

SABO

Student Activities Advisor

Training

Advisor System Training



Today's Session

- Goals
- Introduction to SABO
- Account Use and Responsibilities
- Accessing Your Account(s)
- Transactions, Documentation, and Approvals
- System Demonstration
- Review & Questions

Goals of Today's Session

- To help you gain a more advanced understanding of SABO, its organization ,and its functions.
- To introduce you to the responsibilities and benefits of a SABO Account Holder and Administrative Advisor.
- To highlight some of the most important aspects of the SABO and identify resources you can use to get the most out of your relationship with SABO.

What Does SABO Do?

- The Student Activities Business Office (SABO) administers and manages the financial resources of the undergraduate student organizations, and other similar student-focused, student-driven organizations of Rutgers University, and departments of Rutgers University.
- The SABO provides efficient and timely accounting and financial services at no charge and provides information and assistance in opening, closing, general use, and maintenance of accounts.
- The SABO ensures compliance with all University policies and procedures in relation to the use of student and University funds and protects the University against risk associated with the use of these funds.

Where is SABO?

- We are located on the Lower Level of the Student Activities Center on the College Avenue Campus.



- During fall & spring semester we are open Monday-Friday, 8:30AM-4:30PM.

Account Information

- Each account at the SABO has an **Account Number**, usually 3 or 4 numbers used to differentiate your account (ex. 007).
- Most accounts will have multiple **Line Codes** or subaccounts used to isolate the source or intended use of funds (ex. 137 Generated Revenue for account 007, noted as 007/137).
- Most transactions will also require you to select a **Transaction Code** that identifies what money is being spent on or where it is coming from.
- *Memorize and master these numbers. They will help you to navigate the SABO Online system, help you to understand your statements, and help you to communicate more clearly with SABO staff.*

Account Information

- All accounts at the SABO have two **Account Holders** – persons who will have access to the account online and the ability to perform transactions at the SABO window. The **Account Treasurer** will always be one of these two **Account Holders**.
- All accounts at the SABO have a **Control Account** and an **Advisor**. The **Control Account** indicates which department oversees your account and your **Advisor** will be a representative of that department or unit who must authorize your transfers and withdrawals.
- *These definitions, and many more explanations of SABO, terms can be found throughout The Treasurer's Key as well as in the Glossary in the appendices.*

Your Responsibilities

- Must know timelines to meet both the users and SABO requirements.
- Need to be knowledgeable about the expectations of your department and supervisor(s) with regard to documentation, approving expenditures, and reviewing information for accuracy.
- You are encouraged to serve as a resource to students and colleagues throughout the university regarding SABO policies and functions.

How Do I Access Accounts?

- Account Holders can access accounts through SABO Online, 24 hours a day, seven days a week, and may initiate transactions as long as the account is authorized to be operating (many groups are not able to process transactions over summer or winter breaks due to restrictions imposed by their administrative department).
- Account Holders can access accounts, pick up approved checks, and make deposits in person during normal SABO business hours, Monday to Friday, 8:30AM-4:30 PM.
- Account Holders are encouraged to work with their Administrative Advisors and SABO staff to overcome any obstacles preventing timely access to the account online or in person.

SABO Website: <http://sabo.rutgers.edu>



From here, you can access:

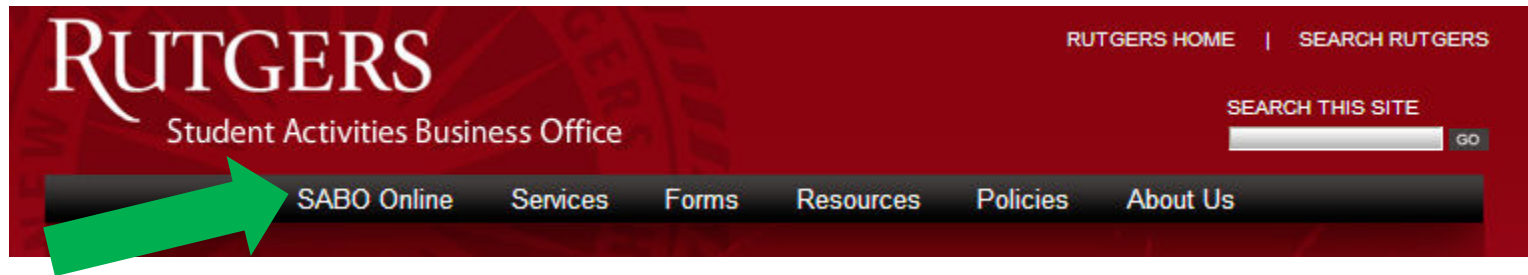
- SABO Online
- Treasurer's Key
- SABO Video
- Tip Sheets
- Contact Info



We recommend that you add the SABO website to your Favorites list.



