

## Budget Approval for All Approvers

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# How to Review a Budget

The following instructions are for those approvers who do not have a separate responsibility called **MBI BG.... Rollup**. If you have additional responsibilities, please refer to the **How to Review a Budget using the Roll up Responsibility** section.

1. Once an employee has submitted the worksheet, the approver will receive a notification in their worklist with the subject line, **“Please review the worksheet.”** Click on the actual notification.

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E-Business Suite Home

Worklist Full List

Type	From	Subject	Sent
PSB Worksheet		Please review the worksheet	17-Dec-2003
PSB Worksheet		Worksheet distribution.	17-Dec-2003
PSB Worksheet		Worksheet distribution.	17-Dec-2003
PSB Worksheet		Worksheet distribution.	16-Dec-2003
PSB Worksheet		Worksheet distribution.	15-Dec-2003
PSB Worksheet		Worksheet distribution.	15-Dec-2003
PSB Worksheet		Worksheet distribution.	12-Dec-2003

Applications

- 140 Budget Unit Reports
- IS Campus Net. PSB User
- 140 Budget Unit Reports
- YTD A2 Restricted Funds

2. The **Notification** will appear and will indicate that you, as the approver, need to review the attached worksheet. Click on the attachment beneath the **References** section.

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E-Business Suite Home Home Logout Preferences Help

Please review the worksheet. This notification does not require a response. Close Reassign Request Information

From  
To Walker-II, Paul D  
Sent 17-Dec-2003 15:47:55  
Notification ID 4483  
Please review the following worksheet.

Worksheet ID : 161  
Name : TECH SUPPORT - 161  
Budget Group : TECH SUPPORT

References

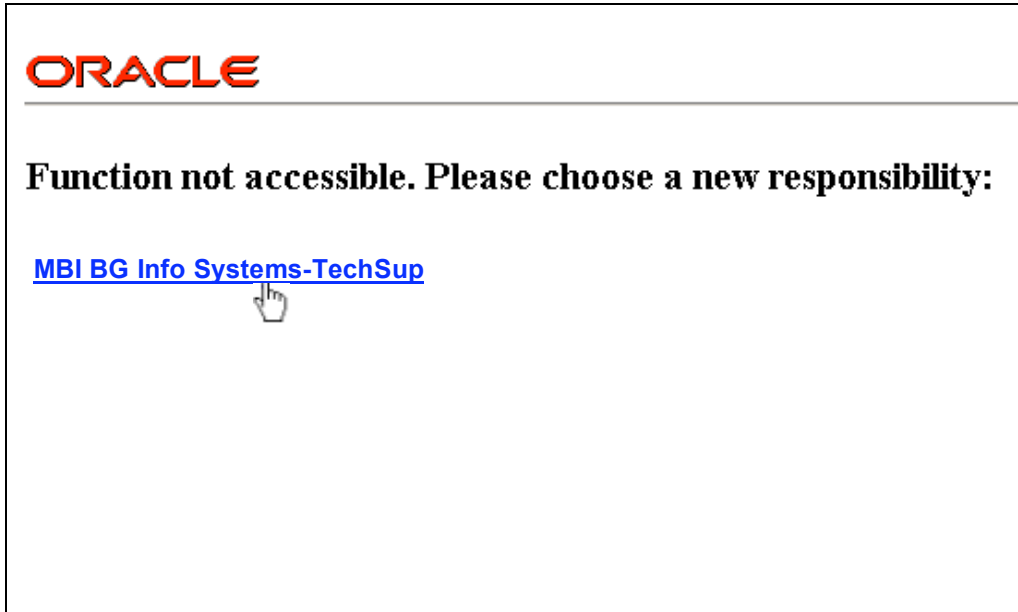
Return to Worklist This notification does not require a response. Close Reassign Request Information

Display next notification after my response

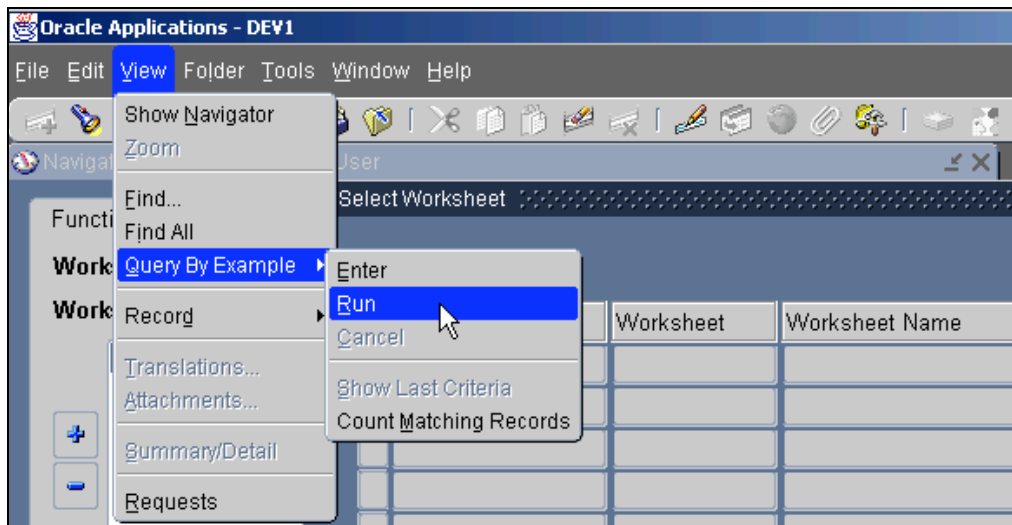
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3. If you enter by clicking on the reference attachment under the notification, you may encounter a similar screen as the one below. This screen simply means that you

have not selected an “**Oracle Core Application**” responsibility yet. A listing of your Budget related responsibilities appears. Click on the appropriate link to launch the budget worksheet in the Oracle Application.

