BUDGET REVISION SYSTEM APPROVER GUIDE

Budget Office

Rev. March 2015

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BUDGET REVISION SYSTEM APPROVER GUIDE

Budget Revision System

The Budget Revision System is used to adjust an existing budget or establish a new budget throughout the fiscal year.

Budget Revisions that increase revenue, increase budget of fund balance, or transfer to or from another fund require the approval of the Fund Manager. An increase in revenue or fund balance > $24,999 requires approval by the appropriate Dean or Vice President.

Fund Managers

A fund manager is assigned to each fund during the new fund set up. The Fund Manager may assign alternate approvers (proxies) via the TEAM application. Please see the document titled "Financial Registration Process" at http://www.fiscal.ttuhsc.edu/banner/FinancialManagers.aspx for information on assigning alternate approvers on a Fund.

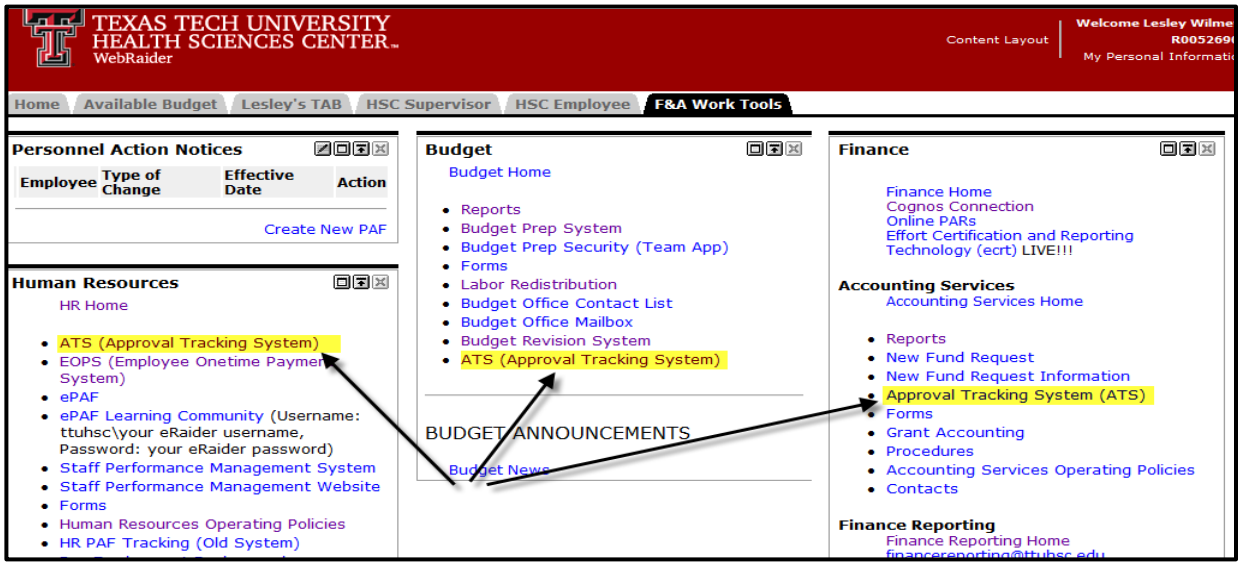
Dean/Vice President Approvers

The approvers and alternates for approval levels other than the Fund Manager are set by the Budget Office. If adjustments need to be made to these approvers and alternates, please send an email to the Budget Office at BudgetElp@ttuhsc.edu.

