

BUDGET REVISION SYSTEM APPROVER GUIDE

Budget Office

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BUDGET REVISION SYSTEM APPROVER GUIDE

Budget Revision System

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

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

Fund Managers

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

Dean/Vice President Approvers

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

Approval Tracking System (ATS)

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

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

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

Welcome Screen



Texas Tech University System

Approval Tracking System

Lesley Wilmeth

Sign Out

Welcome to the Approval Tracking System

Home

Approval Review

Document Maintenance and Review

User Maintenance

Administrators have access to define and maintain systems that utilize the Approval Tracking System. You can change the URL of the system that uses this application and assign the functional users that will maintain the application thru the Approval Tracking System.

Functional Administrators have access to define Approvers, Approval Chains, Approver Proxies, Rejection Reasons and Email Frequency in the Approval Tracking System.

Approvers have access to approve or reject documents.

The Approval Tracking System is designed to monitor the flow of a document as it is approved for final processing in the satellite system that it originated from. The document starts out being generated from a satellite system and sent to the Approval Tracking System. An approval chain that has been defined by the Functional Administrator for the satellite system will send an email to the first approver. Once approved by the first approver then an email is sent to the next person in line and so forth until all levels of approval have been met. Once approved the document is sent back to the satellite system that generated it and it is processed there. If any of the approvers "reject" then notification is sent to the person that originated the document in the satellite system. At that point the person that originated the document has two options, one start again or abandon the document in the satellite system. If the originator decides to try again, then the document is sent to the Approval Tracking System with a "generation number" indicating that this is a retry of a previous attempt. This will allow us to identify it as a retry and inform the approvers in the approval chain that it is a retry of a previous document. The originator also has the option to abandon the document in the satellite system and start the process there with a new document.

If you need assistance with using this system, please contact the Banner Finance Team at bfin@ttu.edu

Texas Tech University System

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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.



Texas Tech University System

Approval Tracking System

Lesley Wilmeth

Sign Out

Documents to Approve

☒ View the documents that you are the Approver for
 ☐ View the documents that you are a Proxy for

You are viewing documents that you are the **APPROVER** for

☒ Document Approval
 ☐ Administrator Document Approval - as the administrator you see all documents

Process Selected Documents

Unselect ALL

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

Document ID	Routing Begin Time	Routing Expire Date	Review Details	Review/Add Approver	Rejection Code	Rejection Comments	User Values
BR002293.00	12/23/2011 2:04:16 PM	01/18/2012	☐ Approve ☐ Reject	Details Add	Rejection Code		Option: -- 4 Chart/Fund/Orgn: -- H/133013/534901 Orgn Name: -- Ophthalmology Eip Originator: -- Lesley Wilmeth Warning: -- The revenue received YTD is current
BR002393.00	12/28/2011 1:31:33 PM	01/27/2012	☐ Approve ☐ Reject	Details Add	Rejection Code		Option: -- 4 Chart/Fund/Orgn: -- H/101049/201821 Orgn Name: -- General Administration Reserve Originator: -- Lesley Wilmeth Warning: -- The fund codes you have entered do

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

Viewing the Details of a Document

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

Texas Tech University System Lesley Wilmeth
Sign Out

Approval Tracking System

Documents to Approve

☒ View the documents that you are the Approver for ☐ View the documents that you are a Proxy for

You are viewing documents that you are the APPROVER for

☐ Document Approval
☐ Administrator Document Approval - as the administrator you see all documents

[Process Selected Documents](#)

[Unselect ALL](#)

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BR002393.00	12/28/2011 1:31:33 PM	01/27/2012	☐ Approve ☐ Reject	Details Add	Rejection Code		Option: -- 4 Chart/Fund/Orgn: -- H/101049/2018Z1 Orgn Name: -- General Administration Reserve Originator: -- Lesley Wilmeth Warning: -- The fund codes you have entered do

Click Details to view this revision

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

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

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

Approval Options from the Detail Screen

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



Mark for Approve



Mark for Reject



Take no action

- **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.

