NEBRASKA

DEPT. OF ADMINISTRATIVE SERVICES

State Accounting
Business User Group (BUG)

Wednesday, September 11, 2019

9:00 AM – 11:00 AM

1526 K Street Basement, Training Room/Development Center

Agenda

- Enterprise One Access Request
- ERD Tips and Reminders
- State Accounting Policy Updates
- Payment and Contract Tips
- Chart of Accounts Walk Through

Welcome & Announcements

- State Accounting Team Update
  - Mary Van Dyke – wage attachments
- EnterpriseOne 9.2 and Beyond
  - Hardware and Storage Refresh
- Biennial Carryover Report
  - Encumbrance Certification – send to Shannon Muffly, due September 19, 2019

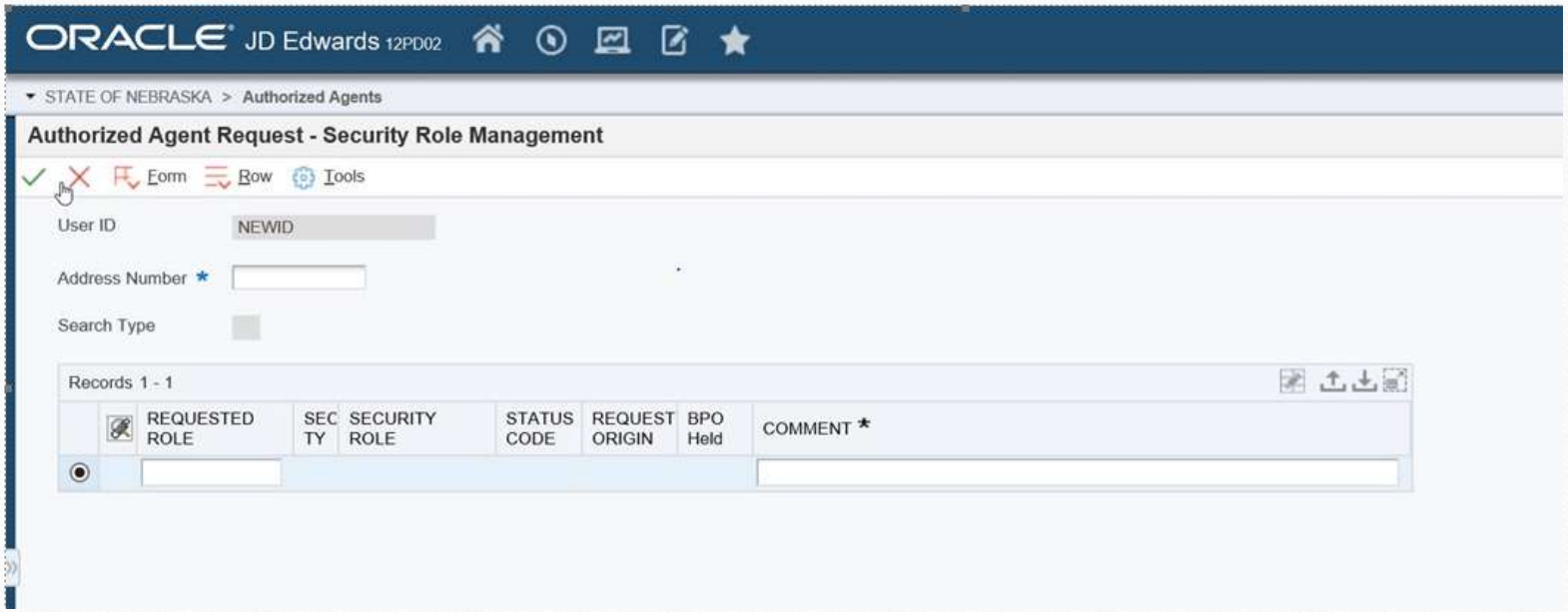
Welcome & Announcements

- Memorandum of Understanding
  - Shaping a culture of accountability
- Governmental Accounting Standards Board
  - Statement No. 87 – Leases
    - Recognize a lease liability and an intangible right-to-use lease asset

