

Budget Management & Revision

Table of Contents

Annual Budget Cycle	1
Three Types of Budgets	2
Managing Budgets	3
50's Revenue Budgets	4
60's Salary Budgets	4
70's Operating Expenses	6
80's Transfers	6
Checking Your Budget	6
Task List for Budget Management	8
Budget Revision System	9
Starting a Budget Revision	11
Errors and Warnings	11
Option 1	12
Option 2	14
Option 3	16
Option 4	18
Approvals and Routing	21
Adding Additional Approvers	23
Finishing an Incomplete Document	24
Deleting an Incomplete Document	25
Status: Searching for Revisions	26
ATS: Approval Tracking System	27
Access and Security	30

Budgets at Texas Tech University

The Office of Budget & Resource Planning & Management

Purpose: Budgets are used to control/manage university spending. Projected revenue and spending targets from department budgets are reported to:

- Management
- Board of Regents
- State Comptroller
- the Legislative Budget Board

The Annual Cycle for Budget Management

The State of Texas operates on a biennium, creating a two-year budget during the legislative session held each odd-numbered year. The state's budget goes into effect on September 1st. Therefore, Texas Tech operates on the same fiscal calendar from September through August.

In odd-numbered years, Texas Tech will wait for the State budget to be approved before planning its next fiscal year, ensuring all legislative actions are considered in the university budget. If the legislative session ends later than its scheduled May 31st end date, Budget Prep for Texas Tech may also start later. Except for the legislative end date, the desired sequence of budget planning and management might be:

Right before Budget Prep Opens (late April/early May)

- A copy of the current "original budget" plus permanent adjustments is created for the new fiscal year.
- Institutional plans are approved by the Board of Regents
 - such as tuition and fee rates, employee merit increases
- Financial Managers [grant access](#) to those who will be assisting with Budget Prep via TeamApp.
- Review [Budget Prep Videos](#) and the [Budget Prep User Guide](#).

During Budget Prep (mid May)

- Budget Prep opens for the campus to verify and adjust for the new fiscal year.
 - Budget Prep is usually open for only 7-10 days for department budgets to be reviewed and approved by the management chain of command (2-3 days at the department level).
- Specific Cognos Reports are run to review and verify data.
- Using the [Salary Planner Application](#), all employee salaries, vacant positions, and pooled positions for all budgets must be reviewed.
- Using the [Budget Development Application](#), **Budget Book Funds** must be verified and approved by the chain of command.
 - Budget Book Funds refers to these specific Fund Classes:

11A & 11B	17A, 17C
12A	18A thru 18D (excluding 18B002)
16A-16B, 16D thru 16H, 16K	31A
 - Research and other non-budget book funds are not reviewed in the Budget Development Application.
 - The position budgets from Salary Planner automatically update Budget pools 6A1, 6A2, and 6A4 in the Budget Development application.
- Budgets are due back to the Budget Office with chain of command approvals.
- If you need assistance with Budget Prep, contact your Budget Analyst to schedule a workshop.
 - See the [Budget Prep Resources](#) for more information.

After Budget Prep is Complete (late May-August)

- At this point Texas Tech begins maintaining the budgets for the current fiscal year while updating the budget for the next fiscal year accordingly
 - I.e. permanent budget adjustments, employee new hires, terminations, etc.
 - Some updates to Budget Prep must be held and entered manually when the new budget is finalized.
- Be sure to attend trainings about ending the fiscal year to learn the cut-off dates for submitting transactions in the current fiscal year.
 - For example, the last date to submit an EOPS or final P-card transaction of the fiscal year.

Closing out the Fiscal Year (mid-late August)

- New budgets are approved by the Board of Regents, usually early in the month.
- After final adjustments, the new fiscal year budgets are uploaded and opened for campus departments to verify.
 - Note: Campus departments should verify that the employee salaries and the manual entries were made correctly.
- After **Budget Book Funds** are uploaded, the campus departments may begin entering transactions for the new fiscal year (POs, ePAFs, etc), usually late in the month.
 - Budget Book Funds refers to funds that start with **11A & 11B, 12A, 16A-16B, 16D thru 16H, 16K, 17A, 17C, 18A thru 18D (excluding 18B002), and 31A**
 - Does not refer to multi-year budgets.
 - During this time, Departments are actively updating both systems.
 - When making transactions, think about what fiscal year they should be on.

Starting the New Fiscal Year (early-mid September)

The new Fiscal Year officially begins on September 1st. However, it takes several weeks for our functional departments to wrap everything up. Until this is complete, you will not see an accurate budget. In September (mid-month), the prior fiscal year will be officially closed.

New Budget Procedures (mid-month), after the prior fiscal year is closed:

- Open encumbrances from the prior year are brought forward to the new fiscal year, and budgets are increased accordingly. This is commonly referred to as the Encumbrance Roll.
- Overages for vacant and pooled positions in 6A1-Faculty, 6A2-Staff, and 6A9-Other Taxable Benefits are transferred to 6Z0 Unallocated Salaries.
 - Overages in 6A4 are not encumbered and thus are not transferred to unallocated salaries.
- **NOTE:** Until encumbrances are rolled and salary overages are reallocated, the Available Budget Balance is not accurate.
- Salary encumbrances are posted for the new fiscal year.
- Nightly budget adjustments are started so that 6A1, 6A2 and 6A9 depict actual salaries.
- Research and other non-budget book funds are opened for transactions.

Regular Budget Operations (mid September – April)

Three Types of Budgets

Annual Budgets are planned during the annual Budget Prep cycle

- Funds that are not used as a 'match' to a sponsored program and begin with 11A, 11B, 12A, 16A, 16B, 16D-16H, 16K, 17A, 17C, 18A thru 18D (excluding 18B002), 31A
- New FOPs and existing budget adjustments occur throughout the year.
- To ensure zero available balances reside in the salary pools, automated adjustments are made nightly between the salary pools (6A1, 6A2, 6A9) and the unallocated pool (6Z0).
- Year-end processing - Prior year encumbrances and budget balances roll to new year.
- Fund manager may opt to carry uncommitted budgets to new year (excludes fund 11).

Multi-Year Budgets (Sponsored Programs (Grants) & Plant Funds)

- These budgets are not included in the May/June Budget Prep cycle.
- New FOPs and existing budget adjustments made throughout the year. (Research budgets must be initiated by Research Services or Accounting Services-Research.)
- To ensure zero available balances reside in the salary pools, automated adjustments are made nightly between the salary pools (6A1, 6A2, 6A9) and the unallocated pool (6Z0).
- Year-end processing - Prior year encumbrances and budget balances roll to new year.
- Uncommitted budgets roll forward to new year.

Budgets Based on Available Fund Balance

- Budgets are automatically populated based on fund balance. Adjustments to existing budget automatically occur nightly so budget adjustments are not necessary.

Managing Budgets

Revenue (50s)

- Revenue budget is a projection of the expected income to that FOP for that fiscal year.
- Fund Balance (5Z8) is also budgeted in the 50s.
- FOPs with a 'pooled' revenue source may not show revenue.

Salary Expenses (60s)

- All salary expenses and encumbrances begin with a '6', separated as Staff, Faculty, Student/Other, Longevity, and Fringes.
- '6Z0' & '6Z1' use for unallocated and contingency personnel expenses.

Operating Expenses (70s)

- All operating expenses and encumbrances begin with a '7'.
 - This includes travel, maintenance, equipment, supplies, etc.

Transfers (80s)

- All cash transfer budget pools begin with a '8'.
- Transfers-in are budgeted as a negative ('-'), while transfers-out are budgeted as a positive ('+').

Managing Revenue Budgets (50's)

- A “Budget” has two components: A Revenue and one or more Expense budget(s).
 - The Revenue Budget must equal the Expense Budget(s)
 - The Revenue Budget is a projected or anticipated revenue estimate
 - An organization (department) may see just an expense budget, which means another organization manages the revenue budget
- **When revenue exceeds** the budget projection, the revenue and expense budgets should be adjusted upward, allowing expenditures from the increased revenue flow.
- **When revenue is below** budget expectations, the revenue and expense budget should be adjusted downward, to restrict expenditures to the revenue shortfall.

