



Maintaining Budget Change Requests

This document describes the functions used in TEAMS to enter and approve requests to move funds from one General Ledger account to another.

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Request Budget Change

Use the Request Budget Change function to submit a request to move funds from one General Ledger account to another. The accounts to which you have access are associated with your position. Requests you submit may be approved or denied either through the Budget Change Request workflow or automatically based on district-defined rules governing budget transfers.

Note: The Maintain Budget Change Request Categories function is used to assign positions to categories used to determine access to General Ledger accounts. The Budget Transfer Rules Maintenance function is used to create rules governing budget transfers. These functions will be covered in future documentation.

How to Add a Budget Change Request

1. Navigate to the TEAMS Home page and locate the Budget Change Request menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page. If you are unsure of the menu name, you can enter the function name in the Search Menu Items field to quickly locate it.

2. Select the **Request Budget Change** link. The Budget Change Requests tab is displayed, as shown in the following figure.

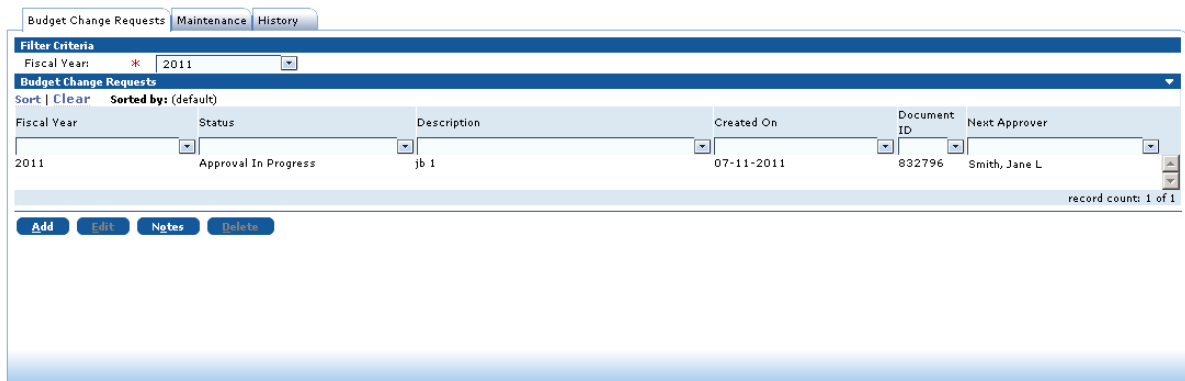


Figure 1: Budget Change Requests tab

Note: If you have previously entered a budget change request and its status is Approval In Progress, it is displayed on the tab. To search for a previous budget change request that has already been approved or denied, use the History tab. For more information about the History tab, see "How to View Previous Budget Change Request Submissions" on page 7.

3. Click the **Add** button. The Maintenance tab is displayed, as shown in the following figure.

Request Budget Change


The screenshot shows a web application interface with three tabs: "Budget Change Requests", "Maintenance", and "History". The "Maintenance" tab is active, displaying the "Budget Change Request Details" form. The form includes the following fields and sections:

- Request ID:** 832836
- Date:** 07-11-2011 (with a calendar icon)
- Description:** (with a checkmark icon)
- Justification:** (with a checkmark icon and a "Characters remaining: 500 (500 max)" indicator)
- Amount:** \$0.00
- Unreconciled Amount:** \$0.00
- Decrease Accounts:** A table with columns "Account" and "Balance Amount Percentage". It shows a single entry with a "+" icon, a balance of \$0.00, and a percentage of 0.0000%. Below the table is the text "Auto Complete: on".
- Increase Accounts:** A table with columns "Account" and "Balance Amount Percentage". It shows a single entry with a "+" icon, a balance of \$0.00, and a percentage of 0.0000%. Below the table is the text "Auto Complete: on".
- Attachments:** A section with a "File Description" label and a "+" icon.

At the bottom of the form, there are five buttons: "Approve & Return", "Hang & Return", "Save", "Cancel", and "Submit".

Figure 2: Maintenance tab

Note: The system defaults the Request ID number. This number becomes the Budget Transaction Number when the request is submitted.