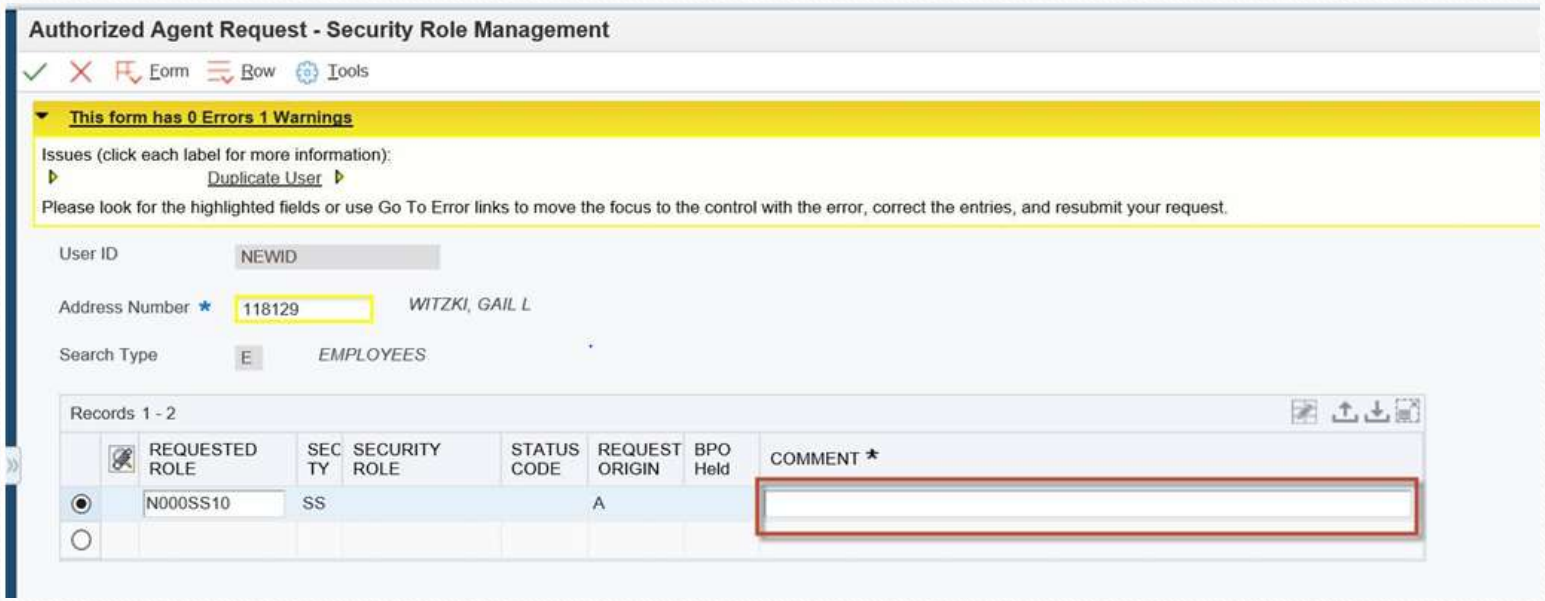
Requests for Enterprise One Access

Gail Witzki

Access Requests for EnterpriseOne



Access Requests for EnterpriseOne



Access Requests for EnterpriseOne

Authorized Agent Training Guides

NOTE: Some of the work instructions below may have an interactive INTERACT course available. If you are not sure how to use INTERACT click here for a brief online course detailing how to take an INTERACT course.

Lesson 1: User ID and Role Assignments

Title	Training Guide	INTERACT	Job Aid
Looking Up User ID	Training Guide	INTERACT	• Looking Up User ID Job Aid
Request New User ID - Role Assignments	Training Guide	INTERACT	• Request New User ID - Role Assignments Job Aid
Request Revisions to Existing User ID - Role Assignments	Training Guide	INTERACT	• Request Revisions to Existing User ID - Role Assignments Job Aid

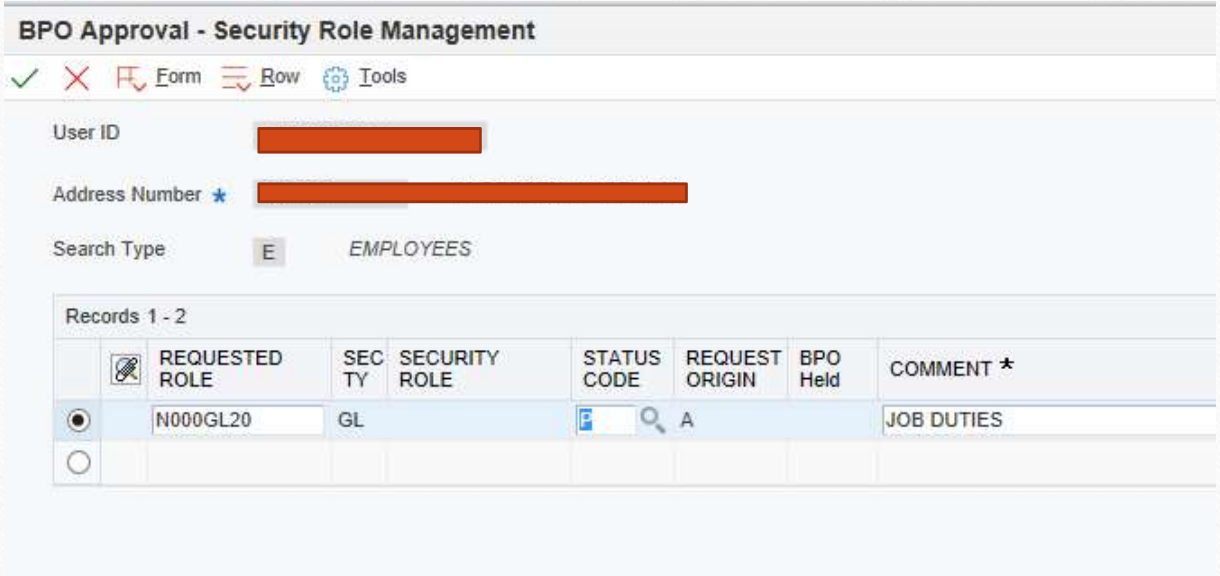
Access Requests for EnterpriseOne

NEBRASKA AdministrativeServices

Training Guide
Authorized Agent

Step	Action
20.	Click in the **COMMENT** field.
21.	**COMMENT** - Required for all Role requests. Enter information based on the **REQUESTED ROLE**. This can be used to explain to a BPO why a specific role is required for the new User ID. When Roles are requested, the BPOs will receive emails notifying them of the request waiting for their Review/Approval. In the "**COMMENT**" give the E1 System and the environment you are working in to help identify where the requests are located.
22.	Continue to enter additional rows to request Roles for the New User ID.

Access Requests for EnterpriseOne



Access Requests for EnterpriseOne

BPO Approval - Security Role Management

Form Row Tools

User ID [redacted]

Address Number * [redacted]

Search Type E *EMPLOYEES*

Records 1 - 2

	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	BPO Held	COMMENT *
◉	N000BD51	BD		P	A		NEW HIRE- AUDITOR INQUIRY ACCESS
○							

Access Requests for EnterpriseOne

BPO Approval - Security Role Management

Form Row Tools

User ID [redacted]

Address Number * [redacted]

Search Type E *EMPLOYEES*

Records 1 - 2

	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	BPO Held	COMMENT *
◉	N000AR20	AR		P	A		ADD AUTHORIZATION FOR PROCESSING DEPOSITS
○							

Access Requests for EnterpriseOne

BPO Approval - Security Role Management

Form Row Tools

User ID [redacted]

Address Number * [redacted]

Search Type E *EMPLOYEES*

Records 1 - 2

	REQUESTED ROLE	SEC TY	SECURITY ROLE	STATUS CODE	REQUEST ORIGIN	BPO Held	COMMENT *
◉	N000AP20	AP		P	A		NEW ACCT CLERK II CO
○							

ERD Tips / Reminders

Gail Witzki

ERD Tips/Reminders

- **Include Start and Stop Times**
- Document Signed by Employee and Supervisor or Approver
- Cross Reference Related Batches
- Use Meal Expense Form

A	B	C	D	E	F	G	H	I	J
TRANSPORTATION DOCUMENT NUMBER		LODGING DOCUMENT NUMBER	STATE OF NEBRASKA						
334606019 (Emp may not know this info)			EXPENSE REIMBURSEMENT REQUI						
DATE	NAME OF PLACE AND NATURE OF SERVICE		TRAVEL TIMES		MEALS		LODGING	TRANSPORTA	
2016 month/day	Enter start and stop points for each trip State purpose of each trip		STARTED	STOPPED	Actual Amounts only		DB1, DB2, etc., if direct billed	RATE	MILES TRAVELED
3/15	Lincoln to Eppley Airport-Omaha		1030		B			0.540	60
	Omaha to Salt Lake City-NASC conference			2100	L	12.96		0.540	
					D	18.15	201.55	0.540	
3/16	NASC conference				B		201.55	0.540	
					L			0.540	
					D			0.540	
3/17	NASC conference				B			0.540	
					L			0.540	
					D	17.63		0.540	
3/18	Salt Lake City to Omaha to Lincoln			1900	B			0.540	60
					L	10.87		0.540	
					D			0.540	

