Quick Reference Guide for Colleague Budget Management Module

1. Go to **https://collweb.naz.edu** (Available on and off campus)
2. Login with your MyNaz username and password
3. At the Confidentiality Statement click 'OK.'
4. Click the 'Navigate' button at the top of the screen.
   - Select the application 'CF.'
5. Click 'Budget Management-BU.'
6. The two options you will be using are **RWLI** (budget input) and **ODWP** (print reports).
   - Double click on the option you want to select.
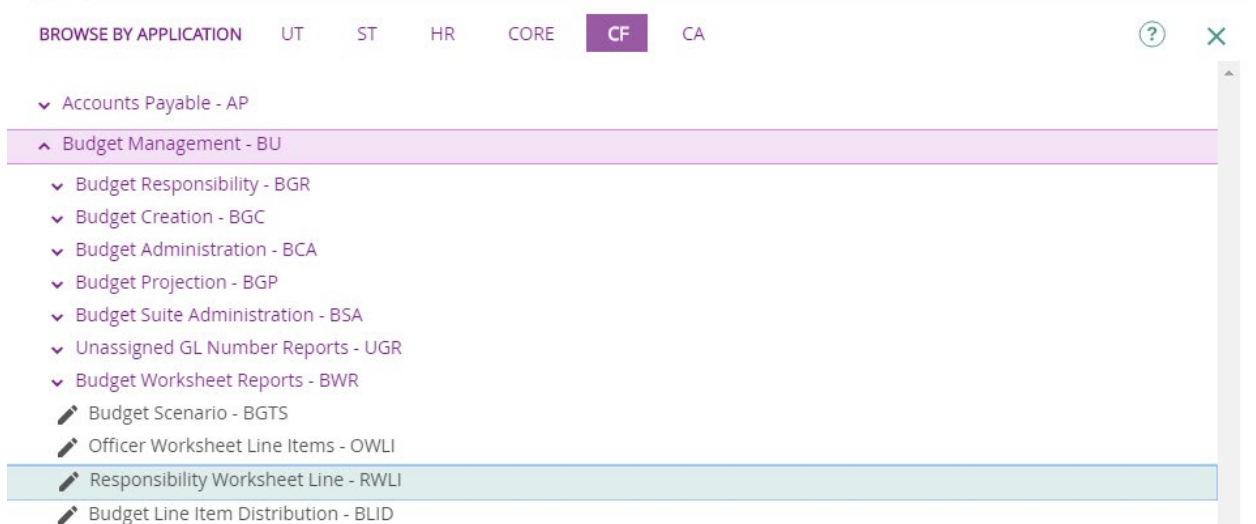
7. In the 'Budget ID LookUp' box type **2026OB0** for the budget scenario.

Enter Your Budget: RWLI – Responsibility Worksheet Line
- Column 1 – BA (Basic Amount) column by clicking in the cell that needs to be edited.
   - NOTE: The beginning amount in the BA column is equal to the 2025 adjusted budget.
- Column 2 - C1 displays FY24 Actuals. The numbers in this column are shaded and cannot be changed.
- Column 3 - C2 displays FY25 Budget figures. The numbers in this column are shaded and cannot be changed.

User Hint #1: To scroll to the next page, use the cursor to click on a line in your budget; paging tools will appear below the screen name "RWLI – Responsibility Worksheet Line." Use the paging arrows to scroll pages.


User Hint #2: You can use the Colleague Help function by clicking on the circled question mark (top left of screen).

User Hint #3: Be sure pop-up blockers are <u>disabled</u> in your browser when using Colleague.

