Paper Budget Revisions – AS IS 7-19-2012

**Requestor**

- **START**
  - Review Accounts
  - Budget Revision Needed

- Create/Update/Print Budget Revision form from website

- Need Dept. Head approval?
  - **YES**
    - Deliver by Hand

- **NO**
  - Deliver by Hand
  - Go To Pg 1

**Dept Head / Designee**

- Review Budget Revision

- Revision Correct?
  - **YES**
    - Approve
  - **NO**
    - Deliver by Hand
    - Go To Pg 1

- **YES**
  - Deliver by Hand
  - Approve
  - Go To Pg 2

**Dean / Designee Director / AVP**

- Review Budget Revision

- Revision Correct?
  - **YES**
    - Approve
  - **NO**
    - No Deliver by Hand
    - Go To Pg 1

- **YES**
  - Approve
  - Go To Pg 2

Note: If crossing divisions then revisions have to be handed off several more times to obtain required signatures.
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**Provost / VP / Designee**

1. **Review Budget Revision**
2. **Revision Correct?**
   - YES: **Approve**
   - NO: Deliver by Hand
     - Go To Pg1 D

**Fin Planning Admin**

1. **Load Revision in Database**
2. **Write BR ID # Date Stamp**
3. **Update record with routing location**
   - From Pg3 F
4. **Make Copy**
   - Go To Pg3 G
5. **Scan to Matrix**
   - From P3 H
6. **End**

**Pains**
- P2
- P5
- P7
- P9
- P11
- P12

**Pains**
- P8
- P10
- P13
Pains & Issues:

Please Read First:
The issues and pain points identified during the As Is Process Mapping workshop and the Analysis workshop are noted below. The Issue is numbered and its Root Cause Analysis is in red text, preceded by RCA prefix.

1. Determine which Budget Revision Form to use
RCA: Forms are not easily identifiable, unaware of training opportunities available, lack of accountability

2. Budget Revision form is paper
RCA: Not all budget revisions types are set up to be processed in Banner Self Service

3. Current year reversal – understanding timing
RCA: Training not be taken advantage of

4. Departments don’t know where the paper form is located during the process
RCA: There isn’t a tracking system in place for campus users

5. Manual Signatures are acquired by walking form through process
RCA: Aren’t using an online form to acquire electronic signatures, approvers aren’t available

6. Unaware of Financial Planning training sessions
RCA: Communication to all levels missing, emails with links are not read, lack of accountability

7. People create paper budget revisions when they could use Banner Self-Service form process
RCA: Accountability, training and limitations of Banner form to 5 transaction lines

8. Financial Planning tracking outstanding revisions that have been returned to the departments
RCA: Manual process

9. Incomplete / Inaccurate Submissions
RCA: Training and accountability

10. Financial planning admin makes copy of first page of revision before returning for corrections for tracking
RCA: There isn’t an electronic form/database

Paper Budget Revisions
Pain and Issues cont'

11. All Paper Revisions require Provost/ VP signature
RCA: TBR Policy 4:01:00:00 Budget Control http://www.tbr.edu/policies/default.aspx?id=1026

12. Lack of security access limits departments ability to create transfers between orgs/depts.
RCA: Departments don’t know they only need to make access request

13. Occasionally form is returned for missing signatures
RCA: Signature verification is preformed