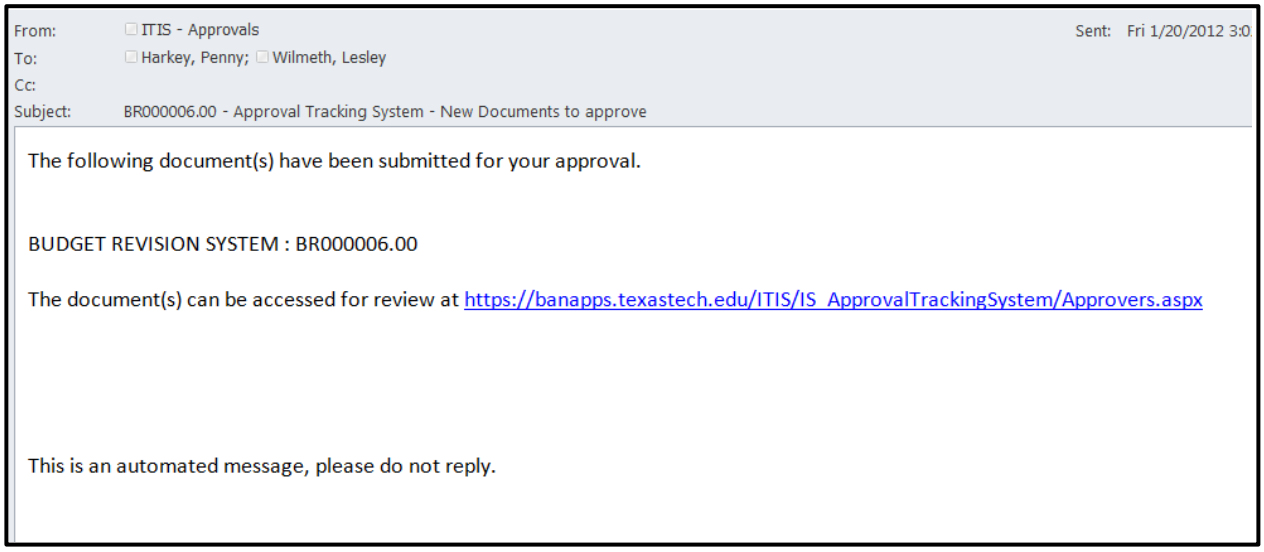
Approval Tracking System (ATS)

Budget revision approvals occur through the Approval Tracking System (ATS). This is the same system used to approve EOPS transactions and New Fund requests.

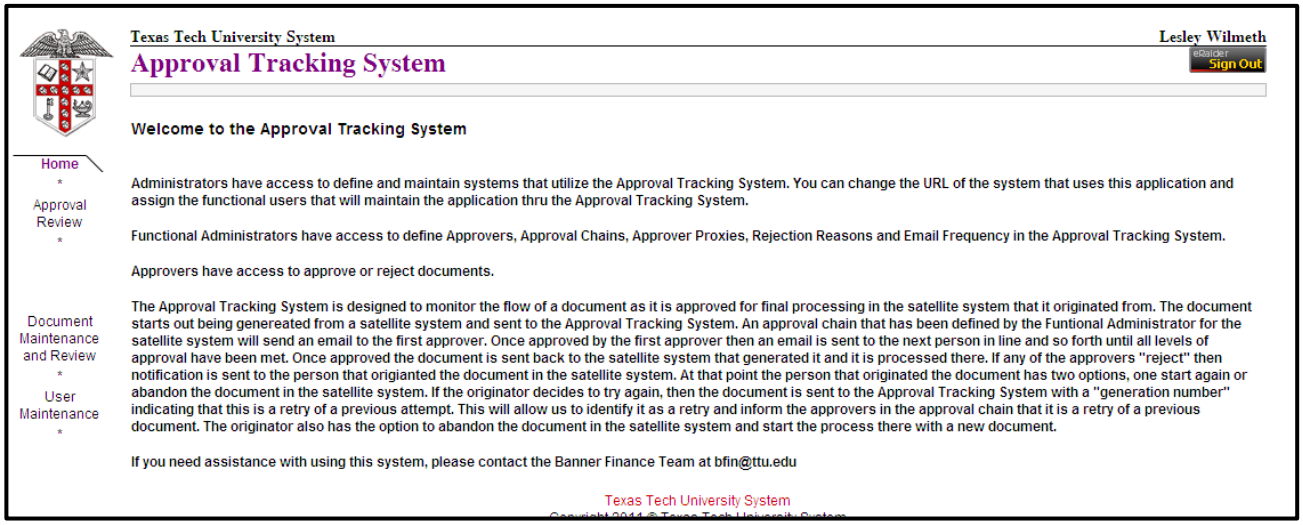
ATS can be accessed in multiple locations using the Webraider Portal. Log on to the portal at http://webraider.ttuhsc.edu . Click on the F&A work tools tab. Choose the Approval Tracking System link from the Human Resources, Budget or Accounting Services sections as shown.