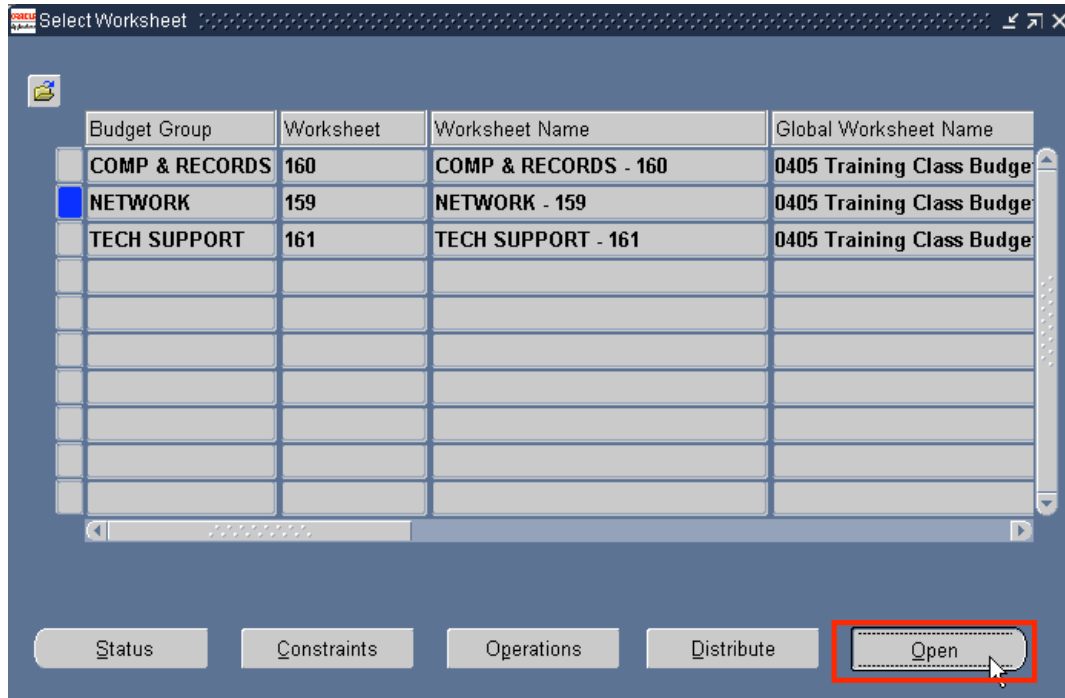


5. The **Select Worksheet** window will appear. Click on **View > Query By Example > Run** to pull up all of the options that you have access to or press **Ctrl+F11** on your keyboard.

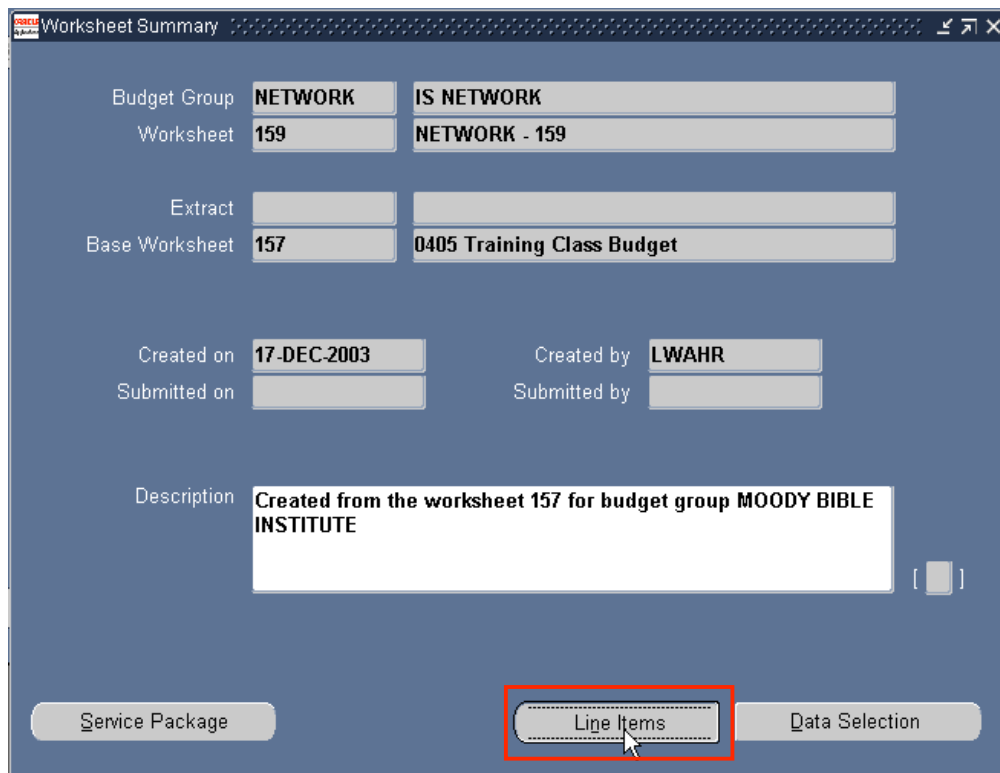


6. The budget groups that you have access to will appear. The lowest worksheet number will be the highest level budget group. This means that you will be able to view all of your cost centers as well as the cost centers of those budget groups you are approving. Select Budget Group 159 and click **Open**.

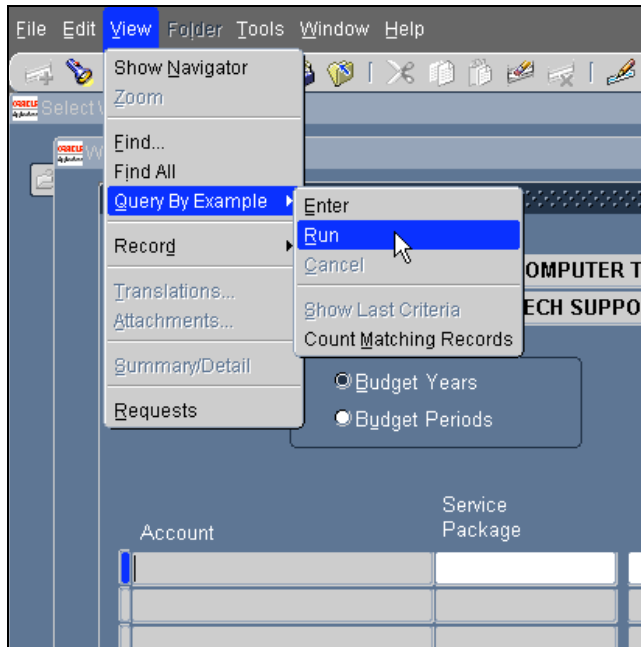
(For Example: If you viewed worksheet 159, you will see the cost centers for 159,160 and 161. or you have the option of viewing just one 'sub-budget group' at a time by just viewing 160, 161)



