

IT Agency Summary Instructions

Purpose

- Automatically calculates and displays the amount of IT expenditures identified by the agency in the system during the preparation of the budget request. IT expenditures are defined as:
 1. Specific Job Codes and Objects Codes identified by the Office of the Chief Information Officer as being IT related.
 2. Specific Programs / Subprograms identified by the agency on the Agency IT Set-up screen as being exclusively IT related expenses.
 3. All job codes and object codes included in any IT Issues entered by the Agency.
 The agency can then enter additional expenditures that do not meet the above criteria at a Major Account level. Finally, agencies should enter a breakdown of what fund types are utilized to fund the agency's IT related activities.

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



Getting Started

In the left-margin menu, under **Information Technology**, click "IT Agency Summary".

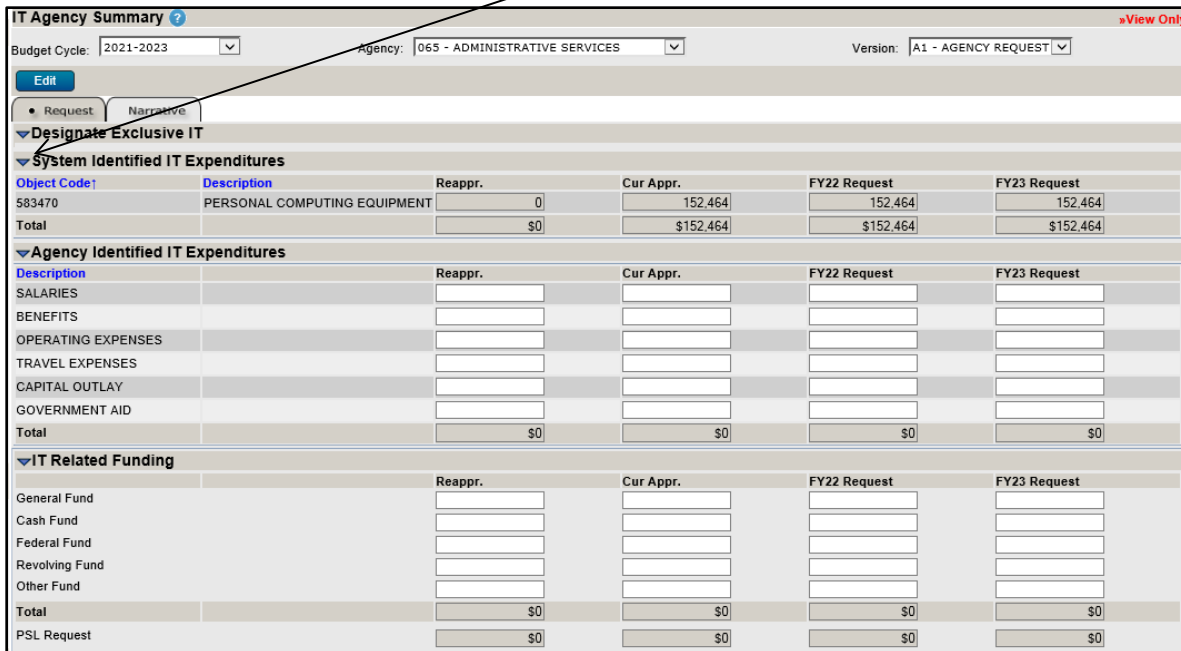
- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you (see Time-Saver Tip)
- There are two tabs, **Request** and **Narrative**.
- The Request tab has four sections on the screen:
 1. **Designated Exclusive IT**
 2. **System Identified IT Expenditures**
 3. **Agency Identified IT Expenditures**
 4. **IT Related Funding**.
- Each section can be expanded or collapsed by clicking on the blue or white triangle next to the section header.

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.

Request Tab



Object Code	Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
583470	PERSONAL COMPUTING EQUIPMENT	0	152,464	152,464	152,464
Total		\$0	\$152,464	\$152,464	\$152,464

Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
SALARIES				
BENEFITS				
OPERATING EXPENSES				
TRAVEL EXPENSES				
CAPITAL OUTLAY				
GOVERNMENT AID				
Total	\$0	\$0	\$0	\$0

	Reappr.	Cur Appr.	FY22 Request	FY23 Request
General Fund				
Cash Fund				
Federal Fund				
Revolving Fund				
Other Fund				
Total	\$0	\$0	\$0	\$0
PSL Request	\$0	\$0	\$0	\$0

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Designated Exclusive IT

This section lists the Program and Subprograms designated by the agency as being exclusively IT.


- These are set on the “**Agency IT Set-Up**” screen.
- The designation must be defined for each budget cycle. Designations from a prior budget cycle cannot be copied forward.

