

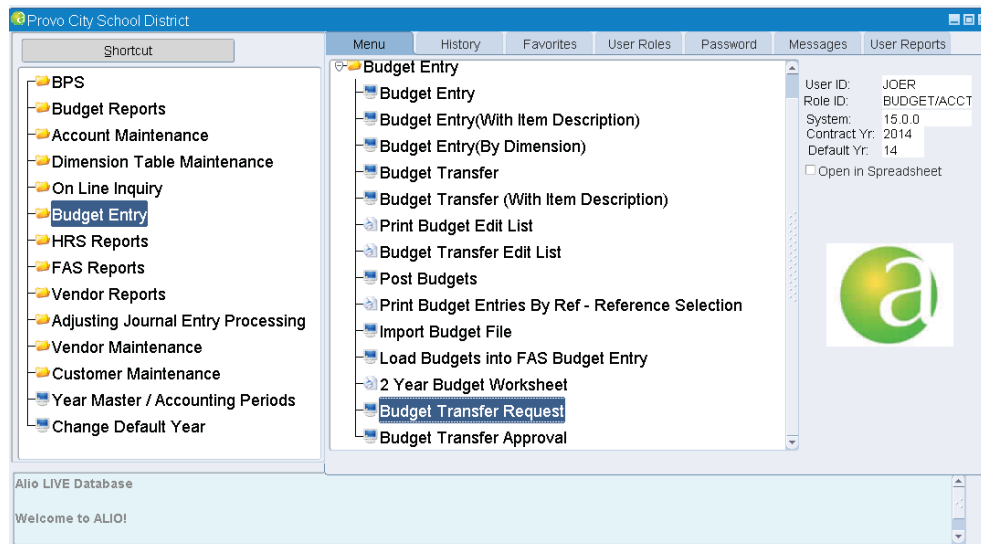
3.0 PROCESSING BUDGET TRANSFER/INCREASE/DECREASE REQUESTS

ALIO provides users with the ability to request, approve, and process budget transfer and increase/decrease requests directly within the system. Approval chains have already been set up within the system to allow seamless tracking and processing of budget requests. This eliminates the need to sign and process paperwork and eliminates time and effort spent tracking down personnel for approval signatures and other time-consuming tasks. In this section we will cover the **Budget Transfer Request** and the **Budget Transfer Approval** programs.

3.1 Budget Transfer Requests

This program is where users are able to input budget transfer, increase, and decrease requests.

1. From the ALIO homepage, double-click on the **Budget Entry** folder.
2. Double-click on the **Budget Transfer Request** program to open up the form required to input budget requests.



3. On the top left, click on the blue **Reference #** button to auto-populate the reference field. This number is important when tracking budget requests, and you might want to make note of this number for future reference.

4. Input a date in the **Budget Date** field. Generally, this is the date you are inputting the budget request.
5. Using the dropdown arrow, select your location in the **Cost Center** field. If you know your location number you can also manually input it directly into the field.
6. Select the appropriate radial option in the **Budget Type** section of the form. **Transfer** is used when requesting a transfer of budget \$ from one account to another. The net **From** and **To** amounts of **Transfer** requests are \$0. **Request** types are used when requesting either a budget increase or decrease for an account. The **From** and **To** amounts for **Request** types do not have to net to \$0.

7. Using either the dropdown arrow or by manual input, input the account number into the **Account Number/Description** field. You can also input a description for the request at the account level to the right of the account in the **Description** field.

- Input the amounts requested in the **From Amount** and **To Amount** fields. All amounts should be entered as positive values.

Budget Approval Entry - FBAPP01A 04/22/14 10:07 AM

Budget Entry Approval Chain

Reference # 199 Reason

Budget Date 07-29-2014 Edit

Cost Center 1520

Requestor

Status Entry

OK For Approval Instructions

Budget Type

Transfer... Request...

