

Enter/Revise Final Approved Budget
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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Enter/Revise Final Approved Budget

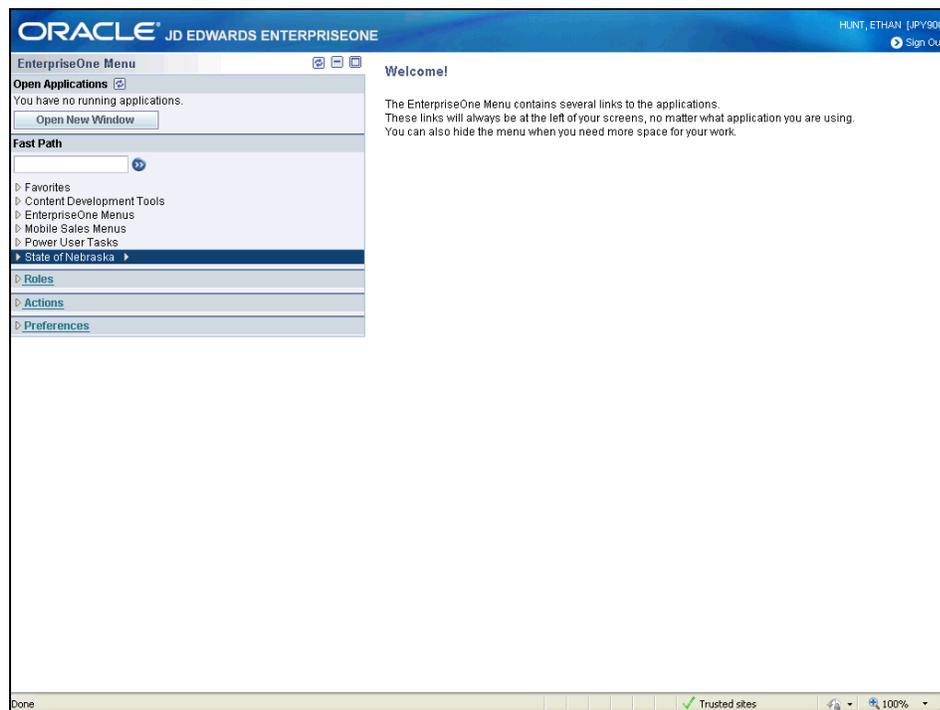
Enter/Revise Final Approved Budget Overview

This instruction describes the steps to allocate or distribute approved appropriations for the current fiscal year based on business unit.

Enter/Revise Final Approved Budget Lesson

Procedure

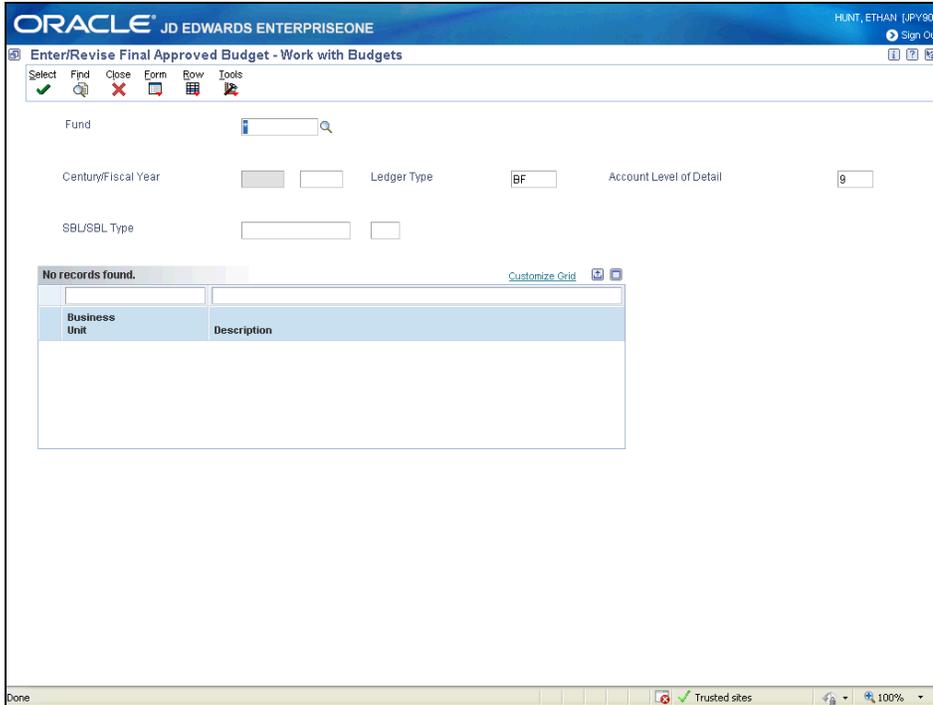
In this lesson you will learn how to enter/revise final approved budget.



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Budget link. Budget
3.	Click the Enter/Revise Final Approved Budget link. Enter/Revise Final Approved Budget

Training Guide

Enter/Revise Final Approved Budget



Step	Action
4.	Enter the fund number into the Fund field.
5.	Click in the Century/Fiscal Year field. <input type="text"/>
6.	Enter the fiscal year into the Century/Fiscal Year field (ex. FY beginning July 1, 2007 is 07).
7.	Click in the SBL/SBL Type field. <input type="text"/>
8.	Enter one of the following in the SBL/SBL Type field: BUAPPROP (Annual Appropriation) – new appropriation BUREAPPR (Re-appropriation) BUTRANSF (Budget/Appropriation Transfer) BUENC (Encumbrance Rollover)
9.	Press [Tab] .
10.	Enter " S " into the SBL/SBL Type field. Note: If the Subledger field contains an entry, the Subledger Type field must also contain an entry. Note: Enter the business unit number in the QBE field above Business Unit to limit your search.

Step	Action
11.	Click the Find button.
12.	Choose the desired Business Unit row, if not defaulted by clicking the radio button for the desired Business Unit.
13.	Click the Select button.
14.	Ensure the Show Periods is check marked in the header.

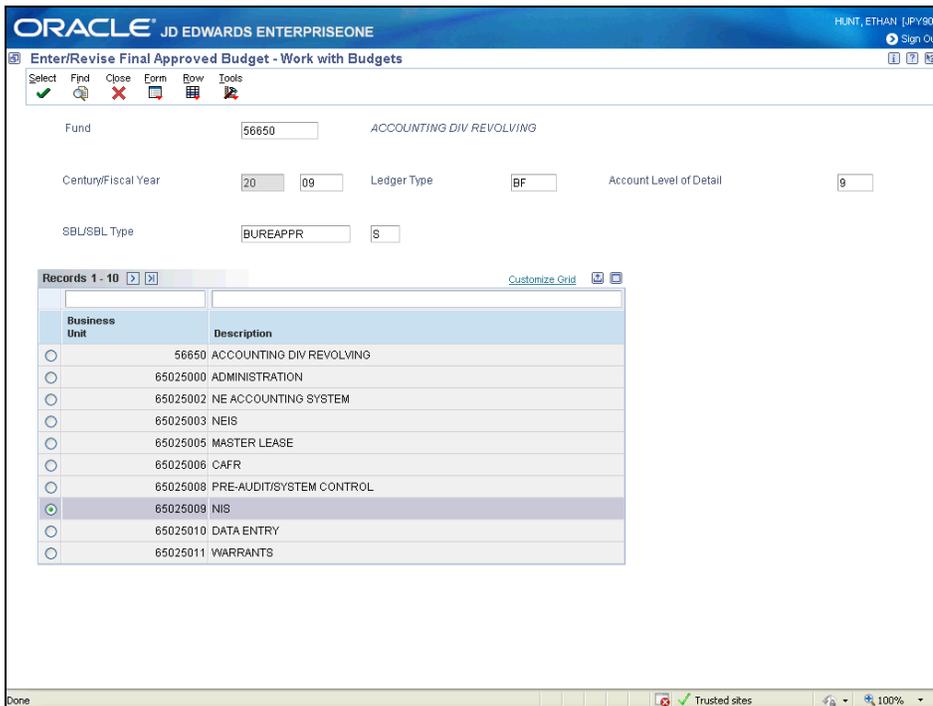
Obj Acct	Sub	Description	L	D	E	Budg Patt	Requested Amount	Approved Amount	Final Amount	Period 1	Period 2
400000		REVENUE	3		N						
450000		REVENUE - TAXES	4		N						
460000		REVENUE-INTERGOVERNMENTAL	4		N						
470000		REVENUES-SALES & CHARGES	4		N						
471100		SALE OF SERVICES	5								
480000		REVENUES-MISCELLANEOUS	4		N						
481100		INVESTMENT INCOME	5								
490000		OTHER FINANCING SOURCES/U	4		N						
491300		SALE - SURP PROP/IFKED ASSET	5								
491301		DISPOSAL - PROCEEDS	5								

Step	Action
15.	Note: The Final radio button is defaulted in the header. Click the Requested option.
16.	Click the Requested Amount . Note: If desired, leave the Final radio button default in the header and enter amounts in the Final Amount column. Note: If PE field is "N", you will be unable to select it.

Training Guide

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Step	Action
17.	Enter the requested amount for each Obj Acct desired into the Requested Amount field. Warning: Revenue budget amounts are entered as a negative dollar amount; expense budget amounts are entered as a positive dollar amount.
18.	Click the OK button. 



Step	Action
19.	Click the Select button to review your entry. 
20.	The window shows your entries including a 12 month spread of the budget.

Records 1 - 10

Obj Acct	Sub	Description	L	P	E	Budg Patt	Requested Amount	Approved Amount	Final Amount	Period 1	Period 2
400000		REVENUE	3	N							
450000		REVENUE - TAXES	4	N							
460000		REVENUE-INTERGOVERNMENTAL	4	N							
470000		REVENUES-SALES & CHARGES	4	N							
471100		SALE OF SERVICES	5				10.00-	10.00-	10.00-	1.00-	
480000		REVENUES-MISCELLANEOUS	4	N							
481100		INVESTMENT INCOME	5								
490000		OTHER FINANCING SOURCES/	4	N							
491300		SALE - SURP PROP/FIXED ASSET	5								
491301		DISPOSAL - PROCEEDS	5								

Step	Action
21.	Click the Cancel button.

Records 1 - 10

Business Unit	Description
56650	ACCOUNTING DIV REVOLVING
65025000	ADMINISTRATION
65025002	NE ACCOUNTING SYSTEM
65025003	NEIS
65025005	MASTER LEASE
65025006	CAFR
65025008	PRE-AUDIT/SYSTEM CONTROL
65025009	NIS
65025010	DATA ENTRY
65025011	WARRANTS

Training Guide

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Step	Action
22.	Click the Close button. 
23.	You have successfully completed this lesson. End of Procedure.