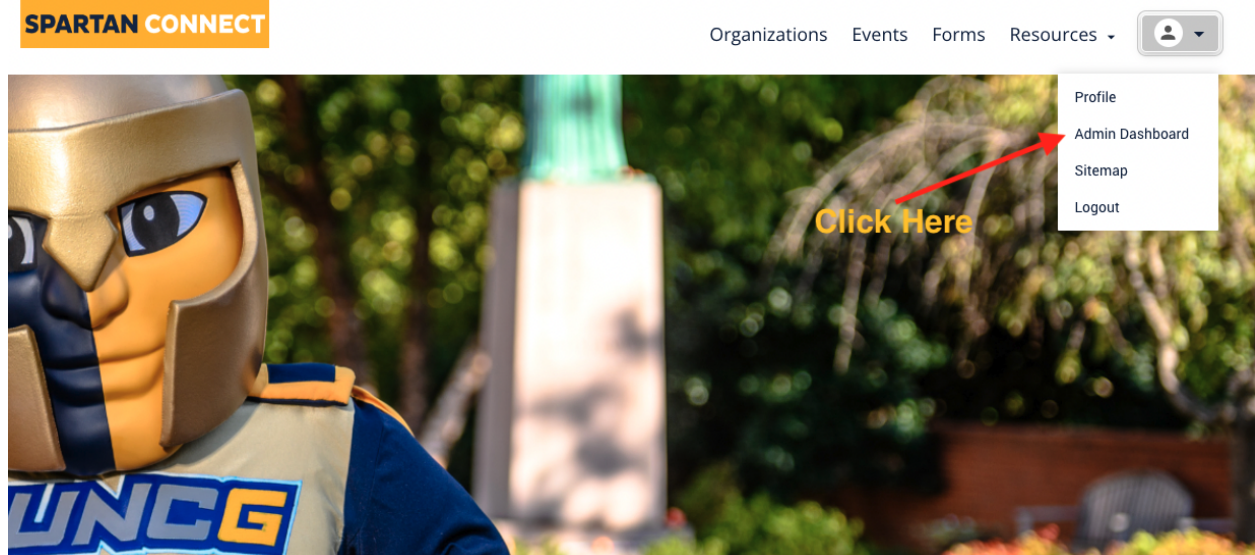


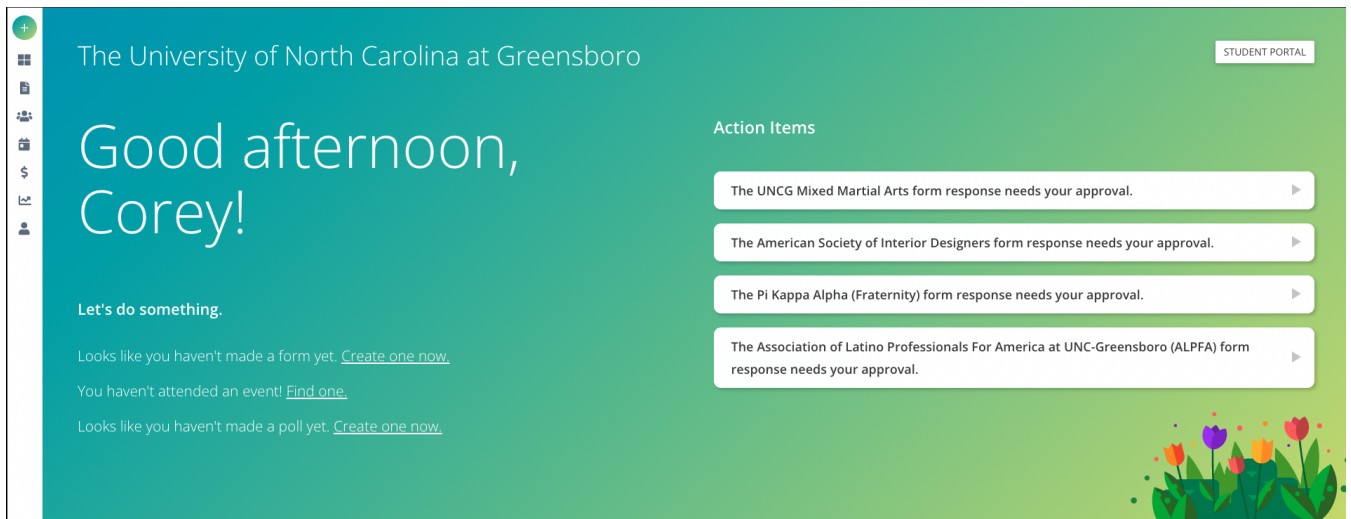
You need to fill out this form in order to gain access to the finances in Spartan Connect:
<https://uncg.presence.io/form/spartan-connect-admin-access-request>

