

How to Create a Budget Through OrgSync

1. Log in to OrgSync using your MySlice information.
2. Click on “Organizations” on the orange toolbar on the top of the page, and then select your organization from the list.
3. Hover over ‘More’ and select ‘Treasury’ (If you do not see this field, you are not an administrator. Please contact a current administrator within your organization for them to add you as one).
4. Click on “Mange Budgets” under “Budgets”.
5. Select the Budget Period you are applying for. There are 4 types to pick from
 - **Semester Budget Allocation:** Use to apply for funding from SA for the following semester.
 - **Special Programming:** Use to apply for SA Special Programming for the same semester within which you want to hold an event. The event must be at least six (6) weeks out from the date you are applying for funds.
 - **Expenditure Request Form:** Use to request your organizations Miscellaneous funds.
 - **Contingency Request Form:** Use for an unexpected increase in price for an event already funded through SA.
6. Select the necessary budget and click the  button in the upper right-hand corner of the page.
7. Please read the Instructions provided to ensure accuracy. Below is the breakdown of the budget form.

1 Budget Name Budget Period: SBC Funding 12-13

Budget Details

Category: **2** Name: **3**

No	Line Item	Description (optional)	Request a Budget
4	<input type="text"/>	5 <input type="text"/>	6 <input type="text" value="0.00"/>
7	+ Add Line Item		\$ 0.00

8 + Add Summary

9 **Total for Budget Fund:** \$ 0.00

1. Enter a budget name

2. Select a budget category from the dropdown provided. A 'Fill Out' button will appear if the selected budget category has an attached form. Once the Category is selected a pop up will appear. Please read thoroughly and fill in all required information marked by an *. Select Done to continue to fill out the Budget Details.
 3. Enter a name for this budget (typically the name of the event).
 4. Select a line item type from the dropdown.
 5. Enter a specific description of what the money will be used for.
 6. Enter the exact amount you're requesting for this line item.
 7. Click to continue to add additional line items.
 8. Click to add a text box for you to explain the request or add any other information you felt wasn't adequately shared or explained in the form.
 9. DO NOT USE THE "ADD BUDGET ITEM" BUTTON. WE DO NOT USE THIS SECTION.
8. Below these fields is a running total that updates as you enter new amounts. Please note that the amount you request here should match what you listed in the form you filled out.
 9. Under 'Upload Documents' you MUST click  to add your proof of costs documents (i.e. screen shot of email from artist confirming their attendance). The documents must be either a .doc or .jpg or .pdf format ONLY. Any other file type will make your submission ineligible. If possible, please upload all proof of costs into ONE .pdf file instead of multiple uploads.
 10. If you'd like to include any other relevant information that was not addressed elsewhere, write it in the "Any Additional Comments" section
 11. When your request is finalized and you are ready to send, click 'Submit' at the bottom of the page.

After submitting your request, you will be notified through OrgSync of your status.