RUTGERS

Rutgers University

Student Activities Business Office

Treasurer's Workshop

Website: http://sabo.rutgers.edu

Email: sabo@echo.rutgers.edu

Today's Session...

- Introduction to SABO
- Treasurer Responsibilities
- Your Account
- Transactions, Documentation, Approvals
- Statements
- Review

What does SABO do?

- The Student Activities Business Office (SABO) administers and manages the financial resources of the undergraduate student governments, 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.

Your Responsibilities

- You should assist in the development of budget and project plans if required.
- Review your approved program budget, seek approval from your Administrative Advisor for all expenses, and inform group or organization members about financial transactions you process.
- Present required DOCUMENTATION to SABO promptly when requesting a check or reconciling an advance.
- Be sure that all expenditures are planned, that neither you nor a member of your group makes a financial commitment or purchase without the necessary approvals, and that you always have the receipt, bill, or record to back up your expenses.
- Educate other members of your group about SABO policies and functions.

Account Information

- All accounts at the SABO have one or 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 are identified by their Control Account. The Control Account indicates which department oversees your account and your Administrative 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.*

Account Information

- Each account at the SABO has an Account Number, you need to know your account number its either 3 or 4 digits.

- Most accounts will have multiple Line Codes used to isolate the source or intended use of funds. All accounts have a generated revenue line code which is 137 and a program line code.

- Most transactions will also require you to select a Description that identifies what money is being spent on or where it is coming from.

- *Memorize and master your numbers. This 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.*

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Home > Account Details

Rutgers SABO Ledger System

Account	Rutgers Test Account (071)

Line Code	Line Account	Line Balance	Request
077	INVOLVEMENT FAIR ALL	$0.00	Check / Transfer
137	MISC GENERATED REVNU	$304.56	Check / Transfer
317	OVERHEAD EXPENSES	$0.00	Check / Transfer
345	PROGRAMS	$0.00	Check / Transfer
700	SPECIAL ALLOCATION	$0.00	Check / Transfer
Total Account Balance:		$304.56	Statement Report

My Pending Requests

None for this account

For questions or help regarding this website or SABO , please contact Application Support

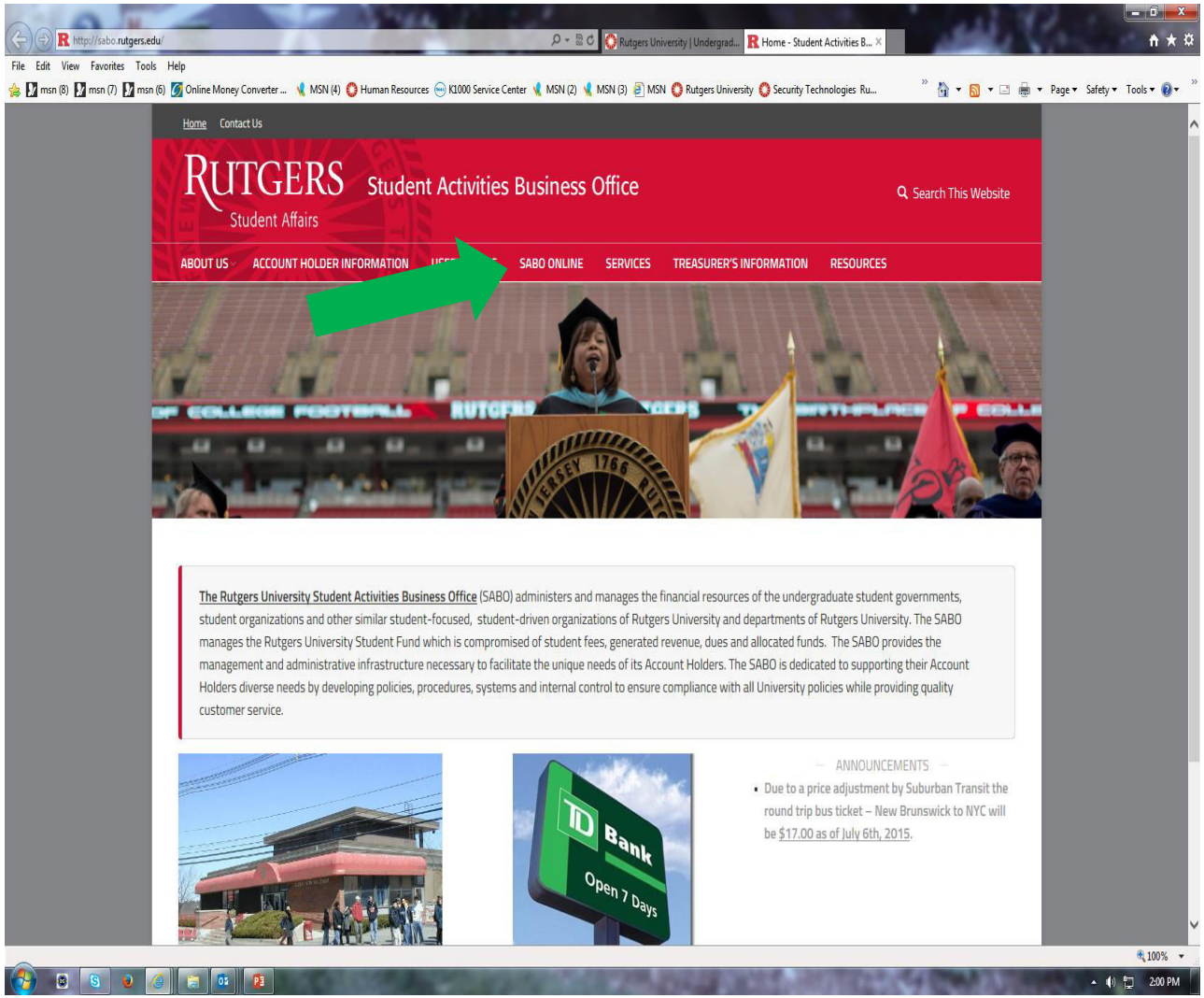
How Do I Access the Account?

