RUTGERS

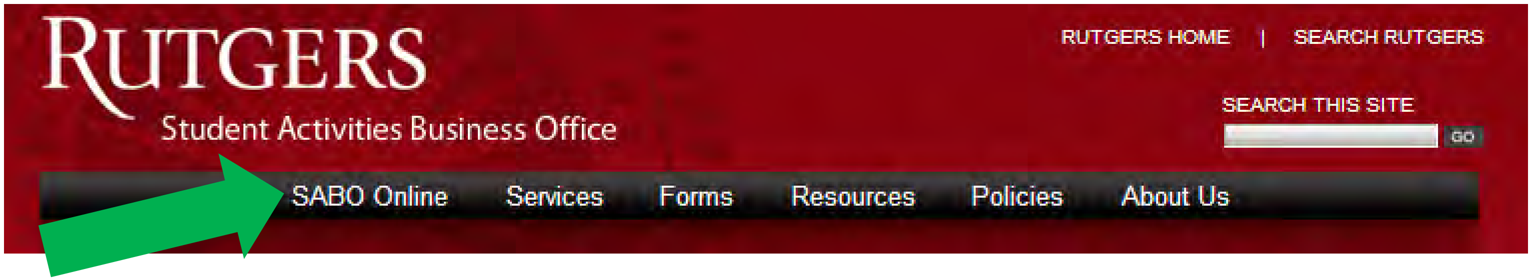
Rutgers University

Student Activities Business Office

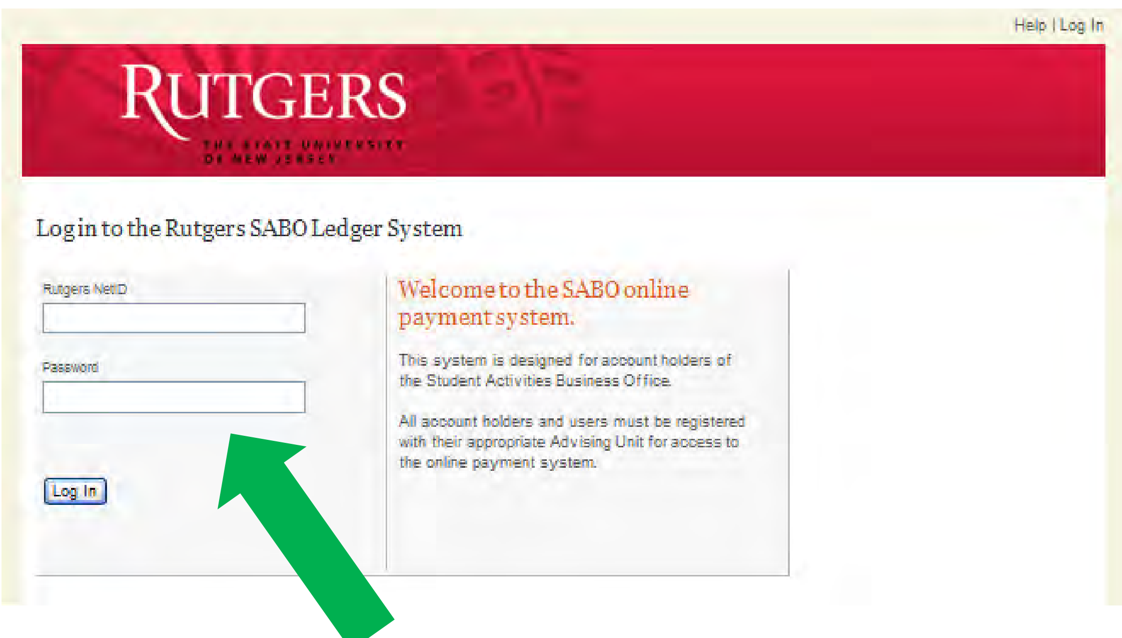
Treasurer’s Virtual Tool Kit

Website: http://sabo.rutgers.edu Email: sabo@echo.rutgers.edu

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.
You must be a registered user to enter the system.
Contact your advising area for