ERD Tips/Reminders

- Include Start and Stop Times
- **Document Signed by Employee and Supervisor or Approver**
- Cross Reference Related Batches
- Use Meal Expense Form

DB: 5	65025000	574500 (pers vehicle mile)	64.80
	65025000	575100 (miscellaneous)	29.00

NAME and TITLE	ADDRESS BOOK NUMBER	HEADQUARTER CITY		SUPERVISOR or APPROVER SIGNATURE	DATE	
John Accountant	1350	Lincoln				
ADDRESS	CITY	STATE	ZIP CODE			
2525 Anywhere Ln	Lincoln	NE	68509			
I claim reimbursement for the above expenses incurred by me in the line of duty and in accordance with Nebraska State Statutes. I declare that this is a true account of such expenses for which payment has not previously been made by the State of Nebraska or another source.				I certify that reimbursement for use of privately owned vehicles is authorized according to the provisions of NE State Statutes sections 81-1014 & 81-1176.	Veh. Lic.#	Only if your ag. Requires
EMPLOYEE SIGNATURE		DATE		AUTHORIZED SIGNATURE	DATE	

ERD Tips/Reminders

- Include Start and Stop Times
- Document Signed by Employee and Supervisor or Approver
- **Cross Reference Related Batches**
- Use Meal Expense Form

A	B	C	D	E	F	G	H	I	J	K
TRANSPORTATION DOCUMENT NUMBER		LODGING DOCUMENT NUMBER	STATE OF NEBRASKA							
334606019 (Emp may not know this info)			EXPENSE REIMBURSEMENT REQUEST							
DATE	NAME OF PLACE AND NATURE OF SERVICE		TRAVEL TIMES		MEALS		LODGING	TRANSPORTATION		
2016 month/day	Enter start and stop points for each trip State purpose of each trip		STARTED	STOPPED	Actual Amounts only		DB1, DB2, etc., if direct billed	RATE	MILES TRAVELED	AMOUNT
3/15	Lincoln to Eppley Airport-Omaha		1030		B			0.540	60	32.40
	Omaha to Salt Lake City-NASC conference			2100	L	12.96		0.540		-
					D	18.15	201.55	0.540		-
3/16	NASC conference				B		201.55	0.540		-

ERD Tips/Reminders

- Include Start and Stop Times
- Document Signed by Employee and Supervisor or Approver
- Cross Reference Related Batches
- **Use Meal Expense Form**

How To Calculate for Meal Adjustments

Use for proper removal of alcohol or non-traveler meals from a receipt including associated tax and tip charges. This calculator also will automatically adjust the tip amount down to 20% if the original percentage was higher.

http://das.nebraska.gov/accounting/forms/meal_adj_ws.xlsx

Enter amounts in yellow (nn) cells only. The **RED** cell is the amount eligible for reimbursement.

1 - Calculate the sales tax rate:

nn	Enter total tax amount
nn	Enter Subtotal
#VALUE!	= Tax Rate

2 - Calculate tip percentage:

nn	Enter Tip amount
#VALUE!	Total charge (including tax but not tip)
#VALUE!	= Tip rate *(automatically adjusted down if over 20%)*

3 - Calculate the total cost of allowed food including tax and tip:

nn	Enter total allowed food/non alcoholic beverage charges
#VALUE!	Tax rate
#VALUE!	Tax on food
#VALUE!	Total allowed food/non alcoholic beverage charges + Tax
#VALUE!	Tip rate
#VALUE!	Tip for food
#VALUE!	Total allowed food/non alcoholic beverage charges + Tax + Tip
	(tip automatically adjusted if over 20%)

4 - Calculate the total cost of alcoholic beverages or non-traveler meal including tax and tip

nn	Enter total unauthorized charges (alcoholic beverage charges or non-traveler meal)
#VALUE!	Tax rate
#VALUE!	Tax on unauthorized charges
#VALUE!	Total unauthorized charges (alcoholic beverage charges or non-traveler meal + Tax)
#VALUE!	Tip rate
#VALUE!	Tip for unauthorized charges
#VALUE!	Total alcoholic beverage or non-traveler meal charges + Tax + Tip

5 - Verify calculations:

#VALUE!	Total allowed food/non alcoholic beverage charges + Tax + Tip
#VALUE!	Total unauthorized charges (alcoholic beverage or non-traveler meal charges + Tax + Tip)
#VALUE!	Unallowed tip (over 20%)
#VALUE!	Total amount paid - Verify this amount

How To Calculate for Meal Adjustments

Use for proper removal of alcohol or non-traveler meals from a receipt including associated tax and tip charges. This calculator also will automatically adjust the tip amount down to 20% if the original percentage was higher.

http://das.nebraska.gov/accounting/forms/meal_adj_ws.

Enter amounts in yellow (nn) cells only. The **RED** cell is the amount eligible for reimbursement.

1 - Calculate the sales tax rate:

$2.59	Enter total tax amount
$45.00	Enter Subtotal
5.76%	= Tax Rate

2 - Calculate tip percentage:

$8.10	Enter Tip amount
$47.59	Total charge (including tax but not tip)
17.02%	= Tip rate *(automatically adjusted down if over 20%)*

3 - Calculate the total cost of allowed food including tax and tip:

$22.00	Enter total allowed food/non alcoholic beverage charges
5.76%	Tax rate
$1.27	Tax on food
$23.27	Total allowed food/non alcoholic beverage charges + Tax
17.02%	Tip rate
$3.96	Tip for food

Backaracks

SERVER: CHRISTOPHER D
TABLE: 677
TICKET #: 435186 06/04/2019 18:32
GUESTS: 0

VANILLA PORTER 23 OZ	8.00
Qty: 2 @4.00 Ea	
Fish 'N Chips	15.00
Sweet Potato FF	
FULL RACK OF RIBS	22.00
Wet Ribs	
Side Salad	
Sweet Potato FF	
SUB TOTAL:	45.00
SALES TAX:	2.59
SUB TOTAL:	47.59
GRATUITY ADDED:	8.10
TOTAL:	55.69

