

USER GUIDE

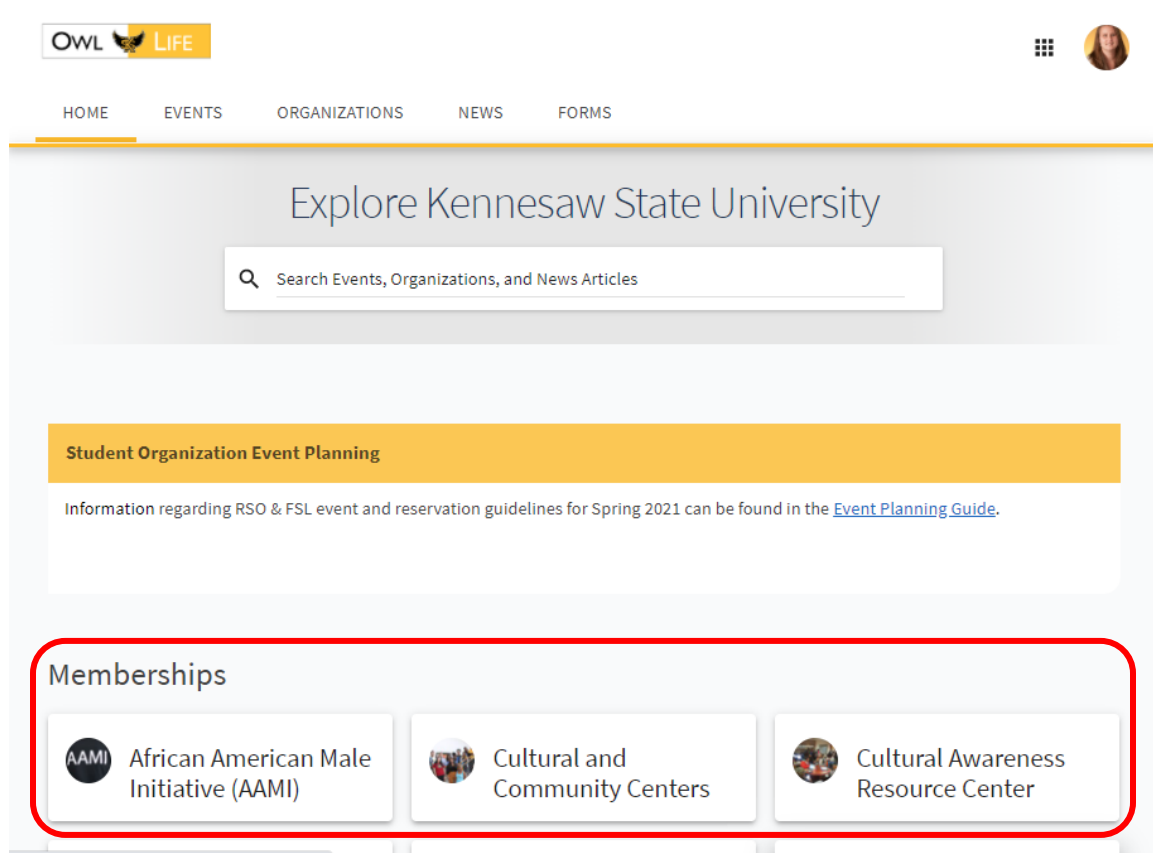
FY24 DEPARTMENT ANNUAL SABAC BUDGET REQUEST

ITEMS TO CONSIDER BEFORE STARTING YOUR DEPARTMENT ANNUAL BUDGET REQUEST

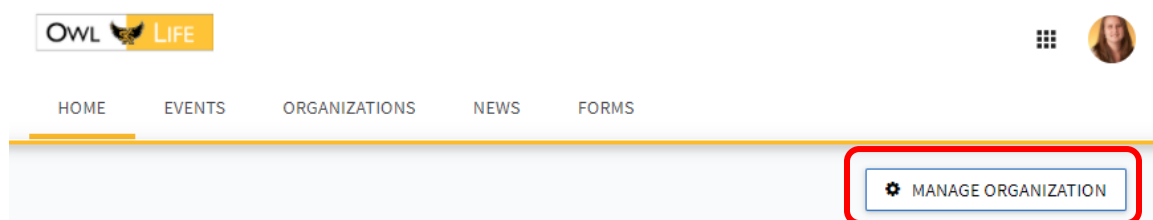
- Only the person who initiates the submission process will be able to access, edit, and submit the budget request.
- It is helpful to have an outline of your budget request in front of you while completing your submission.
- If at any point you have questions about the SABAC policy, allowable expenditures, or anything to do with this process or SABAC, please contact SABAC at sabac@kennesaw.edu.

