

FY19 S&A Budget Submission for Supplemental Funding EagleSync Instructions



1. Please complete the “S & A Funding Request Documentation” **First** by going to the link below. Once you have clicked on the link below, you will need to login with your ID.

<https://orgsync.com/130361/forms/346959>

Once you have done this, you will be directed to the document below:

S&A Funding Request Documentation

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget on EagleSync (see step-by-step directions provided separately) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to upload supporting documentation (this form). Please make sure that you fully complete this form, save it as a PDF at the end, and then upload it as part of the budget you submit.

Scroll to the bottom of the page and click the green box that says “Begin Form”



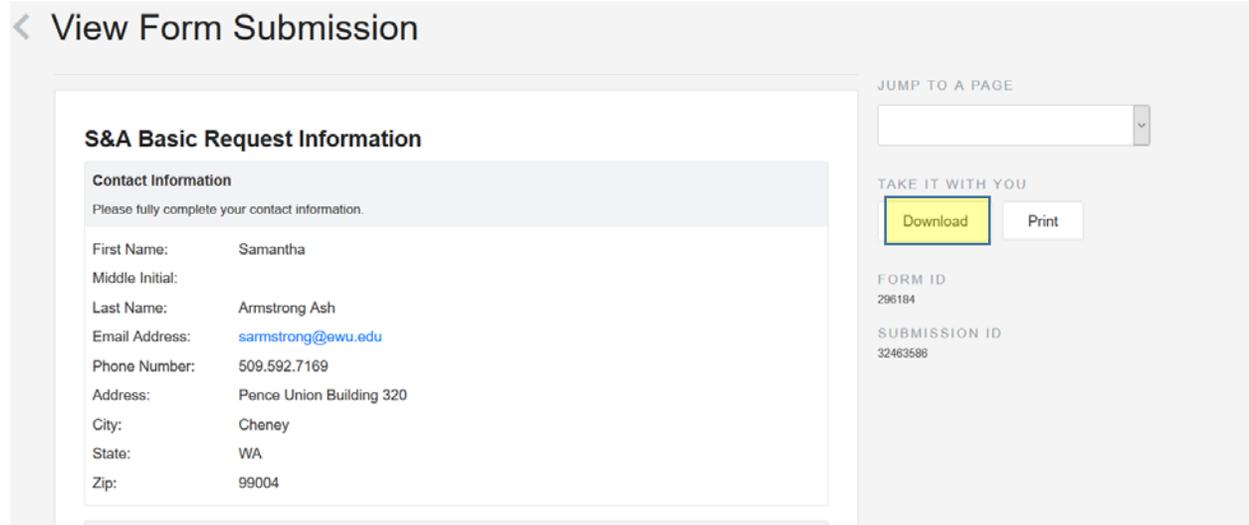
2. Once you complete the form and hit submit, scroll down to the bottom. You will see your submission. Select View submission.

YOUR SUBMISSIONS

Start Date	Last Updated	
Dec 05, 2017, 10:24PM PST	Dec 05, 2017, 11:06PM PST	View Submission



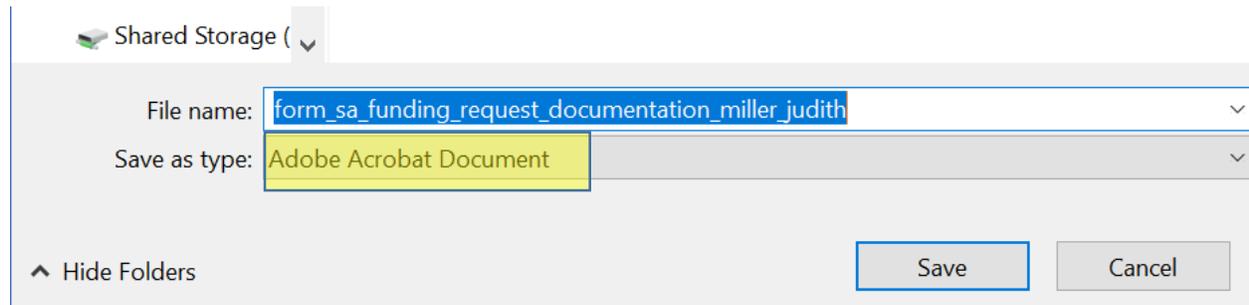
You will now see your “View Form Submission” (below) Once you see this, you can click on the “Download” button.



Now you will want to click the arrow button next to the Save button and select “SAVE AS”



Once you have done that you will get the option below, and you will want to be sure and save as an “Adobe Acrobat Document” in your file where you can easily find it to Upload at the end of the budget process. Now click SAVE.



3. You are now ready to Go to your Eagle Sync Portal, click on the “More” tab and Select Treasury to start your Budget Request.

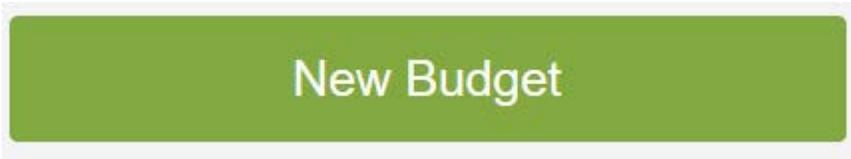


- Once on the Treasury Page select “Manage Budgets”

Treasury

Budgets	Revenue Funds
 Manage budgeting and activity funding, including submitting a budget request.	 See a rolling balance of funds available for your organization, create entries, and view requests.
Manage Budgets	Manage Revenue Funds

- Click on the green “New Budget” button.



- You will now receive this screen introducing you to the process with current year information and deadline dates and times. Please be sure to read this information, as it will be pertinent to how you apply for your funding and all the detailed information in for your request to be considered a complete request. The section below is specific to the Supplemental Funding Request.

Projected Timeline for FY19 (January 2019- June 2019) S&A SUPPLEMENTAL Funding for EWU Departments/Programs/Units:

- **LAST DATE TO SUBMIT: Wednesday, January 9th, 2019 at 5pm** *The committee will grant extensions for supplemental requests to be submitted through March. To submit a request after the deadline, please e-mail Alicia Decker at asewufinancevp@ewu.edu. The committee will review your request to submit and be in touch.
- FY19 Presentation Dates for EWU S&A SUPPLEMENTAL
 - November 30th - 11:30am-1pm | General Introductions and Process for FY19
 - January 18th – 10:30am-1pm | Training
 - January 25th – 10:30am – 1pm | Supplemental Requests & Fee Increase Proposal
 - February 1st – 10:30am- 1pm | Finalize Supplemental & Initial Review of FY20 Requests
 - February 8th – 10:30am – 1pm | Initial Review of FY20 Requests
 - February 15th – 10:30am – 1pm | Scheduled Budget Presentations
 - February 22nd – 10:30am – 1pm | Scheduled Budget Presentations
 - March 1st – 10:30am – 1pm | Scheduled Budget Presentations
 - March 8th – 10:30am – 1pm | Recommendations
 - April 5th – 10:30am-1pm | Recommendations
 - April 12th – 10:30am-1pm | Finalize Recommendations
 - ADDITIONAL DATES TBD

Please note that not all departments/programs/units requesting supplemental funds will be asked to present. Presenting to the committee will be based on the S&A Fee Committee’s need to gather more information to make an informed funding decision.

- FY19 Supplemental Fund Decisions will be made and departments/units/programs notified within three (3) weeks of submitting a Supplemental Fund Request.

7. You will now begin the process. Your Budget title will read as below:

Budget Title

Dept Name Supplemental Funding (e.g. Student Account Supplemental Funding 2018)

8. The Budget Period You will select from the drop down arrow is: **FY19 Supplemental Budget Request (January 2019-June 2019)**

Budget Title

Dept Name Supplemental Funding (e.g. Student Account Supplemental Funding 2019)

Budget Period

FY19 Supplemental Budget Request (January 2019 to June 2019) ▼

FY19 Supplemental Budget Request (January 2019 to June 2019)

FY20 (July 2019 to June 30, 2020)

FY2019 (July 2018 to June 2019)

9. Budget Details you will insert your Item Title using Wages and Benefits or Direct Expense, depending upon what you want to request funding for.

Item Title

Wages and Benefits |

10. Your next section is Category, and you will click on the drop down arrow and select the category that matches your "Item Title" that you just submitted. (See Below)

BUDGET ITEM [X]

Item Title

Wages and Benefits

Category

1. Wages and Benefits (600) ▼

-- Select --

1. Wages and Benefits (600)

2. Direct Expense (700)

3. Clubs & Organizations

11. This next section you will pick the line item you are requesting funds for. (Wages and Benefits or Direct Expense).

Category

1. Wages and Benefits (600)

No. Line Item	Description	Request a Budget	Spend from Revenue Fund
-- Select --		0.00	0.00
-- Select --			
600 Wages and Benefits		\$ 0.00	\$ 0.00
61100-65500 Administrative/FacultyClassified Wages and Benefits			
66100-66410 & 67100-67500 Hourly Wages/ Students / Contracts			
66500-66610 Overtime & Additional Hours			
F. Events/All Expenses			

12. If you are requesting supplemental funding for another category, please select add a budget item and complete steps 5-9 again for the additional category.

13. At this point you will now have your budget requests entered. Your next step is to Upload your documents. You can do so by clicking on the "Upload" here. This is where you will bring in your "S & A Funding Request Documentation" that you completed at the beginning of the process.

Upload Documents

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request.

Upload

14. Once you have uploaded your documents you are ready to "SUBMIT" your Budget Request.