22/45 = 0.489

57.36 (0.489) = $28.50

$27.23	Total allowed food/non alcoholic beverage charges + Tax + Tip
	(tip automatically adjusted if over 20%)

4 - Calculate the total cost of alcoholic beverages or non-traveler meal including tax and tip

$23.00	Enter total unauthorized charges (alcoholic beverage charges or non-traveler meal)
5.76%	Tax rate
$1.32	Tax on unauthorized charges
$24.32	Total unauthorized charges (alcoholic beverage charges or non-traveler meal + Tax)
17.02%	Tip rate
$4.14	Tip for unauthorized charges
$28.46	Total alcoholic beverage or non-traveler meal charges + Tax + Tip

5 - Verify calculations:

$27.23	Total allowed food/non alcoholic beverage charges + Tax + Tip
$28.46	Total unauthorized charges (alcoholic beverage or non-traveler meal charges + Tax + Tip)
$0.00	Unallowed tip (over 20%)
$55.69	Total amount paid - Verify this amount

Backaracks

SERVER: CHRISTOPHER D
TABLE: 677
TICKET #: 435186 06/04/2019 18:32
GUESTS: 0

VANILLA PORTER 23 OZ	8.00
Qty: 2 @4.00 Ea	
Fish 'N Chips	15.00
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SUB TOTAL:	45.00
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SUB TOTAL:	47.59
GRATUITY ADDED:	8.10
TOTAL:	55.69

22/45 = 0.489

57.36 (0.489) = $28.50

State Accounting Policy Updates

Chad Pinger

Administrative Services

STATE ACCOUNTING

NEBRASKA

DEPT. OF ADMINISTRATIVE SERVICES

State Accounting

Home

About

Contact

FAQs

PAYROLL

FINANCIAL MANAGEMENT SYSTEM

ACCOUNTING POLICIES

State of Nebraska

State Accounting Manual

(grouped) Click here for Alphabetical Format

- Updates to the State Accounting Manual - Most Current at Top

Section
Introduction - Section AM-000
Accounting Concepts - Section AM-001
Governmental Accounting - Section AM-002

Last date Updated

7/31/2019

STATE OF NEBRASKA
STATE ACCOUNTING MANUAL UPDATES

DATE	SECTION	DESCRIPTION
7/19	General Policy 5 - Purchase Limitations	Modifcations to reflect minimum amount for capitalization of articles
7/19	General Policy 16 - Pre-audit	Minor modifications to reflect current terminology
7/19	General Policy 37 - Pre-Audit Certification	Minor modifications to reflect current terminology
7/19	General Policy 39 - Internal Control Plan	Minor modifications to reflect current terminology
1/19	General Policy 10 - Moving Expenses	Updated Mileage rates per IRS
1/19	Travel Policy 1 - Air Travel	Updated Mileage rates per IRS
1/19	Travel Policy 7 - Personal Automobiles	Updated Mileage rates per IRS

Policies Under Review

- General Policy #28 Capital Outlay
- General Policy #15 Volunteer Policy
- General Policy #3 Job-applicant Expenses
- Travel Policy #11 Employee Signatures

Payment and Contract Tips

Chad Pinger

Moving Contracts with Teammates

- State Accounting General Policy #10 – Moving Policy
- Agreement Signed by Employee and Agency Head – Prior to Move
- Include Language to Follow Agency and State Reimbursement Policies
- Amount Reimbursed is Taxable Income
  - Work with State Accounting on Options

