

Student Government Budget Planning System (SGBPS)

CBAC User's Guide

September 2021

CBAC users can edit and/or allocate budget submissions and track projection to allocation.

Edit and Allocation Budget Submissions

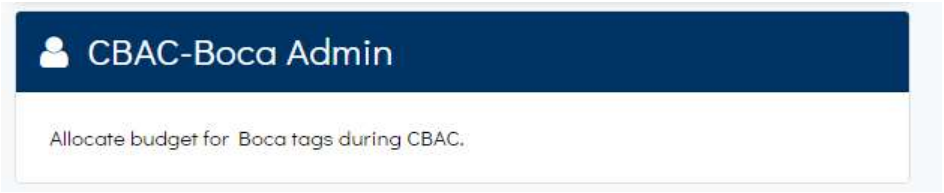
CBAC users must use the following steps to edit and allocate budget submissions:

1. Sign into the SGBPS using FAU credentials at the following link https://sgbudgets.fau.edu/



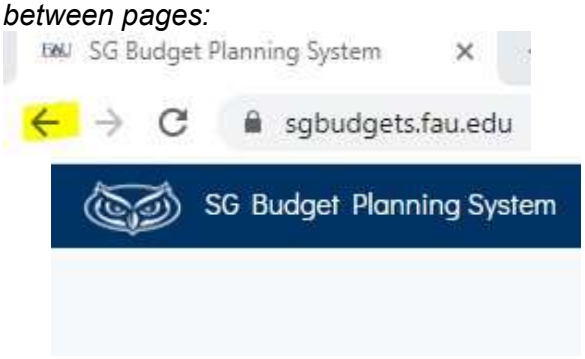
2. Login as: CBAC Admin (Can Edit) or CBAC Member (Can View)

(***NOTE:*** *CBAC Members has access to all of the screens in the SGBPS, but cannot make any updates*)

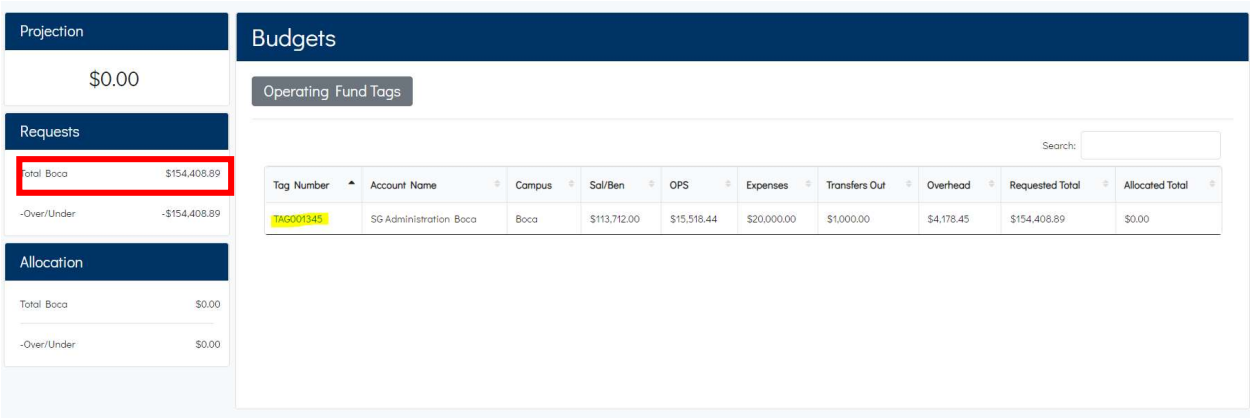




Note: *You will have to use the back arrow and the SGBPS logo to navigate back and forth between pages:*



