**Budget Amendment Requests Flow Chart**

1. **Originator Submits BAR**
   - Validates at least one acct

2. **Is Allow for Approval Process √’d?**
   - No → **BAR Pending Post to General Ledger**
   - Yes → First Approver Receives eMail and Takes Action*

3. **First Approver Receives eMail and Takes Action***
   - *Change (Acct or Amt)*
     - Originator Receives eMail and BAR Status Changes to Disapproved
     - The approval rules are re-evaluated and additional approvers are inserted (if needed).
   - *Approve*
     - All Other Approvers Receive eMail and Take Action*
     - Next Approver Receives eMail and Takes Action*
     - Final Approver Receives eMail and Takes Action*
   - *Return*
     - Originator Receives eMail and BAR Status Changes to Disapproved
     - Validates BAR is in balance by fund

4. **Validates accounts are not overdrawn**

5. **Validates BAR is in balance by fund**

6. **BAR Posts to Finance > GL**

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* Change (Acct or Amt)
* Approve
* Return

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