

Base Appropriation Instructions

Purpose

- To provide a detailed breakdown, by Object Code, of the base appropriation and personal services limitation (PSL), as authorized by a budget bill and/or an A-Bill. The Base Appropriation screen also provides for the identification of the base appropriation by fund type for each of Operations and Government Aid.

Getting Started

In the left-margin menu, under **Base**, click **Appropriation**.

- Budget Cycle** defaults to the current cycle.
- Select **Agency**, **Division** (if applicable), **Version**, **Program** and **Subprogram** from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Select a **Major Account**.
- Expenditure history at the selected **Major Account** level is displayed. Unchecking the **FY18**, **FY19** or **FY20 History** boxes and clicking **Change** removes those columns from the display (also see Screen Tip on the right margin). **NOTE:** FY20 Actual will not be available until early July 2020.

1. Click **Edit** to begin entering amounts for the selected subprogram.

Start-Up TIP

If any of the drop-down menus fail to show expected choices, you may need to have your **Security** settings adjusted.

Contact your NBRBS Agency Administrator or the State Budget Division for assistance.

Time-Saver TIP

Set default options to avoid repetitive selections of **Agency**, **Division** and **Version**. Go to **User Options** in the upper right corner of any screen. Once your selections are made, press **Save**.

2. Enter **FY20 Re-appropriation** and **FY21 Current Appropriation** for each Object Code. Note that negative numbers are not permitted.

- FY20 Reappr** should equal the allocation to this subprogram of the program's unexpended balance of FY 2019-20 appropriation (i.e. reappropriations and encumbrances).
- FY21 Cur Appr** is the **new** appropriation authority allocated to the subprogram as authorized by a budget bill and/or an A-Bill. Re-appropriations and encumbrances should be included in the FY20 Reappr column. Federal or cash fund appropriation administratively provided for FY21 by the State Budget Division should not be included. The sum of allocations to subprograms must equal legislative appropriations to the program for each fund type.

Screen TIP

Free up screen space by selecting **Hide Menu** in the upper left corner of any screen. Select **Show Menu** to bring back the left-margin menu.

- Base Year and Reappropriation** and **Funding** sections will collapse or expand by clicking the blue triangle icon.
- NOTE:** The Object Code 511100-Permanent Salaries-Wages for FY21 Cur Appr is shaded, indicating it cannot be edited and is linked to the **Permanent Salaries Base** screen.

3. At an agency's request, the State Budget Division will extract the FY 2020-21 Budget Status Report "Budgeted Amount" (subprogram level data from the BUAPPROP, BUREAPPR, and BUENC sub-ledgers) from the EnterpriseOne accounting system for import. See the State Budget Division's memo regarding the FY 2020-21 Budget Status Report for more information.

Base Appropriation Instructions

4. To add Object Codes, either enter a known **Object Code** and click the **Add** button; or click the **Search Object Codes** button to search by Object Code or Object Description.

- On the search screen, the **Object Code** field will search for codes that begin with what is entered while the **Object Description** field will search for the characters contained in the description. Click on **Search**.
- The Major Account selection limits the search results to that group of object codes.

Select	Object Code	Object Description
<input checked="" type="checkbox"/>	525200	RENT EXP-DATA PROC EQUIP
<input type="checkbox"/>	525400	RENT EXP-COMM EQUIP
<input type="checkbox"/>	525500	RENT EXP-OTHER PERS PROP
<input type="checkbox"/>	526100	REP & MAINT-REAL PROPERT
<input type="checkbox"/>	527100	REP & MAINT-OFFICE EQUIP
<input type="checkbox"/>	527200	REP & MAINT-MOTOR VEHICL

- You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
- Click **Reset** to clear the criteria entered.
- Click **Back** to return to the previous screen without returning an Object Code.
- Object Codes added unnecessarily can be deleted by clicking the button.
- Object codes that have historical data cannot be deleted.