Sample Revenue Budget Pools:

- 5A0 – Tuition
- 5A1 – Fees
- 5D0 – Internal Sales and Services, Auxiliary
- 5D1 – External Sales and Services, Auxiliary
- 5E0 – Internal Sales and Services, Other
- 5E1 – External Sales and Services, Other

Managing Salary and Wage Budget Pools (60's)

Budget Pools' Encumbrances and Available Balances:

- 6A1 – Faculty Salaries (encumbered)
- 6A2 – Staff Salaries (encumbered)
- 6A4 – Other Salaries (encumbered)
 - 6A4 - Student Assistants (SA) and Graduate Assistants (GA) (not encumbered)
- 6A5 – Longevity (not encumbered)
- 6A9 – Non-compensation, OTB-Other Taxable Benefits (encumbered)
- 6B4 – Payroll Related Costs (not encumbered)
 - On state FOPs, fringes are picked up by the state.
 - For all other FOPs, fringes are paid out by the department
- 6Z0 – Unallocated: Available for use
 - After releasing an employee, move Longevity (6A5) and Fringes (6B4) via a Budget Revision.
- 6Z1 – Contingency: Expected use, vacancy
 - After hiring an employee, move Longevity (6A5) and Fringes (6B4) via a Budget Revision.

2. The not encumbered amounts cause the Available Balance of a FOP-controlled Expense Budget to be greater than actual; it is advisable to keep a worksheet of

- 6A4 – Estimated Wages for Student Assistants and Graduate Assistants
- 6A5 – Estimated Longevity
- 6B4 – Estimated Fringes

3. Assigning and Transferring Employees to Expense Budgets

- Employee assignments are entered on an ePAF, and expensed from the payroll processing
- Changing an Employee to a different FOP is not via an ePAF:
- **TTU Current & Future Labor Chg, TLABOR** – A Budget ePAF that assigns an employee to a different expense budget, for future payroll expenses
- **Labor Redistribution Form**: A Budget form for retroactively transferring previous payroll expenses to a different expense budget
- The **Fringe Projection Calculator** should be used to adjust 6A5 and 6B4 on each budget

4. Fringe Projection Application:

- Used to estimate the budget for 6A5-Longevity and 6B4-Payroll Related Costs (Fringes)
- Recognizes Longevity increases during the year
- Found in the AFISM or BUDGET channels of A & F Work Tools
- It is only an estimate for budget purposes
- Estimate a current employee or an incoming new hire
- Choose results for the remainder of the year or for a new fiscal year

Select Employee and Pay Method

Select New or Current Employee:

Current

New

Select Regular Salary or One Time Payment:

Fringes based on Annual Salary

Fringes based on One Time Payment

Current Employee v. New Employee

Select New or Current Employee:

Current

New

Select Regular Salary or One Time Payment:

Fringes based on Annual Salary

Fringes based on One Time Payment

Enter the R-Number of the employee:

Select the Position:

T89873 - Section Coordinator (Primary)

Select an Effective Date:

Year: Month: Day:

Select a Chart of Accounts:

Select the Employee Class:

Enter the Years of Service: (Optional)

Select the Retirement Type: (Optional)

Teacher Retirement

Optional Retirement

Optional Retirement Grandfathered

Select Exemption Type:

Exempt

Non-Exempt

Select the Benefit Category:

Select the Health Insurance Package:

Employee Only

Employee and Spouse

Employee and Children

Employee and Family

Opt Out health

Sample Result

Name: [Redacted] Position: T95572 - Sr Administrator (Primary)

Employee Class: E1-FT Exempt Staff Benefit Category: FT

Selected Date: 12/1/2014

Fringe	Fringe Desc	Amount for 12/1/2014-12/31/2014	FY15 Remaining Amount
LNG	Longevity	260.00	2460.00
X02	FICA OASDI	351.28	3161.52
X01	FICA Medicare Hosp Ins	82.15	739.35
ZTL	TTU Lump Sum Vacation Pool	70.82	637.38
ZTR	TTU Retiree Insurance Pool	113.32	1019.88
ZTW	TTU Workers Comp Insurance	14.16	127.44
T01	Teacher Retirement System	385.27	3467.43
Health	Health HlthSelect FT	845.54	7609.86
Totals:		2122.54	19222.86

Operating Expenses (70s)

- All operating expenses and encumbrances begin with a ‘7’.
 - This includes travel, maintenance, equipment, supplies, etc.
- To learn more about Expenditures, take the **Account Code Training for Expenditures** class.
- To learn more about Encumbrances, take the **Procure to Pay** class offered by Procurement Services.

Transfers (80s)

- All cash transfer budget pools begin with an ‘8’.
- Transfers-in are budgeted as a negative (‘-’), while transfers-out are budgeted as a positive (‘+’).
- Examples of Transfer Budget Pools
 - 8A0 – Mandatory Transfer IN (to an Administration Fund)
 - 8A1 – Nonmandatory Transfer IN (to your department Fund)
 - 8A2 – Mandatory Transfer OUT (of an Administration Fund)
 - 8A3 – Nonmandatory Transfer OUT (of your department Fund)
 - 8A4 – Administrative Service Charge IN (to an Administration Fund)
 - 8A5 – Administrative Service Charge OUT (of your department Fund), for revenue generating funds

Check Your Budget Before Spending

FOAP CONTROLLED. Restricted Funds (State, Sponsored Programs, etc.)

- Spending is controlled at the Budget Pool level. If the “Budget Pool” Available Balance has sufficient funds, the transaction can be processed.

FOP CONTROLLED. Unrestricted Funds (Designated, Auxiliary)

- Spending is controlled at the Total Budget level. If the “Total Budget” Available Balance has sufficient funds, the transaction can be processed.
- **CAUTION:** The FOP Available Balance is overstated; it includes Fringes, SA / GA hourly pay, and P-Card that are not encumbered! (PLUS P-Card Charges!)

RaiderLink and the Available Budget Tab

Account Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
	\$238,094.39	\$18,214.34	\$6,179.43	\$213,700.62
Total:	\$238,094.39	\$18,214.34	\$6,179.43	\$213,700.62

- * No Budget Pools
- * 6A4 – SA/GA wages not encumbered
- * 6A5 Longevity – not encumbered
- * 6B4 Fringes – not encumbered
- * **P-Card Charges**

Cognos FI002 Revenue and Expense Budget Pools

Reductions								
Budget Pool	Budget Pool Description	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrance	Rev/Exp Total	Fav/ (Unfav)
6A2	SW Staff Salaries Budget Pool	436,849.00	(17,991.25)	418,857.75	169,938.97	248,918.78	418,857.75	0.00
6A4	SW Other Salaries Budget Pool	0.00	11.12	11.12	11.12	0.00	11.12	0.00
6A5	SW Longevity Budget Pool	6,459.00	(500.00)	5,959.00	2,343.15	0.00	2,343.15	3,615.85
6B4	FB Payroll Related Cost Budget Pool	4,369.00	0.00	4,369.00	0.00	0.00	0.00	4,369.00
6Z0	Budget Code Unallocated Salary 06	0.00	18,474.49	18,474.49	0.00	0.00	0.00	18,474.49
6Z3	Budget Code Merit	0.00	438.77	438.77	0.00	0.00	0.00	438.77
7Z6	Budget Code Unallocated Exp 99	0.00	5.64	5.64	0.00	0.00	0.00	5.64
Reductions		447,677.00	438.77	448,115.77	172,293.24	248,918.78	421,212.02	26,903.75

Fund: 18A085 Orgn: C9900 Prog: 600 Fund Manager: Cratchit, Bob
 AFISM Salaries Personnel M and O Sample Texas Tech Dept Institutional Support Expense Orgn Manager: Cratchit, Bob

Additions								
Budget Pool	Budget Pool Description	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrance	Rev/Exp Total	Fav/ (Unfav)
5Z8	Budget Code Fund Balance	0.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00
8A1	TT Nonmand Transfer In Budget Pool	640,266.00	0.00	640,266.00	640,266.00	0.00	640,266.00	0.00
8B1	TH Nonmand Transfer In Budget Pool	14,098.00	0.00	14,098.00	0.00	0.00	0.00	(14,098.00)
Additions		654,364.00	50,000.00	704,364.00	640,266.00	0.00	640,266.00	(14,098.00)