The approver and their alternates will receive an email indicating that a budget revision is ready for approval. The link within the email is a link to ATS. This is an example of the email the approver will receive.



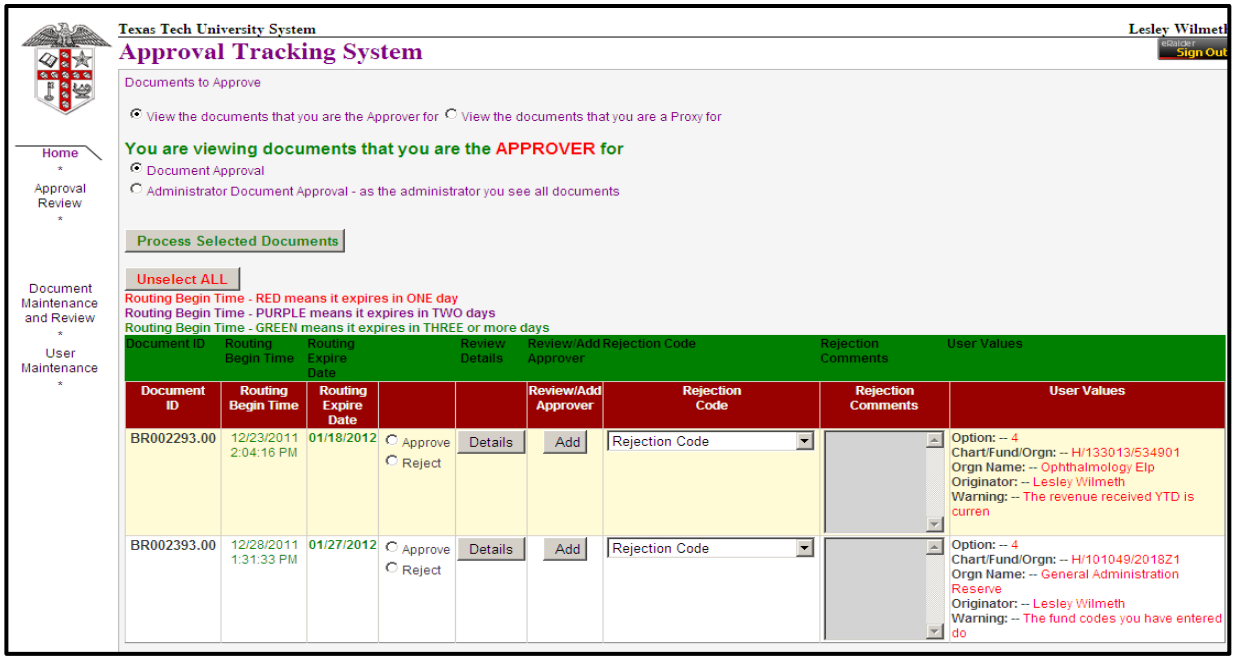
Welcome Screen



From the Welcome Screen, click on the Approval Review link located on the left side of the page to access documents to be approved.

