BUDGET REVISION SYSTEM
USER GUIDE

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Budget Revision System User Guide

Purpose

The Budget is a means to set departmental priorities and control spending. During the course of a fiscal year it may be necessary to adjust an existing budget or establish a budget on a new FOP. This will be done using the Budget Revision System (BRS).

Features

- **Available Balance and Current Budget Display**
  The BRS displays the current amount budgeted on the FOAP line. It also displays the budget available balance (BAVL) that may be adjusted.

- **Automated Editing**
  The BRS edits each FOAP line for accuracy. This helps alleviate data entry errors.

- **Document is Automatically Saved**
  The BRS saves the document after each section of the BRS has been completed. This allows the user to work on a document and retrieve it for completion at a later time.

- **Automated Routing**
  The system establishes the appropriate routing for each budget revision, and upon submission alerts approvers of documents requiring their approval.

- **Uploads to Banner Finance**
  Approved documents are uploaded to the Banner Finance system every 15 minutes throughout the work day.

- **Allows for Comments and Attachments**
  The BRS has a place for comments to be added, and a place to upload supporting documentation for a budget revision. Approvers are able to view the comments and attachments. Approvers may also add their own comments and upload attachments.

- **Tracking and History**
  The BRS is the storage location for all processed budget revisions. Users may log into the system and view documents previously processed or track revisions through the approval process.

- **Notification upon Approval**
  The system notifies the budget revision originator when the budget revision document has been approved and posted to the Banner Finance system.

Preparation

Required Information

- **FOP**
  The FOP (Fund, Organization, Program) is required on all budget revision documents. There are a variety of Finance and Budget Cognos reports containing FOP information and the available balance in each FOP. Below is a list of three reports that provide this information:
    - *HSC Finance>Finances Relative to Budget >Budget Account Code Summary*
    - *Budget>Budget Financial Reports>RPT_BAVL_005 – Available Balance by Organization (BAVL)*
    - Budget>*Budget Financial Reports>RPT_OPAL_005 – Operating Ledger*

  If funds are being transferred to or from another FOP, the opposing FOP information is required as well.

- **Budget Account Code**
  Only the four digit Budget Account Codes may be used in the BRS. The following Cognos reports are available to determine the appropriate Budget Account Code:
    - *Budget>Budget Financial Reports>RPT_ACCT_001 – Budget and Data Entry Account Codes*
    - *Budget>Budget Financial Reports>RPT_ACCT_002 – Data Entry Account Codes and Budget Account Codes*

- **Type of Revision to be Completed**
  Four Budget Revision Options are available within BRS. It is important to understand the differences between each option and to select the action that reflects the type of budgetary change being requested.

    - **Option 1: Adjust Budget within Fund** – this option is used to move budget between salary or expense codes within the same fund. In some circumstances it can also be used to move between transfer codes. Contact the Budget Office if a transfer code should be used on an Option 1 revision.
      Examples:
        1) Department needs to move funds from 7010 into code 6005 to cover a shortfall in longevity.

        2) Department needs to move funds from 7099 into code 6008 to cover anticipated overtime.

        3) Department needs to move funds from 7020 to 7021 for out of state travel.

    - **Option 2: Budget of Fund Balance** – this option is used to budget funds into the current fiscal year from prior year fund balance.

Examples:
1) Department needs to budget funds from fund balance for new faculty start up.

2) Department has an IDC fund (Indirect Cost) with a prior year fund balance they would like to budget for an equipment purchase.

o **Option 3: Budget of Revenue** – this option is used to increase a revenue budget. The department must verify that the current revenue budget will be exceeded before budgeting an increase in revenue.
Examples:
1) Department receives a new grant fund. The Option 3 revision is used to budget the grant award revenue and approved expenditures.

2) Department's current revenue budget is $50,000, but earned revenue is $58,000. The Option 3 revision is used to budget the over recognized revenue of $8,000 and to increase the expense budget.

o **Option 4: Transfer between FOPs** – this option is used to transfer money between two funds.
Examples:
1) Department is establishing a new cost sharing fund that is funded from an existing fund.

2) The fund related to year 1 of a grant must be closed and the remaining balance transferred to the year 2 fund number.

3) Per an agreement, department A transfers funds to department B.
4)

Tips for Using the System

- Check the Errors/Warnings panel if problems exist when submitting a revision. See Appendix B for a list of errors and warnings and the possible causes.

- Ensure the correct Budget Revision Option is selected.

- Be familiar with departmental FOPs and budget account codes.

- Run suggested reports to verify funds are available to reallocate.

Getting Started

Security

Any employee can access the system and generate a budget revision thru the eraider logon.

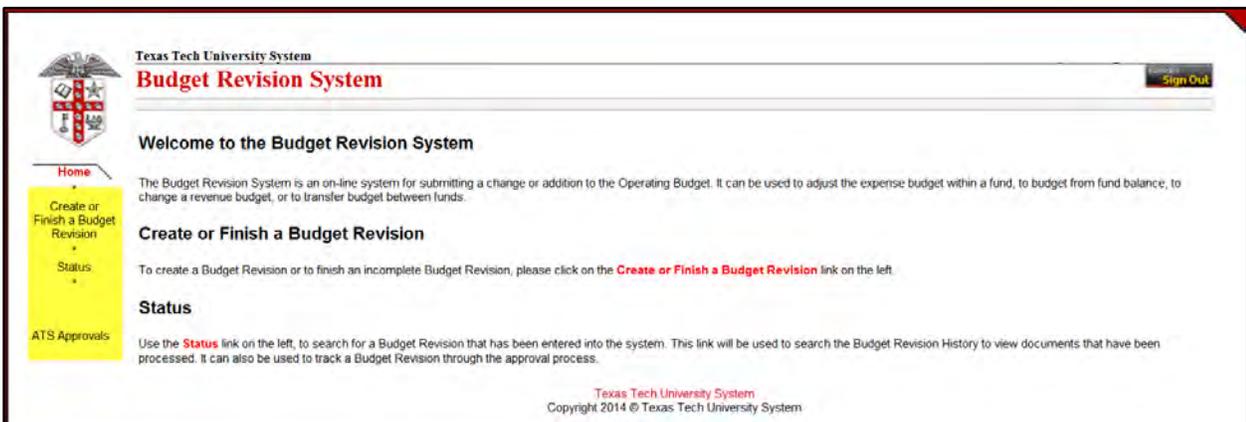## How to Access the Budget Revision System

Webraider Portal

From the Webraider portal click on the F&A Work Tools tab. Within the Budget section click on the link titled Budget Revision System.
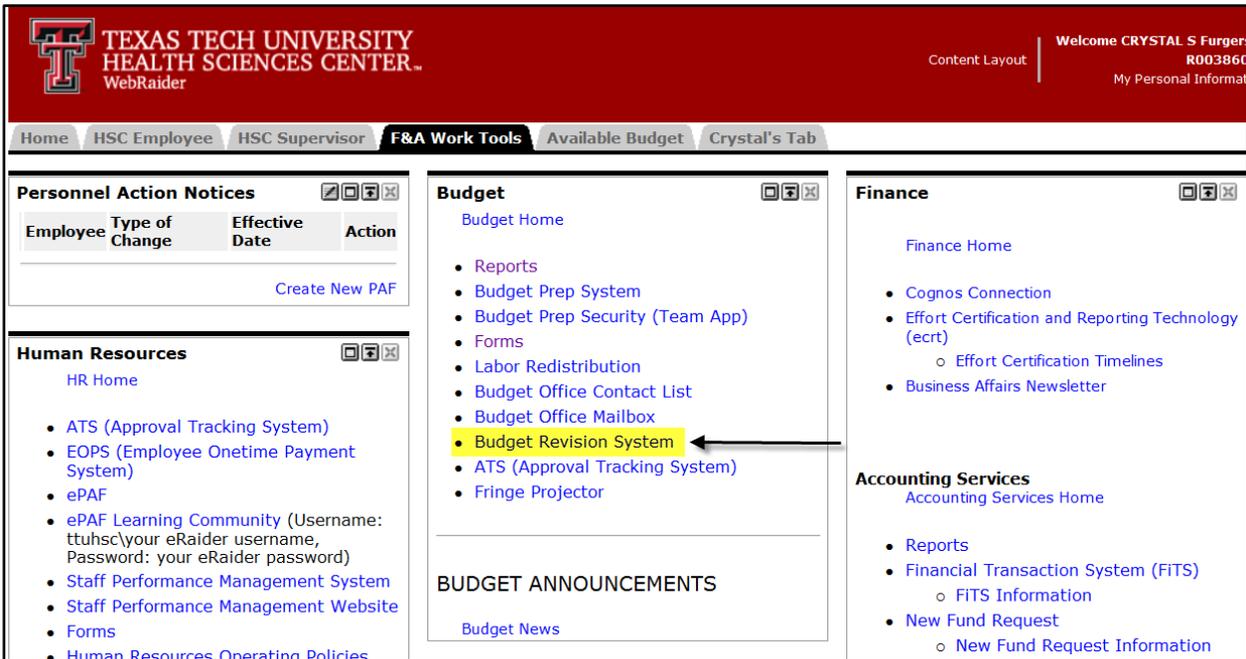
The Budget Revision System

Welcome Screen

Three links appear on the left side of the Welcome Screen (highlighted in the screen shot above):

1) Create a Budget Revision – this link is used to start a new budget revision or finish an incomplete revision.

2) Status – this link is used to track a budget revision through the approval process, or view a document that has already been processed.

3) ATS Approvals –this link is used to access the Approval Tracking System for those who approve budget revisions. (Thus the link may not be present for all users.)

Create a Budget Revision Link

The Create a Budget Revision link displays the following page.

The Create a Budget Revision screen is divided into various sections.

User Information

The User Information section infers employee information from the Human Resources System within Banner. This information cannot be changed in BRS; however the radio button 'Change Alternate Contact' option is available to provide a more accurate phone number for the user. This information is important in the event the Budget Office has questions regarding the revision.

Alternate Contact Maintenance

The 'Change Alternate Contact' radio button displays the following information.

Input the correct or alternate phone number and click the radio button save. After saving, this section may be hidden by clicking the radio button hide. This will only need to be done one time. BRS saves the alternate phone number and will display it on future revisions.

Errors/Warnings Panel

Most errors and warnings will be located in the Errors/Warnings Panel located in the top right portion of BRS. Check this panel for an error message if an issue exists when submitting a budget revision. See Appendix B for a list of errors and warnings and their possible causes.

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

The user must choose whether to start a new budget revision, or to finish working on a previously saved revision.
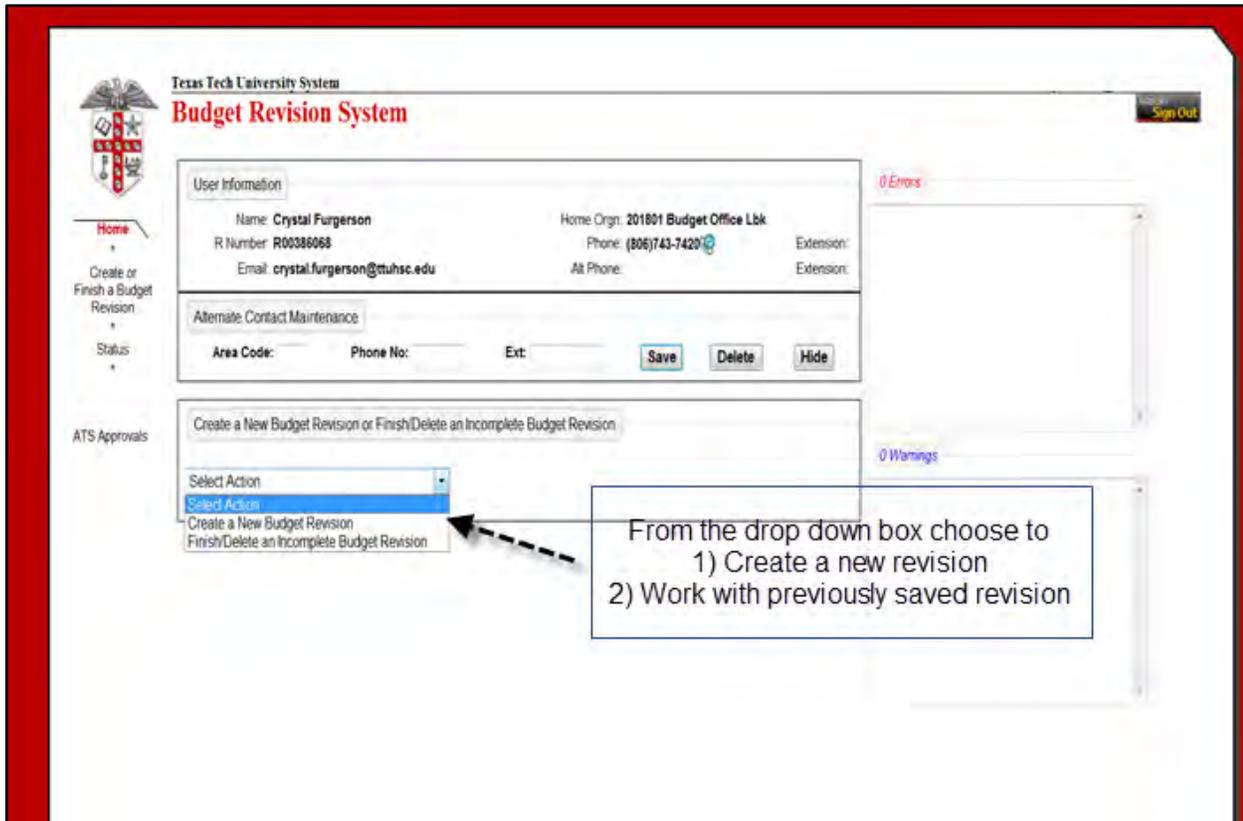
The next section that appears will depend on the action chosen. This manual will first address creating a new budget revision. Check the table of contents for the section on finishing or deleting an incomplete revision.

Create a New Budget Revision

The 'Create a New Budget Revision' section is the starting point for the new budget revision.

Required data enterable fields:

- **Chart Code:**   Select the Finance Chart of Accounts for this revision.

    - H - Texas Tech University Health Sciences Center
    - T - Texas Tech University
    - S - Texas Tech System

- **Perm/Temp:** This field will default to Temporary.

    - Permanent – Choose this selection if the budget change should be reflected in the next budget prep cycle.
    - Temporary – This selection is used if the budget change only affects the current fiscal year budget.

- **Budget Revision Type:** This determines how BRS will populate the next sections.

    - Option 1: Adjust Budget within Fund – this option is used to move Budget between expense account codes within the same fund.

    - Option 2: Budget of Fund Balance – this option is used to budget funds into the current fiscal year from prior year fund balance.

    - Option 3: Budget of Revenue – this option is used to increase a revenue budget. The department must verify that the current revenue budget will be exceeded before budgeting an increase in revenue.

    - Option 4: Transfer between FOPs – this option is used to transfer money between two funds.

Optional or Informational Fields:
- **Fiscal Year:** Populates with the current fiscal year.

- **Validation Date:** Populates with today's date and is used to validate against Banner Finance.