Reductions								
Budget Pool	Budget Pool Description	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrance	Rev/Exp Total	Fav/ (Unfav)
6A2	SW Staff Salaries Budget Pool	421,464.00	(8,441.89)	413,022.11	322,405.66	90,616.45	413,022.11	0.00
6A5	SW Longevity Budget Pool	8,300.00	0.00	8,300.00	6,077.20	0.00	6,077.20	2,222.80
6B4	FB Payroll Related Cost Budget Pool	142,760.00	34,554.39	177,314.39	104,725.07	0.00	104,725.07	72,589.32
6Z0	Budget Code Unallocated Salary 06	632.00	21,413.12	22,045.12	0.00	0.00	0.00	22,045.12
6Z1	Budget Code Payroll Contingency 90	13,556.00	(9,463.85)	4,092.15	0.00	0.00	0.00	4,092.15
7A0	PF Prof Fees and Svs Budget Pool	0.00	0.00	0.00	32.00	0.00	32.00	(32.00)
7B0	TV In State Travel Budget Pool	0.00	1,044.82	1,044.82	1,044.82	0.00	1,044.82	0.00
7B1	TV Out of State Travel Budget Pool	7,000.00	13,000.00	20,000.00	14,576.33	0.00	14,576.33	5,423.67
7C0	MS Materials/Supplies Budget Pool	34,467.00	(3,507.38)	30,959.62	16,374.14	18.93	16,393.07	14,566.55
7D0	CU Comm and Utilities Budget Pool	7,201.00	994.00	8,195.00	8,195.00	0.00	8,195.00	0.00
7F0	RM Repairs/Maintenance Budget Pool	3,256.00	0.00	3,256.00	0.00	0.00	0.00	3,256.00
7F1	RM Repairs/Maint Other Budget Pool	0.00	500.00	500.00	43.34	0.00	43.34	456.66
7G0	RL Rentals and Leases Budget Pool	6,523.00	624.48	7,147.48	4,320.59	1,031.20	5,351.79	1,795.69
7H0	PR Print/Reproduction Budget Pool	1,764.00	0.00	1,764.00	35.00	0.00	35.00	1,729.00
7N0	OE Other Expenses Budget Pool	905.00	0.00	905.00	3,200.00	0.00	3,200.00	(2,295.00)
7N1	OE Membership Dues Budget Pool	5,426.00	0.00	5,426.00	225.00	0.00	225.00	5,201.00
7N3	OE Services Other Budget Pool	0.00	41.90	41.90	41.90	0.00	41.90	0.00
7N4	OE Food/Entertainment Budget Pool	1,110.00	0.00	1,110.00	502.61	0.00	502.61	607.39
Reductions		654,364.00	50,759.59	705,123.59	481,798.66	91,666.58	573,465.24	131,658.35

Note: Budget Pool 5Z8 has been programmed to show 0.00 in the Fav/(Unfav) column

Report: FI002 Texas Tech University 11/11/15
 Revenue Expense Budget Pools By FOP

Select the Chart of Accounts:
 Select Beginning Fiscal Year:
 Select Ending Fiscal Year:
 Select Ending Fiscal Period:

Enter Fund: Enter Organization: Enter Program:

Display only those expenses actually encumbered
 Display Fringes, Longevity, and Student Salaries as if encumbered

To learn more about budget reports in the Cognos system, take the **Financial Reporting: Budget Reports** class. You can register for it in Cornerstone.

TASK LIST for Budget Managers

- Maintain positive budget pools & BAVL balances.
- FOP-controlled budgets may have negative balances
- Ensure revenue budget is adjusted quarterly (or by semester) based on unusual low/high revenue streams.
- Review 6A5-Longevity & 6B4 Fringe Budgets quarterly.
- Increase when employees are added onto the FOP
- Decrease when employees are removed from the FOP
- Ensure an ample budget balance is available prior to submitting ePAFs, labor redistributions, etc.

The Budget Revision System

The **Budget Revision System (BRS)** is an online application which provides preparers the ability to electronically enter and submit revisions to Texas Tech's operating budget.

This system was designed to provide automated routing for required approvals and an online index of in-process and approved documents, using the same **Approval Tracking System (ATS)** as other electronic forms (EOPS, New Fund System, etc). Built-in edits and controls are in place to ensure each document is processed accurately and according to all internal policies (see page 31 for procedures).

The BRS and ATS links are found on the RaiderLink A&F Work tools tab, in the Budget channel depicted on the right.

The BRS works in tandem with the ATS to route each submitted request electronically to each approval level. Each time a document is a pending approval, an e-mail notice is sent to all approvers alerting them of the pending transaction. Once all approvals have been obtained, the document is sent to a 'queue' for posting to the system. Every fifteen minutes (during normal business hours) documents are swept from the queue and posted to the finance ledgers in Banner. Updated budget totals are available immediately after the document has posted, via the 'Available Budget Tab' in Raiderlink. These adjustments will also be visible after the nightly update of all Cognos Reports.

The Budget Revision System is not the appropriate application for the following procedures and supporting offices:

- Changing an employee to be paid from a different budget. Use one of the following forms found on the Budget Office website:
 - TTU Current & Future Labor Chg, TLABOR
 - Labor Redistribution form
- Changing an expense to a different budget. Use one of the following procedures from the Financial Services and Taxation Office:
 - Banner Cost Transfer Request Form
 - Financial Transaction System (FiTS) application

Budget Revisions: Temporary or Permanent

- **Original Budget** – The Approved Budget for September 1
 - The Original Budget remains the same for future fiscal years, unless a permanent adjustment is approved.
- **Adjustments – Revisions** to increase or decrease the Original Budget
 - **Temporary** Adjustments are changes that only affect the current budget and DO NOT carry forward to future years.
 - **Permanent** Adjustments are changes that affect the current budget and DO carry forward to future years.
- **Current (Adjusted) Budget** – The revised budget after Adjustments
 - Revenue and Expense transactions post against the Current Budget to determine an **Available Balance** for the remainder of the fiscal year.

The Common “Sign (+/-)” Rule for Revision Entries

For Revenue and Expense budgets, entering the sign (+ or -) for the adjustment has a very simple definition: Increase the budget with a plus (+) and decrease the budget with a minus (-).

Transfer adjustments to/from another fund have an opposite definition: Transfers IN are minus (-) and Transfers OUT are plus (+).

The “Document Total” for Budget Revisions

Each budget revision is managed by the document total that tracks the adjustments being entered. The **Document Total** must be .00 (zero) for the revision to submit. For example, to move \$1000 from one budget pool to another, then enter -1000 from one budget pool and +1000 to another budget pool, so that the **Document Total** will equal -0- for the revision.

Four Options for Budget Adjustments

- **Option 1:** Adjust Expense Budget within the same Fund.
 - Between Account Budget Pools on the same Fund-Orgn.
 - Between Account Budget Pools on the same Fund, different Orgns.
- **Option 2:** Increase Budget from same Fund Balance.
 - Carry forward funds from prior fiscal year.
- **Option 3:** Adjust Revenue Budget of same Fund.
 - Establish a new revenue budget
 - Increase / Decrease a revenue budget based on revenue flow
- **Option 4:** Transfer between FOPs (different Funds)
 - Can include budgeting from fund balance and/or revenue.

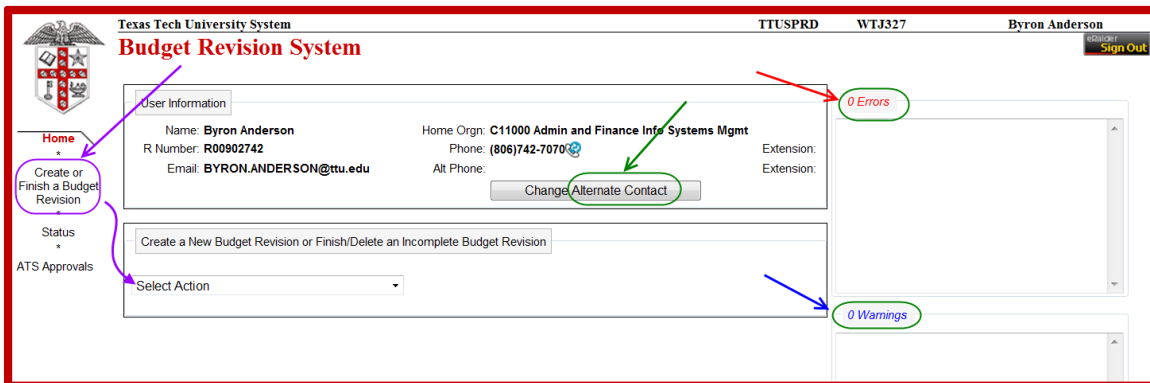
Starting a Budget Revision

To start a new Budget Revision, click the **Create a Budget Revision** link in the left panel of the Budget Revision System, then select one of the following actions:

- **Create a New Budget Revision.** Select this action to start a new budget revision. As it is completed, the entries will be saved. The budget revision is kept to be completed at a later date, and is deleted from the system after having no activity for 30 days.
- **Finish/Delete an Incomplete Budget Revision.** Select this option to complete a budget revision that has been saved but is incomplete, or to edit a budget revision that has been returned for correction (page 24).
- **Alternate Phone Numbers.** Click the **Change Alternate Contact** button.