SUBMITTING YOUR DEPARTMENT ANNUAL BUDGET REQUEST TO SABAC

1. Log in to Owl Life at <https://owllife.kennesaw.edu>
2. Under the “Memberships” section, select the department and/or unit for which you are submitting an Annual SABAC Budget Request.



3. Select “Manage Organization” located at the top right portion of the screen.

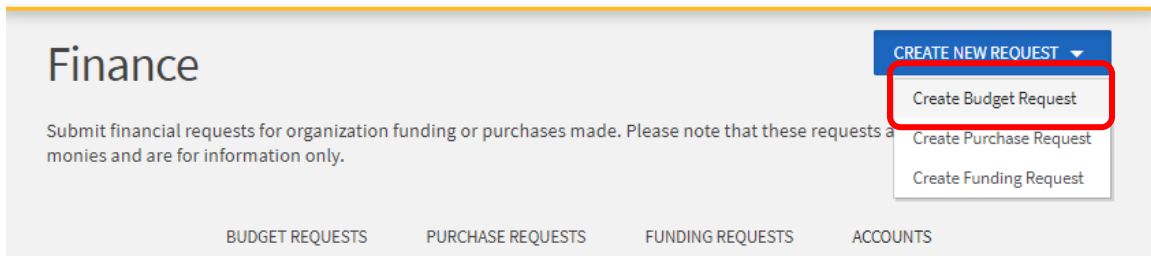


4. Select the organization's icon on the left-side of the screen to access your organization's management drawer.

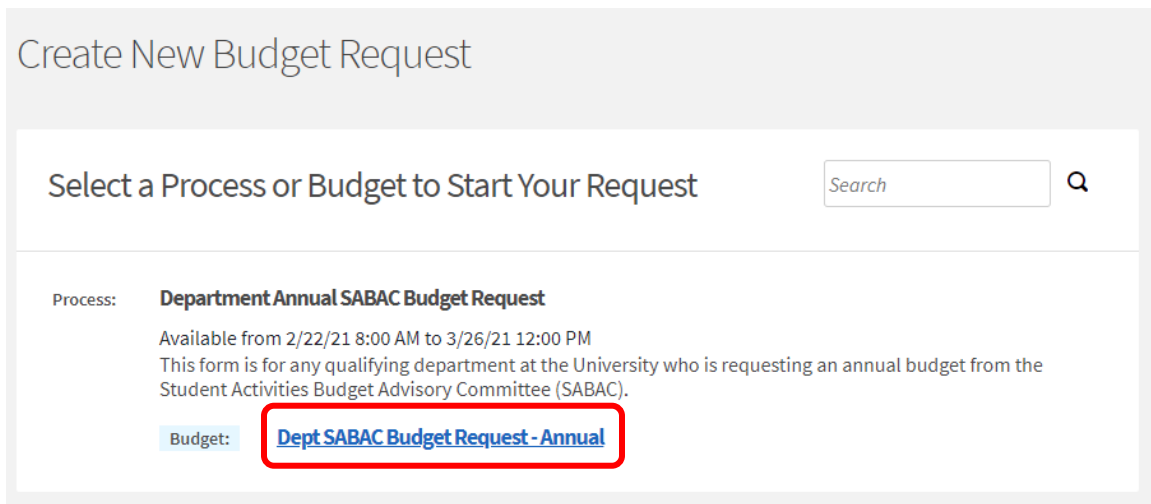
5. Select "Finance"



6. On the Finance screen, click the blue "Create New Request" button and select "Create Budget Request" from the drop-down menu.