Approval Review

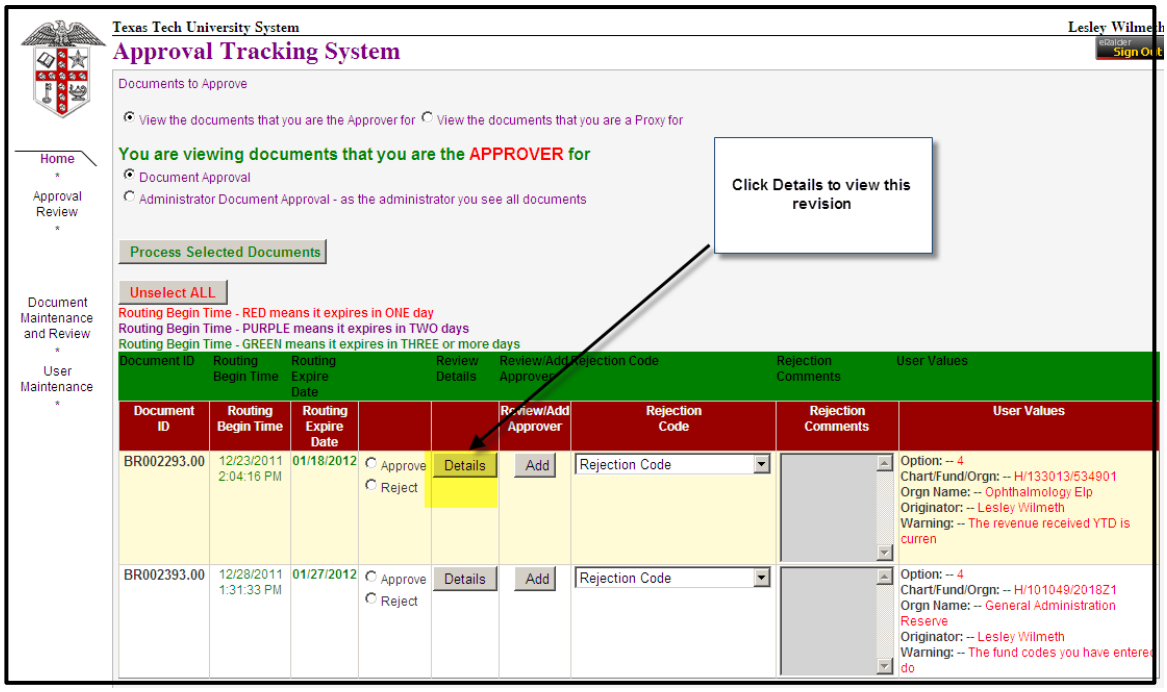
If ATS is accessed via a link in an email the approver is taken directly to the Approval Review screen.



From the Approval Review screen approvers may view and approve documents for which they are the authorized approver or proxy.

Viewing the Details of a Document

To view the details of a Budget Revision document, click on the Details button on the line of the revision. Budget revision documents will have a prefix of 'BR'.



This will bring up a window within ATS displaying the entire Budget Revision. Each section of the Budget Revision is shown.

Approvers should review the entire document and pay special attention to the following items:

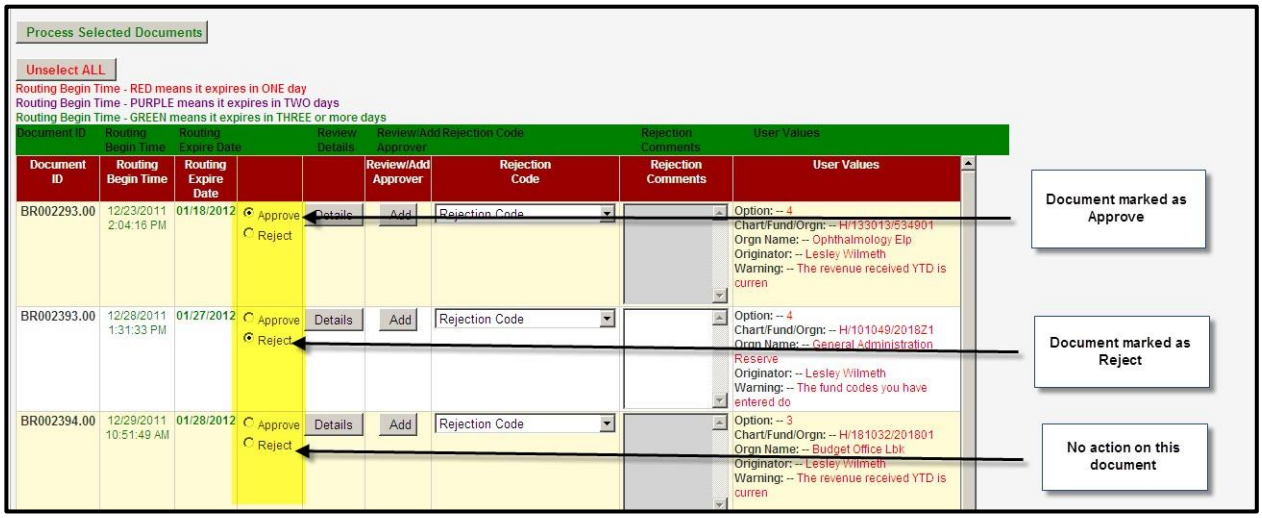
- **Warnings:** Warnings should be reviewed and questioned. Some warnings are information items only. Others may indicate an actual problem with the budget revision.
- **Comments:** Do the comments sufficiently justify the budget revision?
    - Option 2 (Budget of Fund Balance): Does the comment explain why fund balance is being budgeted? Is this for a one time use of funds?
    - Option 3 (Budget of Revenue): Does the comment justify the increase to the budget? Can this revenue be earned? A revenue analysis section is provided to help determine if revenue can be earned. Please see the Budget Revision System User Guide for an explanation of this section.
    - Option 4 (Transfer between FOPs): If fund balance or revenue is being budgeted the same justification is required as in Options 2 and 3.
    - Approvers are able to add additional comments if necessary.
- **Attachments:** Verify that any attachment offers supporting documentation to this budget revision.

