


# **SABO Student Activities Ledger (SAL)**

Advisor System Training  
Records Hall, Room 156



# Today's Session

- Goals
- Introduction to SABO
- Account Use and Responsibilities
- Accessing Your Account(s)
- Changes
- 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 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-5:00PM.

# 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. (ex. noted as 007/137/225 when account 007 uses Generated Revenue (Line 137) to pay for supplies or decorations (Transaction Code 225)).
- *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 **Administrative Advisor**. 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.*

# Your Responsibilities

- Advisors are encouraged to assist in the development of all budget and project plans.
- Advisors should be knowledgeable about the expectations of their department and supervisor(s) with regard to contracting, approving expenditures, and project, program, and travel planning.
- Advisors are encouraged to serve as a resource to students and colleagues throughout the university regarding SABO policies and functions.
- Advisors should be timely but also thorough and judicious when providing their approval for a request.



# 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-5:00PM.
- 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
- SABO Forms
- SABO Policies
- Resources
- Other Services



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.

A screenshot of the Rutgers SABO Online login page. The header is dark red with the Rutgers logo and the text "THE STATE UNIVERSITY OF NEW JERSEY". Below the header is a white box with the title "Log in to the Rutgers SABO Ledger System". On the left, there are two input fields: "Rutgers NetID" and "Password", and a "Log In" button. On the right, 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." A "Log In" link is visible in the top right corner of the page.

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: ssal | Your Account | System Admin | Log Out

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THE STATE UNIVERSITY OF NEW JERSEY

Home  
Rutgers SABO Ledger System

Filter Accounts by Name or Number

Account #	Name	Balance	
006	LATIN AMERICAN WOMENS ORG	\$694.89	<a href="#">more info</a>
008	PHILOCLEAN LIT. SOCIETY	\$0.00	<a href="#">more info</a>
009	BAHAJ CLUB	(\$229.61)	<a href="#">more info</a>
010	ALLEN HALL PROGRAMMING	\$0.00	<a href="#">more info</a>
011	ALLEN HALL GOVERNMENT	\$775.06	<a href="#">more info</a>

1 2 3 4 5 6 7 8 9 10 ...

**My Pending Requests** [View All](#)

Request	Type	Account	Date	Payee	Amount	Version	
C10324	Cash Advance	END/PHI SIGMA RHO (035)	7/25/2011	Candiece White	\$100.00	v1	<a href="#">Approve</a>
C10323	PERR	BAHAJ CLUB (009)	7/25/2011	Christopher Eng	\$100.00	v1	<a href="#">Approve</a>
C10252	PERR	LATIN AMERICAN WOMENS ORG (008)	6/30/2011	Timothy Ulrich	\$72.00	v1	<a href="#">Approve</a>

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

Request	Account	Date	Payee	Amount	
C10278	CROWNE PLAZA PROGRAMMING (1175)	8/24/2011	Mukul Acharya	\$100.00	<b>Past Due</b>
C10310	Residence Life Departmental Programming (1006)	7/25/2011	Lucas Greeley	\$30.00	
C10015	REC/SPORTS RU ROADRUNNERS CLUB (018)	7/25/2011	Stephan Pappas	\$0.50	
C10206	RUPA/EXECUTIVE (029)	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](#)