- *'Change FY' radio button* allows the fiscal year to be changed. The fiscal year will always default to the current fiscal year based on the date the budget revision is initiated. The only time the fiscal year may need to be changed is in late August or early September when two fiscal years are open for processing in the Banner Finance system.   Contact the Budget Office if the fiscal year should be something other than the default for a budget revision.

- **Budget Revision Transaction:** After each field of this section has been completed, the system will assign a Budget Revision Transaction number. This number can be used to track the budget revision through the approval process and will be displayed on the automated emails to each approver and to the originator when the revision is approved or rejected.

- **'Delete' radio button** can be used any time prior to submission to completely delete this budget revision transaction. This button will remove the budget revision transaction from the system entirely.

Basics for Options 1, 2, and 3

The following items are the same for Options 1, 2 and 3. Differences between each option are detailed in subsequent sections of this document.

Fund Entry

Required data enterable fields:
- **Fund:** Enter the six digit fund number that will be adjusted by this budget revision. Click the 'Next' radio button or the keyboard enter key. The fund title will automatically populate.

- **Click the 'Change Fund' radio button** if the fund entered is incorrect. The Fund field will open up and allow for changes to be made.

Optional or Informational Fields:
- **Grant Code:** The grant code and grant title will populate if the fund entered is a grant.

- **Grant Begin/Grant End:** The grant begin and end dates will populate if the fund entered is a grant.

- **Grant PI:** The grant PI (Principal Investigator) name will populate if the fund entered is a grant.
- **Agency Name:** The granting agency name will populate if the fund entered is a grant.

Below is an example of the Fund Entry section with a grant fund.

Expense Acct Entry

The Expense Acct Entry section is used to adjust the Expense Budgets for Options 1, 2 & 3. Below is an example of the Expense Acct Entry section. Here is an example of a completed and balanced Expense Account Entry section. Two expense account lines have been added to this budget revision.

Required data enterable fields:
- **ORGN Code:** The organization code is populated based on the default organization code. If no default exists, enter a valid organization code. If a default organization code is populated it may

be changed by clearing the field and entering a valid organization code. Most grant funds use the default organization code.

- **Program Code:** The default program code for the fund is populated. This program code can only be changed if the default program code is 10, 35 or 40. To change the program code, clear the field and enter the correct program code (10, 35 or 40).   Contact the Budget Office for questions related to default program codes.

- **Account Code:** Input the four digit Budget Account code to be adjusted. The Expense Acct Entry section will only allow expense or transfer account codes (account codes beginning with a 6, 7 or 8). After inputting the Budget Account code hit the tab key to advance to the Amount field.

- **Amount:** Enter the amount that this FOAP line needs to be adjusted.

- **Plus/Minus:** Select to increase or decrease the account code.

- **'Add' radio button** will add this line to the Budget Revision document.

Optional or Informational Fields:
- **Default Organization:**   If the fund has a default organization code it is displayed here.

- **Default Program:** The default program code for the fund is displayed.

- **Document Total:** This field keeps a running total of the Option 1 document. When the document total is 0.00, the document is balanced and can be submitted.

- **Fund Code:** The fund code is displayed based on the fund entered in the Fund Entry section.

- **Orgn Code Description:** The organization code title is populated after tabbing to the next open field. If 'ORGN Invalid' appears in this field, the orgn code has been incorrectly entered. Correct the orgn code before continuing.

- **Account Code Description:** The account code title is populated after the account code is entered and the tab key is clicked. If 'Not a valid ACCT code' appears, the account code has been incorrectly entered. Please verify the account code and reenter it.

- **Current Budget Amount:** The current budget amount will populate for the FOAP information entered. This is the actual amount currently budgeted for this FOAP. The amount displayed is accurate in the Banner Finance system as of the time the FOAP fields are entered. It is not from the night before and may not match Cognos reports if an entry has been posted to the system during the day.

  The Budget Revision system will NOT allow the budget for this FOAP to be reduced by an amount greater than the Current Budget Amount. A FOAP budget balance cannot be negative. Budgets

for Transfers In maintain a negative balance. The Current Budget Amount for Transfers In may not exceed zero.

- **Budget Available Balance:** This is the BAVL balance for the FOAP. Please see the "Budget Basics" document at Budget Basics Reference Guide for more information on how budget controls affect the BAVL balance. The BAVL balance is also a real time number from the Banner Finance system and may not match Cognos reports if entries have already posted for the day. The Budget Revision system will NOT allow the budget on a FOAP to be reduced by an amount greater than the BAVL balance.

- **'Clear' radio button** clears the data entered in this budget line.

- **'Edit' radio button** opens up this line for changes.

Adding an Expense Budget Line

1) Input date into each required field listed above.

2) Use the tab key to advance to the next field. This will populate the information fields with data.
   a. If the tab key does not allow you to go forward, it may indicated that an invalid organization, program or account code has been entered.

3) Click 'Add' radio button to add the line.

4) Repeat the above steps to add another expense budget line.

5) When all lines have been added, check the 'Document Total' box and verify that your budget revision is balanced. A balanced budget will have a Document Total = 0.00.

6) Errors may prevent an expense account entry line from being added. Review the error messages in the error panel. Appendix B provides an explanation of the error message and suggested ways to clear the error message.

Editing/Deleting an Expense Budget Line

The 'Edit' radio button can be used to open all data entry fields to make changes to a previously added lines. Click the 'Edit' radio button next to the line with the error.

1) Use the mouse to click into the field to be changed.

2) Clear the field and input the correct value.

3) Click the 'Save' radio button to save your change.

4) If you clicked the 'Edit' radio button in error, simply click the 'Cancel' radio button to cancel the edit feature.

5) If you need to remove the entire expense budget line, use the 'Delete' radio button.

Option 1: Adjust Budget within Fund

Using Option 1
Option 1 is used to move budget between salary or expense codes within one fund. In some circumstances it can also be used to move budget into or out of a transfer code. Contact the Budget Office before using Option 1 to adjust a transfer code.

This option is not only used to move budget between codes within the same fund, but is also used to move budget between different organization or program codes within the same fund. For example, a department might have all 6008 (other employee payment) funds budgeted in program code 35. If some of this budget should be moved to program code 40, Option 1 would be used.

Option 1 Entry
An Option 1 revision is entered by completing the Fund Entry section and the Expense Account Entry section as noted in the Basics for Option 1, 2 and 3 above.

After all expense account lines have been entered, the following should be verified.

1) Ensure the document total field equals 0.00. This means the revision is balanced. All budget revisions must be balanced before submission.

2) Check any warning messages to ensure the budget revision is valid. See Appendix B for a list of warnings and their possible causes.

3) Make note of the Budget Revision Transaction Number in the Create a New Budget Revision section in order to track the budget revision upon submission, or to complete the revision at a later time.

The following Option 1 revision is balanced and ready for the next step.

Fund Entry

Fund: 101014 **Budget Office**
[Change Fund]

Grant Code:
Grant Begin: Grant End:
Grant PI:
Agency Name:

Expense Acct Entry

Default Organization:
Default Progam: **60 Institutional Support**

Option 1 Revision is balanced

Document Total: 0.00

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
101014	201801	Budget Office Lbk	60	7010	Maintenance and Operations	4.00	4.00	4.00	-	[Edit]
101014	201801	Budget Office Lbk	60	6005	Longevity	9,131.00	3,876.25	4.00	+	[Edit]
			60						Select ▼	[Add] [Clear]

Option 2: Budget of Fund Balance

Using Option 2
Option 2 is used to budget funds into the current fiscal year from prior year fund balance.   Fund balance may be used for one-time expenditures such as capital or faculty startup. Justification for the budget of fund balance must be included in the Comments section of the Budget Revision system. Budgeting of fund balance is only allowed on the following fund types:

- Designated
- Auxiliary
- Restricted Fiscal Year (non MY)

The amount of unbudgeted prior year fund balance is displayed in the Available Balance field. The BRS limits the budget revision to this amount. The complete calculation of this amount is available on Cognos report *Budget>Budget Financial Reports>RPT_GENL_001 – Prior Year Fund Balance Available to Carry-Forward*.

Option 2 Difference
The Option 2 revision is a self-balancing budget revision. The BRS will automatically balance any expense acct budget lines with a new section titled Fund Balance Information.

Before entry the Option 2 revision looks like the screen shot below. The additional Fund Balance Information section appears above the Expense Acct Entry section.

Fund Entry

Fund: 101014 Budget Office
[Change Fund]

Additional Section

Grant Code:
Grant Begin: Grant End:
Grant PI:
Agency Name:

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

Expense Acct Entry

Default Organization:
Default Progam: **60 Institutional Support**

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
			60						Select ▾	Add Clear

Fund Balance Information Section

Optional or Informational Fields:

- **Document Total:** The Option 2 revision is self-balancing. This document total will always be 0.00.

- **Fund Code:** The fund code will populate based on the fund entered in the Fund Entry section.

- **ORGN Code:** The organization code is defaulted based on the organization code entered into the Expense Acct Entry section of the revision. If multiple organization codes are used in the Expense Acct Entry section, multiple fund balance lines will be added.

- **Orgn Code Description:** This is the organization code title of the ORGN code listed.

- **Account Code:** The account code defaults to the fund balance Budget Account Code of 5099.

- **Account Code Description:** The account code title is displayed to describe the Account Code listed.

- **Current Budget Amount:** The current budget amount will populate for the FOAP displayed. This is the actual amount currently budgeted for this FOAP. The amount displayed is accurate in the Banner Finance system as of the time the FOAP fields are entered. It is not from the night before and may not match Cognos reports if an entry has been posted to the system during the day.

- **Available Fund Balance:** The available fund balance is calculated as follows.

    o *Prior Year Ending Fund Balance – Prior Year Encumbrances – Current Fund Balance Budget*

The available fund balance is not the cash balance in the fund on a given day. Instead it is a balance of what is left over from the prior fiscal year minus any 5099 fund balance amount budgeted in the current fiscal year for the entire fund.

- **Amount:** The amount is a summation of the amounts entered in the Expense Acct Entry section.

- **Plus/Minus:** System populated based on the overall increases or decreases entered in the Expense Acct Entry section.

Option 2 Entry

An Option 2 revision is entered by completing the Fund Entry section and the Expense Acct Entry section as described in the Basics for Options 1, 2 and 3 section of this document.

In the example below, the amount of fund balance being budgeted corresponds to the amount budgeted in Capital Outlay. The other 2 lines are general movement between expense codes. The justification for this use of fund balance will be entered in the Comments section of the Budget Revision system.

Fund Entry

Fund: 301001 **Bookstore**

Change Fund

Grant Code:
Grant Begin: Grant End:
Grant PI:
Agency Name:

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
301001	201301	General Operating Lbk	AX	5099	Fund Balance	0.00	30,185.42	1,500.00	+

Expense Acct Entry

Default Organization:
Default Progam: **AX Auxiliary Enterprise Funds**

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Budget Available Balance	Amount	Plus Minus	
301001	201301	General Operating Lbk	AX	7010	Maintenance and Operations	0.00	0.00	200.00	+	Edit
301001	201301	General Operating Lbk	AX	7018	Utilities	4,500.00	4,500.00	200.00	-	Edit
301001	201301	General Operating Lbk	AX	7050	Capital Outlay	0.00	0.00	1,500.00	+	Edit
			AX						Select ▾	Add Clear

After all data has been entered, the following should be verified.

1) Check any errors and warning messages to ensure the budget revision is valid. See Appendix B for a list of errors and warnings and their possible causes.

2) Make note of the Budget Revision Transaction Number in the Create a New Budget Revision section in order to track the budget revision upon submission, or to complete the revision at a later time.

Option 3: Budget of Revenue

Using Option 3
The Option 3 revision is used to increase the revenue budget. Typical uses of the Option 3 revision are to increase the revenue budget due to a new grant award or to increase a budget if a new contract is received.

When revenue budgets are increased on an existing fund, it is important to verify that the fund will actually receive all revenue currently budgeted as well as the proposed increase to the revenue budget.

Option 3 Difference
The Option 3 revision contains two new sections: The Revenue Acct Entry section and the Revenue Analysis section.

Revenue Acct Entry
The Revenue Acct Entry section is used to input the revenue code and the amount of the revenue adjustment.

Required data enterable fields:

- **ORGN Code:** The organization code will populate based on the default organization code. If no default exists, enter a valid organization code. If a default organization code is populated it may be changed by clearing the field and entering a valid organization code. Most grant funds use the default organization code.

- **Program Code:** The default program code for the fund is populated. This program code can only be changed if the default program code is 10, 35 or 40. To change the program code, clear the

field and enter the correct program code (10, 35 or 40).   Contact the Budget Office if the default program code appears to be incorrect.

- **Account Code:** Input the four digit Budget Account code that needs to be adjusted. Only revenue account codes can be entered in this section (account codes beginning with a 5). After inputting the Budget Account code hit the tab key to advance to the Amount field.

- **Amount:** Data enter the amount that this FOAP line needs to be adjusted.

- **Plus/Minus:** Select to increase or decrease the account code.

- **Click** the 'Add' radio button to add this line to the Budget Revision document.

Optional or Informational Fields:
- **Default Organization:**   If the fund is associated with a default organization code it will be populated here.

- **Default Program:** The default program code for the fund will be populated.

- **Document Total:** This field is a total of all Revenue Acct Entry lines minus all Expense Acct entry lines (*Revenue – Expenses*). The document total must be 0.00 for a balanced budget revision. The revision cannot be submitted until the document total contains a 0.00 balance.

- **Fund Code:** The fund code is displayed based on the fund entered in the Fund Entry section.

- **Orgn Code Description:** The organization code title is populated after tabbing to the next open field. If 'ORGN invalid' appears in this field, the organization code has been incorrectly entered. Correct the orgn code before continuing.

- **Account Code Description:** The account code title is populated after the account code is entered and the tab key is clicked. If 'Not a valid ACCT code' appears in this field, the account code has been incorrectly entered. Correct the account code before continuing.

- **Current Budget Amount:** The current budget amount will populate for the FOAP information entered. This is the actual amount currently budgeted for this FOAP. The amount displayed is accurate in the Banner Finance system as of the time the FOAP fields are entered. It is not from the night before and may not match Cognos reports if an entry has been posted to the system during the day.

    The Budget Revision system will NOT allow you to reduce the budget for this FOAP in an amount greater than the Current Budget Amount. A FOAP budget balance cannot be negative.

- **YTD Revenue Received:** This is the actual year to date revenue received on this FOAP line. The amount comes from the Banner Finance system at the time the FOAP fields are entered. It is not

from the night before and may not match Cognos reports if an entry has been posted to the system during the day.

- **'Clear' radio button** will clear the data entered in this budget line.

- **'Edit' radio button** will open this line for changes.

Revenue Analysis
The Revenue Analysis section is informational only. This section displays annualized revenue totals for the current year and actual revenue totals for two previous fiscal years. This section is to be used to assist in determining if the revenue budget for the fund has already been earned and if an increase to the revenue budget can be supported.

Click on the 'Show Revenue Analysis' radio button to open up the Revenue Analysis window.

