



# **The Southern Baptist Theological Seminary**

## **Enterprise Reporting User Guide For 2017-18 Budget Requests**

Prepared 1/23/17

























**FULL TIME PAYROLL** - Any open positions on or around January 30th may not have uploaded to the budget software and will need to be reported to Sara Nelson for input to be included in the 2017-18 budget. **If you do not make sure the open position is included, you will be required to go through the process of requesting a new position for your department.**

**Existing Salaried & Hourly Employees**

**If you find that an existing position is not listed, please contact Sara Nelson ext.4044 to have it included in the 2017-18 budget.**



***Do not enter pay adjustments into the Enterprise Reporting system. Send all requested increases/decreases in salary or wages to Rich McRae in Human Resources.***

**PAYROLLPT – Payroll Input Form – Part Time**

		15-16		16-17		16-17		17-18			
Account	Account Description	Actual	YTD Actual	Budget	Less 16-17 FT Budget	Part Time Budget	Budget Inc/Dec	Supervisor Approved	Executive Approved	Part Time Budget	Manual Aug
01-	0000-5420-00 Wages - Office & Clerical - PT	13,220	4,737	23,380	0	23,380	-10000			23,380	Decrease in pt hours
01-	0000-5500-00 Salaries - Academic Assistants	0	0	0	0	0				0	
<b>Total Operating Budget</b>		<b>13,220</b>	<b>4,737</b>	<b>23,380</b>	<b>0</b>	<b>23,380</b>	<b>0</b>			<b>23,380</b>	<b>0</b>



***Do not enter pay adjustments into the Enterprise Reporting system. Send all requested increases/decreases in or wages to Rich McRae in Human Resources.***

## CAPITAL – Capital Budgeting Form

The Capital Budgeting form allows you to request capital expenditure *budget funds* for the purchase of new or replacement furniture, equipment, or building improvements that exceed a cost of \$250 each and ALL technology items. **\*\*Note: This does not replace the capital expense process.\*\***

The screenshot shows the 'Reporting Events' form in Microsoft Business Solutions. The form is titled 'Reporting Events' and includes a navigation bar with 'Home', 'Main', 'Doc', 'Lookup', and 'Help'. The main content area is divided into several sections:

- Reporting Events:** Includes options for 'Store', 'Reset', and 'Next'.
- Entity Information:** Southern Baptist Theological Seminary, Capital Expenditure Requests, 0310 - Accounting, Budget Version B1 for Year 2017.
- Priority Rating definitions:**
  - CRITICAL:** required to prevent a critical reduction in service, operating efficiency, economy, and/or safety; to protect valuable property; and/or comply with insurance or code requirements.
  - UPGRADE:** required for significant upgrade in service, operating efficiency, economy and/or safety of current operations.
  - DESIRABLE:** required to introduce desirable, but optional new service, program, faculty or staff, or to make small improvements in operating efficiency, economy and/or safety.
- Questions on this budget form?** Contact Procurement at ext. 4722.
- Table of Requests:**

Ref #	Description of Requested Expenditure	Estimated Cost	Priority Rating	Request Justification	Supervisor Approved	Executive Approved	Quote Received?	Replace Existing Asset?	Disposition of Old Equipment?	Age in Year of Old Asset
1	2 filing cabinets	500	Critical	Old cabinets worn &			Yes	No	N/A	
2	2 8-ft bookshelves	800	Desirable	Need additional office			Yes	Yes	Surplus	
Total Capital Requests		1,300								
- Navigation:** Previous, Save/Refresh, Reset, Next.