- Approvers are able to add additional attachments or delete an attachment if necessary.

Approval Options from the Detail Screen

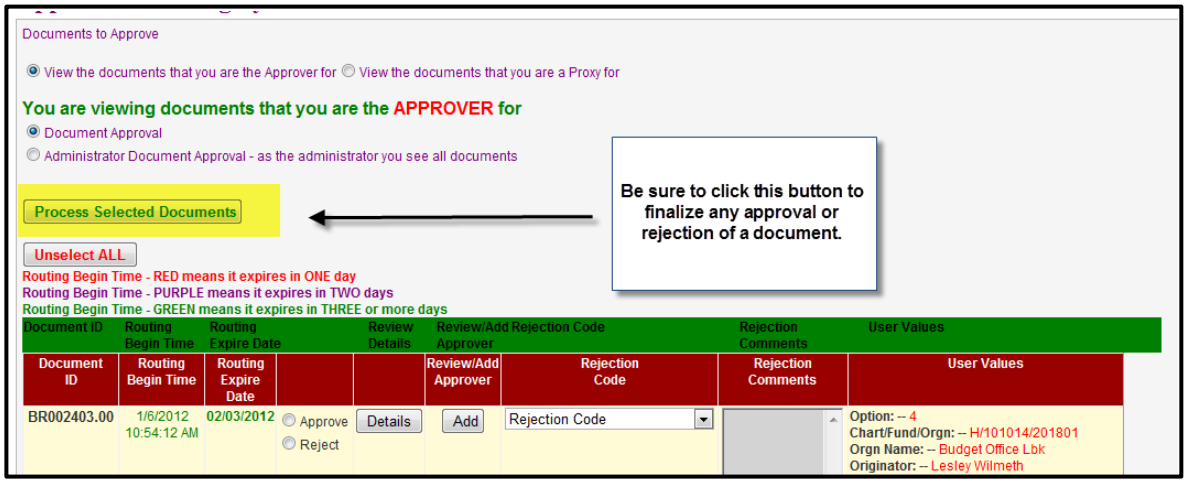
From the Budget Revision detail screen the approver may select from the following options:

- **Mark for Approve:** Approver will be returned to the ATS Approval Review screen and the document will be marked as "Approve".
- **Mark for Reject:** Approver will be returned to the ATS Approval Review screen and the document will be marked as "Reject"
- **Take no Action:** Approver will be returned to the ATS Approval Review screen with no action taken.



