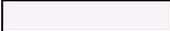


## Enter/Revise Final Approved Budget Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Budget</b> link. 
3.	Click the <b>Enter/Revise Final Approved Budget</b> link. 
4.	Enter the fund number into the <b>Fund</b> field.
5.	Click in the <b>Century/Fiscal Year</b> field. 
6.	Enter the fiscal year into the <b>Century/Fiscal Year</b> field (ex. FY beginning July 1, 2007 is 07).
7.	Click in the <b>SBL/SBL Type</b> field. 
8.	Enter one of the following in the <b>SBL/SBL Type</b> field:  <b>BUAPPROP</b> (Annual Appropriation) – new appropriation <b>BUREAPPR</b> (Re-appropriation) <b>BUTRANSF</b> (Budget/Appropriation Transfer) <b>BUENC</b> (Encumbrance Rollover)
9.	Press <b>[Tab]</b> .
10.	Enter <b>"S"</b> into the <b>SBL/SBL Type</b> field.  <b>Note:</b> If the Subledger field contains an entry, the Subledger Type field must also contain an entry.  <b>Note:</b> Enter the business unit number in the QBE field above Business Unit to limit your search.
11.	Click the <b>Find</b> button. 
12.	Choose the desired Business Unit row, if not defaulted by clicking the radio button for the desired Business Unit. 
13.	Click the <b>Select</b> button. 
14.	Ensure the <b>Show Periods</b> is check marked in the header.

Step	Action
15.	<p><b>Note:</b> The Final radio button is defaulted in the header.</p> <p>Click the <b>Requested</b> option.</p> 
16.	<p>Click the <b>Requested Amount</b>.</p> <p><b>Note:</b> If desired, leave the Final radio button default in the header and enter amounts in the Final Amount column.</p> <p><b>Note:</b> If PE field is "N", you will be unable to select it.</p> 
17.	<p>Enter the requested amount for each Obj Acct desired into the <b>Requested Amount</b> field.</p> <p><b>Warning:</b> Revenue budget amounts are entered as a negative dollar amount; expense budget amounts are entered as a positive dollar amount.</p>
18.	<p>Click the <b>OK</b> button.</p> 
19.	<p>Click the <b>Select</b> button to review your entry.</p> 
20.	<p>The window shows your entries including a 12 month spread of the budget.</p>
21.	<p>Click the <b>Cancel</b> button.</p> 
22.	<p>Click the <b>Close</b> button.</p> 
23.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>