

Combined User Group
Business & State Wide Procurement

March 30th, 2010
2:25 PM



Combined User Group Agenda

- Address Book (ACH Email)
- 9.0 Information
- Review Open POs
- Media Objects
- Account Distribution

2



Announcements

- Fixed Assets – Barcode Scanner (Steve Sulek)
- Personal Data Security (Julie Perez)

3



Address Book (ACH Email)
Julie Perez

4



Address Book (ACH Email)

[Address Book Training Guides](#)

5



9.0 Information
Brian Svik

6



9.0 Information

New Sign On Page: EDGE.NE.GOV

Where Can You Get Help?

- [Training Guides](#)
- [Technical Help Page](#)

Help Desk – 471-4636 or 1-800-982-2468

7 

Review Open POs

Amy Wilson & Bruce Snyder

8 

Review Open POs

Clean Up Open POs

Menu Path:

- Accounting > Inquiries & Reports > Accounting Reports > Encumbrance /PO Reports > Open PO Detail by Branch/Plant
- Purchasing – Agencies > Inquiries & Reports > Procurement Reports > Open PO Detail by Branch/Plant

Version NIS0004 – Open Purchase Orders by Business Unit

9 

Review Open POs

Financial Problems w/ POs

Send email to State Accounting's mail-in database using the following link:
<http://www.das.state.ne.us/accounting/nis/contacts.htm>

Under Purchasing select Financial Problems with POs

Provide in email

- Order #
- Order Type
- Short description of problem

10 

Media Objects

Kay Mencl

11 

Media Objects

What is a Media Object

1. Text Attachment
2. File Attachment
3. OLE Attachment
4. URL Attachment

12 

What Do I Do If It Does Not Work?

1. [Training Guide](#)
2. [Job Aid](#)

What Do I Do If It Does Not Work?

3. Contact your Agency's IT Department
 1. Verify 9.0 Settings
 2. Browser Security
 3. Plug-in Requirements
4. Contact the OCIO Help Desk
 1. 471-4636
 2. OCIO.Help@nebraska.gov

Account Distribution

Kay Mencl

Account Distribution

Account Distribution

No Longer Referred to as Split Coding

16 

Account Distribution

Account Distribution

Always refer to the [NEW Training Guides](#)

17 
