



# Budget Amendment Manual

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Governor's Finance Office  
Budget Division

<http://budget.nv.gov>

2023-2025 Biennium  
January 31, 2023

A budget amendment request is initiated by the agency with a written memo to the Governor’s Finance Office (GFO) Director through the assigned GFO analyst. The request should include a detailed explanation of the amendment and the fiscal impact to the agency’s budgets. If the GFO approves the amendment to move forward, the assigned GFO analyst will direct the agency to move forward with generating the decision unit(s) for the amendment into a working version in NEBS. The GFO analyst will then review the working version to ensure it is complete and accurate and then copy that working version into G08 (Submitted Budget Amendments). Once the working version has been copied to G08, the agency can then generate the budget amendment work program. Note: the budget amendment (dec unit and work program) must be based on G01. Remember to copy your base information for the amendment from G01.

**Example:**

After the budget amendment receives initial approval, the agency will create the applicable decision unit in a NEBS working version for the relevant budget account. Similar to how the agency built their original budget enhancement units, the agency would include the appropriate notes and attachments supporting the amendment sufficiently to fully explain the request. When updating a decision unit in the line item, be sure to enter only the cumulative revised amount. For example, if you have a contract in a decision unit (i.e., E225) that was increased in version G01 by \$10,000 each year and the increase needs to be adjusted to \$50,000 each year, you would navigate to the Vendor Services schedule in the working version and change the contract line item in decision unit E225 from \$10,000 each year to \$50,000 each year; process the schedule and then save and return to the line item screen. The agency would then balance the decision unit E225 with the appropriate funding source(s) and select Save.

**Create Working Version**

**Create New Working Version**

Budget Period: 2023-2025 Biennium (FY24-25) View Text and Attachments

Budget Account: 4490 CRC - COLORADO RIVER COMMISSION (Update)

Version: New Working Version for this Account

**Version Info**

Version Type: WORKING

Base this Version on: G01 GOVERNOR RECOMMENDS (Used to determine which rates, etc. to use for the working version)

Version Code: W01 (e.g., W01)

Version Name: Budget Amendment Example (e.g., Working Version 1)

Save & Return Cancel

If there is an existing decision unit in another version then copy that decision to your working version. Make sure that decision was created based on information from G01. Otherwise

create the new decision unit through the Acct. Maint. tab and copy the needed information from G01.

**NEBS - Nevada Executive Budget System**

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### Budget Account Versions List

Switch to Dashboard

Budget Account: 2023-2025 Biennium (FY24-25) 4490 CRC - COLORADO RIVER COMMISSION (Update)

Action	Version	Status	Changes
	G01 - GOVERNOR RECOMMENDS	Confidential	
	G02 - ONE-SHOT APPROPRIATIONS	Confidential	
	G03 - SUPPLEMENTAL APPROPRIATIONS	Confidential	
	G07 - APPROVED BUDGET AMENDMENTS	Confidential	
	G08 - SUBMITTED BUDGET AMENDMENT	Confidential	
	A01 - AGENCY REQUEST	Final	
	A03 - ITEMS FOR SPECIAL CONSIDERATION	Confidential	
	A00 - AGENCY REQUEST AS SUBMITTED	Final	
	A02 - ITEMS FOR SPECIAL CONSIDERATION	Locked	
	G99 - PAYROLL SCENARIOS	Confidential	
	<b>W01 - BUDGET AMENDMENT EXAMPLE</b>	Open	

Create New Working Version

Create Budget Account Add Budget Account to Version

Copy the dec unit from G01

**Copy Budget Account Version**

**Source**

Budget Period: 2023-2025 Biennium (FY24-25)

Budget Account: 4490 CRC - COLORADO RIVER COMMISSION (Update)

Version: G01 - GOVERNOR RECOMMENDS

Decision Units: E225 EFFICIENCY & INNOVATION

Overwrite Version Level Text

Include Positions and treat positions as Exact Copies

Opposite Copy all selected DUs

**Destination**

Budget Account: 4490 CRC - COLORADO RIVER COMMISSION

Version: W01 BUDGET AMENDMENT EXAMPLE

Copy Cancel

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Budget Account Line Items

Budget Account Version: 2023-2025 Biennium (FY24-25) 4490 CRC - COLORADO RIVER COMMISSION W01

Select the applicable decision unit and amend the line items and schedules as necessary.