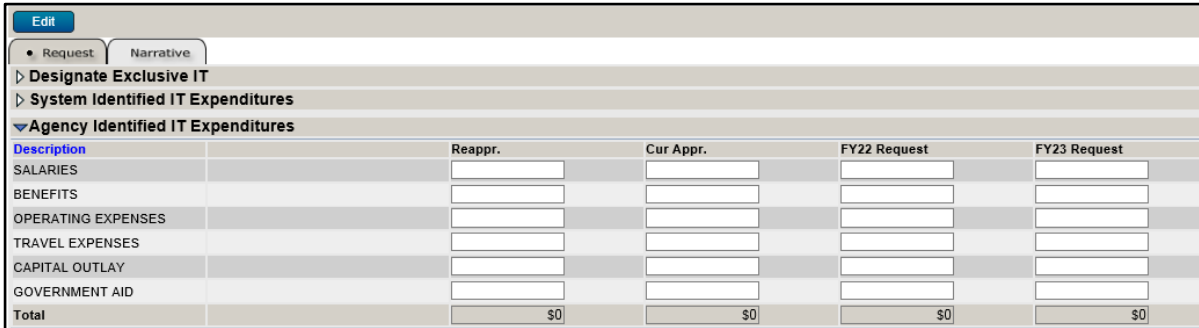
System Identified IT Expenditures

This section lists all IT expenditures determined by the system based on the Agency IT Setup screen and pre-defined IT-related job codes and object codes. The total in this section will be added to the **Agency Identified IT Expenditures** section to determine the amount of **IT Related Funding** needing to be identified by the agency.

Agency Identified IT Expenditures

This section is used to enter additional IT expenditures that were not included in the **System Identified IT Expenditures** section. The additional IT expenditures are entered at a Major Account level. The total in this section will be added to the **System Identified IT Expenditures** section to determine the amount of **IT Related Funding** that is to be identified by the agency.

1. Click  to begin entering agency identified IT related expenditures at the Major Account level for each column, if necessary, along with the estimated funding amounts by fund type.



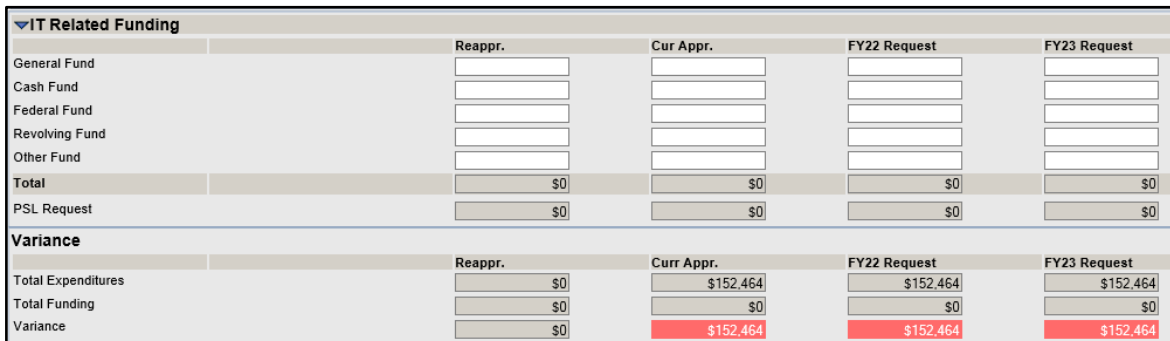
Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
SALARIES				
BENEFITS				
OPERATING EXPENSES				
TRAVEL EXPENSES				
CAPITAL OUTLAY				
GOVERNMENT AID				
Total	\$0	\$0	\$0	\$0

2. Click  to commit the data entered to the database.


IT Related Funding

This section is used to enter the fund types for IT related expenditures. The total expenditures identified in the **System Identified IT Expenditures** and **Agency Identified IT Expenditures** sections are included.

1. Click  to begin entering funding amounts by fund for each column.



IT Related Funding				
Description	Reappr.	Cur Appr.	FY22 Request	FY23 Request
General Fund				
Cash Fund				
Federal Fund				
Revolving Fund				
Other Fund				
Total	\$0	\$0	\$0	\$0
PSL Request	\$0	\$0	\$0	\$0
Variance				
Description	Reappr.	Curr Appr.	FY22 Request	FY23 Request
Total Expenditures	\$0	\$152,464	\$152,464	\$152,464
Total Funding	\$0	\$0	\$0	\$0
Variance	\$0	\$152,464	\$152,464	\$152,464

2. Any variance in funding relative to the amount of expenditures will be shown in red. These should be corrected before the budget request is submitted.
3. Click  to commit the data entered to the database. Click View Mode to leave Edit Mode before continuing on to the Narrative tab.

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Narrative Tab

In prior budget submissions the Narrative tab was used to attach the **Agency IT Plan**. The Office of the Chief Information Office has a web based portal for agencies to use to complete this requirement. It is found at <https://cioapps.nebraska.gov/ITPlan>. Therefore, there is no Narrative or attachment required to be included in the budget submission.