- 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, 8:30-4:15 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

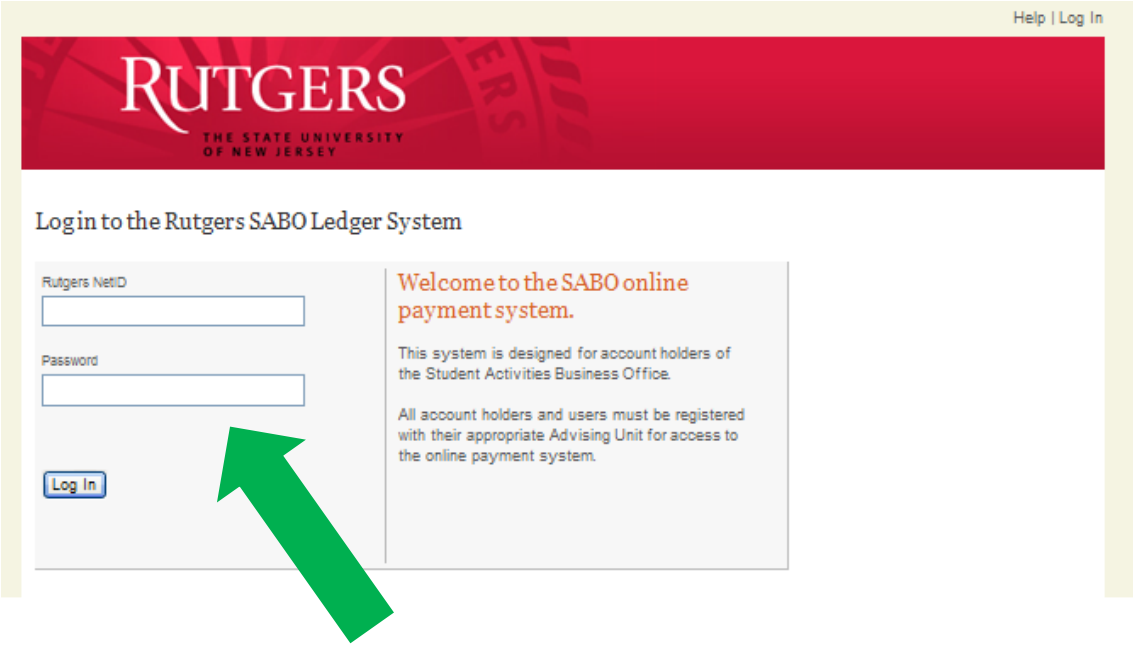


From here, you can access:

- Account Holder Info
- Useful Links
- SABO Online
- SABO Services
- Treasurer Information
- Forms
- Advisor Information
- Resources

SABO Online

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



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

RUTGERS

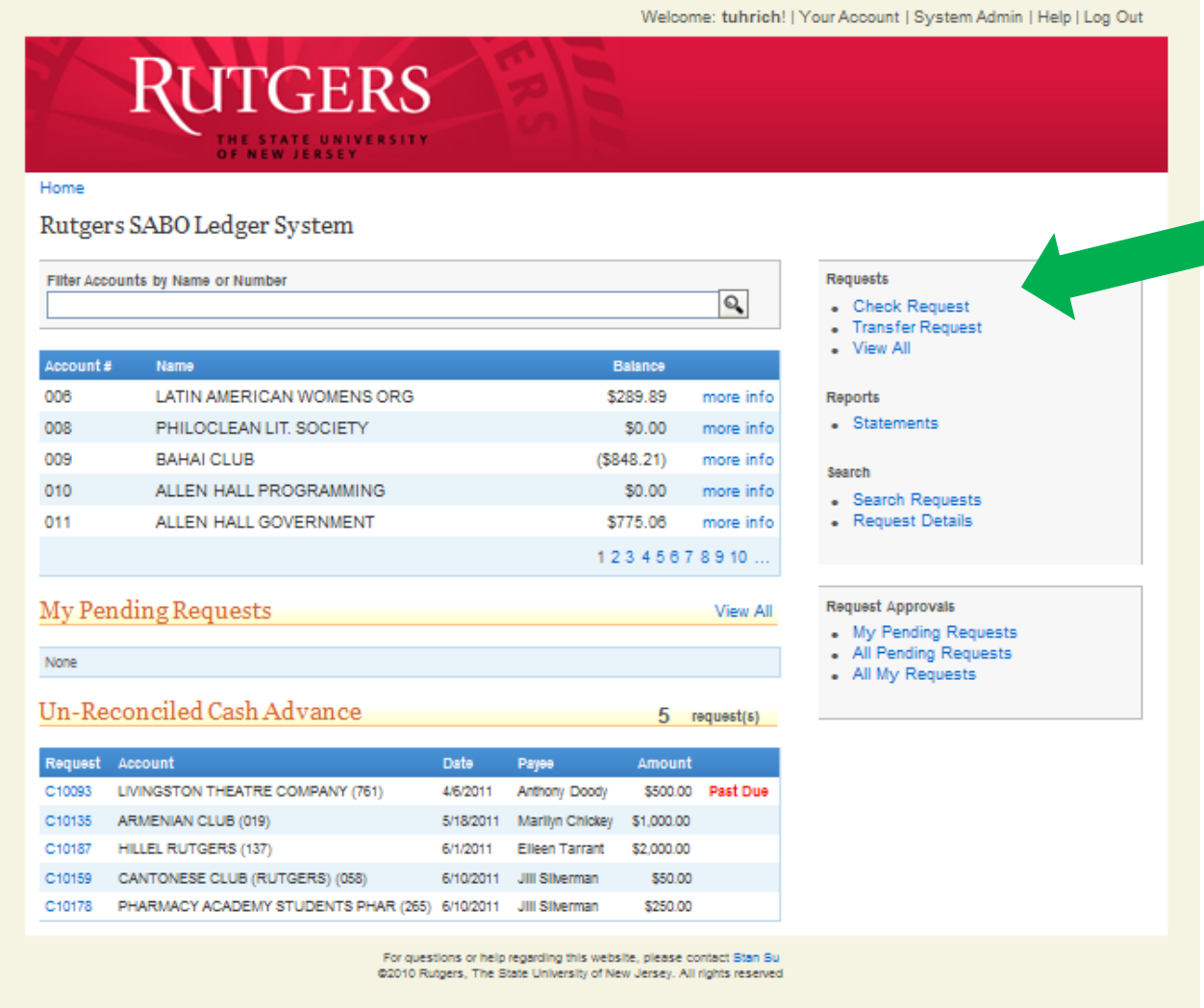
SABO Online Dashboard

Your Dashboard displays:

- **Account Balances**

And has links to:

- **Start a Check Request**
- **Start a Transfer**
- **Generate your Account Statement**
- **Search Requests**



What can be processed through SABO?

- Check Requests-(On Line and in person)
  - Cash Advance
  - PERR-Personal Expense Reimbursement Report
  - Pay by Contract
  - Pay by Invoice
  - Donation Advance

- Transfers [Online only]
  - Inter-account (Transfer between accounts)
  - Intra-account (Transfer between lines)

