TEAMS

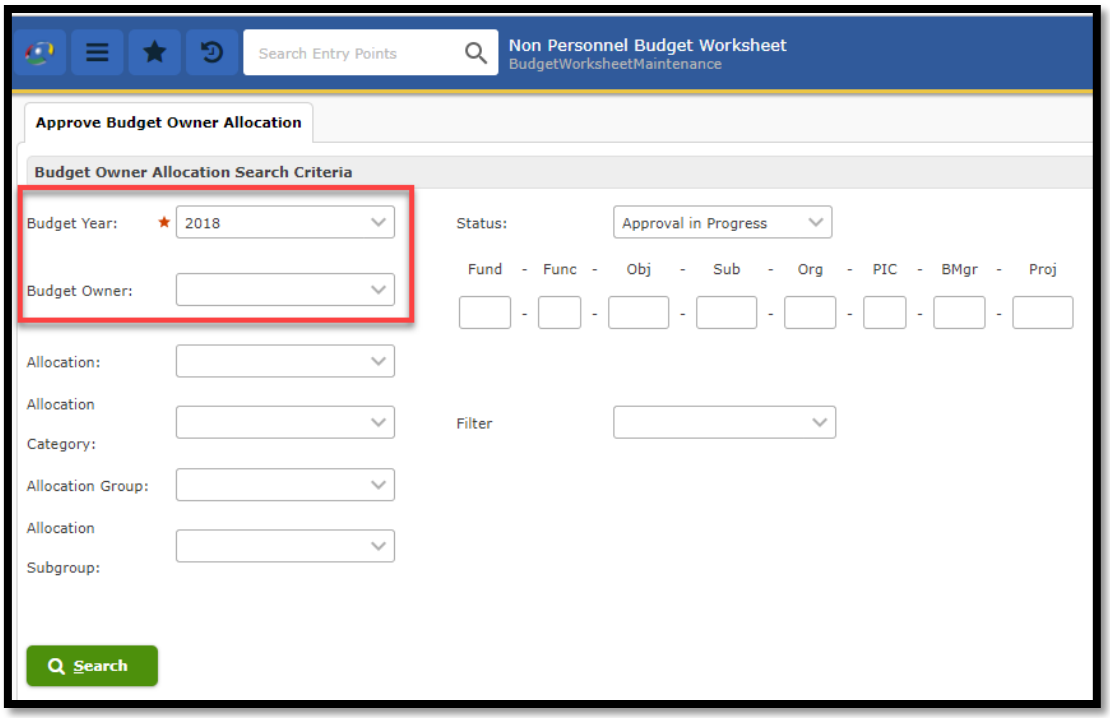
Budget Approval Process

How to Approve a Budget Owner Allocations

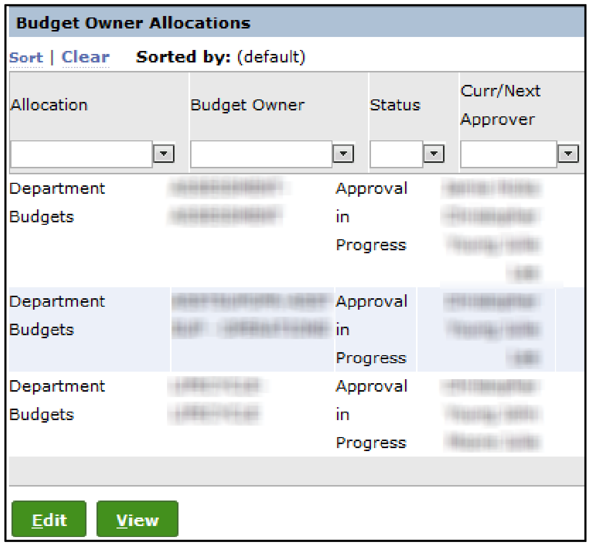
This step must be taken by the Budget Manager, and can only be performed after an allocation has been submitted.

1. Navigate to the TEAMS Home page and locate the Budget Preparation menu.

2. Select the **Approve Budget Owner Allocations** link. The Approve Budget Owner Allocation tab is displayed.



3. Budget Allocations with a status of Approval in Progress will automatically appear in the search results toward the lower half of the screen.

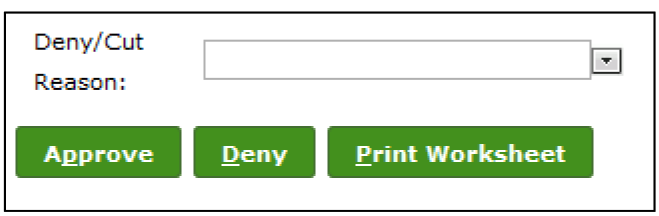


4. Select the Allocation for review/approval. The row will highlight yellow.

5. There are two options for a Budget Owner to select: **Edit** or **View**

- **Edit** will allow the Budget Owner to approve or deny the allocation, or print a Budget Worksheet.
- **View** will allow a Budget Owner to view the submitted allocation and print a Budget Worksheet.

6. Once the **Edit** button has been selected, and the Budget Owner has taken the opportunity to review the allocated amounts, the options for **Approve** or **Deny** can be seen in the lower left portion of the screen.



If the **Deny** option is selected, one of the following reasons can be selected:

- No Longer Needed
- Not approved at workbook Ad

If the **Approve** option is selected, the allocation will continue through the TEAMS workflow to the Business Office, where allocations are compiled for submission to the Board of Trustees.