Errors and Warnings are displayed in boxes on the right of the User Information (see also page 26):

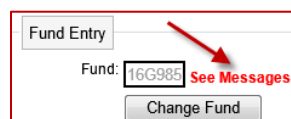
- **Errors** must be corrected so that the budget revision will submit
- **Warnings** advise of inconsistencies that should be reviewed for possible action



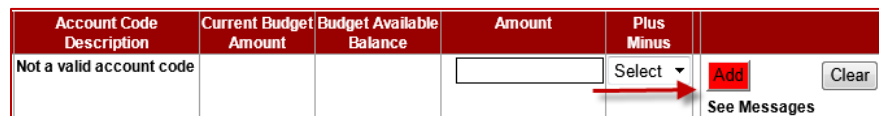
Errors & Warnings

Throughout the budget revision process in this system, both **‘Errors’** and **‘Warnings’** sections are located in the top-right section of the screen. Visual indicators are provided when an invalid entry has been made. The indicators include a combination of **red buttons** and/or text adjacent to the invalid entry.

Invalid Fund:



Invalid Account Code:

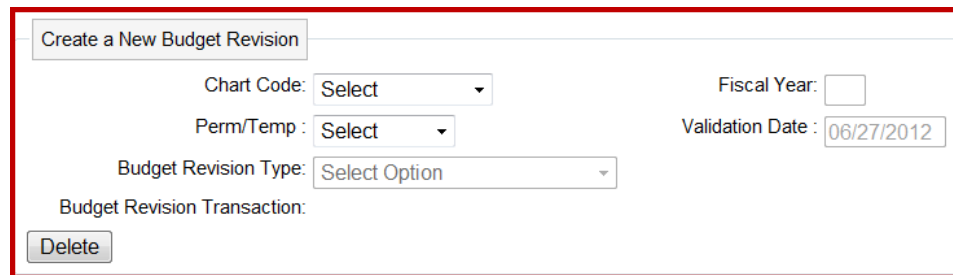


Invalid Organization Code:

Transfer IN/OUT	COAS	Fund Code	Fund Code Description	ORGN Code	Orgn Code Description	Program Code	Transfer Budget Acct Code	
IN	T	18C000	Administration Overhead	C0045	ORGN invalid		--SELECT--	See Messages
OUT	T						--SELECT--	

Three Entry Parameters

1. Choosing the appropriate **Chart Code** (T, S, H) for the revision.
2. Choosing whether the revision request is a **Permanent or Temporary** change to the budget.
 - ‘Permanent’ is a change that will be included in future fiscal years. (Changes are reflected in Budget Prep)
 - ‘Temporary’ is a change that only affects this fiscal year and will not be included in future fiscal years
3. Choosing one of the four available **Budget Revision Types**. Each option is defined on the following pages.
4. A “validation date” is displayed, which indicates the current date that the document is using to verify all data on the revision request. Each time the revision is updated, a validation is also updated.



Create a New Budget Revision

Chart Code:

Fiscal Year:

Perm/Temp :

Validation Date :

Budget Revision Type:

Budget Revision Transaction:

Option 1 – Adjusting Expense Budget within One Fund

This revision type allows adjustments to the expense budget of one fund. The following types of revisions can be accomplished using this revision type:

- Adjustments between account codes (budget pools) in one FOP
- Adjustments between multiple organizations codes within the same fund.
- Movement between multiple program codes within the same fund
- Any combination of the three above.
- A decrease is entered as a minus (-) and an increase is entered as a plus (+).
- **Document Total** requires the sum of “minus (-) from” budget pool(s) plus “add (+) to” budget pool(s) to equal .00

Once the initial three parameters have been chosen, 'Fund Entry' and 'Expense Account Entry' sections become visible. Enter the Fund code associated with budget revision request you are submitting and click 'Next' (or Tab). (If the Fund is a grant, additional grant information is displayed below the fund entry section.)

Fund Entry

Fund:

Grant Code:

Grant Begin: Grant End:

Grant Pt:

Agency Name:

Expense Acct Entry

Document Total:

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>				<input type="text"/>	Select ▾	<input type="button" value="Add"/> <input type="button" value="Clear"/>

A 'Change Fund' button is available at any time before the revision is submitted to approvals. This allows for using a different Fund Code than originally chosen.

After the fund has been chosen, the remainder of the FOAP information can added line by line. The example below is moving funds between two expense codes in the same FOP:

Fund Code	ORGN Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
18C000	C12000	Department A	600	620	Budget Code Unallocated Salary 06	5,702.49	163,781.87	50.00	-	<input type="button" value="Edit"/>
18C000	C12000	Department A	600	726	Budget Code Unallocated Exp 99	0.00	163,781.87	50.00	+	<input type="button" value="Edit"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>				<input type="text"/>	Select ▾	<input type="button" value="Add"/> <input type="button" value="Clear"/>

For each Expense Acct Entry,

- The **Current Budget Amount** shows the amount that is currently budgeted for that particular account code. If reducing an account, the reduction cannot exceed the Current Budget Amount.
- The **Budget Available Balance** indicates the current budget less expenditures & encumbrances, following the budget controls in place for the fund:
 - If FOP controlled, the Balance is Total Available for the FOP.
 - If FOAP controlled, the Balance is the Budget Pool (Account) Available.

All comments and attachments should be loaded to the revision to support the revision request. After all expense account adjustments have been entered, use the 'Start Approvals' button to display the required approvals before submitting the revision.

Option 2 – Budget of Fund Balance

This revision type allows for budgeting unspent funds from a prior fiscal year, also known as “carrying forward fund balance”. The following types of revisions can be accomplished using this revision type:

- Adjustments from fund balance to multiple organizations within the same fund.
- Adjustments from budget pool (account) codes within the same fund.
- Any combination of the above.
- Adjustments from Fund Balance are automatically entered as changes to revenue budget pool (account) code 5Z8 and the user enters the expense budget pool (account) entry.
- **Entries usually increase (+) both the revenue budget and the expense budget by decreasing the available fund balance** but may also decrease (-) both the revenue budget and expense budget to increase the fund balance.
- **Document Total** subtracts the expense budget adjustment from the revenue budget adjustment to equal .00, i.e., **subtracting the expense increase (+) from the revenue increase (+)** or subtracting the expense decrease (-) from the revenue decrease (-).

After the budget revision is started and the initial three parameters have been chosen, ‘**Fund Entry**’ and ‘**Expense Account Entry**’ become visible. Enter the Fund code and click ‘Next’ (or *Tab*). (If the Fund is a grant, additional grant information is displayed below.) A ‘**Change Fund**’ button is available at any time before the revision is submitted to approvals. This allows for using a different Fund Code than originally chosen.

Fund Entry

Fund: Business/Non-Business/Service/Plan

Grant Code: _____

Grant Begin: _____ Grant End: _____

Grant Pt: _____

Agency Name: _____

Fund Balance Information

Document Total:

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Fund Amount	Plus Minus

Expense Acct Entry

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus

The Expense Acct Entry section allows you to input the budget pools that you are adjusting, along with the amount(s). Once you begin the entry of expense adjustments, a ‘**Fund Balance Information**’ appears, pre-populating the ‘5Z8’ budget pool, and off-setting the expense adjustments entry. The example below is carrying forward a total of 2,000 from fund balance, and adding a matching budget of 2,000 in expenses:

Fund Balance Information										
									Document Total:	0.00
Fund Code	ORGN Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Available Fund Balance	Amount	Plus Minus	
18C000	C12000	Department A	600	5Z8	Budget Code Fund Balance	0.00	3,219,538.61	2,000.00	+	

Expense Acct Entry										
Fund Code	ORGN Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
18C000	C12000	Department A	600	6Z0	Budget Code Unallocated Salary 06	5,702.49	163,781.87	1,500.00	+	Edit
18C000	C12000	Department A	600	7Z6	Budget Code Unallocated Exp 99	0.00	163,781.87	500.00	+	Edit
									Select	Add Clear

In the **Fund Balance Information**,

- The **Current Budget Amount** shows the amount that has already been budgeted from fund balance in this particular FOP this fiscal year. If reducing an account, the reduction cannot exceed the Current Budget Amount.
- The **Available Fund Balance** Amount indicates the maximum amount that can be carried from the fund to the associated FOPs.