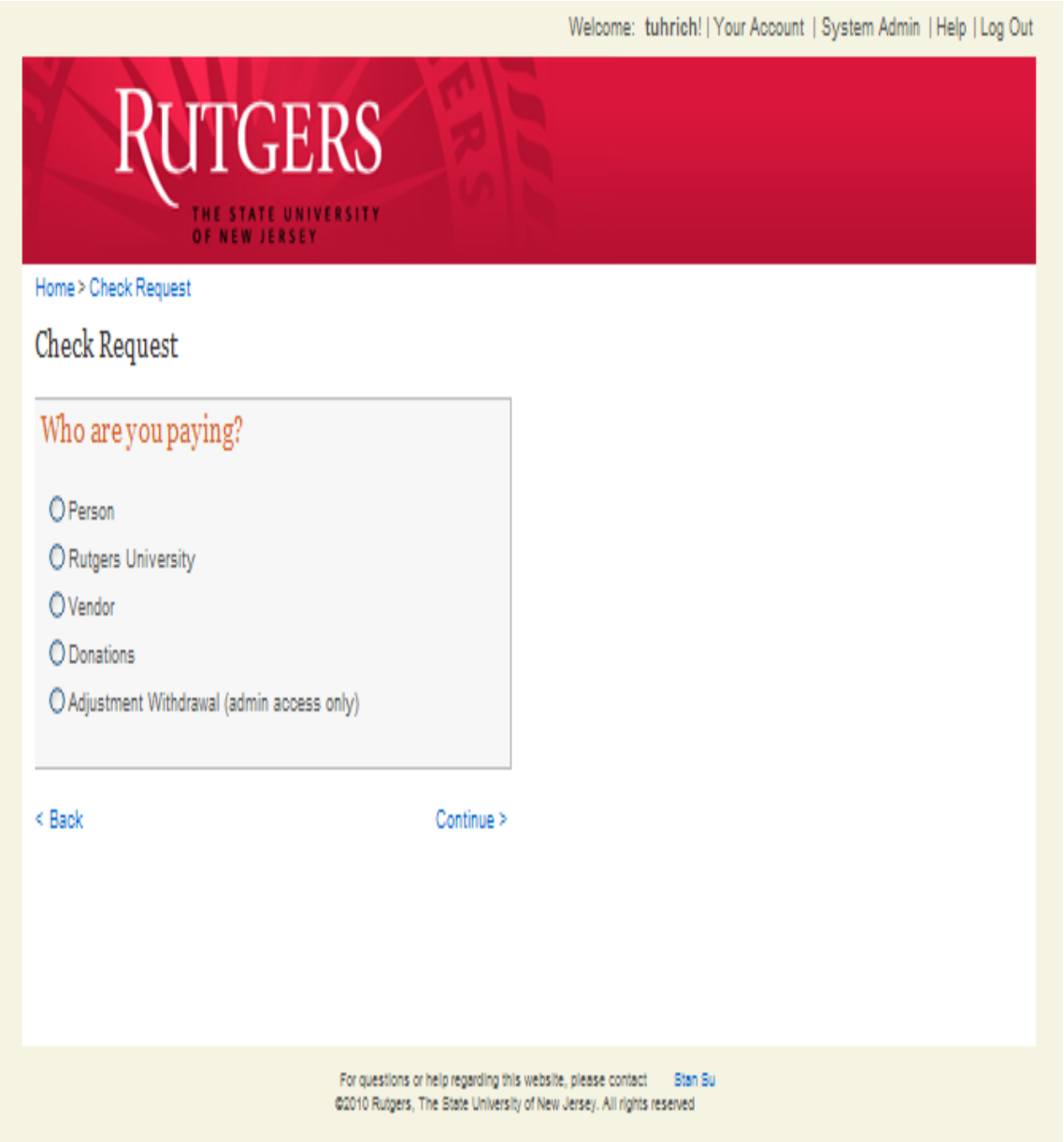
- Deposits [In person only]

Check Requests

- When initiating a Check Request in the SABO Online System, it is important to be able to answer a few questions about the request:

  - Who are you paying?
    - ✓ Is this check to pay a person? (PERR, Cash Advance, Contract)
    - ✓ Is this check to Rutgers vendors or a Rutgers department?
    - ✓ Is this check to pay an outside vendor (By Contract or By Invoice)
    - ✓ Is this check a donation?

  - When is money needed?
    - ✓ Did someone in your organization spend their own money? A PERR is a reimbursement check request to repay someone who spent personal money on approved items.
    - ✓ Need funds before your event? Use Cash Advance
    - ✓Need to pay an Invoice-bill or contract?
    - ✓Donating generated revenue to an outside charity?



Check Request Transactions

Choose Check Request from the Dashboard.

Enter Account Number and select Line Code.

Answer the question, "Who are you paying?" and click "continue".

Welcome: **tuhrich**! | Your Account | System Admin | Help | Log Out

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Home > Check Request

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.

< Back Continue >

For questions or help regarding this website, please contact Stan Su

Check Request

Person

3 types of Person Transactions

- Cash Advance
- PERR
- Contracted Individual

Cash Advances

- A NET ID is required for all Cash Advances and are available any time funds are needed *prior* to an expenditure being made or whenever personal funds are not available.

- A Cash Advance is a Check Request processed by the Accountholder Treasurer made payable to an individual in anticipation of a purchase or deposit. Like all Check Requests, it must be approved by your Administrative Advisor.

- After the funds have been used, original valid receipts and the reconciliation form must be submitted to the SABO. Download your Reconciliation form and present to SABO with Attached Receipts within 30 days of when the Cash Advance was issued, not when it was spent. Any delinquent Cash Advances in excess of 60 days will be grounds for suspension of all account activity.

- All Cash Advance requests for travel should include hotel confirmation, and/or other documentation supporting the request.

Home > Check Request > Form

Account Information

Account	Balance
006 |	$754.89
Line Code	**Balance**
137 | MISC GENERATED REVNU (change)	$754.89

Payee Information

Payee NetID [ ] Verify

Name

Address

City State Zip

Purpose of Request

Transaction Code(s)

Code: Select . . . Description: Amount: $ Add

Total Transaction Amount $0.00

Line Code Balance

Check Information

Full Description

Who, What, Where, When - Please provide all necessary details. (Max : 200 chars)

Check Delivery

(•) Pick-up ( ) Mail to address in Payee Info

Appr

2. Select . . .

Please select two approvers.

In the drop down list above, the first approver contains both "Student/Officers" and "Administrators". The second approver contains only "Administrators"

< Back

Review Request

Net id

All Check Requests will eventually come to a screen like this one.

Need Purpose of request

Full description who what when were why as completely as possible helps your Advisor to understand your request and helps SABO to better serve you & your group.

PERR Documentation

- A NET ID is required for a PERR transactions. After entering the Personal Expense Reimbursement Request (PERR) a Check will be generated through the SABO Online system, you will need to print out the PERR form, attach receipts and obtain your Administrative Advisor's signature and submit to SABO within 30 days of the expense.

- SABO accepts original receipts only. Make copies for your records.

- Receipts must include: vendor name, address, phone number and all items listed separately. Proof of payment type must be included.
  - If receipt does not include this information, you must add it.
  - Receipts with personal items will not be accepted.
  - Each receipt should be as a separate line item on the same PERR form.
  - The SABO recommends that all purchasers check out separately.

