## **FY 2023 Budget Request Form**

- ➤ Login to MySFA with Chrome
- Navigate to the FY 2023 Budget Request link Resources Tab Budget

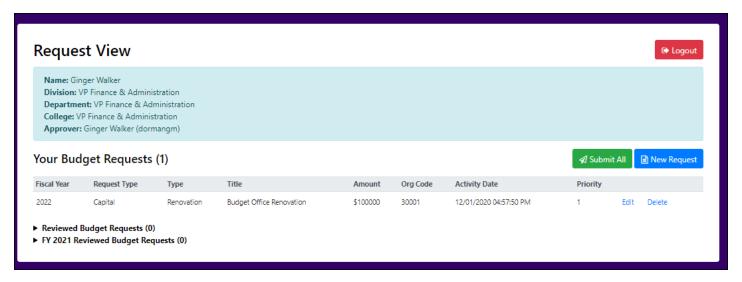
Enter: Budget Request Form
Approve: Budget Request Form
Enter: Budget Reallocation Form
Approve: Budget Reallocation Form
Differential Tuition Request Form

**Estimated Income Form** 

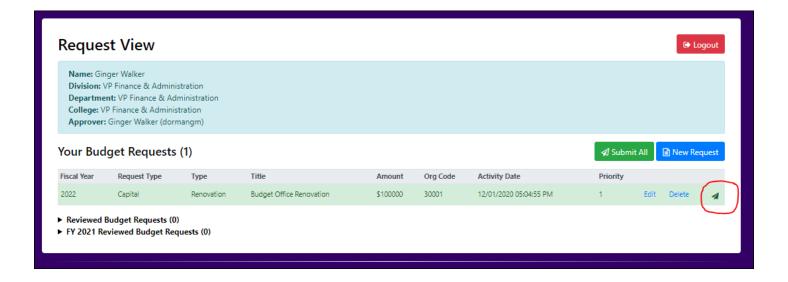


- BEFORE YOU BEGIN, verify the information in blue at the top of the page is correct. Please reach out to your budget analyst if your division, department, college or approver is incorrect. We suggest prioritizing your requests in Microsoft Excel or Word before entering. If you kept your worksheet from last year, you could use that form.
- To begin a request, press the blue "New Request" button.
- You will complete a separate form for each request.
- The default year is FY 2023, but there is an option to enter future dated requests. If you have a request for FY2024, or later, select other, and type in the fiscal year for which you are requesting funding. (ex: Your department signed a three-year contract, and you know you will need additional funding each year for the contract. Enter the amount in 2023, and the contracted amount for each of the subsequent years.)
- Answer the questions according to your specific needs.
- All questions will be required to have a response.
- Each request <u>must</u> have a priority number, with 1 being your most important request.
  - Each priority number can only be used once for capital requests and once for non-capital (personnel/operating) requests.

 After all questions are answered, press the blue "Submit" button, and you will be directed to the Request View page.



- If you have another request, press the blue button "New Request" and complete another form.
- After you have entered all your requests, please utilize the Request View page to review all your requests. If you need to edit a request, press "Edit" and this will bring up the individual request in order for you to make changes. When changes have been made, press the blue "Submit" button and it will bring you back to the Request View page. If you choose to delete a request, press "Delete" and a confirmation box will appear. You can either cancel or proceed with the deletion from this box.
- After you have reviewed all your requests, press the green "Submit All" button and this will forward all your requests to your direct supervisor for review and additional prioritization. After your submittal you will see the icon below to indicate your request have been submitted. You must press the green "Submit All" button and see the sent icon to the right of your request. If you do not perform this step, your requests will not be submitted.



•	This form will close on a s	pecified date. Please co	mplete your rec	quests by the	e date set by yo	our direct supervisor.
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<sup>\*</sup>Information on the University Budget will be provided at <a href="http://www.sfasu.edu/budget">http://www.sfasu.edu/budget</a>.

## **FY2023 Budget Request Approval**

- Login to MySFA with Chrome
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Enter: Budget Request Form

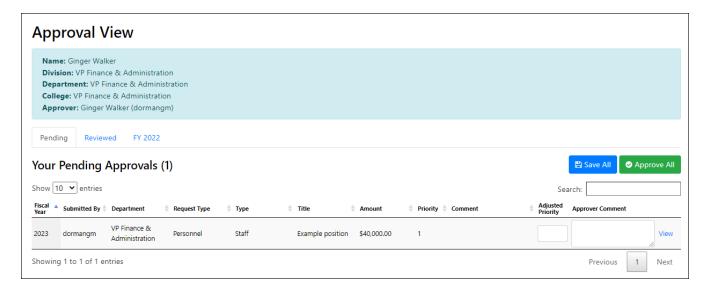
Approve: Budget Request Form

Enter: Budget Reallocation Form

Approve: Budget Reallocation Form

Differential Tuition Request Form

**Estimated Income Form** 



- Review each request in your queue. Press "View" to see details on a specific request.
- Prioritize each request based on the needs of your division. Place your prioritization in the "Adjusted Priority" column and any comments you find necessary in the "Approver Comment" column. Please prioritize with 1 being your most important request.
- If you have a request you do not approve, press "Reject" on the view screen. This will allow you to type a comment and then you will need to confirm you decision. Once you have rejected a request, the request will no longer be on your "Approval View" screen.
- When you have reviewed and prioritized all your requests, press "Approve All" to forward the requests to the
  next approver. You will have a confirmation screen appear that you will need to confirm before the requests are
  forwarded. Once you have completed this confirmation, you may still see the requests on your approval screen.
  The priority number and comments should reflect the values you entered when reviewing.
- If questions, please contact your budget analyst.
- Please coordinate with your direct reports for internal deadlines.

•	All comments will be visible for the next approver and may be included on the report posted to the budget website.
	*Information on the University Budget will be provided at <a href="http://www.sfasu.edu/budget">http://www.sfasu.edu/budget</a> .