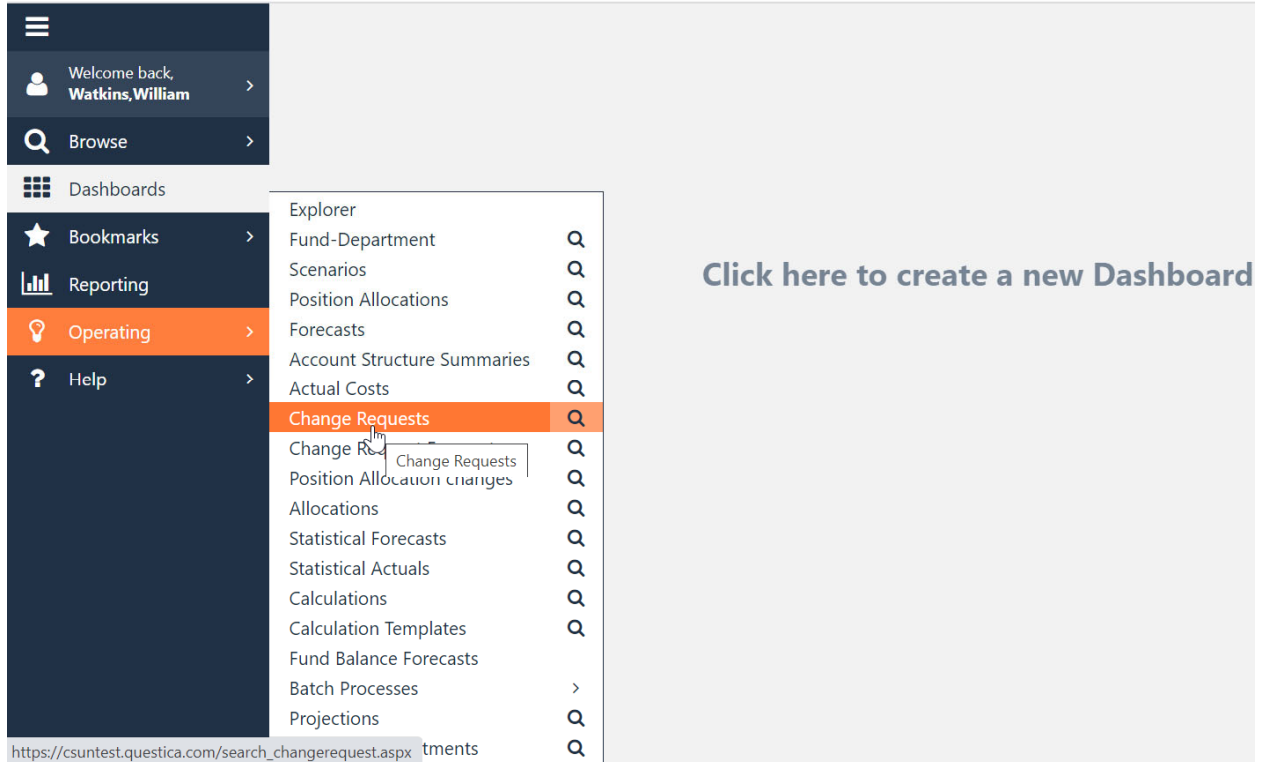


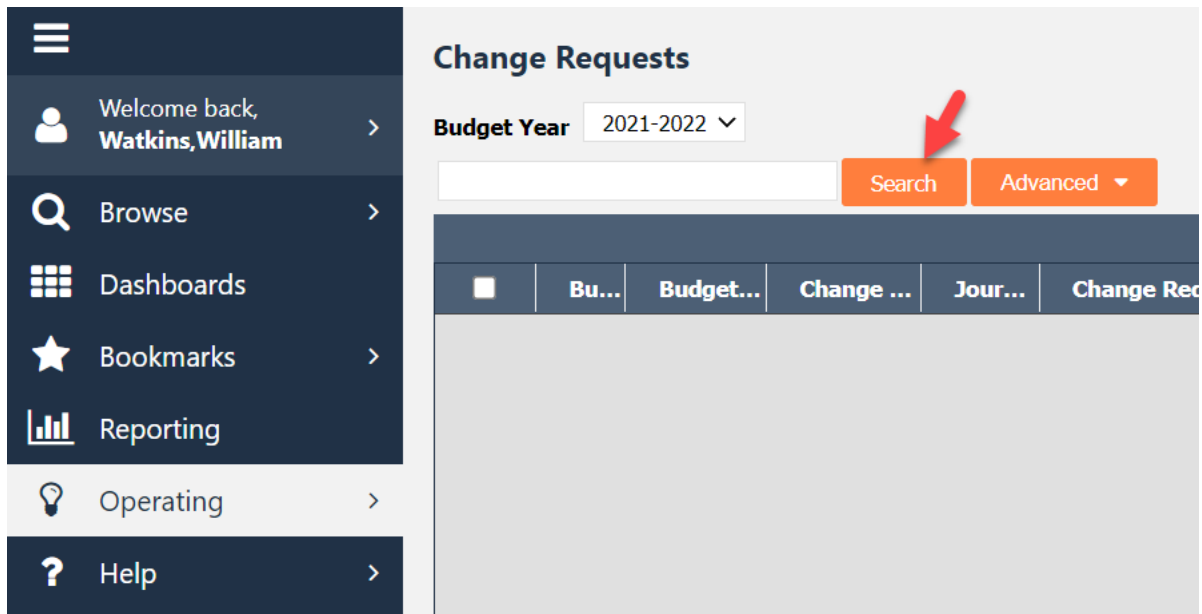
Vice President Approval Guide for University Budget Amendments

Step 1: Log into Questica at <https://csun.questica.com/> using single-sign-on credentials.

From the landing page, select Operating>Change Requests.



Step 2: Click Search on the Change Request page.



Step 3: Select the change request that needs to be reviewed (It will not be grayed out) from the list.

Change Requests

Budget Year: 2021-2022

	Bu...	Budget...	Change ...	Journal Li...	Change Request Description
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA2100006	Test UBA 5
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA2100003	Test Security 1
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA2100004	Test Security 2
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA2100002	TEST UBA 3

Step 4: Right click and select Open Change Request.

Change Requests

Budget Year: 2021-2022

Right Click