4. The **Date** field defaults to the current date, but you can enter a new date or click the  icon to select one from the calendar, if necessary.
5. Enter a short **Description** for the budget change request.
6. In the **Justification** field, enter the reason for the change request.
7. In the **Amount** field, enter the amount to be moved between accounts. When you move your cursor out of the Amount field, the Maintenance tab is redisplayed with the Decrease Accounts and Increase Accounts boxes expanded, as shown in the following figure.

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The screenshot shows the 'Budget Change Request Details' window in the 'Maintenance' tab. At the top, there are tabs for 'Budget Change Requests', 'Maintenance', and 'History'. The main form contains the following fields:

- Request ID:** 832836
- Date:** 07-11-2011
- Description:** Sample Budget Change Request
- Justification:** Enter your reason for the change here. (Characters remaining: 462 / 500 max)
- Amount:** \$5.00
- Unreconciled Amount:** \$0.00

Below these fields are two expanded boxes:

- Decrease Accounts:** A table with columns for Account (FND, FN, OBJ, SO, ORG, PI, L, PR, Year, Owner), Balance Amount, and Percentage. The current entry shows \$0.00 and 100.0000%. There are icons for clearing the field and deleting the entry.
- Increase Accounts:** A similar table with the same columns and current values of \$0.00 and 100.0000%.

At the bottom of the window, there are buttons for 'Approve & Return', 'Deny & Return', 'Save', 'Cancel', and 'Submit'.

Figure 3: Maintenance tab with the Decrease Accounts and Increase Accounts boxes expanded

- In the **Decrease Accounts** box, enter the General Ledger account number from which to move the amount.



Note: To clear the values from all account element boxes, click the icon. To remove an account, click the icon.


Tip: To filter the list of account numbers, complete one or more of the account element boxes and click the icon.


Note: The **Auto Complete** option is On by default. When this option is on, the system will use colors to validate the account number as you complete the account element boxes. If the labels of the element boxes are displayed in orange text, then the system has found too many results to filter and you should complete another element box. If the labels are displayed in green, you can either continue to complete element boxes or click the icon to display a list of matching accounts and select one. If the labels are displayed in red, then you have entered an invalid value in an account element box. If the system finds one exact match as you are entering an account number, it will automatically complete the remaining element boxes. If you do not want to use the Auto Complete option, click the **Auto Complete** link to toggle the option Off.

- Enter the **Amount** to be moved from the account.
- Enter the **Percentage** of the total you are requesting to move that the amount represents.

11. **Optional.** If you want to take the amount from multiple accounts, click the + icon and repeat **Step 8** through **Step 10**. If you use multiple accounts, the amounts for each must add up to the amount you entered in your budget change request details (Step 7) and the percentage for each must add up to 100 percent.
12. In the **Increase Accounts** box, enter the General Ledger account number to which the amount will be moved.

Note: To clear the values from all account element boxes, click the  icon. To remove an account, click the  icon.

Tip: To filter the list of account numbers, complete one or more of the account element boxes and click the  icon.

Note: The **Auto Complete** option is On by default. When this option is on, the system will use colors to validate the account number as you complete the account element boxes. If the labels of the element boxes are displayed in orange text, then the system has found too many results to filter and you should complete another element box. If the labels are displayed in green, you can either continue to complete element boxes or click the  icon to display a list of matching accounts and select one. If the labels are displayed in red, then you have entered an invalid value in an account element box. If the system finds one exact match as you are entering an account number, it will automatically complete the remaining element boxes. If you do not want to use the Auto Complete option, click the **Auto Complete** link to toggle the option Off.

13. Enter the **Amount** to be moved to the account.
14. Enter the **Percentage** of the total you are requesting to move that the amount represents.
15. **Optional.** If you want to move the amount to multiple accounts, click the + icon and repeat **Step 12** through **Step 14**. If you use multiple accounts, the amounts for each must add up to the amount you entered in your budget change request details (Step 7) and the percentage for each must add up to 100 percent.
16. **Optional.** If you want to attach supporting information to the request, click the + icon in the Attachments panel. In the **File** field, click the **Browse** button to locate the file to be uploaded, and enter a **Description**.

Note: To remove an attachment, click the  icon.