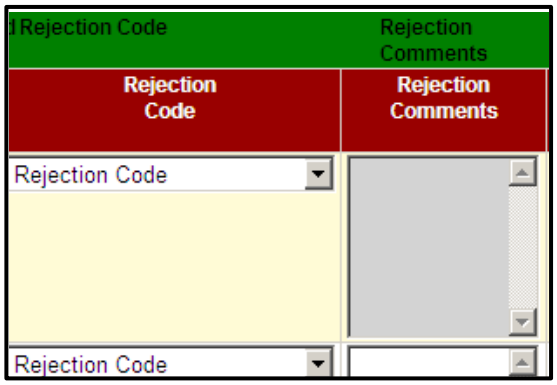
Finalizing Approval

When a document has been marked 'Approve', the approval is not finalized until the approver clicks the Process Selected Documents button at the top of the screen. Before leaving ATS, the Process Selected Documents button must be clicked, or the selected actions will not be applied.



Rejecting a document

When a document has been marked 'Reject', the approver must select a Rejection Code and add Rejection Comments, before clicking the Process Selected Documents button to finalize the rejection.



Valid rejection codes for the Budget Revision documents are:

- **Insufficient Information:** This reason would be used if the comments did not justify the reason for the Budget Revision.
- **Invalid Budget of Funds:** Use this rejection reason if this revision is not budgeting funds appropriately.
- **Other Please Provide Additional Comments:** Choose this reason if the other reason codes are not accurate for the rejection, and add comments stating why the revision was rejected.

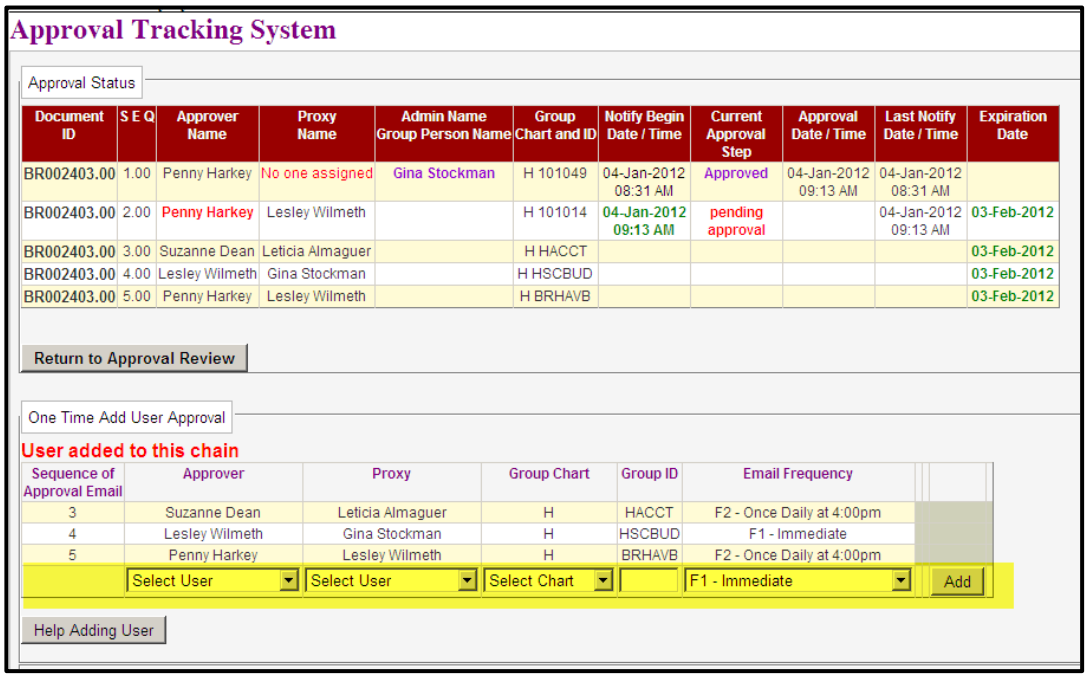
Unselecting an Action

The Unselect ALL button can be used to unselect the 'Approve' or 'Reject' action. When this button is used it will unselect the action for all documents in ATS that have an action selected.

Add an Approver

An approver has the ability to add an additional approver to a document in ATS.

