

# **Budgeting**

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## Budgeting

### Working With Transactions


Enter/Revise Final Approved Budget

### Enter/Revise Final Approved Budget Lesson

#### Procedure

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

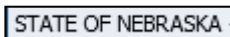
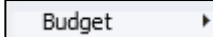
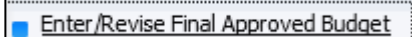


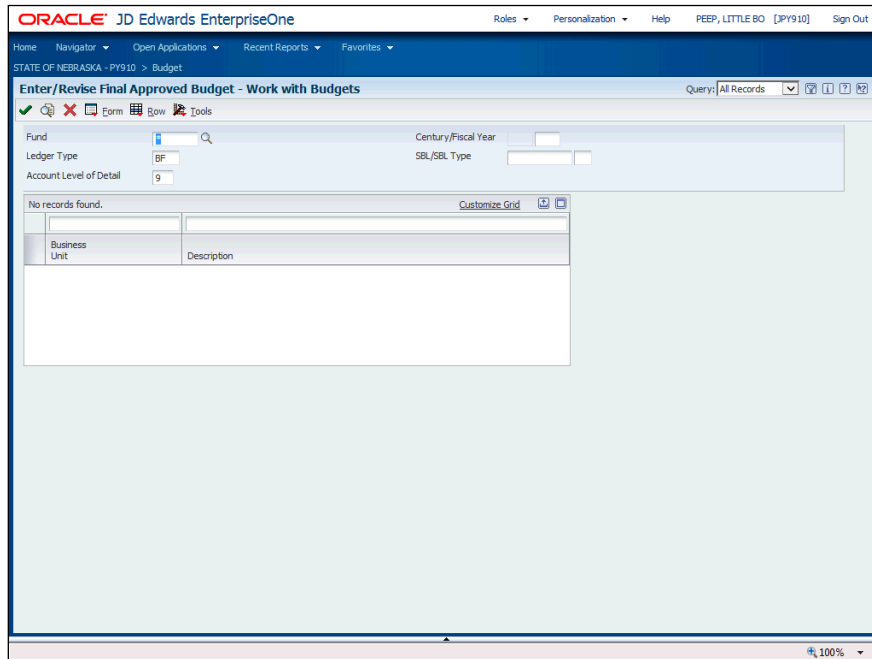
Step	Action
1.	Click the <b>Navigator</b> menu. 


# Training Guide

## Budgeting





Step	Action
2.	Click the <b>State of Nebraska</b> link. 
3.	Click the <b>Budget</b> link. 
4.	Click the <b>Enter/Revise Final Approved Budget</b> link. 

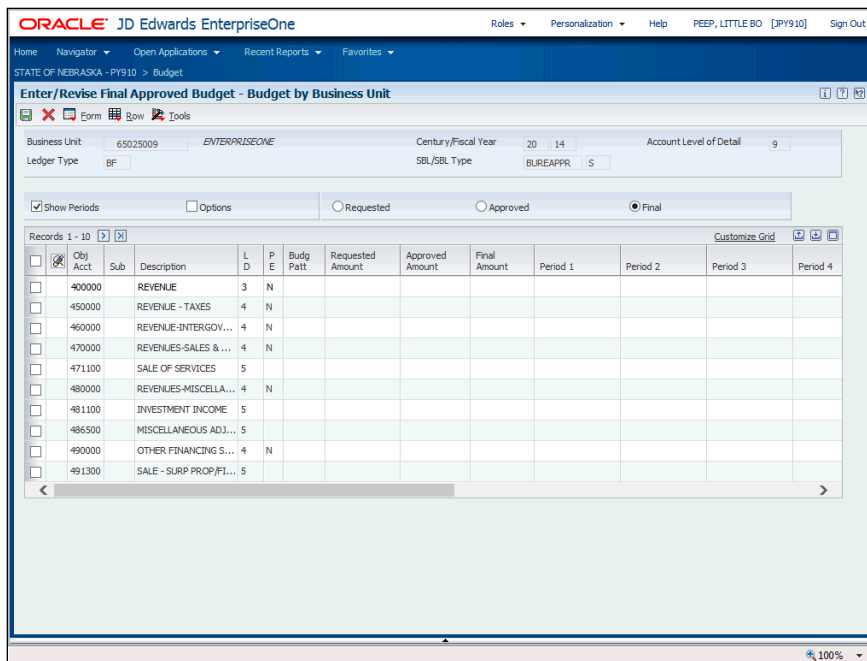




Step	Action
5.	Enter the fund number into the <b>Fund</b> Field.
6.	Click in the <b>Century/Fiscal Year</b> field. <input type="text"/>
7.	Enter the fiscal year into the <b>Century/Fiscal Year</b> Field (ex. FY beginning July 1, 2014 is 14).
8.	Click in the <b>SBL/SBL Type</b> field. <input type="text"/>
9.	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)
10.	Press <b>[Tab]</b> .
11.	Enter <b>"S"</b> into the <b>SBL/SBL Type</b> Field.  <b>Note:</b> If the Sub ledger Field contains an entry, the Sub ledger 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.
12.	Click the <b>Find</b> button. 


