

## MEMORANDUM

**DATE:** June 28, 2013

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

**FROM:** Gerry A. Oligmueller, State Budget Administrator

**RE:** FY 2013-14 Budget Status Report

As we begin the 2013-2015 biennium, we encourage you to begin setting up your fiscal year 2013-14 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 2013-14 as well as any authorized carryover reappropriations from FY 2012-13.

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 7 of LB 195, the "mainline" budget bill passed during the 2013 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 2013-14

**BUREAPPR** (Reappropriation) – unexpended balance of total FY 2012-13 appropriation (see year-end June 30, 2013 Allotment Status Report)

**BUENC** (Certified Encumbrances) – both mid-biennium and end of biennium certified encumbrance reappropriation

**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 all of us to track “new” appropriations in a much easier fashion and helps in the electronic transmittal and loading of historical expenditure and funding information, such as the base year budget, 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](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://budget.nebraska.gov/das\\_budget/bud/bprocess.htm](http://budget.nebraska.gov/das_budget/bud/bprocess.htm)

**Please enter the Budget Status Report budget information into EnterpriseOne by no later than Wednesday, July 31, 2013.** 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.

Thank you for your attention to these important matters.