BUDGETARY USER MANUAL 1

APPROVE AND RELEASE AN ALLOCATION, A FINANCIAL PLAN, OR A REVENUE PLAN... 1

APPROVE AN ALLOCATION, FINANCIAL PLAN, OR REVENUE PLAN DOCUMENT...1

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BUDGETARY USER MANUAL

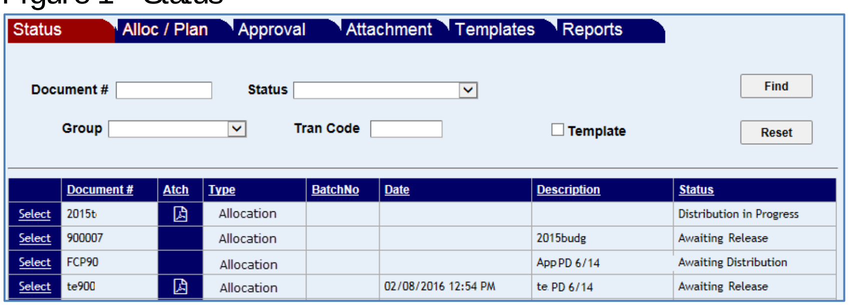
APPROVE AND RELEASE AN ALLOCATION, A FINANCIAL PLAN, OR A REVENUE PLAN

APPROVE AN ALLOCATION, FINANCIAL PLAN, OR REVENUE PLAN DOCUMENT

The Allocation, Financial Plan, or Revenue Plan documents can be released by users who have been assigned by the administrator as **Approvers**. (If no **Approvers** have been assigned, but **Release** users have, the documents can be released by them so that, if required by the transaction codes, DFM can review and release the documents to SCO.)

1. On the **Status** screen, and click **Select** next to the Allocation, Financial Plan, or Revenue Plan document. (If you do not have appropriate permissions to approve a document, a message will be displayed stating so.) On the Status screen, all group names will be available to search for, even if a group does not apply to that particular type of document. So, for example, you may search for an Allocation by a group name and not find any documents, because that group name applies only to Appropriation documents.

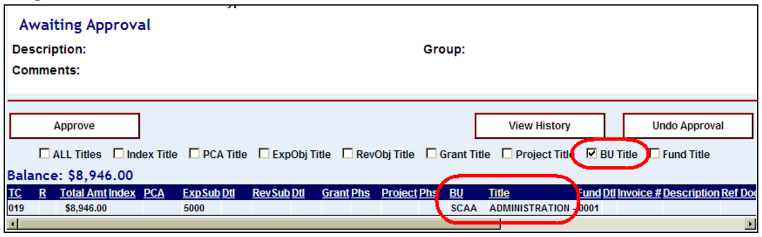
Figure 1 - Status



2. Click the attachment icon under the **Atch** column to review any attached documents.

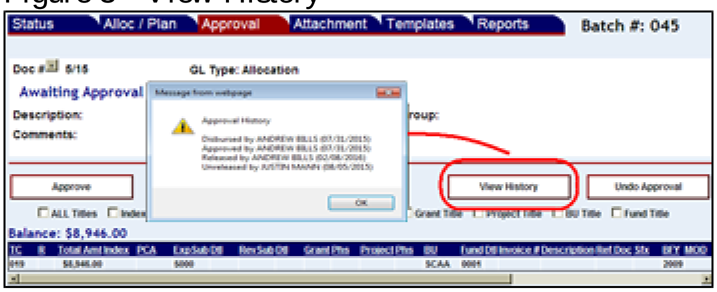
3. Check a check box next to a fiscal code **Title** to display and review the title in the distribution grid.

Figure 2 - Fiscal Code Titles



4. Click **View History** to display the names of people who have distribution/approval history with the document.

Figure 3 - View History



5. When satisfied, click **Approve**.
6. If the document needs to be corrected, click **Undo Approval**, select the status to return the document to (e.g., **Awaiting Distribution**), and then click **Save**.
   - (At the Distribution stage, click **Delete Document** if you saved the document and need to start over with a new GL Type.)

RELEASE AN ALLOCATION, FINANCIAL PLAN, OR REVENUE PLAN DOCUMENT

The Allocation, Financial Plan, or Revenue Plan documents can be released by users who have been designated with **Release** authority. (The screens are similar to the Approval steps – see above.)

1. On the **Status** screen, and click **Select** next to the Allocation, Financial Plan, or Revenue Plan document. On the Status screen, all group names will be available to search for, even if a group does not apply to that particular type of document. So, for example, you may search for an Allocation by a group name and not find any documents, because that group name applies only to Appropriation documents.
2. If necessary, check a check box next to a fiscal code **Title** to display the title in the distribution grid.

3. If necessary, click **View History** to display the names of people who have distribution/approval history with the document.
4. If the **Effective Date** on an Appropriation or Allocation document is July 1 or later, but the document is saved before July 1, any TC 010, 060, 061, 062, 063, 064, 070, 080, or 085 entered should default to July's fiscal year (including transactions imported from a template) when the document is saved. For any other TC, the **BFY** defaults to the current BFY.
5. If the document needs to be corrected, click **Undo Approval**, select the status to return the document to (e.g., **Awaiting Distribution**), and then click **Save**.
6. If the document is satisfactory, click **Release**. The document will be uploaded to STARS at the end of business day. When the document is released to DFM or SCO, it will be assigned a batch number. If the document is returned by DFM or SCO, the batch number will be deleted.