For **Expense Acct Entry**, please see the ‘**Current Budget Amount**’ and ‘**Budget Available Balance**’ column definitions on page 16.

All comments and attachments should be loaded to the revision to support the revision request. After all expense account adjustments have been entered, use the ‘Start Approvals’ button to display the required approvals before submitting the revision.

Option 3 – Budget of Revenue

This revision type allows for adjustments to the projected revenue budget of one fund, allowing for

- Establishing a new revenue source,
- Increasing an existing revenue budget, or
- Decreasing an existing revenue budget.
- **An increase (+) to the revenue budget requires an increase (+) to the expense budget** and a decrease (-) to the revenue budget requires a decrease (-) to the expense budget.
- **Document Total** subtracts the expense budget adjustment from the revenue budget adjustment to equal .00, i.e., **subtracting the expense increase (+) from the revenue increase (+)** or subtracting the expense decrease (-) from the revenue decrease (-).

After the budget revision is started and the initial three parameters have been chosen (pgs 6-7), ‘Fund Entry’, ‘Revenue Acct Entry’, and ‘Expense Account Entry’ become visible. Enter the Fund code and click ‘Next’ (or Tab). (If the Fund is a grant, additional grant information is displayed below.) A ‘Change Fund’ button is available at any time before the revision is submitted to approvals. This allows for using a different Fund Code than originally chosen.

Fund Entry

Fund: Available Budgets: Year One Plus

Grant Code: _____

Grant Begin: _____ Grant End: _____

Grant Pt: _____

Agency Name: _____

Revenue Acct Entry

Document Total:

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	YTD Revenue Received	Amount	Plus Minus	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="button" value="Add"/> <input type="button" value="Clear"/>

Expense Acct Entry

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	<input type="button" value="Add"/> <input type="button" value="Clear"/>

After the fund has been chosen, the remainder of the FOAP information can added line by line. The Revenue Acct Entry section allows you to input the revenue budget pool that you are adjusting, along with the amount(s). A corresponding amount of expenses must be budgeted in the Expense Acct Entry section below. The example below is establishing a 1,000 revenue budget (fees), and a matching 1,000 expense budget:

Revenue Acct Entry

Document Total:

Fund Code	ORGN Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	YTD Revenue Received	Amount	Plus Minus	
18C000	C12000	Department A	600	5A1	TF Fees Budget Pool	0.00	0.00	1,000.00	+	Edit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	Add Clear

Expense Acct Entry

Fund Code	ORGN Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
18C000	C12000	Department A	600	726	Budget Code Unallocated Exp 99	0.00	163,781.87	1,000.00	+	Edit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select ▾	Add Clear

For each **Revenue Acct Entry**,

- **Current Budget Amount** shows the amount that is currently budgeted for that particular budget pool (account code). If reducing an account, the reduction cannot exceed the Current Budget Amount.
- **YTD Revenue Received** indicates the actual revenue that has been recognized (not budgeted) for that particular FOAP.

For **Expense Acct Entry**, please see the ‘**Current Budget Amount**’ and ‘**Budget Available Balance**’ column definitions on page 16.

All comments and attachments should be loaded to the revision to support the revision request. After all expense account adjustments have been entered, use the ‘Start Approvals’ button to display the required approvals before submitting the revision.

Option 4 – Transfer from One Fund to Another

This revision type allows for transferring budgeted funds from one Fund to another (within the same fund can be accomplished via an Option 1 revision)

- Adjusting the revenue and/or fund balance budget, and
- Transferring to a different fund.
- This means that Option 4 allows the same functionality capable in Options 2 & 3 – in addition to transferring funds from fund to fund.
- Entry is in two steps
 1. Enter the Transfer In FOP and the Transfer Out FOP
 2. Enter the Budget Pools (Accounts) associated with each FOP
- A Budget Pool decrease is entered as a minus (-) under the Transfer OUT which is listed as a plus (+), and a Budget Pool increase is entered as a plus (+) under the Transfer IN which is listed as a minus (-).
- The **Fund Total** box for the Transfer IN (+) and the Transfer Out (-) must have the same dollar amount.
- **Document Total** requires the sum of Transfer INs plus Transfer OUTs to equal .00

Once the initial three parameters have been chosen, a ‘**Transfer Entry**’ section becomes visible, allowing entry of both the Transfer IN FOP and the Transfer OUT FOP.

Transfer Entry

Document Total:

Transfer IN/OUT	COAS	Fund Code	Fund Code Description	Orgn Code	Orgn Code Description	Program Code	Transfer Budget Acct Code
IN	T	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--SELECT--
OUT	T	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--SELECT--

Next

Once both FOPs have been chosen and validated, a ‘Next’ button appears to allow expense account adjustments to be made in ‘**Transfer In Entry**’ and ‘**Transfer Out Entry**’ sections. A ‘**Change FOAP**’ button is available at any time before the revision is submitted to approvals. This allows for changing the FOAPs originally chosen for the transfer.

The first line of both the Transfer In and Transfer Out sections is pre-populated with the FOAP information that was provided. These lines allow for budgeting the appropriate transfer budgets pools to accompany the expense (and revenue/fund balance) entries that are made. This eliminates the need for the user to enter this information. Only the expense, revenue, and/or fund balance budgets need to be entered in each section.

The example below is decreasing (-) one FOAP by 1,000 (Transfer OUT), and increasing (+) a different FOAP by a matching 1,000 (Transfer IN):

Transfer In Entry

Fund Total:

Fund Code	ORGN Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Available Balance	Amount	Plus Minus	
18C000	C12000	Department A	600	8A1	TT Nonmand Transfer In Budget Pool	0.00		1,000.00	-	
18C000	C12000	Department A	600	7Z6	Budget Code Unallocated Exp 99	0.00	163,781.87	1,000.00	+	Edit
	<input type="text"/>		<input type="text"/>	<input type="text"/>				<input type="text"/>	Select ▾	Add Clear

Transfer Out Entry

Fund Total:

Fund Code	ORGN Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Available Balance	Amount	Plus Minus	
16A051	C00002	Department B	600	8A3	TT Nonmand Transfer Out Budget Pool	87,064,369.53		1,000.00	+	
16A051	C00002	Department B	600	7Z6	Budget Code Unallocated Exp 99	1,012,998.83	4,038,043.86	1,000.00	-	Edit
	<input type="text"/>		<input type="text"/>	<input type="text"/>				<input type="text"/>	Select ▾	Add Clear

The net increase (or decrease) to the Transfer In section must balance with the net increase (or decrease) to the Transfer Out section. To monitor the amount each fund has been increased or decreased, a 'Fund Total' above each section keeps a running total for each fund (see panels above). An additional 'Document Total' is located in the Transfer Entry panel (see illustration on the previous page) and must equal 0.00 before a revision can be submitted.

Adding Comments and/or Attachments to a Document

Once all lines of a budget revision have been completed, the originator should add supporting information for the request via a comment or file attachment. Approvers of each document can also add comments/attachments when viewing the document in the Approval Tracking System. Furthermore, any user has the same ability when viewing a pending document from the 'Status' menu option.

Once a document has been approved by all levels and sent to posting, attachments and comments can no longer be added.

The sections shown below are available for all four revision types:

An unlimited number of **Comments** with a maximum of 2500 characters can be added to each revision.

An unlimited number of **Attachments** with a maximum size of 4MB can be added to each revision.

*Sensitive information should be avoided when using the attachments and comments features.

The screenshot displays two distinct sections for user interaction. The top section, titled 'Comments', features a text input area with a 'Maximum: 2500 Characters' limit and two buttons: 'Add Comment' and 'Cancel'. The bottom section, titled 'Attachments', includes a table header with columns for 'File Name', 'Activity Date', and 'User'. Below the header, a message states 'Maximum size for the file to be uploaded is 4MB', followed by a 'Browse...' button and a 'Click to Upload' button.

Approvals & Routing

Certain levels of approval are required for each option. Additional approvers may be added in order to comply with other departmental specific policies. The lists below indicate the required levels of approval that will be defaulted for each option.