### Key Budget Input Cells

- **Reference #:** If you want to request approval for capital expenditure budget funds, enter a “1” in this field for the first item requested. For the second item, enter a “2” in this field, and so on.
- **Description of Requested Expenditure:** Enter a description of the requested expenditure in this field.
- **Estimated Cost:** Enter the estimated cost of the capital expenditure.
- **Priority Rating:** Using the F2 function key, select the appropriate priority rating (Critical, Upgrade, or Desirable) from the drop-down menu. (See the definitions of these ratings listed at the top of the form.)
- **Request Justification:** Enter a description of the justification for your request.
- **Quote Received:** Using the F2 function key, select Yes or No.
- **Replace Existing Asset:** Using the F2 function key, select Yes or No.
- **Disposition of Old Equipment:** Using the F2 function key, select Surplus, Trade or N/A.
- **Age in Years of Old Asset:** Enter the age, in years, of the asset to be replaced, if applicable.

Enterprise Reporting Home Main Doc Lookup Help

## Reporting Events

Microsoft Business Solutions

Reporting Events

- 0310
- Store
- Reset
- <<Prev Next>>
- Completed Events
- Reports
- Conv. Definitions

**Baptist Theological Seminary**

**Expenditure Requests**

Accounting

Reporting Period: 01/01/2017 to 12/31/2017

on this budget form?

Contact Procurement at ext. 4722

**Priority Rating definitions:**  
CRITICAL - required to prevent a critical reduction in service, operating efficiency, economy, and/or safety, to protect valuable property, and/or comply with insurance or code requirements  
UPGRADE - required for significant upgrade in service, operating efficiency, economy and/or safety of current operations  
DESIRABLE - required to introduce desirable, but optional new service, program, facility or staff, or to make small improvements in operating efficiency, economy and/or safety

Description of Requested Expenditure	Estimated Cost	Priority Rating	Request Justification	Supervisor Approved	Executive Approved	Quote Received?	Replace Existing Asset?	Disposition of Old Equipment?	Age in Years of Old Asset?	
2 filing cabinets	500	Critical	Old cabinets worn &			Yes	No	N/A		<input type="checkbox"/> Del
2 8-ft bookshelves	800	Desirable	Need additional office			Yes	Yes	Surplus		<input type="checkbox"/> Del
										<input type="button" value="New"/>
<b>Total Capital Requests</b>	<b>1,300</b>									

**To add an additional capital expenditure request:**

- Click on the New button located on the right side of the form.
- When a new, blank row is added, begin entering all required information for the requested capital expenditure.
- Use the New button to continue to add new rows, if necessary.



▶ When in doubt, always click on the **SAVE/REFRESH** button. You can re-enter the form, enter new data or change previously entered data and “Save/Refresh” again. The form will be updated with the most recent input information. If you exit ER before storing or the session times out (20 minutes), all input entered will be lost.

## SUBMITTING YOUR BUDGET

When you have completed all forms in your budget package, you are ready to submit your forms.



- First, make sure that you have stored each of the forms in your budget package.
- Then, review the OPSBUD form (Current Operating Budget) to verify that your 17-18 budget has been updated and saved correctly. If the 17-18 budget column on this form is incorrect, go back and store the forms in your budget package.
- When ready to submit your budget, go back to the page that lists all of the forms in your budget package. Click the **Complete** button to submit your forms.

Enterprise Reporting

### Reporting Events

Reporting Events - 0310  
Completed Events  
Reports  
Conv. Definitions

Select a form to use to enter data for this period. Click the Import file link to import data from another program. Click Complete when you're finished entering data.

Last Date For Reporting: 01/26/2017

Event Code	Event Name	Event Status	Details
BUDGET 17-18	TRAINING-2017	Open	<a href="#">Details</a>

To process a form, click the form code link and enter any variable values for the form. To open a previously duplicated form, click the duplicated form name link.