7. On the "Create New Budget Request" please select the hyperlinked "Dept SABAC Budget Request - Annual" under the "Department Annual SABAC Budget Request" process.



8. Enter a title for your request using the following format: FY24 [Department/Unit Name] Annual Budget Request. The "Description" field is an optional field and is for internal use by your department only. Please click the blue "Next" button to proceed to the "Additional Information" section.

REQUEST

* Request Title (Required Field)

FY22 Test Department Annual Budget Request

Description

CANCEL PREVIOUS NEXT

9. Please read and review the Instructions for submitting an annual SABAC budget request. Click the blue “Next” button.
10. Department/Unit Background Information: Within this section, you will be prompted to provide the following information:
 - a. Information on names and emails of staff members who should be contacted about the budget request.
 - b. A statement on your department/unit’s mission and how will the requested funds be utilized.
 - c. A statement describing your department/unit’s priorities for your FY24 SABAC request.
 Once you have provided this information, please click the blue “Next” button.
11. SABAC Funding Categories: Please indicate if your department/unit’s annual SABAC budget request includes funding for programs, events, and activities and/or travel. For each category selected, you will be prompted to provide background information for the corresponding requests. Click the blue “Next” button.

FY22 Test Department Annual Budget Request

SABAC Funding Categories

* Does your Annual SABAC Budget Request include any of the following Funding Categories? Please select all that apply:

☒ Programs, Events, and Activities

☒ Travel

FINISH LATER PREVIOUS NEXT

BACKGROUND INFORMATION:

Based on which Funding Categories were selected in the previous section, you will provide background information on each of the associated expenses. This information will be used to help SABAC better understand your budget request.

Within this section, you will provide general information such as program/expense name, event or travel locations, event or travel dates, descriptions, and/or anticipated attendees for each expense for which you are requesting SABAC funds. **You do not need to enter any dollar amounts within this section.**

12. Programs, Events, and Activities Background Information:

If you selected “Program, Events, and Activities” during step 11, you will be directed to the “Programs, Events, and Activities Background Information” screen. For each program your dept/unit is requesting SABAC funding, please provide description/name, proposed date(s), the anticipated attendance, and any notes on the program(s). *NOTE:* For ongoing programs (e.g., a speaker series) and themed week/month programs (e.g., Black History Month, Love Your Body Week, or Constitution Week) please enter these programs as a single entry and provide details about the individual events within the ongoing program in the "Notes" section.

* Program Entry 1

Description

Date(s)

Anticipated Attendance

Notes

13. If your organization has more than five (5) programs for which they would like to request SABAC funding, please select “Yes” for the final question on this screen and you will be directed to additional entry fields. Otherwise, please select “No.” Click the blue “Next” button.

* Do you have additional programs, events, or activities for which you would like to request SABAC funding?

☐ Yes

☒ No

FINISH LATER

◀ PREVIOUS

NEXT ▶

14. Travel Background Information:

If you selected “Travel” during step 11, you will be directed to the “Travel Background Information” screen. For each trip for which your dept/unit is requesting SABAC funding, please provide a description/name, location(s), date(s), number of students and staff traveling, and notes describing the purpose of the trip.

NOTE: Approval of travel funds is conditional, and funds may only be released if current travel restrictions are withdrawn.

* Travel Entry 1

Description

Location(s)

Date(s)

Number of Students Traveling

Number of Staff Traveling

Notes

15. If your dept/unit has more than five (5) trips for which they would like to request SABAC funding, please select “Yes” for the final question on this screen and you will be directed to additional entry fields. Otherwise, please select “No.” Click the blue “Next” button.

* Do you have additional travel entries for which your department/unit is requesting SABAC funding?