*Note: Budget revision requests for grant funds must be originated by the Office of Research Services or Sponsored Programs Accounting and Reporting, and therefore may differ from the routing mentioned below.

Option 1 – Adjusting Expense Budget within One Fund

- *Financial Manager (Org Manager) for any FOP whose expense budget is being reduced.*
- *Financial Manager (Org Manager) for any FOP whose expense budget is being increased.*
- *Area/Division Vice President for any FOP whose expense budget is being reduced.*
- *SVP Admin/Finance for all adjustments $\geq 250,000$.*
- *Budget Office for all 'permanent' budget adjustments.*

Option 2 – Budget of Fund Balance

- **Fund Manager** for any Fund requesting a budget adjustment involving fund balance.
- **Financial Manager (Org Manager)** for any FOP whose expense budget is being increased.
- **Financial Manager (Org Manager)** for any FOP whose expense budget is being decreased.
- **Area/Division Vice President** for any FOP whose expense budget is being reduced.
- **SPAR** (grants only)
- **SVP Admin/Finance** for all adjustments $\geq 250,000$
- **Budget Office**

Option 3 – Budget of Revenue

- **Financial Manager (Org Manager)** for any FOP whose expense budget is being increased.
- **Financial Manager (Org Manager)** for any FOP whose expense budget is being decreased.
- **Area/Division Vice President** for any FOP whose expense budget is being reduced.
- **SPAR** (grants which have ended only)
- **SVP Admin/Finance** for all adjustments $\geq 250,000$.
- **Budget Office**

Option 4 – Transfer from One Fund to Another

- **Fund Manager** for any Fund requesting a budget adjustment involving fund balance.
- **Financial Manager (Org Manager)** for any FOP whose expense budget is being increased.
- **Financial Manager (Org Manager)** for any FOP whose expense budget is being decreased.
- **Area/Division Vice President** for any FOP whose expense budget is being reduced.
- **Financial Services and Tax** (non-grants only)
- **SPAR** (grants only)
- **SVP Admin/Finance** for all adjustments $\geq 250,000$.
- **Budget Office**

Example below shows five required levels of approval. Those with up-down arrows next to them can be moved within the approval chain. (All added approvers can also be moved within the chain.)

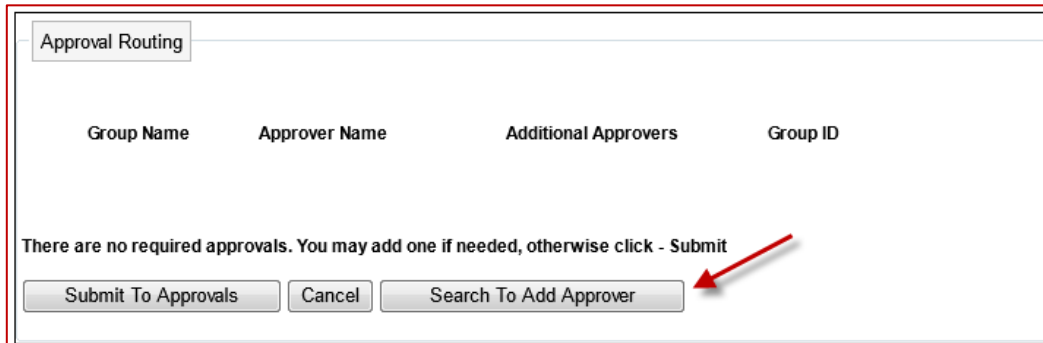
Approval Routing			
Group Name	Approver Name	Additional Approvers	Group ID
ORGN Approver	Bob Org Manager	See Additional Approvers	C12000
ORGN Approver	Ted Org Manager	See Additional Approvers	C00002
T TVPC - Administration and Finance	Mr. VP	See Additional Approvers	TVPC
FINANCIAL SERVICES AND TAX	Susie Accountant	See Additional Approvers	TACCT
TTU BUDGET AND RESOURCE PLANNING AND MGMNT	Billy Budget	See Additional Approvers	TBUDG

Hover to see additional approvers.

Adding Additional Approver and Alternates

Once the revision has been completed and the 'Start Approvals' button has been clicked, the default required levels of approval are displayed.

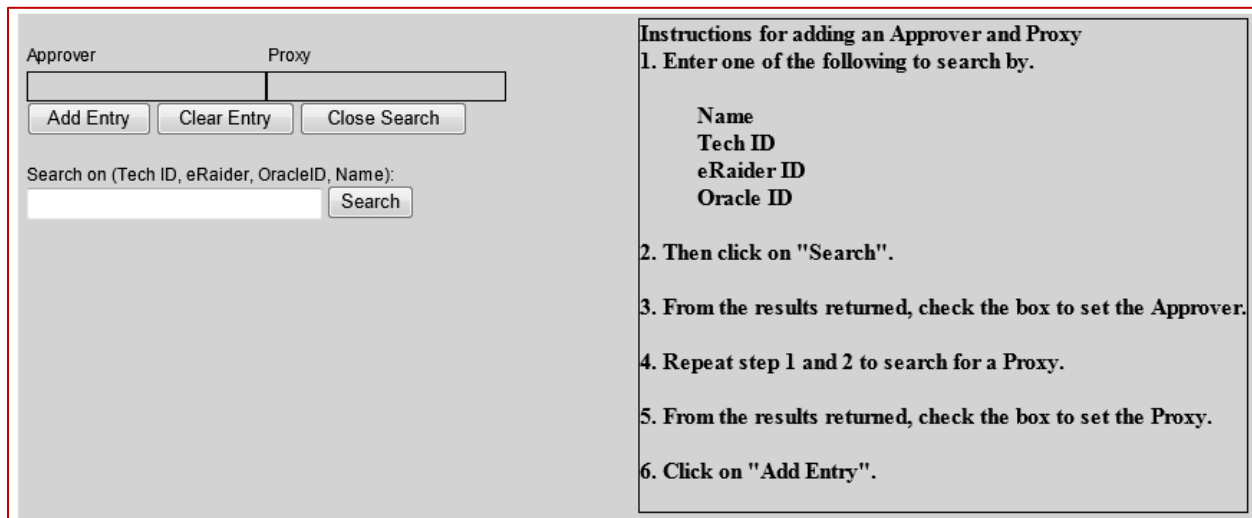
The user has the added ability to add their own approvers (and proxies) to the "chain" of approvers. To do so, use the 'Search to Add an Approver' button in the Approvals section:



Group Name	Approver Name	Additional Approvers	Group ID
There are no required approvals. You may add one if needed, otherwise click - Submit			

Submit To Approvals Cancel Search To Add Approver

After choosing to add an approver, the user is provided with a number of search capabilities to add both an approver and proxy. Detailed instructions are also provided:



Approver Proxy

Add Entry Clear Entry Close Search

Search on (Tech ID, eRaider, OracleID, Name):

Search

Instructions for adding an Approver and Proxy

1. Enter one of the following to search by.
Name
Tech ID
eRaider ID
Oracle ID
2. Then click on "Search".
3. From the results returned, check the box to set the Approver.
4. Repeat step 1 and 2 to search for a Proxy.
5. From the results returned, check the box to set the Proxy.
6. Click on "Add Entry".

The added entry is then displayed above the other levels of approval. The user does have the ability to move the added approval level up or down using the green '?' icon:



Group Name	Approver Name	Additional Approvers	Group ID
Added Approver	Raider Red's Boss	No additional approvers	Delete ?

Finishing an Incomplete Document

The Budget Revision System saves most information that has been entered for each document that has been started but not yet been submitted to approvals, so that it can be retrieved and completed at a later time.

Choose the 'Create a Budget Revision' link, followed by the 'Finish/Delete an Incomplete Budget Revision' option in the drop-down.

Texas Tech University System TTUSPRD

Budget Revision System

User Information

Name: Raider Red Home Orgn: C12000 Budget and Res Planning and Mgmt
R Number: R00123456 Phone: (806)742-3228 Extension:
Email: raider.red@ttu.edu Alt Phone: Extension:

Home
*
Create a Budget Revision
*
Status

Create a New Budget Revision or Finish/Delete an Incomplete Budget Revision

Select Action
Select Action
Create a New Budget Revision
Finish/Delete an Incomplete Budget Revision

A new drop-down containing all incomplete documents is displayed:

Finish/Delete an Incomplete Budget Revision

Budget Revision Transaction: Select
Chart Code: Select
Perm/Temp: BR000071.00
Budget Revision Transaction: BR000075.00
Option Selection: BR000110.00
BR000145.00
BR000146.00
BR000147.00

Once a document is chosen, the instructions for creating a revision can be followed for each option.