Revenue Analysis

Show Revenue Analysis   ←   Click the button to open up the Revenue Analysis window
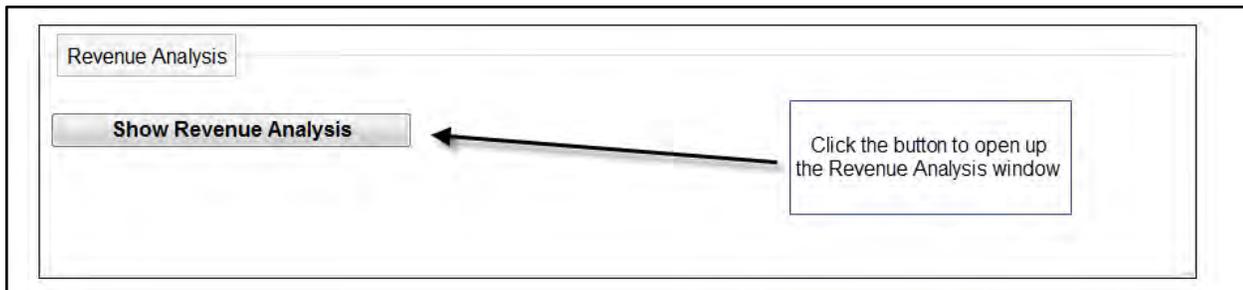
The window will open and be displayed as shown.

Revenue Analysis

Hide Revenue Analysis

Fund 132006	2014	2013	2012
Annualized/Actual Revenue	5,353,237.80	4,977,959.08	4,623,212.68
Total Revenue Budget	5,509,361.00	4,901,316.00	4,457,722.33
Difference	**(156,123.20)**	**76,643.08**	**165,490.35**

Informational Fields:
- **'Hide Revenue Analysis'** radio button will close the Revenue Analysis window.

- **Fund:** The fund used in the budget revision will be displayed. All numbers in this window are for this fund.

- **Annualized/Actual Revenue:** The actual revenue earned for this fund for the prior two fiscal years is displayed. The current year displays a straight lined annualized revenue calculation (actual revenue as of the close of the previous accounting period divided by the # of closed periods multiplied by 12).
  Example:
  - Actual YTD revenue as of close of period 03 = $2,998.84
  - Number of closed accounting periods = 3
  - Annualized revenue = $11,995.36 (($2,998.84 / 3) *12))

- **Total Revenue Budget:** The revenue budget for the entire fund (excluding fund balance) will be displayed for the current and prior 2 fiscal years.

- **Difference:** This is a calculated field reflecting the difference in the annualized/actual revenue minus the revenue budget.

- **Grant Inception to Date:** The grant inception to date column will appear if the fund is a grant fund. The grant inception-to-date amounts are actual revenue and budget amounts over the life of the grant. The data may be more useful in analyzing grant revenue than the fiscal year data.

Revenue Analysis

Hide Revenue Analysis

Fund 225004	2014	2013	2012	Grant Inception to Date
Annualized/Actual Revenue	0.00	0.00	0.00	0.00
Total Revenue Budget	240,520.00	0.00	0.00	240,520.00
Difference	(240,520.00)	0.00	0.00	(240,520.00)

Option 3 Entry

An Option 3 revision is entered by completing the Fund Entry section and the Expense Acct Entry section as described in the Basics for Options 1, 2, and 3 section of this document. The Revenue Acct Entry

section must be completed as well; the entry into the Revenue Acct Entry section functions the same as the entry into the Expense Acct Entry section.

After all data has been entered, the following should be verified.

1) Ensure that the 'Document Total' field = 0.00. This means the document is balanced. The system will not allow an unbalanced budget revision to be submitted.

2) Check any error and warning messages to ensure the budget revision is valid. See Appendix B for a list of warnings and their possible causes.

3) Use the Revenue Analysis section to verify that the current revenue budget will be exceeded by the amount of the budget revision. Add a comment or an attachment to justify the increase to the revenue budget if the revenue analysis does not support the increase.

4) Make note of the Budget Revision Transaction Number in the Create a New Budget Revision section in order to track the budget revision upon submission, or to complete the revision at a later time.

Option 4 Transfer Between FOPs

Anytime money is transferred between two different funds the Option 4 revision should be used. The Option 4 revision will posts both the budget revision and the Cash JV to Banner Finance upon approval. The Option 4 revision has different sections than Option 1, 2 and 3, but the data entry into Option 4 is similar.

The Option 4 revision is built upon the fact that there is a **Transfer IN** FOP and a **Transfer OUT** FOP. Both sides of the transfer are required to be input.

Transfer Entry

The Transfer Entry section is used in place of the Fund Entry section in the other Options. This requires two funds to be entered for the Option 4 revision.   The transferring in FOP must be entered on the first line. The transferring out FOP should be entered into the second line.

Transfer IN/OUT	COAS	Fund Code	Fund Code Description	Orgn Code	Orgn Code Description	Program Code	Transfer Budget Acct Code
IN	H						--SELECT--
OUT	H						--SELECT--

Document Total: [   ]

Next ⚠

Transfer In Line

- **Fund Code:** Enter the fund code that money is being transferred into. The Fund Code Description will populate with the fund title when you tab forward.

- **ORGN Code:** The organization code will populate based on the default organization code for the fund. If no default exists, enter a valid organization code. If a default organization code is populated it may be changed by clearing the field and entering a valid organization code. The Orgn Code Description will populate with the orgn title after entry into the ORGN code field.

- **Program Code:** The program code will populate based on the default program code on the fund. This program code can only be changed if the default program code is 10, 35 or 40. To change the program code, clear the field and enter in the correct program code (10, 35 or 40).

- **Transfer Budget Acct Code:** Select the appropriate Transfer In account code from the drop down list. For a General Funding Transfer choose the 8001 code. The 8095 code would be used for Internal Purchase Funding Transfers. A distinction between these types of transfers can be found in the document titled Budget Basics Reference Guide.

Transfer Out Line

The fields for the Transfer Out line are the same as those on the Transfer In line. The Fund, Orgn and Program code that money is being transferred out of must be entered on this line. The Transfer Budget Acct Code will pre-populate with the valid Transfer Out Account code based on the Transfer In code chosen on the Transfer In line.

After completing the Transfer Out line click the 'Next' radio button to continue to the Transfer In Entry section of Option 4.

Transfer IN/OUT	COAS	Fund Code	Fund Code Description	Orgn Code	Orgn Code Description	Program Code	Transfer Budget Acct Code
IN	H	101014	Budget Office	201801	Budget Office Lbk	60	8001 - Transfers In
OUT	H	101049	Lapsed Salaries	2018Z1	General Administration Reserve	60	8002 - Transfers Out

Document Total: 0.00

Transfer In Entry

The Transfer In Entry section is used to input the budget account codes that are being funded from the transfer in. The first line of this section will pre-populate based on the Transfer In line entered in the preceding section. This line contains the transfer in FOAP information. The amount cannot be entered. Instead the system will populate the amount based on the other amounts entered in this section.

Transfer In Entry

Fund: **101014 Budget Office**
Default Orgn: **None**
Default Prog: **60 Institutional Support**

Fund Total: 0.00

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Available Balance	Amount	Plus Minus	
101014	201801	Budget Office Lbk	60	8001	Transfers In	0.00	0.00	0.00	+	
			60						Select ▾	Add Clear

The fields in the Transfer In Entry section are the same as the Expense Account Entry section noted in the Basics for Option 1, 2 and 3 earlier in this document.   However, you will be able to enter either revenue or expense account codes in this section.

In the example below, the 6005 and 7010 account codes are being funded from the Transfer In. The first line of this section automatically populated the Amount field to balance this fund. This Amount is how much is being transferred into this FOAP.

Transfer In Entry

Fund: **101014 Budget Office**
Default Orgn: **None**
Default Prog: **60 Institutional Support**

Fund Total: 232.88

Fund Code	Orgn Code	Orgn Code Description	Program Code	Account Code	Account Code Description	Current Budget Amount	Available Balance	Amount	Plus Minus	
101014	201801	Budget Office Lbk	60	8001	Transfers In	0.00	0.00	232.88	-	
101014	201801	Budget Office Lbk	60	6005	Longevity	9,131.00	3,876.25	95.00	+	Edit
101014	201801	Budget Office Lbk	60	7010	Maintenance and Operations	4.00	4.00	137.88	+	Edit
			60						Select ▾	Add Clear

Added these 2 expense account lines.

Transfer in line auto populated to balance this Fund.

Transfer Out Entry

The Transfer Out Entry section is the opposing side of the transfer. The Transfer Out section is used to adjust the transfer out fund by the amount of the transfer in already entered. The fields and data entry into the Transfer Out Entry section are exactly the same as the Transfer In Entry section. The first line of this section will pre-populate based on the Transfer Out FOAP entered in the Transfer Entry section at the beginning of the Option 4 revision.

The transfer out may be funded from an expense code, a revenue or fund balance code. In the example below we are funding the transfer out from the available budget in the 6006 Salary Reserve code.

Since the Option 4 revision allows the use of a Revenue Code or a Fund Balance code, the Available Balance field will reflect the YTD Revenue received (as noted in Option 3), or the Available Fund Balance (as noted in Option 2).

After all data has been entered, the following should be verified.

1) Ensure that the 'Document Total' field = 0.00 in the Transfer Entry section. This means the document is balanced. The system will not allow you to submit an unbalanced budget revision.

2) Check any error and warning messages to ensure the budget revision is valid. See Appendix B for a list of warnings and their possible causes.

3) If the revenue budget is being increased, use the Revenue Analysis section to determine if the estimated revenue will exceed the current revenue budget. Add a comment or an attachment to justify the increase to the revenue budget if the revenue analysis does not support the increase.

4) If you budget Fund Balance in this option, enter a comment or add an attachment to justify the use of Fund Balance.

5) The Option 4 revision will generate the Accounting Services cash JV. If the cash JV should not be processed at the same time as the budget revision, an Installment Funding Transfer (IFT) form should be attached and a comment should be made alerting Accounting to this request.

6) Make note of the Budget Revision Transaction Number in the Create a New Budget Revision section in order to track the budget revision upon submission, or to complete the revision at a later time.
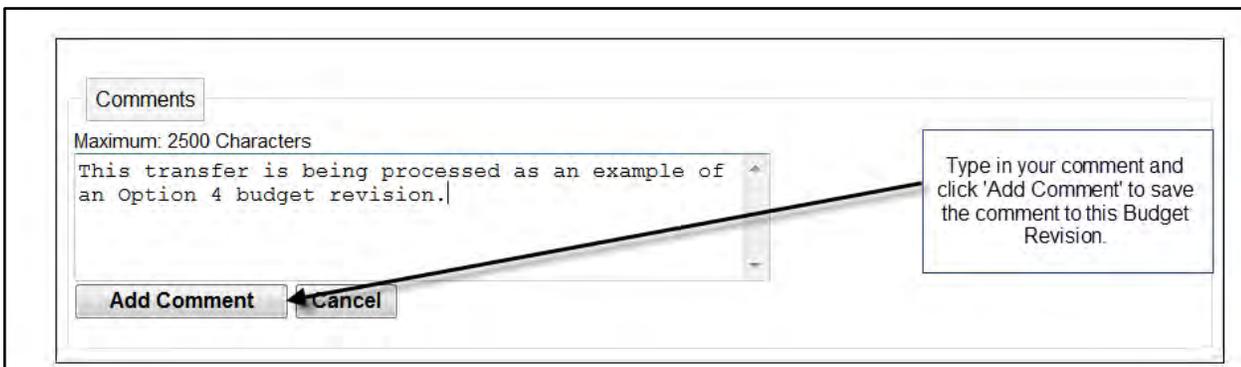
Comments

The comments section should be used to add any information that will explain why the budget revision is being processed. Comments are required on the Option 2 (Budget of Fund Balance) and Option 3 (Budget of Revenue) revisions. Comments should be used on an Option 4 revision if any revenue code is being used.


To enter a comment, place the cursor in the comment box and type in a comment. Click the 'Add Comment' radio button to save the comment to this budget revision. Click the 'Cancel' radio button to clear out a comment before saving it.

Once a comment has been added to the budget revision it cannot be deleted.

After the comment has been added it will be displayed with the user's name and a timestamp below the Comment box. Multiple comments may be added to a budget revision. Comments can also be added by approvers as the document moves through the approval process.
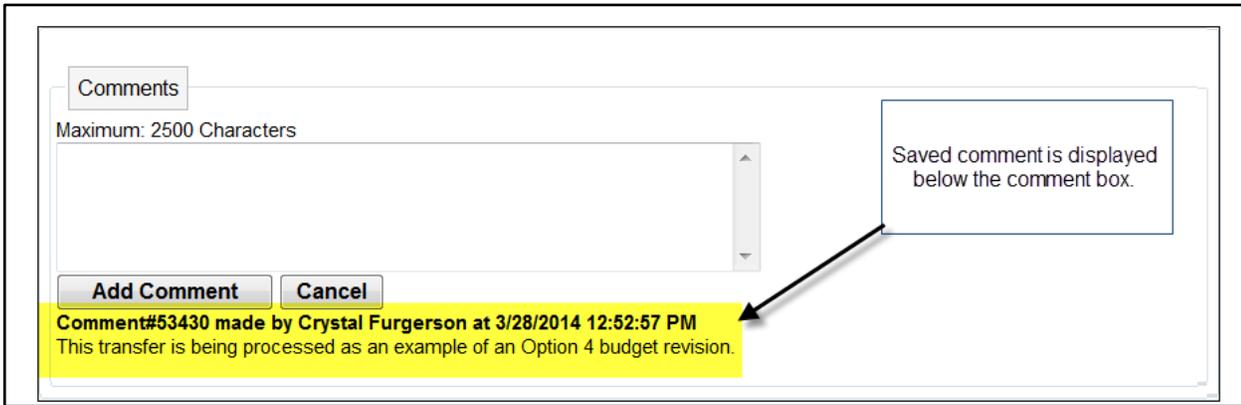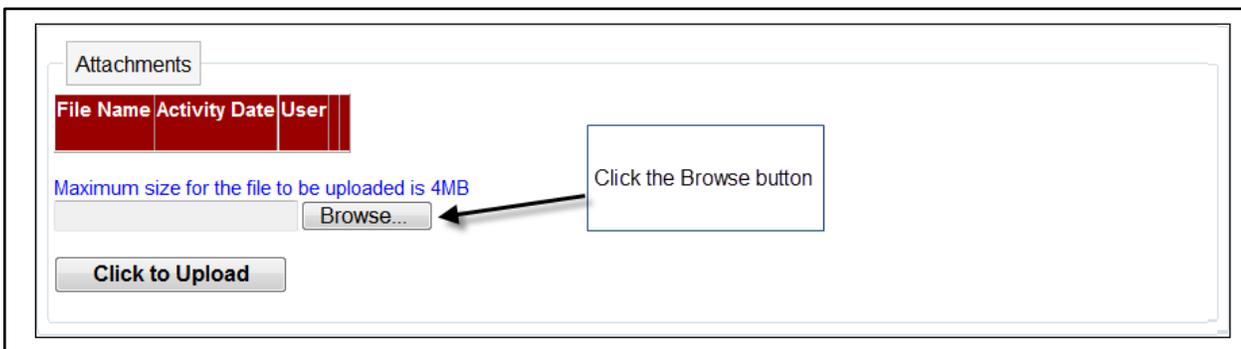

Attachments

The attachments section is used to attach supporting documentation to a budget revision. Examples of supporting documentation may be contract agreements, grant awards and correspondence requesting a revision be processed.
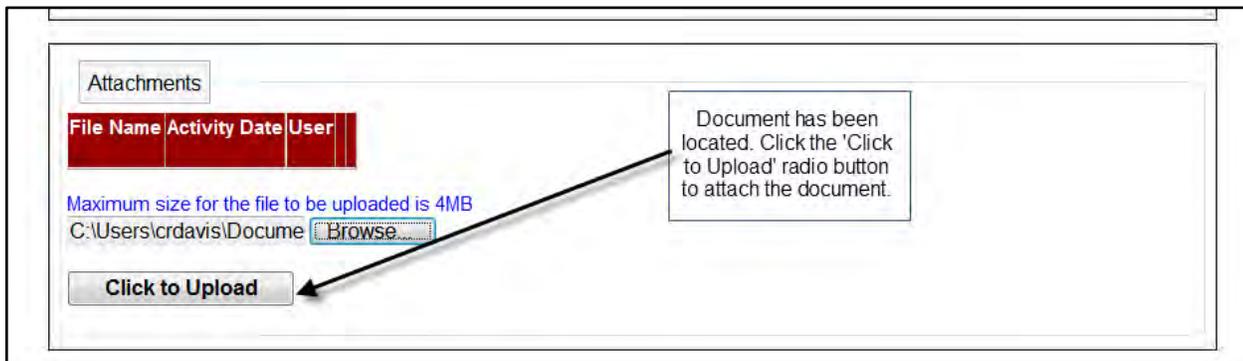
Attaching a document

To attach a document click the 'Browes' radio button to locate the document on your computer.