	Bu...	Budget ...	Change ...	Journ...	Change Request Description
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA210...	Test UBA 5
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA210...	Te
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA210...	Te
<input type="checkbox"/>	2021...	PERMANE...	University B...	QBA210...	TT

- Edit
- Open Change Request**
- Refresh Change Request
- Publish
- Lock
- Unlock
- Delete

Step 5: Review the request on the page. Documents or Notes supporting the request can also be viewed from this page.

2021-2022 QBA2... Change Request Stage: Division Manager Request [University Budget Amendment]

Operating Budget

Annual | Trimester | Quarterly | Monthly | Layout | Display Options | Import... | Export

	Budget Scenario	Description	2021
Account Type: Expenses / Expenditure			
<input type="checkbox"/>	PERMANENT	large contract	100,000.00
			(100,000.00)

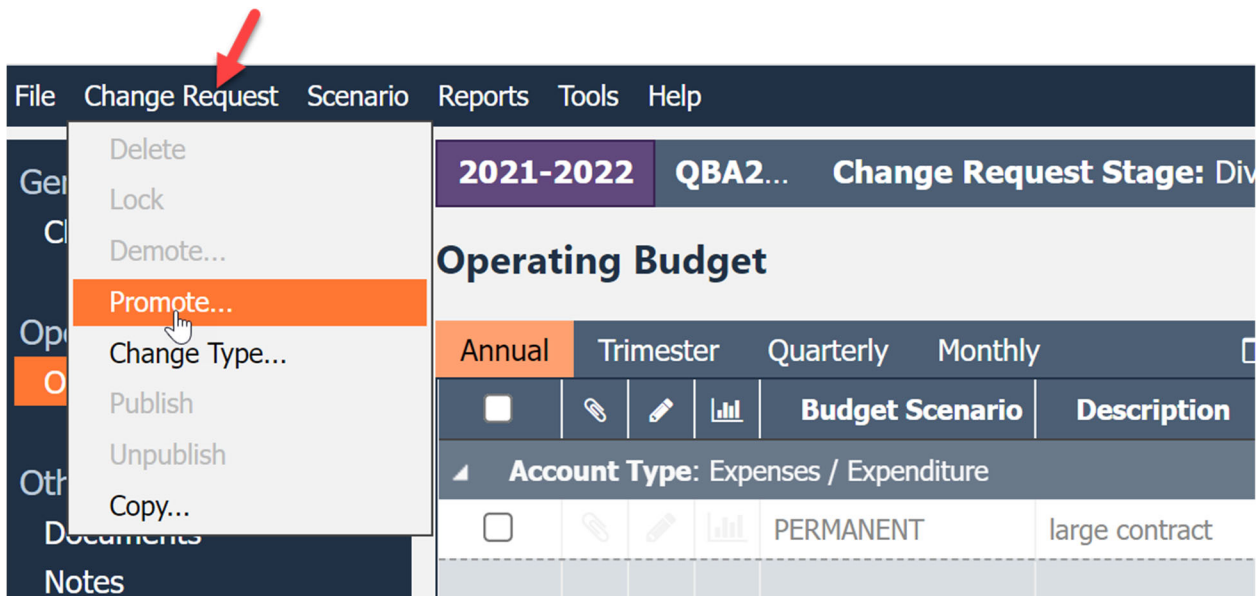
There are three possible actions that can be taken with each change request:

Promote: Promoting the request approves it to move to the next approver. (Steps 6 & 7)

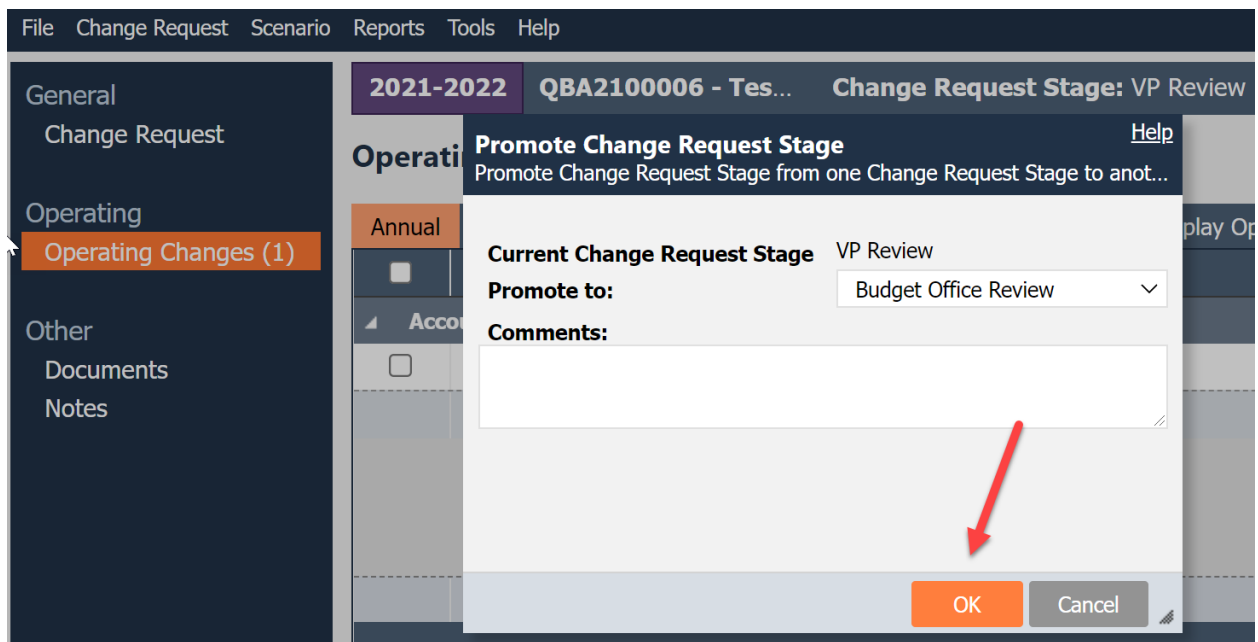
Declined: Terminates the request and notifies the requestor. The request cannot be resubmitted. (Steps 6a & 7a)

Demote: The request is sent back to the requestor for modification and resubmission. (Steps 6b & 7b)