Object Code	FY18 Actual	FY19 Actual	FY20 Actual	FY20 Reappr	FY21 Cur. Appr	Delete
511100-PERMANENT SALARIES-WAGES	214,467	351,687	351,687		0	
511300-OVERTIME PAYMENTS		28	28			
511800-PER DIEM PAYMENTS						
515100-RETIREMENT PLANS EXPENSE	16,067	26,337	26,337			
515200-FICA EXPENSE	15,729	25,248	25,248			

5. Enter **Funding** amounts for both the **FY20 Reappr** and **FY21 Cur Appr** columns as needed.

- Funding amounts must be entered separately for Operations and Government Aid.
 - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
 - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted.
- The Major Account filter controls what group of object codes can be edited.
 - *Operations Funding* can only be edited if **All Expenditures** or **Operations** are selected.
 - *Government Aid Funding* can only be edited if **All Expenditures** or **Government Aid** are selected.
- There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund (if Other Fund is used, the Program Narrative should explain the funding source).

CAUTION: You must click whenever exiting a screen or risk losing unsaved data. Save frequently to avoid data loss.

Base Appropriation Instructions

- Funding may be entered by two methods, *Whole Dollar* or *Percentage*.
 - To change methods, check the box to enter data in percentages then click Change.
 - Un-checking the box and clicking Change returns the system to the *Whole Dollar* entry method.
- i. *Whole Dollar* method
 - Enter amounts, by fund type, for each year.
 - Be sure to determine the amounts to be entered for Operations and Government Aid.
 - System will calculate totals and variance when Refresh or Save are clicked.
 - **NOTE:** System will only save dollar amounts, not percentages.
- ii. *Percentage* Method
 - Enter percentage amount, by fund type, for FY20 re-appropriation and FY21 current appropriation.
 - If you enter amounts exceeding 100%, you will need to resolve the variance.
 - The system will calculate, based upon the respective object codes, the dollar amounts for both the Operations and Government Aid Funding sections.
 - Upon Refresh or Save, the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method.
 - **NOTE:** System will only save the dollar amounts, not percentages.

Enter Data In Percentages
Change

Funding						
Operations Funding						
	FY18 Actual	FY19 Actual	FY20 Actual	FY20 % Reappr	FY21 % Cur. Appr	
General Fund					100.00	152,464
Cash Fund						
Federal Fund						
Revolving Fund	462,030	903,984	903,984			
Other Fund						
Total	\$462,029	\$903,984	\$903,984	0.00	\$0	100.00
Government Aid Funding						
General Fund						
Cash Fund						
Federal Fund						
Revolving Fund						
Other Fund						
Total	\$0	\$0	\$0	0.00	\$0	0.00
Total Funding						
General Fund				0.00	0	100.00
Cash Fund				0.00	0	0.00
Federal Fund				0.00	0	0.00
Revolving Fund	462,030	903,984	903,984	0.00	0	0.00
Other Fund				0.00	0	0.00
Total	\$462,030	\$903,984	\$903,984	0.00	\$0	100.00
PSL	\$214,467	\$351,716	\$351,716		\$0	\$0
Variance (This section will be updated on Save)						
Total Request	\$462,030	\$903,984	\$903,984		\$0	\$152,464
Total Funding	\$462,030	\$903,984	\$903,984		\$0	\$152,464
Variance	\$0	\$0	\$0		\$0	\$0

Save
View Mode
Reset
Refresh

6. Click Save to commit the data entered to the database and check for Variances.
 - **Variances** do not need to be resolved in order to save. However, all **Variances** must be resolved before your budget request can be submitted.

Variance (This section will be updated on Save)					
	FY18 Actual	FY19 Actual	FY20 Actual	FY20 Reappr	FY21 Cur. Appr
Total Request	\$462,030	\$903,984	\$903,984	\$0	\$152,464
Total Funding	\$462,030	\$903,984	\$903,984	\$0	\$15,000
Variance	\$0	\$0	\$0	\$0	\$137,464

- The system will calculate the variance for total **FY20 Re-appropriations** and **FY21 Current Appropriations**. Any variance will be highlighted with *red shading*.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

7. Click View Mode to exit Edit Mode. While in View Mode you may switch to a different Program and Subprogram and continue entering your Base Appropriation or change to a different screen from the left-margin menu.