Core Integrator: Electronic Budget Amendment Form (eBA)
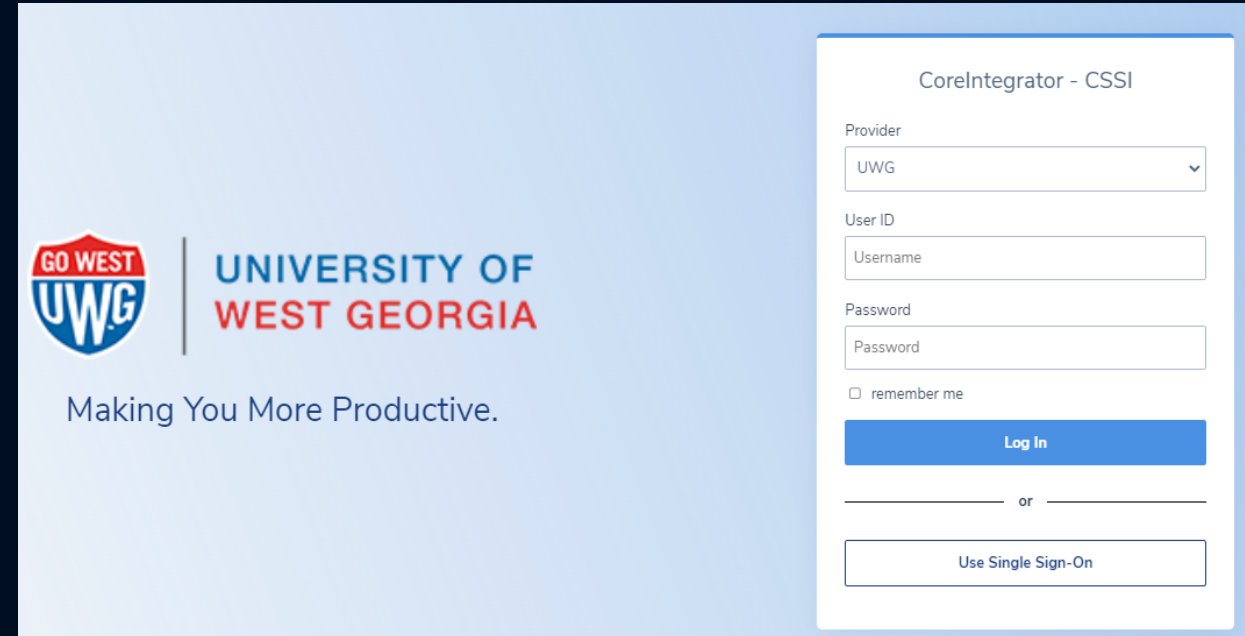
WALKTHROUGH & INSTRUCTIONS

A Budget Amendment form is submitted to Budget Services whenever:

- Spending authority (budgeted amount) needs to be added to or reduced from a department.

- Spending authority is moved between account codes (e.g. 512000, 700000, etc.)

- Additional revenue has been earned.

- Prior year fund balances need to be spent.

- A new department is requested.

- Changes to coding in a chart string are needed (fund, account, program, or class codes) or changing funding for a position.

- An employee is hired in an account code not previously used in the department.

Getting Started

- https://uwgforms.westga.edu/Login.aspx
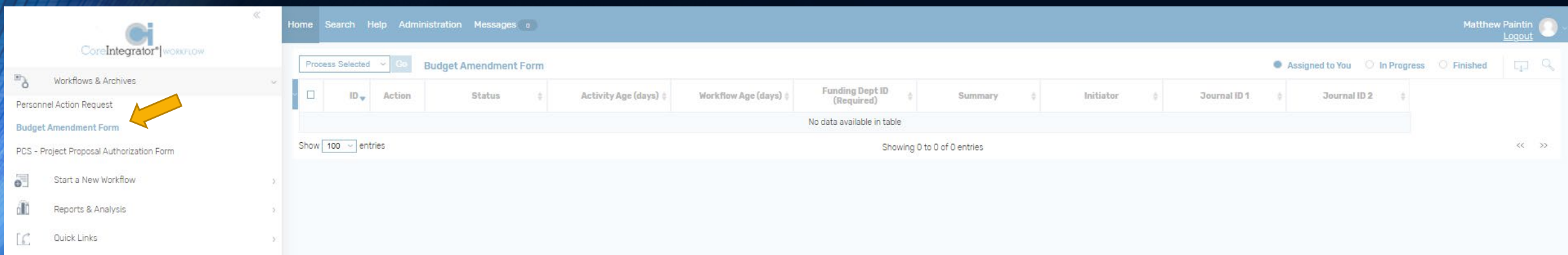
- Select Provider: UWG