Summary Line Items Schedules Positions Mapping Acct. Maint.

Add Line Item Decision Unit: E225 EFFICIENCY & INNOVATION Synchronize Actuals to DAWN Edit Actual/WP Reserves Highlight Changes

Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	E225	00	2511	BALANCE FORWARD FROM PREVIOUS YEAR	0	0	0	0	-21,790	0	- None -
	E225	00	4235	COST ALLOC REIMBURSEMENT FROM B/A 4501	0	0	1,326	0	4,283	0	- None -
	E225	00	4257	POWER SURCHARGE	0	0	10,000	0	10,000	0	- None -
	E225	02	6100	PER DIEM OUT-OF-STATE	0	0	2,639	0	2,639	0	- None -
	E225	02	6130	PUBLIC TRANS OUT-OF-STATE	0	0	1,678	0	1,678	0	- None -
	E225	02	6140	PERSONAL VEHICLE OUT-OF-STATE	0	0	1,487	0	1,487	0	- None -
	E225	02	6150	COMM AIR TRANS OUT-OF-STATE	0	0	16,825	0	16,825	0	- None -
	E225	03	6200	PER DIEM IN-STATE	0	0	-724	0	1,865	0	- None -
	E225	03	6210	FS DAILY RENTAL IN-STATE	0	0	238	0	264	0	- None -
	E225	03	6230	PUBLIC TRANSPORTATION IN-STATE	0	0	36	0	188	0	- None -
	E225	03	6240	PERSONAL VEHICLE IN-STATE	0	0	147	0	536	0	- None -
	E225	03	6250	COMM AIR TRANS IN-STATE	0	0	790	0	5,027	0	- None -
	E225	04	7061	CONTRACTS - A	0	0	10,000	0	10,000	0	VENDOR SERVICES
	E225	86	9178	RESERVE - BAL FWD TO SUBSEQUENT FY	0	0	-21,790	0	-48,016	0	- None -

In the vendor schedule make the correct change to the contract amount that reflects the total amount needed for the contract, process schedule and click on the Save and Return button to return to the decision unit line item screen.

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Budget Account Version - Vendor Services Schedule Details

Budget Account Version: 2023-2025 Biennium (FY24-25) 4490 CRC - COLORADO RIVER COMMISSION W01 BUDGET AMENDMENT EXAMPLE

Schedule: VENDOR SERVICES Status: Complete View Text and Attachments

Decision Unit: Display All Decision Units Category: Display All Categories GL: Display All GLs

Add Schedule Line

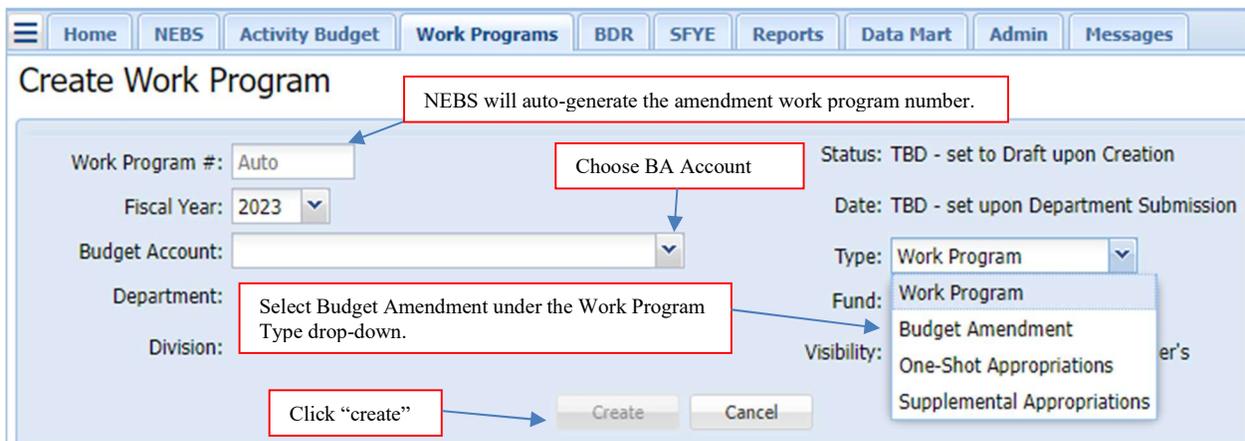
Action	DU	Catg	GL	Vendor Name	Actual	Work Prog.	Year1	Year2
	E225	04	7061	Broadband Services - Example	0	0	50,000	50,000
					0	0	50,000	50,000

Save Save and Return Cancel Process Schedule

Input any notes and attach any backup documentation required.

