Budget Preparation and Analysis

Quick Reference Guide for Online Submission of Capital & Renovations, Student Salaries (College Work Study and Non-College Work Study) and Non-Recurring Operating Expense (Formerly Minor Equipment and One Time Expense)

January 2015

NOTE: The Capital and Renovations Budget, Student Salaries Budget and Non-Recurring Operating Expense Budget are separate and distinct from the Operating Expense Budget

1. Go to your browser and type in : https://budgeting.naz.edu

   *** Please note you may also access this connection off campus**

2. Log in with your Colleague user name and password
3. Click Sign In
4. **Capital Request (CAPTL)**
   a. Create New Budget Request: Start typing in the words furniture and equipment and your account number(s) will populate in this field
   b. In the drop down menu, look for the department unit number needed with the "CAPTL" code for Capital Outlay Request (Excluding Technology) for Furniture and Equipment and click on it

      Please note that capital items are individual items >=$500 and have a useful life of greater than one year. Non-recurring Operating Expenses are "one-time" types of expenditures that do not meet the capitalization threshold.

   c. Click on "Create Request"
   d. Justification – Briefly explain the need for the capital items requested
   e. Type in the Quantity, Description of the item and the unit price. The formula is built-in to calculate the total price. Priority rank each item by clicking and dragging the arrows. Click on the "Add Row" to insert additional line items
   f. When finished click on "Save Request"
   g. Click on "Go Back" Arrow and enter the next request

5. **Non-Recurring Operating Expense (NROPR) (Formerly Minor Equipment/ One Time Expense**
   a. Create New Budget Request: Start typing in the words non-recurring operating expense and your account number (s) will populate in this field
   b. In the drop down menu, look for the department unit number needed with the "NROPR" code for Non-Recurring Operating Expense and click on it
   c. Click on "Create Request"
   d. Justification – Briefly explain the need for the Non-Recurring Operating request

e. Type in the Quantity, Description of the item and the unit price. The formula is built-in to calculate the total price. Priority rank each item by clicking and dragging the arrows. Click on the "Add Row" to insert additional line items.
f. When finished click on "Save Request"
g. Click on "Go Back" Arrow and enter the next request

6. **Renovations Request (RENOV)**

* Renovation projects should be discussed with Peter Lana -389-2369 or Michelle Civiletti – 389-2355. The Facilities team can assist with cost estimates for proposed renovation projects which are needed for the Renovations submission request. After consultation with facilities, please input the item description and estimated cost in the RENOV Request form following the same procedures outlined above.

7. **Student Salary Request (51020)**
   a) Create new budget Request: Start typing the words Student Salaries and your account number (s) will populate in this field
   b) In the drop down menu, look for the department unit number needed with the object code 51020 for Student Salaries and click on it
   c) Justification - Briefly explain the need for student workers (non-college work study) and specify if this request is an increase over the current budget
   d) Type in Position Title, weeks per year and hours per week. The built-in formula will calculate the total hours and dollars for each position with a grand total of hours and dollars for all positions.
   e) Include any summer hours in this request
   f) When finished click on "Save Request"
   g) Click on "Go Back" Arrow and enter the next request

8. **Work Study Request (51022)**

   a) Create New Budget Request: Type in Work Study
   b) Follow instructions b) through g) above in 7 above Student Salary Request

When you are finished you will see all your requests listed on the first page

Click on the Sign Out X button at the top far right area of the screen

If you need to make a change you can click on the underlined account and go back into the Budget Request dashboard. You will see the words "Edit Budget Request " at the top of the page

You may also Delete a request using the Delete button to the right of the Account