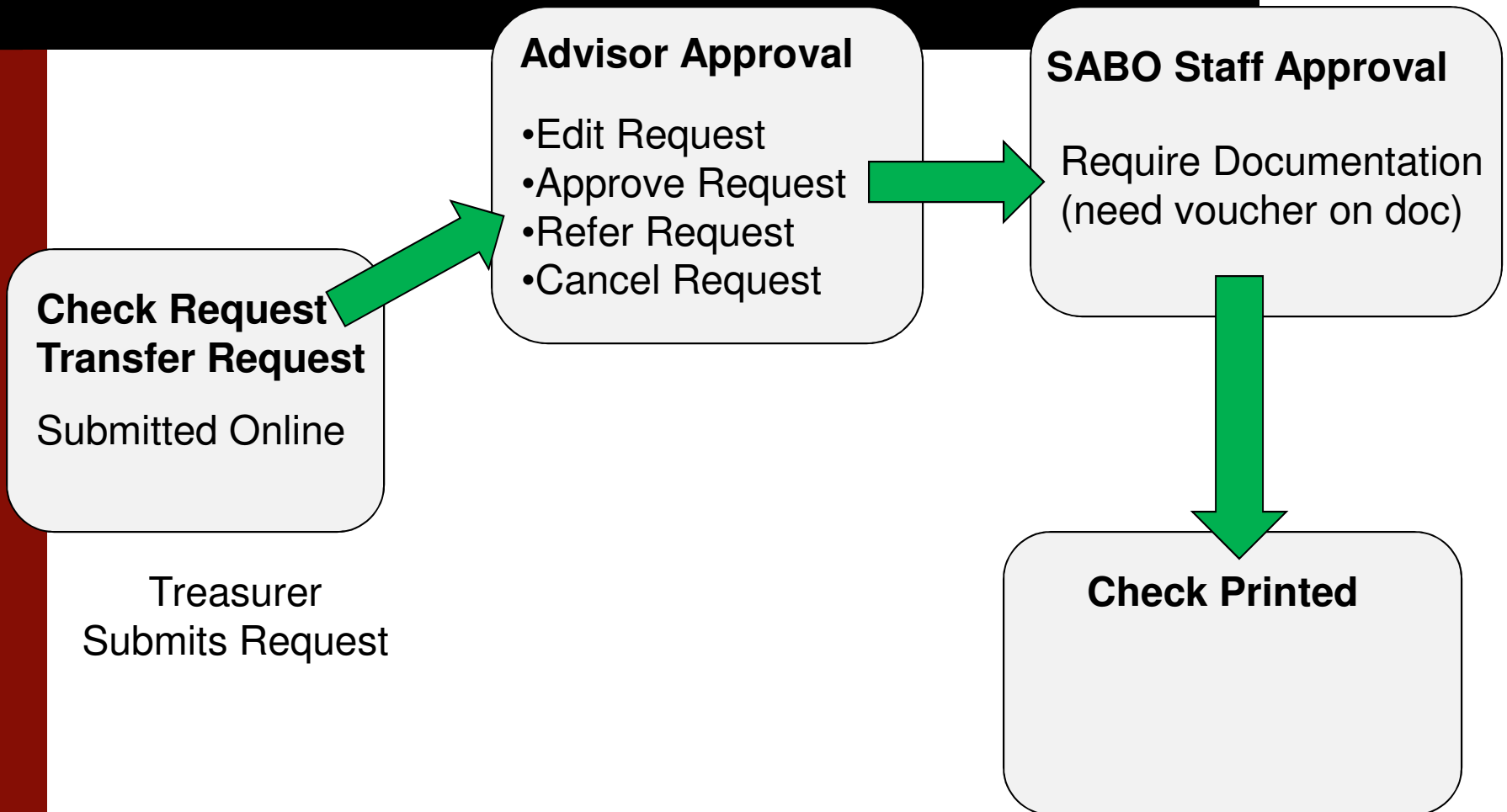
# System Changes

- **No longer require multiple login's for multiple accounts**
- **First approver is now auto-approved**
- **Net Id required for all Cash Advance and PERR requests**
- **Statements, request documents, and other paper are no longer emailed**
  - **Documents are ready and prepared immediately- The PERR request is entered on-line must be printed out and submitted to advisor with Receipts attached.**
  - **Cash Advance Reconciliation form is printed out at time of request or any other time by viewing the original voucher.**
  - **These documents can always be printed again if “lost or stolen”**
- **All documentation must be in SABO before a check is printed**

# Approvals

- Not much has changed
- 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



# Paper Documents

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

PERR Check Request Approval - C10323 v1

[Download PERR Form](#)

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

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

Check Information		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

- All check (and transfer) requests are done 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.*

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# Request Procedures (con't)

## Cash Advance Check Request

<b>Account Information</b> Account Name: BAHAI CLUB Line Code: 137   MISC GENERATED REVNU (change)		Balance (\$329.61) Balance (\$510.56)	<b>Payee Information</b> Payee NetID: <input type="text"/> <a href="#">Verify</a> Purpose of Request: <input type="text"/>
<b>Transaction Code</b> Code: Cash Advance	Amount: \$ <input type="text"/>		
<b>Check Information</b> 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	<b>Approver Information</b> 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>		

[< Back](#)

[Review Request](#)

# Request Procedures (con't)

- Cash Advance
  - Payee information
  - Net ID is required

Before:

<b>Payee Information</b>		
Payee NetID		
<input type="text"/>	<a href="#">Verify</a>	
Purpose of Request		
<input type="text"/>		

After:

<b>Payee Information</b>		
Payee NetID		
<input type="text" value="jdstroud"/>	<a href="#">Verify</a>	
Name		
<input type="text" value="John Stroud"/>		
Address		
<input type="text" value="123 Main Street"/>		
<input type="text"/>		
City	State	Zip
<input type="text" value="New Brunswick"/>	<input type="text" value="NJ"/>	<input type="text" value="08901"/>
Purpose of Request		
<input type="text"/>		