Process Selected Documents

Unselect ALL

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Document ID	Routing Begin Time	Routing Expire Date	Review Details	Review/Approver	Review/Add Rejection Code	Rejection Comments	User Values
Document ID	Routing Begin Time	Routing Expire Date		Review/Add Approver	Rejection Code	Rejection Comments	User Values
BR002293.00	12/23/2011 2:04:16 PM	01/18/2012	☒ Approve ☐ Reject	Details	Add	Rejection Code	Option: -- 4 Chart/Fund/Orgn: -- H/133013/534801 Orgn Name: -- Ophthalmology Eip Originator: -- Lesley Wilmeth Warning: -- The revenue received YTD is current
BR002393.00	12/28/2011 1:31:33 PM	01/27/2012	☒ Approve ☐ Reject	Details	Add	Rejection Code	Option: -- 4 Chart/Fund/Orgn: -- H/101049/2018Z1 Orgn Name: -- General Administration Reserve Originator: -- Lesley Wilmeth Warning: -- The fund codes you have entered do
BR002394.00	12/29/2011 10:51:49 AM	01/28/2012	☒ Approve ☐ Reject	Details	Add	Rejection Code	Option: -- 3 Chart/Fund/Orgn: -- H/181032/201801 Orgn Name: -- Budget Office Lbk Originator: -- Lesley Wilmeth Warning: -- The revenue received YTD is current

Document marked as Approve

Document marked as Reject

No action on this document

Finalizing Approval

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

Documents to Approve

☒ View the documents that you are the Approver for
 ☐ View the documents that you are a Proxy for

You are viewing documents that you are the APPROVER for

☒ Document Approval
 ☐ Administrator Document Approval - as the administrator you see all documents

Process Selected Documents

Be sure to click this button to finalize any approval or rejection of a document.

Unselect ALL

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Routing Begin Time - GREEN means it expires in THREE or more days

Document ID	Routing Begin Time	Routing Expire Date	Review Details	Review/Approver	Review/Add Rejection Code	Rejection Comments	User Values
Document ID	Routing Begin Time	Routing Expire Date		Review/Add Approver	Rejection Code	Rejection Comments	User Values
BR002403.00	1/6/2012 10:54:12 AM	02/03/2012	☐ Approve ☐ Reject	Details	Add	Rejection Code	Option: -- 4 Chart/Fund/Orgn: -- H/101014/201801 Orgn Name: -- Budget Office Lbk Originator: -- Lesley Wilmeth

Rejecting a document

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

Rejection Code		Rejection Comments	
Rejection Code		Rejection Comments	
Rejection Code			
Rejection Code			

Valid rejection codes for the Budget Revision documents are:

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

Unselecting an Action

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

Add an Approver

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

Document ID	Routing Begin Time	Routing Expire Date			Review/Add Approver	Rejection Code
BR002403.00	1/6/2012 10:54:12 AM	02/03/2012	☐ Approve ☐ Reject	Details	Add	Rejection Code

Click here to Add an approver

Click the [Add](#) button to go to the Approval Status screen. From this screen the approver may add an approver.

Approval Tracking System

Approval Status

Document ID	SEQ	Approver Name	Proxy Name	Admin Name Group Person Name	Group Chart and ID	Notify Begin Date / Time	Current Approval Step	Approval Date / Time	Last Notify Date / Time	Expiration Date
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](#) 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

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

[Return to Approval Review](#)

One Time Add User Approval

User added to this chain

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

[Help Adding User](#)

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

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

Setting Email Frequency

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

Texas Tech University System
Approval Tracking System

Documents to Approve

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☒ Document Approval
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BR002403.00	1/6/2012 10:54:12 AM	02/03/2012	☐ Approve ☐ Reject	Details Add	Rejection Code	

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.

User Maintenance

Select Frequency

To set ALL email frequencies to the same for all chains and documents waiting your approval, make your selection and then click below at - 'SET FREQUENCY'

☐ SET FREQUENCY - Click here to set ALL of your documents waiting your approval and your chain email frequencies to the same selection from the drop down list above.

☐ Unselect for no Action

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.