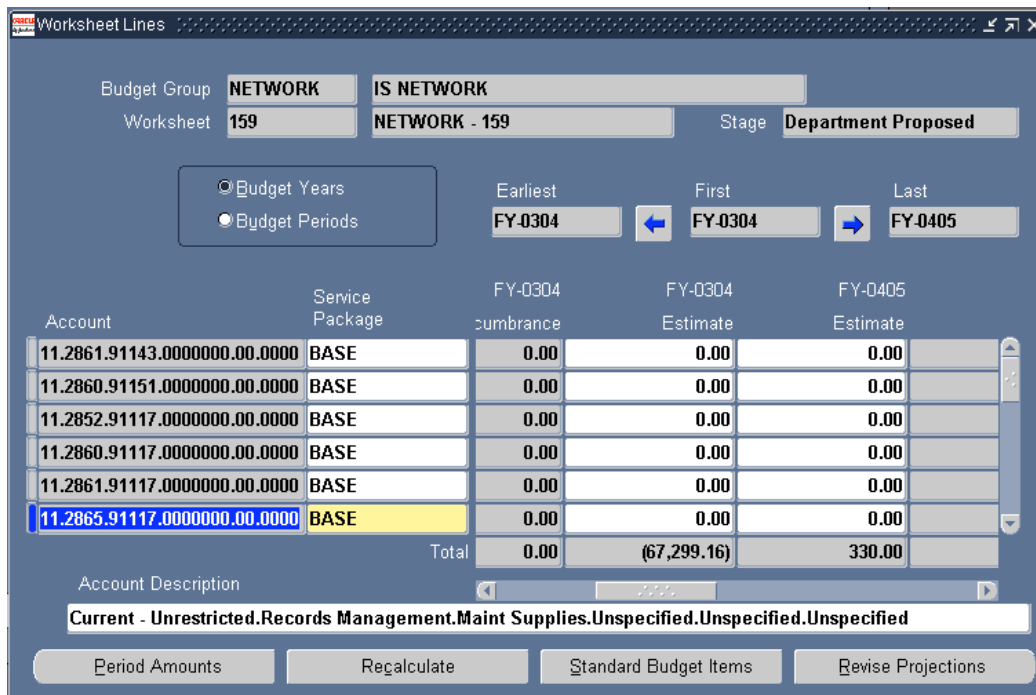
5. The Worksheet Summary of the selected worksheet will appear. Click on the **Line Items** button.



- The **Worksheet Lines** window will appear. Click on **View > Query By Example > Run** to pull up all of the cost centers/ account numbers.



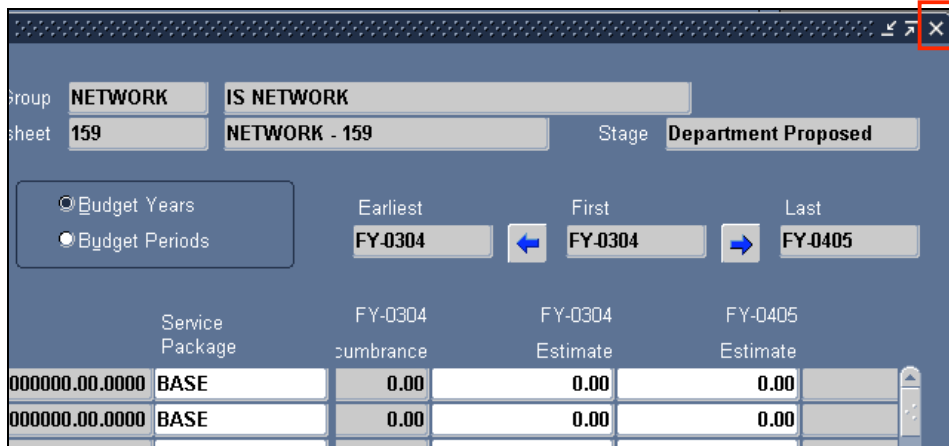
- Notice how all of the cost centers and accounts that belong to this budget group as well as those budget groups that are approved by this individual appear.



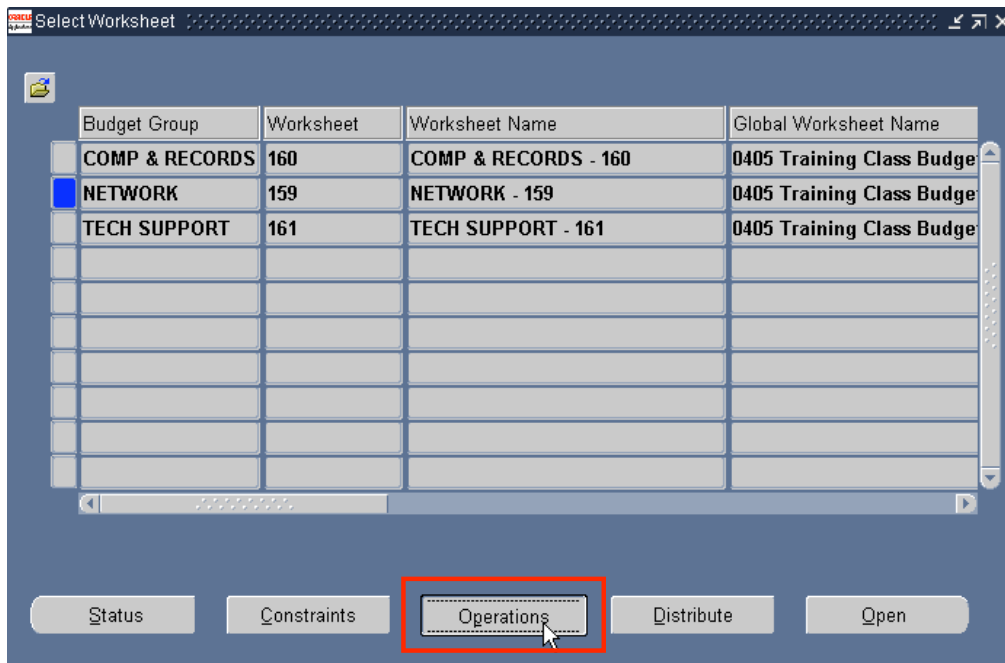
**NOTE:** At this level, you can change your own budget as well as ‘override’ any of the amounts that have been submitted to you. However, to reduce confusion, if you disagree with an amount for an account belonging to one of your sub-groups, it is

better to reject the budget and have that individual make the correction and re-submit for approval. (Refer to **How to Reject a Budget** for more instructions.)