17. You now have the following button options on the Maintenance tab:

- **Submit:** If you are ready to enter your request, click the **Submit** button. The Budget Change Request tab is redisplayed with the status of your submission (for example, Approval in Progress). If a budget change request rule was applied to the submission, the rule number and description are displayed in the message, as shown in the following figure.

Note: Once you submit a budget change request, you will not be able to edit it.

Note: If the amounts you enter for account numbers in the Decrease Accounts and Increase Accounts boxes do not match and do not match the amount entered in the Budget Change Request Details, a Confirm box is displayed to alert you that the amounts do not reconcile. If you want to proceed with submitting the request anyway, click the **Ok** button. If you want to correct the amounts, click the **Cancel** button in the Confirm box and return to the Maintenance tab.

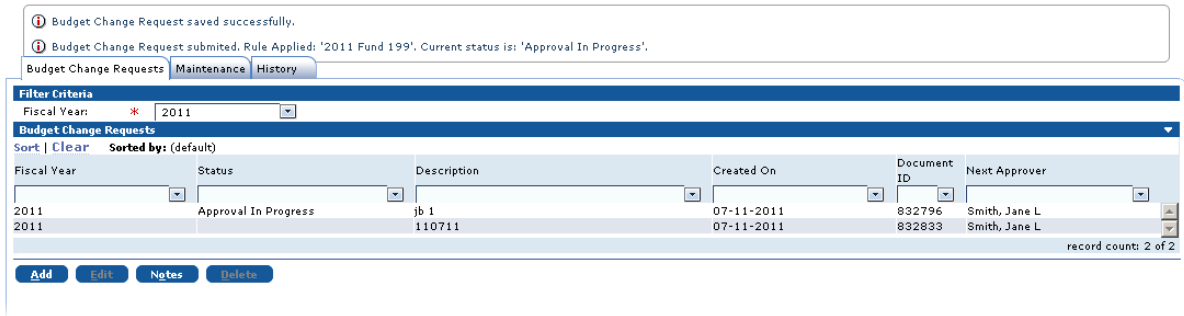


Figure 4: Budget Change Requests tab (partially illustrated) with message that request has been successfully submitted

- **Save:** If you want to save your request without submitting it so that you can return to it later, click the **Save** button. The Budget Change Requests tab is displayed with a message that the request has been saved successfully.
- **Cancel:** Click the **Cancel** button to return to the TEAMS Home page without saving your request.

How to Edit Budget Change Request

Note: You can only edit budget change requests that have not been submitted.

1. Select the budget change request to be modified and click the **Edit** button. The Maintenance tab is displayed.
2. Modify the fields on the Maintenance tab as necessary. See "How to Add a Budget Change Request" on page 2 for more information about working with the Maintenance tab.

How to Add a Note to a Budget Change Request

1. Select the budget change request to which to add the note and click the **Notes** button. The Notes tab is displayed.
2. In the **Notes** field, enter any free-text comments, up to 500 characters.
3. In the **Private** field, select Yes to indicate that this note is private; select No if the note is not private. No is the system default.

Note: If a note is designated as Private, then only the person entering the note has access to it. No information about the note is displayed for other users.

4. In the **Internal Only** field, select Yes to indicate that this note is for internal use only; select No if the note is not only for internal use. Yes is the system default.

Note: Selecting Yes in the Internal Only field indicates that only district employees have access to the note.

5. Select the **Communication Method** by which you received the information.
6. Click the **Add** button. The note is added to the Notes list.
7. Click the **Return** button to return to the Budget Change Request tab.

How to Delete a Budget Change Request



To delete a budget change request, select it and click the **Delete** button.

How to View Previous Budget Change Request Submissions

1. Click the **History** tab to bring it forward. The History tab is shown in the following figure.

The screenshot shows the 'History' tab selected in a web application. At the top, there are three tabs: 'Budget Change Requests', 'Maintenance', and 'History'. Below the tabs, there are search filters: 'Fiscal Year' (set to 2011), 'Status' (empty), 'Min Date' (empty), and 'Max Date' (empty). There are 'Search' and 'Clear' buttons. Below the filters, there is a table header for 'Budget Change Requests' with columns: 'Fiscal Year', 'Status', 'Description', 'Request Date', and 'Budget Trans #'. The table is currently empty, and the status at the bottom right indicates 'record count: 0 of 0'. A 'View' button is located at the bottom left of the table area.

