

## Quick Reference Guide – Online Budget Submission Capital (Furniture, Equipment and Renovations) and Non-Recurring Operating Expense

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### IMPORTANT CONSIDERATIONS

- These instructions are for capital and non-recurring operating expense budget submissions only.
- Capital items are defined as individual items greater than \$2,000 that are used for more than one year.
- Non-recurring operating expenses are infrequent in nature and do not meet the above capital thresholds.
- Enter a justification for each request including how it links to the strategic framework and/or institutional goals and outcome and assessment information.
- Renovation projects need to be discussed first with Peter Lana ([plana0@naz.edu](mailto:plana0@naz.edu)) or Michelle Civiletti ([mcivile6@naz.edu](mailto:mcivile6@naz.edu)). The Facilities team can assist with project cost estimates, justifications, and prioritization.
- ***Only submit your highest priority requests as there is limited funding available.***

### Login Information

1. Go to <https://budgeting.naz.edu> (Available on and off campus)
2. Login with your MyNaz username and password
3. Click "Sign In"

### Create New Budget Request

1. In the "Create New Budget Request" box type a description of the expense or a department to start:
  - 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 and select the type of request you are creating.
3. Click "Create Request"
4. Provide a brief explanation for the request and how it ties to institutional goals in the "Justification" box.
5. Enter the Quantity, Description of the item, and the Unit Price; the 'Total Price' will be automatically calculated.
6. Prioritize each request 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.
7. Click the "Add Row" button to insert additional lines/requests as needed.
8. When finished click "Save Request."
9. 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 'Budget Request Dashboard.'
2. Review the details of your budget requests to ensure all fields have been completed and are accurate.
3. Click "Sign Out" 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 on the 'Budget Request Dashboard.'
2. The budget request originally submitted will display on the home page allowing you to edit the desired fields or priority.
3. Once you have made the necessary edits, click "Save Request"
4. Click the "Go Back" arrow and edit your next request.

### Delete Budget Request Submissions

1. Click the "Delete" button to the right of the underlined account you want to delete on the 'Budget Request Dashboard.'