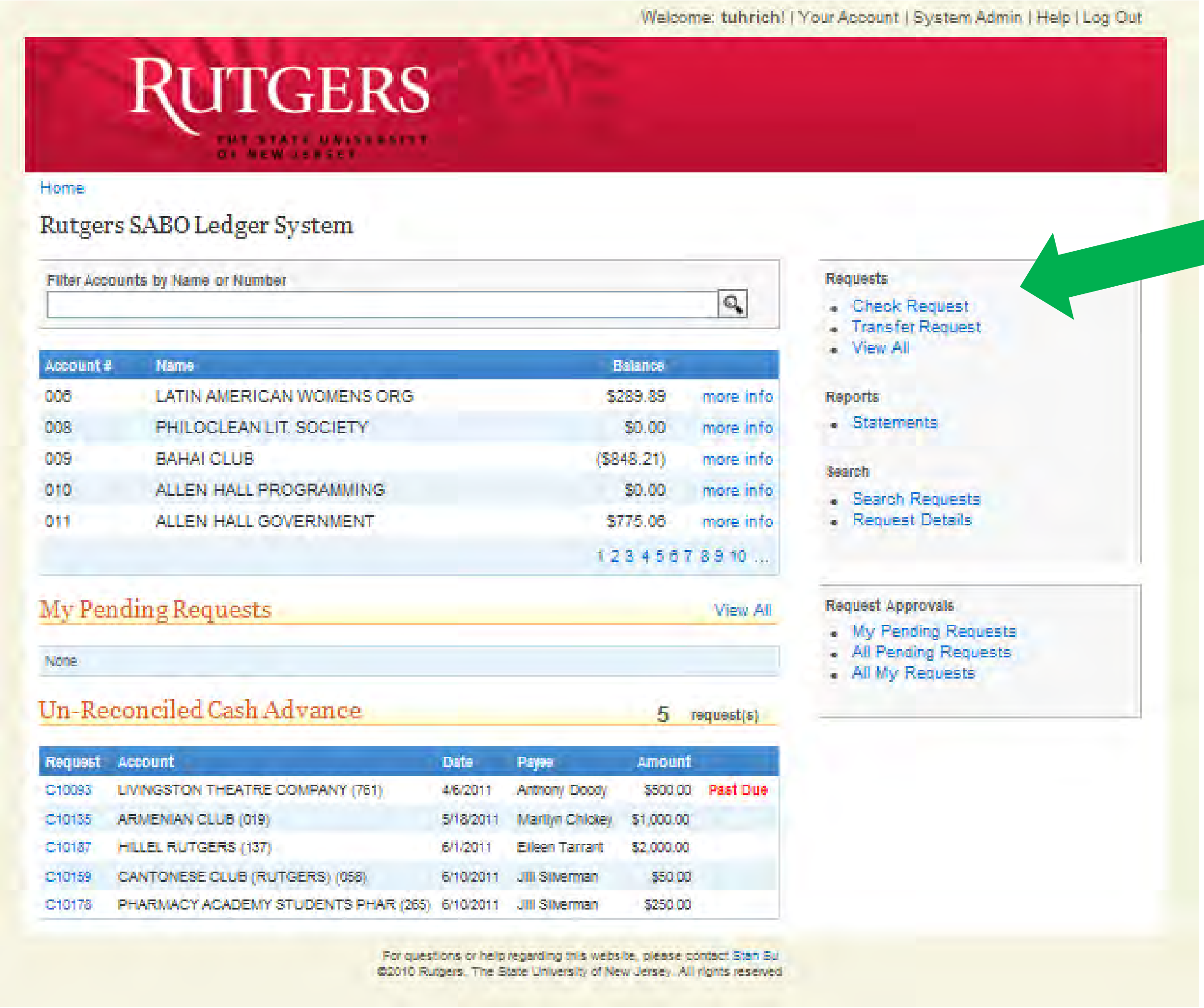
SABO Online Dashboard

Your Dashboard displays:

- **Account Balances**

And has links to:

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



A check request can be for:

- 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, 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 to pay an Invoice-bill or contract?

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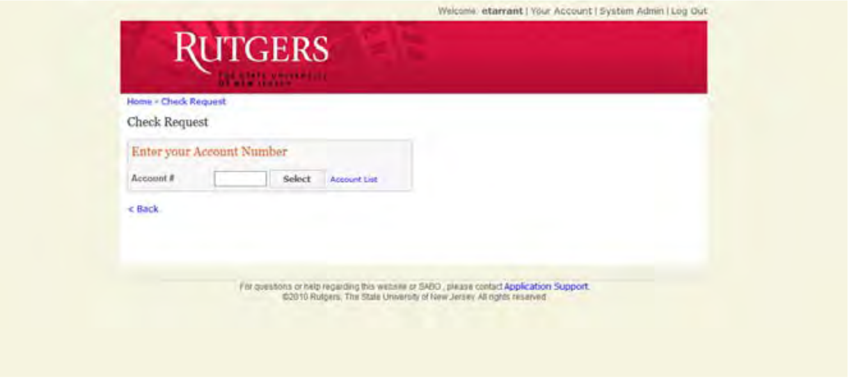
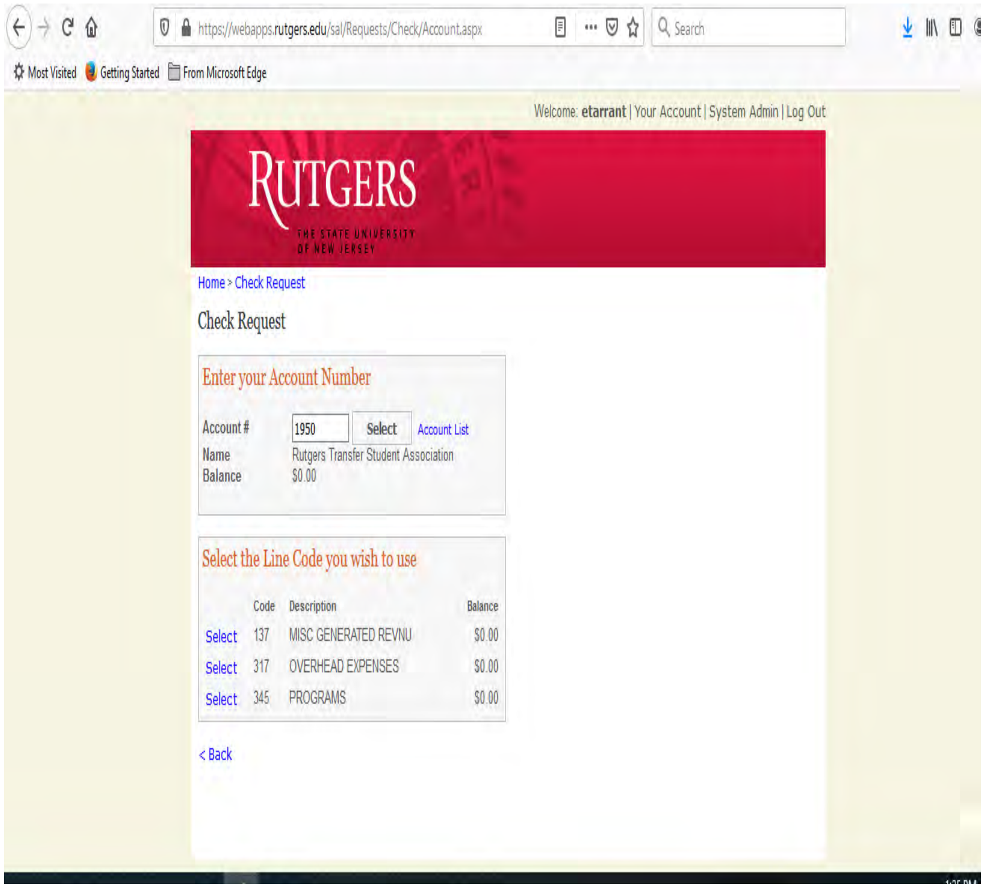


