

Dave Heineman, Governor

MEMORANDUM

DATE: June 29, 2012

TO: All Agencies, Boards and Commissions
Attention: Agency Finance Officers

FROM: Gerry A. Oligmueller, State Budget Administrator

RE: FY 2012-13 Budget Status Report

As we begin the second fiscal year of the 2011-2013 biennium, we encourage you to begin setting up your fiscal year 2012-13 budget information on the Budget Status Report. I would like to remind you of the requirement for agencies to complete the "Budgeted Amount" portion of the Budget Status Report. This figure should include all "new" appropriations authorized by the Legislature for FY 2012-13 as well as carryover reappropriations from FY 2011-12.

In addition to serving as a continuous up-to-date report for your budget management purposes, the Budget Status Report satisfies the appropriations management requirement of Section 81-138. Section 81-138, Reissue Revised Statutes of Nebraska, 2008, requires all agencies to provide an estimate of fiscal year expenditures to the Director of Administrative Services and requires the Director to withhold appropriations when such estimates are not provided by the agency. Further, section 8 of LB 374, the "mainline" budget bill passed during the 2011 legislative session, directs that all agencies, boards, and commissions shall promptly establish their detailed Budget Status Reports in the state's accounting system.

The following subledger structure as contained in the EnterpriseOne Training Guide entitled "Enter/Revise Final Approved Budget" should be used:

Subledger-

BUAPPROP (Annual "New" Appropriation) – appropriations as authorized specifically by Legislative Bill for FY 2012-13

BUREAPPR (Reappropriation) – unexpended balance of total FY 2011-12 appropriation (see year-end June 30, 2012 Allotment Status Report)

BUENC (Certified Encumbrances) – any mid-biennium certified encumbrance appropriation amounts not in a program reappropriated pursuant to legislative authorization

BUTRANSF (All Other) – includes administratively increased or decreased Federal Funds, and unlimited Cash Funds, Revolving Funds, and in a few cases, Trust Funds; and any other changes not included in the other three subledgers above.

The above structure will help to track “new” appropriations in a much easier fashion and helps in the electronic transmittal and loading of base year budgeted amounts (as discussed in more detail below) into the Nebraska Budget Request and Reporting System.

NOTE: Please pay special attention to the need to click the “Show Periods” checkbox while following the steps in the outlined instructions.

For additional instructions on how to manually enter the necessary data into EnterpriseOne, I encourage you to use the EnterpriseOne Training Manual at:

http://www.das.state.ne.us/nis/training_manuals/bu/L01_04_Enter_Revise_Final_Approved_Budget/TrainingGuide/Enter_ReviseFinalApprovedBudget_TRAIN.pdf

As an alternative to the manual entry method, Agencies may also use an Excel spreadsheet template to set up their budgeted amounts for the Budget Status Report. The template facilitates a “journal entry upload” and helps avoid some of the data entry required in the traditional, manual Budget Status setup. The template with instructions is attached and is also available on the Budget Division website at http://www.budget.ne.gov/das_budget/bud/bprocess.htm.

Please enter the Budget Status Report budget information into EnterpriseOne by no later than Tuesday, July 31, 2012. You may contact your assigned budget analyst in the Administrative Services State Budget Division if you have questions or require assistance regarding the Budget Status Report.

Copy “Budgeted Amounts” to Budget Request System

We will continue to offer a process to copy Budget Status “Budgeted Amounts” from the state’s accounting system into the biennial budget request system, the Nebraska Budget Request and Reporting System (NBRRS). This process includes functionality that allows the State Budget Division, at an agency’s request, to extract the agency’s FY 2012-13 “Budgeted Amounts” from the EnterpriseOne Budget Status Report and load the amounts into the budget request system’s Base Appropriation screen. This extract process requires that the agency enter its FY 2012-13 “Budgeted Amounts” at the same subprogram level of detail as the agency’s budget request for each fund type. The extract process also requires that the agency use the EnterpriseOne subledger field as listed above to separately identify “new” appropriations from reappropriations and encumbrances.

NOTE: The load process will overwrite any amounts previously entered into the Base Appropriation screen.

If your agency would like to take advantage of this extract process, contact your assigned budget analyst in the State Budget Division to request that the EnterpriseOne FY 2012-13 “Budgeted Amounts” be loaded into NBRRS.

Thank you for your attention to these important matters.