

Quick Reference Guide – Online Budget Submission

Capital (Furniture, Equipment and Renovations) and Non-Recurring Operating Expense

IMPORTANT CONSIDERATIONS

- Instructions below are for capital and non-recurring operating expense budget submissions only.
- Capital items are defined as individual items greater than \$2,000 with a useful life greater than one year.
- Non-recurring operating expenses are infrequent in nature and do not meet the above capital thresholds.
- To be considered, each request must include a detailed description and justification of the need, along with outcome and assessment information (*for example, how is this request aligned with Nazareth’s institutional goals? How will this request benefit Nazareth, now and in the future? How will we measure whether or not the implementation of this request has been successful?*)
- Renovation projects need to be discussed first with Peter Lana (plana0@naz.edu) or Michelle Civiletti (mcivile6@naz.edu). The Facilities team can assist with project cost estimates, justifications and rankings.
- **Only submit your highest priority requests as there is limited capital, non-recurring and renovation funding available.**

General Login

1. Go to your browser and type in : <https://budgeting.naz.edu> * Available on and off campus
2. Log in with your MyNaz username and password
3. Click the “Sign In” button

Create New Budget Request

1. In the “Create New Budget Request” box type a description of the expense or a department to start as follows:
 - i. *Furniture and equipment* - Capital Request (CAPTL)
 - ii. *Non-recurring operating expense* – Non-Recurring Operating Expense (NROPR)
 - iii. *Renovation* – Renovation (RENOV)
2. In the drop-down menu find the department number with CAPTL, NROPR or RENOV depending on the type of request you are creating.
3. Click the “Create Request” button.
4. Provide an explanation for the request and how it ties to institutional goals in the “Justification” box, as applicable.
5. Type in the Quantity, Description of the item and the Unit Price. *The “Total Price” is a calculation and will automatically display.*
6. Priority rank each item by placing the mouse over the priority column to the left of the Quantity until you see a 4-point arrow. Click the mouse and move item up or down depending on desired priority. Click the “Add Row” button to insert additional lines.
7. When finished click the “Save Request” button.
8. Click the “Go Back” arrow and enter the next type of request.

Finish Budget Request Submissions

1. When you are finished, all submitted budget requests will be listed on the home page after you login.
2. Review the details of your budget requests to ensure all fields have been completed and are accurate.
3. Click on the “Sign Out X” button at the top far right area of the screen.

Edit Budget Request Submissions

1. Click the underlined account that you want to edit from the list of requests displayed after you login. The budget request originally submitted will display on the home page allowing you to edit the desired fields or priority.

Delete Budget Request Submissions

1. Click the “Delete” button to the right of the underlined account you desire to delete.