Once the update is complete, and the decision unit is balanced and saved, the agency should notify the GFO analyst that the working version of the amendment is complete. The GFO analyst will then verify the amendment is ready, copy the amendment to G08 and inform the agency that it can now generate the budget amendment work program.

The agency will create the budget amendment document in the NEBS Work Program module in version G08. The budget amendment document(s) are similar to those created for regular work programs. The primary difference is in the cumulative sheet, which is displayed at the expenditure object code level instead of rolling to the category level. From the Work Program Module in NEBS, chose the Create New Work Program.



Similar to the standard work program creation, NEBS requires certain forms/backup documents to be completed and attached in the system before the NEBS will allow the user to submit a budget amendment (see below).

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View Work Program

**The following must be corrected before submitting:**  
 The work program form is not complete  
 The Cover Sheet is not complete  
 Required attachments are missing: Supporting Before/After Reports, Fund Map

Work Program #:  Status: Draft  
 Fiscal Year: 2023 Date: 02/03/2023 12:51 PM  
 Department: 69 - COLORADO RIVER COMMISSION Type: Budget Amendment  
 Division: 690 - COLORADO RIVER COMMISSION Fund: 296 - COLORADO RIVER RESOURCES FUND  
 Budget Account: 4490 - CRC - COLORADO RIVER COMMISSION Visibility:  Enable for LCB and Controller's

**Work Program Checklist**

- Cover Sheet \*
- Work Program Form \*
- Cumulative Sheet

**Attachments**

- Before/After Reports \*
- Budget Projections
- Fund Map \*
- NPD 19/Organizational Chart
- Quotes for Purchased Items
- Spreadsheets/Supporting Calculations
- Grant History/Reconciliation Form
- Grant Awards for Current Year
- Grant Budget
- Summary of the grant program and purpose (if not included in the award document)

**Cover Sheet**

**Budget Account's Primary Purpose, Function and Statutory Authority**  
 This text displays on the Work Program Form as well as the Checklist

The Colorado River Commission is empowered to acquire, manage and protect all of Nevada's federal allocation of water and hydropower resources from the Colorado River for the residents of Nevada. In addition, it provides electric power resources to certain customers from any available source for needs over and above the state's hydropower allocations. These resources are primarily centered in and benefit, Southern Nevada. The Colorado River Commission Fund acts as the general fund for all commission activities. All personnel costs for commission staff and all of the basic activities and functions performed in fulfilling the commission's legislative mandate are recorded in this account. The

**Purpose of Work Program**  
 This text displays on the Work Program Form as well as the Checklist and IFC agenda

**Justification**

...specific examples with measurable benefits

**Auto generated amendment number**

**The system requires specific forms and attachments before it will allow the user to submit the budget amendment.**

**Input narratives for the purpose of the amendment and justification just like a regular work program and attach all relevant backup documents including your projects worksheet in excel format.**

Continuing with the E225 example, enter E225 for the decision unit for the Funds Available section and the Expenditures section as well as the same revenue GL and expenditure object code in the NEBS line item. The amounts entered for the budget amendment are the *differences* between versions G01 and G08, which are \$40,000 each year for this example (G01 = \$10,000 and G08 = \$50,000 for a difference of \$40,000). A NEBS225 Version-to-Version Comparison report will confirm your entries are correct. The report should match the budget amendment amounts.

