NAZARETH COLLEGE

Quick Reference Guide for Colleague Budget Management Module

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

2. Login with your MyNaz username and password

3. At the Confidentiality Statement click 'OK.'
   o A "Quick Tour" option may appear. Click' Close.'

4. Click the Navigation toolbar at the top of the screen.
   o Select the 'CF' in the application dropdown menu.

5. Click 'Budget Management-BU.'

6. The two options you will be using are RWLI (budget input) or ODWP (print reports).
   o Double click on the option you want to select.
   o You can also type RWLI or ODWP in the 'Forms Search' box at the top left of the screen and then click 'Search.'

7. In the 'Budget ID LookUp' box type **2018OB0** for the budget scenario.

8. **RWLI – Responsibility Worksheet Line**
   - Column 1 – BA (Basic Amount) column by clicking in the cell that needs to be edited.
     o NOTE: The beginning amount in the BA column is equal to the 2017 original budget.
   - Column 2 - C1 displays FY16 Actuals. The numbers in this column are shaded and cannot be changed.
   - Column 3 - C2 displays FY17 Actuals to date. The numbers in this column are shaded and cannot be changed.
     o NOTE: To view the FY17 Adjusted Budget use the drop down menu and select C3 instead of C2.

User Hint #1: To scroll to the next page use the cursor to click on a line in your budget and paging tools will appear below column C2 (2017) at the far right of the screen. 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 right of screen).

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

9. **RWLI Justification Notes**
   - Click on the blue box to the right of the account number
   - Double click on 'BJNS' or highlight BJNS and click 'OK'
   - Type notes on the lines provided. When you reach the end of the line while typing go to the next line - the text does not wrap. You may add as many lines as you need. When finished click on 'Save' then click 'Update'

10. **ODWP – Officer Detail Worksheet Report**
    - Indicate Changes: Yes
    - Print Only Changes: No
    - Print Justification Notes: Yes
    - Print Active Scenario(s): No
    - Sort/Break Order: Click on the blue box to the right
    - Click on line 1 'Fund' and delete twice

- o NOTE: If you want to see all of your units together, do not delete row 1 'Fund.' Go to the far right box on line 1 'Unit' and type 'Y' (yes) and leave Unit and Object blank (do not type anything in these two rows).
- Go to the far right white box on line 1 unit and type in y (yes).
  - o This will group your report by unit and is helpful if you are managing multiple budget units and want to view these units individually.
- 'Save' then 'Update'
- Type in "H" at Output Device to Hold/Browse File Output. Do not type anything else in this screen
- 'Save' then 'Update'
- Do nothing on the next screen except 'Save' 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.

11. Assigning an Alias
- If a staff member other than the budget manager will be working within 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 Amy Clements to grant permission to assign the alias.
- To assign yourself as an alias:
  - o In the 'Form Search' box type in 'BAAS' (Budget Alias Assignment).
  - o In the 'Budget ID LookUp' box type **2018OB0** for the budget scenario.
  - o Do you wish to Assign or Reinitialize: Type in 'A' to Assign
  - o Alias will represent Budget Officer: Type in the Budget Manager's Budget Responsibility code (call Amy Clements for the code).