A search screen will be displayed to select the document to be attached. After selecting the document, click the 'Open' radio button to bring the document to BRS.
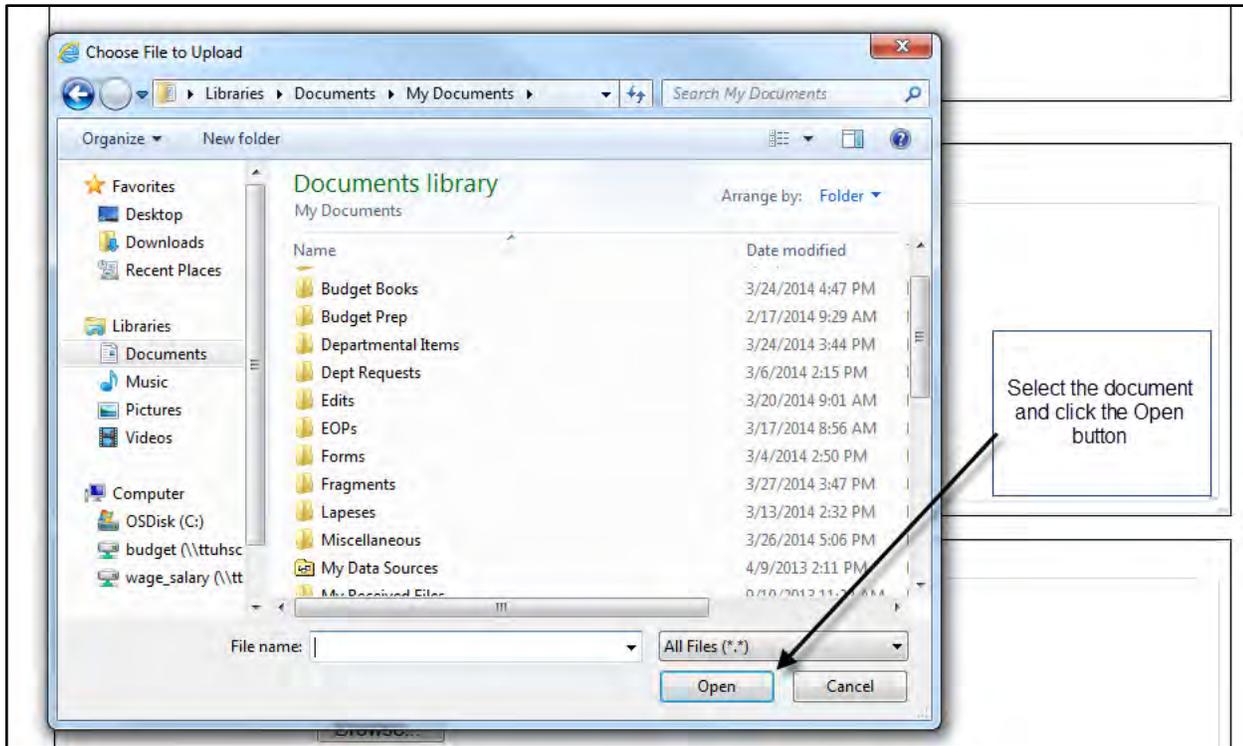
When the document path is displayed in the gray box, click the 'Click to Upload' radio button to attach the document to this budget revision.

The document has been successfully attached when the document file is displayed with the name of the person who attached the document and the time it was attached.
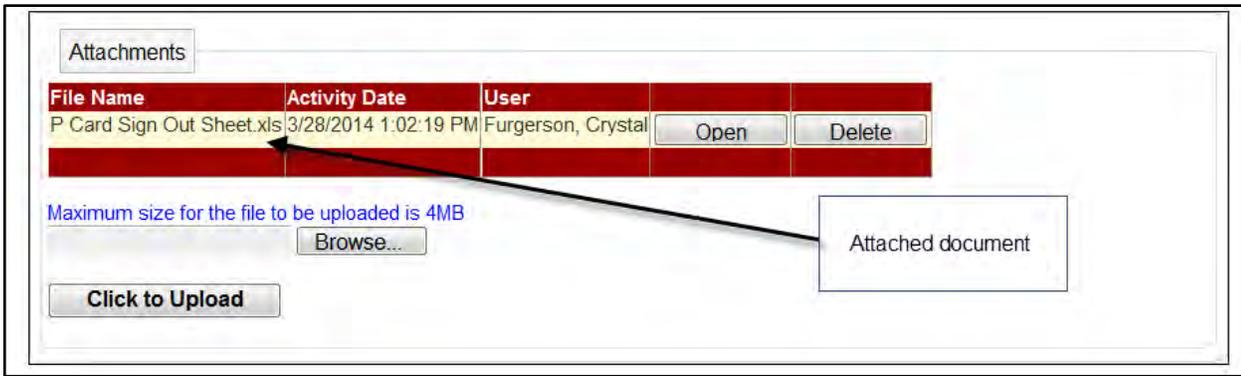
Viewing an Attachment

To view an attached document, click the 'Open' radio button. The system will ask to save this document or open it. Choose to open the document. The program the document was created in will be launched and the document will be displayed.

If the document does not open, please check your Internet browser settings. You may need to allow pop-ups and downloads from this website.

Deleting an Attachment

In the event an incorrect document was attached, the ability to delete the attachment exists. Click on the 'Delete' radio button to remove the attachment from the budget revision.

Approval Routing

The approval routing section will display the required approvals for this document. Additional approvers may be added in this section. Click the 'Start Approvals' button to open the approval section.

If there is an error on the budget revision you may see the following in the approval routing section. Please look in the error panel at the top of the revision for a description of the error. For a list of errors/warnings see Appendix B.

If no errors exist on the budget revision, the document will be routed to the approvers in the order displayed in this section.

Informational Fields

- Group Name: The Budget Revision System approvals are based on approval groups. The approval group name describes the level of required approvals for the budget revision.
    - **Fund Approver**-The Fund Financial Manager listed in the Banner Finance system is the fund approver. The Additional Approvers for the fund manager are set by the fund manager in the TEAM application. These are the alternate approvers used in the TechBuy system. The Fund Approver is required on all Option 2, 3, and 4 revisions.

        - If the Fund Approver remains blank and does not populate, please contact the Budget Office.

    - **Campus level** – School of Medicine requires approval at the campus level for revisions increasing revenue or using fund balance in excess of $24,999. The approver and additional approvers for this level are set by the Budget Office.

    - **Division level** - Each Institutional Division has an approver for revisions meeting certain criteria. The approver and additional approvers for this level are set by the Budget Office

at the request of each division head.   Revisions increasing revenue or using fund balance in an amount greater than $24,999 will require division head approval.

- o **HSC Research Integrity Office (RIO)** – Individuals from Research Integrity will review and approve revisions in this group. Most revisions relating to a Clinical Trial will route to RIO.

- o **HSC Office of Sponsored Programs** – The Office of Sponsored Programs will review most budget revisions relating to a Sponsored Project.

- o **HSC Accounting** – Accounting Services will review most restricted fund revisions, all Option 4 revisions and all revisions relating to endowment earnings.

- o **HSC Budget Office** – The Budget Office will review and approve all revisions with the exception of Option 1 revisions moving between expense codes beginning with a 7.

- o **Assistant Vice President Budget** – The AVP for Budget will review and approve revisions with an increase in revenue or use of fund balance greater than $25,000 with the exception of federal and state grants.

- o **Approvals outside BRS** - Additional approvals may be required per the Budget Revision OP. These will be obtained by the Budget Office outside BRS.

- **Approver Name** - Name of the group approver.

- **Additional Approvers** - People who can approve in place of the group approver. As state above the Fund Financial Manager has the ability to set alternate approvers in the TEAM application. The division level approver will contact the Budget Office to set alternate approvers. Other areas have identified alternate approvers within their offices.

- **Group ID** - Used by BRS to identify the approver for each level.

Adding an Additional Approver

BRS will allow an additional approver to be added. The additional approver can be added either before or after the Fund Approver. These are the only places the additional approver can be added.

To add an additional approver, click the 'Search To Add Approver' radio button. The following search area will appear.

Follow the instructions on the right side of the search area to search for and add an additional approver.

After following the instructions the additional approver will appear as shown.

The additional approver can be moved by using the green arrows 'buttons' on the side of the approvers. Click on the green arrows 'button' beside the approver you wish to move. This will engage the approval line. Move the approval line up or down to change the approval order. Click the green arrows 'button' again to stop the movement and set the approval line in its new location.

Use the 'Delete' radio button to remove the Added Approver line from the Approval section.

Cancelling Approvals

There may be instances where the user is at the Approval Routing section of the revision and decides to edit the budget revision. Click the 'Cancel' radio button to close this section and to reopen the budget revision for editing. Using this button will also remove any additional approvers that have been added.

Submit to Approvals

When the budget revision has been completed and is ready for submission, click the 'Submit To Approvals' radio button. A message that your revision has been submitted for approval will be displayed.

The following things occur when a budget revision has been submitted for approval.

- If the budget revision requires no approvals, the revision is submitted directly to a holding table and will be processed in Banner Finance within 15 minutes. The originator will be notified when the revision is posted.

- If the revision requires approvals, the Budget Revision System sends the routing information to the Approval Tracking System (ATS). ATS will send an email notifying the approver that there is a document to approve.

- The approver has the ability to approve or reject the document. The approver may also add comments and attachments to the budget revision.

- The originator will be notified if the document is rejected.

- The originator will be notified when the document is approved by the final approver and is posted to the Banner Finance system.

Printing the Budget Revision

The 'Print' radio button can be used to print a hard copy of the budget revision. This button is located on the Create a New Revision screen and the Status screen.

Deleting a Budget Revision

The Budget Revision can be deleted by using the 'Delete' radio button located on the Create a Budget Revision page. The revision can be deleted at any time before submitting the revision for approval. Once the document has been submitted for approval it cannot be deleted unless the document is rejected back to the originator.

Finish/Delete an Incomplete Budget Revision

If a budget revision was not completed or is returned for correction, the Finish/Delete an Incomplete Budget Revision action should be used. This may be accessed by choosing the 'Create a Budget Revision' link on the left panel of the Budget Revision system.

Select the Finish/Delete an Incomplete Budget Revision from the drop down menu.

This brings up the Finish/Delete an Incomplete Budget Revision section of the system. Use the Budget Revision Transaction drop down box to select the revision to be completed or deleted.
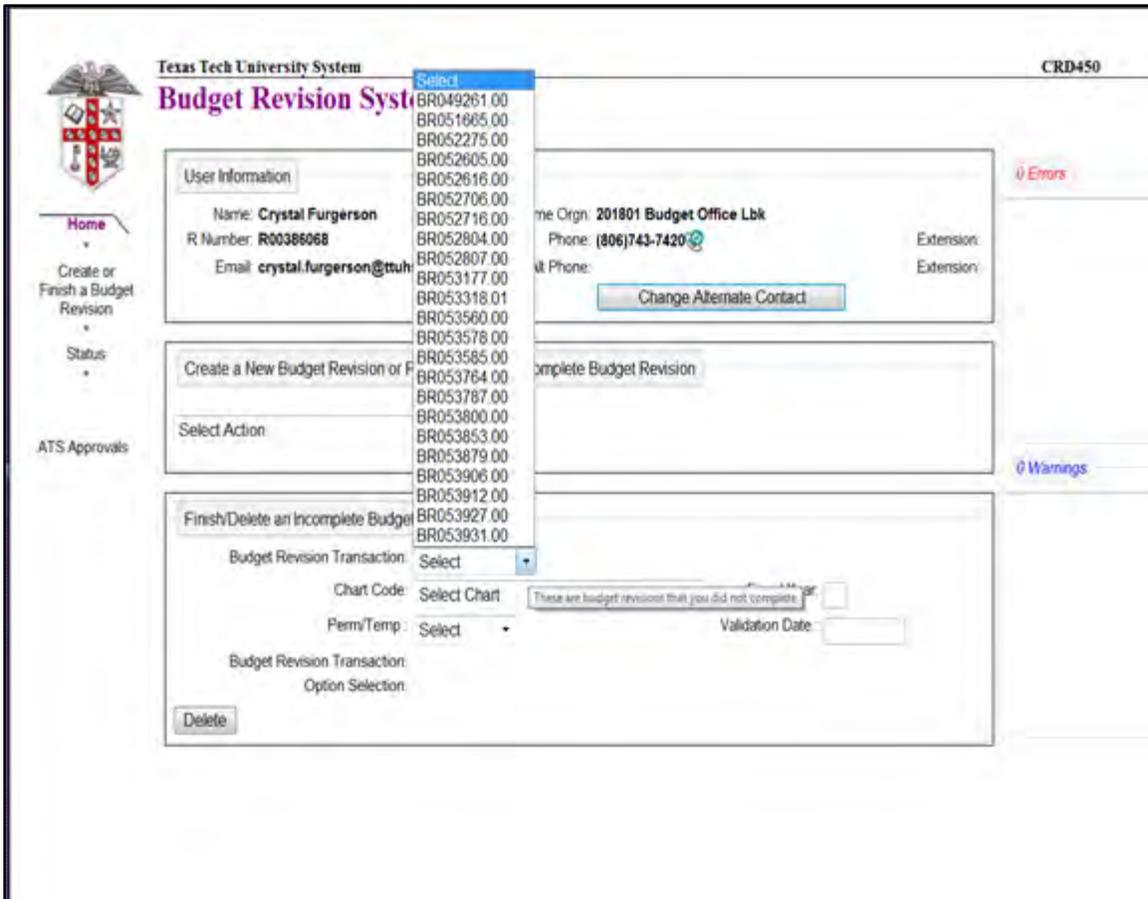
Once the selection has been made, the budget revision will be shown with the information last entered. The revision will have the same sections as noted previously in this document. It may be updated or deleted as necessary.