- After you review the dashboard information and know your accounts balance you may begin to process a check request.
- Click check request on the right hand side of the dashboard page and enter your account number



What is a line code?

Once you enter your account number it will ask for line code.

Line code is determined by what funds to use. Generated revenue is money your organization fundraised. Your allocated funds depending on the your governing area may be called, programs, res life allocation, engineering allocation recreation allocation. <u>Be sure you line code is funded.</u>

Choose your line code and hit continue.

Check Request Transactions

- After you have chosen the check request option on the dashboard and entered your account number and line code you will be asked the simple question of :
- Who or what you are paying for?
- Depending on your answer the next few slides will guide you through the check request process.

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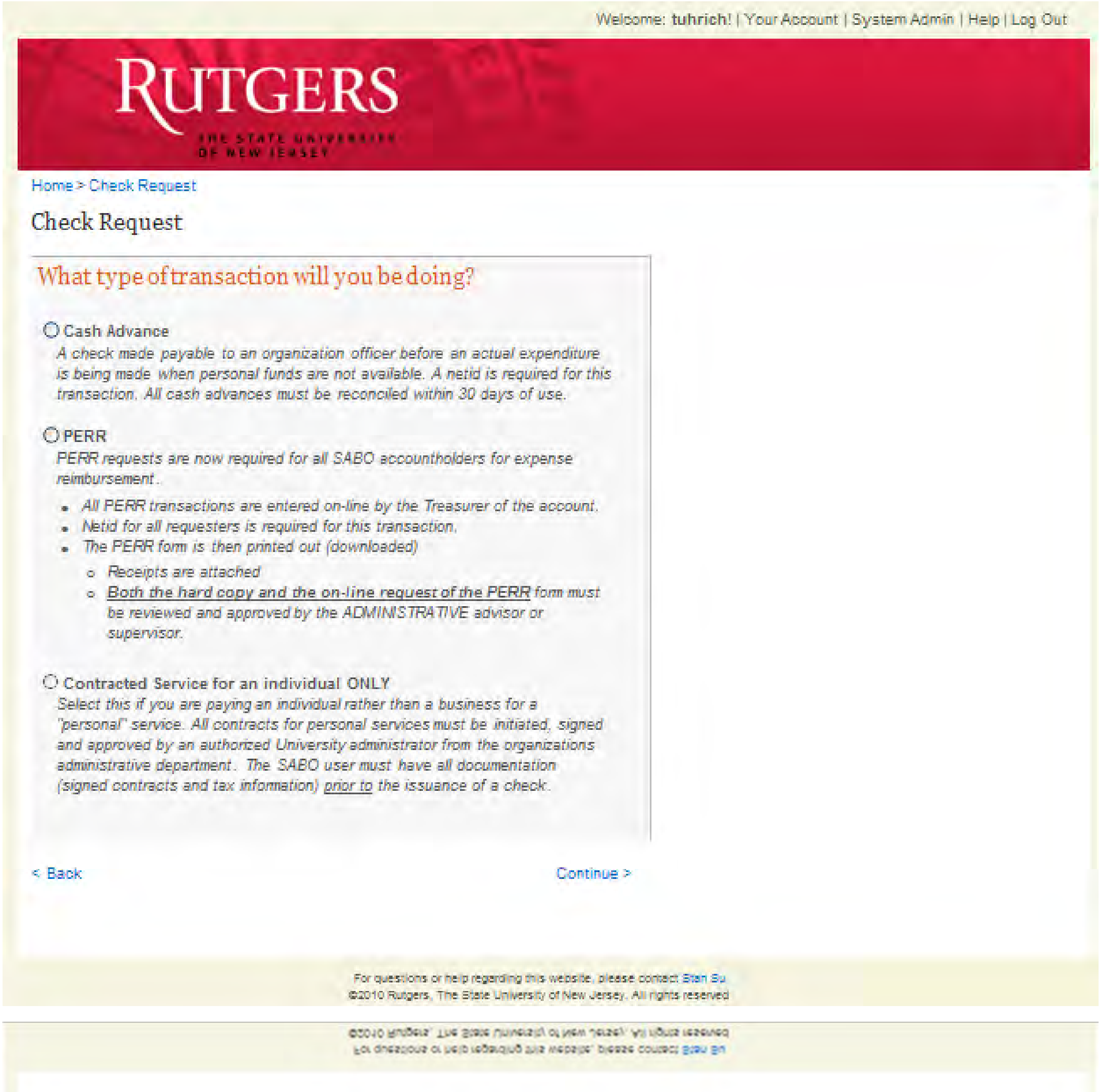

Welcome: tuhrich! | Your Account | System Admin | Help | Log Out

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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.

