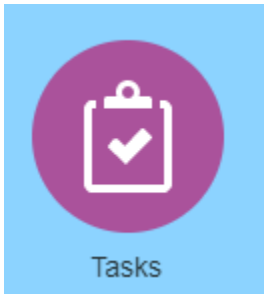


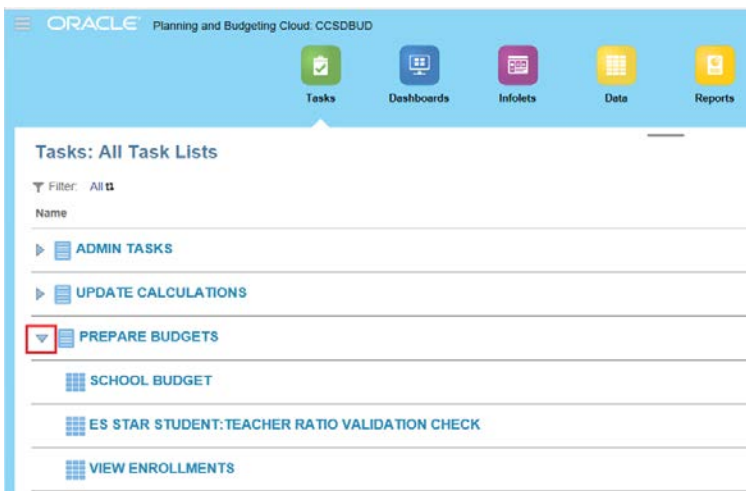
Submitting a School Budget

Go to the homepage (if you are not already there) by clicking on the **Home** icon.

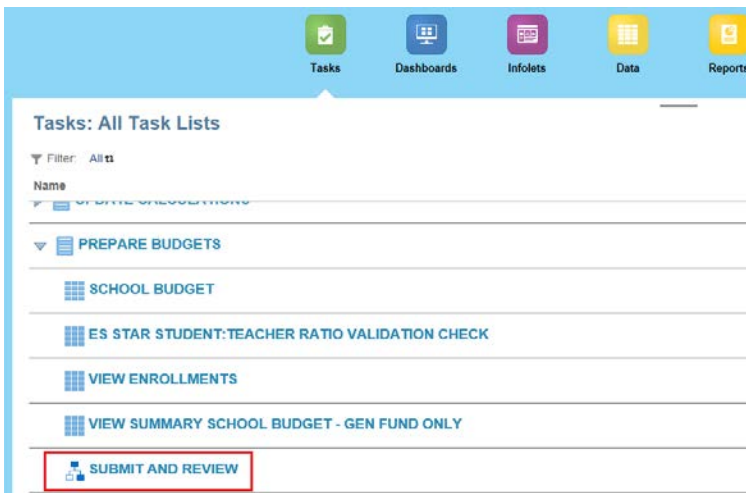
1. Click on the **Tasks** icon.



2. From the Tasks List, expand the menu for **Prepare Budgets** by clicking the triangle on the left.



3. Click the option **Submit and Review**.



4. In the Filter window that appears, click on **PositionRequest**.

SUBMIT AND REVIEW

Approvals

Sort By: Filter

5. Select **Budget** as the Scenario.

Filter Clear All Apply Cancel

Scenario
 Version
 Approvals Status
 Approval Unit

[More](#)

6. Select **Working_SB** as the Version.

Filter Apply Cancel

Scenario
 Version
 Approvals Status
 Approval Unit

[More](#)

7. Click **Apply**.

Filter Clear All Apply Cancel

Scenario
 Version
 Approvals Status
 Approval Unit


[More](#)

8. In the Submit and Review form that appears, click the **Planning Unit** for your location.

SUBMIT AND REVIEW

Approvals


Sort By: Filter:


 **WL_0202**
SG_0202
Under Review

9. Add an **Annotation** (or note) for the next reviewer and/or approver to view if desired.

Change Status: WL_0202

Action Owne


 Annotation




10. Ensure that the Action dropdown is set to **Promote**.

Change Status: WL_0202

Action


 Annotation




11. By clicking **Change Status** you are submitting your budget.

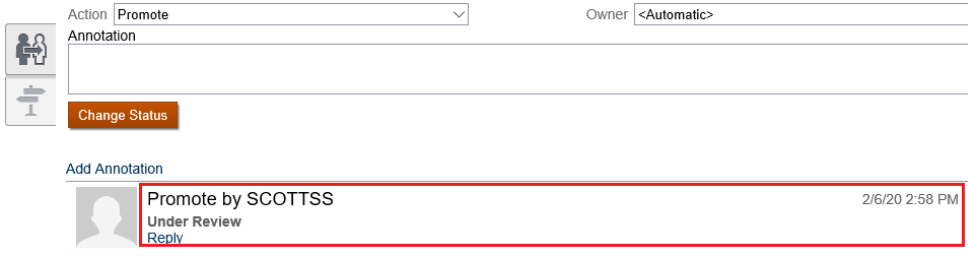
Change Status: WL_0202

Action

 Annotation



12. After the page updates, note that a “**Promote by**” row appears with your user ID, as well as the date and time stamp. The status will also show as **Under Review**.



The screenshot shows a task form with the following elements:

- Action: Promote (dropdown menu)
- Owner: <Automatic> (dropdown menu)
- Annotation: (empty text area)
- Change Status: (orange button)
- Add Annotation: (link)
- Annotation list: Promote by SCOTTSS, Under Review, Reply, 2/6/20 2:58 PM (highlighted with a red border)

Click **Done**.



The screenshot shows the same task form as above, but with the 'Done' button highlighted with a red border. The 'Change Status: WL_0411' header is visible at the top left.

Note that the Submit and Review form now shows the submitted work location with the **Reviewer** as the new owner.

When finished, click **Close** to return to the Tasks List.

Now that your location budget has been submitted, the School Budget form will **no longer allow any changes to be made**. You can verify this by going to **Prepare Budgets** and then selecting **School Budget**.

Once in the School Budget form, note that you cannot add, remove, or modify any information within any of the tabs or grids in the form.

If upon submitting your budget and you receive a **Failed: Not Enough Access** message, please disregard. Despite this error message, the promotion of your budget works correctly. The error message is an Oracle coding bug and is being addressed.



The screenshot shows a user profile card with the following elements:

- User ID: WL_0235
- Username: HANEVGA
- Status: Under Review
- Message: Failed: Not Enough Access (highlighted with a red border)