

## Instructions - Web Based RBC Application

### Overview

Representatives at each institution within UT System are given authority to create new RBCs in this application. These items can be displayed and updated by the preparers and then routed to individuals designated as signers at that institution. Once routed, the original preparers can view the item but can no longer make changes. Only the group to whom the item has been routed can update the item and route it to the next approver. This applies throughout the routing process.

The display returned when an individual logs on to the application will contain a link titled "List All Approved RBC Items" which takes you to a screen where all of the approved RBCs for that institution are listed in RBC number order.

When an individual logs on to the application, they will receive a list of all outstanding RBCs for that institution. Items awaiting approval by this individual are highlighted in yellow. If you click on a highlighted item, the RBC will be displayed which will allow updates and routing to the next stage of the approval process. Items not at the approval stage of the individual logging on will be displayed but not highlighted. If you click on this item in the display, updating will not be allowed.

Routing will continue in the prescribed sequence until final approval has been obtained. An email will be sent to the original preparer notifying them of the final approval. At any time within the approval process each user can display a list of all outstanding RBCs for that institution. After choosing the RBC you wish to display, a routing history will be at the bottom of the screen. This will allow the user to check the status of any RBC at any time.

### Security

A list of authorized users will be maintained by UT System Office of the Controller. Users will be designated as preparers or signers. For an individual RBC item, anyone designated as a preparer at that institution can create new RBCs, update RBCs, and route for signataure. Anyone designated as a signer can sign an RBC and route it to System Administration for further approval. In this manner, the approval process can proceed if one of the designated signers is not available to route the document. Although anyone within the designated group can forward the item, the actual individual who performs the task is the one that is recorded and displayed in the routing history.

### Creating new RBC items

Each institution has individuals designated with the authority to create new RBCs within the application. When these individuals log on to the application they, will receive a display of existing outstanding RBCs for that institution with those still at the preparer stage highlighted in yellow.

In the upper left of the screen are links to create new RBCs. There is a form for each of three types (**New appointment, Appointment/Budget Correction, and Transfer of Funds**). Select the appropriate form. Follow the same guidelines for completing RBCs that you have in the past. Make sure that the "Docket" box is checked if the RBC meets requirements for docketing.

Once data entry is complete, click the "Add Item" box at the bottom of the screen. A new screen will appear that will give you the option to either "View Item" or "Return to Main Page." The "View Item" allows the preparer to view the text in the document and make changes, if necessary. When added, the RBC will appear highlighted on the list on the main page. Select this item to "update/review" the item and "forward to" for signature by entering "Yes" in the text area where to indicate the intention to route to the next stage. **The document will not route unless "Yes" is typed in this box.**

Once routed to the next stage, the item will continue to be on the list of outstanding RBCs but will no longer be highlighted. The preparer can select the RBC and display the detail along with routing history but can no longer update the item.

Immediately after routing, the item becomes highlighted in the next users' document list. Signers may modify or reroute the document back to the preparer for modifications. If a document is rerouted back to the preparer, it will go through the same routing sequence as the original document.

## **Routing**

The routing sequence is from an institution preparer, to an institution signer, and then to a reviewer within the Controller's Office of System Administration for final approval of RBCs related to the academic institutions. Health institution RBCs are routed to Health Affairs for final approval.

At each stage, the group for whom that level of approval is required will have the item highlighted in yellow on the list of outstanding RBCs returned to them on their display. They can then select the item, review and update the item, and by typing "Yes" in the appropriate text field, approve and route the item to the next stage. Routing comments can be entered for consideration by the next reviewer.

The item can also be returned to a previous stage. The previous approvals are displayed in a select option box at the bottom of the display screen for that particular RBC. Instead of routing the RBC to the next stage, a current reviewer can send the item back to a previous stage by selecting from the option items of previous approvers. Instructions and comments can be added in the routing comments text area. The item will now appear as highlighted on the list of those in the previous stage. Upon approval, the item will be routed to the next stage in the approval process.

## **Budget Rules**

See the current fiscal year Operating Budget Rules for criteria on RBCs and Docketing. These can be found on the Office of the Controller web page at the following url:

<http://www.utsystem.edu/cont/policies.htm>