- When you are ready to copy and submit the worksheet to the next level, close out of the **Worksheet Lines** screen when you have finished completing the review by clicking on the **X** in the upper-right corner of the window.



- From the **Select Worksheet** screen, make sure the highest level budget group is selected (i.e. your budget group, NOT those who report to you). Click on the **Operations** button.



- Once that has completed, select **Submit Worksheet** and enter any desired comments and click **Start Process**.

**CAUTION: MAKE SURE YOU HAVE RECEIVED AND APPROVED ALL OF THE BUDGET GROUPS THAT YOU ARE RESPONSIBLE FOR. DO NOT SUBMIT UNTIL THEN.**

Worksheet Operations

**Worksheet**

Worksheet ID: 161  
Name: TECH SUPPORT - 161  
Network

**Override Review Group**

Yes  No

**Process Type**

Validate Worksheet Constraints Constraint Set  
 Freeze Worksheet  
 Unfreeze Worksheet  
 Move Worksheet Stage  
 Copy Worksheet  
 Merge Worksheet  
 Submit Worksheet

Comments to Review Group  
Type any comments here.

Select Service Packages Start Process

# How to Review a Budget using the Rollup Responsibility

The purpose of the **MBI BG Your Department Name - Area Roll up** responsibility is to simplify the worksheets of those approvers who have either more than two cost centers of their own and have more than two cost centers they approve in addition to their own cost center(s). The responsibilities are separated out in the following way:

- **MBI BG Department Name-Area** represents only YOUR cost center
- **MBI BG Department Name-Area Roll up** represents YOUR submitted worksheet in addition to the individual budget groups that report to you. .

To review with the Roll up responsibility:

1. Select the **MBI BG Department Name – Area Roll up** responsibility from the left column and then **Profile** from the right column.

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**Worklist**

Select one or more notifications from the list and Open or Reassign them using the appropriate buttons. You may also click on the notification subject to open a particular notification.

View

⊖ Previous   Next ⊕

Type	From	Subject	Sent
There are no notifications in this view.			

**Applications**

- 140 Budget Unit Reports
- MBI BG Info Systems-Network
- MBI BG Info Systems-Network Roll up**
- MBI Expense Report
- MBI GL Info Systems
- MBI PCard Reconciliation
- MBI Workflow User