Account Measure

Account Number / Description	Description	From Amount From Measure	To Amount To Measure	Meas Used
14.10.0999.0000.1000.013100	Sample Budget Transfer	500.00		
General Fund/General/Teachers	Acct Bal 17,084.70- Existing Meas Amt			
14.10.0999.0000.1000.013100	Sample Budget Transfer		500.00	
General Fund/General/Teachers	Acct Bal 17,084.70- Existing Meas Amt			
	Acct Bal Existing Meas Amt			
Budget Total		500.00	500.00	
Measure Total				

**** NOTE: If you want to decrease a budget amount enter a positive value into the From Amount field. To increase a budget amount enter a positive value into the To Amount field.****

- Finally, once the above items have been checked for accuracy, check the box notifying that the request is **OK for Approval**.

Budget Approval Entry - FBAPP01A 04/22/14 10:07 AM

Budget Entry Approval Chain

Reference # 199 Reason

Budget Date 07-29-2014 Edit

Cost Center 1520

Requestor

Status Entry

OK For Approval Instructions

Budget Type

Transfer... Request...

Account Measure

Account Number / Description	Description	From Amount From Measure	To Amount To Measure	Meas Used
14.10.0999.0000.1000.013100	Sample Budget Transfer	500.00		
General Fund/General/Teachers	Acct Bal 17,084.70- Existing Meas Amt			
14.10.0999.0000.1000.013100	Sample Budget Transfer		500.00	
General Fund/General/Teachers	Acct Bal 17,084.70- Existing Meas Amt			
	Acct Bal Existing Meas Amt			
Budget Total		500.00	500.00	
Measure Total				

10. Click on the **Save** button to finalize the request and begin the budget approval process. The request will only proceed along the approval chain if it has been marked **OK for Approval** and has been **Saved**.

*** NOTE: As of this time Provo SD has not implemented the Reason field or the use of Measures. You can ignore the fields related to these items.***

3.2 Checking the Status of a Request

Once a budget request has been marked for approval and saved it begins the approval chain process. It is possible for originators of requests to go back into the request and view where the request is on the approval chain. This allows users to follow-up with approvers when needed.

1. From the **Budget Entry** folder, double-click the **Budget Transfer Request** program again to open the request form.
2. Click the Binoculars icon to change the mode from **Entry** to **Find**.
3. In the **Reference #** field input the reference number for the request you wish to check on.
4. Hit the **Enter** key.
5. The details of the request will now be shown. In the **Status** field you can see the status of the request. If it is waiting on approval it will show on this field.

The screenshot shows a software window titled "Budget Approval Entry - FBAPP01A". At the top, there are two tabs: "Budget Entry" and "Approval Chain". Below the tabs, there are several input fields:

- Reference #: 97
- Budget Date: 05-12-0014
- Cost Center: 0124 (with a dropdown arrow)
- Requestor: CLINTS
- Status: Needs Approval by TTL1
- OK For Approval:

6. Additionally, you can click on the **Approval Chain** tab at the top of the form to view the various approval steps the request needs to go through.

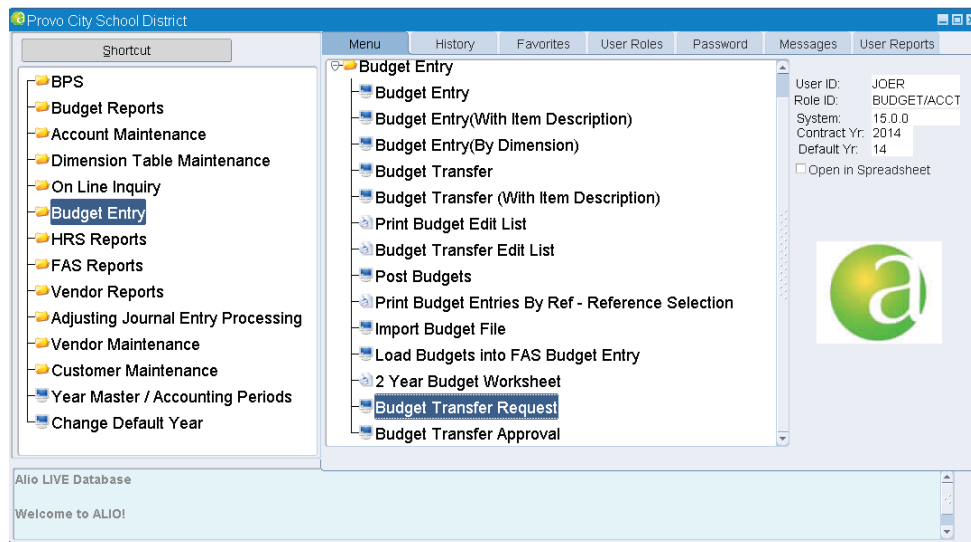
The screenshot shows the same software window, but with the "Approval Chain" tab selected. The table below lists the approval steps:

Approver Sequence	Approval Code	Status	Status Date	User Id
1	TTL1	W		
2	BUDG			
3	PRCH			
4	BA			
5	SUPT			
6	BORD			
7	PO			

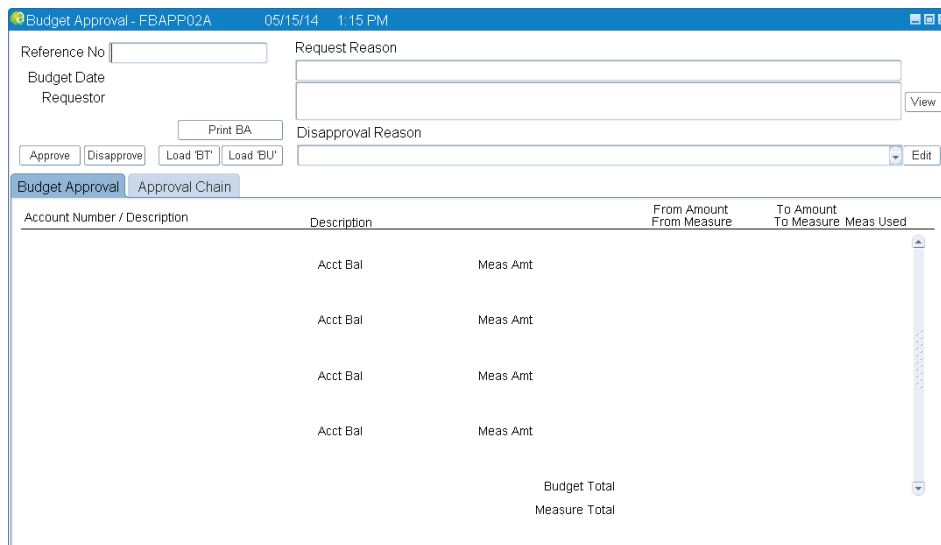
3.3 Approving a Budget Request

Before a change is made to the budget the request must be approved by all individuals on the approval chain. In order to facilitate this process, ALIO provides notification to users when they log in to the system when a request requires approval.

1. On the ALIO homepage you will see a notification in the light blue box showing any pending approval requests.



2. If a budget approval is needed, navigate to **Budget Entry -> Budget Transfer Approval**.
3. Double-click **Budget Transfer Approval** to open up the approval program.
4. Click the **Find** button (Binoculars) in order to locate the next budget request requiring approval.



5. The details of the request will populate in the lower section of the form.
6. If the request is valid and ready to approve, click the **Approve** button.
7. If changes need to be made to the request, click the **Disapprove** button. You can also input a reason for the disapproval in the **Disapproval Reason** field by either using the dropdown arrow or manually inputting a reason.

Account Number / Description	Description	From Amount From Measure	To Amount To Measure	Meas Used
	Acct Bal			Meas Amt
	Acct Bal			Meas Amt
	Acct Bal			Meas Amt
	Acct Bal			Meas Amt
		Budget Total		
		Measure Total		

8. Users can also click on the **Approval Chain** tab to see what other approvals are needed prior to having the budget request processed by the finance department.

Processing budget transfer/increase/decrease requests via ALIO reduces the amount of waiting time for signatures and minimizes the amount of effort required to update your budgets. This will also cut down on the amount of paper and allow us to easily track budget changes within the system.