Status

The budget revision status screen can be used to track a document as it goes through the approval process or to view a document that has already been posted to Banner Finance. All employees have the ability to search for budget revisions via the status screen. For example, if a user did not prepare or approve the revision, but needs to see the details of one while researching an item that appears on ledgers, the user will be able to search to view the revision.

To access the Status screen click the Status link on the left side of the screen.

The status screen is where users can search for a budget revision document. The system defaults the following information into this screen:

- Chart Code: H
- Fiscal Year: Current fiscal year
- R number: R number of the employee logged into the system

This means the status screen will automatically display all budget revisions entered by the user for the fiscal year.

Required Search Fields
Data is not required in all fields for a search to begin. The following two fields are required.
- <u>Chart Code</u>: A chart code is required for any search. Choose from the following chart codes.
  - H – Texas Tech University Health Sciences Center
  - T – Texas Tech University

- o   S – Texas Tech System

- Fiscal Year: The current fiscal year will default into the search field. This may be changed to another fiscal year if necessary.

Optional Search Fields
Any combination of the following fields may be entered to perform a search.

- **Originator R Number:** This field defaults with the R number of the employee logged into the system. If the originator of a particular revision is unknown, the field may be cleared.

- **Fund Code:** By inputting a fund code, all revisions relating to this fund will be displayed.

- **Orgn Code:** Use the orgn code to search for budget revisions on a particular organization code.

- **Trans Nbr:** Input the Budget Revision System transaction number to search for a single budget revision. This is the 'BR' number displayed on each budget revision.

- **Banner Document:** Input the Banner Finance document id from Cognos reports. This is the 'BA' prefix in Banner Finance.

- **Date Range:** Enter a begin and end date to search for budget revisions entered within a given time period.

- **Status:** Budget revisions have a status as they flow from origination to approved. To narrow down a search the status feature may be used. **In Process** – Revisions that have not been finished or revisions that have been returned for correction.**Submitted** – Revisions that have been submitted for approval and have not been approved at all levels.**Approved** – Documents that have been approved and posted to the Banner Finance system.**Rejected** – Revisions that have been rejected by an approver and are awaiting correction or deletion.**Expired** – Budget revisions that have not been approved within 30 days will expire and will need to be re-entered and submitted again.

- **Click the 'Apply Filter':** radio button to search based on the items entered.

- **Page Size:** This may be changed depending on how many items you would like to view per page.

In the example below a search was performed for Chart H, Fiscal Year 12, and Orgn code 201801. After clicking the 'Apply Filter' radio button, the following results were returned.

This table lists all items that match the search criteria entered. You may sort on any column in the table. In the example below the sort is based on Trans #. The up symbol (^) denotes the field being sorted on and that it is being sorted in ascending order.

By clicking the field again, the sort will change to descending order.

Table column definitions

- **Rev Type:** Budget Revision Option number.
  - o 1 – Between Expense Codes
  - o 2 – Budget of Fund Balance
  - o 3 – Budget of Revenue
  - o 4 – Transfer between FOPs

- **Originator:** Employee that prepared the budget revision.

- **Trans #:** The Budget Revision System transaction number.

- **Fiscal Year:** The fiscal year the revision posted in, or is set to post in.

- **Chart:** The chart of accounts the revision was processed on.

- **Fund:** The fund used on the budget revision.

- **Orgn:** The organization code used on the budget revision.
- **Banner Document:** The Banner Finance document number assigned to the budget revision at the time of posting. This is the document number (or document ID) displayed on Cognos ledger and transaction reports.

- **Date:** Last date an action took place on the revision

- **Status:** The step the budget revision is at. Each status is described above.

More Pages

If there are more pages of revisions for the search criteria used, additional numbers will appear below the table. Click on another page to view more results.

Rev Type	Originator	Trans #	Fiscal Year	Chart
1	Dava Fairly	BR030959.00	14	H
1	Carrie Crossland	BR032174.00	14	H
2	Sandra Brown	BR032501.00	14	H
1	Cari Neeley	BR032643.00	14	H
2	Travis Zinck	BR033329.00	14	H
3	Marsha Teichelman	BR033830.00	14	H
4	Lisa Mills	BR034115.00	14	H
1	Denise Lopez	BR034156.00	14	H
1	Steven Wagner	BR034261.00	14	H
2	Sandra Brown	BR035131.00	14	H

Page Size: 10   Currently viewing 'Show All'

1 2 3 4 5 6 7 8 9 10 …

More results are available Click the number to see additional pages.

Accessing a Budget Revision

To view a budget revision, click on the red budget revision number of the document to be viewed.

The selected document will be displayed. Use the 'Close' radio button to close the budget revision view and to select another revision.

4	Crystal Furgerson	BR043323.00	14	H	105015	405601	BA022871	10/24/2013 8:16:02 AM	
1	Crystal Furgerson	BR043787.00	14	H	232021	522011	BA022701	10/21/2013 10:26:11 AM	

1 2 3 4 5

Document to Process

Close

Use the Close button to close the view of this revision and to select another.

User Information

Budget Revision Document View

The view of the budget revision from the status page is almost identical to the view of the document during the original data entry. This section will explain additional information that exists only in this view.

- **Finance Document number:** The Banner Finance document number will be displayed adjacent to the Budget Revision Transaction number.

- **Cash JV:** An Option 4 (Transfer between FOPs) revision has the ability to generate the cash JV (cash transfer) which moves the cash from one fund to another. Accounting Services will choose to post the cash JV at the same time as the budget revision or to skip the cash JV. This section on the Status screen will show if the cash JV was set to approve (post) and the cash JV document number. If the cash JV is skipped a different message will appear stating that the cash JV was skipped.

- **Changes to the Budget Revision:** If changes were made to this budget revision while going through the approval process, a comment is added to the Comments section of the revision. This will inform the originator of the change made and who made the change.

Comment states who made the change and describes the change if applicable for BR.

Comments
Maximum: 2500 Characters

Comment#53390 made by Tammy Brown at 3/28/2014 9:26:29 AM
Per Sandy Brown's email to Victoria: 'This is associated with Dr. Karbowniczek's CPRIT. We are in a catch 22 with the old year and new year. I was given permission to move a partial amount. I needed the funds in the 60's, the next BR I will move the remaining codes (which will include the F&A).'
Comment#53182 made by Sandra Brown at 3/26/2014 10:36:03 AM
partial carry-forward from YR2 225003. Thanks, Sandy

- Approval Status: The approval status section will show who and when the revision was approved at each level. It will also display any pending approvals. The revision below is pending approval in the Budget Office.

Approval Status

Status	Approved Date	Pending Since	Approver/Proxy	Group Chart	Group ID	Group Type	Approver	Approving As
Approved	3/26/2014 4:35:10 PM		Approver - Magdalena Karbowniczek and Proxy - Robyn Taylor	H	225004	Fund Group	Magdalena Karbowniczek	Approver
Approved	3/28/2014 9:27:28 AM		Approver - Victoria Rivera and Proxy - Lee Paradise-Schober	H	HOSP	Budget Group	Tammy Brown	Group Member
PENDING		3/28/2014 9:27:28 AM	Approver - Suzanne Dean and Proxy - Lisa Castillo	H	HACCT	Budget Group		
			Approver - Lesley Wilmeth and Proxy - Gina Stockman	H	HSCBUD	Budget Group		

APPROVALS

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 or access directly from the budget revision system home (welcome) page.
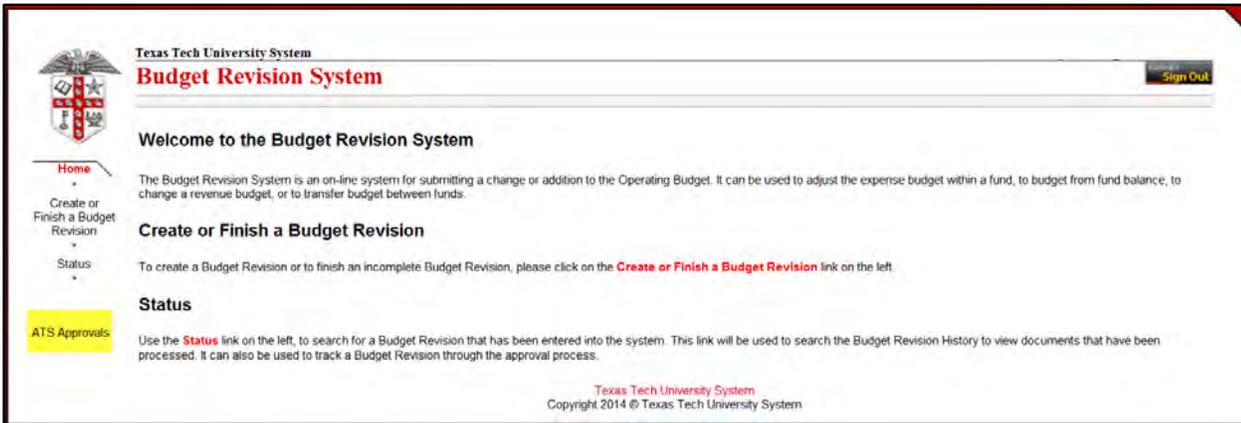
The approver and their alternates will receive an email indicating that a budget revision is ready for approval. The link within the email is a link to ATS. This is an example of the email the approver will receive.
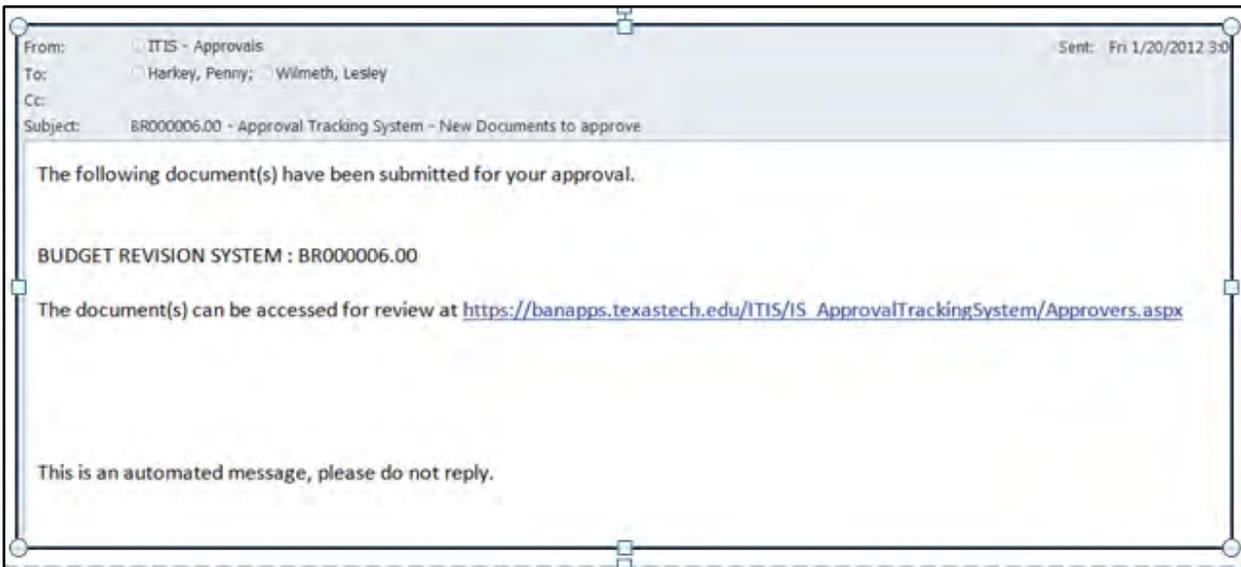
Approval Tracking System (ATS)

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' radio button for the budget revision you want to view. Budget Revision documents will have a prefix of 'BR'.
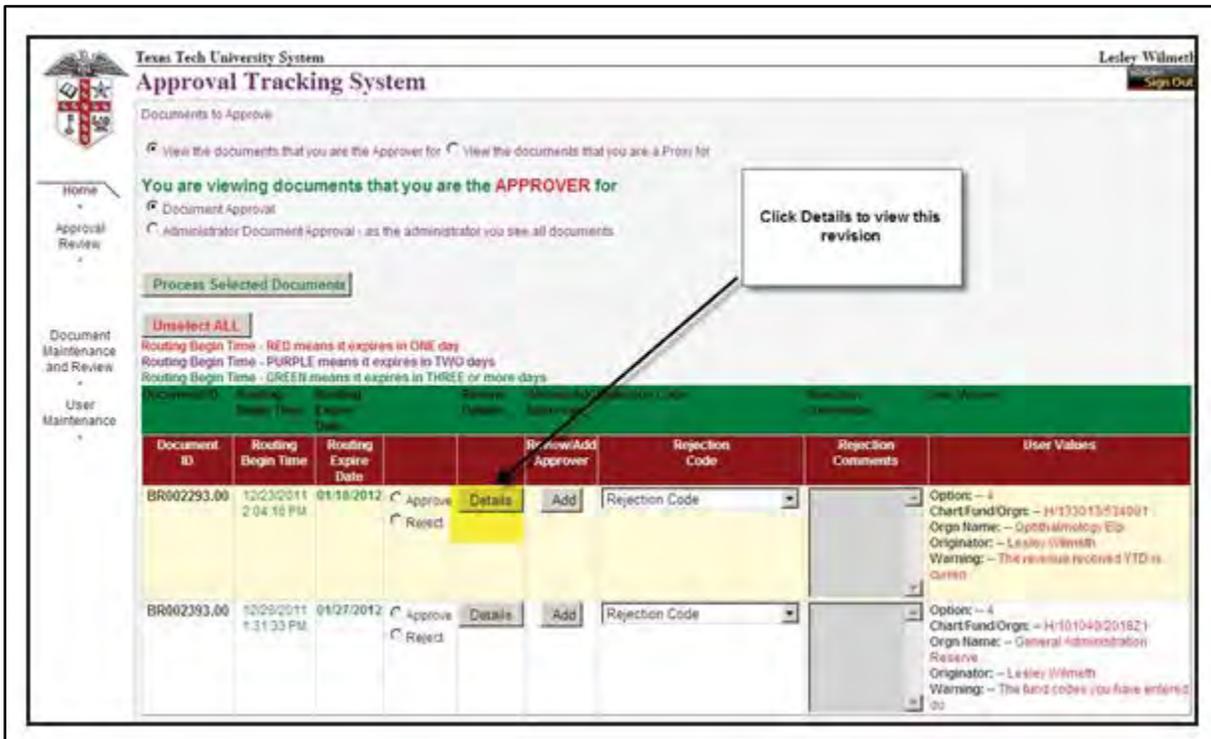
This will bring up a window within ATS displaying the entire Budget Revision. Each section of the Budget Revision is shown.

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 will be earned. Please see the Option 3 Budget of Revenue section for a detailed explanation of the revenue analysis.

- 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 attachments offer 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:
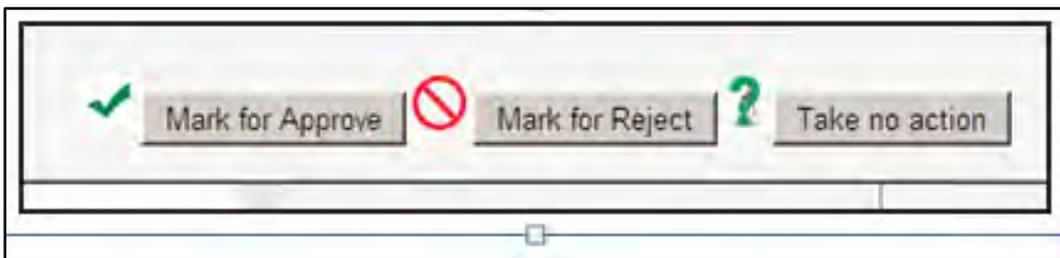
- Mark for Approve: Approver will be returned to the ATS Approval Review screen and the document will be marked as "Approve".

