Student Government Budget Planning System (SGBPS)

UBAC User's Guide

September 2021

UBAC users can edit and/or allocate budget submissions, allocate campus budgets, and track projection to allocation.

Edit and Allocation Budget Submissions

UBAC users must use the following steps to edit and allocation budget submissions:

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

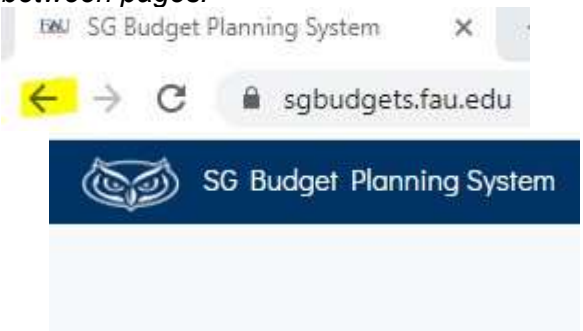


2. Login as: UBAC Admin or UBAC Member (Admin can edit Member can only view)

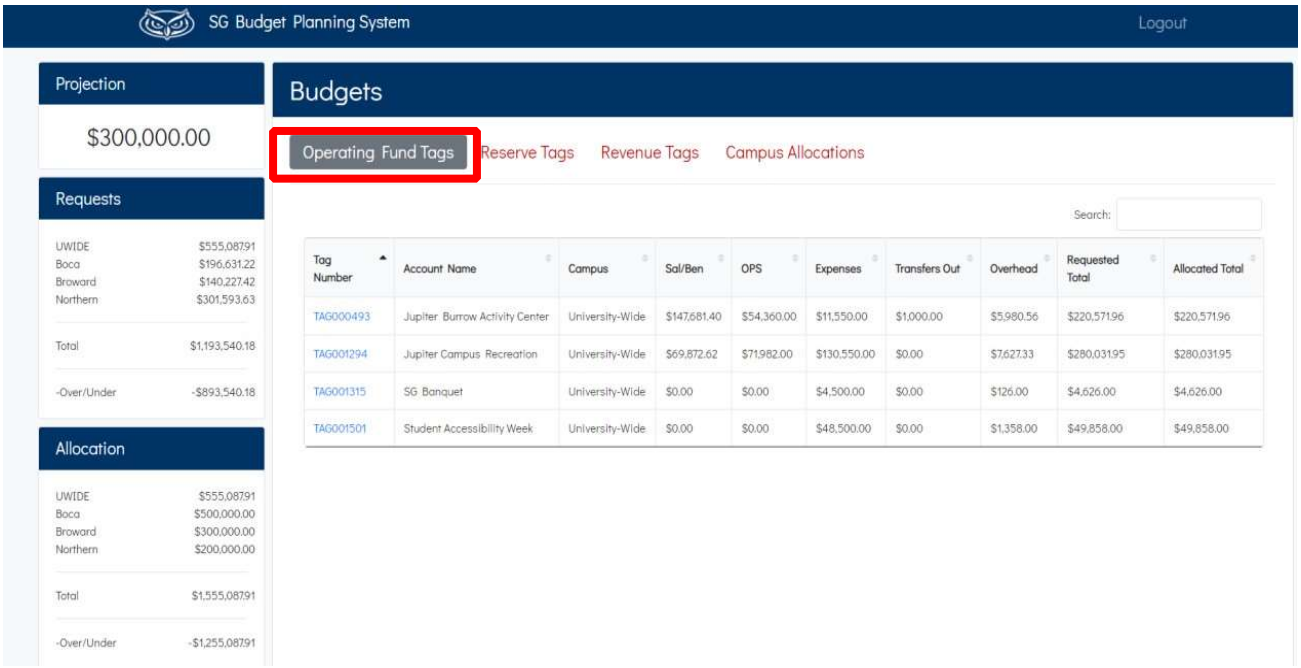




Note: *You will have to use the back arrow and the SGBPS logo to navigate back and forth between pages:*



3. Choose the type of accounts you wish to edit and/or allocate by navigating through the sub-menus as shown below and selecting Operating Fund Tags, Reserve Tags, Revenue Tags, or Campus Allocations.



