

CT Webform Enhancement

The purpose of the enhancements is to ensure accuracy of budget numbers, fund codes, general ledgers(GL), and expense/revenue codes utilized on the webform. This will reduce CT submission errors, CT rejects, and formatting errors. Below are the enhancements that BAO has made:

Utilizing Budget and Expense/Revenue Code:

- Budget Number format must be XX-XXXX
- Expense/Revenue Code format must be XXXX-XX
- There is no need to enter the hyphens as it will pre-fill

Utilizing Fund Codes and General Ledgers:

- Fund Code format must be 00-0XXX
- General Ledger format must be 00-XXXX
- There is no need to enter the hyphens as it will pre-fill

In addition, the budget numbers, fund codes, general ledgers, and expense/revenue codes are validated using the Financial Web Services (FWS). Which means, that only UW Employees are allowed to access this form including, UW faculty, staff, professors, and student employees.

NOTE: Internet Explorer is not compatible with the New CT Form. Please use Edge, Chrome, or Firefox. Sorry for the inconvenience.

Below is an example of the enhancements made on the form:

- When a valid budget number is entered, it will display the budget name briefly. Then the formatting for expense/revenue Code will appear in the next column

Fund/Budget *	GL/Exp/Rev Code *	Task	Option	P
[blurred]	E/R: ####-##			

BUDGET [blurred]: FINANCIAL ACCOUNTING

- Next, when a valid expense/revenue code is enter, it will display the code name briefly

Budgets

Fund/Budget *	GL/Exp/Rev Code *	Task	Optior
	9499-99		

REVENUE 9499-99: MISCELLANEOUS SOURCES

- If budget number is invalid, a pop-up window will display and the invalid budget number and error message will be highlighted in yellow

finance.uw.edu says
No Budget found for: 99-9999

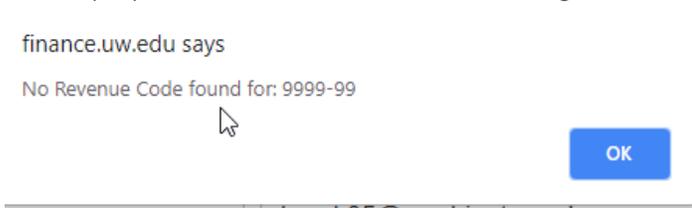
OK

Budgets

Fund/Budget *	GL/Exp/Rev Code *	Task
99-9999	E/R: ####-##	

No Budget found for: 99-9999

- If the budget number is valid, and the expense/revenue code is invalid, a pop-up window will display invalid code and an error message will be highlighted in yellow



Fund/Budget *	GL/Exp/Rev Code *	Task
	9999-99	

No Revenue Code found for: 9999-99