

Creating an RSODF 2026 Budget Request

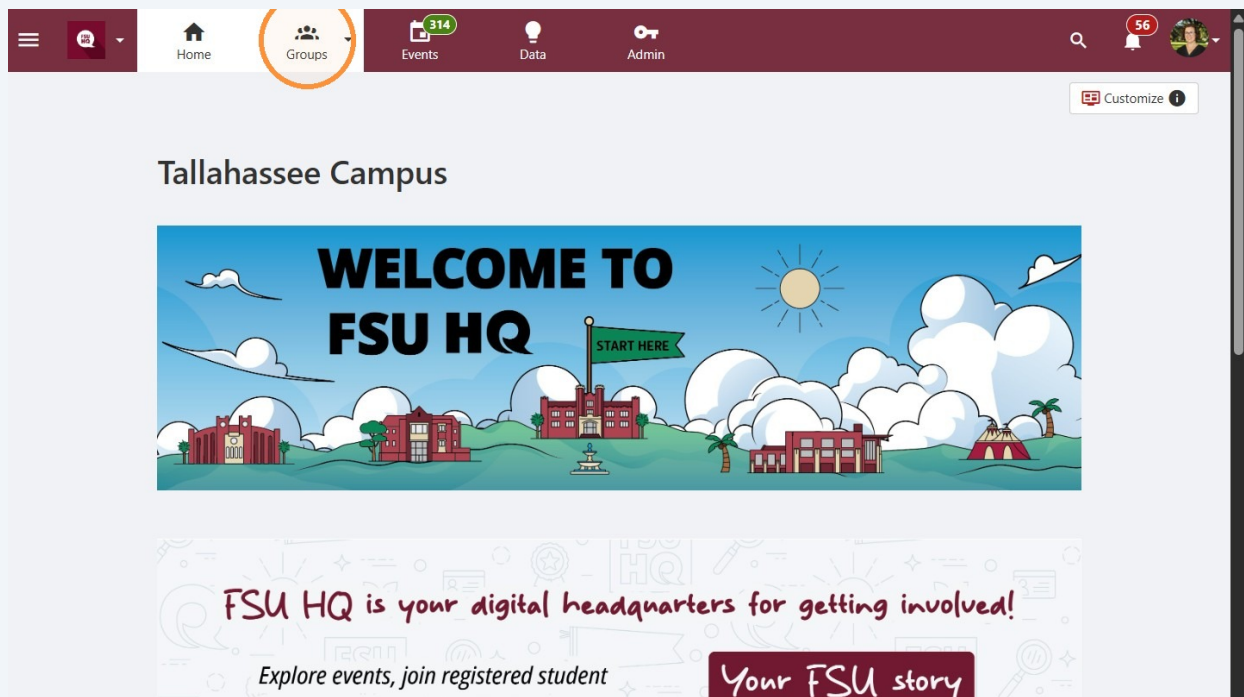


Learn how to initiate a new budget request for RSODF 2026 funding. This guide simplifies the navigation process to help you track your event expenses and submit your financial documentation efficiently.

