

TEAM Budget Approval Overview

The TEAM application (<http://team.texastech.edu>) is used to define security groups for routing, approval and review controls. The system is utilized by several areas including Budget, Procurement, HR and Finance. This document specifically details the security needs for budget processes.

Fund and Organization Financial Managers

Each Organization code is assigned a Financial Manager. The Financial Manager has the fiduciary responsibility of managing activity related to the funds and organizations for which they are assigned. They are responsible for delegating authority to subsequent levels of approval. The financial manager is also responsible for all activity associated with these funds/organizations, including the activities of the assigned delegates. The delegates can be managed via the TEAM application whereas changes to the Financial Manager must be made via the Financial Manager Form found at the following link.

<http://www.depts.ttu.edu/afism/AFResourcesv2/FinanceForms.asp>

Organization Financial Manager Delegates are maintained via the TEAM application under Access Request>Financial Security Request.

- Budget Revision System-Uses TEAM to determine routing. Budgets are routed to Organization manager and any assigned Approvers for approval.
- Labor Redistribution and Future Job Labor Distribution Change Forms- Budget Staff utilize TEAM to verify that the Organization Financial Manager or assigned Approvers have approved the request.

Fund Financial Manager Delegates are maintained via the TEAM application under Access Request>Financial Alternates Assignment.

- Budget Revision System-Uses TEAM to determine routing. Budgets are routed to the Financial Manager and any assigned Alternates for approval.

Organization Financial Manager Budget Prep Delegates are maintained via the TEAM application under Access Request>Budget Prep Security Request. This authority is to view both the Budget Development and Salary Planner modules.

- Budget Prep System-Requires the Organization Financial Manager register individuals (including themselves) via TEAM Application.
- This authority is to view both the Budget Development and Salary Planner modules.
- This authority may be granted at the various levels of the organization hierarchy.

Organization Financial Managers may be viewed via Cognos at the following link:

Public Folders>TTU Finance>Fund/Org Manager Reports>FI028-Organization Hierarchy Report

TEAM delegate assignments may be viewed within TEAM via the Reports link