Head

Department Head Name Department Head Email

Grant Accounting

Grant Accounting Name Grant Accounting Email grantaccountant@uvi.edu



Approval checkboxes must be selected. Be sure to check “Department Head” and “Grant Accounting”, “PI” and “Title III”, where required. At a minimum, Department Head and Accounting is required.

Please list your assigned Grant Accountant Name; if applicable.

COMMON MISTAKES TO AVOID

- Using incorrect account codes
- Missing supporting documentation
- Forgetting approver details



THANK YOU

Accounting Department