# Request Procedures (con't)

- PERR
  - Net ID is required and pre-populated
- Multiple Transaction Codes
  - Keep clicking add

**Payee Information**

Payee NetID  
jdstroud [Verify](#)

Name  
John Stroud

Address  
123 Main St

City State Zip  
New Brunswick NJ 08901

Purpose of Request

**Transaction Code(s)**

Code	Description	Amount	
Select . . .		\$	<a href="#">Add</a>

# 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	State	Zip	
Monmouth Junction	NJ	08852	
Purpose of Request	SABO Demonstration		

### Transaction Code(s)

Code	Amount
Cash Advance	\$150.00

Total Transaction Amount	\$150.00
--------------------------	----------

Line Code Balance	<b>-\$660.56</b>
-------------------	------------------

### 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](#)



# Request Procedures (con't)

- Transfers

- Transfers will only be able to be completed online and with the approval of the Administrative Advisor.
- 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 the transfer is only for 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.)

# Request Procedures (con't)

- Transfers

Welcome: chriseng | Your Account | Log Out

**RUTGERS**  
THE STATE UNIVERSITY OF NEW JERSEY

Home > Transfer Request

### Transfer Request

**Select the account to transfer funds FROM:**

Account #   Account Lat

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 #   Account Lat

**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)


- Questions about Requests?

# System Demonstration

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

Log in to the Rutgers SABO Ledger System

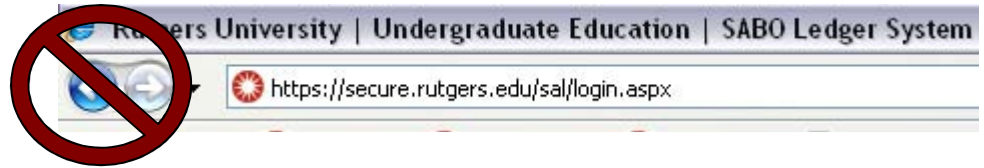
<p>Rutgers NetID</p> <input type="text"/>	<p><b>Welcome to the SABO online payment system.</b></p> <p>This system is designed for account holders of the Student Activities Business Office.</p> <p>All account holders and users must be registered with their appropriate Advising Unit for access to the online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



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



[Home](#)

# 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	<a href="#">more info</a>
008	PHILOCLEAN LIT. SOCIETY	\$0.00	<a href="#">more info</a>
009	BAHAI CLUB	(\$329.61)	<a href="#">more info</a>
010	ALLEN HALL PROGRAMMING	\$0.00	<a href="#">more info</a>
011	ALLEN HALL GOVERNMENT	\$224.06	<a href="#">more info</a>

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	<a href="#">Approve</a>
C10323	PERR	BAHAI CLUB (009)	7/25/2011	Christopher Eng	\$100.00	v1	<a href="#">Approve</a>
C10252	PERR	LATIN AMERICAN WOMENS ORG (006)	6/30/2011	Timothy Uhrich	\$72.00	v1	<a href="#">Approve</a>

### 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)

[Home](#)

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Filter Accounts by Name or Number

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006	LATIN AMERICAN WOMENS ORG	\$694.89	<a href="#">more info</a>
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009	BAHAI CLUB	(\$329.61)	<a href="#">more info</a>
010	ALLEN HALL PROGRAMMING	\$0.00	<a href="#">more info</a>
011	ALLEN HALL GOVERNMENT	\$224.06	<a href="#">more info</a>
			1 2 3 4 5 6 7 8 9 10 ...

### My Pending Requests

[View All](#)

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### Un-Reconciled Cash Advance

**5** request(s)

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### 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](#)

# System Demonstration (con't)

[Home](#)

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009	BAHAI CLUB	(\$329.61)	<a href="#">more info</a>
010	ALLEN HALL PROGRAMMING	\$0.00	<a href="#">more info</a>
011	ALLEN HALL GOVERNMENT	\$224.06	<a href="#">more info</a>
		1234567890...	

### Submit Request

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- [Transfer Request](#)

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

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

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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

Filter Accounts by Name or Number

Account #	Name	Balance	
006	LATIN AMERICAN WOMENS ORG	\$694.89	<a href="#">more info</a>
008	PHILOCLEAN UT. SOCIETY	\$0.00	<a href="#">more info</a>
009	BAHAI CLUB	(\$329.61)	<a href="#">more info</a>
010	ALLEN HALL PROGRAMMING	\$0.00	<a href="#">more info</a>
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1 2 3 4 5 6 7 8 9 10 ...