- Login using UWG credentials
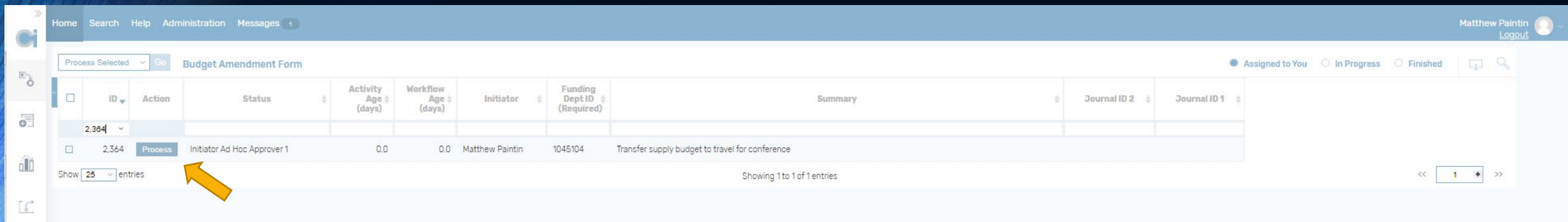
Core Integrator Home Page

- From the Core Integrator Home Page, select the 'Budget Amendment Form' option listed in the pane to the left under "Workflows & Archives"

- From this screen the user can:

  - Start New Workflow

  - View all eBA forms that are:
    - Assigned to You
    - In Progress
    - Finished

  - Run Reports

Selecting from the Home Page

- From the home page, under the Assigned to You section, users will see all forms currently in their step of the workflow.

- To take action on a form, select the "Process" icon.

- Important Home Page Fields:
  - ID – Unique ID number of the form
  - Status – The current step of the workflow the form is in.
  - Activity Age – Number of days the form has been in the current status.
  - Workflow Age – Number of days since the form was initiated.
  - Summary – Provides details of what the amendment is trying to accomplish

Searching from the Home Page

- Click on the spy glass icon (🔍) to the right of the home page, a text line will appear under the headings that will allow the user to filter any of the headings listed to find existing eBA forms within any of the 3 sections (Assigned to You, In Progress, or Finished) on the home screen.

- From the In Progress or Finished sections, the user will only have "View" access to the forms listed. To "Process" forms the user must be in the Assigned to You section.

eBA Workflow Steps

Initiator → Initiator Ad Hoc Approvers (2 Optional) → Budget Manager → Budget Manager Ad Hoc Approvers (4 Optional)

