

## 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

### Request View

**Name:** Ginger Walker  
**Division:** VP Finance & Administration  
**Department:** VP Finance & Administration  
**College:** VP Finance & Administration  
**Approver:** Ginger Walker (dormangm)

Requests Reviewed FY 2022

#### Your Budget Requests (0)

Show 10 entries

Submit All New Request

Search:

Fiscal Year	Request Type	Type	Title	Amount	Org Code	Activity Date	Priority
You have no budget requests filed for this fiscal year.							

Showing 0 to 0 of 0 entries

Previous Next

- **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 must 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.

**Request View** Logout

**Name:** Ginger Walker  
**Division:** VP Finance & Administration  
**Department:** VP Finance & Administration  
**College:** VP Finance & Administration  
**Approver:** Ginger Walker (dormangm)

**Your Budget Requests (1)** Submit All New Request

Fiscal Year	Request Type	Type	Title	Amount	Org Code	Activity Date	Priority	
2022	Capital	Renovation	Budget Office Renovation	\$100000	30001	12/01/2020 04:57:50 PM	1	Edit Delete


▶ Reviewed Budget Requests (0)  
 ▶ FY 2021 Reviewed Budget Requests (0)

- 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.**

**Request View** Logout

**Name:** Ginger Walker  
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**Department:** VP Finance & Administration  
**College:** VP Finance & Administration  
**Approver:** Ginger Walker (dormangm)

**Your Budget Requests (1)** Submit All New Request

Fiscal Year	Request Type	Type	Title	Amount	Org Code	Activity Date	Priority	
2022	Capital	Renovation	Budget Office Renovation	\$100000	30001	12/01/2020 05:04:55 PM	1	Edit Delete 

▶ Reviewed Budget Requests (0)  
 ▶ FY 2021 Reviewed Budget Requests (0)

- This form will close on a specified date. Please complete your requests by the date set by your direct supervisor.
- There is a Frequently Asked Questions document, refer to this if additional questions.

\*Information on the University Budget will be provided at <http://www.sfasu.edu/budget>.

# FY2023 Budget Request Approval

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Budget
  - Enter: Budget Request Form
  - Approve: Budget Request Form**
  - Enter: Budget Reallocation Form
  - Approve: Budget Reallocation Form
  - Differential Tuition Request Form
  - Estimated Income Form

## Approval View

**Name:** Ginger Walker  
**Division:** VP Finance & Administration  
**Department:** VP Finance & Administration  
**College:** VP Finance & Administration  
**Approver:** Ginger Walker (dormangm)

Pending Reviewed FY 2022

### Your Pending Approvals (1)

Show 10 entries Search:

Fiscal Year	Submitted By	Department	Request Type	Type	Title	Amount	Priority	Comment	Adjusted Priority	Approver Comment
2023	dormangm	VP Finance & Administration	Personnel	Staff	Example position	\$40,000.00	1			<input type="text"/>

Showing 1 to 1 of 1 entries

Previous **1** Next

[Save All](#) [Approve All](#)

- 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 your 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.

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