Budgeting Created on 6/6/2023 9:01:00 AM



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Budgeting

Working With Transactions

Enter/Revise Final Approved Budget

Enter/Revise Final Approved Budget Lesson

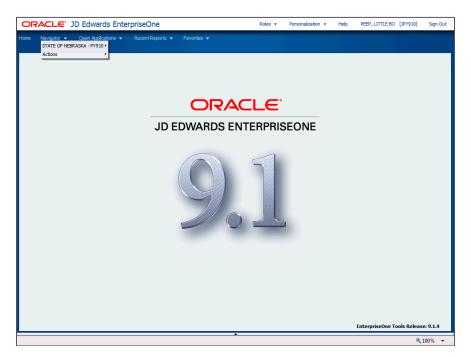
Procedure

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



Step	Action
1.	Click the 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



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Home Navigator → Open Applications → Recent Reports → Favorites → STATE OF NEBRASKA - PY910 > Budget						
Enter/Revise Final Approved Budget - Work with Budgets				Query: All Records	▼ 🛛	i ? M2
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Fund Q	Century/Fiscal Year	_				
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No records found.	Customize Grid	1				
Business Unit Description						
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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.

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

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	Obj Acct	Sub	Description	L D	PE	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									
	480000		REVENUES-MISCELLA	4	N								
	481100		INVESTMENT INCOME	5									
3	486500		MISCELLANEOUS ADJ	5									
	490000		OTHER FINANCING S	4	Ν								
	491300		SALE - SURP PROP/FI	5									
<													>

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.

	-	ACCOUNTING DIV REVOLVING	Century/Fiscal Year				
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	Business Unit	Description					
	56650	ACCOUNTING DIV REVOLVING					
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0	6502500	MASTER LEASE					
	65025006	6 CAFR					
	65025008	PRE-AUDIT/SYSTEM CONTROL					
۲	65025009	ENTERPRISEONE					
	65025010	DATA ENTRY			_		
	6502501	WARRANTS					
0	65025000 65025000 65025010	PRE-AUDIT/SYSTEM CONTROL ENTERPRISEONE DATA ENTRY					

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.

Training Guide Budgeting



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]	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								
1	481100		INVESTMENT INCOME	5									
]	486500		MISCELLANEOUS ADJ	5									
]	490000		OTHER FINANCING S	4	Ν								
	491300		SALE - SURP PROP/FI	5									
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Step	Action
22.	Click the Cancel button.
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Step	Action
23.	Click the Close button.
24.	You have successfully completed this lesson. End of Procedure.
24.	You have successfully completed this lesson. End of Procedure.