Authorized Approver → Final Ad Hoc Approvers (2 Optional) → Budget Office → PeopleSoft Financials
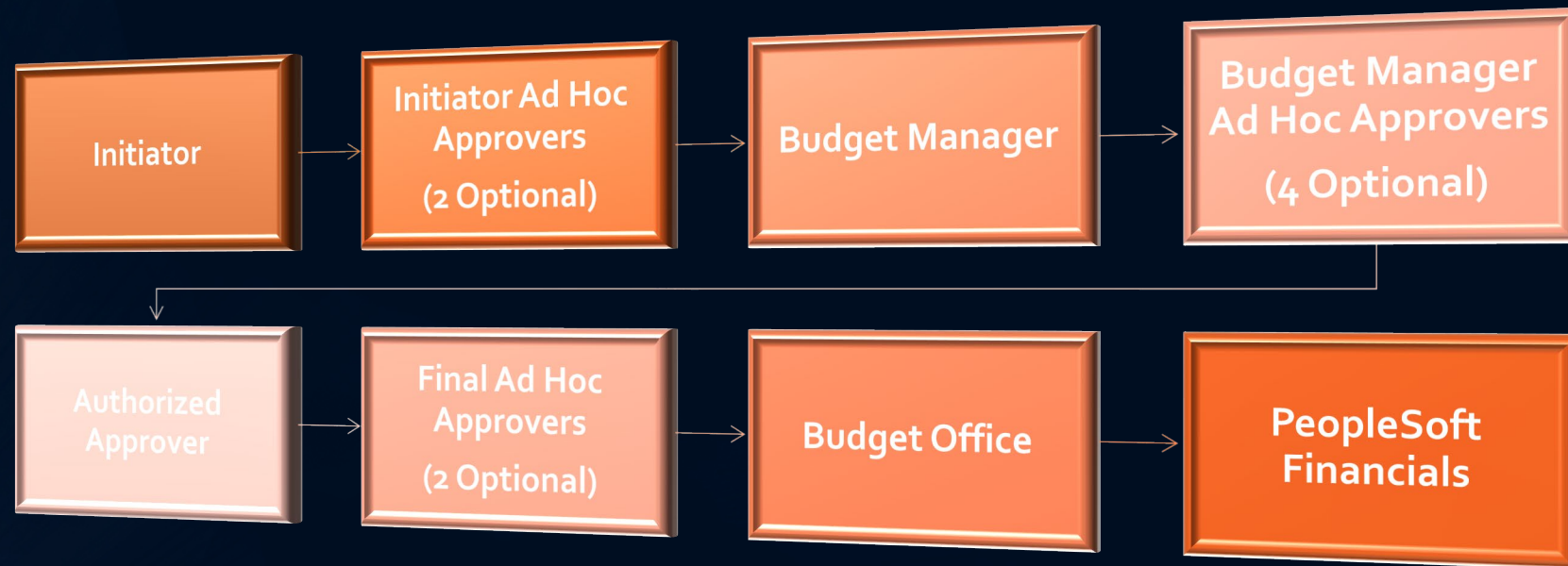
Initiating a New eBA Workflow

Start a New Workflow
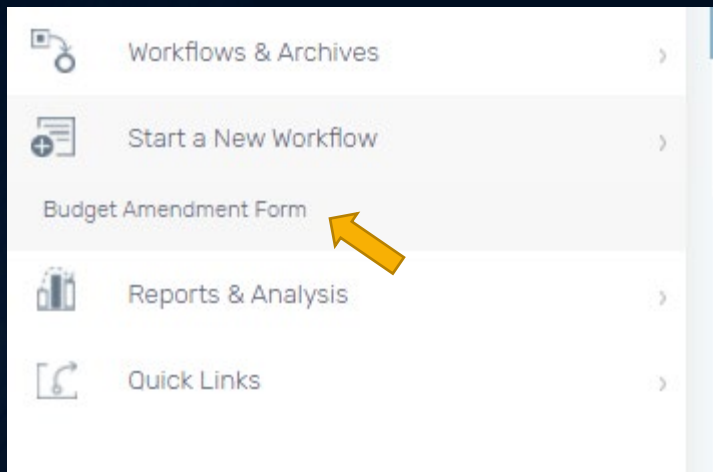
- Choose the "Start a New Workflow" dropdown in the pane to the left of the home page

- Select "Budget Amendment Form"

  - Note: there may be more form options under this section. Be sure to choose the correct option.

Required Fields

- Funding Dept ID

  - This drives the workflow for the eBA form. This will determine which budget manager and authorized approver the form is routed to.

    - The Budget Manager, Funding Department Name, Authorized Approver, and Budget Analyst fields will automatically populate once the Funding Dept ID is chosen.

- Type of Budget Amendment

  - One-Time – Temporary amendments to the budget for the current fiscal year

  - Permanent – Amendments to the budget that will carry over multiple fiscal years

  - Original – FOR BUDGET OFFICE USE ONLY

Ad Hoc Approvers

- The Standard workflow for an electronic budget amendment is as follows: Initiator > Budget Manager > Authorized Approver > Budget Office.