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

- Most common Check Request is to pay a person
- In virtual only 2 types of transactions can be used to pay a person
- PERR
- Contracted Individual
- Cash advances are not available

PERR Process

As with all of your requests, please be sure you are following the guidelines established by your individual governing area.

- The PERR transaction is used to pay members of your organization for funds they have spent out of pocket. A Net ID is required
- You as the treasurer must insure that the expenses submitted to you are legitimate and your organization has the funds to reimburse you or your members their out of pocket expenses.
- All members must scan or share their receipts with you for review and be entered by you at SABO on line.
- All submissions to you and to your advisor must be readable, clear and tell a story, with a description of what was purchased, and for what it was used for.
- You will for each line enter each receipt on the PERR form(do not enter every item on each receipt)
- Generate ONE PERR form per member, (please do not submit multiple Perr request to the same individual at the same time)with receipts and scan/share/submit to your advisor for review and then approval on line.
- Please be sure the students address appears on the PERR form, as all checks will be mailed out.

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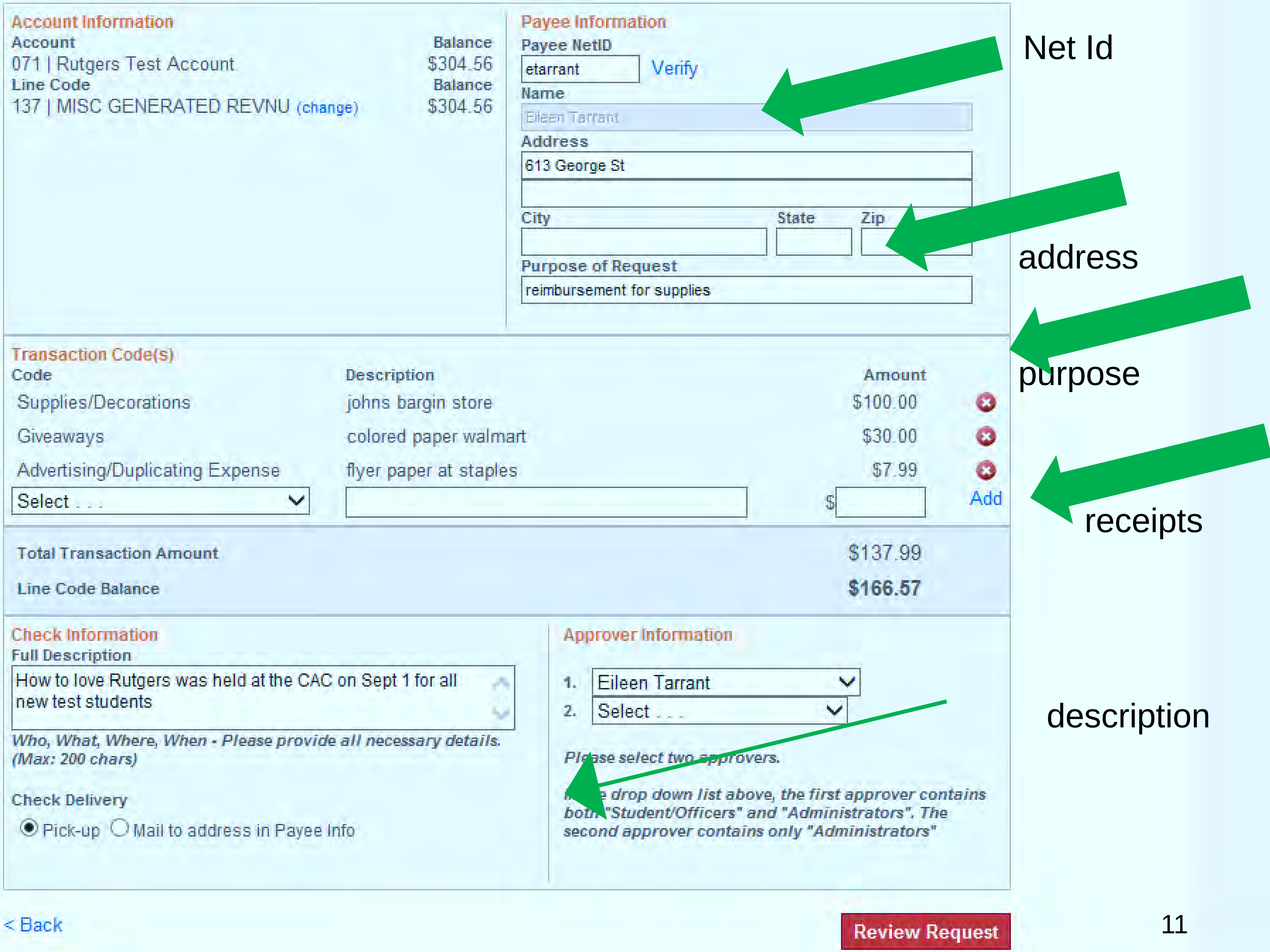
PERR Documentation

- After entering the Personal Expense Reimbursement Request (PERR) a Check will be generated through the SABO Online system. Please be sure an address is included on all requests.
- The Treasurer <u>will need to scan the PERR form</u> and receipts to your advisor for approval . The advisor will review and send to SABO to process payment. All PERR must be submitted to advisor within 30 days of the expense.
- Receipts must include: vendor name, address, phone number and all items listed separately. <u>Proof of payment type must be included</u>.
  - If receipt does not include this information, you must add it.
  - If receipt does not have clear payment information a credit card statement must be submitted.
  - Receipts with personal items <u>will not</u> be accepted.
  - <u>Multiple PERR forms to an individual submitted together will not be accepted</u>.
  - Please use one PERR form per student at the time the receipts are scanned over to you.
  - If something was purchased on line, we must proof the item was paid for-order forms are not accepted.


