

# **NEBS Navigation Training**

## **Feb - April 2016**

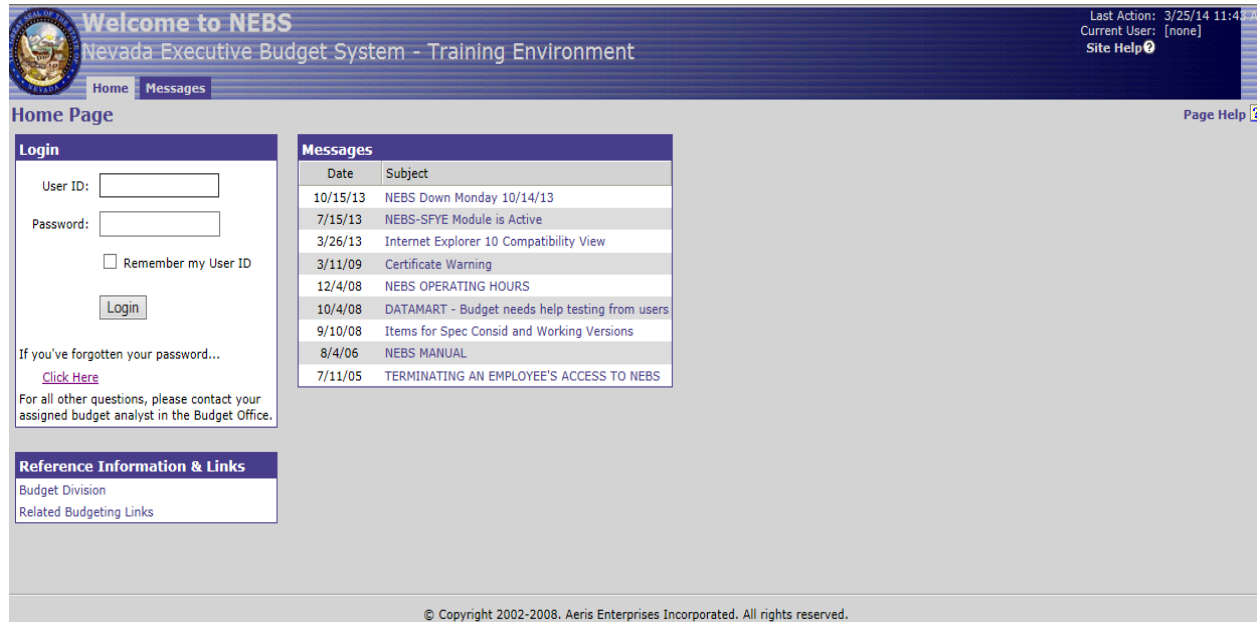
**Budget Division link:** <http://budget.nv.gov/>

**NEBS link:** <https://nebs.state.nv.us/NEBS/admin/Home.aep>

### **General Terms:**

- **Budget –**
  - It is an action plan for the future
  - It is a tool used to prioritize spending and manage resources.
- **Base Budget – B000** - Actual expenditures for the even-numbered year of the current biennium. Payroll costs are downloaded from Advantage and updated in July with FTE information through June 30 of the base year.
- **Adjusted Base Budget – M150** - The continuation of budgeting for justified, essential levels of service. M150 includes –
  - eliminate one-time expenditures
  - include annualizing costs
  - eliminate expiring costs
  - correct errors
  - **Adjusted Base Budget = Base Budget +/- M150**
- **Decision Unit**
  - A stand-alone, balanced request that displays the revenue & expenditures associated with a new program, with changing existing programs, or with adding/subtracting from ongoing budgetary levels.
  - Stand-alone mini-budget
    - **Maintenance** – request associated with continuing an existing program at increased levels affected by external factors
    - **Enhancement** – request associated with a new program or services
- Actual Column = Base year (FY16) amounts, which are the best projections for year-end expenditures. When A00 opens, this is FY16 legislatively approved.
- Work Program Column = Odd-numbered year (FY17) legislatively approved amounts
- Yr 1 – FY2018 proposed
- Yr 2 – FY2019 proposed

## NEBS Log-In Screen



The screenshot shows the NEBS (Nevada Executive Budget System) login screen. At the top, there is a header with the Nevada state seal, the text "Welcome to NEBS", and "Nevada Executive Budget System - Training Environment". On the right, it shows "Last Action: 3/25/14 11:43 AM", "Current User: [none]", and a "Site Help" link. Below the header are "Home" and "Messages" tabs. The main content area is titled "Home Page" and contains three sections: "Login", "Messages", and "Reference Information & Links".

**Login**

User ID:

Password:

☐ Remember my User ID

If you've forgotten your password...  
[Click Here](#)

For all other questions, please contact your assigned budget analyst in the Budget Office.

**Messages**

Date	Subject
10/15/13	NEBS Down Monday 10/14/13
7/15/13	NEBS-SFYE Module is Active
3/26/13	Internet Explorer 10 Compatibility View
3/11/09	Certificate Warning
12/4/08	NEBS OPERATING HOURS
10/4/08	DATAMART - Budget needs help testing from users
9/10/08	Items for Spec Consid and Working Versions
8/4/06	NEBS MANUAL
7/11/05	TERMINATING AN EMPLOYEE'S ACCESS TO NEBS

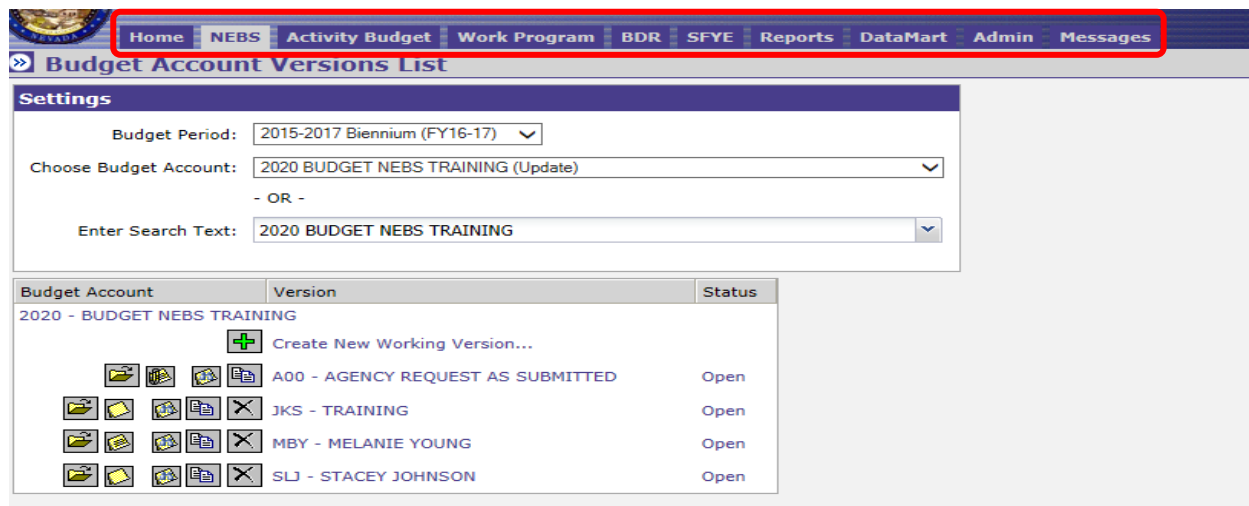
**Reference Information & Links**

[Budget Division](#)  
[Related Budgeting Links](#)

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## System Requirements: Internet Explorer 11.0

## Accessible NEBS Tabs



The screenshot shows the NEBS interface with the "NEBS" tab highlighted in the top navigation bar. Below the navigation bar, the "Budget Account Versions List" is displayed. The "Settings" section includes a "Budget Period" dropdown set to "2015-2017 Biennium (FY16-17)", a "Choose Budget Account" dropdown set to "2020 BUDGET NEBS TRAINING (Update)", and an "Enter Search Text" field containing "2020 BUDGET NEBS TRAINING". Below the settings, a table lists budget accounts and their versions.

Budget Account	Version	Status
2020 - BUDGET NEBS TRAINING		
Create New Working Version...		
	A00 - AGENCY REQUEST AS SUBMITTED	Open
	JKS - TRAINING	Open
	MBY - MELANIE YOUNG	Open
	SLJ - STACEY JOHNSON	Open

## NEBS Home Screen

Welcome to NEBS  
Nevada Executive Budget System - Training Environment

Home NEBS Activity Budget Work Program BDR SFYE Reports DataMart Messages

Home Page

**User Information**

Name: TRAINING, SALLY  
Home Address:  
Home Phone:  
**Personal Tasks**  
Change Password  
Update My Email Address  
Update My Password Hint

**Reference Information & Links**  
Budget Division  
Related Budgeting Links

**Messages**

Date	Subject
10/15/13	NEBS Down Monday 10/14/13
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10/4/08	DATAMART - Budget needs help testing from users
9/10/08	Items for Spec Consid and Working Versions
8/4/06	NEBS MANUAL
7/11/05	TERMINATING AN EMPLOYEE'S ACCESS TO NEBS

To gain access to NEBS, Activity Budget, Work Program (WP), Bill Draft Request (BDR), and State Fiscal Year End (SFYE) modules, an access form (located at <http://budget.nv.gov/Forms/> under NEBS) must be submitted to the budget division.

## Main NEBS Tab

Home NEBS Activity Budget Work Program BDR SFYE Reports DataMart Admin Messages

**Budget Account Versions List**

**Settings**

Budget Period: 2013-2015 Biennium (FY14-15)  
Choose Budget Account: 3800 DPS - PAROLE BOARD (Update)  
- OR -  
Enter Search Text: 3800 DPS - PAROLE BOARD

Budget Account	Version	Status
3800 - DPS - PAROLE BOARD	Create New Working Version...	
L01 - LEGISLATIVELY APPROVED		Final
G01 - GOVERNOR RECOMMENDS		Final
G07 - APPROVED BUDGET AMENDMENTS		Final
G08 - PROPOSED BUDGET AMENDMENTS		Final
G02 - ONE-SHOT APPROPRIATIONS		Final
G03 - SUPPLEMENTAL APPROPRIATIONS		Final
A01 - AGENCY REQUEST		Final
A03 - ITEMS FOR SPECIAL CONSIDERATION		Final
A00 - AGENCY REQUEST AS SUBMITTED		Final
A02 - ITEMS FOR SPECIAL CONSIDERATION AS SUBMITTED		Final
W01 - COPY OF A00 DOWNLOADED		Open
W02 - CONTINGENCY FUND REQUEST 1		Open

**Welcome to NEBS**  
Nevada Executive Budget System

Home | NEBS | Activity Budget | Work Program | BDR | SFYE | Reports | DataMart | Admin | Messages

**Budget Account Version Text**

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 3150 HHS-DO - ADMINISTRATION  
Version: A00 AGENCY REQUEST AS SUBMITTED

**Version Info** | Additional Text | Budget Highlights Text

Program Description (Prints in Executive Budget Book)  
☒ The Department of Health and Human Services Director's Office manages the various services and programs administered and operated by the department's divisions/offices within their respective subject areas. Statutory Authority: NRS 232.290-465.

Budget Highlights Text  
☒ The Department of Health and Human Services promotes the health and well-being of Nevadans through the delivery of essential services to ensure families are strengthened, public health is protected and individuals achieve their highest level of self-sufficiency. In addition to the

Save Save and Return Cancel

Attachments:  View Attachment Delete Attachment

### **NEBS Primary Versions:**

A00 = Agency Request as Submitted

A01 = Agency Request


G01 = Governor Recommends

L01 = Legislatively Approved

W01 = Working Version – Good for What If scenarios, fiscal notes, work programs, etc.

LCB does not have access to working versions

### **Create a Working Version**

1. Choose the green plus sign or select “Create New Working Version”
2. Base this Version on: Select a Version
3. Version Code: For class- use your initials. When creating working versions, you can use a combination of numbers and alpha characters
4. Version Name: Name working version based on the purpose of creating it, WP #, Fiscal Note XXX, etc.
5. Save & Return
6. Select  icon next to the version being copied
7. See screen print below. Typically, the only selection requiring a change from the default screen is the position selection. Check the box for “Include Positions...” and change from New Copies to Exact Copies.

**Welcome to NEBS**  
Nevada Executive Budget System - Training J

Home NEBS Activity Budget Work Program BDR SFYE Re

**Copy Budget Account Version**

**Copy Budget Account Version**

**Source:**

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: A00 AGENCY REQUEST AS SUBMITTED  
Decision Units: B000 BASE  
M100 STATEWIDE INFLATION  
M150 ADJUSTMENTS TO BASE  
M300 FRINGE BENEFITS RATE ADJUSTMENT  
E670 SALARY ADJUSTMENT FOR 2015-2017 BIENNIUM  
*Hold Shift or CTRL to select more than one Decision Unit.*

☐ Overwrite Version Level Text and Perf. Indicators  
☐ Overwrite Budget Account Level Fund Mapping  
☐ Overwrite Budget Account Level Activity Mapping  
☒ Include Positions and treat positions as **Exact Copies** ▼  
☐ Opposite Copy all selected DUs

**Destination:**

Budget Account: 2020 WE CARE  
Version: NLH TRAINING ▼

Copy Cancel

8. Choose Copy, OK (May need to turn off your pop-up blocker)
9. You will see the following screen when completed.

**Schedule Calculation Results**

Budget Period: 2017-2019 Biennium (FY18-19)  
Version: A00 AGENCY REQUEST AS SUBMITTED

**Summary**

Schedule	Target	Start	End	Status
1: BA Version Copy	A00/2020 to NLH/2020	1/29/16 2:44 PM	1/29/16 2:44 PM	Successfully Completed
		1/29/16 2:44 PM	1/29/16 2:44 PM	

Close

Choose Close to get back to the NEBS tab.

## Line Item Tab

Budget Period: 2015-2017 Biennium (FY16-17)

Budget Account: 2020 BUDGET NEBS TRAINING

Version: A00 AGENCY REQUEST AS SUBMITTED

Year 1 out of balance (Filtered DUs): -8,713  
 Year 2 out of balance (Filtered DUs): -8,713  
 Year 1 out of balance (All DUs): -8,713  
 Year 2 out of balance (All DUs): -8,713

Summary
Line Items
Schedules
Positions
Acct. Maint.

Decision Unit Filter: B000 BASE
Save
Save and Return
Cancel
Edit Actual/WP

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	<span style="border: 1px solid black; padding: 2px;">1</span>										
	B000	00	2501	APPROPRIATION CONTROL	2,534,977	2,463,680	2,643,540	0	2,670,209	0	- None -
	B000	01	5100	SALARIES	1,352,362	1,362,872	1,443,864		1,465,387		PAYROLL
	<input type="checkbox"/>	B000	01	5120	FURLOUGH ADJUSTMENT	0	0	0	0		- None -
	B000	01	5200	WORKERS COMPENSATION	21,276	24,760	24,719		25,345		PAYROLL
	B000	01	5300	RETIREMENT	245,025	246,761	260,701		264,141		PAYROLL
	B000	01	5320	PERS HOLD HARMLESS FOR FURLOUGH	2,987	3,003	2,987		2,987		- None -
	B000	01	5400	PERSONNEL ASSESSMENT	4,632	4,550	4,901		5,033		PAYROLL
	B000	01	5500	GROUP INSURANCE	206,500	208,600	208,600		208,600		PAYROLL
	<input type="checkbox"/>	B000	01	5660	FURLOUGH LEAVE	0	0	0	0		- None -
	B000	01	5700	PAYROLL ASSESSMENT	2,164	2,183	2,308		2,344		PAYROLL
	B000	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	32,864	36,799	38,405		38,980		PAYROLL
	B000	01	5800	UNEMPLOYMENT COMPENSATION	3,324	1,634	1,883		1,908		PAYROLL
	B000	01	5840	MEDICARE	17,433	17,585	18,681		18,993		PAYROLL
	B000	01	5904	VACANCY SAVINGS	-13,706	-14,140	-13,706		-13,706		- None -
	B000	01	5929	SUSPEND LONGEVITY FOR FY14 & FY15	-11,000	-12,500	-11,000		-11,000		- None -
	B000	01	5930	LONGEVITY PAY	11,000	12,500	11,000		11,000		LONGEVITY
	B000	03	6200	PER DIEM IN-STATE	5,803	5,803	5,803		5,803		- None -
	B000	03	6210	FS DAILY RENTAL IN-STATE	866	866	866		866		- None -
	B000	03	6211	FS MONTHLY VEHICLE RENTAL IN-STATE	8,713	8,713	8,713		8,713		FLEET SERVICES VEHICLES
	B000	03	6215	NON-FS VEHICLE RENTAL IN-STATE	407	407	407		407		- None -
	B000	03	6220	AUTO MISC - IN-STATE	35	35	35		35		- None -
	B000	03	6240	PERSONAL VEHICLE IN-STATE	741	741	741		741		- None -
Total Revenue					2,534,977	2,463,680	2,643,540		2,670,209		
Total Expenditures					2,534,977	2,463,680	2,652,253		2,678,922		
Difference					0	0	-8,713		-8,713		

Filter - Select the M150 decision unit from the drop down

Summary Line Items Schedules Positions Acct. Maint.

Decision Unit Filter: **M150 ADJUSTMENTS TO BASE**

Save Save and Return Cancel Edit Actual/WP

Delete DU 1

Display all Decision Units  
 B000 BASE  
 M100 STATEWIDE INFLATION  
**M150 ADJUSTMENTS TO BASE**  
 M300 FRINGE BENEFITS RATE ADJUSTMENT  
 E670 SALARY ADJUSTMENT FOR 2015-2017 BIENNium

Actual Work Pgm Year 1 Change Year 2 Change Schedule

**ALL** M150 line item must include narrative explaining the adjustment. The yellow note will show black lines if a note has been added. This includes revenues.

Budget Period: 2015-2017 Biennium (FY16-17)  
 Budget Account: 2020 BUDGET NEBS TRAINING  
 Version: A00 AGENCY REQUEST AS SUBMITTED

Year 1 out of balance (All DUs): -8,713  
 Year 2 out of balance (All DUs): -8,713

Summary		Line Items		Schedules	Positions	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										
	<input type="checkbox"/>	M150	00	2501 APPROPRIATION CONTROL	0	0	-204,222	0	-178,245	0	- None -
		M150	01	5930 LONGEVITY PAY	0	0	2,125		3,500		LONGEVITY
		M150	03	6211 FS MONTHLY VEHICLE RENTAL IN-STATE	0	0	203		203		FLEET SERVICES VEHICLES
		M150	04	7052 VEHICLE COMP & COLLISION INS	0	0	68		68		AGENCY OWNED VEHICLES
		M150	04	7059 AG VEHICLE LIABILITY INSURANCE	0	0	178		178		AGENCY OWNED VEHICLES
		M150	04	7062 CONTRACTS - B	0	0	-318		-318		VENDOR SERVICES
		M150	04	7063 CONTRACTS - C	0	0	128		128		VENDOR SERVICES
		M150	04	7110 NON-STATE OWNED OFFICE RENT	0	0	1,013		25,340		BUILDING RENT NON-BUILDINGS AND GROUNDS
		M150	04	7255 B & G LEASE ASSESSMENT	0	0	-144		131		BUILDING RENT NON-BUILDINGS AND GROUNDS
		M150	04	7370 PUBLICATIONS AND PERIODICALS	0	0	-970		-970		VENDOR SERVICES
		M150	04	7430 PROFESSIONAL SERVICES	0	0	-28,387		-28,387		VENDOR SERVICES
		M150	04	7460 EQUIPMENT PURCHASES < \$1,000	0	0	-500		-500		EQUIPMENT
		M150	05	8270 SPECIAL EQUIPMENT >\$5,000	0	0	-41,139		-41,139		EQUIPMENT
		M150	26	8370 COMPUTER HARDWARE >\$5,000	0	0	-18,058		-18,058		EQUIPMENT
		M150	26	8371 COMPUTER HARDWARE <\$5,000 - A	0	0	-15,615		-15,615		EQUIPMENT
		M150	30	7060 CONTRACTS	0	0	-3,505		-3,505		VENDOR SERVICES
		M150	30	7300 DUES AND REGISTRATIONS	0	0	-1,809		-1,809		VENDOR SERVICES
		M150	81	7394 COST ALLOCATION - A	0	0	-13,200		-13,200		DPS - COST ALLOCATION - PS GENERAL SERVICES
		M150	82	7395 COST ALLOCATION - B	0	0	-36,452		-36,452		DPS COST ALLOCATION - PS DIRECTOR'S OFFICE
		M150	82	739F DEPT OF ADMIN - PC/LAN TECH COST ALLOC	0	0	-47,840		-47,840		ADMINISTRATION - EITS - PC/LAN TECH COST ALLOCATION
Total Revenue					0	0	-204,222		-178,245		
Total Expenditures					0	0	-204,222		-178,245		
Difference					0	0	0		0		

### Edit/Actual

Actual Column = Base year (FY16) amounts, which are the best projections for year-end expenditures

Work Pgm Column = Odd-numbered year (FY17) legislatively approved amounts

Summary		Line Items		Schedules	Positions	Acct. Maint.	
				Save	Save and Return	Cancel	Edit Y1/Y2
	DU	Catg	GL	Description	Actual	Work Pgm	
	1						
	B000	00	2501	APPROPRIATION CONTROL	2,534,977	2,463,680	
	B000	00	2510	REVERSIONS	0	0	
	B000	01	5100	SALARIES	1,352,362	1,362,872	
	B000	01	5120	FURLOUGH ADJUSTMENT	0	0	
	B000	01	5200	WORKERS COMPENSATION	21,276	24,760	
	B000	01	5300	RETIREMENT	245,025	246,761	
	B000	01	5320	PERS HOLD HARMLESS FOR FURLOUGH	2,987	3,003	
	B000	01	5400	PERSONNEL ASSESSMENT	4,632	4,550	
	B000	01	5500	GROUP INSURANCE	206,500	208,600	
	B000	01	5660	FURLOUGH LEAVE	0	0	
	B000	01	5700	PAYROLL ASSESSMENT	2,164	2,183	
	B000	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	32,864	36,799	
	B000	01	5800	UNEMPLOYMENT COMPENSATION	3,324	1,634	
	B000	01	5840	MEDICARE	17,433	17,585	
	B000	01	5904	VACANCY SAVINGS	-13,706	-14,140	
	B000	01	5929	SUSPEND LONGEVITY FOR FY14 & FY15	-11,000	-12,500	
	B000	01	5930	LONGEVITY PAY	11,000	12,500	
	B000	01	5960	TERMINAL SICK LEAVE PAY	0	0	
Total Revenue					2,534,977	2,463,680	
Total Expenditures					2,534,977	2,463,680	
Difference					0	0	



## Summary Tab

**Welcome to NEBS**  
Nevada Executive Budget System - Training Environment

Home | **NEBS** | Activity Budget | Work Program | BDR | SFYE | Reports | DataMart | Admin | Messages

>> **Budget Account Line Item Summary**

**Budget Account Line Item Summary**

Budget Period: 2015-2017 Biennium (FY16-17)  
Budget Account: 2020 BUDGET NEBS TRAINING  
Version: A00 AGENCY REQUEST AS SUBMITTED

Year 1 out of balance: -8,713  
Year 2 out of balance: -8,713

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

View: Decision Unit | Category | GL | Bud Acct by DU

DU	Description	Grp	Actual	Work Pgm	Year 1	Year 2
B000	BASE	REV	2,534,977	2,463,680	2,643,540	2,670,209
B000	BASE	EXP	2,534,977	2,463,680	2,652,253	2,678,922
M100	STATEWIDE INFLATION	REV	0	0	6,093	6,093
M100	STATEWIDE INFLATION	EXP	0	0	6,093	6,093
M150	ADJUSTMENTS TO BASE	REV	0	0	-204,222	-178,245
M150	ADJUSTMENTS TO BASE	EXP	0	0	-204,222	-178,245
Total Revenue			2,534,977	2,463,680	2,445,411	2,498,057
Total Expenditures			2,534,977	2,463,680	2,454,124	2,506,770
Difference			0	0	-8,713	-8,713

Done

## Position Tab

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

Decision Unit Filter: B000 BASE

View: Basic | Fringe | Salary | Jump To Page: 1 | Jump To PCN:

Viewing page 1 of 1: | Save | Save and Return | Cancel | Copy/Transfer... | Recalc Payroll...

DU	PCN #	Line Item Group	Activity Group	Class	Class Description	Type	Grade	Step	Adj	Act	WP	Yr1	Yr2
B000	000001	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	U3506	EXEC ASSISTANT, PAROLE BOARD	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000002	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	07637	MANAGEMENT ANALYST 1	Existing	33	10	0	1.00	1.00	1.00	1.00
B000	000003	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	U3910	CHAIRMAN, BOARD OF PAROLE COMM	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000004	G02 LAS VEGAS OFFICE	G01 DEFAULT GROUP	U3911	PAROLE BOARD MEMBER (EA)	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000005	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	U3911	PAROLE BOARD MEMBER (EA)	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000006	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	02213	ADMIN ASSISTANT 1	Existing	23	1	0	1.00	1.00	1.00	1.00
B000	000007	G02 LAS VEGAS OFFICE	G01 DEFAULT GROUP	U3911	PAROLE BOARD MEMBER (EA)	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000008	G02 LAS VEGAS OFFICE	G01 DEFAULT GROUP	U3911	PAROLE BOARD MEMBER (EA)	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000009	G02 LAS VEGAS OFFICE	G01 DEFAULT GROUP	02212	ADMIN ASSISTANT 2	Existing	25	7	0	1.00	1.00	1.00	1.00
B000	000010	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	02221	ADMIN AID	Existing	21	1	0	1.00	1.00	1.00	1.00
B000	000013	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	U3911	PAROLE BOARD MEMBER (EA)	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000014	G02 LAS VEGAS OFFICE	G01 DEFAULT GROUP	02213	ADMIN ASSISTANT 1	Existing	23	1	0	1.00	1.00	1.00	1.00
B000	000016	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	U3911	PAROLE BOARD MEMBER (EA)	Existing	99	99	0	1.00	1.00	1.00	1.00
B000	000018	G01 CARSON CITY OFFICE	G01 DEFAULT GROUP	07624	MANAGEMENT ANALYST 3	Existing	37	8	0	1.00	1.00	1.00	1.00

Total FTE: 25.00 25.00 25.00 25.00

## Position Detail

**Position Detail**

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: NLH TRAINING  
Decision Unit: B000 BASE  
PCN #: 000001

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

Start: January 2015 End: June 2020  
Anniversary: March  
Type: Existing  
Line Item Group: G1 DEFAULT GROUP  
Activity Group: G01 DEFAULT GROUP  
Retirement Code: 1 REGULAR  
Class: 12315 SOCIAL SERVICES PROGRAM SPEC 3 Default Grade: 37  
Override Grade: Step: 10 Salary Adjustment: 0  

	Actual	Work Pgm.	Year 1	Year 2
FTE:	1.00	1.00	1.00	1.00
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. Use the Additional Text tab, above.

**Fringes/Assessments**

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

## Position Copy

**Position Copy**

**Copy Position**

**Source:**

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: A00 AGENCY REQUEST AS SUBMITTED  
Decision Unit: B000 BASE  
Position: 000001  
Class: 12315 SOCIAL SERVICES PROGRAM SPEC 3

**Destination:**

Budget Period: 2017-2019 Biennium (FY18-19)  
Budget Account: 2020 WE CARE  
Version: A00 AGENCY REQUEST AS SUBMITTED  
**Decision Unit:** E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT  
Number of Copies: 1  
Reuse PCN#: ☐ -OR- Starting PCN#: 0012  
Opposite Copy: ☐  
**Position Copy Type:** New Copy

## Account Maintenance Tab

The screenshot shows the 'Account Maintenance' tab selected in the top navigation bar. Below the navigation bar, a red box highlights the 'View' dropdown menu, which is currently set to 'Decision Units'. The main table displays a list of decision units with columns for Code, Description, Department Priority, and Budget Account Priority. A 'Done' button is located at the bottom right of the table.

	Code	Description	Department Priority	Budget Account Priority
		Add Decision Unit...		
	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 2015-2017 BIENNIUM	n/a	n/a


































## Activity Budget Tab – Priorities & Performance Based Budget (PPBB)

This tab is under construction – work with your assigned Budget Analyst once it is available.

The screenshot shows the 'Activity Budget Divisions List' page. The top navigation bar includes links for Home, NEBS, Activity Budget, Work Program, BDR, SFYE, Reports, DataMart, Admin, and Messages. The 'Settings' section on the left contains dropdown menus for 'Budget Period' (2015-2017 Biennium (FY16-17)), 'Choose Division' (660 DPS-PAROLE BOARD (Update)), and 'Enter Search Text' (660 DPS-PAROLE BOARD). The main table displays a list of divisions with columns for Division, Version, and Status.

Division	Version	Status
660 DPS-PAROLE BOARD	A00 - AGENCY REQUEST AS SUBMITTED	Open

## Schedules Tab

Summary	Line Items	Schedules	Positions	Acct. Maint.																																																				
<table><tr><th></th><th>Schedule</th><th>Description</th><th>Status</th></tr><tr><td></td><td>1</td><td>CASELOAD</td><td>IN PROGRESS</td></tr><tr><td></td><td>2</td><td>VENDOR SERVICES</td><td>IN PROGRESS</td></tr><tr><td></td><td>3</td><td>UNIFORM ALLOWANCE</td><td>IN PROGRESS</td></tr><tr><td></td><td>4</td><td>LONGEVITY</td><td>IN PROGRESS</td></tr><tr><td></td><td>5</td><td>EITS</td><td>IN PROGRESS</td></tr><tr><td></td><td>6</td><td>FLEET SERVICES VEHICLES</td><td>IN PROGRESS</td></tr><tr><td></td><td>7</td><td>AGENCY OWNED VEHICLES</td><td>IN PROGRESS</td></tr><tr><td></td><td>8</td><td>BUILDING RENT NON-BUILDINGS AND GROUNDS</td><td>IN PROGRESS</td></tr><tr><td></td><td>9</td><td>EQUIPMENT</td><td>IN PROGRESS</td></tr><tr><td></td><td>10</td><td>BUILDING MAINTENANCE SCHEDULE</td><td>IN PROGRESS</td></tr><tr><td></td><td>11</td><td>STAFF PHYSICALS</td><td>IN PROGRESS</td></tr><tr><td></td><td>12</td><td>VACANCY SAVING SCHEDULE</td><td>Missing</td></tr></table>						Schedule	Description	Status		1	CASELOAD	IN PROGRESS		2	VENDOR SERVICES	IN PROGRESS		3	UNIFORM ALLOWANCE	IN PROGRESS		4	LONGEVITY	IN PROGRESS		5	EITS	IN PROGRESS		6	FLEET SERVICES VEHICLES	IN PROGRESS		7	AGENCY OWNED VEHICLES	IN PROGRESS		8	BUILDING RENT NON-BUILDINGS AND GROUNDS	IN PROGRESS		9	EQUIPMENT	IN PROGRESS		10	BUILDING MAINTENANCE SCHEDULE	IN PROGRESS		11	STAFF PHYSICALS	IN PROGRESS		12	VACANCY SAVING SCHEDULE	Missing
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		<input type="button" value="Done"/>	<input type="button" value="Process All Schedules"/>																																																					

## Statewide Schedules

Statewide Schedules include

- State-owned building inventory
- B&G owned building rent
- Agency owned property and contents
- Departmental Schedules

Distribute Cost Allocations include

- SWCAP
- Purchasing Assessment
- EITS Web Services
- EITS Silvernet
- EITS Database hosting



## Reports Tab



The screenshot shows the NEBS (Nevada Executive Budget System) interface. At the top, there is a header with the Nevada state seal and the text "Welcome to NEBS Nevada Executive Budget System". Below this is a navigation bar with links: Home, NEBS, Activity Budget, Work Program, BDR, SFYE, Reports, and D. The "Reports" link is highlighted. Below the navigation bar is a section titled "List Reports" with a double arrow icon. Underneath, there is a section titled "Available Reports" with a purple background. This section lists various reports categorized into: Budget Account Reports, Schedule Reports, Payroll Reports, Exception Reports, Closing Reports, Admin - Budget Book, and Admin - Statewide. Each category lists specific report numbers and titles.

**Welcome to NEBS**  
Nevada Executive Budget System

Home NEBS Activity Budget Work Program BDR SFYE Reports D

>> List Reports

**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  
NEBS300 Activity Budget Agency Info  
NEBS310 Activity Budget Activity Report  
NEBS320 Activity Budget FTE Summary  
NEBS600 Fund Mapping Summary  
NEBS610 Performance Indicators  
NEBS630 Line Item-to-Fund Map Comparison  
NEBS640 Fund Mapping Detail Report  
NEBS650 Line-Item Work Program Summary Report

**Schedule Reports -**  
NEBS900 EITS 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  
NEBS150 COLA Exception Report

**Exception Reports -**  
NEBS234 Out of Balance Budget Account  
NEBS235 Reserve Out of Balance  
NEBS240 Category Negative  
NEBS241 GL Negative  
NEBS330 Activity Mapping Linked to Incorrect Division  
NEBS990X Statewide BAV Schedules Exceptions

**Closing Reports -**  
NEBS130WP Payroll/Position Work Program Detail  
NEBS210WP Line Item Work Program Detail

**Admin - Budget Book -**  
NEBS700 Budget Book Reports

**Admin - Statewide -**  
NEBS200 Budget Book (Executive)  
NEBS200B Budget Book Line Item (Executive)  
NEBS514 Statewide Budget Account Summary  
NEBS518 Authorization/Appropriation Summary

## Exercise for this course

Recap of information previously done during this course:

Already added –

- Decision Unit - E350
- RGL 3509 – We Care Grant
- Cat 12
- 2 positions

## Additional items to add to E350

- Vendor Schedule – Add contract services under GL/object code 7063 for \$150,000
- Equipment Schedule – desktop computer with monitor and Microsoft Office for both positions (remember Yr 1 only)
- EITS Schedule - e-mail, voice message and phone line (Yr1 -  $2*9=18$  & Yr 2 -  $2*12=24$ )  
Use category 12 for all (except Payroll) or use standard categories – whichever you prefer

## **Reference Links**

- ❖ Budget Division - [budget.nv.gov](http://budget.nv.gov)
- ❖ Enterprise IT Services - [it.nv.gov](http://it.nv.gov)
- ❖ State Public Works Division - [publicworks.nv.gov](http://publicworks.nv.gov)
- ❖ Division of Buildings & Grounds - [publicworks.nv.gov](http://publicworks.nv.gov)
- ❖ Purchasing Division - [purchasing.nv.gov](http://purchasing.nv.gov)
- ❖ Controller's Office - (Accounting Policies and Procedures)  
<http://intra.ktl.nv.gov/>
- ❖ Data Warehouse of Nevada (DAWN) - [dawn.state.nv.us](http://dawn.state.nv.us)
- ❖ Legislative Website – [leg.state.nv.us](http://leg.state.nv.us)