  - The Budget Manager & Authorized Approver steps are automatically driven by the Funding Dept ID chosen in the Requestor Information section. (For AA, the Budget Manager is at the College Level)

- If the initiator is aware of other individuals that would need to approve the eBA, they can insert additional approvers into the workflow at these 3 stages:

  - Initiator Ad Hoc Approvers
    - 2 optional approvers
    - Inserted BEOFRE the Budget Manager step.

  - Budget Manager Ad Hoc Approvers
    - 4 optional approvers
    - Inserted BEFORE the Authorized Approver step

  - Final Ad Hoc Approvers
    - 2 optional approvers
    - Inserted AFTER the Authorized Approver step

- The purpose of these different Ad Hoc Approver levels is to allow for flexibility for higher level approvers to be inserted after the Authorized Approver (ex. If a Dean is the Authorized Approver, a VP can be inserted as a "Final Ad Hoc Approver" so that they are not reviewing the document before the Dean.) These Ad Hoc approvers can only opt to approve or return to the Budget Manager. Ad Hoc approvers can only opt to approve the eBA or return to the initiator/Budget Manager.

Processing Questions

- In the eBA, the initiator will need to address two questions with dropdown boxes.

  - The first questions asks if any payroll documents are tied to the amendment. If so, please add comments to the comments pane as to where that document is in process currently.

  - The second question asks if a revenue summary report was pulled if the amendment is trying to increase the revenue ledger. That is not required to be attached; however, if the amount on the report is less than what is being requested on the amendment then the amendment may be rejected.

Summary

- This will serve as the box to provide a brief explanation of the purpose of the amendment.

- Please provide all necessary details in this section.

- This box must be filled out before submitting.

- Any additional details can be added to the Comments pane.

Ledgers

- Like the paper budget amendment, the ledger section of the eBA will be used to complete the chart string budget changes.

- The 4 Ledger groups are REVEST, ORG_BD, APPROP_BD, & PROJ_GR_BD

- The Chart String Fields will vary slightly for each ledger, but all will include the following:

  - Bud Yr – Account – Fund – Dept ID – Program – Class – Project

  - The ORG_BD & PROJ_GR_BD ledgers will both include a Pos Num field in order to budget at the position level.

Ledgers

- REVEST
  - For adjusting revenue spending authority

- ORG_BD
  - For adjusting Personal Services budgets (Positions, Supp Pymts, etc.)

- APPROP_BD
  - For adjusting Non-Personal Services budgets (Supplies, Travel, etc.)

- PROJ_GR_BD
  - For adjusting Grant budgets

Populating Ledger Fields

Department Name	Pos Num	Bud Yr	Account	Fund	Dept ID	Program	Class	Project	Amount	
Vacancy Pool	11111111	2022	511000	10500	1007105	11100	11000		1000.00	✏️ ✖
										Insert
								TOTAL		

- Enter the chart string details for the budget lines being adjusted

- The fields with the downward arrow will provide a drop-down list of options. When typing the codes for these fields the cursor will shift to the next field once an acceptable value is entered.

- In the "Amount" field, enter a negative number if decreasing the budget and a positive number if increasing.

- **MOST IMPORTANT**: Click the "Insert" link when finished entering the chart string fields and adjustment amount in order to insert the line into the ledger. If this is not done the line will not carry on to the next step of the workflow.

- To edit ledgers that have already been inserted, click on the pencil icon.

- The red X will remove the line from the ledger.

Import to Ledgers

- Initiators can import budget lines in mass for larger amendments.

- To do so, click on the green Excel logo for the ledger being adjusted.

- In the pop-up window, choose the "Download template file" link.

- Save the template file and open it.

- The template file will have ledger specific headers for all the ledger fields. DO NOT delete or adjust these headers or it will not upload properly.

- Enter the the lines that need to be added under the corresponding header

Department Name	Bud Yr	Account	Fund	Dept ID	Program	Class	Project	Amount	
									Insert
									TOTAL
									0

CoreIntegrator® Workflow | Excel Import - Google Chrome

🔒 uwgforms.westga.edu/user_controls/repeatergroupexcelimport.aspx?re...

