

Budget Change Validation & Routing Rules

Validations:

1. All fields are required except the Comment field.
2. Enter amount in whole number only. Decimal is not allowed.
3. Supervisor location and GL Location need to be the same. Exception: Fiscal Dept
(Error: The Supervisor location and GL location are different. Please select GL in same location as supervisor)
4. Duplicate GL account is not allow for both Credit and Debit side.
(Error: Duplicate GL account already found on form. Please delete one)
5. Only transfer of same fund is allowed for each form. Both Credit and Debit side should have the same fund.
(Error: You entered a different fund. Only transfer of same fund is allowed for each form)
6. Only transfer of same project is allowed for Fund 12. Both Credit and Debit side should have the same project.
(Error: You entered a different project. Only transfer of same project is allowed for fund 12)
7. Object starting with 9 is not allowed.
(Error: Invalid Object. Object starting with 9 is not allowed)
8. Total amount for both Credit and Debit must be equal.
9. Accepted GL format: 112410632000195101250, 11-2410-632000-19510-1250,
11_2410_632000_19510_1250
10. Skip amount validation for income account where object start with 8.
11. Insufficient Fund: if requested amount is greater than available fund.
Available Fund: Balance from Colleague – pending credit amount (approved by Fiscal but not posted). Transactions are normally posted the following day.
(Note: the debit amount for the transfer of fund is not available until the next day)

Validation trained by Fiscal:

- Users cannot enter special project and general fund projects in the same form. This is not currently validated. Fiscal trains user on this. We can add validation later if necessary.

Routing Rules:

Routing Flow: WebAdvisor (Originator) → Approver1 → VP/Approver2 (if required) → Admin Service Budget Checker (if required) → Admin Service VP (if required) → Resource Development (if required) → Budget Analyst (if required) → Fiscal Approver

1. Requires Approver1 Approval
 - a. Requires for all
 - b. Exception:
 - Skip Approver 1 approval for 5FISC-LF-VCAS (Adam) only if the form requires Adam approval at the end.

2. Requires Aux Service Approval
 - a. For SAC and CEC only
 - b. Fund code is one of these: 31,71,72,76,79

3. Requires VP/Approver2 Approval
 - a. SAC and CEC: Requires VP/Approver2 approval if fund code is one of these: 11,12,13
 - b. SCC and OEC: Requires VP/Approver2 approval if fund code is one of these: 11,12,13
 - c. DO: Requires Approver2 approval
 - Not requires VP approval if requires Fiscal VC approval
 - Skip VP/Approver2 approval if supervisor dept is 5FISC. This is for supervisor's route under 5FISC dept other than Fiscal Assistant VC
 - d. Exception:
 - Skip VP/Approver 2 approval for executive routes with position rank in one of these: CHAN,PRES,VP,VC and VCX
 - Skip VP/Approver2 approval for Fiscal Assistant VC route.

4. Requires Admin Service Budget Checker Approval
 - a. SAC and CEC
 - Requires only if AdminServ VP Approval is required.
 - Requires for Fund 11 or 13
 - Requires for Fund 12 if credit or debit project is one of these: 2363, 2364, 2390, 3420, 3450.

- b. SCC and OEC
 - Requires only if AdminServ VP Approval is required.
 - Requires for fund 11 or 13
 - Requires for fund 12 if credit or debit project is 2390 or project start with 236
- c. Exception:
 - Skip AdminServ Budget Checker approval if AdminServ VP approval is not required.
 - Skip AdminServ Budget Checker approval for these routes below because they already signed as Approver 1:
1ADMS-UF-MGR2 (Mark Reynoso and Backups)

5. Requires Admin Service VP Approval

- a. Requires if require Admin Service Budget Checker Approval
- b. Requires if credit or debit fund is one of these: 31,71,72,76, or 79
- c. Exception:
 - Skip AdminServ VP approval for these routes below.
SAC: 1ADMS-LF-VP (Bart Hoffman and Backups)
CEC: 10AD-AF-VP (James Kennedy and Backups)
SCC: 2ADMS-LF-VP (Arleen Satele and Backups)
OEC: 20AD-AF-VP (Jose Vargas and Backups)

Reasons: These users have multiple roles in the workflow process. Since they are already approved as Approver 1, there is no need for them to sign again. We choose the dept Approver1 as the main approving point. We skip AdminServ VP instead of Approver 1 because not all BC forms require AdminServ VP approval. Also we want direct dept supervisor to sign off for their own budget. The same ideas apply for area VP and AdminServ VP if the approver has both roles.

- Skip AdminServ VP approval for these Division below and if area VP approval is required: 1ADM, 1BO, 2EXE, 2BO.

Reason: Because these divisions belong to the AdminServ main approver and already signed as VP. This is for other supervisor routes within the primary AdminServ approver's divisions.

6. Requires Resource Dev Approval

- a. Requires if Credit or Debit fund is 12, 33, or 74

b. Exception:

- These projects below do not require Resource Dev Approval. They require Budget Analyst approval instead. These projects are in fund 12 only and Fund 12 requires same project in the form.
Projects: 2363,2364,2390,3250,3450,3490,3610
- For fund 33
Special project requires Resource Dev
All other projects in fund 33 require Budget Analyst

Users cannot enter special project and non-special project in the same form.

7. Requires Budget Analyst Approval

- a. Requires if not requires Resource Dev Approval and not one of these funds: 41,43

8. Requires Fiscal VC Approval

- a. Requires if fund is 41 or 43

9. Requires Fiscal Approval

Requires for all

Additional notes:

SAC confirmed the following preferred queue for funds 11, 13 and Projects 3420 and 3450 only for Fund 12 and SCC confirmed the following preferred queue for Funds 11, 13 and Projects 2390 and 236X only for Fund 12:

- 1) [Originator](#) → [Department approval](#) → [Area VP](#) → [AS Budget Review](#) → [VP Admin Services](#) → [District](#)

For the remaining Fund 12 for both colleges, the following is the preferred queue:

- 2) [Originator](#) → [Department approval](#) → [Area VP](#) → [District](#)

For Fund 31, 71, 72, 76 and 79 for SCC, the following is the preferred queue:

- 3) [Originator](#) → [VP Admin Services](#) → [District](#)

For Fund 31, 71, 72, 76 and 79 for SAC, the following is the preferred queue:

4) Originator → Director of Aux Services → VP Admin Services → District