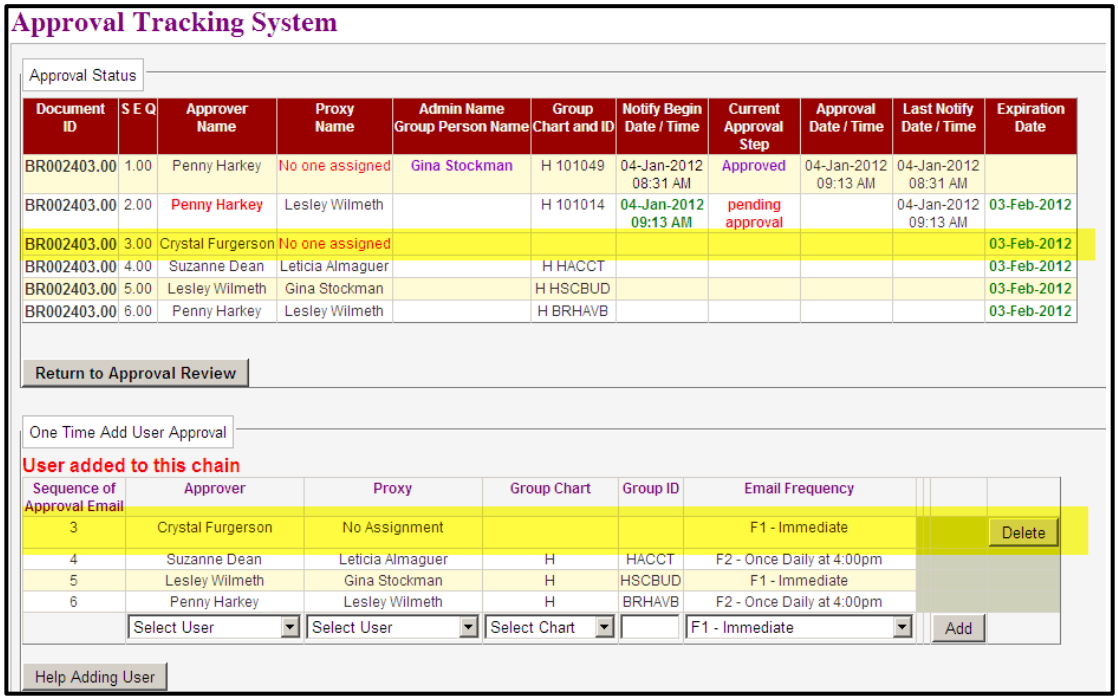
Click the Add button to go to the Approval Status screen. From this screen the approver may add an approver.



Use the add line highlighted above to add an additional approver.

- **Approver**: Use the drop down list to choose an approver. If the employee does not appear in the list, use the Help Adding User button for instructions on adding an employee to this list.
- **Proxy**: Select a proxy from the drop down list. It is optional to select a proxy.
- **Group Chart**: Select Chart H from the drop down list.
- **Group ID**: Leave this item blank.
- **Email Frequency**: The frequency defaults to Immediate. You have the option to choose another time for email notification delivery.

The new approver will be added as the next approver. See the additional highlighted approver below.



Approval Tracking System

Approval Status

Document ID	S E Q	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
BR002403.00	1.00	Penny Harkey	No one assigned	Gina Stockman	H 101049	04-Jan-2012 08:31 AM	Approved	04-Jan-2012 09:13 AM	04-Jan-2012 08:31 AM	
BR002403.00	2.00	Penny Harkey	Lesley Wilmeth		H 101014	04-Jan-2012 09:13 AM	pending approval		04-Jan-2012 09:13 AM	03-Feb-2012
BR002403.00	3.00	Crystal Furgerson	No one assigned							03-Feb-2012
BR002403.00	4.00	Suzanne Dean	Leticia Almaguer		H HACCT					03-Feb-2012
BR002403.00	5.00	Lesley Wilmeth	Gina Stockman		H HSCBUD					03-Feb-2012
BR002403.00	6.00	Penny Harkey	Lesley Wilmeth		H BRHAVB					03-Feb-2012

