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.
Core Integrator

- The eBA form is hosted in Core Integrator (CI). A workflow automation solution that allows customized forms to flow through a designed workflow.

- Another CI form example is ePAR
Getting Started

• [https://uwgforms.westga.edu/Login.aspx](https://uwgforms.westga.edu/Login.aspx)

• Select Provider: UWG

• Login using UWG credentials
eBA Home Page

- Start New Workflow
- View all eBA forms that are:
  - Assigned to You
  - In Progress
  - Finished
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.
Comments & Attachments

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

• Be sure to leave comments if anything needs to be known about the form.

• This pane also allows for documents to be attached. To do so, choose the Rel. Docs section and click on the green + icon. Be sure to upload all documents related to the amendment.
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 after form is submitted by the initiator.

• 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 driven by the Funding Dept ID chosen at the top of the form. (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 up to two additional, ad hoc approvers before the eBA reaches the Budget Manager. These Ad Hoc approvers can only opt to approve or return to the initiator.
Processing Questions

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

  • The first question 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

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

• 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.
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
eBA Workflow Steps

- Initiator
- Initiator Ad Hoc Approvers (2 Optional)
- Budget Manager
- Budget Manager Ad Hoc Approvers (4 Optional)
- Authorized Approver
- Budget Office
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.
  • Note: Only from the “Assigned to You” section will users be able to process forms. The “In Progress” & “Finished” sections will open forms as Read-Only.

• Important Home Page Fields:
  • ID – Unique ID number of the form
  • Status – The 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.
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 they will be able to make comments in the comments pane or attach related documents.
Questions?