

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.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: <http://www.das.state.ne.us/>.

Navigation

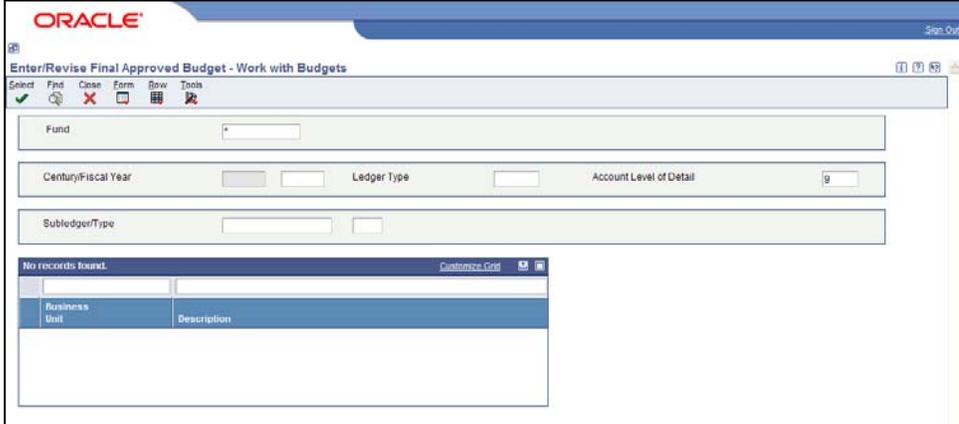
Click Roles, Budget.

(Citrix users – right click on the menu, choose View by Role, choose Budget.)

Budget - Agencies > Enter/Revise Final Approved Budget

Steps

Start this program from the Enter/Revise Final Approved Budget – Work With Budgets window.

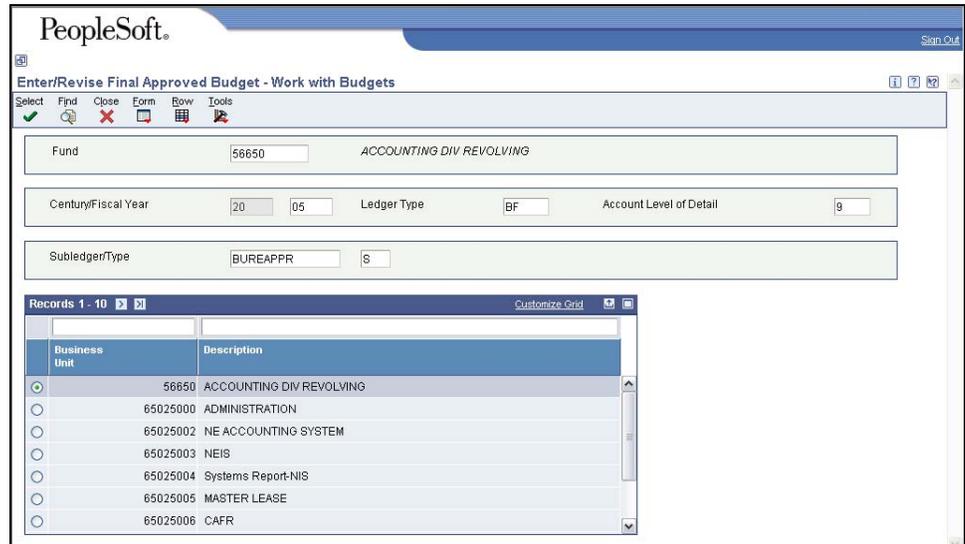


1. In the header, complete the following fields:

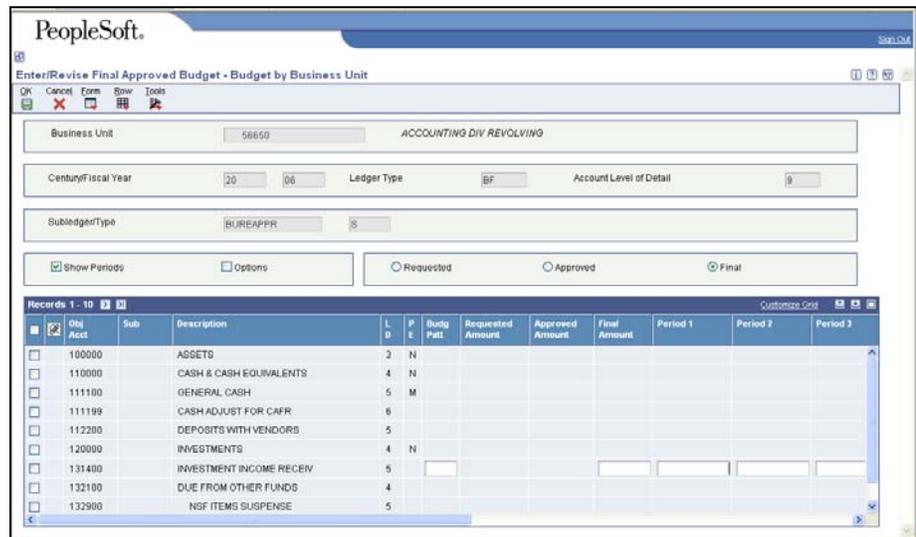
- Fund
- Century/Fiscal Year - (ex. FY beginning July 1, 2007 is 07)
- Ledger Type – enter **BF**
- Subledger –
 - BUAPPROP (Annual Appropriation) – new appropriation
 - BUREAPPR (Re-appropriation)
 - BUTRANSF (Budget/Appropriation Transfer)

- BUENC (Encumbrance Rollover)
- Subledger Type – **S**
 -  If the Subledger field contains an entry, the Subledger Type field must also contain an entry.
 -  Enter the business unit number in the QBE field above Business Unit to limit your search.

2. Click **Find**.



3. Choose the desired Business Unit row, if not defaulted.
4. Click **Select**. The Enter/Revise Final Approved Budget – Budget by Business Unit window appears.



5. Ensure **Show Periods** is check-marked in the header.
 -  The **Final** radio button is defaulted in the header.
6. Choose the Requested radio button in the header.

7. Click in the **Requested Amount** field and enter the following information:
 - Requested Amount – for each Obj Acct desired
 -  Revenue budget amounts are entered as a negative dollar amount; expense budget amounts are entered as a positive dollar amount.
 -  If desired, leave the Final radio button default in the header and enter amounts in the Final Amount column.
 -  If PE field is "N", you will be unable to select it.
8. Click **OK**. The Enter/Revise Final Approved Budget - Work with Budgets window appears. The Business Unit should remain selected.
9. Click **Select** to review your entry or skip to step 10.
10. Click **Show Periods**. The window shows your entries including a 12 month spread of the budget.
11. Click **Cancel**.
12. Click **Close**.