Budget Change Requests

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Budget Change Request – Policy Notes

- This process is a request for transfer of BUDGET funds. Requests will not be granted in violation of policy or without sufficient business reason.

- This is not a Departmental Adjustment! DA’s are also available in TRAX, however, they are a request for transfer of ACTUAL funds. Use the departmental adjustment request for interdepartmental charges or to change a transaction that was done incorrectly. The BCR is used to transfer funds BEFORE a charge takes place.

- Follow the approval process of your department or division. The approvers listed on the online BCR form should match what is on your department’s Signature Authorization Form. If a BCR is submitted to the Budget Office for final approval without the proper authorization from personnel in your department or division, you will be contacted. This will ultimately slow down the time it takes to approve your request.

- Paper forms will continue to be accepted in certain instances. Examples are grants and sponsored programs, some restricted funds or agency accounts. If you receive an error message in TRAX after entering a certain department ID or account, it may because the information you are attempting to enter is beyond the scope of the online form. Contact the Budget Office directly if you have questions about how to proceed.

- Do not use this form to move funds within the same account category just to eliminate negative numbers in your Budget Summary. An advantage of TRAX (PeopleSoft) is having the ability to overspend a line item, if you need that flexibility.

- The Budget Office does not budget in cents. Please always round up to the nearest dollar amount.

- Each Request costs about fifty dollars in time and labor to process. Do not move amounts less than one dollar. The sum total for each Request should be at least fifty dollars, if at all possible. Otherwise unrelated charges may be included on one BCR.

- This form will only transfer amounts from Revenue (5XXX) and Expense Accounts (9XXX). Transfers from other account ranges are beyond the scope of this form. For questions, contact the Budget Office (Budget_Support@baylor.edu).

- You do not need to send any kind of paperwork to the Budget Office. Please do not send detail statements or printed copies of the BCR to them. They will contact you if they need further information regarding your transaction.
Process for a Budget Change Request

Requester:
- Select:
  - Budget
  - Budget Change Request
  - Click Add
- Enter:
  - Requesting Department
  - Justification
  - Line Details
  - Save
  - Notify Approver

Approver:
- Approver:
  - Review
  - Approve
  - Comments
  - Save
- Notify next approver
  - or -
  - Notify Budget Office

Budget Office
- Budget Office
  - Review – justification, line details, etc.

Yes
- Create Budget Journals

No
- Approve by Budget?

Adjustment or Rejection E-mail
- Approval Notification Email sent to the initiator

E-mail Notification
- Notification A
- App
- rove
- Comments
- Save

Approver:
- Review
- Approve
- Comments
- Save

Notify next approver
- or -
- Notify Budget Office

Budget Office
- Review – justification, line details, etc.
Entering a Budget Change Request

Example 1:
An unexpected event occurred in Billy Bear’s department recently. An electrical storm was responsible for the loss of a couple of computers in the department. Those computers need to be replaced as quickly as possible, but after looking at his budget, Billy Bear finds he does not have sufficient funds in his 97xx accounts. He does have funds, however, in his 93xx accounts. Billy Bear should submit a request to move funds from 93xx to 97xx to cover the cost of the new computers.

Check the Department Budget
Verify that the department/account has enough money available in its budget to cover the request you are about to submit. TRAX will not check the budget until the Budget Office creates the Budget Journal (BD).

Enter a Budget Change Request on TRAX

- Select the following from the Baylor Homepage
- Budget
- Budget Change Request

- Click Add a New Value
- Click Add
## Header Information:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Transaction ID</th>
<th>Transaction Date</th>
<th>Status</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEARS</td>
<td>NEXT</td>
<td>09/08/2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Telephone</td>
<td></td>
<td>09/08/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Entered by QB1</td>
<td></td>
<td>Billy Bear</td>
</tr>
</tbody>
</table>

* The form is balanced. *Email Approver*  
*Department Head Approval*  
*Dean Approval*  
*Vice President Approval*  

### Line Details

<table>
<thead>
<tr>
<th>#</th>
<th><em>Action</em></th>
<th><em>Account</em></th>
<th><em>Amount</em></th>
<th><em>Department</em></th>
<th><em>Fund</em></th>
<th><em>Description</em></th>
</tr>
</thead>
</table>
Click this link for a report of the request

Verify the contact Phone number. This should default to the phone number of the person entering the BCR. If the default is incorrect, change the number and send E-mail with the correct phone number to TRAX@BAYLOR.EDU

Budget Approval

After your BCR is approved by the Budget Office, you will see the status change reflected in this section.

Requesting Department

Enter the primary department ID for the department making the request. Click the magnifying glass to see a list of the departments you have access to.

Apply To Fiscal Year

This will automatically default to the current fiscal year. It may be necessary in rare instances to change this to an upcoming fiscal year or a previous fiscal year.

