# TABLE OF CONTENTS

1  Introduction: .................................................................................................................................................3

2  Definitions: ....................................................................................................................................................3

3  Getting Started, Work Flow: .......................................................................................................................3
   3.1  Accessing the System: ...........................................................................................................................3
   3.2  As a user: ..............................................................................................................................................5
   3.3  As a chair: ...........................................................................................................................................11
   3.4  As an admin: .......................................................................................................................................12

4  Appendix I: Flowchart of Budgeting Process...........................................................................................14
1 Introduction:

Following discussions at the Board of Deans and with senior administration, it was decided that all requests for the 2006/07 Capital Budget should be submitted online. As a result a new software program has been developed for that purpose.

The “Online Capital Submission System” is now ready for use for preparation of the 2006/07 Capital Budget.

This manual has been designed to help you in using the online system.

Note that the deadline for capital budget submission has been set for November 30, 2005.

For information concerning the Capital Budget Flow, please refer to Appendix I on page 14.

2 Definitions:

“Capital Submission Requests” is any request/proposal for major capital project and/or equipment (> $5000.-)

“User”: is any person who fills the request online.

“Chair”: is the person who filters/approves the finalized requests done by the users.

“Admin”: is the person (generally the VP/Provost/Dean/Director) who gives final approval before sending the bundle to the budget committee.

N.B.: Any User/Chair/Admin has access to cost centers within his/her responsibility only.

3 Getting Started, Work Flow:

3.1 Accessing the System:

You can access the system from 2 links:

1- Direct link: http://ei.aub.edu.lb

2- Financial Planning and Budget Office Website: http://staff.aub.edu.lb/~webfpbo/Online-Capital-Request.htm

Once done the below screen will appear and you will be asked to enter your user name and password which are the same AUB-net username and password.
Once you log-in you will see your assignment based on your rights. Note that you can have different roles i.e. you can be both user and chair.
3.2 As a user:

You are advised to click on the “LOG OUT” when your work is fully done.

By Clicking on “MY ACCOUNT”, you can view your assignments & rights on the system.

Click on “List of Requests for DEPARTMENT (as User)” to view the list of requests (if any).
The above page appeared after the user clicked on “List of Requests for BIOLOGY (as User)".

It shows the access level of the user; in this case “View/Edit/Add/Delete”, the department name and cost center, the department’s chairman or head and the current logged user. The user can:

- See a list of requests he/she made previously.
- If he/she has the right to add a new request for the department (cost center) he/she is assigned for, then he/she can click on “NEW REQUEST” to submit a new request.
- He/she can view (only) requests submitted by other users within the same department.
- He/she can edit and/or finalize his/her request as well as delete his/her own requests in case it is not approved by the “chair”.

After clicking on “NEW REQUEST” the following form appears.
### Online Capital Request: Manual

**Department**: BIOLOGY  
**CC**: 111030  
**Description**: New Tech

<table>
<thead>
<tr>
<th>Department Chain/Head:</th>
<th>Kevork Vartanian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact:</td>
<td>Kevork Vartanian</td>
</tr>
<tr>
<td>Building &amp; Room:</td>
<td></td>
</tr>
<tr>
<td>Date (m/d/yyyy):</td>
<td>8/25/2005</td>
</tr>
<tr>
<td>Extension:</td>
<td>6053</td>
</tr>
<tr>
<td>Budget Year:</td>
<td>2006-2007</td>
</tr>
</tbody>
</table>

**Provide relevant data to clearly justify your need.**
**Be very specific and detailed with financial justification.**

#### 1. Description of the Proposed Technology, Equipment Acquisition or Capital Project:

#### Estimated Cost:
- LOCO  
- CIF  
- FOB  
- w.o.VAT  
- Unit Cost $  
- Quantity:  
- Total Cost of Technology/Equipment $  
- If Income Generating Break Even Time (Months):  
- Revenue/Yr.:  

#### 2. Brief Outline of the Functions the Acquisition/Upgrade will Perform:

#### 3. Priority:
- Critical  
- Urgent  
- Essential  
- Desirable

#### 4. Status of Proposal:
- New  
- Replacement  
- Equipment Upgrade  
- Facility Upgrade

#### 5. Proposed Acquisition will Support:
- Existing Program/Service  
- New Program/Service  
- Expanded Program/Service