*Incomplete documents are deleted from the system after having no activity for 30 days.

Deleting an Incomplete Document

The Budget Revision System saves most information that has been entered for each document that has been started but not yet been submitted to approvals. The user can choose to delete a document which they do not plan to submit for processing.

Choose the 'Create a Budget Revision' link, followed by the 'Finish/Delete an Incomplete Budget Revision' option in the drop-down.

Texas Tech University System TTUSPRD

Budget Revision System

User Information

Name: Raider Red	Home Orgn: C12000 Budget and Res Planning and Mgmt	Extension:
R Number: R00123456	Phone: (806)742-3228	Extension:
Email: raider.red@ttu.edu	Alt Phone:	

Home

- * Create a Budget Revision
- * Status

Create a New Budget Revision or Finish/Delete an Incomplete Budget Revision

Select Action

Select Action

Create a New Budget Revision

Finish/Delete an Incomplete Budget Revision

A new drop-down containing all incomplete documents is displayed:

Finish/Delete an Incomplete Budget Revision

Budget Revision Transaction:	Select
Chart Code:	Select
Perm/Temp:	BR000075.00
Budget Revision Transaction:	BR000110.00
Option Selection:	BR000145.00
	BR000146.00
	BR000147.00

Once a document has been chosen, a 'Delete' button appears in the lower-left corner of the first entry section. Clicking this button permanently deletes the revision.

*Incomplete documents are deleted from the system after having no activity for 30 days.

Status – Searching for Revisions

The Budget Revision System allows for users to search for any document which is in process (not yet submitted), or any document which has been approved and posted to Banner.

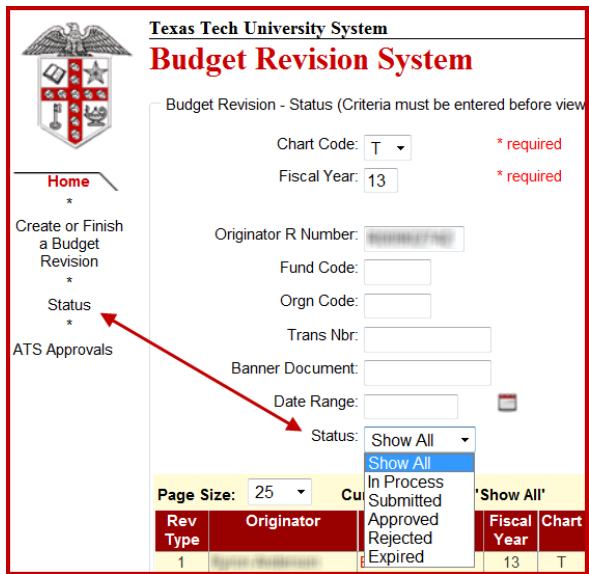
After using the ‘Status’ menu link, a number of search criteria are available to the user. Only the Chart of Accounts and Fiscal Year are required to be chosen. The user who is logged in to the system will have their employee ID (R#) automatically populate the ‘Originator R Number’ field, and retrieving the documents that they created. Documents can also be found by any combination of the Fund, Organization, Transaction #, Banner Document ID, Date Range, or Status.

The ‘Status’ indicator allows the user to select documents based on a certain stage of submission to the system. For all documents which have been started, but not yet submitted, the ‘In Process’ selection can be chosen. The user can also choose to only show revisions which have been:

- ‘Submitted’ – Document(s) have been submitted for approval(s), but have yet to be approved by all levels.
- ‘Approved’ – Been approved by all levels, and sent for posting to the system. A Banner Document ID should populate within 15 minutes of the document meeting all approvals.
- ‘Rejected’ – These documents have been sent back by one of the approvers, allowing the originator to make corrections to the document and re-submit.
- ‘Expired’ – Documents which were pending in one approval level for more than 30 days, and are then in expired status.

After the user has entered the desired search criteria, they should use the ‘Apply Filter’ button to display all resulting budget revision documents. The list of documents includes useful information including the Revision Type, Originator, Transaction #, etc.

Clicking on the transaction number of any document allows the user to see a full view of the budget revision. It also allows the users to see the progress of obtaining all approvals for the document:



Status	Approved Date	Pending Since	Approver/Proxy	Group Chart	Group ID	Approver	Approving As
Approved	2/3/2012 9:26:11 AM		Approver - and Proxy -	T	B52000		ATS Admin Override
Approved	2/3/2012 9:31:27 AM		Approver - and Proxy -	T	C00002		ATS Admin Override
Approved	2/3/2012 9:33:18 AM		Approver - and Proxy -	T	TVPC		ATS Admin Override
Approved	2/3/2012 5:20:45 PM		Approver - and Proxy -	T	TACCT		ATS Admin Override
PENDING		2/3/2012 5:20:46 PM	Approver - and Proxy -	T	TBUDG		

The user can also choose to add comments or attachments to a document at any time before the document has been approved by all levels.

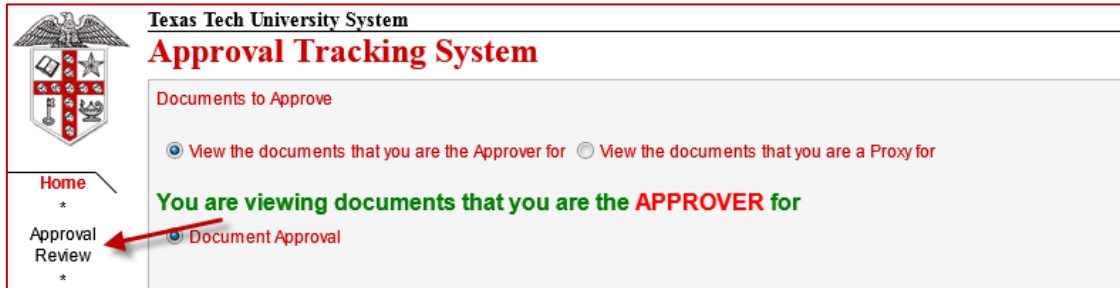
The Approval Tracking System (ATS)

Approving Budget Revisions

All approvals for each budget revision are routed using the Approval Tracking System. This is the same system currently being used by other applications such as the New Fund System and the Employee One-Time Payment System. Links to the ATS can be found in the Budget Channel and in the Human Resources channel of the RaiderLink A&F Work Tools tab.

Viewing Documents Pending Approval

Use the 'Approval Review' link in the left-hand menu to view all documents that are pending your approval.



A list of all pending documents is displayed. To view details of a particular document, click the 'Details' button next to the document:

Document ID	Routing Begin Time	Routing Expire Date		Review/Add Approver	Rejection Code	Rejection Comments	User Values
BR000119.00	2/3/2012 1:12:49 PM	03/04/2012	<input type="radio"/> Approve <input type="radio"/> Reject	Details Add	Rejection Code		Option: -- 3 Chart/Fund/Orgn: -- T/211363/B56251 Orgn Name: -- PI Andreas A Neuber Originator: -- Justin Speck

Approving or Rejecting a Document

Once details are requested for a document, the full view of the document (from the BRS) is displayed for the approver to review. The approver now has three options to proceed (see below):



Once an approval choice has been made, the user is re-directed back to the list of pending documents. The approval (or rejection) decisions are stored until the user chooses to 'Process Selected Documents'. Clicking this button sends all documents marked for approval to the next approver, and all documents marked for rejection back to the originator for correction. (*Rejected documents require a rejection reason and/or comment be made.)

Process Selected Documents ←

Unselect ALL

Routing Begin Time - RED means it expires in ONE day
 Routing Begin Time - PURPLE means it expires in TWO days
 Routing Begin Time - GREEN means it expires in THREE or more days

Document ID	Routing Begin Time	Routing Expire Date		Review Details	Review/Add Approver	Rejection Code	Rejection Comments
Document ID	Routing Begin Time	Routing Expire Date			Review/Add Approver	Rejection Code	Rejection Comments
BR000119.00	2/3/2012 1:12:49 PM	03/04/2012	<input checked="" type="radio"/> Approve <input type="radio"/> Reject	Details	Add	Rejection Code	

Adding an Approver and Alternate in the ATS

Using the 'Add' button next to the document pending approval allows the approver to add an additional approver (and proxy) to the current approval chain in place for the document:

Document ID	Routing Begin Time	Routing Expire Date			Review/Add Approver
BR000119.00	2/3/2012 1:12:49 PM	03/04/2012	<input type="radio"/> Approve <input type="radio"/> Reject	Details	Add

Using this feature takes the user to a display of both the current approval chain, the new level of approval being added, and a search feature to find employees who will be added.