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.
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
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

can form and receipts and submit to your advisor for review.. Be sure to have proof of ayment included with the receipts.

Contract/service agreements

- All contacts must be negotiated, and executed by your advising department. According to your advising areas 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.
- Never pay an outside party out of pocket.
- Consult with your advisor if you need a contract or if you are unsure if a contract is necessary.

Not paying a person?

- There may be times your organization will not be paying a person.
- The following slides include detailed instructions on how to pay :
  - Rutgers Departments
  - Invoices
  - Invoices for swag or Rutgers gear
  - A contract to an outside entity that is not a person
  - A donation

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

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Home > Check Request

Check Request

Who are you paying?

- ○ Person
- ◉ Rutgers University
- ○ Vendor
- ○ Donations
- ○ Adjustment Withdrawal (admin access only)

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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	Description	Amount	
Select . . .		$	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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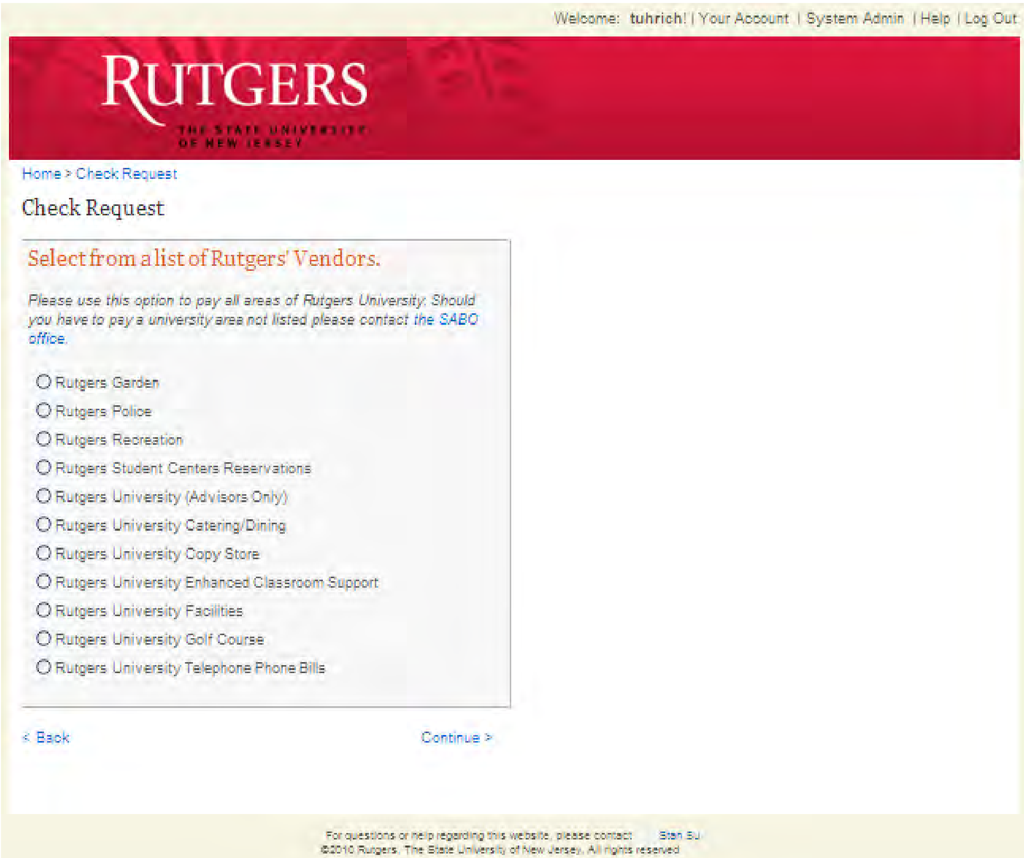
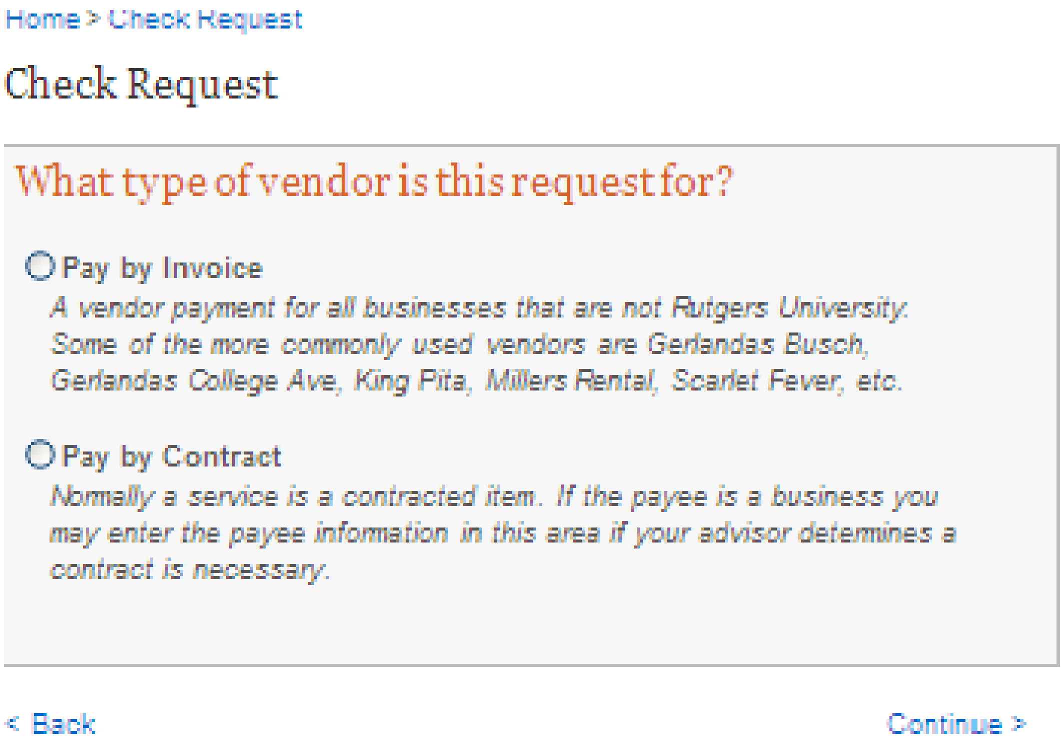
Review Request



