

Agency Administrator Instructions

Purpose

- These instructions provide users with the Agency Administrator role with the step-by-step directions on how to perform the unique tasks available to an Agency Administrator.
- Under the *Administration* section on the left margin menu, the Agency Administrator will see the following:



Support Tables

Support Tables allow the user to view information and to update certain fields. See Tab Descriptions below.

The screenshot shows a web interface titled "Manage Support Tables - Agencies" with a question mark icon. Below the title is a "Budget Cycle" dropdown menu set to "2023-2025". There are several tabs: "Agencies" (selected), "Major Accounts", "Object Codes", "Job Codes", "Funds", "Grants", "Narratives", "Proj Codes", and "Proj Types". Below the tabs is a "Show Actives Only" link. The main table has the following data:

Description	Code	Short Desc.	Who Last Updated	When Last Updated	Active
LEGISLATIVE COUNCIL	003	LEGISLATURE	GBush	Mar 22, 2022	<input checked="" type="checkbox"/>
SUPREME COURT	005	SUPREME COURT	GBush	Mar 22, 2022	<input checked="" type="checkbox"/>
GOVERNOR	007	GOVERNOR	GBush	Mar 22, 2022	<input checked="" type="checkbox"/>
LIEUTENANT GOVERNOR	008	LT. GOVERNOR	GBush	Mar 22, 2022	<input checked="" type="checkbox"/>
SECRETARY OF STATE	009	SECRETARY OF STATE	GBush	Mar 22, 2022	<input checked="" type="checkbox"/>

NOTE: Only Agencies that have been assigned to the user will appear. This may very likely be a single agency.

Tab Descriptions

- **Agencies:** Shows all agencies that the Agency Administrator has security to manage. Additional tabs will appear once an agency has been selected.
- **Major Accounts:** Shows a listing of the Major Account filters established in the system. This is an informational tab only.
- **Object Codes:** A listing of all Object Codes available in the system. This is an informational tab only.
- **Job Codes:** A listing of all Job Codes available in the system. This is an informational tab only.
- **Funds:** A listing of all Funds available in the system. This is an information tab only.
- **Grants:** A listing of all Federal Grants (CFDA#) available in the system. Grants are listed in CFDA# order. This is an informational tab only.
- **Proj Codes:** A listing of all Project Codes available for Building Renewal projects. These codes are required on Building Renewal projects and are defined by the State Building Division. This is an informational tab only.
- **Proj Types:** A listing of Project Types available for Building Renewal projects. These types are required on Building Renewal projects and are defined by the State Building Division. This is an informational tab only.

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Agency - Versions

This tab contains information about the version(s) setup for the agency. New **Versions** can be created; data can be copied or merged to a different version. Also a **Version** can be locked or unlocked.

Specific Version

- Click on a specific **Version** in the Description (Select Version) column. The **Version** section as shown below will be displayed.

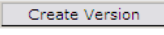
- Click **Edit** to change the description of the **Version** or change the active status.
 - If the **Version** has transactions, it may not be made inactive.
- Note the **Lock Status**, **Balance Checking Status**, and if the version has been **Submitted**. The **Version's** Balance Checking Status must indicate "Passed" before the Version can be submitted as the agency's final request.
- Click **Lock** or **Un-Lock** to change the Lock status of the Version.
 - NOTE: A Version that has been submitted may only be unlocked by the State Budget Division.**
- Click on **[OBR]** or **[CCBR]** to see the final budget request documents.
 - These links will only work once the final budget request document has been prepared by the system.
- All users that have been granted access to the **Version** will be shown.
 - By pointing the mouse over a user ID, the user's full name can be seen.
 - Clicking on the ID takes the Agency Administrator to the Security screen for that user.

