SECURITY & WORKFLOW

1. **Workflow Overview**

SUBMITTING THE PLAN

- The Approvals screen is displayed. It will show all departments you are responsible for directly or if you are a division manager all the department budgets that you will need to submit.
- Click on any department to submit that budget.

SUBMITTING THE PLAN

- When a Department is selected on the Approvals screen the status dialogue screen is displayed.
- Click on the Action box and select "Promote" to submit the budget.
- Add Annotations with the submission if desired. This is not required.
- Click the Change Status Button to submit, and Done to close this screen.
- Division budgets are submitted to Finance the same way that Department Managers submit budgets to Division Managers.
  - ➢ NOTE: If the difference between the allocation and submitted costs is negative, none of the departments in that division will be able to submit their budgets once this value becomes negative.
  - ➢ NOTE: The budget will be locked for a user once it is submitted. Users will be able to view, but not edit their budgets.