

Agency IT Setup Instructions

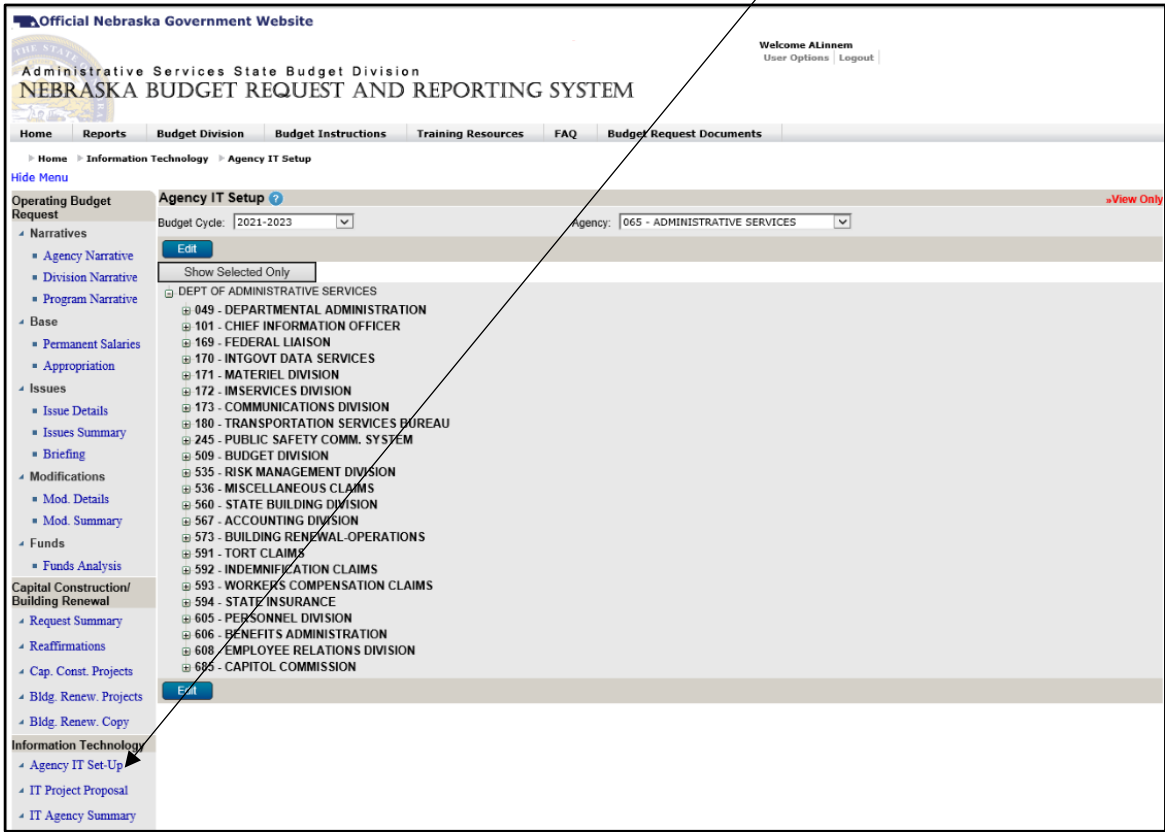
Purpose

- Allows an agency to designate specific Programs and Subprograms as containing only IT related expenditures. This designation, along with the Office of the CIO's designation of specific IT related job codes and object codes, will help to report the level of IT expenditures in the state for the Nebraska Information Technology Commission. **NOTE:** Nothing is required from an agency on this screen if it has no programs and/or subprograms that are exclusively IT.

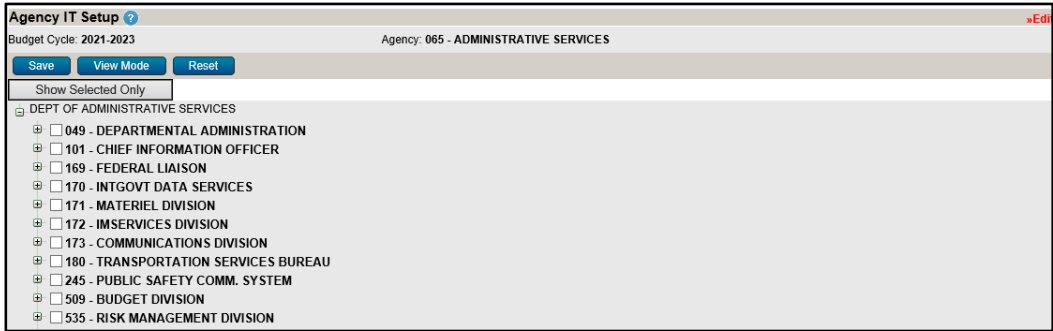
Getting Started – Agency IT Setup

- From the left-margin menu under **Information Technology**, click **Agency IT Setup**.
 - Budget Cycle** defaults to the current cycle.
 - Select **Agency** from the drop-down menu options that have been assigned to you (see Time-Saver Tip on the right).

Time-Saver TIP
Set default options to avoid repetitive selections of **Agency** and **Version**.
Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.



- Click **Edit**.
 - The system will enter EDIT mode.
 - If needed, click on **+** beside the Agency name to expand the program list. Click the **+** to the left of the check box for each program number to expand the subprogram list.

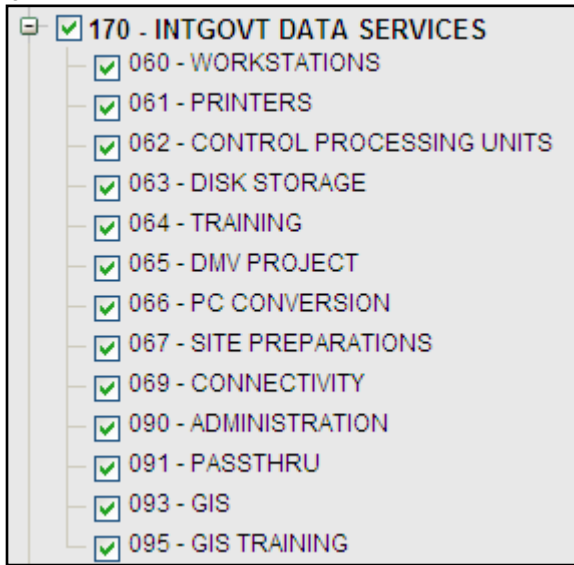




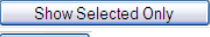

- Mark each Program and/or Subprogram that is exclusively IT as needed.
 - Checking or Unchecking a Program will do the same for all subprograms.

Start-Up TIP
If any of the drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.
Contact your NBRRS Agency Administrator or the State Budget Division for assistance.

Agency IT Setup Instructions

- To mark or unmark a specific Subprogram, click on the  to expand and see all subprograms defined for selected Program.



- Click on  to collapse the listing.
- Click  to commit changes to the database.
 - Click  to show only Programs/Subprograms that have already been marked.
 - Click  to show all Programs/Subprograms.
 - Click View Mode to leave Edit Mode.