

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 **FY14**, **FY15** or **FY16 History** boxes and clicking **Change** removes those columns from the display (also see Screen Tip on the right margin). **NOTE:** FY16 Actual will not be available until early July 2016.

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

Official Nebraska Government Website
Administrative Services State Budget Division
NEBRASKA BUDGET REQUEST AND REPORTING SYSTEM

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Hide Menu

Operating Budget Request **Base Appropriation** »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Division: 01 - DAS Version: A1 - AGENCY VERSION

Program: 049 - DEPARTMENTAL ADMINISTRATION

Edit

Base Year and Reappropriation

Subprogram: 000 - OPERATIONS Major Account: ALL EXPENDITURES

Display History: FY14 History FY15 History FY16 History Change

Object Code	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr
511100-PERMANENT SALARIES-WAGES	265,174	262,180	262,180		0
515100-RETIREMENT PLANS EXPENSE	19,881	19,650	19,650		
515200-FICA EXPENSE	19,153	18,884	18,884		
515400-LIFE & ACCIDENT INS EXP	38	30	30		
515500-HEALTH INSURANCE EXPENSE	31,311	35,652	35,652		
516300-EMPLOYEE ASSISTANCE PRO	36	33	33		
516500-WORKERS COMP PREMIUMS	3,568	2,838	2,838		
521100-POSTAGE EXPENSE	810	740	740		
521200-COM EXPENSE - VOICE/DATA	3,564	4,744	4,744		

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 **FY16 Re-appropriation** and **FY17 Current Appropriation** for each Object Code. Note that negative numbers are not permitted.

- FY16 Reappr** should equal the allocation to this subprogram of the program's unexpended balance of FY 2015-16 appropriation (i.e. reappropriations and encumbrances).
- FY17 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 FY16 Reappr column. Federal or cash fund appropriation authority administratively provided for FY17 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.

Base Appropriation »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Division: 01 - DAS Version: A1 - AGENCY VERSION

Program: 049 - DEPARTMENTAL ADMINISTRATION

Edit

Base Year and Reappropriation

Subprogram: 000 - OPERATIONS Major Account: ALL EXPENDITURES

Display History: FY14 History FY15 History FY16 History Change

Object Code	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr
511100-PERMANENT SALARIES-WAGES	265,174	262,180	262,180		0
515100-RETIREMENT PLANS EXPENSE	19,881	19,650	19,650		152,464
515200-FICA EXPENSE	19,153	18,884	18,884		
515400-LIFE & ACCIDENT INS EXP	38	30	30		
515500-HEALTH INSURANCE EXPENSE	31,311	35,652	35,652		
516300-EMPLOYEE ASSISTANCE PRO	36	33	33		

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 FY17 Cur Appr is shaded, indicating it cannot be edited and is linked to the **Permanent Salaries Base** screen.

Base Appropriation Instructions

- At an agency's request, the State Budget Division will extract the FY 2016-17 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 2016-17 Budget Status Report for more information.
- 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.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 049 - DEPARTMENTAL ADMINISTRATION)

Object Code: Object Description: Major Account: ALL EXPENDITURES

Show: 30 per page

223 Object Codes found, displaying 61 to 90. Page 3 / 8

Select	Object Code	Object Description
Selected	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.

Base Appropriation »Edit

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Division: 01 - DAS Version: A1 - AGENCY VERSION

Program: 049 - DEPARTMENTAL ADMINISTRATION

▼ **Base Year and Reappropriation**

Subprogram: 000 - OPERATIONS Major Account: ALL EXPENDITURES

Display History: FY14 History FY15 History FY16 History

Object Code:

Object Code	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr	Delete
511100-PERMANENT SALARIES-WAGES	265,174	262,180	262,180			
511600-PER DIEM PAYMENTS					152,464	
515100-RETIREMENT PLANS EXPENSE	19,881	19,650	19,650			
515200-FICA EXPENSE	19,153	18,884	18,884			
515400-LIFE & ACCIDENT INS EXP	38	30	30			

- Enter **Funding** amounts for both the **FY16 Reappr** and **FY17 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).

ALL EXPENDITURES ▼

--Select

ALL EXPENDITURES

OPERATIONS

PERSONAL SERVICES

SALARIES

BENEFITS

OPERATING EXPENSES

TRAVEL EXPENSES

CAPITAL OUTLAY

GOVERNMENT AID

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 FY16 re-appropriation and FY17 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**

Operations Funding						
	FY14 Actual	FY15 Actual	FY16 Actual	FY16 % Reappr	FY17 % Cur. Appr	
General Fund						
Cash Fund						
Federal Fund						
Revolving Fund	446,791	475,717	475,717			
Other Fund						
Total	\$446,791	\$475,717	\$475,717	0.00	\$0	\$0

Government Aid Funding						
	FY14 Actual	FY15 Actual	FY16 Actual	FY16 % Reappr	FY17 % Cur. Appr	
General Fund						
Cash Fund						
Federal Fund						
Revolving Fund						
Other Fund						
Total	\$0	\$0	\$0	0.00	\$0	\$0

Total Funding						
	FY14 Actual	FY15 Actual	FY16 Actual	FY16 % Reappr	FY17 % Cur. Appr	
General Fund				0.00	0	0
Cash Fund				0.00	0	0
Federal Fund				0.00	0	0
Revolving Fund	446,791	475,717	475,717	0.00	0	0
Other Fund				0.00	0	0
Total	\$446,791	\$475,717	\$475,717	0.00	\$0	\$0
PSL	\$265,174	\$262,180	\$262,180		\$0	\$0

Variance (This section will be updated on Save)						
	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr	
Total Request	\$446,791	\$475,717	\$475,717	\$0		\$0
Total Funding	\$446,791	\$475,717	\$475,717	\$0		\$0
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)						
	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Reappr	FY17 Cur. Appr	
Total Request	\$446,791	\$475,717	\$475,717	\$0		\$152,464
Total Funding	\$446,791	\$475,717	\$475,717	\$0		\$15,000
Variance	\$0	\$0	\$0	\$0		\$137,464

- The system will calculate the variance for total **FY16 Re-appropriations** and **FY17 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.