Student Government Budget Planning System (SGBPS)
Approver's User Guide

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The Approver can review, approve, or send back budget submissions where he/she is assigned as an approver.

Budget Submission Review, Approval or Send Back
Approvers must use the following steps to review, approve, or send back budget submissions:

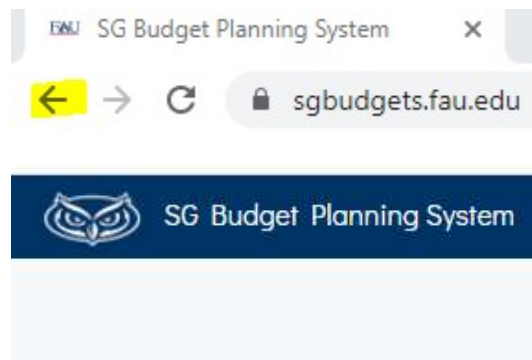1. Sign into the SGBPS using FAU credentials at the following link
   https://sgbudgets.fau.edu/

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: Tag Manager/Approver

👤 Tag Manager/Approver

Create budget requests, approve requests to be routed to ASAB Admin.

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   ✕

← → C 🔒 sgbudgets.fau.edu

🦉 SG Budget Planning System

3. Select Approver and click on a blue SmartTag link next to a SmartTag where the Status reads pendingApprover.

4. Review submission before you submit it.

   On the Request Summary, Approvers can review the details of each budget submission by selecting Salary and Benefits, OPS, Expenses, or Transfers Out for Operating SmartTags and addition can review Revenue and Transfers In for Revenue and Reserve SmartTags.

Operating

Reserves/Revenue

Approvers can see a year-over-year budget comparison at the top of the submission and details at the bottom:

5. Submit or Send Bend Back request

    1. Click the Submit button in the upper left corner of the Request Summary to submit the request or Send Back the request to the account manager for updates:

    2. You can enter a comment before you submit or send back:
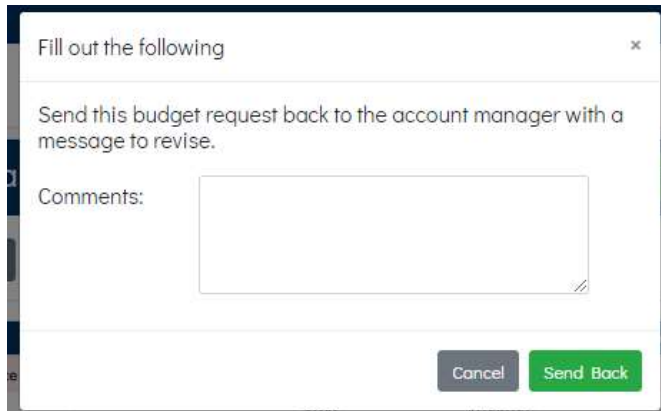

The approval path is as follows:

- **If you Submit**: Approver 2(some accounts) >> ASAB Review >> UBAC or CBAC Review and Allocation

- **If you Send Back**: Submission goes back to the Account Manager no matter if you are Approver 1 or Approver 2

3. The Status of your budget submission can be tracked by selecting the Activity tab, in the Request Summary
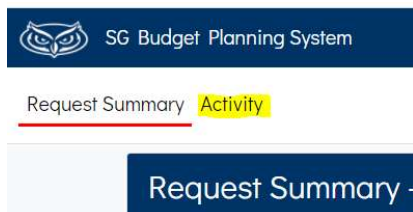
Activity - TAG001284

Change committed by	Action	Time	Date	Comment
bnelso20@fau.edu	changeStatusToUnsubmitted	19:38:00.130	2021-08-01	
bnelso20@fau.edu	changeStatusToPendingApprover1	13:21:42.053	2021-08-02	
lfaerman@fau.edu	changeStatusToPendingASAB	13:24:35.280	2021-08-02	
bnelso20@fau.edu	changeStatusToRequestApproved	13:27:50.843	2021-08-02	
bnelso20@fau.edu	changeStatusToUnsubmitted	13:39:02.813	2021-08-02	
bnelso20@fau.edu	changeStatusToPendingApprover1	13:45:56.247	2021-08-02	
bnelso20@fau.edu	changeStatusToUnsubmitted	13:47:59.387	2021-08-02	
bnelso20@fau.edu	changeStatusToPendingApprover1	17:08:47.587	2021-08-02	
bnelso20@fau.edu	changeStatusToUnsubmitted	17:10:31.237	2021-08-02	
bnelso20@fau.edu	changeStatusToPendingApprover1	07:37:22.667	2021-08-03	
lfaerman@fau.edu	changeStatusToPendingASAB	07:39:13.253	2021-08-03	
bnelso20@fau.edu	changeStatusToRequestApproved	07:45:22.713	2021-08-03	
bnelso20@fau.edu	changeStatusToUnsubmitted	08:41:57.620	2021-08-03	
bnelso20@fau.edu	changeStatusToPendingApprover1	08:44:59.057	2021-08-03	
lfaerman@fau.edu	changeStatusToPendingASAB	09:10:34.460	2021-08-03	
bnelso20@fau.edu	changeStatusToRequestApproved	09:11:53.900	2021-08-03	
mreid36@fau.edu	changeStatusToAllocated	10:59:21.077	2021-08-03	
bnelso20@fau.edu	changeStatusToUnsubmitted	08:33:50.740	2021-08-05	
bnelso20@fau.edu	changeStatusToPendingApprover1	08:51:23.630	2021-08-05	
lfaerman@fau.edu	changeStatusToPendingASAB	09:36:18.573	2021-08-05	