Account Information

Account	Balance
071 | Rutgers Test Account	$304.56
Line Code	**Balance**
137 | MISC GENERATED REVNU (change)	$304.56

Payee Information

Payee NetID: etarrant Verify

Name: Eileen Tarrant

Address: 613 George St

City: State: Zip:

Purpose of Request: reimbursement for supplies

Transaction Code(s)

Code	Description	Amount	
Supplies/Decorations	johns bargin store	$100.00	✕
Giveaways	colored paper walmart	$30.00	✕
Advertising/Duplicating Expense	flyer paper at staples	$7.99	✕
Select . . .		$	Add

Total Transaction Amount	$137.99
Line Code Balance	**$166.57**

Check Information

Full Description: How to love Rutgers was held at the CAC on Sept 1 for all new test students

Who, What, Where, When - Please provide all necessary details. (Max: 200 chars)

Check Delivery: ◉ Pick-up ○ Mail to address in Payee Info

Approver Information

1. Eileen Tarrant
2. Select . . .

Please select two approvers.

From the drop down list above, the first approver contains both "Student/Officers" and "Administrators". The second approver contains only "Administrators"

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Review Request

Net Id

address

purpose

receipts

description

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Home > Check Request > Form > Confirm

PERR Check Request

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

Account Information

Account	Balance
071 | Rutgers Test Account	$304.56
Line Code	**Balance**
137 | MISC GENERATED REVNU	$304.56

Payee Information

Name
Eileen Tarrant
Address
613 George St
City **State** **Zip**
Purpose of Request
reimbursement for supplies

Transaction Code(s)

Code	Description	Amount
Supplies/Decorations	johns bargin store	$100.00
Giveaways	colored paper walmart	$30.00
Advertising/Duplicating Expense	flyer paper at staples	$7.99
Total Transaction Amount		$137.99
Line Code Balance		**$166.57**

Check Information

Full Description
How to love Rutgers was held at the CAC on Sept 1 for all new test students

Check Delivery
Pick Up

Approver Information

1. Eileen Tarrant
2. Jamie Scannella

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Submit Request

MSN (4) Human Resources K1000 Service Center MSN (2) MSN (3) MSN Rutgers University Security Technologies Ru...

Welcome: **etarrant** | Your Account | System Admin | Log Out

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Home > Check Request > Form > Success

Check Request Successfully Submitted!

Voucher # C69650

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 **PERR Request Form** by clicking the download button below. You can download this form at any time by viewing the request online.

Download Form

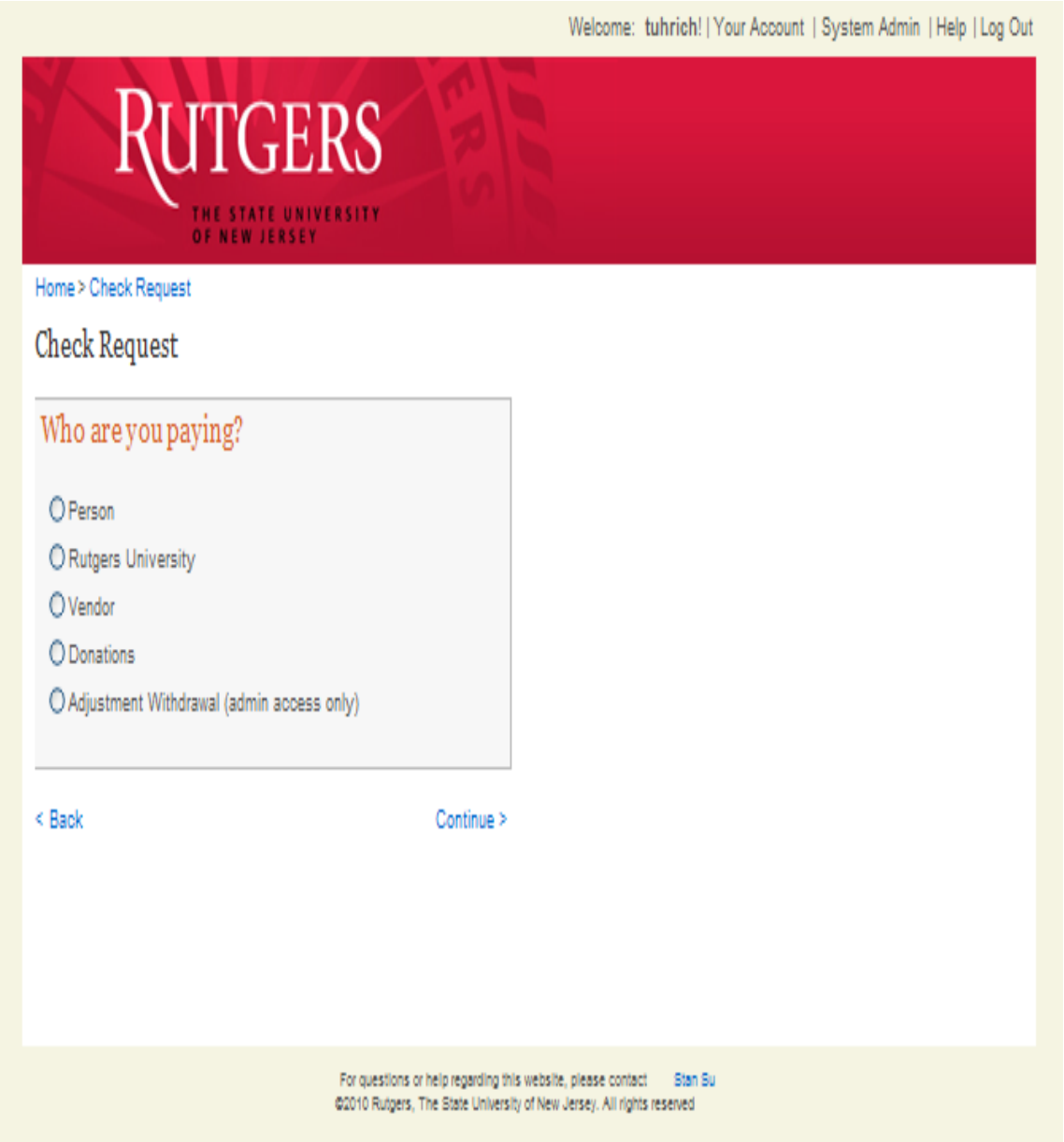
Go Home

For questions or help regarding this website or SABO , please contact Application Support

rint form, attach receipts, advisor review, submit to SABO. Be sure to have proof of ayment included with the receipts.

Contract Info

- Contracts are to be negotiated and signed according to your Administrative Advising department's policies.
- It is never appropriate for a student to sign or negotiate a contract or make a verbal commitment to a service provider.
- All contracts require a completed W-9 form which must be completed for tax purposes. Your advisor will know if a W-9 Form is needed.
- Do not pay a contracted service out of pocket. All services rendered to students and groups are to be paid by University check.
- Contracts are for your protection, the protection of your group or association, and for the University's protection. It is better to ask if one is needed while planning than to find out one was needed after an incident or injury.
- Don't advertise an event or performance until the contract is signed and filed.