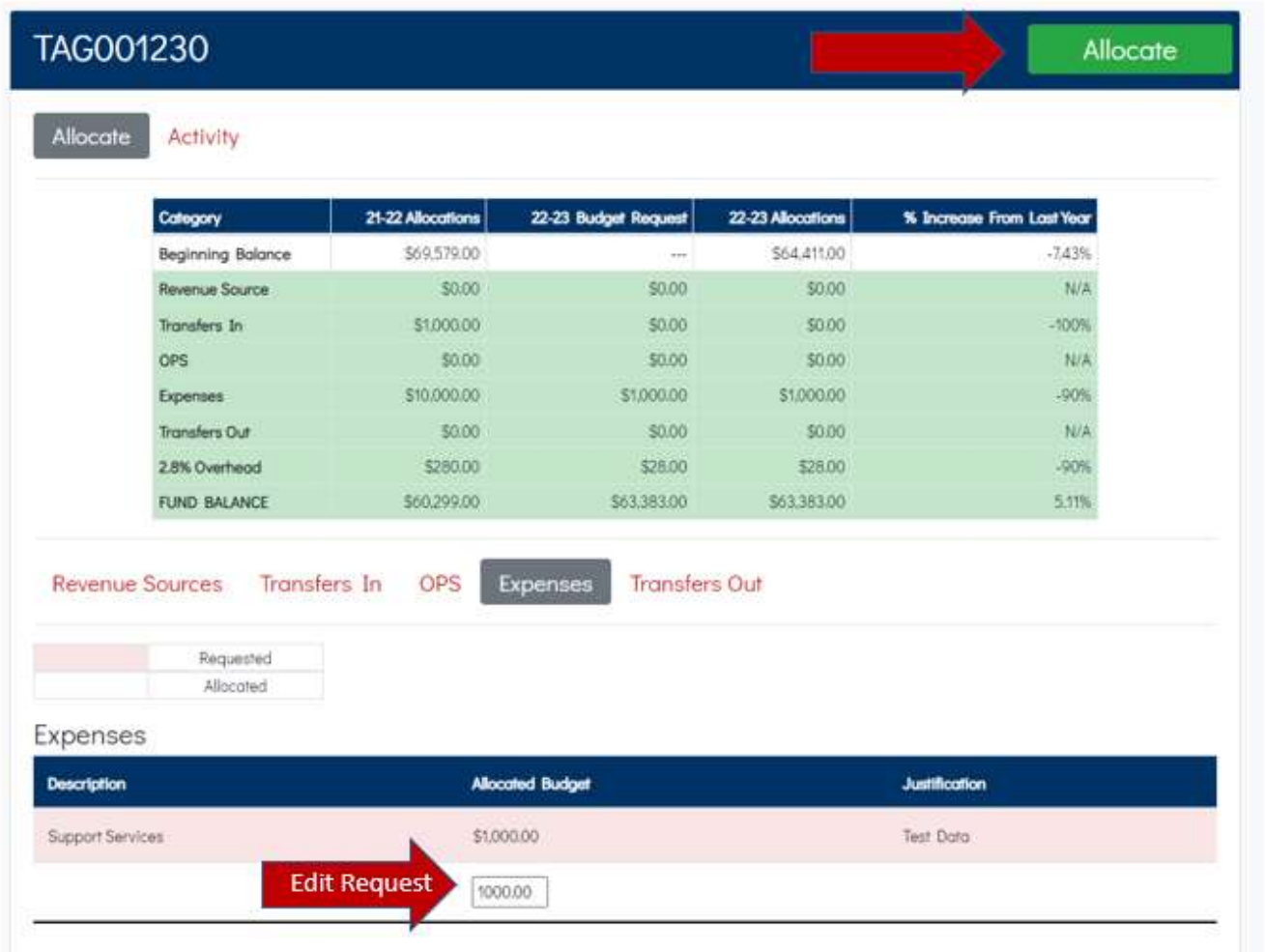
4. Select a specific Tag Number (SmartTag) to edit and/or allocate. (*Use the search feature to filter by the SmartTag*).



