OTPS Item Budget Error Workflow

eProcurement / Travel and Expense Center

**Budget Office**

- **Budget status: Error**
  - Is chartfield string valid?
    - Yes: **Transfers budget**
    - No: Communicates to department to review chartfield string and take appropriate action

- Communicates budget details to department
  - Is there sufficient OTPS budget?
    - Yes: **Transfers budget**
    - No: For travel authorizations / expense reports, approver is notified of the valid status

**End User**

- Revisions are made and OTPS item is resubmitted
  - For purchase orders, the Office of Purchasing will cancel the change order
    - Resumes approval workflow
  - Will budget be transferred?
    - Yes: Department approver sends budget transfer request to TLBR
    - No: C cancel s / deletes item
      - Requisition status: Cancelled
**Workflow:** A series of processes that achieve a specific result.

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**Legend**

- **Process:** A series of steps that achieve a specific outcome.
- **Status:** A progress indicator within a workflow.
- **Decision Point:** A point when a decision may redirect or end normal workflow.
- **Workflow Connector:** Connects one workflow to another.
- **Notes:** A written record of information relevant to a process or workflow.