- 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' radio button at the top of the screen. Before leaving ATS, the 'Process Selected Documents' radio button must be clicked, or the selected actions will not be applied.
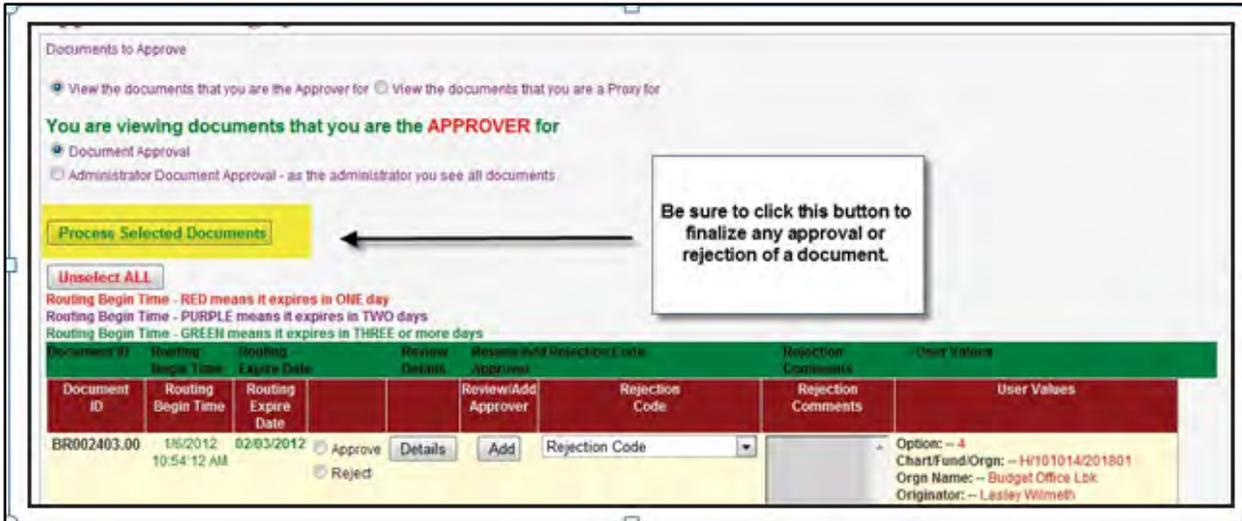
Rejecting a document

When a document has been marked 'Reject', the approver must select a Rejection Code and add Rejection Comments, before clicking the 'Process Selected Documents' radio 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 'Unselct All' radio 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.
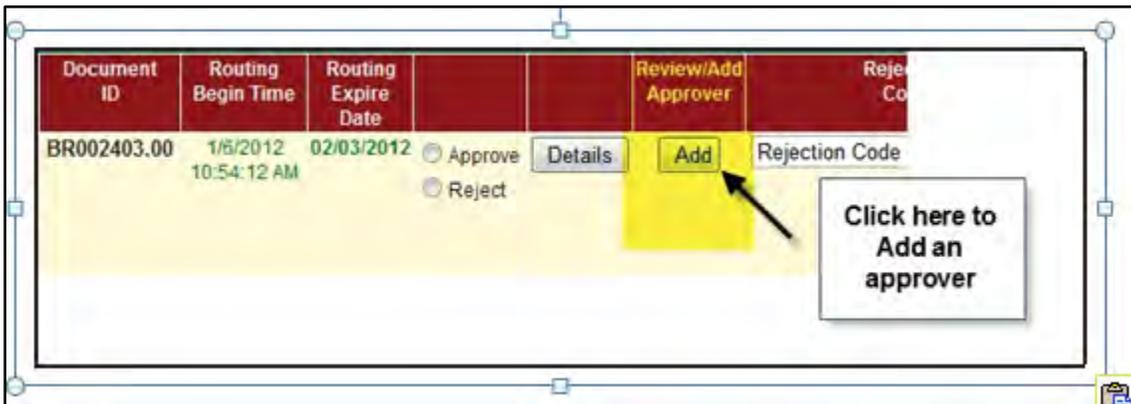
Click the 'Add' radio button to go to the Approval Status screen. From this screen the approver may add an approver.

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	Suzanne Dean	Leticia Almaguer		H HACCT					03-Feb-2012
BR002403.00	4.00	Lesley Wilmeth	Gina Stockman		H HSCBUD					03-Feb-2012
BR002403.00	5.00	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	Suzanne Dean	Leticia Almaguer	H	HACCT	F2 - Once Daily at 4:00pm	
4	Lesley Wilmeth	Gina Stockman	H	HSCBUD	F1 - Immediate	
5	Penny Harkey	Lesley Wilmeth	H	BRHAVB	F2 - Once Daily at 4:00pm	
	Select User ▾	Select User ▾	Select Chart ▾		F1 - Immediate ▾	Add

[Help Adding User]

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' radio 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' radio button can be used to remove the added approver.

After adding the approver, click on the 'Return to Approval Review' radio 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.

APPENDIX A: Budget Revision System Emails

Several automated emails are generated from the Budget Revision System and the Approval Tracking System. This section will explain each email, the action required and an example of the email.

New Document to Approve
The following email will be sent to the approver and their proxies when a new budget revision is awaiting their approval. This email states 'New documents to approve' within the subject line.

Action Required
The approver should click on the link within the email to go into ATS. In ATS the budget revision should be reviewed and either approved or rejected.

From:	ITIS - Approvals	Sent: Fri 1/20/2012 3:0
To:	Harkey, Penny; Wilmeth, Lesley	
Cc:		
Subject:	BR000006.00 - Approval Tracking System - New Documents to approve	

The following document(s) have been submitted for your approval.

BUDGET REVISION SYSTEM : BR000006.00

The document(s) can be accessed for review at https://banapps.texastech.edu/ITIS/IS_ApprovalTrackingSystem/Approvers.aspx

This is an automated message, please do not reply.

Document Approved
The following email will be sent to the budget revision originator when the budget revision has been approved at all levels and has posted to Banner Finance.

Action Required
This email is for notification purposes only. No action is necessary.

Budget Revision has been posted:

From: ITIS - Budget Revisions   Sent: Wed 1/4/2
To: Wilmeth, Lesley
Cc:
Subject: Budget Revision BR002402 has been processed.

Budget Revision BR002402 has been posted to the Banner Finance system as document BA000722.

This is an automated message, please do not reply.
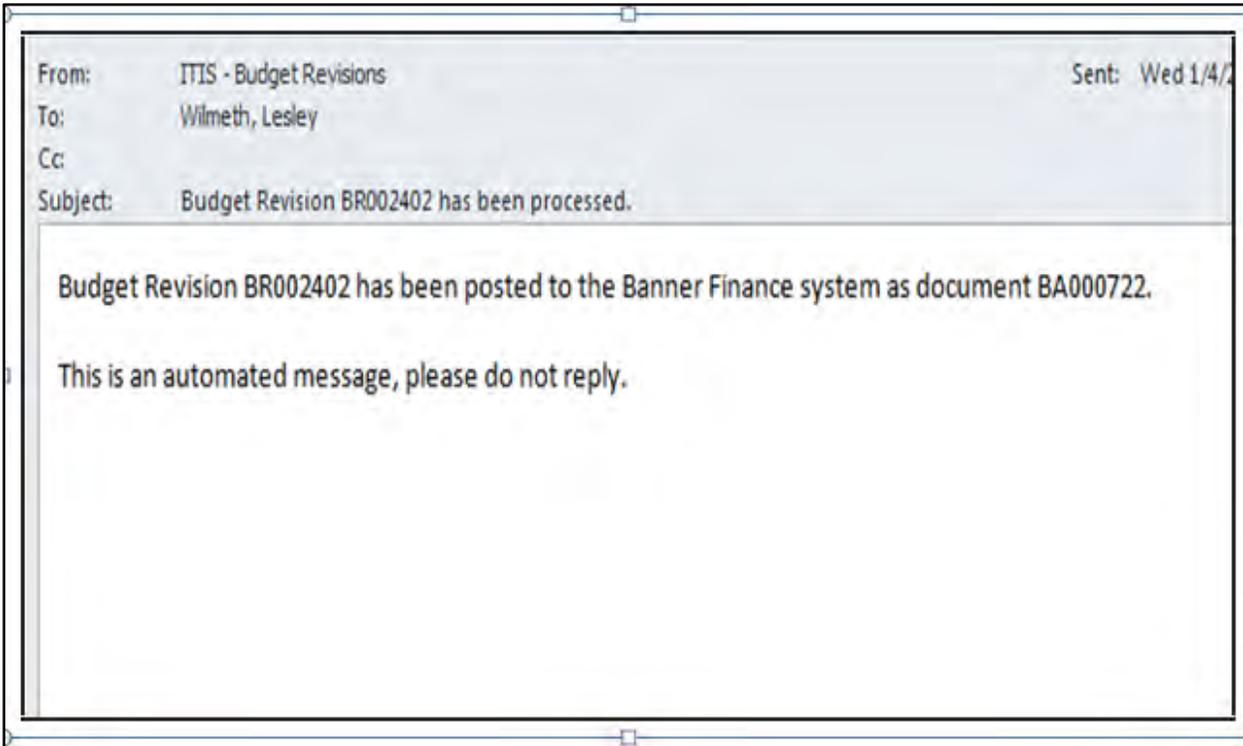
If an Option 4 revision was approved and the cash transfer was approved to be posted, an additional email will be sent to the originator. The email is very similar to the one above, but states that the cash transfer was posted as opposed to the budget revision.

Cash Transfer has been posted:

From: ITIS - Budget Revisions   Sent: Mon 1/9/2012
To: Wilmeth, Lesley
Cc:
Subject: Budget Revision BR002450 has been processed.

The cash transfer transaction associated with BR BR002450 has been posted to the Banner Finance System as document BC BC001907.

This is an automated message, please do not reply.
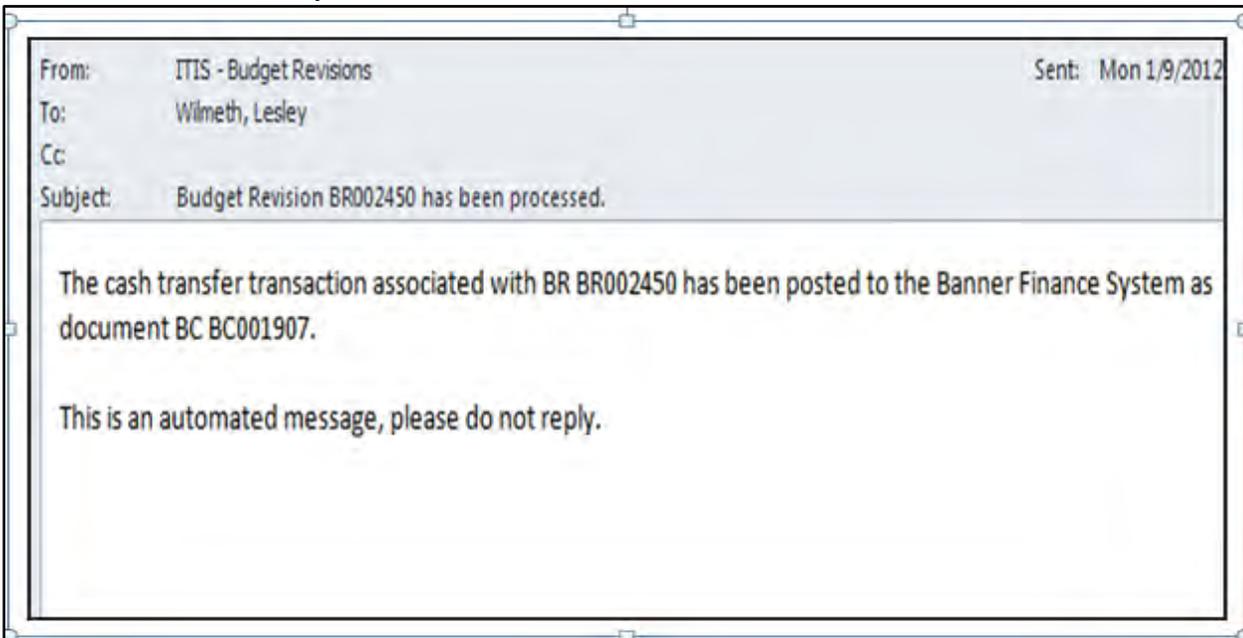
Document Rejected

If the document is being returned for correction, the system will send an email to the budget revision originator notifying them that there is a problem with the document.

Action Required

The originator should use the link in the email and log into BRS. The document should be edited or deleted by using the 'Finish or Delete an Incomplete Document' option.

From:	ITIS - Approvals
To:	Wilmeth, Lesley
Cc:	
Subject:	BR000018.00 – BUDGET REVISION SYSTEM - Document Rejection

The following document(s) have been REJECTED by Lesley Wilmeth.

BUDGET REVISION SYSTEM : BR000018.00 - Rejection Comments: Returning per request from originator

The document can be accessed at https://banapps.texastech.edu/itis/BD_BudgetRevision

This is an automated message, please do not reply.

Expiring Document

The originator will receive an email notifying them that a document has not been approved in ATS and is set to expire. If an originator does not approve a document within 30 days the document will expire and will need to be resubmitted.

The originator will be notified of the expiration 4 days before the expiration date and again 1 day before the expiration date.

Action Required

The originator should contact the approver to either approve or reject the document.

From: ITIS - Approvals
To: Wilmeth, Lesley
Cc:
Subject: CL0000035.00 BR002104.00 BR002138.00 - Approval Tracking System - Documents set to Expire

Sent: Sun 1/1/2012

The following document(s) are scheduled to EXPIRE in 3 days in the Approval Tracking System.

https://ban8-udevbanapps.tosm.ttu.edu/ITIS/IS_ApprovalTrackingSystem/Approvers.aspx

CL0000035.00 - waiting on approver Jan Sitton - Last time user was notified - 12/7/2011 3:35:09 PM
BR002104.00 - waiting on approver Chadley Copeland - Last time user was notified - 12/8/2011 1:38:43 PM

BR002138.00 - waiting on approver Chadley Copeland - Last time user was notified - 12/9/2011 10:26:58 AM

This is an automated message, please do not reply.

Revision Deleted
If a budget revision is never finished and submitted to approvals, or if the revision was rejected and not edited it will be deleted from the system 30 days after the last action occurred on the revision.

Action Required
No action is required on this email. This is for notification purposes only.