A 'Help Adding User' button is also available.

Approval Status

Document ID	SEQ	Approver Name	Proxy Name	Admin Name Group Person Name	Group Chart and ID	Notify Begin Date / Time	Current Approval Step	Approval Date / Time	Last Notify Date / Time	Expiration Date
BR000119.00	1.00				TTBUDG	03-Feb-2012 01:12 PM	pending approval		03-Feb-2012 01:12 PM	04-Mar-2012

←

One Time Add User Approval

Sequence of Approval Email	Approver	Proxy	Group Chart	Group ID	Email Frequency	
	Select User ▾	Select User ▾	Select Chart ▾		F1 - Immediate ▾	<input type="button" value="Add"/>

←

User to add as an Approver

↙

User ID Lookup

Enter First Name

Enter Last Name

Enter eRaider ID

Enter Oracle ID

Tech ID

Name
 eRaider
 Oracle
 Banner R Number

User ID Lookup Results

User Listing - Select to Add or Edit

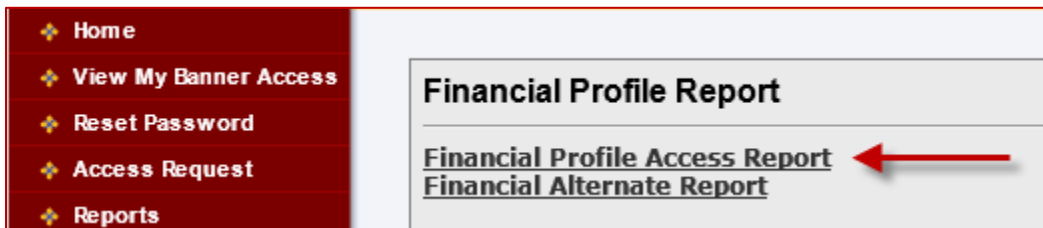
Access/Security & E-Mail Preferences

Access to originate a document in the Budget Revision System is available to any employee with a valid eRaider account.

Verifying Approvers for Organization (Financial) Manager

Financial (Organization) Manager approval is one of the required levels of approval for most requests. All financial managers (and their alternates) should verify their security via the TeamApp. This security is the same that is currently being used by TechBuy and other financial applications which are set up using TEAMApp (found in the AFISM channel of A&F Work Tools).

To view the current financial manager (or alternate) for an Organization, use the 'Reports' link and click on 'Financial Profile Access Report' (*These links are only visible for current Financial (orgn) Managers).

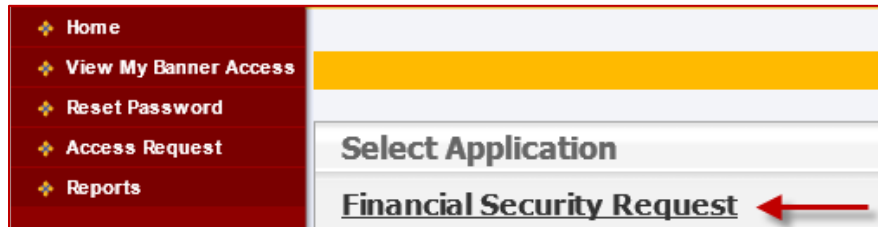


This will allow you to search by eRaiderID --OR-- Organization code. All employees listed as Financial Manager or Approver for a particular Orgn will have access to approve a document in the Budget Revision System on behalf of the Organization.

A screenshot of a search form titled 'Search Criteria:'. It features five input fields: 'eRaiderID', 'COAS', 'FUND', 'ORGN', and 'PROG'. The 'eRaiderID' and 'ORGN' fields are highlighted with red boxes. A 'Lookup' button is positioned between the 'eRaiderID' and 'COAS' fields. Below the input fields are two buttons: 'Search' and 'Report Menu'. Red arrows from the text above point to the 'eRaiderID' and 'ORGN' fields.

Adding Approvers for Financial (Organization) Managers

Use the 'Access Request' link to add or remove organization security for an employee.

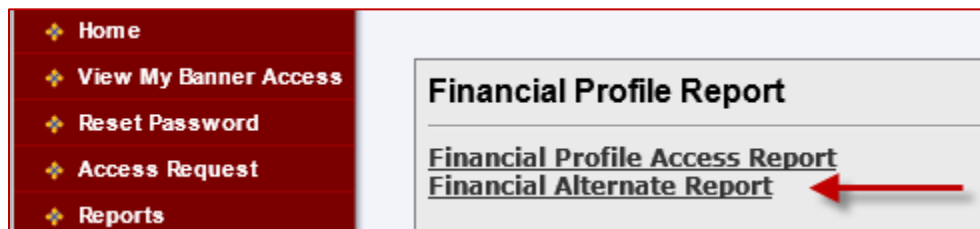


All organizations that are available to the employee logging in will be displayed. Use the arrows to add each Orgn where the employee should have approval authority, before clicking 'Submit' to process the security update. Changes in Financial Managers for an Organization should be made by submitting a 'Financial Manager Form' to the Financial Services & Tax office.

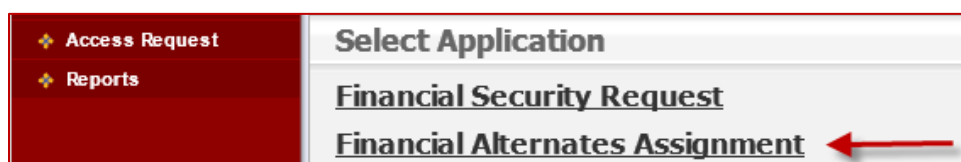
Verifying or Updating Alternates for Fund Managers

Fund Manager approval is a required level of approval for revisions involving fund balance. The Team Application is also used to assign or update the alternates who should have approval authority on behalf of the Fund Manager.

The 'Financial Alternate Report' displays the current Fund Manager (and alternates).



Use the 'Access Request' link to add or change current alternates for the Fund Manager level of approval. (This process mirrors that of updating the Orgn manager approver(s) above)



*Any update to the Fund Manager for an Orgn should be made by submitting a request to the Financial Services & Tax office.

Approvers Can Set E-Mail Frequency Preferences

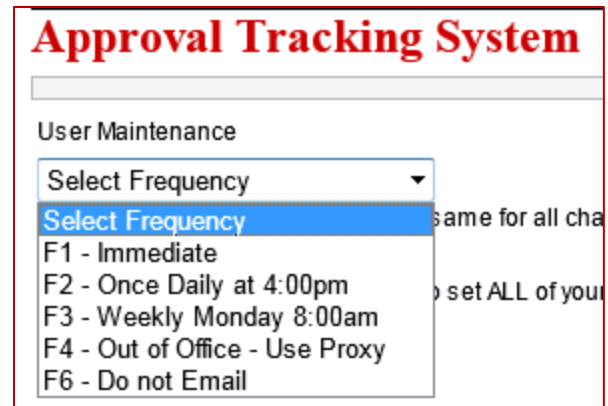
An e-mail notification is sent to the first level of approval each time a budget revision is submitted, notifying them of the pending document in the Approval Tracking System. Each time the document is sent to an additional level of approval, the new approver(s) is also notified.

The Approval Tracking System gives users the ability to specify how often these notifications are sent. Each employee who will be responsible for approving documents should use the 'User Maintenance' link in ATS to adjust their preference. See below for the frequency options on the right:

NOTE: To enable option **F6-Do not Email**, the Approver must receive one email before setting this frequency.

*An e-mail notification is also sent to the document originator after a document has been posted to Banner. The email

includes the BR number (from the BRS) and the Banner document ID used to post the document to the finance ledgers (All documents will begin with "BT"). For all transfer (Option 4) revisions, a separate e-mail is sent to provide the cash transfer's Banner document ID. (These e-mails will automatically be sent each time a document is posted; therefore, they do not follow the e-mail preferences described above.)



Questions regarding the Budget Revision System should be directed to the Budget Office (phone 742-3228, ambud@ttu.edu).