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 an invoice or detailed explanation to process a check.

Pick out the RUTGERS VENDOR you wish to pay.



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.

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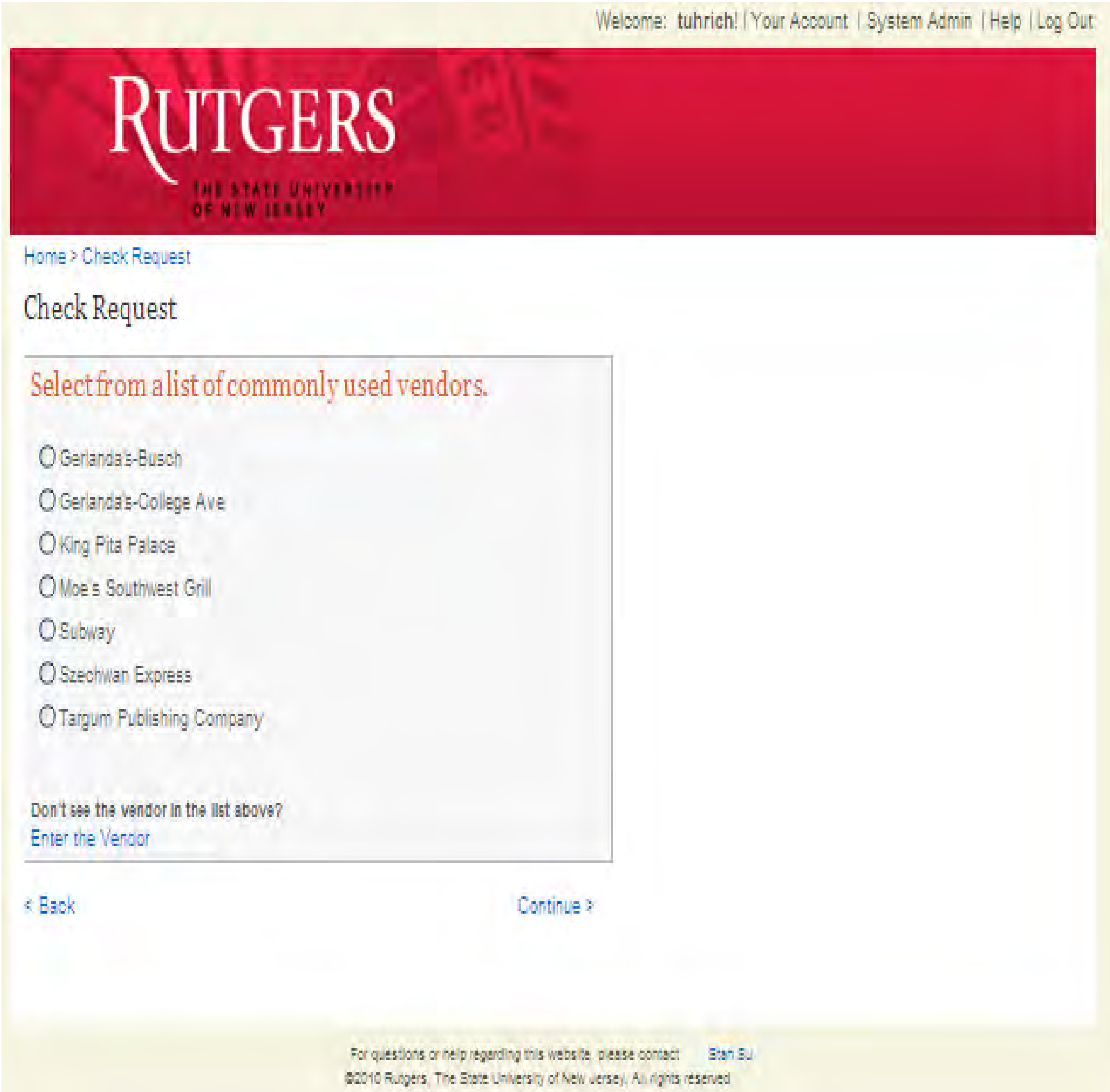
Check Request – Vendor

- 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.