Figure 5: History tab

2. **Optional.** To filter your search results, complete one or more of the following fields:
 - **Fiscal Year:** The default is the current year.
 - **Status:** Select the status of the budget change request (for example, Denied by Validation Rules).
 - **Min Date:** Enter the minimum date for which the system should search for requests or click the  icon to select it from the calendar.
 - **Max Date:** Enter the maximum date for which the system should search for requests or click the  icon to select it from the calendar.
 - **Budget Trans #:** Enter the Budget Transaction number for the request.
3. Click the **Search** button. Search results are displayed in the Budget Change Requests panel, as shown in the following figure.

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The screenshot shows the 'History' tab of the 'Budget Change Requests' application. At the top, there are three tabs: 'Budget Change Requests', 'Maintenance', and 'History'. Below the tabs, there are search filters: 'Fiscal Year' (2011), 'Status' (empty), 'Min Date' (empty), 'Max Date' (empty), and 'Budget Trans #' (832767). There are 'Search' and 'Clear' buttons. Below the filters, there is a table with the following columns: 'Fiscal Year', 'Status', 'Description', 'Request Date', and 'Budget Trans #'. The table contains one record: '2011', 'Auto Approved', 'JB 1', '07-11-2011', and '832767'. At the bottom right of the table, it says 'record count: 1 of 1'. Below the table, there is a 'View' button.

Fiscal Year	Status	Description	Request Date	Budget Trans #
2011	Auto Approved	JB 1	07-11-2011	832767

Figure 6: History tab with search results

4. **Optional.** If you want to view a budget change request, select it and click the **View** button. The Maintenance tab is displayed for the request. Click the **Return to History** button to go back to the History tab.

Approve Budget Change Requests

Budget Change Requests that are not approved or denied automatically based on district-defined rules are approved through the Budget Change Request Approval workflow. If you have been designated as an approver for this workflow, use the Approve Budget Change Request to approve or deny budget change requests.

How to Access Budget Change Requests Needing Approval

1. Navigate to the TEAMS Home page and locate the Budget Change Request menu.

Note: The exact name of the menu you use to access this function depends on how your district has configured its TEAMS Home page. If you are unsure of the menu name, you can enter the function name in the Search Menu Items field to quickly locate it.

2. Select the **Approve Budget Change Requests** link. The Budget Change Request Workflow Approval tab is displayed with requests awaiting approval, as shown in the following figure.

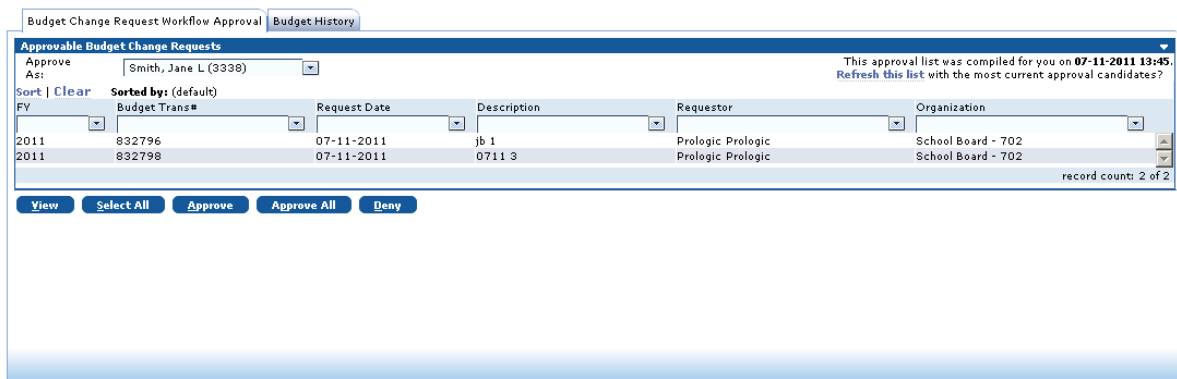


Figure 7: Budget Change Request Workflow Approval tab

3. The **Approve As** field defaults to your name. If you are supporting another approver, select his or her name from the drop-down list.
4. In the upper right corner of the tab, the date and time that the approval list was last compiled is displayed. We recommend that you click the **Refresh this list** link to be sure you are viewing the most current approval candidates.