Enter Budget Justifications: RWLI Justification Notes
- Click on the box 📄 to the right of the account number
- Double click on 'BJNS' or highlight BJNS and click 'OK'
- Click on the box 📄 to the right of the first line. Type the justification or notes in the box provided.
- Click 'Save' and then click 'Update'

Print Your Budget: ODWP – Officer Detail Worksheet Report
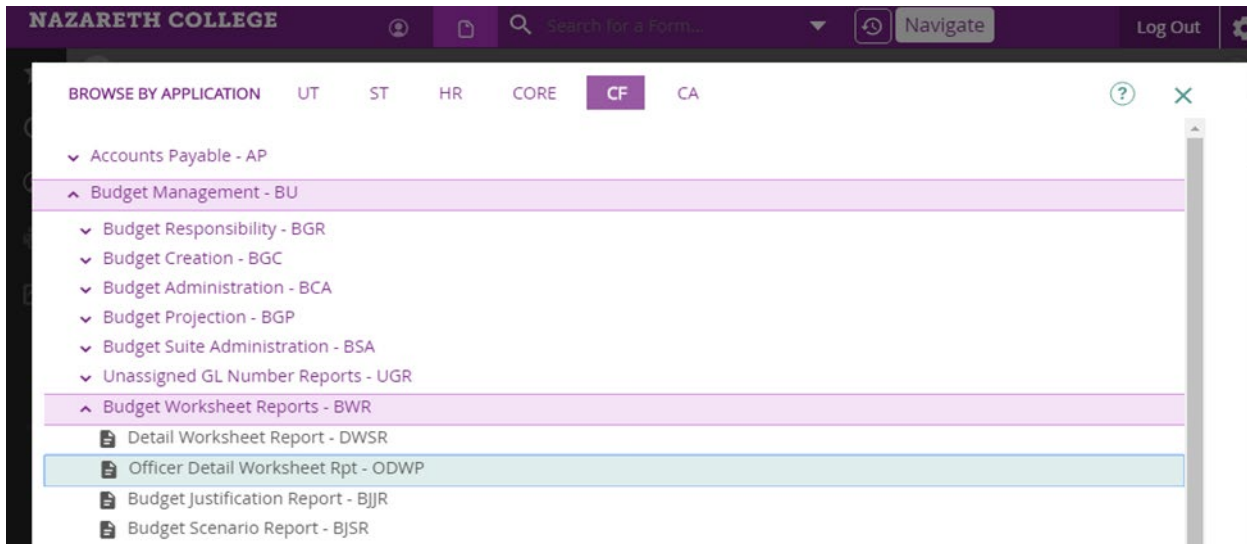
- In the 'Budget ID LookUp' box type **2026OB0** for the budget scenario
- Indicate Changes: Yes
- Print Only Changes: No
- Print Justification Notes: Yes
- Print Active Scenario(s): No
- Click 'Save' and then 'Update'
- Type in "H" at Output Device to Hold/Browse File Output. Do not type anything else in this screen
- Click 'Save' and then 'Update'
- Do nothing on the next screen except click 'Save' and then 'Update'
- Click on 'Export PDF'
- Font: Courier, Font Size: 8.0, Orientation: Landscape, Paper Size: Letter then Create PDF
- To save the PDF select 'File' from the top left menu and 'Save Page As' (type a file name for the report) and click 'Save.' You may print this report at any time.

Delegate Budget Module Permissions to Another Person (Assigning an Alias)
- If a staff member other than the budget manager (ie: department assistant or coordinator) will be working in the Budget Management Module, an alias must be assigned.
- The alias you designate must have a Colleague account (contact the ITS Service Desk if a new account is needed)
- Contact Sue Ahn at sahn3@naz.edu to assign the alias.

Assign Yourself as an Alias
- Make sure the budget manager has assigned you as the alias with the Controller's Office.
- In the 'Form Search' box type in 'BAAS' (Budget Alias Assignment).
- In the 'Budget ID LookUp' box type **2026OB0** for the budget scenario.
- Do you wish to Assign or Reinitialize: Type in 'A' to Assign
- Alias will represent Budget Officer: Type in the Budget Manager's Budget Responsibility code
  - If you don't have the code contact Sue Ahn
- Follow the RWLI and ODWP steps above to enter and print the budget