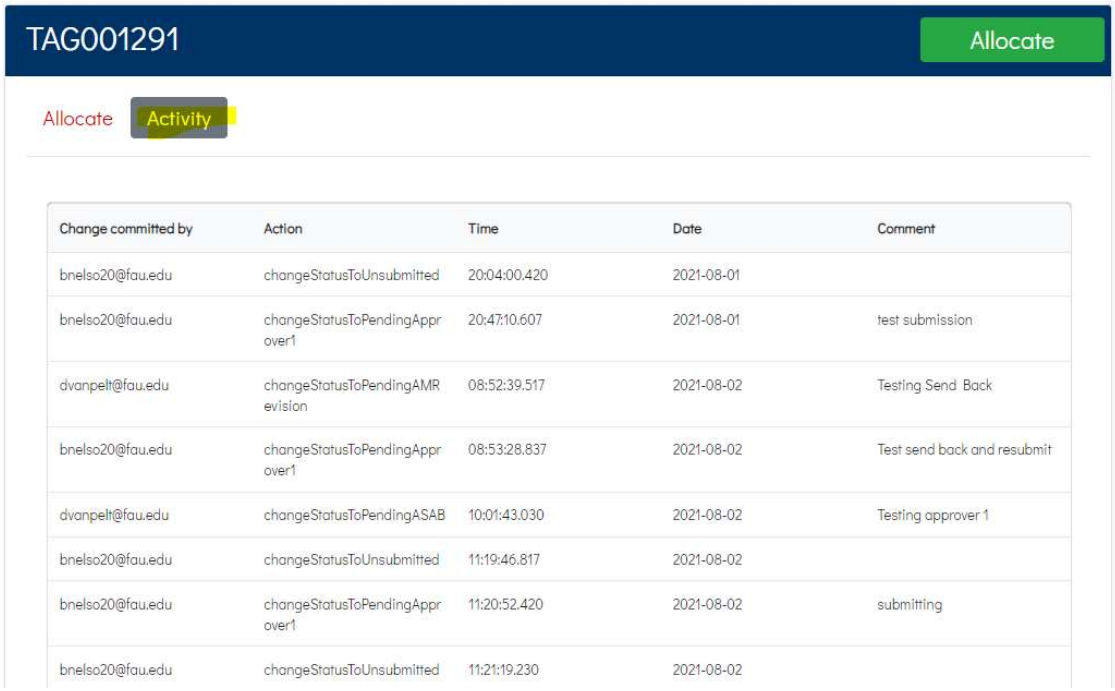
5. Select the type of expense or revenue to edit and/or allocate for Revenue, Transfers In, Salary and Benefits, OPS, Expenses, and Transfers Out.



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



For your reference, the *Activity View* allows UBAC Users to see how the budget requests navigated through the approval process.



Allocate Campus Budgets
To Allocate Campus Budgets, UBAC Users must use the following steps:

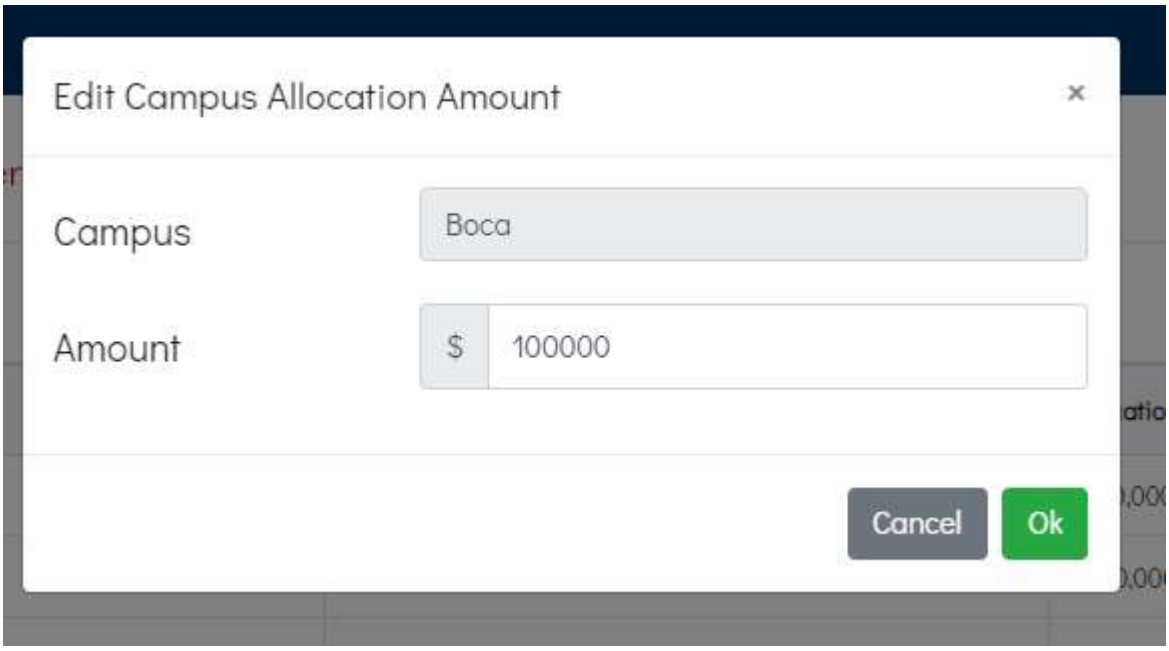
1. In the Budgets View, click on Campus Allocations



2. Clock on the Pencil icon next to a campus:



3. Enter an allocation amount for that campus and click OK.



Track Projection to Allocations

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

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