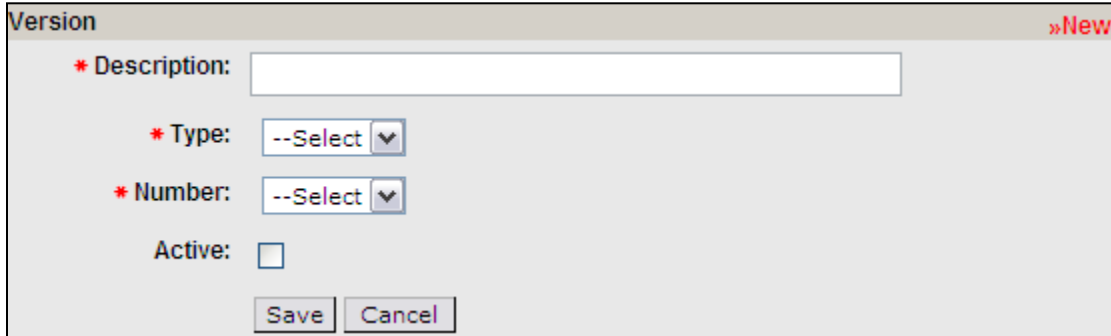
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Create Version

Allows creation of a new **Version**. When a **Version** is created, the User who created the **Version** will automatically have the new **Version** assigned to them.

- **NOTE:** A **Version** **MUST** be created before the **Copy** and **Merge Version** functionality will work.
- In order for other Users to utilize the **Version**, they must be given access to the version by the Agency Administrator under Security.

- Clicking on  will cause a new section to appear on the screen.

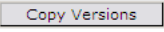


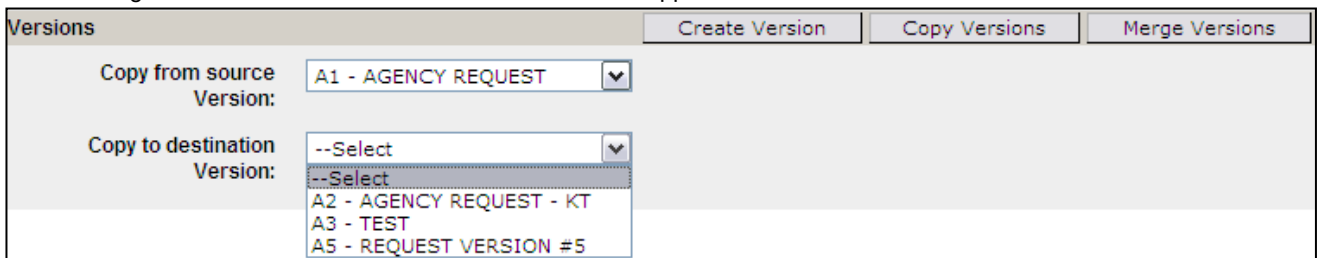
- Description:** Enter a short Description for the new **Version**.
- Type:** Select 'A'. This represents an agency request distinct from version numbers assigned for Budget Division use.
- Number:** Select a number for the **Version**. Up to 9 Versions may be created.
- Active:** Check the box to make the **Version** available to be selected on system screens.

- Click Save to commit the new **Version** to the database.

Copy Version

Data copied will overwrite existing data on the destination **Version**. This will cause data loss. Use Merge functionality to preserve data on the destination **Version**.


- Clicking on  will cause a new section to appear on the screen.



- Copy from source Version:** Select the source **Version**.
- Copy to destination Version:** Select destination **Version**.
 - Only **Versions** currently assigned will appear.
 - Locked **Version** will not appear on the list.

- After selecting the destination **Version**, there will be two options: *Copy the entire Version* and *Copy Selectively*.



- Selecting **Copy the entire Version** and clicking on  will copy the entire **Version** to the destination Version.

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- Selecting **Copy Selectively** will cause a new section to appear on the screen.

Miscellaneous | Issues | Budget Mod

Narratives

- Agency Narrative
- Division Narrative
- Program Narrative

Operating Budget Request

- Permanent Salaries Base
- Base Appropriation
- Funds Analysis

Capital Construction and Building Renewal

- Capital Construction Reaffirmations
- Building Renewal Request
- Capital Construction Project Request

Miscellaneous | **Issues** | Budget Mod

Select Issue(s)

- Agency Issue
 - Analyst Identified
 - Business Manager reclassification
 - Depreciation Surcharge
 - Test for Jobcode deletion
 - Test Issue
 - Test Issue
- IT Issue
 - Groovy
 - Upgrade Accounting System
- Enterprise Issue
 - Health Insurance Premium Increases

Miscellaneous | Issues | **Budget Mod**

Select Budget Modification(s)

- Continue Budget Operations
- Establish outreach program
- Test - KT
- Test Aid 1
- test Ops and Aid
- Testing Ops

Miscellaneous tab

- Click the individual check boxes to select the elements to be copied.

Issues tab – selections are allowed for:

- All Issues of a specific type to be copied by checking the Issue Type name.
- A specific Issue to be copied by checking that Issue Name.
- Selection of multiple Issues to copy.

Budget Mod tab – selections are allowed for:

- Select any specific Modification to be copied by checking that Modification Name.
- Under each tab, check the information to be copied to the destination **Version**.
- Selection of multiple Modifications to copy.

- Clicking on **Copy** will copy the selected item(s) to the destination **Version**.

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Merge Version

Merging a **Version** will not overwrite existing data on the destination **Version**. Data will be added to the destination **Version**.

- Clicking on will cause a new section to appear on the screen.

The screenshot shows a web interface for merging versions. At the top, there's a 'Versions' section with three buttons: 'Create Version', 'Copy Versions', and 'Merge Versions'. Below this, there are two dropdown menus. The first is labeled 'Merge from source Version:' and has 'A1 - AGENCY REQUEST' selected. The second is labeled 'Merge in destination Version:' and has '--Select' selected. A dropdown menu is open for the second dropdown, showing options '--Select' and 'A2 - AGENCY REQUEST'.

- Merge from source Version:** Select the source **Version**.
- Merge to destination Version:** Select the destination **Version**. Locked Versions will not appear on the list.

After selecting the destination Version, the following tabs will be shown on the screen.

The screenshot shows a tabbed interface with five tabs: 'Issues', 'Budget Mod', 'CC Reaffirmations', 'CC Building Renewals', and 'CC Project Requests'. The 'Issues' tab is selected and highlighted with a black dot.

- **Issues:** Lists all Issues, by Issue type.
 - **Budget Mod:** Lists all Budget Modifications
 - **CC Reaffirmations:** Lists all Reaffirmation Projects.
 - **CC Building Renewals:** Lists all Building Renewal Projects.
 - **CC Project Requests:** Lists all Capital Construction Projects.
- After selecting the desired tab, select one or more items in the list.
 - Click on . This will Merge the selected item(s) to the destination **Version**.
 - NOTE: All checked items on all tabs will be merged when the button is clicked.

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Agency - Programs

This tab contains information about the **Program(s)** set up for the agency. A user can review the information for the **Program** and what **Subprogram(s)** are assigned to each **Program**. Additionally, the Agency Administrator may change the description of a **Subprogram**.

Specific Program

Clicking on a specific **Program** will cause a new section to appear on the screen.

Program	Users(11)
Description: ACCOUNTING DIVISION	dreznic kthotti-001 vsindel
Program: 567	ekutsch lheaton WMajeru
Active: <input checked="" type="checkbox"/>	gbush mhussai-001 wscheid
<input type="button" value=" < Back"/>	jwilcox001 steegal-001

Sub-Programs
Description (Select Sub-Program)
000 - REVOLVING REVENUE
001 - NAS
002 - ACCOUNTING
010 - SYSTEMS DEVELOPMENT
014 - SUBPROGRAM 14

- A list of users currently assigned to the **Program** is shown.
- A list of **Subprograms** is provided.
- Clicking on will return the user to the **Program** selection screen.

Specific Subprogram

Clicking on a specific **Subprogram** will cause a new section to appear on the screen.

Sub-Programs	Sub Program
Description (Select Sub-Program)	»View Only
000 - REVOLVING REVENUE	Description: SUBPROGRAM 14
001 - NAS	Sub Program: 014
002 - ACCOUNTING	Active: <input checked="" type="checkbox"/>
010 - SYSTEMS DEVELOPMENT	<input type="button" value=" Edit"/>
» 014 - SUBPROGRAM 14	

- Clicking on will allow the user to update Subprogram description.
- Only the Description may be changed.
- Clicking on will save any changes and return user to **View Only** mode.

Sub Program	»Edit
* = required	
* Description:	<input type="text" value="SUBPROGRAM 14"/>
* Sub Program:	<input type="text" value="014"/>
Active:	<input checked="" type="checkbox"/>
<input type="button" value=" Update"/>	

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Agency - Divisions

This tab contains information about the **Division(s)** set up for the agency. A user can review the information for the **Division** and what **Program(s)** are assigned to that **Division**.

Divisions
Description (Select Division)
01 - DAS DIRECTOR
02 - ACCOUNTING DIVISION
03 - BUDGET DIVISION
04 - BUILDING DIVISION
05 - MATERIEL DIVISION
08 - PERSONNEL DIVISION
09 - EMPLOYEE RELATIONS DIVISION
10 - TRANSPORTATION SERVICES BUREAU
11 - RISK MANAGEMENT DIVISION
12 - BUILDING RENEWAL DIVISION
13 - OFFICE OF STATE CAPITOL COMMISSION
15 - DIVISION OF THE CHIEF INFORMATION OFFICER

Specific Division

Clicking on a specific **Division** will cause a new section to appear on the screen.

Division
Description: BUDGET DIVISION
Short: BUD
Description:
Division: 6503
Label: 03
Active: <input checked="" type="checkbox"/>
Assigned Programs:
=====
509 - BUDGET DIVISION
671 - OBSOLETE PROGRAM
672 - PRIMARY CLASS DEV PROJECT
673 - METROPOLITAN CLASS DEV PROJECT
902 - BUDGET FACILITIES CONTROL

- No information can be changed on this screen. If any changes need to be made to the **Assigned Programs**, contact your assigned State Budget Division Budget Analyst.

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Agency - Projects

This tab contains information about the **Building Renewal Projects** set up for the agency. There are a number of predefined **Projects** identified by the 309 Task Force. Additionally, an agency can create **Projects** that are usable for the Agency.

Specific Project

Title	Created By Admin
ADA ENTRY UPGRADE	<input checked="" type="checkbox"/>
ADA MODIFICATIONS	<input checked="" type="checkbox"/>
ADA RESTROOM UPGRADE	<input checked="" type="checkbox"/>
DOORS/HARDWARE UPGRADE	<input checked="" type="checkbox"/>
ELECTRICAL UPGRADE	<input checked="" type="checkbox"/>
ELEVATOR UPGRADE/ADA	<input checked="" type="checkbox"/>
EMERGENCY GENERATOR	<input checked="" type="checkbox"/>
FASCIA/SOFFIT REPAIR/REPLACE	<input checked="" type="checkbox"/>
FIRE ALARM UPGRADE	<input checked="" type="checkbox"/>
FOUNDATION REPAIR/UPGRADE	<input checked="" type="checkbox"/>
HVAC STUDY	<input checked="" type="checkbox"/>
MASONRY REPAIRS	<input checked="" type="checkbox"/>
ROOF DRAINAGE UPGRADE	<input checked="" type="checkbox"/>
ROOF REPAIR/REPLACE	<input checked="" type="checkbox"/>
STRUCTURAL STUDY	<input checked="" type="checkbox"/>
STRUCTURAL UPGRADE	<input checked="" type="checkbox"/>
SWITCHGEAR REPAIR/REPLACE	<input checked="" type="checkbox"/>
TUNNEL REPAIR/REPLACE	<input checked="" type="checkbox"/>
WINDOW REPAIR/REPLACE	<input checked="" type="checkbox"/>

Clicking on a specific **Project** will cause a new section to appear on the screen.

- If a **Project** has been **Created By Admin**, no changes will be allowed and the button will not appear.

Project »View Only

Title: WINDOW REPLACEMENT PROJECT

Project Code: T3C - ENERGY CONSERVATION

Created By

Admin:

Active:

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Agency Created Project

- For a **Project** created by the Agency on the Building Renewal Projects screen, the Agency Administrator may update **Title** and **Project Code** fields.
- If there is no transactional data associated with the **Project**, user may also change the Active flag.
- Clicking on will allow the user to update.

Project This lookup code is being referred in transaction and/or historical data, therefore cannot be made in-active!!!

* = required

* Title:

* Project Code:

Created By Admin:

Active:

- Clicking on will save any changes and return user to **View Only** mode.
- Clicking on will not save any changes and return user to **View Only** mode.

Agency Administrator Instructions

Agency - Assets

This tab allows the user to search for an **Asset** assigned to the Agency.

- An Asset is a Building or Land in the state inventory from the state accounting system at the start of the budget cycle.
- Asset is used in the **Building Renewal Project** and **Capital Construction Project Request** screens.

Search Assets (065 - DEPARTMENT OF ADMINISTRATIVE SERVICES)

Tag #: Asset Description: Site:

Site Description: Location1 #: Location2 #:

Location3 #:

- User may enter criteria to search in any of the available fields such as Tag#, Asset Description, Site, etc.
- Click to find the Asset you wish to identify from the search results

Search Assets (Agency : 065 - DEPT OF ADM SERVICES)

Tag #: Asset Description: Site:

Site Description: Location1 #: Location2 #:

Location3 #:

Select	Tag Number	Description	Site	Site Description	Loc1	Loc2	Loc3
Select	65B0011700B	EAST PARKING GARAGE			1501 M' STREET		
Select	65B00004L	EAST PARKING GARAGE (65)				LINCOLN 000068509	
Select	65B0011703B	EAST PARKING GARAGE ADDITION			1501 M' STREET		
Select	65B0175100B	EXECUTIVE BLDG. PARKING GARAGE			13TH & K' STREETS		
Select	65B0011800B	SOUTH PARKING GARAGE			1401 L' STREET		
Select	65B00003L	SOUTH PARKING GARAGE (65)				LINCOLN 000068509	

Specific Asset

Clicking on a specific **Asset** (Tag Number) will cause a new section to appear on the screen.

- No information may be changed. If a change is needed, contact your Administrative Services State Budget Division analyst.
- Clicking on will return the user to the previous screen.

Search Assets (065 - DEPARTMENT OF ADMINISTRATIVE SERVICES)

Asset

Description: REHABILITATION UNIT #10 (HRC)

Tag number: 25D0151800B

Location-1: 4200 W. 2ND STREET

Location-2:

Location-3: HASTINGS 68901

Site: 557738

Site Description: AS - BLDG DIV STATE

Active:

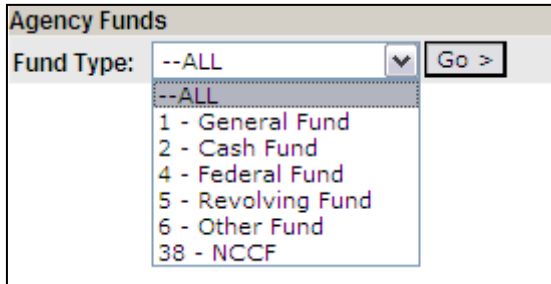
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Agency - Funds

This informational screen contains details about what funds are identified in the system. Only funds that are identified as a parent fund in the higher level Funds support table will need to have a Funds Analysis completed. A parent fund is a fund that is not designated as a child fund for any other fund. A parent fund may or may not have child funds assigned to it. All data from child funds will be rolled up to the parent fund on the Funds Analysis screen.

If an agency believes that a Funds Analysis is not required for a particular identified fund, please contact the State Budget Division.

Also, contact the State Budget Division to add a fund that is not listed.



The screenshot shows a web form titled "Agency Funds". It features a "Fund Type:" label followed by a dropdown menu currently set to "--ALL". A "Go >" button is to the right of the dropdown. The dropdown menu is open, showing a list of options: "--ALL", "1 - General Fund", "2 - Cash Fund", "4 - Federal Fund", "5 - Revolving Fund", "6 - Other Fund", and "38 - NCCF".

Agency Funds

Select the fund type to display from the dropdown and click **GO >**.

- Select **--All** to show all funds.
- Once selected, the screen will display the funds.



The screenshot shows the main display of the "Agency Funds" screen. At the top, it says "Agency Funds" and "Fund Type: --ALL" with a "Go >" button. Below that, it says "Show: 30 per page" and a set of navigation buttons (back, forward, etc.). The main content is a table with 66 rows of data. The table has columns for "Description", "Code", "Who Last Updated", "When Last Updated", and "Active". The "Active" column contains checkmarks for all rows.

Description	Code	Who Last Updated	When Last Updated	Active
CAPITOL RESTORATION	26500	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CAPITOL RESTORATION	26501	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CAPITOL RESTORATION	26502	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CAPITOL RESTORATION	26503	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
BLDG RENEWAL 309 TF	26520	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
TELECOM CASH FD	26530	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
RESOURCE RECYCLING	26540	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
VACANT BUILDING	26560	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
NEBRASKA STATE FAIR STUDY	26565	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>

- User may change how many lines are displayed by select 30, 60 or 90 per page.
- User may sort by Description or by Code in either ascending or descending order.

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Agency - Grants

This tab contains information on Fund 40000 - Federal Letter of Credit grants managed by the agency that will require the Funds Analysis expenditure information and narrative screens to be completed. This screen is informational only and no changes can be made by the Agency Administrator. Contact the assigned State Budget Division budget analyst if changes need to be made.

Agency Grants				
Show: 30 per page				
65 Agency Grants found, displaying 1 to 30. Page 1 / 3				
Description	Code	Who Last Updated	When Last Updated	Active
SCHOOL BREAKFAST PROGRAM	10.553	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
NATIONAL SCHOOL LUNCH PROGRAM	10.555	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
SPECIAL MILK PROGRAM FOR CHILD	10.556	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>
CHILD AND ADULT CARE FOOD PROG	10.558	GBush	Mar 11, 2008	<input checked="" type="checkbox"/>

- User may change how many lines are displayed by select 30, 60 or 90 per page.
- User may sort by Description or by Code in either ascending or descending order.

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Agency - Object Codes

This tab contains information about the unique program-level object codes that an agency has set up in the state accounting system (typically ending in something other than "00" but there are instances of universal object codes ending in "01" through "99" as well). These codes are known in the NBRRS as **Agency Object Codes**. Once set up by the State Budget Division, the agency may change the description of an **Agency Object Code**.

Agency Object Code

After selecting the Object Codes tab, the user will be asked to select the **Major Account** and **Program** to display.

Agency Object Codes

Major Account: --Select Program: --Select GO >

No agency object accounts to display.

- User may select ALL for both.
- To narrow the search, be more specific on the **Major Account** and/or **Program**.
- After making the search selection, Click **GO >**.

Agency Object Codes

Major Account: ALL Program: -ALL GO >

Show: 30 per page

1 2 3

89 Agency Object Codes found, displaying 1 to 30. Page 1 / 3

Description	Object Code	Program†	Who Last Updated	When Last Updated	Active
COM EXPENSE - VIDEO	521291	101 - CHIEF INFORMATION OFFICER	LHeaton	May 8, 2008	<input checked="" type="checkbox"/>
INDIRECT COST ALLOCATIONS	559165	170 - INTGOVT DATA SERVICES	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
INDIRECT OPERATING EXP	559198	170 - INTGOVT DATA SERVICES	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
POSTAGE-AUCTIONS	521101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
PUB & PRINT EXP AUCTIONS	521501	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
UTILITY-FUEL	523101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
UTILITY-ELECTRIC	523102	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
EQUIPMENT PARTTS	527803	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
RESALE PAPER SUPPLIEZ	534903	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
OUTSIDE SERVICES	547904	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
PRESORT COSTS	552101	171 - MATERIEL DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>
INTERNAL SALES	471199	172 - IMSERVICES DIVISION	dreznic	Apr 3, 2008	<input checked="" type="checkbox"/>

- To change the Description for a specific Code and Program, click on the description.
- A new screen will appear:

Agency Object Code

Description: UTILITY-FUEL

Program: 171 - MATERIEL DIVISION

Object Code: 523101

Active:

Edit < Back

Agency Administrator Instructions

- Click .
- An Agency Administrator may make changes as needed to the Description field only, but any change should continue to reflect a relationship to the description of the standard object code sharing the same first four numbers

Agency Object Code

Description: UTILITY-FUEL

Program: 171 - MATERIEL DIVISION

Object Code: 523101

Active:

(i.e. "523100" in the example above).

- Clicking on will save any changes and return user to **View Only** mode.
- Clicking on will not save any changes and return user to **View Only** mode.

Agency Object Code This lookup code is being referred in transaction and/or historical data, therefore cannot be made in-active!!!

* = required

* Description:

* Program: 171 - MATERIEL DIVISION

* Object Code:

Active:

- Clicking on will return the user to the previous screen.

Agency Administrator Instructions

Security

Security allows an Agency Administrator to assign other users to Agencies, Programs and Versions.

NOTE: Only Agencies, Programs and Versions currently assigned to the Agency Administrator can be assigned to other users.

Security	
Budget Cycle	2023-2025 <input type="button" value="v"/>
User Id:	<input type="text"/> > Go Search User

Searching for a User

If the User ID is not known, the Agency Administrator may perform a search.

- Click on [Search User](#) to open a new window.
 - This database is maintained by the Office of the CIO. Any request for changes should be addressed to the OCIO.

Access Restriction by Granular User Services Welcome GARY BUSH

argus

Agency Applications **Users**

Search

Search Users

Search Users By UserID AND/OR Name:

User Id:

Last Name:

First Name:

Search Users By Application:

Select

- Enter search criteria.
 - Note: Partial names will expand the search results.

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- Click on to search and display the results

#	User ID	Last Name	First Name	Phone Number	Email	Agency Name	Company Name
1	ABush	BUSH	AARON			UNKNOWN	
2	ABush003	BUSH	AARON			College System, Nebraska State	
3	BBushaw	BUSHAW	BART	402 595-3012	bart.bushaw@nebraska.gov	Labor, Department of	
4	DBush	BUSH	DAVID			UNKNOWN	
5	GBush	BUSH	GARY	402 471-4161	gary.bush@nebraska.gov	Budget Division	
6	JBush	BUSH	JAMES	402 223-6845	james.bush@dhhs.ne.gov	Health and Human Services	
7	KBush	BUSH	KELLY			College System, Nebraska State	
8	LBush	BUSH	LYNN	402 479-5421	lynn.bush@dhhs.ne.gov	Health and Human Services	
9	MBushue	BUSHUEV	MAXIM			College System, Nebraska State	

- Note User ID and close the window.
- Proceed with **Working with a User ID.**

Working with a User ID

Entering a known User ID allows the Agency Administrator to assign other users to Agencies, Programs and Versions.

- Select **Budget Cycle**: The default will be the current budget cycle.
- Enter **User ID**.
- Clicking will update the screen with additional information.

Security

Budget Cycle:

User ID:

User

User Id: alinnem

Full Name: ANN LINNEMAN

Email Id: Ann.Linneman@nebraska.gov

Phone Number : 402-471-4180

User Roles: Agency Administrator, Security Manager, Reports:CAT User

Active:

User Type:

Assign Operations

Assign Agencies to User

Available Agencies:

Assigned Agencies:

=====

003 - LEGISLATIVE COUNCIL

005 - SUPREME COURT

007 - GOVERNOR

008 - LIEUTENANT GOVERNOR

009 - SECRETARY OF STATE

010 - AUDITOR OF PUBLIC ACCOUNTS

011 - ATTORNEY GENERAL

012 - STATE TREASURER

013 - DEPT OF EDUCATION

014 - PUBLIC SERVICE COMMISSION

015 - BOARD OF PAROLE

016 - DEPT OF REVENUE

018 - DEPT OF AGRICULTURE

019 - DEPT OF BANKING

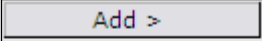
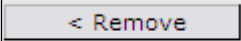
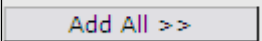
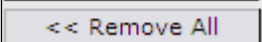
- Various information is listed that includes User ID, Full Name, Email, Phone Number, User Roles assigned, if the user is currently active, and the User Type.
- The User Type must be set by the Budget Division before any assignments can be made.