Import Microsoft Excel File 📊 Download template file

Pick a file to upload: [Choose File] No file chosen

[Upload] [Cancel]

appropbddepartment	appropbdyear	appropbdaccount	appropbdfund	appropbddept	appropbdprogram	appropbdclass	appropbdproject	appropbdamount
Vacancy Pool	2022	700000	10500	1007105	11100	11000		-1000
Vacancy Pool	2022	700000	10000	1007105	11100	11000		-10000
Fusion Center	2022	700000	10000	1022105	11100	11000		1000
Leadrshp Reserch &	2022	700000	10000	1022108	11100	11000		1000
A. Dean of Resrch &	2022	700000	10000	1022109	11100	11000		1000
COE Innovations	2022	700000	10000	1022110	11100	11000		1000
COE Office of Gradu:	2022	700000	10000	1022123	11100	11000		1000
UTeach Matching Fur	2022	700000	10000	1022160	11100	11000		1000
iCARE Grant Match F	2022	700000	10000	1022161	11100	11000		1000
iCare Match FY20	2022	700000	10000	1022162	11100	11000		1000
Mother/Child Vocal In	2022	700000	10000	1022163	11100	11000		1000
University College De	2022	700000	10000	1024101	11100	11000		1000

- Note: The system requires that the headers not have spaces, so each header begins with the ledger name and then the field name

Importing to Ledgers (Cont.)

- Once the import file has all the lines needed, save the file.

- On the pop-up window, select the "Choose File" link and locate the saved import file.

- Once the file is chosen, click "Upload".

- Verify that all the lines populated into the ledger correctly.

Additional Information

- The Budget Office currently allows departments to create SA or Temp positions outside of MSS using a budget amendment.

  - When creating these positions, it is necessary to identify a reports to supervisor for each position.

- Departments can also adjust funding for a position, such as splitting the funding for a position between up to 3 sources.

  - To do so, identify the Starting (and ending) effective dates, the chart string for each source, and the % each source will make up of the total salary budget.

    - Note: if the percentages do not total 100% an error message will occur, and the form will not be submitted.

Submitting the Form – Error Messages

- To submit the form, all required fields must be filled out properly.

- If not, an error message will appear at the top of the window stating what is missing and will not allow you to continue.

- Click OK and correct the issue.

uwgforms.westga.edu says

'Funding Dept ID' is a required field! Please select a value and click Submit.

OK

uwgforms.westga.edu says

'Type of Budget Amendment' is a required field! Please select a value and click Submit.
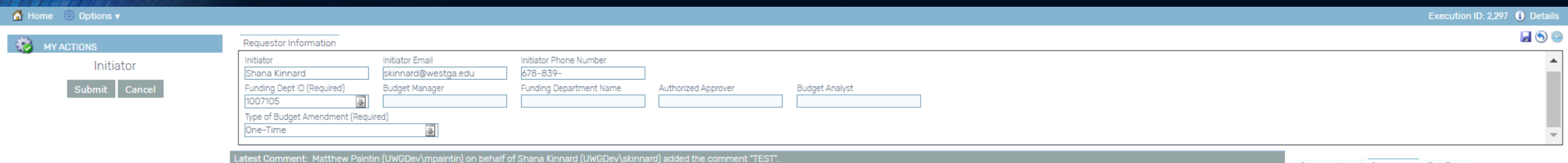
OK

uwgforms.westga.edu says

'Summary' is a required field! Please enter the summary information and click Submit.

OK

Submitting the Form

- Once ready, click on the Submit button under the "MY ACTIONS" section.

  - If you wish to abandon the amendment, click on the Cancel button.

- If at any time you need to leave the page without submitting, click on the blue save icon at the top right of the page.