How to Work With Button Options on the Budget Change Request Workflow Approval Tab

The button options you have for working with budget change requests that need approval are described below.

View Button

Click the **View** button to display the Budget Change Request Maintenance tab (shown in the following figure) and review details about the budget change request and any supporting documents.

The screenshot displays the 'Budget Change Request Maintenance' window. At the top, it shows 'Request ID: 832798', 'Date: 07-11-2011', 'Description: 0711 3', and 'Justification: 0711'. Financial details include 'Amount: \$3.00' and 'Unreconciled Amount: \$0.00'. Below this, there are two sections for account adjustments: 'Decrease Accounts' and 'Increase Accounts'. Each section contains a table with columns for 'Account', 'Balance', 'Amount', and 'Percentage'. The 'Decrease Accounts' table shows a single entry with a balance of \$3.00 and a percentage of 100.0000%. The 'Increase Accounts' table shows a single entry with a balance of \$1,215.69 and a percentage of 100.0000%. At the bottom of the window, there are five buttons: 'Approve & Return', 'Deny & Return', 'Save', 'Cancel', and 'Submit'.

Figure 8: Budget Change Request Maintenance tab

On the Budget Change Request Maintenance tab, you have the following additional button options:

- **Approve & Return:** Click to the **Approve & Return** button approve the budget change request. The Approval Note box is displayed (shown in Figure 9 on page 11). In the **Approval Note** field, enter a note regarding the approval, if desired. Click the **Ok** button to proceed with the approval. You are returned to the Budget Change Request Workflow Approval tab.
- **Deny & Return:** Click to the **Deny & Return** button deny the budget change request. The Denial Note box is displayed (shown in Figure 11 on page 12). In the **Denial Note** field, enter a note regarding the denial, if desired. Click the **Ok** button to proceed with the denial. You are returned to the Budget Change Request Workflow Approval tab.
- **Cancel:** Click the **Cancel** button to return to the Budget Change Request Workflow Approval tab without taking any action on the request.

Select All Button

Click the **Select All** button to select all the requests listed on the Budget Change Request Workflow Approval tab. You can then proceed to approve or deny the selected requests.

Approve Button

To approve requests, follow the steps below.

1. Select one or more requests on the Budget Change Request Workflow Approval tab and click the **Approve** button. The Approval Note box is displayed, as shown in the following figure.

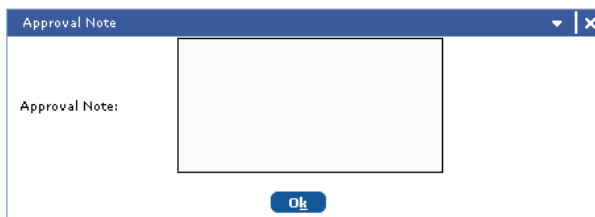


Figure 9: Approval Note box

2. In the **Approval Note** field, enter a note regarding the approval, if desired.
3. Click the **Ok** button to proceed with the approval. A message is displayed above the Budget Change Request Workflow Approval tab that lets you know that budget change request was submitted for approval, as shown in the following figure.

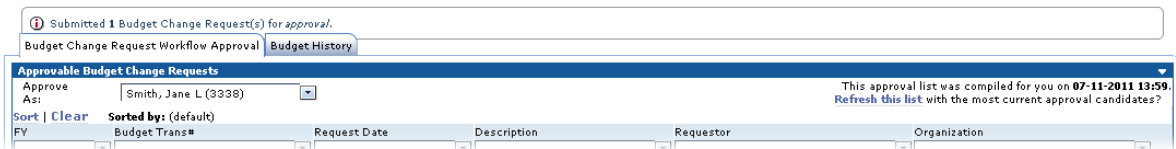


Figure 10: Budget Change Request Workflow Approval tab (partially illustrated) with message that a budget change request has been submitted for approval

Note: If there are no other approvers in the workflow, the budget change request is approved.

Approve All Button

To quickly approve all the requests on the Budget Change Request Workflow Approval tab, click the **Approve All** button. The Approval Note box is displayed. Complete the Approval Note box as described in the description the Approve button (above) and click the **Ok** button.