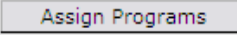
Agency Administrator Instructions

Assigning Access to the Agency to a User ID

Screen layout is similar for all 3 areas: Agencies, Versions, and Programs.

- A box on the left will list **Available Options** that the Agency Administrator has assigned.
- A box on the right will list **Assigned Options** to the user ID.
- An agency must first be assigned before a **Version** and/or **Program** can be assigned.
- The following buttons have the following actions on all screens:

	Add selected item on left box to User ID.
	Remove selected item on the right box from the User ID.
	Add all options on the left box to the User ID.
	Remove all items on the right box from the User ID.

- Click  to assign an Agency to a User ID.
- Click  to assign a Version to a User ID.
- Click  to assign a Program to a User ID.

Caution:

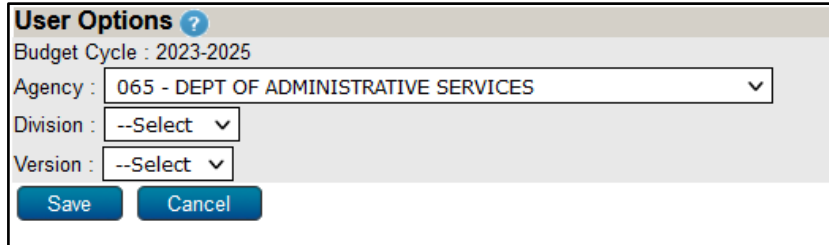
If an Agency Administrator removes access on themselves, only another Agency Administrator with access to that agency or the State Budget Division can assign the access back.

Agency Administrator Instructions

User Options

User Options allows any User to set a default Agency, Division (if used), and / or Version.

- Select Agency from a list of Agencies assigned.
- Select Division, if applicable.
- Select Version from list of Versions assigned.

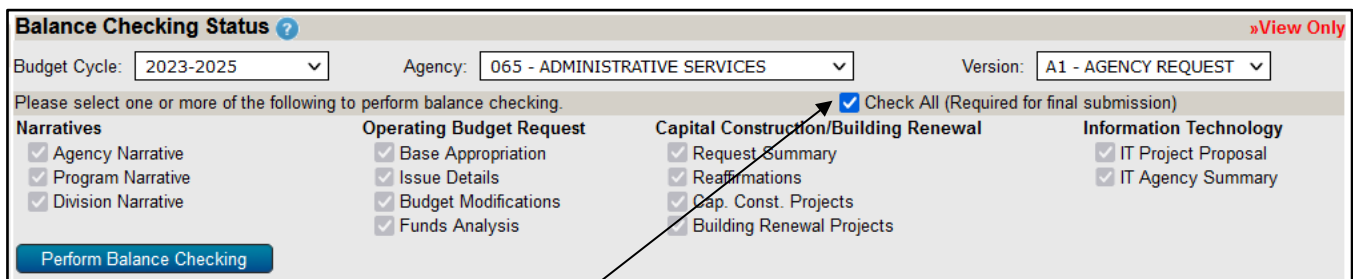



- Click .


Balance Checking





Allows user to initiate the Balance Checking routines to verify the data entered for a specific Version. These routines will check to ensure that a version is complete before it is submitted. **Before an Agency can submit their budget request, it must pass Balance Checking.**

- Select Agency and Version as needed.



- Select specific areas of the budget request.
- To have all areas checked, select Check All (Required for final submission).
 - This must be done for final submission of the budget request.
- Click  to start Balance Checking routines. Once completed, the screen will update with new information.
- **NOTE: Global Status** indicates if the Version has passed Balance Checking.
- The following icons indicate the results:



-  **Fatal.** Corrective action required.
-  **Passed.** No further action required.
-  **Warning.** No Corrective action required but review of item should be completed prior to submission.
- Select tabs to see results.
- By default, results are limited to Fatal results. The user may expand or limit results by selecting **Show Fatafs**, **Show Warnings**, or **Show Success** and clicking on .

See separate instructions on how to submit your budget request.