1. **Introduction**

The Budgeting module will allow SMUSA’s Finance Secretary to keep track of each CCA’s budgets. Using this module will reduce human errors such as budgeting more than what the actual budget is. This will give SMUSA’s Finance Secretary an overview and have full control of every club’s budget. Thus, each CCAs will know how much they have budgeted and spend within that amount.

Once Student Association Council approves the budget, SMUSA’s Finance Secretary will insert the allocated amount for each CBD. Subsequently, each CBD’s Finance Secretary will insert the budgeted amount for their respective CCAs.

1. **Objective of Document**

The objective of this document would be to describe the various business processes in the budgeting process that would be catered in the uClaim system. The table below outlines the processes covered in the Budgeting module:

|  |  |
| --- | --- |
| Index | Process |
| BGT 1.1 | Assign Budget Process |
| BGT 1.2 | Amend Budget Process |

For each of the processes outlined, a short description together with the related business rules would be covered. A process flow diagram will highlight the task order as well as the relevant users involved in the process.

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1. **Business Process Specifications**

**BGT 1.1: Assign Budget Process**

Process Information.

|  |  |
| --- | --- |
| **Basic Information** | |
| **Business Process ID** | BGT 1.1 |
| **Name** | Assign Budget Process |
| **Brief Description** | SMUSA Finance Secretary will given a budget estimate for all club’s activities for that semester.  Each CCA will propose a budget that they need and negotiate with their respective CBD. After negotiation, every CBD will consolidate the respective budget requests of their child CCAs.  SMUSA’s Finance Secretary & SMUSA’s President, together with every CBD’s Finance Secretaries, will meet to discuss on the budget proposal. The discussion will reach completion once everyone is agreeable with the budget that is allocated to each CCA.  All CBD’s presidents and SMUSA Executive Committee will sit together to endorse the finalized budget.  The endorsed budget will then be reviewed and approved by Office of Finance (OFIN).  Once the budget has been approved by OFIN, SMUSA Finance Secretary will allocate the budget according to the budget. |
| **User Roles Involved** | SMUSA Executive Committee, CCA/ School CBD Finance Secretary. |
| **Entry and Exit Criteria** | |
| **Entry** | SAC approved budget |
| **Exit** | Finalized budget |
| **Business Rules** | |
| 1. CCA finance secretaries to close events, allowing the excess budget to flow back into the overall budget. | |

Process Flow Diagram



|  |  |  |
| --- | --- | --- |
| **Process Step ID** | **Name** | **Description** |
| BGT1.1.1 | Upload budget for CCAs | SMUSA Finance Secretary will upload the budget for all CCAs |
| BGT1.1.2 | Send notification to CCA/CBD Finance Secretaries of Budget Entry | Once the budget has been uploaded for each CCA, the system will send a notification to other Finance Secretaries, informing them that their budgets have been uploaded. |
| BGT1.1.3 | Create events by entering details | When they receive their budget, they will need to fully utilize it by creating events. All CCAs must complete their event creation within 14 days. Once the 14 days are over, the CCA budget will be frozen and will not be able to be allocated to any more events. |

**BGT 1.2: Amend Budget Process**

Process Information.

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| --- | --- |
| **Basic Information** | |
| **Business Process ID** | BGT 1.2 |
| **Name** | Amend Budget Process |
| **Brief Description** | Once the initial budget has been uploaded, the SMUSA Finance Secretary can edit the budget of a specific CCA should there require a change. |
| **User Roles Involved** | SMUSA Exco, CCA/ School CBD Finance Secretary |
| **Entry and Exit Criteria** | |
| **Entry** | Request from CCA |
| **Exit** | NIL |
| **Business Rules** | |
| 1. Only the SMUSA Finance Secretary is allowed to make the amendments. | |

Process Flow Diagram



|  |  |  |
| --- | --- | --- |
| **Process Step ID** | **Name** | **Description** |
| BGT1.2.1 | Upload budget for CCAs | SMUSA Finance Secretary can edit the budget of a particular CCA. |

**Budget Editing Rights**

|  |  |  |
| --- | --- | --- |
| **User** | **Timeframe** | **Type of Budget** |
| SMUSA Financial Secretary | During the 14 days | Any Main Budget (e.g. CCA, CBD, SMUSA) |
| SMUSA Financial Secretary | After the 14 Days | Any Main Budget (e.g. CCA, CBD, SMUSA) |
| SMUSA Financial Secretary | During the 14 days | Any Event Budget |
| SMUSA Financial Secretary | After the 14 days | Any Event Budget |
| CBD Financial Secretary | During the 14 days | Own Event Budget and Event Budgets of Child CCA |
| CBD Financial Secretary | After the 14 days | Event Budgets of Child CCA |
| CCA Financial Secretary | During the 14 days | Event Budget of his CCA |