

## FY 2024 Estimated Income Form

- Login to MySFA **with Chrome**
- Navigate to the FY 2024 Estimated Income 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**

- You will see the form below. Each row will have a separate FOAP, with details on last fiscal year’s revenue and the current fiscal year’s revenue to date.

**Welcome Ginger Walker!**  
You are budgeting for VP Finance & Administration

Orgn Code	Orgn Description	Fund Code	Acct Code	Acct Description	Prog Code	FY2022 Revenue	FY2023 Revenue	FY2024 Estimated Revenue	Financial Manager
30010	Tower Lease	150010	55801	Equipment Rental		\$55,000.00	\$38,500.00	<input type="text" value="Estimated Income"/>	OGLESBEE, GINA SMITH
								<input type="text" value="Comment"/>	
30011	Academic Facilities Rental	150010	55800	Facilities Rental		\$13,625.00	\$7,750.00	<input type="text" value="Estimated Income"/>	OGLESBEE, GINA SMITH
								<input type="text" value="Comment"/>	
<b>Sum:</b>						\$68,625.00	\$46,250.00	\$0.00	

If you would like to enter data manually, use the the form below. Then add Estimated Income and/or comments like normal.

Organization Code	Fund Code	Account Code	Program Code
<input type="text" value="Organization Code"/>	<input type="text" value="Fund Code"/>	<input type="text" value="Account Code"/>	<input type="text" value="Program Code"/>

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 Build Date: Tue 03/30/2021 14:10:58.47  
 Banner Data: PROC

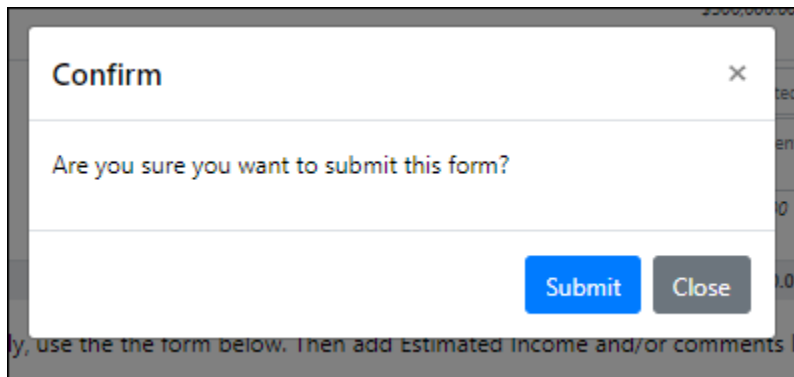
- Enter your estimated income for each row in the box titled, “Estimated Income” and leave any appropriate comments for the budget office. If you have a large discrepancy from what is typically estimated, please leave an explanation.

- If you think you are missing a FOP, please use the section at the bottom to manually add your FOAP.

If you would like to enter data manually, use the the form below. Then add Estimated Income and/or comments like normal.

Organization Code	Fund Code	Account Code	Program Code		
<input type="text" value="Organization Code"/>	<input type="text" value="Fund Code"/>	<input type="text" value="Account Code"/>	<input type="text" value="Program Code"/>	<input type="button" value="+ Add"/>	<input type="button" value="Delete"/>

- Once you have entered your information, click the blue “Add” button and your entry will be reflected above. You will then enter your estimated income for the new row in the box titled, “Estimated Income” and leave any appropriate comments for the budget office in the comment box.
- When you have entered all the estimated income, press the blue “Save All” button and your entries will be reflected below the comment box. You will also see the saved icon to the right of the Financial Manager’s name. *At this point, after saving, you can log out and return to this form at a later time and your information will be saved.*
- When you have completed all your entries, press the green, “Submit All” button. There will be a pop-up box asking you to confirm your submittal. ***You must press this blue “Submit” button to submit your entries to the budget office.***



- If you need a financial manager updated, please reach out to your budget analyst to have this corrected.