Deny Button

To deny requests, follow the steps below.

1. Select one or more requests on the Budget Change Request Workflow Approval tab and click the **Deny** button. The Denial Note box is displayed, as shown in the following figure.

Figure 11: Denial Note box

2. In the **Denial Note** field, enter a note regarding the denial, if desired.
3. Click the **Ok** button to proceed with the denial. A message is displayed above the Budget Change Request Workflow Approval tab that the budget transaction has been denied, as shown in the following figure.

Figure 12: Budget Change Request Workflow Approval tab (partially illustrated) with a message that the budget transaction has been denied

How to Review Budget Request History



Use the Budget History tab to view a list of budget change requests and their approval history. To locate requests, follow the steps below.

1. To access the Budget History tab, click it to bring it forward, as shown in the following figure.

The screenshot displays the 'Budget History' tab within a 'Budget Change Request Workflow Approval' application. It features a search interface with the following elements:

- Search Criteria Panel:** Includes input fields for 'Budget Trans #', 'Requested by', 'Begin Date', and 'End Date'. The 'Begin Date' and 'End Date' fields have calendar selection icons. A 'Status' dropdown menu is also present. 'Search' and 'Clear' buttons are located below the search fields.
- Budget Request History Panel:** Shows a table with the following columns: 'Budget Trans #', 'Budget Request Create Date', 'Requestor', 'Budget Description', and 'Budget Status'. Each column has a dropdown arrow for sorting. The table is currently empty, and the status 'record count: 0 of 0' is displayed at the bottom right.
- Navigation:** A 'Return to Budget Change Request Approval' button is centered at the bottom of the interface.

Figure 13: Budget History tab

2. **Optional.** To filter your search results, complete one or more of the following fields in the Search Criteria panel:
 - **Budget Trans #:** Enter the Budget Transaction number for the request.
 - **Requested by:** Enter the ID number of a specific employee whose requests you want to view.
 - **Begin Date:** Enter the start date for which the system should search for requests or click the  icon to select it from the calendar.
 - **End Date:** Enter the end date for which the system should search for requests or click the  icon to select it from the calendar.
 - **Status:** Select the status of the budget change request (for example, Denied by Validation Rules).
3. Click the **Search** button. Search results are displayed in the Budget Request History panel, as shown in the following figure.

MAINTAINING BUDGET CHANGE REQUESTS

The screenshot shows the 'Budget History' tab in a software application. At the top, there are two tabs: 'Budget Change Request Workflow Approval' and 'Budget History'. Below the tabs is a 'Search Criteria' section with the following fields: 'Budget Trans #' (empty), 'Requested by:' (empty), 'Begin Date:' (07-11-2011), 'End Date:' (07-11-2011), and 'Status:' (dropdown menu). There are 'Search' and 'Clear' buttons. Below the search criteria is a 'Budget Request History' table with columns: 'Budget Trans #', 'Budget Request Create Date', 'Requestor', 'Budget Description', and 'Budget Status'. The table contains two rows of data. At the bottom of the table, there is a 'Return to Budget Change Request Approval' button and a 'record count: 2 of 2' indicator.

Budget Trans #	Budget Request Create Date	Requestor	Budget Description	Budget Status
832798	07-11-2011	Prologic Prologic	0711 3	Denied By Workflow
832800	07-11-2011	Prologic Prologic	vl 1	Approval History

Figure 14: Budget History tab with search results

4. You have the following options on the Budget History tab:

- Double-click a request to display the Budget Change Request Maintenance tab with details about the request. When you are finished viewing this information, click the **Return to Budget Request** button to go back to the Budget History tab.
- If the Budget Status of a request is Approval History, you can click this link to display the Budget Approve History box, as shown in the following figure. When you are finished viewing the information, click the **Close** button to return to the Budget History tab.

The screenshot shows a 'Budget Approve History' dialog box. It has a title bar with 'Budget Approve History' and a close button. The main area is titled 'Budget Request History' and contains a table with columns: 'Approval Date' and 'Approve'. The table has one row of data. At the bottom of the table, there is a 'Close' button and a 'record count: 1 of 1' indicator.

Approval Date	Approve
07-11-2011	Smith, Jane L

Figure 15: Budget Approve History box