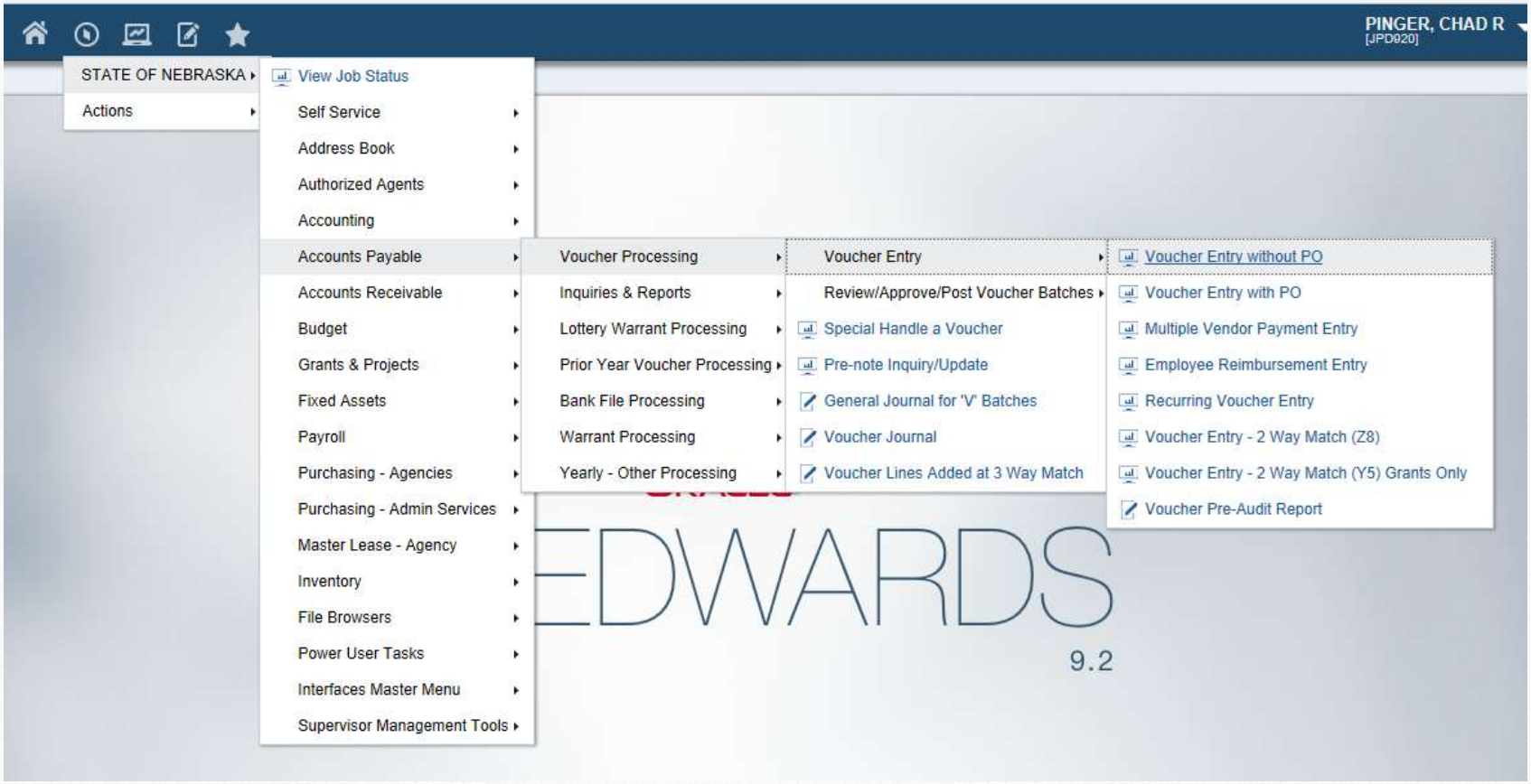
3rd Party Contracts

- Update on a Regular Basis
- Include Reimbursements to follow Agency and State Policies

Payments on Hold

Training Guides found under EnterpriseOne Training in Accounts Payable on State Accounting website:

Special Handling a Voucher	Training Guide	INTERACT	• Special Handling A Voucher Job Aid • Place A Payment On Hold Job Aid • Change the Dicount Due Date or Due Date of a Voucher Document Job Aid


PINGER, CHAD R
[JPD920]
STATE OF NEBRASKA
Actions
View Job Status
Self Service
Address Book
Authorized Agents
Accounting
Accounts Payable
Accounts Receivable
Budget
Grants & Projects
Fixed Assets
Payroll
Purchasing - Agencies
Purchasing - Admin Services
Master Lease - Agency
Inventory
File Browsers
Power User Tasks
Interfaces Master Menu
Supervisor Management Tools
Voucher Processing
Inquiries & Reports
Lottery Warrant Processing
Prior Year Voucher Processing
Bank File Processing
Warrant Processing
Yearly - Other Processing
Voucher Entry
Review/Approve/Post Voucher Batches
Special Handle a Voucher
Pre-note Inquiry/Update
General Journal for 'V' Batches
Voucher Journal
Voucher Lines Added at 3 Way Match
Voucher Entry without PO
Voucher Entry with PO
Multiple Vendor Payment Entry
Employee Reimbursement Entry
Recurring Voucher Entry
Voucher Entry - 2 Way Match (Z8)
Voucher Entry - 2 Way Match (Y5) Grants Only
Voucher Pre-Audit Report
EDWARDS
9.2

Voucher Entry without PO - Supplier Ledger Inquiry

Form Row Tools

Supplier Number *

Date From 02/01/2019 Thru 08/09/2019 (•) Invoice ( ) G/L

[ ] Recurring [ ] Summarize ( ) Paid ( ) Open ( ) Withheld (•) All

Batch Number * [ ] Display Audit

Payments | Purchase Orders | Supplier Master

Records 1 - 10

Batch Number	Document Number	Doc Type	Remark	Invoice Number	Gross Amount	Open Amount	G/L Date	Pay Stat
					Σ	Σ		H
5744749	42610849	PV	SECURITY SERVICES 2019-2020	11778337	900.00	900.00	08/19/2019	H
5745454	42611834	P9	FINAL FEE FY2019	1177651	6,343.41	6,343.41	08/19/2019	H
5745454	42611834	P9	FINAL FEE FY2019	1177651	10,149.46	10,149.46	08/19/2019	H
5745454	42611834	P9	FINAL FEE FY2019	1177651	13,433.38	13,433.38	08/19/2019	H

Special Handle a Voucher - Update Single Pay Item

Form Tools

Supplier	2304874	AGRILAND FS INC			
Doc No/Type/Co	42615623	PV	22700	Pay Item	001
PO No/Type/Co	00119574	Z4	22700	G/L Class	
Invoice Number	16035888			Invoice Date	08/20/2019

Discount Due Date *	08/20/2019	Pay Status	H	HELD/PENDING APPROV...
Due Date	08/20/2019	Payment Instrument		NIS - WARRANTS
Discount Taken		Payment Handling Code		.
Net Amount	4,064.24	Category Code - 07		.
Payee Number	2304874	AGRILAND FS INC		
Approver Number				
G/L Bank Account	99993.110401	A/P EFT		
Remark	ROADS 402-479-4631			
		Netting Status	0	
Pay When Paid		Pay When Paid Group Number		

Supplier	2304874	AGRILAND FS INC			
Doc No/Type/Co	42699879	PV	22700	Pay Item	001
PO No/Type/Co	00119619	Z4	22700	G/L Class	
Invoice Number	16037598			Invoice Date	08/29/2019

Discount Due Date *	08/29/2019	Pay Status	A	APPROVED FOR PAYME...
Due Date	08/29/2019	Payment Instrument		NIS - WARRANTS
Discount Taken		Payment Handling Code		
Net Amount	4,667.24	Category Code - 07		
Payee Number	2304874	AGRILAND FS INC		
Approver Number				
G/L Bank Account	99993.110401	A/P EFT		
Remark	ROADS 402-479-4631			
		Netting Status	0	
Pay When Paid		Pay When Paid Group Number		

Chart of Accounts Walk Through

Chad Pinger

Administrative Services
STATE ACCOUNTING

NEBRASKA
DEPT. OF ADMINISTRATIVE SERVICES

State Accounting
Home
About
Contact
FAQs

PAYROLL

FINANCIAL MANAGEMENT SYSTEM

ACCOUNTING POLICIES

TRAINING

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Address Book
CAFR
E1/Payroll & Financial CenterInformation

State of Nebraska

State Accounting Manual

(grouped) Click here for Alphabetical Format

- Updates to the State Accounting Manual - Most Current at Top

Section
Introduction - Section AM-000
Accounting Concepts - Section AM-001
Governmental Accounting - Section AM-002
Application of Principles - Section AM-003
Budgetary Accounts - Section AM-004
Policies - Section AM-005 - **General Policies** - **Travel Policies**
Agency Contacts
Chart of Accounts - Chart of Accounts

Official Nebraska Government Website

State of Nebraska
Accounting Manual

Export List

Show 10 entries

Search:

Search Result

Object	Level of Detail	Posting Edit	Pre-Audit Required	General Description	Description
100000	**3**	**N**		**ASSETS**	
110000	**4**	**N**		**CASH & CASH EQUIVALENTS**	
110100	5	N		GEN BANK ACCT-TREAS ONLY	
111100	5	M		GENERAL CASH	Each fund in the accounting system has, at a minimum, one cash account. This general cash account will be set up automatically when each fund is established. For every debit/credit amount entered on a document the system posts an offsetting credit/debit to this account.
112100	5			PETTY CASH	A sum of money set aside on an imprest basis for the purpose of making change or paying small obligations for which the issuance of a formal voucher and warrant would be too expensive and time-consuming. NOTE: This account should only be used when establishing a petty cash fund authorized by state statute or when terminating a petty cash fund.