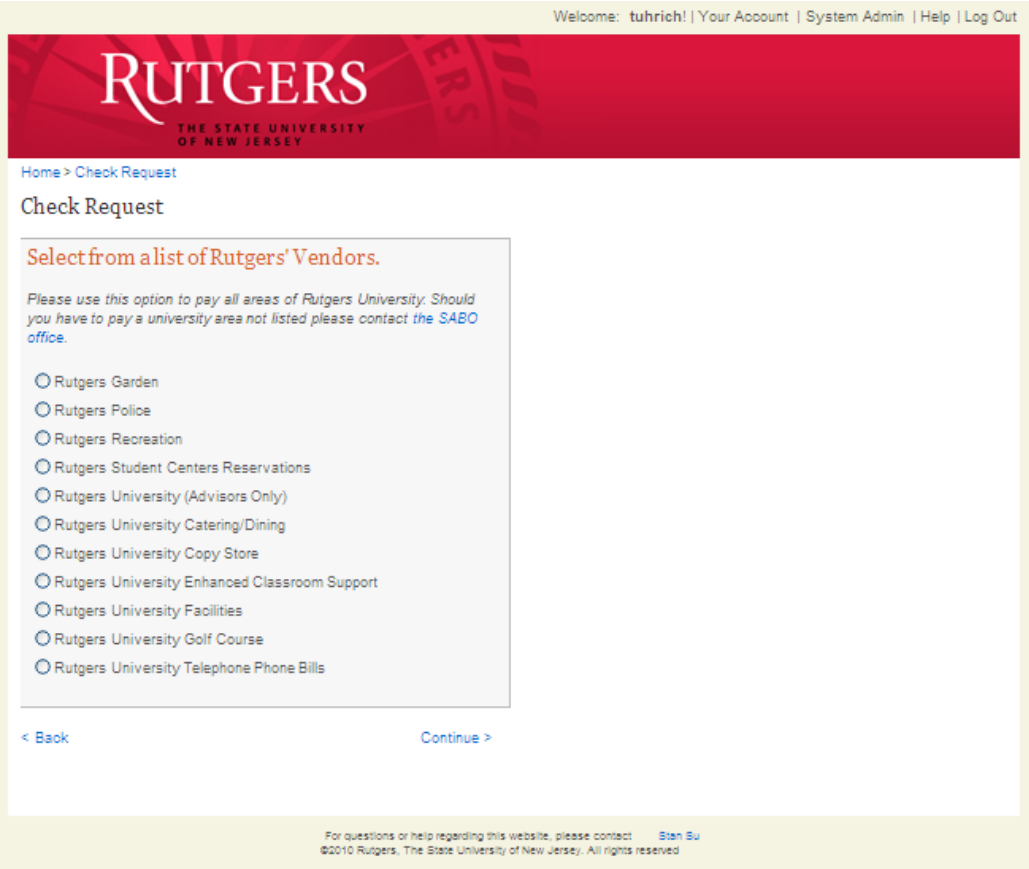


Check Request

Choose Check Request from the Dashboard.

Enter Account Number and select Line Code.

Answer the question, "Who are you paying?" and click "continue".



Check Request – Rutgers

- Don't see the Rutgers Dept. you need to pay? Email us and we can add them!
- Most, if not all, transactions with a Rutgers department will require a signed contract OR an invoice to process the check.

Invoice: The bill received from a business or service provider with an itemized list of goods or services, terms, and pricing.

Home > Check Request

Check Request

What type of vendor is this request for?

○ Pay by Invoice

A vendor payment for all businesses that are not Rutgers University. Some of the more commonly used vendors are Gerlandas Busch, Gerlandas College Ave, King Pita, Millers Rental, Scarlet Fever, etc.

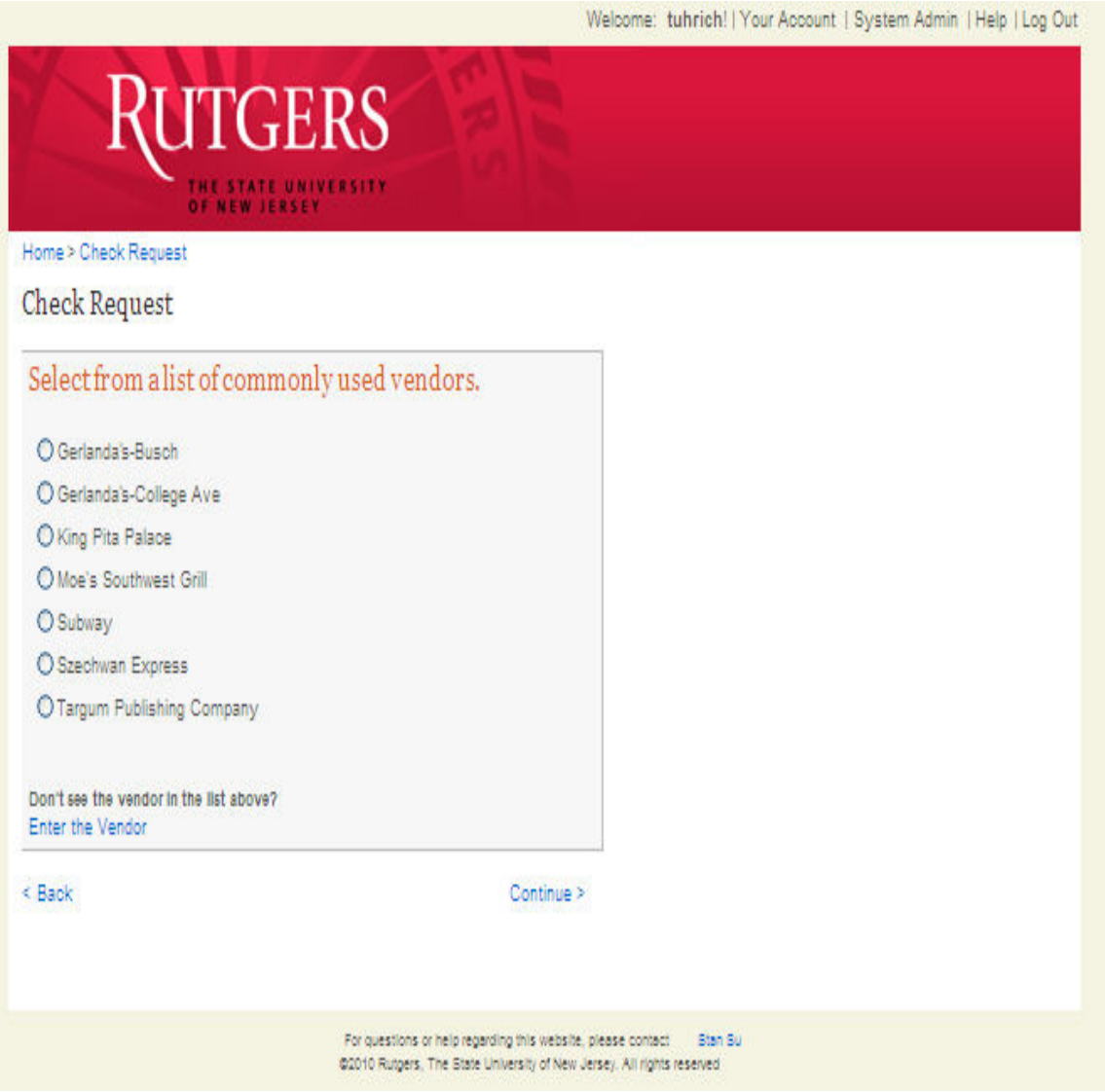
○ Pay by Contract

Normally a service is a contracted item. If the payee is a business you may enter the payee information in this area if your advisor determines a contract is necessary.

