

UNDERSTANDING T1 BUDGET APPROVALS

T1's Approval Hierarchies

T1 budget approvals are based on a hierarchy system linked to the value of the transaction. Some lower value transactions will be auto-approved and some higher value transactions may need to go through several levels of the hierarchy, being approved at each stage, before reaching the final level required..

Each budget has a single budget holder who has overall responsibility for its management. A budget holder has the choice to appoint up to two pools of staff to help manage spending requests on their behalf. Budget holders can also choose whether they themselves are also in one, both or none of their own approval pools.

There are two types of pool - Admin pools can approve up to £10k and Senior pools up to £20k. Pools are set up per budget centre and project so staff may need to be members of several pools depending on their job role. There is no limit to the number of staff in a pool though most have between one and four members.

Approval pools and budget holders are the first levels in the University's budget hierarchy. If a spending request exceeds the approval pool's limits or if there aren't any pools set up, then it will go to the budget holder. If the approval also exceeds the budget holder's limit which is based on their grade, then the approval task continues up a College/Service approval hierarchy, needing approval at each level, until the required level is reached.

Each College and Service has its own hierarchy that covers all the budget centres allocated to it. Projects follow the hierarchy for the budget centre code (the last four digit section) within their full T1 code.

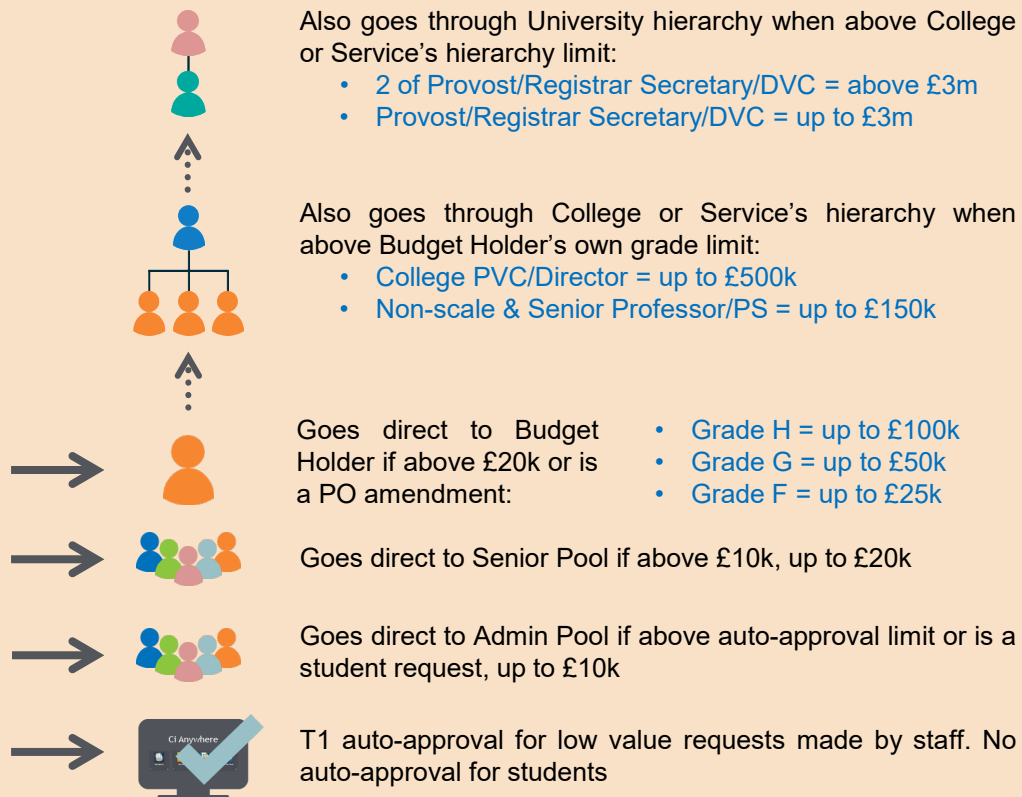
Above that is an overall University hierarchy.

Budgetary approval applies to all requisitions, expense claims and purchasing card statement reconciliations.

If coded to two or more budgets, each budget will have the approval task(s).

Other approvals such as VAT, H&S or Procurement may also be needed. If so, these will take place before budgetary approval.

PO amendments bypass auto-approval and the pools and go direct to budget holder, then hierarchy if also needed.



Quick Tips

- View your own list of unactioned and completed approval tasks in your T1 ['My Tasks'](#) function.
- Use T1 to find out who is in each approval pool - [Resource Pools](#) guide.
- Use T1 to find out the budget's holder name - [Find a T1 Code](#) guide.
- Contact the [Finance Helpdesk](#) to find out hierarchy names or to add/delete pool members.
- More detailed resources on budgets and approvals are available [here](#).

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Approval Tasks & Emails

T1 sends budget spending requests, called tasks, to approval pool members, budget holders and hierarchy members using a workflow system within T1 plus an email to the approver's University email address.

Approvers can approve or reject the task from the email or by using T1's 'My Tasks' function which also stores the approver's completed and rejected task history.

Every member of an approval pool will be notified at the same time whenever a new approval task is generated for the pool. If actioned by another pool member, that task will disappear from all the remaining pool members' 'My Tasks' function, however the email versions cannot be deleted in this way. It is up to each budget holder and their pools to discuss and agree how they will manage their task volumes.

Task emails can only be actioned directly from the approver's University mailbox – emails forwarded to a personal email address cannot be actioned from there for security reasons.

Quick Tip

- Use your ['My Tasks'](#) function on your T1 home page to keep up to date with your unactioned approvals.

View Completed and Pending Budget Approval Tasks

Completed approvals (called transactions) and pending approval requests (called commitments), along with budget balances, are viewed using a variety of T1 dashboards.

Research project dashboards are located in the 'Project Portal' function. These projects can be identified by the 'R' in their T1 code.

Non-research projects containing a 'C' or a 'G' in their T1 code plus all budget centre budgets are viewed in the Budget Holder Reporting Dashboard within the 'My Business Intelligence' function.

Budget holders can authorise other colleagues to view their dashboard and budget transactions - this is called reporting user access.

Quick Tips

- [Research 'R' project budgets](#) – contact the project's allocated Research Finance colleague for help with viewing dashboards or to set up another colleague with reporting user access to your research budget.
- [Non-research 'C' 'G' and 'T' projects or budget centre budgets](#) – see the dashboard help guides [here](#) or budget holders can contact the [Finance Helpdesk](#) to set up reporting user access for another colleague.

Temporarily Cover Someone Else's T1 Approvals

A T1 user can temporarily delegate their T1 approval tasks and/or their budget management tasks - such as viewing their budget dashboard - to another colleague using T1's delegation options.

This is a short term option for holidays, illness and work-related absences only and is not for permanent use. Approval delegations should be set up for staff at the same grade or higher than the permanent approver.

Quick Tip

- See crib sheet [T1 Delegations for Short Term Absences](#) for more details and how to set this up.

Further Help and Support

- See crib sheet '[Understanding T1 Budget Codes](#)' ([add link](#)) for information on how T1 codes are used.
- [Research project 'R' budgets](#) – contact the project's allocated Research Finance colleague – their name is in the project's summary in the [Project Portal](#) - for queries and help with budget management.
- [Non-research project 'C' or 'G' budgets or Budget Centre budgets](#) - contact the [Finance Helpdesk](#) or see the [Finance Training Pages](#) for more resources.