Show 10 entries

Search:

Search Result

Object	Level of Detail	Posting Edit	Pre-Audit Required	General Description	Description
570000	**4**	**N**	**Yes**	**TRAVEL EXPENSES**	
511100	5		Yes	PERMANENT SALARIES-WAGES	Payments to employees whose positions are permanent in nature, including full-time and part-time personnel.
511200	5		Yes	TEMPORARY SALARIES-WAGES	Payments to employees whose positions are temporary in nature.
511300	5		Yes	OVERTIME PAYMENTS	Salary and Wage payments for hours worked in excess of the standard work week.
511400	5		Yes	PREMIUM PAY	Premium pay, on call pay, standby pay, call back pay, out-of-class pay or other compensation as required by negotiated agreements.
511500	5		Yes	SHIFT DIFFERENTIAL PAYMENT	Additional remuneration for working other than primary hours.
511600	5		Yes	PER DIEM PAYMENTS	Remuneration in lieu of salaries for members of boards and commissions as authorized by Statute.
511700	5		Yes	EMPLOYEE BONUSES	A merit increase payable in a lump sum or spread out over time up to the end of the fiscal year. A bonus is not added into the employee's salary base.

Show 10 entries

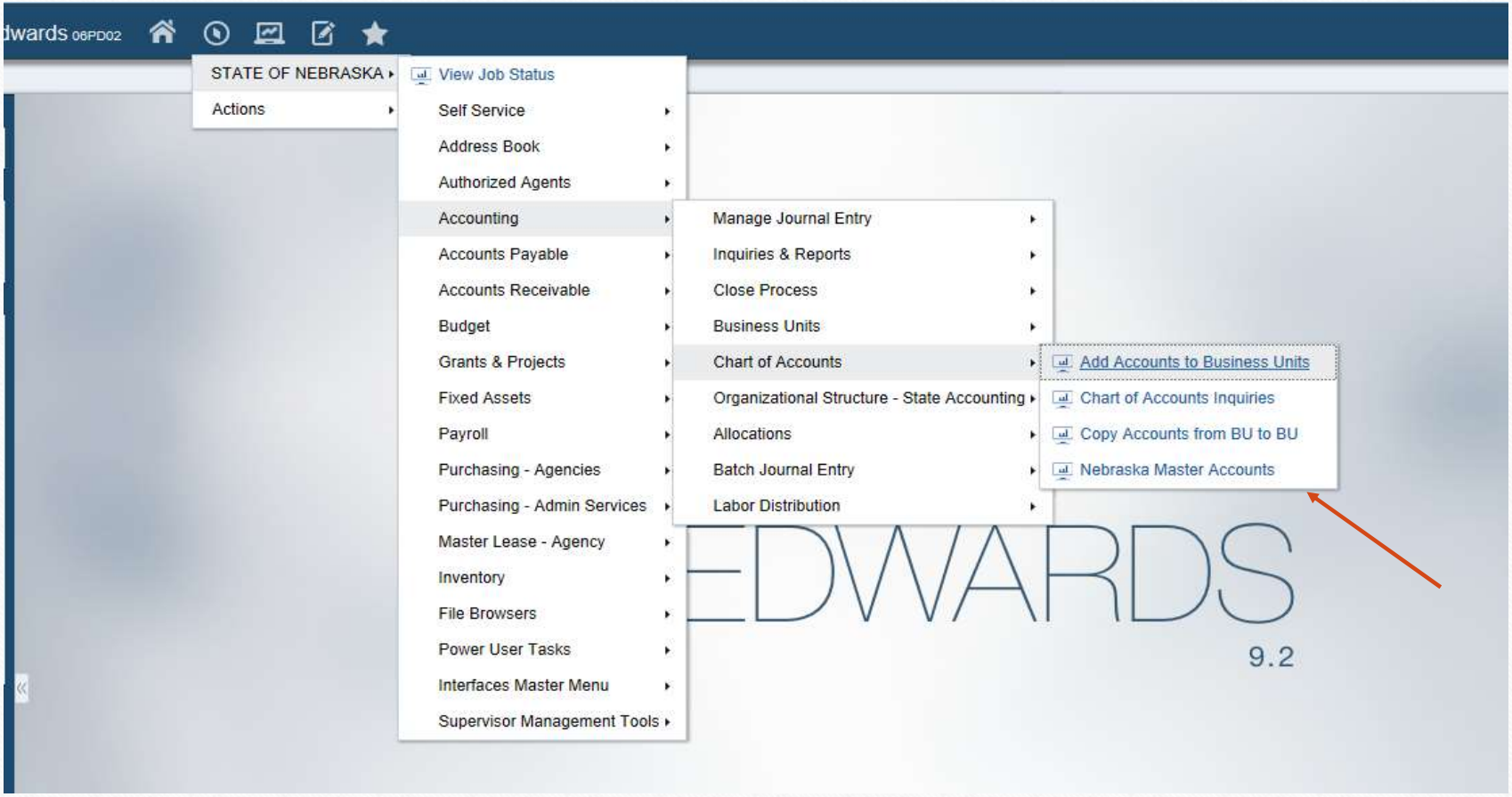
Search: food

Search Result

Object	Level of Detail	Posting Edit	Pre-Audit Required	General Description	Description
533900	5		Yes	FOOD EXPENSE	Cost of food purchases for facilities. Food purchases for conferences other than State employees, Volunteers and Contractors. Use this account when making payment to a vendor. (If you are reimbursing an employee for food costs, use account 571600, 571100, and 571900.)
141500	5			FOOD SUPPLIES INVENTORY	
533100	5			HOUSEHOLD & INSTIT EXPENSE	Costs of clothing, linen, food, utensils, laundry supplies, cleaning and sanitation supplies, etc.
586900	5			OTHER FIXED ASSETS	Purchase of food service, janitorial, and household and institutional equipment and furniture.