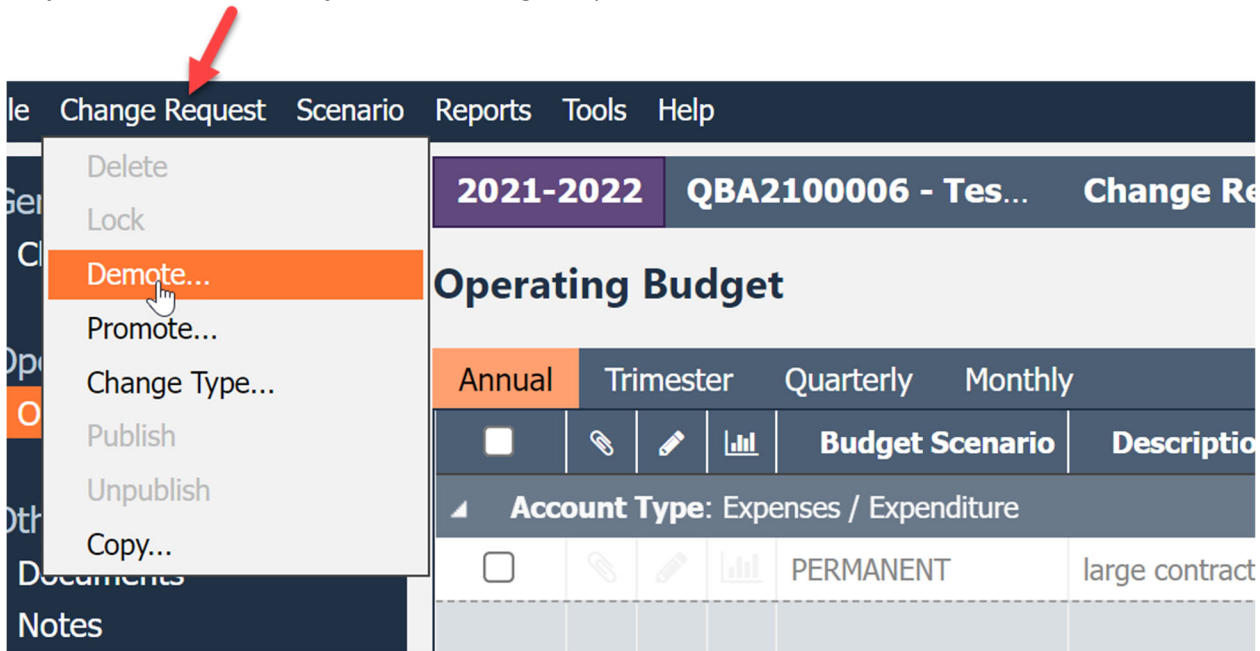
Step 6: To approve the request, Click Change Request, then Promote.



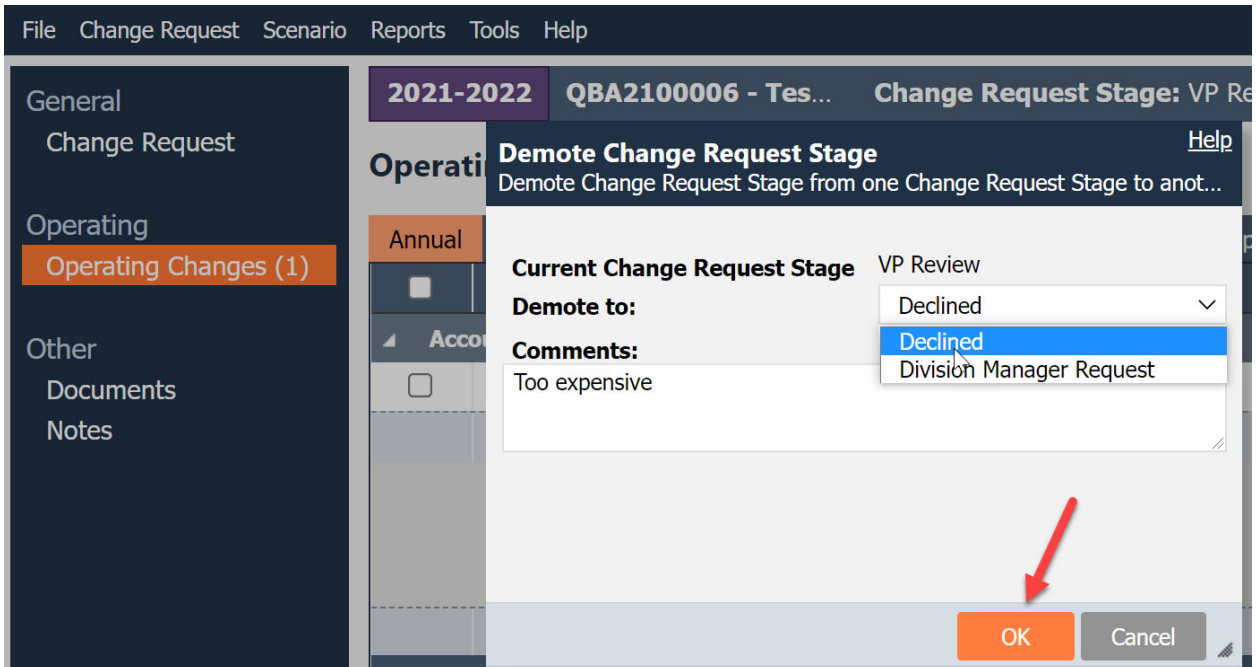
Step 7: Click OK. An email will be sent to the Budget Office notifying them the request is waiting for review. Comments can be entered which will be sent with the email message.