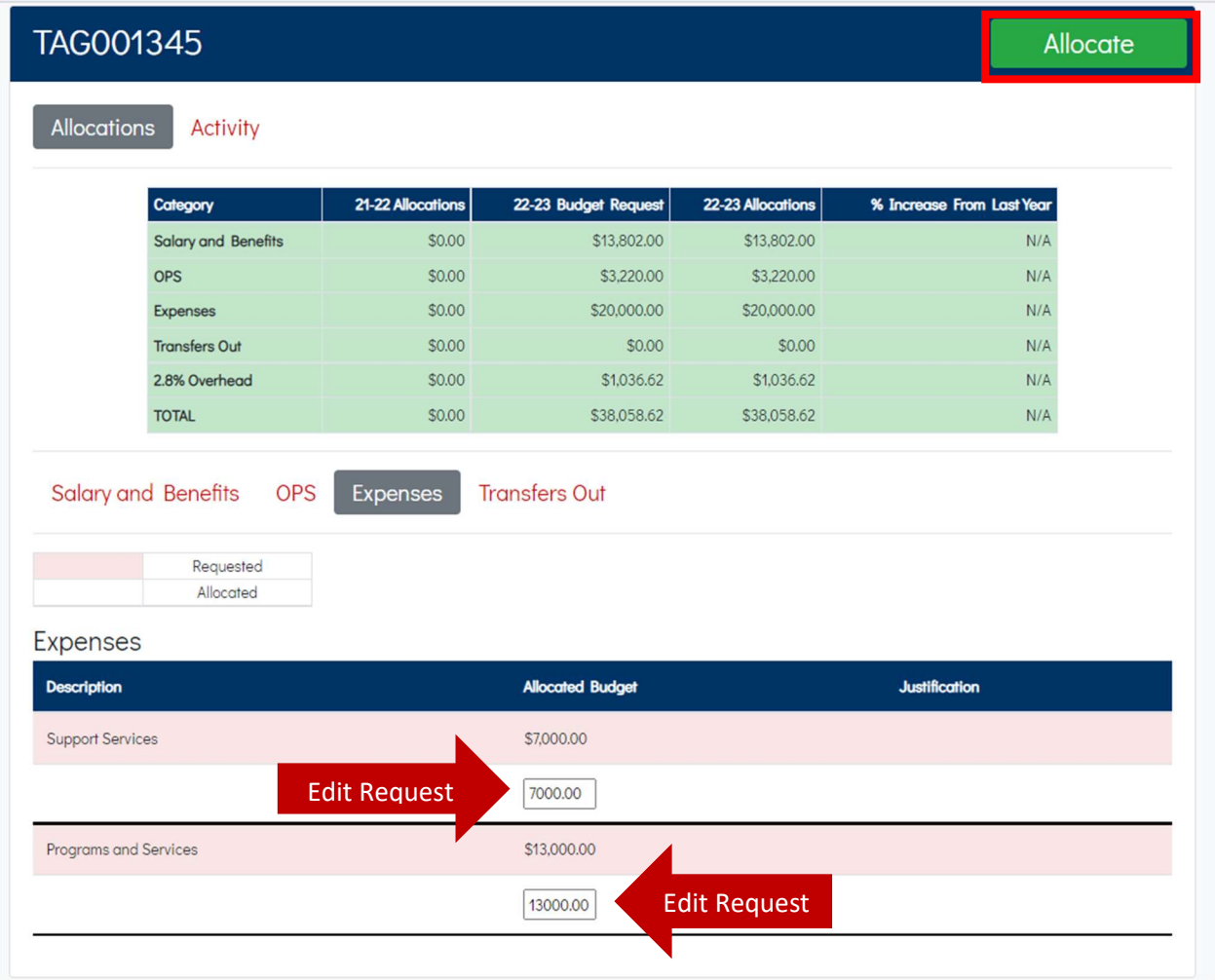
3. Select a specific Tag Number (SmartTag) to edit and/or allocate.