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View Work Program

The following must be corrected before submitting:  
 The work program form is not complete  
 The Cover Sheet is not complete  
 Required attachments are missing: Supporting Before/After Reports, Fund Map

Work Program #: A230454490 Status: Draft  
 Fiscal Year: 2023 Date: 02/03/2023 12:51 PM  
 Department: 69 - COLORADO RIVER COMMISSION Type: Budget Amendment  
 Division: 690 - COLORADO RIVER COMMISSION Fund: 29  
 Budget Account: 4490 - CRC - COLORADO RIVER COMMISSION Visibility:

**Work Program Checklist**

- Cover Sheet \*
- Work Program Form \*
- Cumulative Sheet

**Attachments**

- Before/After Reports \*
- Budget Projections
- Fund Map \*
- NPD 19/Organizational Chart
- Quotes for Purchased Items
- Spreadsheets/Supporting Calculations
- Grant History/Reconciliation Form
- Grant Awards for Current Year
- Grant Budget
- Summary of the grant program and purpose (if not included in the award document)
- File Maintenance Request
- Other Attachments

**Work Program Form**

**Funds Available**

Add a Revenue Line

DU	GL	Year 1			Total
		Current	Pending	Amount	
No Revenue Lines for this Work Program					
All others		9,336,798	0		9,336,798
Totals		9,336,798	0	0	9,336,798

**Expenditures**

Add an Expenditure Line

DU	Catg	GL	Year 1				Year 2			
			Current	Pending	Amount	Total	Current	Pending	Amount	Total
No Expenditure Lines for this Work Program										

DU:  GL:  Add

Select Revenue Line

Select a Revenue Line by clicking a line below or use the smart search box to find a valid line by code or description that is not part of the account and click the Add button

DU	GL	Description	Current	Pending
B000	2511	BALANCE FORWARD FROM PREVIO...	3,231,491	0
E225	2511	BALANCE FORWARD FROM PREVIO ...	0	0
E226	2511	BALANCE FORWARD FROM PREVIO ...	0	0
B000	4022	RAW WATER SALES	27,998	0
B000	4041	POWER ADMIN CHARGE	1,367,712	0
M100	4041	POWER ADMIN CHARGE	-59,876	0
M150	4041	POWER ADMIN CHARGE	225,292	0
M300	4041	POWER ADMIN CHARGE	48,718	0

Delete Save Submit Cancel Print All

Continue to enter the applicable decision unit, revenue GL(s), expenditure object codes to coincide with the previous entries made in NEBS line item screens.

Required forms and attachments are as follows:

- Budget Amendment Form (still titled the Work Program Form) – identical to the form used for regular work programs.
- Cover Sheet - identical to the form used for regular work programs.
- Supporting Before/After Reports – the before reports are the NEBS210A Line Item Detail & NEBS210B Summary reports from version G01, and the after reports are the NEBS210A Line Item Detail & NEBS210B Summary reports from version G08 for the applicable budget account (see below).
- Version-to-Version Comparison report – NEBS225 report comparing version G01 to version G08.
- Fund Maps - identical to the requirement for work programs.

[Home](#) | [NEBS](#) | [Activity Budget](#) | [Work Program](#) | [BDR](#) | [SFYE](#) | [Reports](#) | [DataMart](#)

## Report Settings

### Settings for: NEBS210 Line Item Detail & Summary

Budget Period: 2015-2017 Biennium (FY16-17)

Budget Account Method:  Single  Multiple  By Analyst

Decision Unit(s): All Types  
 B000 BASE  
 M100 STATEWIDE INFLATION  
 M101 AGENCY SPECIFIC INFLATION  
 M102 AGENCY SPECIFIC INFLATION  
 M103 AGENCY SPECIFIC INFLATION

Budget Account: 3813 B&I - INSURANCE REGULATION (Update)

Version(s): G01 GOVERNOR RECOMMENDS  
 None  
 None

Summary Level:  Object  Category

Include Sections:  A - Detail by Object/Category  
 B - Summary by Object/Category  
 C - Summary by Object/Category and Decision Unit Type

Additional Detail:  Program Description  Expanded Program Narrative  
 Decision Unit Synopsis  Decision Unit Narrative

The before and after reports are the NEBS 210 reports for versions G01 and G08. Make sure to include sections A and B.

Security access to NEBS and Work Programs is required to enter amendments. If access needs to be updated, please email the relevant form to your agency's assigned budget officer. The security access forms are available on the Budget Division's website at: <http://budget.nv.gov/Forms/>

Please contact your agency's assigned GFO budget officer or Team Lead, respectively, if you have any questions regarding this process or with NEBS.