**MBI BG Info Systems-Network Roll up**

- Profile**

**Reports**

- Run
- View
- Set

**Workflow**

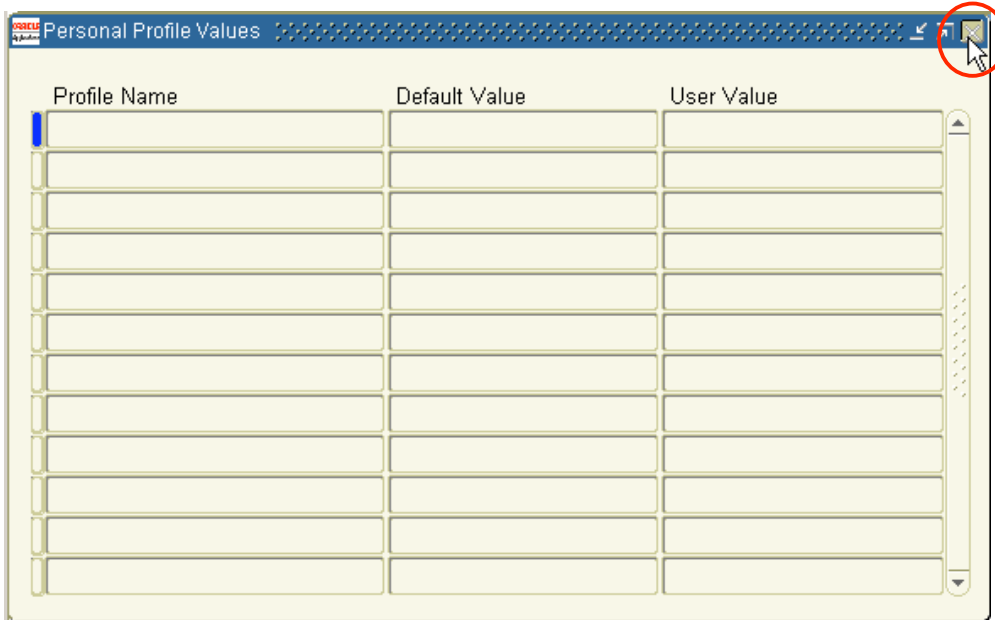
- Notifications

Logout | Preferences | Help

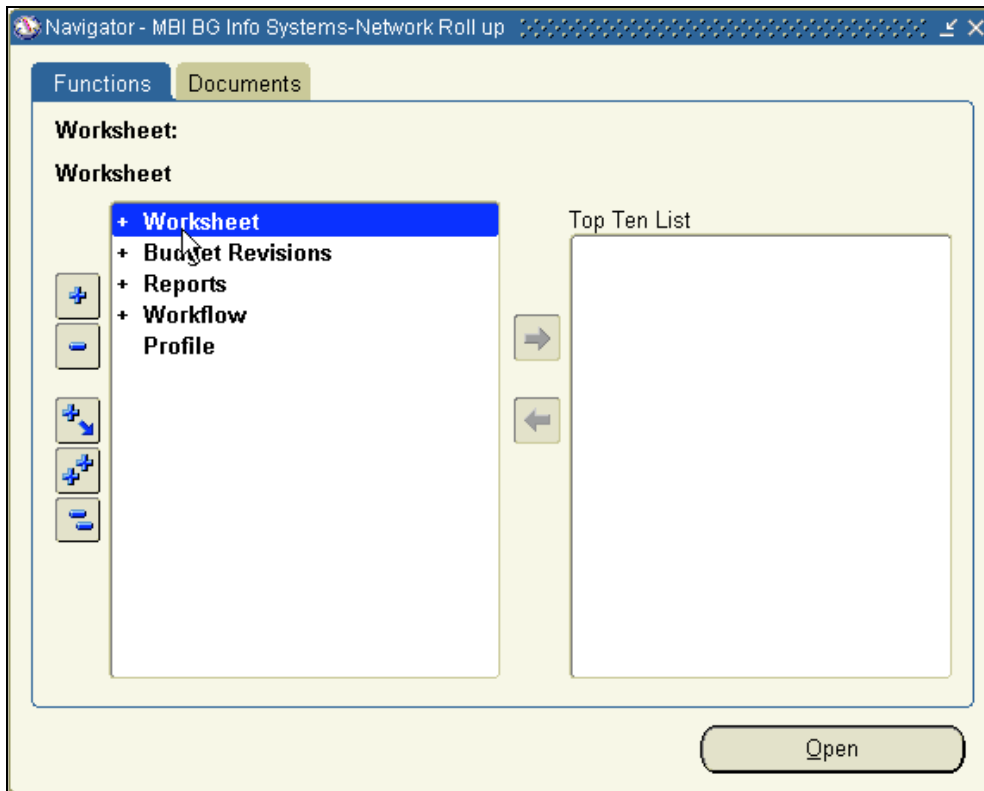
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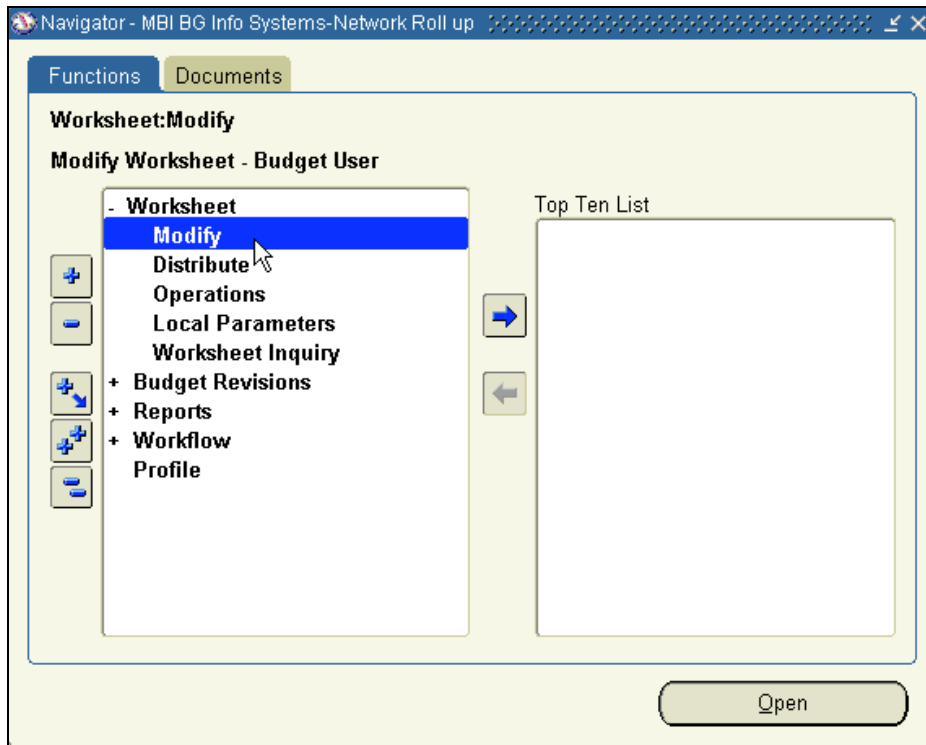
2. This will open up Oracle Core Applications and the **Personal Profile Values** screen. Close the **Personal Profile Values** screen.



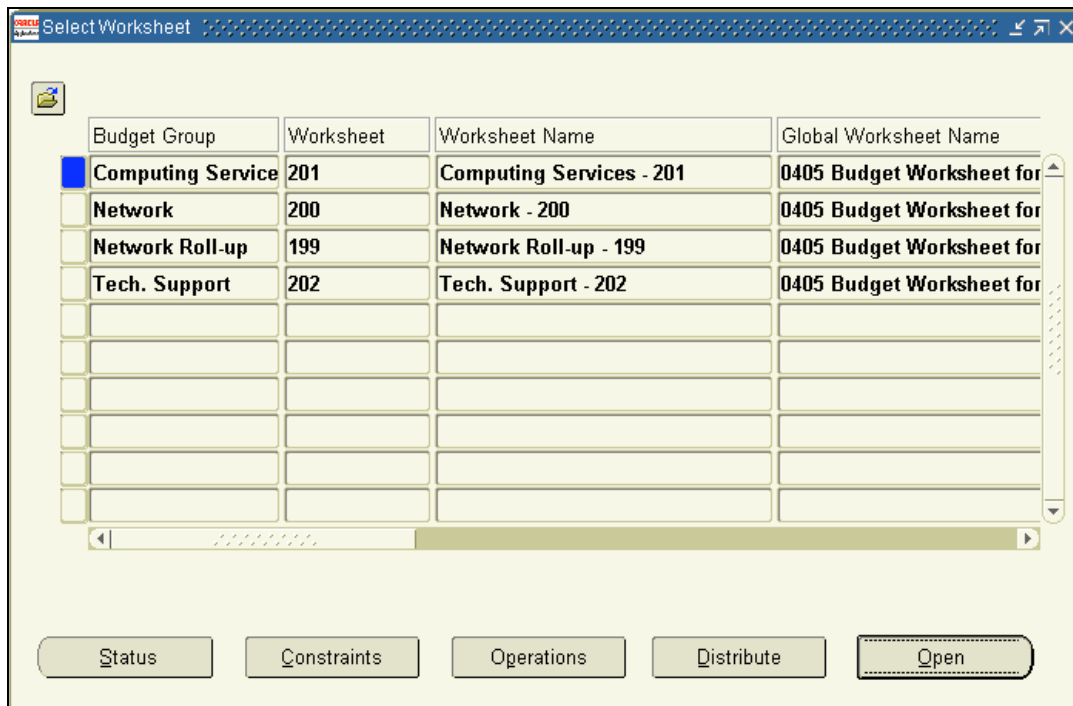
3. The Navigator will appear. Double-click on Worksheet.



