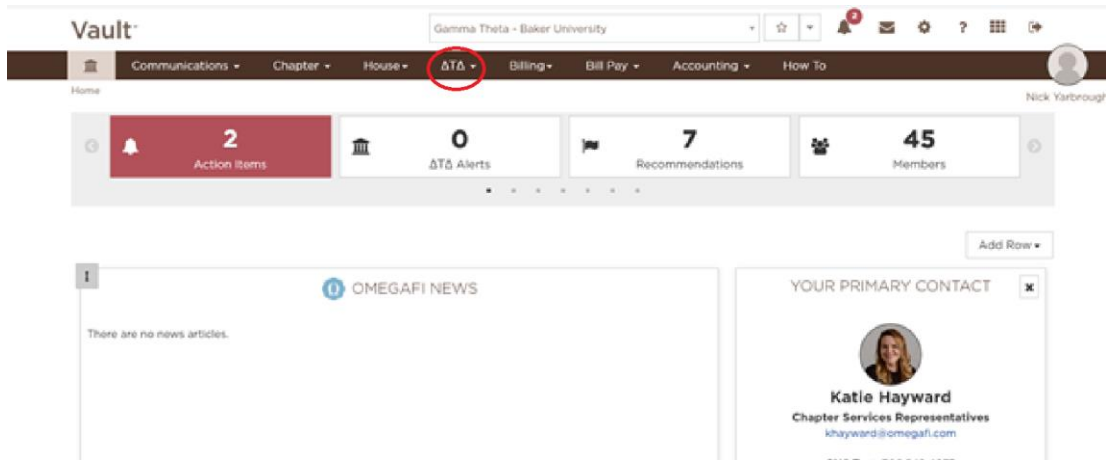
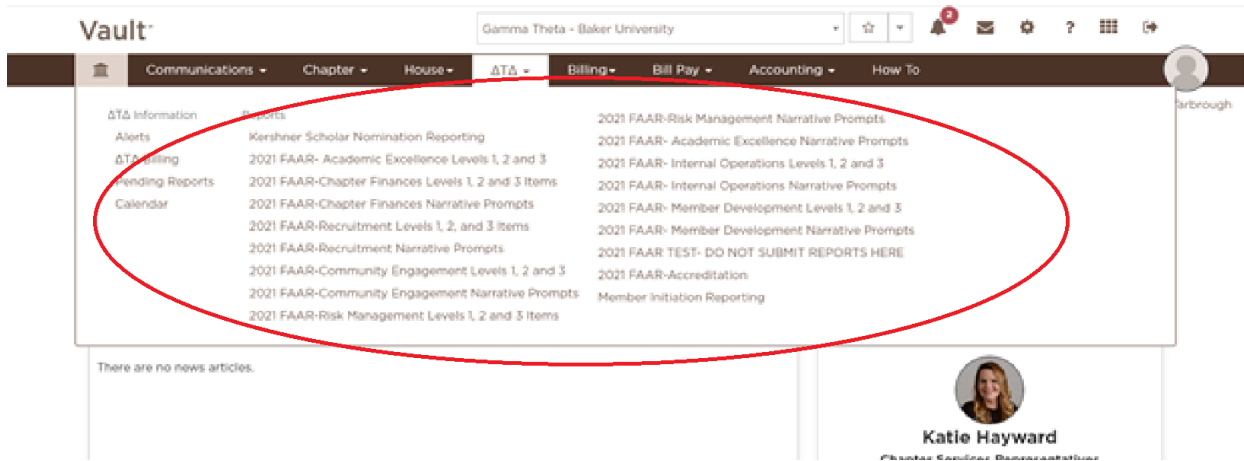


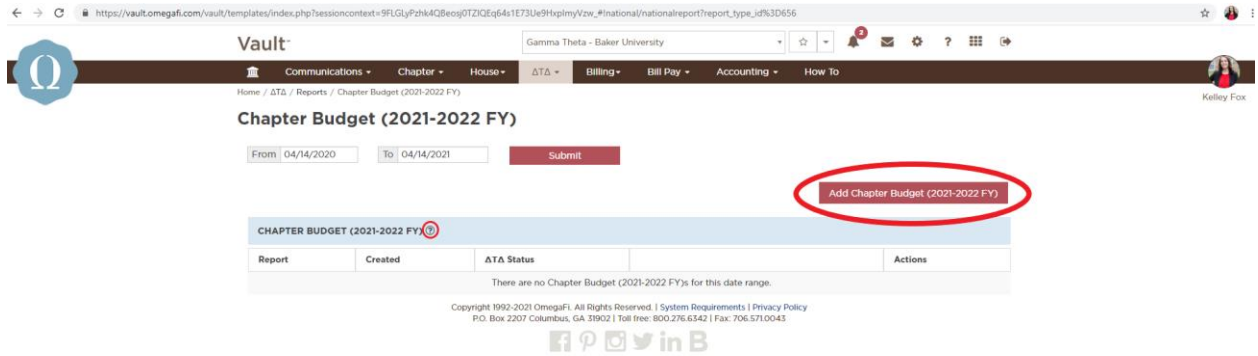
On the Vault home screen, select the DTD tab.