Helpful Hints/FAQ’s

This link will take you to the Budget Office’s website for many helpful guidelines regarding BCR’s.
Requirements to Balance:

- The Requirements to Balance area is read-only. It will inform the user what needs to be entered to create a balanced entry.

Justification:

- Enter a description of the request. This text will be reviewed by the Budget Office. Put in enough detail so they can understand what is going on. Be as clear and concise as possible. A detailed justification must include a thorough explanation of why funds are needed and why the decreasing account can absorb the transfer of funds.

Note: Only 254 characters can be entered here! If more than 254 characters are entered, the message below will be displayed and the extra characters will be deleted from the comment.
Line Details:

- **Select Action:**
  To move funds TO an expense account (9XXX), select Increase.

- **Enter the Account.** Only Revenue and Expense accounts may be used. Revenue accounts start with “5”. Expense Accounts start with a “9”. You will receive an error message if you attempt to use an invalid account.

- **Enter the total Amount to be changed.**

- **Enter the Department.**

- **Enter the Fund Code.** Fund is implied from Department.

- **Enter a Description for the transaction.** When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp…” becomes “BCR10020-Repl comp….“)

- **Click Add a New Row to create the “from” row.**
Select Action:
To move funds OUT OF an expense account (9XXX), select Decrease.

Enter the Account.

Enter the total Amount to be changed.

Enter the Department.

Enter the Fund Code. Fund is implied from Department.

Enter a Description for the transaction. When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp….” becomes “BCR10020-Repl comp…..”)

Click Save
Emailing the Approver (if necessary):

The best way to notify an approver of a Budget Change Request that they need to approve is to use TRAX to send them an email.

- Click the Email Approver dropdown
- Click Look up Email (the magnifying glass).
- Select the appropriate User ID

Note: Only users who have security access to approve BCR’s and have security access to view budgets for the department on the line will show up in this list. In this example, we are working with one department ID. As a result, it is possible for us to have a total of 3 different approvers. Each of these approvers will set the approval flag for two lines. If you need to notify someone who is not on the list or you do not know who your approvers are, use regular e-mail to have them contact TRAX@Baylor.edu.

- The address will show up in the Email field
➢ Click *Send Email*

➢ A message will be displayed confirming the Email has been sent. The user does not need to click *Save* in order to send the Email. (Emails have been turned off in test)

*Note – See page 19 for Approval instructions.*
(Optional) Print Budget Change Request:

Print a copy of the Budget Change Request for the department records.

- Click View Printable Version to see the Budget Change Request Report. The Request cannot be printed until it has been saved.

- Click the Adobe Print button to send to the printer

- Click Exit to Close the window
Example 2: Interdepartmental Budget Change Request

Billy Bear from the Theater Arts department would like to use funds from his restricted fund for the purchase of some new projectors. To do that, he needs to coordinate with the College of Arts and Sciences Technology Center. In this example, we will move funds out of the restricted fund and into the College of Arts and Sciences Technology Center’s operating budget.

Enter a Budget Change Request in TRAX

- Select the following from the Menu
  - Budget
  - Budget Change Request

Click Add

Header Information:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>BEARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction ID</td>
<td>NEXT</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>09/08/2015</td>
</tr>
<tr>
<td>Status</td>
<td>Open</td>
</tr>
<tr>
<td>Telephone</td>
<td>254.710.6704</td>
</tr>
<tr>
<td>Entered on</td>
<td>09/08/2015</td>
</tr>
<tr>
<td>Entered by</td>
<td>BQB1</td>
</tr>
<tr>
<td>Billy Bear</td>
<td></td>
</tr>
<tr>
<td>Journal Line Ref</td>
<td></td>
</tr>
</tbody>
</table>
➢ Click this link for a report of the request

➢ Verify the contact Phone number. This should default to the phone number of the person entering the BCR. If the default is incorrect, change the number and send E-mail with the correct phone number to TRAX@BAYLOR.EDU

Budget Approval

➢ After your BCR is approved by the Budget Office, you will see the status change reflected in this section.

Requesting Department

➢ Enter the primary department ID for the department making the request. Click the magnifying glass to see a list of the departments you have access to.

Apply To Fiscal Year

➢ This will automatically default to the current fiscal year. It may be necessary in rare instances to change this to an upcoming fiscal year or a previous fiscal year.

Helpful Hints/FAQ’s

➢ This link will take you to the Budget Office’s website for many helpful guidelines regarding BCR’s.
Requirements to Balance:

The Requirements to Balance area is read-only. It will tell the user what needs to be entered in the bottom part of the form to create a balanced entry.

Justification:

Enter a description of the request. This text will be reviewed by the Budget Office. Put in enough detail so they can understand what is going on. Be as clear and concise as possible. A detailed justification must include a thorough explanation of why funds are needed and why the decreasing account can absorb the transfer of funds.

To “delete” the Budget Change Request, click Void This Request

Note: Only 254 characters can be entered here! If more than 254 characters are entered, the message below will be displayed and the extra characters will be deleted from the comment.
Line Details:

- Select Action:
  To move funds TO an expense account (9XXX), select Increase.