< Back Continue >

Check Request – Vendor

- Very simply, if there was a contract signed, Pay by Contract
- If no contract was signed and you have a bill or invoice from a vendor, Pay by Invoice.



If you Pay by Invoice, SABO Online will bring up a list of Commonly Used Vendors. Review the list – if you are paying one of these vendors, select them on the left. If not, click “Enter the Vendor” at the bottom of the screen to enter the information manually.

Invoiced Vendor Check Request

Account Information

Account	Balance
071 | Rutgers Test Account	$304.56
Line Code	**Balance**
137 | MISC GENERATED REVNU (change)	$304.56

Payee Information

Name

Address

City State Zip

Invoice Number

Purpose of Request

Transaction Code(s)

Code: Select . . .

Description

Amount: $

Add

Total Transaction Amount	$0.00
Line Code Balance	**$304.56**

Check Information

Full Description

Who, What, Where, When - Please provide all necessary details. (Max: 200 chars)

Check Delivery

◉ Pick-up ○ Mail to address in Payee Info

Approver Information

1. Eileen Tarrant
2. Select . . .

Please select two approvers.

In the drop down list above, the first approver contains both "Student/Officers" and "Administrators". The second approver contains only "Administrators"

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Review Request

What Happens After I Submit My Check Request?

1. Write down the "C" number-(check request) on your supporting documentation.
2. Print any forms available on the submitted screen (Cash Advance Reconciliation Form, PERR Form, etc.).
3. Email or notify your Advisor that a request has been submitted and requires attention.
4. Once the check request is electronically approved present appropriate documentation with "C" –check request number at the SABO window.
5. Once the request is approved and appropriate documentation is at SABO, checks will be available in 5 BUSINESS DAYS.

Be careful to save and present all original receipts, invoices, bills, contracts, co-sponsorship agreements etc. at the SABO. This documentation will be required to process and print your check.

Approving Requests

Two approvers are required for all Check and Transfer Requests

- The Treasurer upon entering the request is automatically approving the request.
- Your Advisor (or someone representing your Administrative Advising Department) will be the other.

Once approved by an Account Holder and the Advisor

- The request will be queued at the SABO until supporting documentation is presented. (Even transfers may require Co-Sponsorship agreements in order to process.)

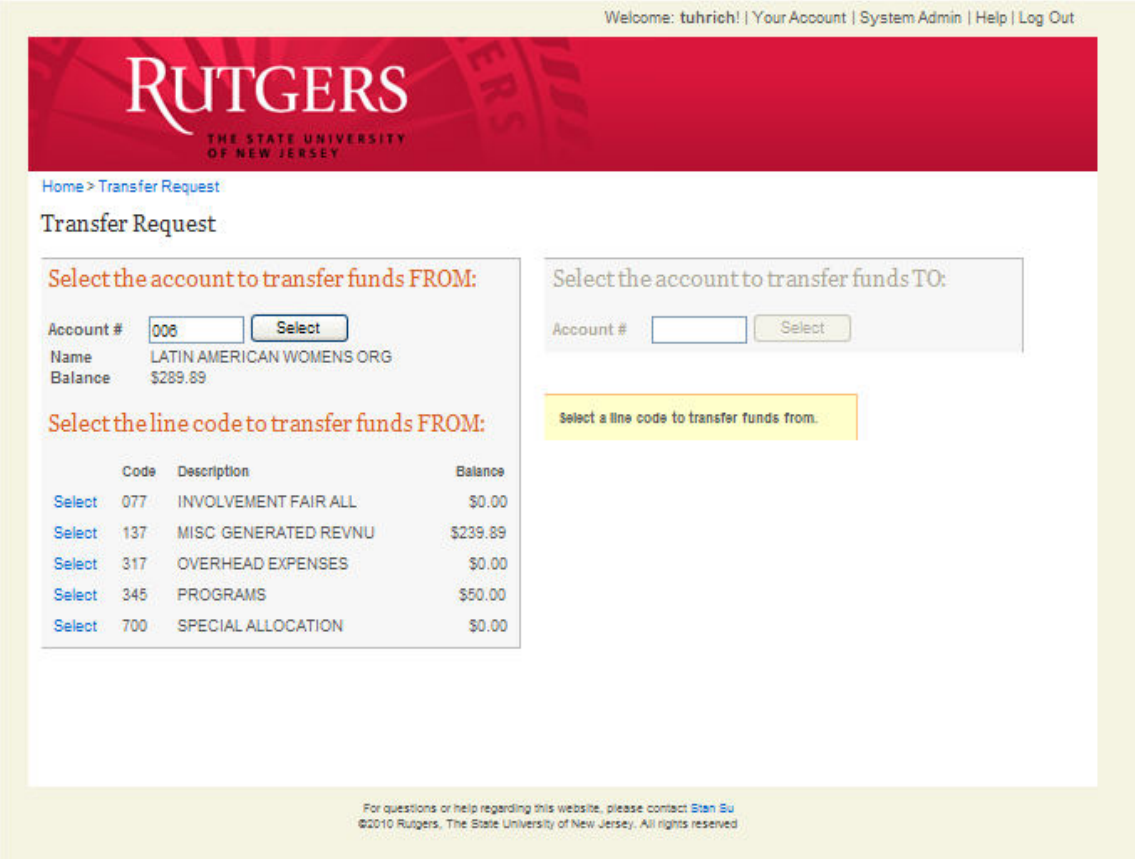
Once correct and sufficient documentation has been submitted,

- SABO checks will be ready to pick up in 5 BUSINESS DAYS. From when you submit your documentation.

Transfers

- Transfers will only be able to be completed online and with the approval of your Administrative Advisor. Except for Bus Tickets which require a hand delivered hard copy of the transfer request.
- The most common reasons to Transfer funds?
  - Co-sponsoring programs
  - Using Generated Revenue to cover over-budget expenses
- Transfers between accounts and transfers between Line Codes are processed in much the same way:
  - Make sure to transfer only the exact amount needed. (ex. Transferring more funding from Generated Revenue to Programming than is needed will cause the excess to stay under the Programming Line Code.)
  - Provide sufficient detail in your request to document the transfer.

Transfers



Transfer Request

1) Select Transfer Request from the Dashboard.