Showing 1 to 4 of 4 entries (filtered from 547 total entries)

Previous 1 Next


dwards 06PD02
STATE OF NEBRASKA
Actions
View Job Status
Self Service
Address Book
Authorized Agents
Accounting
Accounts Payable
Accounts Receivable
Budget
Grants & Projects
Fixed Assets
Payroll
Purchasing - Agencies
Purchasing - Admin Services
Master Lease - Agency
Inventory
File Browsers
Power User Tasks
Interfaces Master Menu
Supervisor Management Tools
Manage Journal Entry
Inquiries & Reports
Close Process
Business Units
Chart of Accounts
Organizational Structure - State Accounting
Allocations
Batch Journal Entry
Labor Distribution
Add Accounts to Business Units
Chart of Accounts Inquiries
Copy Accounts from BU to BU
Nebraska Master Accounts
EDWARDS
9.2

Nebraska Master Accounts - Work with Cost Code Structures
Work with Jobs
Row
Report
Form
Tools
Chart Type
No records found.
Chart Type
Description

Nebraska Master Accounts - Work with Cost Code Structures

Work with Jobs | Row | Report | Form | Tools

Chart Type

Records 1 - 4

Chart Type	Description
NM	NEBRASKA MASTER
NMB	NEBRASKA BUDGET MASTER
NPM	NEBRASKA PSL MASTER

Nebraska Master Accounts - Chart Type Setup

Query: All Record

Work with Cost Code Structures | Chart Type Setup

Form | Row | Report | Tools

Chart Type: NM — NEBRASKA MASTER

Skip to Subsidiary: *

Skip to Level of Detail: 9

Records 1 - 10

Sub	Obj Acct	Description	UM	L D	P E	M C	Workman Comp	CAT 1	SERVICE CONT	NITC	BUDGET DIVISION	CAT 6
	100000	ASSETS		3	N	D						
	110000	CASH & CASH EQUIVALENTS		4	N	D						
	110100	GEN BANK ACCT-TREAS ONLY		5	N	D						
	111100	GENERAL CASH		5	M	D						
	112100	PETTY CASH		5		D						
	112200	DEPOSITS WITH VENDORS		5		D						
	112300	CASH WITH FISCAL AGENTS		4		D						
	120000	INVESTMENTS		4	N	D						
	121100	SHORT-TERM INVESTMENTS		5		D						
	121200	MEDIUM-TERM INVESTMENTS		5		D						

Nebraska Master Accounts - Work With Batch Versions - Available Versions

Row Form Tools

Batch Application R51091P Chart Type Report

Read Only Report (Y/N)

Records 1 - 3

Version	Version Title	User	Last Modified	Security	Description
NE510001	Chart Master - NM	NISKBINTZ	10/01/2014	0	NO SECURITY
NIS0001	Chart Type Report - Custom Column Desc	NISNEDEV	11/18/2009	1	MEDIUM SECURITY
XJDE0001	Chart Type Report - All Chart Types	JDE	07/15/1999	1	MEDIUM SECURITY

Nebraska Master Accounts - Version Prompting

Submit Form Tools

Prompt For

Data Selection

Data Sequencing

R51091P

STATE OF NEBRASKA
Chart Type Report

Chart Type Cost Code	NM Cost Type	Description	U M	L D	P E	M C	Work Comp	Bill Item	Area Code	Loc Code	Floor Code	Alternate Cost Code	Rate Code
	100000	ASSETS		3	N	D							
	110000	CASH & CASH EQUIVALENTS		4	N	D							
	110100	GEN BANK ACCT-TREAS ONLY		5	N	D							
	111100	GENERAL CASH		5	M	D							
	112100	PETTY CASH		5		D							
	112200	DEPOSITS WITH VENDORS		5		D							
	112300	CASH WITH FISCAL AGENTS		4		D							
	120000	INVESTMENTS		4	N	D							
	121100	SHORT-TERM INVESTMENTS		5		D							
	121200	MEDIUM-TERM INVESTMENTS		5		D							
	121300	LONG-TERM INVESTMENTS		5		D							
	121400	UNAMORTIZED PREMIUM/DISC		5		D							
	122000	SECURITIES LENDING COLLAT		4		D							