Login using your UNCG Login/Password

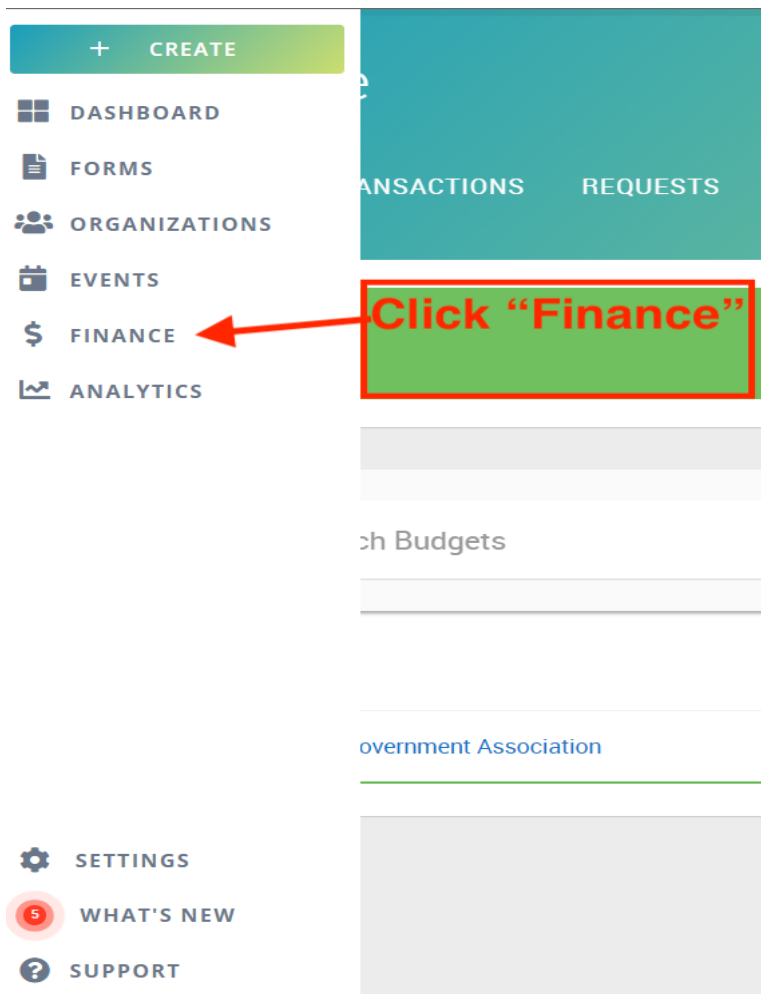
Click the profile icon drop down (Top Right)- click admin dashboard which takes you to your page



This takes you to your dashboard:



Hover your mouse over the left control panel and select "finance":



You should see an account labeled "Student Government Association"- click this account:

The screenshot shows the Finance dashboard with a teal header and a green sidebar. The main content area has a teal background with the word "Finance" and a "CREATE" button. Below the header are tabs for "BUDGET", "TRANSACTIONS", and "REQUESTS". A green bar displays "\$403.50 Available". A search bar labeled "Search Budgets" has a red arrow pointing to it with the text "Click Here". Below the search bar is a table with columns: Budget, Available, Allocated, and Account. The table contains one row: "+ Student Government Association" with Available: \$403.50 and Allocated: \$403.50.

Budget	Available	Allocated	Account
+ Student Government Association	\$403.50	\$403.50	

Click on your student group name (fundraising account)

The screenshot shows a table with columns: Budget, Available, and Allocated. The table lists three budget items. A red arrow points to the "Campus Activities and Programs" row with the text "Click your student group name".

Budget	Available	Allocated
University of North Carolina at Greensboro	\$0.00	\$0.00
+ Campus Activities and Programs	\$0.00	\$0.00
Division of Student Affairs	\$0.00	\$0.00

Click on Transactions to view your group's transactions (deposits/expenditures):

The screenshot shows the Finance dashboard for the "Student Government Association" account. The header is teal with "Finance" and a "CREATE TRANSACTION" button. The "TRANSACTIONS" tab is selected, indicated by a red arrow and the text "Click here". Below the header are tabs for "BUDGET", "TRANSACTIONS", and "REQUESTS". A green bar displays "\$64,438.84 Available" and "\$4.37 Approved To Spend". Below this are two summary cards: "Total Allocated" (\$64,443.21) and "Requests" (0). A "Details" section is visible at the bottom.