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Home > Check Request > Form

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	Description	Amount	
Select . . .		$	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

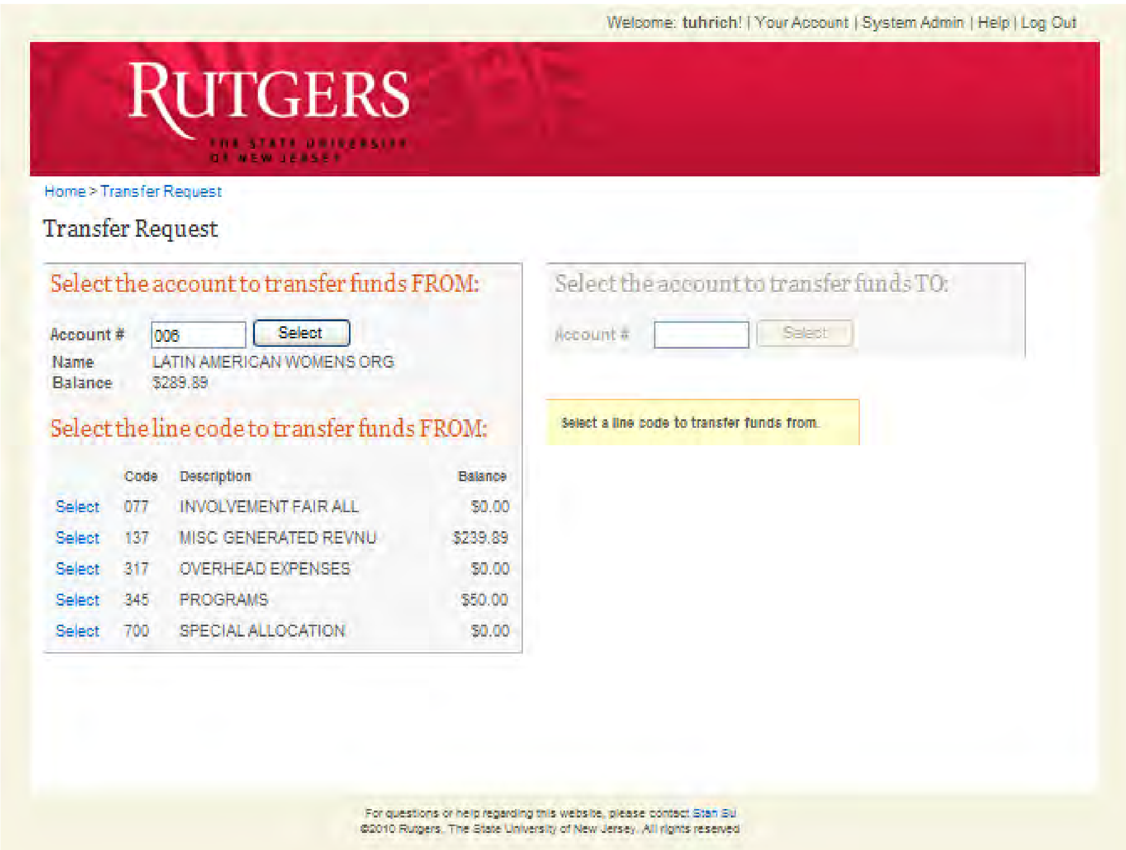
What Happens After I Submit My Check for non person request?

1. Write down the "C" number-(check request) on your supporting documentation.
2. Email or notify your Advisor that a request has been submitted and requires attention.
3. All documentation with the "C" number must be submitted to your advisor for review and passed on to SABO.
4. Once the request is approved and appropriate documentation is at SABO, checks will mailed out to all vendors.

Fundraising, Sponsorships and Donations

- In our virtual environment all organizations are advised to use the Rutgers University Foundation.
- Sponsors and Donors may donate directly to your organization on –line or check.
- Please ask all sponsors/donors to be sure the name of your organization is listed.
- For special events please have you advisor contact your areas development officer for special handling.
- For fundraising for your organization we use Foundation One, which is similar to crowdfunding. For more details on this please contact kyle.post@ruf.rutgers.edu

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

- **Please consult with your specific area for new virtual spending policies.**
- **Please be aware there will be purchasing restrictions on Rutgers swag, uniforms, tee shirts etc. Any item with the Rutgers name will have to be purchased through a new portal with a new vendor.**
- **There is a new vendor that will be supplying all of these items for Rutgers which includes all departments and organizations. Everyone is required to use this new vendor. More information will be forthcoming in the upcoming weeks.**

Deposits

- Fill out the Deposit information and submit with a check to :