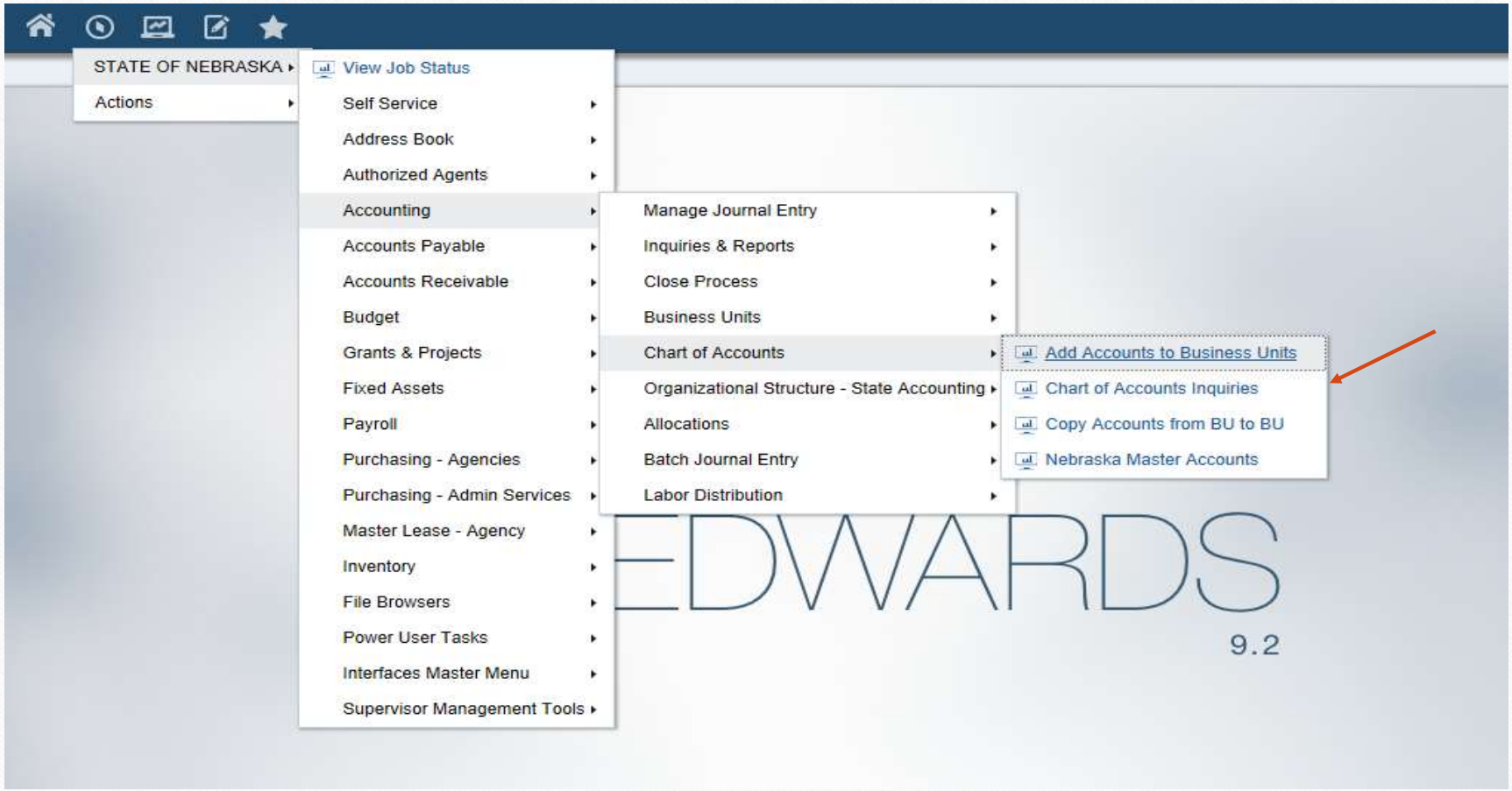

STATE OF NEBRASKA
Actions
View Job Status
Self Service
Address Book
Authorized Agents
Accounting
Accounts Payable
Accounts Receivable
Budget
Grants & Projects
Fixed Assets
Payroll
Purchasing - Agencies
Purchasing - Admin Services
Master Lease - Agency
Inventory
File Browsers
Power User Tasks
Interfaces Master Menu
Supervisor Management Tools
Manage Journal Entry
Inquiries & Reports
Close Process
Business Units
Chart of Accounts
Organizational Structure - State Accounting
Allocations
Batch Journal Entry
Labor Distribution
Add Accounts to Business Units
Chart of Accounts Inquiries
Copy Accounts from BU to BU
Nebraska Master Accounts
EDWARDS
9.2

Chart of Accounts Inquiries - Work With Accounts

Que

Report Row Tools

Fund *

Records 1 - 10 * Basic

Business Unit	Object Account	Subsidiary	Account Description	Company	L D	P E	Currency Code	Account ID	M C	N/A	Rt Cd
65070999	5*										
65070999	500000		EXPENDITURES	56560	3	N		37316990			
65070999	510000		PERSONAL SERVICES	56560	4	N		37316991			
65070999	511100		PERMANENT SALARIES-WAGES	56560	5			37316992			
65070999	511119		INDIRECT PSL EXP	56560	6			37316993			
65070999	511200		TEMPORARY SALARIES-WAGE	56560	5			37316994			
65070999	511300		OVERTIME PAYMENTS	56560	5			37316995			
65070999	511400		ON CALL PAY	56560	5			37316996			
65070999	511500		SHIFT DIFFERENTIAL PYMT	56560	5			37316997			
65070999	511600		PER DIEM PAYMENTS	56560	5			37316998			
65070999	511700		EMPLOYEE BONUSES	56560	5			37316999			

Questions?

Official Nebraska Government Website

Administrative Services

STATE ACCOUNTING

NEBRASKA
DEPT. OF ADMINISTRATIVE SERVICES

State Accounting
- Home
- About
- Contact
- FAQs

PAYROLL

FINANCIAL MANAGEMENT SYSTEM

ACCOUNTING POLICIES

TRAINING

CENTRAL FINANCE

FINANCIAL REPORTS

The Department of Education reported 323,766 school-aged children enrolled in Pre-K to 12th grade in 2017.

* From the Comprehensive Annual Financial Report (CAFR) 2018

Google Custom Search

Payroll
- Employee Electronic Receipt of Form W-2
- Payroll Calculation
- Calculation - Instructions
- Payroll Information

Financial Management System
- Address Book Information
- Authorized Agents/User Access
- E1/Payroll & Financial Center

Communication
- Administrator's Correspondence
- 9.1 Upgrades - News & Progress

Financial Reports

ADMINISTRATOR
Philip Olsen
Phone:
402-471-0600
Fax:
402-471-2583

PROJECTS:
- 9.1 Updates
- Archive

QUICK LINKS:
- Address Book Information
- CAFR
- Forms
- E-1/Payroll & Financial Center
- State Accounting Manual
- User Access

State Accounting Contacts

Contact State Accounting with Specific Request or View State Accounting Personnel

Listed below are links to specific email addresses which should **only** be used to send an email to State Accounting to request the functions identified in the Description column. **All other requests for assistance should be submitted to the IMS Help Desk. Emails submitted using these links below that do not pertain to the specific issue described will not be answered.** If your request requires a form to be completed, fill out the form and then attach it to the email. DO NOT ATTEMPT TO INCLUDE ANY INFORMATION OTHER THAN WHAT IS IN THE DESCRIPTION COLUMN. We cannot guarantee any additional information will reach the correct person.

When you click on the link in the right hand column your default email will open with an entry in the subject line. DO NOT CHANGE THE SUBJECT LINE OF THE EMAIL.

Jump to a section:

ACH | Address Book | Archive | Business Units/Grants/Fund Issues |Payroll | Encumbrances | Fixed Assets | Purchasing | Pre-Audit | Purchasing Card | Volunteer Programs

Description	Email Link
Automated Clearing House (ACH)	
To send ACH email address update requests, include: Vendor Address Book Number, Tax ID Number, Vendor Name, Last four digits of bank account number, if a change request reason/justification	Email

NEBRASKA

DEPT. OF ADMINISTRATIVE SERVICES

- http://das.nebraska/accounting
  - Administrator's Correspondence
  - Next Pre-Audit Training: November 6th, 2019

- Contact Info
  - chad.pinger@nebraska.gov, 402-471-0602
  - gail.witzki@nebraska.gov, 402-471-1417
  - nyla.thomsen@nebraska.gov, 402-471-4459