



# Budget Amendment Manual

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Governor's Finance Office  
Budget Division

<http://budget.nv.gov>

2021-2023 Biennium  
January 29, 2021

To request a budget amendment, submit a written memo to your assigned Executive Branch Budget Officer. The request should include a detailed explanation of the amendment and the fiscal impact to the agency's budgets. If the Director and the Governor's Finance Office approve of the concept, the assigned analyst will coordinate with the agency to submit the budget amendment. Only after the amendment request has been approved will the agency be requested to enter information in NEBS and in the Work Program Module.

The next step of a budget amendment requires updating or creating the applicable decision unit in version G08 for the relevant budget account in NEBS line item and pertinent schedules (see below). Notes and attachments for each budget amendment are required to fully explain the change and should be complete and concise. 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 decision unit E235 that was reduced in version G01 in the amount of (\$10,000) each year and the reduction can be increased for a total of (\$50,000) each year, you would access G08; navigate to the Vendor Services schedule and change the decision unit E235 line from (\$10,000) each year to (\$50,000) each year; process the schedule; return to line item; balance E235 and select Save.

Budget Account	Version	Status
3813 - B&I - INSURANCE REGULATION		
	Create New Working Version...	
	G01 - GOVERNOR RECOMMENDS	Final
	G02 - ONE-SHOT APPROPRIATIONS	Final
	G03 - SUPPLEMENTAL APPROPRIATIONS	Final
	G07 - APPROVED BUDGET AMENDMENTS	Final
	G08 - PROPOSED BUDGET AMENDMENTS	Locked
	A01 - AGENCY REQUEST	Final

Update the applicable decision unit in version G08.

**Budget Account Line Items**

Budget Period: 2015-2017 Biennium (FY16-17)  
 Budget Account: 3813 B&I - INSURANCE REGULATION  
 Version: G08 PROPOSED BUDGET AMENDMENTS

Summary | **Line Items** | Schedules | Positions | Mapping | Acct. Maint.

Decision Unit Filter: E235 EFFICIENT AND RESPONSIVE STATE GOVERNMENT [Save] [Save and Return] [Cancel]

Delete	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	1										
	<input type="checkbox"/>	E235	00	4758 TRANSFER FROM TREASURER	0	0	1,000,000	0	1,000,000	0	- None -
	<input type="checkbox"/>	E235	08	7060 CONTRACTS	0	0	50,000		50,000		VENDOR SERVICES
	<input type="checkbox"/>	E235	08	8700 AID TO INDIVIDUALS	0	0	950,000	0	950,000	0	- None -

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

Once the update is complete and the decision unit is balanced and saved, the agency needs to create the budget amendment document in the NEBS Work Program module in version G08 (see below). The budget amendment document(s) are very similar to those created for work programs with the exception of the Cumulative sheet, which is displayed at the expenditure object code level instead of rolling to the category level.

Home | NEBS | Activity Budget | Work Programs

**Work Programs Task Page**

**Personal To Do List**

17 New Work Program transactions pending approval

- C31825-4679 - Work Program draft transaction

Create New Work Program...

Jump to Work Program:  [Go]

Select the "Create New Work Program" link.

Home | NEBS | Activity Budget | Work Programs | BDR | SFYE | Reports | DataMart | Admin

## Edit Work Program Checklist

Type:  ←

Budget Period:  ←

Budget Account:  ←

Department:

Enable LCB Visibility:

Fund:

Division/Agency:

Select the Budget Amendment option from the Type drop-down menu; select the Budget Account from the pull-down menu and save.

The budget amendments require certain forms to be completed and attachments provided before the system will allow the user to submit a budget amendment (see below).

Home | NEBS | Activity Budget | Work Programs | BDR | SFYE | Reports | DataMart | Admin | Messages

## Edit Work Program Checklist

Note: this work program failed the following validations - these must be resolved before final submission  
 The work program form is not complete  
 The Cover Sheet is not complete  
 Supporting Before/After Reports are not attached  
 Fund Map is not attached

Type: Budget Amendment      Work Program #:

BudgetPeriod: 2015-2017 Biennium (FY16-17)      Date: TBD - Set upon department submission

Budget Account: 3813 B&I - INSURANCE REGULATION      Fund: 504 INSURANCE ADMINISTRATION AND ENFORCEMENT FUND  
Edit Category/Object Descriptions

Department: 74 DEPARTMENT OF BUSINESS AND INDUSTRY      Division/Agency: 741 B&I - INSURANCE DIVISION

Enable LCB Visibility:

**Main**      **Attachments**

<input checked="" type="checkbox"/> Budget Amendment Checklist (this page)		Print...
<input type="checkbox"/> Budget Amendment Form	Edit...	Print...
<input type="checkbox"/> Cover Sheet	Edit...	Print...
<input type="checkbox"/> Cumulative Sheet		Print...



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

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

### Edit Work Program Detail



Work Program #: A150003813  
 Budget Period: 2015-2017 Biennium (FY16-17)      Date: TBD - Set upon submission  
 Department: 74 DEPARTMENT OF BUSINESS AND INDUSTRY      Division/Agency: 741 B&I - INSURANCE L...  
 Budget Account: 3813 B&I - INSURANCE REGULATION      Fund: 504 INSURANCE ADMINISTRATION AND ENFORCEMENT FU...  
 Type: Budget Amendment

**Funds Available**

DU:  GL:   

Decision Unit	GL	Description	Year 1				Year 2			
			Current	Pending	Amount	Total	Current	Pending	Amount	Total
All other GL lines			14,765,232	0		14,765,232	13,098,970	0		13,098,970
Totals (*includes all GLs in this account)			14,765,232	0	0	14,765,232	13,098,970	0	0	13,098,970

**Expenditures**

DU:  Catg:  GL:   

Decision Unit	Category	GL	Description	Year 1				Year 2			
				Current	Pending	Amount	Total	Current	Pending	Amount	Total
All other Categories				14,765,232	0		14,765,232	13,098,970	0		13,098,970
Totals (*includes all Categories in this account)				14,765,232	0	0	14,765,232	13,098,970	0	0	13,098,970

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

Continuing with the E235 example, enter E235 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.

Required forms and attachments are as follows:

- Budget Amendment Form (still titled the Work Program Form) – identical to the form used for work programs.
- Cover Sheet - identical to the form used for 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 budget officer if you have any questions regarding this process or with NEBS.