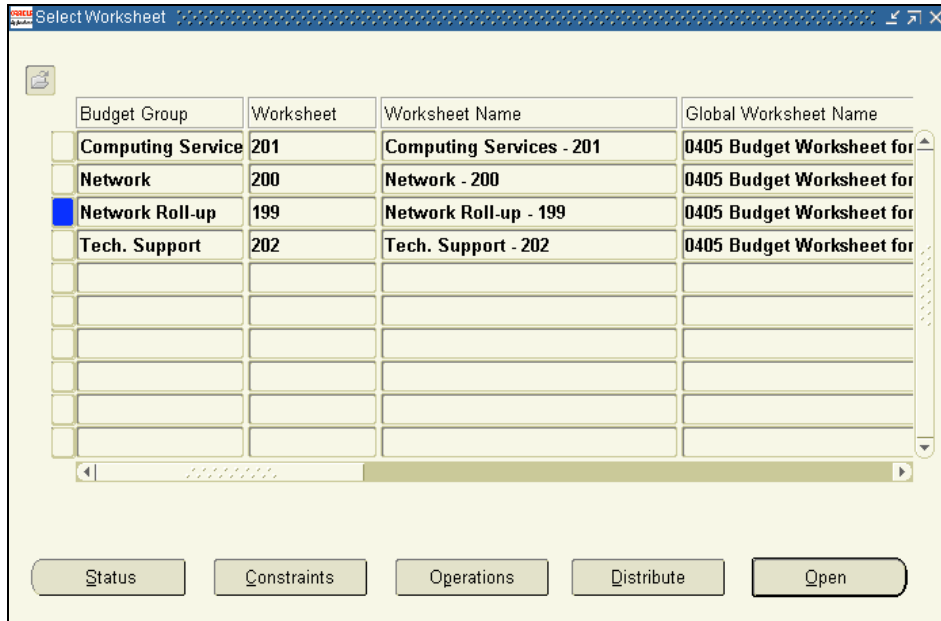
4. Double-click on **Modify**.



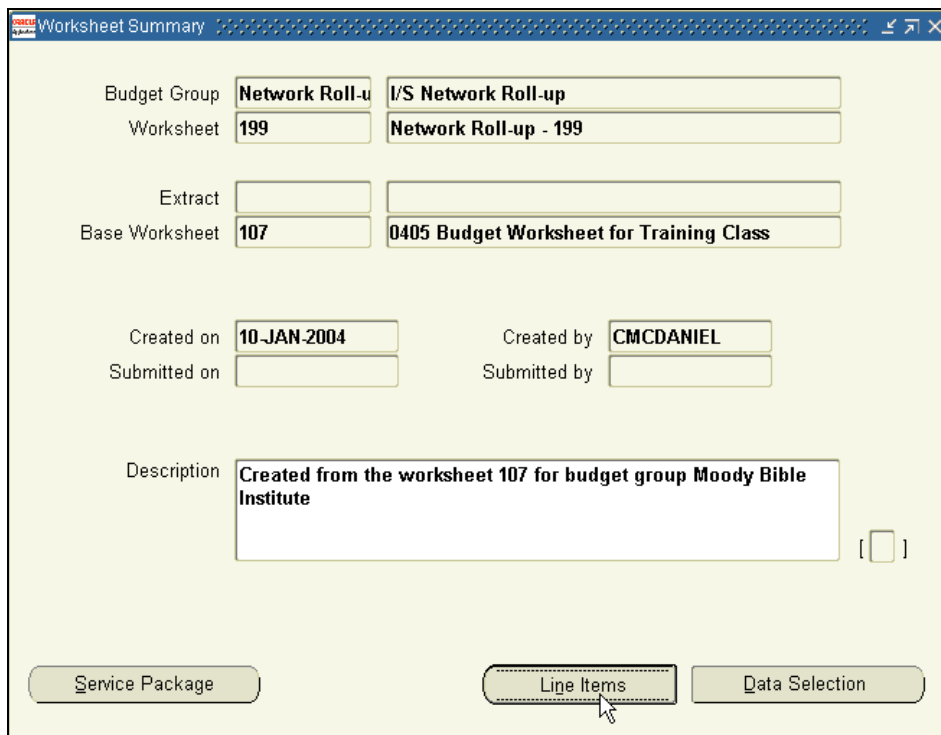
5. The **Select Worksheet** will appear. Hit **Ctrl+F11** on your keyboard to pull up all your budget groups.



- Select **Area Name Roll-up** (which consists of all of your budget groups and those who you approve) by clicking on the box left to the **Area Name Roll up**. If you want to view individualized Read-Only versions of the other budget groups, select the desired Budget Group instead. However, you must approve using the Roll up Budget Group, which is NOT read-only.



- Once you have selected the desired budget group, the **Worksheet Summary** for that selected Budget Group will appear. Click on the **Line Items** button.



- The Worksheet Lines window will appear. Hit Ctrl+F11 on your keyboard to pull up all the records. As you scroll down, you will notice that all of the cost centers and accounts that belong to you and of those you approve will appear.

Budget Group: Network Roll-up / I/S Network Roll-up  
Worksheet: 199 / Network Roll-up - 199  
Stage: Finance Proposed

Budget Years  
 Budget Periods

Earliest: FY0203 | First: FY0203 | Last: FY0405

Account	Service Package	0304	FY0304	FY0304	FY0
		ctual	Encumbrance	Estimate	Estin
11.2852.65001.0000000.00.0000	BASE	0.00	0.00	0.00	0
11.2852.74001.0000000.00.0000	BASE	0.00	0.00	0.00	0
11.2852.75020.0000000.00.0000	BASE	0.07	0.00	72,500.07	191,400
11.2852.76001.0000000.00.0000	BASE	2.79	0.00	5,342.79	14,642
11.2852.78164.0000000.00.0000	BASE	7.61	0.00	207.61	2,750
11.2852.80168.0000000.00.0000	BASE	8.66	0.00	1,158.66	1,345
Total		0.56	0.00	50,510.56	(555,698)

Account Description: Current - Unrestricted.Network & System Support.Misc Revenue.Unspecified.Unspecified.Unspecified

Buttons: Period Amounts, Recalculate, Standard Budget Items, Revise Projections

**NOTE:** At this level, you can change your own budget as well as ‘override’ any of the amounts that have been submitted to you. However, to reduce confusion, if you disagree with an amount for an account belonging to one of your sub-groups, it is better to reject the budget and have that individual make the correction and re-submit for approval. (Refer to **How to Reject a Budget** for more instructions.)

- When you are ready to copy and submit the worksheet to the next level, select the Select Worksheet window.

Oracle Applications - TRNG

File Edit View Folder Tools Window Help

Select Worksheet ← CLICK HERE

Worksheet Summary

Worksheet Lines

Budget Group: Network Roll-up / I/S Network Roll-up  
Worksheet: 199 / Network Roll-up - 199  
Stage: Sta

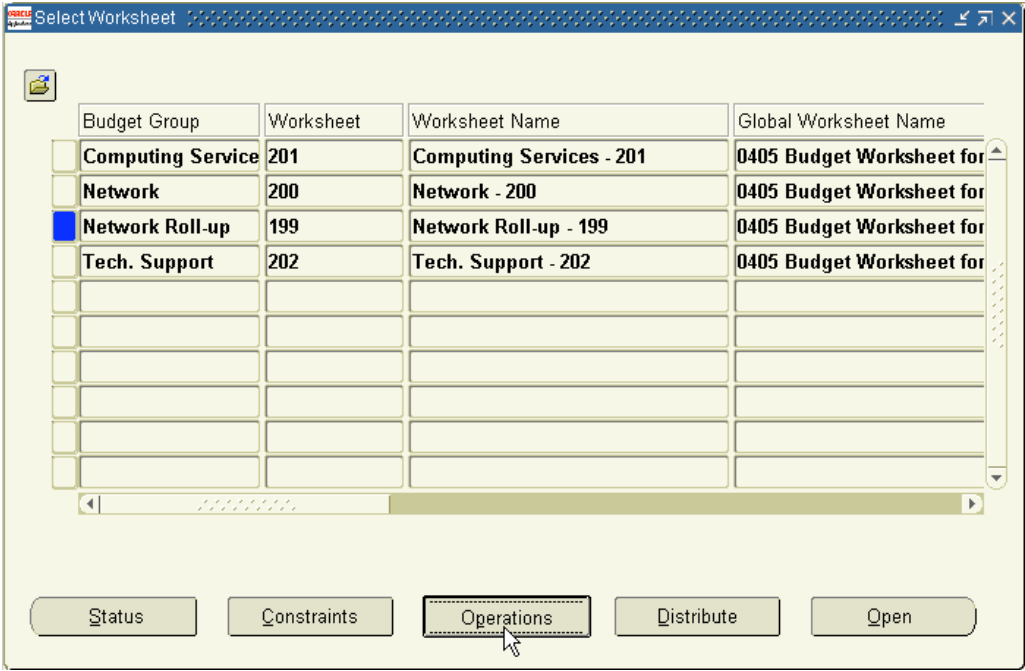
Budget Years  
 Budget Periods

Earliest: FY0203 | First: FY0203

Service Package: FY0203

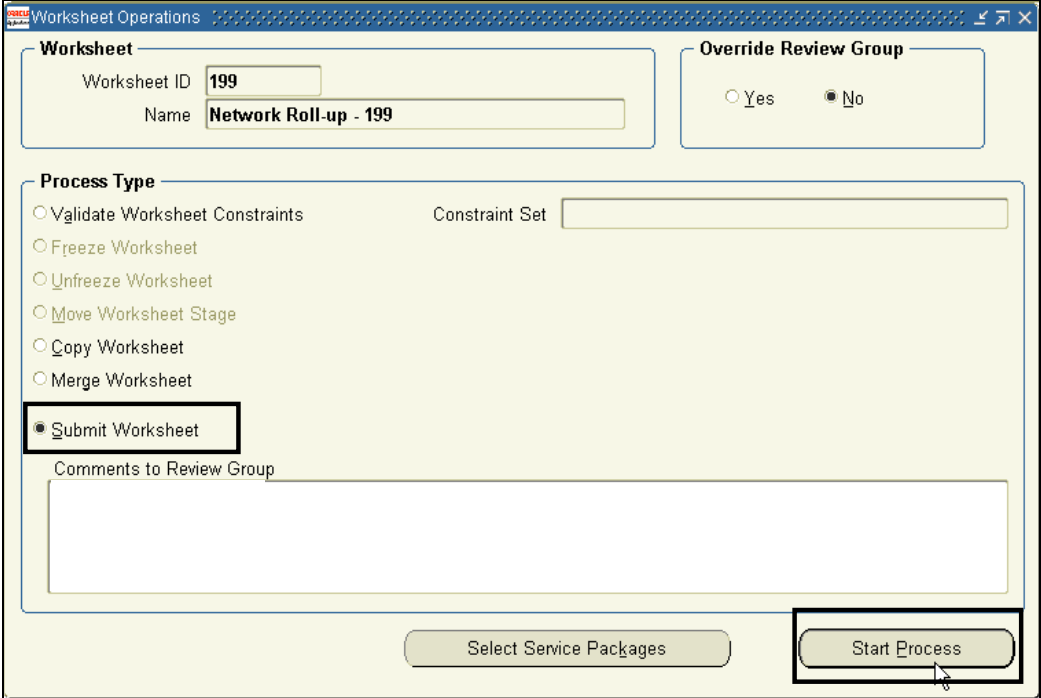
Account: Budget

10. This will open the **Select Worksheet** window. Click on the **Operations** button.



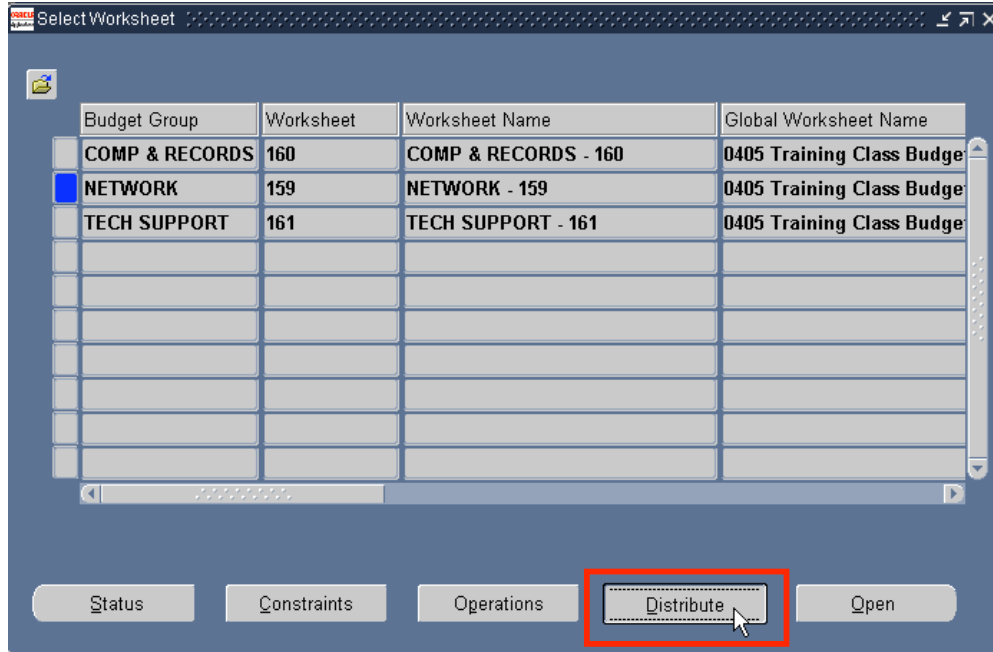
11. When the worksheet has finished copying, select **Submit Worksheet** from the **Worksheet Operations** window and add any desired comments and click **Start Process** to submit.

**CAUTION: MAKE SURE YOU HAVE RECEIVED AND APPROVED ALL OF THE BUDGET GROUPS THAT YOU ARE RESPONSIBLE FOR. DO NOT SUBMIT UNTIL THEN.**

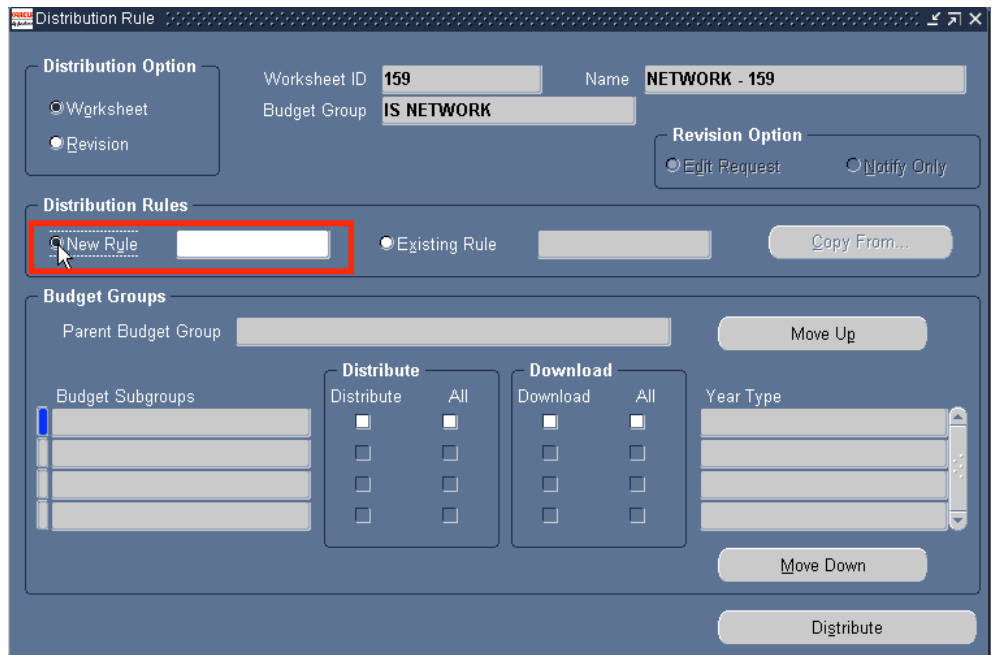


# How to Reject a Budget

1. From the **Select Worksheet** form (**N > Worksheet > Modify**), select the highest-level budget group (i.e. your budget group NOT those reporting to you) and click **Distribute**. If you have a Roll up, select the Budget Group that has the word **Roll-up** in it.



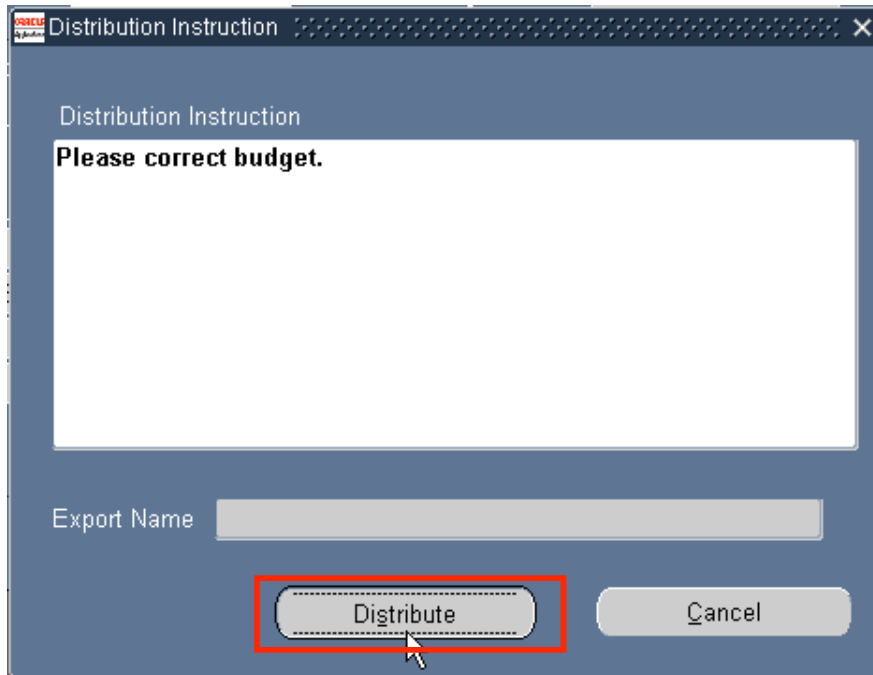
2. The **Distribution Rule** screen will appear. Under the **Distribution Rules** section, select **New Rule**.



- Provide the new rule a name and Click the **Tab** button on the keyboard. Notice that the **Budget Subgroups** will appear. These are the budget groups of those who report to you.

- Check the **Distribute** and **All** checkboxes for the budget group(s) that you would like to be corrected. Click the **Distribute** button.

5. The **Distribution Instruction** window will appear. Type in any instructions you would like the recipient to know about why you are sending back the worksheet. Click **Distribute** when finished.



6. You will receive a **Request ID** as a confirmation that the worksheet has been distributed back to the appropriate individual(s). The individual(s) will receive a notification in their worklist telling them they have a worksheet to review.