From: ITIS - Budget Revisions
To: Wilmeth, Lesley
Cc:
Subject: Budget Revision doc. BR002340 has been deleted due to inactivity

Sen

The following Budget Revision(s) have been deleted due to inactivity

BR002340,

This is an automated message, please do not reply.
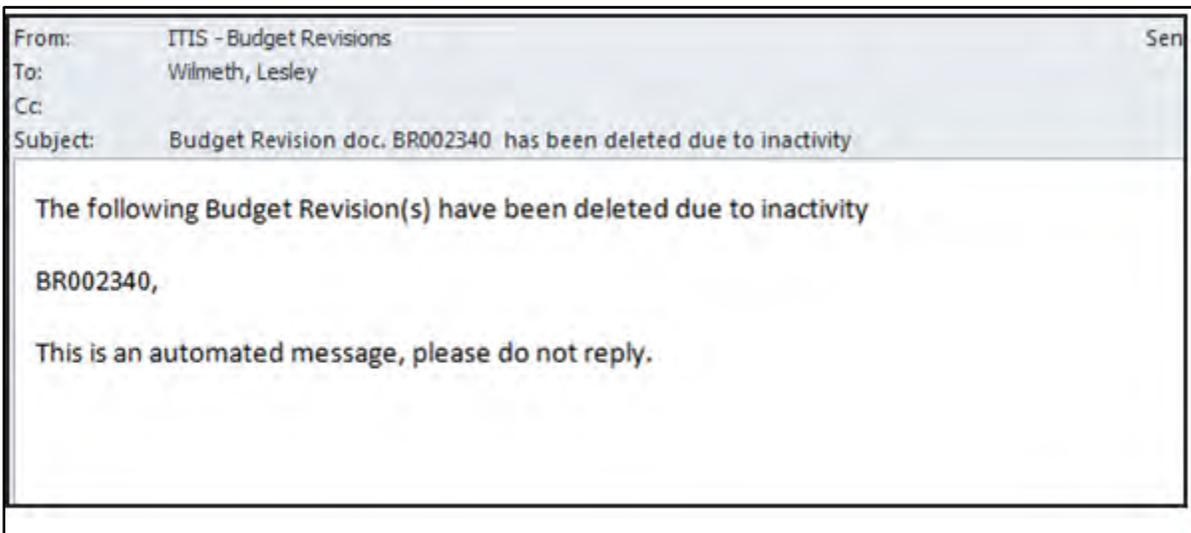
APPENDIX B: Errors and Warning

All errors and warnings are listed in alphabetical order to aid you in searching for the error or warning. The error or warning message is given first, then the reason why the error may have appeared and the action necessary to clear the error.

B

Budget revision is not balanced. Fund total for the IN must not equal zero.

Reason:

> The document total field in the Transfer IN entry section is equal to zero.

Corrective Action:

> Check the Document Total box in the Transfer IN entry section. This amount should NOT be zero. Enter the appropriate transfer in budget lines on the Option 4 revision.
>
> Review the Transfer section of the "Budget Basics" document located at Budget Basics Reference Guide for more information.

Budget revision is not balanced. Fund total for the OUT must not equal zero.

Reason:

> The document total field in the Transfer Out entry section is equal to zero.

Corrective Action:

> Check the Document Total box in the Transfer Out entry section. This amount should NOT be zero. Enter the appropriate transfer out budget lines on the Option 4 revision.
>
> Review the Transfer section of the "Budget Basics" document located at Budget Basics Reference Guide for more information.

Budget revision is not balanced. The document total must equal zero.

Reason:

> The document total field is not zero.

Corrective Action:

Check the Document Total box in the Revenue Acct Entry section, Expense Acct Entry section or the Transfer Entry section. If the total does not equal 0.00, review the budget revision and make necessary corrections.   On an Option 1 revision, pluses and minuses to expense codes must equal in total. On an Option 2 revision, the total change to revenue must equal the total change to the expense codes. On an Option 4 revision, the 'Transfers In' must equal the 'Transfers Out'. Review the Balanced Budget section of the "Budget Basics" document located at Budget Basics Reference Guide for more information.

E

Effective Date: The accounting period is closed.

Reason:

The validation date on the budget revision is for a closed accounting period in Banner Finance.

Corrective Action:

Contact the Budget Office if this error appears.

Expense Acct Entry: "xx" is an invalid program code

Reason

The program code entered is not valid.

Corrective Action

Review the program code. It should be a 2 digit code. A list of valid program codes can be found on the Finance Systems Management (FSM) website under the "Reference Material" link.

Expense Acct Entry: "xxxx" is an invalid expense account code

Reason:

The account code entered is not a valid Budget Account Code.

Corrective Action:

Please check the following:

- Ensure that you have not entered a revenue account code (account code beginning with a 5) in the Expense Acct Entry section.

- Also verify that you have entered a 4 digit Budget Account Code. The 6 digit account codes used for actual expenditures are not allowable on a budget revision.

- Use the Cognos report *Budget>Budget Financial Reports>RPT_ACCT_001 – Budget and Data Entry Account Codes* to identify the appropriate Budget Account Code.

Expense Acct Entry: "xxxx " -   Transfer in budgets may not exceed zero. The budget is being increased by an amount greater than the Current Budget Amount.

Reason:

> The 8001 or 8095 transfer in Budget Account Codes carry a negative balance. The balance on these codes cannot be greater than 0.00.

Corrective Action:

> Review the Current Budget Amount on the 8001 or 8095 entry line. Compare this to the amount you entered to be adjusted. Make any necessary corrections to the amount to ensure the budget adjustment does not cause the Current Budget Amount to be greater than zero.

Expense Acct Entry: "xxxxxx" is an invalid ORGN code

Reason:

> The organization code entered is not a valid orgn code, or the organization code is not the 6 digit data enterable orgn code.

Corrective Action:

> Review the organization code and make sure it was entered correctly. If you are unsure of the organization code, you can run the Cognos report *Budget>Budget Financial Reports> RPT_ORGN_001 – Organization Listing*.

Expense Acct Entry: "xxxxxx-xxxxxx-xxxxxx-xx" The budget is being reduced by an amount that is greater than the Budget Available Balance .

Reason:

> A reduction to a FOAP line is limited to the Budget Available Balance (BAVL balance) on that FOAP line. This error occurs if you are trying to reduce the budget on a line by more than what is available.

Corrective Action:

> Review the Budget Available Balance on the FOAP line shown in the error panel. Ensure that you are not trying to move more than is available for this FOAP line. Run the Cognos report *Budget>Budget Financial Report> RPT_BAVL_005 – Available Balance by Organization (BAVL)* to see more information about the Budget Available Balance.

Expense Acct Entry: Account Code "xxxx" may not be used on fund "xxxxxx"

Reason:

> The account code entered is not allowable for the fund code entered. Example: 7035 (Food and Entertainment) is not allowed on E&G funds (funds beginning with 10).

Corrective Action:

> Verify that you have entered the correct fund and the correct account code. Edit the budget line if corrections should be made.

Expense Acct Entry: Account Code "xxxx" on fund "xxxxxx" must be approved by the Budget Office

Reason:

> This warning exists to alert the originator that a particular account code may not be allowable for the fund code entered. The use of this account code and fund will need approval by the Budget Office.

Corrective Action:

Ensure that the correct fund and account code have been entered. Enter a comment explaining why this account code should be used.

Expense Acct Entry: Account Code "xxxx " -   the budget is being reduced by an amount that is greater than the Current Budget Amount

Reason

The amount entered on the line exceeds the Current Budget for this line.

Example: The Current Budget is $100. ($150) is entered as the amount to move to another code. You are trying to move $50 more than is budgeted for this account code.

Corrective Action:

Check the Current Budget Amount on the line with the error. Correct the amount to be moved to be less than or equal to the current budget amount.

Expense Acct Entry: Amount may not exceed 9,999,999,999

Reason:

An amount entered is > 9,999,999,999. The system only allows up to 10 digits to the left of the decimal.

Corrective Action:

Correct the amount entered to be below 10,000,000,000.

Expense Acct Entry: ORGN "xxxxxx" may not be used with fund "xxxxxx".

Reason:

Each fund code belongs to a department. If the organization code is not within the department listed for the fund this warning message will appear.

Corrective Action:

Review the fund and orgn code entered to ensure they are correct. The Cognos report *HSC Finance>Chart of Accounts>Fund and Organization Combinations* can be run to help determine which orgn codes are valid for a particular fund.

Expense Acct Entry: Select plus or minus

Reason:

The user did not select plus or minus next to the dollar amount.

Corrective Action:

Use the drop down box under the "Plus Minus" column and select a sign for the amount.

Expense Acct Entry: The default program code "xx" must be used with fund "xxxxxx"

Reason:

Default program codes exist on each fund code. The default program must be used for this particular fund code.

Corrective Action:

The default program code is listed in the Revenue, Expense and Transfer entry sections of the system. Review this default and correct the program code to match the default. If you feel that the default program code is incorrect, please contact the Budget Office.

Expense Acct Entry: The default program code is "xx". Only program codes 10, 35 or 40 may be used with fund "xxxxxx".

Reason:

The default program code for the fund is 10, 35 or 40. Only these 3 program codes can be used with the fund entered.

Corrective action:

The default program code is listed in the Revenue, Expense and Transfer entry sections of the system. Review this default and correct the program code to 10, 35 or 40. If you feel that the default program code is incorrect, please contact the Budget Office.

F

Fiscal Year: The fiscal year is closed for Budget Revision processing.

Reason:

Fiscal year entered into the system is closed. Budget Revisions cannot be processed against a closed fiscal year.

Corrective Action:

Verify that the fiscal year entered is accurate. If the fiscal year is accurate and the message continues, contact the Budget Office.

Fund Balance Information: The fund balance amount exceeds the Available Fund Balance

Reason:

The fund balance being budgeted exceeds the Fund Balance that is available to be budgeted.

Corrective Action:

Review the Cognos report *Budget>Budget Financial Reports> RPT_GENL_001 – Prior Year Fund Balance Available to Carry-Forward* for the amount of fund balance that is available to be budgeted. The fund balance calculation is as follows:

Prior Year Ending Fund Balance – Prior Year Encumbrances – Current Fund Balance Budget

Fund Entry: Budget Revisions are not allowed on Fund "xxxxxx"

Reason:

Certain funds do not have any budget associated with them. Others may not allow budget revisions to

be processed through the Budget Revision System. These include Loan funds, certain Endowment funds, and Foundation funds.

Corrective Action:

Verify that the fund number entered is accurate. If the fund number is correct and you feel that a revision needs to be processed for this fund, contact the Budget Office.

Fund Entry: Budget Revisions are not allowed on Fund "xxxxxx". This fund is budgeted in the nightly fund balance process.

Reason:

Student Organization and most Scholarship funds are budgeted automatically through a nightly process. Budget Revisions are not necessary on funds that are budgeted through this automated process.

Corrective Action:

Review the budget for this fund via one of the following Cognos reports. If the amount you would like to have budgeted is not already reflected contact the Budget Office.

HSC Finance>Finances Relative to Budget >Budget Account Code Summary
Budget>Budget Financial Reports>RPT_OPAL_005 – Operating Ledger

Fund Entry: Fund "xxxxxx" is either invalid or not active as of the transaction effective date

Reason:

- The fund has been terminated.
- The fund is not active yet (example: Budget revision validation date = 8/31/2011; fund effective date = 9/1/2011)
- The fund has been entered incorrectly.

Corrective Action:

Verify that the fund entered is correct. If the fund is correct and is a new fund, look at the effective date of the fund and compare it to the BRS validation date.   If the new fund effective date is after today's date you will need to wait until the new fund effective date to enter this revision.

Fund Entry: The transaction effective date is greater than the grant end date

Reason:

The grant has already ended.

Corrective Action:

This is a warning message only. It will alert all approvers that a revision is being requested on a grant that has ended.

R

Revenue Acct Entry: "xx" is an invalid program code

Reason

The program code entered is not valid.

Corrective Action

Review the program code. It should be a 2 digit code. A list of valid program codes can be found on the Finance Systems Management (FSM) website under the "Reference Material" link.

Revenue Acct Entry: "xxxx" is an invalid revenue account code

Reason:

The account code entered is not a valid Budget Account Code.

Corrective Action:

Please check the following:

- Ensure that you have entered a revenue account code (account code beginning with a 5) in the Revenue Acct Entry section.

- Also verify that you have entered a 4 digit Budget Account Code. The 6 digit account codes used for actual expenditures are not allowable on a budget revision.

- Use the Cognos report *Budget>Budget Financial Reports>RPT_ACCT_001 – Budget and Data Entry Account Codes* to identify the appropriate Budget Account Code.

Revenue Acct Entry: "xxxxxx" is an invalid ORGN code

Reason:

The organization code entered is not a valid orgn code, or the organization code is not the 6 digit data enterable orgn code.

Corrective Action:

Review the organization code and make sure it was entered correctly. If you are unsure of the organization code, you can run the Cognos report *Budget>Budget Financial Reports> RPT_ORGN_001 – Organization Listing*.

Revenue Acct Entry: Account Code 5099 (Fund Balance) is only allowed on an Option 2 Budget Revision

Reason:

Budget account code 5099 was entered in the Revenue Acct Entry section of the budget revision. 5099 is a fund balance code. Fund balance must be budgeted using Option 2 in the Budget Revision System.

Corrective Action:

If fund balance should be budgeted delete this revision and start a new revision choosing Option 2 for this type of revision.

Revenue Acct Entry: Account Code "xxxx" may not be used on fund "xxxxxx"

Reason:

The account code entered is not allowable for the fund code entered. Example: 5006 (Legislative Appropriations) is not allowed on General Designated funds (funds beginning with 18).

Corrective Action:

Verify that you have entered the correct fund and the correct account code. Edit the budget line if corrections should be made.

Revenue Acct Entry: Account Code "xxxx" on fund "xxxxxx" must be approved by the Budget Office
Reason:

This warning exists to alert the originator that a particular account code may not be allowable for the fund code entered. The use of this account code and fund will need approval by the Budget Office.

Corrective Action:

Ensure that the correct fund and account code have been entered. Enter a comment explaining why this account code should be used.

Revenue Acct Entry: Account Code "xxxx " -   the budget is being reduced by an amount that is greater than the Current Budget Amount
Reason

The amount entered on the line exceeds the Current Budget for this line.
Example: The Current Budget is $100. ($150) is entered as the amount to move to another code. You are trying to move $50 more than is budgeted for this account code.

Corrective Action:

Check the Current Budget Amount on the line with the error. Correct the amount to be moved to be less than or equal to the current budget amount.

Revenue Acct Entry: Amount may not exceed 9,999,999,999
Reason:

An amount entered is > 9,999,999,999. The system only allows up to 10 digits to the left of the decimal.

Corrective Action:

Correct the amount entered to be below 10,000,000,000.

Revenue Acct Entry: ORGN "xxxxxx" may not be used with fund "xxxxxx".
Reason:

Each fund code belongs to a department. If the organization code is not within the department listed for the fund this warning message will appear.

Corrective Action:

Review the fund and orgn code entered to ensure they are correct. The Cognos report *HSC Finance>Chart of Accounts>Fund and Organization Combinations* can be run to help determine which orgn codes are valid for a particular fund.

Revenue Acct Entry: Select plus or minus
Reason:

The user did not select plus or minus next to the dollar amount.

Corrective Action:

Use the drop down box under the "Plus Minus" column and select a sign for the amount.

Revenue Acct Entry: The default program code "xx" must be used with fund "xxxxxx"
Reason:

Default program codes exist on each fund code. The default program must be used for this particular fund code.