# Training Guide

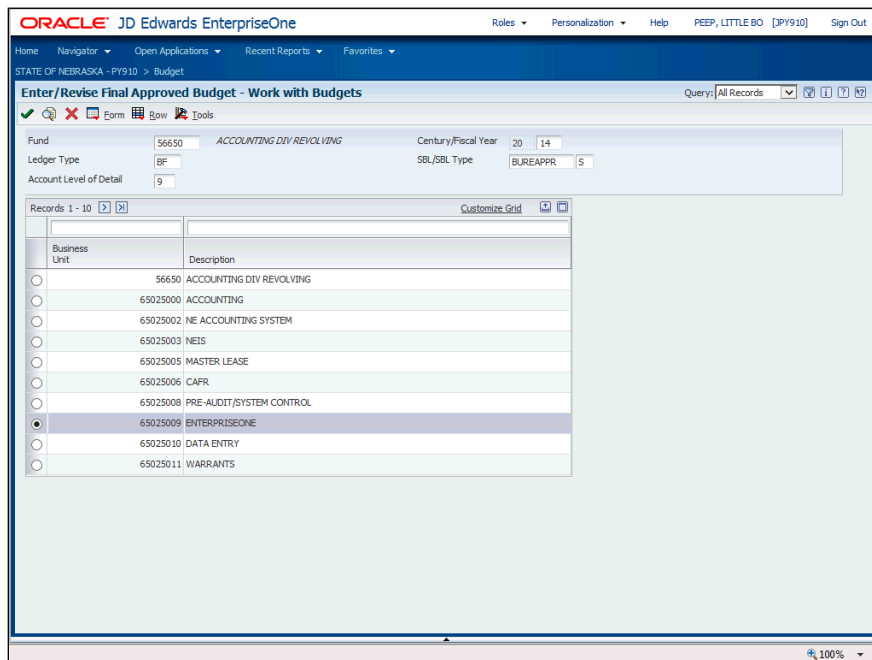
## Budgeting


Step	Action
13.	Choose the desired Business Unit row, if not defaulted by Clicking the radio button for the desired Business Unit. 
14.	Click the <b>Select</b> button. 
15.	Ensure the <b>Show Periods</b> is check marked in the header.



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

Step	Action
18.	<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>
19.	<p>Click the <b>OK</b> button.</p> 



Step	Action
20.	<p>Click the <b>Select</b> button to review your entry.</p> 
21.	<p>The window shows your entries including a 12 month spread of the budget.</p>

# Training Guide

## Budgeting



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Home Navigator Open Applications Recent Reports Favorites

STATE OF NEBRASKA - PY910 > Budget

**Enter/Revise Final Approved Budget - Budget by Business Unit**

Business Unit: 65025009 ENTERPRISEONE Century/Fiscal Year: 20 14 Account Level of Detail: 9  
 Ledger Type: BF SBL/SBL Type: BUREAPPR S

Show Periods  Options  Requested  Approved  Final

Obj Acct	Sub	Description	L D	P E	Budg Patt	Requested Amount	Approved Amount	Final Amount	Period 1	Period 2	Period 3	Period 4
400000		REVENUE	3	N								
450000		REVENUE - TAXES	4	N								
460000		REVENUE-INTERGOV...	4	N								
470000		REVENUES-SALES &...	4	N								
471100		SALE OF SERVICES	5			10.00-	10.00-	10.00-	1.00-	1.00-	1.00-	1
480000		REVENUES-MISCELLA...	4	N								
481100		INVESTMENT INCOME	5									
486500		MISCELLANEOUS ADJ...	5									
490000		OTHER FINANCING S...	4	N								
491300		SALE - SURP PROP/FI...	5									

Step	Action
22.	Click the <b>Cancel</b> button.



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STATE OF NEBRASKA - PY910 > Budget

**Enter/Revise Final Approved Budget - Work with Budgets**

Fund: 56650 ACCOUNTING DIV REVOLVING Century/Fiscal Year: 20 14  
 Ledger Type: BF SBL/SBL Type: BUREAPPR S  
 Account Level of Detail: 9

Business Unit	Description
<input type="radio"/>	56650 ACCOUNTING DIV REVOLVING
<input type="radio"/>	65025000 ACCOUNTING
<input type="radio"/>	65025002 NE ACCOUNTING SYSTEM
<input type="radio"/>	65025003 NEIS
<input type="radio"/>	65025005 MASTER LEASE
<input type="radio"/>	65025006 CAFR
<input type="radio"/>	65025008 PRE-AUDIT/SYSTEM CONTROL
<input checked="" type="radio"/>	65025009 ENTERPRISEONE
<input type="radio"/>	65025010 DATA ENTRY
<input type="radio"/>	65025011 WARRANTS



Step	Action
23.	Click the <b>Close</b> button. 
24.	You have successfully completed this lesson. <b>End of Procedure.</b>