#### 6. Principal Use:
- Education  
- Research  
- Patient Care  
- Admin Support  
- Student Support  
- Student Services  
- Physical Plant  
- Other:

#### 7. Primary Justification for Acquisition:
- Business Case  
- Value-added Only  
- Legislative/Standards Requirement  
- Physical Plant Update/Problem  
- Infrastructure Problems

#### 8. Other Comments:
This is the form that the user has to fill-in in order to submit a new request. Some of the fields are required and the system won’t accept the form unless the required fields are filled in and with acceptable data.

To submit your request, simply click on Submit Request button. Clear Form will reset the form. If you decide not to submit your request or to go back to the list, click on Cancel/Back.

<table>
<thead>
<tr>
<th>1. Who will be the major beneficiaries of the acquisition/upgrade?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

| 2. What will be the major benefits of the proposed acquisition/upgrade to the AUB? |
|                                                                                |
|                                                                              |

| 3. Is the proposed acquisition/upgrade the outcome of a proposed new program or significant program enhancement? |
|                                                                                                                   |
| If yes, please attach outline of administratively-approved program plan. If no, please outline impact of acquisition/upgrade on future customer volumes. |
|                                                                                                                   |
|                                                                                                                   |

| 4. If a facility upgrade, in your view, is the use of the facility already covered by a service fee? |
|                                                                                                      |
| e.g. classroom enhancement via tuition fees, patient room upgrade via Room & Service fee, etc.    |
|                                                                                                      |
| If so, please indicate the extent of present use of the facility and how the upgrade will enhance service. |
|                                                                                                      |
|                                                                                                      |

| 5. Other comments in support of added-value justification: |
|                                                         |
|                                                         |

By default, an 'added-value' justification for a proposed capital acquisition/upgrade is one that cannot be quantifiably funded by a grant or direct chargeable revenues for the services that are/will be provided.
After submitting the new request, (whether with the value-added part or no), the system will redirect the user back to the list.

Now the user can click on the Request Number (generated by the system) to edit the request. If the request is in its final form, the user can click on “Finalize” and this way, it will be transferred to the “chair”. In case he/she doesn’t want to finalize yet but wants to change any entry, he/she can do so and then click on “Update Request”.

**Update Request** button will submit all the modifications or changes made, in addition to the newly added data. If you decided not to modify the request or to go back to the list, click on **Cancel/Back**. If the request is in its final form then click on **Finalize**.
In case he/she wants to delete a request, he/she has to click on “delete”. A page asking for confirmation appears. Note that even after confirming the deletion, the request won’t be deleted permanently and it can be recovered at any time by the people with special rights on the system.

This action will simply remove the request from the list. The actual data will remain in the database. Do you want to continue?

YES NO
3.3 As a chair:

This is the screen that appears after a “chair” clicks on the link to view the list of requests within his/her department. The “chair” can only see the requests in their final form (even if deleted). After clicking on the Request Number, he/she can view what the user has done and if he/she approves, he/she has to click on “Confirm” to automatically send the request to the higher administration. None of the non-approved requests will go to the higher admin even if they are in the final form.

To confirm/approve the submittal of the request to the Administration click on Confirm. To go back to the list, click on Back to List.
3.4 As an admin:

This is the screen that appears after an “admin” clicks on the link to view the list of all requests within his/her jurisdiction (the requests can be from several different cost centers). The “admin” can only see the requests in their final form and approved by the requesting department’s “chair”.

After clicking on the Request Number, the “Admin” can view the full form and can make a decision.
If the “Admin” clicks on “Update Request” without making a selection, the system will prompt him/her to select one of the options for the “Administrative Decision”. It is worth mentioning that any other choice than “Approve” will remove the “read-only” tag from the request form and send it back to the requesting user by clearing the confirmation of “chair” too.

The “chair” and “admin” have the ability to export the list of requests as an Excel spreadsheet.
4 Appendix I: Flowchart of Budgeting Process

Budgeting Process

Minor Tech.
Major/ Upgrade Tech.
New Facility/ Upgrade
(no tech. involved)