Corrective Action:

The default program code is listed in the Revenue, Expense, and Transfer entry sections of the system. Review this default and correct the program code to match the default. If you feel that the default program code is incorrect, please contact the Budget Office.

Revenue Acct Entry: The default program code is "xx". Only program codes 10, 35 or 40 may be used with fund "xxxxxx".

Reason:

The default program code for the fund is 10, 35 or 40. Only these 3 program codes can be used with the fund entered.

Corrective action:

The default program code is listed in the Revenue, Expense and Transfer entry sections of the system. Review this default and correct the program code to 10, 35 or 40. If you feel that the default program code is incorrect, please contact the Budget Office.

T

The revenue received YTD is currently less than the current revenue budget.

Reason:

The fund has not earned the revenue that is already budgeted.

Corrective Action:

Provide a comment explaining how the increase to the revenue budget will be realized and justifying the need for the increase.

Transfer Entry: "xx" is an invalid program code

Reason

The program code entered is not valid.

Corrective Action

Review the program code. It should be a 2 digit code. A list of valid program codes can be found on the Finance Systems Management (FSM) website under the "Reference Material" link.

Transfer Entry: "xxxxxx" is an invalid ORGN code

Reason:

The organization code entered is not a valid orgn code, or the organization code is not the 6 digit data enterable orgn code.

Corrective Action:

Review the organization code and make sure it was entered correctly. If you are unsure of the organization code, you can run the Cognos report *Budget>Budget Financial Reports>RPT_ORGN_001 – Organization Listing*.

Transfer Entry: Both FOPs are currently budgeted via the Fund Balance Checking Program. Please submit this transfer request to your respective Accounting area for processing.

Reason:

> Both the Transfer In and Transfer out funds are budgeted in the nightly fund balance process. Student Organization and most Scholarship funds are budgeted automatically through a nightly process. Budget Revisions are not necessary on funds that are budgeted through this automated process.

Corrective Action:

> If you feel a transfer needs to occur between these two funds contact the Budget Office or Accounting Services.

Transfer Entry: Budget Revisions are not allowed on Fund "xxxxxx"

Reason:

> Certain funds do not have any budget associated with them. Others may not allow budget revisions to be processed through the Budget Revision System. These include Loan fund, certain Endowment funds and Foundation funds.

Corrective Action:

> Verify that the fund number entered is accurate. If the fund number is correct and you feel that a revision needs to be processed for this fund, contact the Budget Office.

Transfer Entry: Fund "xxxxxx" is either invalid or not active as of the transaction effective date

Reason:

- The fund has been terminated.
- The fund is not active yet (example: Budget revision validation date = 8/31/2011; fund effective date = 9/1/2011)
- The fund has been entered incorrectly.

Corrective Action:

> Verify that the fund entered is correct. If the fund is correct and is a new fund, look at the effective date of the fund and compare it to the BRS validation date.

Transfer Entry: Fund codes for transfer in and transfer out cannot be the same for Option 4. Please use Option 1.

Reason

> The fund entered for the transfer in and the transfer out are the same. We do not use transfer codes to move money within the same fund.

Corrective Action:

> If you are trying to move money within the same fund use the Option 1 revision. Option 1 can be used to move between organization and program codes within the same fund.

Transfer Entry: ORGN "xxxxxx" may not be used with fund "xxxxxx".

Reason:

Each fund code belongs to a department. If the organization code is not within the department listed for the fund this warning message will appear.

Corrective Action:

Review the fund and orgn code entered to ensure they are correct. The Cognos report *HSC Finance>Chart of Accounts>Fund and Organization Combinations* can be run to help determine which orgn codes are valid for a particular fund.

Transfer Entry: The default program code "xx" must be used with fund "xxxxxx"

Reason:

Default program codes exist on each fund code. The default program must be used for this particular fund code.

Corrective Action:

The default program code is listed in the Revenue, Expense and Transfer entry sections of the system. Review this default and correct the program code to match the default. If you feel that the default program code is incorrect, please contact the Budget Office.

Transfer Entry: The default program code is "xx". Only program codes 10, 35 or 40 may be used with fund "xxxxxx".

Reason:

The default program code for the fund is 10, 35 or 40. Only these 3 program codes can be used with the fund entered.

Corrective action:

The default program code is listed in the Revenue, Expense, and Transfer entry sections of the system. Review this default and correct the program code to 10, 35 or 40. If you feel that the default program code is incorrect, please contact the Budget Office.

Transfer Entry: The transaction effective date is greater than the grant end date

Reason:

The grant has already ended.

Corrective Action:

This is a warning message only. It will alert all approvers that a revision is being requested on a grant that has ended.

Transfer Entry: Transfers are not allowed between fund "xxxxxx" and fund "xxxxxx"

Reason:

The two funds entered are not allowed to transfer between each other. For example transfers are not allowed into an E&G state appropriated fund from an MPIP fund.

Corrective Action:

Review the funds entered into the revision and Review the Transfer section of the "Budget Basic" document located at Budget Basics Reference Guide for more information on transfers between different fund
types.

Transfer Entry: Transfers between fund "xxxxxx" and fund "xxxxxx" must be approved by the Budget Office.

Reason:

> This warning exists for E&G state appropriated funds to alert the user that different E&G funding sources are being used in this transfer. Transfers between certain E&G funds are not allowed and must be reviewed by the Budget Office.

Corrective Action:

> Verify that the funds entered are correct. Contact the Budget Office to determine if this transfer is appropriate. Make a comment as to why this transfer is being requested.

Transfer In Entry: "xx" is an invalid program code

Reason

> The program code entered is not valid.

Corrective Action

> Review the program code. It should be a 2 digit code. A list of valid program codes can be found on the Finance Systems Management (FSM) website under the "Reference Material" link.

Transfer In Entry: "xxxx" is an invalid account code

Reason:

> The account code entered is not a valid Budget Account Code.

Corrective Action:

> Please check the following:
>
> o Verify that you have entered a 4 digit Budget Account Code. The 6 digit account codes used for actual expenditures are not allowable on a budget revision.
>
> o Use the Cognos report *Budget>Budget Financial Reports>RPT_ACCT_001 – Budget and Data Entry Account Codes* to identify the appropriate Budget Account Code.

Transfer In Entry: "xxxx " - Transfer in budgets may not exceed zero. The budget is being increased by an amount greater than the Current Budget Amount.

Reason:

> The 8001 or 8095 transfer in Budget Account Codes carry a negative balance. The balance on these codes cannot be greater than 0.00.

Corrective Action:

> Review the Current Budget Amount on the 8001 or 8095 entry line. Compare this to the amount you entered to be adjusted. Make any necessary corrections to the amount to ensure the budget adjustment does not cause the Current Budget Amount to be greater than zero.

Transfer In Entry: "xxxxxx" is an invalid ORGN code

Reason:

> The organization code entered is not a valid orgn code, or the organization code is not the 6 digit data enterable orgn code.

Corrective Action:

> Review the organization code and make sure it was entered correctly. If you are unsure of the organization code, you can run the Cognos report *Budget>Budget Financial Reports>RPT_ORGN_001 – Organization Listing*.

Transfer In Entry: "xxxxxx-xxxxxx-xxxxxx-xx"   The budget is being reduced by an amount that is greater than the Budget Available Balance .

Reason:

> A reduction to a FOAP line is limited to the Budget Available Balance (BAVL balance) on that FOAP line. This error occurs if you are trying to reduce the budget on a line by more than what is available.

Corrective Action:

> Review the Budget Available Balance on the FOAP line shown in the error panel. Ensure that you are not trying to move more than is available for this FOAP line. Run the Cognos report *Budget>Budget Financial Report>RPT_BAVL_005 – Available Balance by Organization (BAVL)* to see more information about the Budget Available Balance.

Transfer In Entry: Account Code "xxxx" may not be used on fund "xxxxxx"

Reason:

> The account code entered is not allowable for the fund code entered. Example: 7035 (Food and Entertainment) is not allowed on E&G funds (funds beginning with 10).

Corrective Action:

> Verify that you have entered the correct fund and the correct account code. Edit the budget line if corrections should be made

Transfer In Entry: Account Code "xxxx" on fund "xxxxxx" must be approved by the Budget Office

Reason:

> This warning exists to alert the originator that a particular account code may not be allowable for the fund code entered. The use of this account code and fund will need approval by the Budget Office.

Corrective Action:

> Ensure that the correct fund and account code have been entered. Enter a comment explaining why this account code should be used.

Transfer In Entry: Account Code "xxxx " -   the budget is being reduced by an amount that is greater than the Current Budget Amount

Reason

> The amount entered on the line exceeds the Current Budget for this line.
> - o Example: The Current Budget is $100. ($150) is entered as the amount to move to another code. You are trying to move $50 more than is budgeted for this account code.

Corrective Action:

> Check the Current Budget Amount on the line with the error. Correct the amount to be moved to be less than or equal to the current budget amount.

Transfer In Entry: Amount may not exceed 9,999,999,999

Reason:

> An amount entered is > 9,999,999,999. The system only allows up to 10 digits to the left of the decimal.

Corrective Action:

Correct the amount entered to be below 10,000,000,000.

Transfer In Entry: ORGN "xxxxxx" may not be used with fund "xxxxxx".

Reason:

Each fund code belongs to a department. If the organization code is not within the department listed for the fund this warning message will appear.

Corrective Action:

Review the fund and orgn code entered to ensure they are correct. The Cognos report *HSC Finance>Chart of Accounts>Fund and Organization Combinations* can be run to help determine which orgn codes are valid for a particular fund.

Transfer In Entry: Select plus or minus

Reason:

The user did not select plus or minus next to the dollar amount.

Corrective Action:

Use the drop down box under the "Plus Minus" column and select a sign for the amount.

Transfer In Entry: The default program code "xx" must be used with fund "xxxxxx"

Reason:

Default program codes exist on each fund code. The default program must be used for this particular fund code.

Corrective Action:

The default program code is listed in the Revenue, Expense and Transfer entry sections of the system. Review this default and correct the program code to match the default. If you feel that the default program code is incorrect, please contact the Budget Office.

Transfer In Entry: The default program code is "xx". Only program codes 10, 35 or 40 may be used with fund "xxxxxx".

Reason:

The default program code for the fund is 10, 35 or 40. Only these 3 program codes can be used with the fund entered.

Corrective action:

The default program code is listed in the Revenue, Expense and Transfer entry sections of the system. Review this default and correct the program code 10, 35 or 40. If you feel that the default program code is incorrect, please contact the Budget Office.

Transfer In Entry: The fund balance amount exceeds the Available Fund Balance

Reason:

The fund balance being budgeted exceeds the Fund Balance that is available to be budgeted.

Corrective Action:

Review the Cognos report *Budget>Budget Financial Reports: RPT_GENL_001 – Prior Year Fund Balance Available to Carry-Forward* for the amount of fund balance that is available to be budgeted. The fund balance calculation is as follows:

Prior Year Ending Fund Balance – Prior Year Encumbrances – Current Fund Balance Budget

Transfer In Entry: The YTD revenue for fund "xxxxxx" is less than the current revenue budget for the fund.
Reason:
>The fund has not earned the revenue that is already budgeted.

Corrective Action:
>Provide a comment explaining how the increase to the revenue budget will be realized and justifying the need for the increase.

Transfer Out Entry: "xx" is an invalid program code
Reason
>The program code entered is not valid.

Corrective Action
>Review the program code. It should be a 2 digit code. A list of valid program codes can be found on the Finance Systems Management (FSM) website under the "Reference Material" link.

Transfer Out Entry: "xxxx" is an invalid account code
Reason:
>The account code entered is not a valid Budget Account Code.

Corrective Action:
>Please check the following:
>- o Verify that you have entered a 4 digit Budget Account Code. The 6 digit account codes used for actual expenditures are not allowable on a budget revision.
>
>- o Use the Cognos report *Budget>Budget Financial Reports>RPT_ACCT_001 – Budget and Data Entry Account Codes* to identify the appropriate Budget Account Code.

Transfer Out Entry: "xxxxxx" is an invalid ORGN code
Reason:
>The organization code entered is not a valid orgn code, or the organization code is not the 6 digit data enterable orgn code.

Corrective Action:
>Review the organization code and make sure it was entered correctly. If you are unsure of the organization code, you can run the Cognos report *Budget>Budget Financial Reports>RPT_ORGN_001 – Organization Listing*.

Transfer Out Entry: "xxxxxx-xxxxxx-xxxxxx-xx" The budget is being reduced by an amount that is greater than the Budget Available Balance .
Reason:

A reduction to a FOAP line is limited to the Budget Available Balance (BAVL balance) on that FOAP line. This error occurs if you are trying to reduce the budget on a line by more than what is available.

Corrective Action:

Review the Budget Available Balance on the FOAP line shown in the error panel. Ensure that you are not trying to move more than is available for this FOAP line. Run the Cognos report *Budget>Budget Financial Report>RPT_BAVL_005 – Available Balance by Organization (BAVL)* to see more information about the Budget Available Balance.

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Reason:

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Corrective Action:

Verify that you have entered the correct fund and the correct account code. Edit the budget line if corrections should be made.

Transfer Out Entry: Account Code "xxxx" on fund "xxxxxx" must be approved by the Budget Office

Reason:

This warning exists to alert the originator that a particular account code may not be allowable for the fund code entered. The use of this account code and fund will need approval by the Budget Office.

Corrective Action:

Ensure that the correct fund and account code have been entered. Enter a comment explaining why this account code should be used.

Transfer Out Entry: Account Code "xxxx " -   the budget is being reduced by an amount that is greater than the Current Budget Amount

Reason

The amount entered on the line exceeds the Current Budget for this line.
Example: The Current Budget is $100. ($150) is entered as the amount to move to another code.
You are trying to move $50 more than is budgeted for this account code.

Corrective Action:

Check the Current Budget Amount on the line with the error. Correct the amount to be moved to be less than or equal to the current budget amount.

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Reason:

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Corrective Action:

Correct the amount entered to be below 10,000,000,000.

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Reason:

Each fund code belongs to a department. If the organization code is not within the department listed for the fund this warning message will appear.

Corrective Action:

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Transfer Out Entry: Select plus or minus

Reason:

The user did not select plus or minus next to the dollar amount.

Corrective Action:

Use the drop down box under the "Plus Minus" column and select a sign for the amount.

Transfer Out Entry: The default program code "xx" must be used with fund "xxxxxx"

Reason:

Default program codes exist on each fund code. The default program must be used for this particular fund code.

Corrective Action:

The default program code is listed in the Revenue, Expense and Transfer entry sections of the system. Review this default and correct the program code to match the default. If you feel that the default program code is incorrect, please contact the Budget Office.

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Reason:

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Transfer Out Entry: The fund balance amount exceeds the Available Fund Balance

Reason:

The fund balance being budgeted exceeds the Fund Balance that is available to be budgeted.

Corrective Action:

Review the Cognos report *Budget>Budget Financial Reports: RPT_GENL_001 – Prior Year Fund Balance Available to Carry-Forward* for the amount of fund balance that is available to be budgeted. The fund balance calculation is as follows:

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Transfer Out Entry: The YTD revenue for fund "xxxxxx" is less than the current revenue budget for the fund.

Reason:

    The fund has not earned the revenue that is already budgeted.

Corrective Action:

    Provide a comment explaining how the increase to the revenue budget will be realized and justifying the need for the increase.