Budgeting
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Procedure

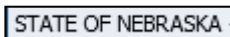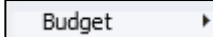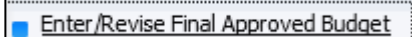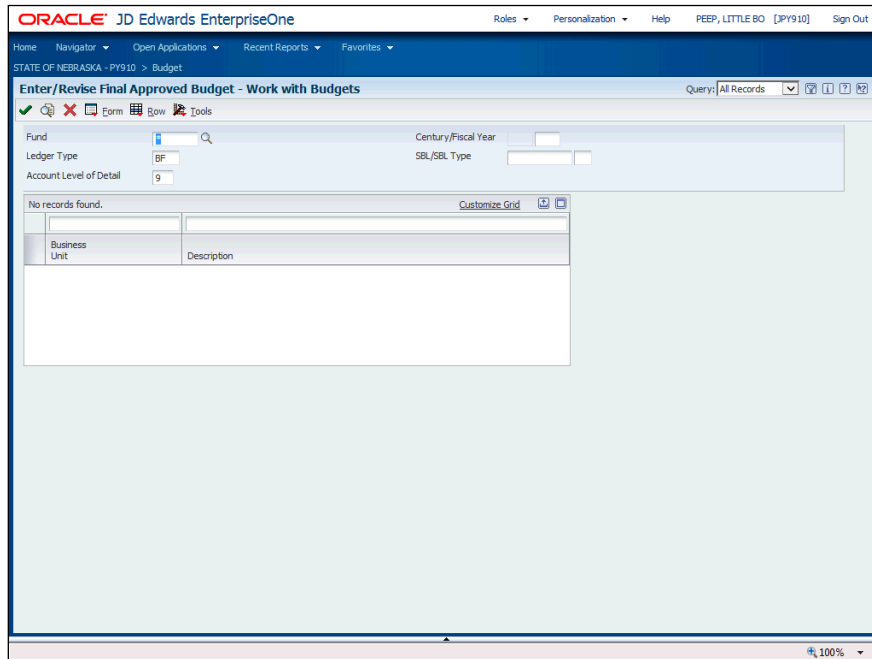In this lesson you will learn how to enter/revise final approved budget.

Step	Action
1.	Click the **Navigator** menu.
	Navigator ▾

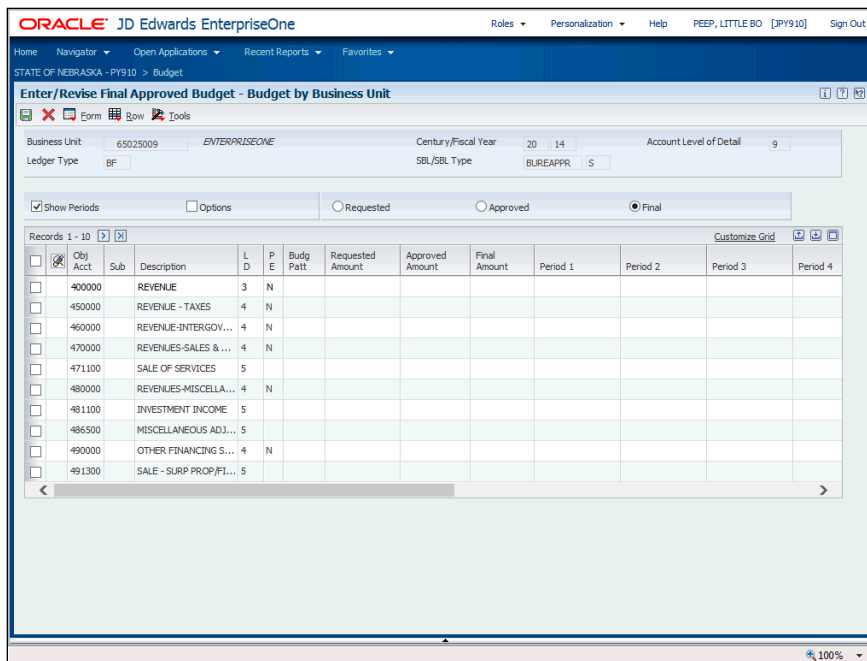| Step	Action
2.	Click the **State of Nebraska** link.
	STATE OF NEBRASKA
3.	Click the **Budget** link.
	Budget
4.	Click the **Enter/Revise Final Approved Budget** link.
	Enter/Revise Final Approved Budget

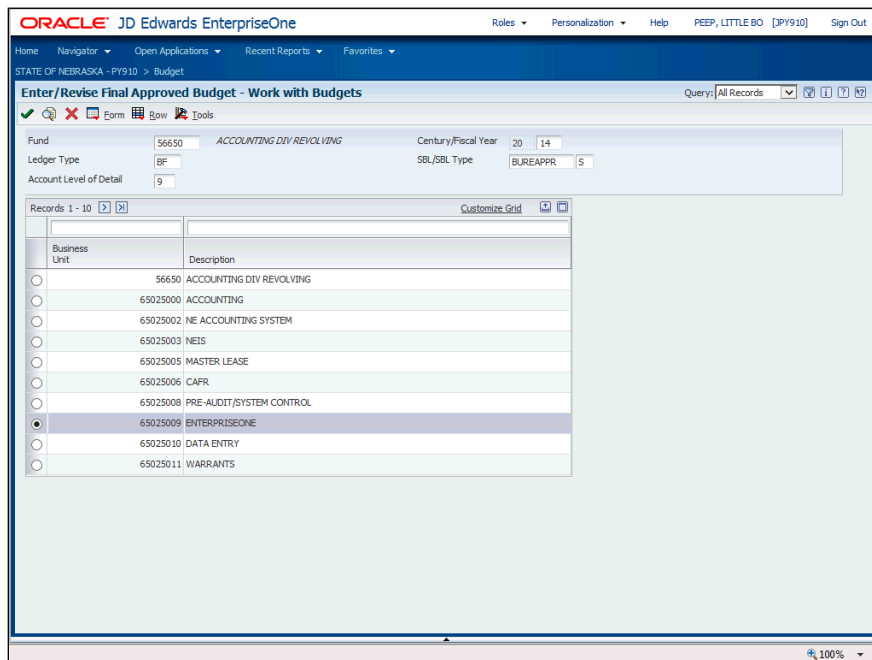| Step	Action
5.	Enter the fund number into the **Fund** Field.
6.	Click in the **Century/Fiscal Year** field.
7.	Enter the fiscal year into the **Century/Fiscal Year** Field (ex. FY beginning July 1, 2014 is 14).
8.	Click in the **SBL/SBL Type** field.
9.	Enter one of the following in the **SBL/SBL Type** Field: **BUAPPROP** (Annual Appropriation) – new appropriation **BUREAPPR** (Re-appropriation) **BUTRANSF** (Budget/Appropriation Transfer) **BUENC** (Encumbrance Rollover)
10.	Press **[Tab]**.
11.	Enter "**S**" into the **SBL/SBL Type** Field. **Note**: If the Sub ledger Field contains an entry, the Sub ledger Type Field must also contain an entry. **Note**: Enter the business unit number in the QBE Field above Business Unit to limit your search.
12.	Click the **Find** button.

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 **Select** button.
15.	Ensure the **Show Periods** is check marked in the header.

Step	Action
16.	**Note**: The Final radio button is defaulted in the header. Click the **Requested** option.
17.	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.

Step	Action
18.	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.
19.	Click the **OK** button. 💾

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

Step	Action
22.	Click the **Cancel** button.

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