☐ Yes

☒ No

FINISH LATER

◀ PREVIOUS

NEXT ▶

BUDGET:

In this section, you will be required to provide an itemized list of projected expenses associated with your annual SABAC budget request. Please read the instructions below and those under each Budget Section (highlighted in green on the screen) carefully. *Please note: If there is a funding category for which your dept/unit is not requesting funds, you do not need to enter any information (e.g., if your dept/unit is not requesting travel funding, you do not need to provide any information under the “Travel” budget section).*

16. Entering Personnel Services, Operating: Promotional Items, and/or Operating: Operational Expenses

If you are requesting SABAC funds within one or more of these categories, please select the gray “ADD ITEM” button under the corresponding Budget Section (in green) to add itemized expenses for that category (e.g., student assistants go under the “Personnel Services” budget section and a furniture purchase would go under the “Operating: Operational Expenses” budget section).

Budget: Dept SABAC Budget Request - Annual

REQUEST ADDITIONAL INFORMATION **BUDGET**

FY22 Test Department Annual Budget Request

Requested Total \$0.00

Reviewer Adjusted Total \$0.00

Sections (5)	# of Line Items (0)	Amount
Personnel Services	0	\$0.00
Operating: Programs, Events, and Activities	0	\$0.00
Operating: Promotional Items	0	\$0.00
Operating: Operational Expenses	0	\$0.00
Travel	0	\$0.00

Budget Section:

Personnel Services [✕](#)

Please add an additional line item for each position for which you are requesting funding.

+ ADD ITEM

17. A new window will pop-up allowing you to enter details about the expense. From the drop-down menu, please select the expense category that most closely aligns with your requested item(s). Please provide a name for the position (e.g., Front Desk Reception) “Name” field and a description of the position in the “Description” field.

*** Name (Required Field)**

Front Desk Reception

Description

Greet students, answer phones, clerical work.

18. Enter the quantity of the item to be purchased and the estimated cost for each item in the boxes provided. They system will calculate the total cost for you.
- NOTE:** For Personnel Services, within the Quantity box please enter the number of hours being requested for the student assistant position. In the Cost field, please enter the hourly wage associated with the position. The system will calculate the total cost for you.

*** Quantity** *** Cost** **Total**

640 X \$ 8.5 = **\$5,440.00**

19. Upload Support Document: Click the gray “Choose File” button to upload documentation supporting the requested line-item expense, such as a job description or a quote. Click the blue “Save” button.

* Upload Support Document (10MB max) (Required Field)

No file chosen

20. Repeat steps 16-19 for each itemized expense you are requesting funding for has been uploaded under each budget section.

21. Entering Operating: Programs, Events, and Activities and/or Travel Expenses

If you are requesting SABAC funds for programs, events, or activities or travel please click on the corresponding blue hyperlinked text under the associated budget section.

Budget Section:

[Operating: Programs, Events, and Activities](#) ☒

Please add an additional section for each program, event, or activity for which your department/unit is requesting SABAC funding. Please rename each section to match the name of your program, event, or activity (e.g. rename "Operating: Programs, Events, and Activities" to "Spring Movie Series")

22. An "Edit Section" window will open that allows you to change the name of the section. Please edit the existing text in the "Name" field to match the program or travel description provided in the Background section (steps 12-15) of your submission. This instruction is unique to programming and travel funding requests. After renaming, please click the blue "Save" button.

Edit Section

* Name (Required Field)

23. To add expenses associated with this program/travel, please select the grey "Add Item" button. The "New Line Item" window will pop-up.

Budget Section:

[Operating: Programs, Events, and Activities](#) ☒

Please add an additional section for each program, event, or activity for which your department/unit is requesting SABAC funding. Please rename each section to match the name of your program, event, or activity (e.g. rename "Operating: Programs, Events, and Activities" to "Spring Movie Series")

24. From the drop-down menu, please select the expense category that most closely aligns with your requested item(s). *Tip: When an option is selected, the drop-down menu will close and an example of expenses that match that category are provided. This can be helpful in determining the best Line-Item Category to match your expense.*

New Line Item

* Line Item Category (Required Field)

Supplies and Materials (714100) (Expense)

Supplies and Materials (714100) (Expense)

Office Supplies (714101) (Expense)

Postage, Shipping & Handling (714110/714111) (Expense)

Licenses (714112) (Expense)

Books/eBooks (714113) (Expense)

Rentals, No Real Estate (719100) (Expense)

Rentals, Residence Halls (719101) (Expense)

Operating Expense (727100) (Expense)

New Line Item

* Line Item Category (Required Field)

Supplies and Materials (714100) (Expense)

Walmart, Hobby Lobby, etc. for student programming events, Week of Welcome

25. Enter the name of your expense (e.g., Cupcakes) and provide a description of the expense in the “Description” box. This text should accurately reflect the type of purchase to be made.
26. Enter the quantity of the item to be purchased and the estimated costs for each item in the boxes provided. The system will calculate the total cost for you.
27. Upload Support Documentation: Click the gray “Choose File” button to upload documentation supporting the requested line-item expense, such as a quote. Click the blue “Save” button.
28. Repeat steps 23-27 for each itemized expense associated with your program, event, or activity or travel.
29. To add expenses for additional programs, events, or activities or travel for which your department/unit is requesting SABAC funding, please select the gray “+Another “Operating: Programs, Events, and Activities” Section” or “+Another “Travel” button.

Budget Section:

Operating: Programs, Events, and Activities

Please add an additional section for each program, event, or activity for which your department/unit is requesting SABAC funding. Please rename each section to match the name of your program, event, or activity (e.g. rename "Operating: Programs, Events, and Activities" to "Spring Movie Series")

+ ADD ITEM

+ ANOTHER "OPERATING: PROGRAMS, EVENTS, AND ACTIVITIES" SECTION

30. Repeat steps 21-28 until you have added each program, event, or activity for which your department/unit is requesting funding.
31. Follow steps 22-30 for the “Travel” funding category if it is applicable.
32. As you add items to your budget request, the system will show the renamed budget section and automatically calculate the total cost for your entries at the top of the screen.

FY22 Test Department Annual Budget Request

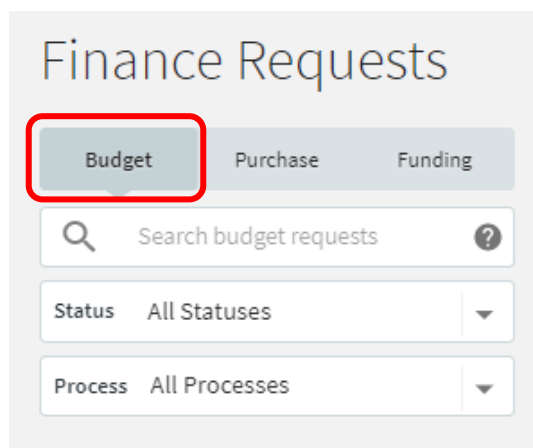
Requested Total		\$5,440.00
Reviewer Adjusted Total		\$5,440.00
Sections (5)	# of Line Items (1)	Amount
Personnel Services	1	\$5,440.00

33. Once you have completed uploading all components of your department/unit’s annual SABAC budget request, please click the blue “Submit” button.

EDITING YOUR BUDGET REQUEST

If you need to edit your budget request after it has been submitted and it is before the end of the budget submission period (March 31st at 12pm), you can complete the following steps:

1. Navigate to your department/unit's Finance page in Owl Life by following steps 1-4 in the previous section.
2. On the Finance Requests screen, toggle to the "Budget" section on the left-hand menu.



3. Select your department/unit's annual budget from the list on the right-side of the screen and your organization's annual budget request will load.
4. To edit your submission, select the grey "Withdraw Request" button.



5. You will now be able to edit and re-submit your budget request.
6. **IMPORTANT:** If you do not re-submit your Annual SABAC Budget Request prior to the close of the submission period, you will not be able to submit your request. Once your request is withdrawn, SABAC will be unable to review your request. **You MUST re-submit your budget to be considered for funding by SABAC.**

CHECKING THE STATUS OF YOUR BUDGET REQUEST

1. To view the status of your annual SABAC budget request, after it has been submitted, please follow steps 1-3 in the previous section.
2. On the right-side of this screen, you will have access to view the "Request History" of your submission. From here you can view where in the SABAC review process your organization's annual budget request is.