- Enter the Account. Only Revenue and Expense accounts may be used. Revenue accounts start with “5”. Expense Accounts start with a “9”. You will receive an error message if you attempt to use an invalid account.

- Enter the total Amount to be changed.

- Enter the Department.

- Enter the Fund Code. Fund is implied from Department.

- Enter a Description for the transaction. When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp….” becomes “BCR10020-Repl comp…..”)

- Click Add a New Row to create the “from” row.
➢ Select Action:
To move funds OUT OF an expense account (9XXX), select Decrease.

➢ Enter the Account.

➢ Enter the total Amount to be changed.

➢ Enter the Department.

➢ Enter the Fund Code. Fund is implied from Department.

➢ Enter a Description for the transaction. When the BD is created the characters “BCR” (Budget Change Request) and the BCR Transaction ID will be added to the front of the description. (“Repl comp….” becomes “BCR10020-Repl comp….”)

➢ Click Save

*Note – See page 12 for printing instructions.
Emailing the Approver (if necessary):

The best way to notify an approver of a Budget Change Request that they need to approve is to use TRAX to send them an email.

- Click the *Email Approver* dropdown
- Click Look up Email (the magnifying glass).
- Select the appropriate *User ID*

**Note:** Only users who have security access to approve BCR’s and have security access to view budgets for the department on the line will show up in this list. In this example, because we are working with two distinctly separate departments, it is possible to have up to 6 different approvers on this transaction. Therefore, the approval step could repeat numerous times. If you need to notify someone who is not on the list or you do not know who your approvers are, use regular e-mail to have them contact TRAX@Baylor.edu.

- The address will show up in the *Email* field
➢ Click Send Email

➢ A message will be displayed confirming the Email has been sent. The user does not need to click Save in order to send the Email. (Emails have been turned off in test)
Approval:

Some TRAX users will only be able to enter BCR lines and will not be able to approve them. TRAX users who have BCR Approval access can only approve for departments in their security access. As an approver, you should verify that the department has enough money available in its budget to cover the change. TRAX will not check the budget until The Budget Office creates the BD.

The person reviewing the transaction should review all lines to ensure the request is accurate. Make changes, if necessary, and save. When ready, the approver will select the appropriate choice (approved or denied) from the drop-down box under the BCR Approvals section.

Approvers will receive an email similar to the one below.

From: Billy_Bear@baylor.edu [mailto: Billy_Bear@baylor.edu]
Subject: Budget Change Request Number 18 needs your approval.

BCR Number 11059 needs your approval. Please click on the link below to access this transaction:


Thank you,
Billy Bear

- Click the link in the email
- Enter the User ID
- Enter the Password
- Click Sign In
There are three possible levels of approval for each line in your request – Department Head, Dean, and Vice President. Follow the rules and policies of your department and/or division and set the approval flags accordingly. The Budget Office will review these to ensure the approvals have been done in accordance with policy. NOTE – In the first example, the approvers will be from the same department/division and you can have up to 3 possible approvers who will each be approving 2 lines. In the second example, the approvers will be from different departments and you can have up to 6 different approvers who will approve the line that is relevant to their department.

Make sure all changes have been made and click Save. At this point, the request can be forwarded to the next approver (if needed; repeat steps on page 11 and 18).

IMPORTANT! The final approver will need to notify the Budget Office that the BCR is ready for review. If you do not click this button, the Budget Office will not know your BCR is ready for review and this could cause substantial delays to the processing of your request.

It will still be two to four business days before this transaction shows up in the department budget.
Finding a Budget Change Request

- Select the following from the Menu
  - Budget
  - Budget Change Request

- Click Find an Existing Value

  Use any of the fields listed here to find the BCR you are looking for. Transaction Date and Entered By can be helpful to use if you know who entered it or when it was entered.

  - **Transaction Date**
    Typically, this is the date the Request was entered.

  - **Entered By**
    TRAX User ID of the person who initiated the BCR

  - **Click Search** to display BCRs that meet the search criteria
Click on any column in the row to select the desired BCR

Page Navigation Buttons after a Search:

- **Return to Search** – Go back to the search page
- **Previous in List** – Displays the previous row of data
- **Next in List** – Displays the next row of data
Viewing a BCR in your Budget

- Select the following from the Menu
  - Budget
  - Budget Inquiry

- Enter Department
  - Enter Budget Period
  - Click Search
Drill Down on the amount to view the Budget Expense Inquiry. A new window will open and you will see a record of the BCR.
- The Journal Line Description shows the BCR transaction number, along with the first 20 characters of the description.
Voiding a Budget Change Request

- Select the following from the Menu
  - Budget
  - Budget Change Request

- Click `Find an Existing Value`

- Click `Void This Request`

- Click `Save`

- The page will be grayed out.