SABO Online



To enter the SABO Online system, click the “SABO Online” link from our website.

The image shows the login page for the Rutgers SABO Ledger System. It has a red header with the Rutgers logo. Below the header, the text 'Log in to the Rutgers SABO Ledger System' is displayed. On the left side, there are two input fields: 'Rutgers NetID' and 'Password', followed by a 'Log In' button. On the right side, there is a welcome message: 'Welcome to the SABO online payment system.' followed by two paragraphs of text: 'This system is designed for account holders of the Student Activities Business Office.' and 'All account holders and users must be registered with their appropriate Advising Unit for access to the online payment system.'

To log in to SABO Online use your Rutgers NetID and password.

SABO Online Dashboard

Your Dashboard displays:

- Account Balances
- Pending Requests
- Outstanding Advances

And has links to:

- Start a Transfer Request
- Start a Check Request
- Generate a Statement
- Get more Account info
- Search Requests

Welcome: [ssu!](#) | [Your Account](#) | [System Admin](#) | [Log Out](#)

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[Home](#)

Rutgers SABO Ledger System

Filter Accounts by Name or Number

Account #	Name	Balance	
006	LATIN AMERICAN WOMENS ORG	\$694.89	more info
008	PHILOCLEAN LIT. SOCIETY	\$0.00	more info
009	BAHAI CLUB	(\$229.61)	more info
010	ALLEN HALL PROGRAMMING	\$0.00	more info
011	ALLEN HALL GOVERNMENT	\$775.06	more info

12345678910...

My Pending Requests [View All](#)

Request	Type	Account	Date	Payee	Amount	Version	
C10324	Cash Advance	ENG/PHI SIGMA RHO (033)	7/25/2011	Candiece White	\$100.00	v1	Approve
C10323	PERR	BAHAI CLUB (009)	7/25/2011	Christopher Eng	\$100.00	v1	Approve
C10252	PERR	LATIN AMERICAN WOMENS ORG (006)	6/30/2011	Timothy Uhrich	\$72.00	v1	Approve

Un-Reconciled Cash Advance [5 request\(s\)](#)

Request	Account	Date	Payee	Amount	
C10278	CROWNE PLAZA PROGRAMMING (1175)	6/24/2011	Mukul Acharya	\$100.00	Past Due
C10310	Residence Life Departmental Programming (1086)	7/25/2011	Lucas Greeley	\$30.00	
C10315	REC/SPORTS RU ROADRUNNERS CLUB (018)	7/25/2011	Stephan Pappas	\$0.50	
C10288	RUPA/EXECUTIVE (809)	7/25/2011	Alexis Lerner	\$250.00	

Submit Request

- [Check Request](#)
- [Transfer Request](#)

Search

- [Search Requests](#)
- [Request Details](#)

Reports

- [Online Statement](#)
- [Printed Statement](#)

