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

   **LOGIN TO SGBUDGETS**

   Sign in with your FAUNet ID

   **FAUNet ID**

   **Password**

   **LOGIN**

   [Forgot your password? or Set Up a New Account or Need Help?]

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

   **UBAC Admin**

   Allocate budget for University-Wide tags:

   **UBAC Member**

   View University-Wide tags during UBAC.

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

[FAU SG Budget Planning System] [sgbudgets.fau.edu]
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.

Operating

| Salary and Benefits | OPS | Expenses | Transfers Out |

Reserves/Revenue

| Revenue Sources | OPS | Transfers In | Expenses | 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:

![Campus Allocation Table]

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

![Edit Campus Allocation Amount]

- Campus: Boca
- Amount: $100000
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: