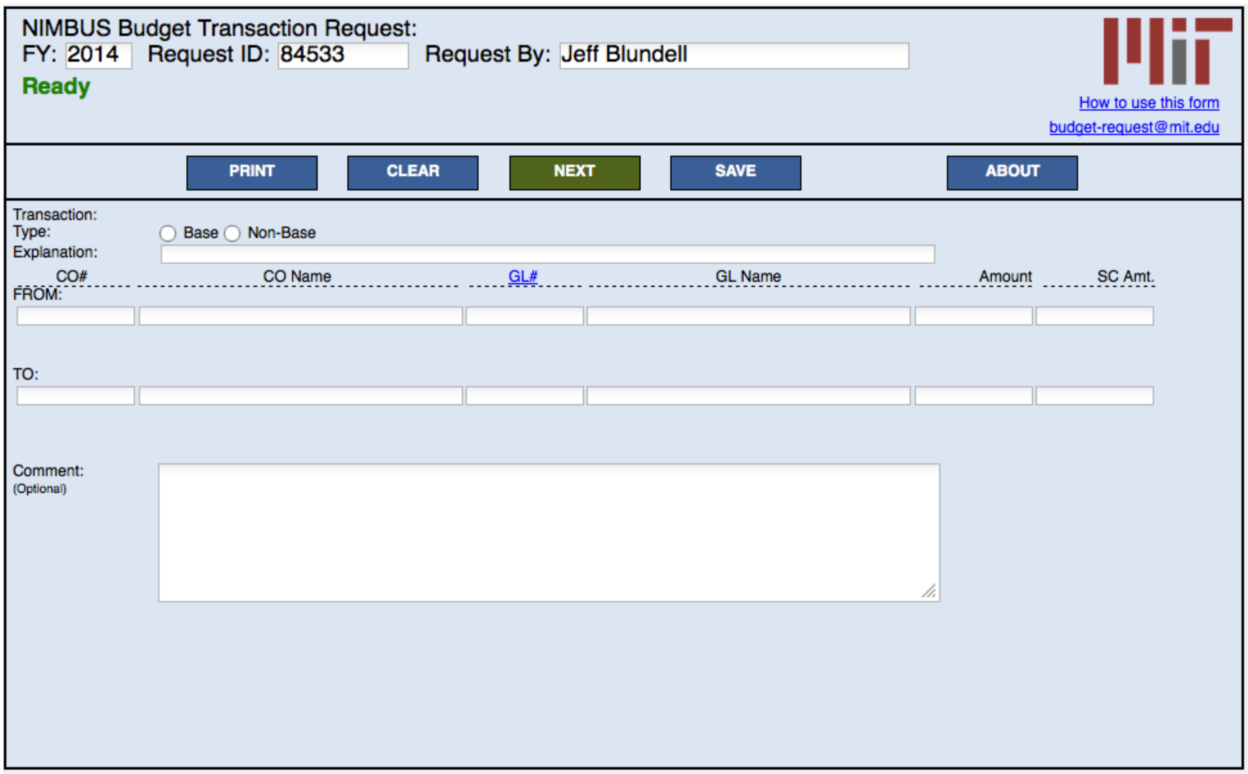
NIMBUS BTR – User Guide

Link to NIMBUS BTR

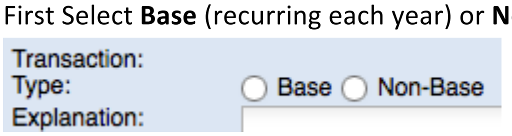
Recommended browser is Internet Explorer (turn compatibility off) or Firefox

https://nimbus-1.mit.edu/vpfforms/BudgetTransactionRequest.jsp

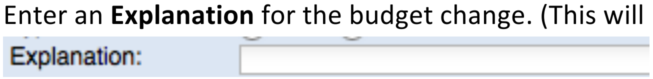


Enter a Budget Request

1) First Select **Base** (recurring each year) or **Non-Base** (this year only) transaction.

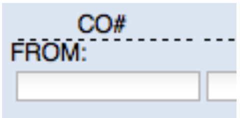


2) Enter an **Explanation** for the budget change. (This will be a public comment in NIMBUS.)



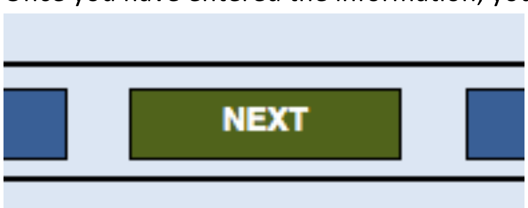
TIP: You can cut and paste text into this box. For example, this could come directly from an email.

3) In the **From** section enter the **CO#** (Cost Object number) from which you want to transfer the budget allocation, then hit tab to move forward. Enter the **GL#** (General Ledger number) you want to use.



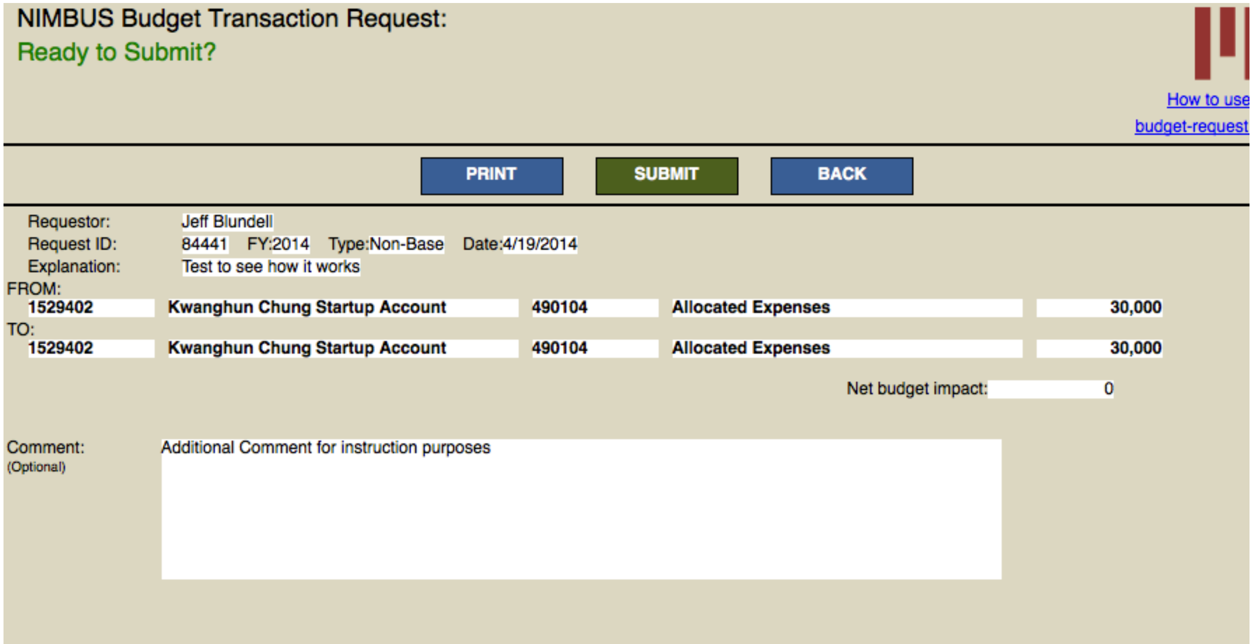
- The CO name and GL name will be automatically populated.
- The blue GL# heading is a link to a list of General Ledger accounts by name.
- Secondary costs, such as EB, are automatically calculated, so ONLY enter salary, for example.
- Drafts should always be from GL# 800706.

4) Next enter the **To** details in the same way. This should always be a general cost center and have an expense GL# (these start with a 4).
5) Enter a longer comment if desired. This will not be displayed in NIMBUS but will be saved in the data warehouse.
6) Once you have entered the information, you need to hit **NEXT.**



TIP: You may notice the NEXT button appear and disappear. This is a function of the system. You must click SAVE first to have it reappear.

7) In the next screen, you now have an opportunity to check your request. You will also be shown the other costs that may be associated with a transfer, such as lab allocations.



NIMBUS Budget Transaction Request:
Ready to Submit?

How to use
budget-request

PRINT SUBMIT BACK

Requestor: Jeff Blundell
Request ID: 84441 FY:2014 Type:Non-Base Date:4/19/2014
Explanation: Test to see how it works

FROM:

1529402	Kwanghun Chung Startup Account	490104	Allocated Expenses	30,000

TO:

1529402	Kwanghun Chung Startup Account	490104	Allocated Expenses	30,000

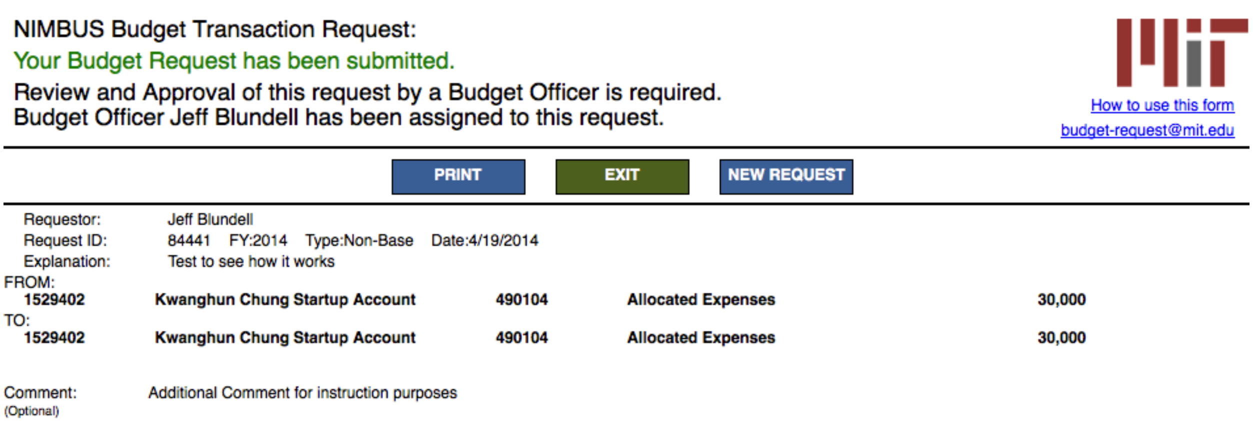
Net budget impact: 0

Comment: (Optional) Additional Comment for instruction purposes

8) From this screen, you can **PRINT** a copy of the request for your records (print or email to PDF for an electronic record), **SUBMIT** the budget request for processing, or go **BACK** to make changes.

TIP: You can exit the system at any time by closing the browser. Any information you have entered will be saved automatically and appear the next time you start a BTR session.

9) **SUBMIT** to send the request to VPF Budget for review and approval. You will see a confirmation page that identifies the Budget Officer who will approve the transaction.



NIMBUS Budget Transaction Request:
Your Budget Request has been submitted.
Review and Approval of this request by a Budget Officer is required.
Budget Officer Jeff Blundell has been assigned to this request.

How to use this form
budget-request@mit.edu

PRINT EXIT NEW REQUEST

Requestor: Jeff Blundell
Request ID: 84441 FY:2014 Type:Non-Base Date:4/19/2014
Explanation: Test to see how it works

FROM:

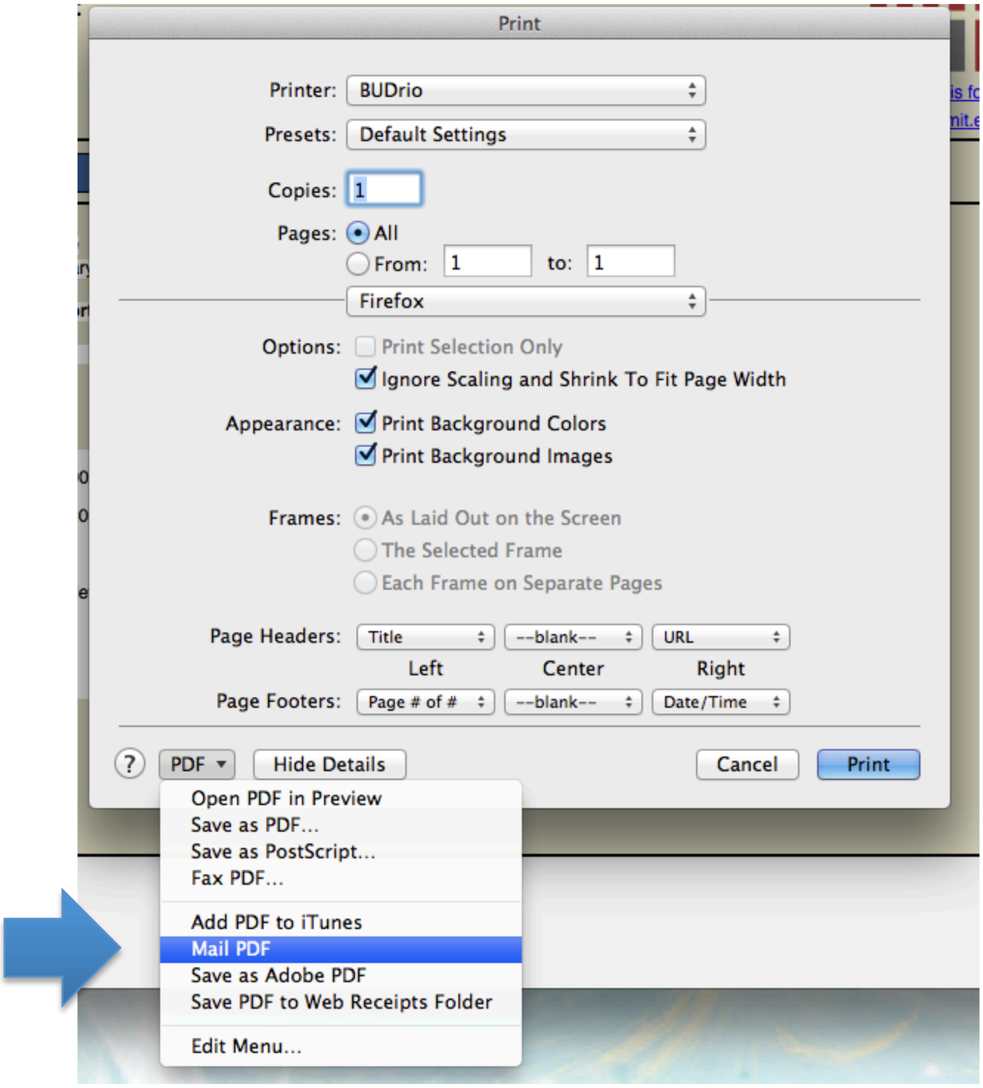
1529402	Kwanghun Chung Startup Account	490104	Allocated Expenses	30,000

TO:

1529402	Kwanghun Chung Startup Account	490104	Allocated Expenses	30,000

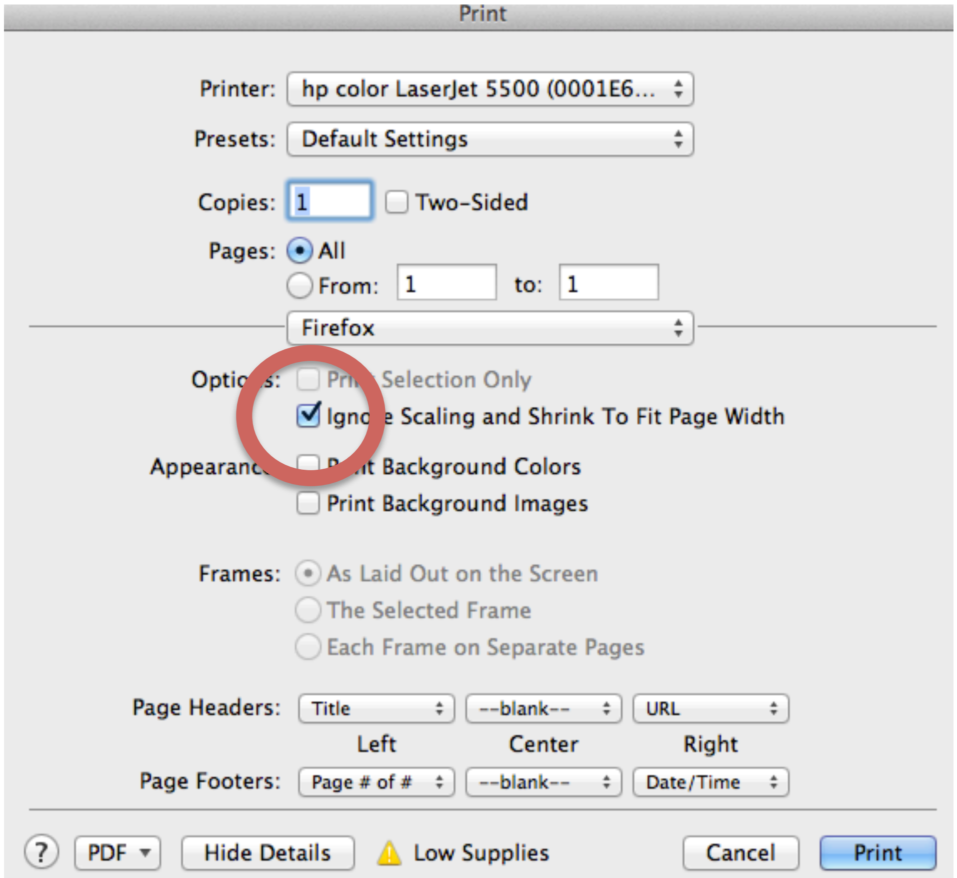
Comment: (Optional) Additional Comment for instruction purposes

10) You can also email a copy of the document. The example below uses Firefox. Click the **PRINT** button, select **PDF** and then **Mail PDF**. This will open a new email with the transaction included. (Internet Explorer also provides a similar email option.)

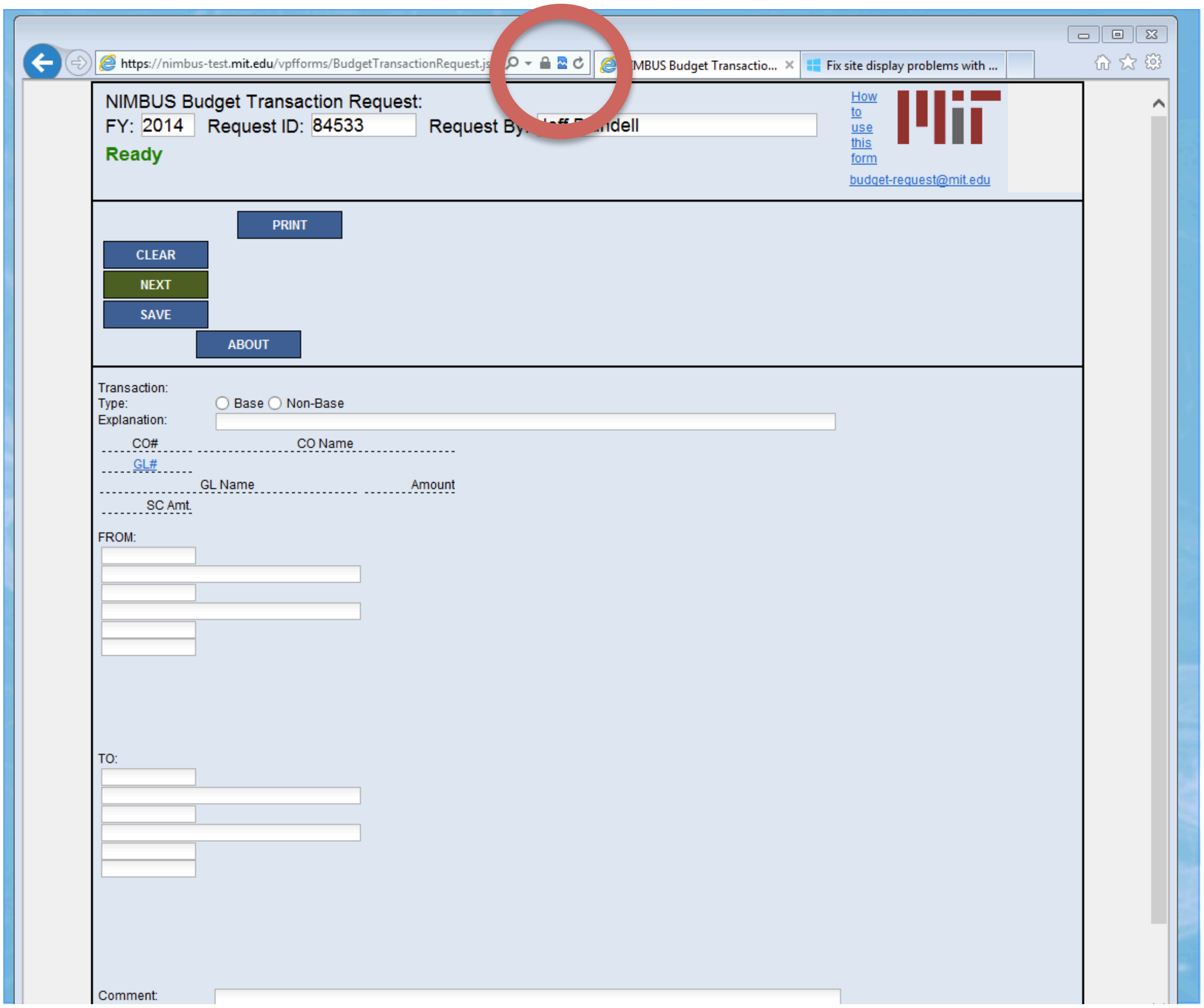


System Preferences and Setup

When printing on a Mac, if using Firefox, be sure to select the **Ignore Scaling and Shrink to Fit Page Width** setting.



11) When using Internet Explorer please ensure that **Compatibility Mode** is not activated. If your page looks like the page below, please click on the circled blue icon that resembles a perforated sheet of paper. This will turn the icon white, representing that compatibility mode is turned off, and will fix the display.



Common Q&A

Q) For what year can I request changes?

A) NIMBUS BTR is only available for the current year, so if it is July 1, it will be for the financial year that has just started.

Q) Can I reverse budget reallocations in NIMBUS BTR?

A) Yes, by doing another transaction in the reverse order of the original. This new transaction nets out the impact of the original.

Q) Can I reverse drafts in NIMBUS BTR?

A) No. Please contact your Budget Officer to make reversals to drafts.

Q) What do I do if I want to change a transaction I just requested?

A) Call or email your Budget Officer, or use the email link in the browser to request it be rejected. Please be as detailed as possible to ensure the correct transaction is rejected.