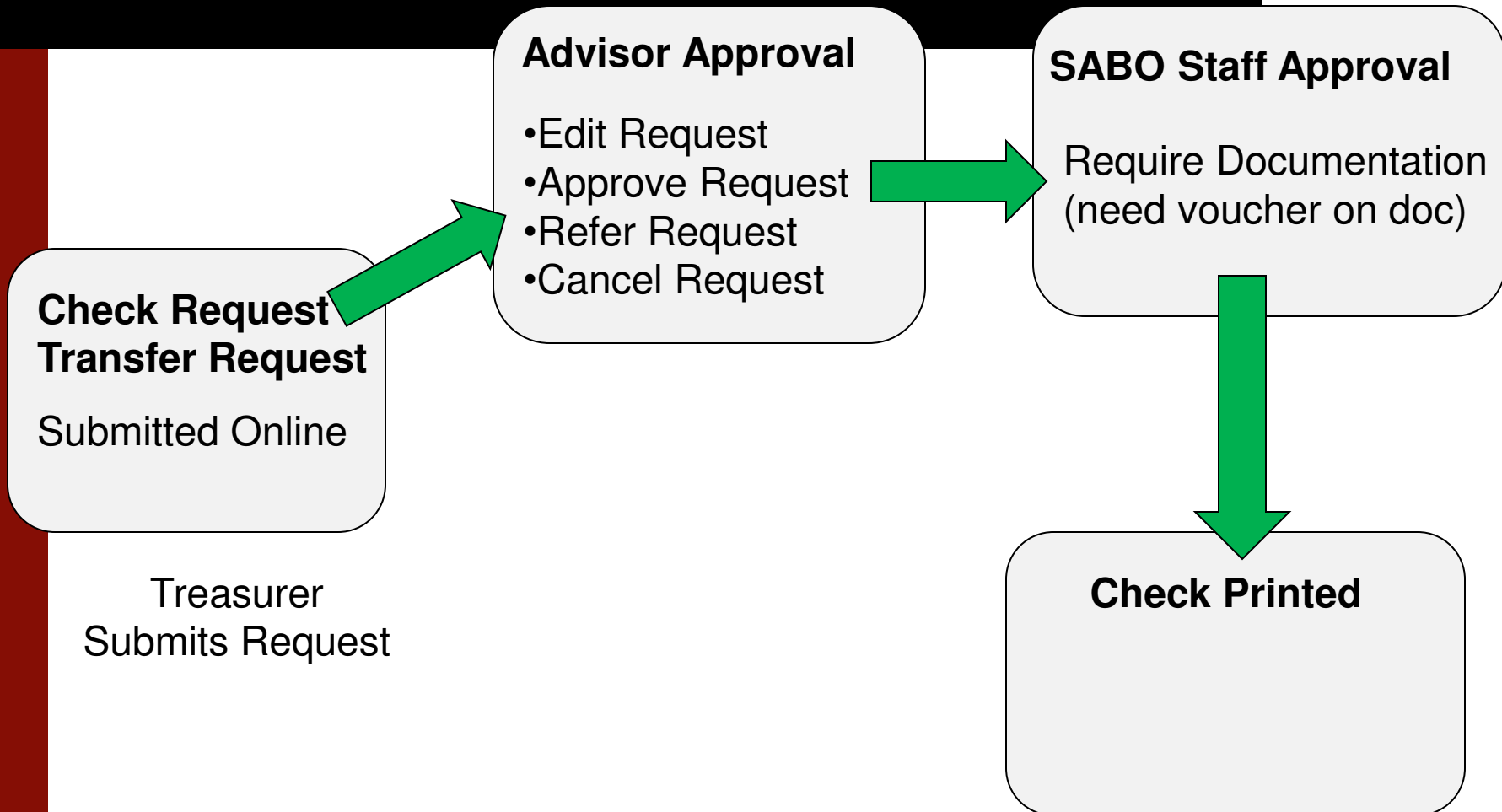
Request Approvals

- [My Pending Requests](#)
- [All Pending Requests](#)
- [All My Requests](#)

Approvals

- Can find pending requests on the home page
- Approval options:
 - Approve: approve the request to send it to SABO
 - Refer: refer the request to another advisor, or student for correction
 - Cancel: to permanently disapprove the request.

Submission Flow Chart



Request Procedures

- All check (and transfer) requests are done online
- Online Requests are in a “Question and Answer” form
 - Let’s see it!
- All documentation must be in the SABO office before a check is issued
- All documentation needs the Voucher Number

Request Procedures (con't)

- Who are you paying? [Check Request](#)

- Person
- Rutgers University
- Vendor
- Donation

Who are you paying?

- ☐ Person
- ☐ Rutgers University
- ☐ Vendor
- ☐ Donations

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[Continue >](#)

Request Procedures (con't)

- Person
 - Each type has a description explaining what it's for to help the student select the appropriate form

Check Request

What type of transaction will you be doing?

☐ Cash Advance

A check made payable to an organization officer before an actual expenditure is being made when personal funds are not available. A netid is required for this transaction. All cash advances must be reconciled within 30 days of use.

☐ PERR

PERR requests are now required for all SABO accountholders for expense reimbursement.

- All PERR transactions are entered on-line by the Treasurer of the account.
- Netid for all requesters is required for this transaction.
- The PERR form is then printed out (downloaded)
 - Receipts are attached
 - **Both the hard copy and the on-line request of the PERR form must be reviewed and approved by the ADMINISTRATIVE advisor or supervisor.**

☐ Contracted Service for an individual ONLY

Select this if you are paying an individual rather than a business for a "personal" service. All contracts for personal services must be initiated, signed and approved by an authorized University administrator from the organizations administrative department. The SABO user must have all documentation (signed contracts and tax information) prior to the issuance of a check.

Cash Advance and PERR (con't)

- The most common transactions in SABO.
- Must know check recipient Net ID.
- Must follow CASH Advance and PERR tip sheets for a successful SABO transaction.
- Review and copy handouts.
- Handouts should be given to recipients not familiar with SABO requirements.

Request Procedures (con't)

Cash Advance Check Request

Account Information Account: 137 BAHAI CLUB Line Code: 137 MISC GENERATED REVNU (change) Balance (\$329.61) Balance (\$510.56)		Payee Information Payee NetID: <input type="text"/> Verify Purpose of Request: <input type="text"/>
Transaction Code Code: Cash Advance Amount: \$ <input type="text"/>		
Check Information Full Description: <input type="text"/> <small>Who, What, Where, When - Please provide all necessary details (200 chars)</small> Check Delivery: <input checked="" type="radio"/> Pick-up <input type="radio"/> Mail to address in Payee Info		Approver Information 1. <input type="text" value="Christopher Eng"/> 2. <input type="text" value="Select . . ."/> <small>Please select two approvers.</small> <small>In the drop down list above, the first approver contains both "Student/Officers" and "Administrators". The second approver contains only "Administrators"</small>

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[Review Request](#)

Request Procedures (con't)

- Cash Advance
 - Payee information
 - Net ID is required
 - Recipient must have knowledge of SABO reconciling practices.

Before:

Payee Information

Payee NetID

Verify

Purpose of Request

After:

Payee Information

Payee NetID

jdstroud

Verify

Name

John Stroud

Address

123 Main Street

City

New Brunswick

State

NJ

Zip

08901

Purpose of Request

Request Procedures (con't)

- PERR
 - Net ID is required and pre-populated
- Multiple Transaction Codes- one line per receipt.
 - Keep clicking add

Payee Information

Payee NetID

jdstroud

[Verify](#)

Name

John Stroud

Address

123 Main St

City

New Brunswick

State

NJ

Zip

08901

Purpose of Request

Transaction Code(s)

Code

Select . . .

Description

Amount

\$

[Add](#)

Request Procedures (con't)

- Review

[Home](#) > [Check Request](#) > [Form](#) > [Confirm](#)

Cash Advance Check Request

Review your information below and click "Submit Request" to complete this request.

Account Information

Account	Balance
009 BAHAI CLUB	(\$329.61)
Line Code	Balance
137 MISC GENERATED REVNU	(\$510.56)

Payee Information

Payee NetID	ssu				
Name	Stanley Su				
Address	6072 Cedar ct				
City	Monmouth Junction	State	NJ	Zip	08852
Purpose of Request	SABO Demonstration				

Transaction Code(s)

Code	Amount
Cash Advance	\$150.00

Total Transaction Amount	\$150.00
Line Code Balance	-\$660.56

Check Information

Full Description
SABO Check Description

Check Delivery
Pick Up

Approver Information

1. Christopher Eng
2. John Stroud

[< Back](#)

[Submit Request](#)

Request Procedures (con't)

- Submission
 - Voucher Number
 - Required documents

[Home](#) > [Check Request](#) > [Form](#) > [Success](#)

Check Request Successfully Submitted!

Voucher # **C10326**

You have successfully submitted your check request. Please keep the voucher number for your records. All documentation must be submitted to the SABO Office with the voucher number before your check is processed. (normally documentation is not required for blanket cash advances under \$400.00)

Most checks will be processed within 5 Business Days, providing documentation and on-line approvals are submitted. If you have any questions, [contact the SABO office](#).

Please download the **Cash Advance Reconciliation Form** by clicking the download button below. You can download this form at any time by viewing the request online.



Download Form

[Go Home](#)

Cash Advance and PERR forms both have Paper Documents.

- Found with the request
 - Can be reproduced by anyone at anytime

PERR Check Request Approval - C10323 v1

Download PERR Form

Account Information Edit		Payee Information Edit	
Account	Balance (\$329.61)	Payee NetID	chriseng
009 BAHAI CLUB		Name	Christopher Eng
Line Code	Balance (\$180.95)	Address	13 W Frances Ave
317 OVERHEAD EXPENSES		City	Morganville
		State	NJ
		Zip	07751
		Purpose of Request	one more test

Transaction Code(s) Edit	
Code	Receipt Description
Facilities/Labor Rental	description
	Amount
	\$100.00
Total Transaction Amount	\$100.00
Line Code Balance	\$80.95

Check Information Edit	Approver Options For Stanley Su
Full Description	Comments
this is the full description of the check	
Check Delivery	
Pick-Up	
	Refer to
	<input type="checkbox"/> Select ...
	<input type="button" value="Cancel Request"/>
	<input type="button" value="Approve"/>

Approver History				
Date	Requested Approver	Actual Approver	Status	Comments
7/25/2011 3:05:11 PM	Christopher Eng	Christopher Eng	Approved	
N/A	Stanley Su		Pending	

Status: Pending

Request Submitted By: Christopher Eng (chriseng)

Request Procedures (con't)

- Transfers

Welcome: [chriseng!](#) | [Your Account](#) | [Log Out](#)

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[Home](#) > [Transfer Request](#)

Transfer Request

Select the account to transfer funds FROM:

Account # [Select](#) [Account List](#)

Name BAHAI CLUB
Balance (\$329.61)

Select the line code to transfer funds FROM:

	Code	Description	Balance
Select	077	INVOLVEMENT FAIR ALL	\$0.00
Select	137	MISC GENERATED REVNU	(\$510.56)
Select	317	OVERHEAD EXPENSES	\$180.95
Select	345	PROGRAMS	\$0.00
Select	700	SPECIAL ALLOCATION	\$0.00

Select the account to transfer funds TO:

Account # [Select](#) [Account List](#)

Select a line code to transfer funds from.

- Select Transfer Request from the Dashboard.
- Enter “from” account and select the Line Code and “to” account and Line Code.
- Choose Transaction Codes and provide a full description for the transfer, choose the approvers, and enter the exact amount.
- Review your request, submit if correct, and write down the Voucher Number.


Request Procedures (con't)

- Know all there is too know about cash advance and PERR requests.
- Not only should you be able to prepare a on line request you need to be able to assist with documentation and following up with the student .

System Demonstration

- <https://secure.rutgers.edu/sal/>
- Let's login!

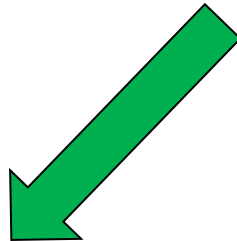
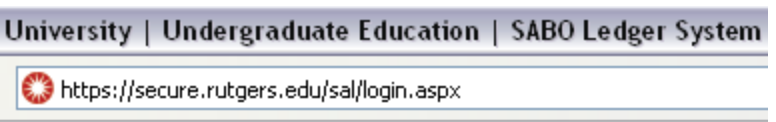
Log in to the Rutgers SABO Ledger System

<p>Rutgers NetID</p> <input type="text"/>	<p>Welcome to the SABO online payment system.</p> <p>This system is designed for account holders of the Student Activities Business Office.</p> <p>All account holders and users must be registered with their appropriate Advising Unit for access to the online payment system.</p>
<p>Password</p> <input type="password"/>	
 <input type="button" value="Log In"/>	

System Demonstration (con't)

- Navigation

- Navigation Bar
- Breadcrumbs
- On page controls
- Try not to use the browsers back button



System Demonstration (con't)

[Home](#)

Rutgers SABO Ledger System

Filter Accounts by Name or Number



Account #	Name	Balance	
006	LATIN AMERICAN WOMENS ORG	\$694.89	more info
008	PHILOCLEAN LIT. SOCIETY	\$0.00	more info
009	BAHAI CLUB	(\$329.61)	more info
010	ALLEN HALL PROGRAMMING	\$0.00	more info
011	ALLEN HALL GOVERNMENT	\$224.06	more info
1 2 3 4 5 6 7 8 9 10 ...			

Submit Request

- [Check Request](#)
- [Transfer Request](#)

Search

- [Search Requests](#)
- [Request Details](#)

Reports

- [Online Statement](#)
- [Printed Statement](#)

My Pending Requests

[View All](#)

Request	Type	Account	Date	Payee	Amount	Version	
C10324	Cash Advance	ENG/PHI SIGMA RHO (033)	7/25/2011	Candiece White	\$100.00	v1	Approve
C10323	PERR	BAHAI CLUB (009)	7/25/2011	Christopher Eng	\$100.00	v1	Approve
C10252	PERR	LATIN AMERICAN WOMENS ORG (006)	6/30/2011	Timothy Uhrich	\$72.00	v1	Approve

Request Approvals

- [My Pending Requests](#)
- [All Pending Requests](#)
- [All My Requests](#)

Un-Reconciled Cash Advance

5 request(s)

Request	Account	Date	Payee	Amount	
C10278	CROWNE PLAZA PROGRAMMING (1175)	6/24/2011	Mukul Acharya	\$100.00	Past Due
C10310	Residence Life Departmental Programming (1086)	7/25/2011	Lucas Greeley	\$30.00	
C10315	REC/SPORTS RU ROADRUNNERS CLUB (018)	7/25/2011	Stephan Pappas	\$0.50	

Oh no!

System Demonstration (con't)

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Rutgers SABO Ledger System

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008	PHILOCLEAN LIT. SOCIETY	\$0.00	more info
009	BAHAI CLUB	(\$329.61)	more info
010	ALLEN HALL PROGRAMMING	\$0.00	more info
011	ALLEN HALL GOVERNMENT	\$224.06	more info
1 2 3 4 5 6 7 8 9 10 ...			

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[View All](#)

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Request Approvals

- [My Pending Requests](#)
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System Demonstration (con't)

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009	BAHAI CLUB	(\$329.61)	more info
010	ALLEN HALL PROGRAMMING	\$0.00	more info
011	ALLEN HALL GOVERNMENT	\$224.06	more info
		1234567890...	

Submit Request

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- [Transfer Request](#)

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- [Request Details](#)

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My Pending Requests

[View All](#)

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Request Approvals

- [My Pending Requests](#)
- [All Pending Requests](#)
- [All My Requests](#)

Un-Reconciled Cash Advance

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System Demonstration (con't)

- Exercises
 - Create a check request
 - Edit the request
 - Refer the request
 - Approve the request
 - Search for the request

Request Approvals

- Finding a Request
- Editing a Request
- Referring a Request
- Approving a Request
- Cancelling a Request

Finding a Request

[Home](#)

Rutgers SABO Ledger System

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My Pending Requests

[View All](#)

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Request Approvals

- [My Pending Requests](#)
- [All Pending Requests](#)
- [All My Requests](#)

- To find a request that requires your approval you can go to your dashboard under My Pending Request
- Go to the “Request Approvals” section to find other Pending Requests in your Accounts

Finding a Request (Cont)

Search Requests

Filter Accounts by Name or Number

From Date: 7/1/2010 To Date: 7/26/2011 Request Type: All . . . Request Status: All . . .

Account #	Name	Balance
Select	009	BAHAI CLUB (\$329.61)


Voucher #	Date	Type	Payee	Account	Line	Purpose	Ref #	Status	Amount
C10329	7/26/2011	Invoiced Vendor	Joes Sub Shop	009 BAHAI CLUB	317	fgdgdg	gfgdg	Submitted to SABO for Approval	\$3.00
C10328	7/26/2011	Invoiced Vendor	Joes Sub Shop	009 BAHAI CLUB	317	fgfdgdg	dfdfd	Submitted to SABO for Approval	\$2.00
C10326	7/26/2011	Cash Advance	Stanley Su	009 BAHAI CLUB	137	SABO Demonstration	N/A	Pending	\$150.00
C10325	7/25/2011	Donation	Academy	009 BAHAI CLUB	317	to see what donation reconciliation looks like	N/A	Check Cut	\$200.00
C10323	7/25/2011	PERR	Christopher Eng	009 BAHAI CLUB	317	one more test	N/A	Pending	\$100.00
C10321	7/22/2011	Rutgers University	Rutgers Recreation	009 BAHAI CLUB	317	testing submission	123405	Cancelled	\$10.00
C10320	7/22/2011	Invoiced Vendor	Gerlanda's-College Ave	009 BAHAI CLUB	317	pizza party to get students to come to BAHAI	1232123	Submitted to SABO for Approval	\$25.00
T36849	7/21/2011	Transfer	To Account: 20 Line: 114	009 BAHAI CLUB	137	asdf	N/A	Approved	\$123.45
T36848	7/21/2011	Transfer	To Account: 20 Line: 137	009 BAHAI CLUB	317	test	N/A	Submitted to SABO for Approval	\$112.34

- If you don't know the voucher number and need to find a request, you can narrow it down in "Search Requests"

Editing a Request

- You can only edit pending Requests.
- Editing a request increases the version number
- Changes to the Request by a Treasurer will require your approval

Editing a Request (cont)



Payee Information [Edit](#)

Payee NetID
chriseng

Name
Christopher Eng

Address
13 W Frances Ave

City
Morganville

State
NJ

Zip
07751

Purpose of Request
one more test

Payee Information [Update](#) | [Cancel](#)

Payee NetID
 [Verify](#)

Name

Address

City

State

Zip

Purpose of Request

- Click on the Edit link on the top right of the section.
- Click on the Update link to save your changes
- Click the Cancel link to cancel your changes

Referring a Request

PERR Check Request Approval - C10323 v1

[Download PERR Form](#)

Account Information

Account Balance [Edit](#)
009 | BAHAI CLUB (\$329.61)
Line Code Balance
317 | OVERHEAD EXPENSES \$180.95

Payee Information

Payee NetID [Edit](#)
chriseng
Name
Christopher Eng
Address
13 W Frances Ave
City State Zip
Morganville NJ 07751
Purpose of Request
one more test

Transaction Code(s)

Code	Receipt Description	Amount	Edit
Facilities/Labor Rental	description	\$100.00	
Total Transaction Amount		\$100.00	
Line Code Balance		\$80.95	

Check Information

Full Description [Edit](#)
this is the full description of the check
Check Delivery
Pick-Up

Approver Options For Stanley Su

Comments

Refer to

☒

Select ...

[Cancel Request](#)

[Refer](#)

- Click the checkbox under “Approver Options”
- Select a person to refer the request to
- Click the Refer Button

Approve or Cancel Request

PERR Check Request Approval - C10323 v1 [Download PERR Form](#)

Account Information Account 009 BAHAI CLUB Line Code 317 OVERHEAD EXPENSES	Edit Balance (\$329.61) Balance \$180.95	Payee Information Payee NetID chriseng Name Christopher Eng Address 13 W Frances Ave City Morganville Purpose of Request one more test	Edit State NJ Zip 07751
---	--	---	---

Transaction Code(s) Code Facilities/Labor Rental	Receipt Description description	Amount \$100.00	Edit
---	------------------------------------	--------------------	----------------------

Total Transaction Amount	\$100.00
Line Code Balance	\$80.95

Check Information Full Description this is the full description of the check Check Delivery Pick-Up	Edit	Approver Options For Stanley Su Comments <div></div> Refer to <input type="checkbox"/> Select . . .
--	----------------------	--

[Cancel Request](#) [Approve](#)

- Approving the Request remove the request out of your my request queue.
- Cancelling a Request is Permanent and cannot be undone.

Questions

- Questions?
- Comments?
- Suggestions?
- Discussion?

SABO Website: <http://sabo.rutgers.edu>



From here, you can access:

- SABO Online
- SABO Forms
- SABO Policies
- Resources
- Other Services



We recommend that you add the SABO website to your Favorites list.



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