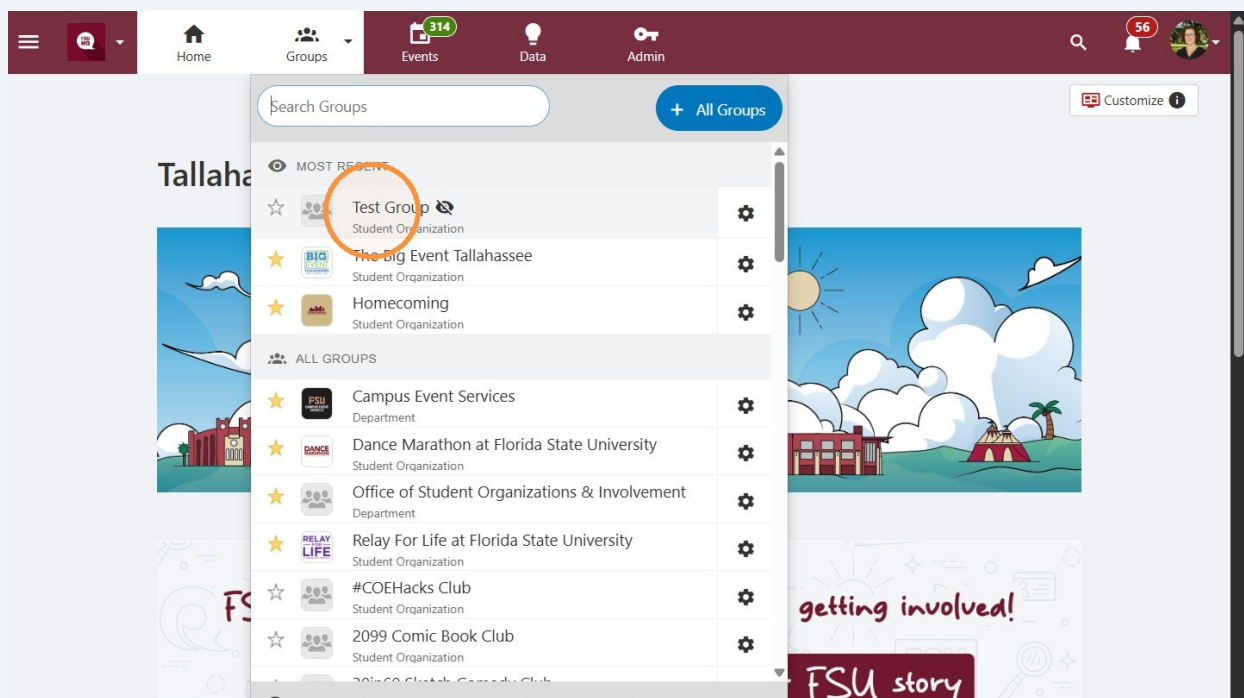
- 1 Navigate to <https://hq.fsu.edu>



2 Click Groups



3 Search and select your RSO



4 From the Group Dashboard, click "Track your budget allocations and expenses."

Test Group

[Join Link & QR Code](#) [Join Flyer](#) [+ Create](#)

Recently



Accounting Book

Track your budget allocations and expenses.

View



Settings

Set your group settings to best fit your needs.

Edit



Members

List of members, membership status, stats and settings.

3 Current



Officers

List of officers, positions, roles and permissions.

3 Active



Notifications

Send notifications via web, in-app, and mobile push.



Events

All your events, registrations, sales and attendance.

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5 Click "Payment/Budget Request"

Show Archived

Upload Transactions (Admin Only)

Budgets	Allocations/Revenues	Expenses	Balance
RSOAC 2026	\$0.00	\$0.00	\$0.00
RSODF 2026	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Accounting Book (0)

Create Transaction (Admin Only)

Payment/Budget Request

Search Transactions

Q

- Source -

- Transaction...

- Item Cate...

- Payment ...

- Status -

Date

0 items on this page are selected.

Generate Report

#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status	Credit	Debit
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Select the appropriate fund. "RSODF 2026" is the Development Funding. "RSOAC 2026" is the Allocation Committee Funding

The screenshot shows a mobile application interface with a 'Payment/Budget Request' dialog box open. The dialog box has a title bar with a close button (X) and a dollar sign icon. Inside the dialog, there is a label '* Budget' followed by a dropdown menu showing 'RSODF 2026'. Below the dropdown are two buttons: 'Close' and 'Next'. The background shows a 'Budgets' table with columns for Budget, Amount, and Balance. The table has two rows: 'RSOAC 2026' and 'RSODF 2026', both with a balance of \$0.00. Below the table is a section titled 'Accounting Book (0)' with buttons for 'Create Transaction (Admin Only)' and 'Payment/Budget Request'. At the bottom, there is a search bar and several filter dropdowns.

Budgets				Balance
RSOAC 2026		\$0.00	\$0.00	\$0.00
RSODF 2026		\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00

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Click "Next"

This screenshot is identical to the previous one, but the 'Next' button in the 'Payment/Budget Request' dialog box is highlighted with an orange circle, indicating the next step in the process.

8 Click "Create Budget Request"

The screenshot shows the 'Budget - Test Group' dashboard. At the top, there is a navigation bar with icons for Home, Test Group, Events (314), Data, and Admin. Below the navigation bar, the title 'Budget - Test Group' is displayed. Underneath the title, there are buttons for 'Admin', 'Settings', 'View All Groups', and 'Create Budget Request'. The 'Create Budget Request' button is circled in orange. Below the buttons, there is a dropdown menu for 'RSODF 2026' and a 'Filter By' dropdown set to 'Test Group'. A 'Download Report' button is also present. The main content area features a progress bar with three steps: 'Budget Submission, Approval & Payment', 'Payments', and 'Budget Closed'. Each step has a checkmark icon and a description. Below the progress bar, there is a 'Totals' section with five columns: 'Funds Needed', 'Requested', 'Approved', 'Payment Requests', and 'Payments Approved'. Each column shows a value of '\$0.00'.

Budget - Test Group

Admin Settings View All Groups **Create Budget Request**

RSODF 2026 Filter By Test Group Download Report

Budget Submission, Approval & Payment **Payments** **Budget Closed**

Budget Admin reviews gives final sign-off. RSO can submit purchase requests against their approved allocation. No budget requests, approvals, payments can be made anymore.

Totals

\$0.00 Funds Needed	\$0.00 Requested	\$0.00 Approved	\$0.00 Payment Requests	\$0.00 Payments Approved
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9 Complete all areas of the Budget Request Form and submit. Once your Budget Request is approved you will need to submit a Purchase Request.

The screenshot shows the 'Create/Edit a Budget Request (Step 1 / 2)' form. The form is a modal window with a close button in the top right corner. It contains the following fields: 'Budget Request Type' (a dropdown menu with 'Event Funds' selected, circled in orange), 'Title' (a text input field), 'Description' (a text area), 'Priority' (a dropdown menu with '- Select -' selected), and 'Documents' (an 'Upload' button). At the bottom right of the form, there are 'Close' and 'Next' buttons. The background shows the same dashboard as the previous screenshot, but it is dimmed.

Create/Edit a Budget Request (Step 1 / 2)

* Budget Request Type Event Funds

* Title

Description

Priority - Select -

Documents Upload

Close Next