[Import file](#) No files imported **Complete** [Delete Transactions](#)

Form Code	Form Name	Status	Comments
<a href="#">OPSBUD</a>	Current Operating Budget <a href="#">OPSBUD(1701,B1)</a>	OK	<a href="#">Add Comments</a>
<a href="#">OPSEXPCLASS</a>	Operating Expense Reclassification <a href="#">OPSEXPCLASS(1701,B1)</a>	OK	<a href="#">Add Comments</a>
<a href="#">EXPENSE</a>	Expense Budget <a href="#">EXPENSE(1701,B1)</a>	OK	<a href="#">Add Comments</a>
<a href="#">REVENUE</a>	Revenue Budget <a href="#">REVENUE(1701,B1)</a>	OK	<a href="#">Add Comments</a>
<a href="#">PAYROLLPT</a>	Payroll Input - Part Time <a href="#">PAYROLLPT(1701,B1)</a>	OK	<a href="#">Add Comments</a>
<a href="#">CAPITAL</a>	Capital Request <a href="#">CAPITAL(1701,B1)</a>	OK	<a href="#">Add Comments</a>

Statistics

- Clicking Complete without having finalized your budget information will require you to contact Sara Nelson, so your budget package can be re-opened.



You cannot make any more changes after you have submitted your budget as “Complete” unless an administrative user re-opens your budget package.

## **LOGGING OFF**

- Click on Exit (located in the lower, left-hand corner) to log off.



Enterprise Reporting

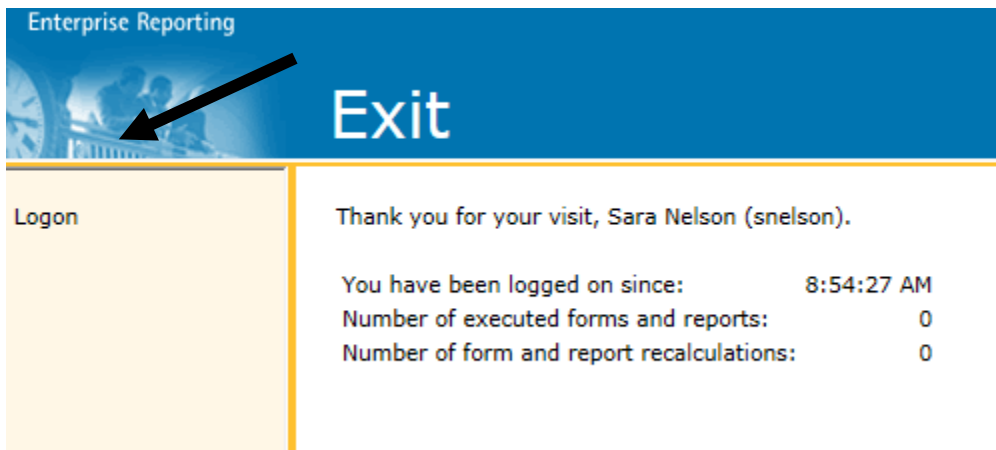
## Reporting Events

Reporting Events  
- 0310  
Completed Events  
Reports  
Conv. Definitions

**Reporting Events for Accounting**  
Select a reporting event for the unit. For more information about the reporting event, click the Details link.  
There are no data entry events for this unit.  
Please select a different unit.

Statistics  
Options  
E-mail  
Exit

The following Exit screen will appear.



Enterprise Reporting

## Exit

Logon

Thank you for your visit, Sara Nelson (snelson).

You have been logged on since: 8:54:27 AM  
Number of executed forms and reports: 0  
Number of form and report recalculations: 0

**NOTE:** You will have access to make changes to your budget forms through 5:00 p.m. Friday, February 10, 2017.



## **CONTACT INFORMATION**

If you have any questions or concerns regarding the use of Enterprise Reporting, please feel free to contact any of the persons in Accounting listed below:

### **Sara Nelson**

Manager of Budgeting and Financial Reporting

(502) 897-4044

(502) 897-4BUD (budget helpline)

[snelson@sbts.edu](mailto:snelson@sbts.edu)

### **Kim Osborne**

Assistant Controller

502-897-4132

[krosborne@sbts.edu](mailto:krosborne@sbts.edu)