- It is important to note the Execution ID at the top right of the page as it will help in locating the form later.
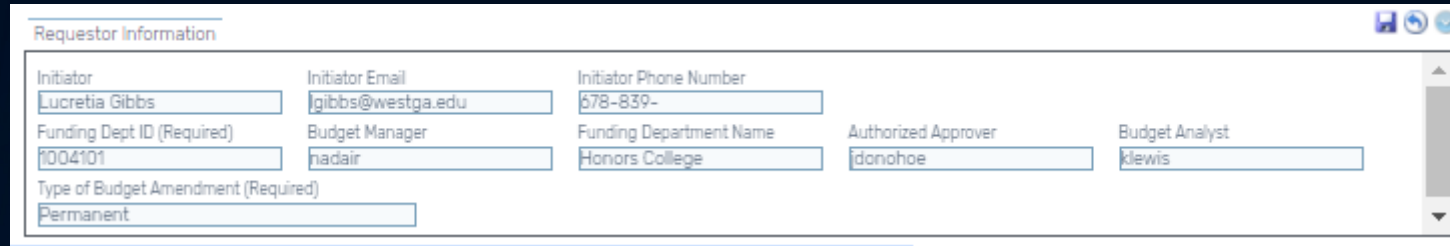
Approving the eBA

Approver Actions

- At each step of the workflow, approvers will have actions specific to that step.

- Approvers after the Budget Manager step have the ability to Return to Budget Manager.

- Budget Managers are able to edit the form and resubmit.

- Authorized Approvers and Ad Hoc Approvers will not be able to edit the document however, but they will be able to make comments in the comments pane or attach related documents.

Requestor Information

- The Requestor Information section provides details on:

  - Who submitted the eBA

  - The Funding Department ID that is driving the workflow

  - The Budget Manager, Authorized Approver, and Budget Analyst for this Department ID

  - The Type of Amendment (Permanent or One-Time)

Reviewing the Amendment

- The 4 Ledger groups are REVEST, ORG_BD, APPROP_BD, & PROJ_GR_BD

- Review that the chart strings being used, and the budget amounts being moved are accurate.

- Edits can be made at the Budget Manager step of the workflow however this section is locked for all other approval steps.

Budget Manager Approval

- At the Budget Manager step of the workflow, the entire contents of the BA may be edited.

- The Budget Manager has the option to edit/insert additional Ad Hoc approvers into the workflow following their own approval.

- The 2 different levels the Budget Manager can insert approvers into:

  - Budget Manager Ad Hoc Approvers
    - 4 optional approvers
    - Inserted BEFORE the Authorized Approver level

  - Final Ad Hoc Approvers
    - 2 optional approvers
    - Inserted AFTER the Authorized Approver level

AA Specific Approval Workflow

- In Academic Affairs, all eBA's will need approval from the Provost's Office in order to be fully approved.

- The Ad Hoc Approver steps will need to be utilized so that all parties are able to approve in the proper order:

  - Budget Manager Ad Hoc Approver 1: AA Divisional Budget Manager (Lucretia)

  - Budget Manager Ad Hoc Approver 2:

  - Budget Manager Ad Hoc Approver 3:

  - Budget Manager Ad Hoc Approver 4:

  - Final Ad Hoc Approver 1: Dean (Based on College)

  - Final Ad Hoc Approver 2: Provost (Dr. Preston)

- The initiator will be responsible for inserting these approvers however the Budget Manager will have edit access in case they are not added.

*The only exception would be eBA's moving Grant funding. These should go through ORSP and the only additional approver needed may be the PI of the grant.

Authorized Approver Review

- At the Authorized Approver step in the workflow, the Approver can take the following actions:

  - Approve – move the eBA to the next step of the workflow

  - Reject – Return the eBA to the Initiator listed in the 'Requestor Information' section

  - Return to Budget Manager – Return the eBA to the Budget Manager listed in the 'Requestor Information' section.
    - Include a comment if returning to let Budget Manager know what is needed to process this request.

Comments, History, & Attachments

- The pane on the right side of the screen allows users to leave comments or add attachments that will be visible throughout the workflow.

  - Comments tab: Be sure to leave comments if anything needs to be known about the form.

  - History tab: Shows every action that has been taken on the document. (This tab can only be viewed after the document has been initially submitted.)

  - Rel.Docs tab: Allows for documents to be attached. To do so, click on the green + icon. Be sure to upload all documents related to the amendment.