  Student Activities Business Office

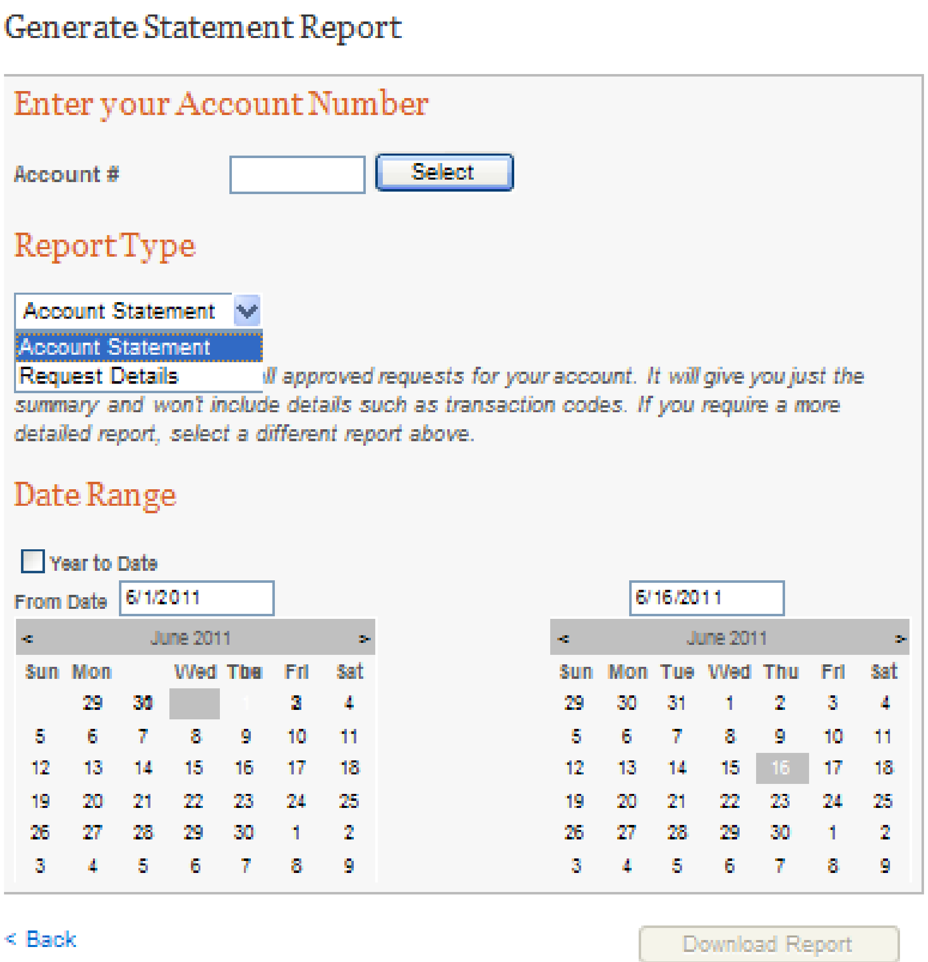
  613 George St

  New Brunswick, NJ 08901

- Make sure that all checks are made out to “Rutgers, the State University of New Jersey” not to a person or group.

- On check add the Account Number and Line Code and Transaction Code only. Do not write anywhere else on checks.

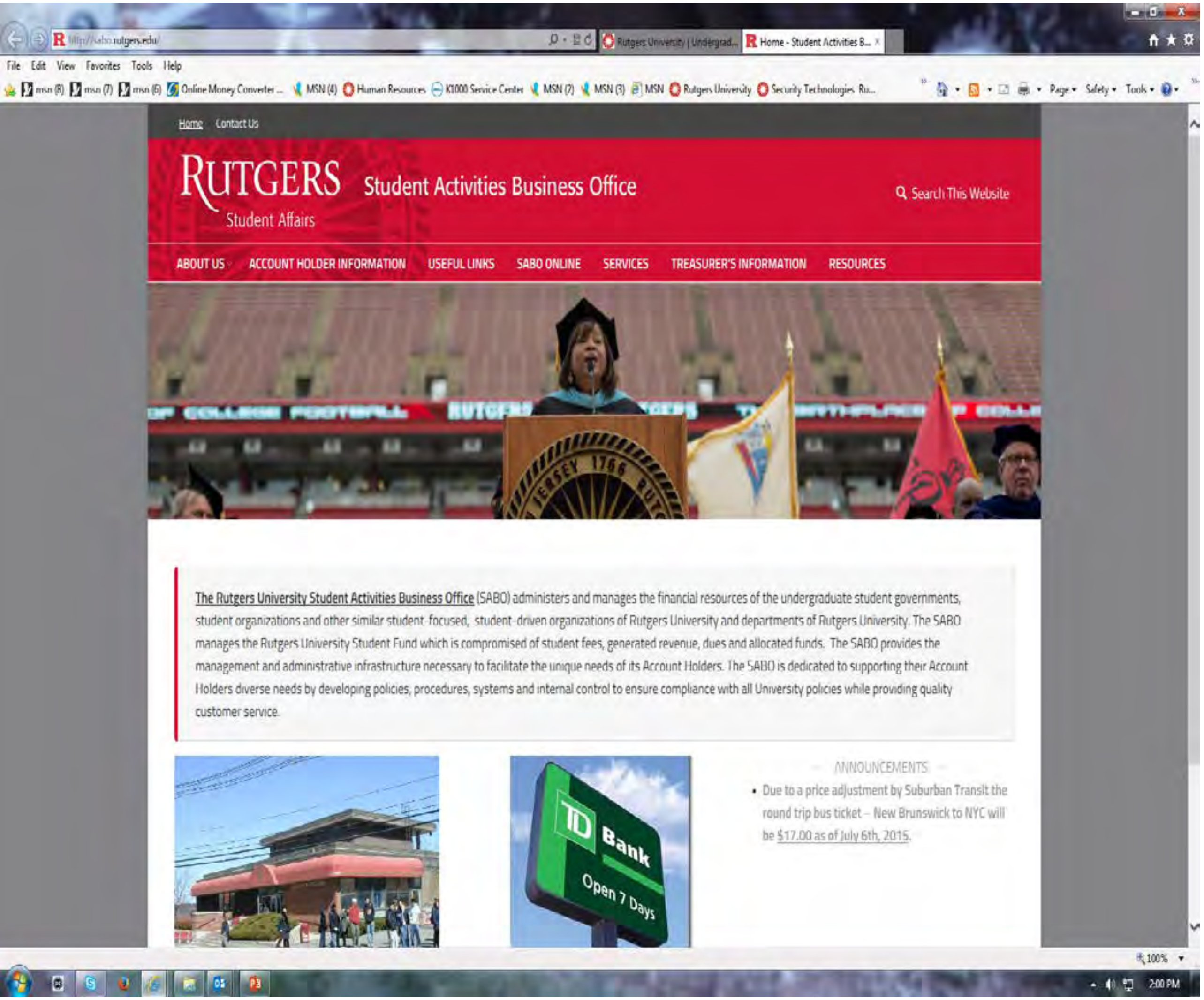
Keeping track of your statement!



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



From here, you can access:

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

Questions? Just Ask!

Email: sabo@echo.rutgers.edu

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