2) Enter “from” account and select the Line Code and “to” account and select the Line Code.

3) Choose Transaction Codes and provide a full description for the transfer, choose the approvers, and enter the exact amount.

4) Review your request, submit if correct, and write down the Transfer Number.

Spending Policies

- If you plan to spend any funds on or accept donations of items listed below, consult with your Advisor or the Treasurer's Key regarding specific policies:
  - Food
  - Travel
  - Printing, Publications, or Advertisements
  - Imprinted Supplies (anything that has the name of your group or Rutgers on it)
  - Giveaways
  - Scholarships
  - Phone Charges
  - Donations
  - Compensating University Employees

...and especially, Prizes, Awards, or Gifts.

Prizes, Awards, and Gift Policy

- All Check Requests must be approved by your Administrative Advisor.

- Required Documentation would include:
  - Original receipt and documentation of cash value
  - The purpose of the award, eligibility, and selection criteria explained and submitted as part of the Check Request.
  - Any award valued at $60 or more also must include details on a completed ***RU SABO Prize, Award, and Gift Card Information Form*** with each recipient's name, social security number, home address, phone number and affiliation with Rutgers University for tax purposes.
  - Awards/Prizes under $60.00 recipient's name.

- Check with your Administrative Advisor to determine if a gift, award, or recognition is appropriate.

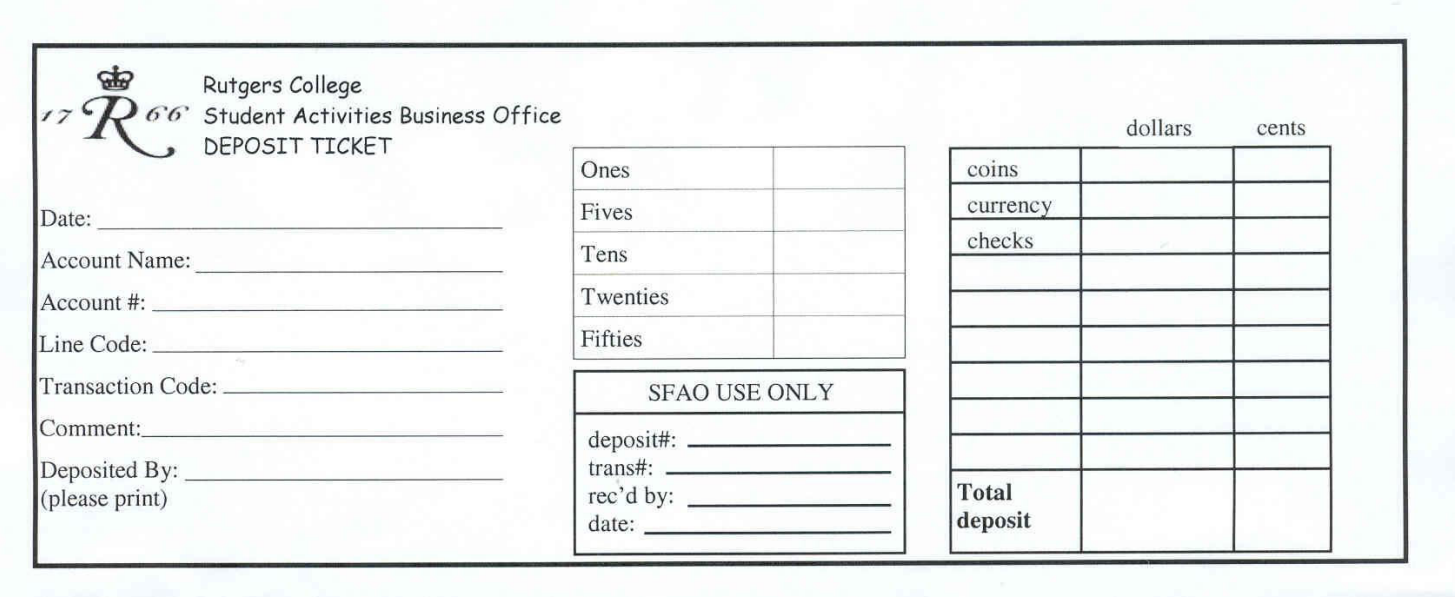
Deposits

- University policy states that no group or organization that maintains a SABO account may keep funds in an account outside of the University.

- All funds on hand or collected by a group with a SABO account, must be deposited at the SABO within one business day.

- Expenses must never be paid from collected cash. All collected funds must be deposited and then expenditures paid by University check.
- So, if you…
  - Host an event that accepts donations or charges for tickets…Deposit the funds.
  - Fundraise, collect dues, or plan to purchase items collectively…Deposit the funds.
  - Receive a donation or outside support for your group…Deposit the funds AFTER checking with the SABO and your Administrative Advisor that accepting such donation is appropriate.
  - Donations over $300.00 must be processed through the Rutgers Foundation. See the SABO for more information on this.

Deposits



Rutgers College
Student Activities Business Office
DEPOSIT TICKET

Date: _____
Account Name: _____
Account #: _____
Line Code: _____
Transaction Code: _____
Comment: _____
Deposited By: _____
(please print)

Ones	
Fives	
Tens	
Twenties	
Fifties	

SFAO USE ONLY
deposit#: _____
trans#: _____
rec'd by: _____
date: _____

	dollars	cents
coins		
currency		
checks		
Total deposit		

1) Fill out the ***Deposit Slip***
2) List all cash and checks being deposited (ex. Checks: 5@ $5, 2@ $10).
3) Make sure that all checks are made out to "Rutgers, the State University of New Jersey" not to a person or group.
4) On check add the Account Number and Line Code and Transaction Code only. Do not write anywhere else on checks.
5) Present completed slip and funds at SABO window.