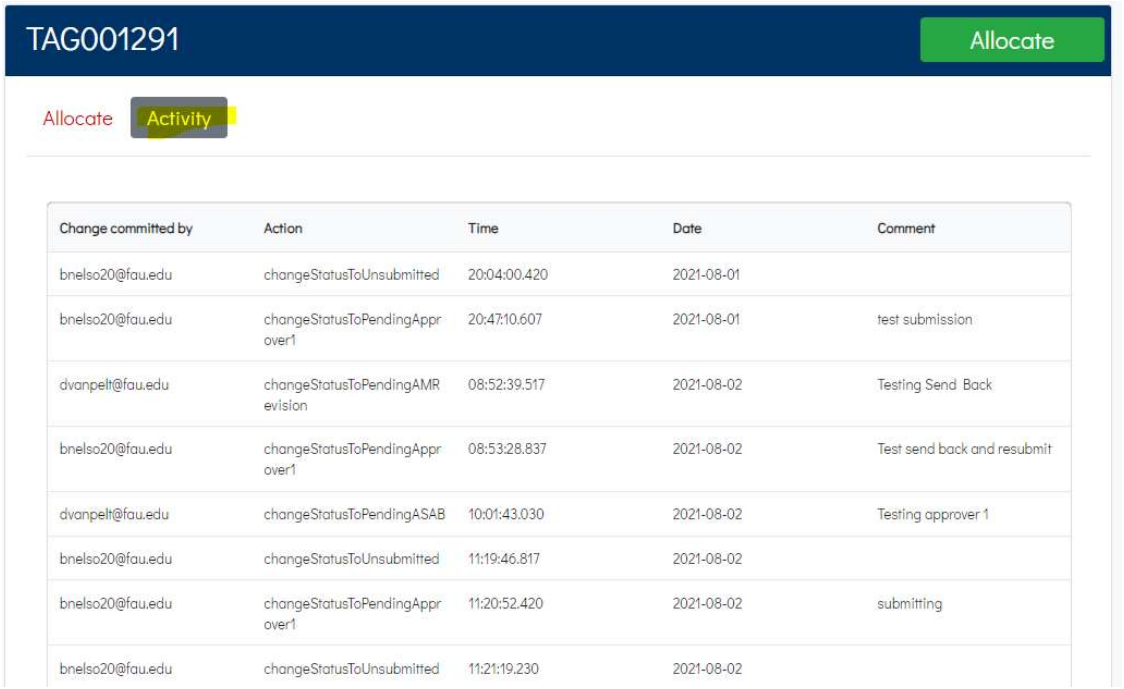
4. Select the type of expense to edit and/or allocate for Salary and Benefits, OPS, Expenses, and Transfers Out.



5. Edit the original submission amounts and then select Allocate or select Allocate without editing. For reference, the *Allocate view* allows CBAC Users to see year-over-year budget comparison.



6. For your reference, the *Activity View* allows CBAC Users to see how the budget requests navigated through the approval process. You can edit the numbers listed in the editing text boxes. Any options listed in pink are not available for editing. The same formatting applies to all types of expenses listed which are OPS, Expenses, and transfers out menu.



Change committed by	Action	Time	Date	Comment
bnelso20@fau.edu	changeStatusToUnsubmitted	20:04:00.420	2021-08-01	
bnelso20@fau.edu	changeStatusToPendingApprover1	20:47:10.607	2021-08-01	test submission
dvanpelt@fau.edu	changeStatusToPendingAMRevision	08:52:39.517	2021-08-02	Testing Send Back
bnelso20@fau.edu	changeStatusToPendingApprover1	08:53:28.837	2021-08-02	Test send back and resubmit
dvanpelt@fau.edu	changeStatusToPendingASAB	10:01:43.030	2021-08-02	Testing approver 1
bnelso20@fau.edu	changeStatusToUnsubmitted	11:19:46.817	2021-08-02	
bnelso20@fau.edu	changeStatusToPendingApprover1	11:20:52.420	2021-08-02	submitting
bnelso20@fau.edu	changeStatusToUnsubmitted	11:21:19.230	2021-08-02	

Track Projection to Allocations

To track Projection to Allocation, CBAC Users must do the following:

After a submission is allocated, from the Budgets view, in the left pane under Allocation, the - Over/Under amount should show the difference between the Projection and the Allocation:

