

ENTERPRISE REPORTING BUDGET CHECKLIST

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 Sara Nelson at ext. 4044 if you forget your password or get locked out of the system.

ACCESSING & PROCESSING BUDGET PACKAGE

- _____ 3 Select Reporting Events. Then select the department that you want to review/edit. *pg. 5*
- _____ 4 Select the Budget Event listed for the the new fiscal year. *pg. 5*
- _____ 5 Select the budget form that you want to review/edit, and click Process. *pg. 5*
- _____ 6 Process input forms in the order listed below. *pg. 7*
 - _____ **OPSBUD** - Current Operating Budget Form (Informational only, no input) *pg. 8*
 - _____ **OPSEXPRECLASS** - Operating Expense Reclassification Form *pg. 9*
 - _____ **EXPENSE** - Expense Budget Form *pg. 11*
 - _____ **REVENUE** - Revenue Budget Form *pg. 12*
 - _____ **PAYROLLPT** - Payroll Input Form - Part Time *pg. 13*
 - _____ **CAPITAL** - Capital Budgeting Form

SUBMITTING YOUR BUDGET PACKAGE

- _____ 7 **BEFORE YOU SUBMIT: Please make sure all full-time positions are included in the budget**
If you had any open positions around 1/31, please call Sara to make sure they are in. *pg. 12*
- _____ 8 Make sure each form has been stored/saved by clicking the **Store** button at the bottom of each form. *pg. 15*
- _____ 9 Review the **OPSBUD** form to verify that your new budget amounts have been updated and saved correctly. *pg. 15*
- _____ 10 Submit your budget package. *pg. 15*
 - Click the **Complete** button (above the list of forms) to submit your budget package.
- _____ 11 Log off of ER Web by clicking Exit on the lower, left-hand corner of the screen. *pg. 16*