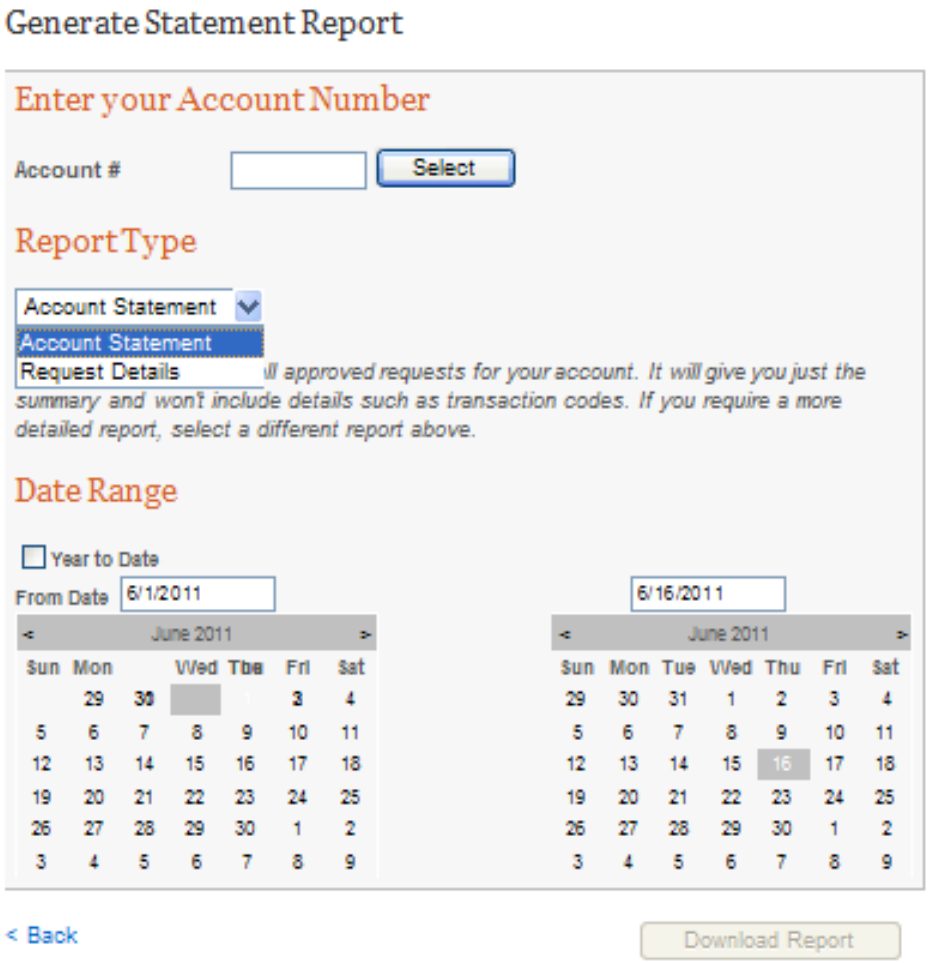
More on Deposits…

- Always keep the Deposit Receipt received once the funds have been accepted by SABO staff. Compare the receipt with your Account Statement.

- Any returned or "bounced" checks will debited from your account and any additional fees charged by the bank will be imposed. The checks will be returned to the Account Treasurer to pursue collection.

- Money collected from events held in Student Centers must be turned over to the Student Center staff immediately following the event. The Student Center staff will ensure that all funds are deposited at the SABO within 3 business days.

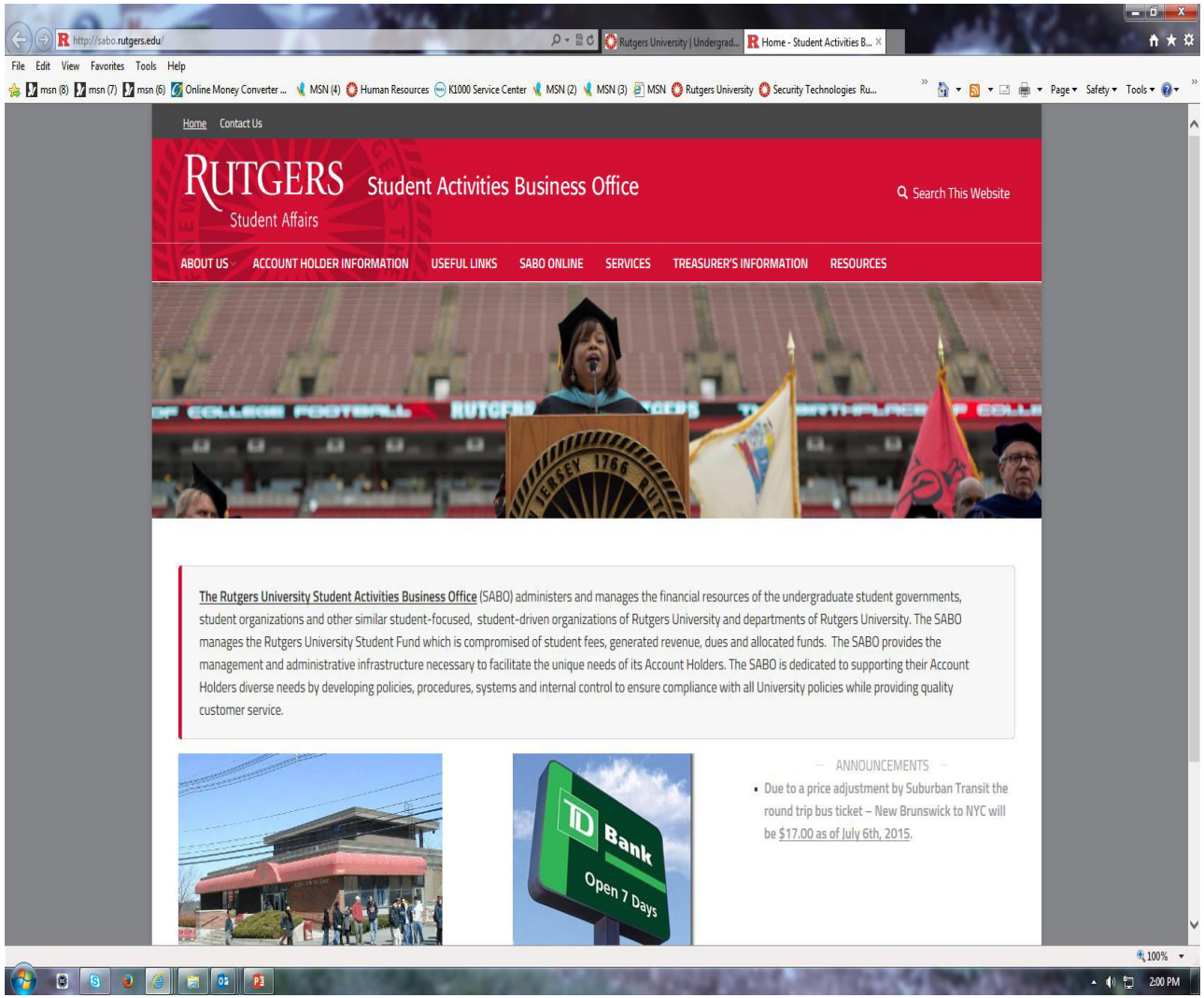
Keeping track of your statement!



1. Click on “Statements” from the Dashboard
2. Enter the Account Number and select either “Account Statement” or “Request Details”.
3. Keep the “Year to Date” box checked or unclick it to choose a specific date range.
4. Click “Download Report” to generate a .pdf of your specified statement.

Note: Statements do not reflect pending transactions. Statements reflect only transactions that have been posted to the account.

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



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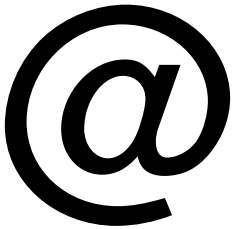
- Treasurer Information
- Forms
- Advisor Information
- Resources

Questions? Just Ask!



Email: sabo@echo.rutgers.edu

Phone: 848-932-6981

Location: Student Activities Center – Lower Level
College Avenue Campus
613 George Street