

ENTERPRISE REPORTING BUDGET CHECKLIST

Budget Manager _____

Date Submitted _____

User Guide
Page Ref.

ACCESSING ER WEB

- _____ 1. Access Enterprise Reporting (ER) Web Extension at <http://budget.sbts.edu>. pg. 4
- _____ 2. Log in to ER Web. pg. 4
- Contact Jennifer Harrison at ext. 4044 if you forget your password or get locked out of the system.
- _____ 3. Set your Display Settings (if you have not done so from the computer you are using). pg. 5

ACCESSING & PROCESSING BUDGET PACKAGE

- _____ 5. Select Reporting Events. Then select the department that you want to review/edit. pg. 6
- _____ 6. Select the Budget Event listed for the the new fiscal year. pg. 6
- _____ 7. Select the budget form that you want to review/edit, and click Process. pg. 6
- _____ 8. Process input forms in the order listed below.
- _____ **OPSBUD** - Current Operating Budget Form (Informational only, no input) pg. 8
 - _____ **OPSEXPRESSCLASS** - Operating Expense Reclassification Form pg. 9
 - _____ **EXPENSE** - Expense Budget Form pg. 11
 - _____ **REVENUE** - Revenue Budget Form pg. 13
 - _____ **PAYROLLFT** - Payroll Input Form - Full Time pg. 14
- > If you have requested an additional FT employee, you must complete and mail or e-mail the following two forms to Mike Wade, Director of Human Resources:*
- _____ *1 - Position Evaluation Request*
 - _____ *2 - Position Description Template*
- Both forms are available at Inside Southern Seminary/Human Resources*
- _____ **PAYROLLPT** - Payroll Input Form - Part Time pg. 18
 - _____ **CAPITAL** - Capital Budgeting Form pg. 19

SUBMITTING YOUR BUDGET PACKAGE

- _____ 9. Make sure each form has been stored/saved by clicking the **Store** button at the bottom of each form. pg. 21
- _____ 10. Review the **OPSBUD** form to verify that your new budget amounts have been updated and saved correctly. pg. 21
- _____ 11. Submit your budget package. pg. 21
- Click on the dept. # on the upper, left-hand corner, and select the Budget Event.
- You should now see the page listing all of the forms in the budget package.
- Click the **Complete** button (above the list of forms) to submit your budget package.
- _____ 12. If you need to make changes after you have submitted your budget package, contact Jennifer Harrison at ext. 4044 to re-open your budget package. pg. 21
- _____ 13. Log off of ER Web by clicking Exit on the lower, left-hand corner of the screen. pg. 22