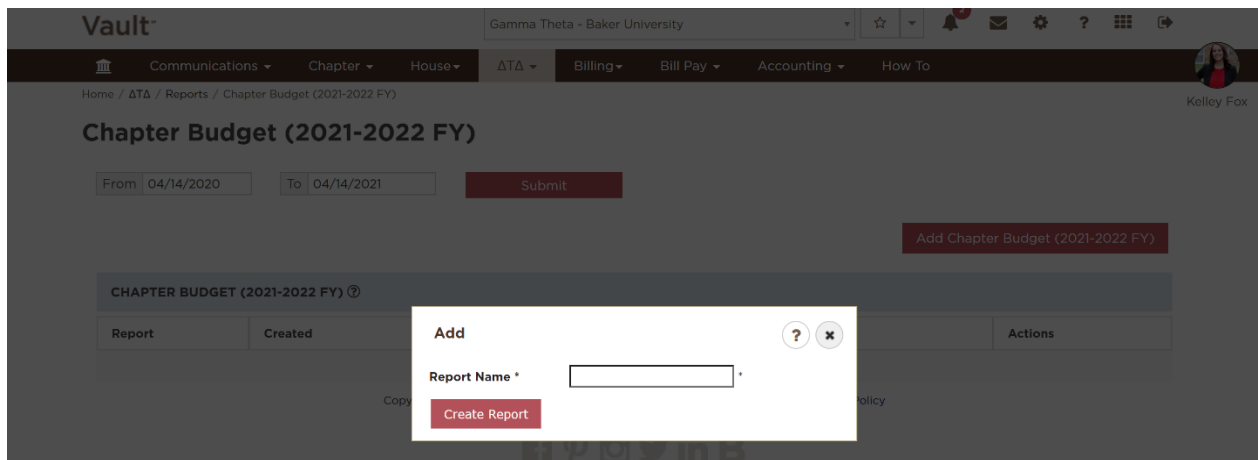
Under the DTD tab, select the Chapter Budget (2021-2022 FY) report.



Once you are in the reporting portal, click Add “Chapter Budget (2021-2022 FY)”. If you have questions on what you should be submitting, click on the “?” next to the name of the report in the blue bar. You can find the 2021 FAAR rubric in the Resource Center under “FAAR Information”, which will include all instructions on what documents will need to be submitted for each section.



Once you click Add “Chapter Budget (2021-2022 FY)” you will be able to name the report that you are submitting. Name the report “[Chapter Designation) Budget 2021-2022 FY” (ex.: Chi Chi Budget 2021-2022 FY)



Once you have created the report, you can then upload documents that go with the report. Click on the paper clip icon under “Actions” and then “upload”.

The budget must be submitted in an approved format. Approved formats include DeltsConnect, QuickBooks, LegFi, OmegaFi, or GreekBill or a report from your professional accountant. Budgets from DeltsConnect, QuickBooks and LegFi should be exported into Excel and uploaded here. Budgets from Omega Fi should be exported into PDF and uploaded

Once the chapter has uploaded everything it needs for that report, click “Submit”. Please note that the chapter will not be able to edit the report after it submits. If the chapter wishes to upload documents and not submit, the report will automatically be saved, and the chapter can revisit and add more documents later. You are also able to edit the name of the report with the pencil icon. If you wish to delete the report completely and start over, click the trash can icon under “actions”.

Vault Gamma Theta - Baker University

Home / **ATA** / Reports / Chapter Budget (2021-2022 FY)

Chapter Budget (2021-2022 FY)

From 04/14/2020 To 04/14/2021 **Submit**

Add Chapter Budget (2021-2022 FY)

CHAPTER BUDGET (2021-2022 FY) ⓘ			
Report	Created	ATA Status	Actions
Gamma Theta Budget 2021-2022 FY	04/14/2021 Kelley Fox	No Files Attached	

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