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**Un-Reconciled Cash Advance** 5 request(s)

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**Submit Request**

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

**Search**

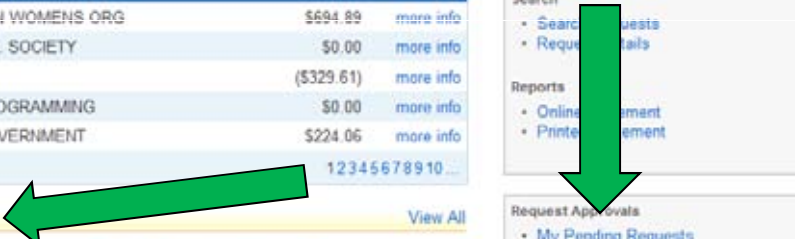
- [Search Requests](#)
- [Request Details](#)

**Reports**

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

**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									
<input type="text"/>									
<input type="button" value="Reset"/>									
From Date	To Date	Request Type	Request Status						
7/1/2010	7/26/2011	All ...	All ...						

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

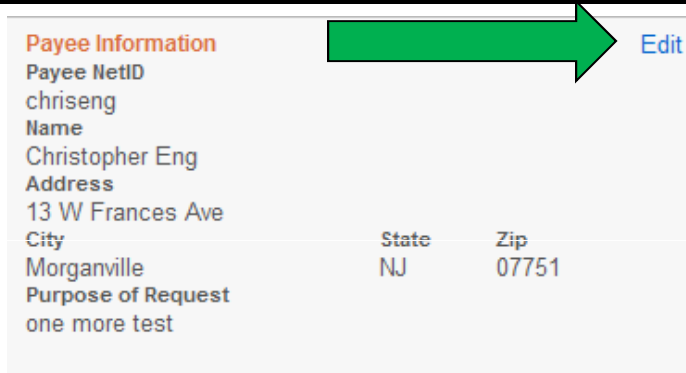
Voucher #	Date	Type	Payee	Account	Line	Purpose	Ref #	Status	Amount
C10329	7/26/2011	Invoiced Vendor	Joes Sub Shop	009   BAHAI CLUB	317	fgtgdg	gfgdf	Submitted to SABO for Approval	\$3.00
C10328	7/26/2011	Invoiced Vendor	Joes Sub Shop	009   BAHAI CLUB	317	fgtgdgfg	dfdfd	Submitted to SABO for Approval	\$2.00
C10328	7/28/2011	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
T36049	7/21/2011	Transfer	To Account: 20 Line: 114	009   BAHAI CLUB	137	asdf	N/A	Approved	\$123.45
T36548	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](#)

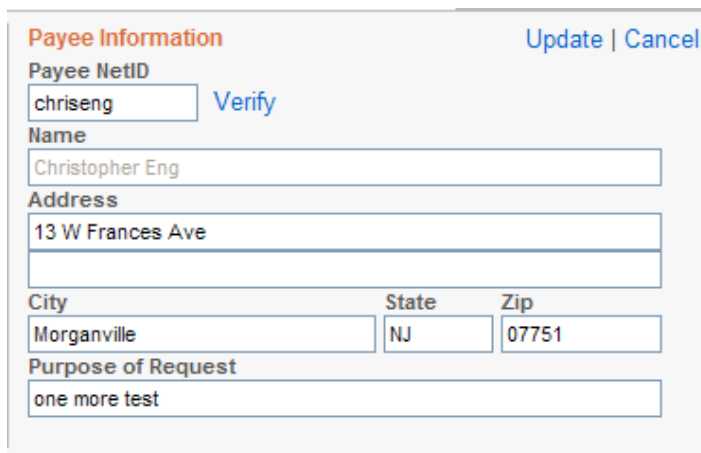
Payee NetID  
chriseng

Name  
Christopher Eng

Address  
13 W Frances Ave

City	State	Zip
Morganville	NJ	07751

Purpose of Request  
one more test



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

Payee NetID  
 [Verify](#)

Name

Address

City	State	Zip
<input type="text" value="Morganville"/>	<input type="text" value="NJ"/>	<input type="text" value="07751"/>

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

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

Check Information	Approver Options For Stanley Su
Full Description	Comments
this is the full description of the check	
Check Delivery	
Pick-Up	
	Refer to
	<input checked="" type="checkbox"/> Select . . .
	<input type="button" value="Cancel Request"/> <input type="button" value="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		Payee Information	
Account	Balance	Payee NetID	
009   BAHAI CLUB	(\$329.61)	chriseng	
Line Code	Balance	Name	
317   OVERHEAD EXPENSES	\$180.95	Christopher Eng	
		Address	
		13 W Frances Ave	
		City	State
		Morganville	NJ
		Purpose of Request	Zip
		one more test	07751

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

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



# Contacts

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