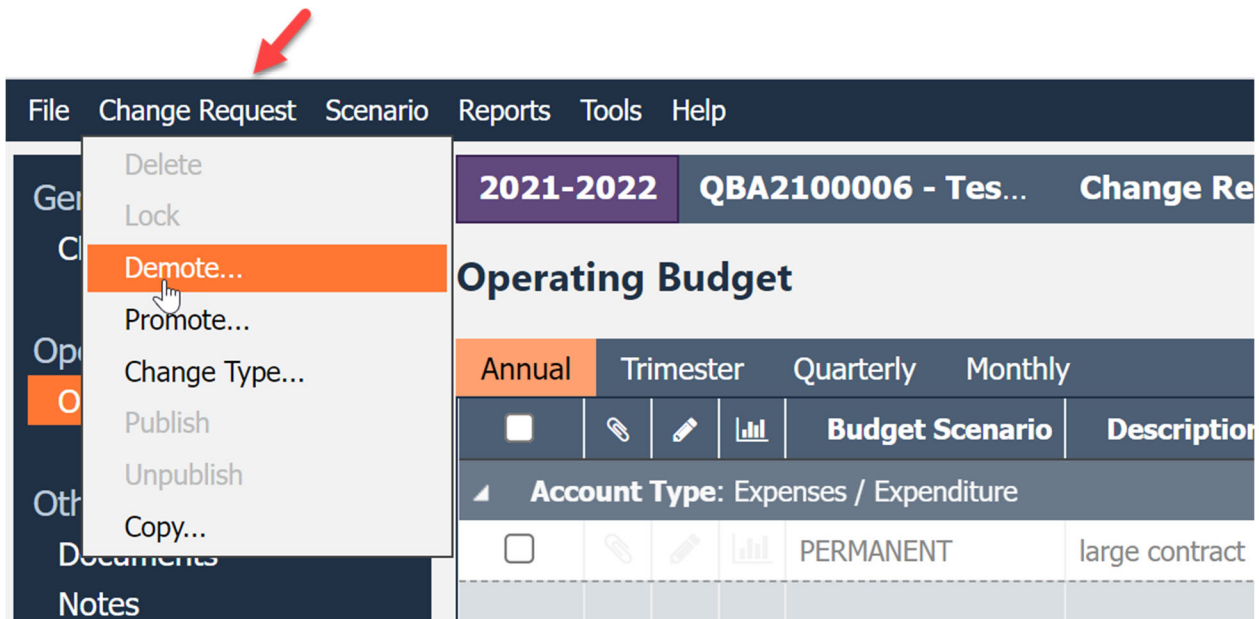
Step 6a: To decline the request, Click Change Request then Demote.



Step 7a: Select Declined from the drop-down list, enter a comment (required), Click OK. The requestor will be notified and the request will be terminated.



Step 6b: To demote the request for modification Click Change Request then Demote.



Step 7b: Select Division Manager Request from the drop-down list, enter a comment (required), Click OK. The requestor will be notified and the request can be reviewed, updated and sent for approval.

