



How to View your Budget

1. Sign in at falconsconnect.uwrfl.edu and click on your org under Memberships

Memberships

- 2 2017-2018 Admitted Students
- C Crabtree Hall
- J Johnson Hall
- O Office of Student Involvement

Office of Student Involvement

Member Since August 2019

The Office of Student Involvement provides students with opportunities for involvement that range from leadership development to fraternity/sorority life, diversity education and service.



MANAGE ORGANIZATION

CONTACT

WE ARE FALCONS

Do Stuff

2. Click on Manage Organization

3. Click on this button in the top left corner to open your organizations menu

- Home
- Events
- Organizations
- News
- Forms
- Admin

CURRENT ORGANIZATIONS

- Student Invo...

4. Click the settings button next to your orgs name, then click on Finance

MY ORGANIZATIONS

- Student Invol...

LINKS

- Student Organization Handb...
- Event Calendar
- Student Involvement
- Report It
- Falcon Forward Event Planni...
- Release Notes
- Privacy
- Support

Manage Home

ORGANIZATION TOOLS

- About
- Roster
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Finance
- Service Hours

5. Click the 'Budget' button to view all of your organizations budgets. You can also click on 'Purchase' to go back to your organization's purchase requests.

Purchase Requests

Budget Purchase Funding

Search

6. When viewing your budgets you can click on any budget to view more information about it.

Owen Friesen
Event2 \$2,000.00
No. 89075 | Submitted Aug 19, 2020 | Status: Approved

7. On the right side of this page you can see if your budget has been accepted or not

Request History

✓ **Approved**
8/19/2020, 1:46PM by Stephanie Kaminski

📄 **Submitted**
8/19/2020, 1:42PM by Owen Friesen

8. You can also click on Additional Information or Budget to explore your budget even further.

REQUEST

ADDITIONAL INFORMATION

BUDGET

8. Clicking the Budget button allows you to view your specific budget as well as the individual line items within the budget item.



Budget Section:

On-Campus Event

Please keep the line item name and descriptions general (for example: "supplies" instead of pens and paper).

1. food	Food	1 x \$1,000.00	\$1,000.00
2. Pens	Supplies	1 x \$1,000.00	\$1,000.00

Remaining: **\$0.00**