Return to Approval Review

One Time Add User Approval

User added to this chain

Sequence of Approval Email	Approver	Proxy	Group Chart	Group ID	Email Frequency		
3	Crystal Furgerson	No Assignment			F1 - Immediate		Delete
4	Suzanne Dean	Leticia Almaguer	H	HACCT	F2 - Once Daily at 4:00pm		
5	Lesley Wilmeth	Gina Stockman	H	HSCBUD	F1 - Immediate		
6	Penny Harkey	Lesley Wilmeth	H	BRHAVB	F2 - Once Daily at 4:00pm		
	Select User	Select User	Select Chart		F1 - Immediate	Add	

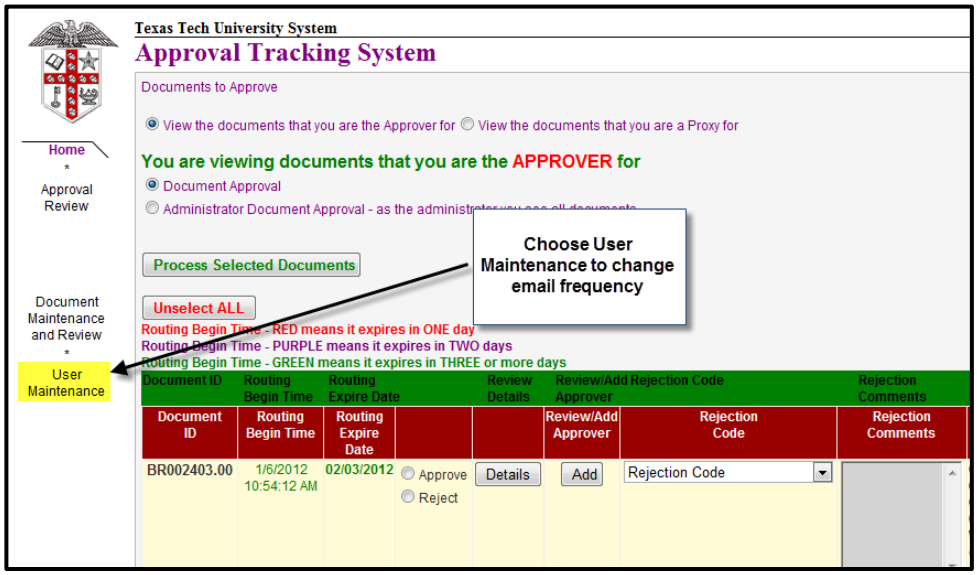
Help Adding User

The Delete button can be used to remove the added approver.

After adding the approver, click on the Return to Approval Review button to go back to the Approval Review screen.

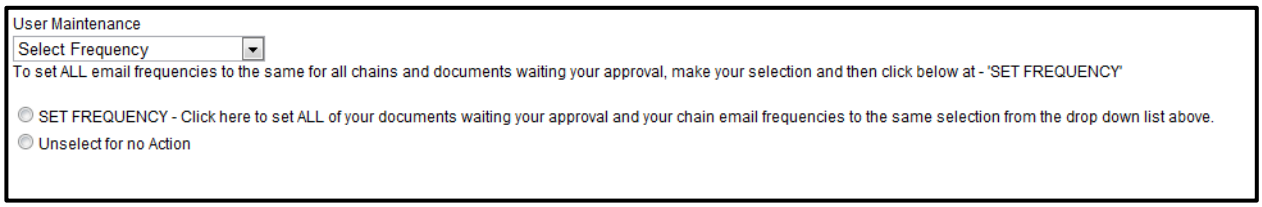
Setting Email Frequency

Emails are set to immediately notify an approver that a document is waiting for their approval. With the addition of multiple systems using ATS for routing and approvals an approver may prefer to have emails sent less frequently.



Click the User Maintenance link on the left side of ATS to access a screen that will allow changes to the email frequency from this system.

Click the drop down menu on the Select Frequency field to choose the preferred frequency. Then click the 'SET FREQUENCY' radial button to save this change.



Frequency Tips

The Budget Office recommends that the frequency be set to 'Immediate' or 'Once Daily at 4:00 pm'. This will ensure approvers are notified of documents to approve in a timely manner. Some documents may be time sensitive and other email options will create a delay in notification.