*Ignore the "Conversations" tab

Email Notifications

- When an action is taken on an eBA (Submitted, Approved, Rejected, etc.), a system generated email is sent to the person in the workflow step the eBA has moved to.
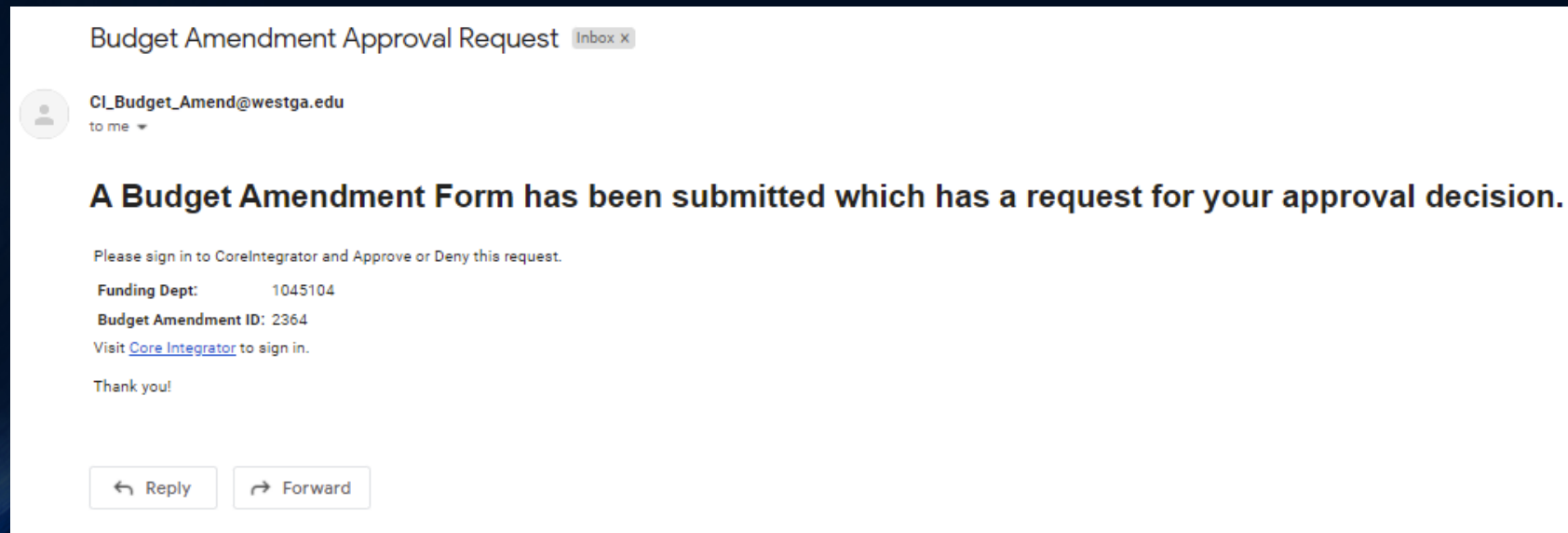
Approval Proxy

- If an approver will not be able to access the eBA for any reason (vacation, sick leave, etc.), Core Integrator allows approvers to designate a proxy that will be able to approve on behalf of them for a specified amount of time.

- A Proxy must be at the same level of the organization or higher than the current approver.

- To assign a proxy, the approver or supervisor of the approver must send an email to the budget-services-list@westga.edu listserv with the information below:

  - Subject: eBA Approval Proxy Request
    - Approver Name
    - Proxy Name
    - Start Date
    - End Date
    - Reason

Questions?

- ROLLOUT TENTATIVELY SCHEDULED FOR FEBRUARY 1ST

- JANUARY 31ST WILL BE THE DEADLINE FOR ACCEPTING PAPER/EMAIL BA'S

- IF YOUR COLLEGE OR DIVISION DOES NOT HAVE THE BULK OF THE USERS TRAINED BY MID JANUARY, WE CAN WORK ON SCHEDULING A ONE-OFF SESSION FOR THE REMAINING USERS.