

# Nevada Executive Budget System (NEBS) Manual

STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE  
BUDGET DIVISION

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**NOTE: Screen prints throughout the NEBS manual may be slightly different from the current version of NEBS. However, this manual provides the basic system navigation information that has not changed.**

## NEBS Security

The security function in NEBS gives agencies the option to assign staff to a specific role in NEBS depending on the nature of their job and how they will contribute to building the agency request. However, the NEBS administrator within the Budget Division administers all security settings in NEBS. The agency determines the appropriate security levels to apply to their agency personnel, but the agency must submit all security access requests to the NEBS administrator for approval and to have the security settings put into NEBS. Security roles can be assigned across the agency or by specific budget account(s):

- **Agency Analyst** - These users have inquiry and update functions for assigned budget accounts, depending on the budget version and status. For instance, a typical agency user will have the ability to update selected budget accounts in the agency request. These users will also have the capability to create and update working versions for their assigned accounts.
- **Agency Inquiry** - This allows inquiry-only access to a budget or group of budgets. This role is intended for department directors, agency administrators, and other management staff who need to review budget requests developed by their agency or submitted to the Budget Division.
- **Text Maintenance** - These users have inquiry access to a budget or group of budget accounts and limited update capabilities to enter and edit text. This role is intended for agency representatives responsible for narrative and performance measurement input.
- **Personnel/Position Specialist** - These users have inquiry access to a budget or group of budget accounts and limited update capabilities for the personnel budget components within a budget account or group of budget accounts. This role is intended for agency representatives responsible for personnel input.

The security function in NEBS also provides several settings that can be applied to budget account versions (such as agency request, governor recommends, working versions, etc.) on a statewide basis. These settings are:

- **Open** - Allows agency users to view and update assigned accounts based upon their assigned role.
- **Locked** - Versions that have been locked may be edited by the Budget Division only. Agency users will have inquiry access. Agency request will be locked at 4:00 pm on September 1st of the even-numbered fiscal year.
- **Confidential** - This version status may be viewed and edited by the Budget Division only. The governor recommends budget is in this status until it is made public and presented to the legislature.
- **Final** - The governor recommends and legislatively approved versions of the budget are made available to all users on an inquiry only basis.

# Signing on to NEBS

Before you are assigned a NEBS password, you must submit the NEBS Security Access Form for each individual working in NEBS. This form is found on the Budget Division website, under forms - <http://budget.nv.gov/Documents/Forms/>

When you sign-on to NEBS, use the same user ID and password you have established for the NEATS system. If you have difficulty signing on to NEBS, please contact the Governor’s Finance Office - Budget Division at (775) 684-0222 and you will be forwarded to the appropriate staff to assist you.

The NEBS Log-on screen offers some general budget related resources and information on the status of NEBS.

The screenshot shows the NEBS Login interface. On the left is the 'Login' section with fields for 'User ID' (containing 'jrodrig9') and 'Password', a 'Remember my User ID' checkbox, and a 'Login' button. Below this is a link for 'If you've forgotten your password...' and contact information for the Budget Office. On the right is the 'Messages' section with a table of system messages:

Date	Subject
3/21/06	NEBS SCHEDULED MAINTENANCE CHANGE
8/30/05	NEBS NOW ENCRYPTED FOR SECURITY
7/11/05	TERMINATING AN EMPLOYEE'S ACCESS TO NEBS
7/11/05	NEBS OPERATING HOURS

Below the messages is the 'Reference Information & Links' section with links to 'Budget Division', 'NEBS Access/Security Agreement', 'NEBS Problem Report', 'Data Warehouse of Nevada (DAWN)', and 'Other Links'. Two callout boxes with arrows point to these sections: one for the Messages table and one for the Reference Information & Links section.

To change your password, type the password you logged in with in the “Old Password” box, which is your user ID if this is the first time you have logged into NEBS or NEATS. The new password you select must be at least eight characters long. Your NEBS password and NEATS password are the same. If you change the password for one, it is changed for the other.

The screenshot shows the 'Change Password Form' with three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. There are 'OK' and 'Cancel' buttons at the bottom. A callout box with an arrow points to the 'Old Password' field, containing the following text:

If it is your first time logging into NEBS or if you have your password reset, then the “Old Password” is your user ID. Otherwise, your old password is the previous password you used to log onto NEBS.

Sign-on for NEBS is at: <http://nebs.state.nv.us/NEBS>

If you need assistance with your User ID, password, or security issues, contact the NEBS Administrator at (775) 684-0222.

## NEBS Screens

### Introduction

NEBS is composed of the:

- **NEBS home page** - similar to the NEBS log-on screen
- **NEBS main function screen** - the first screen you will see after you log into the NEBS system
- **Functional screens** - where you define and input your budget request

The NEBS Log-on screen is displayed below:

The NEBS home page is identical to the NEBS log-on screen with the exception of these system utility functions links.

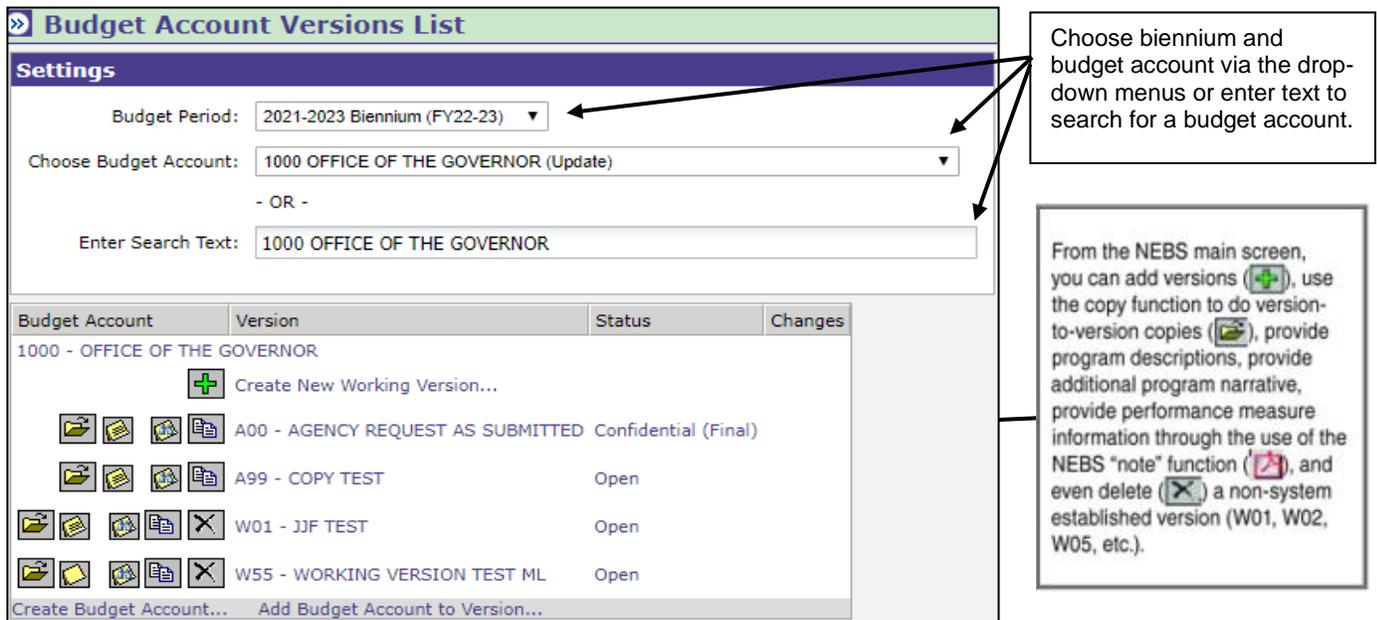
The NEBS Main screen is the first screen you will see after you have logged into NEBS and offers the following functions:

- Select the biennium and budget account in which you wish to work or view information.
- Click  to create or  to delete a new working version.
- Click  to open a primary working version of a budget account.
- Copy a primary or working version to another version by clicking  .

- Provide a brief description of your program or provide extensive narrative on your program by using the NEBS note function by clicking on .

Refer to the NEBS Function section of this manual for a detailed description of how to utilize each of the functions discussed above.

The NEBS Main screen is displayed below:



**Budget Account Versions List**

**Settings**

Budget Period: 2021-2023 Biennium (FY22-23) ▼

Choose Budget Account: 1000 OFFICE OF THE GOVERNOR (Update) ▼

- OR -

Enter Search Text: 1000 OFFICE OF THE GOVERNOR

Budget Account	Version	Status	Changes
1000 - OFFICE OF THE GOVERNOR			
+ Create New Working Version...			
   	A00 - AGENCY REQUEST AS SUBMITTED	Confidential (Final)	
   	A99 - COPY TEST	Open	
   	W01 - JJF TEST	Open	
   	W55 - WORKING VERSION TEST ML	Open	

Create Budget Account... Add Budget Account to Version...

Choose biennium and budget account via the drop-down menus or enter text to search for a budget account.

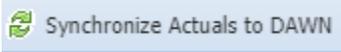
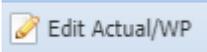
From the NEBS main screen, you can add versions (+), use the copy function to do version-to-version copies (C), provide program descriptions, provide additional program narrative, provide performance measure information through the use of the NEBS "note" function (N), and even delete (X) a non-system established version (W01, W02, W05, etc.).

## Line Item Screen

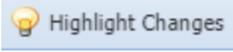
This is the primary budget screen in NEBS and is where you can view your base budget information, the results of your budget inputs from your schedule inputs, and M150 adjustments. Through use of the drop-down menus, you can view your budget information by decision unit or for all decision units in one screen. The far right column indicates from what schedule your line item data is derived (where applicable). This is also where you input non-schedule driven budget information and make adjustments to your base budget revenues.

From this screen you can:

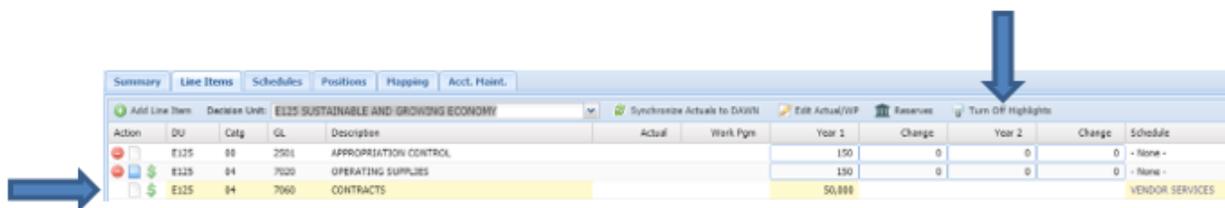
Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.											
Decision Unit: B000 BASE											
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	B000	00	2501	APPROPRIATION CONTROL	23,104,949	30,111,051	25,469,694		25,962,127		- None -
	B000	00	2510	REVERSIONS	-351,944						- None -
	B000	00	2511	BALANCE FORWARD FROM PREVIOUS YEAR	5,432,387	2,034,709	720,838		766,355		- None -
	B000	00	2512	BALANCE FORWARD TO NEW YEAR	-2,034,708						- None -
	B000	00	2520	FEDERAL FUNDS FROM PREVIOUS YEAR	79,566	197,533					- None -
	B000	00	2521	FEDERAL FUNDS TO NEW YEAR	-197,534						- None -
	B000	00	3501	FED TITLE XXI RECEIPTS	2,448,689	1,515,783	1,914,524		1,682,216		- None -

- Navigate to the various NEBS screens by clicking the appropriate tab.
- Add revenue or expenditure lines by clicking  .
- Synchronize actual amounts to DAWN by clicking  . Contact your budget officer to obtain access to use the button.
- Edit work program and actual amounts by clicking  .
- Confirm whether or not Reserve accounts are in balance by clicking  . This is color coded to show what is being compared to what across years.

DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Year 2
B000	00	2511	BALANCE FORWARD FROM PREVIOUS YEAR	9,231,314	3,250,338	9,231,314	9,231,314
B000	00	2512	BALANCE FORWARD TO NEW YEAR	3,250,338			
B000	85	9178	RESERVE - BAL FWD TO SUBSEQUENT FY		4,875,143		

- Identify lines that have been updated or changed since the budget account was in balance (revenues = expenditures) by clicking  .

When an account is saved in balance in terms of revenues equaling expenditures, a behind-the-scenes record is saved. If something later throws it out of balance for example a schedule change, payroll processing, or other line item edits then a “Highlight Changes” button becomes available. Clicking this highlights the lines that are different from the in-balance snapshot. Clicking again removes the highlight.



Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	E125	88	2501	APPROPRIATION CONTROL			150	0	0	0	- None -
	E125	84	7020	OPERATING SUPPLIES			150	0	0	0	- None -
	E125	84	7060	CONTRACTS			50,888				VENDOR SERVICES

- Add a line item note by clicking  .
- Input revenue and non-schedule driven cost data.
- Delete a line item by clicking  .
- Return to the NEBS Main screen by clicking Save and Return or Cancel.

## Schedule Screen

This is the main screen from which you will be able to select and input your schedule driven cost data. Individual NEBS schedules are discussed in detail later in this manual.

## Summary Screen

The summary screen is inquiry only and can be viewed by decision unit, category, GL, and budget account by decision unit. Click “Done” at the bottom of the summary screen to return to the Budget Account Line Item screen. This tab is a useful tool for review of your budget totals or to review all decision units in one place.

## Positions

This screen allows authorized users to access position information for a particular budget account. The basic information for a position is shown. Access to detailed information for each position is available by moving the cursor over the position title and clicking on the title. Entry and maintenance of positions associated in the agency request will be covered in the Positions Maintenance section of this manual. The screen also includes tools for adding attachments and notes to position entries and for filtering which decision units are shown. Click to see a summary of the costs associated with the position. Return to the Budget Account Line Item screen by clicking the Save & Return button.

Refer to the **Positions** section of this manual for detailed instructions.

## Fund Mapping

The Fund Mapping tab allows authorized users to link expenditures to revenues at the category, object code, or position level. Users can map expenditures in one year and copy that map to the second year. Once the fund mapping is complete, any changes to the amounts associated with line items will be automatically updated in the fund map. Return to the Budget Account Line Item screen by clicking the Done button.

## Account Maintenance

The Account Maintenance tab allows authorized users to create decision units and categories, customize revenue GL descriptions, and define position groups.

## Drop-Down Menus

Nearly all NEBS schedules and most of the other NEBS screens incorporate the use of “drop-down” menus that allow the user to choose various NEBS options to the input screens.

The NEBS Line Item screen drop-down menu allows the user to display a list of all available decision units that have been identified in the budget account. You can see all decision units or filter the view to a specific decision unit. As you hover on each decision unit from the drop-down menu, you will be able to view the decision unit synopsis. Therefore, you will be able to easily identify what the decision unit is regarding rather than having to go to the Account Maintenance

tab to view the decision unit synopsis in the line item note.

Other drop-down menus allow the user to select various standardized costs to include in the agency's budget. This simplifies the data input process. Clicking on a standardized cost item from a menu will populate the line item with the appropriate costs. In the following screen if the user clicks "Office Furniture Executive \*\*\* Entire Unit \*\*\*", NEBS will add all associated cost information for that item (item description, object code number and the associated unit costs for each year of the biennium) to the budget. The user needs only to indicate the count needed each year and to assign the decision unit and category.

Equipment Schedule							Year 1		
Delete	Line #	DU	Catg	GL	Equipment Type	Count	Rate	Total	
	1								
	1			8241	OF OFFICE FURNITURE	0002 EXECUTIVE *** ENTIRE UNIT ***	0	3,783.00	0.00
							Equipment Schedule Total:		0.00
							Grand Total (Includes Other Amounts Below):		0.00

## Icons

NEBS icons allow the user to easily identify system functions. Some of the icons include:

- Adds line items.
- Deletes line items.
- Adds notes and descriptive text.
- Extracts data to an Adobe PDF file.
- Extracts data to an Excel file.
- Searches NEBS for input values available for that particular line item.
- Copies decision units and versions within the same budget or to different versions or budget accounts.
- Provides position functions: view cost, update, reclass, copy, transfer, and delete
- Displays funding source for each line item.

## Message Screens

Message screens provide vital information concerning the status of your input and alert you to errors and incomplete entries.

## Task Bars

NEBS task bars provide easy access to NEBS data and functions. To access the budget task bar, click the double-arrow icon  to the left of the folder header. You can close the budget task bar by clicking  a second time. The remainder of the screens in this manual will show the budget task bar as closed.

## Text Editing and Notes Functions

NEBS provides the ability to add and spell-check narrative text throughout your budget. You may add notes and attach external documents to a decision unit, a line item, a position, a schedule, etc. According to the Budget Building Manual, every adjustment made in the M150 decision unit must include a detailed description (at the object code level) of how the adjustment was calculated and why it was made. This information should be added using the additional text tool  on the line item detail page. Click to access the additional text entry screen. Anywhere you see the spell-check icon, simply click to check the spelling of your text.

## NEBS Functions

### Introduction

This is a brief overview of the functions available in the NEBS application.

### Text Functions

You may enter text, perform spell-checks, and attach documents at the following levels within NEBS: Budget account version - Program descriptions, expanded program narrative and performance indicators are entered here.

- **Decision unit** - Agencies are required to provide both a synopsis and a narrative justification for all decision units.
- **Categories** - Describe agency specific information regarding budget categories here.
- **Line item** - This is where you provide additional justification or explanation for a particular line item.
- **Positions** – This is where you provide additional justification for a position or group of positions.
- **Schedules and schedule-driven line items** - You may add text to the schedule as a whole or to each line item within the schedule. Text and supporting attachments are required if you use the lump sum schedule feature.

## Program Description

The program description is entered at the Budget Account Version level by clicking on the text icon  on the Budget Account Versions List page. The information entered here will print in the executive budget. The following describes the functions on the screen displayed to enter program descriptions at the Budget Account Version level.

- **Save** - Save the data and remain on the additional text tab.
- **Save and return** - Save the data and return to the previous screen (Budget Account Versions List).
- **Cancel** - Ignore changes and return to the previous screen (Budget Account Versions List).
- **View attachment** - Allows authorized users to view an attachment.
- **Delete attachment** - Allows authorized users to delete an attachment.
- **Choose File** - Allows authorized users to browse the local or network directories for a file.
- **Attach file** - Allows authorized users to attach files located using the choose file function. To attach a file, browse for the file. Once you locate it, double click on the file. The file name will appear in the box next to the choose file button. Click Attach File to add the file to the list in the Attachments box. The following describes the functions on the screen.

## Decision Unit Descriptions

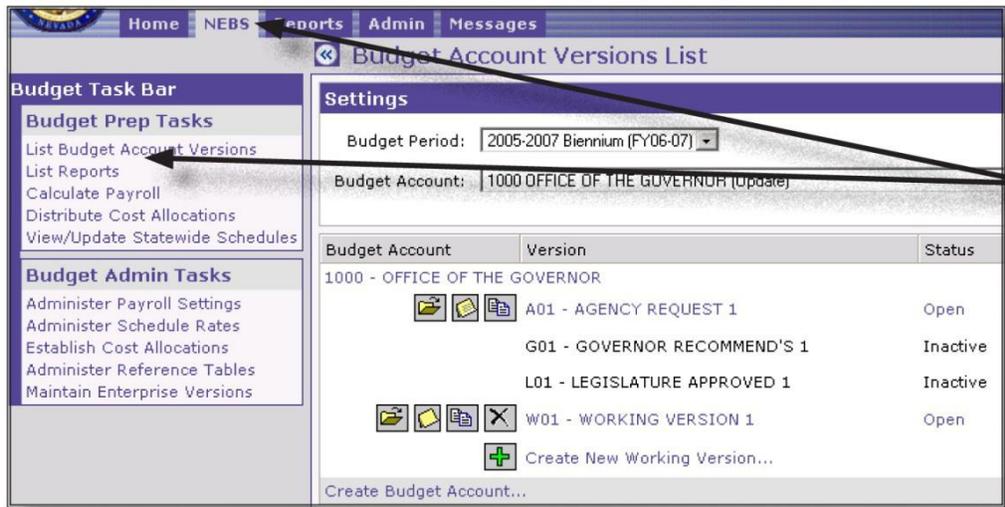
Decision unit text is accessed through the Account Maintenance tab and includes both the decision unit synopsis and narrative. The decision unit synopsis appears in the Executive Budget and should be short and concise (hence the term synopsis). As stated in the Budget Building Manual, narratives for each decision unit must clearly identify the nature of the request and must be accompanied by detailed justification. An example can be found in the Style for Budget Text section of the Budget Manual. The same functions available at the program level are also available at the decision unit level.

Refer to the Program Description earlier in this section.

# NEBS Reports

## Introduction

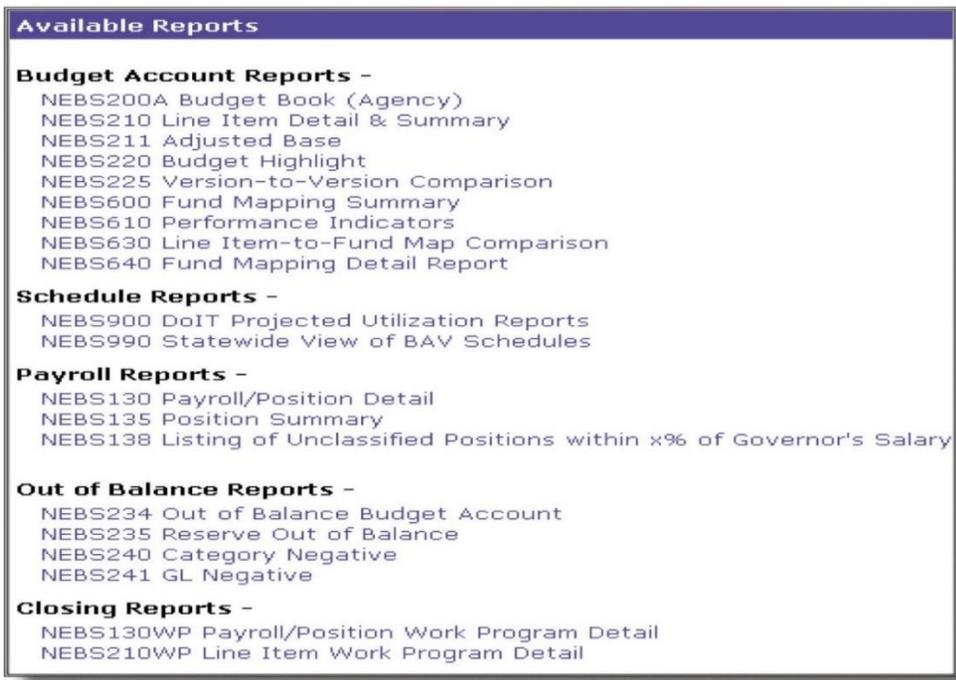
NEBS provides two separate links to a list of available reports. The list is available by clicking  on the Budget Account Versions List page or by clicking the reports tab to the right of the NEBS tab.



Budget Account	Version	Status
1000 - OFFICE OF THE GOVERNOR		
	A01 - AGENCY REQUEST 1	Open
	G01 - GOVERNOR RECOMMEND'S 1	Inactive
	L01 - LEGISLATURE APPROVED 1	Inactive
	W01 - WORKING VERSION 1	Open
	<a href="#">Create New Working Version...</a>	

Access NEBS reports via the reports tab or by clicking on the link in the task bar.

To select a report, click on it. You will be taken to a report settings menu for that report.



- Budget Account Reports -**
  - NEBS200A Budget Book (Agency)
  - NEBS210 Line Item Detail & Summary
  - NEBS211 Adjusted Base
  - NEBS220 Budget Highlight
  - NEBS225 Version-to-Version Comparison
  - NEBS600 Fund Mapping Summary
  - NEBS610 Performance Indicators
  - NEBS630 Line Item-to-Fund Map Comparison
  - NEBS640 Fund Mapping Detail Report
- Schedule Reports -**
  - NEBS900 DoIT Projected Utilization Reports
  - NEBS990 Statewide View of BAV Schedules
- Payroll Reports -**
  - NEBS130 Payroll/Position Detail
  - NEBS135 Position Summary
  - NEBS138 Listing of Unclassified Positions within x% of Governor's Salary
- Out of Balance Reports -**
  - NEBS234 Out of Balance Budget Account
  - NEBS235 Reserve Out of Balance
  - NEBS240 Category Negative
  - NEBS241 GL Negative
- Closing Reports -**
  - NEBS130WP Payroll/Position Work Program Detail
  - NEBS210WP Line Item Work Program Detail

Illustrations provided in the report section of this manual describe screens associated with the NEBS210 report.

The NEBS210 report can list any budget version. The report on the following page was generated using the settings shown below.

**Report Settings**  
**Settings for: NEBS210 Line Item Detail & Summary**

Budget Period: 2019-2021 Biennium (FY20-21) ▼

Budget Account Method:  Single  Multiple  By Analyst

Decision Unit(s):  
All Types  
B000 BASE  
M100 STATEWIDE INFLATION  
M101 AGENCY SPECIFIC INFLATION  
M102 AGENCY SPECIFIC INFLATION  
M103 AGENCY SPECIFIC INFLATION

Budget Account: 4162 DCNR - STATE PARKS (Inquiry) ▼

Version(s):  
A01 AGENCY REQUEST ▼  
None ▼  
None ▼

Summary Level:  Object  Category

Include Sections:  
 A - Detail by Object/Category  
 B - Summary by Object/Category  
 C - Summary by Object/Category and Decision Unit Type

Additional Detail:  
 Program Description  Expanded Program Narrative  
 Decision Unit Synopsis  Decision Unit Narrative  
 Category Text  
 Object Code Text

Generate Report Cancel

Section A1: Line Item Detail by GL  
Budget Account: 4162 DCNR - STATE PARKS

Item No	Description	Actual 2017-2018	Work Program 2018-2019	A01 Year 1 2019-2020	A01 Year 2 2020-2021
B000	BASE [See Attachment]				
<b>REVENUE</b>					
2501	APPROPRIATION CONTROL	8,654,813	8,740,162	8,794,731	9,056,213
2510	REVERSIONS	-324,967	0	0	0
2511	BALANCE FORWARD FROM PREVIOUS YEAR	5,266,679	0	0	0
2512	BALANCE FORWARD TO NEW YEAR	-5,016,980	0	0	0
2513	BALANCE FORWARD TO NEW YEAR NEW B/A	-5,720	0	0	0
3303	MARINA DEVELOPMENT GAS TAXES	1,111,333	983,025	1,111,333	1,111,333
3574	REC TRAILS ADMIN FUNDS	103,568	77,794	108,070	109,709
3589	FEDERAL GRANT-I	0	150,000	0	0
3717	VETERANS ADMIN CHARGE-CURRENT YEAR	5,410	6,330	15,060	15,060
3722	VETERAN ADMIN CHARGE-NEXT FY	12,050	5,730	0	0
3727	GRAZING LEASE FEES	71,196	71,944	71,195	71,195
3750	SENIOR ADMIN CHARGE-CURRENT YEAR	39,270	73,910	102,195	102,195
3842	USER CHARGE-CURRENT YEAR	2,901,712	4,372,093	5,345,233	5,345,233
3844	USER CHARGE- NEXT FY	2,686,211	2,292,049	1,197,809	1,197,809
3853	RETURNED CHECK CHARGE	25	225	25	25
3871	ADMIN CHARGES SENIOR PERMIT - NEXT YEAR	68,810	50,820	0	0
3893	LICENSE PLATE CHARGE	168,603	200,510	65,400	65,400
4201	REIMBURSEMENT	66,560	53,712	0	0
4203	PRIOR YEAR REFUNDS	69	2,288	69	69
4254	MISCELLANEOUS REVENUE	11,361	57,202	11,361	11,361
4663	TRANS FROM COMMISSION ON TOUR	509,131	509,131	29,708	29,708
4666	TRANSFER OF BOND PROCEEDS-EIP	32,024	40,880	52,228	52,251
4704	TRANS FROM TRANSPORTATION	62,700	100,000	62,700	62,700
4723	TRANSFER FROM PARKS DIVISION	236,601	300,249	172,771	178,616
TOTAL REVENUES FOR DECISION UNIT B000		16,660,459	18,088,054	17,139,888	17,408,877
<b>EXPENDITURE</b>					
01	PERSONNEL				
5100	SALARIES	6,986,742	6,919,242	7,214,670	7,426,830
5170	SEASONAL	0	1,799,750	0	0
5200	WORKERS COMPENSATION	128,811	106,774	102,374	107,241
5300	RETIREMENT	1,396,991	1,446,982	1,577,978	1,621,204
5400	PERSONNEL ASSESSMENT	29,791	32,681	32,680	32,680
5440	PERSONNEL SUBSIDY COST ALLOCATION	15,851	17,171	15,851	15,851
5500	GROUP INSURANCE	1,029,050	1,086,924	1,093,593	1,093,593
5700	PAYROLL ASSESSMENT	9,803	10,213	10,214	10,214
5750	RETIRED EMPLOYEES GROUP INSURANCE	164,336	175,741	183,256	188,638
5800	UNEMPLOYMENT COMPENSATION	8,213	10,035	10,094	10,387

The following options are available for the NEBS210 Line Item Detail and Summary report:

- Detail by GL/category
- Summary by GL/category
- Summary by GL/category and decision unit type

You can select one or all of the options listed. Other text options can be accessed through the Additional Detail section of the settings page. All reports in NEBS, once generated, are in PDF file format and can be printed, saved, or e-mailed. Additionally, some reports are in Excel file format.

A list and a brief description of the available report in NEBS is provided below:

## **Budget Account Reports**

NEBS200A Budget Book (Agency) - An abbreviated budget report by decision unit used by the Legislative body.

NEBS210 Line Item Detail & Summary - A detailed budget report used by fiscal staff.

NEBS211 Adjusted Base - A report by GL/OC showing base + M150 used by fiscal staff.

NEBS220 Budget Highlight - A brief description of a budget accounts decision units listed in priority order.

NEBS225 Version-to-Version Comparison - Allows comparisons between budget account versions.

NEBS230 Reserve Summary – Reports reserve balances.

NEBS232 Expenditure Detail – Reports expenditure detail at the category, GL, and decision unit level.

NEBS300 Activity Budget Agency Info – Gives agency information entered in the Activity tab.

NEBS310 Activity Budget Activity Report – Detailed information of activities, performance measures, and population entered in NEBS.

NEBS610 Performance Indicators - Administrative report of performance indicators.

NEBS620 Major Budget Initiative Detail – Detailed information about Major Budget Initiatives entered in NEBS for an agency.

NEBS630 Line Item-to-Fund Map Comparison - Gives fiscal staff a quick reference to balance a fund mapping.

NEBS640 Fund Mapping Detail Report - Reports detailed fund mapping information.

NEBS650 Line-Item Work Program Summary Report - Gives fiscal staff the detailed changes of a budget amendment.

## **Schedule Reports**

NEBS900 EITS Projected Utilization Reports - Reports projections and expenditures affecting EITS.

NEBS990 Statewide View of BAV Schedules - Budget account specific schedule-driven reports.

## **Payroll Reports**

NEBS130 Payroll/Position Detail - Reports pay and position detail.

NEBS135 Position Summary - Allows for quick reference to FTE counts with version comparison capability.

NEBS138 Listing of Unclassified Positions within x% of Governor's Salary - Report of unclassified positions funded at a certain percentage within the Governor's salary.

NEBS150 COLA Exception Report – Report of positions with COLA exceptions.

## **Exception Reports**

NEBS234 Out of Balance Budget Account - Used by fiscal staff to ensure a budget account is balanced.

NEBS235 Reserve Out of Balance - Used by fiscal staff to ensure budget accounts funded by reserve are balanced.

NEBS240 Category Negative - Used by fiscal staff to ensure a budget account does not have a fiscally negative category balance.

NEBS241 GL Negative - Used by fiscal staff to ensure a budget account does not have a fiscally negative GL/OC balance.

NEBS245 Transfer (E900) Exception Report - Used by fiscal staff to ensure budget accounts are transferred appropriately and accurately.

NEBS330 Activity Mapping Linked to Incorrect Division – Used by fiscal staff to ensure activities are linked to the correct division.

NEBS340 Mapping Exceptions Report – Used by fiscal staff to verify fund mapping is accurate.

NEBS990X Statewide BAV Schedules Exceptions – Used by fiscal staff to ensure schedules are complete and accurate.

## **Closing Reports**

NEBS130WP Payroll/Position Work Program Detail - Position pay summary sorted by groupings.

NEBS210WP Line Item Work Program Detail - Summary expenditure report by GL/OC or category. Used by management as a quick reference.

# Account Maintenance

## Introduction

The account maintenance function of NEBS is the starting point for building a budget in NEBS and tells the system how a budget will be constructed. This is where you will indicate which decision units you will be requesting, which categories you will use for your revenue and expenditure authority, and which specialized revenue ledgers (non-standard GLs/OCs with an agency specific description) will be in your budget. This is also where you will establish your position groupings, indicate which assessments will be included in the budget, and add agency level priorities.

To access the Account Maintenance screen, click on the Acct. Maint. tab within the NEBS Line Item screen.



There are six sub-functions within the Account Maintenance tab via drop-down menu:

1. Decision Units
2. Categories
3. GLs
4. Line Item Position Groups
5. Assessment Settings (only available to the Governor's Finance Office)
6. Other Account Settings (only available to the Governor's Finance Office)

The default screen is the Decision Unit screen.

Action	Code	Description	Department Priority	Budget Account Priority	Transfer To	Transfer From
	M101	AGENCY SPECIFIC INFLATION	n/a	n/a		
	B000	BASE	n/a	n/a		
	M100	STATEWIDE INFLATION	n/a	n/a		
	M150	ADJUSTMENTS TO BASE	n/a	n/a		
	M300	FRINGE BENEFITS RATE ADJUSTMENT	n/a	n/a		
	E670	SALARY ADJUSTMENT FOR 2019-2021 BIENNIUM	n/a	n/a		

Some of the basic actions you will be able to perform in the four available sub-function screens within the Account Maintenance screen include:

1. Copy
2. Add Notes
3. Add line items
4. Delete line items
5. Download data to Excel or a PDF file

## Decision Units

Three decision units will already be established in the budget in NEBS:

- Base decision unit (B000)
- Inflation decision unit (M100)
- Adjustments to Base decision unit (M150)

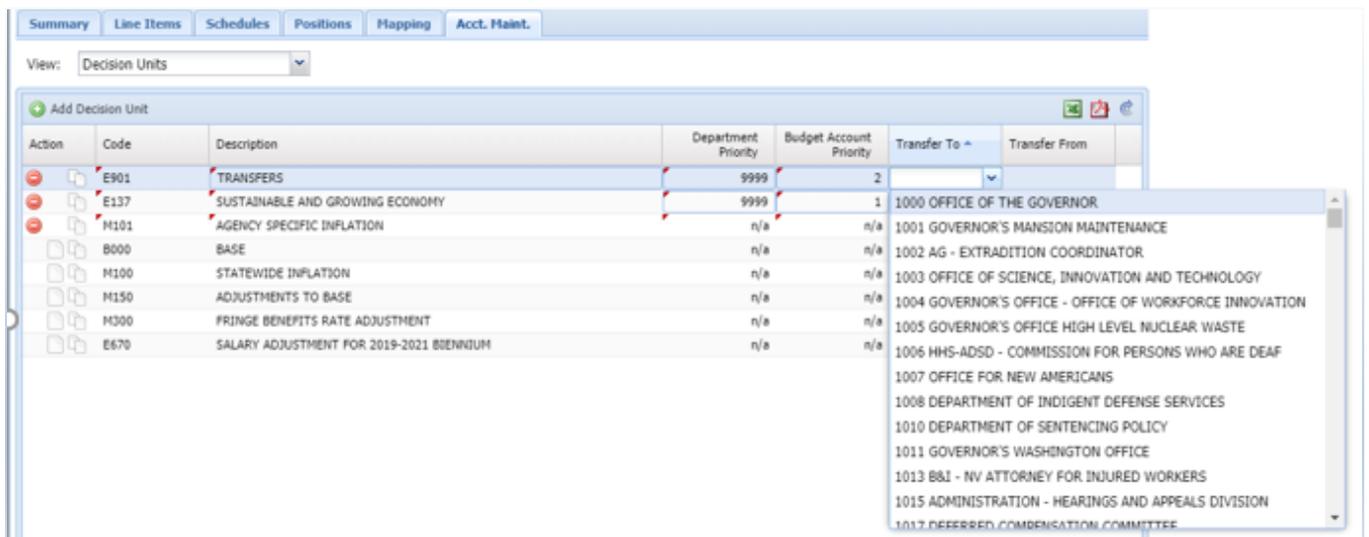
Action	Code	Description	Department Priority	Budget Account Priority	Transfer To	Transfer From
	B000	BASE	n/a	n/a		
	M100	STATEWIDE INFLATION	n/a	n/a		
	M150	ADJUSTMENTS TO BASE	n/a	n/a		

There is no priority capability for these pre-established decision units. Where appropriate, use the Account Maintenance function in NEBS to define any additional decision units you require in your budget request. By default, all budget elements contained within the three pre-established decision units in NEBS will already be defined and initialized in the system. Any request for funding that is outside your adjusted base budget must first be defined and recognized by the system before costs can be associated with it in NEBS.

## Establish a Decision Unit

1. Click the Add Decision Unit icon .
2. Using the drop-down menu, click on the appropriate decision unit title (one that corresponds as closely as possible to your decision unit goal as it relates to the governor's functional goals). Call your budget officer for assistance if you are having difficulties choosing an appropriate title for your decision unit.
3. Assign your decision unit a priority number. All decision units (other than base, M150 and M-100) must have an assigned priority number. The assigned priority number of a decision unit may be changed at any time during the agency request phase; however, you may not duplicate priority numbers.
4. Click the Save button to save your work and stay in the decision unit screen. Alternatively, click the Save and Return button to return to the Account Maintenance screen.

**Note:** If the decision unit is a transfer unit, you can define the budget account to which the decision unit is transferring to.



The screenshot shows the 'Add Decision Unit' interface. At the top, there are tabs for 'Summary', 'Line Items', 'Schedules', 'Positions', 'Mapping', and 'Acct. Maint.'. Below the tabs, there is a 'View:' dropdown set to 'Decision Units'. The main area contains a table with columns: Action, Code, Description, Department Priority, Budget Account Priority, Transfer To, and Transfer From. The table lists several decision units, including E901 (TRANSFERS), E137 (SUSTAINABLE AND GROWING ECONOMY), M101 (AGENCY SPECIFIC INFLATION), B000 (BASE), M100 (STATEWIDE INFLATION), M150 (ADJUSTMENTS TO BASE), M300 (FRINGE BENEFITS RATE ADJUSTMENT), and E670 (SALARY ADJUSTMENT FOR 2019-2021 BIENNIIUM). A dropdown menu is open for the 'Transfer To' column, showing a list of budget accounts such as 1000 OFFICE OF THE GOVERNOR, 1001 GOVERNOR'S MANSION MAINTENANCE, 1002 AG - EXTRADITION COORDINATOR, 1003 OFFICE OF SCIENCE, INNOVATION AND TECHNOLOGY, 1004 GOVERNOR'S OFFICE - OFFICE OF WORKFORCE INNOVATION, 1005 GOVERNOR'S OFFICE HIGH LEVEL NUCLEAR WASTE, 1006 HHS-ADSD - COMMISSION FOR PERSONS WHO ARE DEAF, 1007 OFFICE FOR NEW AMERICANS, 1008 DEPARTMENT OF INDIGENT DEFENSE SERVICES, 1010 DEPARTMENT OF SENTENCING POLICY, 1011 GOVERNOR'S WASHINGTON OFFICE, 1013 B&I - NV ATTORNEY FOR INJURED WORKERS, 1015 ADMINISTRATION - HEARINGS AND APPEALS DIVISION, and 1017 DEFERRED COMPENSATION COMMITTEE.

## Copy a Decision Unit

1. Click the copy icon .
2. Click the Budget Account drop-down and choose the budget account you want to copy to.
3. Click the Version drop-down and chose the version you want to copy to.
4. Click the Decision Unit drop-down and chose the decision unit to copy to.
  - If you want the copied value to be negative, or opposite (i.e., a transfer decision unit) of the values in the decision unit, check the Opposite Copy box.
  - If you want to include position data, check the Include Position box and indicate if you want the data to copy over as new positions, exact copies, or transfers.

- Indicate if you want to reuse the same position control numbers (PCNs) or assign new PCNs. If you are simply copying data straight across to another budget account or version, then you would usually check the Reuse PCN box. If you are copying position data over to another version or budget account to create similar new positions, check the Starting PCN # box with the first number in the sequence you would like to create.
5. Click the Copy button when you are finished entering your copy parameters. This will return you to the Account Maintenance screen.

The following screenshot illustrates the options available within the Copy Decision Unit screen.

**Copy Decision Unit**

**Source:**

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: A99 COPY TEST  
 Decision Unit: E137 SUSTAINABLE AND GROWING ECONOMY

**Destination:**

Budget Account:

Version:

Decision Unit:

Include Positions:  and treat positions as

Reuse PCN#s :  -OR- Starting PCN#:

Opposite Copy:

### Add a Note in the Account Maintenance Screen

1. Click the Note icon  from the Account Maintenance screen.
2. Click the appropriate text input field and type in your information.
3. Click either the Save or the Save and Return button.

**Budget Account Decision Unit Text**

Budget Period: 2019-2021 Biennium (FY20-21)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: G01 GOVERNOR RECOMMENDS  
 Decision Unit: M150 ADJUSTMENTS TO BASE

**Additional Text**

Dec Unit Synopsis  
 (Prints in Executive Budget Book)

ABC  
 This request funds adjustments to base expenditures including eliminating one-time expenditures such as equipment, and adjusts for partial year costs for the continuation of programs.

Justification:

ABC

Analyst Comments:

ABC

## Attach Files to a Decision Unit Note

At the bottom half of the Budget Account Decision Unit Text screen:

Attachments:

Find File:

No file chosen

1. Click the Choose File button. From this screen, browse and select the file you want to attach to your note.
2. Click Open.
3. The file name should appear in the Find File field.
4. Click Attach File to add the file to the list of attachments.

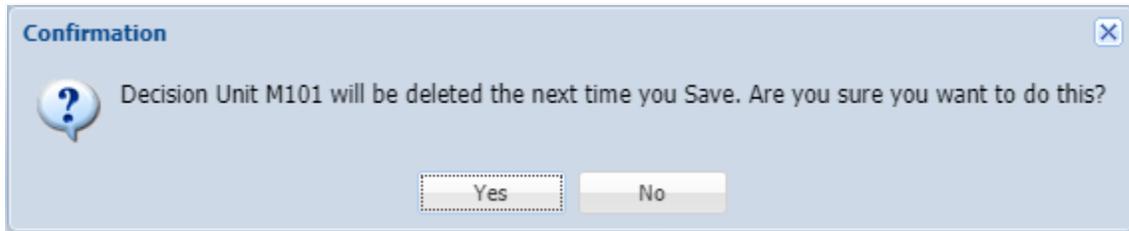
## View an Attachment from a Note

1. Click on the file you want to view in the Attachments box.
2. Click View Attachment.

## Delete an Attachment from a Note

1. Click on the file you want to delete.
2. Click Delete Attachment.
3. Click OK.

## Delete a Decision Unit



1. Click the Delete icon  from the Account Maintenance screen.
2. Click Yes.

## Download or Extract Decision Unit Data to an Excel or PDF File

1. Click the Excel  or PDF  icons.

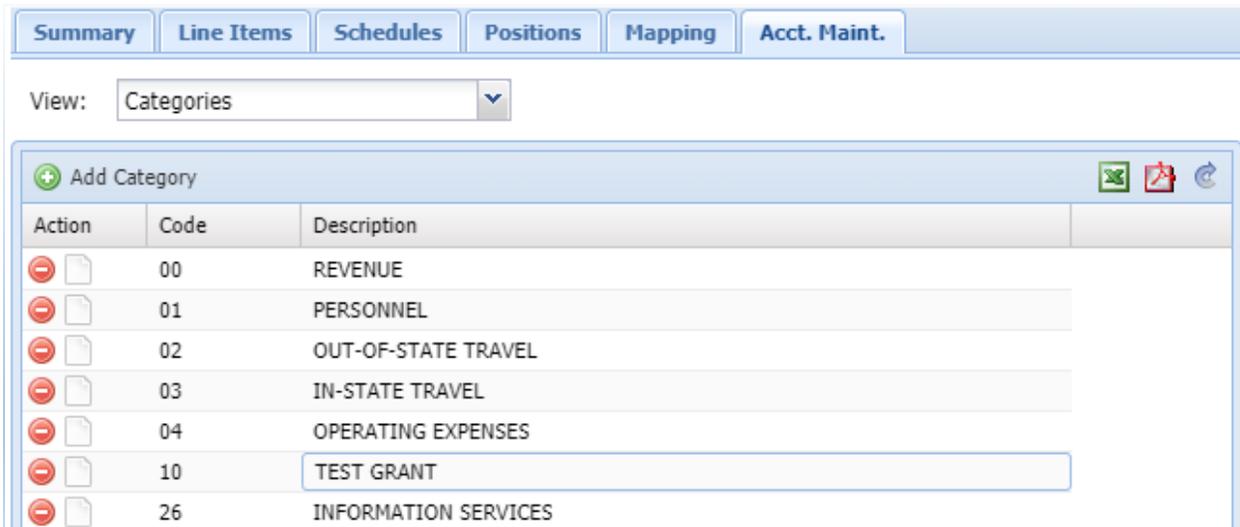
This will open Excel or Adobe Acrobat and display your file. If you wish to save the file, simply name and save your file as you would any Excel or Adobe Acrobat file.

## **Categories**

All categories with associated line items in the agency's biennial legislatively approved budget will already be established in the next biennial budget in NEBS. Remember to include adequate descriptive text at the category level when creating or defining new or specialized expenditure categories.

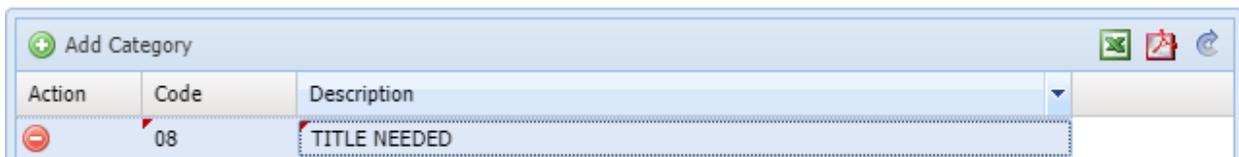
With the exception of the copy function, the Categories screen under the Account Maintenance screen will look similar to the Decision Unit screen. Within the Categories screen, you will be able to create notes, delete certain category line items, add categories, and export data to Excel or Adobe Acrobat.

Below is an illustration of the NEBS Categories screen.

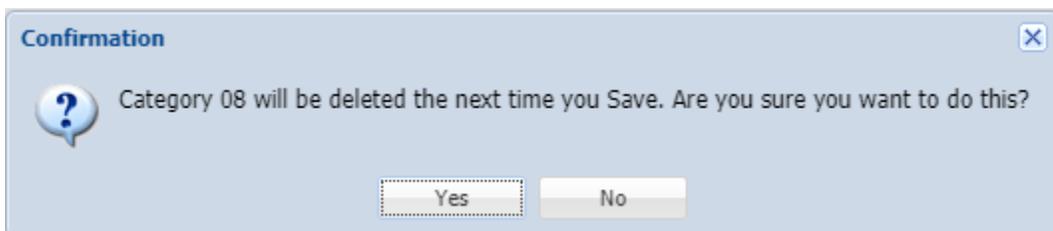


### Establish a New Expenditure Category

1. Click the Add Category icon .
2. Using the drop-down menu, click on the category number you wish to add.
3. Click Add. If you are establishing a new non-standard expenditure category in your budget, you need to give the new expenditure category a name.
4. Click the Description field (“TITLE NEEDED”).
5. Type in the desired category name.
6. Click Save and Return.



### Delete a Category



1. Click the Delete icon  from the Account Maintenance screen.

2. Click Yes.
3. Do not delete any categories that have activity in the base or work program years.

## Download or Extract Category Data to an Excel or PDF File

1. Click the Excel  or PDF  icon.

## GLs (General Ledgers)

The GLs sub-function screen within the Account Maintenance screen allows you to establish revenue ledgers in your budget. While the ledgers have a standard statewide name in the Controller's statewide chart of accounts, you may rename them to more accurately describe the revenue source. For example, revenue ledger 3500 in the statewide chart of accounts is used to record federal receipts. If you receive Federal receipts and use this revenue ledger in your budget, you may give the ledger a name reflects the revenue source, i.e., Federal USDA Food Safety grant. This revised revenue title will be displayed in the budget and on the reports.

Below is an illustration of the NEBS GL screen.

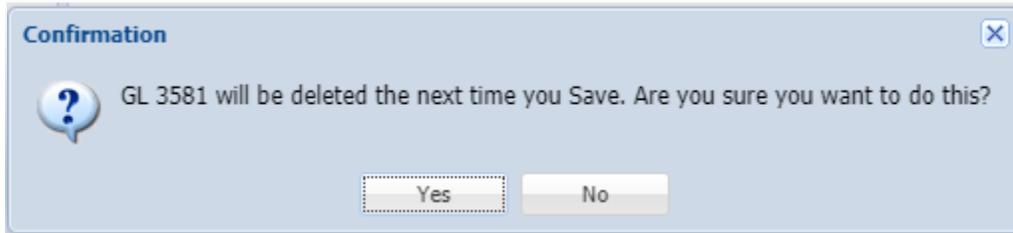
Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.				
View:	GLs			
+ Add GL   				
Action	Code	Description	Type	
	3107	MISC LICENSES, FEES, PERMITS	OTHER FUND	
	3274	MISCELLANEOUS APPRAISER FEES	OTHER FUND	
	3325	CO PROPERTY TAX REC	OTHER FUND	
	8584	AID TO GOVERNMENTAL UNITS-J	EXPENSE	

## Add a New General Ledger or Object Code Line Item

1. Click the Add GL icon .
2. Using the drop-down menu, click on the GL you wish to add.
3. If you wish to give a new title name to the GL, click the Description field.
4. Type in the new name.
5. Click Save and Return.

+ Add GL   				
Action	Code	Description	Type	
	3581	FEDERAL GRANT - ABC	FEDERAL FUND	

## Delete a GL



1. Click the Delete icon  from the Account Maintenance screen.
2. Click Yes.
3. Do not delete any GLs that have activity in the base or work program years.

## Define Line Item Position Groups

The line item position groups screen allows you to establish groups to organize positions in the budget and affects how positions will be displayed on payroll reports. It is not mandatory to establish position groups, but it is helpful - particularly for agencies with a large number of FTEs. Agencies can establish position groups however they so choose. Some grouping possibilities include:

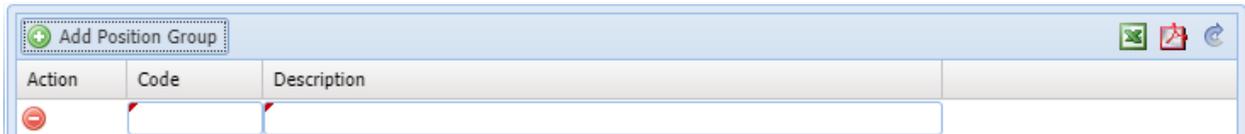
- Location
- Funding source
- Section
- Programs



NEBS also provides the ability to fund map at the position group level which will be helpful to agencies that have multiple positions funded by the same funding source.

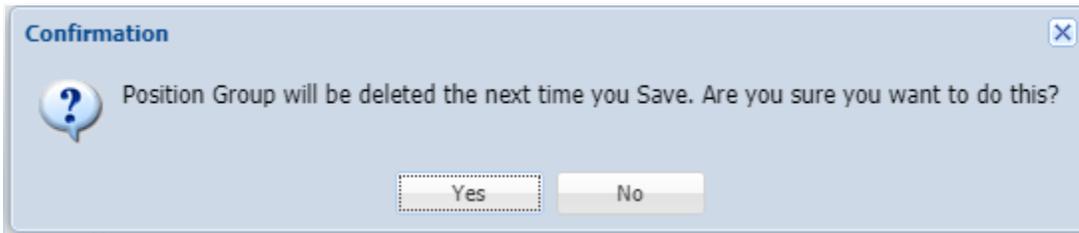
## Add a Position Group

1. Click the Add Position Group icon .
2. Type in the code you want to establish. Examples would be CC for Carson City, LV or Las Vegas, FF for federally funded positions, or GF for general funded positions. There is no limitation on how you can group positions.
3. Click the Description field and type in the description for the code you just entered.
4. Click Save or Save and Return.



Action	Code	Description
		

## Delete a Position Group



**Confirmation**

Position Group will be deleted the next time you Save. Are you sure you want to do this?

Yes No

1. Click the Delete icon  from the Account Maintenance screen.
2. Click Yes.

## Define Assessment and Other Account Settings

Only Budget Division budget officers have access to these screens - access by any other user is blocked. By default, all positions in a budget will receive the assessments selected on the Assessment Settings screen. If you believe that you should not be assessed one or more of the assessments described below, contact your budget officer.

Below is an illustration of the Assessment Settings screen.

Summary | Line Items | Schedules | Positions | Mapping | Acct. Maint.

View: Assessment Settings

Retirement:       Worker's Comp:       Personnel Assessment:   
Unemployment Insurance:       Payroll Assessment:       Retirement Group Insurance:   
Medicare:       FICA:       AG Employee Tort:   
Employee Bond Insurance:       EITS Infrastructure:       EITS Contract Administration:   
EITS Security:

Save    Save & Return    Cancel

Below is an illustration of the Other Account Settings screen.

Summary | Line Items | Schedules | Positions | Mapping | Acct. Maint.

View: Other Account Settings

Exclude from COLA increases:   
Allow Actual Synch:   
Allow Fixed Amount Mapping (Line Item):   
Allow Fixed Amount Mapping (Activity):   
Allow GL Level Mapping (Line Item):   
Allow PCN Level Mapping (Line Item):   
Allow Balancing Assistance on DU Levels (Line Item):

Mapping Rule Update Mode: Agency users can modify rules (Default)

FMAP Active:

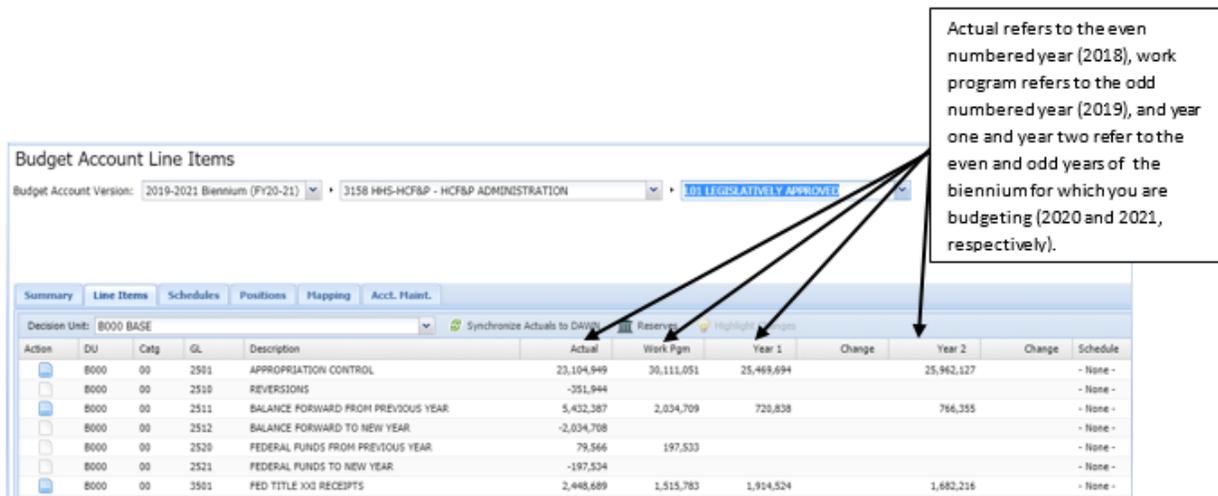
Save    Save & Return    Cancel

## Actual and Work Program Revenues and Expenditures

### Introduction

The purpose of this section of the NEBS manual is to guide you through the NEBS Edit Actual and Work Program screens and show you how to input and save your changes into the NEBS system. The Edit Actual and Work Program screen is a sub-function of the NEBS Line Item screen.

The following is a sample NEBS Line Item screen.

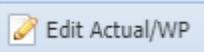


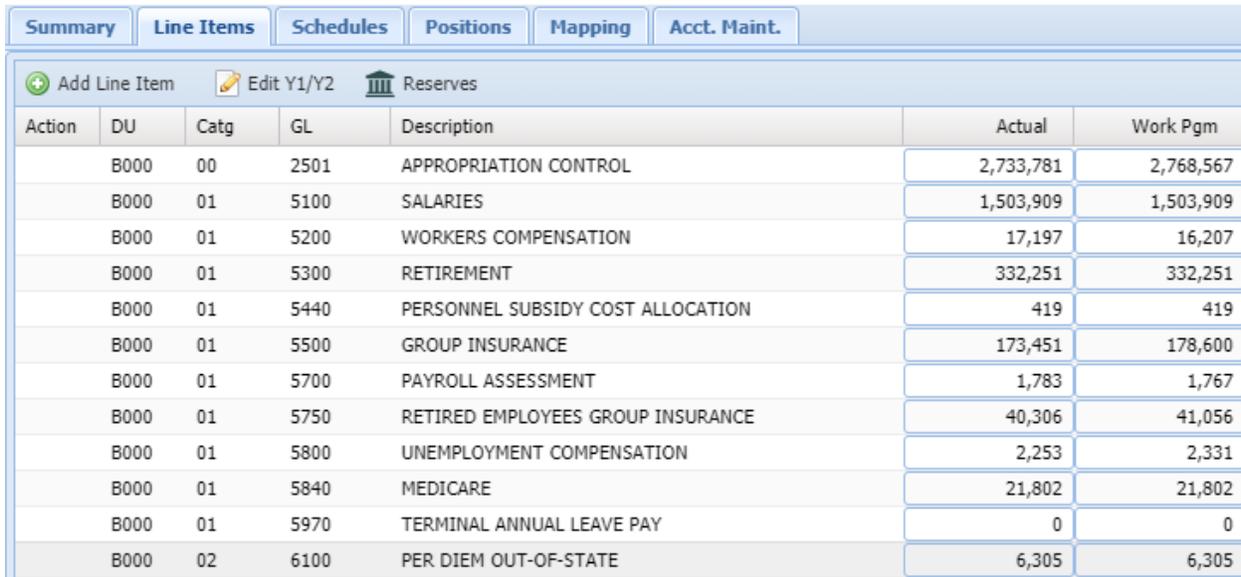
Budget Account Line Items

Budget Account Version: 2019-2021 Biennium (FY20-21) • 3158 HHS-HCF&P - HCF&P ADMINISTRATION • 101 LEGISLATIVELY APPROVED

Decision Unit: B000 BASE

Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	B000	00	2501	APPROPRIATION CONTROL	23,104,949	30,111,051	25,465,694		25,962,127		- None -
	B000	00	2510	REVERSIONS	-351,944						- None -
	B000	00	2511	BALANCE FORWARD FROM PREVIOUS YEAR	5,432,387	2,034,709	720,838		766,355		- None -
	B000	00	2512	BALANCE FORWARD TO NEW YEAR	-2,034,708						- None -
	B000	00	2520	FEDERAL FUNDS FROM PREVIOUS YEAR	79,566	197,533					- None -
	B000	00	2521	FEDERAL FUNDS TO NEW YEAR	-197,534						- None -
	B000	00	3501	FED TITLE XXX RECEIPTS	2,448,689	1,515,783	1,914,524		1,682,216		- None -

From the NEBS Line Item screen, clicking the  button will open the screen where you can edit your actual (even-numbered year) and work program (odd-numbered year) amounts. The following screenshot illustrates how your data may appear in the Edit Actual/WP screen.



Summary Line Items Schedules Positions Mapping Acct. Maint.

+ Add Line Item Edit Y1/Y2 Reserves

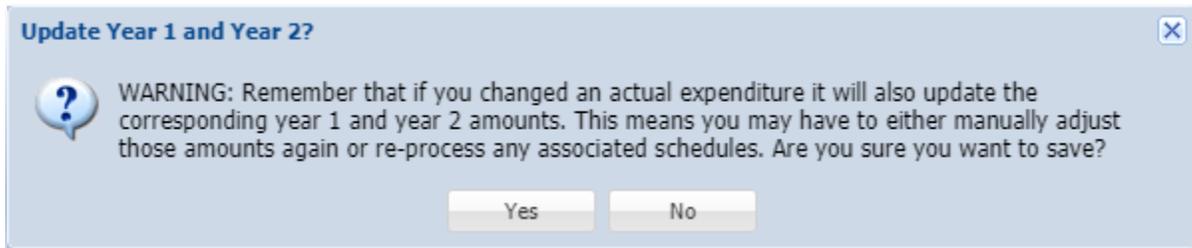
Action	DU	Catg	GL	Description	Actual	Work Pgm
	B000	00	2501	APPROPRIATION CONTROL	2,733,781	2,768,567
	B000	01	5100	SALARIES	1,503,909	1,503,909
	B000	01	5200	WORKERS COMPENSATION	17,197	16,207
	B000	01	5300	RETIREMENT	332,251	332,251
	B000	01	5440	PERSONNEL SUBSIDY COST ALLOCATION	419	419
	B000	01	5500	GROUP INSURANCE	173,451	178,600
	B000	01	5700	PAYROLL ASSESSMENT	1,783	1,767
	B000	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	40,306	41,056
	B000	01	5800	UNEMPLOYMENT COMPENSATION	2,253	2,331
	B000	01	5840	MEDICARE	21,802	21,802
	B000	01	5970	TERMINAL ANNUAL LEAVE PAY	0	0
	B000	02	6100	PER DIEM OUT-OF-STATE	6,305	6,305

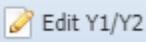
You may use either the TAB key (pressing the key advances the cursor to the next field) or the mouse to select a specific input field to make your adjustments. You can also click  to add GL line items where needed. You may save your actual and work program data to an Excel or PDF file by clicking  or . Be aware that if you save your data to Excel and edit it outside of NEBS, you will not be able import your spreadsheet back into the system. The only way to enter spreadsheet data into NEBS is to copy and paste it one field at a time.

## Add Line Item

To add a line item to your Edit Actual/WP screen, click . A new line will be added at the top of the GL list. Input the appropriate data values for category, GL, actual, and work program amounts and save your entry by clicking either the Save or the Save and Return buttons.

When you have completed your adjustments, click Save. The system will warn you that changes made to your actual or work program amounts will automatically be reflected in your line item actual, work program, Year 1, and Year 2 amounts. Confirm that you want to continue and save your changes by clicking Yes. If you are changing revenues, you may still edit the amounts for Year 1 and Year 2 in the line item.



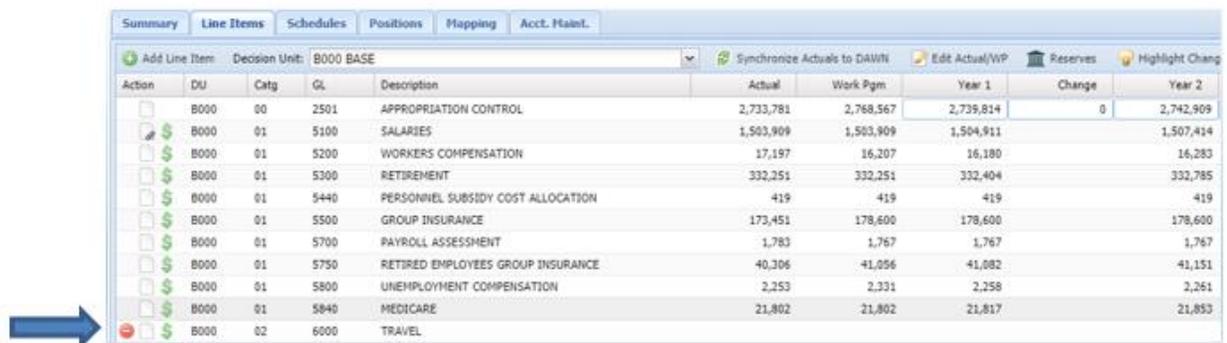
When you are finished editing your actual and work program amounts, click the Save button and click  to return to the NEBS Line Item screen or Save & Return.

## Delete Line Item

To delete a line item added to your actual and or work program screen after you have saved it, you must enter zero in the actual and work program years. Click Save and return to the NEBS Line Item screen.

B000	02	6000	TRAVEL	0	0
------	----	------	--------	---	---

Click the delete icon  located next to the note icon on the left side of the screen, then click Save. Do not delete line items that have activity in either the actual or work program years.



Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2
	B000	00	2501	APPROPRIATION CONTROL	2,733,781	2,768,567	2,739,814	0	2,742,909
	B000	01	5100	SALARIES	1,503,909	1,503,909	1,504,911		1,507,414
	B000	01	5200	WORKERS COMPENSATION	17,197	16,207	16,180		16,283
	B000	01	5300	RETIREMENT	332,251	332,251	332,404		332,785
	B000	01	5440	PERSONNEL SUBSIDY COST ALLOCATION	419	419	419		419
	B000	01	5500	GROUP INSURANCE	173,451	178,600	178,600		178,600
	B000	01	5700	PAYROLL ASSESSMENT	1,783	1,767	1,767		1,767
	B000	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	40,306	41,056	41,082		41,151
	B000	01	5800	UNEMPLOYMENT COMPENSATION	2,253	2,331	2,258		2,261
	B000	01	5840	MEDICARE	21,802	21,802	21,817		21,853
	B000	02	6000	TRAVEL					

# Positions

## Add Positions

This section deals with adding new positions. It is very important to remember that each new position adds costs to your budget beyond just the payroll. Equipment, phone lines, business productivity suite accounts, travel, training, supplies, additional rent, and additional Fleet Services or agency owned vehicles are just some of the impacts of new positions you must account for when building your budget. There are two ways to add a position in a decision unit: (1) by using the add feature or (2) by copying an existing position.

To establish a new position, you will need the following information:

- Decision unit – make sure it has been established in the Acct. Main. tab
- Job class (class code)
- FTE
- Retirement code (pay policy)
- Unique position control number (PCN) for the budget account
- Estimated start date

Unless there is a justified need, new positions in the first year of the biennium are budgeted to start October 1st. You may also request new positions begin in the second year of the biennium.

1. Select a decision unit from the menu.

- If the desired decision unit is not listed, add it using the Accounts Maintenance tools. See the **Account Maintenance** section of this manual for instructions.
- Base represents positions already approved. New positions appear in maintenance or enhancement decision units only.

Budget Period: 2021-2023 Biennium (FY22-23)  
Budget Account: 1007 OFFICE FOR NEW AMERICANS  
Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: **B000 BASE** (selected)  
PCN: B000 BASE  
Start: E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT  
Anniversary: E670 SALARY ADJUSTMENT FOR 2019-2021 BIENNIUM  
Type: M100 STATEWIDE INFLATION  
Funding Group: M150 ADJUSTMENTS TO BASE  
M300 FRINGE BENEFITS RATE ADJUSTMENT

2. Click the Positions tab to display the position schedule.

Summary   Line Items   Schedules   <b>Positions</b>   Mapping   Acct. Maint.													
Decision Unit: B000 BASE				Class: Display All				View: Basic		Recalc Payroll			
Add... Update... Reclass... Copy... Transfer... Delete...													
Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE			
										Act	WP	Yr1	Yr2
	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00
	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00

3. To add a new position, click “Add”.

Summary   Line Items   Schedules   <b>Positions</b>   Mapping   Acct. Maint.													
Decision Unit: B000 BASE				Class: Display All				View: Basic		Recalc Payroll			
Add... Update... Reclass... Copy... Transfer... Delete...													
Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE			
										Act	WP	Yr1	Yr2
	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00
	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00

4. The Add Position screen should appear.

**Add Position**

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: B000 BASE  
 PCN: 000000  
 Start: October 2021 End: June 2023  
 Anniversary: October  
 Type: New

Funding Group:   
 Retirement Code: 1 REGULAR  
 Class:  Default Grade:

Override Grade:  Step: 1 Salary Adjustment: 0

	Actual	Work Pgm.	Year 1	Year 2
FTE:	0	0	1	1
Man. Annl. Sal.:	0	0	0	0
COLA Sal.:			0	0
Merit Increase:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health Ins.:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

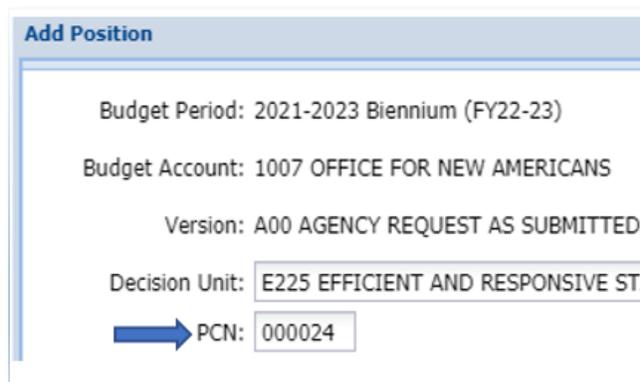
Partial:  If checked, the position sharing the expense must be specified in the text for the position.

**Fringes/Assessments**

Ret.:  WC:  Pers Assmt:  Unemp. Ins.:   
 Pyrl Assmt:  Ret. Grp.:  Medicare:  FICA:   
 AG Tort:  Empl Bond:  EITS Ent Acc:  EITS Contr Adm:   
 EITS Sec:  EITS Plan:

Save Save and Return Cancel

5. Enter the position control number or PCN. The PCN is a unique ID for the position and is also used by Payroll. PCNs may be alpha-numeric and up to six characters long. There is no standard convention assigning PCNs. While it is possible to have duplicate PCNs in a budget account in NEBS (in fact, this is necessary when arranging transfers), the duplicates will be rejected by Payroll. New positions should not use a PCN that is already in the budget account.



**Add Position**

Budget Period: 2021-2023 Biennium (FY22-23)

Budget Account: 1007 OFFICE FOR NEW AMERICANS

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: E225 EFFICIENT AND RESPONSIVE ST

PCN: 000024

6. Once the PCN is established, enter the position information:
- The start date will default to October 1st of the first year of the biennium. Unless the position requires a later start date (to meet projected caseloads in the second half of the first year or in the second year, for instance) leave the start date as October 1st.
  - The end date will also default to June 30th of the second year of the biennium. For new positions, leave this as the end date.
  - The anniversary defaults to October to match the default start date. If you change the start date, be sure to make the corresponding change on the anniversary date. Position type will default to “new.”
  - Leave the position type as new.
  - Choose the appropriate position group for the new position (see the **Account Maintenance** section in this manual for more information on position groups).
  - Enter the position class code. This is a searchable field; you may enter the position class code or the name of the position class.
  - Enter the retirement code (pay policy), step (steps higher than 1 must be justified), and FTE. New positions should always have a retirement code of 1 Regular.

**Add Position**

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT  
 PCN: 000024  
 Start: October 2021 End: June 2023  
 Anniversary: October  
 Type: New  
 Funding Group: G1 GENERAL FUND  
 Retirement Code: 1 REGULAR  
 Class: 07217 ADMIN SERVICES OFFICER 2  
 Default Grade: 39  
 Override Grade: Step: 1 Salary Adjustment: 0  
 Steps higher than 1 must be justified for a new position.

	Actual	Work Pgm.	Year 1	Year 2
FTE:	0	0	1	1
Man. Annl. Sal.:	0	0	0	0
COLA Sal.:			0	0
Merit Increase:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health Ins.:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Partial:  If checked, the position sharing the expense must be specified in the text for the position.

**Fringes/Assessments**

Ret.:  WC:  Pers Assmt:  Unemp. Ins.:   
 Pyrl Assmt:  Ret. Grp.:  Medicare:  FICA:   
 AG Tort:  Empl Bond:  EITS Ent Acc:  EITS Contr Adm:   
 EITS Sec:  EITS Plan:

Save Save and Return Cancel

This is a searchable field. You can search by class number (07217) or by class name (Admin Services Officer)

FTE defaults to 1 in Year 1 and Year 2. If this position is not a full-time position, this should be adjusted to reflect the percentage (.75, .50, etc.)

- Determine whether or not the position should be budgeted for health insurance and verify the fringes and assessments are correct for the position. The Budget Division sets default position assessments for your budget. Contact your budget officer if your assessments are in error. See the **Assessments and Full-Time Equivalent (FTE) Driven Costs** section of this manual for more information.

**Add Position** [X]

Budget Period: 2021-2023 Biennium (FY22-23)

Budget Account: 1007 OFFICE FOR NEW AMERICANS

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT [v]

PCN: 000024

Start: October [v] 2021 [v] End: June [v] 2023 [v]

Anniversary: October [v]

Type: New [v]

Funding Group: G1 GENERAL FUND [v]

Retirement Code: 1 REGULAR [v]

Class: 07217 ADMIN SERVICES OFFICER 2 [v] Default Grade: 39

Override Grade: [v] Step: 1 [v] Salary Adjustment: 0 [v]

	Actual	Work Pgm.	Year 1	Year 2
FTE:	[0]	[0]	[1]	[1]
Man. Annl. Sal.:	[0]	[0]	[0]	[0]
COLA Sal.:			[0]	[0]
Merit Increase:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health Ins.:			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Partial:  If checked, the position sharing the expense must be specified in the text for the position.

**Fringes/Assessments**

Ret.:  WC:  Pers Assmt:  Unemp. Ins.:

Pyrl Assmt:  Ret. Grp.:  Medicare:  FICA:

AG Tort:  Empl Bond:  EITS Ent Acc:  EITS Contr Adm:

EITS Sec:  EITS Plan:

Save Save and Return Cancel

- Review what you have entered and click either Save or Save and Return.

Remember, entering the position only accounts for the payroll driven costs such as employee bond insurance, AG tort claim assessment, and the EITS assessments. All other costs (travel, equipment, supplies, etc.) will need to be added in either the appropriate schedule or in the line item screen.

Position costs will not move to line items until the payroll is recalculated (click Recalc Payroll). Click the Save and Return button.

Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE			
										Act	WP	Yr1	Yr2
	8000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00
	8000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	1.00

After NEBS recalculates the payroll, your line item expenditures will need to be balanced to revenues in the appropriate decision unit.

### Budget Account Line Items

**Revenue/Expenditures Out of Balance**

	Y1	Y2
All DUs	-64,758	-90,082
This DU (E225)	-63,196	-86,534
Other DUs (M150, B000, more...)	-1,562	-3,548

Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	E225	01	5100	SALARIES			45,349		63,055		PAYROLL
	E225	01	5200	WORKERS COMPENSATION			1,080		895		PAYROLL
	E225	01	5300	RETIREMENT			6,916		9,616		PAYROLL
	E225	01	5400	PERSONNEL ASSESSMENT			269		269		PAYROLL
	E225	01	5500	GROUP INSURANCE			7,050		9,400		PAYROLL
	E225	01	5700	PAYROLL ASSESSMENT			88		88		PAYROLL
	E225	01	5750	RETIRED EMPLOYEES GROUP INSURANCE			1,238		1,721		PAYROLL
	E225	01	5800	UNEMPLOYMENT COMPENSATION			68		95		PAYROLL
	E225	01	5840	MEDICARE			657		914		PAYROLL
	E225	04	7050	EMPLOYEE BOND INSURANCE			3		3		PAYROLL
	E225	04	7054	AG TORT CLAIM ASSESSMENT			85		85		PAYROLL
	E225	26	7554	EITS INFRASTRUCTURE ASSESSMENT			277		277		PAYROLL
	E225	26	7556	EITS SECURITY ASSESSMENT			116		116		PAYROLL

Total Revenue	0	0	0	0
Total Expenditures	0	0	63,196	86,534
Difference	0	0	-63,196	-86,534

## Copy Positions

It is possible to create exact duplicates of existing positions. This is useful when transferring or reclassifying positions or when adding new positions that are similar to those already in your budget.

1. To copy positions, from the Positions screen check mark the position or positions you would like to copy then select copy.

Summary														Line Items		Schedules		Positions		Mapping		Acct. Maint.	
Decision Unit: B000 BASE														Class: Display All		View: Basic		Recalc Payroll					
Add... Update... Reclass... Copy... Transfer... Delete...																							
Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE				Start			End						
										Act	WP	Yr1	Yr2	Month	Year	Month	Year	Month	Year				
<input type="checkbox"/>	B000	000022	G1 GENERAL FUND	US015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00	Jan	2019	Jun	2024						
<input checked="" type="checkbox"/>	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00	Jan	2019	Dec	2021						
										2.00	2.00	2.00	1.00										

- The Copy Positions screen should pop up. It will list the positions that have been selected for copying and the original information for the budget period, budget account, and version. The bottom section is where you select which budget period, budget account, version, and decision unit you would like to copy the position(s) to.

**Copy Positions**

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: A99 COPY TEST

Positions: 1 Positions

DU	PCN	Class	Class Description	Type	Grade	Step
B000	000023	02212	ADMIN ASSISTANT 2	Existing	25	1

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: A99 COPY TEST  
 Decision Unit: E137 SUSTAINABLE AND GROWING ECONOMY

Reuse PCN#:  - OR - Starting PCN#: 1  
 Opposite Copy:

Position Copy Type: New Copy  
 New Copy  
 Exact Copy  
 Transfer

Annotations:

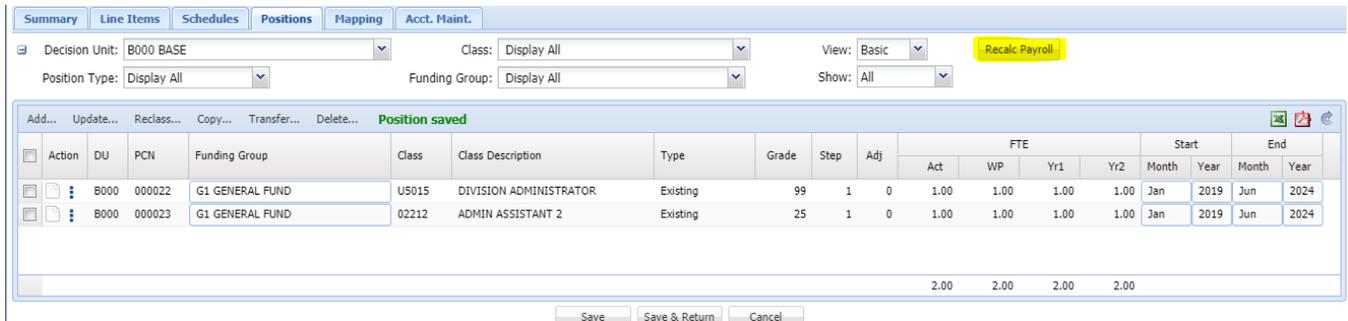
- Original Information – where the copied position comes from.
- Number of positions selected and list of positions to be copied
- Select the Budget Period, Budget Account, Version, and Decision Unit where you want to copy the position(s)
- You can create a new decision unit from this screen instead of going to the account maintenance tab.
- Use Opposite Copy for reclassifying, transferring, or eliminating positions.
- For adding new positions using the copy function, enter a new "Starting PCN#" that is unique to the budget account the position is being created in.
- Change the "Position Copy Type" to "New Copy" for new positions.

- When adding new position to the same budget account or copying a position to a different budget account, assign a new starting PCN number and select "New Copy" under Position Copy Type.
- When transferring a position click Opposite Copy and select "Transfer" under Position Copy Type.
- When reclassifying or eliminating a position click Opposite Copy and select "Exact Copy" under Position Copy Type.

When you click Copy, the dialogue box shown below will appear. To complete the copy process and create the new position, click Yes.



The position has been created in the selected decision unit. Position costs will not appear in line items until you click Recalc Payroll. After NEBS recalculates the payroll, you will need to balance your line item expenditures to your revenues in the applicable decision unit.



## Transfer Positions

There are times when agencies need to transfer positions to another budget account or even another agency. This is accomplished with E-900 decision units. Before beginning the process for transferring the position, be sure to set up the E-900 decision unit in both the transferring and receiving budget accounts (it needs to be the same decision unit number in both budget accounts). This now can be accomplished in the Position tab as shown below.

**Note:** All costs associated with the position must be transferred from the originating agency to the receiving agency (including, but not limited to: equipment, phone lines, business productivity suite accounts, travel, training, supplies, additional rent if additional office space is required, and additional motor pool or agency owned vehicles). Negative costs will appear not only in the originating agency’s category 01, but in categories such as 03, 04, 26 and 30. These should correspond to positive amounts in the same categories in the receiving agency’s budget. Since funding sources may vary between the two accounts, the receiving agency may have to complete an E501 or E502 to adjust the funding source or ancillary costs for transferred positions. (The E500 decision unit should end in the same numbers as the E900 decision unit, i.e. E910 and E510).

1. Select the position(s) you would like to transfer.

Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE			
										Act	WP	Yr1	Yr2
<input type="checkbox"/>	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00
<input checked="" type="checkbox"/>	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00
										2.00	2.00	2.00	1.00

2. The Transfer Position screen will pop up. Select or add the decision unit for the transfer. Only E9XX decision units can be used for transfers.

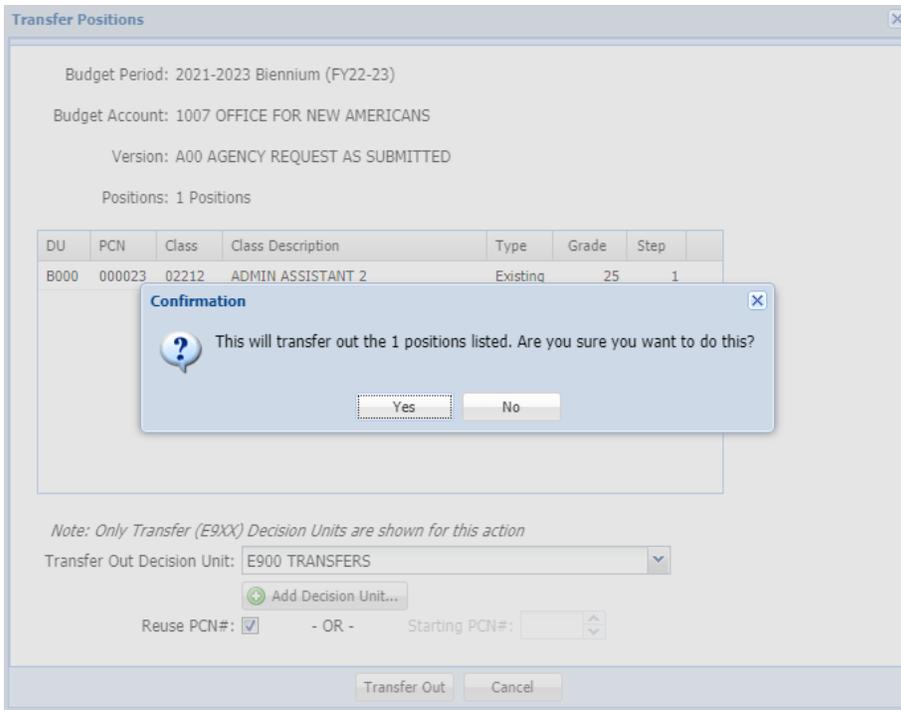
Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: A00 AGENCY REQUEST AS SUBMITTED  
 Positions: 1 Positions

DU	PCN	Class	Class Description	Type	Grade	Step
B000	000023	02212	ADMIN ASSISTANT 2	Existing	25	1

Note: Only Transfer (E9XX) Decision Units are shown for this action  
 Transfer Out Decision Unit:

Select or Add the decision unit.  
 Transfers are only allowed in E9XX decision units.

3. Once you have selected the correct decision unit or added a new decision unit, click Transfer Out. The below pop up will appear, click “Yes” to complete the transfer.



- The position has been created in the selected decision unit. Position costs will not appear in line items until you click Recalc Payroll. After NEBS recalculates the payroll, you will need to balance your line item expenditures to your revenues in the applicable decision unit.

Summary													
Line Items													
Schedules													
Positions													
Mapping													
Acct. Maint.													
Decision Unit:		E900 TRANSFERS		Class:		Display All		View:		Basic		Recalc Payroll	
Position Type:		Display All		Funding Group:		Display All		Show:		All			
Add... Update... Reclass... Copy... Transfer... Delete...													
Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE			
	E900	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Exis. Transfer Out	25	1	0	Act	WP	Yr1	Yr2
										0.00	0.00	-1.00	-1.00

## Reclassify Classified (E-805) and Unclassified Positions (E-806)

From time to time, you may need to reclassify existing positions so that the position requirements and pay match the actual duties being performed. The position schedule provides a simple tool for adding reclassifications to your budget; however, you must add the appropriate decision units to your budget before using the schedule. Decision unit E-805 is used to reclassify classified positions; E-806 is for unclassified positions. See the **Accounts Maintenance** section of this manual for instructions on adding decision units to your budget. For this example, we will use E-805 (classified). Reclassifying unclassified positions with E-806 uses the same process.

Once the required decision units have been added, the basics steps are:

1. Select the position that is being reclassified and click “Reclass”.

Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE			
										Act	WP	Yr1	Yr2
<input type="checkbox"/>	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00
<input checked="" type="checkbox"/>	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00
										2.00	2.00	2.00	1.00

2. The Reclass Position screen will pop up.

Select a target DU below. This system will create an exact negative copy of the selected position(s) in the target DU. It will also create a new, positive copy of the selected position(s) that includes the updated values specified below.

Target Decision Unit:

Budget Period: 2021-2023 Biennium (FY22-23)

Budget Account: 1007 OFFICE FOR NEW AMERICANS

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: B000 BASE

Positions: 1 Positions

DU	PCN	Class	Class Description	Type	Grade	Step
B000	000023	02212	ADMIN ASSISTANT 2	Existing	25	1

Start:   End:

Anniversary:

Type:

Funding Group:

Retirement Code:

Class:  Default Grade:

Override Grade:  Step:  Salary Adjustment:

	Actual	Work Pgm.	Year 1	Year 2
FTE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Man. Annl. Sal.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
COLA Sal.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Merit Increase:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Select the target decision unit that was created earlier or add a decision unit. Only E805 - E819 are allowed for reclassifications.
4. Select the start date and end date of the reclassification. The start and end date should match the dates of the original position. In this case that is Jan 2019 and June 2024. If the fields are left blank, the default is the full biennium.
5. Select the Anniversary month, this should be the same month as the reclassification start date. If the field is left blank, the default is July or the beginning of the biennium.

6. Select the type – existing, transfer in, depending on if the position was already established in the budget account or if it was transferred in or is being transferred out.
7. Select the funding group. If needed see the Account Maintenance section for creating new funding groups.
8. Select the retirement code based on how the position is currently budgeted.
9. Select the class. Either enter the class code or type in the name of the class for the reclassification.
10. Select the step, this should be the same step as the position is currently budgeted.
11. Enter the FTE for Year 1 and Year 2.
12. Click save or save and return. If you click save and return it will return to the position tab. The reclass has been created. E-805 now shows the original position being removed (shown by the negative 1.00 under FTE) and the new reclassified position being added (shown by the positive 1.00 under FTE). Note that you will receive a warning from NEBS that you have duplicate PCNs. In the case of a reclassification, this is acceptable. Position costs will not appear in line items until you click Recalc Payroll. After NEBS recalculates the payroll, you will need to balance your line item expenditures to your revenues in the applicable decision unit.

											FTE			
Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	Act	WP	Yr1	Yr2	
	E805	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	0.00	0.00	-1.00	-1.00	
	E805	000023	G1 GENERAL FUND	07218	ADMIN SERVICES OFFICER 1	Existing	37	1	0	0.00	0.00	1.00	1.00	

## Sun-Setting Positions

There are circumstances under which positions will need to be eliminated such as when a funding source has been eliminated or a specific project has ended. This is done by creating an E49X decision unit and entering 0.00 FTE in the budget years and entering an end date for the position.

For our example, we will assume the position ends on December 31st of the first year of the new biennium. From the Position Detail screen we enter an end date of December 2021. Enter 0.00 as the FTE for Year 2 (the positions ends during Year 1).

1. Click on the position that is sunsetting and click Update.

Summary | Line Items | Schedules | **Positions** | Mapping | Acct. Maint.

Decision Unit: B000 BASE      Class: Display All      View: Basic      Recalc Payroll

Add... **Update...**    Reclass...    Copy...    Transfer...    Delete...

Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE			
										Act	WP	Yr1	Yr2
<input type="checkbox"/>	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00
<input checked="" type="checkbox"/>	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00
										2.00	2.00	2.00	1.00

Save    Save & Return    Cancel

2. The update screen will pop up. Enter the end date and enter 0 into Year 2 since the position expires in the first year.

Budget Period: 2021-2023 Biennium (FY22-23)

Budget Account: 1007 OFFICE FOR NEW AMERICANS

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: B000 BASE

Positions: 1 Positions

DU	PCN	Class	Class Description	Type	Grade	Step
B000	000023	02212	ADMIN ASSISTANT 2	Existing	25	1

Start: [ ] [ ]      **End: December 2021**

Anniversary: [ ]

Type: [ ]

Funding Group: [ ]

Retirement Code: [ ]

Class: [ ]      Default Grade:

Override Grade: [ ]      Step: [ ]      Salary Adjustment: [ ]

	Actual	Work Pgm.	Year 1	<b>Year 2</b>
FTE:	[ ]	[ ]	[ ]	<b>0</b>
Man. Annl. Sal.:	[ ]	[ ]	[ ]	[ ]
COLA Sal.:	[ ]	[ ]	[ ]	[ ]
Merit Increase:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Ins.:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Partial:  If checked, the position sharing the expense must be specified in the text for the position.

Save    Save and Return    Cancel

- Click Save or Save and Return. The position now shows as ending in December 2021 with 0 FTE in Year 2.

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.																	
Decision Unit: B000 BASE				Class: Display All				View: Basic				Recalc Payroll					
Position Type: Display All				Funding Group: Display All				Show: All									
Add... Update... Reclass... Copy... Transfer... Delete... <b>Position saved</b>																	
Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE				Start		End	
										Act	WP	Yr1	Yr2	Month	Year	Month	Year
<input type="checkbox"/>	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00	Jan	2019	Jun	2024
<input checked="" type="checkbox"/>	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00	Jan	2019	Dec	2021

- Once the change is made, the position costs will not appear as a line item until payroll is recalculated. Click Recalc Payroll. Once NEBS completes the recalculation, rebalance your expenditures to your revenues in the applicable decision unit.

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.																	
Decision Unit: B000 BASE				Class: Display All				View: Basic				Recalc Payroll					
Position Type: Display All				Funding Group: Display All				Show: All									
Add... Update... Reclass... Copy... Transfer... Delete... <b>Position saved</b>																	
Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE				Start		End	
										Act	WP	Yr1	Yr2	Month	Year	Month	Year
<input type="checkbox"/>	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00				
<input type="checkbox"/>	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00				

- Be sure to explain the reason for sunsetting the position.

## Update Positions

The Update function can also be used for other changes to positions besides sunsetting positions such as increasing steps, changing retirement codes, funding group, assessments, or anniversary date. Checkmark the position you would like to update, select the  under “Action” and select Update. Only fields that need to be changed are entered into this screen.

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1007 OFFICE FOR NEW AMERICANS  
 Version: A00 AGENCY REQUEST AS SUBMITTED  
 Decision Unit: B000 BASE  
 PCN: 000023  
 Start: January 2019 End: December 2021  
 Anniversary: October  
 Type: Existing  
 Funding Group: G1 GENERAL FUND  
 Retirement Code: 1 REGULAR  
 Class: 02212 ADMIN ASSISTANT 2 Default Grade: 25  
 Override Grade: Step: 1 Salary Adjustment: 0

	Actual	Work Pgm.	Year 1	Year 2
FTE:	1	1	1	0
Man. Annl. Sal.:	0	0	0	0
COLA Sal.:			0	0

Merit Increase:     
 Health Ins.:

Partial:  If checked, the position sharing the expense must be specified in the text for the position.

**Fringes/Assessments**

Ret.:  WC:  Pers Assmt:  Unemp. Ins.:   
 Pyrl Assmt:  Ret. Grp.:  Medicare:  FICA:   
 AG Tort:  Empl Bond:  EITS Ent Acc:  EITS Contr Adm:   
 EITS Sec:  EITS Plan:

Save Save and Return Cancel Delete

## Position Reconciliation

Position reconciliation verifies that base positions and all associated information in NEBS accurately reflect the legislatively approved positions plus any Interim Finance Committee (IFC) or Budget Division initiated position changes that occurred during the interim. Sunsetting or otherwise terminating positions must also be taken into account during position reconciliation.

### Phase One - Verify FTE Count and PCN

During Phase One you will:

- Verify the total Full-Time Equivalent (FTE) count is accurate based on the most current information.
- Verify NEBS Position Control Numbers (PCN) to those in IFS – Advantage HR.

Please refer to the Budget Building Manual for a detailed description of the position reconciliation process. These steps must be completed prior to July 1 of the even numbered fiscal year. Work closely with your assigned budget officer since he/she will have to make any changes to your base positions.

## Suggestions for Reconciling Positions in Phase One

Download base positions from NEBS into an Excel spreadsheet:

- Click the Positions tab; make sure BASE (B000) appears in the Decision Unit Filter dropdown box.
- Click the Excel icon on the right-hand edge of the screen.
- Click Open and an Excel spreadsheet showing the current position information in base in NEBS should open. Save the spreadsheet by choosing File -> Save As, browse to the folder in which you want to save the file, enter an appropriate name and click Save.

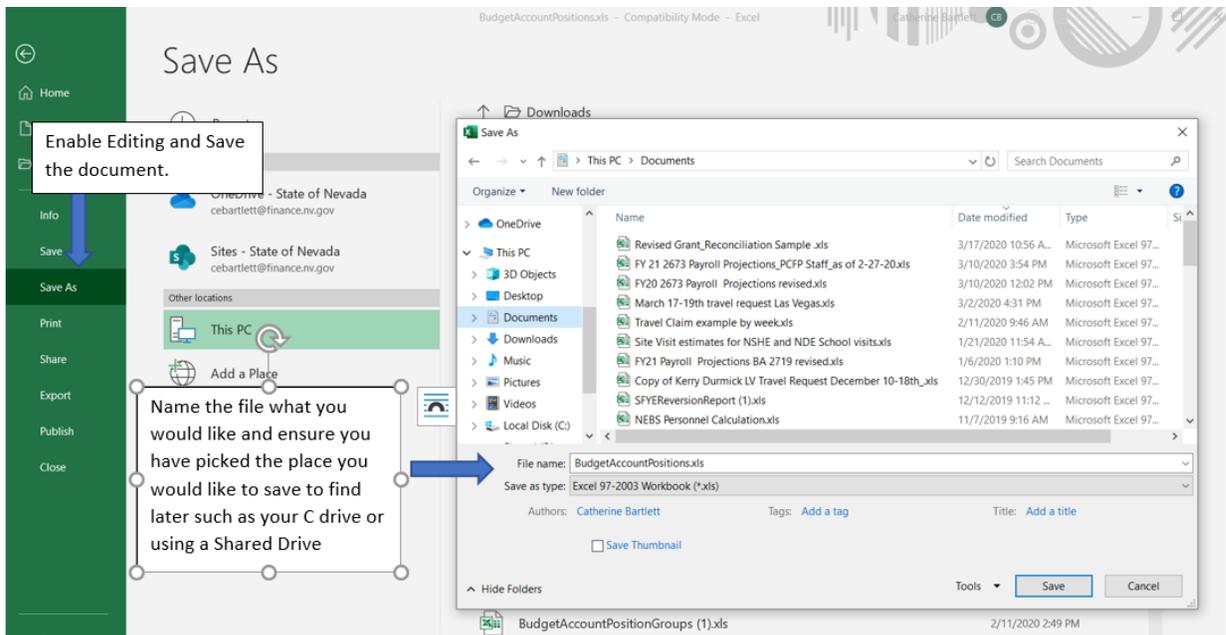
Select the Position Tab.

Download Base data using the excel download.

Open and save the excel worksheet.

Action	DU	PCN	Funding Group	Class	Class Description	Type	Grad	FTE Y...	Month	Year	Month	Year					
	B000	000022	G1 GENERAL FUND	U5015	DIVISION ADMINISTRATOR	Existing	99	1	0	1.00	1.00	1.00	1.00	Jan	2019	Jun	2024
	B000	000023	G1 GENERAL FUND	02212	ADMIN ASSISTANT 2	Existing	25	1	0	1.00	1.00	1.00	0.00	Jan	2019	Dec	2021

BudgetAccountPosi...xls

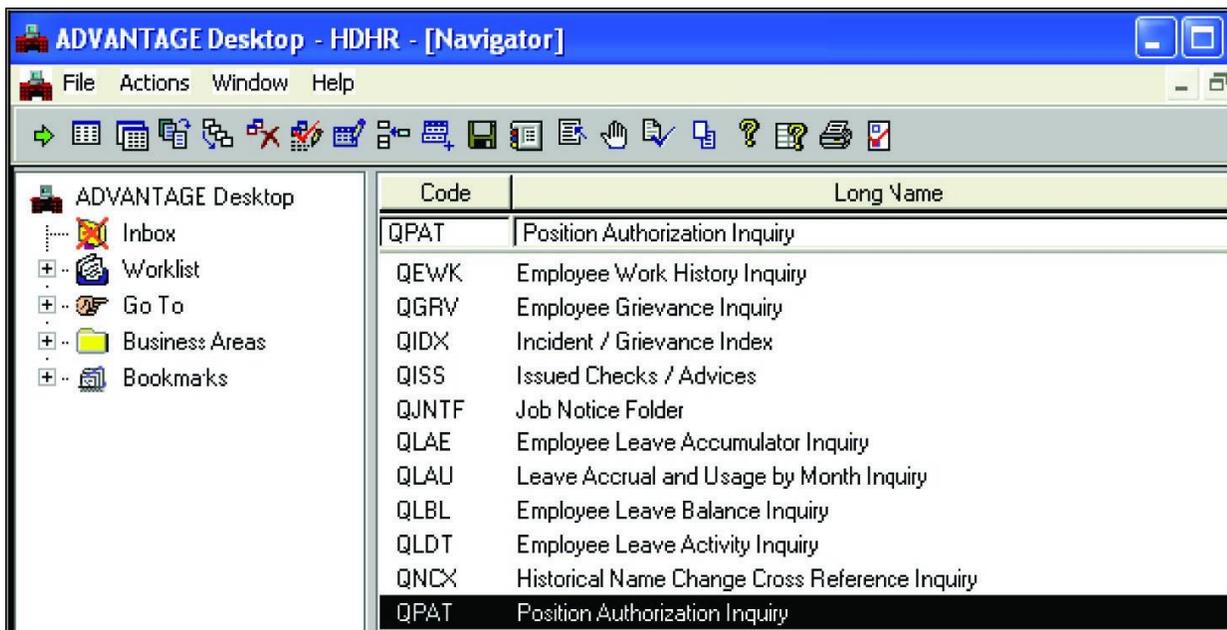


BAV Position List  
 Date: 1/31/20 11:19 AM  
 Budget Period: 2019-2021 Biennium (FY20-21)  
 Budget Account: 1340 GOVERNOR'S OFC OF FINANCE - BUDGET DIVISION  
 Version: L01 LEGISLATIVELY APPROVED

DU	PCN	Group	Class	Class Description	Type	Grade	Step	Adj	Act FTE	WP FTE	Yr1 FTE	Yr2 FTE	Start Dt	End Dt
B000	000002	GF	U4931	DEP DIRECTOR GOV FINANCE OFC	Existing	99	99	0	1	1	1	1	1 201701	202206
B000	000003	GF	U4212	CHIEF ASSISTANT, BUDGET ADMNR	Existing	99	99	0	1	1	1	1	1 201701	202206
B000	000004	GF	U4930	DIRECTOR GOVERNORS FINANCE OFC	Existing	99	99	0	1	1	1	1	1 201701	202206
B000	000005	GF	07634	EXECUTIVE BRANCH BUDGET OFF 2	Existing	43	10	0	1	1	1	1	1 201701	202206
B000	000006	GF	07634	EXECUTIVE BRANCH BUDGET OFF 2	Existing	43	10	0	1	1	1	1	1 201701	202206
B000	000008	GF	07632	EXECUTIVE BRANCH BUDGET OFF 1	Existing	41	8	0	1	1	1	1	1 201701	202206
B000	000013	GF	02210	ADMIN ASSISTANT 4	Existing	29	4	0	1	1	1	1	1 201701	202206
B000	000017	GF	110000	EXECUTIVE ASSISTANT	Existing	00	00	0	1	1	1	1	1 201701	202206

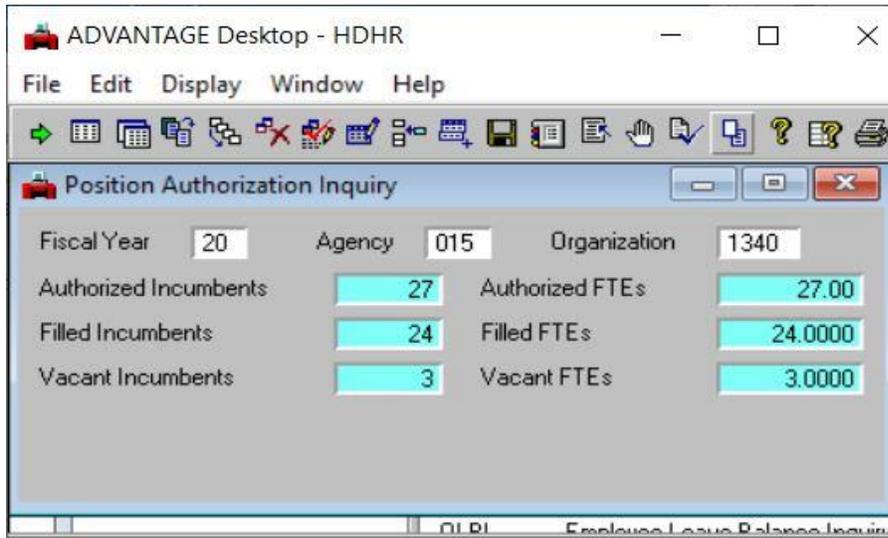
Example of a position list download. During the phase one reconciliation, your primary interest is in the PCN and FTE columns.

- Compare the NEBS download to IFS/Advantage HR.



Contact your System Administrator for assistance with installing Advantage HR on your desktop. Start Advantage HR. Once you log in click Go To and type QPAT in the Code field.

Open the Position Authorization Inquiry folder and enter the base fiscal year, your agency number, and your budget account number. Press the function key F4 on your keyboard.



The number of authorized FTEs should match the total actual (Act) FTEs from the NEBS download spreadsheet. Be sure to account for positions that do not begin until the second year of the biennium (they will be reflected in NEBS - in the WP FTE column - but not in Advantage). If the figures do not agree, examine the authorized FTEs in Advantage versus the actual FTEs in NEBS on a position-by- position basis. Do this by clicking Go To - to display the PAMT screen and in the Code box type PAMT, entering the current fiscal year, agency and budget account number then pressing the function key F4. There may be differences due to Board members (PCNs starting with J). Board members are not entered into NEBS.

	Position Number	Authorized Incumbents	Authorized FTE	Filled Incumbents	Filled FTE	Vacant Incumbents	Vacant FTE	Overfill Authorization	Comments
1	0002	1	1.00	1	1.0000	0	0.0000	N	2015 LEG SESSION - EST. AGENCY 015
2	0003	1	1.00	0	0.0000	1	1.0000	N	2015 LEG SESSION - EST. AGENCY 015
3	0004	1	1.00	1	1.0000	0	0.0000	N	2015 LEG SESSION - EST. AGENCY 015
4	0005	1	1.00	1	1.0000	0	0.0000	N	2015 LEG SESSION - EST. AGENCY 015
5	0006	1	1.00	1	1.0000	0	0.0000	N	2015 LEG SESSION - EST. AGENCY 015
6	0008	1	1.00	1	1.0000	0	0.0000	N	2015 LEG SESSION - EST. AGENCY 015

## Phase Two - Confirm Position Information

The second phase of the position reconciliation process is done after the Budget Division completes its final payroll download shortly after July 1 of the even numbered fiscal year. You must finalize the position reconciliation prior to submitting your budget to the Budget Division on or before September 1st. In phase two, you confirm the position characteristics and the information related to the incumbent (class code, grade, step, retirement, etc.). This phase includes the following steps:

- Verify the employees' class code. Be sure to review all reclassifications that have occurred during the interim session. Positions that are currently under-filled should be budgeted at the approved class code, not the incumbent class code.
- Verify the employees' grade, step, and "add step" based on the employees' anniversary date. Confirm that any adjustments made to the step due to special language requirements, supervisory requirements, working out of class, etc., are properly reflected in NEBS. Any deviation needs to be explained in the note at the position level.
- Verify the retirement code and that it matches the class code. For instance, if the class code represents a police/fire position, the retirement code must be the corresponding police/fire retirement code.
- Verify the payroll and FTE assessments. A common assessment error is to charge the Personnel Assessment to nonclassified positions.
- Verify that part-time positions not eligible for the Public Employees' Retirement System (PERS) are being assessed for the FICA Alternative Plan.
- Verify the position grouping assignments. You may group your positions however you choose. Grouping is not mandatory, but is recommended. By default, all positions will be assigned to the default group, G1. Refer to the **Account Maintenance** section in this manual for more information on position grouping and adding position funding groups.

## Suggestions for Reconciling Positions in Phase Two

Run a NEBS 130 payroll report by clicking the Reports tab at the top of the NEBS screen to display the reports menu. Choose NEBS 130 Payroll/Position Detail from the list.

The image shows a screenshot of the NEBS system interface. At the top right, there is a blue header for the 'Budget Task Bar' with a dropdown menu. The dropdown menu is titled 'Budget Prep Tasks' and contains the following items: 'List Budget Account Versions', 'List Reports', 'Calculate Payroll', 'Distribute Cost Allocations', and 'View/Update Statewide Schedules'. On the left side, there is a blue header for 'Available Reports' with a list of reports below it. A large black arrow points from the 'List Reports' option in the dropdown menu to the 'NEBS130 Payroll/Position Detail' report in the 'Available Reports' list.

**Budget Task Bar**

**Budget Prep Tasks**

- List Budget Account Versions
- List Reports
- Calculate Payroll
- Distribute Cost Allocations
- View/Update Statewide Schedules

**Available Reports**

**Budget Account Reports -**

- NEBS200A Budget Book (Agency)
- NEBS210 Line Item Detail & Summary
- NEBS211 Adjusted Base
- NEBS220 Budget Highlight
- NEBS225 Version-to-Version Comparison
- NEBS600 Fund Mapping Summary
- NEBS610 Performance Indicators
- NEBS630 Line Item-to-Fund Map Comparison
- NEBS640 Fund Mapping Detail Report

**Schedule Reports -**

- NEBS900 DoIT Projected Utilization Reports
- NEBS990 Statewide View of BAV Schedules

**Payroll Reports -**

- NEBS130 Payroll/Position Detail
- NEBS135 Position Summary
- NEBS138 Listing of Unclassified Positions within x%

Select base as your decision unit and check A - Position Detail and B - Position Detail - Additional Attributes (Fringe Indicators). Click Generate Report. This report should make it relatively easy to verify position information with Advantage or HR Data Warehouse.

As shown below, the first portion of the report provides position information - PCN, class code, grade and step, anniversary month, adjustments, retirement code, and FTE.

NEBS130 State of Nevada - Budget Division  
Payroll/Position Detail  
2007-2009 Biennium (FY08-09)  
A00 AGENCY REQUEST AS SUBMITTED 3/15/06 3:11 PM

Section A: Position Detail  
Budget Account: 4738 PS, DIGNITARY PROTECTION

Type	Description	PCN	Class	Gd	Add	Anv	Ret	FTE	FTE	FTE	FTE	2007-2008	2008-2009					
				Step	Gd	Mo	St	End	Cd	Actual	WP	Y1	Y2	MI	Salary	Benefits	Salary	Benefits
B000 BASE																		
G1 CARSON CITY																		
1	DPS SERGEANT	C00020	11104	41-10	0	7	1-05	6-10	2	1.00	1.00	1.00	1.00	Y	84,185	25,898	83,864	25,828
1	DPS OFFICER 2	C00040	11106	39-8	0	8	1-05	6-10	2	1.00	1.00	1.00	1.00	Y	71,066	23,072	78,503	24,258
2	DPS OFFICER 2	C00050	11106	39-1	0	7	1-05	6-10	8	1.00	1.00	1.00	1.00	Y	46,918	19,397	49,831	20,173
TOTAL FOR POSITION GROUP G1										3.00	3.00	3.00	3.00		202,169	68,365	210,198	70,259
G2 LAS VEGAS																		

The second portion of the report details fringe benefits and assessments. Verify these and confirm the position is funded for all payroll driven costs in the coming biennium including retirement, health insurance, worker's compensation, payroll and personnel assessments, unemployment insurance, Medicare, AG Tort, Employee Bond, and the EITS assessments. FICA is also included for positions not eligible for retirement.

NEBS130		State of Nevada - Budget Division Payroll/Position Detail 2007-2009 Biennium (FY08-09) A00 AGENCY REQUEST AS SUBMITTED											3/15/06 3:11 PM																			
Section B. Position Detail - Additional Attributes (Fringe Indicators)													Budget Account: 4738 PS, DIGNITARY PROTECTION																			
Type	Description	PCN	Class	Actual FTE	WP FTE	FY 2008 FTE	FY 2009 FTE	FY 2008 Salary	FY 2008 Benefits	FY 2009 Salary	FY 2009 Benefits	Ret Cd	Health Ins. Yr1	Health Ins. Yr2	Partial	Retirement	Worker's Comp	Pers Assmt	Unemp. Ins.	Pyrl Assmt	Ret. Grp.	Medicare	FICA	AG Tort	Empl Bond	DoIT Ent Acc	DoIT Contr Adm	DoIT Sec	DoIT Plan			
B000 BASE																																
G1 CARSON CITY																																
1	DPS SERGEANT	000020	11104	1.00	1.00	1.00	1.00	84,195	25,896	83,864	25,828	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	DPS OFFICER 2	000040	11106	1.00	1.00	1.00	1.00	71,066	23,072	76,503	24,258	2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	DPS OFFICER 2	000050	11106	1.00	1.00	1.00	1.00	46,918	19,397	49,831	20,173	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
TOTAL FOR POSITION GROUP G1				3.00	3.00	3.00	3.00	202,169	68,365	210,198	70,259																					

The partial column after health insurance Year 1 and Year 2 is for employees who hold multiple part-time positions. For example, John Doe has a 0.75 position in budget account 1234 and a 0.25 position in budget account 5678. If you check the partial box for each position then the amount for the health insurance will be prorated to match the FTE - in this case 75% for budget account 1234 and 25% for budget account 5678. Do not check the box if the employee has only one position, for example just the 0.75 position with budget account 1234. In this case, checking the box will cause the health benefits to be budgeted at 75% in budget account 1234 and the remaining 25% will not be budgeted anywhere.

As the most significant cost for the majority of budgets is payroll costs, it is critical to make sure that the information on which the payroll budget is based is as accurate as possible. Work closely with your personnel staff and your assigned budget officer to make sure all necessary adjustments are made.

## Adjustments to Base

### Introduction

Adjustments to the base budget are made through the M150 decision unit to eliminate one-time expenditures incurred during the base fiscal year, eliminate programs no longer required or funded, or to increase revenues and expenditures that appear only during a portion of the base fiscal year. Base expenditures are loaded into NEBS and must be adjusted downward (one-time expenditures and eliminated programs) or upward (annualized partial year expenditures and revenues). All adjustments to base must be made through the M150 decision unit. With the exception of the EITS schedule, the difference between the actual base expenditures and the calculated budgeted need for Year 1 and Year 2 results in an M150 adjustment.

This section will show you how to make adjustments to the Base through the M150 decision unit.

## Generate M150 Adjustments

There are two ways to generate M150 adjustments in NEBS:

- User-generated (manually)
- System-generated

Line items requiring a user-generated (manual) adjustment are identifiable in NEBS by looking at the schedule column. A user-generated (manual) adjustment will be identified in the schedule column with - None - whereas system-generated adjustments will point to the schedule involved.

Year 1	Change	Year 2	Change	Schedule ^
361,890	0	361,890	0	- None -
0	0	0	0	- None -
600	0	600	0	- None -
52,000	0	52,000	0	- None -
13,200	0	13,200	0	- None -
				- None -
193		193		- None -
9		9		- None -
22		22		- None -
404		404		- None -
				- None -
				- None -
172		172		- None -
				- None -
				- None -
186		186		- None -

These line items require a manual adjustment.

After making an adjustment, either manually or system generated, you will need to re-balance your revenues to expenditures. For convenience, you may opt to re-balance after all adjustments are completed.

## User-Generated (manual) Adjustments

User-generated M150 adjustments are entered manually at the line item level in NEBS using the following steps:

1. Use the Decision Unit Filter to select M150.
2. Click  to insert a line.
3. Enter the category and object code in the newly created line item.
4. Enter the amount to be adjusted in the appropriate fiscal year column(s). Be sure to use the minus (-) sign if it is a downward adjustment (reduction in revenues or expenditures).
5. Click Save or Save & Return at the bottom of the screen.



The screenshot shows a software interface with a top navigation bar containing tabs for 'Summary', 'Line Items', 'Schedules', 'Positions', 'Mapping', and 'Acct. Maint.'. Below this is a dialog box titled 'Add Line Item' with a dropdown menu for 'Decision Unit' currently set to 'M150 ADJUSTMENTS TO BASE'. At the bottom of the dialog are three buttons: 'Save', 'Save & Return', and 'Cancel'.

6. Click  to enter an explanation, calculations, and methodologies of adjustment into the Object Code Text box. All M150 adjustments require a note. An attachment is also required if the adjustment is based on a complex or lengthy calculation.
7. Click  to verify spelling. The dictionary is limited and may not provide a complete spelling check of all your words.
8. Click the Save button to save your work and stay in the decision unit screen. Alternatively, click the Save and Return button to return to the Line Items screen.

After entering and saving your text, the  icon will change to a blue note pad with a blue line .

You may also add attachments below the text entry field.

The screenshot shows a web form titled "Line Item Text" with a sub-header "Budget Account Line Item Text". It contains several input fields for "Budget Period:", "Budget Account:", "Version:", "Decision Unit:", "GL:", and "Category:". Below these is an "Additional Text" section with a large text area and "Save", "Save and Return", and "Cancel" buttons. At the bottom is an "Attachments" section with a list box, "View Attachment" and "Delete Attachment" buttons, a "Find File:" section with a "Choose File" button (circled in red) and "No file chosen" text, and an "Attach File" button. A "Done" button is at the very bottom.

1. Click the Choose File and use the file explorer to locate the file.
2. Once the file is found, select the file and click Open. This will add the file name to the NEBS window for your confirmation.

This close-up shows the "Attachments" section. It features a list box, "View Attachment" and "Delete Attachment" buttons, and a "Find File:" section. The "Choose File" button is now labeled with "Calculations.xlsx", indicating a file has been selected.

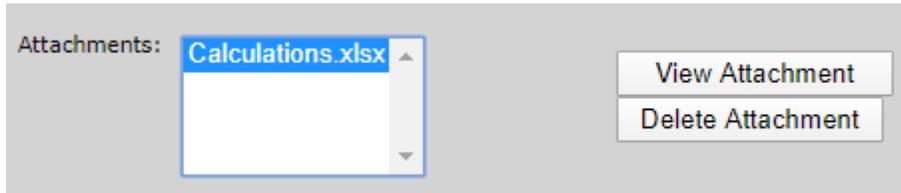
3. Select Attach File. This will place the attachment in the box next to the View Attachment and Delete Attachment buttons.

This close-up shows the "Attachments" section after the file is attached. The "Calculations.xlsx" file is now listed in the list box next to the "View Attachment" and "Delete Attachment" buttons. The "Find File:" section below still shows "Choose File" and "No file chosen".

4. Click Save and then Done or Save and Return.

When an attachment is added, a paperclip will be added to the icon .

To delete an attached file, simply highlight the file and click Delete Attachment.



## System-Generated Adjustments

System-generated M150 line items are generated by NEBS as a result of information (or lack of information) you input into a schedule. You create user-generated line items by inserting them at the line item level into the various schedules within NEBS. All system generated M150 adjustments require the addition of a note. An attachment is also required if the adjustment is based on a complex or lengthy calculation.

For information on processing a system-generated adjustment, refer to the **Budget Account Schedules section of this manual.**

## Helpful Hints

Review your base expenditures to:

- Eliminate one-time expenditures.
- Annualize partial year expenditures.
- Eliminate expenditures for programs no longer required or funded.
- Include expenditures that occur in the work program year and not in base year.
- Adjust out of Year 2 expenditures that occur only in the base year.
- Adjust for any instances unique to your budget accounts.

Review expenditure transactions using DAWN, the controller's on-line data warehouse, and determine which expenditures are not considered ongoing and remove them from base through either a manual or system-generated M150 adjustment in NEBS.

Some common examples of one-time expenditures are:

- Overtime.
- Terminal employee leave payments.
- Late fees.
- Stale claims.
- One-shot appropriations.

- Equipment.
- Start-up costs for new buildings or programs.
- Programs legislatively mandated for elimination.
- Items purchased every-other fiscal year (copies of publications such as NRS, law books, notary public expenditures, etc.).

Process the schedule to generate an M150 line item removing the expenditure from Year 2. Include an explanation for the M150 adjustment at the line item level.

Version: A00 AGENCY REQUEST AS SUBMITTED  
Schedule: VENDOR SERVICES

**Schedule Details** | **Additional Text**

Status:  Save Save and Return Cancel Process Schedule...

**Vendor Schedule**

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year 1	Year 2	
<input type="checkbox"/>	1		B000	04	7370 NRS AND ADVANCED SHEETS	0	0	1,200	0	
<input type="checkbox"/>	B000	04	7370	PUBLICATIONS AND PERIODICALS		1,200	651	1,200	1,200	VENDOR SERVICES
<input type="checkbox"/>	M150	04	7370	PUBLICATIONS AND PERIODICALS		0	0	0	-1,200	VENDOR SERVICES

**Basic Info** | **Additional Text**

Object Code Text  ABC

To eliminate the cost to purchase the NRS and Advanced Sheets in the odd year of the biennium. These are biennial publications the agency purchases during the even year of the biennium shortly after close of the legislative session.

An expenditure is removed from year two by correcting the entry in the appropriate schedule.

When the schedule is processed, a M-150 adjustment is automatically made.

An explanation for the adjustment is included.

Commonly annualized expenditures are:

- Ongoing programs not operational the entire base year, but will be fully operational throughout the following biennium.
- Programs legislatively approved with an effective date later than July 1st.
- New programs and positions legislatively approved in the Work Program year starting after July 1st of the base year.
- Operating costs and monthly charges associated with new positions such as business productivity suite accounts, phone and voicemail charges, general operating costs, etc.
- Programs approved by the Interim Finance Committee.
- Contracts and maintenance agreements with an effective date later than July 1st of the base year.
- Office relocations.

Revenue and expenditure amounts incorrectly coded in Advantage can also be corrected in the M150 decision unit. Be certain to include notes with all M150 adjustments. Attachments, calculations, vendor quotes, and any other helpful information are highly recommended.

Base adjustments are not limited to the examples and information previously listed. If you are unsure if an expenditure needs to be adjusted in M150, contact your assigned budget officer for assistance.

Review your M150 adjustments to ensure your information has been entered correctly. Use the NEBS Out of Balance Reports to verify your decision units are in balance. Small mistakes such as typographical or mathematical errors can cause large problems.

## Budget Account Schedules

### Introduction

Schedules are used to help users capture costs associated with a specific area, such as caseload, contracts, and/or equipment. Certain general ledgers (GL), also referred as object codes (OC), are assigned to specific schedules. The schedule associated with the GL must be used when requesting the expenditure. The budget account schedules are found under the Schedules tab in NEBS. Narratives and attachments may be added to each schedule.

Description	Status
CASELOAD	N/A
VENDOR SERVICES	COMPLETE
UNIFORM ALLOWANCE	N/A
EITS	COMPLETE
FLEET SERVICES VEHICLES	N/A
AGENCY OWNED VEHICLES	N/A
BUILDING RENT NON-BUILDINGS AND GROUNDS	N/A
EQUIPMENT	COMPLETE
BUILDING MAINTENANCE SCHEDULE	N/A
STAFF PHYSICALS	N/A
VACANCY SAVING SCHEDULE	Missing

You can change the status of each schedule as appropriate. For example, status should be changed to “Complete” when you are certain you have entered everything necessary for your budget submittal. An “In Progress” status signifies there are entries or decisions still pending. Some schedules, such as the caseload schedule, are not used in every budget account and should have the status of N/A.

To change a schedule’s status, click the Status link associated with a schedule. Using the drop-down menu, select the appropriate status and save.

**Budget Account Version - Vendor Services Schedule Details**

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1000 OFFICE OF THE GOVERNOR  
 Version: A99 COPY TEST  
 Schedule: VENDOR SERVICES

Schedule Details | **Additional Text**

Decision Unit Filter: E125 SUSTAINABLE AND GROWING ECONOMY

Status: **COMPLETE** | Save | Save and Return | Cancel | Process Schedule...

**Vendor Schedule**

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year 1	Year 2
	1								
	1	E125	04	7060	TEST	0	0	100,000	0

Vendor Schedule Total: 100,000 0

Each schedule must be processed before the line item adjustments will update in a given decision unit. To update the decision unit click the Process Schedule button. Once the schedule has been processed, the update notification on the schedule will disappear.

**Budget Account Version - Vendor Services Schedule Details**

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1000 OFFICE OF THE GOVERNOR  
 Version: A99 COPY TEST  
 Schedule: VENDOR SERVICES

Schedule Details | **Additional Text**

Decision Unit Filter: E125 SUSTAINABLE AND GROWING ECONOMY

Status: COMPLETE | Save | Save and Return | Cancel | Process Schedule...

**Vendor Schedule**

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year 1	Year 2
	1								
	1	E125	04	7060	TEST	0	0	100,000	0

Vendor Schedule Total: 100,000 0

Save | Save and Return | Cancel | Process Schedule...

Line items are not up to date. Use the Process Schedule button to update the budget lines with the latest schedule data.

**Budget Account Version - Vendor Services Schedule Details**

Budget Period: 2021-2023 Biennium (FY22-23)  
 Budget Account: 1000 OFFICE OF THE GOVERNOR  
 Version: A99 COPY TEST  
 Schedule: VENDOR SERVICES

Schedule Details | **Additional Text**

Decision Unit Filter: E125 SUSTAINABLE AND GROWING ECONOMY

Status: COMPLETE | Save | Save and Return | Cancel | Process Schedule...

**Vendor Schedule**

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year 1	Year 2
	1								
	1	E125	04	7060	TEST	0	0	100,000	0

Vendor Schedule Total: 100,000 0

Save | Save and Return | Cancel | Process Schedule...

Note the disappearance of the notification text box.

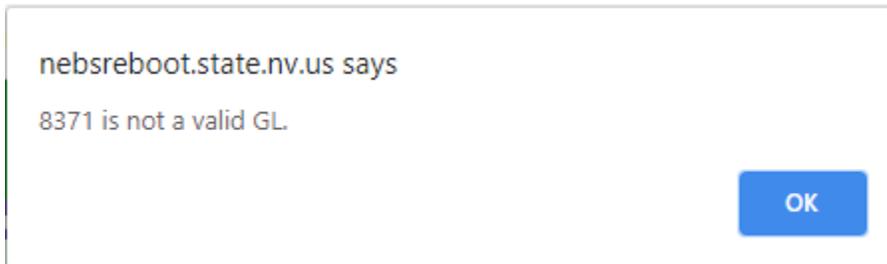
## System Generated Adjustments

System-generated M150 line items are generated by NEBS as a result of information (or lack of information) you input into a schedule to adjust base. If the schedule-driven GLs are not entered in the various schedules for Base decision unit (B-000), with the exception of the EITS schedule, an M150 will be created by NEBS to zero out the corresponding line-item. It is very important to update your data in the schedules listed in this section to ensure you are budgeted correctly.

## Schedule-Driven General Ledger/Object Codes

Schedules have specific object codes tied to them. You cannot make adjustments at the line item level using the schedule-specific object codes and any attempt to use them at the line-item level in NEBS will cause an error. Use the applicable schedule to adjust the costs for these object codes and the schedules will generate line items once you process the schedule.

Refer to Appendix - Schedule-Specific General Ledger Numbers in the Budget Building Manual for a list of schedule-driven general ledger/object codes.



**Budget Account Version - Vendor Services Schedule Details**

Budget Period: 2021-2023 Biennium (FY22-23)  
Budget Account: 1000 OFFICE OF THE GOVERNOR  
Version: A99 COPY TEST  
Schedule: VENDOR SERVICES

**Vendor Schedule Errors**  
Error on Line 1: Invalid Object. You have chosen a GL Code that is not valid for this schedule.

**Schedule Details** | **Additional Text**

Decision Unit Filter: E125 SUSTAINABLE AND GROWING ECONOMY

Status: COMPLETE | Save | Save and Return | Cancel | Process Schedule...

**Vendor Schedule**

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year 1	Year 2
<input type="checkbox"/>	1	E125	04	8371	TEST	0	0	50,000	0

## Caseload Schedule

The Caseload schedule is used solely by the Nevada Department of Corrections. This schedule is used to calculate incremental costs of providing existing services to a larger or smaller client base.

Only agencies with pre-approved caseload formulas are authorized to use the M200 decision unit series to submit caseload requests in their agency request budget. Refer to the Budget Building Manual for a list of state agencies authorized to request funding to account for caseload changes and detailed instructions related to caseload. Below is a screenshot of the Caseload Schedule.

The "count" is the difference between the base decision unit and the projected figures. The "rate" remains unchanged.

Delete	Lire #	DU	Catg	GL	Budget Year 1			Budget Year 2		
					Count	Rate	Total	Count	Rate	Total
<input type="checkbox"/>	1	B000	50	702E	1,500	35.00	52,500	1,500	35.00	52,500
<input type="checkbox"/>	2	M200	50	702E	150	35.00	5,250	175	35.00	6,125
Caseload Schedule Total:							57,750			58,625

## Detailed Application

In general, there are three maintenance decision units that may be used for caseloads:

1. **M101** - Projected increase or decrease in ratios or rates for the upcoming biennium (Year 1 and Year 2). Only agencies pre-authorized to request funding to account for caseload changes may use this decision unit.
2. **M200** - Annualization of current caseload for various reasons for the work program year. This will adjust the caseload to the levels needed for the new biennium.
3. **M201 - M299** - Projected increase or decrease in caseload using current rates, including staffing and associated costs, for budget accounts with legislatively approved staffing ratios. For example, if there are three caseloads in one budget account, the Year 1 and Year 2 changes will be built in M-201, M-202 and M-203 with the work program year changes in M-200 for all three caseloads.

To create an M-201 caseload decision unit:

1. Click the Account Maintenance tab and create an M201 decision unit. Click Save.

- Open the Note icon and enter a decision unit synopsis and include any supporting attachments. Click Save.

**Budget Account Decision Unit Text**

Budget Period: 2019-2021 Biennium (FY20-21)  
 Budget Account: 3243 HHS-HCF&P - NEVADA MEDICAID, TITLE XIX  
 Version: L01 LEGISLATIVELY APPROVED  
 Decision Unit: M201 DEMOGRAPHICS/CASELOAD CHANGES

**Additional Text**

Dec Unit Synopsis (Prints in Executive Budget Book)

Justification:

Analyst Comments:

Attachments:

- Return to the Line Item screen. Use the drop-down menu to select the M201 decision unit. Enter all necessary revenue and expenditure line items. Click Save.

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.									
Decision Unit: M201 DEMOGRAPHICS/CASELOAD CHANGES									
Synchronize Actuals to DAWN   Reserves   Highlight Changes									
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2
	M201	00	2501	APPROPRIATION CONTROL			61,723		208,314
	M201	00	3511	FED TITLE XIX RECEIPTS			3,687,510		6,068,937
	M201	15	7000	OPERATING			-460,726		-1,237,087
	M201	15	7400	CLIENT SERVICE PROVIDER PMTS			33,003		94,452
	M201	15	7401	CLIENT SERVICE PROVIDER PMTS-A			1,827		5,228
	M201	15	7402	CLIENT SERVICE PROVIDER PMTS-B			3,957		11,324
	M201	15	7403	CLIENT SERVICE PROVIDER PMTS-C			370		1,060
	M201	15	7404	CLIENT SERVICE PROVIDER PMTS-D			1,576		4,510
	M201	15	7405	CLIENT SERVICE PROVIDER PMTS-E			20,081		57,469
	M201	15	7406	CLIENT SERVICE PROVIDER PMTS-F			48,607		139,111

## Vendor Services Schedule

This schedule allows agencies to identify specific vendor expenditures including contracts, publications, dues, registrations, etc. There is a vendor name field as well as a link to provide additional text or attachments. Any attempt to use an object code not designated for this schedule will cause an error.

Amounts you enter in the actual column must reconcile to the Data Warehouse of Nevada (DAWN). The amounts you enter in the work program column must match your odd-numbered fiscal year legislatively approved authority. These fields will not update the line item actual and work program amounts.

Schedule Details **Additional Text**

Decision Unit Filter: B000 BASE

Status: COMPLETE Save Save and Return Cancel Process Schedule...

**Vendor Schedule**

Delete	Line #	DU	Catg	GL	Vendor Name	Actual	Work Prog.
	1						
	1	B000	04	7370	DB HOLDINGS - LAS VEGAS REVIEW	278	278
	2	B000	04	7980	RICOH ANNEX - W534LC00764	1,535	1,535
	3	B000	04	7370	RECORD COURIER	147	147
	4	B000	04	7301	NATIONAL GOVERNOR'S ASSOCIATION DUE (NGA)	83,800	83,800
	5	B000	04	7370	LCB NRS REPRINTS	395	0
	6	B000	04	7370	RENO GAZETTE JOURNAL	696	696
	7	B000	30	7302	TRAINING FOR NEW EMPLOYEES	285	285

## Detailed Application

The base expenditures for contracts, publications, dues, registrations, etc. need to be identified and entered into the vendor services schedule. Once this is done, ensure the base expenditure amount reconciles to DAWN. The difference between the actual base expenditures and the calculated budgeted need is the M150 adjustment. Once the vendor services schedule has been processed, the M150 decision unit will be updated. Notes, narratives, and attachments (e.g. CETS contract summaries for all contracts) should be added at the individual line item level within this schedule. Remember, failure to complete the vendor services schedule including the budget amounts for Year 1 and Year 2 will result in these objects codes being zeroed out (the authority removed) from your budget.

## Maintenance and Enhancement Decision Units

The vendor services schedule will also be used in maintenance and enhancement decision units when contracts, publications, dues, registrations, etc. are necessary.

## Uniform Allowance Schedule

Nevada state employees required to wear a uniform are entitled to receive a uniform allowance. The allowance equals the cost of the uniform and any accessories such as whistles, flashlights, and handcuffs. Weapons should be budgeted as equipment using the equipment schedule. The budgeted uniform allowance can be delivered as a payroll check, a voucher, or by direct agency

issue. Each agency should budget for a total cost of the uniform allowance regardless of the method used to deliver that allowance.

The uniform allowance schedule provides detailed information to support a line item request for uniform related expenditures. Each row represents a specific type of uniform and the quantity required for each budget year. The rates for each type of uniform come from the master uniform rate table established during the biennial budget process. You may add notes, narratives, and attachments to each line in the schedule.

The 1985 Legislature created [NRS 281.121\(1\)](#) to ensure that state employees who require uniforms for their employment are able to acquire them via a uniform allowance. Departments who are currently legislatively authorized for the uniform allowance are:

- Commission on Peace Officer's Standards and Training (POST)
- Department of Administration – State Public Works
- Department of Agriculture
- Department of Business and Industry - Taxicab Authority
- Department of Conservation and Natural Resources - Division of State Parks, Division of Forestry, and Division of State Lands
- Department of Corrections
- Department of Cultural Affairs - Museums and History
- Department of Health and Human Services - Division of Child and Family Services
- Department of Motor Vehicles
- Department of Public Safety
- Department of Wildlife
- Office of the Military

Uniform allowance consists of two components: new costs and replacement costs. The cost of a new uniform is based on information provided by the agency and a review by the State Purchasing Division of existing statewide and agency specific contracts. The replacement costs are based on the new costs divided by the life expectancy of each item.

Budgeting for the uniform allowance is done in category 01 - personnel services, or in category 29 - uniform allowance. Category 01 is used for cash payments made to employees via the payroll system and represents expenses for items that have a customized feature to the employee (i.e., uniform shirts, slacks, or shoes). Category 29 is for agencies using the voucher system or for purchasing items such as holsters, flashlights, and handcuffs that aren't sized or personalized for specific employees.

### **Adjusted Base Budget**

When developing your uniform allowance, use the schedule in NEBS and enter the total number of full-time equivalent (FTE) positions who qualify for each uniform type (i.e., ranger, correctional officer, maintenance worker, lifeguard, motor vehicle inspector, etc.). All uniform qualified employees, including vacant positions, are to be budgeted annually for replacement uniforms. Therefore, if an agency has a uniformed staff of 250, the agency will budget for 250 replacement uniforms in both years of the biennium.

This is illustrated below.

Schedule: UNIFORM ALLOWANCE

Schedule Details Additional Text

Status: N/A Save Save and Return Cancel Process Schedule...

**Uniform Schedule**

Delete	Line #	DU	Catg	GL	Uniform Type	Budget Year 1			Budget Year 2			
						Count	Rate	Total	Count	Rate	Total	
	1											
	1	B000	29	7170	44012 NDOC CO CLASS A REPLACE	250	27.48	6,870	250	27.48	6,870	
	2	B000	29	7170	44032 NDOC CO CLASS C REPLACE	250	443.70	110,925	250	443.70	110,925	
Uniform Schedule Total:						117,795			117,795			

Additionally, a documented turnover factor for uniformed staff should be entered as new FTEs. If the agency has a uniformed staff of 250 and an estimated turnover rate of 11% for the class code, the agency will budget for 28 new uniforms ( $250 \times 11\% = 27.5$ ) in both years of the biennium. In this case, the NEBS uniform schedule would be completed as shown below.

Schedule: UNIFORM ALLOWANCE

Schedule Details Additional Text

Status: N/A Save Save and Return Cancel Process Schedule...

**Uniform Schedule**

Delete	Line #	DU	Catg	GL	Uniform Type	Budget Year 1			Budget Year 2			
						Count	Rate	Total	Count	Rate	Total	
	1											
	1	B000	29	7170	44012 NDOC CO CLASS A REPLACE	250	27.48	6,870	250	27.48	6,870	
	2	B000	29	7170	44032 NDOC CO CLASS C REPLACE	250	443.70	110,925	250	443.70	110,925	
	3	B000	29	7170	44011 NDOC CO CLASS A NEW	28	104.40	2,923	28	104.40	2,923	
	4	B000	29	7170	44031 NDOC CO CLASS C NEW	28	670.87	18,784	28	670.87	18,784	
Uniform Schedule Total:						139,503			139,503			

The total uniform allowance request in this adjusted base example is the total number of continuing FTE uniformed positions, 250, plus 28 new FTEs due to the turnover factor. Indicate which category is appropriate for each line item: Category 29 for agency-issued and voucher system and Category 01 for cash payment to employees. In this example, the agency purchases all of the uniforms for its employees, thus Category 29 is the correct category.

## Maintenance & Enhancement Decision Units

The uniform allowance schedule is also used when a new position requiring a uniform is requested in either a maintenance or enhancement decision unit. A new uniform should be requested for each new employee in the first year and a replacement in the second year. Be sure

to take into account the turnover rate for the new employees during the second year. For example, you request 25 new uniformed positions in Year 1. Therefore, 25 new uniforms are also requested in Year 1 and 25 replacement uniforms are requested in Year 2. Given a turnover rate of 11%, three new uniforms ( $25 \times 11\% = 2.75$ ) should be requested in the second year. This is illustrated below.

Schedule: UNIFORM ALLOWANCE

Schedule Details Additional Text

Status: N/A Save Save and Return Cancel Process Schedule...

**Uniform Schedule**

Delete	Line #	DU	Catg	GL	Uniform Type	Budget Year 1			Budget Year 2			
						Count	Rate	Total	Count	Rate	Total	
	1											
	<input type="checkbox"/>	1	B000	29	7171	44091 NDOC MAINTENANCE STAFF NEW	250	527.16	131,790	250	527.16	131,790
	<input type="checkbox"/>	2	B000	29	7170	44032 NDOC CO CLASS C REPLACE	250	443.70	110,925	250	443.70	110,925
	<input type="checkbox"/>	3	B000	29	7170	44011 NDOC CO CLASS A NEW	28	104.40	2,923	28	104.40	2,923
	<input type="checkbox"/>	4	B000	29	7170	44031 NDOC CO CLASS C NEW	28	670.87	18,784	28	670.87	18,784
	<input type="checkbox"/>	5	M200	29	7170	44011 NDOC CO CLASS A NEW	25	104.40	2,610	3	104.40	313
	<input type="checkbox"/>	6	M200	29	7170	44012 NDOC CO CLASS A REPLACE	0	27.48	0	25	27.48	687
						Uniform Schedule Total: 267,033			265,423			

You must click Save and then Process Schedule before you can re-balance the applicable decision units.

## Longevity

No longer applicable.

## EITS Schedule

The EITS schedule is used to track information technology related services provided by the Enterprise IT Services. This schedule uses the EITS master rate table that contains a listing of IT (information technology) services, the corresponding object code, and unit of measure.

EITS conducts a detailed review of its services budgeted by other agencies in NEBS. These services will appear in the EITS schedule. When budgeting for EITS services, project your needs for those services for the upcoming biennium based on historical trends and actual need. Document your projections. EITS will assist you if necessary.

The EITS schedule is unique in that all adjustments must be made using an M150 decision unit within the EITS schedule. The EITS schedule calculates the amount used based on the base year rate and the actual year-end total costs. EITS bills agencies based on their actual utilization of EITS services with the exception of assessments (which are billed per FTE) and the following

services, which are billed based on tier levels:

- Web services
- Database hosting services
- Silvernet services

Another difference with the EITS schedule is that it calculates utilization to four decimal places. Therefore, when adjusting utilization in the EITS schedule, enter units of service to the fourth decimal place when necessary.

Processing the EITS schedule will populate base line items within the schedule that itemize each EITS service your agency paid for in the base year. If your agency did not pay for any EITS services in the base year, then no base line items will be populated in the schedule. If it did pay for EITS services in the base year, processing the schedule will make NEBS divide your actual year-end amounts by EITS's rates for those line items to calculate the amount of the service your agency used.

To ensure you adequately budget for existing EITS services in the Year 1 and Year 2 adjusted base budget, it is imperative that you accurately project the year-end expenditures for each EITS service and enter them in the actual column on the Edit Actual/WP screen using the correct object code for the EITS service.

Thoroughly review the base year utilization in the EITS schedule and insert an M150 line item in the schedule to record any increases or decreases to base year utilization to meet existing needs.

### **Base Budget Example 1 - Eliminating One-Time EITS Expenditure**

Let's say your agency spent \$1,634 in programmer charges in the base year and recorded \$1,634 in the Edit Actual/WP screen under category 26, object code 7510 (the object code for programming). The rate for programmer charges in the base year was \$81.71 per hour. When you process the EITS schedule, NEBS will populate a base line item in the schedule recording programmer utilization of 21.4746 hours (\$1,634 actual divided by \$81.71 per hour). The costs in the EITS schedule for the next biennium are equal to this amount (21.4726) multiplied by the rates for the service in Year 1 and Year 2.

Summary		Line Items		Schedules		Positions		Fund Mapping		Acct. Maint.	
Decision Unit Filter: B000 BASE				Save		Save and Return		Cancel		Edit	
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	B000	26	7510	DOIT PROGRAMMER/DEVELOPER	1,634	2,000	1,634		1,634		DOIT

If the programmer cost was a one-time expenditure, you would insert an M150 line item in the EITS schedule eliminating the 21.4746 hours of programming time from the schedule.

**Budget Account Version - DoIT Schedule Details**

Budget Period: 2007-2009 Biennium (FY08-09)  
 Budget Account: 2020 DEPARTMENT OF MYSTERY  
 Version: A00 AGENCY REQUEST AS SUBMITTED  
 Schedule: DOIT

Schedule changes saved  
 Line items are not up to date. Use the Process Schedule budget lines with the latest schedule data.

**Schedule Details** | **Additional Text**

Status: COMPLETE Save Save and Return Cancel Process Schedule...

**DOIT Schedule**

Delete	Line #	DU	Catg	IT Service	GL	Unit of Measure	Act. Qty.	Budget Year 1			
								Quantity	Rate	Total	
	1										
	1	B000	04	VOICE MAIL	7292	PER ACCOUNT PER MONTH	16.5909	16.5909	4.240000	70	
	2	B000	04	STATE PHONE LINE	7295	PER LINE PER MONTH	13.2603	13.2603	15.720000	208	
	3	B000	26	PROGRAMMER/DEVELOPER	7510	PER HOUR	21.4746	21.4746	81.710000	1,755	
	4	M150	26	PROGRAMMER/DEVELOPER	7510	PER HOUR	0.0000	-21.4746	81.710000	-1,755	
DOIT Schedule Total: 279											

**Summary** | **Line Items** | **Schedules** | **Positions** | **Fund Mapping** | **Acct. Maint.**

Decision Unit Filter: M150 ADJUSTMENTS TO BASE Save Save and Return Cancel Edit Actual/WP

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	M150	26	7510	DOIT PROGRAMMER/DEVELOPER	0	0	-1,634		-1,634		DOIT

## Base Budget Example 2 - Annualizing EITS Services

Let's say your agency has ten employees with phone line and voicemail. These services are billed per employee per month - a typical employee would require 12 units (one per month) of each service a year. The schedule generates a base line item of 105 units of phone line and voicemail service. Ten employees times 12 months equals 120; therefore, the utilization for both services should be 120 in each year of the biennium.

To correct your shortage, add an M150 line item in the EITS schedule for phone line and voicemail and enter an increase in utilization of 15. The shortage in the base year was likely due to vacant positions (you wouldn't have paid for these services for vacant positions, thus your actual expenses were lower). Remember, any M150 adjustments require a note explaining the reason for the adjustment.

Schedule Details Additional Text

Decision Unit Filter: Display all Decision Units

Status: COMPLETE Save Save and Return Cancel Process Schedule...

**EITS Schedule**

										Budget Year 1		
Delete	Line #	DU	Catg	IT Service	GL	Unit of Measure	Act. Qty.	Quantity	Rate	Inflation	Total	
	1											
	1	M150	04	PHONE LINE AND VOICEMAIL - Y1 \$11.65 Y2 \$11.65	7289	PER LINE / PER MONTH	0.0000	15.0000	11.648000	-0.01	174.72	
										EITS Schedule Total:		-0.01 174.72

Save Save and Return Cancel Process Schedule...

If you have difficulty with the calculations or are unsure of the utilization you should include in your budget, contact EITS at (775) 684-5800. Again, accurate estimates of utilization are essential to ensure your agency is adequately funded for EITS services and EITS will have adequate resources on hand to accommodate statewide needs.

If your agency requires a new EITS service in the upcoming biennium that was not in the base year or if you are building a maintenance or enhancement decision unit that requires funding for a EITS service, then you must use the EITS schedule and tie that service to the maintenance or enhancement decision unit.

## Agency Projected Utilization Reporting Requirements

All agencies must update EITS services for the upcoming biennium using the EITS Schedule and the Equipment Schedule for hardware and software by July 15th or as noted in the Budget Building Manual if different. EITS will confirm the reported utilization in NEBS is accurate and reasonable. If, upon review, EITS recommends changes, you must adjust your budget using the applicable NEBS schedules. Any utilization added, deleted or changed between July 15th and September 1st must be approved by the Budget Division and EITS.

Below is a screenshot of the NEBS900 report and the various sections you may select to review your budgeted IT related services.

**Settings for: NEBS900 EITS Projected Utilization Reports**

Budget Period: 2021-2023 Biennium (FY22-23)

Budget Account Method:  Single  Multiple  By Analyst

Budget Account: 1000 OFFICE OF THE GOVERNOR (Inquiry)

Version: A00 AGENCY REQUEST AS SUBMITTED

Include Schedule Text:

Include Sections:

- A - New or Replacement Software and HardWare
- B - Hourly Billable Services for Information Technology Labor
- C - Computer Facility Services/Internet/Server and Application Hosting
- D - Silvernet Wide Area Network Service
- E - Telephone Service, System and Communication Wiring (Voice and Data)
- F - Network Transport Services (Radio Microwave)
- G - Summary of EITS Utilization by Decision Unit

Generate Report Cancel

Each section is described below. The sections for the NEBS900 EITS Projected Utilization report include:

### **Section A - New or Replacement Software and Hardware Requests**

The IT related hardware and software you built into your budget request using the equipment schedule. Projected prices for commonly requested IT related hardware and software are included in the schedule. The Budget Division may adjust prices during the governor recommends phase of the budget building process.

### **Section B - Hourly Billable Services for Information Technology Labor**

The EITS programmers and database administrator services you built into your budget request using the EITS schedule.

### **Section C - Computer Facility Services, Internet, Server, and Application**

The various Computer Facility services you built into your budget request using the EITS schedule, including web services and database hosting.

### **Section D - SilverNet Wide Area Network Services**

The costs for establishing and maintaining connectivity to the state's SilverNet data communications network you built into your budget request with the EITS schedule. This report includes dial up access and VPN secure link.

### **Section E - Telephone Service, System and Communication Wiring (Voice and Data)**

The telecommunications and data wiring costs built into your budget request using the EITS schedule and by line item entry of non-schedule driven expenses (long distance, toll free, conference call, work order administration).

### **Section F - Network Transport Services (Radio Microwave)**

The communication systems support services and mobile communication ("two-way radio") services requested in your budget from the EITS schedule. This includes space in communication sites for individual agency radio equipment, dedicated communication circuits (microwave channels) for supporting mobile communication systems and high speed data; coordination of mobile communication plans and service requests; and related communication, engineering, and maintenance services.

## Section G - Summary of EITS Utilization by Decision Unit

Summarizes the utilization requested for EITS services using the various schedules in NEBS and reported in the various sections of the NEBS900 report described above.

Agencies should contact EITS staff with any questions regarding EITS services or utilization projections. EITSs main number is (775) 684-5800.

### Maintenance/Enhancement Decision Units

The EITS schedule will also be used in maintenance and enhancement decision units as applicable.

### Fleet Services Vehicle Schedule

This schedule is used to track your Fleet Services vehicle costs. Each vehicle is represented on a separate line within the schedule. You may add more lines as necessary. The type of vehicle determines the rate from the master Fleet Services vehicle rate table.

All agencies must update the upcoming biennium using the Fleet Services Schedule by July 15th or as noted in the Budget Building Manual if different. Fleet Services will confirm the reported vehicle usage in NEBS is accurate. Variations will be communicated to the respective budget officers and they will work with their agency counterparts to resolve.

### M150 - Annualizing Fleet Services Charges Example

Let's say you have one compact car leased through Fleet Services. You acquired the vehicle in October of the base year and your actual cost for monthly Fleet Services charges and mileage from October through the end of the fiscal year was \$3,173. Record this amount in the Edit Actual/WP screen under category 03, GL 6211 (the object code for monthly Fleet Services).

	\$	B000	03	6200	PER DIEM IN-STATE	6,559	6,559	6,559	6,559
	\$	B000	03	6210	FS DAILY RENTAL IN-STATE	569	569	569	569
	\$	B000	03	6211	FS MONTHLY VEHICLE RENTAL IN-STATE	3,173	3,173	3,173	3,173
	\$	B000	03	6215	NON-FS VEHICLE RENTAL IN-STATE	116	116	116	116

Base Fleet Services expenditures reflected in the Actual column in the Line Item screen.



You estimate that you will drive the car 650 miles each month of the next biennium. Enter this in the Fleet Services schedule. At a rate of \$240.75 per month and 19 cents per mile for a compact vehicle, this works out to \$4,371 a year. Since your base year cost was only \$3,173, the system will automatically make an M150 adjustment \$1,198 for both Year 1 and Year 2 to adequately fund operation of the vehicle once you enter the information in the Fleet Services schedule. Add

a note to the line item adjustment explaining why it was made and how it was calculated. The step-by-step guide for this is as follows:

1. Under the Schedules tab, select the Fleet Services Vehicles schedule.
2. Insert a new line by clicking .
3. Enter the appropriate decision unit number (B000 in the example).
4. Enter the appropriate category (Cat 03).
5. Enter the applicable region (Carson City).
6. Select the vehicle type (compact).
7. Tab to Budget Year 1, Est. Miles (Per Month) - make sure you are entering the per month amount and not the annual number of miles (650).
8. Tab to # Months and enter (12 for a full year).
9. When you enter the number of months, the total column will update.
10. Repeat this process for Year 2.
11. Enter the license number of the vehicle.
12. Click Save or Save and Return.
13. Click Process Schedule.
14. Processing the schedule takes you back to the Line Item screen. Here you can check to see if your M150 decision unit was created correctly.
15. Be sure to rebalance the decision unit.

Fleet Services Schedule							Budget Year 1			
Delete	Line #	DU	Catg	Region	Vehicle Type	Est. Miles (Per Month)	# Months	Inflation	Total	
	1									
	1	B000	03	CARSON CITY	COMPACT	650	12	0	4,371	
Fleet Services Schedule Total:									0 4,371	

If the lease was a one-time expenditure, you would not have to update the Fleet Services schedule since an M150 adjustment zeroing out the base amount is automatically created by NEBS. Again, a note is required in the M150 line item to explain the one-time adjustment.

## Maintenance/Enhancements

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.									
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2
	M150	00	2501	APPROPRIATION CONTROL			418,795	0	-81,705
	M150	01	5440	PERSONNEL SUBSIDY COST ALLOCATION			-419		-419
	M150	03	6211	FS MONTHLY VEHICLE RENTAL IN-STATE			1,198		1,198

If a Fleet Services vehicle is required to be included as part of either a maintenance or enhancement decision unit, the process is very similar. Populate the fields in the schedule using the appropriate decision unit; determine the type of vehicle needed and the number of months for each year. Once you Save and click Process Schedule, you will need to re-balance the decision unit in the Line Item screen.

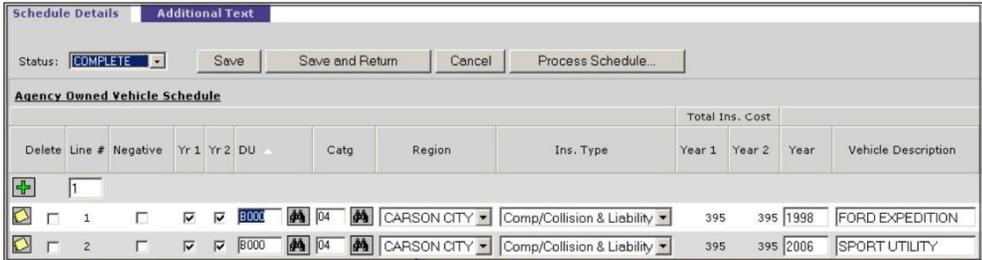
## Agency Owned Vehicle Schedule

Use this schedule to calculate insurance costs for vehicles your agency owns or will purchase during the biennium. Each vehicle has a separate line on the schedule and you may add, delete, or change lines as necessary. The specified insurance type determines insurance costs. Depending on the type of insurance selected (liability only - GL/OC 7059 or liability and comprehensive/collision - GL/OC 7052), more than one line item may be created for each decision unit and category containing vehicles.

### M150 - Adjustment to Base

Adjusted base applies to vehicles your agency already owns. The vehicles included in NEBS for the current biennium will appear in the Agency Owned Vehicle schedule for the next biennium. **It is very important to choose the insurance type.** Under the Schedules tab:

1. Select the Agency Owned Vehicles schedule.
2. To add a vehicle, click .
3. To delete a vehicle, check the delete box and click Save or Save and Return.
4. Check the box for years applicable (Year 1, Year 2, or both).
5. Enter the appropriate decision unit number.
6. Select the appropriate category.
7. Choose the applicable region.



Delete a vehicle by checking the box.

Delete	Line #	Negative	Yr 1	Yr 2	DU	Catg	Region	Ins. Type	Year 1	Year 2	Year	Vehicle Description
	1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0000	04	CARSON CITY	Comp/Collision & Liability	395	395	1998	FORD EXPEDITION
<input checked="" type="checkbox"/>	2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0000	04	CARSON CITY	Comp/Collision & Liability	395	395	2006	SPORT UTILITY

Rates are built into NEBS and may be adjusted during the governor recommends phase.

8. Select the insurance type (liability only or liability & comp/collision).
9. NEBS calculates the Year 1 and Year 2 total insurance cost fields.
10. Complete the year and vehicle description fields for each vehicle.
11. Enter license plate number.
12. Update the current odometer reading (you are encouraged to enter the date the odometer was read).
13. Click Save.
14. Click Process Schedule.
15. Re-balance your decision unit upon returning to the Line Item screen.

Please provide additional information about each vehicle such as the office or position to which it is assigned, its purpose or assigned program, etc. Add this information at the line item level within the schedule.

Vehicle list drawn from the prior biennium. Update region, insurance type, vehicle description, license number, and odometer with current information. Delete any vehicle no longer in use. Add new vehicles.

Schedule											
										Total Ins. Cost	
Yr 1	Yr 2	DU	Catg	Region	Ins. Type	Year 1	Year 2	Year	Vehicle Description	License	Odometer
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	CARSON CITY	Comp/Collision & Liability	395	395	1998	FORD EXPEDITION	MYSTRY2	78,000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	CARSON CITY	Comp/Collision & Liability	395	395	2006	SPORT UTILITY	MYSTRY3	26,000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	LAS VEGAS	Comp/Collision & Liability	395	395	2006	SPORT UTILITY	MYSTRY4	24,500
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	LAS VEGAS	Comp/Collision & Liability	395	395	2003	FORD EXPEDITION	MYSTRY5	39,545
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	CARSON CITY	Comp/Collision & Liability	395	395	2004	SPORT UTILITY	MYSTRY1	28,000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E710	04	LAS VEGAS	Comp/Collision & Liability	395	395	2008	SPORT UTILITY	TBD	0
Agency Owned Vehicle Schedule Total:						2,373	2,373				

Notes should specify the date of the odometer reading.

## Maintenance/Enhancements

New vehicles your agency plans to request during the new biennium, either as replacements for existing vehicles or as expansions to your fleet, will appear in a maintenance or enhancement decision unit.

Additional vehicles to expand your fleet are handled the same way in the schedule as previously described for existing vehicles. The appropriate maintenance or enhancement number should be used and if you are transferring a vehicle to another budget account, check the “negative” box to change the rate to a negative number.

Agency Owned Vehicle Schedule													
Delete	Line #	Negative	Yr 1	Yr 2	DU	Catg	Region	Ins. Type	Year 1	Year 2	Total Ins. Cost		
<input type="checkbox"/>	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	CARSON CITY	Comp/Collision & Liability	395	395	1998	FORD EXPEDITION	MYSTRY2
<input type="checkbox"/>	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	CARSON CITY	Comp/Collision & Liability	395	395	2006	SPORT UTILITY	MYSTRY3
<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	LAS VEGAS	Comp/Collision & Liability	395	395	2006	SPORT UTILITY	MYSTRY4
<input type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	LAS VEGAS	Comp/Collision & Liability	395	395	2003	FORD EXPEDITION	MYSTRY5
<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8000	04	CARSON CITY	Comp/Collision & Liability	395	395	2004	SPORT UTILITY	MYSTRY1
<input type="checkbox"/>	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E710	04	LAS VEGAS	Comp/Collision & Liability	395	395	2008	SPORT UTILITY	TBD
<input type="checkbox"/>	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	E903	04	CARSON CITY	Comp/Collision & Liability	-395	-395	1998	FORD EXPEDITION	MYSTRY2
Agency Owned Vehicle Schedule Total:									1,977	1,977			

Summary											
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Acct. Me
<input type="checkbox"/>	E903	00	2501	APPROPRIATION CONTROL	0	0	-395	0	-395	0	

To create “negative” amounts for the insurance costs, check the Negative box. In this example, the transferring agency would check the Negative box and the receiving agency would not check the box, but would use the same decision unit (E903).

## Building Rent Non-Building and Grounds Schedule

This schedule is used to track space leased from entities other than the Buildings and Grounds Division.

Review and update your lease information from the previous biennium. Make sure the locations are accurate and the rates match those of your current leases. Each lease's rate is the cost per square foot per month. This is very important as the area of your leased space determines your content insurance coverage. A common mistake is to enter "1" as the square footage and to total monthly rent as the rate. This will result in your leased space being insured for one square foot. The annual cost is automatically calculated as follows:

**Annual cost = area in square feet \* rate per square foot \* number of months per fiscal year**

This schedule could create as many as three expenditure line items:

1. **GL 7051** (705A in NEBS) - Property and contents insurance expense (contents for leased space)
2. **GL 7110** - Non-state owned building rent
3. **GL 7255** - B&G lease assessment

Check the B&G assessment box (shown below) to create the GL 7255 line item.

DU	Catg	GL	Address	City	Sq. Ft.	Lessor	B&G Asses.	Type of Space	# Mo.	Rate
B000	04	7110	2020 MYSTERY LN	CARSON CITY	3,000	I'M A MYSTEF	<input checked="" type="checkbox"/>	OFFICE	6	1,500
B000	04	7110	2020 MYSTERY LN	CARSON CITY	3,000	I'M A MYSTEF	<input checked="" type="checkbox"/>	OFFICE	6	1,550

Schedule Total: 54,900

Assessments apply to all agencies that must utilize B&G for negotiating, reviewing, or administering their leases.

## M150 - Non-State Owned Building Office Rent Example

Let's say your agency leases 3,000 square feet of office space. The lease includes a consumer price index (CPI) increasing at a rate of 3% each year on January 1st.

For this example, the rates per square foot per month are as follows:

**\$1.42 for calendar year 2015**

**\$1.46 for calendar year 2016**

**\$1.50 for calendar year 2017**

**\$1.55 for calendar year 2018**

The amount paid in the base year was \$51,840 (3,000 square feet at \$1.42 per square foot a month from July through December 2015 and the same area at \$1.46 January through June 2016). Be sure and record the entire fiscal year costs in the Edit Actual/WP screen under category 04, GL 7110 (the object code for non-owned building rent). This is also described in the **Adjustment to Base** section of this manual.

Action	DU	Catg	GL	Description	Year 1	Year 2	Schedule
	M150	04	705A	NON B&G - PROP. & CONT. INSURANCE	100	100	BUILDING RENT NON-BUILDINGS AND GROUNDS
	M150	04	705A	NON B&G - PROP. & CONT. INSURANCE	-97	-97	BUILDING RENT NON-BUILDINGS AND GROUNDS
	M150	04	7060	CONTRACTS	-801	-801	VENDOR SERVICES
	M150	04	7063	CONTRACTS - C	-65,683	-65,683	VENDOR SERVICES
	M150	04	7066	CONTRACTS - F	-32,500	-32,500	VENDOR SERVICES
	M150	04	7110	NON-STATE OWNED OFFICE RENT	-138,987	-138,987	BUILDING RENT NON-BUILDINGS AND GROUNDS
	M150	04	7111	NON-STATE OWNED STORAGE RENT	-1,668	-1,668	BUILDING RENT NON-BUILDINGS AND GROUNDS
	M150	04	7255	B & G LEASE ASSESSMENT	43	43	BUILDING RENT NON-BUILDINGS AND GROUNDS

To get to the Building Rent Non-Buildings and Grounds schedule, either use the Schedules tab or click the Building Rent Non-Building and Grounds link.

In this example, there are two line items for the leased space - \$1.50 for the first six months (July 2017 through December 2017) and \$1.55 for the second six months (January 2018 through June 2018) for Year 1. For Year 2, \$1.55 would be input for both six-month periods because the lease will end December 2018.

- Review and update information
- Click Save
- Click Process Schedule to update the schedule

A checked B&G assessment box will generate an automatic M-150 adjustment for GL 7255.

Sq. Ft.	Lessor	Asses.	Type of Space	# Mo.	Rate	Rent	P&C Ins	Budget Year 1	Budget Year 2		
3,000	M A MYSTEE	<input checked="" type="checkbox"/>	OFFICE	6	1,500	27,300	36	6	1,550	27,900	36
3,000	M A MYSTEE	<input checked="" type="checkbox"/>	OFFICE	6	1,550	27,300	36	6	1,550	27,900	36
Schedule Total:						54,900	72		55,800	72	

Total cost for year 1 and year 2 based on terms of existing lease.

- Review the amounts in the M150 adjustment and make sure everything was input correctly and the calculation makes sense.

M150	04	7051	AGENCY OWNED - PROP. & CONT. INSURANCE	0	0	96	96	AGENCY-OWNED
M150	04	7052	VEHICLE COMP & COLLISION INS	0	0	-173	-173	AGENCY OWNED
M150	04	7059	AG VEHICLE LIABILITY INSURANCE	0	0	-132	-132	AGENCY OWNED
M150	04	705A	NON B&G - PROP. & CONT. INSURANCE	0	0	72	72	BUILDING RENT
M150	04	7073	SOFTWARE LICENSE/MNT CONTRACTS	0	0	-21	-21	VENDOR SERVICE
M150	04	707A	CASELOAD DRVN - CONTRACTS - L	0	0	49,282,707,363	2,282,902,809	CASELOAD
M150	04	7110	NON-STATE OWNED OFFICE RENT	0	0	3,060	3,960	BUILDING RENT
M150	04	7255	B & G LEASE ASSESSMENT	0	0	275	279	BUILDING RENT

The M-150 adjustment in year 1 was calculated by subtracting the base amount from the total amount required (\$54,900-\$51,840=\$3,060).

- Remember to attach lease agreement summaries and add notes at the individual line item level describing your calculations and methodology.

## Maintenance/Enhancements

If you are expanding your non-Building & Grounds leased space as part of a maintenance or enhancement decision unit, such as with the addition or transfer of staff, the process is very similar to that described above.

Schedule Details													Additional Text					
Status: COMPLETE															Save	Save and Return	Cancel	Process Schedule...
Building Rent Schedule													B&G	Budget				
Delete	Line #	DU	Catg	GL	Address	City	Sq. Ft.	Lessor	Asses.	Type of Space	# Mo.	Rate						
	1																	
	1	B000	04	7110	2020 MYSTERY LN	CARSON CITY	3,000	I'M A MYSTEF	<input checked="" type="checkbox"/>	OFFICE	6	1.500						
	2	B000	04	7110	2020 MYSTERY LN	CARSON CITY	3,000	I'M A MYSTEF	<input checked="" type="checkbox"/>	OFFICE	6	1.550						
	3	E325	04	7110	2020 MYSTERY LN	CARSON CITY	500	I'M A MYSTEF	<input checked="" type="checkbox"/>	OFFICE	6	1.500						
	4	E325	04	7110	2020 MYSTERY LN	CARSON CITY	500	I'M A MYSTEF	<input checked="" type="checkbox"/>	OFFICE	6	1.550						
													Schedule Total:	64,050				

## Equipment Schedule

This schedule tracks equipment costs in your budget account. Use the equipment schedule section for commonly used equipment selected from a drop-down menu. Use the other amounts section to add unique or uncommon items not included in the drop-down menu of equipment. For more information on equipment, see the Equipment section in the Budget Building Manual.

## M150 - Adjustment to Base

Equipment that may be included under an M150 adjusted base decision unit is equipment under \$1,000 and \$5,000. This may include small office equipment, chairs, bookcases, file cabinets, desks, etc. that are used to replace existing items, on a regular, as needed basis and must be accounted for under OC/GL 7460 through 7464. Equipment costing between \$1,000 and \$5,000 must be recorded under OC/GL 7465-7469. Agencies must eliminate these costs unless they can justify them as an on-going expenditure. Contact your Budget Division officer if you have any questions.

1. Click  to insert a line in the other amounts area.
2. Enter the appropriate decision unit number (B000 in the example below). NEBS does not allow entry into the M150 decision unit within this schedule. The M150 adjustments are automatically generated based on the B000 entries in this screen.
3. Enter the appropriate category (Cat 04 in the example below).
4. Enter the applicable GL/OC (7460 for equipment under \$1,000)
5. Enter the priority (NEBS defaults a priority number which may be changed).
6. You can enter the quantity as "1" if there is a list of items attached on Excel spreadsheet however, notes are still required for each item requested.
7. Enter cost per unit in the rate column. If you've submitted a list of items and entered "1" as the quantity, then this is the total cost for those items.
8. Repeat this process for Year 2.
9. Click Save or Save and Return on the Equipment schedule.
10. Include or attach justification, calculations, methodology, appropriate vendor quotes for each line item you request.
11. Click Process Schedule. When the schedule is processed, NEBS will adjust the line item in M150 that zeroed out these expenditures from your base budget.
12. Re-balance your decision unit(s).

Attach a spreadsheet justifying equipment under \$1,000 when adding as one line item.

Other Amounts							Year 1			Year 2		
Delete	Line #	DU	Catg	GL	Description	Priority	Quantity	Rate	Total	Quantity	Rate	Total
	1											
	1	B000	04	7460	EQUIP UNDER \$1,000	8	1	450	450	1	450	450

**Additional Text**

Schedule Text:  ABC

Provide justification to include small office equipment, chairs, bookcases, file cabinets, desks, etc. that are used to replace existing items, on a regular, as needed basis and must be accounted for under OC/GL 7460 are are considered on-going expenditures.

Save Save and Return Cancel

---

Attachments: Sample-GL 7460 - Equipment under \$1,000.xls

View Attachment  
Delete Attachment

One-time expenditures are adjusted out of the on-going total and the M150 line item is created. Notes are required to justify each request.

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Summary Line Items Schedules Positions Fund Mapping Acct. Maint.

Decision Unit Filter: Display all Decision Units Save Save and Return Cancel Edit Actual/WP

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	B000	04	7460	EQUIPMENT PURCHASES < \$1,000	500	500	500		500		EQUIPMENT
	M150	04	7460	EQUIPMENT PURCHASES < \$1,000	0	0	-50		-50		EQUIPMENT

## Maintenance and Enhancements

Equipment is considered a one-time expenditure. Any equipment in base is zeroed out and any new or replacement equipment must be requested through a maintenance or enhancement decision unit.

- Click to insert a line in the appropriate Equipment schedule area.
- Enter the decision unit number (E710 for replacement equipment and E720 for new equipment).
- Enter the appropriate category (Cat 05 and Cat 26 are typical).
- Use the drop-down menu to select the item. If the item is not on the list, use the Other Amounts section.
- Enter the desired number of units under Count. NEBS will calculate the rate and populate the total fields in the first section. In the Other Amounts section, you will need to manually enter the rate.
- Repeat this process for Year 2.
- Click Save or Save and Return (Save and Return takes you to the Schedules tab where you can process all schedules at once rather than individually).

- Click Process Schedule.
- You will have to balance the applicable decision units after completing schedule changes.

**Note:** Remember to include ancillary costs. For example, if new vehicles are added in a decision unit, include the insurance. Another example is a major piece of equipment that requires maintenance in the second year.

The Other Amounts area may not be used for common equipment items that are listed in the drop-down box under the first section of this schedule.

The screenshot displays the 'Schedule Details' window with the 'Additional Text' tab selected. At the top, the status is 'COMPLETE' and buttons for 'Save', 'Save and Return', 'Cancel', and 'Process Schedule...' are visible. The main area is divided into two sections: 'Equipment Schedule' and 'Other Amounts'.

**Equipment Schedule Table:**

Delete	Line #	DU	Catg	GL	Equipment Type	Priority	Count	Rate	Total
<input type="checkbox"/>	1	E710	05	8310	VEHICLE-SPORT UTIL-LV 5.6 3/4-TON 4X4 6DR 8-9 PASS - Y1 \$31,884.00 Y2 \$31,884.00	2	1	31,884.00	31,884.00
<input type="checkbox"/>	2	E720	05	8241	OFFICE FURNITURE-EXECUTIVE ENTIRE UNIT - Y1 \$2,852.00 Y2 \$2,852.00	3	1	2,852.00	2,852.00

**Other Amounts Table:**

Delete	Line #	DU	Catg	GL	Equipment Type	Priority	Count	Rate	Total
<input type="checkbox"/>	1	B000	04	7460	EQUIP UNDER \$1,000	8	1	500	500
<input type="checkbox"/>	2	E710	05	8371	PROGNASTOCATORS 1	1	2	4,500	9,000

**Dropdown Menu List (Commonly Added Equipment):**

- OFFICE FURNITURE-EXECUTIVE ENTIRE UNIT - Y1 \$2,852.00 Y2 \$2,852.00
- OFFICE FURNITURE-EXECUTIVE BOOKCASE - Y1 \$345.00 Y2 \$345.00
- OFFICE FURNITURE-EXECUTIVE CHAIR - Y1 \$400.00 Y2 \$400.00
- OFFICE FURNITURE-EXECUTIVE CREDENZA - Y1 \$494.00 Y2 \$494.00
- OFFICE FURNITURE-EXECUTIVE DESK - Y1 \$735.00 Y2 \$735.00
- OFFICE FURNITURE-EXECUTIVE SIDE CHAIRS - Y1 \$344.00 Y2 \$344.00
- OFFICE FURNITURE-EXECUTIVE 4 DRAWER FILE CABINET - Y1 \$280.00 Y2 \$280.00
- OFFICE FURNITURE-SECRETARIAL ENTIRE UNIT - Y1 \$1,627.00 Y2 \$1,627.00
- OFFICE FURNITURE-SECRETARIAL BOOKCASE - Y1 \$220.00 Y2 \$220.00
- OFFICE FURNITURE-SECRETARIAL CHAIR - Y1 \$185.00 Y2 \$185.00
- OFFICE FURNITURE-SECRETARIAL CREDENZA - Y1 \$385.00 Y2 \$385.00

**Callout Boxes:**

- Top Callout:** "List of commonly added equipment." (Points to the dropdown menu)
- Bottom Callout:** "This is a specialized piece of equipment that would not be included in the drop-down menu in the first section of this schedule." (Points to the 'PROGNASTOCATORS 1' item in the 'Other Amounts' table)

## Building Maintenance Schedule

Use this schedule to include the costs associated with building maintenance. This includes all routine and scheduled maintenance, building improvements, and repairs of a non-structural nature under \$100,000.

Maintenance work such as painting, cleaning or replacing carpeting and drapes, refurbishing, and minor repairs estimated under \$100,000 are not considered capital improvements and should be requested in your operating budgets using this schedule.

Category 07, maintenance of buildings and grounds, is typically used to record facilities maintenance costs including contracted services for maintenance, repair, and improvements of a non-structural nature. The following are common object codes (OC or GLs) used in this category:

- 7060-7072 Contracts for Services
- 7140-7149 Maintenance of Buildings and Grounds
- 7230-7231 Minor Improvements - Buildings/Fixtures (less than \$10,000)
- 7960 Equipment Rental (if Applicable)

Agencies renting space from the Buildings and Grounds (B&G) Division in state-owned buildings must obtain estimates from B&G for all facilities maintenance requests related to those buildings.

If you require extra services from B&G such as office moving, remodeling, and furniture construction, coordinate your request with B&G.

You are required to estimate or adjust your facilities maintenance expenditures in three NEBS functional areas:

1. Maintenance Decision Units - Maintenance decision units (including M425) for requests of deferred maintenance or regular maintenance. Critical maintenance costs are considered “deferred” when costs were previously submitted in an Agency Request submittal, but did not go forward for various reasons.
2. E730 for New Maintenance Requests - New or ongoing maintenance should be requested under Category 07, Maintenance of Building and Grounds in an E730 decision unit. For further information on facilities maintenance, refer to the Facilities Maintenance section in the Budget Building Manual.
3. M150 Adjustment to Base - All one-time operating costs must be deleted in M150. Examples of one-time adjustments include:
  - One-time cost for contract services.
  - Non-recurring building and grounds maintenance expenditures such as office remodel or modifications, limited roof repairs not expected to be repeated during the biennium, addition of building fixtures such as shelving or unique workstation modifications, etc.
  - One-time equipment rentals or repairs.
  - Recurring maintenance expenditures such as carpet cleaning and annual heating, ventilation, and air conditioning (HVAC) maintenance that were approved in Category 95, deferred facilities maintenance, in the base fiscal year must be transferred to Category 07, maintenance of buildings and grounds, or a special use category as appropriate in the M150 decision unit.

Determine which facilities expenditures are truly one-time expenses and which are recurring. Applicable notes and justifications must accompany your request.

For example, a maintenance expense to repair a leak in the roof (\$10,000) would be considered a one-time expense since it is unlikely the same or similar major structural maintenance expense would occur in the next biennium. However, assume you had a \$6,500 repair expense to repair a major piece of equipment, like a generator, in the base year.

While you wouldn't expect to repeat this particular repair in the coming biennium, your agency has several other pieces of major equipment (large paper shredders, boilers, computing equipment, etc.) that have required significant repairs over the past few years. Equipment repairs for this budget account have been averaging \$20,000 annually. Based on your historical repair expenditures, the repair to the generator could be viewed as part of your normally recurring annual equipment repair costs. While you may not need to repair the generator in the coming biennium, you will likely have other major equipment repair needs. Include sufficient justification as notes and attachments to convince your officer that you need to keep this amount in both fiscal years of your biennial budget request.

Below is a screenshot of the Building Maintenance Schedule:

Building Maintenance Schedule																		
Delete	Line #	DU	Catg	Building	Maintenance Item	Unit Type	Estimate Type	Priority	In Bldg	Freq	Qty	Unit Cost	Total	Year 1		Year 2		
No Schedule Lines Found																		
Other Amounts																		
Delete	Line #	DU	Catg	Building	Maintenance Item	Unit Type	Estimate Type	Priority	In Bldg	Year 1	Year 2	Amount						
	1																	
	1	M425	95	355-#9 FISCAL / PAYROLL SERVICES (6171 West Charleston Blvd., Las Vegas)	REPLACE HVAC UNITS	BUILDINGS 9, 10, 15	CONTRACTOR QUOTE	1	65			88,582						
	2	M425	95	1995-POLHOUSE / STORAGE (6161 West Charleston Blvd., Las Vegas)	VALVE REPLACEMENTS	CAMPUS WIDE	CONTRACTOR QUOTE	2	300			25,780						
	3	M425	95	354-#7 WEST NBHD FAMILY SERVICES CENTER (6171 West Charleston Blvd., Las Vegas)	ELECTRICAL REPLACEMENT	OUTPATIENT SERVICES	CONTRACTOR QUOTE	3	40			37,880						
	4	M425	95	1993-#15 WEST NEIGHBORHOOD FAMILY SERVICES (6171 West Charleston Blvd., Las Vegas)	FIRE CODE COMPLIANCE	YOUTH PAROLE SERVICES	CONTRACTOR QUOTE	4	25			32,360						
	5	M425	95	1995-POLHOUSE / STORAGE (6161 West Charleston Blvd., Las Vegas)	LIGHTING AND ELECTRICAL	CAMPUS WIDE	CONTRACTOR QUOTE	5	300			19,638						
													Other Amounts Total:		204,240			

## Statewide Schedules

### Introduction

The statewide schedules in NEBS consist of the Buildings and Grounds (B&G) owned building rent schedule and the agency-owned property and contents schedule.

To access the Statewide Schedules click located on the left hand side of the NEBS screen to open the Budget Task Bar.

Statewide Schedules	Status
B&G-OWNED BUILDING RENT	COMPLETE
AGENCY-OWNED PROPERTY AND CONTENTS	COMPLETE

## B&G-Owned Rent Schedule

This schedule identifies all leased space in state-owned buildings administered by B&G. Each lease listed includes the budget account, budget account name, building code (address), decision unit (base), category, square feet, and type of building. For Year 1 and Year 2, the data includes duration of lease (in months), annual rent, and cost of property and contents insurance. You cannot change data on this schedule. You must notify B&G in writing and copy your assigned budget officer if you discover any errors or omissions. Below is a screenshot of the B&G Owned Building Rent Schedule.

This screen displays data for your budget accounts in a read-only status. Verify the accuracy of the data.

Budget Period: 2021-2023 Biennium (FY22-23)  
Version: A00 AGENCY REQUEST AS SUBMITTED

Schedule Details

Budget Account Filter:  Building Filter:

**B&G Owned Building Rent Schedule**

Line #	Budget Account	Building Code
1	1000 OFFICE OF THE GOVERNOR	235-NEVADA STATE CAPITOL (101 North Carson St., Car
2	1000 OFFICE OF THE GOVERNOR	235-NEVADA STATE CAPITOL (101 North Carson St., Car
3	1000 OFFICE OF THE GOVERNOR	203-STATE CAPITOL ANNEX (101 North Carson St., Cars
4	1000 OFFICE	

DU	Catg	Sq. Ft.	Type	Year 1			Year 2		
				Months	B&G Rent	P&C Ins	Months	B&G Rent	P&C Ins
B000 04		582	STORAGE	12	2,444	101	12	2,444	101
B000 04		896	OFFICE	12	11,806	156	12	11,806	156
B000 04		6,081	OFFICE	12	80,123	1,058	12	80,123	1,058
B000 04		6,341	OFFICE	12	83,549	1,103	12	83,549	1,103

Schedule-driven amounts for GL 7100.

Schedule-driven amounts for GL 750B.

You must first update the base (actual) amount based on the most recent projections by accessing the Edit Actual/WP screen. Object codes associated with both schedules are schedule-driven. Whenever you click Process All Schedules on the Schedules tab, an M150 adjustment will automatically be generated for any difference between the base amount and the amount in the schedule for Year 1 and Year 2.

Budget Account Line Items

Budget Account Version:

Summary | **Line Items** | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit: B000 BASE

Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change
--------	----	------	----	-------------	--------	----------	--------	--------

First, update your base (actual) amounts based on the most recent projections using the Edit Actual/WP screen

**Budget Account Schedule List**

Budget Period: 2007-2009 Biennium (FY08-09)  
 Budget Account: 2020 DEPARTMENT OF MYSTERY  
 Version: ACO AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Positions | Fund Mapping

Schedule	Description	Status
1	CASELOAD	N/A
2	VENDOR SERVICES	COMPLETE
3	UNIFORM ALLOWANCE	COMPLETE
4	LONGEVITY	COMPLETE
5	DOIT	COMPLETE
6	MOTOR POOL VEHICLES	COMPLETE
7	AGENCY OWNED VEHICLES	COMPLETE
8	BUILDING RENT NON-BUILDINGS AND GROUNDS	COMPLETE
9	EQUIPMENT	COMPLETE
10	BUILDING MAINTENANCE SCHEDULE	N/A
11	STAFF PHYSICALS	IN PROGRESS

Done | Process All Schedules

When you click the Process All Schedules button, NEBS will automatically generate an M-150 adjustment for any differences between the base (actual) amounts for the schedule-driven object codes and the amounts in the statewide schedules.

## Agency-Owned Property and Contents Schedule

This schedule contains statewide data provided by the Risk Management Division, which identifies all real property owned by state agencies and the cost per year for insuring against loss. Property and contents insurance are the insurance premiums paid to Risk Management covering the property and contents of state-owned space and the contents of leased space against loss (this schedule pertains to state-owned space and contents). Property details listed include budget account, budget account name, building code (address), decision unit (base), category, and square feet. For Year 1 and Year 2, data includes duration of use (months), valuation of property, and cost of property and contents insurance. Like the B&G schedule, you cannot change the data on the agency-owned property and contents schedule. Notify your assigned budget officer in writing if you discover any errors or omissions.

Below is a screenshot of the Agency Owned Property and Contents Schedule.

**Agency Owned Property and Contents Schedule**

Budget Period: 2007-2009 Biennium (FY08-09)  
Version: A00 AGENCY REQUEST AS SUBMITTED

**Schedule Details**

Budget Account Filter:  Building Filter:

**Agency Owned Property and Contents Schedule**

Line #	Budget Account	Building Code
1	2020 DEPARTMENT OF MYSTERY	2398-MORMON FORT RESTROOM
2	3743 PUBLIC SAFETY, DIVISION OF INVESTIGATIONS	2401-NDI STORAGE (2855 S JO
3	3743 PUBLIC SAFETY, DI	
4	3743 PUBLIC SAFETY, DI	

Schedule-driven amounts for GL 705A.

Year 1						Year 2		
DU	Catg	Sq. Ft.	Months	Prop. Val.	Total	Months	Prop. Val.	Total
B000 04		600	12	70,368	96	12	70,368	96
B000 04		100	12	11,728	16	12	11,728	16
B000 04		600	12	70,368	96	12	70,368	96
B000 04		2,630	12	308,446	421	12	308,446	421

NEBS automatically generates an M-150 adjustment for the difference between base (actual) and the schedule amount.

Summary		Line Items		Schedules		Positions		Fund Mapping		Acct. Maint.	
Decision Unit Filter: <input type="text" value="M150 ADJUSTMENTS TO BASE"/> <input type="button" value="Save"/> <input type="button" value="Save and Return"/> <input type="button" value="Cancel"/>											
Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	C	
<input type="button" value="+"/>	1										
<input type="button" value="X"/>	M150	01	5930	LONGEVITY PAY	0	0	2,675		3,525		
<input type="button" value="X"/>	M150	01	7174	CLOTH/UNIFORM/TOOL ALLOWANCE-D	0	0	-921		-921		
<input type="button" value="X"/>	M150	04	7051	AGENCY OWNED - PROP. & CONT. INSURANCE	0	0	62		62		
<input type="button" value="X"/>	M150	04	705A	NON B&G - PROP. & CONT. INSURANCE	0	0	25		25		

## Assessments and Full-Time Equivalent (FTE) Driven Costs

### Introduction

Assessments represent charges for services provided by various departments within the state to individual state agencies and include:

1. Personnel assessment
2. Payroll assessment
3. Employee bond
4. Employee tort
5. Retired Employees Group Insurance (REGI)
6. Enterprise Information Technology Services (EITS) assessments
7. Purchasing assessment
8. Labor Relations Unit assessment
9. Collective Bargaining assessment

For more detailed information, refer to the Appendix – Assessments and Full-Time Equivalent (FTE) in the **Budget Building Manual**.

When preparing your budget request, do not make any adjustments to the base year actual assessment amounts. The assessment amounts are schedule-driven in NEBS. Any changes made to the amounts by the Budget Division will occur in the M-100 decision unit.

## Define Assessment Settings

Only the Budget Division budget officers have access to this screen - access by any other user is blocked. By default, all positions in a budget will receive the assessments selected on this screen. If you believe that you should not be assessed one or more of the assessments described below, contact your budget officer.

Summary	Line Items	Schedules	Positions	Mapping	Acct. Maint.
View: Assessment Settings					
Retirement:	<input checked="" type="checkbox"/>	Worker's Comp:	<input checked="" type="checkbox"/>	Personnel Assessment:	<input checked="" type="checkbox"/>
Unemployment Insurance:	<input checked="" type="checkbox"/>	Payroll Assessment:	<input checked="" type="checkbox"/>	Retirement Group Insurance:	<input checked="" type="checkbox"/>
Medicare:	<input checked="" type="checkbox"/>	FICA:	<input checked="" type="checkbox"/>	AG Employee Tort:	<input checked="" type="checkbox"/>
Employee Bond Insurance:	<input checked="" type="checkbox"/>	EITS Infrastructure:	<input checked="" type="checkbox"/>	EITS Contract Administration:	<input type="checkbox"/>
EITS Security:	<input checked="" type="checkbox"/>				
Save Save & Return Cancel					

## Review Payroll Assessments & FTE-Driven Costs with the Positions Screen

1. From the Budget Account Line Items screen, click the Positions tab.
2. From the Budget Account Positions screen, use the Decision Unit Filter to select the positions you need to review.
3. Click Fringe.

## Budget Account Line Items

Budget Account Version: 2021-2023 Biennium (FY22-23) ▾ ▶ 1340 GOVERNOR'S OFC OF FINANCE - BUDG

Summary **Line Items** Schedules Positions Mapping Acct. Maint.

+ Add Line Item Decision Unit: B000 BASE ▾

Action	DU	Catg	GL	Description
	B000	00	2501	APPROPRIATION CONTROL

## Budget Account Positions

Budget Account Version: 2021-2023 Biennium (FY22-23) ▾ ▶ 1340 GOVERNOR'S

Summary Line Items Schedules **Positions** Mapping Acct. Maint.

Decision Unit: B000 BASE X ▾

Add...	Update...	Action	DU	Description	Class
<input type="checkbox"/>				Display All Decision Units	
<input type="checkbox"/>			B000	B000 BASE	
<input type="checkbox"/>				E670 SALARY ADJUSTMENT FOR 2019-2021 BIENNIUM	
<input type="checkbox"/>				M100 STATEWIDE INFLATION	
<input type="checkbox"/>			B000	M150 ADJUSTMENTS TO BASE	DEP
<input type="checkbox"/>			B000	M300 FRINGE BENEFITS RATE ADJUSTMENT	CHII
<input type="checkbox"/>			B000	000004 GF GENERAL FUND	DIRI

Acct. Maint.

Class: Display All ▾ View: Fring X ▾ Recalc Payroll

Type	Ret	FTE				Health Ins		Ret.	WC	Pers Ass...
		Act	WP	Yr1	Yr2	Yr1	Yr2			

- View the assessments and FTE-driven costs by position. A check mark indicates the assessment is enabled and a blank box indicates the charge is disabled.
- Report any inaccuracies to your budget officer.

Below is a screenshot of assessments and FTE-driven costs by position.

Health Ins		Part. Health Ins	Ret.	WC	Pers Assmt	Unemp. Ins.	Pyrl Assmt	Ret. Grp.	Medicare	FICA	AG Tort	Empl Bond	EITS Ent Acc	EITS Contr Adm	EITS Sec
Yr1	Yr2														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>										

## Review Payroll Assessments & FTE-Driven Costs with the Update Position Screen

1. Select the position you wish to review from the Budget Account Positions screen by selecting the position. Then click on the  icon and choose Update.

### Budget Account Positions

Budget Account Version: 2019-2021 Biennium (FY20-21) ▾ ▶ 1340 GOVERNOR'S OFC

Summary Line Items Schedules **Positions** Mapping Acct. Maint.

Decision Unit: B000 BASE ▾ Class: [ ]

Action	DU	PCN	Funding Group	Class	Class Desc
	B000	000002	GF GENERAL FUND	U4931	DEP DIREC
<input checked="" type="checkbox"/>	B000	000003	GF GENERAL FUND		
	B000	000020	GF GENERAL FUND		

**Update Position**

Budget Period: 2021-2023 Biennium (FY22-23)

Budget Account: 1340 GOVERNOR'S OFC OF FINANCE - BUDGET DIVISION

Version: A00 AGENCY REQUEST AS SUBMITTED

Decision Unit: Display All Decision Units

PCN: 000002

Start: January 2019 End: June 2024

Anniversary: August

Type: Existing

Funding Group: GF GENERAL FUND

Retirement Code: 1 REGULAR

Class: U4931 DEP DIRECTOR GOV FINANCE OFC Default Grade: 99

Override Grade: [ ] Step: 99 Salary Adjustment: 0

	Actual	Work Pgm.	Year 1	Year 2
FTE:	1	1	1	1
Man. Annl. Sal.:	0	0	0	0
COLA Sal.:			0	0

Merit Increase:

Health Ins.:

Partial:  If checked, the position sharing the expense must be specified in the text for the position.

**Fringes/Assessments**

Ret.:  WC:  Pers Assmt:  Unemp. Ins.:

Pyrl Assmt:  Ret. Grp.:  Medicare:  FICA:

AG Tort:  Empl Bond:  EITS Ent Acc:  EITS Contr Adm:

EITS Sec:  EITS Plan:

Save Save and Return Cancel Delete

2. View the assessments and FTE-driven costs at the bottom of the Update Position Screen.
3. A check mark indicates the assessment is enabled and a blank box indicates the assessment is disabled.
4. Report any inaccuracies to your Budget Officer.

## Review Payroll Assessments & FTE-Driven Costs with the NEBS130 Report

From the Reports tab:

- Select NEBS130 Payroll/Position Report and complete the settings on the Detail screen using the drop-down menus.
- Under the Include Sections options, select “B” - Position Detail - Additional Attributes (Fringe Indicators). If desired, you may also choose to include position notes by checking the box to the right.

**Settings for: NEBS130 Payroll/Position Detail**

Budget Period: 2021-2023 Biennium (FY22-23) ▼

Budget Account Method:  Single  Multiple  By Analyst

Budget Account: 1340 GOVERNOR'S OFC OF FINANCE - BUDGET DIVISION (Inquiry) ▼

Version: A00 AGENCY REQUEST AS SUBMITTED ▼

Position Type: All ▼

Decision Unit: All ▼

Show Position Cost:  Summary (includes COLA and rate changes)  Base Only  Detail

Group by:  Funding Group  PCN (no grouping)

Include Sections:

A - Position Detail  Include Position Notes

B - Position Detail - Additional Attributes (Fringe Indicators)  Include Position Notes

C - Position Cost Detail

D - Position Cost Summary

E - FTE/Salary Summary

- Choose Generate Report (PDF) or Download Data (XLS) for review.

NEBS130		State of Nevada - Budget Division Payroll/Position Detail										3/24/20 2:35 PM																	
		2021-2023 Biennium (FY22-23) A00 AGENCY REQUEST AS SUBMITTED																											
Section B: Position Detail - Additional Attributes (Fringe Indicators)																													
Budget Account: 1340 GOVERNOR'S OFC OF FINANCE - BUDGET DIVISION																													
Type	Description	PCN	Class	Actual FTE	WP FTE	FY 2022 FTE	FY 2023 FTE	FY 2022 Salary	FY 2022 Benefits	FY 2023 Salary	FY 2023 Benefits	Ret Cd	Health Ins. Yr1	Health Ins. Yr2	Partial Retirement	Worker's Comp	Pers Assmt	Unemp. Ins.	Pyrl Assmt	Ret. Grp.	Medicare	FICA	AG Tort	Empl Bond	ETS Ent Acc	ETS Contr Adm	ETS Sec	ETS Plan	
B000 BASE																													
GF GENERAL FUND																													
1	DEP DIRECTOR GOV FINANCE OFC	000002	U4931	1.00	1.00	1.00	1.00	127,906	35,658	127,906	35,658	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
1	CHIEF ASSISTANT, BUDGET ADMNR	000003	U4212	1.00	1.00	1.00	1.00	84,816	39,096	84,816	39,096	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
1	DIRECTOR GOVERNORS FINANCE OFC	000004	U4930	1.00	1.00	1.00	1.00	121,781	51,508	121,781	51,508	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
1	EXECUTIVE BRANCH BUDGET OFF	000005	07634	1.00	1.00	1.00	1.00	95,467	42,671	95,834	42,794	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
1	EXECUTIVE BRANCH BUDGET OFF	000006	07634	1.00	1.00	1.00	1.00	95,467	42,671	95,834	42,794	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	



Below is an example of the NEBS M100 line item screen.

Budget Account Line Items

Budget Account Version: 2021-2023 Biennium (FY22-23) | 1340 GOVERNOR'S OFC OF FINANCE - BUDGET DIVISION | A99 COPY TEST

Revenue/Expenditures Out of  
 All DUs Y1  
 This DU (M100) Y1  
 Other DUs (B000, E810, more...) Y1

Summary | Line Items | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit: M100 STATEWIDE INFLATION

Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change
	M100	00	2501	APPROPRIATION CONTROL			43,354	0	43,354	0
	M100	87	7393	PURCHASING ASSESSMENT			2,772		2,772	
	M100	89	7391	ATTORNEY GENERAL COST ALLOC			40,582		40,582	

## Agency-Specific Inflationary Adjustments

These are originated by agencies. While there is no guarantee that the Governor will concur with your agency's request, special inflationary adjustments for expenditures that are unique to your agency may be requested in decision unit M101. These requests must be accompanied with adequate justification and documentation supporting the requested increase and the methodology used to develop the estimates. Some examples of agency-specific inflationary adjustments that may appear in decision unit M101 are:

- Pharmaceuticals for patients
- Food for inmates or clients
- Aggregate for the Department of Transportation
- Raw materials for Prison Industries

The following example illustrates a request for an agency-specific inflationary adjustment for prescription drugs, medical supplies and food inflation:

Budget Account Line Items

Budget Account Version: 2019-2021 Biennium (FY20-21) | 3148 HHS-DCFS - SUMMIT VIEW YOUTH CENTER | A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit: M101 AGENCY SPECIFIC INFLATION

Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Chan...	Year 2	Cha...	Schedule
	M101	00	2501	APPROPRIATION CONTROL			5,290		5,718		- None -
	M101	04	7185	MED/DENT SUPP - NON-CONTRACT			602		658		- None -
	M101	04	7186	MED/DENT SUPP - NON-CONTRACT-A			1,515		1,656		- None -
	M101	04	7188	MED/DENT SUPP - NON-CONTRACT-C			440		481		- None -
	M101	04	7189	MED/DENT SUPP - NON-CONTRACT-D			156		170		- None -
	M101	04	7200	FOOD			2,577		2,753		- None -

The inflationary adjustment in M101 is entered into the appropriate schedule or line item screen and balanced with the associated funding source.

Decision unit M101 is created with sufficient justification and detailed back-up documentation to substantiate the requested amount. Attach detailed methodology, assumption, calculations, and other information as required.

Decision Unit: M101 AGENCY SPECIFIC INFLATION

**Additional Text**

Dec Unit Synopsis  
(Prints in Executive Budget Book)

This request funds prescription drugs/medical supplies inflation of 3.7% in fiscal year 2020 and an additional 3.8% in fiscal year 2021 and food inflation of 2.2% in fiscal year 2020 and an additional 2.2% in fiscal year 2021.

Justification:

This request is to adjust for inflation based on the consumer price indices (Urban Consumers). Specifically it accounts for necessary inflation costs for medical doctor services, hospital services, nursing supplies, dental services, optometry services, laboratory services,

Analyst Comments:

Attachments: BA 3148 FY20.21 M101 Inflation rvsd12.26.18.xlsx

[View Attachment](#)

[Done](#)

## Statewide Cost Allocations

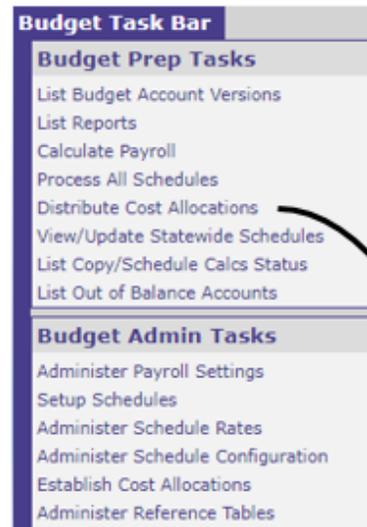
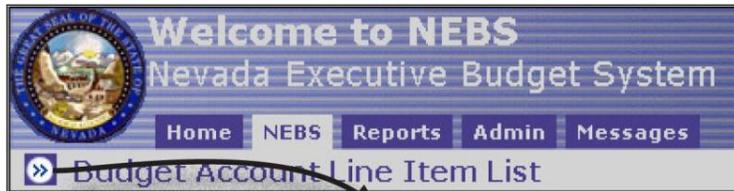
### Introduction

Statewide cost allocations represent recovery of costs from non-general fund sources for functions provided by central services agencies. This is a concept similar to that of agency-specific cost allocations, which enable agencies to charge for services provided in one budget account to other budget accounts such as director's office or administrative services costs.

Statewide cost allocations are schedule-driven in NEBS. The Budget Division enters the amounts in the Statewide Cost Allocation Plan (SWCAP) and Attorney General Cost Allocation Plan (AGCAP) schedules and the agency users distribute the costs appropriately. Agency-specific cost allocations are initiated by the Budget Division and finalized by the agency users.

To enter allocations in the statewide cost allocation schedules:

- Click
- Select **Distribute Cost Allocations**
- Select the appropriate cost allocation schedule



**Cost Allocations**

Budget Period: 2021-2023 Biennium (FY22-23) ▼

Version: A00 AGENCY REQUEST AS SUBMITTED [Enterprise] ▼

Allocation	Status
STATEWIDE COST ALLOCATION (SWCAP)	COMPLETE
ATTORNEY GENERAL ASSESSMENT	COMPLETE
PURCHASING ASSESSMENT	COMPLETE
ENTERPRISE IT SHARED WEB SERVER HOSTING	COMPLETE
ENTERPRISE IT SILVERNET	COMPLETE
ENTERPRISE IT DATABASE HOSTING (EXPIRED FY18-19)	N/A

## Statewide Cost Allocation Plan Assessment (SWCAP)

The SWCAP represents recovery of costs for statewide general administrative functions provided by central services agencies such as the Budget Division, Office of the State Controller, Office of the State Treasurer, Internal Audits Division, etc. These agencies provide budgeting, accounting, auditing, and other administrative services to state agencies and are supported by the general fund. While all agencies that utilize the services of the central services agencies are included in the cost allocation plan, only agencies funded by non-general fund sources have the SWCAP assessment included in their biennial budget.

You may move amounts between budget accounts if appropriate and must enter the percentage of chargeable funds in the “Distribute Cost Allocations” screen in NEBS. The adjustment column is available to move a cost allocation from one budget account to another, but the total of the adjustment column must net to zero. The “% Chargeable Funds” column on the SWCAP schedule indicates how much of the budget can be charged for central administrative costs. For instance, a budget account funded entirely by the general fund will have 0% chargeable funds while a budget account funded 20% general fund, 50% fees, and 30% federal funds will have 80% chargeable funds.

**Edit Cost Allocations**

Budget Period: 2007-2009 Biennium (FY08-09)  
 Version: A00 AGENCY REQUEST AS SUBMITTED  
 Allocation: STATEWIDE COST ALLOCATION (SWCAP)

Status: COMPLETE    Save    Save and Return    Process Allocation Change...    Cancel

Adjustment column must net to \$0.  
 Percentage of non-general fund revenue sources.

Delete	Line #	Budget Account	DU	Allocation		Adjustment		Net		% Chargeable Funds		Total	
				Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
+	1												
	1	1013	B000	53,140	53,140	13,500	13,700	66,640	66,840	100.00	100.00	66,640	66,840
	2	1374	B000	0	0	0	0	0	0	0.00	0.00	0	0
	3	2020	B000	2,036	2,036	1,937	1,937	3,973	3,973	0.00	0.00	0	0
	4	3673	B000	58,874	58,874	4,476	4,476	63,350	63,350	68.00	68.00	43,078	43,078
	5	3740	B000	128,764	128,764	107,183	107,183	235,947	235,947	0.00	0.00	0	0
	6	3743	B000	30,908	30,908	12,815	12,815	43,723	43,723	5.66	5.66	2,475	2,475
	7	3744	B000	54,099	54,099	4,580	4,580	58,679	58,679	100.00	100.00	58,679	58,679

## Attorney General Cost Allocation Plan Assessment (AGCAP)

The AGCAP represents recovery of costs for legal and investigative services provided by the Office of the Attorney General to state agencies as well as administrative expenses of the office. The apportioned amounts are allocated on the basis of attorney hours spent on each agency as recorded in the Office of the Attorney General’s time reporting and accounting system in a previous fiscal year (typically two years prior). Adjustments are made to individual agency allocations for the difference between the budget hours utilized in the previous biennium’s plan and the actual hours spent providing services in that biennium.

As with SWCAP, you may move amounts between budget accounts if appropriate and must enter the percentage of chargeable funds in the “Distribute Cost Allocations” screen. Cost allocations may be moved from one budget account to another, but the total of the adjustment column must net to zero.

All agencies utilizing the services of the Office of the Attorney General will have the full cost of the allocation in their budget which should be funded on a proportionate share of the funding in that budget, i.e. General Fund, Federal Funds and Fees. For instance, a budget account funded entirely by the General Fund will have 100% chargeable funds and a budget account funded 25% General Fund, 50% Fees, and 25% Federal Funds will also have 100% chargeable funds with the

appropriate funding resources as the offset. The funding percentages will be used for mapping and determining the funding for Category 89 - AGCAP.

## **Purchasing Assessment**

The purchasing assessment represents recovery of costs for statewide general administrative functions provided by the State Purchasing Division. The assessment is based on purchasing activity. This assessment is updated by the Budget Division.

## **Enterprise IT Shared Web Server Hosting**

The Enterprise IT shared web server hosting assessment represents recovery of costs for database hosting provided by Enterprise IT Services. The assessment is based on a usage tier. For shared web server hosting, websites hosted by EITS must be listed in the line item note with the applicable tier. The tier level is based on historical usage over the prior biennium. The tier assigned remains the same for the entire biennium. For new web sites, EITS assigns the tier for the biennium. This assessment is updated by the Budget Division.

## **Enterprise IT SilverNet**

The Enterprise IT SilverNet assessment represents recovery of costs for SilverNet and virtual private network (VPN) secure link services provided by Enterprise IT Services. SilverNet is the state's wide area network used by agencies for connection between agency PCs and local area networks, host computers and state application programs, and outside access to the internet. VPN access allows users to interact with the SilverNet through the public internet. The assessment is based on a usage tier, in which EITS determines the tier based on historical usage from the prior year. The tier assigned normally remains the same for the entire biennium. However, any significant anticipated change in Wide Area Network traffic should be discussed with EITS. This assessment is updated by the Budget Division.

# **Agency-Specific Cost Allocations**

## **Introduction**

Agency-specific cost allocations enable agencies to charge for services provided to other budget accounts such as the director's office or administrative services. A separate schedule is used for each agency-specific cost allocation. The budget officer responsible for the account receiving the funds sets up the cost allocation schedule. The agency user enters the expenditure information into the schedule.

For each maintenance and enhancement decision unit in a cost allocated budget, corresponding decision units must be developed in all budget accounts that contribute to its funding.

Contributing accounts use M800 series decision units to fund maintenance requests and E800 series decision units to fund enhancement requests for the cost allocated account. The Budget Division will adjust these decision units during the governor recommends phase of the budget process for any modifications made to the cost allocated account. Separate worksheets must accompany the request and be attached in NEBS at the decision unit level.

The spreadsheets must reconcile the decision units in the contributing account(s) to the cost allocated receiving account’s budget request. Be sure to identify any funding the cost allocated (receiving) account receives from other sources, such as federal grants, to ensure the projected revenues and expenditures are balanced.

The following demonstrates an agency-specific cost allocation schedule:

- The receiving agency builds the budget for the cost allocated account. The budget is developed just like any other budget: revenues are described with the appropriate cost allocation code and amounts.

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.										
Add Line Item Decision Unit: Display All Decision Units [v] Undo Changes Edit Actual/WP Reser										
Action	DU	Catg	GL	Description ^	Actual	Work Pgm	Year 1	Change	Year 2	Change
	B000	00	4230	COST ALLOCATION REIMBURSEMENT			960,000	0	960,000	0
	M100	00	4230	COST ALLOCATION REIMBURSEMENT			30,000	0	35,000	0
	M106	00	4230	COST ALLOCATION REIMBURSEMENT			0	0	0	0
	M150	00	4230	COST ALLOCATION REIMBURSEMENT			35,000	0	45,000	0
	E506	00	4230	COST ALLOCATION REIMBURSEMENT			120,000	0	95,000	0

- The receiving agency develops spreadsheets that detail each contributing budget account’s share of your maintenance and enhancement decision unit costs. The amounts calculated in the spreadsheets are used to populate the M800 and E800 amounts for each budget account. The M800 unit should be equal to each agency’s share of your adjusted base budget less each agency’s base amount (the actual amount they were charged in the base year). The E800 unit should be equal to each agency’s share of the total of all your enhancement decision units.

A	B	C	D	E	F	G	H	I	J
<b>Budget Account</b>			<b>FY 2006 Budget</b>	<b>FY 2006 Estimated Actual</b>	<b>FY 2008 Base</b>	<b>FY 2008 Adjusted Base</b>		<b>FY 2008 Enhancements</b>	<b>FY 2008 Total Proposed Budget</b>
4715	Automation		\$ 1,000,000	\$ 960,000	\$960,000	\$ 1,025,000		\$ 120,000	\$ 1,145,000
<b>Budget Account</b>			<b>FY 2006 Budget</b>	<b>FY 2006 Estimated Actual</b>	<b>FY 2008 Base</b>	<b>M-800</b>	<b>Base + M-800</b>	<b>E-800</b>	<b>FY 2008 Total Cost Allocation</b>
2020	Department of Mystery	43%	\$ 400,000	\$ 384,000	\$384,000	\$ 26,000	\$ 410,000	\$ 48,000	\$ 458,000
4711	Records Search	33%	\$ 300,000	\$ 288,000	\$288,000	\$ 19,500	\$ 307,500	\$ 36,000	\$ 343,500
4714	Administration	33%	\$ 300,000	\$ 288,000	\$288,000	\$ 19,500	\$ 307,500	\$ 36,000	\$ 343,500
			\$ 1,000,000	\$ 960,000	\$960,000	\$ 65,000	\$ 1,025,000	\$ 120,000	\$ 1,145,000
<b>Budget Account</b>			<b>FY 2006 Budget</b>	<b>FY 2006 Estimated Actual</b>	<b>FY 2009 Base</b>	<b>FY 2009 Adjusted Base</b>		<b>FY 2009 Enhancements</b>	<b>FY 2009 Total Proposed Budget</b>
4715	Automation		\$ 1,000,000	\$ 960,000	\$960,000	\$ 1,040,000		\$ 95,000	\$ 1,135,000
<b>Budget Account</b>			<b>FY 2006 Budget</b>	<b>FY 2006 Estimated Actual</b>	<b>FY 2009 Base</b>	<b>M-800</b>	<b>Base + M-800</b>	<b>E-800</b>	<b>FY 2009 Total Cost Allocation</b>
2020	Department of Mystery	43%	\$ 400,000	\$ 384,000	\$384,000	\$ 32,000	\$ 416,000	\$ 38,000	\$ 454,000
4711	Records Search	33%	\$ 300,000	\$ 288,000	\$288,000	\$ 24,000	\$ 312,000	\$ 28,500	\$ 340,500
4714	Administration	33%	\$ 300,000	\$ 288,000	\$288,000	\$ 24,000	\$ 312,000	\$ 28,500	\$ 340,500
			\$ 1,000,000	\$ 960,000	\$960,000	\$ 80,000	\$ 1,040,000	\$ 95,000	\$ 1,135,000

In this example, column E represents the estimated revenue amounts for the cost allocated account's base year and the estimated amounts charged to the contributing accounts.

Column H represents the total adjusted base revenue for the allocated account.

Column G (M800) lists each contributing account's percentage share of the total adjusted base amount minus what was charged to that account in the base year. The total of the base and M-800 for the contributing accounts equals the cost allocated account's total adjusted base.

Column I (E800) lists each contributing account's percentage share of the allocated account's total enhancement unit costs. The total of contributing accounts base plus M800 and E800 should equal the total revenue for the cost allocated account.

As the receiving agency, you will supply a copy of the spreadsheet to each of the contributing budget accounts. You must also provide a copy of the spreadsheet to your budget officer so that the allocation schedule in NEBS may be initialized.

After setting up the M800 and E800 decision units in the Accounts Maintenance screen, the contributing agencies should build them using the spreadsheet provided by the receiving agency.

Once the Budget Division has initialized the cost allocation schedule, the receiving agency can enter data into it. Enter the amounts from column E from the sample spreadsheet into the schedule as base (B000), the amounts in column G as maintenance (M800), and the amounts from column I as enhancements (E-800) as shown below.

**Statewide Schedules**

Budget Period: 2007-2009 Biennium (FY08-09) ▼

Version: A00 AGENCY REQUEST AS SLBMITTED [Enterprise] ▼

Statewide Schedules	Status
B&G-OWNED BUILDING RENT	IN PROGRESS
AGENCY-OWNED PROPERTY AND CONTENTS	COMPLETE

Departmental Schedules
DMV MVIT COST ALLOCATION REIMBURSEMENT - B
SAMPLE DIRECTOR'S OFFICE COST ALLOCATION

**Budget Task Bar**

**Budget Prep Tasks**

- List Budget Account Versions
- List Reports
- Calculate Payroll
- Distribute Cost Allocations
- View/Update Statewide Schedules

**Schedule Details**

Save   Save and Return   Cancel   Process Schedule...

Delete	Line #	Budget Account	DU	Catg							
<input type="checkbox"/>	1	2020	B000	26	7397						
<input type="checkbox"/>	2	2020	M800	26	7397			26,000		32,000	
<input type="checkbox"/>	3	2020	E800	26	7397			48,000		38,000	
<input type="checkbox"/>	4	4711	B000	26	7397			288,000		288,000	
<input type="checkbox"/>	5	4711	M800	26	7397			19,500		24,000	
<input type="checkbox"/>	6	4711	E800	26	7397			36,000		28,500	
<input type="checkbox"/>	7	4714	B000	26	7397			288,000		288,000	
<input type="checkbox"/>	8	4714	M800	26	7397			19,500		24,000	
<input type="checkbox"/>	9	4714	E800	26	7397			36,000		28,500	
									Total Revenue:	1,145,000	1,135,000
									Total Expenditure:	1,145,000	1,135,000
									Difference:	0	0

Remember to Save and then Process Schedule. Process Schedule will populate the decision units in the contributing budget accounts.

Each budget account should have a B000, M800, and E800 decision unit.

The receiving agency should verify the accuracy of the data entry, then save and process the schedule. Once the schedule is processed, the decision unit amounts will appear as line items in

contributing budget accounts provided they are within the same department. If a contributing agency is in a different department than the receiving agency, the contributing agency must work with their budget officer to develop their M800 and E800 decision units. Communication between the departments is very important to ensure the receiving and contributing agencies remain in balance.

Once the receiving agency processes the schedule, the contributing agencies must balance their decision units (base, M800, and E800).

As the cost allocated account, if you make changes to your budget after you process the schedule, you must update your spreadsheet, distribute the revised spreadsheet, update the schedule, and process the schedule again to ensure the proper amounts are budgeted in the contributing accounts. Also, the contributing budget accounts will need to balance these decision units (M800 and E800) as processing the schedule only generates the expenditure portion of the decision unit.

Once the final adjustments have been completed and all decision units are balanced for all accounts, a copy of the spreadsheet should be attached in NEBS at the decision unit level in each account.

## Fund Maps

See training material located at Budget website.

## Sample Decision Units

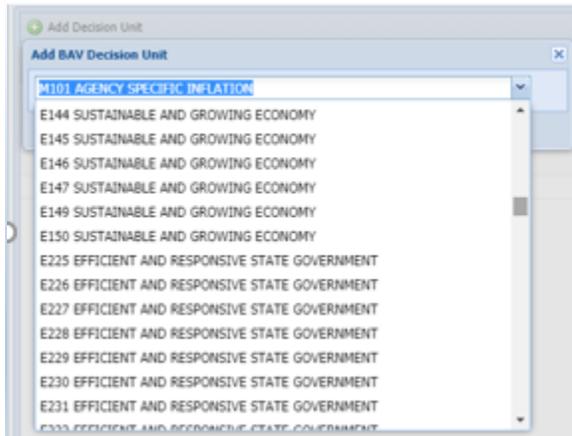
### Introduction

A decision unit is a stand-alone, balanced budget request that displays the revenues and expenditures associated with a new program, with changing existing programs, or with adding or subtracting from ongoing budgetary levels. Both maintenance (M-100 through M-804) and enhancement (E-125 through E-999) decision units are built using similar techniques. The example used here is an enhancement decision unit that includes a request for additional staff and associated costs.

### Add a Decision Unit

1. Your first step is to add a new decision unit. Do this by clicking the Account Maintenance (Acct. Maint.) tab.
2. Click the Add Decision Unit icon .
3. Using the drop-down menu, click on the appropriate decision unit title (one that corresponds

as closely as possible to your decision unit goal as it relates to the governor’s functional goals). Call your budget officer for assistance if you are having difficulties choosing an appropriate title for your decision unit.



**Hint:** Typing “E125” after opening the drop-down menu will take you to E125, eliminating the need for you to scroll through the maintenance modules or decision units.

## Prioritize a Decision Unit

All decision units (other than B-000, M-100, and M150) must be prioritized. This establishes the importance of the decision unit within that budget account. If it becomes necessary for the Budget Division to cut one or more of your decision units, the priority numbers are used as a guide. The lower the number, the higher the priority - “1” is highest.

1. Each decision unit must have a unique priority number. For instance, you cannot have two priority “4” decision units. NEBS will not allow you to save changes to a decision unit that duplicates the priority number of another decision unit. You may have gaps in the sequence of numbers (1, 2, 3, 7, 8, 9, 13, 14 for example). When you add a new decision unit, NEBS will automatically add 1 to the highest priority number (your lowest priority) and assign it to that decision unit. If you have gaps in your priority sequence, such as 1, 2, 3 and 7, 8, 9, NEBS will ignore the gaps and add 1 to the highest number used - yielding 10 rather than 4 in this case.
2. You may change the number NEBS assigns by entering a new number in the Budget Account Priority Field. Since you can’t duplicate any numbers, raising the priority could be tricky. One way to accomplish this is to leave gaps in your priority sequence as you add decision units. Let’s say you already have added six decision units. If you have prioritized them “1” through “6” and you need to add a new decision unit at priority four, you will have to reprioritize “6” to “7,” “5” to “6,” and “4” to “5” before you can give the new unit priority “4.” If you had prioritized your decision units 1, 3, 5, 7, 9, and 11, you could easily add a new decision unit at priority “6” and have it ranked in proper order without reprioritizing every decision unit below it. You may change the priority numbers at any time prior to September 1st and request your budget officer to make changes after that date.
3. Click the Save button to save your work and stay in the decision unit screen. Alternatively,

click the Save and Return button to save your work and return to the Account Maintenance screen.

4. Click  to enter the decision unit synopsis and justification. Refer to the Budget Building Manual for examples.

**Budget Account Decision Unit Text**

Budget Period: 2021-2023 Biennium (FY22-23)  
Budget Account: 1000 OFFICE OF THE GOVERNOR  
Version: A99 COPY TEST  
Decision Unit: E125 SUSTAINABLE AND GROWING ECONOMY

**Additional Text**

Dec Unit Synopsis  
(Prints in Executive Budget Book)



Justification:

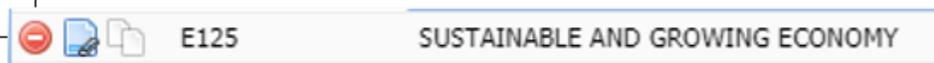


## Attach Files

You may attach files to the decision unit, such as an organizational chart showing the new positions.

1. Click the Choose File button. An Explorer dialog box will appear.
2. Browse to the file folder containing the file, highlight the file, and click Open.
3. The path and file name will be displayed in the Find File field.
4. Click Attach File to add it to the list of attachments.
5. Click Done.
6. Your new decision unit is now established.

Note the paperclip indicating a file is attached and the Note icon colored in blue indicating a note has been entered.



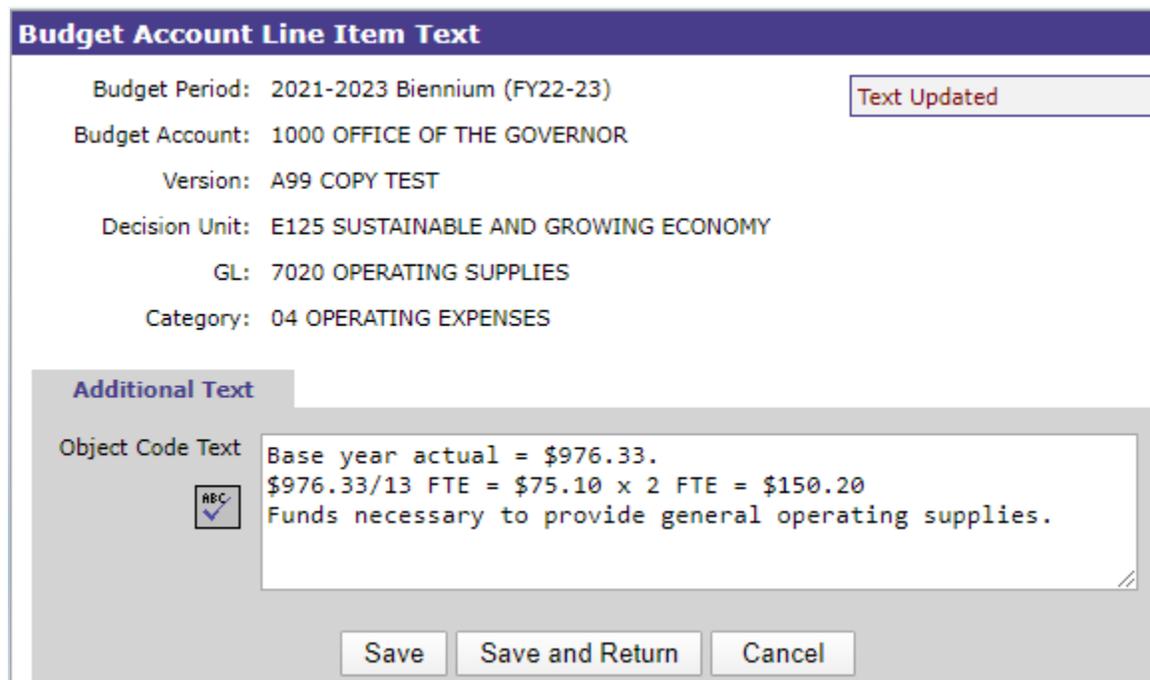
## Complete Schedules

Because the Position Schedule affects so many other parts of your budget, if your decision unit requests additional positions we recommend that you enter the new positions into the decision unit before adding any other line items or completing any other schedules. Refer to the **Assessments and Full-Time Equivalent (FTE) Driven Costs** section of this manual for additional information.

1. Enter positions in the appropriate decision unit and recalculate your payroll.
2. Enter all other schedule-driven costs in the appropriate schedules. Refer to the **Budget Account Schedules section** of this manual. Be sure to process all schedules before returning to the selected decision unit.
3. Return to the Line Items tab.

## Enter Non-Schedule Expenditures

1. Use the Decision Unit drop-down menu to select the appropriate module.
2. Click the  icon to enter line-item information for all non-schedule driven expenditures.
3. Enter the appropriate category, general ledger/object code (GL/OC) and amounts in the Year 1 and Year 2 columns. Save your work. If a new category is desired, you must establish the category in the Account Maintenance screen. Refer to the **Account Maintenance** and the **NEBS Functions** sections of this manual.
4. Click  to enter your justification and calculations.



**Budget Account Line Item Text**

Budget Period: 2021-2023 Biennium (FY22-23) Text Updated

Budget Account: 1000 OFFICE OF THE GOVERNOR

Version: A99 COPY TEST

Decision Unit: E125 SUSTAINABLE AND GROWING ECONOMY

GL: 7020 OPERATING SUPPLIES

Category: 04 OPERATING EXPENSES

**Additional Text**

Object Code Text  ABC

Base year actual = \$976.33.  
\$976.33/13 FTE = \$75.10 x 2 FTE = \$150.20  
Funds necessary to provide general operating supplies.

Save Save and Return Cancel

5. Click Save and Return to return to the Line Items tab.

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.							
Add Line Item		Decision Unit: E125 SUSTAINABLE AND GROWING ECONOMY			Synchronize Actuals to DAWN		Edit Actual/WP
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1
	E125	00	2501	APPROPRIATION CONTROL			0
	E125	04	7020	OPERATING SUPPLIES			150

Revenue/Expenditures Out of Balance				
All DUs	Y1	-150	Y2	0
This DU (E125)	Y1	-150	Y2	0
Other DUs (None)	Y1	0	Y2	0

6. Verify that your decision unit revenues and expenditures are in balance. Once the decision unit is balanced, the out of balance notice will disappear and the Year 1 and Year 2 columns will have a difference of zero dollars.

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.								
Add Line Item		Decision Unit: E125 SUSTAINABLE AND GROWING ECONOMY			Undo Changes		Edit Actual/WP	Reserve
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	
	E125	00	2501	APPROPRIATION CONTROL			150	
	E125	04	7020	OPERATING SUPPLIES			150	

Total Revenue	0	0	150
Total Expenditures	0	0	150
Difference	0	0	0

## Decision Unit E-710 Example

Following the steps above, create decision unit E-710. Below is an illustration of how the established decision unit may appear.

Add Decision Unit <span style="color: green;">Save successful</span>				
Action	Code	Description	Department Priority	Budget Account Priority
	B000	BASE	n/a	n/a
	E670	SALARY ADJUSTMENT FOR 2019-2021 BIENNIUM	n/a	n/a
	M100	STATEWIDE INFLATION	n/a	n/a
	M150	ADJUSTMENTS TO BASE	n/a	n/a
	M300	FRINGE BENEFITS RATE ADJUSTMENT	n/a	n/a
	E710	EQUIPMENT REPLACEMENT	9999	1

1. Add attachments for justification.

2. Click to enter the decision unit synopsis and add attachments for justification.

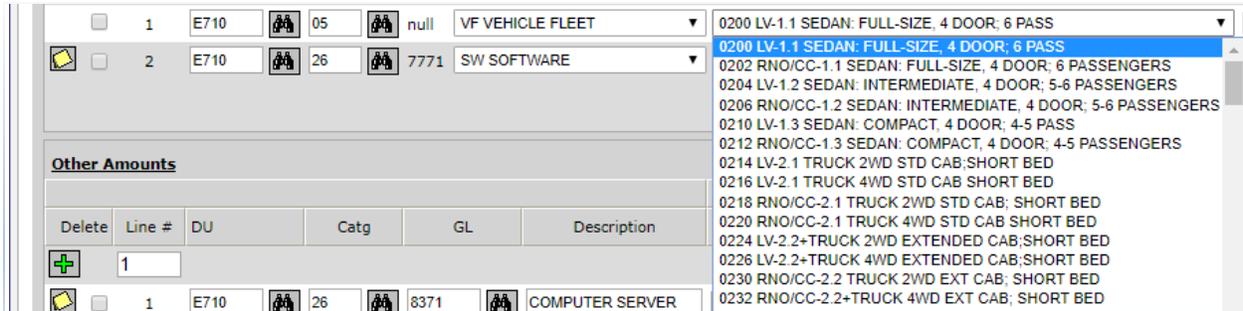
3. Now you can start entering into the appropriate schedules and line items.
  - Click the Schedules tab and select the Equipment Schedule. This example shows how to request a vehicle and specialized computer equipment. For more information about the appropriate schedules for replacement equipment, refer to the **Budget Account Schedules** section of this manual.
  - To add the computer equipment, insert a line in the Other Amounts area by clicking the . Use the Other Amounts area whenever you need equipment that does not appear in the standardized equipment list. Any equipment that appears in the list must be added in the top portion of this schedule, not the Other Amounts area.
  - Enter the decision unit number (E-710 in this example).
  - Enter the appropriate category (category 26 is used for IT requests).
  - If using the Other Amounts area, enter the applicable GL/OC (8371 is for computer equipment). This field is filled automatically in the upper section of the schedule.
  - Enter the quantity desired.
  - If using the Other Amounts area, enter the item's cost per unit.
  - Click Save or Save and Return.
4. Attach vendor quotes and include justification, calculations, and methodology for each line-item requested.

Other Amounts							Year 1		
Delete	Line #	DU	Catg	GL	Description	Quantity	Rate	Total	
	1								
	<input type="checkbox"/>	1	E710	 26	 8371	 COMPUTER SERVER	<input type="text" value="1"/>	<input type="text" value="25,000"/>	25,000.00
Other Amounts Total: 25,000.00									

You may add software the same way. Pick the appropriate software title from the list or enter it in the Other Amounts area. Be sure to indicate how many copies you'll need in both Year 1 and Year 2.

Equipment Schedule							Year 1			
Delete	Line #	DU	Catg	GL	Equipment Type	Count	Rate	Total		
	1									
	<input type="checkbox"/>	1	E710	 26	 7771	SW SOFTWARE	0043 MICROSOFT OFFICE 365 RENEWAL	<input type="text" value="5"/>	184.00	920.00
Equipment Schedule Total: 920.00										

Vehicles are requested in the same fashion. Note that the equipment list specifies the region in which the vehicle will be used. For a new vehicle, remember to add liability and comprehensive and collision coverage through the Agency Owned Vehicles schedule. Insurance for replacement vehicles is already included in your base budget.



Process Schedule...

5. When you have completed your entry, click Process Schedule....
6. When the schedule is processed, NEBS will return you to the Line Item screen. Use the decision unit filter to select the appropriate module - in this example E-710.

Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.							
Add Line Item		Decision Unit: E710 EQUIPMENT REPLACEMENT			Synchronize Actuals to DAWN		Edit Actual/WP
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1
	E710	05	8360	AUTOMOBILES - NEW			22,687
	E710	26	7771	COMPUTER SOFTWARE <\$5,000 - A			920
	E710	26	8371	COMPUTER HARDWARE <\$5,000 - A			25,000

7. Add any non-schedule driven line items required. Enter the appropriate category, GL/OC, and amounts for Year 1 and Year 2. Save.

**Note:** If a “new category is desired, you must establish the category under the Account Maintenance Tab - see the **Account Maintenance** section of this manual.

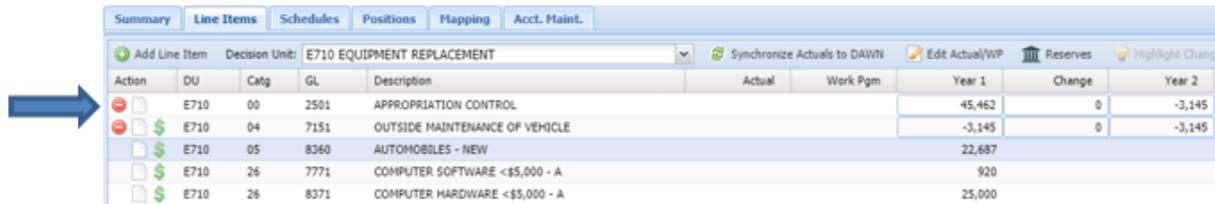
In the example below, outside maintenance expenditures for the vehicle being replaced are being subtracted since these costs will not occur (hopefully) with a new vehicle.



Summary   Line Items   Schedules   Positions   Mapping   Acct. Maint.									
Add Line Item		Decision Unit: E710 EQUIPMENT REPLACEMENT			Synchronize Actuals to DAWN		Edit Actual/WP	Reserves	Highlight Chang
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2
	E710	04	7151	OUTSIDE MAINTENANCE OF VEHICLE			-3,145	0	-3,145
	E710	05	8360	AUTOMOBILES - NEW			22,687		
	E710	26	7771	COMPUTER SOFTWARE <\$5,000 - A			920		
	E710	26	8371	COMPUTER HARDWARE <\$5,000 - A			25,000		

8. Enter your justification, calculations, and attachments as necessary.
9. Click Save.
10. Balance your decision units.

11. Click  to enter the number of lines required for revenues to fund your decision unit. In the example on the next page, only one line is needed since the funding source is general fund or GL 2501.



Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2
	E710	00	2501	APPROPRIATION CONTROL			45,462	0	-3,145
	E710	04	7151	OUTSIDE MAINTENANCE OF VEHICLE			-3,145	0	-3,145
	E710	05	8360	AUTOMOBILES - NEW			22,687		
	E710	26	7771	COMPUTER SOFTWARE <\$5,000 - A			920		
	E710	26	8371	COMPUTER HARDWARE <\$5,000 - A			25,000		

12. Verify your decision unit is balanced - total revenues must equal total expenditures. Save. Once the decision unit is balanced, the out-of-balance notice will disappear and the Year 1 and Year 2 columns will have a difference amount of \$0.

Total Revenue	0	0	45,462	-3,145
Total Expenditures	0	0	45,462	-3,145
Difference	0	0	0	0

## Considerations

This is not intended to be a complete listing of considerations, but a guide to help you when requesting additional positions. Each program area is unique and the associated revenues and expenditures must be considered when requesting enhancements.

When requesting additional staff, provide evidence you have taken the following points into consideration:

## Funding Source(s)

- Will the funding be adequate, continuing, stable, and able to sustain the request?
- How long will the funding source be able to sustain the request?
- If the funding source is from a reserve, what is the long-term projection of the reserve?

## General Operating Costs

- What are the general operating costs (OC/GL 7020 - 7029)?
- Will the addition of the position produce more expenditures such as postage costs, telephone calls, or other program related costs?
- Will the position require business cards?
- Will the position require a telecommunications line?

## **Office Space**

- Where will the position and equipment be housed?
- Will additional space be required?
- If additional space is required outside of the existing office, how will communications and management of the position be affected?
- Will an alarm system be necessary for the new office space?
- Will the additional space require funding for increased or new utilities?

## **Travel**

- Is out-of state travel required of the position?
- Is in-state travel required of the position?
- Will the travel include the need to rent a motor vehicle or will the position be assigned a vehicle from Fleet Services, from the agency's existing fleet, or will a new vehicle be necessary?

## **Training**

- Will the position need training?
- Can the required training be provided by existing state training courses?
- Will the training be on-going each fiscal year?

## **Equipment**

- What equipment will the new position require?
- Items may include a facsimile machine, copy machine, telephone, computer (and related software and associated EITS assessments), printer (and print cartridges), furniture, a vehicle (related on-going maintenance costs), etc.

## **Uniforms**

Is the position required to wear a uniform?

## **Staff physical**

Are specific physicals required for the position? If so, what type and how often?

## **Cost Assessments**

Adjustments to the Purchasing assessment, AG Cost Allocation, and Statewide Cost Plan Recovery assessment should not be built into your agency's budget request. Your budget officer will make those adjustments as necessary.