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/](https://sgbudgets.fau.edu/)

   ![Login to SGBudgets](image)

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)*

![CBAC-Boca Admin](image)

![CBAC-Boca Member](image)

*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.

![Allocate view](image)

<table>
<thead>
<tr>
<th>Category</th>
<th>21-22 Allocations</th>
<th>22-23 Budget Request</th>
<th>22-23 Allocations</th>
<th>% Increase From Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits</td>
<td>$0.00</td>
<td>$13,802.00</td>
<td>$13,802.00</td>
<td>N/A</td>
</tr>
<tr>
<td>OPS</td>
<td>$0.00</td>
<td>$3,220.00</td>
<td>$3,220.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Expenses</td>
<td>$0.00</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>N/A</td>
</tr>
<tr>
<td>2.8% Overhead</td>
<td>$0.00</td>
<td>$1,036.62</td>
<td>$1,036.62</td>
<td>N/A</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$0.00</td>
<td>$38,058.62</td>
<td>$38,058.62</td>
<td>N/A</td>
</tr>
</tbody>
</table>

For Expenses, there are options to Edit Request and Allocate as shown in the image.
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.

![Activity View Screenshot](image-url)
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: