

2016-2018 KBUD Budget Preparation



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Commonwealth of Kentucky

KBUD Budget Preparation

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Section 1 Introduction to KBUD

The Kentucky Budgeting (KBUD) system will be used to develop the 2016-2018 biennial budget. This manual will provide information on the KBUD system and how to use it to enter, change, report and submit the majority of their biennial budget request. This process will enable the Commonwealth to meet the statutory requirements of KRS Chapter 48 for preparing and submitting agency biennial budget requests to the Governor's Office for Policy and Management (OSBD) and the Legislative Research Commission (LRC). It will enable the Commonwealth to provide the information required for submission contained in the 2016-2018 Branch Budget Request Manual (Budget Instructions). It is essential that agencies read and understand the 2016-2018 Budget Instructions in order to complete and submit their biennial budget request accurately, on-time, and in the correct format. The 2016-2018 Branch Budget Request Manual along with other budget resources can be found on OSBD's Website at the following location: <http://osbd.ky.gov/Pages/KBUD-Information.aspx>

Section 1.1 Benefits of KBUD

Historical Analysis

KBUD will bring in historical data from prior years for budget preparation. This function will enable the Commonwealth to present and report actual financial data within each agency's budget structure. It will enable the Commonwealth to comply with the Budget Instructions for the reporting of the two prior fiscal year's data in each agency's biennial budget request.

Publish Budget Documents

The KBUD Reporting tool (Enterprise Business Intelligence or a.k.a. EBI) will provide the budget reports necessary to produce or support the production of the various biennial budget documents. This will enable the Commonwealth to meet the statutory requirements for biennial budget documents and support the display and presentation of the Commonwealth's budget decisions to the public.

Data Consolidation

KBUD will provide automatic data consolidations or "roll-ups" of budget information. This function will enable the Commonwealth to consolidate budget information from the lowest level to the many and varied higher levels. The Commonwealth will be able to more easily produce budget reports and information that consolidate Programs, Funds, Projects, Expenditures, Revenues and other budgetary information within KBUD.



Record the Trail of Changes

KBUD will provide an audit trail of all changes made to a budget request prior to its submission. This function will enable the Commonwealth to track and record the many changes that occur to a biennial budget request during its development process. This will provide a valuable troubleshooting aid in a process that is large and complicated.

Section 1.2 KBUD Setup Summary

The section is a summarized version of the technical setup requirements necessary for KBUD to work properly. **For detailed instructions to complete the KBUD Setup, reference Attachment 1 - KBUD Setup and Preferences at the end of this manual, or you can contact the KBUD Administrator at KBUDAdministrator@KY.GOV to request technical help.**

The Commonwealth uses two separate applications to complete the full development of an agency's budget:

- 1) KBUD application has built-in forms and tables for users to enter the budget data information necessary to create the KBUD reports. The link to the application is <https://kbud.ky.gov/>. Each user requires a separate KBUD account to utilize the application. Contact the KBUD Administrator at KBUDAdministrator@KY.GOV to request access instructions.
- 2) KBUD Reporting is hosted on SAP's Enterprise Business Intelligence (EBI) platform and allows user to run and print pre-built budget reports designed for the budget preparation process. The link to this application is <http://eas073vp-ws009:8080/BOE/BI>. Each user requires a separate EBI account to utilize the application. Contact the KBUD Administrator at KBUDAdministrator@KY.GOV to request access instructions.

Users can access both applications through compatible Web browser (Internet Explorer or Firefox). Only certain versions of these browsers will work with KBUD or EBI. Also there are specific browser settings such as Pop-up Blocker or Compatibility View that allow important features within KBUD to work properly. Features such as the search lists, drop down menus, and the import/export of files will not work if the browser settings are incorrect. In addition, KBUD Reporting (EBI) will not work unless the user's computer is loaded with the correct version of the Java SE Runtime Environment.



Section 2 Baseline Budget Request

Section 2.1 Budget Form Overview

Budget forms are the primary tools used to produce the agency budget request reports. The budget request reports are the final output used by agencies to submit their formal budget request to GOPM. The numerical budget data entered on the agency's forms is ultimately translated into budget totals on the budget request reports. In addition to the budget request forms, the information entered into the dimension tables and the FY14 and FY15 historical data loaded into KBUD from eMARS are also used to produce the budget request reports.

Budget Forms (KBUD)

Numerical Budget Data

Line	Fund	Budget Object	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
1	8100	REVENUE	14,911,000	14,910,000	14,910,000	152,400
2	8100	SALCOMP	395,000	0	0	0
3	8100	MADEXP	-71,500	0	0	0
4	1300	CLARFC	88,574,400	49,182,800	49,812,900	
5	1300	BAINFO	4,800			
6	1300	PDFF	-5,400			
7	1300	CLARFC	441,100	409,200	373,400	10,700
8	1300	EXPRPLAND	14,374,000	14,930,200	14,539,000	132,400
9	1300	EXPRPLAND	52,122,800	52,884,000	52,847,800	
10	1300	EXPRPLAND	441,800	409,200	373,400	10,700
11	1300	WONESP	-15,753,300	-15,468,500	-15,176,400	
12	1300	BAINFO	700			
Totals						

Dimension Tables (KBUD)

Agency Budget Request Reports (KBUD Reports-EBI) Submitted to GOPM

Budget Totals

Source of Funds	FY 2015-14 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
General Fund				
Regular Appropriation	88,884,000	81,312,000	88,000,000	88,384,000
State Salary and Compensation Allocator	51,000	891,200	0	0
Miscellaneous Expenditure Reductions	0	-12,097,700	0	0
Total General Fund	26,328,200	26,328,000	33,363,000	26,384,000
Tobacco Fund				
Tobacco Settlement - Phase I	12,758,200	14,505,100	12,838,200	12,758,200
Continuing Appropriation - Tobacco Settlement	3,522,334	1,444,700	0	0
Budget Reduction-General Fund Tobacco	0	-623,200	0	0
Other	4,956,510	0	0	0
Total Tobacco Fund	21,237,034	15,927,600	12,838,200	12,758,200
Restricted Fund				
Balance Forward	20,254,475	10,202,000	5,712,700	3,268,700
Current Receipts	71,495,564	120,710,700	129,200,000	130,470,700
Fund Transfers	0	660,200	0	0
Non-Revenue Receipts	4,173,989	-14,791,300	-18,834,000	-19,837,400
Total Restricted Fund	95,928,028	121,587,600	118,106,900	117,900,000
Federal Fund				
ARRA Revenues	120,597	0	0	0
Balance Forward	785,547	3,317,000	0	0
Current Receipts	194,790,283	218,133,000	211,200,000	162,830,000
Non-Revenue Receipts	-1,540,000	0	0	0
Total Federal Fund	194,056,327	221,650,000	211,200,000	162,830,000
TOTAL SOURCE OF FUNDS	345,697,061	450,083,400	398,814,900	379,583,100
EXPENDITURE CLASS				
Personnel	81,816,420	88,443,000	88,720,000	87,786,200
Contracting Expenses	12,872,454	12,872,700	12,381,000	12,023,700

FY14 & 15 Historical Data (eMARS to KBUD)

History Data

FY	FUND_CD	FUND_CD	DEPT_CD	OBJ_CD	REV_AFP	TRF_AFP	EXPENDITURES	QTR_BUDGET	EXP_TOTAL
2014	8100	8100	333	1	2,213,779.81	810,918,490.74	601,079,790.25	601,079,790.25	601,079,790.25
2015	8100	8100	676	1	36,238,962.89	379,000.00	36,608,099.33	36,608,099.33	36,608,099.33
2014	1300	1300	470	1	103,876.79	1,710,050.61	1,795,536.11	1,795,536.11	1,795,536.11
2015	1300	1300	676	1	199,434.91	133,454.63	133,454.63	133,454.63	133,454.63
2014	1300	1300	676	1	27,827.62	440,049.00	399,709.82	399,709.82	399,709.82
2015	1300	1300	205	1	45,021,349.27	7,606.17	25,729,402.90	7,676,164.74	35,408,427.64
2014	1300	1300	185	1	51,384.42	348,296.56	288,402.99	288,402.99	288,402.99
2015	1300	1300	129	1	6,020,139.83	440,049.00	399,709.82	399,709.82	399,709.82
2014	1300	1300	155	1	443,118.60	42,137.00	448.43	448.43	448.43
2015	1300	1300	1307	1	938,135.97	600,162.00	488,878.25	488,878.25	488,878.25
2014	1300	1300	1304	1	7,475.00	16,108.28	296,043.00	132,122.94	132,122.94
2015	1300	1300	1273	1	411,513.72	322,473.84	322,473.84	322,473.84	322,473.84
2014	1300	1300	1290	1	394,507.52	291,096.20	291,096.20	291,096.20	291,096.20
2015	1300	1300	1504	1	62,637.11	99,902.33	63,274.27	63,274.27	63,274.27
2014	1300	1300	1346	1	5,982,033.92	5,474,114.82	4,327,885.97	1,207,200.00	5,394,363.97
2015	1300	1300	1299	1	6,020,139.83	440,049.00	26,472,221.42	23,108,689.28	42,861,929.88
2014	1300	1300	1309	1	308,018.34	236,534.40	197,267.04	100,000.00	297,267.04
2015	1300	1300	1344	1	2,568,113.38	3,188,346.44	3,344,163.27	3,344,163.27	3,344,163.27
2014	1300	1300	1316	1	211.00	2,762.50	2,762.50	2,762.50	2,762.50
2015	1300	1300	1449	1	3,637,613.06	712,703.21	1,201,460.00	1,201,460.00	1,201,460.00
2014	1300	1300	1349	1	3,966,404.25	1,102,920.42	395,326.21	300,800.00	600,726.21
2015	1300	1300	1293	1	35.00	29,960.00	637.88	637.88	637.88
2014	1300	1300	1319	1	76,902.86	48,217.10	12,112.60	12,112.60	12,112.60
2015	1300	1300	1303	1	374,024.90	3,051.39	21.41	21.41	21.41
2014	1300	1300	1306	1	57,545.70	93,589.11	26,309.41	26,309.41	26,309.41
2015	1300	1300	1300	1	4,168,113.40	11,725.59			
2014	1300	1300	1303	1	6,950,357.38	56,215.46			
2015	1300	1300	1293	1	38,048.01	17.75	406.84	406.84	406.84
2014	1300	1300	1303	1	4,252,067.89	11,804.17	387,422.88	387,422.88	387,422.88



Baseline Budget Request

The 1618_A2-A3-A4-A5 Baseline Budget Request form is the primary form used to produce your agency's 1618 baseline budget request (NOTE-1: The KBUD forms and reports used for Restricted Funds and/or Federal Grants are covered in sections three and four of this manual. NOTE-2: The 1618_A2-A3-A4-A5 Baseline Budget Request form also includes your defined calculations which are technically considered part of the agency's additional budget request).

1618 Baseline Budget Request Form

Code	Name
1618_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request

The 1618_A2-A3-A4-A5 Baseline Budget Request form has been consolidated and contains multiple tabs to perform different functions. This has changed from the previous biennium where each of these tabs would have been a separate standalone form. For example, the 1618_A2-A3-A4-A5 form now contains separate tabs to record the various components of your baseline budget request data:

- A2/A3 Sources & Expenditures by Funds
- A3 Expenditure Detail
- A5 Personnel
- Document Management

1618_A2-A3-A4-A5 Form with Multiple Tabs

Edit Budget Request
A2/A3 Sources & Exp by Fund
A3 Expenditure Detail
A5 Personnel
Document Management

[Expand All](#) | [Collapse All](#)

Budget Request Details ?

Request Code: * Name:
Form:
* Stage:

Reason For Change

Reason Description:

Budget Request Information

Legal Authority Citation:

Dimensions ?

Program:



Section 2.2 *Creating a Baseline Budget Request*

This section includes an overview of the baseline creation process along with the detailed instructions to create a baseline budget request required by the 2016-2018 Budget Instructions.

Section 2.2.1 *Process Overview*

The following is a summarized description of the steps involved in the process to create a baseline budget request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Budget Layout Selection Page to choose the 1618_A2-A3-A4-A5 Baseline Budget Request form
- 2) Create an instance of the 1618_A2-A3-A4-A5 Baseline Budget Request form for each agency program
- 3) Manually enter or import the appropriate budget lines (data) into each of the form's tabs for each appropriate fund type and budget object combination
 - o A2/A3/A4/A5 Baseline Budget Request Form Tabs
 - **Edit Budget Request**
 - **A2/A3 Sources & Exp by Fund**
 - **A3 Expenditure Detail**
 - **A5 Personnel**
 - **Document Management**
- 4) Login to KBUD Reports (EBI) and navigate to the 16-18 Biennium folder to run and/or print the necessary budget request reports
 - o Create the baseline budget request reports necessary for performing a math check on the budget data that was entered into KBUD
 - o Create the baseline budget request reports necessary for official budget submission to GOPM



Section 2.2.2 Assumptions, Conditions, and Directions

The following is a list of helpful assumptions, conditions, and directions that should be followed and understood prior to creating a 2016-2018 baseline budget in KBUD:

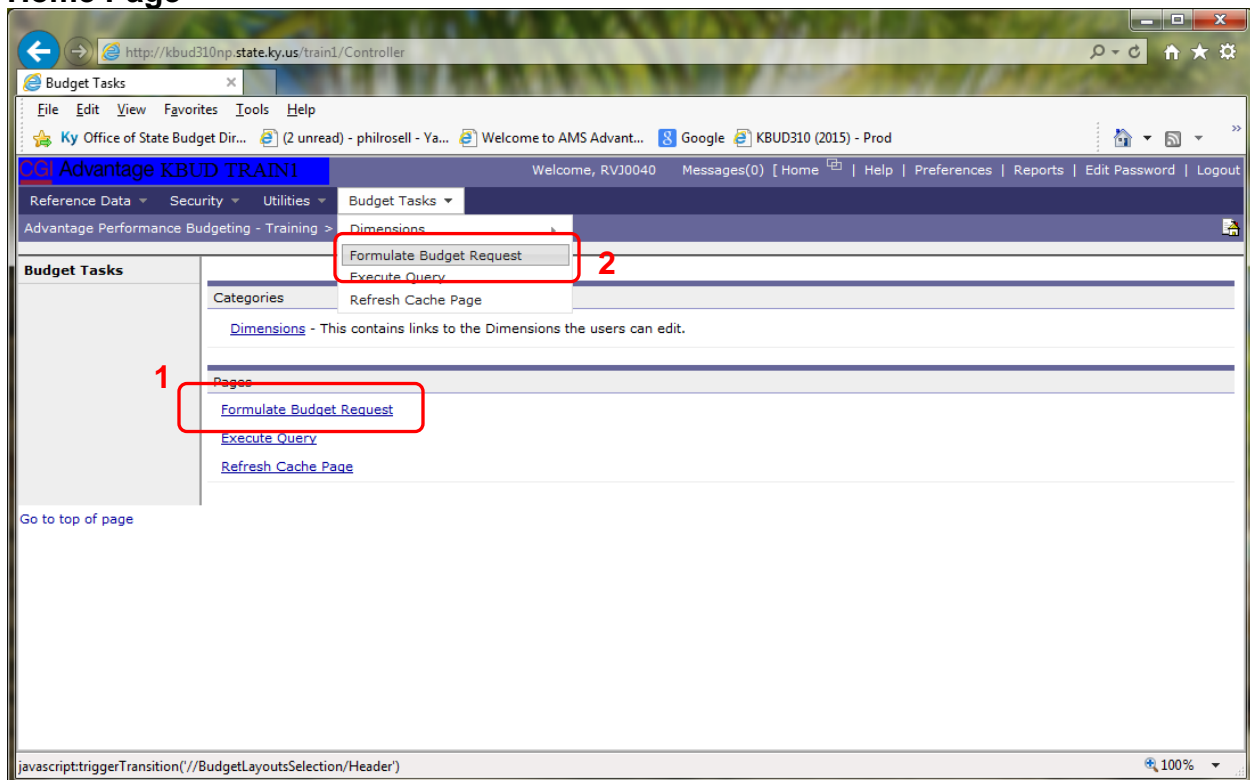
- The user should review and understand the LRC's 2016-2018 Budget Instructions located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).
- All budget requests outside of the baseline budget requests needs to be separately requested as an Additional Budget Request.
- Defined calculations budget requests are requested separately on the 1618_A2-A3-A4-A5 Baseline Budget Request form. The Full Actuarial Required Contribution (ARC) will not be handled separately like it was in the 1416 budget request but will be included as part of the defined calculations for the 1618 budget request.
- There are several aids (tools) to assist in the budget request calculations located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).
- The user has an active KBUD and EBI (KBUD Reports) accounts with the correct agency security to perform the actions required. If not, contact the KBUD administrator at KBUDAdministrator@ky.gov to obtain a copy of the KBUD Security form and instructions.
- Any specific budget preparation-related questions should be addressed to the agency's assigned GOPM budget analyst, not to the KBUD Administrator.
- Any KBUD technical questions should be addressed to the KBUD administrator at KBUDAdministrator@ky.gov.
- The use of every function and/or feature within KBUD or EBI (KBUD Reports) will not be demonstrated in this section of the manual, only the ones necessary to produce a baseline budget request. Any other questions concerning additional functions or features within KBUD can be addressed to the KBUD administrator at KBUDAdministrator@ky.gov.
- The user has setup their computer in accordance with KBUD Setup instructions located in Attachment A, KBUD Setup and Preferences.



Section 2.2.3 Login to KBUD and Navigate to the 1618_A2-A3-A4-A5 Baseline Budget Request Form

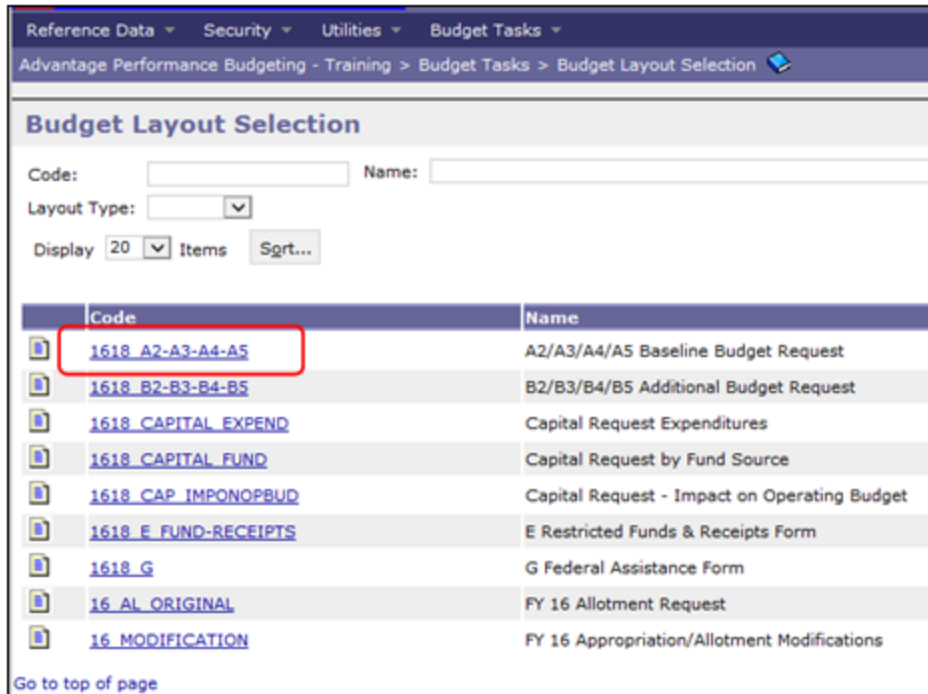
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, you can navigate to the KBUD forms in two ways:
 1. Click the Formulate Budget Request link under the Pages heading, or
 2. Click on the Budget Tasks on the menu bar and select Formulate Budget Request. The Budget Layout Selection page will appear.

Home Page



- From the Budget Layout Selection page, you will see all the KBUD forms that are available for your use. In this case, you want to choose the 1618_A2-A3-A4-A5 form by clicking on the corresponding blue link. The Select Budget Request page will appear.

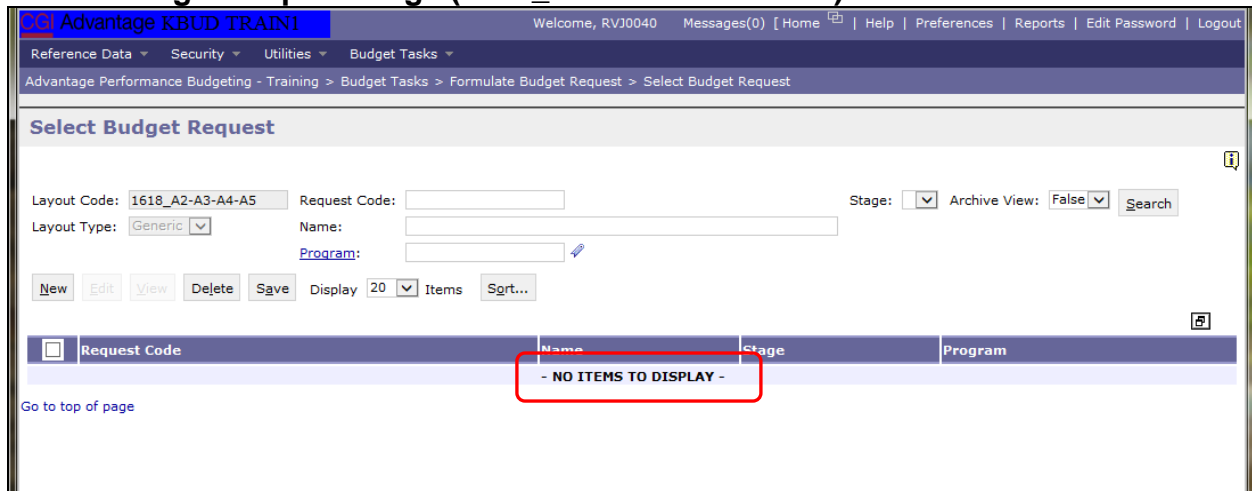
Budget Layout Selection Page



Code	Name
1618_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
1618_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
1618_CAPITAL_EXPEND	Capital Request Expenditures
1618_CAPITAL_FUND	Capital Request by Fund Source
1618_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget
1618_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form
1618_G	G Federal Assistance Form
16_AL_ORIGINAL	FY 16 Allotment Request
16_MODIFICATION	FY 16 Appropriation/Allotment Modifications

- Please keep in mind, the Select Budget Request page will show all the instances of this specific form (1618_A2-A3-A4-A5) you have created. However, when the page initially loads up, there will be **NO ITEMS TO DISPLAY**, even if you have previously created an instance of the form. This is normal until you either create a new form or do a search for a previously created form.

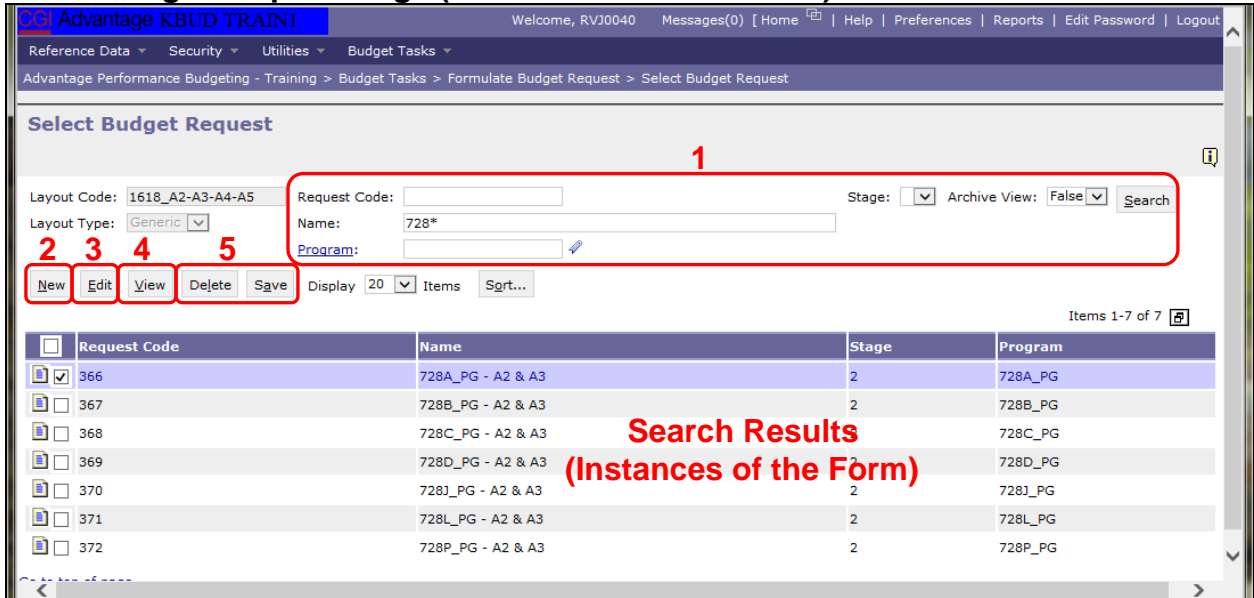
Select Budget Request Page (1618_A2-A3-A4-A5 Form)



Request Code	Name	Stage	Program
- NO ITEMS TO DISPLAY -			

- From the Select Budget Request page, you can do all of the following functions:
 1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or Program by typing in the information in the textboxes and clicking the Search button (* is the wildcard) and the instances that match your parameters will appear (NOTE: Once a form moves past Stage 2 in the process, agencies will no longer see this form in their search results)
 2. Use the New feature to create a new instance of this specific form
 - Click the New button and the Create Budget Request page will appear to allow you to create a new instance of the form
 3. Use the Edit feature to edit an existing instance of this specific form
 - Click the checkbox of the form instance you wish to edit, click the Edit button and the form will appear in the edit mode
 4. Use the View feature to only view (no editing) an existing instance of this specific form
 - Click the checkbox of the form instance you wish to view, click the View button and the form will appear in the view mode
 5. Use the Delete/Save feature to delete an existing instance of this specific form
 - Click the checkbox(es) of the form(s) instances you wish to delete, click the Delete button to mark the form(s) for deletion, click the Save button to finalize the deletion of the form(s), and they will be **permanently** deleted (NOTE: You cannot delete a form if there are active budget lines within the form. You will receive an error message. You have to first edit the form and delete all budget lines within all tabs and then perform the deletion procedure)

Select Budget Request Page (1618_A2-A3-A4-A5 Form)



The screenshot shows the 'Select Budget Request' page. At the top, there is a navigation bar with 'Advantage KBUD TRAINI' and user information. Below that, there are tabs for 'Reference Data', 'Security', 'Utilities', and 'Budget Tasks'. The main content area is titled 'Select Budget Request' and contains search filters: 'Layout Code: 1618_A2-A3-A4-A5', 'Layout Type: Generic', 'Request Code: []', 'Name: 728*', 'Program: []', 'Stage: []', and 'Archive View: False'. A red box labeled '1' highlights the search filters. Below the filters are action buttons: 'New', 'Edit', 'View', 'Delete', and 'Save', with a red box labeled '2 3 4 5' highlighting them. A table below shows search results with columns for 'Request Code', 'Name', 'Stage', and 'Program'. A red box labeled 'Search Results (Instances of the Form)' highlights the table. The table contains 7 rows of data.

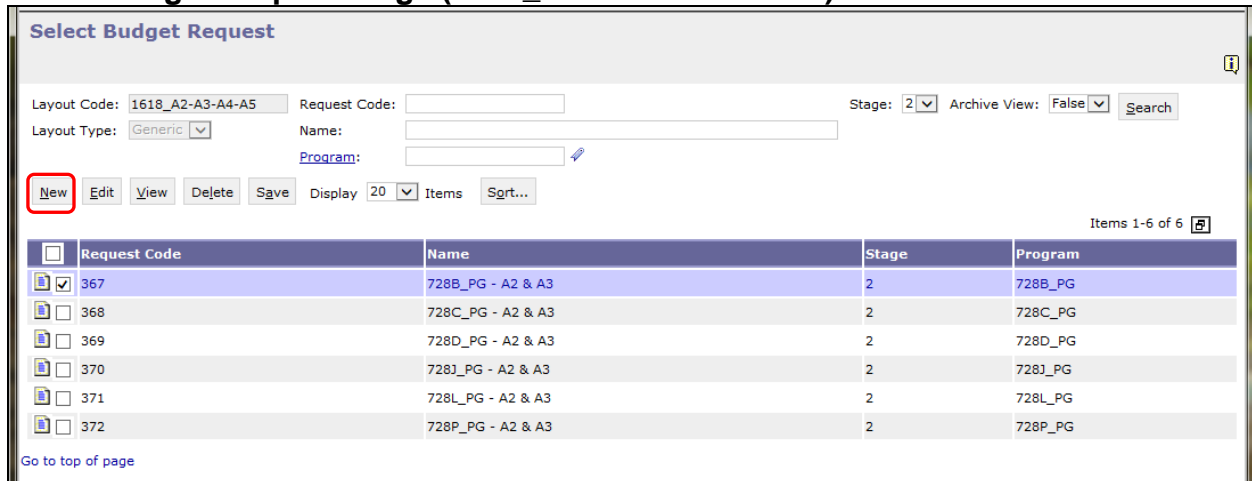
Request Code	Name	Stage	Program
366	728A_PG - A2 & A3	2	728A_PG
367	728B_PG - A2 & A3	2	728B_PG
368	728C_PG - A2 & A3	2	728C_PG
369	728D_PG - A2 & A3	2	728D_PG
370	728J_PG - A2 & A3	2	728J_PG
371	728L_PG - A2 & A3	2	728L_PG
372	728P_PG - A2 & A3	2	728P_PG

Section 2.2.4 Creating the Baseline Budget Request Form

In this section, we will continue from the previous section to create an example of a baseline form for the Department of Public Health (DPH), Department 728. In this first scenario, DPH has already created six of the seven 1618_A2-A3-A4-A5 forms needed for their baseline budget request; therefore, we will create the final 1618_A2-A3-A4-A5 form for program 728A_PG, General Health Support.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 1618_A2-A3-A4-A5 form.

Select Budget Request Page (1618_A2-A3-A4-A5 Form)



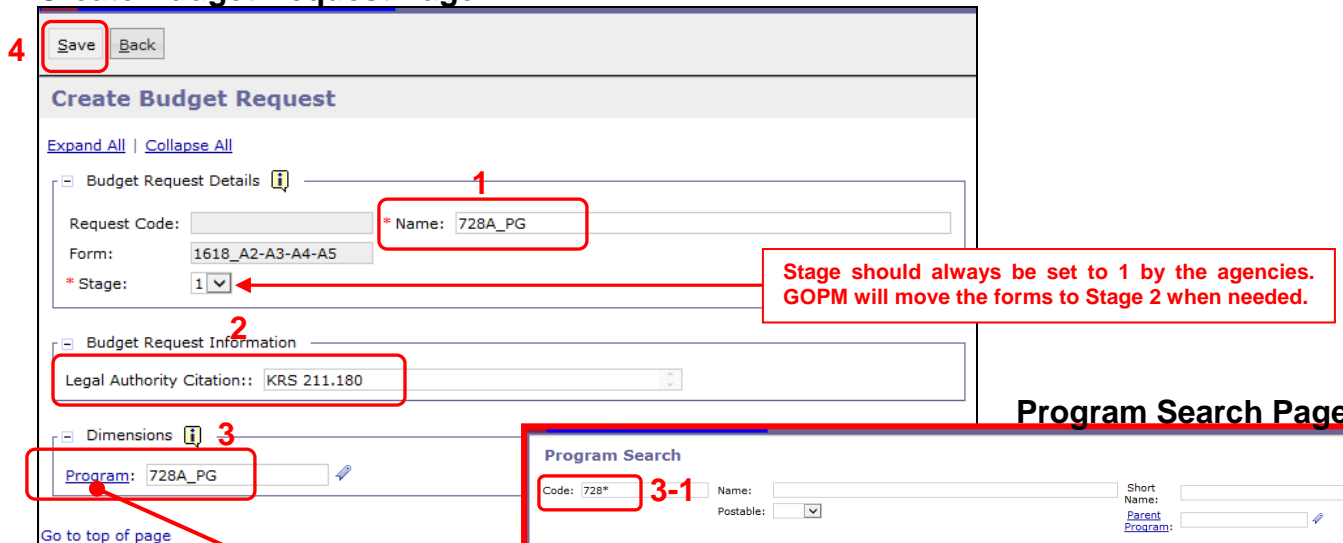
The screenshot shows the 'Select Budget Request' interface. At the top, there are input fields for 'Layout Code' (1618_A2-A3-A4-A5), 'Request Code', 'Stage' (2), 'Archive View' (False), and a 'Search' button. Below these are fields for 'Layout Type' (Generic), 'Name', and 'Program'. A toolbar contains buttons for 'New', 'Edit', 'View', 'Delete', 'Save', 'Display' (20), 'Items', and 'Sort...'. The 'New' button is highlighted with a red box. Below the toolbar is a table with the following data:

<input type="checkbox"/>	Request Code	Name	Stage	Program
<input checked="" type="checkbox"/>	367	728B_PG - A2 & A3	2	728B_PG
<input type="checkbox"/>	368	728C_PG - A2 & A3	2	728C_PG
<input type="checkbox"/>	369	728D_PG - A2 & A3	2	728D_PG
<input type="checkbox"/>	370	728J_PG - A2 & A3	2	728J_PG
<input type="checkbox"/>	371	728L_PG - A2 & A3	2	728L_PG
<input type="checkbox"/>	372	728P_PG - A2 & A3	2	728P_PG

At the bottom left of the table area, there is a link 'Go to top of page'. At the bottom right, it says 'Items 1-6 of 6'.

- From the Create Budget Request page, you will need to complete these four primary steps:
 1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form. Also you cannot reuse the exact name of a previous created form. You will receive an error message if you do reuse the name. It is the form name that makes it an unique instance of the form)
 2. Fill in the Legal Authority Citation textbox
 3. Fill in the Program textbox (NOTE: You can only create a single instance of this form with this specific program). There are two ways to fill in the textbox:
 - 1) Type in the correct program code, or 2) click on the blue Program link to pull up a Program Search box, and complete the following three steps to select it from a pick list:
 - 3-1) Type in the first few digits of the program code and * in the Code textbox
 - 3-2) Click the Search button
 - 3-3) Click the Select button for the appropriate program
 4. Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page



4 Save Back

1 * Name: 728A_PG

Form: 1618_A2-A3-A4-A5

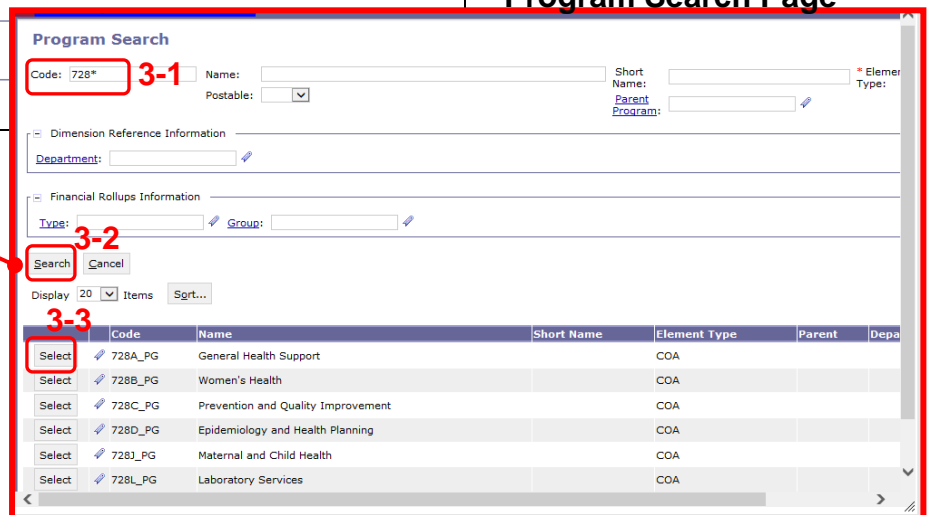
* Stage: 1

2 Legal Authority Citation: KRS 211.180

3 Program: 728A_PG

Stage should always be set to 1 by the agencies. GOPM will move the forms to Stage 2 when needed.

Program Search Page



3-1 Code: 728* Name: Postable: * Element Type:

3-2 Search Cancel

3-3

	Code	Name	Short Name	Element Type	Parent	Depa
Select	728A_PG	General Health Support		COA		
Select	728B_PG	Women's Health		COA		
Select	728C_PG	Prevention and Quality Improvement		COA		
Select	728D_PG	Epidemiology and Health Planning		COA		
Select	728J_PG	Maternal and Child Health		COA		
Select	728L_PG	Laboratory Services		COA		

Section 2.2.5 Entering Budget Data in the 1618_A2-A3-A4-A5 Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 - Click on the A2/A3 Sources & Exp by Fund tab (NOTE: You can now add your baseline and defined calculation budget lines, which consist of Sources of Funds & Expenditures by Fund)
 - Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this program. Enter a separate budget line for each fund/budget object combination required by the 2016-2018 Budget Instructions)
 - Enter the appropriate budget data on the line. Every line will require a fund and Budget Object (NOTE: You can go to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, to view an Excel file with a list of all applicable budget objects, 1618 KBUD Budget Objects.xlsx). To use the search feature for the Fund or the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 - Once you have finished entering all your budget lines for this tab, click the Save button
 - Click the next tab to add more budget lines or click the Back button to exit the form

New 1618_A2-A3-A4-A5 Form for 728A_PG

The screenshot shows the 'Edit Budget Request' interface for '1618_A2-A3-A4-A5' with '728A_PG' as the program. The 'A2/A3 Sources & Exp by Fund' tab is active. A summary table is visible with the following data:

Line	Fund	Budget Object	FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18
1	0100	REGAPP	14,391,500	14,509,000	14,509,000	152,000	385,100
Totals							

The 'Budget Object Search' page is also shown, displaying a table of budget objects:

Select	Code	Name	Short Name
Select	REGAPP	Regular Appropriation	Regular Appropriation
Select	TOBACCO	Tobacco Settlement - Phase I	Tobacco Settlement
Select	SALCOMP	State Salary and Compensation Allocation	State Salary & C



Baseline Budget Request

- KBUD also has the ability to import a Comma-Separated Value (CSV) text file to load all the budget lines automatically instead of manually adding each budget line one at a time. In these next steps, we will delete the single budget line entered in the previous steps and import all of the necessary budget lines using KBUD's import feature. To delete the single budget line, follow these steps:
 - Click on the checkbox next to the budget line needing to be deleted
 - Click the Delete Line button, and KBUD will mark the line for deletion by applying the strikethrough format to each selected line (example: 0100)
 - Click the Save button to finalize the deletion, and the line will be permanently deleted

3 Save

Edit Budget Request | **A2/A3 Sources & Exp by Fund** | A3 Expenditure Detail | A5 Personnel | Document Management

Budget Request Summary ⓘ

Layout Code: 1618_A2-A3-A4-A5 | Type: Generic | Request Code: 613 | Request Name: 728A_PG | Stage: 1
Program: 728A_PG

Refresh | Zero Out | Display Sub Total: | Select Model:

New Line | Copy Line | **Delete Line** | Export | Import | Audit Trail | View Graph | Sgtr... | View as CSV

Line	Fund	Budget Object		FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18
<input checked="" type="checkbox"/>	± 0100	REGAPP	R	14,391,500	14,509,000	14,509,000	152,000	385,100
Totals				-14,391,500	-14,509,000	-14,509,000	-152,000	-385,100

Page 1 of 1 | Show 20 rows per page | Rows 1 - 1 of 1

Expand All | Collapse All

Go to top of page

- KBUD will confirm the deletion was successful

Action was successful.

Save

Edit Budget Request | **A2/A3 Sources & Exp by Fund** | A3 Expenditure Detail | A5 Personnel | Document Management

Budget Request Summary ⓘ

Layout Code: 1618_A2-A3-A4-A5 | Type: Generic | Request Code: 613 | Request Name: 728A_PG | Stage: 1
Program: 728A_PG

Refresh | Zero Out | Display Sub Total: | Select Model:

New Line | Copy Line | Delete Line | Export | Import | Audit Trail | Sgtr... | View as CSV

Line	Fund	Budget Object		FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18
Totals								

Page 1 of 1 | Show 20 rows per page | No records to view

Expand All | Collapse All

Go to top of page



Baseline Budget Request

- Now that the single budget line has been deleted, we will import all the budget lines using the KBUD import feature and Excel to create the import file (spreadsheet) as a Comma-Separated Value (CSV) text file. You will need to open Excel and add your budget lines into a worksheet and edit the cells to follow the formatting rules
(IMPORTANT NOTES: For the import process to be successful, you will need to ensure your Excel import file complies with all of the following formatting rules):
 - The first row of the Excel file needs to exactly match the column headers on the form tab in terms of name, case, and order from left to right (see the comparison below). It is recommended to use the Export feature in KBUD to download the tab's column headings in a CSV file to be used as a template for your import file. Once you have downloaded the headers, then you can add your budget lines to the CSV file and use the file to import the budget lines into KBUD.

Excel (CSV file)

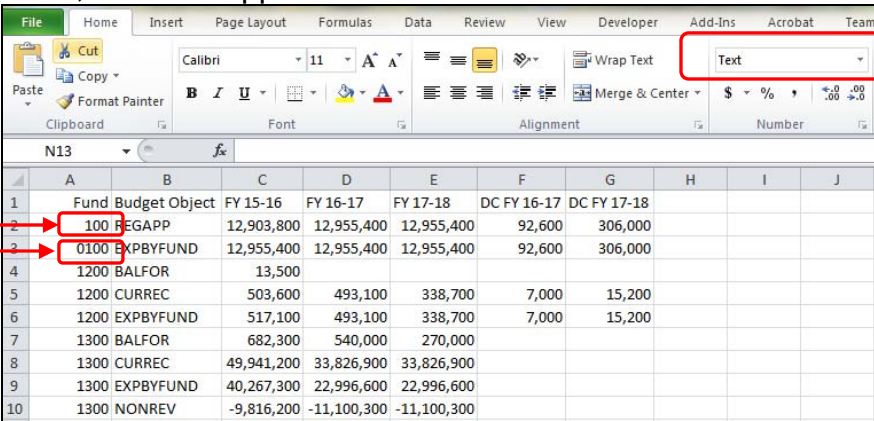
	A	B	C	D	E	F	G
1	Fund	Budget Object	FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18
2	0100	REGAPP	12,903,800	12,955,400	12,955,400	92,600	306,000
3	0100	EXDBVELIND	12,955,400	12,955,400	12,955,400	92,600	306,000

1618 A2-A3-A4-A5 Form Tab Headers

Line	Fund	Budget Object	FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18
Totals							

To use the Export feature, navigate to the desired tab and click on the blue Export link. Follow the prompts to save the CSV file with a meaningful name and in a location you will remember. You can open up the saved CSV file in Excel and add your budget lines to it. You will need to repeat this process for each of the form's tabs because the headers can change for each tab.

- Any fund cells with fund types that begin with a leading zero must include this zero. Excel will drop the leading zero if the cell is formatted as a General format. To resolve this issue, highlight the affected column or cell, change the Number format from General to Text format, and add the “0” back to the fund “100”, so that it appears as “0100”. You will need to fix all fund cells.



Incorrect Format →

Correct Format →

	A	B	C	D	E	F	G	H	I	J
1	Fund Budget Object	FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18				
2	100 REGAPP	12,903,800	12,955,400	12,955,400	92,600	306,000				
3	0100 EXPBYFUND	12,955,400	12,955,400	12,955,400	92,600	306,000				
4	1200 BALFOR	13,500								
5	1200 CURREC	503,600	493,100	338,700	7,000	15,200				
6	1200 EXPBYFUND	517,100	493,100	338,700	7,000	15,200				
7	1300 BALFOR	682,300	540,000	270,000						
8	1300 CURREC	49,941,200	33,826,900	33,826,900						
9	1300 EXPBYFUND	40,267,300	22,996,600	22,996,600						
10	1300 NONREV	-9,816,200	-11,100,300	-11,100,300						

- Utilize numerical data for the five budget data columns and ensure those cells are in the Excel number format and not in the currency or accounting format. Do not include the \$ sign in the cell, or do not use any formulas or total rows. (NOTE: All dollar values for the requested fiscal years should be rounded to the nearest \$100. KBUD does not prevent you from entering non-rounded values, but the 2016-2018 Budget Instructions request the values be rounded).
- Utilize only valid KBUD fund types and budget objects codes and code combinations for this specific tab. For example, you would not use Fund Type code 1200 (Federal Funds) and Budget Object code REGAPP (Regular Appropriations) as a combination because federal funds are not included in regular appropriations. Also ensure the budget object names are all in upper case format, REGAPP. Refer to the 2016-2018 Budget Instructions for the appropriate budget objects that would apply to each Fund Type (NOTE: You can go to OSBD’s Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, to view an Excel file with a full list of all applicable budget objects, 1618 KBUD Budget Objects.xlsx). Below are some of the budget objects that apply to only a specific type of fund:

General Fund and Road Fund ONLY

- Regular Appropriation
- Continuing Appropriation – General Fund
- Continuing Appropriation – Road Fund
- Reorganization Adjustments
- Mandated Allotments (these are Necessary Government Expenses)
- Salary and Health Insurance Adjustments – General Fund only

Tobacco Fund ONLY

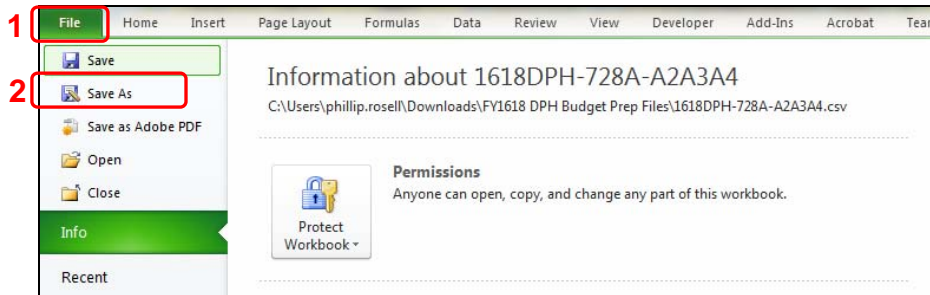
- Tobacco Settlement – Phase I

- Continuing Appropriation – Tobacco Settlement
- Reorganization Adjustments

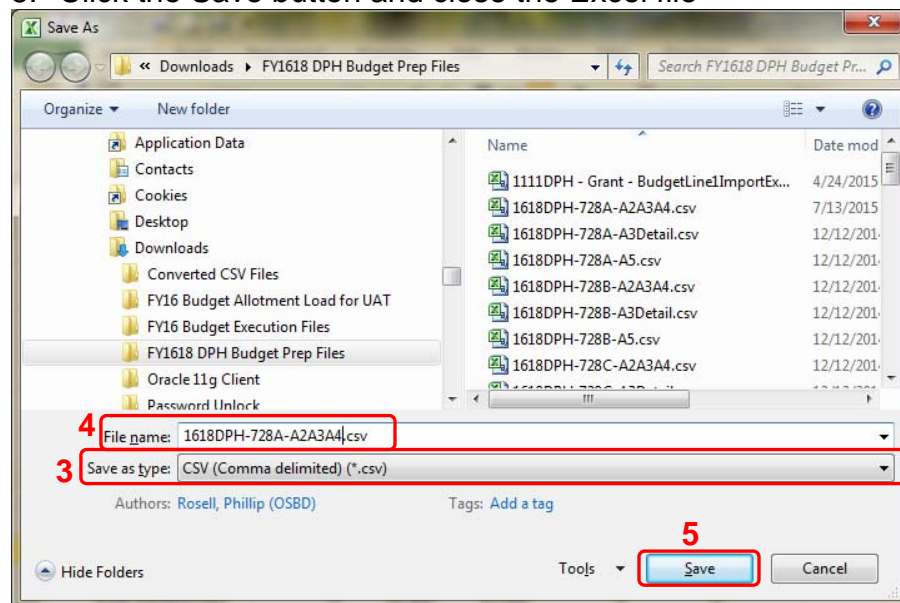
Restricted and Federal Funds ONLY

- Balance Forward
 - Current Receipts
 - Non-Revenue Receipts
 - Fund Transfers
- Once you have populated your Excel worksheet with all budget lines and formatted it correctly, save the file as a Comma-Separated Value (CSV) file with a meaningful name and in a location where you will remember to find it. To save the file as a CSV file type, follow these steps:

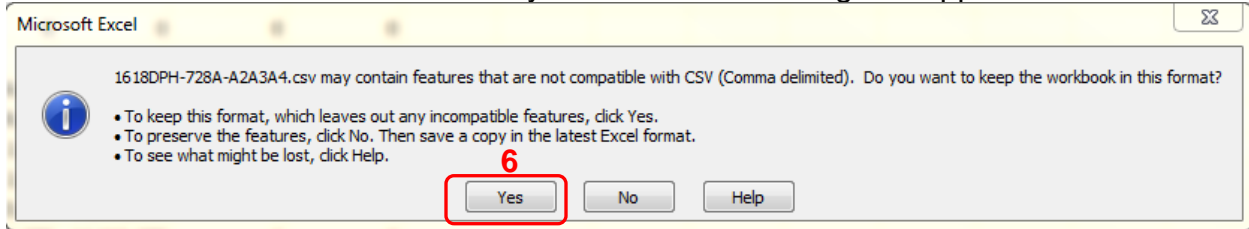
1. Click the File tab
2. Click the Save As command



3. Click the Save as type down arrow and choose the CSV (Comma delimited) (*.csv) file type
4. Type in a meaningful name and navigate to a folder where you will remember to find it (NOTE: Do not use any special characters in the name of the file)
5. Click the Save button and close the Excel file

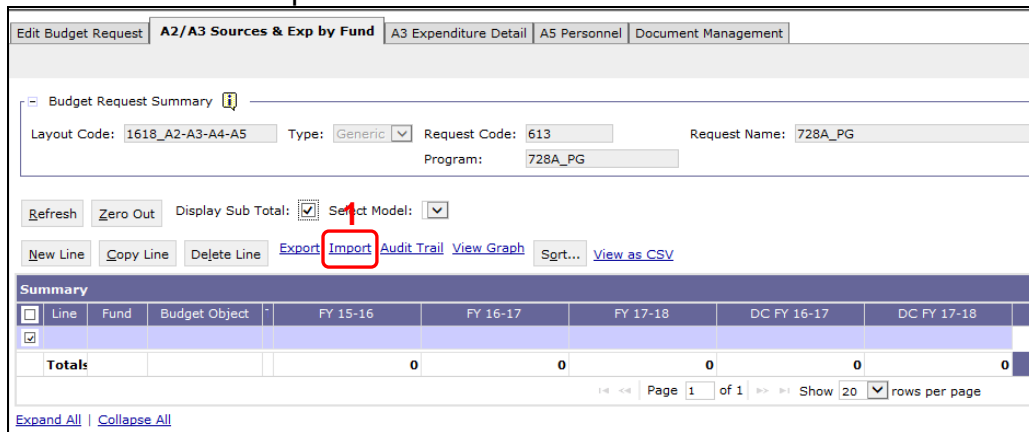


6. Click the Yes button any time this Excel dialog box appears

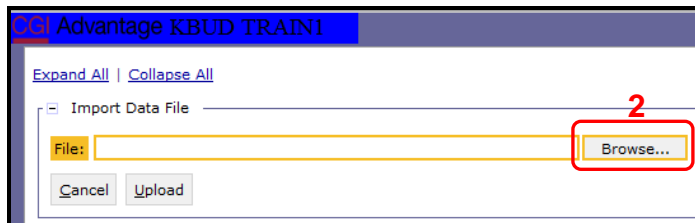


- Once you have saved the Excel import file as a Comma-Separated Value (CSV) file, return to A2/A3 Sources & Exp by Fund tab in the 1618_A2-A3-A4-A5 form. To import the budget lines, follow these steps:

1. Click the blue Import link

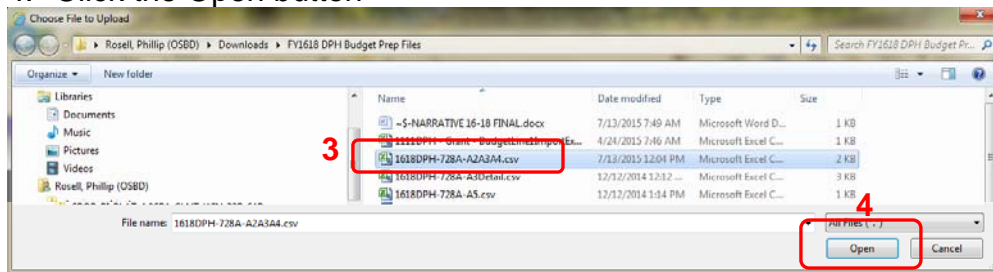


2. Click the Browse button



3. Navigate to the CSV file location, and click on the file name

4. Click the Open button





Baseline Budget Request

5. Click the Upload button

- If there are problems with the import file, you will receive an error message like the one below. You will need to review and edit your Excel worksheet to ensure all the formatting issues have been met.

BF22005 Unable to Import. Number, order, or names of columns in the file are incorrect.

- If the import is successful, you will receive the “Action was successful” message, and the budget lines will be visible. (NOTE: You may have more than one page of budget lines and may have to use the navigation buttons or the Show rows per page at the bottom of the page to view all the records). Click the Save button to finalize the changes to the tab and complete the import process.

Action was successful.

Save **Back**

Edit Budget Request | **A2/A3 Sources & Exp by Fund** | A3 Expenditure Detail | A5 Personnel | Document Management

Budget Request Summary ⓘ

Layout Code: 1618_A2-A3-A4-A5 Type: Generic Request Code: 613 Request Name: 728A_PG
Program: 728A_PG

Refresh Zero Out Display Sub Total: Select Model:

New Line Copy Line Delete Line Export Import Audit Trail View Graph Sgrrt... View as CSV

Summary									
<input type="checkbox"/>	Line	Fund	Budget Object		FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18
<input type="checkbox"/>	1	0100	REGAPP	R	12,903,800	12,955,400	12,955,400	92,600	306,000
<input type="checkbox"/>	2	0100	EXPBYFUND	E	12,955,400	12,955,400	12,955,400	92,600	306,000
<input type="checkbox"/>	3	1200	BALFOR	R	13,500				
<input type="checkbox"/>	4	1200	CURREC	R	503,600	493,100	338,700	7,000	15,200
<input type="checkbox"/>	5	1200	EXPBYFUND	E	517,100	493,100	338,700	7,000	15,200
<input type="checkbox"/>	6	1300	BALFOR	R	682,300	540,000	270,000		
<input type="checkbox"/>	7	1300	CURREC	R	49,941,200	33,826,900	33,826,900		
<input type="checkbox"/>	8	1300	EXPBYFUND	E	40,267,300	22,996,600	22,996,600		
<input type="checkbox"/>	9	1300	NONREV	R	-9,816,200	-11,100,300	-11,100,300		
<input type="checkbox"/>	10	0100	SALCOMP	R	51,600				
Totals					-6,540,000	-270,000	0	0	0

Page 1 of 2 Show 20 rows per page



Baseline Budget Request

- To complete the 1618_A2-A3-A4-A5 form, you will need to repeat the procedures previously described in this section of the manual for the A3 Expenditure Detail and A5 Personnel tabs (NOTE: Each tab may have different number of columns and different names, so if you are using CSV import files to upload the budget lines, please be aware of these differences. You will need to modify the CSV file headers and budget line columns to compensate for these differences).
- The A3 – Expenditure Detail tab needs to include budget data for each Program/Sub-Program (as determined by your Budget Request Structure). The total expenditures on the A3 – Expenditure Detail tab must agree with the total expenditures by fund (EXPBYFUND) on the A2/A3 Sources & Exp by Fund tab and the program narrative.
- The specific expenditure budget object lines each agency will be required to use are reflected in the 2016-2018 Budget Instructions or will be determined through discussions with GOPM and LRC. You can also reference the budget object types by going to OSBD’s Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects.
- For the remaining expenditures in your request that are not required or specified by your GOPM Analyst, you can choose any detailed object codes or summary expenditure codes, such as EOSWM (Other Salaries and Wages – use these for Part-Time Board Member pay), EOPSCM (Other Professional Services Contracts), EOPRSM (Other Personnel Costs), or object group lines such as E210M, E250M, and E340M from the Budget Object Search list.
- For **Debt Service** lines, you will choose EDSGEN (General Fund), EDSRES (Restricted Fund), EDSFED (Federal Fund), EDSROAD (Road Fund) and EDSTOB (Tobacco Fund). **Operating Transfer** lines are also available for each of the major object classes: T113, T60C, etc.
- For the Defined Calculations (DC) columns, the following is a list of typical Budget Object codes you will use for expenditures:
 - E111 – Annual Salary Increments
 - E121 – Employer Social Security Rates
 - E122 – Employer Retirement Contribution Rate
 - E123 – Health Insurance Premiums
 - E124 – Life Insurance Costs
 - E131 – Worker Compensation Premiums
 - E184 – Personnel Board Assessments
 - E222 – Facilities & Support Services charges for state-owned space (includes utilities)
 - E802 – COT Rated Services
 - E226 – Motor Pool Rental Charges
 - E162 – Facilities Security Charges
 - E254 – Insurance Premium (Fire & Tornado)



Baseline Budget Request

- E133 – Governmental Services Center
- Click on the A3 Expenditure Detail tab and enter the necessary budget lines for your request. Click the Save button when you have finished entering your budget lines.

A3 Expenditure Detail tab

Save Back

Edit Budget Request | A2/A3 Sources & Exp by Fund | A3 Expenditure Detail | A5 Personnel | Document Management

Budget Request Summary ?

Layout Code: 1618_A2-A3-A4-A5 Type: Generic Request Code: 613 Request Name: 728A_PG

Program: 728A_PG

Refresh Zero Out Display Sub Total: Select Model: v

New Line Copy Line Delete Line [Export](#) [Import](#) [Audit Trail](#) [View Graph](#) [Sort...](#) [View as CSV](#)

Summary								
☐	Line	Budget Object	FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18	
☐	1	E111	E	2,427,500	2,428,000	2,428,000	47,700	171,600
☐	2	E121	E	164,800	164,800	164,800	2,700	10,200
☐	3	E122	E	632,700	633,000	633,000	18,100	65,500
☐	4	E123	E	371,700	371,700	371,700	15,200	48,100
☐	5	E124	E	800	700	700	100	100
☐	6	E150	E	3,542,600	3,542,600	3,542,600		
☐	7	E150	E	25,100	25,100	25,100		
☐	8	E232	E	14,200	14,200	14,200		
☐	9	E241	E	1,600	1,600	1,600		
☐	10	E251	E	11,700	11,700	11,700		
☐	11	E801	E	13,000	13,000	13,000		
☐	12	E802	E	7,000	7,000	7,000		
Totals			47,739,800	45,940,500	40,144,700	99,600	321,200	

Page 1 of 2 Show 20 rows per page



Baseline Budget Request

- The A5 Personnel tab is used to identify the number of Full-Time, Part-Time and Other Positions (including Federally Funded Time Limited (FFTL) and Interim positions). For fiscal years 16-17 and 17-18, the number of personnel positions that may be requested in the Baseline Budget Request A-5 Personnel tab is limited to the personnel targeted positions (Funded Personnel Cap) for FY 2016. (NOTE: For Defined Calculations Requests, the number of personnel positions is not applicable).
- In addition, the A5 Personnel tab includes the amount of funding by fund source for the total personnel positions in each program or sub-program for Baseline Budget Requests and Defined Calculations Requests.
- When Budget Objects FULLTIME, PARTTIME and OTHERPOS are selected, the Status column must be completed. The available values for the Status column are FILLED and VACANT. If any other Budget Objects are used, the Status column will be 0 (NOTE: The Total row should be ignored since its value has no meaning in this budget form).
- Click on the A5 Personnel tab and enter the necessary budget lines for your request. Click the Save button when you have finished entering your budget lines.

A5 Personnel tab

Save Back

Edit Budget Request | A2/A3 Sources & Exp by Fund | A3 Expenditure Detail | A5 Personnel | Document Management

Budget Request Summary ?

Layout Code: Type: Request Code: Request Name: Stage:

Program:

Refresh Display Sub Total: Select Model:

[New Line](#) [Copy Line](#) [Delete Line](#) [Export](#) [Import](#) [Audit Trail](#) [View Graph](#) [Sgrr...](#) [View as CSV](#)

Summary											
<input type="checkbox"/>	Line	Status	Budget Object		FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18
<input type="checkbox"/>	1 0		GFPOS	E	2,609,161	3,208,576	3,369,500	3,370,200	3,370,200	76,800	280,300
<input type="checkbox"/>	2 0		FEDPOS	E	176,546	217,104	228,000	228,000	228,000	7,000	15,200
<input type="checkbox"/>	3 FILLED		FULLTIME	R	34	36	43	43	43		
<input type="checkbox"/>	4 FILLED		OTHERPOS	R	2	3	3	3	3		
<input type="checkbox"/>	5 FILLED		PARTTIME	R	2	2	2	2	2		
Totals					2,785,669	3,425,639	3,597,452	3,598,152	3,598,152	83,800	295,500

Page 1 of 1 Show 20 rows per page



Baseline Budget Request

- The final step to complete the 1618_A2-A3-A4-A5 form is to use the Document Management tab to upload a comprehensive program narrative created in Microsoft Word. The template for the program narrative is named 2016-2018 Baseline Budget Record A4, and it is located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>). Included below is a partial screenshot of a program narrative below for reference.

2016-2018 Baseline Budget Record A4 (Program Narrative)

2016-2018 KENTUCKY BRANCH BUDGET					
Baseline Budget Request: Program Narrative/Documentation Record					
OPERATING BUDGET REPORT A-4		Agency: Health & Family Services			
		Appropriation Unit: Public Health			
		Program/Service Unit: General Health Support			
Governmental Branch: Executive		Sub Program: SA0			
Cabinet/Function: 53 Health & Family Services		Posting Unit: SA0			
Baseline Services					
I. PERFORMANCE/RESULTS DOCUMENTATION	Actual FY 2013-14	Actual FY 2014-15	Budgeted FY 2015-16	Requested FY 2016-17	Requested FY 2017-18
(a) Sub-Program/Unit Funding	\$50,285,723	\$33,723,168	\$53,739,800	\$36,253,100	\$36,098,700
(b) Total Quantitative Data/Tests					
II. PROGRAM NARRATIVE					
The mission of the Department for Public Health (DPH) is to promote and protect the health and safety of Kentuckians through professional services. In accordance with KRS 211.180, 211.190, and 212.240 the					

- To upload your program narrative file into the Document Management tab, follow these steps:
 - Click on the Add Document button to open up the KBUD Upload tool
 - Click on the Browse button to open up the Windows File Upload screen
 - Navigate to the file's location and click on the File Name
 - Click the Open button
 - Click the Upload button to add the file as an attachment to the tab
 - Click the Save button to finalize the attachment

Document Management

Document Management

1 Add Document

KBUD Upload Tool

2 Browse...

5 Upload

Windows File Upload

3 SA-NARRATIVE 16-18 FINAL.docx

4 Open

Document Management

6 Save

5 SA-NARRATIVE 16-18 FINAL.docx



Baseline Budget Request

Section 2.2.5 Login to KBUD Reports (EBI) to Access Baseline Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 16-18 Biennium folder to access the necessary budget request reports. In this scenario, we will run the baseline reports for DPH's program 728A_PG, General Health Support. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the 1618_A2-A3-A4-A5 form we created in the previous sections for 728A_PG to the A1A2 Financial Record Report. You can directly trace the 0100 fund revenue sources (REGAPP and SALCOMP) amounts entered on the A2/A3 Sources & Exp by Fund tab to the Source of Funds amounts on the report. You can also trace the EXPBYFUND amounts to the report.

A2/A3 Sources & Exp by Fund Tab Data

Summary									
Line	Fund	Budget Object		FY 15-16	FY 16-17	FY 17-18	DC FY 16-17	DC FY 17-18	
9	0100	REGAPP	R	12,903,800	22,448,200	16,802,800	92,600	306,000	
10	0100	SALCOMP	R	51,600					
8	0100	EXPBYFUND	E	6,955,400	22,448,200	16,802,800	92,600	306,000	
				-6,000,000					
1	1200	BALFOR	R						
2	1200	CURREC	R	50					
3	1200	EXPBYFUND	E	51					
4	1300	BALFOR	R	68					
5	1300	CURREC	R	49,94					
7	1300	NONREV	R	-9,81					
6	1300	EXPBYFUND	E	40,26					
Totals				-6,54					

A1A2 Financial Record Report

2016-2018 Kentucky Branch Budget Baseline Budget Request: Financial Record All requested columns rounded to nearest \$100					
OPERATING BUDGET RECORD A1/A2					
Governmental Branch: Executive Branch Cabinet: Health and Family Services			Agency: Public Health Appropriation: Public Health Program/Service Unit: General Health Support Sub Program: Posting Unit:		
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	0	12,903,800	22,448,200	16,802,800
State Salary and Compensation Allocator	51,600	0	51,600	0	0
Total General Fund	12,955,400	0	12,955,400	22,448,200	16,802,800
Restricted Fund					
Balance Forward	0	0	682,300	270,000	270,000
Current Receipts	15,209,218	0	49,941,200	33,826,900	33,826,900
Non-Revenue Receipts	4,189,638	0	-9,816,200	-11,100,300	-11,100,300
Total Restricted Fund	19,398,856	0	40,807,300	22,996,600	22,996,600
Federal Fund					
Balance Forward	0	0	13,500	0	0
Current Receipts	695,519	0	503,600	495,700	345,300
Total Federal Fund	695,519	0	517,100	495,700	345,300
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	0	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	0	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	0	40,286,500	38,277,300	32,449,600
TOTAL EXPENDITURES BY CLASS	24,666,523	0	47,739,800	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	0	6,955,400	22,448,200	16,802,800
Restricted Fund	11,701,853	0	40,267,300	22,996,600	22,996,600
Federal Fund	697,179	0	517,100	495,700	345,300
TOTAL EXPENDITURES BY FUND	24,666,523	0	47,739,800	45,940,500	40,144,700
EXPENDITURES BY UNIT					
	0	0	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0



Baseline Budget Request

- Since state agencies have some latitude to set up their budget structures in a customized and meaningful way to them, there may be different KBUD reports required to meet the need of the agency. In this scenario, we will run the baseline reports for DPH's program 728A_PG, General Health Support. There are three baseline reports and A4 Narrative (Word Document) that would be required for your baseline budget submission at this level. The other two reports are designed as supportive reports to aid the agency in reviewing and reconciling amounts entered on the forms to ensure a level of accuracy in the submission of the required reports.

Required Baseline Reports For 728A PG

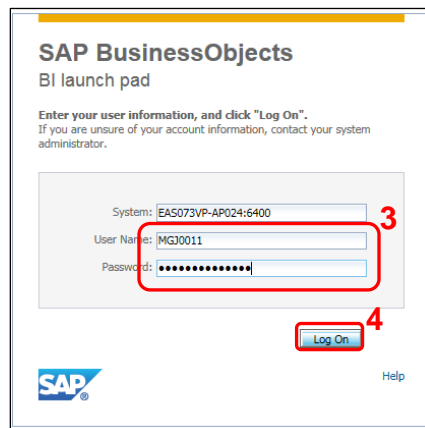
1. A1A2 Financial Record
2. A3 Expenditure Detail
3. A5 Personnel Summary
4. A4 Baseline Budget Request Narrative/Documentation Record (Word Attachment in KBUD 1618_A2-A3-A4-A5 Form)

Supportive Baseline Reports

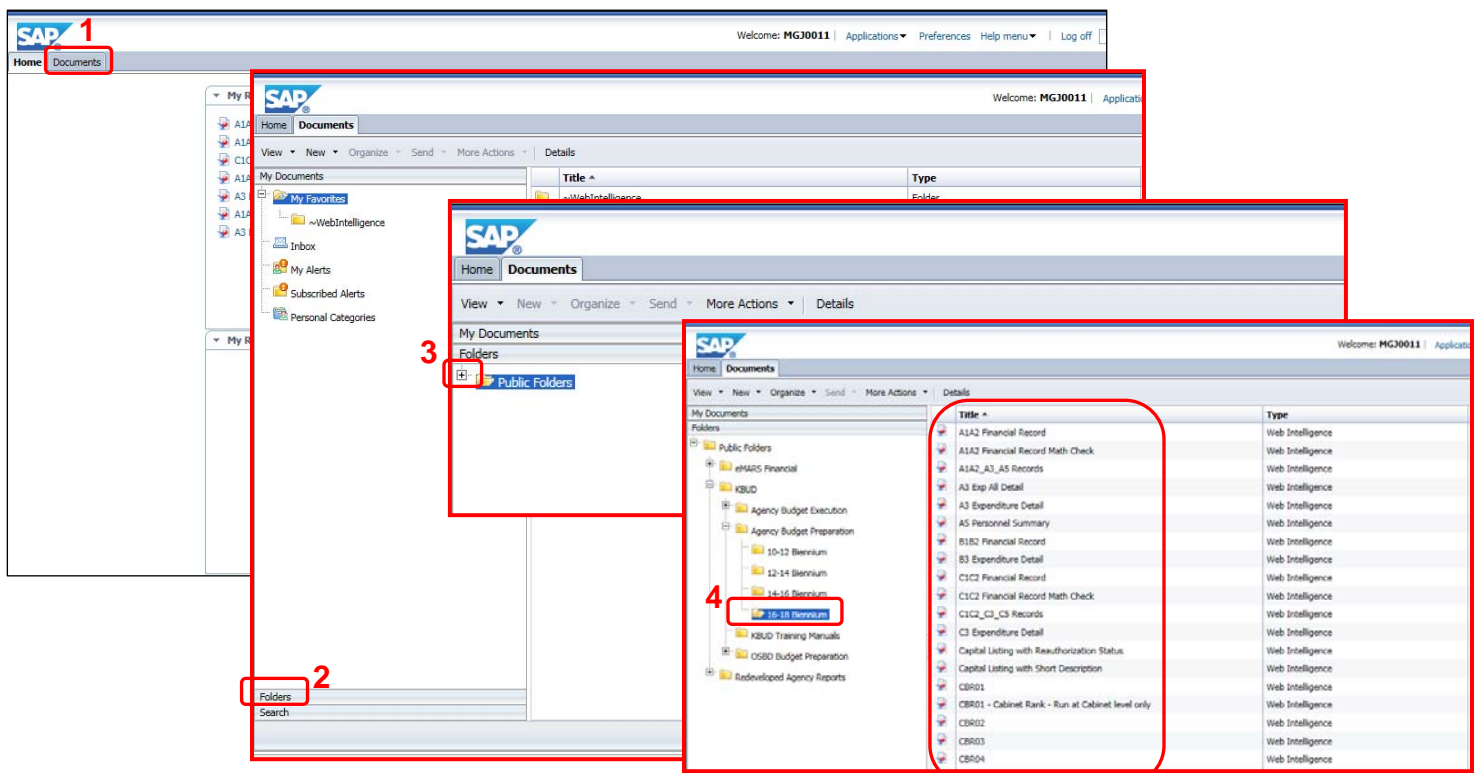
5. A1A2 Financial Record Math Check
 6. A3 Exp all Detail
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or
 2. Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>

The image shows two screenshots. The left screenshot is from the KBUD application, showing a navigation menu with a 'Reports' link highlighted by a red box and the number '1'. The right screenshot is from a web browser showing the SAP BusinessObjects BI launch pad login page, with the URL 'http://eas073vp-ws009:8080/BOE/BI' in the address bar highlighted by a red box and the number '2'. The login page includes fields for System, User Name, and Password, and a 'Log On' button.

3. Enter your eMARS User ID in the User Name textbox and your password
4. Click on the Log On button



- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



- When the budget data has been completely entered into the 1618_A2-A3-A4-A5 form, the baseline reports can be ran and printed for this program. (NOTE: In this scenario, we will use the Department for Public Health's 728A_PG, General Health Support. We will run the A1A2 Financial Record Math Check report first to ensure the budget amounts reconcile between the all five columns: FY 2013-14, FY 2014-15, FY 2015-16, FY 2016-17, and FY 2017-18. Once the program passes the math check, we will save and print the required baseline reports for the budget submission).

- Double click on the A1A2 Financial Record Math Check report to open up the report
- Click on Question Mark icon to ensure the Enter Program Code textbox is visible. This will allow you to enter the required parameter/variable
- Enter the required parameter/variable into the text box (NOTE: The program code can also be found on the 1618_A2-A3-A4-A5 form in KBUD)
- Once the proper parameter/variable is entered, the Run icon will be enabled. Click the Run icon to run the report

Completed 1618_A2-A3-A4-A5 Form

The screenshot shows the 'Budget Request Summary' section of the 1618_A2-A3-A4-A5 form. The 'Program' field is highlighted with a red box and contains the value '728A_PG'. Below this, a table lists budget items with columns for Line, Fund, Budget Element, and FY 13-14.

Line	Fund	Budget Element	FY 13-14
1	1300	CURREC	825,600
2	1300	EXPFUND	505,638
3	1300	BALFOR	0
4	1300	CURREC	33,824,900
5	1300	EXPFUND	22,996,422
6	1300	NONREV	-10,360,000
7	0100	EXPFUND	27,000,100
8	0100	REGAPP	27,000,100
9	1300	BALFOR	2,038
Totals			376,000

The screenshot shows the 'CAP Documents' window. The 'A1A2 Financial Record Math Check' report is highlighted in the list of documents. A red box and the number '1' point to this report.

The screenshot shows the 'A1A2 Financial Record Math Check' report interface. Annotations include:

- '2' pointing to the Question Mark icon in the top left.
- '3' pointing to the 'Enter Program Code:' text box containing '728A_PG'.
- '4' pointing to the 'Run' button.

 The main report area shows the following information:

- 2016-2018 Kentucky Branch Budget (Baseline Budget Request): Financial Record
- Agency: Public Health
- Appropriation: Public Health
- Program/Service Unit: General Health Support
- Sub Program: Health and Family Services

A1A2 Financial Record Math Check Report

The screenshot shows the detailed financial data from the A1A2 Financial Record Math Check report. The table compares actual and budgeted amounts for five fiscal years (FY 2013-14 to FY 2017-18).

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2014-15 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
General Fund	12,803,900	27,962,300	27,961,100	22,448,200	16,802,800
Regular Appropriation	91,600	0	0	0	0
State Salary and Compensation Education	0	-1,847,420	0	0	0
Other	0	0	0	0	0
Total General Fund	12,895,500	26,114,880	27,961,100	22,448,200	16,802,800
Federal Fund	13,474	11,815	2,008	0	0
Balance Forward	695,519	479,738	503,600	495,700	345,300
Current Receipts	298,890	699,850	598,638	699,700	345,300
Total Federal Fund	13,868,813	12,194,403	12,102,238	11,995,400	11,693,400
Restricted Funds	682,913	0	0	270,000	270,000
Balance Forward	15,209,216	15,508,188	33,826,900	33,826,900	33,826,900
Current Receipts	-4,189,836	-4,124,762	-10,960,300	-10,930,300	-11,100,300
Non-Revenue Receipts	12,332,892	9,383,426	22,966,600	22,966,600	22,966,600
TOTAL SOURCE OF FUNDS	26,546,286	36,579,881	68,825,738	68,210,600	68,444,700



Baseline Budget Request

- The Math Check Section is located at the bottom of the report. You may have to scroll down to see the section.
 - In this example, the check ensures Restricted Fund Expenditures did not exceed its Source of Funds for each of the FY (NOTE: The same check also exists for Federal Funds)

OPERATING BUDGET RECORD A1/A2		Agency: Public Health				
Governmental Branch: Executive Branch		Appropriation: Public Health				
Cabinet: Health and Family Services		Program/Service Unit: General Health Support				
		Sub Program:				
		Posting Unit:				
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested	
SOURCE OF FUNDS						
General Fund						
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800	
State Salary and Compensation Allocation	51,600	0	0	0	0	
Other	0	-1,547,428	0	0	0	
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800	
Federal Fund						
Balance Forward	13,474	11,815	2,038	0	0	
Current Receipts	695,519	478,738	503,600	495,700	345,300	
Total Federal Fund	708,993	490,553	505,638	495,700	345,300	
Restricted Funds						
Balance Forward	682,313	040	0	270,000	270,000	
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900	
Non-Revenue Receipts	-4,189,638	-6,124,792	-10,560,300	-10,830,300	-11,100,300	
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600	
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700	
EXPENDITURES BY CLASS						
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700	
Operating Expenses	272,013	87,357	230,900	401,100	374,400	
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600	
Capital Outlay	0	225,000	0	0	0	
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700	
EXPENDITURES BY FUND SOURCE						
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800	
Federal Fund	697,179	488,515	505,638	495,700	345,300	
Restricted Funds	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600	
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700	

Total Sources of Restricted Funds
 Total Restricted Fund Expenditures

MATH CHECK SECTION		FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
Restricted Fund Carry Forward						
Restricted Fund Total		11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund		11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative		040	0	270,000	270,000	0
Carry Forward Check #		040	0	270,000	270,000	0
Should = Zero		0	0	0	0	0
Federal Fund Carry Forward						
Federal Fund Total		708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund		697,179	488,515	505,638	495,700	345,300
Should Never Be Negative		1,815	2,038	0	0	0
Carry Forward Check #		1,815	2,038	0	0	0
Should = Zero		0	0	0	0	0
Total Funds Check						
Fund Source Total		25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative		699,763	732,838	270,000	270,000	0
Expenditure Check						
Total Expenditures by Class		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero		0	0	0	0	0
General Fund Revenues - Expenditures						

Math Check Purpose
 These three line amounts should never be negative because expenditures cannot exceed sources of funds. In other words, you cannot spend more than what you receive in revenues.

What to Do If Math Check Fails
 If the expenditures by fund source exceed the source of fund totals, adjust the budget data in the 1618_A2-A3-A4-A5 Form/A2-A3 tab. Either Revenues need to be increased or expenditures by fund decreased. If this occurs in the two History columns, FY 13-14 or FY 14-15, you may need to do a history change form to spread revenues or expenditures across other programs.



Baseline Budget Request

- The Math Check Section is used to check the following for Restricted and Federal Funds Only:
 - In this example, the check ensures the Balance Forward amounts for each FY match the previous FY's Year End Balance (Sources of Funds minus Expenditures)

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800
State Salary and Compensation Allocation	51,600	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
Total Federal Fund	708,993	490,553	505,638	495,700	345,300
Restricted Funds					
Balance Forward	682,313	040	0	270,000	270,000
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900
Non-Revenue Receipts	-4,189,638	-6,124,792	-10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

FY16 Year End Balance after Total Expenditures are deducted from Total Sources of Funds

FY 17 Balance Forward

MATH CHECK SECTION		FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
Restricted Fund Carry Forward						
Restricted Fund Total		11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund		11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative		040	0	270,000	270,000	0
Carry Forward Check #		040	0	270,000	270,000	0
Should = Zero		0	0	0	0	0
Federal Fund Carry Forward						
Federal Fund Total		708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund		697,179	488,515	505,638	495,700	345,300
Should Never Be Negative		11,815	2,038	0	0	0
Carry Forward Check #		11,815	2,038	0	0	0
Should = Zero		0	0	0	0	0
Total Funds Check						
Fund Source Total		25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative		699,763	732,838	270,000	270,000	0
Expenditure Check		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Class		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero		0	0	0	0	0
General Fund Revenues - Expenditures						

Math Check Purpose
These two line amounts should be zero because the previous year end balance should equal the balance forward amount for the next FY (Example: FY16 Year End Balance should equal FY17 Balance Forward).

What to Do If Math Check Fails
If the FY's Balance Forward does not match the previous FY's End Balance, adjust the BALFOR budget data in the 1618_A2-A3-A4-A5 Form/A2-A3 tab. If this occurs in the two History columns, FY 13-14 or FY 14-15, you may need to contact your OSBD Budget Analyst concerning a history change.



Baseline Budget Request

- The Math Check Section is used to check the following for the total of all funds:
 - In this example, the check ensures Total Expenditures did not exceed its Total Source of Funds for all funds combined in each FY

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800
State Salary and Compensation Allocation	51,600	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
Total Federal Fund	708,993	490,553	505,638	495,700	345,300
Restricted Funds					
Balance Forward	682,313	040	0	270,000	270,000
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900
Non-Revenue Receipts	-4,189,638	-6,124,792	-10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

FY16 Total Sources of Funds
FY 16 Total Expenditures By Funds

MATH CHECK SECTION	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
Restricted Fund Carry Forward					
Restricted Fund Total	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	0
Should = Zero	0	0	0	0	0
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	0
Should = Zero	0	0	0	0	0
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check					
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

Math Check Purpose
 These line amounts should never be negative because total expenditures cannot exceed the total sources of funds. In other words, you cannot spend more than what you receive in revenues.

What to Do If Math Check Fails
 If the expenditures by fund source exceed the source of fund totals, adjust the budget data in the 1618 A2-A3-A4-A5 Form/A2-A3 tab. Either Revenues need to be increased or expenditures by fund decreased. If this occurs in the two History columns, FY 13-14 or FY 14-15, you may need to do a history change form to spread revenues or expenditures across other programs.



Baseline Budget Request

- The Math Check Section is used to check the following for the total of all combined funds:
 - In this example, the check ensures Total Expenditures by Funds equal the Total Expenditures by Class for all funds combined for each FY

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800
State Salary and Compensation Allocator	51,600	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
Total Federal Fund	708,993	490,553	505,638	495,700	345,300
Restricted Funds					
Balance Forward	682,313	040	0	270,000	270,000
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900
Non-Revenue Receipts	-4,189,638	-8,124,792	-10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

FY16 Total Expenditures By Class
 FY 16 Total Expenditures By Funds

MATH CHECK SECTION	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
Restricted Fund Carry Forward					
Restricted Fund Total	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	0
Should = Zero	0	0	0	0	0
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	0
Should = Zero	0	0	0	0	0
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check	699,763	732,838	270,000	270,000	0
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

Math Check Purpose
 This line ensures the Total Expenditures by Class equals the Expenditures by Fund.

What to Do If Math Check Fails
 If these two totals do not match, either adjust the EXPFYFUND budget data in the 1618_A2-A3-A4-A5 Form/A2-A3 tab, or adjust the expenditure detail budget data in the 1618_A2-A3-A4-A5 Form/A3 Expenditure Detail tab.



Baseline Budget Request

- In the previous Math Check Section, we were checking to ensure Total Expenditures by Funds equaled the Total Expenditures by Class for all funds combined for each FY. If the two amounts do not equal, you may need to adjust the expenditures in the A3 Expenditure Detail tab. The A3 Exp All Detail Report may be a very helpful to determine exactly what expenditures need to be adjusted. This report shows each expenditure amount for each expenditure category along with their total amounts, so it may help you quickly determine where to make the necessary adjustments.
 - Double click on the A3 Exp All Detail report to open up the report
 - Click on Question Mark icon (?) to ensure the Enter Program Code textbox is visible. This will allow you to enter the required parameter/variable
 - Enter the required parameter/variable into the text box (NOTE: The program code can also be found on the 1618_A2-A3-A4-A5 form in KBUD)
 - Once the proper parameter/variable is entered, the Run icon (Run) will be enabled. Click the Run icon to run the report

Completed 1618 A2-A3-A4-A5 Form

Budget Request Summary

Layout Code: 1618_A2-A3-A4-A5 Type: Generic Request Code: 1780 Request Name: DPH - TEST
Program: 728A_PG

SAP Documents

1 A3 Exp All Detail

User Prompt Input

2 (?)

3 Enter value(s) for Program Code:
728A_PG

4 Run

A3 Exp All Detail Report

WORKING PAPERS

2016-2018 Kentucky Branch Budget
All requested columns rounded to nearest \$100

Operating Budget A-3 All Detail Agency: Public Health
Governmental Branch: Executive Branch Appropriation: Public Health
Cabinet: Health and Family Services Program/Service Unit: General Health Support
Sub Program: Posting Unit:

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
EXPENDITURES BY FUND SOURCE					
Federal Fund	697,179	498,515	505,638	495,700	345,300
General Fund	12,267,452	24,774,072	27,051,100	22,448,200	16,802,800
Restricted Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURE CATEGORY					
E111 E111 Regular Salaries & Wages	2,663,796	2,493,777	2,427,500	2,448,600	2,483,500
E112 Seasonal Salaries & Wages	0	2,500	0	0	0
E115 Overtime	1,829	2,366	0	0	0
E119 Comp Time (Block 50 Payments Only)	7,098	1,529	0	0	0
E120 Deceased Employees Salaries & Wages	0	390	0	0	0
E121 E121 Employers FICA	182,706	171,469	164,800	166,300	168,700



Baseline Budget Request

While using the match check reports, you may need to make adjustments to the budget data within the forms. KBUD has a built-in calculator feature to help you make those adjustments and automatically store the new calculated amounts.

1. Click in the cell to activate it and right mouse click to pull up the calculator
2. Use the calculator to make adjustments and click the Store button to store the new calculated amount in the cell.

A3 Exp All Detail Report

2016-2018 Kentucky Branch Budget
All requested columns rounded to nearest \$100

WORKING PAPERS

Operating Budget A-3 All Detail
 Governmental Branch: Executive Branch
 Cabinet: Health and Family Services

Agency: Public Health
 Appropriation: Public Health
 Program/Service Unit: General Health Support
 Sub Program:
 Posting Unit:

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested
EXPENDITURES BY FUND SOURCE				
Federal Fund	697,179	488,515	505,638	495,700
General Fund	12,267,492	24,774,072	27,051,100	22,448,200
Restricted Fund	11,701,853	9,383,436	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500
EXPENDITURE CATEGORY				
E111 E111 Regular Salaries & Wages	2,663,796	2,493,777	2,427,500	2,448,600
E112 Seasonal Salaries & Wages	0	2,500	0	0
E115 Overtime	1,829	2,366	0	0
E119 Comp Time (Block 50 Payments Only)	7,098	1,529	0	0
E120 Deceased Employees Salaries & Wages	0	390	0	0
E121 E121 Employers FICA	182,706	171,469	164,800	166,300

A3 Expenditure Detail Tab

Edit Budget Request | A2/A3 Sources & Exp by Fund | **A3 Expenditure Detail**

Budget Request Summary ⓘ

Layout Code: 1618_A2-A3-A4-A5 | Type: Generic | Request Code:
Program:

Refresh | Zero Out | Display Sub Total: | Select Model:

New Line | Copy Line | Delete Line | Export | Import | Audit Trail | View Graph

Line	Budget Object	FY 15-16	FY 16-17
<input checked="" type="checkbox"/>	1 E111	2,427,500	2,428,000
<input type="checkbox"/>	2 E121		2427500
<input type="checkbox"/>	3 E122		
<input type="checkbox"/>	4 E123		
<input type="checkbox"/>	5 E124		
<input type="checkbox"/>	6 E150		
<input type="checkbox"/>	7 E150		
<input type="checkbox"/>	8 E232		
<input type="checkbox"/>	9 E241		
<input type="checkbox"/>	10 E251	11,700	11,700
<input type="checkbox"/>	11 E801	13,000	13,000
<input type="checkbox"/>	12 E802	7,000	7,000
Totals		50,553,338	45,940,500

- Once you have completed your match checks and are ready to run the final version of three baseline reports, complete the following steps:
 1. Open each of the baseline reports as per the instructions in the previous paragraphs and use the same Program Code to run each of the reports
 - A1A2 Financial Record
 - A3 Expenditure Detail
 - A5 Personnel Summary
 2. To save the reports as a PDF document, click the Export Icon and choose Export Document as PDF
 3. Click the Save button's down arrow and choose the Save As command and save the reports to a location where you will remember to find them. Open the documents with Adobe Reader and use the print feature to print paper copies of the reports.

A1A2 Financial Record Report

2016-2018 Kentucky Branch Budget
Baseline Budget Request: Financial Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD A1A2
Agency: Public Health
Appropriation: Public Health
Governmental Branch: Executive Branch
Program/Service Unit: General Health Support

A3 Expenditure Detail Report

2016-2018 Kentucky Branch Budget
Baseline Budget Request: Expenditure Detail Summary Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD A-3
Agency: Public Health
Appropriation: Public Health
Program/Service Unit: General Health Support
Sub Program:
Governmental Branch: Executive Branch
Cabinet: Health and Family Services
Posting Unit:

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
EXPENDITURES BY FUND SOURCE					
General Fund	12,287,492	24,774,072	27,051,100	22,448,200	16,802,800
Restricted Fund	11,701,853	9,303,436	22,996,600	22,996,600	22,996,600
Federal Fund	697,179	493,515	505,836	495,700	343,300
TOTAL EXPENDITURES BY FUND	24,686,524	34,571,023	50,553,536	45,940,500	40,142,700
EXPENDITURE CATEGORY					
Personnel Cost					
E111 Regular Salaries & Wages	2,662,796	2,493,777	2,427,500	2,440,600	2,493,500

A5 Personnel Summary Report

2016-2018 Kentucky Branch Budget
Baseline Budget Request: Expenditure Detail Summary Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD A-5
Agency: Public Health
Appropriation: Public Health
Program/Service Unit: General Health Support
Sub Program:
Governmental Branch: Executive Branch
Cabinet: Health and Family Services
Posting Unit:

Personnel Budget by Source of Funds	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
Number of Positions					
Full Time Positions					
Filed	34	36	43	43	43
Total Full Time Positions	34	36	43	43	43
Part Time Positions					
Filed	2	2	2	2	2
Total Part Time Positions	2	2	2	2	2
Other Positions					
Filed	3	3	3	3	3

Do you want to open or save **A5 Personnel Summary.pdf** (51.6 KB) from eas073vu-ws001?

Open Save **▼** Cancel

- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the baseline reports required for your budget submission.



Section 3 Restricted Fund Form

Section 3.1 Budget Form Overview

The KBUD dimension table and budget form used to create your restricted fund budget request are the Restricted Fund Maintenance Dimension and the 1618_E_FUND-RECEIPTS budget request form. These two tools along with historical data load for FY14 and FY15 are all the components necessary to produce the D RestrictedFundSumRecord and E Restricted Fund Record reports. The narrative data entered in the dimension table along with the numerical budget data entered on the agency's 1618_E_FUND-RECEIPTS forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

Dimension (Restricted Fund Maintenance)

Restricted Fund Information

Code: 134S-1618
 Name: Fees in Lieu of Stream Mitigation Fund
 Legal Authority Citation: KRS150.255
 Restricted Uses?:

These are restricted funds that set aside to assist with the mitigation of stream clean up in KY's most vulnerable areas. These offset funds from the Stream Mitigation Fund.

D_RestrictedFundSumRecord Report

OPERATING BUDGET SUMMARY RECORD D
 Governmental Branch: Executive Branch Agency: Tourism, Arts and Heritage Cabinet
 Cabinet: Tourism, Arts and Heritage Appropriation: Fish and Wildlife Resources Cabinet

E Restricted Fund Record Report

	Actual	Actual	Budgeted	Requested	Requested
Summary of Res Balance Forward					
Current Receipts-Existing (E Form)	44,708,223	57,967,792	42,069,700	57,951,600	55,951,600

I. FUND SOURCE DATA

Account Title: Fees in Lieu of Stream Mitigation Fund
 eMARS Fund Code: 134S
 Legal Authority Citation: KRS150.255

II. RESTRICTED FUNDS DESCRIPTION

Restricted Uses (Yes/No): Yes
 These are restricted funds that set aside to assist with the mitigation of stream clean up in KY's most vulnerable areas. These offset funds from the Stream Mitigation Fund.

III. RECEIPT STRUCTURE

Receipts by Revenue Source Code (Both Revenue and Non-revenue)	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
CASH Cash	-11,442,400	-8,550,170	-10,000,000	-20,000,000	-20,000,000
N10C Operating Transfer from Capital Projects Fund	128,712	1,473,358	0	0	0
N113 Operating Transfer from Agency Revenue Fund	7,057	0	0	0	0
R436 General Services to Other State Agencies			5,000.0		0
R771 Interest Income			200.0		0
R801 Misc. Private Grants & Gifts			4,800.0		0
Total Receipts					

IV. RESTRICTED FUNDS BUDGET'S SUMMARY

	Budgeted FY 2015 - 18				
(A) Resources:					
Balance Forward (E Form)	58,652,670	56,946,278	37,199,592	37,199,592	37,199,592
Current Receipts-Existing (E Form)	9,600,239	20,239,939	10,000,000	20,000,000	20,000,000
Non-Restructure Receipts (E form)	-11,306,631	-7,076,612	-10,000,000	-20,000,000	-20,000,000
Total Resources	56,946,278	70,108,405	37,199,592	37,199,592	37,199,592
(B) Expenditures:					
	0	0	0	0	0
Total Expenditures	0	0	0	0	0

V. Explain the current receipt structure, type of fee, description of fee, current rate and any proposed rate changes during the 2016 - 2018 biennium. Indicate the date the rate was last changed. Also, explain any rate /fee changes that have been implemented during the 2014 - 2016 biennium. Identify the rate/fee change, the amounts affected and authority for change.

1618_E_FUND-RECEIPTS Form

Budget Request Summary

Layout Code: 1618_E_FUND-RECEIPT Type: Generic Request Code: 18
 Restricted Fund: 134S-1618

Numerical Budget Data

Line	Budget Object	FY 15-16	FY 16-17	FY 17-18
1	EBALFOR R	37,199,592	37,199,592	37,199,592
2	ECUREXS R	10,000,000	20,000,000	20,000,000
3	ENONREV R	-10,000,000	-20,000,000	-20,000,000
Totals		-37,199,592	-37,199,592	-37,199,592



Restricted Fund Forms

The 2016-2018 Budget Instructions require that the Operating Budget Request: Restricted Funds Record (Report E) shall be completed for each on-budget Restricted Fund cash control fund. Each agency's budget form must provide information for the current year and the two requested years for each Restricted Fund cash account within the state accounting system (eMARS Financial).

In KBUD, each on-budget Restricted Funds cash control fund will have a completed dimension table and a completed E Restricted Funds & Receipts Form. The 1618_E_FUND-RECEIPTS form will be used to produce your agency's budget request

1618 E Restricted Funds & Receipts Form

Code	Name
 1618 E FUND-RECEIPTS	E Restricted Funds & Receipts Form

The 1618_E_FUND-RECEIPTS form has been consolidated and contains two tabs to perform different functions. This has changed from the previous biennium where each of these tabs would have been a separate standalone form. For example, the 1618_E_FUND-RECEIPTS form now contains separate tabs to record the various components of your restricted funds budget request data:

- E Restricted Funds
 - Information in this tab will include the fund summary and expenditure information as required by the Budget Instructions
- E Restricted Receipts
 - Information in this tab will include the receipt detail information required by the Budget Instructions
- Document Management (NOT USED)

1618_E_FUND-RECEIPTS Form with Multiple Tabs

Edit Budget Request
E Restricted Funds
E Restricted Receipts
Document Management

Notify

[Expand All](#) | [Collapse All](#)

Budget Request Details

Request Code:

* Name:

Form:

* Stage:

Reason For Change

Reason Description:

Budget Request Information

Dimensions

Restricted Fund:

Section 3.2 *Creating a Restricted Fund Budget Request*

This section includes an overview of the Restricted Fund Budget Request creation process along with the detailed instructions to create a Restricted Fund budget request required by the 2016-2018 Budget Instructions.

Section 3.2.1 *Process Overview*

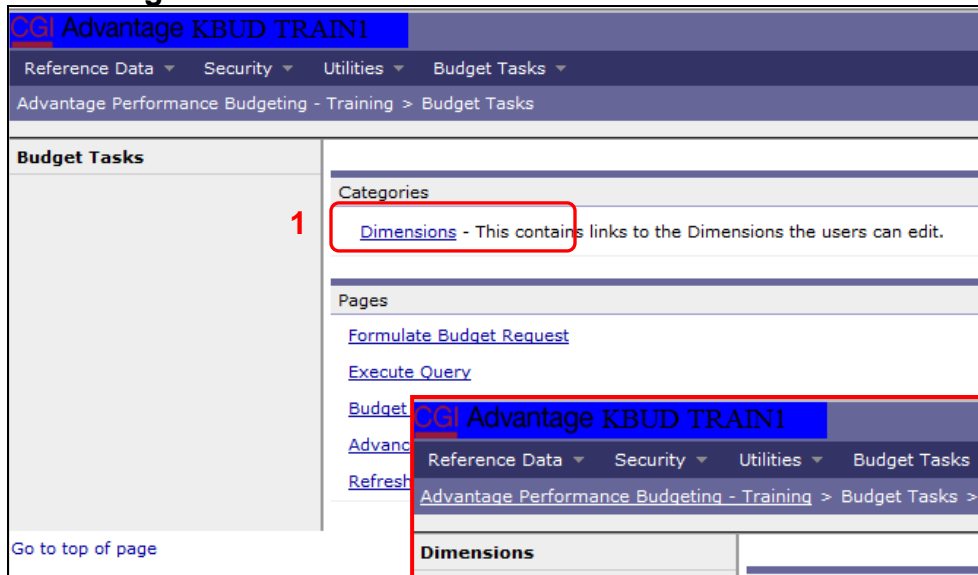
The following is a summarized description of the steps involved in the process to create a Restricted Fund budget request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Restricted Fund Maintenance Dimension table to update information on each specific Restricted Fund
- 2) Navigate to the Budget Layout Selection Page to choose the 1618_E_FUND-RECEIPTS Budget Request form
- 3) Create an instance of the 1618_E_FUND-RECEIPTS Budget Request form for an on-budget Restricted Fund
- 4) Manually enter the appropriate budget lines (data) into each of the form's tabs for each appropriate on-budget Restricted Fund
 - 1618_E_FUND-RECEIPTS Budget Request Form Tabs
 - **Edit Budget Request**
 - **E Restricted Funds**
 - **E Restricted Receipts**
 - **Document Management (NOT USED)**
- 5) Login to KBUD Reports (EBI) and navigate to the 16-18 Biennium folder to run and/or print the necessary Restricted Fund budget request reports
 - Create the Restricted Fund budget request reports necessary for performing a math check on the budget data that was entered into KBUD
 - Create the Restricted Fund budget request reports necessary for official budget submission to GOPM

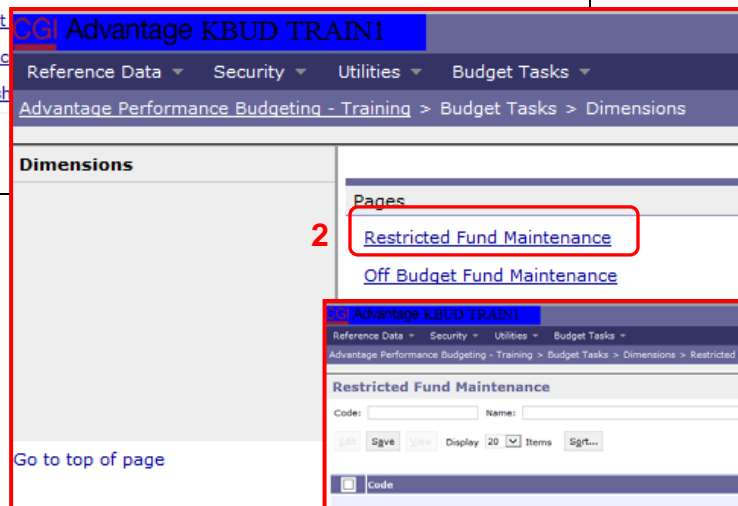
Section 3.2.2 Login to KBUD and Navigate to the Restricted Fund Maintenance Dimension Table and Update the Dimension

- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the Restricted Fund Maintenance Link. The Restricted Fund Maintenance page will appear.

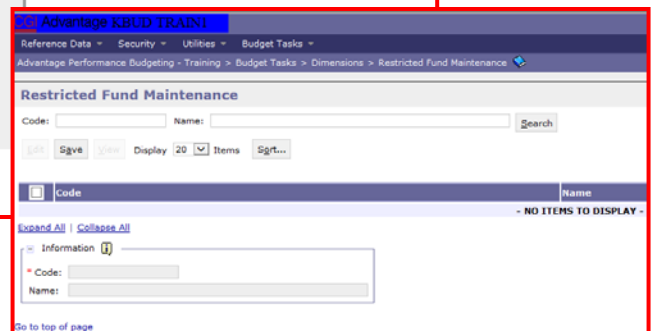
Home Page



Dimensions

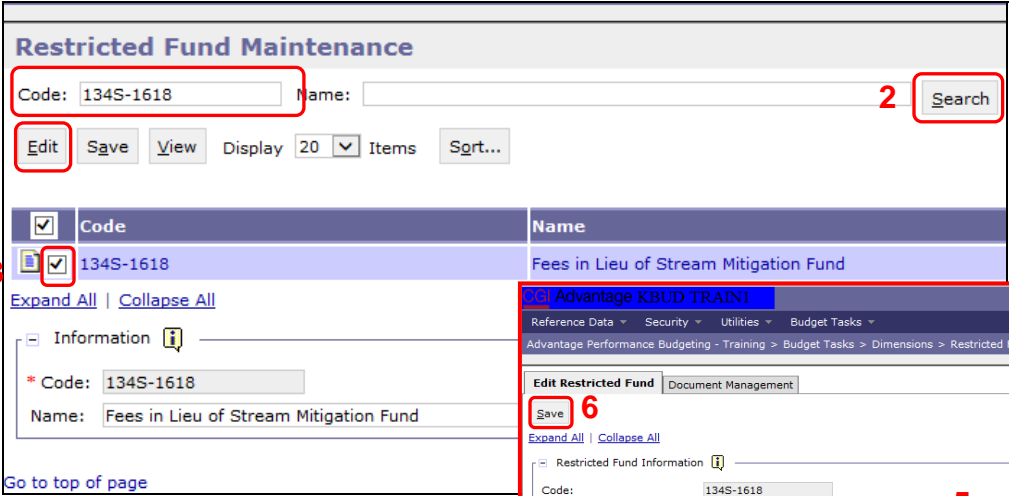


Restricted Fund Maintenance



- From the Dimension Restricted Fund Maintenance page, you can search and view all funds by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all the on-budget Restricted Funds available based on your security. You can also narrow your search for a specific Restricted Fund by following these steps:
 - Enter the Restricted Fund number and along with “-1618” in the Code textbox
 - Click the Search button to search for the fund (If no records are returned, you need to redefine your search. You may want to try using a wildcard search, 134*)
 - Check the checkbox next to the record you want to edit
 - Click the Edit button and the Edit Restricted Fund Dimension will appear

Dimension Restricted Fund Maintenance



The screenshot shows the 'Restricted Fund Maintenance' interface. Step 1: The 'Code' field is populated with '134S-1618'. Step 2: The 'Search' button is highlighted. Step 3: The 'Edit' button is highlighted. Step 4: The 'Edit Restricted Fund' window is open, showing the 'Save' button highlighted. Step 5: The 'Name' field is highlighted. Step 6: The 'Save' button is highlighted.

<input checked="" type="checkbox"/>	Code	Name
<input checked="" type="checkbox"/>	134S-1618	Fees in Lieu of Stream Mitigation Fund

Edit Restricted Fund

Advantage KBUD TRAINI

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Restricted Fund Maintenance > Edit Restricted Fund

Document Management

Save

Expand All Collapse All

Restricted Fund Information

Code: 134S-1618

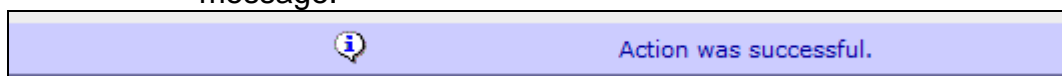
Name: Fees in Lieu of Stream Mitigation Fund

Legal Authority Citation: KRS150.255

Restricted Uses?:

Restricted Funds Description: These are restricted funds that set aside to assist with the mitigation of stream clean up in KY's most vulnerable areas. These offset funds from the Stream Mitigation Fund.

- Update any of the Restricted Fund information not greyed out
- Click the Save button and you should receive the Action was successful message.



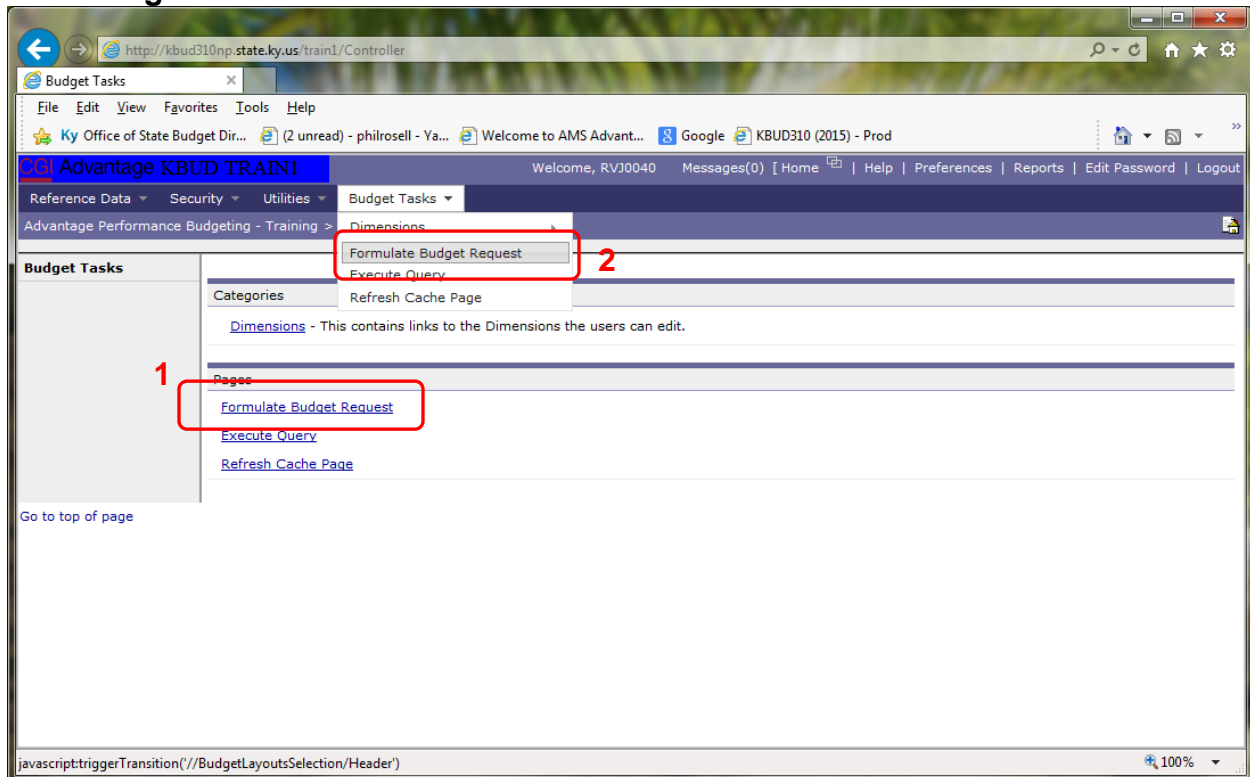
- Repeat the previous process to update each agency Restricted Fund.

- Here is some additional guidance to assist in filling out Dimension Restricted Fund Maintenance page:
 - **Legal Authority Citation** – Enter the specific legal authority which governs both the authority to collect the Restricted Fund receipts and purposes for which they may be expended.
 - **Restricted Uses?** – If the Restricted Fund has legally restricted uses, select the check box to answer the question as “Yes”. If the check box is empty, then the answer to the question is “No”.
 - **Restricted Funds Description** - Provide a description of each type of receipt budgeted for this account and the specific types of activities funded with the receipts. Indicate which type of receipt(s) is restricted and describe the purpose for which it shall be used. Also indicate which type of receipt(s), if any, has no restrictions on the use of the funds.
 - **Text Box 2** – If applicable, explain any changes in rates/fees during the 2014-2016 biennium, the amounts affected, and the legal authority for the change. If changes are expected for the 2016-2018 biennium, outline the changes in rates/fees, amounts affected, and the legal authority.

Section 3.2.3 Navigate to the Budget Layout Page to choose the 1618_E_FUND-RECEIPTS Budget Request Form

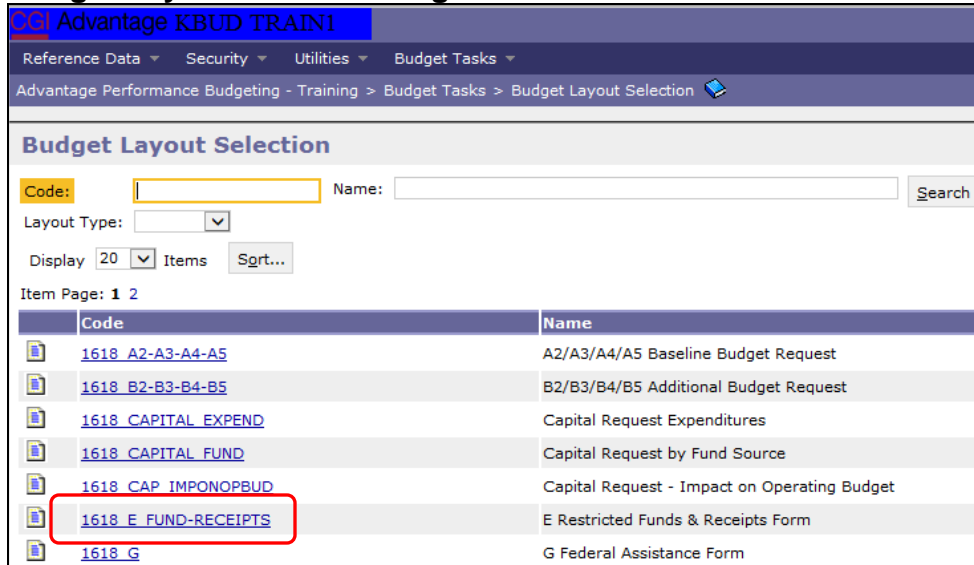
- From the Home page, you can navigate to the KBUD forms in two ways:
 - Click the Formulate Budget Request link under the Pages heading, or
 - Click on the Budget Tasks on the menu bar and select Formulate Budget Request. The Budget Layout Selection page will appear.

Home Page



- From the Budget Layout Selection page, you will see all the KBUD forms that are available for your use. In this case, you want to choose the 1618_E_FUND-RECEIPTS form by clicking on the corresponding blue link. The Select Budget Request page will appear.

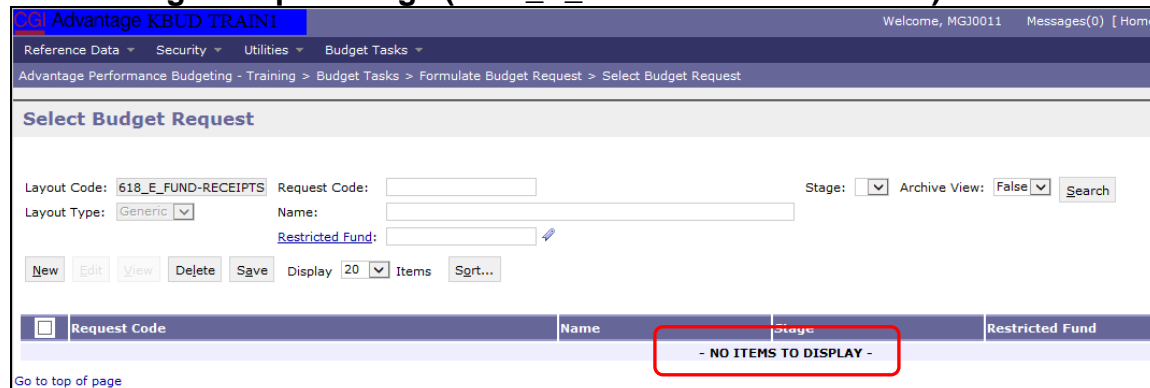
Budget Layout Selection Page



Code	Name
1618_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
1618_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
1618_CAPITAL_EXPEND	Capital Request Expenditures
1618_CAPITAL_FUND	Capital Request by Fund Source
1618_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget
1618_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form
1618_G	G Federal Assistance Form

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1618_E_FUND-RECEIPTS) you have created. However, when the page initially loads up, there will be **NO ITEMS TO DISPLAY**, even if you have previously created an instance of the form. This is normal until you either create a new form or do a search for a previously created form.

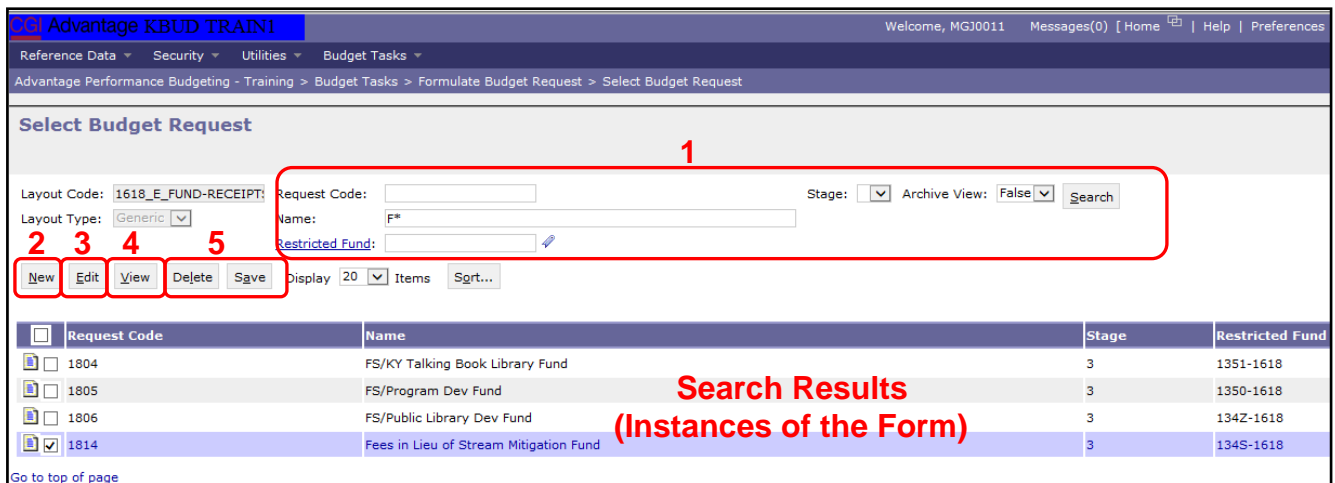
Select Budget Request Page (1618_E_FUND-RECEIPTS Form)



Request Code	Name	Stage	Restricted Fund
- NO ITEMS TO DISPLAY -			

- From the Select Budget Request page, you can do all of the following functions:
 1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or Restricted Fund by typing in the information in the textboxes and clicking the Search button (* is the wildcard) and the instances that match your parameters will appear (NOTE: Once a form moves past Stage 2 in the process, agencies will no longer see this form in their search results)
 2. Use the New feature to create a new instance of this specific form
 - Click the New button and the Create Budget Request page will appear to allow you to create a new instance of the form
 3. Use the Edit feature to edit an existing instance of this specific form
 - Click the checkbox of the form instance you wish to edit, click the Edit button and the form will appear in the edit mode
 4. Use the View feature to only view (no editing) an existing instance of this specific form
 - Click the checkbox of the form instance you wish to view, click the View button and the form will appear in the view mode
 5. Use the Delete/Save feature to delete an existing instance of this specific form
 - Click the checkbox(es) of the form(s) instances you wish to delete, click the Delete button to mark the form(s) for deletion, click the Save button to finalize the deletion of the form(s), and they will be **permanently** deleted (NOTE: You cannot delete a form if there are active budget lines within the form. You will receive an error message. You have to first edit the form and delete all budget lines within all tabs and then perform the deletion procedure)

Select Budget Request Page (1618_E_FUND-RECEIPTS Form)



The screenshot shows the 'Select Budget Request' interface. At the top, there are navigation menus and a breadcrumb trail: 'Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request'. The main section is titled 'Select Budget Request' and contains search filters: 'Layout Code: 1618_E_FUND-RECEIPT', 'Layout Type: Generic', 'Request Code', 'Name: F*', 'Restricted Fund', 'Stage', and 'Archive View: False'. A red box labeled '1' encloses these search filters. Below the filters are action buttons: 'New', 'Edit', 'View', 'Delete', and 'Save', with a red box labeled '2' around 'New', '3' around 'Edit', '4' around 'View', and '5' around 'Delete'. There are also 'Display 20 Items' and 'Sgrt...' options. Below the buttons is a table with columns: 'Request Code', 'Name', 'Stage', and 'Restricted Fund'. The table contains four rows of data. A red box labeled 'Search Results (Instances of the Form)' highlights the table content.

Request Code	Name	Stage	Restricted Fund
1804	FS/KY Talking Book Library Fund	3	1351-1618
1805	FS/Program Dev Fund	3	1350-1618
1806	FS/Public Library Dev Fund	3	134Z-1618
1814	Fees in Lieu of Stream Mitigation Fund	3	134S-1618



Section 3.2.4 Creating the E Restricted Funds & Receipts Budget Request Form

In this section, we will continue from the previous section to create an E Restricted Funds & Receipts form for the Kentucky Fish And Wildlife Resources, Department 660. In this scenario, we will create a 1618_E_FUND-RECEIPTS form for Restricted Fund134S, Fees in Lieu of Stream Mitigation Fund.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 1618_E_FUND-RECEIPTS form.

Select Budget Request Page (1618_E_FUND-RECEIPTS Form)

Advantage KBUD TRAIN1

Welcome, MGJ0011 Messages(0)

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: 1618_E_FUND-RECEIPT Request Code: Stage: 1 Archive View: False Search

Layout Type: Generic Name:

Restricted Fund:

New Edit View Delete Save Display 100 Items Sgrt...

Request Code	Name	Stage	Restricted Fund
- NO ITEMS TO DISPLAY -			

Go to top of page

- From the Create Budget Request page, you will need to complete these four primary steps:
 1. Fill in the Name textbox (Suggestion: make it the same name as your Dimension and/or eMARS' fund name, so you will know by its name what fund is contained in the form. Also you cannot reuse the exact name of a previous created form. You will receive an error message if you do reuse the name. It is the form name that makes it an unique instance of the form)
 2. Fill in the Restricted Fund textbox. There are two ways to fill in the textbox: 1) Type in the correct Restricted Fund code, or 2) click on the blue Restricted Fund link to pull up a Restricted Fund Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Restricted Fund code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the appropriate Restricted Fund
 3. Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page

Restricted Fund Search Page

Code	Name	Short Name	Element Type	Parent	De
134S-1618	Fees in Lieu of Stream Mitigation Fund		COA		66

Section 3.2.5 Entering Budget Data in the 1618_E_FUND-RECEIPTS Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 - Click on the E Restricted Funds tab (NOTE: You can now add your Sources of Funds and Expenditure information)
 - Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this fund. Enter a separate budget line for each budget object required by the 2016-2018 Budget Instructions)
 - Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 - Once you have finished entering all your budget lines for this tab, click the Save button (NOTE: When entering numerical budget data, enter the data to the nearest \$100).
 - Click the next tab to add more budget lines for the E Restricted Receipts or click the Back button to exit the form

New 1618_E_FUND-RECEIPTS Form for Restricted Fund134S

E Restricted Funds Tab

1: E Restricted Funds tab

2: New Line button

3: Budget Request Information section

3-1: Search link in Budget Object cell

3-2: Budget Object Search dialog

3-3: Search button in dialog

3-4: Select button for budget object code

4: Summary table

5: Save button

Line	Budget Object	FY 15-16
<input type="checkbox"/>	1 EBALFOR R	37,19
<input type="checkbox"/>	2 ECUREXS R	10,00
<input checked="" type="checkbox"/>	3 ENONREV R	-10,00
Totals		-37,19

Code	Name	Short Name	Object Type	Element Type	Parent
Select	EBALFOR	Balance Forward (E Form)	Balance Forward (E Form)	Revenue	COA
Select	ECURRVS	Current Receipts-Revised (E Form)	Current Receipts-Revised (E Form)	Revenue	COA
Select	ECUREXS	Current Receipts-Existing (E Form)	Current Receipts-Existing (E Form)	Revenue	COA
Select	ENONREV	Non-Revenue Receipts (E form)	Non-Revenue Receipts (E form)	Revenue	COA
Select	EBLEXP	Baseline Budget Expenditures	Baseline Budget Expenditures	Expense	COA
Select	EDCEXP	Defined Calculations Expenditures	Defined Calc. Expenditures	Expense	COA
Select	EABREXP	Additional Budget Request Expenditures	Additional Bdg Req Expend	Expense	COA

- To complete the 1618_E_FUND-RECEIPTS form, you will need to repeat the procedures previously described in this section of the manual for the E Restricted Receipts tab.
- The E Restricted Receipts tab needs to include budget data for each budget object. You can reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects. The total Receipts on the E Restricted Receipts tab must agree with the total sources of funds minus the EBALFOR on the E Restricted Fund tabs (NOTE: When entering numerical budget data, enter the data to the nearest \$100).

Edit Budget Request E Restricted Funds E Restricted Receipts Document Management						
Budget Request Summary ⓘ						
Layout Code: 1618_E_FUND-RECEIPT		Type: Generic	Request Code: 18			
		Restricted Fund: 134S-1618				
Refresh Zero Out Display Sub Total: <input checked="" type="checkbox"/> Select Model: <input type="checkbox"/>						
New Line Copy Line Delete Line Export Import Audit Trail View Graph Sqrt... View as CSV						
Summary						
Line	Budget Object		FY 15-16	FY 16-17	FY 17-18	
<input type="checkbox"/>	1 EBALFOR	R	37,199,600	37,199,600	37,199,600	
<input type="checkbox"/>	2 ECUREXS	R	10,000,000	20,000,000	20,000,000	
<input type="checkbox"/>	3 ENONREV	R	-10,000,000	-20,000,000	-20,000,000	

\$20,000 \$40,000 \$40,000

The sources of funds total (excluding EBALFOR) should equal the detailed receipts total

Edit Budget Request E Restricted Funds E Restricted Receipts Document Management						
Budget Request Summary ⓘ						
Layout Code: 1618_E_FUND-RECEIPT		Type: Generic	Request Code:			
		Restricted Fund: 134S-1618				
Refresh Zero Out Display Sub Total: <input checked="" type="checkbox"/> Select Model: <input type="checkbox"/>						
New Line Copy Line Delete Line Export Import Audit Trail View Graph Sqrt... View as CS						
Summary						
Line	Budget Object		FY 15-16	FY 16-17	FY 17-18	
<input type="checkbox"/>	1 CASH	R	-10,000,000	-20,000,000	-20,000,000	
<input type="checkbox"/>	2 R436	R	5,000,000	10,000,000	10,000,000	
<input type="checkbox"/>	3 R771	R	200,000	1,000,000	1,000,000	
<input type="checkbox"/>	4 R801	R	4,800,000	9,000,000	9,000,000	

- Once the dimension has been updated and the 1618_E_FUND-RECEIPTS form has been completed for each Restricted Fund, the associated Restricted Fund reports can be created and printed.



Section 3.2.6 Login to KBUD Reports (EBI) to Access Restricted Fund Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 16-18 Biennium folder to access the necessary budget request reports. In this scenario, we will run the three Restricted Fund reports for the Kentucky Fish and Wildlife Resources' Restricted Fund 134S, Fees in Lieu of Stream Mitigation Fund. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the dimension table we updated and the 1618_E_FUND-RECEIPTS form we created in the previous sections for Restricted Fund 134S to the E Restricted Fund Record Report. You can directly trace the dimension data to the Fund Source Data heading on the report. You can also trace the form's budget data amounts to the budget totals on the report.

Restricted Fund Dimension Table

Edit Restricted Fund | Document Management

Save

Expand All | Collapse All

Restricted Fund Information

Code: 134S-1618

Name: Fees in Lieu of Stream Mitigation Fund

Legal Authority Citation: KRS150.255

Restricted Uses?:

These are restricted funds that set aside to assist with the mitigation of stream clean up in KY's most vulnerable areas. These offset funds from the Stream Mitigation Fund.

Restricted Funds Description:

E Restricted Fund Record Report

I. FUND SOURCE DATA

Account Title: Fees in Lieu of Stream Mitigation Fund
 eMARS Fund Code: 134S
 Legal Authority Citation: KRS150.255

II. RESTRICTED FUNDS DESCRIPTION | Restricted Uses (Yes/No): Yes
 These are restricted funds that set aside to assist with the mitigation of stream clean up in KY's most vulnerable areas. These offset funds from the Stream Mitigation Fund.

III. RECEIPT STRUCTURE

Receipts by Revenue Source Code (Both Revenue and Non-revenue)	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
CASH Cash	-11,442,400	-8,550,170	-10,000,000	-20,000,000	-20,000,000
N10C Operating Transfer from Capital Projects Fund	128,712	1,473,358	0	0	0
N113 Operating Transfer from Agency Revenue Fund	7,057	0	0	0	0
R436 General Services to Other State Agencies			5,000.0		0
R771 Interest Income			200.0		0
R801 Misc. Private Grants & Gifts			4,800.0		0
Total Receipts					0

IV. RESTRICTED FUNDS BUDGET'S SUMMARY

	Budgeted FY 2015 - 18				
(A) Resources:					
Balance Forward (E Form)	58,652,670	56,946,278	37,199,592	37,199,592	37,199,592
Current Receipts-Existing (E Form)	9,600,239	20,238,938	10,000,000	20,000,000	20,000,000
Non-Renewal Receipts (E form)	-11,306,631	-7,076,812	-10,000,000	-20,000,000	-20,000,000
Total Resources	56,946,278	70,108,405	37,199,592	37,199,592	37,199,592
(B) Expenditures:					
	0	0	0	0	0
Total Expenditures	0	0	0	0	0

V. Explain the current receipt structure, type of fee, description of fee, current rate and any proposed rate changes during the 2016 - 2018 biennium. Indicate the date the rate was last changed. Also, explain any rate /fee changes that have been implemented during the 2014 - 2016 biennium. Identify the rate/fee change, the amounts affected and authority for change.

1618_E_FUND-RECEIPTS Form

1618_E_FUND-RECEIPTS Form

Edit Budget Request | E Restricted Funds | E Restricted Receipts | Document Management

Budget Request Summary

Layout Code: 1618_E_FUND-RECEIPT | Type: Generic | Request Code: 18

Restricted Fund: 134S-1618

Refresh | Zero Out | Display Sub Total: | Select Model:

New Line | Copy Line | Delete Line | Export | Import | Audit Trail | View as CSV

Summary

Line	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	EBALFOR	R	37,199,592	37,199,592	37,199,592
2	ECUREXS	R	10,000,000	20,000,000	20,000,000
3	ENONREV	R	-10,000,000	-20,000,000	-20,000,000
Totals			-37,199,592	-37,199,592	-37,199,592

- In this scenario, we will run the three Restricted Fund reports for the Kentucky Fish and Wildlife Resources' Restricted Fund 134S, Fees in Lieu of Stream Mitigation Fund. There are two Restricted Fund reports that are required for your budget submission. The other report is designed as supportive math check report to aid the agency in reviewing and reconciling amounts entered on the E Forms as compared to amounts entered on the A Forms to ensure the necessary level of accuracy in the submission of the required reports.

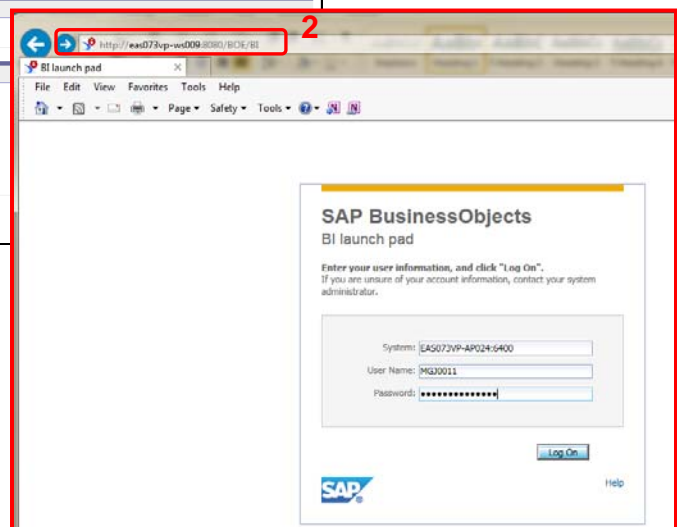
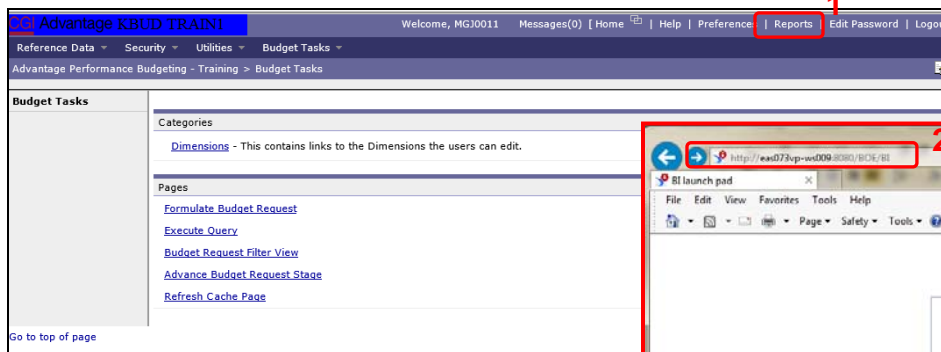
Required Restricted Fund Reports For Restricted Funds

1. D_RestrictedFundSumRecord (Includes all the agency's Restricted Funds)
2. E Restricted Fund Record (Run this report for each individual Restricted Fund)

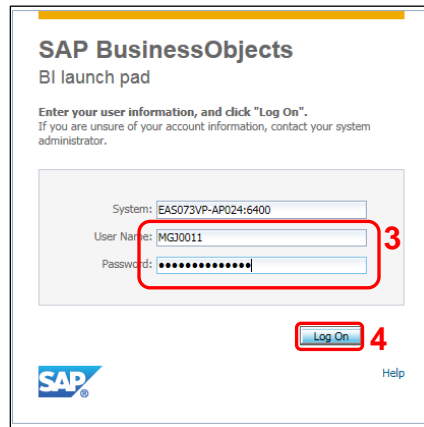
Supportive Restricted Fund Report

3. E_Rstd_Fund_Mathcheck

- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or
 2. Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>



3. Enter your eMARS User ID in the User Name textbox and your password
4. Click on the Log On button



SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

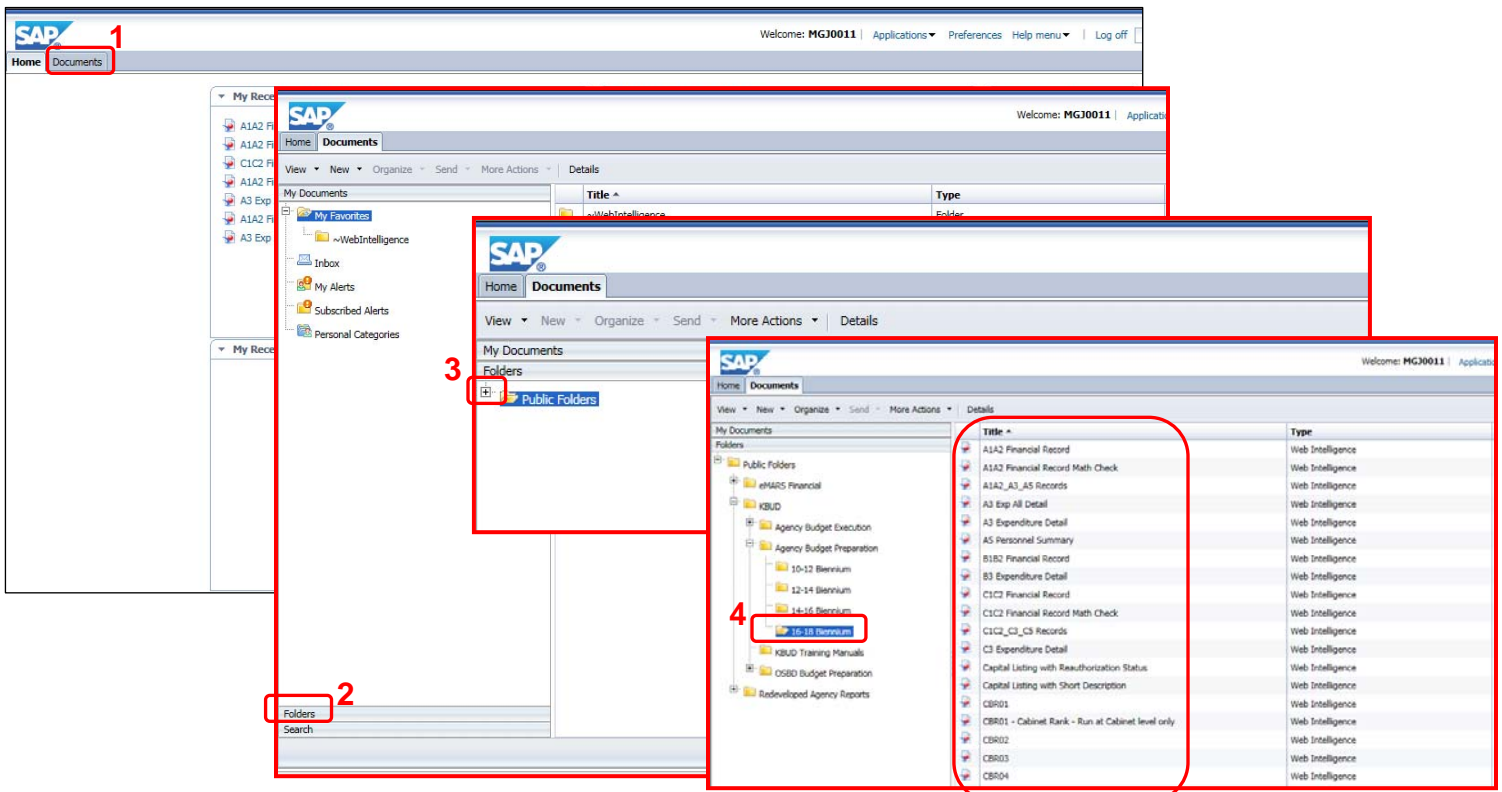
System: EA5073VP-AP024:6400

User Name: MGJ0011

Password:

Help

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page





The screenshots show the following steps:

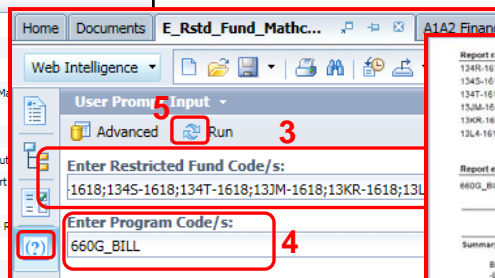
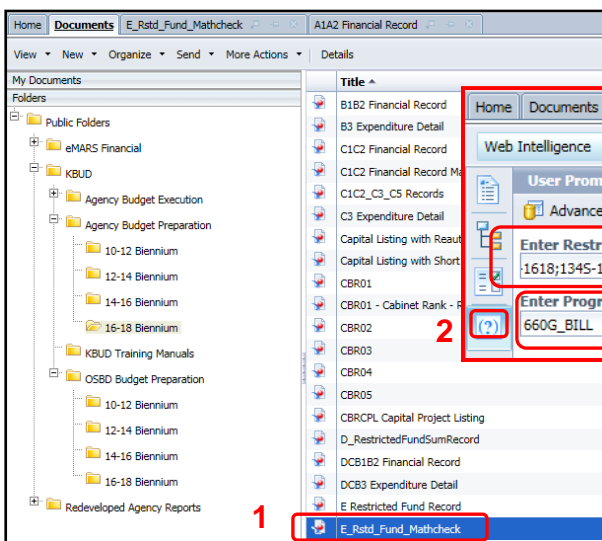
1. The 'Documents' tab is selected in the top navigation bar.
2. The 'Folders' bar is clicked at the bottom of the page.
3. The 'Public Folders' section is expanded in the left sidebar.
4. The '16-18 Biennium' folder is expanded under 'Agency Budget Preparation', displaying a list of reports on the right side of the page.

Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B3B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C1_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR02	Web Intelligence
CBR03	Web Intelligence
CBR04	Web Intelligence

- In this scenario, we will run the math check report for all the Restricted Funds associated with Kentucky Fish and Wildlife Resources. Once the funds pass the math check, we will save and print the other two required Restricted Fund reports for the budget submission. The math check report will use all the Restricted Funds and the program these funds are associated with as the parameters/variables for the report. Included below is the consolidation information for the Fish and Wildlife Resources which shows the association between the 660_BILL program and its seven restricted funds.

660G_BILL_1618 - Fish and Wildlife Resources - Restricted Fund -
134Q-1618 - Non-Restricted Fish & Game Fund - Restricted Fund - 660
134R-1618 - Restricted Fish & Game Fund - Restricted Fund - 660
134S-1618 - Fees in Lieu of Stream Mitigation Fund - Restricted Fund - 660
134T-1618 - Program Income Fund - Restricted Fund - 660
13JM-1618 - Boating Registration Funds - Restricted Fund - 660
13KR-1618 - KHLCF-Management Fund - Restricted Fund - 660
13L4-1618 - Program Income - FISH - Restricted Fund - 660

- Double click on the E_Rstd_Fund_Mathcheck report to open up the report
- Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
- Enter the required parameters/variables into the Restricted Fund Code text box. In this scenario, we will enter the seven restricted funds associated with the program. This entry is done by separating each Restricted Fund with a semicolon (Example: 134Q-1618;134R-1618;134S-1618)
- Enter the required parameters/variables into the Program Code text box. In this scenario, we will enter the program associated with the seven funds.
- Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report



E_Rstd_Fund_Mathcheck

Report run for these Restricted Fund Codes		Restricted Fund Name				
134R-1618	Restricted Fish & Game Fund					
134S-1618	Fees in Lieu of Stream Mitigation Fund					
134T-1618	Program Income Fund					
13JM-1618	Boating Registration Funds					
13KR-1618	KHLCF-Management Fund					
13L4-1618	Program Income - FISH					
Report executed for these Programs		Program Name				
660G_BILL	Fish and Wildlife Resources					
		Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
Summary of Resources:						
BALFOR		81,474,877	81,821,839	88,043,808	81,256,423	48,898,423
-BALFOR		81,474,877	81,821,839	88,043,808	81,256,423	48,898,423
Should Be Zero		0	0	0	0	0
CURREQ		44,708,223	57,987,792	42,423,700	52,951,800	55,951,800
-SECURIS and SECURIV		44,708,223	57,987,792	42,423,700	52,951,800	55,951,800
Should Be Zero		0	0	0	0	0
NONREV and TRANSFER		-9,778,483	-8,808,880	-17,788,800	-23,800,000	-23,800,000
-ENHREV		-9,778,483	-8,808,880	-17,788,800	-23,800,000	-23,800,000
Should Be Zero		0	0	0	0	0
Summary of Expenditures:						
EXPRESFUND		34,779,879	34,911,038	31,423,700	31,061,800	34,981,800
-E-Baseline Exp		34,779,879	34,911,038	31,423,700	29,105,400	30,035,100
-E-Defined Cash Exp		0	0	0	1,956,400	3,150,100
-E-ABR Exp		0	0	1,307,100	1,788,400	1,788,400
Should Be Zero		0	0	0	0	0



Restricted Fund Forms

The Summary of Resources Math Check Section below is used to compare each budget object totals from all the Restricted Fund entries on the E forms to all the comparable budget object totals entered on the A Form for each fiscal year. It is important to understand the source of the data on the report and how it rolls up to a specific program, especially if adjustments are needed to reconcile the differences in the amounts.

1. Example-1: Ensures the FY 16 Balance Forward totals (\$58,043,936) entered on the Restricted Fund E Forms equal the same amount (\$58,043,936) as the Restricted Fund Balance Forward entered on the A Forms
2. Example-2: Ensures the FY 17 Current Receipt totals (\$52,951,600) entered on the Restricted Fund E Forms equal the same amount (\$52,951,600) as the Restricted Fund Current Receipts entered on the A Forms
3. Example-3: Ensures the FY 18 Non Revenue Receipt totals (\$-23,600,000) entered on the Restricted Fund E Forms equal the same amount (\$-23,601,000) as the Restricted Fund Non Revenue Receipts entered on the A Forms (NOTE: These amounts do not balance and an adjustment is required)

E Forms

Line	Budget Object	FY 15-16	FY 16-17	FY 17-18
1	EBALFOR	14,740,032	7,054,531	5,354,531
2	ECUREXS	31,226,600	28,530,600	31,530,600
3	ENONREV	-6,785,500	-2,600,000	-2,600,000
4	ECURRVS	325,000	0	0
5	EBLEXP	31,423,700	26,266,300	27,406,100
6	EDCEXP	0	1,320,200	2,815,800
7	EABREXP	0	942,100	1,308,700
Total		-8,082,432	-5,354,531	-2,754,531

Source of Fund Totals

A Forms

Line	Fund	Budget Object	FY 15-16	FY 16-17	FY 17-18
1	1300	BALFOR	8,104,313	6,104,300	6,104,300
2	1300	CURREC	8,125,000	7,120,400	7,843,700
3	1300	NONREV	-1,000,000	-1,000,000	-1,000,000
4	1200	BALFOR	2,806,632	2,806,600	2,806,600
5	1200	CURREC	9,004,800	6,950,200	6,660,500
6	1300	EXPBYFUND	7,125,000	6,120,400	6,843,700
7	1200	EXPBYFUND	9,004,800	6,950,200	6,660,500
Total			-8,910,945	-8,910,900	-8,910,900

Source of Fund Totals

Math Check Purpose
Do the amounts enter on all the E Forms equal the same amounts entered on the A Form for Restricted Funds?

E_Rstd_Fund_Mathcheck

Report ran for these Restricted Fund Codes	Restricted Fund Name				
134R-1618	Restricted Fish & Game Fund				
134S-1618	Fees in Lieu of Stream Mitigation Fund				
134T-1618	Program Income Fund				
13JM-1618	Boating Registration Funds				
13KR-1618	KHLCF-Management Fund				
13L4-1618	Program Income - FISH				
Report executed for these Programs	Program Name				
660G_BILL	Fish and Wildlife Resources				
	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
Summary of Resources:					
BALFOR	81,474,677	81,621,839	58,043,936 ¹	51,258,423	48,658,423
-EBALFOR	81,474,677	81,621,839	58,043,936	51,258,423	48,658,423
Should Be Zero	0	0	1	0	0
CURREC	44,706,223	57,967,792	42,423,700	52,951,600 ²	55,951,600
-ECUREXS and ECURRVS	44,706,223	57,967,792	42,423,700	52,951,600	55,951,600
Should Be Zero	0	0	2	0	0
NONREV and TRANSFEI	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000 ³
-ENONREV	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,601,000
Should Be Zero	0	0	0	3	1,000

What to Do If Math Check Fails
If the total amounts from all the E forms do not equal the total amount of the A Form for a specific budget object (like NONREV versus ENONREV), then an adjustment will need to be made. For example, the amounts are off by \$1,000, then either the NONREV on the A Form needs to be adjusted by \$1,000 or the ENONREV on one or more of the E Forms need be adjusted by \$1,000, or some combination that brings them into balance.



Restricted Fund Forms

- In Example-3, the total amounts from all the E Forms' ENONREV entries did not equal the total amount of the A Forms' NONREV entries, and therefore, an adjustment(s) will need to be made to balance the amounts. The amounts are off by \$1,000, so either the NONREV on one of the A Forms need to be adjusted by \$1,000 or the ENONREV on one or more of the E Forms need be adjusted by \$1,000, or some combination that brings them into balance. When you review the entries in the A and E Forms, there is a \$1,000 difference between 134S-1618 and 660C_PG forms. After doing the proper research to verify where the adjustment should be made, it was decided to edit the 134S-1618 E Form and reduce the ENONREV budget line from \$20,001,000 to \$20,000,000. This corrected the error in the math check report.

E Forms ENONREV Entries

134R-1618

Summary					
Line	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	EBALFOR	R	14,740,032	7,954,531	5,354,531
2	ECUREXS	R	31,226,600	28,530,600	31,530,600
3	ENONREV	R	-6,785,500	-2,600,000	-2,600,000
4	ECURRVS	R	325,000	0	0
5	EBLEXP	E	31,423,700	26,268,300	27,406,100
6	EDCEXP	E	0	1,320,200	2,815,800
7	EABREXP	E	0	942,100	1,308,700

134T-1618

Summary					
Line	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	EBALFOR	R	6,104,313	6,104,313	6,104,313
2	ECUREXS	R	1,000,000	1,000,000	1,000,000
3	ENONREV	R	-1,000,000	-1,000,000	-1,000,000

134S-1618

Summary					
Line	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	EBALFOR	R	37,199,592	37,199,592	37,199,592
2	ECUREXS	R	10,000,000	20,000,000	20,000,000
3	ENONREV	R	-10,000,000	-20,000,000	-20,001,000

Reduce this E Form amount by \$1000 to balance the A and E Forms

A Forms NONREV Entries

660A_PG

Summary						
Line	Fund	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	1300	BALFOR	R	14,740,031	7,954,531	5,354,531
2	1300	CURREC	R	5,926,600	5,798,400	5,797,300
3	1300	NONREV	R	-6,785,500	-2,600,000	-2,600,000
4	1300	EXPBYFUND	E	5,926,600	5,798,400	5,797,300

660B_PG

Summary						
Line	Fund	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	1300	BALFOR	R	6,104,313	6,104,300	6,104,300
2	1300	CURREC	R	8,125,000	7,120,400	7,843,700
3	1300	NONREV	R	-1,000,000	-1,000,000	-1,000,000
4	1200	BALFOR	R	2,806,632	2,806,600	2,806,600
5	1200	CURREC	R	9,004,800	6,950,200	6,660,500
6	1300	EXPBYFUND	E	7,125,000	6,120,400	6,843,700
7	1200	EXPBYFUND	E	9,004,800	6,950,200	6,660,500

660C_PG

Summary						
Line	Fund	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	1300	BALFOR	R	37,199,592	37,199,592	37,199,592
2	1300	CURREC	R	13,100,000	23,451,800	23,883,900
3	1300	NONREV	R	-10,000,000	-20,000,000	-20,000,000
4	1200	BALFOR	R	1,000,000	1,000,000	1,000,000
5	1200	CURREC	R	6,230,400	6,317,600	6,068,900
6	1300	EXPBYFUND	E	3,100,000	3,451,800	3,883,900
7	1200	EXPBYFUND	E	6,230,400	6,317,600	6,068,900

E_Rstd_Fund_Mathcheck (After \$1000 Adjustment)

	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
Summary of Resources:					
BALFOR	81,474,677	81,621,839	58,043,936	51,258,423	48,658,423
-EBALFOR	81,474,677	81,621,839	58,043,936	51,258,423	48,658,423
Should Be Zero	0	0	0	0	0
CURREC	44,706,223	57,967,792	42,423,700	52,951,600	55,951,600
-ECUREXS and ECURRVS	44,706,223	57,967,792	42,423,700	52,951,600	55,951,600
Should Be Zero	0	0	0	0	0
NONREV and TRANSFER	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000
-ENONREV	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000
Should Be Zero	0	0	0	0	0

The report is now in balance

The Summary of Expenditures Math Check Section below is located at the bottom of the report and used to compare the Restricted Funds' EXPBYFUND budget object totals on all the A and B Forms combined to the expenditure budget object totals on the E Forms. It is important to understand the source of the data on the report and how it rolls up to specific budget objects or programs, especially if adjustments are needed to reconcile the differences in the amounts.

- Example: Ensures the FY 18 EXPBYFUND totals (\$34,951,600) combined from entries on the A and B Forms equals the total of the E Baseline Exp + E Defined Calc Exp + E ABR Exp (\$34,951,600) as entered on all of the E Forms

E Forms

Summary	Line	Fund	Budget Object	PY 15-16	PY 16-17	PY 17-18
	1	ESALFOR	R	14,740,032	7,954,531	5,354,531
	2	ECUREKS	R	31,224,600	28,530,600	31,530,600
	3	ENDNREV	R	-6,785,500	-2,600,000	-2,600,000
	4	ECURRVS	R	325,000	0	0
	5	EBLEXP	E	31,423,700	26,268,300	27,406,100
	6	EDCEXP	E	0	1,320,200	2,815,800
	7	EABREXP	E	0	942,100	1,308,700
Totals				-8,082,432	-5,354,531	-2,754,531

Expenditure Totals

A & B Forms

Summary	Line	Fund	Budget Object	PY 15-16	PY 16-17	PY 17-18	
	1	1300	BALFOR	R	6,104,313	6,104,300	6,104,300
	2	1300	CURREC	R	8,125,000	7,120,400	7,843,700
	3	1300	NDNREV	R	-1,000,000	-1,000,000	-1,000,000
	4	1200	BALFOR	R	2,806,632	2,806,600	2,806,600
	5	1200	CURREC	R	9,004,800	6,950,200	6,660,500
	6	1300	EXPBYFUND	E	7,125,000	6,120,400	6,843,700
	7	1200	EXPBYFUND	E	9,004,800	6,950,200	6,660,500
Totals				-8,910,945	-8,910,900	-8,910,900	

Expenditure by Fund Totals

Math Check Purpose
Do the total expenditure amounts entered on all the E Forms equal the expenditure by fund amounts entered on the A and B Forms for Restricted Funds?

E_Rstd_Fund_Mathcheck

Summary of Expenditures:					
EXPBYFUND	34,779,579	34,911,038	31,423,700	31,951,600	34,951,600
-E Baseline Exp	34,779,579	34,911,038	31,423,700	29,153,400	30,035,100
-E Defined Calc Ex	0	0	0	1,491,100	3,130,100
-E ABR Exp	0	0	0	1,307,100	1,786,400
Should Be Zero	0	0	0	0	0

What to Do If Math Check Fails

If the total expenditure amounts from all the E forms do not equal the total expenditure by fund amounts from the A & B Forms, then an adjustment will need to be made to bring them into balance.

- Once you have successfully completed all your math checks for all your Restricted Funds and you are ready to run the final version of the required D_RestrictedFundSumRecord report, complete the following steps:
 1. Open the D_RestrictedFundSumRecord report as per the instructions in the previous paragraphs and use the bill level Restricted Fund Code as the parameter/variable for this report. In this example, the bill level Restricted Fund Code for the Fish and Wildlife Resources is 660G_BILL_1618
 - The top part of the report displays the Summary of Resources and Summary of Expenditures combined for all the Restricted Funds associated with this bill. The bottom part of the report displays the total expenditures for each restricted fund.
 2. To save the report as a PDF document, click the Export Icon and choose Export Document as PDF
 3. Click the Save button's down arrow and choose the Save As command and save the report to a location where you will remember to find them. Open the documents with Adobe Reader and use the print feature to print paper copies of the reports.

D_RestrictedFundSumRecord

- Once you are ready to run the final version of the required E Restricted Fund Record report reports, complete the following steps:
 1. Open the E Restricted Fund Record report as per the instructions in the previous paragraphs and use the Restricted Fund Code as the parameter/variable for this report. In this example, the Restricted Fund Code for the KHLCF-Management Fund is 134R-1618. You will need to run and print this report for each individual Restricted Fund.
 - The top part of the report displays the Fund Source Data from the Restricted Fund dimension table. The bottom part of the report displays the total receipts by revenue source in the Receipt Structure.
 2. To save the report as a PDF document, click the Export Icon and choose Export Document as PDF
 3. Click the Save button's down arrow and choose the Save As command and save the report to a location where you will remember to find them. Open the documents with Adobe Reader and use the print feature to print paper copies of the reports.

E Restricted Fund Record

2016-2018 Kentucky Branch Budget
 Operating Budget Request: Restricted Fund Record
 All requested columns rounded to nearest \$100

Agency: Tourism, Arts and Heritage Cabinet
 Executive Branch
 Tourism, Arts and Heritage Cabinet
 Appropriation: Fish and Wildlife Resources

I. FUND SOURCE DATA

Account Title: Restricted Fish & Game Fund
 eMARS Fund Code: 134R
 Legal Authority Citation: KRS150, KRS235, 301KAR

II. RESTRICTED FUNDS DESCRIPTION Restricted Uses (Yes/No): Yes
 This is a test of the Restricted Funds Description text box.

III. RECEIPT STRUCTURE
 Receipts by Revenue Source Code (Both Revenue and Non-revenue)

Revenue Source Code	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
CASH Cash	-1,146,332	-2,677,800	-6,785,500	-2,600,000	-2,600,000
N10C Operating Transfer from Capital Projects Fund	1,262,201	248,763	0	0	0
N112 Operating Transfer from Federal Fund	311,279	0	0	0	0
N113 Operating Transfer from Agency Revenue Fund	2,290,258	1,035,002	600,000	1,000,000	1,000,000
R195 Hunting/Fishing License	27,378,146	28,872,082	25,000,000	25,000,000	28,000,000
R347 Motor Boat Registration-County Clerk	3,444,567	3,459,435	3,400,000	0	0
R372 Motor Boat Manufacturer & Dealer License	13,838	17,784	21,000	0	0
R376 Fish & Game-40% Gen/60% Law Enforcement	95,120	95,551	100,000	100,000	100,000
R401 General Sales to Public	348,735	635,534	240,000	240,000	240,000
R402 General Rentals to Public	0	8,800	0	0	0
R404 General Fees from Public	125	564,097	200	200	200

Do you want to open or save **E Restricted Fund Record.pdf** (71.0 KB) from eas073vu-ws001?

Open Save Cancel

- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the Restricted Funds reports required for your budget submission.



Section 4 Federal Grant Form

Section 4.1 Budget Form Overview

The KBUD dimension table and budget form used to create your Federal Grant budget request are the Grant Maintenance Dimension and the 1618_G, G Federal Assistance budget request form. These two tools are all the components necessary to produce the F Federal Funds Summary and G Fed Assist Op Bud Record reports. The narrative and numerical data entered in the Grant dimension table along with the numerical budget data entered on the agency's 1618_G forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

F Federal Funds Summary Report

Dimension (Grant Maintenance)

G Fed Assist Op Bud Record Report

Dimension Data

Historical Data Budget Totals

1618 G Form

Numerical Budget Data

Line	Budget Object	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
1	GBALFOR R	112,300	160,400	486,100	296,800	262,700
2	GCURREC R	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
3	GBLEXP E	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
4	GABREXP E	0	0	0	27,800	76,400
Totals		-160,400	-486,100	-296,800	-262,700	-351,000



Federal Grant Fund Forms


The 2016-2018 Budget Instructions requires agencies to complete a separate Federal Assistance Program Record (G) for each individual federal assistance program source totaling at least \$100,000, and for every federal assistance program which requires state matching funds. For Federal Assistance programs under \$100,000, which do not require any state match support, one Federal Assistance Program Record (G) must be completed that combines them and labeled “Miscellaneous”.

For each Appropriation unit, there are pre-defined Federal Grant codes that will be used for each Federal Assistance Program Record: Record G. If the Grant code existed in KBUD for the 2014-2016 biennia, the data that was on the Dimension table in KBUD for the Grant code will be copied into the 1618 Grant Dimension table for the agency. However, this information can be edited as necessary.

If additional Grant codes are needed, agencies will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov) to request additional codes.

In KBUD, the 1618_G form will be used to produce your agency’s Federal Grant budget request.

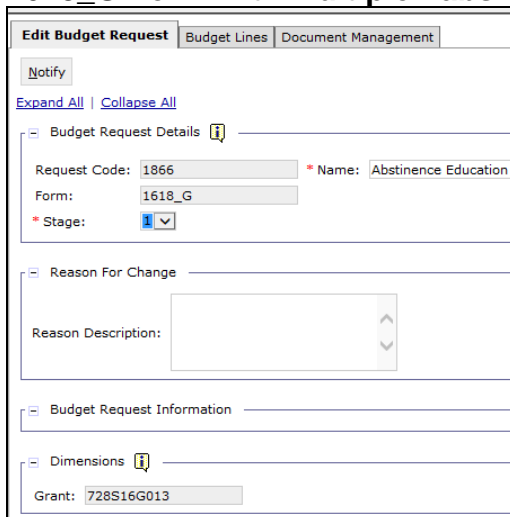
G Federal Assistance Form

Code	Name
 1618_G	G Federal Assistance Form

The 1618_G form has a single tab to record fund and expenditure data for the Federal Grant budget request data:

- Budget Lines
 - Information in this tab will include the Federal Grant source of funds and summary of expenditures data as required by the Budget Instructions
- Document Management (NOT USED)

1618_G Form with Multiple Tabs



Section 4.2 *Creating a Federal Grant Budget Request*

This section includes an overview of the Federal Grant Budget Request creation process along with the detailed instructions to create a Federal Grant budget request required by the 2016-2018 Budget Instructions.

Section 4.2.1 *Process Overview*


The following is a summarized description of the steps involved in the process to create a Federal Grant budget request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Grant Maintenance Dimension table to update information on each specific Federal Grant
- 2) Navigate to the Budget Layout Selection Page to choose the 1618_G Budget Request form
- 3) Create an instance of the 1618_G Budget Request form for a Federal Grant
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
 - 1618_G Budget Request Form Tabs
 - **Edit Budget Request**
 - **Budget Lines**
 - **Document Management (NOT USED)**
- 5) Login to KBUD Reports (EBI) and navigate to the 16-18 Biennium folder to run and/or print the necessary Federal Grant budget request reports
 - Create the Federal Grant budget request reports necessary for official budget submission to GOPM

Section 4.2.2 Login to KBUD and Navigate to the Grant Dimension Table and Update the Dimension

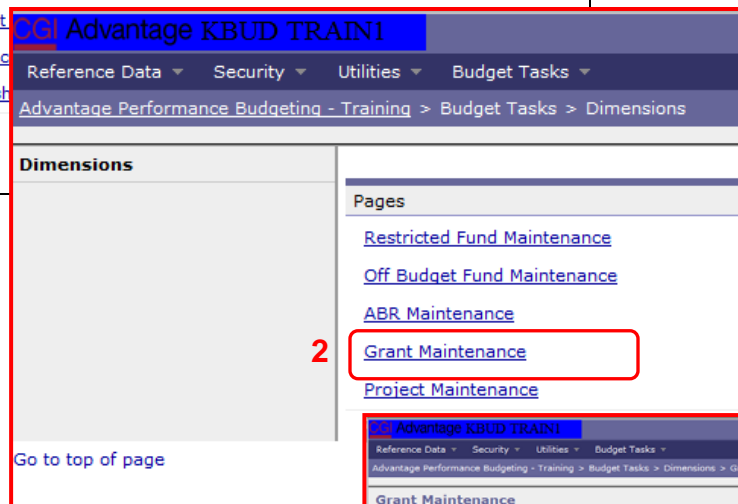
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the Grant Maintenance Link. The Grant Maintenance page will appear.

Home Page



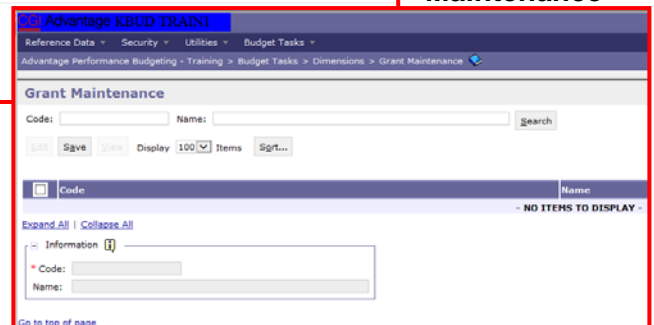
The screenshot shows the KBUD Home Page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there are two sub-sections: "Categories" and "Pages". In the "Categories" section, the link "Dimensions" is highlighted with a red box and a red number "1". The "Pages" section contains several links: "Formulate Budget Request", "Execute Query", "Budget", "Advance", and "Refresh".

Dimensions



The screenshot shows the KBUD Dimensions Page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions". Under the "Dimensions" section, there are two sub-sections: "Pages" and "Grant Maintenance". In the "Pages" section, the link "Grant Maintenance" is highlighted with a red box and a red number "2". The "Grant Maintenance" section contains several links: "Restricted Fund Maintenance", "Off Budget Fund Maintenance", "ABR Maintenance", "Grant Maintenance", and "Project Maintenance".

Grant Maintenance

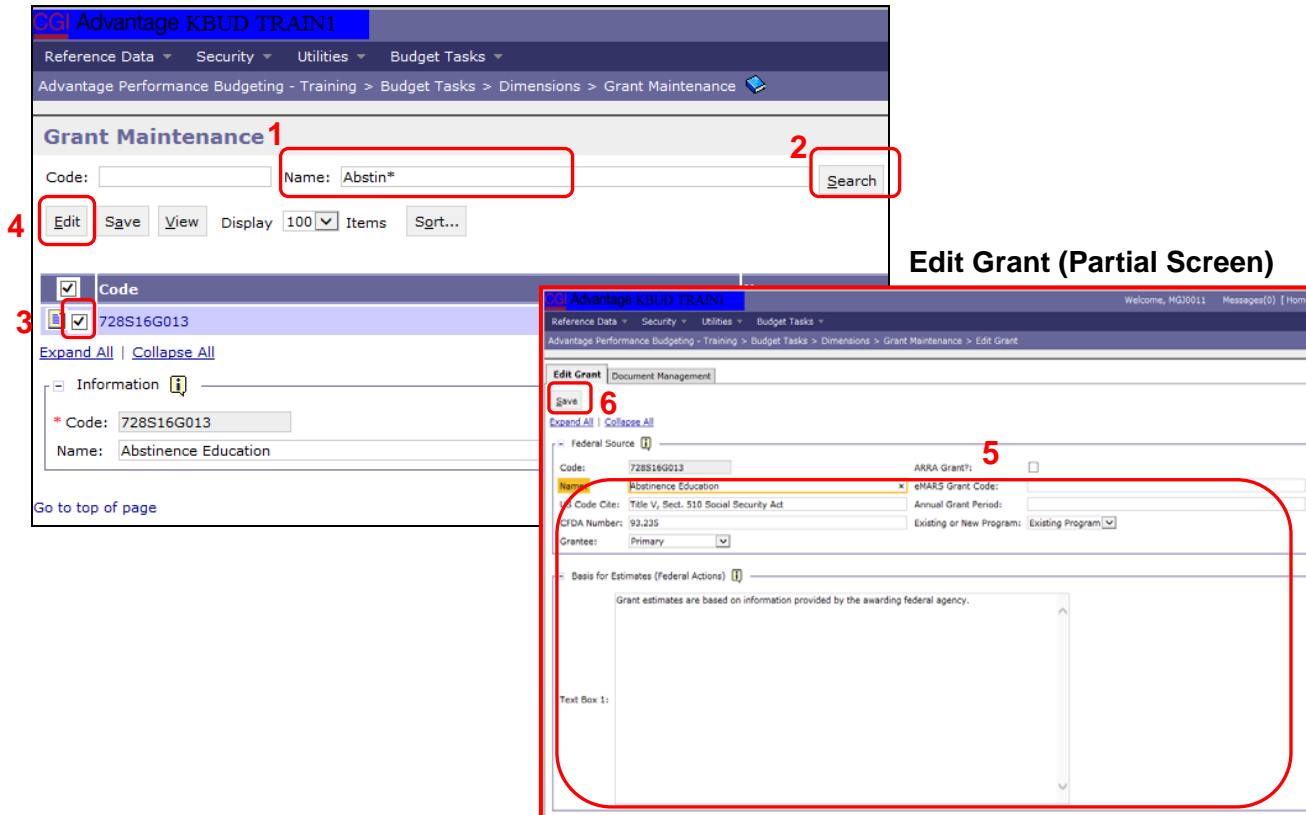


The screenshot shows the KBUD Grant Maintenance Page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Grant Maintenance". The page has a search bar with "Code:" and "Name:" fields. Below the search bar, there are buttons for "Save", "View", "Display", "Items", and "Split...". The main content area shows a table with columns for "Code" and "Name". The table is currently empty, with the text "- NO ITEMS TO DISPLAY -" below it. There are also "Expand All" and "Collapse All" links.

From the Dimension Grant Maintenance page, you can search and view all the Federal Grants by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all the Grants available based on your security. You can also narrow your search for a specific Grant by following these steps:

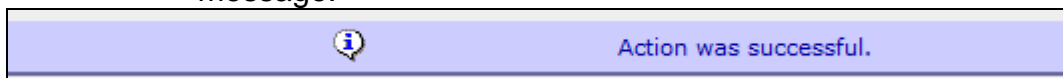
1. Enter the Grant's partial name and along with an asterisk * in the Name textbox
2. Click the Search button to search for the fund (If no records are returned, you need to redefine your search)
3. Check the checkbox next to the record you want to edit
4. Click the Edit button and the Edit Grant Dimension will appear

Grant Maintenance



Edit Grant (Partial Screen)

5. Update any of the Grant information not greyed out
6. Click the Save button and you should receive the Action was successful message.



- Repeat the previous process to update each agency's Federal Grant.



Federal Grant Fund Forms

- Here is some additional guidance to assist in filling out Dimension Grant Maintenance page (NOTE: Not all items on the dimension table are addressed below. Please ensure you provide the information necessary for all items on the dimension table that are applicable to the Grant):

Federal Source

US Code Cite	Enter the United States Code (USC) statutory reference. Example: 24 USC 1070.
CFDA NUMBER	Enter the Catalog of Federal Domestic Assistance Number. Example: 84.002A
ARRA Grant?	Select the check box if the Grant award is from the American Recovery and Reinvestment Act of 2009
eMARS Grant Code	Enter the Grant code from eMARS. Example: 1163R/1163RF1Z/1163R Major Program/Program/Program Period).
Annual Grant Period	Enter the annual Grant Period for the grant. Example: July-June or October-September.

Basis for Estimates (Federal Actions)

Text Box 1	Describe the basis for the estimated federal funds and note whether the federal assistance program is forward funded.
-------------------	---

Grant Description Including Uses/Restrictions of Grant Funds

Text Box 2	Provide a detailed description of the grant program. Within the description, breakdown the uses and/or any restriction of funds. Include specific information related to non-direct dollar match. Explain if the match rate for 2016-2018 is different from 2014-2016. Describe any inter-governmental transfers of funds for matching purposes.
-------------------	--



Federal Grant Fund Forms

Match Requirements

Require State Match	Does this program require state matching funds? Select the check box for "Yes", leave it unchecked for "No".
Federal Portion	Enter the Federal Share (%) for matching grants. Example: enter 80 for 80%
State Portion	Enter the State Share (%) for matching grants.
Local Portion	NOT Required for 2016-2018 Budget Request
Direct Dollars	Select the check box if the type of state match is a cash match.
In-Kind	Select the check box if the type of state match is comprised of services, equipment, or materials.
General	Enter the % of State Share from General Funds.
Restricted	Enter the % of State Share from Restricted Funds.
Road	Enter the % of State Share from Road Funds.

Grant Award

FY 2013-2014	Provide the actual award for the first year of the grant period (i.e. \$1,000,000 award for a period of 7/1/2014 – 6/30/2018 enter \$1,000,000 in FY 2014-2015)
FY 2014-2015	Provide the actual award for the first year of the grant period
FY 2015-2016	Provide the actual or estimated award for the first year of the grant period
FY 2016-2017	Provide the estimated award for the first year of the grant period
FY 2017-2018	Provide the estimated award for the first year of the grant period

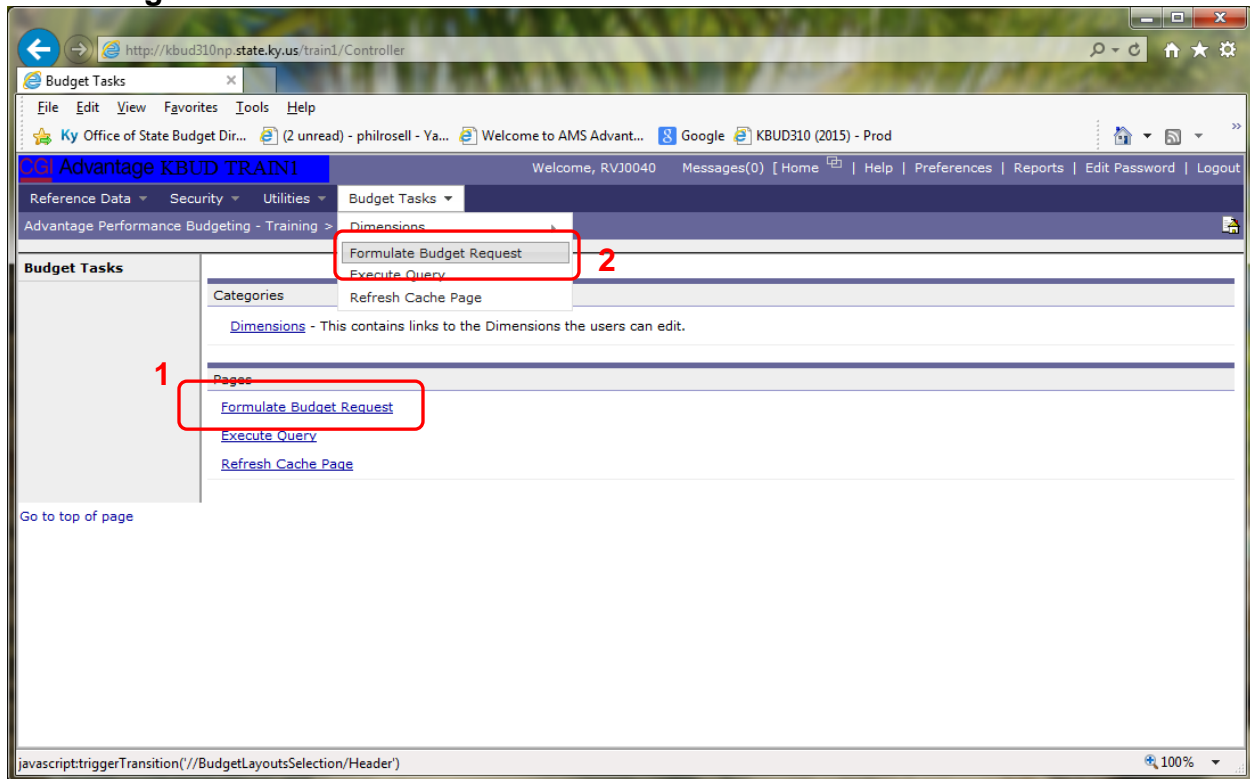
Maintenance of Effort (Required by Federal Law)

Required?	Maintenance of Effort Required? Select the check box for "Yes", leave it unchecked for "No".
Amount Required Current Year	If Maintenance of Effort is required, enter the amount required for state fiscal year 2015-16.
Amount Required Budgeted Year 1	If Maintenance of Effort is required, enter the amount required for state fiscal year 2016-17.
Amount Required Budgeted Year 2	If Maintenance of Effort is required, enter the amount required for state fiscal year 2017-18.

Section 4.2.3 Navigate to the Budget Layout Page to choose the 1618_G Budget Request Form

- From the Home page, you can navigate to the KBUD forms in two ways:
 - Click the Formulate Budget Request link under the Pages heading, or
 - Click on the Budget Tasks on the menu bar and select Formulate Budget Request. The Budget Layout Selection page will appear.

Home Page





Federal Grant Fund Forms

- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 1618_G form by clicking on the corresponding blue link. The Select Budget Request page will appear.

Budget Layout Selection Page

Code	Name
1618_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
1618_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
1618_CAPITAL_EXPEND	Capital Request Expenditures
1618_CAPITAL_FUND	Capital Request by Fund Source
1618_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget
1618_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form
1618_G	G Federal Assistance Form

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1618_G) you have created. However, when the page initially loads up, there will be **NO ITEMS TO DISPLAY**, even if you have previously created an instance of the form. This is normal until you either create a new form or do a search for a previously created form.

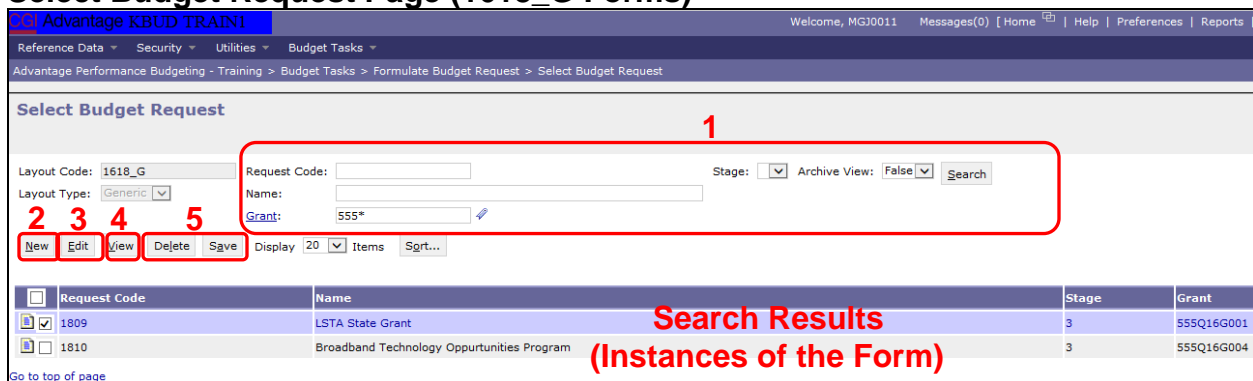
Select Budget Request Page (1618_G Form)

Request Code	Name	Stage	Grant
	- NO ITEMS TO DISPLAY -		

From the Select Budget Request page, you can do all of the following functions:

1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or Grant by typing in the information in the textboxes and clicking the Search button (* is the wildcard) and the instances that match your parameters will appear (NOTE: Once a form moves past Stage 2 in the KBUD process, agencies will no longer see this form in their search results)
2. Use the New feature to create a new instance of this specific form
 - Click the New button and the Create Budget Request page will appear to allow you to create a new instance of the form
3. Use the Edit feature to edit an existing instance of this specific form
 - Click the checkbox of the form instance you wish to edit, click the Edit button and the form will appear in the edit mode
4. Use the View feature to only view (no editing) an existing instance of this specific form
 - Click the checkbox of the form instance you wish to view, click the View button and the form will appear in the view mode
5. Use the Delete/Save feature to delete an existing instance of this specific form
 - Click the checkbox(es) of the form(s) instances you wish to delete, click the Delete button to mark the form(s) for deletion, click the Save button to finalize the deletion of the form(s), and they will be **permanently** deleted (NOTE: You cannot delete a form if there are active budget lines within the form. You will receive an error message. You have to first edit the form and delete all budget lines within all tabs and then perform the deletion procedure)

Select Budget Request Page (1618_G Forms)



Advantage KBUD TRAIN | Welcome, MGJ0011 | Messages(0) | Home | Help | Preferences | Reports

Reference Data | Security | Utilities | Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: 1618_G | Request Code: | Stage: | Archive View: False | Search

Layout Type: Generic | Name: | Grant: 555*

2 New | **3** Edit | **4** View | **5** Delete | Save | Display 20 Items | Sort...

<input type="checkbox"/>	Request Code	Name	Stage	Grant
<input checked="" type="checkbox"/>	1809	LSTA State Grant	3	555Q16G001
<input type="checkbox"/>	1810	Broadband Technology Opportunities Program	3	555Q16G004

Go to top of page

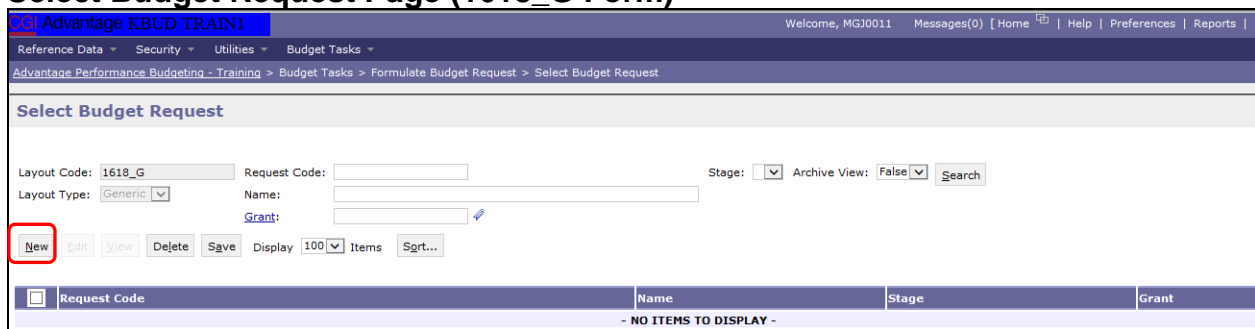
Search Results (Instances of the Form)

Section 4.2.4 Creating the G Federal Assistance Budget Request Form

In this section, we will continue from the previous section to create a Grant budget request for the Department for Public Health, Department 728. In this scenario, we will create a 1618_G form for Federal Grant, Abstinence Education.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 1618_G form.

Select Budget Request Page (1618_G Form)



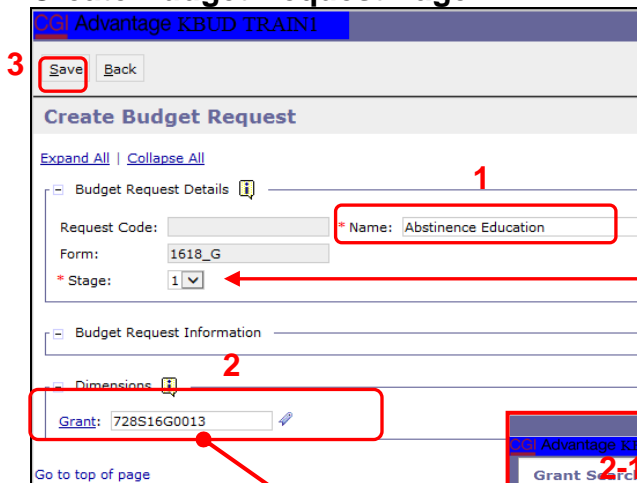
The screenshot displays the 'Select Budget Request' page in the Advantage KBUD TRAIN1 system. The page includes a navigation breadcrumb: Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request. The main content area features a title 'Select Budget Request' and a form with the following fields and controls:

- Layout Code: 1618_G
- Request Code: [Empty]
- Stage: [Dropdown]
- Archive View: False [Dropdown]
- Search: [Button]
- Layout Type: Generic [Dropdown]
- Name: [Text Field]
- Grant: [Text Field]
- Buttons: New (highlighted), Edit, View, Delete, Save, Display 100 [Dropdown], Items, Sort...

Below the form is a table with the following columns: Request Code, Name, Stage, Grant. The table currently displays '- NO ITEMS TO DISPLAY -'.

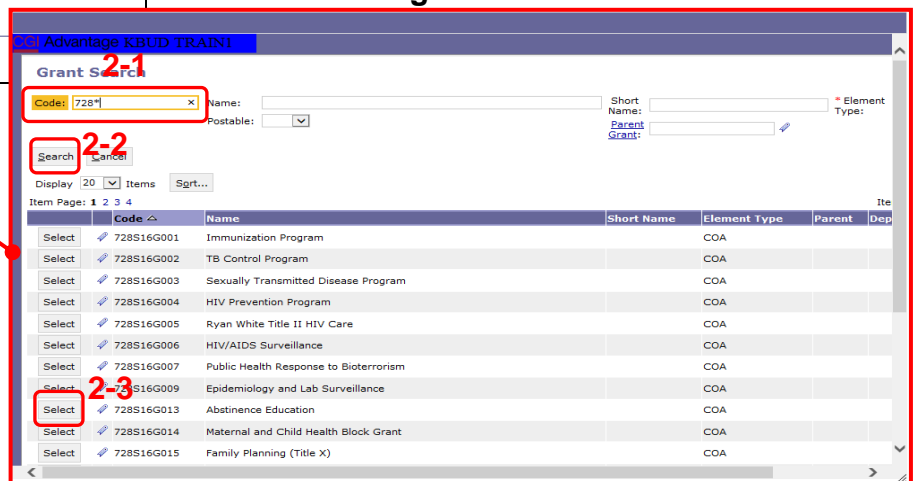
- From the Create Budget Request page, you will need to complete these four primary steps:
 - Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form. Also you cannot reuse the exact name of a previous created form. You will receive an error message if you do reuse the name. It is the form name that makes it an unique instance of the form)
 - Fill in the Grant textbox. There are two ways to fill in the textbox: 1) Type in the correct Grant code, or 2) click on the blue Grant link to pull up a Grant Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Grant code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the Abstinence Education Grant
 - Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page



Stage should always be set to 1 by the agencies. GOPM will move the forms to Stage 2 when needed.

Grant Search Page



	Code	Name	Short Name	Element Type	Parent	Dep
Select	728S16G001	Immunization Program		COA		
Select	728S16G002	TB Control Program		COA		
Select	728S16G003	Sexually Transmitted Disease Program		COA		
Select	728S16G004	HIV Prevention Program		COA		
Select	728S16G005	Ryan White Title II HIV Care		COA		
Select	728S16G006	HIV/AIDS Surveillance		COA		
Select	728S16G007	Public Health Response to Bioterrorism		COA		
Select	728S16G009	Epidemiology and Lab Surveillance		COA		
Select	728S16G013	Abstinence Education		COA		
Select	728S16G014	Maternal and Child Health Block Grant		COA		
Select	728S16G015	Family Planning (Title X)		COA		

Section 4.2.5 Entering Budget Data in the 1618_G Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 - Click on the Budget Lines tab (NOTE: You can now add your Sources of Funds and Expenditure budget objects and budget data)
 - Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this Grant. Enter a separate budget line for each budget object required by the 2016-2018 Budget Instructions)
 - Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 - Once you have finished entering all your budget lines for this tab, click the Save button

New 1618_G Form for Grant Abstinence Education

Budget Lines Tab

Advantage KBUD TRAIN

Save Back

Edit Budget Request Budget Lines Document Management

Notify

Expand All Collapse All

Budget Request Details

Request Code: 1866

Form: 1618_G

*Stage: 1

Reason For Change

Reason Description:

Budget Request Information

Grant: 728S16G013

Go to top of page

Budget Request Summary

Layout Code: 1618_G Type: Generic Request Code: 1866 Request Name: Abstinence Education

Grant: 728S16G013

Refresh Zero Out Display Sub Total: [checked] Select Model: [dropdown]

New Line Copy Line Delete Line Export Import Audit Trail View Graph

Summary

Line	Budget Object	Type	Element Type
<input type="checkbox"/>	1. GBALFOR	R	
<input type="checkbox"/>	2. GCURREC	R	
<input type="checkbox"/>	3. GBLEXP	E	
<input checked="" type="checkbox"/>	4. GABREXP	E	

Totals

Expand All Search

Go to top of page

Budget Object Search

Code: Name: Object Type: [dropdown]

Financial Rollups Information

Class: Category: Type: Group:

Search Cancel Sort by User Defined Order

Display 20 Items Sgrt...

Select	Code	Name	Short Name	Object Type	Element Type	Parent
<input checked="" type="checkbox"/>	GBALFOR	Balance Forward (G Form)	Balance Forward (G Form)	Revenue	COA	
<input checked="" type="checkbox"/>	GCURREC	Current Receipts (G Form)	Current Receipt (G Form)	Revenue	COA	
<input checked="" type="checkbox"/>	GNONREV	Non-Revenue Receipts (G form)	Non-Revenue Receipts (G form)	Revenue	COA	
<input checked="" type="checkbox"/>	GBLEXP	Baseline Budget Expenditures	Baseline Budget Expenditures	Expense	COA	
<input checked="" type="checkbox"/>	GDCEXP	Defined Calculations Expenditures	Defined Calc. Expenditures	Expense	COA	
<input checked="" type="checkbox"/>	GABREXP	Additional Budget Request Expenditures	Additional Bdg Req Expend	Expense	COA	

Go to top of page



Federal Grant Fund Forms

- The Budget Lines tab needs to include budget data for each budget object. You can reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects. The totals (ignore the negative sign) for each fiscal year should be the same amount as the GBALFOR for the next fiscal year (NOTE: When entering numerical budget data, enter the data to the nearest \$100).

Edit Budget Request | **Budget Lines** | Document Management

Budget Request Summary ⓘ

Layout Code: 1618_G Type: Generic Request Code: 1866 Request Name: Abstinence Education
Grant: 728S16G013

Refresh Zero Out Display Sub Total: Select Model:

New Line Copy Line Delete Line Export Import Audit Trail View Graph Sgrt... View as CSV

Summary								
<input type="checkbox"/>	Line	Budget Object	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	
<input type="checkbox"/>	1	GBALFOR	R	112,300	160,400	486,100	296,800	262,700
<input type="checkbox"/>	2	GCURREC	R	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
<input type="checkbox"/>	3	GBLEXP	E	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
<input checked="" type="checkbox"/>	4	GABREXP	E	0	0	0	27,800	76,400
Totals				-160,400	-486,100	-296,800	-262,700	-351,000

Page 1 of 1 Show 20 rows per page

- Once the dimension has been updated and the 1618_G form has been completed for each Federal Grant, the associated Federal Grant reports can be created and printed.



Section 4.2.6 Login to KBUD Reports (EBI) to Access Federal Grant Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 16-18 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the dimension table we updated and the 1618_G form we created in the previous sections for Abstinence Education to the G Fed Assist Op Bud Record Report. You can directly trace the dimension data to the Federal Source data heading on the report. You can also trace the form's budget data amounts to the budget totals on the report.

Dimension (Grant Maintenance)

EDR Grant | Document Management

Save

Export All | Collapse All

Federal Source: [I]

Code: 7285160013 ABSS Grant:

Name: Abstinence Education ABSS Grant Code: []

UI Code Cite: Title V, Sect. 510 Social Security Act Annual Grant Period: []

CUA Number: 93.235 Existing or New Program: Existing Program [X]

Grantee: Primary

Basis for Estimates (Federal Action): [I]

Grant estimates are based on information provided by the awarding federal agency.

Test Box 1: []

Program Type: Formula [X]

F Federal Funds Summary Report

2016-2018 Kentucky Branch Budget
Operating Budget Request: Federal Funds Summary Record
All requested columns rounded to nearest \$100

OPERATING BUDGET SUMMARY RECORD F

Governmental Branch: Executive Branch Agency: Public Health
Cabinet: Health and Family Services Appropriation: Public Health

	Actual FY 2013-14	Actual FY 2014-15	Budgeted FY 2015-16	Requested FY 2016-17	Requested FY 2017-18
Summary					
Balance F					
Current R					

G Fed Assist Op Bud Record Report

I. FEDERAL SOURCE

Federal Program Title: Abstinence Education ABSS Grant: No

United States Code Cite Title V, Sect. 510 Social Security Act ABSS Grant Account Number: 93.235

Assistance Number: 93.235 Grantee: Primary

II. Basis for Estimates (Federal Actions)

Grant estimates are based on information provided by the awarding federal agency.

III. Program Type: Formula

IV. Grant Description including use/restriction of grant funds

To lower teen pregnancy in Kentucky by teaching values and practices of abstinence from sexual activity through community programs, mentoring programs and school-based curricula. For the purpose of Section 510, the term "Abstinence Education" means an educational or motivational program which (x) has as its exclusive purpose teaching the social, psychological, and health gains to be realized by abstaining from sexual activity; (y) teaches abstinence from sexual activity outside marriage as the expected standard for all school-age children; (z) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexual transmitted diseases and other associated health problems; (a) teaches that a mutually faithful monogamous relationship in context of marriage is the expected standard of human sexual activity; (b) teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects; (c) teaches that bearing children out of wedlock is likely to have harmful consequences for the child, the child's parents and society; (d) teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and (e) teaches the importance of attaining self-sufficiency before engaging in sexual activity. This grant ended June 30, 2009.

V. Match Requirements

A. Does this program require state matching funds? (Yes/No) No

B. Composition of Matching Funds:

Federal Portion		C. Source of State Matching Share:	
State Portion		General	%
Local Portion		Restricted	%
		Road	%

D. Type of Match Provided (Yes/No):

Direct Dollars	No	In-kind Dollars	No
Grant Award	Actual	Actual	Estimate
	Estimate	Estimate	Estimate

VI. Maintenance of Effort (Required by Fed)

A. Is State Maintenance of Fiscal Effort

B. Amount Required by State Fiscal Y:

	Actual FY 2013-14	Actual FY 2014-15	Budgeted FY 2015-16	Requested FY 2016-17	Requested FY 2017-18
A. Resources					
Balance Forward (G Form)	112,300	160,400	486,100	296,800	262,700
Current Receipt (G Form)	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
Total Resources:	2,312,300	2,360,400	3,186,100	2,996,800	2,962,700
Expenditures					
Baseline Budget Expenditures	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
Additional Reg Req Expend	0	0	0	27,800	76,400
Total Expenditures:	2,151,900	1,874,300	2,889,300	2,734,100	2,611,700

1618 G Form

Edit Budget Request | Budget Lines | Document Management

Budget Request Summary [I]

Layout Code: 1618_G Type: Generic Request Code: 1866 Request No: []

Grant: 7285160013

Refresh Zero Out Display Sub Total: Select Model:

New Line Copy Line Delete Line Export Import Audit Trail Add as CSV

Summary	Line	Budget Object	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18
	1	GBALFOR R	112,300	160,400	486,100	296,800	262,700
	2	GCURREC R	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
	3	GBLEXP E	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
	4	GABREXP E	0	0	0	27,800	76,400
Totals			-160,400	-486,100	-296,800	-262,700	-351,000

Page 1 of 1 Show 20 rows per page

- In this scenario, we will run the two Federal Grant reports: one for the Department for Public Health at the bill level (728S_BILL) and one for Public Health's Federal Grant, Abstinence Education (728S16G013). These two Federal Grant reports that are required for your budget submission (NOTE: There are no supportive math check reports to aid the agency in reviewing and reconciling amounts entered on the G Forms as compared to amounts entered on the A Forms. To ensure the necessary level of accuracy in the submission of the required reports, it is recommended that the agency review the entries and compare the amounts between these sets of forms to ensure they reconcile).

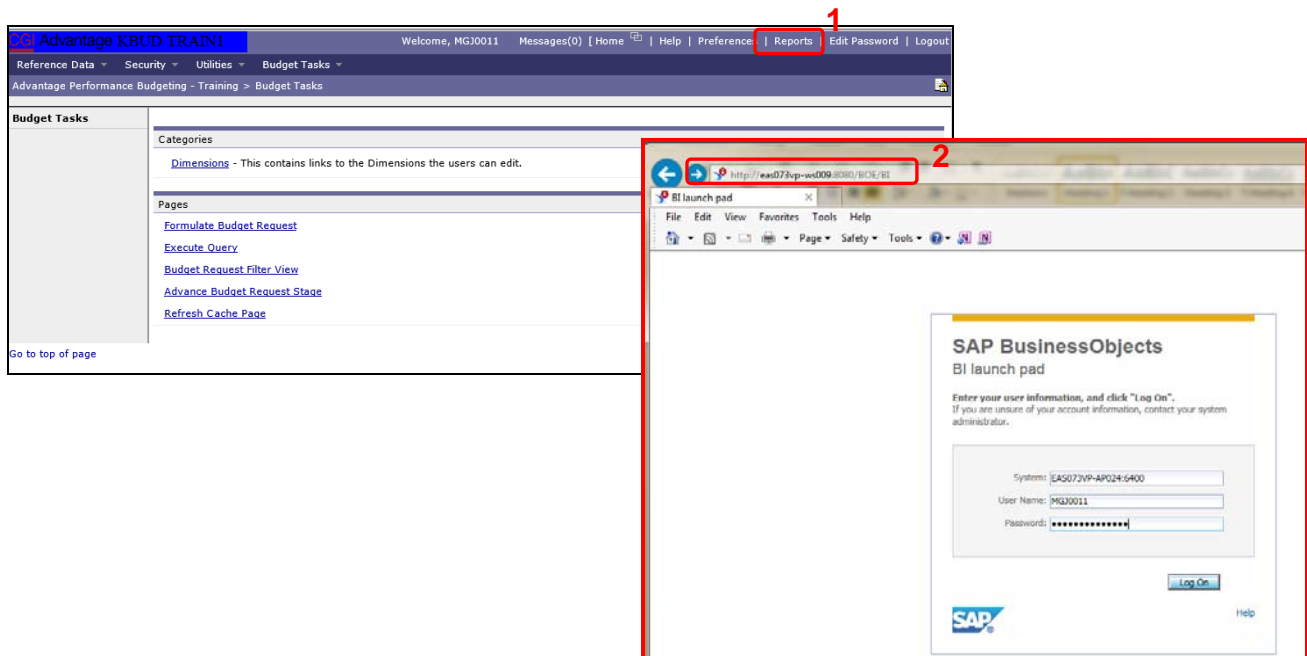
Required Federal Grant Reports

1. F Federal Funds Summary (Includes all the agency's Federal Grants entered on the G Forms)
2. G Fed Assist Op Bud Record (Run this report for each individual Federal Grant)

Supportive Federal Grant Report

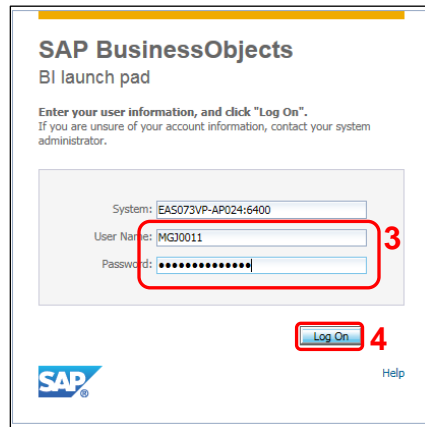
(NONE)

- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or
 2. Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>



The image contains two screenshots. The first screenshot, labeled with a red '1', shows the 'Advantage KBUD TRAIN1' application interface. The 'Reports' link in the top navigation bar is highlighted with a red box. The second screenshot, labeled with a red '2', shows a web browser window with the URL <http://eas073vp-ws009:8080/BOE/BI> in the address bar. The page displays the 'SAP BusinessObjects BI launch pad' login form, which includes fields for System, User Name, and Password, along with a 'Log On' button.

3. Enter your eMARS User ID in the User Name textbox and your password
4. Click on the Log On button



SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

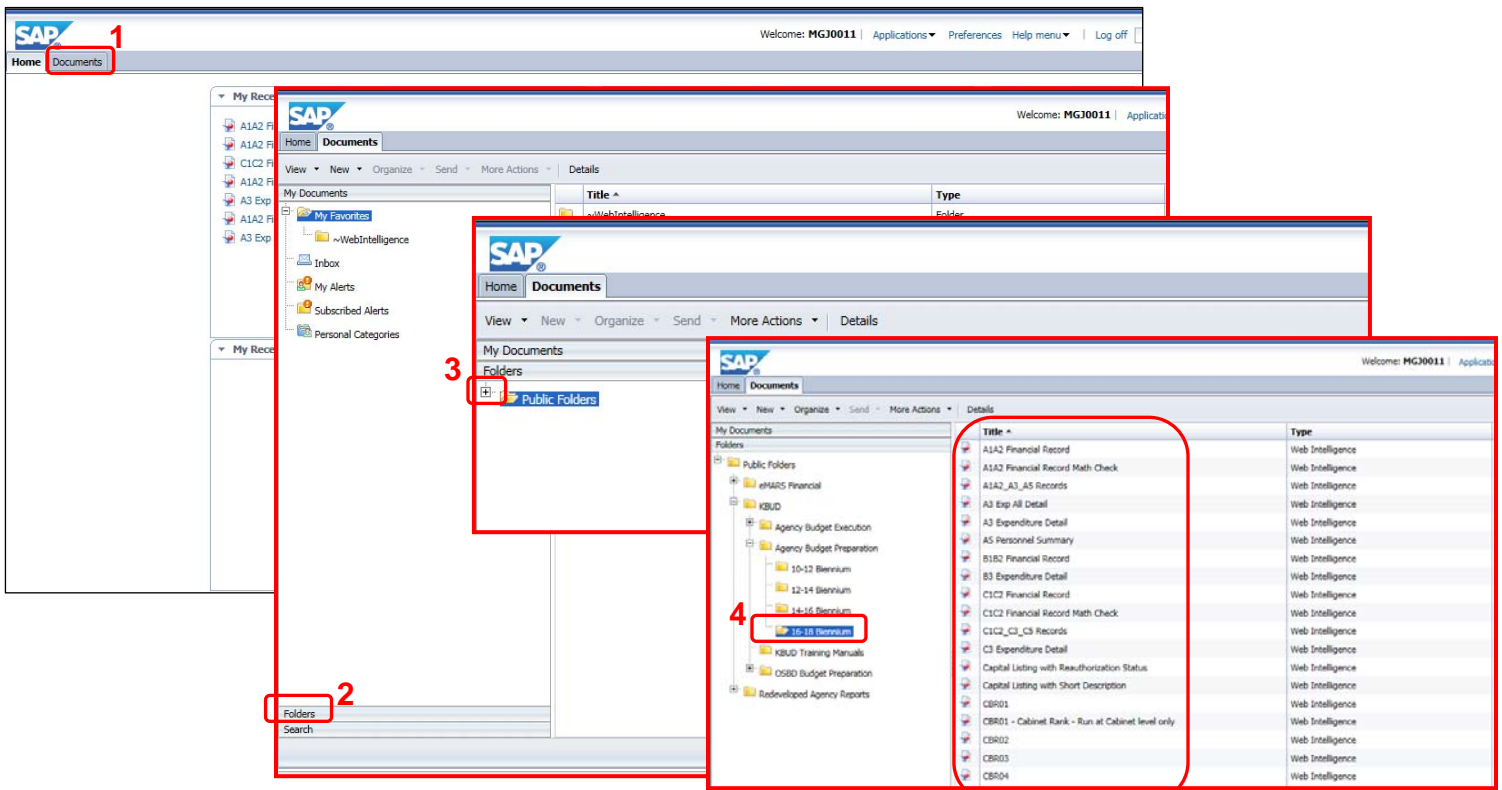
System: EA5073VP-AP024:6400

User Name: MGJ0011

Password:

Log On

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page






1. Documents tab

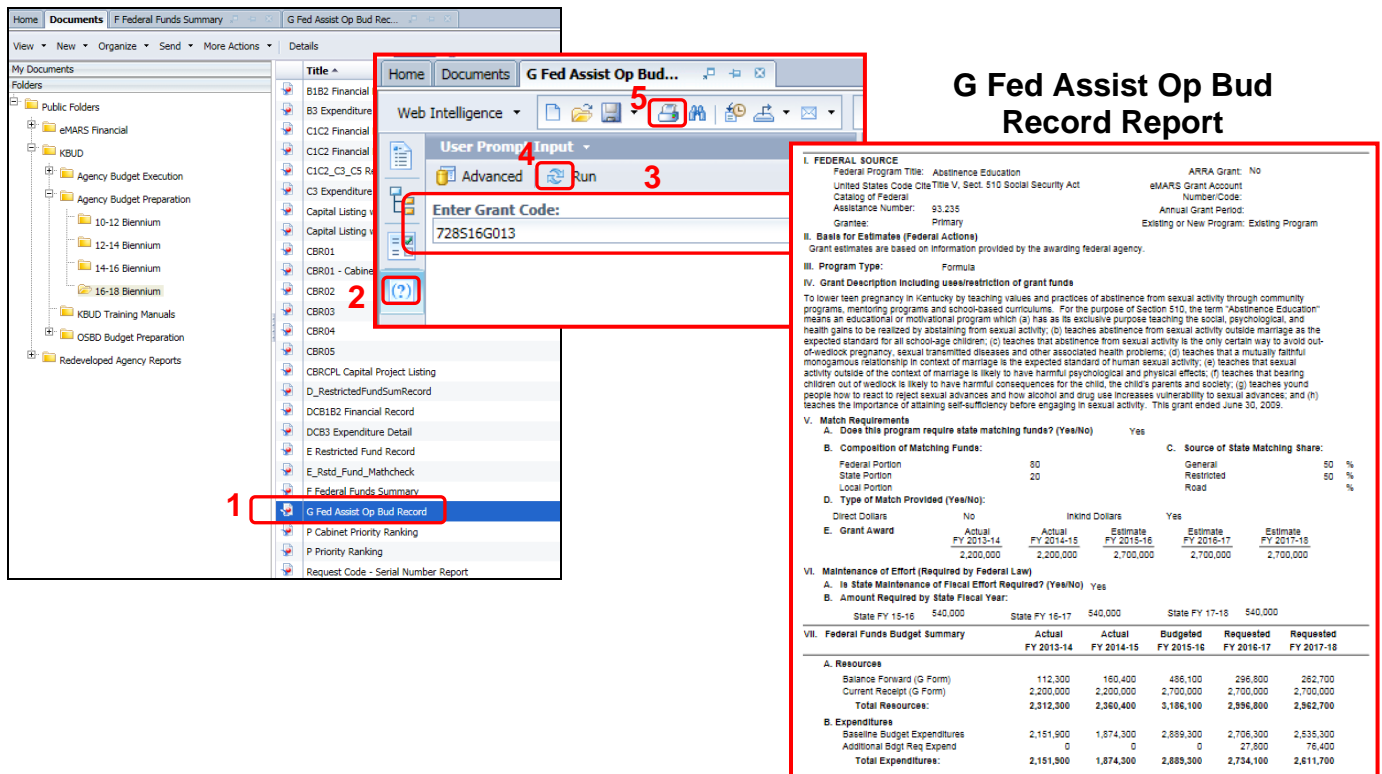
2. Folders bar

3. Public Folders

4. 16-18 Biennium folder

Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B3B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C1_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR02	Web Intelligence
CBR03	Web Intelligence
CBR04	Web Intelligence

- In this scenario, we will run and print the G Fed Assist Op Bud Record Report for the Department for Public Health at the bill level (728S16G013). You will need to repeat this process and for each active Federal Grant.
 - Double click on the G Fed Assist Op Bud Record Report to open up the report
 - Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
 - Enter the required parameters/variables into the Grant Code text box. In this scenario, we will enter the Grant code for Abstinence Education, 728S16G013. This code is the one assigned to this Federal Grant in the Grant dimension table
 - Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
 - If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



G Fed Assist Op Bud Record Report

I. FEDERAL SOURCE
 Federal Program Title: Abstinence Education ARRA Grant: No
 United States Code Cite/Title V, Sect. 510 Social Security Act eMARS Grant Account Number/Code:
 Catalog of Federal Assistance Number: 93.235 Annual Grant Period:
 Grantee: Primary Existing or New Program: Existing Program

II. Basis for Estimates (Federal Actions)
 Grant estimates are based on information provided by the awarding federal agency.

III. Program Type: Formula

IV. Grant Description including use/restriction of grant funds
 To lower teen pregnancy in Kentucky by teaching values and practices of abstinence from sexual activity through community programs, mentoring programs and school-based curriculums. For the purpose of Section 510, the term "Abstinence Education" means an educational or motivational program which (a) has as its exclusive purpose teaching the social, psychological, and health gains to be realized by abstaining from sexual activity; (b) teaches abstinence from sexual activity outside marriage as the expected standard for all school-age children; (c) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexual transmitted diseases and other associated health problems; (d) teaches that a mutually faithful monogamous relationship in context of marriage is the expected standard of human sexual activity; (e) teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects; (f) teaches that bearing children out of wedlock is likely to have harmful consequences for the child, the child's parents and society; (g) teaches young people how to react to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and (h) teaches the importance of attaining self-sufficiency before engaging in sexual activity. This grant ended June 30, 2009.

V. Match Requirements

A. Does this program require state matching funds? (Yes/No) Yes

B. Composition of Matching Funds:

Federal Portion	80	General	50 %
State Portion	20	Restricted	50 %
Local Portion		Road	

C. Source of State Matching Share:

D. Type of Match Provided (Yes/No):

Direct Dollars	No	Inkind Dollars	Yes
----------------	----	----------------	-----

E. Grant Award

	Actual FY 2013-14	Actual FY 2014-15	Estimate FY 2015-16	Estimate FY 2016-17	Estimate FY 2017-18
	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000

VI. Maintenance of Effort (Required by Federal Law)

A. Is State Maintenance of Fiscal Effort Required? (Yes/No) Yes

B. Amount Required by State Fiscal Year:

State FY	15-16	16-17	17-18	18-19
Amount	540,000	540,000	540,000	540,000

VII. Federal Funds Budget Summary

	Actual FY 2013-14	Actual FY 2014-15	Budgeted FY 2015-16	Requested FY 2016-17	Requested FY 2017-18
A. Resources					
Balance Forward (G Form)	112,300	160,400	486,100	296,600	262,700
Current Receipt (G Form)	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
Total Resources:	2,312,300	2,360,400	3,186,100	2,996,600	2,962,700
B. Expenditures					
Baseline Budget Expenditures	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
Additional Bgdt Req Expend	0	0	0	276,000	76,400
Total Expenditures:	2,151,900	1,874,300	2,889,300	2,734,100	2,611,700

Once you have successfully ran and printed all the individual G Fed Assist Op Bud Record Reports, complete the following steps to run the F Federal Funds Summary report for the Department for Public Health (728S_BILL_1618). This report will display all the individual Federal Grants entered on the G Forms along with a consolidated total of Resources and Expenditures for the bill level:

1. Open the F Federal Funds Summary report and use the bill level Grant Code as the parameter/variable for this report. In this example, the bill level Grant Code for the Department for Public Health is 728S_BILL_1618
 - The top part of the report displays the Summary of Resources and Summary of Expenditures combined for all the Federal Grants associated with this bill. The bottom part of the report displays the total expenditures for each Federal Grant.
2. To save the report as a PDF document, click the Export Icon and choose Export Document as PDF
3. Click the Save button's down arrow and choose the Save As command and save the report to a location where you will remember to find them. Open the documents with Adobe Reader and use the print feature to print paper copies of the reports.

F Federal Funds Summary Report

	Actual FY 2013-14	Actual FY 2014-15	Budgeted FY 2015-16	Requested FY 2016-17	Requested FY 2017-18
Summary of Resources					
Balance Forward (G Form)	724,600	362,700	588,300	998,700	426,400
Current Receipt (G Form)	3,400,000	3,400,000	4,200,000	4,200,000	4,200,000
Total Resources	4,124,600	3,762,700	4,788,300	5,198,700	4,626,400
Summary of Expenditures					
Baseline Budget Expenditures	3,761,900	3,174,400	3,789,600	4,686,700	4,070,600
Additional Bgdt Req Expend	0	0	0	85,600	152,800
Total Expenditures	3,761,900	3,174,400	3,789,600	4,772,300	4,223,400
Federal Program Title Expenditures					
Abstinence Education	2,151,900	1,874,300	2,889,300	2,734,100	2,611,700
State Indoor Radon	1,610,000	1,300,100	900,300	2,038,200	1,611,700
Total Expenditures	3,761,900	3,174,400	3,789,600	4,772,300	4,223,400

Do you want to open or save **F Federal Funds Summary.pdf** (57.0 KB) from eas073vu-ws001? Open Save Cancel

- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the Federal Grant reports required for your budget submission.



Section 5 Additional Budget Requests

Section 5.1 Budget Form Overview

The KBUD dimension table and budget form used to create your Additional Budget Requests (ABRs) are the ABR Maintenance Dimension and the 1618_B2-B3-B4-B5, B2/B3/B4/B5 Additional Budget Request form. These two tools are all the components necessary to produce the B1B2 Financial Record Report and B3 Expenditure Detail Report. The narrative data entered in the ABR dimension table along with the numerical budget data entered on the agency's 1618_B2-B3-B4-B5 forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

Dimension (ABR Maintenance)

Advantage KBUD TRAIN
Reference Data Security Utilities Budget Tasks
Advantage Performance Budgeting - Training > Budget Tasks > Dimensions >
Edit ABR Document Management
Save
Expand All Collapse All
ABR Information
Code: 670K16X007
Name: 670A3_PG
Kentucky ABR Information
Request Type: Growth
ABR Agency Rank: 10
ABR Cabinet Rank: 49

B3 Expenditure Detail Report

2016-2018 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested columns rounded to nearest \$100
PRIORITY Cabinet #: 49
OPERAT Government
2016-2018 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested columns rounded to nearest \$100
PRIORITY Cabinet #: 49 Agency #: 10
OPERATING BUDGET RECORD B-1/B-2
Governmental Branch: Executive Branch
Cabinet: Tourism Arts and Heritage
Program: Sub Program: Posting Unit: REQUEST TITLE: 670A3_PG
REQUEST TYPE: Growth
FY 2015-16 Requested FY 2016-17 Requested FY 2017-18 Requested
SOURCE OF FUNDS
General Fund
Regular Appropriation
Total General Fund
TOTAL SOURCE OF FUNDS
EXPENDITURES BY CLASS
Debt Service
TOTAL EXPENDITURES BY CLASS
EXPENDITURES BY FUND SOURCE
General Fund
TOTAL EXPENDITURES BY FUND
PERSONNEL POSITIONS
Number of Positions
GRAND TOTAL - Number of Positions
BUDGET POSITIONS COST BY FUND SOURCE
TOTAL FUNDS

	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
Total General Fund	0	4,345,000	9,578,500
TOTAL SOURCE OF FUNDS	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500
GRAND TOTAL - Number of Positions	0	0	0
TOTAL FUNDS	0	0	0

1618 B2-B3-B4-B5 Form

Edit Budget Request B2/B3 Sources & Exp by Fund B3 Expenditure Detail B5 Personnel Document Management
Budget Request Summary
Layout Code: 1618_B2-B3-B4-B5 Type: Generic Request Code: 1770
ABR: 670K16X007 Program: 670A_PG
Refresh Zero Out Display Sub Total: [checked] Select Model: [v]
New Line Copy Line Delete Line Export Import Audit Trail View Graph Sort... View as CSV
Summary
Line Fund Budget Object FY 15-16 FY 16-17 FY 17-18
1 0100 REGAPP R 0 4,345,000 9,578,500
2 0100 EXPBYFUND E 0 4,345,000 9,578,500
Totals 0 0 0



Additional Budget Requests

The 2016-2018 Budget Instructions requires agencies to complete Additional Budget Request Records when requesting budget authority from any budgetary fund source in excess of the calculations guidelines provided in the Baseline Budget Request and the Defined Calculations Budget Request. Requests for additional funding beyond the Baseline Budget Request and the Defined Calculations Budget Request for each agency must be submitted on Additional Budget Request Records. Requests for current year appropriations for FY 2015-16 must be submitted as an Additional Budget Request. For Executive branch agencies, prior approval by the State Budget Director is required for current year appropriation requests. Additional funding requests fall into these categories:

1. **Growth** - Requests for additional funding to support the current scope of programs/activities, beyond the Baseline Budget Request and the Defined Calculations Budget Request.
2. **Expansion** - Funds required to finance proposed expanded agency activities, services, or programs.
3. **New** - Funds required to finance new operations, programs, and activities; and increases in new services delivered.
4. **Fund Source Replacement** - Funds required to replace the loss of or reduction in Federal and Restricted Funds.


The Additional Budget Request (B Series) forms display and function much like the Baseline Budget Request (A Series) forms. The major difference will be the Dimensions selected to create the form.

For each Additional Budget Request, there are ten pre-defined Additional Budget Request codes in the Dimension Tables that will be used for each B2/B3/B4/B5 Additional Budget Request form.

If additional ABR codes are needed, agencies will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov) to request additional codes.

In KBUD, the 1618_B2-B3-B4-B5 form will be used to produce your agency's Additional Budget Request.

B2/B3/B4/B5 Additional Budget Request

	Code	Name
	1618_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request



Additional Budget Requests

The 1618_B2-B3-B4-B5 Additional Budget Request form has been consolidated and contains multiple tabs to perform different functions. This has changed from the previous biennium where each of these tabs would have been a separate standalone form. For example, the 1618_B2-B3-B4-B5 form now contains separate tabs to record the various components of your ABR data:

- B2/B3 Sources & Exp by Funds
- B3 Expenditure Detail
- B5 Personnel
- Document Management

1618_B2-B3-B4-B5 Form with Multiple Tabs

Edit Budget Request | B2/B3 Sources & Exp by Fund | B3 Expenditure Detail | B5 Personnel | Document Management

[Notify](#)

[Expand All](#) | [Collapse All](#)

Budget Request Details

Request Code: * Name:

Form:

* Stage:

Reason For Change

Reason Description:

Budget Request Information

Dimensions

Program: ABR:

Section 5.2 *Creating an Additional Budget Request (ABR)*

This section includes an overview of the Additional Budget Request (ABR) creation process along with the detailed instructions to create an Additional Budget Request required by the 2016-2018 Budget Instructions when it meets the conditions of an ABR.

Section 5.2.1 *Process Overview*

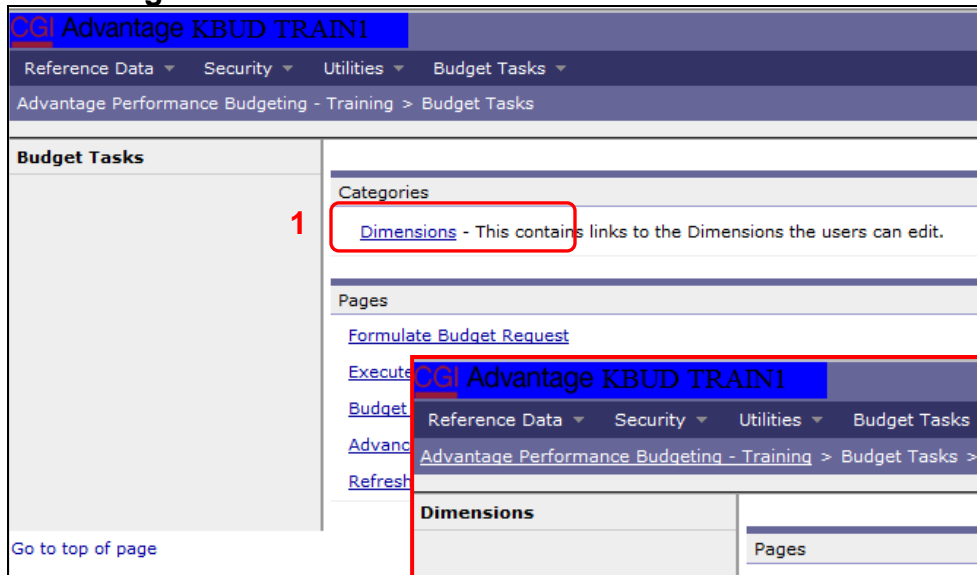
The following is a summarized description of the steps involved in the process to create an Additional Budget Request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the ABR Maintenance Dimension table to update the information to one of the pre-defined ABR dimensions
- 2) Navigate to the Budget Layout Selection Page to choose the 1618_B2-B3-B4-B5 Budget Request form
- 3) Create an instance of the 1618_B2-B3-B4-B5 Budget Request form for an ABR
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
 - 1618_B2-B3-B4-B5 Budget Request Form Tabs
 - **B2/B3 Sources & Exp by Funds**
 - **B3 Expenditure Detail**
 - **B5 Personnel**
 - **Document Management (Used for B-4 Narrative Attachment)**
 - Login to KBUD Reports (EBI) and navigate to the 16-18 Biennium folder to run and/or print the necessary ABR budget request reports necessary for official budget submission to GOPM

Section 5.2.2 Login to KBUD and Navigate to the ABR Dimension Table and Update the Dimension

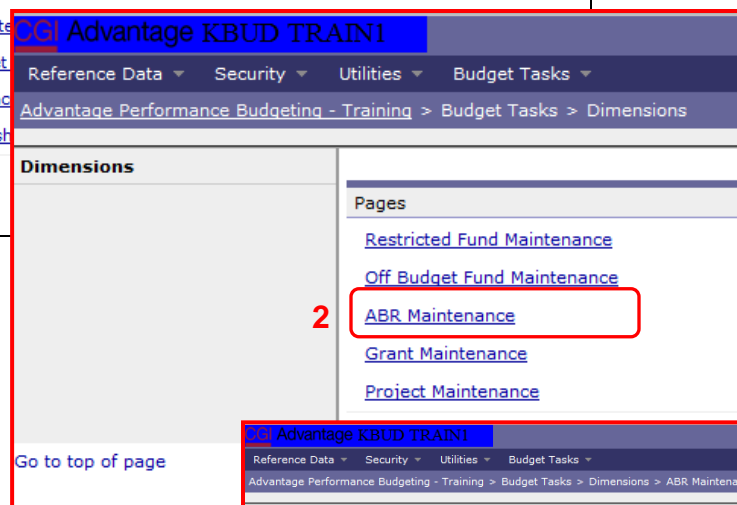
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the ABR Maintenance Link. The ABR Maintenance page will appear.

Home Page



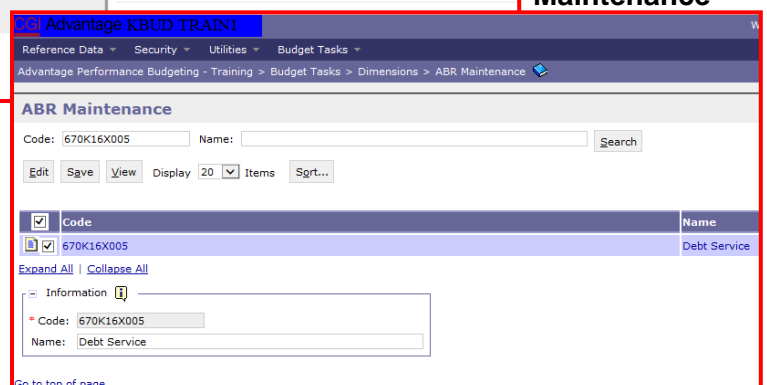
The screenshot shows the KBUD Home Page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there is a "Categories" list with a red box around the "Dimensions" link. A red number "1" is placed to the left of this link. Below the "Categories" list is a "Pages" list with links for "Formulate Budget Request", "Execute Budget Request", "Budget Request", "Advance Budget Request", and "Refresh".

Dimensions



The screenshot shows the "Dimensions" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions". Under the "Pages" list, there are links for "Restricted Fund Maintenance", "Off Budget Fund Maintenance", "ABR Maintenance", "Grant Maintenance", and "Project Maintenance". A red box highlights the "ABR Maintenance" link, and a red number "2" is placed to its left.

ABR Maintenance



The screenshot shows the "ABR Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > ABR Maintenance". The page has a search bar with "Code: 670K16X005" and "Name: Debt Service". Below the search bar are buttons for "Edit", "Save", "View", "Display 20", "Items", and "Sort...". A table lists the search results:

Code	Name
<input checked="" type="checkbox"/> 670K16X005	Debt Service

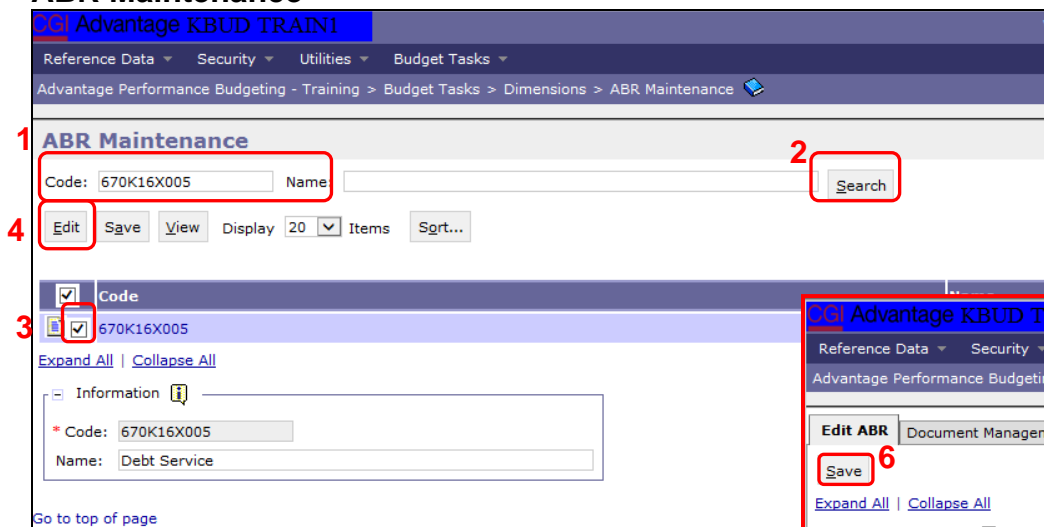
Below the table are links for "Expand All" and "Collapse All". An "Information" section shows the selected record details:

* Code: 670K16X005
Name: Debt Service

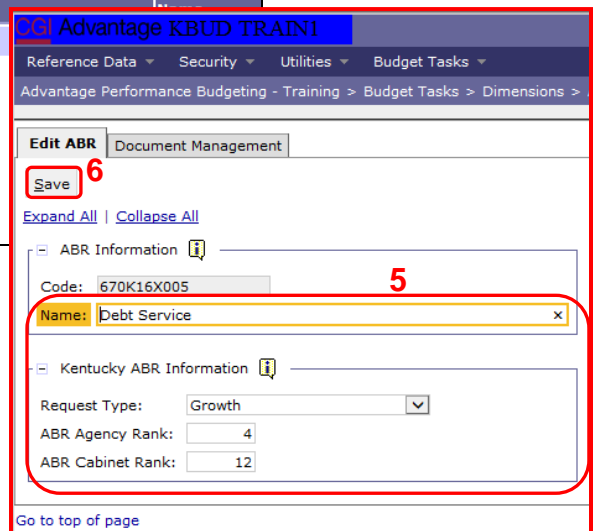
From the Dimension ABR Maintenance page, you can search and view all the ABR codes by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all the ABRs available based on your security. You can also narrow your search for a specific ABR by following these steps:

1. Enter the ABR's Code in the Code textbox
2. Click the Search button to search for the ABR (If no records are returned, you need to redefine your search)
3. Check the checkbox next to the record you want to edit
4. Click the Edit button and the Edit ABR Dimension will appear

ABR Maintenance



Edit ABR



5. Update any of the ABR information not greyed out
6. Click the Save button and you should receive the Action was successful message.



- Repeat the previous process to update each of the agency's ABRs.



Additional Budget Requests

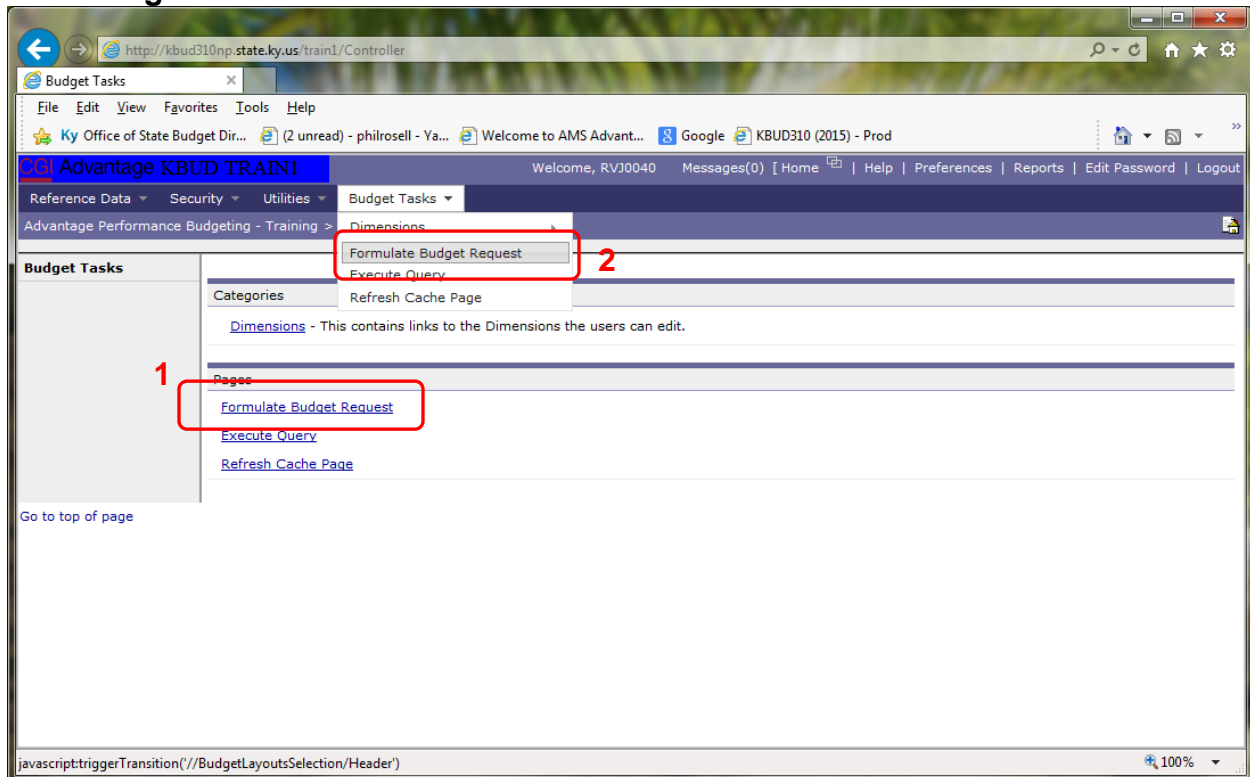
- Here is some additional guidance to assist in filling out Dimension ABR Maintenance page. The following information should be completed for each ABR.

Name	Enter the Additional Budget Request Title
Request Type	Select the correct Additional Budget Request type from the drop down menu
ABR Agency Rank	Enter the agency priority ranking. This field is an integer field and will only accept whole numbers.
ABR Cabinet Rank	Enter the cabinet-wide priority ranking. This field is an integer field and will only accept whole numbers.

Section 5.2.3 Navigate to the Budget Layout Page to choose the 1618_B2-B3-B4-B5 Budget Request Form

- From the Home page, you can navigate to the KBUD forms in two ways:
 - Click the Formulate Budget Request link under the Pages heading, or
 - Click on the Budget Tasks on the menu bar and select Formulate Budget Request. The Budget Layout Selection page will appear.

Home Page





Additional Budget Requests

- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 1618_B2-B3-B4-B5 form by clicking on the corresponding blue link. The Select Budget Request page will appear.

Budget Layout Selection Page

Advantage KBUD TRAIN1

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Budget Layout Selection

Budget Layout Selection

Code: Name: Search

Layout Type:

Display 20 Items Sort...

Item Page: 1 2

	Code	Name
	1618_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
	1618_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
	1618_CAPITAL_EXPEND	Capital Request Expenditures
	1618_CAPITAL_FUND	Capital Request by Fund Source
	1618_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget
	1618_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form
	1618_G	G Federal Assistance Form

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1618_B2-B3-B4-B5) you have created. However, when the page initially loads up, there will be **NO ITEMS TO DISPLAY**, even if you have previously created an instance of the form. This is normal until you either create a new form or do a search for a previously created form.

Select Budget Request Page (1618_B2-B3-B4-B5 Form)

Advantage KBUD TRAIN1

Welcome, MGJ0011 Messages(0) Home Help Preferences Reports

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: 1618_B2-B3-B4-B5 Request Code: Stage: Archive View: False Search

Layout Type: Generic Name:

Grant:

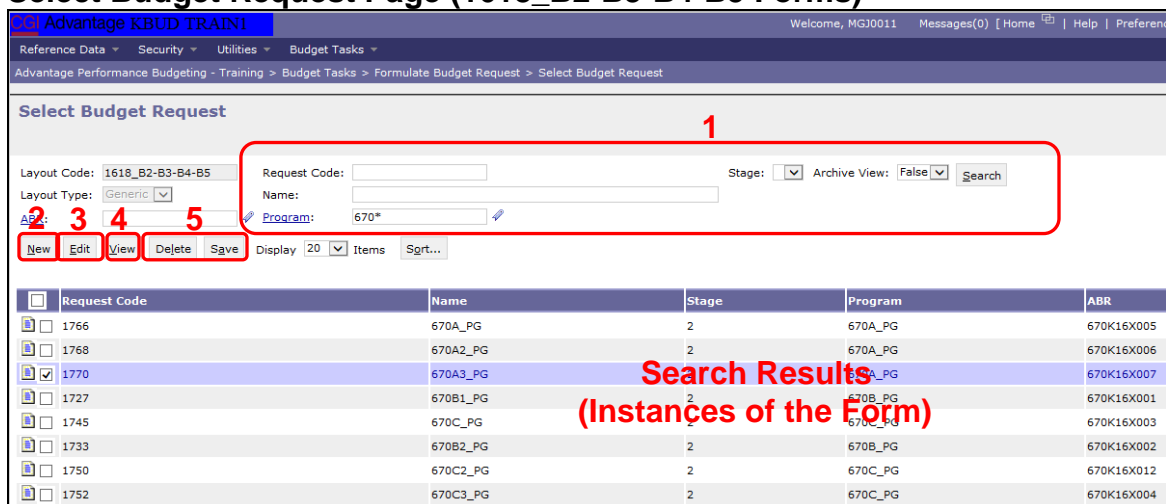
New Edit View Delete Save Display 100 Items Sort...

	Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -				

From the Select Budget Request page, you can do all of the following functions:

1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or ABR by typing in the information in the textboxes and clicking the Search button (* is the wildcard) and the instances that match your parameters will appear (NOTE: Once a form moves past Stage 2 in the KBUD process, agencies will no longer see this form in their search results)
2. Use the New feature to create a new instance of this specific form
 - Click the New button and the Create Budget Request page will appear to allow you to create a new instance of the form
3. Use the Edit feature to edit an existing instance of this specific form
 - Click the checkbox of the form instance you wish to edit, click the Edit button and the form will appear in the edit mode
4. Use the View feature to only view (no editing) an existing instance of this specific form
 - Click the checkbox of the form instance you wish to view, click the View button and the form will appear in the view mode
5. Use the Delete/Save feature to delete an existing instance of this specific form
 - Click the checkbox(es) of the form(s) instances you wish to delete, click the Delete button to mark the form(s) for deletion, click the Save button to finalize the deletion of the form(s), and they will be **permanently** deleted (NOTE: You cannot delete a form if there are active budget lines within the form. You will receive an error message. You have to first edit the form and delete all budget lines within all tabs and then perform the deletion procedure)

Select Budget Request Page (1618_B2-B3-B4-B5 Forms)



Advantage KBUD TRAINI

Welcome, MGJ0011 Messages(0) [Home] [Help] [Preferences]

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: 1618_B2-B3-B4-B5

Layout Type: Generic

Request Code:

Name:

Program: 670*

Stage: Archive View: False Search

Display 20 Items Sort...

<input type="checkbox"/>	Request Code	Name	Stage	Program	ABR
<input type="checkbox"/>	1766	670A_PG	2	670A_PG	670K16X005
<input type="checkbox"/>	1768	670A2_PG	2	670A_PG	670K16X006
<input checked="" type="checkbox"/>	1770	670A3_PG	2	670A_PG	670K16X007
<input type="checkbox"/>	1727	670B1_PG	2	670B_PG	670K16X001
<input type="checkbox"/>	1745	670C_PG	2	670C_PG	670K16X003
<input type="checkbox"/>	1733	670B2_PG	2	670B_PG	670K16X002
<input type="checkbox"/>	1750	670C2_PG	2	670C_PG	670K16X012
<input type="checkbox"/>	1752	670C3_PG	2	670C_PG	670K16X004

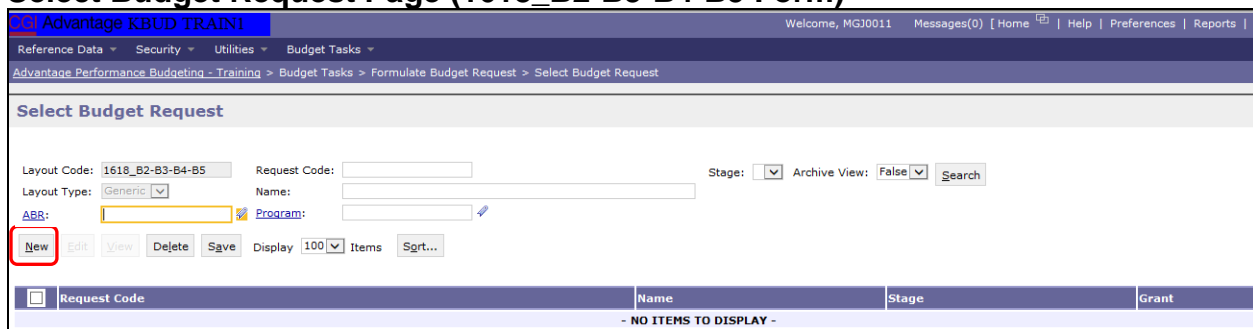
Search Results (Instances of the Form)

Section 5.2.4 Creating the Additional Budget Request Form

In this section, we will continue from the previous section to create a ABR for the Parks, Department 670. In this scenario, we will create a 1618_B2-B3-B4-B5 form for Program 670A_PG, General Administration and Support.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 1618_B2-B3-B4-B5 form.

Select Budget Request Page (1618_B2-B3-B4-B5 Form)



Advantage KBUD TRAIN1 | Welcome, MGJ0011 | Messages(0) | Home | Help | Preferences | Reports

Reference Data | Security | Utilities | Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: 1618_B2-B3-B4-B5 | Request Code: | Stage: | Archive View: False | Search

Layout Type: Generic | Name: |

ABR: | Program: |

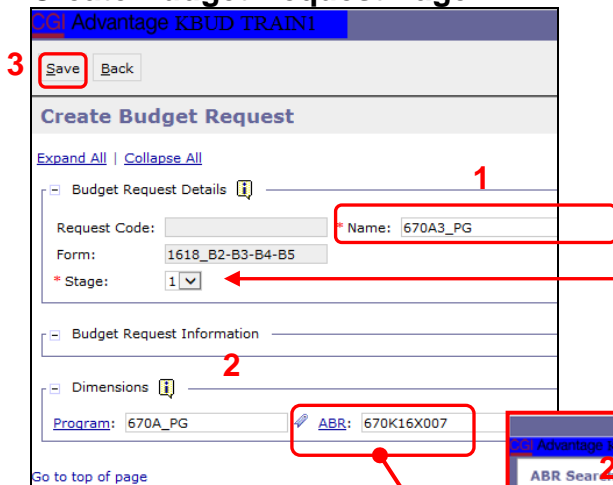
New | Edit | View | Delete | Save | Display 100 | Items | Sort...

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

From the Create Budget Request page, you will need to complete these four primary steps:

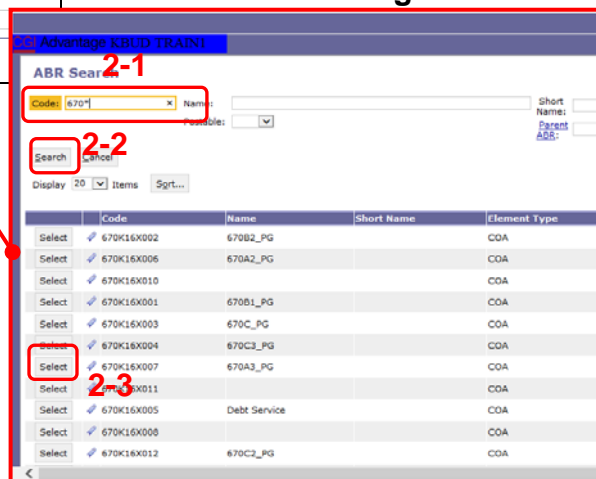
1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form. Also you cannot reuse the exact name of a previous created form. You will receive an error message if you do reuse the name. It is the form name that makes it an unique instance of the form)
2. Fill in the Program and ABR textboxes There are two ways to fill in the textbox: 1) Type in the correct ABR code, or 2) click on the blue ABR link to pull up a ABR Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the ABR code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the 670K16X007 ABR
3. Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page



Stage should always be set to 1 by the agencies. GOPM will move the forms to Stage 2 when needed.

ABR Search Page



	Code	Name	Short Name	Element Type
Select	670K16X002	670B2_PG		COA
Select	670K16X006	670A2_PG		COA
Select	670K16X010			COA
Select	670K16X001	670B1_PG		COA
Select	670K16X003	670C_PG		COA
Select	670K16X004	670C3_PG		COA
Select	670K16X007	670A3_PG		COA
Select	670K16X011			COA
Select	670K16X005	Debt Service		COA
Select	670K16X008			COA
Select	670K16X012	670C2_PG		COA

Section 5.2.5 Entering Budget Data in the 1618_B2-B3-B4-B5 Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 1. Click on the B2/B3 Sources & Exp by Fund tab (NOTE: You can now add your Sources of Funds and Expenditure budget objects and budget data)
 2. Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this ABR. Enter a separate budget line for each budget object required by the 2016-2018 Budget Instructions)
 3. Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 4. Once you have finished entering all your budget lines for this tab, click the Save button

New 1618_B2-B3-B4-B5 Form for 670K16X007

B2/B3 Sources & Exp by Fund Tab

1 - Tab selection

2 - New Line button

3 - Budget Request Information section

3-1 - Search link in Budget Object cell

3-2 - Budget Object Search window

3-3 - Search button

3-4 - Select button

4 - Save button

5 - Back button

Line	Fund	Budget Object
<input type="checkbox"/>	1 0100	REGAPP
<input checked="" type="checkbox"/>	2 0100	EXPFYFUND
Totals		

Code	Name	Short Name	Object Type	Element
<input checked="" type="checkbox"/>	EXPBYFUND	Expenditures by Fund	Expenditures by Fund	Expense COA



Additional Budget Requests

- Continue this same process with the remaining form's tabs until you have completed the form.
- Ensure the necessary form's tabs include budget data for each budget object. You can reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects.

Line	Fund	Budget Object	FY 15-16	FY 16-17	FY 17-18
1	0100	REGAPP	0	4,345,000	9,578,500
2	0100	EXPBYFUND	0	4,345,000	9,578,500
Totals			0	0	0

- To complete the 1618_B2-B3-B4-B5 form, you will need to repeat the procedures previously described in this section of the manual for the B3 Expenditure Detail and B5 Personnel tabs.
- The total expenditures on the B3 – Expenditure Detail tab must agree with the total expenditures by fund (EXPBYFUND) on the B2/B3 Sources & Exp by Fund tab and the program narrative.
- The specific expenditure budget object lines each agency will be required to use are reflected in the 2016-2018 Budget Instructions or will be determined through discussions with GOPM and LRC. You can also reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects.



Additional Budget Requests

- The following is a list of typical Budget Object codes you will use for expenditures:
 - E111 – Annual Salary Increments
 - E121 – Employer Social Security Rates
 - E122 – Employer Retirement Contribution Rate
 - E123 – Health Insurance Premiums
 - E124 – Life Insurance Costs
 - E131 – Worker Compensation Premiums
 - E184 – Personnel Board Assessments
 - E222 – Facilities & Support Services charges for state-owned space (includes utilities)
 - E802 – COT Rated Services
 - E226 – Motor Pool Rental Charges
 - E162 – Facilities Security Charges
 - E254 – Insurance Premium (Fire & Tornado)
 - E133 – Governmental Services Center
- Click on the B3 Expenditure Detail tab and enter the necessary budget lines for your request. Click the Save button when you have finished entering your budget lines.

B3 Expenditure Detail tab

Save Back

Edit Budget Request | B2/B3 Sources & Exp by Fund | B3 Expenditure Detail | B5 Personnel | Document

Budget Request Summary ⓘ

Layout Code: Type: Request Code:

ABR: Program:

Display Sub Total: Select Model:

[Export](#) [Import](#) [Audit Trail](#) [View Graph](#) [View as CSV](#)

Summary

Line	Budget Object	FY 15-16	FY 16-17	FY 17-18
<input type="checkbox"/>	1 E111 E	0	40,700	41,100
<input type="checkbox"/>	2 E121 E	0	2,900	3,000
<input type="checkbox"/>	3 E122 E	0	4,700	4,700
<input type="checkbox"/>	4 E123 E	0	7,700	8,300
<input type="checkbox"/>	5 E609 E	0	200,000	0
Totals		0	256,000	57,100



Additional Budget Requests

- The B5 Personnel tab is used to identify the additional number of Full-Time, Part-Time and Other Positions (including Federally Funded Time Limited (FFTL) and Interim positions).
- The B5 Personnel tab includes the additional amount of funding by fund source for the total personnel positions in each program or sub-program.
- When Budget Objects FULLTIME, PARTTIME and OTHERPOS are selected, the Status column must be completed. The available values for the Status column are FILLED and VACANT. If any other Budget Objects are used, the Status column will be 0 (NOTE: The Total row should be ignored since its value has no meaning in this budget form).
- Click on the B5 Personnel tab and enter the necessary budget lines for your request. Click the Save button when you have finished entering your budget lines.

B5 Personnel tab

Save Back

Edit Budget Request | B2/B3 Sources & Exp by Fund | B3 Expenditure Detail | **B5 Personnel** | Document Management

Budget Request Summary

Layout Code: 1618_B2-B3-B4-B5 Type: Generic Request Code: 1759 Request Name: 555Q16X016
 ABR: 555Q16X016 Program: 555QD00_PG

Refresh Zero Out Display Sub Total: Select Model:

New Line Copy Line Delete Line Export Import Audit Trail View Graph Sgrt... View as CSV

Summary						
<input type="checkbox"/>	Line	Budget Object	Status	FY 15-16	FY 16-17	FY 17-18
<input type="checkbox"/>	1	FULLTIME	R VACANT	0	1	1
<input type="checkbox"/>	2	GFPOS	E 0	0	56,000	57,100
Totals				0	55,999	57,099

Page 1 of 1 Show 20 rows per page



Additional Budget Requests

- The final step to complete the 1618_B2-B3-B4-B5 form is to use the Document Management tab to program narrative created in Microsoft Word. The template for the program narrative is named 2016-2018 Additional Budget Record B4, and it is located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>). Included below is a screenshot of a program narrative template below for reference.

2016-2018 Additional Budget Record B4 (Program Narrative)

2016-2018 KENTUCKY BRANCH BUDGET Additional Budget Request: Program Narrative/Documentation Record			
OPERATING BUDGET REPORT B-4		PRIORITY: Cabinet #: Agency #:	
Governmental Branch: Cabinet/Function:		Agency: Appropriation Unit: Program/Service Unit: Sub Program: Posting Unit:	
		REQUEST TITLE:	
I. PROGRAM RESULTS DOCUMENTATION	Requested FY 2013-14	Requested FY 2014-15	Requested FY 2015-16
(A) Total Funding			
(B) Quantitative Data			
II. PROGRAM DESCRIPTION/PURPOSE			

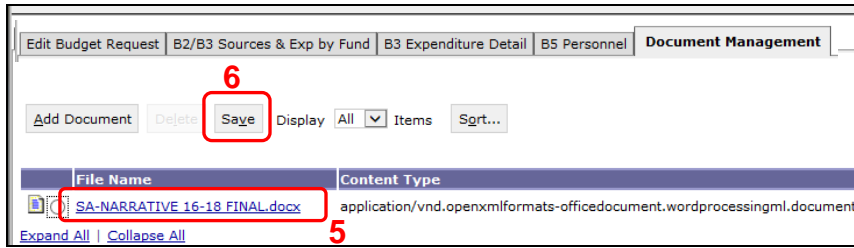
- To upload your program narrative file into the Document Management tab, follow these steps:
 - Click on the Add Document button to open up the KBUD Upload tool
 - Click on the Browse button to open up the Windows File Upload screen
 - Navigate to the file's location and click on the File Name
 - Click the Open button
 - Click the Upload button to add the file as an attachment to the tab
 - Click the Save button to finalize the attachment

Document Management

The screenshot shows the Document Management interface with the following components:

- Document Management Tab:** Includes buttons for "Add Document", "Delete", "Save", and "Display".
- KBUD Upload Tool:** A modal window titled "Advantage KBUD TRAIN1" with an "Upload Document" section. It shows the file path "C:\Users\phillip.rosell\Downloads\FY1618 DPH Budget Prep Files\" and includes "Browse...", "Cancel", and "Upload" buttons.
- Windows File Upload:** A file explorer window showing a list of files in the "Downloads" folder, including various CSV files and a "SA-NARRATIVE 16-18 FINAL.docx" file.

Red boxes and arrows highlight the "Add Document" button (1), the "Browse..." button (2), and the "Upload" button (5).



6

5

3

4

- Once the dimension has been updated and the 1618_B2-B3-B4-B5 form has been completed for each ABR, the associated ABR reports can be created and printed.

Section 5.2.6 Login to KBUD Reports (EBI) to Access Additional Budget Request Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 16-18 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the dimension table we updated and the 1618_B2-B3-B4-B5 form we created in the previous sections for ABR 670K16X007 to the B1B2 Financial Record Report. You can directly trace the dimension data to the data heading on the report. You can also trace the form's budget data amounts to the budget totals on the report.

Dimension (ABR Maintenance)

B3 Expenditure Detail Report

2016-2018 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested amounts rounded to nearest \$100

OPERAT B1B2 Financial Record Report
Governor

2016-2018 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested amounts rounded to nearest \$100

OPERATING BUDGET RECORD B-1B-2
Governmental Branch: Executive Branch
Cabinet: Tourism, Arts and Heritage
Sub Program:
Posting Unit:
REQUEST TITLE: 670A3_PG

REQUEST TYPE: Growth

	FY 2016-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	0	4,345,000	9,578,500
Total General Fund	0	4,345,000	9,578,500
TOTAL SOURCE OF FUNDS	0	4,345,000	9,578,500
EXPENDITURES BY CLASS			
Debt Service	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500
EXPENDITURES BY FUND SOURCE			
General Fund	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500
PERSONNEL POSITIONS			
Number of Positions	0	0	0
GRAND TOTAL - Number of Positions	0	0	0
BUDGET POSITIONS COST BY FUND SOURCE			
TOTAL FUNDS	0	0	0

1618 B2-B3-B4-B5 Form

2016-2018 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested amounts rounded to nearest \$100

OPERAT B1B2 Financial Record Report
Governor

2016-2018 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested amounts rounded to nearest \$100

OPERATING BUDGET RECORD B-1B-2
Governmental Branch: Executive Branch
Cabinet: Tourism, Arts and Heritage
Sub Program:
Posting Unit:
REQUEST TITLE: 670A3_PG

REQUEST TYPE: Growth

	FY 2016-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	0	4,345,000	9,578,500
Total General Fund	0	4,345,000	9,578,500
TOTAL SOURCE OF FUNDS	0	4,345,000	9,578,500
EXPENDITURES BY CLASS			
Debt Service	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500
EXPENDITURES BY FUND SOURCE			
General Fund	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500
PERSONNEL POSITIONS			
Number of Positions	0	0	0
GRAND TOTAL - Number of Positions	0	0	0
BUDGET POSITIONS COST BY FUND SOURCE			
TOTAL FUNDS	0	0	0

- In this scenario, we will run the two ABR reports for Program 670A_PG, General Administration and Support that are required for your budget submission (NOTE: There are no supportive math check reports to aid the agency in reviewing and reconciling amounts entered on the B Forms as compared to amounts entered on the A Forms).

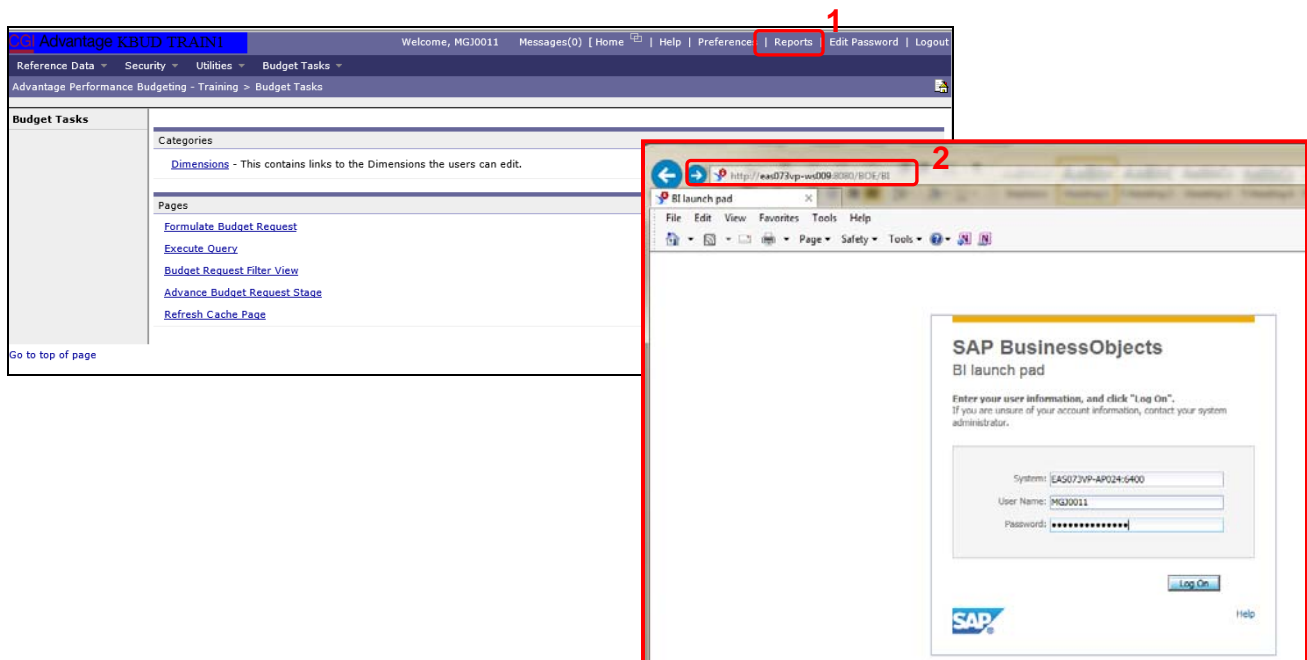
Required ABR Reports

1. B1B2 Financial Record Report (Run this report for each individual ABR)
2. B3 Expenditure Detail Report (Run this report for each individual ABR)

Supportive ABR Report

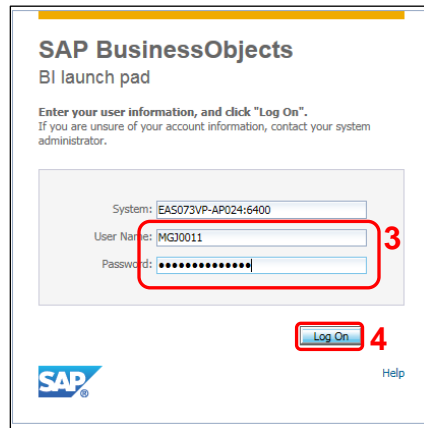
(NONE)

- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or
 2. Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>

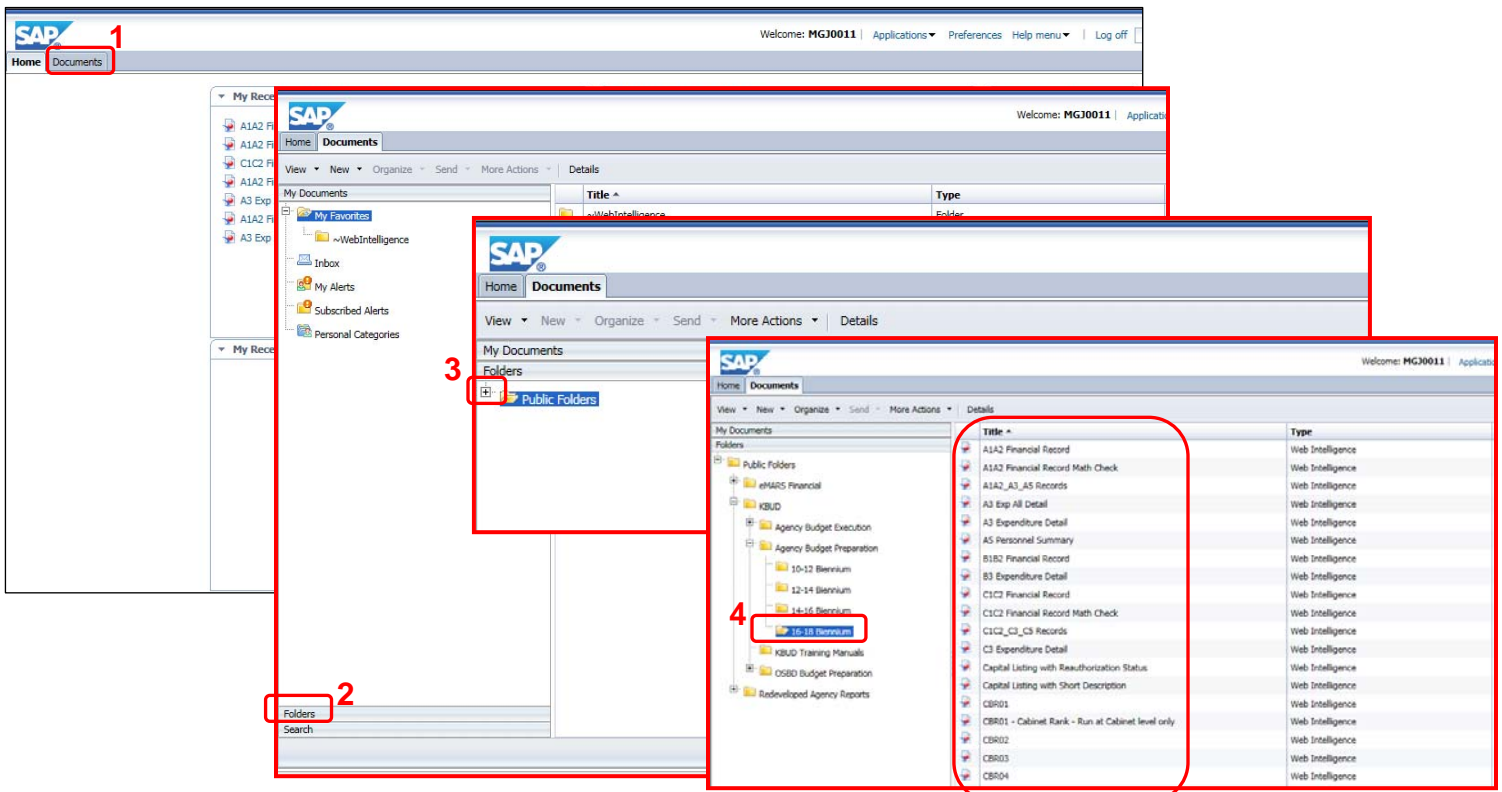


The image shows two screenshots illustrating how to access the login webpage. The left screenshot shows the 'Advantage KBUD TRAIN' application interface. The 'Reports' menu item is highlighted with a red box and a red number '1'. The right screenshot shows a web browser window with the URL 'http://eas073vp-ws009:8080/BOE/BI' in the address bar, also highlighted with a red box and a red number '2'. The browser displays the 'SAP BusinessObjects BI launch pad' login page, which includes fields for System (EAS073VP-AP024:6400), User Name (MGJ0011), and Password, along with a 'Log On' button.

3. Enter your eMARS User ID in the User Name textbox and your password
4. Click on the Log On button



- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



- In this scenario, we will run and print the B1B2 Financial Record Report for the Program 670A_PG, General Administration and Support ABR 670K16X007. You will need to repeat this process for each ABR.
 1. Double click on the B1B2 Financial Record Report to open up the report
 2. Click on Question Mark icon to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
 3. Enter the required parameters/variables into the Program Code and ABR text boxes. In this scenario, we will enter the Program code 670A_PG and ABR 670K16X007
 4. Once the proper parameters/variables are entered, the Run icon will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy




B1B2 Financial Record Report

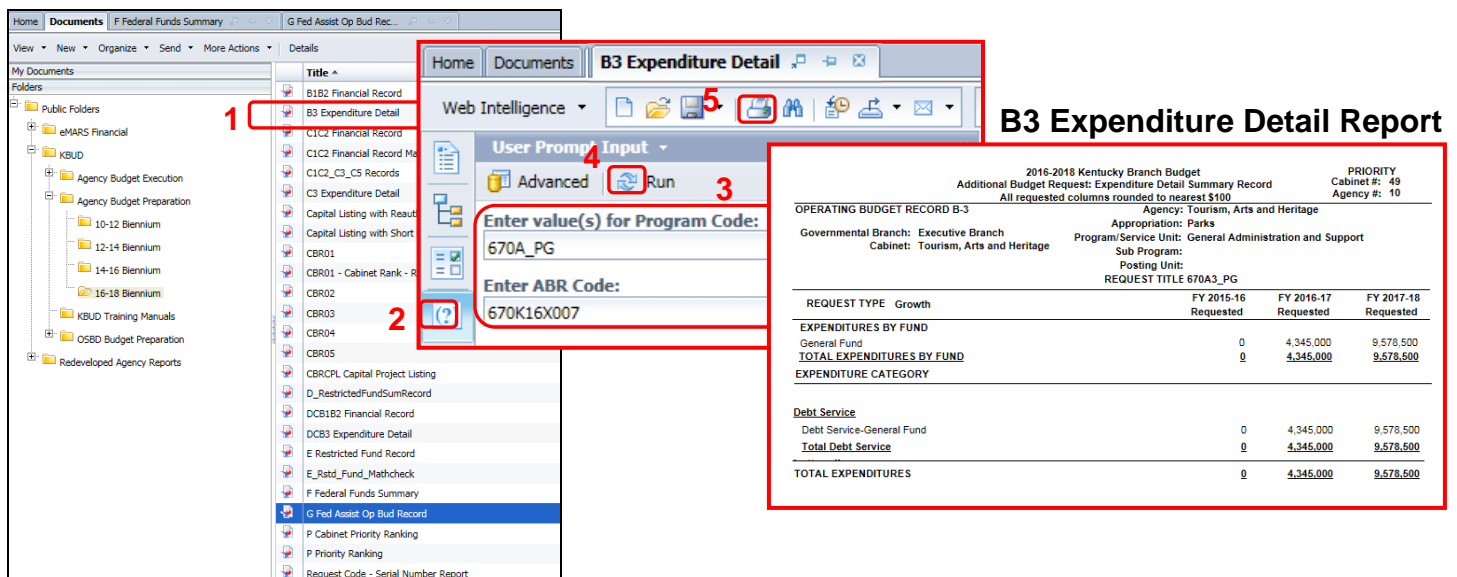
2016-2018 Kentucky Branch Budget
 Additional Budget Request: Financial Record
 All requested columns rounded to nearest \$100

PRIORITY
 Cabinet #: 49
 Agency #: 10

OPERATING BUDGET RECORD B-1B-2
 Agency: Tourism, Arts and Heritage
 Appropriation: Parks
 Governmental Branch: Executive Branch
 Cabinet: Tourism, Arts and Heritage
 Program/Service Unit: General Administration and Support
 Sub Program:
 Posting Unit:
 REQUEST TITLE: 670A3_PG

REQUEST TYPE: Growth	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	0	4,345,000	9,578,500
Total General Fund	0	4,345,000	9,578,500
TOTAL SOURCE OF FUNDS	0	4,345,000	9,578,500
EXPENDITURES BY CLASS			
Debt Service	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500
EXPENDITURES BY FUND SOURCE			
General Fund	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500
PERSONNEL POSITIONS			
Number of Positions			
GRAND TOTAL - Number of Positions	0	0	0
BUDGET POSITIONS COST BY FUND SOURCE			
TOTAL FUNDS	0	0	0

- In this second scenario, we will run and print the B3 Expenditure Detail Report for the Program 670A_PG, General Administration and Support ABR 670K16X007. You will need to repeat this process for each ABR.
 1. Double click on the B3 Expenditure Detail Report to open up the report
 2. Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
 3. Enter the required parameters/variables into the Program Code and ABR text boxes. In this scenario, we will enter the Program code 670A_PG and ABR 670K16X007
 4. Once the proper parameters/variables are entered, the Run icon  will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



B3 Expenditure Detail Report

2016-2018 Kentucky Branch Budget
 Additional Budget Request: Expenditure Detail Summary Record
 All requested columns rounded to nearest \$100

PRIORITY
Cabinet #: 49
Agency #: 10

OPERATING BUDGET RECORD B-3
 Agency: Tourism, Arts and Heritage
 Appropriation: Parks
 Governmental Branch: Executive Branch
 Program/Service Unit: General Administration and Support
 Cabinet: Tourism, Arts and Heritage
 Sub Program:
 Posting Unit:
 REQUEST TITLE 670A3_PG

REQUEST TYPE	Growth	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
EXPENDITURES BY FUND				
General Fund		0	4,345,000	9,578,500
TOTAL EXPENDITURES BY FUND		0	4,345,000	9,578,500
EXPENDITURE CATEGORY				
Debt Service				
Debt Service-General Fund		0	4,345,000	9,578,500
Total Debt Service		0	4,345,000	9,578,500
TOTAL EXPENDITURES		0	4,345,000	9,578,500

- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the Additional Budget Requests reports required for your budget submission.



Section 6 Capital Budget Request

Section 6.1 Budget Form Overview

The KBUD dimension table and budget form used to create your Capital Budget Requests are the Project Maintenance Dimension and the three Capital Budget Request forms:

- 1618_CAPITAL_FUND, Capital Request by Fund Source
- 1618_CAPITAL_EXPEND, Capital Request Expenditures
- 1618_CAP_IMPONOPBUD, Capital Request - Impact on Operating Budget

These tools along with a Capital Data Load to KBUD from the Capital Planning System are all the components necessary to produce the Capital Budget Reports required by the budget instructions. The narrative and numerical data are preloaded into the Project dimension table from the Six Year Capital Planning System. The budget data also preloads into the three KBUD forms. All these components are needed to create the informative budget request reports. These reports are the final output used by agencies to submit their formal Capital budget request to GOPM.

Dimension (Project Maintenance)

Capital Budget Reports

Governmental Branch: Executive Branch Cabinet: Tourism, Arts and Heritage Cabinet				Agency: Tourism, Arts and Heritage Cabinet				
Governmental Branch: Executive Branch Cabinet: Tourism, Arts and Heritage Cabinet				Agency: Tourism, Arts and Heritage Cabinet				
Governmental Branch: Executive Branch Cabinet: Tourism, Arts and Heritage Cabinet				Agency: Tourism, Arts and Heritage Cabinet				
Governmental Branch: Executive Branch Cabinet: Tourism, Arts and Heritage Cabinet				Agency: Tourism, Arts and Heritage Cabinet				
TOTAL EXPENDITURES BY UNIT				FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested	Total Requested	
				0	0	0	0	
				0	0	0	0	
PROJECT LISTING								
KBUD RANK	PLAN RANK	KBUD Cab. Agcy	Project Name	Type	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested	Total Requested
			67DK16C183 Upgrade Golf Course Irrigation-Ky Dam & Lk. I		1,400,000	1,400,000	2,800,000	5,600,000
			Total Upgrade Golf Course Irrigation-Ky Dam & Lk. I		1,400,000	1,400,000	2,800,000	5,600,000
			67DK16C194 Road Maint -Various Parks		3,500,000	0	3,500,000	7,000,000
			Total Road Maint -Various Parks		3,500,000	0	3,500,000	7,000,000
			67DK16C196 Statewide Campground Upgrades (Phase 1)		2,875,000	0	2,875,000	5,750,000
			Total Statewide Campground Upgrades (Phase 1)		2,875,000	0	2,875,000	5,750,000
			67DK16C197 Hospitality Upgrades		1,500,000	2,600,000	4,100,000	8,200,000
			Total Hospitality Upgrades		1,500,000	2,600,000	4,100,000	8,200,000
			67DK16C198 Restore CCC Structures - Statewide		2,750,000	2,750,000	5,500,000	11,000,000
			Total Restore CCC Structures - Statewide		2,750,000	2,750,000	5,500,000	11,000,000
			Total		11,000,000	1,800,000	3,900,000	16,700,000

Capital Forms

Capital Budget Preload Data

Line #	Fund	Project	Budget Item	Amount	Balance
1	67DK16C183	67DK16C183	67DK16C183	1,400,000	1,400,000
2	67DK16C194	67DK16C194	67DK16C194	3,500,000	3,500,000
3	67DK16C196	67DK16C196	67DK16C196	2,875,000	2,875,000
4	67DK16C197	67DK16C197	67DK16C197	1,500,000	1,500,000
5	67DK16C198	67DK16C198	67DK16C198	2,750,000	2,750,000
6	67DK16C199	67DK16C199	67DK16C199	0	0
7	67DK16C200	67DK16C200	67DK16C200	0	0
8	67DK16C201	67DK16C201	67DK16C201	0	0
9	67DK16C202	67DK16C202	67DK16C202	0	0
10	67DK16C203	67DK16C203	67DK16C203	0	0
11	67DK16C204	67DK16C204	67DK16C204	0	0
12	67DK16C205	67DK16C205	67DK16C205	0	0
Total				11,000,000	11,000,000

Capital Planning System Data



Capital Budget Requests

In KBUD, there is preloaded project data that automatically loads into the KBUD Forms and project data prepopulated in the dimension tables which originates from the Six-Year Capital Planning system. This transfer of data avoids the re-entry of all of the information for each project into KBUD after having entered it into the Six-Year Capital Planning system. KBUD was loaded with Six-Year Capital Planning System's Version 3 data, which equates to the data entered by June 27, 2015. If any changes were made to projects in the Six-Year Capital Planning System after this date, the Project Dimension table in KBUD will need to be manually updated by the agencies with these same changes. **IMPORTANT NOTE:** If an agency wants to prepare a capital budget request for a project that is not in the Six-Year Capital Planning system as of June 27, 2015, the agency will need to utilize one of the "blank" project codes assigned to their agency. It is possible that an agency may need multiple project codes. If that occurs, contact the KBUD Administrators (KBUDAdministrator@ky.gov) and request that additional Project codes be added.

Preloaded Budget Data Into the KBUD Form

Summary					17FLREQCP	18FLREQCP	FY 15-16	FY 16-17	FY 17-18
<input type="checkbox"/>	1	BFBF	670K16C193	EXPBYFUND E	1,400,000	1,400,000			
<input type="checkbox"/>	2	BFBF	670K16C195	EXPBYFUND E	2,575,000	0			
<input type="checkbox"/>	3	BFBF	670K16C196	EXPBYFUND E	1,500,000	2,600,000		500,000	600,000
<input type="checkbox"/>	4	BFBF	670K16C197	EXPBYFUND E	2,750,000	2,750,000			
<input type="checkbox"/>	5	BFBF	670K16C198	EXPBYFUND E	2,100,000	1,800,000		400,000	500,000
<input type="checkbox"/>	6	BFBF	670K16C199	EXPBYFUND E	8,000,000	8,000,000			
<input type="checkbox"/>	7	BFBF	670K16C200	EXPBYFUND E	1,750,000	1,750,000			
<input type="checkbox"/>	8	BFBF	670K16C201	EXPBYFUND E	1,050,000	50,000		50,000	50,000
<input type="checkbox"/>	9	BFBF	670K16C202	EXPBYFUND E	1,000,000	1,000,000		0	0
<input type="checkbox"/>	10	BFBF	670K16C203	EXPBYFUND E	650,000	2,290,000		100,000	90,000
<input type="checkbox"/>	11	BFBF	670K16C204	EXPBYFUND E	1,500,000	0			
<input type="checkbox"/>	12	BFRF	670K16C205	EXPBYFUND E	0	0			
Totals					37,657,000	32,633,000	2,000,000	2,050,000	2,240,000

Project Documentation

Reauthorization - Regular Capital Project:

eMARS Project Number:

Project Cost:

Project Type:

Reviewed by Dept. for Facilities and Support Services:

eMARS Department:

eMARS Fund:

Completion or Acquisition Date (MM/DD/YYYY):

PP ID Number:

Project Descriptions

Additional/Description Justification
 The preliminary plan for the project has the dining hall sitting in the same location as the existing facility and would hold a minimum of 250 people. Camp Currie operates nine weeks every summer (June-August) and the goal would be to construct the new dining hall with little disruption to normal camp operations. The preliminary plans would require demolition of the existing structure before proceeding with construction.

Project Budget
 The Department, with Finance assistance, is looking for a consultant to help with the design and construction of a new dining hall at Camp Currie in Marshall County, KY. The consultant would be asked to provide a feasibility analysis and project estimate. The feasibility study would include a timeline for demolition and construction of the new building. Several building designs may be studied during this process.

Existing Facility
 The Department has a need to construct a new dining hall at Camp Currie in Marshall County, KY. The existing dining hall has exceeded its useful life and there is a need for more capacity to accommodate campers. The preliminary plan is for the new dining hall to sit in the same location as the existing hall and will hold a minimum of 250 people.

Short Project Description:

Prepopulate Capital Data in the KBUD Project Dimension Table



Capital Budget Requests

Here is some guidance concerning the data from the Six-Year Capital Planning system:

- Only information on projects identified in the 2016-18 biennium with the Capital Plan will be transferred to KBUD.
- Real Property Lease projects and Maintenance Pools were not included in the Capital Plan. These projects will have to be entered directly into KBUD.
- Real Property Lease projects and Reauthorized projects with no request for additional Funds must have a \$0.01 entered into the FY 2015-16 column in the Capital Request by Fund Source form.

Even though you begin the Capital Budget request process in KBUD with prepopulated information, the information can be changed directly or indirectly through either the dimension table or through the Capital Budget Request forms.

There are three KBUD Capital Budget Request forms:

- Capital Request by Fund Source form
- Capital Request Expenditures form
 - Completed only for Construction and Information Technology System projects (not for Capital Equipment or Capital Lease projects).
- Capital Request – Impact on Operating Budget form
 - Completed only Capital Projects that have an impact on the Operating Budget

Capital Budget Request Forms

Code	Name
1618_CAPITAL_EXPEND	Capital Request Expenditures
1618_CAPITAL_FUND	Capital Request by Fund Source
1618_CAP_IMPONPBUD	Capital Request - Impact on Operating Budget

The Capital Budget Request forms will include the amounts, fiscal years, fund sources and expenditure codes or cost elements required by the 2016-2018 Budget Instructions. These three forms will be completed at the appropriation unit level and include all the individual projects associated with the appropriation unit.

Typically, the most common changes agencies will need to make in these forms include the following:

- Capital Projects transferred from the Six-Year Capital Plan that should not be included as part of the budget request. For those projects, all of the financial data in all three forms must be changed to \$0 (zero).
- Changing the amount for a Capital Project.
- Changing the Fund source for a Capital Project.
- Changing the fiscal year requested for a Capital Project.
- Adding a Capital Project or Lease.



Section 6.2 Creating a Capital Budget Request

This section includes an overview of the Capital Budget Request creation process along with the detailed instructions to create a Capital Budget Request required by the 2016-2018 Budget Instructions.

Section 6.2.1 Process Overview

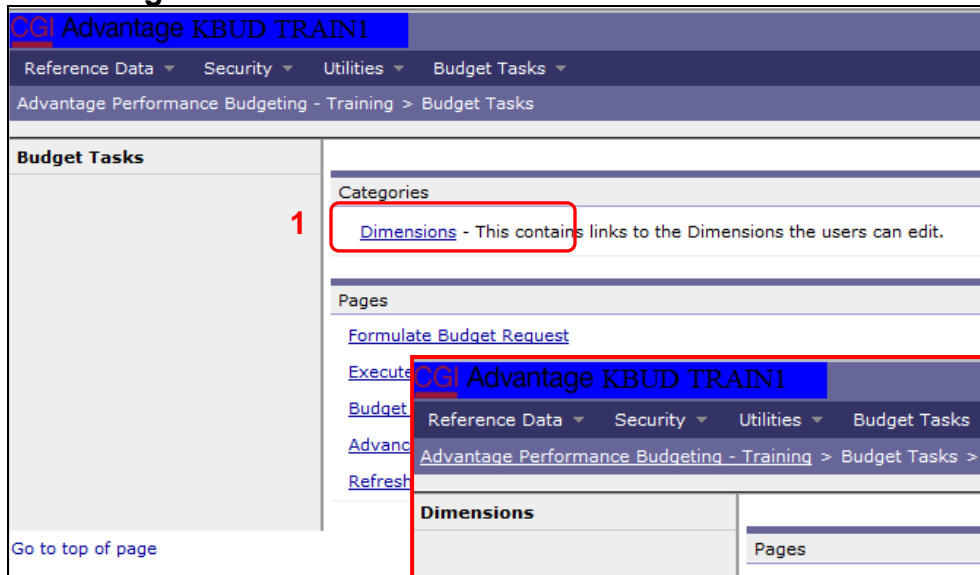
The following is a summarized description of the steps involved in the process to create an Capital Budget Request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Project Maintenance Dimension table to update the information for one of the prepopulated Project dimensions
- 2) Navigate to the Budget Layout Selection Page to choose the 1618_CAPITAL_FUND, Capital Request by Fund Source form
- 3) Create an instance of the 1618_CAPITAL_FUND form
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
- 5) Repeat this process for the 1618_CAPITAL_EXPEND and 1618_CAPITAL_IMPONOBUD forms
- 6) Login to KBUD Reports (EBI) and navigate to the 16-18 Biennium folder to run and/or print the Capital budget request reports necessary for official budget submission to GOPM

Section 6.2.2 Login to KBUD and Navigate to the Project Dimension Table and Update the Dimension

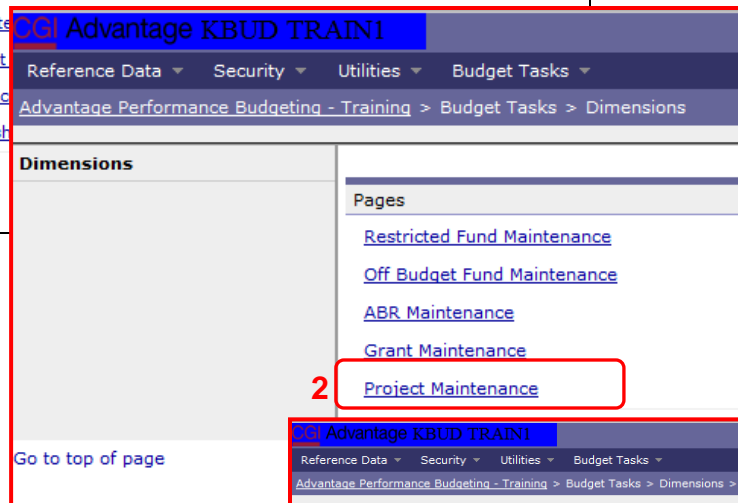
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the Project Maintenance Link. The Project Maintenance page will appear.

Home Page



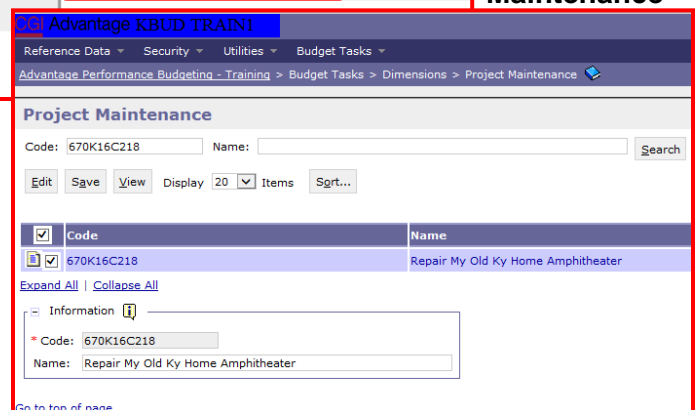
The screenshot shows the KBUD Home Page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there is a "Categories" list with a red box around the "Dimensions" link. A red number "1" is placed to the left of this link. Below the "Categories" list is a "Pages" list with links for "Formulate Budget Request", "Execute Budget Request", "Budget Request", "Advance Budget Request", and "Refresh".

Dimensions



The screenshot shows the "Dimensions" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions". Under the "Dimensions" section, there is a "Pages" list with links for "Restricted Fund Maintenance", "Off Budget Fund Maintenance", "ABR Maintenance", "Grant Maintenance", and "Project Maintenance". A red box highlights the "Project Maintenance" link, and a red number "2" is placed to its left.

Project Maintenance

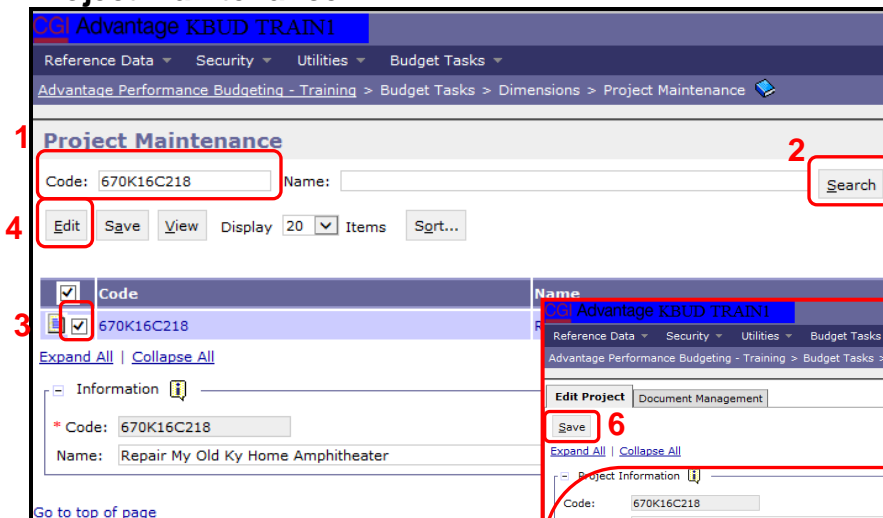


The screenshot shows the "Project Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Project Maintenance". The page displays a table with columns for "Code" and "Name". The table contains one row with the code "670K16C218" and the name "Repair My Old Ky Home Amphitheater". Below the table, there is an "Information" section with a "Code" field containing "670K16C218" and a "Name" field containing "Repair My Old Ky Home Amphitheater".

From the Project Maintenance page, you can search and view all the Project codes by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all the Projects available based on your security. You can also narrow your search for a specific Project by following these steps:

1. Enter the Project's Code in the Code textbox
2. Click the Search button to search for the Project (If no records are returned, you need to redefine your search)
3. Check the checkbox next to the record you want to edit
4. Click the Edit button and the Edit Project Dimension will appear

Project Maintenance



Advantage KBUD TRAIN1

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Project Maintenance

Project Maintenance

Code: 670K16C218 Name: Search

Edit Save View Display 20 Items Srt...

Code	Name
<input checked="" type="checkbox"/>	670K16C218

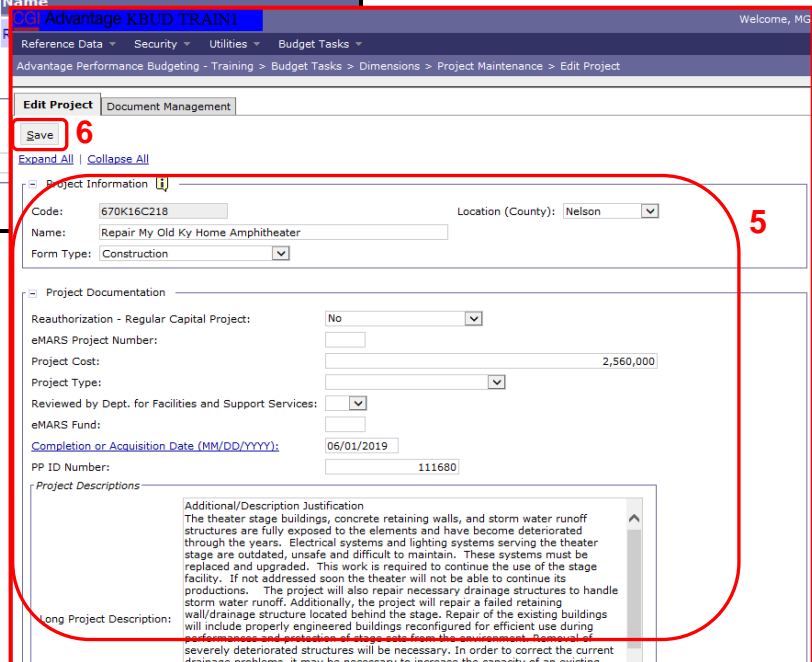
Expand All Collapse All

Information

* Code: 670K16C218 Name: Repair My Old Ky Home Amphitheater

Go to top of page

Edit Project



Advantage KBUD TRAIN1

Welcome, MG

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Project Maintenance > Edit Project

Edit Project Document Management

Save

Expand All Collapse All

Project Information

Code: 670K16C218 Location (County): Nelson

Name: Repair My Old Ky Home Amphitheater

Form Type: Construction

Project Documentation

Reauthorization - Regular Capital Project: No

eMARS Project Number:

Project Cost: 2,560,000

Project Type:

Reviewed by Dept. for Facilities and Support Services:

eMARS Fund:

Completion or Acquisition Date (MM/DD/YYYY): 06/01/2019

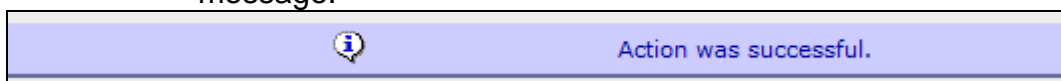
PP ID Number: 111680

Project Descriptions

Additional/Description Justification

The theater stage buildings, concrete retaining walls, and storm water runoff structures are fully exposed to the elements and have become deteriorated through the years. Electrical systems and lighting systems serving the theater stage are outdated, unsafe and difficult to maintain. These systems must be replaced and upgraded. This work is required to continue the use of the stage facility. If not addressed soon the theater will not be able to continue its productions. The project will also repair necessary drainage structures to handle storm water runoff. Additionally, the project will repair a failed retaining wall/drainage structure located behind the stage. Repair of the existing buildings will include properly engineered buildings reconfigured for efficient use during performance and production. The project will also repair necessary drainage structures to handle storm water runoff. In order to correct the current drainage problems, it may be necessary to increase the capacity of an existing

5. Update any of the Project information not greyed out
6. Click the Save button and you should receive the Action was successful message.



- Repeat the previous process to update each of the agency's Projects.



Capital Budget Requests

- The Project Maintenance table contains numerous fields necessary to complete the following reports
 1. **CBR-01, Project Summary Record**
 2. **CBR-02, Capital Project Record**
 3. **CBR-03, Capital Equipment Record**
 4. **CBR-04, Capital Information Technology System Record**
 5. **CBR-05, Real Property Lease Record**

- Here is some additional guidance to assist in filling out Project Maintenance page.

Name	Enter the Project Title (Populated by the 6-Year Plan data)
Form Type	Construction, Equipment, Information Technology System, or Lease - Select the CBR form type. (Populated by the 6-Year Plan data)
Location (County)	Construction, Equipment, or Lease - Select the county in which the project will be located. (Populated by the 6-Year Plan data)
Reauthorization – Regular Capital Project	Construction or Information Technology System - Identify if this is a currently authorized project that is being requested for reauthorization and/or additional funding. Any project that has been appropriated by the General Assembly for two consecutive biennial budgets shall not be requested again as a Reauthorized project. It shall be requested as a new project which shall not rely on past appropriations. (Populated by the 6-Year Plan data)
eMARS Project Number	Construction or Information Technology System - If the project is currently authorized and additional funding is requested, enter the eMARS Fund Code. (Not Populated by the 6-Year Plan data)
Project Cost	Construction or Information Technology System - If the project is currently authorized and additional funding is requested, enter the new Total Project Cost. (New Cost Not Populated by the 6-Year Plan data)
Project Type	Construction or Lease - Identify the project/lease type, based on the definitions provided on Pages 100-101 of the 2016-2018 Branch Budget Request Manual. (Not Populated by the 6-Year Plan data)
Reviewed by Dept. for Facilities and Support Services	Construction - Identify if the project has been reviewed by the Department for Facilities and Support Services. (Not Populated by the 6-Year Plan data)



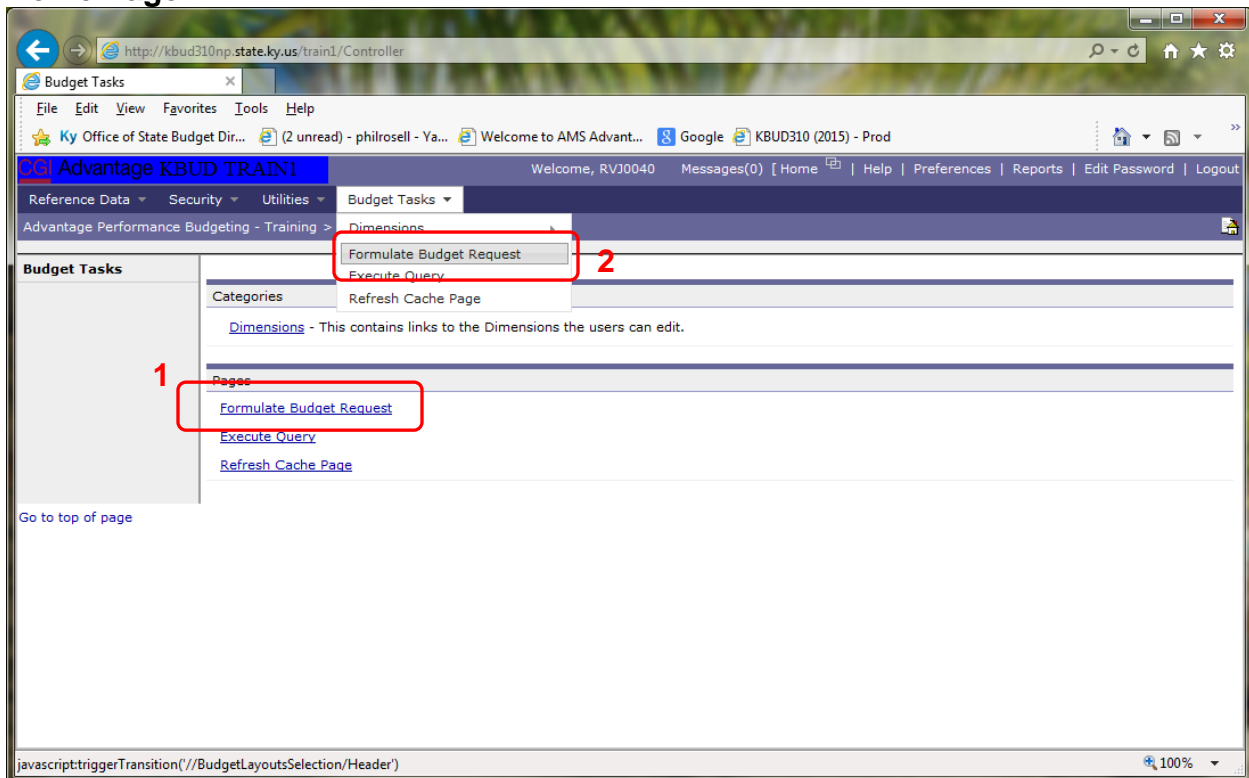
Capital Budget Requests

<p>Completion or Acquisition Date</p>	<p>Completion Date - Construction or Information Technology System – Construction, enter the anticipated completion date of the project. Information Technology System, enter the anticipated date of full installation and utilization of the system. Example: Project to be completed in August, 2018 – enter 08/18. (Populated by the 6-Year Plan data) Acquisition Date - Equipment - Enter the anticipated acquisition date of the equipment. Example: Equipment to be purchased in August, 2018 – enter 08/18. (Populated by the 6-Year Plan data)</p>
<p>Long Project Description</p>	<p>Construction, Equipment, Information Technology System, or Lease – Enter a detailed description comparable to the detailed description and justification as required by the 6-Year Capital Plan (Populated by the 6-Year Plan data). For Real Property Leases, enter the Lease Features: Specialized Project Requirements and Relationship to Existing Space.</p>
<p>Short Project Description</p>	<p>Using a maximum of two or three sentences, describe what the project is and why it is needed. This narrative should be suitable for publication later in budgeting documents (Populated by the 6-Year Capital Plan data). For Real Property Leases, enter the Lease Description and Justification.</p>
<p>Priority-Capital Budget Request - Cabinet</p>	<p>Construction, Equipment, Information Technology System, or Lease - Enter the cabinet roll-up priority or the Council on Postsecondary Education system-wide priorities for the Capital Budget Request. (Populated by the 6-Year Plan data)</p>
<p>Priority-Capital Budget Request - Agency</p>	<p>Construction, Equipment, Information Technology System, or Lease - Enter the agency or university priority number for the Capital Budget Request. (Populated by the 6-Year Plan data)</p>
<p>Priority-Six Year Capital Plan - Cabinet</p>	<p>Construction, Equipment, or Information Technology System - Enter the cabinet priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)</p>
<p>Priority-Six Year Capital Plan - Agency</p>	<p>Construction, Equipment, or Information Technology System - Enter the agency priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)</p>

Section 6.2.3 Navigate to the Budget Layout Page to choose the 1618_CAPITAL_FUND Budget Request Form

- From the Home page, you can navigate to the KBUD forms in two ways:
 1. Click the Formulate Budget Request link under the Pages heading, or
 2. Click on the Budget Tasks on the menu bar and select Formulate Budget Request. The Budget Layout Selection page will appear.

Home Page





Capital Budget Requests

- From the Budget Layout Selection page, you will see all the KBUD forms that are available for your use. In this case, you want to choose the 1618_CAPITAL_FUND form by clicking on the corresponding blue link. The Select Budget Request page will appear.

Budget Layout Selection Page

Advantage KBUD TRAIN1

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Budget Layout Selection

Budget Layout Selection

Code: Name: Search

Layout Type:

Display 20 Items Sort...

Item Page: 1 2

Code	Name
1618_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
1618_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
1618_CAPITAL_EXPEND	Capital Request Expenditures
1618_CAPITAL_FUND	Capital Request by Fund Source
1618_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget
1618_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form
1618_G	G Federal Assistance Form

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1618_CAPITAL_FUND) you have created. However, when the page initially loads up, there will be **NO ITEMS TO DISPLAY**, even if you have previously created an instance of the form. This is normal until you either create a new form or do a search for a previously created form.

Select Budget Request Page (1618_CAPITAL_FUND Form)

Advantage KBUD TRAIN1

Welcome, MGJ0011 Messages(0) Home Help Preference

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: 1618_CAPITAL_FUND Request Code:

Layout Type: Generic Name:

Project:

Stage: Archive View: False Search

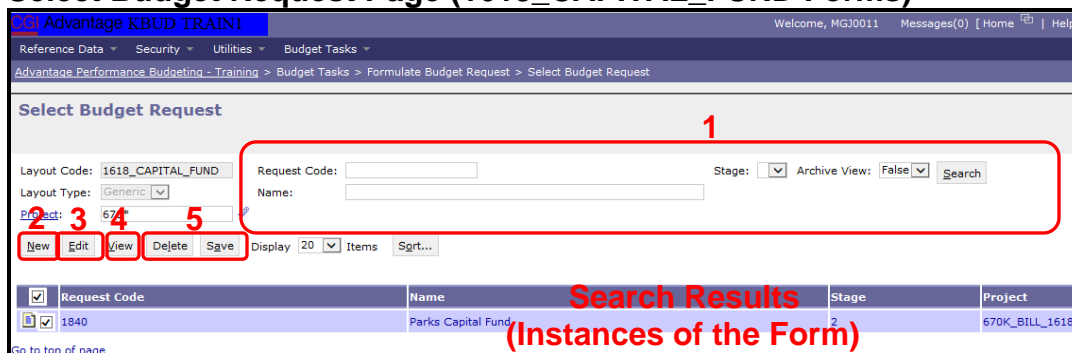
New Edit View Delete Save Display 20 Items Sort...

Request Code	Name	Stage	Project
	- NO ITEMS TO DISPLAY -		

From the Select Budget Request page, you can do all of the following functions:

1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or Project by typing in the information in the textboxes and clicking the Search button (* is the wildcard) and the instances that match your parameters will appear (NOTE: Once a form moves past Stage 2 in the KBUD process, agencies will no longer see this form in their search results)
2. Use the New feature to create a new instance of this specific form
 - Click the New button and the Create Budget Request page will appear to allow you to create a new instance of the form
3. Use the Edit feature to edit an existing instance of this specific form
 - Click the checkbox of the form instance you wish to edit, click the Edit button and the form will appear in the edit mode
4. Use the View feature to only view (no editing) an existing instance of this specific form
 - Click the checkbox of the form instance you wish to view, click the View button and the form will appear in the view mode
5. Use the Delete/Save feature to delete an existing instance of this specific form
 - Click the checkbox(es) of the form(s) instances you wish to delete, click the Delete button to mark the form(s) for deletion, click the Save button to finalize the deletion of the form(s), and they will be **permanently** deleted (NOTE: You cannot delete a form if there are active budget lines within the form. You will receive an error message. You have to first edit the form and delete all budget lines within all tabs and then perform the deletion procedure)

Select Budget Request Page (1618_CAPITAL_FUND Forms)



The screenshot displays the 'Select Budget Request' interface. At the top, there are navigation menus and a breadcrumb trail: 'Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request'. The main section contains search filters for 'Layout Code' (1618_CAPITAL_FUND), 'Layout Type' (Generic), and 'Project' (674). There are also fields for 'Request Code' and 'Name', and a 'Search' button. Below the filters are buttons for 'New', 'Edit', 'View', 'Delete', and 'Save'. A table below shows search results with columns for 'Request Code', 'Name', 'Stage', and 'Project'. The first result is '1840 Parks Capital Fund' with 'Stage' 2 and 'Project' '670K_BILL_1618'. Red annotations include a box around the search filters labeled '1', boxes around the 'New', 'Edit', 'View', and 'Delete' buttons labeled '2', '3', '4', and '5' respectively, and red text 'Search Results (Instances of the Form)' overlaid on the table.

Request Code	Name	Stage	Project
<input checked="" type="checkbox"/> 1840	Parks Capital Fund	2	670K_BILL_1618

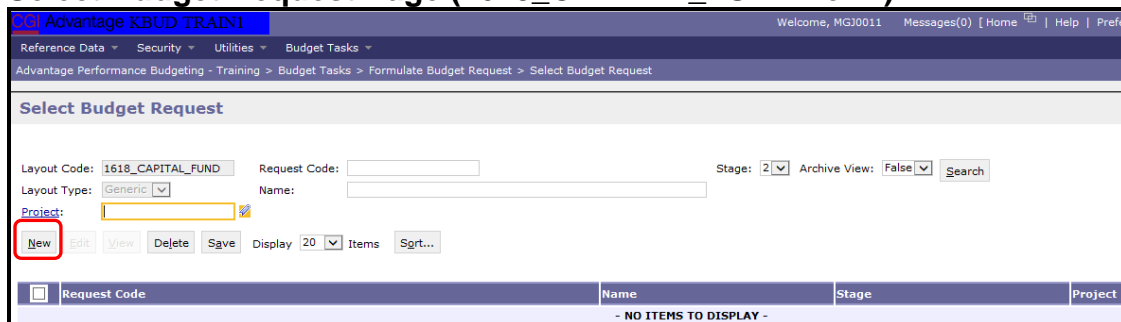
Section 6.2.4 Creating the Capital Request by Fund Source Form

In this section, we will continue from the previous section to create a Capital Request by Fund Source Form for the Parks, Department 670. In this scenario, we will create a 1618_CAPITAL_FUND form for Program 670K_BILL_1618, Parks Capital Fund and either ensure the Expenditures by Fund for each Fund/Project combination is correct or make adjustments to the Preloaded amounts. The list below contains the Fund Codes available for this form.

Code	Name
AGBD	Agency Bonds
BFAR	Federal Fund - ARRA - Capital
BFBF	Bond Funds
BFCO	Capital Construction Contingency Fund
BFDM	Statewide Deferred Maintenance Fund
BFEM	Emergency, Repair, Maintenance & Replacement Fund
BFFF	Federal Funds
BFGF	General Fund
BFII	Investment Income
BFOC	Other - Cash
BFOT	Other - Third Party Financing
BFRD	Road Fund
BFRF	Restricted Funds
BFSU	Capital Construction Surplus
BFTB	Tobacco Settlement - Phase I

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 1618_CAPITAL_FUND form.

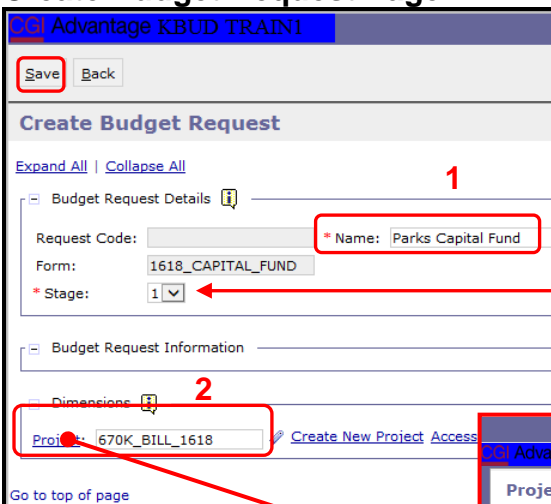
Select Budget Request Page (1618_CAPITAL_FUND Form)



From the Create Budget Request page, you will need to complete these four primary steps:

1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form. Also you cannot reuse the exact name of a previous created form. You will receive an error message if you do reuse the name. It is the form name that makes it an unique instance of the form)
2. Fill in the Project textbox. This form is created at the _BILL level, so we will use 670K_BILL_1618 as our Project code. There are two ways to fill in the textbox:
 - 1) Type in the correct Project code, or 2) click on the blue Project link to pull up a Project Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Project code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the 670K_BILL_1618
3. Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page



The screenshot shows the 'Create Budget Request' form. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the '* Name: Parks Capital Fund' field. A red box labeled '2' highlights the 'Project: 670K_BILL_1618' field. A red box labeled '2-3' highlights the 'Select' button in the Project Search page below.

Stage should always be set to 1 by the agencies. GOPM will move the forms to Stage 2 when needed.

Project Search Page



The screenshot shows the 'Project Search' page. A red box labeled '2-1' highlights the 'Code: 670*' field. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button. A table below shows the search results:

	Code	Name	Short Name	Element Type
Select	670K_BILL_1618	Parks		COA



Capital Budget Requests

Section 6.2.5 Entering Budget Data in the 1618_CAPITAL_FUND Form

- Once the new form is created, you will be able to access the Budget Lines tab within the form. You can follow these steps to review and **manually** adjust line information if necessary.
 - Click on the Budget Lines tab (NOTE: You can now see the Preloaded information populated on your form in the 17FLREQCP and 18FLREQCP columns)
 - Click on any cell to change the data (NOTE: You cannot directly change the amounts in the 17FLREQCP and 18FLREQCP cells. However you can change the amounts by placing adjustment amounts in columns FY 16-17 and FY 17-18)
 - Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for the 17FLREQCP and 18FLREQCP columns). Continue this process until you have updated all of the Fund/Project combinations. Once you have finished, click the Save button

New 1618_CAPITAL_FUND Form for 670K_BILL_1618

1

Preloaded Data

Line	Fund	Project	Budget Object	17FLREQCP	18FLREQCP	FY 15-16	FY 16-17	FY 17-18
1	BFBF	670K16C193	EXPBYFUND	1,400,000	1,400,000			
2	BFBF	670K16C195	EXPBYFUND	2,575,000	0			
3	BFBF	670K16C196	EXPBYFUND	1,000,000	2,000,000			
4	BFBF	670K16C197	EXPBYFUND	2,750,000	2,750,000			
5	BFBF	670K16C198	EXPBYFUND	1,300,000	1,300,000			
6	BFBF	670K16C199	EXPBYFUND					
7	BFBF	670K16C200	EXPBYFUND					
8	BFBF	670K16C201	EXPBYFUND					
9	BFBF	670K16C202	EXPBYFUND					
10	BFBF	670K16C203	EXPBYFUND					
11	BFBF	670K16C204	EXPBYFUND					
12	BFRF	670K16C205	EXPBYFUND					
Totals								

3

Totals Reflect the Adjusted Amounts

Adjusted Amounts

Line	Fund	Project	Budget Object	17FLREQCP	18FLREQCP	FY 15-16	FY 16-17	FY 17-18
1	BFBF	670K16C193	EXPBYFUND	1,600,000	1,200,000		200,000	-200,000
2	BFBF	670K16C195	EXPBYFUND	2,575,000	0			
3	BFBF	670K16C196	EXPBYFUND	1,000,000	2,000,000			
Totals								

2

Section 6.2.6 Creating and Entering Budget Data in the 1618_CAPITAL_EXPEND Form

- Use the same process described in the previous section to create a new instance of a 1618_CAPITAL_EXPEND form for Program 670K_BILL_1618, Parks Capital. Once you create the form, you will be able to view the preloaded detailed expenditure budget objects for each project (NOTE: It is important to understand, the total amount of all the detailed expenditure budget objects for a project on this form should equal the total Expenditures by Fund for that same project entered on the previous Capital Fund form). You can follow these steps to review and **manually** adjust the budget line information if necessary.
 - Click on the Budget Lines tab (NOTE: You can now see the Preloaded information populated on your form in the 17FLREQCP and 18FLREQCP columns)
 - Click on any cell to change the data (NOTE: You cannot directly change the amounts in the 17FLREQCP and 18FLREQCP cells. However you can change the amounts by placing adjustment amounts in columns FY 16-17 and FY 17-18)
 - Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for the 17FLREQCP and 18FLREQCP columns). Continue this process until you have updated all the Budget Object/Project combinations. Once you have finished, click the Save button

New 1618_CAPITAL_EXPEND Form for 670K_BILL_1618

1

Preloaded Data

Line	Project	Budget Object	17FLREQCP	18FLREQCP	FY 15-16	FY 16-17	FY 17-18
1	670K16C193	DES	E	105,000	105,000		
2	670K16C193	CONS	E	1,295,000	1,295,000		
3	670K16C194	CONS	E	3,500,000	0	0	0

Save **3** **Back**

Totals Reflect the Adjusted Amounts

Adjusted Amounts

Line	Project	Budget Object	17FLREQCP	18FLREQCP	FY 15-16	FY 16-17	FY 17-18
1	670K16C193	DES	E	105,000	105,000		
2	670K16C193	CONS	E	1,495,000	1,095,000	200,000	-200,000

2

Section 6.2.7 Creating and Entering Budget Data in the 1618_CAP_IMPONOPBUD Form

- Use the same process described in the previous section to create a new instance of a 1618_CAP_IMPONOPBUD form for Program 670K_BILL_1618, Parks Capital Bud. Once you create the form, you will be able to view the preloaded five year projections for the Impact and Cost Elimination budget objects for each Fund/Budget Object/Project combination (NOTE: If the Capital Project did not have an impact on operating budget, it will not be preloaded to the form). You can follow these steps to review and **manually** adjust the budget line information if necessary.
 - Click on the Budget Lines tab (NOTE: You can now see the Preloaded information populated on your form in the IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 columns)
 - Click on any cell to change the data (NOTE: You cannot directly change the amounts in the IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 cells. However you can change the amounts by placing adjustment amounts in columns FY 1, FY 2, FY 3, FY 4, or FY 5)
 - Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 columns). Continue this process until you have updated all the Fund/Budget Object/Project combinations. Once you have finished, click the Save button

New 1618_CAP_IMPONOPBUD Form for 670K_BILL_1618

Preloaded Data

Line	Fund	Project	Budget Object	IMPONOPBUD1	IMPONOPBUD2	IMPONOPBUD3	IMPONOPBUD4	IMPONOPBUD5	FY 1	FY 2	FY 3	FY 4	FY 5
1 0	670K16C205	COSTELIM	E	-65,000	-65,000	0	0	0					
2 GNRL	670K16C204	IMPACT	R	8,000	0	0	0	0					
3 RSTD	670K16C205	IMPACT	R	15,000	15,000	15,000	15,000	15,000					
4 CNDI	670K16C106	IMPACT	R	0	0	0	0	0					

Adjusted Amounts

Line	Fund	Project	Budget Object	IMPONOPBUD1	IMPONOPBUD2	IMPONOPBUD3	IMPONOPBUD4	IMPONOPBUD5	FY 1	FY 2	FY 3	FY 4	FY 5
1 0	670K16C205	COSTELIM	E	-80,000	-80,000	0	0	25,000	-15,000	-15,000			25,000
2 GNRL	670K16C204	IMPACT	R	8,000	0	0	0	0					

- Once the project dimensions have been updated and the Capital form has been updated, the associated Project reports can be created and printed.

Section 6.2.8 Login to KBUD Reports (EBI) to Access Capital Budget Request Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 16-18 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports.

Dimension (Project Maintenance)

A screenshot of the SAP Project Maintenance form. A red circle highlights the 'Project Name' field, which contains 'Golf Course Driving Hole Construction'. Another red circle highlights the 'Project Description' field, which contains 'Additional Description: Substitution: The construction plan for this project has the driving hole shifting to the same location as the existing hole and a partial reconstruction of the existing hole. The hole will be reconstructed with a new hole that will have a different hole number than the existing hole. This hole will be reconstructed with a new hole that will have a different hole number than the existing hole.' Red arrows point from these fields towards the 'Capital Budget Reports' section.

Capital Budget Reports

A screenshot of the Capital Budget Reports table. The table shows 'TOTAL EXPENDITURES BY UNIT' for various projects. A red circle highlights the 'Budget Totals' column, which shows the total budget for each project. Red arrows point from the 'Dimension Data' section of the table towards the 'Capital Forms' section.

PROJECT NAME	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested	Total Requested
67DKNC193 Upgrade Golf Course Irrigation-Ky Dam & LA, I	1,400,000	1,400,000	2,800,000	5,600,000
67DKNC194 Road Maint -Various Parks	3,500,000	0	3,500,000	3,500,000
67DKNC197 Hospitality Upgrades	2,575,000	0	2,575,000	2,575,000
67DKNC196 Statewide Campground Upgrades (Phase 1)	1,500,000	2,400,000	4,100,000	8,000,000
67DKNC196 Restore CCC Structures - Statewide	2,750,000	2,750,000	5,500,000	5,500,000

Capital Forms

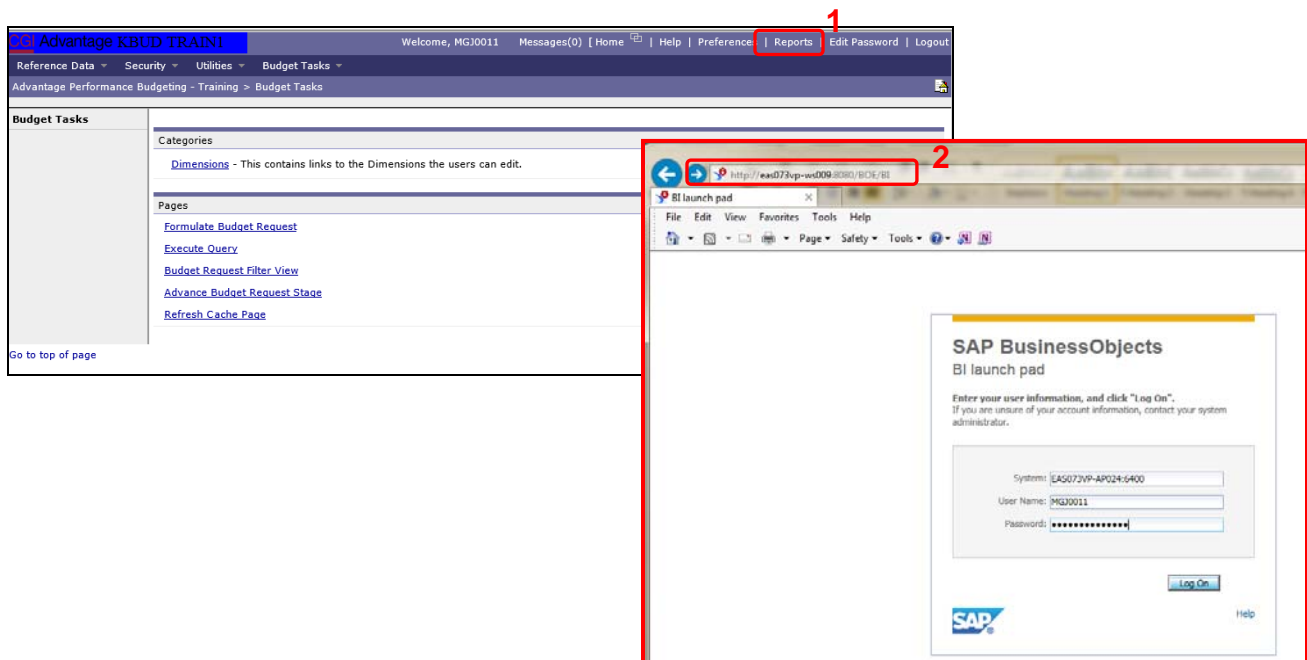
A screenshot of the Capital Forms table. A red circle highlights the 'Budget Totals' column, which shows the total budget for each project. Red arrows point from the 'Budget Totals' column towards the 'Capital Planning System Data' section.

Project Number	Project Name	Project Description	Budget Totals
1	67DKNC193 Upgrade Golf Course Irrigation-Ky Dam & LA, I	Additional Description: Substitution: The construction plan for this project has the driving hole shifting to the same location as the existing hole and a partial reconstruction of the existing hole. The hole will be reconstructed with a new hole that will have a different hole number than the existing hole. This hole will be reconstructed with a new hole that will have a different hole number than the existing hole.	5,600,000
2	67DKNC194 Road Maint -Various Parks		3,500,000
3	67DKNC197 Hospitality Upgrades		2,575,000
4	67DKNC196 Statewide Campground Upgrades (Phase 1)		8,000,000
5	67DKNC196 Restore CCC Structures - Statewide		5,500,000

Capital Planning System Data

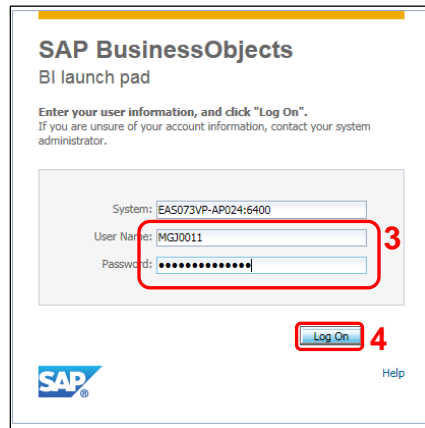
A screenshot of the Capital Planning System Data form. A red circle highlights the 'Budget Totals' field, which shows the total budget for each project. Red arrows point from the 'Budget Totals' field towards the 'Capital Budget Reports' section.

- In this scenario, we will run the CBR01 Project Summary Report for 670K_BILL_1618 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project. Based on the results of this report, we can determine which other CBR reports are needed for this submission:
 1. **CBR-02, Capital Project Record**
 2. **CBR-03, Capital Equipment Record**
 3. **CBR-04, Capital Information Technology System Record**
 4. **CBR-05, Real Property Lease Record**
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or
 2. Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>

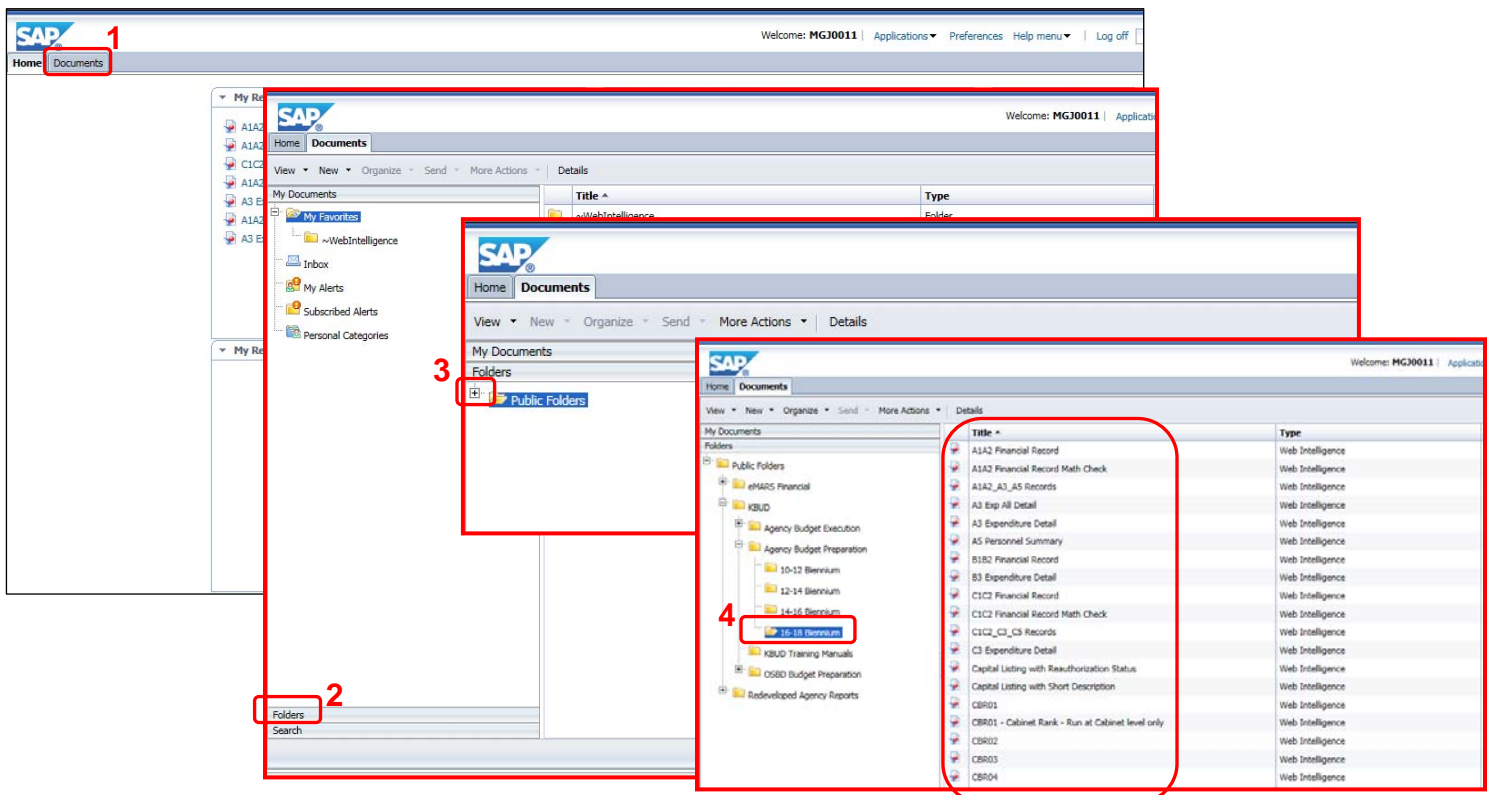





The image displays two screenshots. The left screenshot shows the 'Advantage KBUD TRAIN' application interface. The top navigation bar includes 'Welcome, MGJ0011', 'Messages(0)', 'Home', 'Help', 'Preference', 'Reports', 'Edit Password', and 'Logout'. The 'Reports' link is highlighted with a red box and labeled '1'. Below the navigation bar, there are sections for 'Reference Data', 'Security', 'Utilities', and 'Budget Tasks'. The 'Budget Tasks' section is expanded, showing 'Categories' with a link to 'Dimensions' and 'Pages' with links to 'Formulate Budget Request', 'Execute Query', 'Budget Request Filter View', 'Advance Budget Request Stage', and 'Refresh Cache Page'. The right screenshot shows a web browser window with the URL 'http://eas073vp-ws009:8080/BOE/BI' in the address bar, highlighted with a red box and labeled '2'. The browser displays the 'SAP BusinessObjects BI launch pad' login page. The page includes the SAP logo, the text 'SAP BusinessObjects BI launch pad', and instructions: 'Enter your user information, and click "Log On". If you are unsure of your account information, contact your system administrator.' Below this, there is a login form with fields for 'System' (pre-filled with 'EAS073VP-AP024-6400'), 'User Name' (pre-filled with 'MGJ0011'), and 'Password' (masked with asterisks). A 'Log On' button is located at the bottom right of the form.

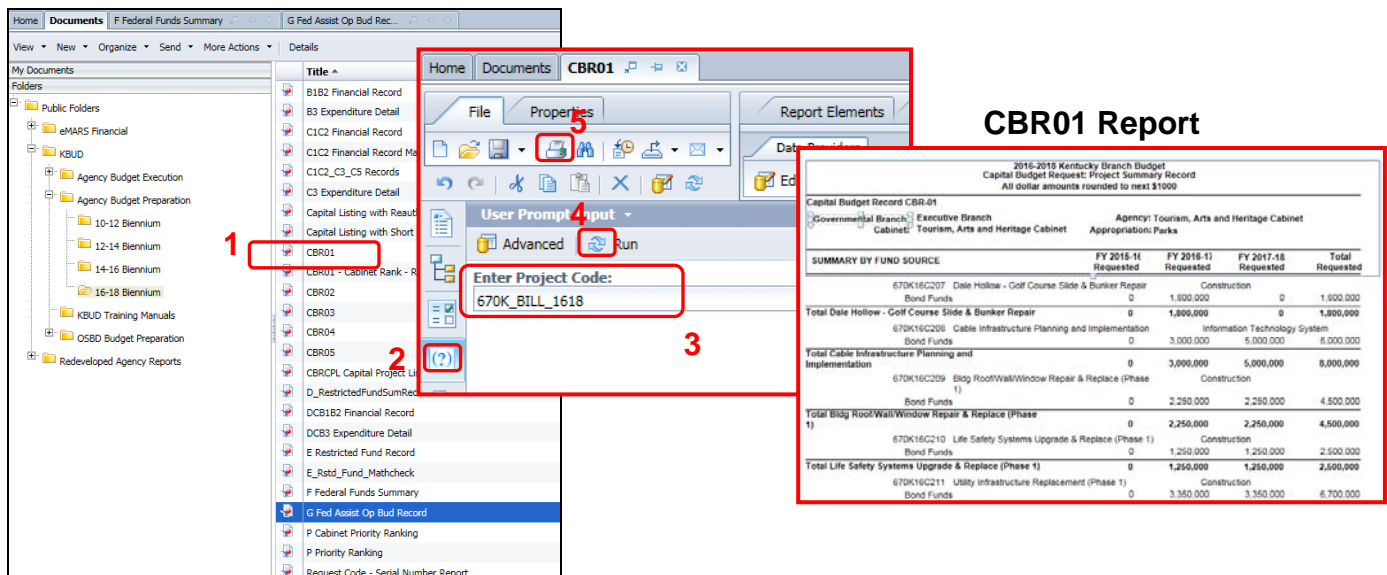
3. Enter your eMARS User ID in the User Name textbox and your password
4. Click on the Log On button



- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



- In this scenario, we will run the CBR01 Project Summary Report for 670K_BILL_1618 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project.
 1. Double click on the CBR01 Report to open up the report
 2. Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
 3. Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K_BILL_1618
 4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR01 Report




2016-2018 Kentucky Branch Budget Capital Budget Request: Project Summary Record All dollar amounts rounded to next \$1000					
Capital Budget Record CBR-01		Agency: Tourism, Arts and Heritage Cabinet Appropriation: Parks			
(Governmental Branch) Executive Branch Cabinet: Tourism, Arts and Heritage Cabinet					
SUMMARY BY FUND SOURCE		FY 2016-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested	Total Requested
670K16C207	Dale Hollow - Golf Course Slide & Bunker Repair	0	1,800,000	0	1,800,000
Total Dale Hollow - Golf Course Slide & Bunker Repair		0	1,800,000	0	1,800,000
670K16C208	Cable Infrastructure Planning and Implementation	0	3,000,000	5,000,000	8,000,000
Total Cable Infrastructure Planning and Implementation		0	3,000,000	5,000,000	8,000,000
670K16C209	Bldg Roof/Wall/Window Repair & Replace (Phase 1)	0	2,250,000	2,250,000	4,500,000
Total Bldg Roof/Wall/Window Repair & Replace (Phase 1)		0	2,250,000	2,250,000	4,500,000
670K16C210	Life Safety Systems Upgrade & Replace (Phase 1)	0	1,250,000	1,250,000	2,500,000
Total Life Safety Systems Upgrade & Replace (Phase 1)		0	1,250,000	1,250,000	2,500,000
670K16C211	Utility Infrastructure Replacement (Phase 1)	0	3,350,000	3,350,000	6,700,000
Total Utility Infrastructure Replacement (Phase 1)		0	3,350,000	3,350,000	6,700,000

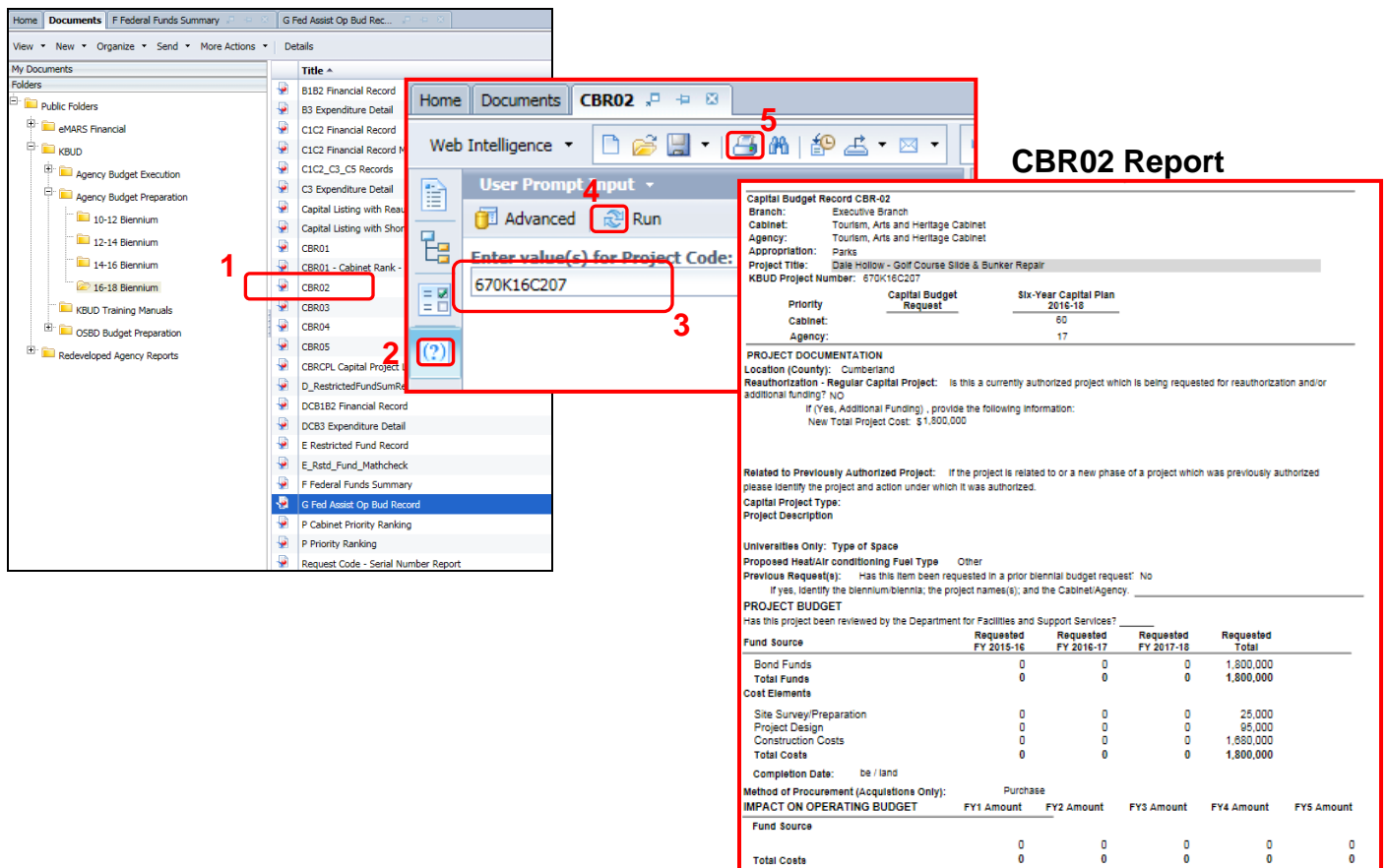
- After reviewing the CBR01 Project Summary Report for 670K_BILL_1618, it was determined that there were only Construction, Equipment, and Information Technology projects on the report. Therefore only the following three additional reports need to be created for the Capital Budget Request.
 1. **CBR-02, Capital Project Record**
 2. **CBR-03, Capital Equipment Record**
 3. **CBR-04, Capital Information Technology System Record**



Capital Budget Requests

- In this scenario, we will run the CBR02 Capital Project Report for Capital Construction Project 670K16C207, Dale Hollow - Golf Course Slide & Bunker Repair. The CBR02 Report will need to be created for each of the Capital Construction projects.

- Double click on the CBR02 Report to open up the report
- Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
- Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K16C207
- Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
- If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR02 Report

Capital Budget Record CBR-02
 Branch: Executive Branch
 Cabinet: Tourism, Arts and Heritage Cabinet
 Agency: Tourism, Arts and Heritage Cabinet
 Appropriation: Parks
 Project Title: Dale Hollow - Golf Course Slide & Bunker Repair
 KBUD Project Number: 670K16C207

Priority	Capital Budget Request	Six-Year Capital Plan 2016-18
Cabinet:		60
Agency:		17

PROJECT DOCUMENTATION
 Location (County): Cumberland
 Reauthorization - Regular Capital Project: Is this a currently authorized project which is being requested for reauthorization and/or additional funding? NO
 If (Yes, Additional Funding), provide the following information:
 New Total Project Cost: \$1,800,000

Related to Previously Authorized Project: If the project is related to or a new phase of a project which was previously authorized please identify the project and action under which it was authorized.
 Capital Project Type:
 Project Description

Universities Only: Type of Space
 Proposed Heat/Air conditioning Fuel Type: Other
 Previous Request(s): Has this item been requested in a prior biennial budget request? No
 If yes, identify the biennium/biennia, the project name(s), and the Cabinet/Agency.

PROJECT BUDGET
 Has this project been reviewed by the Department for Facilities and Support Services?

Fund Source	Requested FY 2015-16	Requested FY 2016-17	Requested FY 2017-18	Requested Total
Bond Funds	0	0	0	1,800,000
Total Funds	0	0	0	1,800,000

Cost Elements




Site Survey/Preparation	0	0	0	25,000
Project Design	0	0	0	65,000
Construction Costs	0	0	0	1,680,000
Total Costs	0	0	0	1,800,000

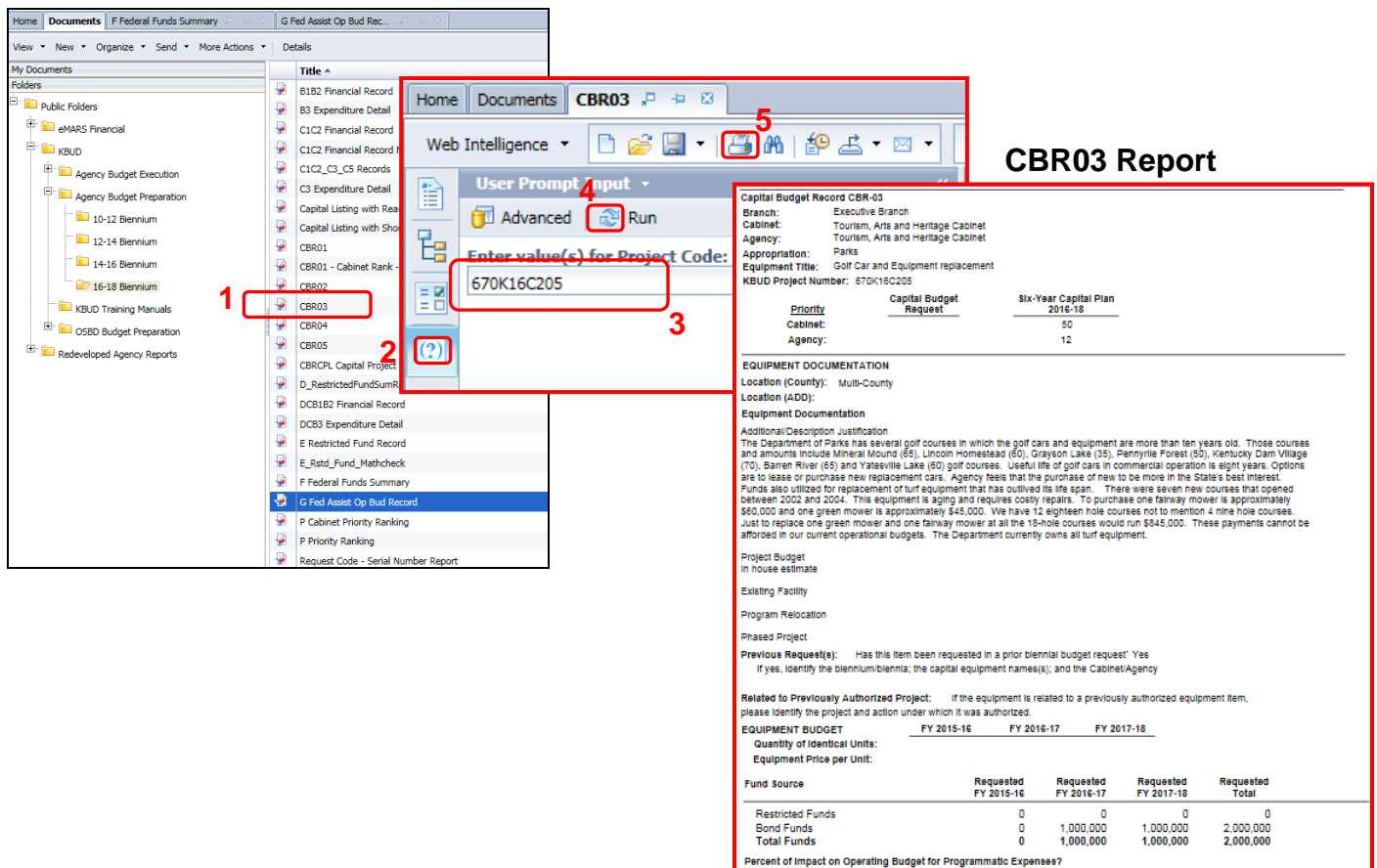
 Completion Date: be / land

Method of Procurement (Acquisitions Only): Purchase

IMPACT ON OPERATING BUDGET

Fund Source	FY1 Amount	FY2 Amount	FY3 Amount	FY4 Amount	FY5 Amount
Total Costs	0	0	0	0	0
	0	0	0	0	0

- In this scenario, we will run the CBR03 Capital Project Report for Capital Equipment Project 670K16C205, Golf Car and Equipment replacement. The CBR03 Report will need to be created for each of the Capital Equipment projects.
 1. Double click on the CBR03 Report to open up the report
 2. Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
 3. Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K16C205
 4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR03 Report

Capital Budget Record CBR-03

Branch: Executive Branch
 Cabinet: Tourism, Arts and Heritage Cabinet
 Agency: Tourism, Arts and Heritage Cabinet
 Appropriation: Parks
 Equipment Title: Golf car and Equipment replacement
 KBUD Project Number: 670K16C205

Priority	Capital Budget Request	Six-Year Capital Plan 2016-18
Cabinet:		50
Agency:		12

EQUIPMENT DOCUMENTATION

Location (County): Multi-County
 Location (ADD):

Equipment Documentation

Additional/Description Justification
 The Department of Parks has several golf courses in which the golf cars and equipment are more than ten years old. Those courses and amounts include Mineral Lound (85), Lincoln Homesteads (60), Grayson Lake (35), Pennyville Forest (50), Kentucky Dam Village (70), Sarren River (85) and Yatesville Lake (50) golf courses. Useful life of golf cars in commercial operation is eight years. Options are to lease or purchase new replacement cars. Agency feels that the purchase of new to be more in the State's best interest. Funds also utilized for replacement of turf equipment that has outlived its life span. There were seven new courses that opened between 2002 and 2004. This equipment is aging and requires costly repairs. To purchase one fairway mower is approximately \$60,000 and one green mower is approximately \$45,000. We have 12 eighteen hole courses not to mention 4 nine hole courses. Just to replace one green mower and one fairway mower at all the 18-hole courses would run \$845,000. These payments cannot be afforded in our current operational budgets. The Department currently owns all turf equipment.

Project Budget
 In house estimate

Existing Facility

Program Relocation

Phased Project




Previous Request(s): Has this item been requested in a prior biennial budget request? Yes
 If yes, identify the biennial/biennia; the capital equipment name(s); and the Cabinet/Agency

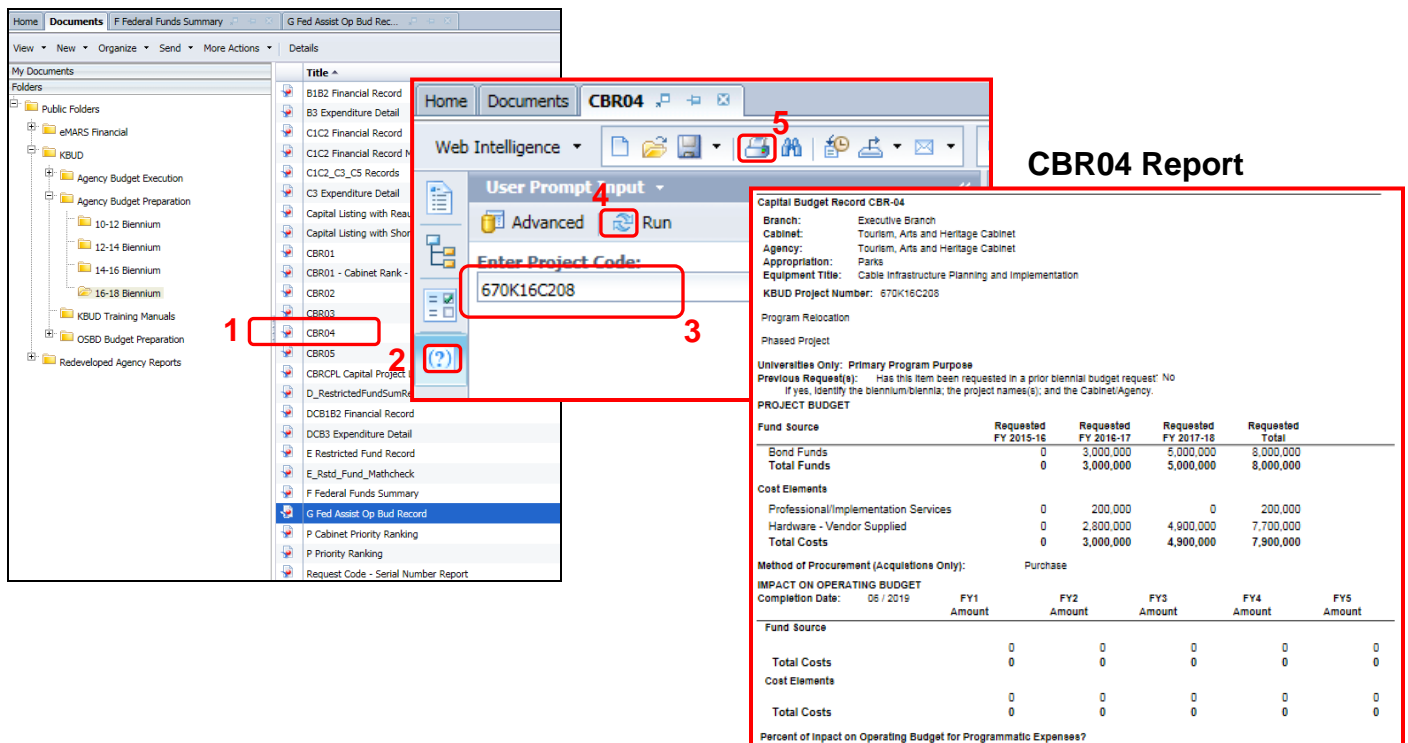
Related to Previously Authorized Project: If the equipment is related to a previously authorized equipment item, please identify the project and action under which it was authorized.

EQUIPMENT BUDGET

	FY 2015-16	FY 2016-17	FY 2017-18	
Quantity of Identical Units:				
Equipment Price per Unit:				
Fund Source	Requested FY 2015-16	Requested FY 2016-17	Requested FY 2017-18	Requested Total
Restricted Funds	0	0	0	0
Bond Funds	0	1,000,000	1,000,000	2,000,000
Total Funds	0	1,000,000	1,000,000	2,000,000

Percent of Impact on Operating Budget for Programmatic Expenses?

- In this scenario, we will run the CBR04 Capital Project Report for Capital Information Technology System Project 670K16C208, Cable Infrastructure Planning and Implementation. The CBR04 Report will need to be created for each of the Capital Information Technology System projects.
 1. Double click on the CBR04 Report to open up the report
 2. Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
 3. Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K16C208
 4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR04 Report

Capital Budget Record CBR-04

Branch: Executive Branch
 Cabinet: Tourism, Arts and Heritage Cabinet
 Agency: Tourism, Arts and Heritage Cabinet
 Appropriation: Parks
 Equipment Title: Cable Infrastructure Planning and Implementation
 KBUD Project Number: 670K16C208

Program Relocation
 Phased Project

Universities Only: Primary Program Purpose
 Previous Request(s): Has this item been requested in a prior biennial budget request: No
 If yes, identify the biennium/biennia; the project name(s); and the Cabinet/Agency.

PROJECT BUDGET

Fund Source	Requested FY 2015-16	Requested FY 2016-17	Requested FY 2017-18	Requested Total
Bond Funds	0	3,000,000	5,000,000	8,000,000
Total Funds	0	3,000,000	5,000,000	8,000,000
Cost Elements				
Professional/Implementation Services	0	200,000	0	200,000
Hardware - Vendor Supplied	0	2,800,000	4,900,000	7,700,000
Total Costs	0	3,000,000	4,900,000	7,900,000

Method of Procurement (Acquisitions Only): Purchase

IMPACT ON OPERATING BUDGET

Completion Date: 05 / 2019

Fund Source	FY1 Amount	FY2 Amount	FY3 Amount	FY4 Amount	FY5 Amount
Total Costs	0	0	0	0	0
Cost Elements					
Total Costs	0	0	0	0	0

Percent of Impact on Operating Budget for Programmatic Expenses?

- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the Capital Budget Requests reports required for your budget submission.

Section 7 Off Budget Fund Form

Section 7.1 Budget Form Overview

The KBUD dimension table and budget form used to create your Off Budget Fund Requests are the Off Budget Fund Maintenance Dimension and the 1618_OFFBUD_FUND, Off Budget Funds form. These two tools along with a FY14 and FY15 History load into KBUD are all the components necessary to produce the Off-Budget Fund Record Report. The narrative data entered in the Off Budget dimension table along with the numerical budget data entered on the agency's 1618_OFFBUD_FUND forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

Dimension (Off Budget Fund Maintenance)

Off-Budget Fund Record Report

2016-2018 Kentucky Branch Budget
Operating Budget Request: Off-Budget Fund Record
All requested columns rounded to nearest \$100

OPERATING BUDGET OFF-BUDGET FUND RECORD

Governmental Branch: Executive Branch Agency: Finance and Administration
Cabinet: Finance and Administration Appropriation: General Administration

I. FUND SOURCE DATA
Fund Name: Fire & Tornado Fund
eMARS Fund Code: 3802
Legal Authority Citation: KRS 222.2222
Restricted Uses (Yes/No): Yes

II. OFF BUDGET FUNDS DESCRIPTION:
This fund is used to help with fire and tornado disasters.

III. OFF-BUDGET FUNDS BUDGETS SUMMARY

	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
(A) Resources:					
Balance Forward (Off Budget)	1,119,357	1,926,205	2,749,000	3,549,000	1,349,000
Current Receipts (Off Budget)	21,755,513	14,753,957	14,800,000	14,800,000	14,800,000
Non-Revenue Receipts (Off Budget)	-2,940,470	4,447,439	4,500,000	4,500,000	4,500,000
Total Resources	19,934,400	21,127,600	22,049,000	22,849,000	20,649,000
(B) Expenditures:					
Expenditures (Off Budget)	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000
Total Expenditures	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000

Dimension Data

Historical Data

Budget Totals

1618_OFFBUD_FUND Form

Line	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	OBALFOR	R	2,749,000	3,549,000	1,349,000
2	OCURREC	R	14,800,000	14,800,000	14,800,000
3	ONONREV	R	4,500,000	4,500,000	4,500,000
4	OEXPENDITURES	E	18,500,000	21,500,000	20,000,000
Totals			-3,549,000	-1,349,000	-649,000

Numerical Budget Data



Off Budget Fund Form

The 2016-2018 Budget Instructions requires agencies to complete an Off Budget Fund Budget Request the Appropriation Unit Level, to record each Off Budget Account assigned to an agency.

In KBUD, the 1618_OFFBUD_FUND form will be used to produce your agency's Off Budget Fund Budget Request.

Off Budget Fund Budget Request Form

Code	Name
 1618_OFFBUD_FUND	Off Budget Funds


The 1618_OFFBUD_FUND Budget Request form contains multiple tabs:

- Edit Budget Request
- Off Budget Funds
- Document Management (NOT USED)

1618_OFFBUD_FUND Form with Multiple Tabs

Edit Budget Request
Off Budget Funds
Document Management

[Expand All](#) | [Collapse All](#)


Budget Request Details 

Request Code: * Name:
Form:
* Stage:

Reason For Change

Reason Description:

Budget Request Information

Dimensions 

Off Budget Fund:



Section 7.2 *Creating an Off Budget Fund Budget Request*

This section includes an overview of the Off Budget Fund Budget Request creation process along with the detailed instructions to create an Off Budget Fund Budget Request required by the 2016-2018 Budget Instructions.

Section 7.2.1 *Process Overview*

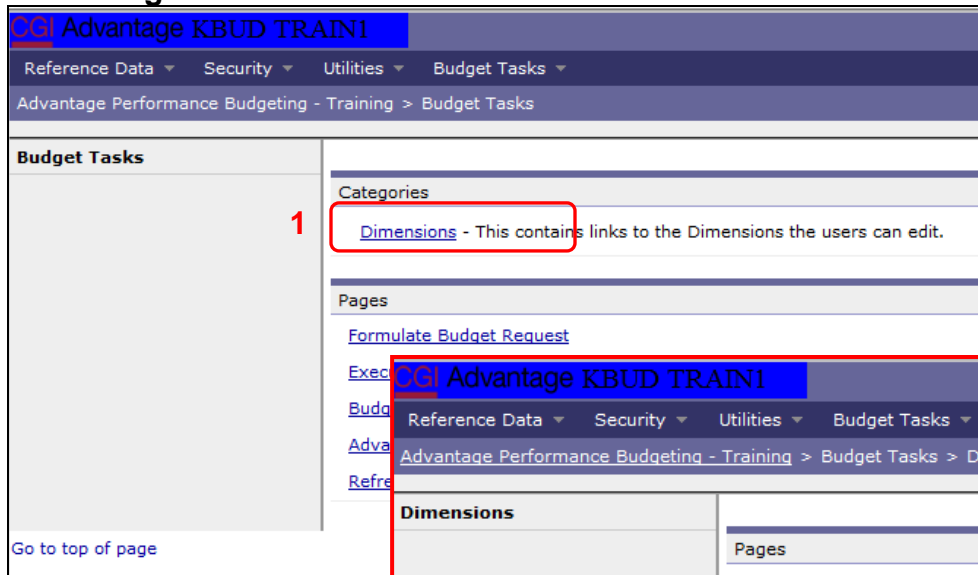
The following is a summarized description of the steps involved in the process to create an Off Budget Fund in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Off Budget Fund Maintenance Dimension table to update the information to one of the pre-defined Off Budget Fund dimensions
- 2) Navigate to the Budget Layout Selection Page to choose the 1618_OFFBUD_FUND Budget Request form
- 3) Create an instance of the 1618_OFFBUD_FUND Budget Request form for an ABR
- 4) Manually enter the appropriate budget lines (data) into the Off Budget Funds tab
- 5) Login to KBUD Reports (EBI) and navigate to the 16-18 Biennium folder to run and/or print the necessary Off Budget Fund budget request report necessary for official budget submission to GOPM

Section 7.2.2 Login to KBUD and Navigate to the Off Budget Fund Dimension Table and Update the Dimension

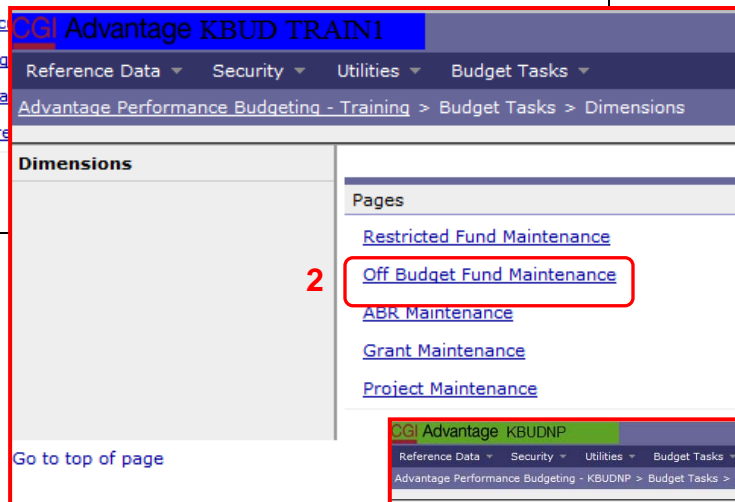
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the Off Budget Fund Maintenance Link. The Off Budget Fund Maintenance page will appear.

Home Page



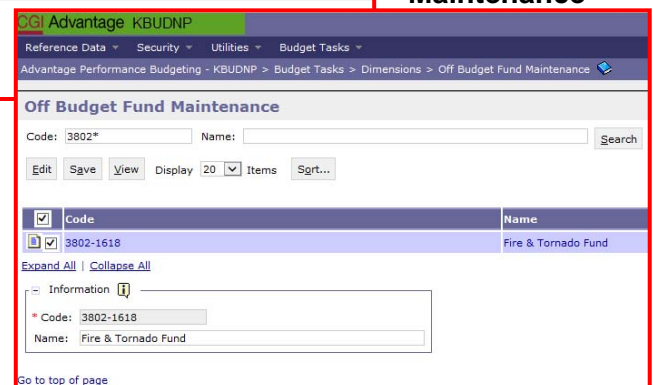
The screenshot shows the KBUD Home Page. The breadcrumb trail is: Advantage Performance Budgeting - Training > Budget Tasks. Under the 'Budget Tasks' section, there is a 'Categories' list with a link for 'Dimensions - This contains links to the Dimensions the users can edit.' This link is circled in red and labeled with a red '1'.

Dimensions



The screenshot shows the 'Dimensions' page. The breadcrumb trail is: Advantage Performance Budgeting - Training > Budget Tasks > Dimensions. Under the 'Pages' section, there is a link for 'Off Budget Fund Maintenance' circled in red and labeled with a red '2'. Other links include 'Restricted Fund Maintenance', 'ABR Maintenance', 'Grant Maintenance', and 'Project Maintenance'.

Off Budget Fund Maintenance

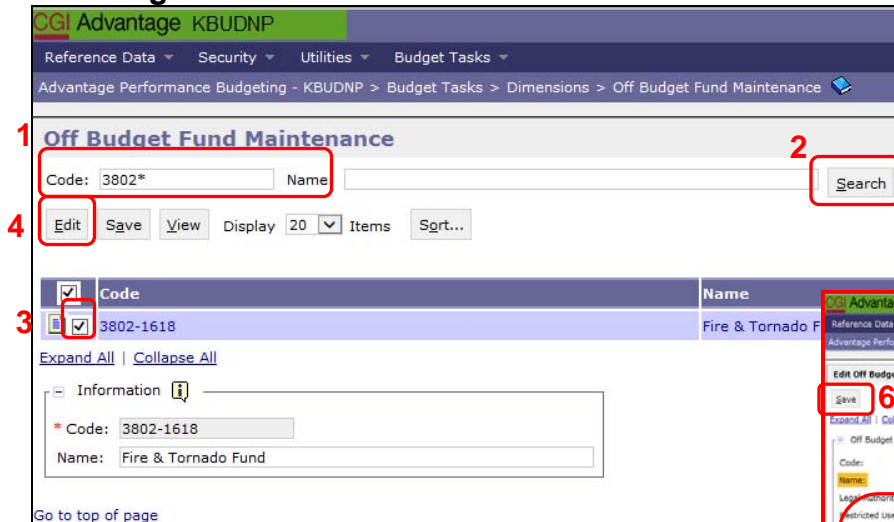


The screenshot shows the 'Off Budget Fund Maintenance' page. The breadcrumb trail is: Advantage Performance Budgeting - KBUDNP > Budget Tasks > Dimensions > Off Budget Fund Maintenance. The page displays a table with columns for 'Code' and 'Name'. One entry is highlighted: Code: 3802-1618, Name: Fire & Tornado Fund. Below the table, there is an 'Information' section with a search bar for the code and name.

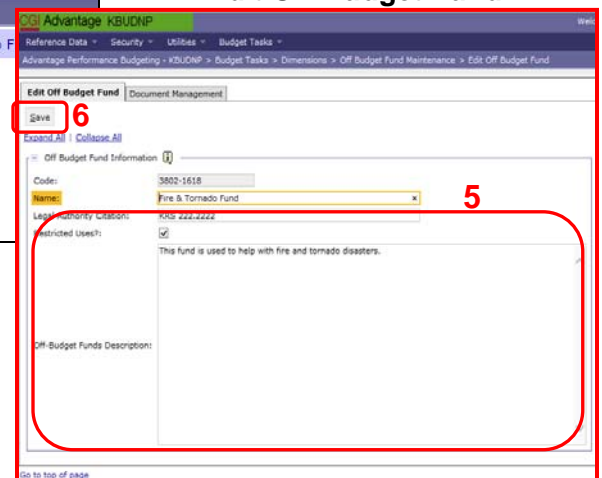
From the Dimension Off Budget Fund Maintenance page, you can search and view all the Off Budget Fund codes by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all the Off Budget Funds available based on your security. You can also narrow your search for a specific Off Budget Fund by following these steps:

1. Enter the Off Budget Fund's Code in the Code textbox
2. Click the Search button to search for the Off Budget Fund (If no records are returned, you need to redefine your search)
3. Check the checkbox next to the record you want to edit
4. Click the Edit button and the Edit Off Budget Fund Dimension will appear

Off Budget Fund Maintenance



Edit Off Budget Fund



5. Update any of the Off Budget Fund information not greyed out
6. Click the Save button and you should receive the Action was successful message.

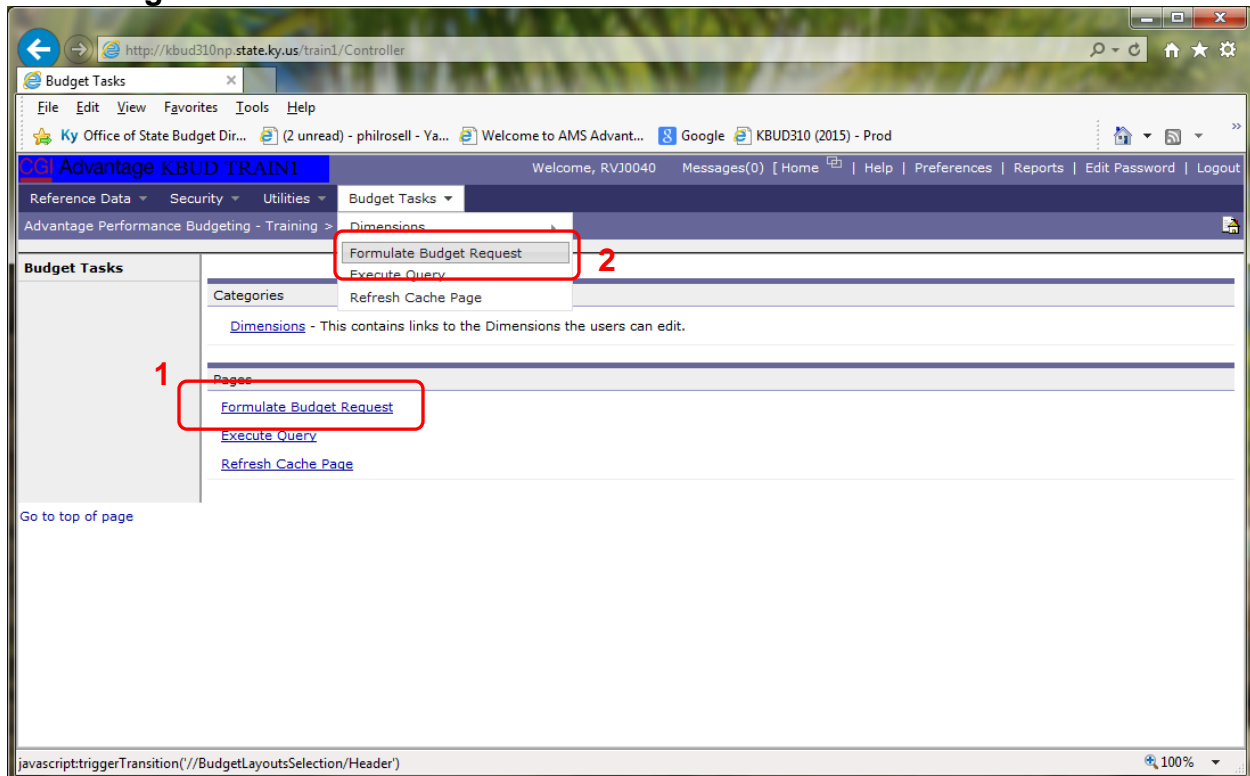


- Repeat the previous process to update each of the agency's Off Budget Fund.

Section 7.2.3 Navigate to the Budget Layout Page to choose the 1618_OFFBUD_FUND Budget Request Form

- From the Home page, you can navigate to the KBUD forms in two ways:
 1. Click the Formulate Budget Request link under the Pages heading, or
 2. Click on the Budget Tasks on the menu bar and select Formulate Budget Request. The Budget Layout Selection page will appear.

Home Page





Off Budget Fund Form

- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 1618_OFFBUD_FUND form by clicking on the corresponding blue link. The Select Budget Request page will appear.

Budget Layout Selection Page

Advantage KBUD TRAIN1

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Budget Layout Selection

Budget Layout Selection

Code: Name:

Layout Type:

Display Items

Item Page: 1 2

Code	Name
1618_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
1618_OFFBUD_FUND	Off Budget Funds
1618_CAPITAL_EXPEND	Capital Request Expenditures
1618_CAPITAL_FUND	Capital Request by Fund Source
1618_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget
1618_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form
1618_G	G Federal Assistance Form

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1618_OFFBUD_FUND) you have created. However, when the page initially loads up, there will be **NO ITEMS TO DISPLAY**, even if you have previously created an instance of the form. This is normal until you either create a new form or do a search for a previously created form.

Select Budget Request Page (1618_OFFBUD_FUND Form)

Advantage KBUD TRAIN1

Welcome, MGJ0011 Messages(0) [Home | Help | Preferences | Reports]

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: Request Code: Stage: Archive View:

Layout Type: Name:

[Off Budget Fund:](#)

Display Items

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			



Off Budget Fund Form

From the Select Budget Request page, you can do all of the following functions:

1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or Off Budget Fund by typing in the information in the textboxes and clicking the Search button (* is the wildcard) and the instances that match your parameters will appear (NOTE: Once a form moves past Stage 2 in the KBUD process, agencies will no longer see this form in their search results)
2. Use the New feature to create a new instance of this specific form
 - Click the New button and the Create Budget Request page will appear to allow you to create a new instance of the form
3. Use the Edit feature to edit an existing instance of this specific form
 - Click the checkbox of the form instance you wish to edit, click the Edit button and the form will appear in the edit mode
4. Use the View feature to only view (no editing) an existing instance of this specific form
 - Click the checkbox of the form instance you wish to view, click the View button and the form will appear in the view mode
5. Use the Delete/Save feature to delete an existing instance of this specific form
 - Click the checkbox(es) of the form(s) instances you wish to delete, click the Delete button to mark the form(s) for deletion, click the Save button to finalize the deletion of the form(s), and they will be **permanently** deleted (NOTE: You cannot delete a form if there are active budget lines within the form. You will receive an error message. You have to first edit the form and delete all budget lines within all tabs and then perform the deletion procedure)

Select Budget Request Page (1618 OFFBUD FUND Forms)

The screenshot shows the 'Select Budget Request' interface. A red box labeled '1' highlights the search filters: Request Code, Name, Off Budget Fund, Stage, and Archive View. Below the filters are buttons labeled 'New', 'Edit', 'View', 'Delete', and 'Save', with red numbers '2', '3', '4', and '5' above them. A table at the bottom shows search results for 'Fire & Tornado Fund'.

Request Code	Name	Stage	Off Budget Fund
1709	Fire & Tornado Fund		3802-1618



Section 7.2.4 Creating the Off Budget Fund Budget Request Form

In this section, we will continue from the previous section to create an Off Budget Fund Budget Request Form for Off Budget fund 3802, Fire & Tornado Fund.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 1618_OFFBUD_FUND form.

Select Budget Request Page (1618_OFFBUD_FUND Form)

Advantage KBUD TRAIN | Welcome, MGJ0011 | Messages(0) | Home | Help | Preferences | Reports

Reference Data - Security - Utilities - Budget Tasks -

Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Layout Code: 1618_OFFBUD_FUND Request Code: Stage: 1 Archive View: False Search

Layout Type: Generic Name:

Off Budget Fund:

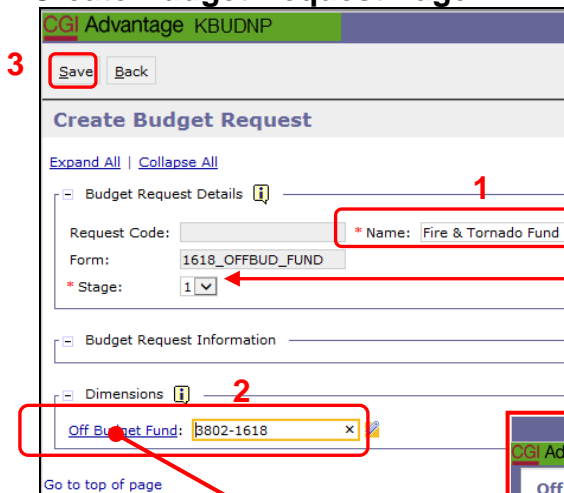
New Edit View Delete Save Display 100 Items Sort...

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

From the Create Budget Request page, you will need to complete these four primary steps:

1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form. Also you cannot reuse the exact name of a previous created form. You will receive an error message if you do reuse the name. It is the form name that makes it an unique instance of the form)
2. Fill in the Off Budget Fund textbox There are two ways to fill in the textbox: 1) Type in the correct Off Budget Fund code, or 2) click on the blue Off Budget Fund link to pull up a Off Budget Fund Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Off Budget Fund code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the 3802-1618
3. Click the Save button, and the new form with all its appropriate tabs will be created

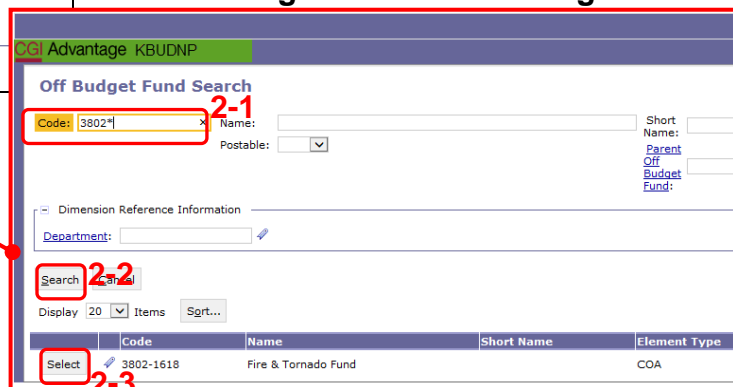
Create Budget Request Page



The screenshot shows the 'Create Budget Request' page. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the 'Name' field containing 'Fire & Tornado Fund'. A red box labeled '2' highlights the 'Off Budget Fund' dropdown menu showing '3802-1618'. A red box labeled '2-1' highlights the 'Code' field containing '3802*'. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button for the '3802-1618' entry in the search results table.

Stage should always be set to 1 by the agencies. GOPM will move the forms to Stage 2 when needed.

Off Budget Fund Search Page



The screenshot shows the 'Off Budget Fund Search' page. A red box labeled '2-1' highlights the 'Code' field containing '3802*'. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button for the '3802-1618' entry in the search results table.

Code	Name	Short Name	Element Type
3802-1618	Fire & Tornado Fund		COA

Section 7.2.5 Entering Budget Data in the 1618_OFFBUD_FUND Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 1. Click on the Off Budget Funds tab (NOTE: You can now add your Sources of Funds and Expenditure budget objects and budget data)
 2. Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this Off Budget Fund. Enter a separate budget line for each budget object required by the 2016-2018 Budget Instructions)
 3. Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 4. Once you have finished entering all your budget lines for this tab, click the Save button

New 1618_OFFBUD_FUND Form for 3802-1618

Off Budget Funds Tab

Budget Object Search

Code	Name	Short Name	Object Type	Element Type	Par
Select	OBALFOR	Balance Forward (Off Budget)	Balance Forward (Off Bud Form)	Revenue	COA
Select	OCURREC	Current Receipts (Off Budget)	Current Recs (Off Budget)	Revenue	COA
Select	ONONREV	Non-Revenue Receipts (Off Budget)	Non-Revenue Rec (Off Bud)	Revenue	COA
Select	EXPENDITURES	Expenditures (Off Budget)	Expenditures (Off Budget)	Expense	COA



Off Budget Fund Form

- Continue this same process until you have completed the form.
- Ensure the necessary budget lines include budget data for each budget object. You can reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects.

Edit Budget Request | **Off Budget Funds** | Document Management

Budget Request Summary ⓘ

Layout Code: 1618_OFFBUD_FUND Type: Generic Request Code: 1709 Request Name: Fire & Tornado Fund
Off Budget Fund: 3802-1618

Refresh Zero Out Display Sub Total: Select Model:

New Line Copy Line Delete Line Export Import Audit Trail View Graph Sgrt... View as CSV

Summary						
<input type="checkbox"/>	Line	Budget Object		FY 15-16	FY 16-17	FY 17-18
<input type="checkbox"/>	1	OBALFOR	R	2,749,000	3,549,000	1,349,000
<input type="checkbox"/>	2	OCURREC	R	14,800,000	14,800,000	14,800,000
<input type="checkbox"/>	3	ONONREV	R	4,500,000	4,500,000	4,500,000
<input type="checkbox"/>	4	OEXPENDITURES	E	18,500,000	21,500,000	20,000,000
Totals				-3,549,000	-1,349,000	-649,000

Page 1 of 1 Show 20 rows per page

- Once the dimension has been updated and the 1618_OFFBUD_FUND form has been completed for each Off Budget Fund, the associated reports can be created and printed.

Section 7.2.6 Login to KBUD Reports (EBI) to Access Off Budget Fund Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 16-18 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the dimension table we updated and the 1618_OFFBUD_FUND form we created in the previous sections for Off Budget Fund 3802 to the Off-Budget Fund Record Report. You can directly trace the dimension data to the data heading on the report. You can also trace the form's budget data amounts to the budget totals on the report.

Dimension (Off Budget Fund Maintenance)

Off-Budget Fund Record Report

2016-2018 Kentucky Branch Budget
Operating Budget Request: Off-Budget Fund Record
All requested columns rounded to nearest \$100

OPERATING BUDGET OFF-BUDGET FUND RECORD
Governmental Branch: Executive Branch Agency: Finance and Administration
Cabinet: Finance and Administration Appropriation: General Administration

I. FUND SOURCE DATA
Fund Name: Fire & Tornado Fund
eMARS Fund Code: 3802
Legal Authority Citation: KRS 222.2222
Restricted Uses (Yes/No): Yes

II. OFF BUDGET FUNDS DESCRIPTION:
This fund is used to help with fire and tornado disasters.

III. OFF-BUDGET FUNDS BUDGETS SUMMARY

	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2015 - 16	Requested FY 2016 - 17	Requested FY 2017 - 18
(A) Resources:					
Balance Forward (Off Budget)	1,119,257	1,926,205	2,749,000	3,549,000	1,349,000
Current Receipts (Off Budget)	21,755,513	14,753,957	14,800,000	14,800,000	14,800,000
Non-Revenue Receipts (Off Budget)	-2,940,470	4,447,439	4,500,000	4,500,000	4,500,000
Total Resources	19,934,400	21,127,600	22,049,000	22,849,000	20,649,000
(B) Expenditures:					
Expenditures (Off Budget)	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000
Total Expenditures	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000

1618_OFFBUD_FUND Form

Layout Code: 1618_OFFBUD_FUND Type: Generic Request Code: 1709 Request Name: Fire & Tornado Fund
Off Budget Fund: 3802-1618

Summary

Line	Budget Object		FY 15-16	FY 16-17	FY 17-18
1	OBALFOR	R	2,749,000	3,549,000	1,349,000
2	OCURREC	R	14,800,000	14,800,000	14,800,000
3	ONONREV	R	4,500,000	4,500,000	4,500,000
4	OEXPENDITURES	E	18,500,000	21,500,000	20,000,000
Totals			-3,549,000	-1,349,000	-649,000

Historical Data Budget Totals

Numerical Budget Data

- In this scenario, we will run the Off Budget Fund Record report for Off Budget Fund 3802 required for your budget submission.

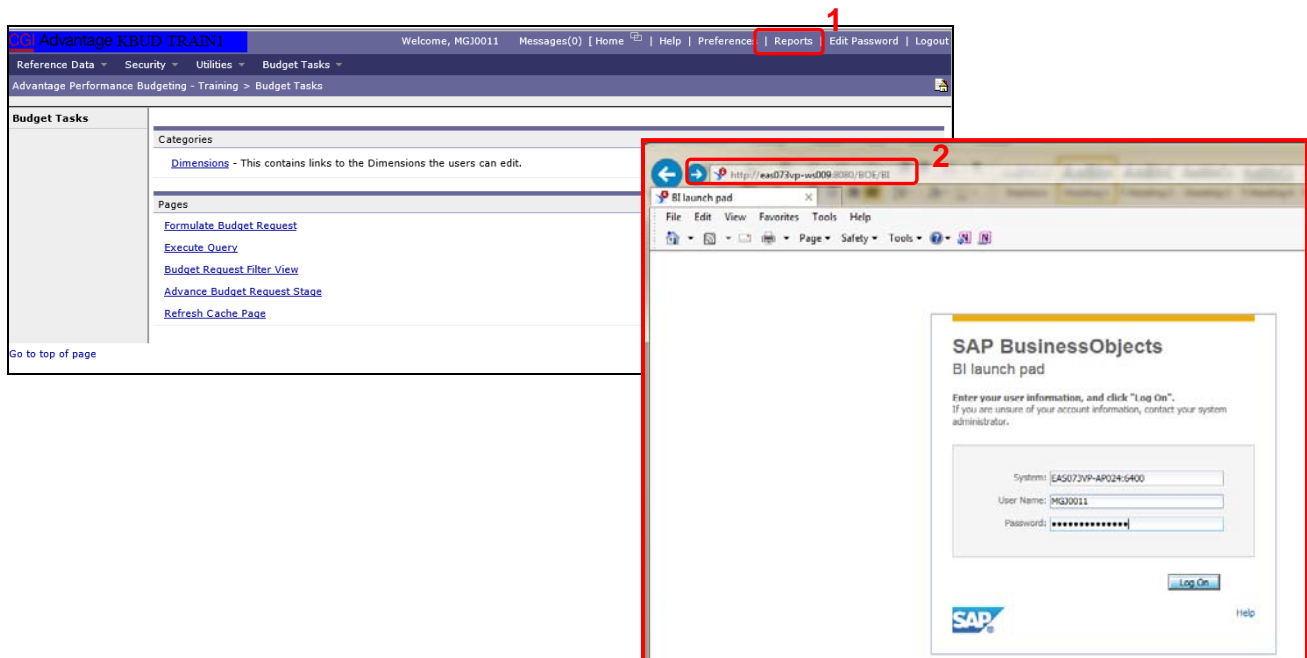
Required Off Budget Fund Report

- Off-Budget Fund Record Report (Run this report for each individual Fund)

Supportive ABR Report

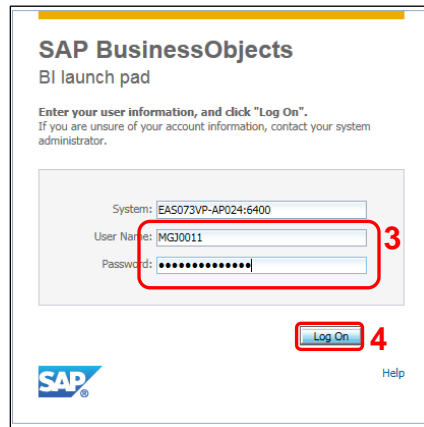
(NONE)

- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 - Either click on the Report link located in the KBUD application to access the webpage, or
 - Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>



The image shows two screenshots illustrating the process of accessing the SAP BusinessObjects BI launch pad. The left screenshot shows the KBUD application interface with the 'Reports' menu item highlighted by a red box and a red number '1'. The right screenshot shows a web browser window with the URL <http://eas073vp-ws009:8080/BOE/BI> in the address bar, also highlighted by a red box and a red number '2'. The browser displays the SAP BusinessObjects BI launch pad login page, which includes a 'Log On' button and a 'Help' link.

3. Enter your eMARS User ID in the User Name textbox and your password
4. Click on the Log On button



SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

System: EA5073VP-AP024:6400

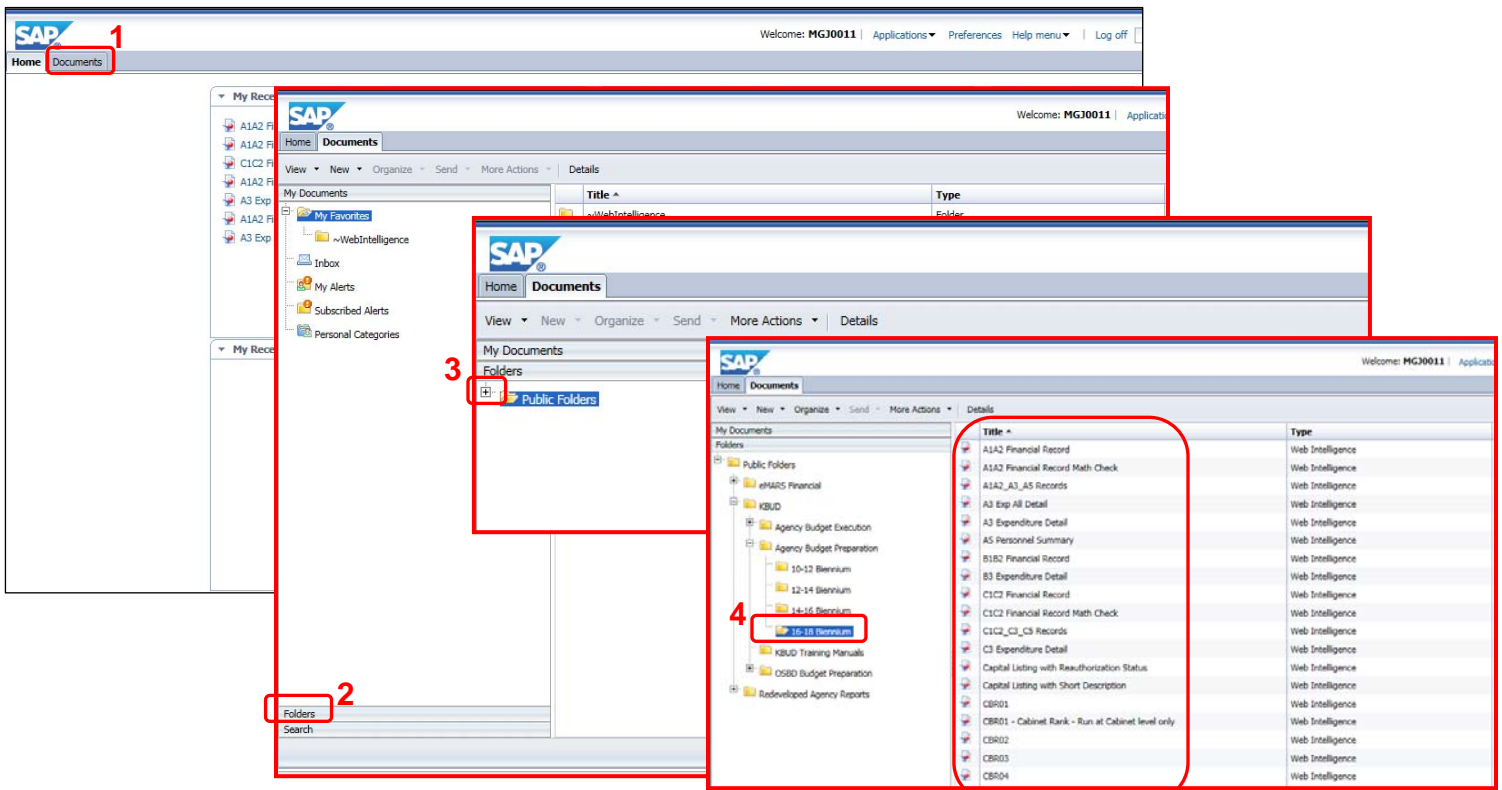
User Name: MGJ0011

Password:

Log On

SAP Help


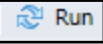

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page

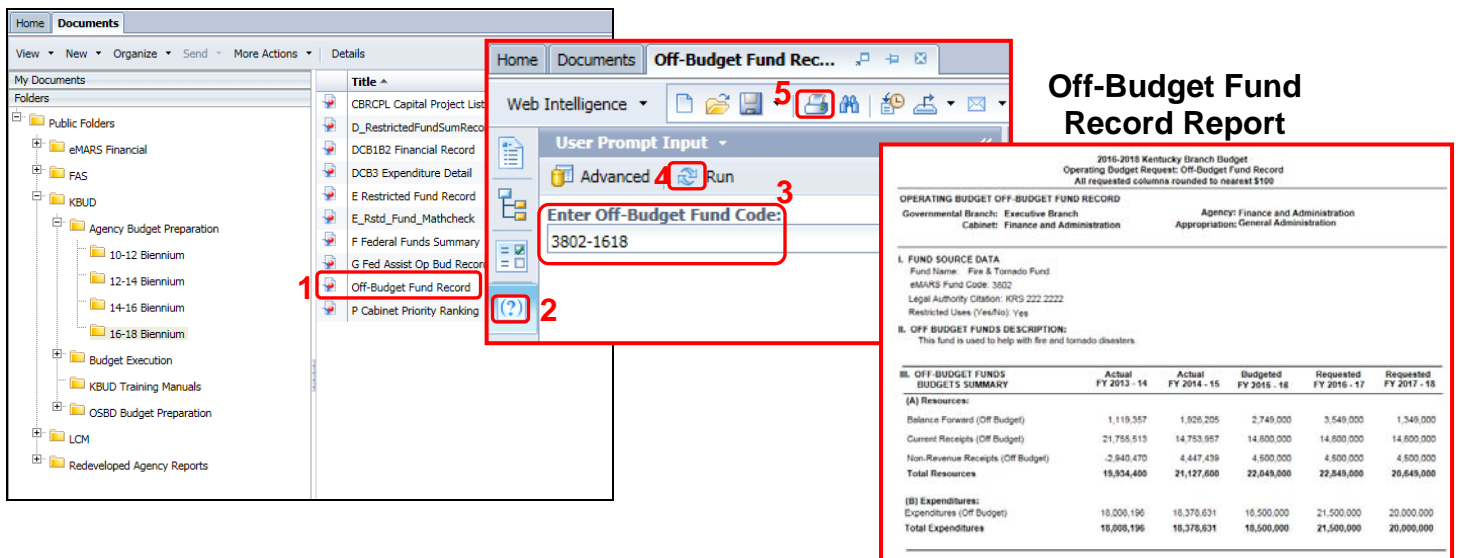


The screenshots show the following steps:

- 1:** The 'Documents' tab is selected in the top navigation bar.
- 2:** The 'Folders' bar at the bottom of the page is clicked.
- 3:** The 'Public Folders' tree is expanded to show the folder structure.
- 4:** The '16-18 Biennium' folder is selected, displaying a list of reports on the right side of the page.

Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B3B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C1_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR02	Web Intelligence
CBR03	Web Intelligence
CBR04	Web Intelligence

- In this scenario, we will run and print the Off-Budget Fund Record Report for the 3802-1618. You will need to repeat this process for each Off Budget Fund.
 1. Double click on the Off-Budget Record Report to open up the report
 2. Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
 3. Enter the required parameter/variable into the Off-Budget Fund Code text box. In this scenario, we will enter the Off-Budget code 3802-1618
 4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



Off-Budget Fund Record Report

2016-2018 Kentucky Branch Budget					
Operating Budget Request: Off-Budget Fund Record					
All requested columns rounded to nearest \$100					
OPERATING BUDGET OFF-BUDGET FUND RECORD					
Governmental Branch: Executive Branch		Agency: Finance and Administration			
Cabinet: Finance and Administration		Appropriation: General Administration			
I. FUND SOURCE DATA					
Fund Name: Fire & Tornado Fund					
eMARS Fund Code: 3802					
Legal Authority Citation: KRS 222.2222					
Restricted Users (Yes/No): Yes					
II. OFF BUDGET FUNDS DESCRIPTION:					
This fund is used to help with fire and tornado disasters.					
III. OFF-BUDGET FUNDS BUDGETS SUMMARY					
	Actual FY 2013 - 14	Actual FY 2014 - 15	Budgeted FY 2016 - 18	Requested FY 2016 - 17	Requested FY 2017 - 18
(A) Resources:					
Balance Forward (Off Budget)	1,119,357	1,926,205	2,749,000	3,549,000	1,349,000
Current Receipts (Off Budget)	21,755,513	14,753,957	14,800,000	14,800,000	14,800,000
Non-Revenue Receipts (Off Budget)	-2,840,470	4,447,439	4,500,000	4,500,000	4,500,000
Total Resources	19,934,400	21,127,601	22,049,000	22,849,000	20,649,000
(B) Expenditures:					
Expenditures (Off Budget)	18,006,196	16,376,631	16,500,000	21,500,000	20,000,000
Total Expenditures	18,006,196	16,376,631	16,500,000	21,500,000	20,000,000

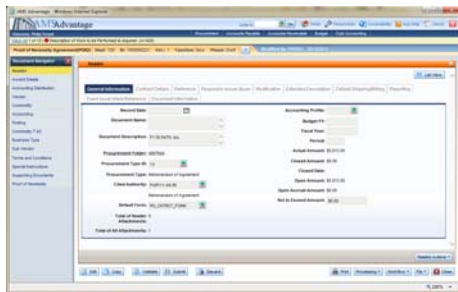
- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the Off Budget Budget Requests report required for your budget submission.

Section 8 History Changes

Section 8.1 History Change Overview

The historical data reflected in 2016-2018 Baseline Reports include the FY 2013-14 and FY 2014-15 Actual columns. The display of this historical data on the Baseline Reports is required by the budget instructions and is a helpful reference for creating the Baseline Budget Request for FY17 and FY18. The revenue and expenditure data used to populate these columns are transferred electronically from eMARS and loaded into KBUD. This historical data is loaded into the appropriate KBUD Program code exactly as it was posted in the eMARS Financial System. In KBUD, the source of funds could have been allotted for a specific program, but the actual expenditures may have occurred under a different program for various reasons. When this occurs, a source of funds and/or expenditure adjustment to each of the affected KBUD Programs' historical data is required to ensure the actual amounts are truly reflected on the Baseline Reports for the budgeted programs. Therefore, it is highly recommended to complete all the necessary History Changes prior to beginning work on the Baseline Budget Request.

eMARS



eMARS Database

FY14	FY15	FY16	FY17	FY18
6200	131	2,213,779.61	810,938,490.34	601,079,760.25
2100	2101	670	38,236,932.49	375,000.00
2100	2102	670	333,876.79	1,770,000.00
2100	2103	670	199,434.91	131,454.63
2100	2105	670	1,742,430.54	27,362.67
2100	2106	210	43,021,349.37	5,008.17
1300	1300V	165	51,584.62	348,296.56
1300	1300V	155	27,872.62	445,949.05
1300	1300V	155	443,116.60	62,317.00
1300	1301	150	938,135.97	600,162.08
1300	1304	130	7,670.00	18,108.28
1300	1304	135	411,913.72	322,671.84
1300	1304	135	42,637.11	99,992.33
1300	1304	130	5,962,013.92	5,474,114.52
2400	2400	129	6,020,139.63	343,013.46
1300	1307	150	308,018.94	336,516.60
1300	1307	150	2,549,111.58	3,188,146.44
1300	1307	150	1,837,811.06	712,763.23
1300	1307	150	1,568,404.25	1,102,020.42
1300	1307	150	30,000.00	15,963.00
1300	1307	150	76,902.86	48,213.69
1300	1307	150	374,056.90	3,011.19
1300	1307	150	57,549.70	93,589.13
1300	1307	150	4,168,113.48	13,772.80
1300	1307	150	6,500,357.30	56,335.46
1300	1307	150	4,252,987.89	13,604.17
1300	1307	150		587,422.88

Transactions

FY14 & FY 15 Actual Data

FY14 & FY15 History Data Load to KBUD Database

FY14	FY15	FY16	FY17	FY18
6200	131	2,213,779.61	810,938,490.34	601,079,760.25
2100	2101	670	38,236,932.49	375,000.00
2100	2102	670	333,876.79	1,770,000.00
2100	2103	670	199,434.91	131,454.63
2100	2105	670	1,742,430.54	27,362.67
2100	2106	210	43,021,349.37	5,008.17
1300	1300V	165	51,584.62	348,296.56
1300	1300V	155	27,872.62	445,949.05
1300	1300V	155	443,116.60	62,317.00
1300	1301	150	938,135.97	600,162.08
1300	1304	130	7,670.00	18,108.28
1300	1304	135	411,913.72	322,671.84
1300	1304	135	42,637.11	99,992.33
1300	1304	130	5,962,013.92	5,474,114.52
2400	2400	129	6,020,139.63	343,013.46
1300	1307	150	308,018.94	336,516.60
1300	1307	150	2,549,111.58	3,188,146.44
1300	1307	150	1,837,811.06	712,763.23
1300	1307	150	1,568,404.25	1,102,020.42
1300	1307	150	30,000.00	15,963.00
1300	1307	150	76,902.86	48,213.69
1300	1307	150	374,056.90	3,011.19
1300	1307	150	57,549.70	93,589.13
1300	1307	150	4,168,113.48	13,772.80
1300	1307	150	6,500,357.30	56,335.46
1300	1307	150	4,252,987.89	13,604.17
1300	1307	150		587,422.88

A1A2 Financial Record Report

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
History Data					
OPERATING BUDGET RECORD A1/A2					
Governmental Branch: Executive Branch					
Cabinet: Finance and Administration					
Unit: Facility Development and Efficiency					
Unit:					
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	6,215,300	5,618,900	0	0	0
State Salary and Compensation Allocator	22,400	0	0	0	0
Total General Fund	6,237,700	5,618,900	0	0	0
Restricted Funds					
Balance Forward	0	1,360,727	0	0	0
New Revenue Receipts	1,632,619	2,127,254	0	0	0
Total Restricted Funds	1,632,618	3,487,982	0	0	0
TOTAL SOURCE OF FUNDS	7,870,318	9,106,882	0	0	0
EXPENDITURES BY CLASS					
Personnel Costs	4,455,106	4,824,447	0	0	0
Operating Expenses	426,594	467,455	0	0	0
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932	0	0	0
EXPENDITURES BY FUND SOURCE					
General Fund	3,289,081	3,164,678	0	0	0
Restricted Funds	1,632,619	2,127,254	0	0	0
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932	0	0	0
EXPENDITURES BY UNIT					
0	0	0	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0



History Changes

- In the example below, before the history change is made, Program 785DFCX_PG does not have any General Fund Appropriations (Source of Funds) in historical years FY14 or FY15, yet the historical data does show General Fund Expenditures by Fund. Since you cannot have more expenditures than revenue, an adjustment to the history is required. Once the proper history change has been made, the General Fund Expenditures by Fund should be equal to or less than the associated Source of Funds.

Before History Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch		Appropriation: Facilities and Support Services	
Cabinet: Finance and Administration		Program/Service Unit: Commissioner's Office	
		Sub Program:	
		Posting Unit:	
	FY 2013-14	FY 2014-15	FY 2015-16
	Actual	Actual	Budgeted
SOURCE OF FUNDS			
Restricted Funds			
Balance Forward	0	0	0
Non-Revenue Receipts	515,475	678,501	0
Total Restricted Funds	515,475	678,501	0
TOTAL SOURCE OF FUNDS	515,475	678,501	0
EXPENDITURES BY CLASS			
Personnel Costs	418,642	472,913	0
Operating Expenses	96,907	205,454	0
TOTAL EXPENDITURES BY CLASS	515,550	678,367	0
EXPENDITURES BY FUND SOURCE			
General Fund	75	-134	0
Restricted Funds	515,475	678,501	0
TOTAL EXPENDITURES BY FUND	515,550	678,367	0
EXPENDITURES BY UNIT			
	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0

After History Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration		
Governmental Branch: Executive Branch		Appropriation: Facilities and Support Services		
Cabinet: Finance and Administration		Program/Service Unit: Commissioner's Office		
		Sub Program:		
		Posting Unit:		
	FY 2013-14	FY 2014-15	FY 2015-16	
	Actual	Actual	Budgeted	
	FY 2016-17	FY 2017-18		
	Requested	Requested		
SOURCE OF FUNDS				
General Fund				
Regular Appropriation	75	-134	0	0
Total General Fund	75	-134	0	0
Restricted Funds				
Balance Forward	0	0	0	0
Non-Revenue Receipts	515,475	678,501	0	0
Total Restricted Funds	515,475	678,501	0	0
TOTAL SOURCE OF FUNDS	590	678,367	0	0
EXPENDITURES BY CLASS				
Personnel Costs	418,642	472,913	0	0
Operating Expenses	96,907	205,454	0	0
TOTAL EXPENDITURES BY CLASS	515,550	678,367	0	0
EXPENDITURES BY FUND SOURCE				
General Fund	75	-134	0	0
Restricted Funds	515,475	678,501	0	0
TOTAL EXPENDITURES BY FUND	515,550	678,367	0	0
EXPENDITURES BY UNIT				
	0	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0	0

- If changes must be made to your historical information, the changes will be accomplished by GOPM staff on the KBUD Historical Change forms. Before requesting any changes in historical data, consult with your GOPM Analyst to confirm that the historical changes are necessary. An Excel spreadsheet template is available on the OSBD website (<http://osbd.ky.gov/Pages/KBUD-Information.aspx>), and it can be used to identify the necessary changes in historical data.
- Listed below are the most common reasons to accomplish a historical change:
 - The need to move General Fund (Regular Appropriation) amounts because the budget request program does not correspond to the allotment structure in eMARS. (Working on a central fix).
 - The need to spread a Balance Forward to several programs/subprograms since the amount landed in one fund/function account. The need to spread Federal Fund Current Receipts to several programs/subprograms because the drawdowns were deposited into one fund/function account.
 - Payroll costs that were recorded in E154 or E169 that now need to be reflected in the payroll expenditure codes (E111 – E124) to accurately display the salary and fringe benefit expenditures by the E111 – E124 object codes. Otherwise, the History Change process is not intended to change expenditures and revenue codes, or other KBUD objects.
 - The need to make a change because of a re-organization has occurred.



Section 8.1.1 Process Overview

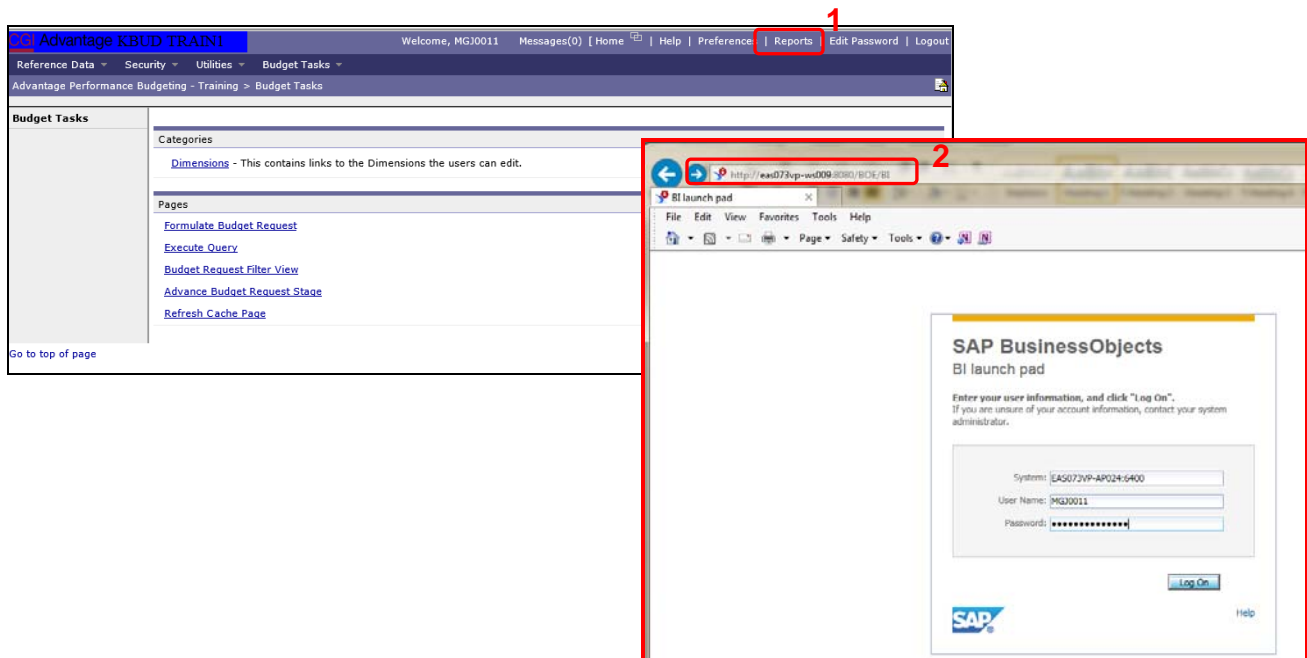
The following is a summarized description of the steps involved in the process to necessary to make Historical changes:

- Login to KBUD Reports (EBI) and navigate to the 16-18 Biennium folder to run and/or Baseline budget request reports for each Program at the _PG level
- Review the two historical year columns to ensure the Source of Funds total amounts for each fund are equal to and/or greater than the Expenditures by Fund total amounts
- If a historical change is required, contact the agency OSBD Budget Analyst to confirm the change is required
- If the historical change is approved, fill out the Excel spreadsheet template named 1618 Historical Change Request with the proper adjustments

Section 8.2 Login to KBUD Reports (EBI) and Run the Baseline Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 16-18 Biennium folder to access the necessary baseline budget request reports to review the the FY14 and FY15 History. In this scenario, we will run the baseline reports A1A2 Financial Record Report for the following programs and validate the need for a historical change:

- 785DFCX_PG - Commissioner's Office
 - 785DFRX_PG - Real Property
 - 785DFOX_PG - Building and Mechanical Services
 - 785DFDX_PG - Facility Development and Efficiency
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or
 2. Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>



3. Enter your eMARS User ID in the User Name textbox and your password
4. Click on the Log On button

SAP BusinessObjects

BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

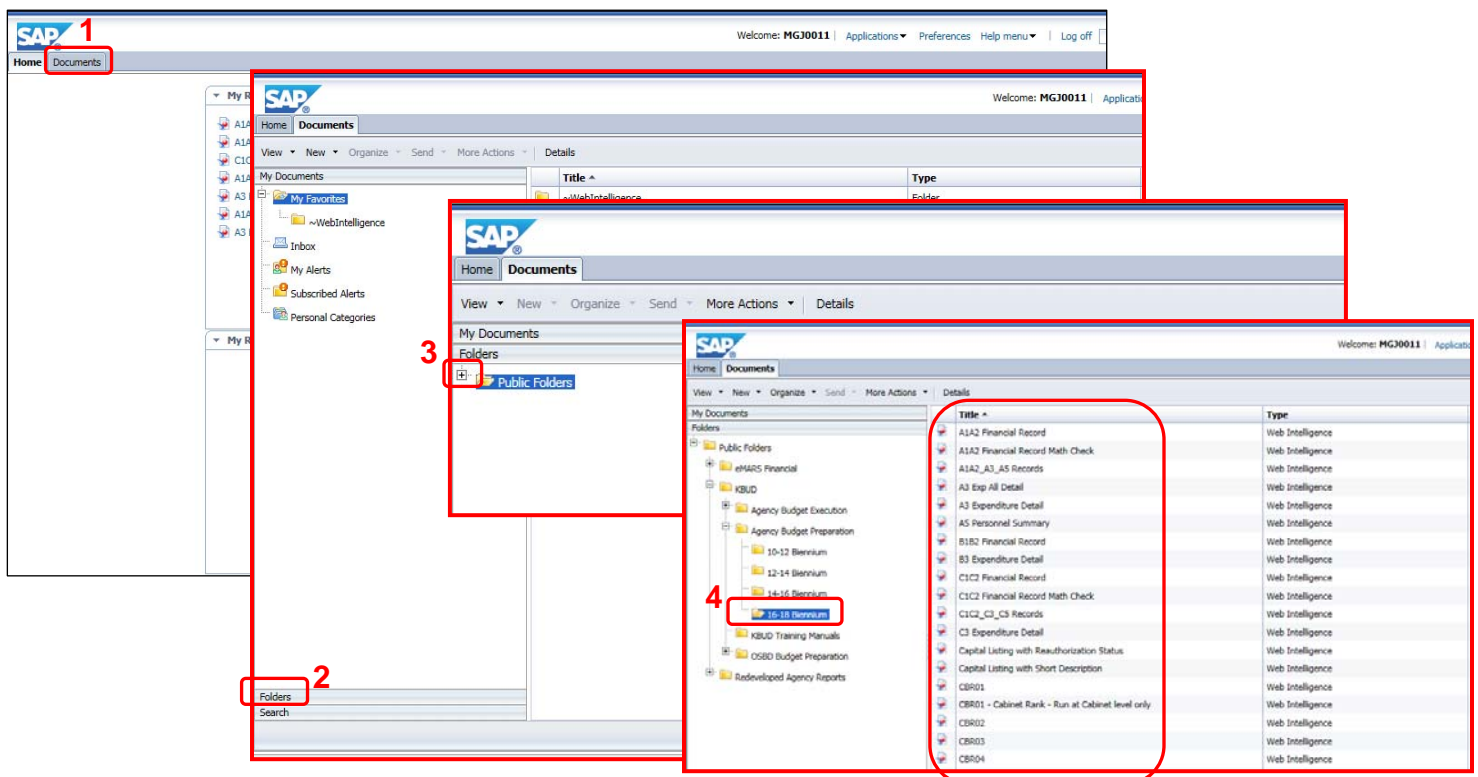
System:

User Name:

Password:


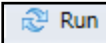
Help

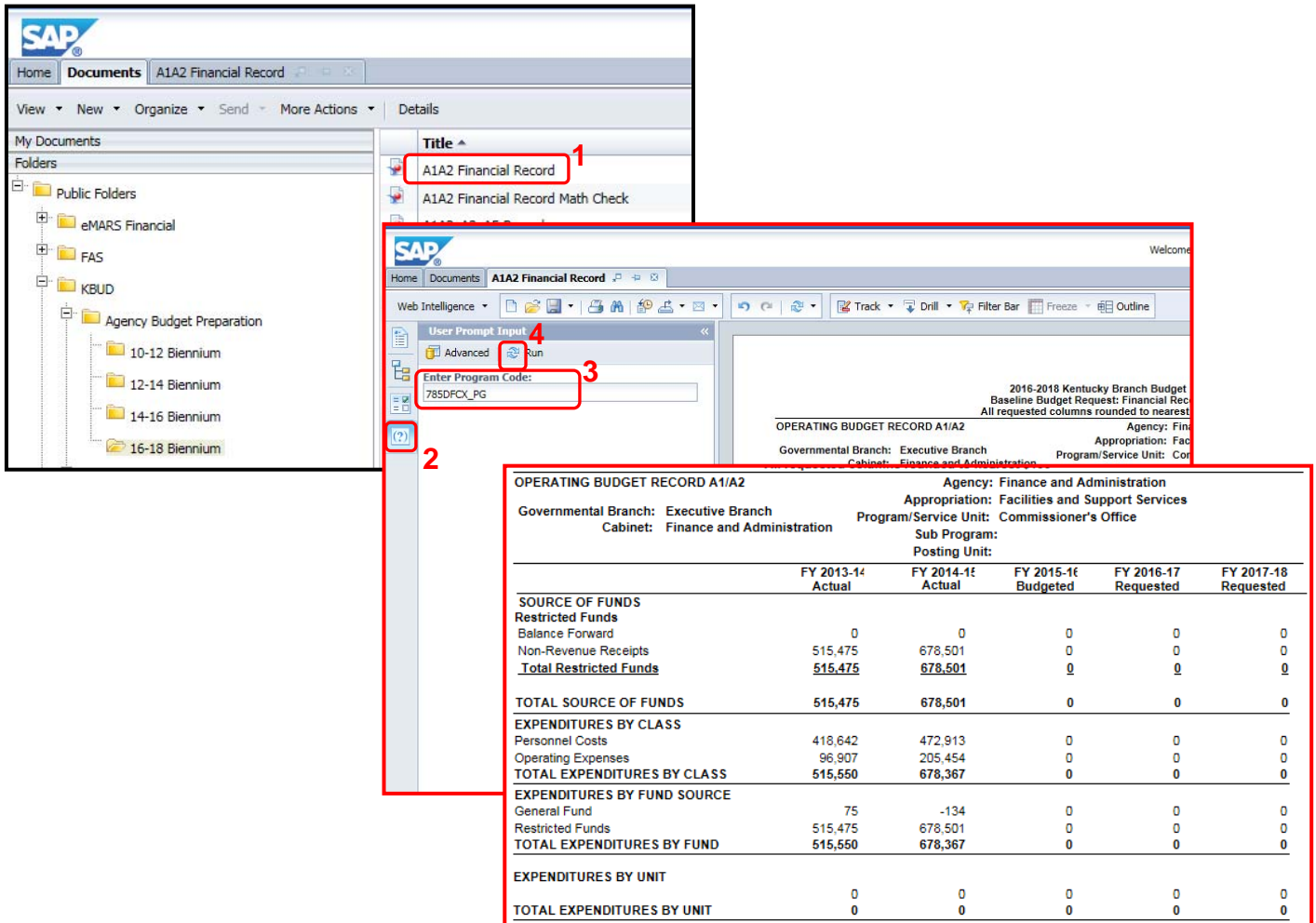
- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



The screenshot illustrates the navigation process within the SAP BusinessObjects interface. It shows the 'Home' tab selected, the 'Documents' view, and the 'Folders' bar at the bottom. The 'Public Folders' are expanded, and the '16-18 Biennium' folder is selected, displaying a list of reports on the right side of the page.

Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B3B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C1_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR02	Web Intelligence
CBR03	Web Intelligence
CBR04	Web Intelligence

- To run the A1A2 Financial Record Report, complete the following steps:
 1. Double click on the A1A2 Financial Record report to open up the report
 2. Click on Question Mark icon  to ensure the Enter Program Code textbox is visible. This will allow you to enter the required parameter/variable
 3. Enter the required parameter/variable into the text box. In the first report, we will use program code 785DFCX_PG
 4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run and display the report



The screenshot shows the SAP A1A2 Financial Record report interface. Callout 1 points to the 'A1A2 Financial Record' document in the file explorer. Callout 2 points to the question mark icon in the toolbar. Callout 3 points to the 'Enter Program Code' text box containing '785DFCX_PG'. Callout 4 points to the 'Run' button in the 'User Prompt Input' dialog.

2016-2018 Kentucky Branch Budget
 Baseline Budget Request: Financial Rec
 All requested columns rounded to nearest

OPERATING BUDGET RECORD A1/A2

Agency: Finance and Administration
 Appropriation: Facilities and Support Services
 Governmental Branch: Executive Branch
 Program/Service Unit: Commissioner's Office
 Cabinet: Finance and Administration
 Sub Program:
 Posting Unit:

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
Restricted Funds					
Balance Forward	0	0	0	0	0
Non-Revenue Receipts	515,475	678,501	0	0	0
Total Restricted Funds	515,475	678,501	0	0	0
TOTAL SOURCE OF FUNDS	515,475	678,501	0	0	0
EXPENDITURES BY CLASS					
Personnel Costs	418,642	472,913	0	0	0
Operating Expenses	96,907	205,454	0	0	0
TOTAL EXPENDITURES BY CLASS	515,550	678,367	0	0	0
EXPENDITURES BY FUND SOURCE					
General Fund	75	-134	0	0	0
Restricted Funds	515,475	678,501	0	0	0
TOTAL EXPENDITURES BY FUND	515,550	678,367	0	0	0
EXPENDITURES BY UNIT					
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0



History Changes

- Repeat the process to run the report for the other three programs. You should notice that three (785DFCX_PG, 785DFRX_PG, and 785DFOX_PG) of the four programs show that their General Fund Expenditures by Fund totals are greater than their General Fund Source of Funds totals, which indicates an adjustment is necessary because you cannot expend more than you receive. The fourth program (785DFDX_PG) has a larger than normal Sources of Fund total as compared to its Expenditures by Fund total. We will use this program to reduce its General Fund appropriations and spread it to the other three programs.

785DFCX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: C
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
Restricted Funds		
Balance Forward	0	0
Non-Revenue Receipts	515,475	678,501
Total Restricted Funds	515,475	678,501
TOTAL SOURCE OF FUNDS	515,475	678,501
EXPENDITURES BY CLASS		
Personnel Costs	418,642	472,913
Operating Expenses	96,907	205,454
TOTAL EXPENDITURES BY CLASS	515,550	678,367
EXPENDITURES BY FUND SOURCE		
General Fund	75	-134
Restricted Funds	515,475	678,501
TOTAL EXPENDITURES BY FUND	515,550	678,367
EXPENDITURES BY UNIT		

785DFOX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: C
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
Restricted Funds		
Balance Forward	0	0
Non-Revenue Receipts	0	0
TOTAL SOURCE OF FUNDS	0	0
EXPENDITURES BY CLASS		
Personnel Costs	1,037,485	1,204,068
Operating Expenses	59,118	69,067
TOTAL EXPENDITURES BY CLASS	1,096,603	1,273,135
EXPENDITURES BY FUND SOURCE		
General Fund	1,096,603	1,273,135
TOTAL EXPENDITURES BY FUND	1,096,603	1,273,135
EXPENDITURES BY UNIT		
	0	0
TOTAL EXPENDITURES BY UNIT	0	0

785DFRX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: B
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
Restricted Funds		
Balance Forward	14,586,406	14,263,007
Current Receipts	36,978,463	35,418,557
Non-Revenue Receipts	-2,259,067	-2,059,432
Fund Transfers	-2,000,000	0
Total Restricted Funds	47,305,802	47,622,132
TOTAL SOURCE OF FUNDS	47,305,802	47,622,132
EXPENDITURES BY CLASS		
Personnel Costs	1,326,357	14,785,696
Operating Expenses	1,634,949	14,442,260
Grants/Loans/Benefits	0	-254
Debt Service	984,000	274,000
Capital Outlay	2,097,489	5,826,304
Construction	0	10,128
TOTAL EXPENDITURES BY CLASS	33,042,795	35,338,134
EXPENDITURES BY FUND SOURCE		
General Fund	1,851,941	1,180,457
Restricted Funds	31,190,854	34,157,677
TOTAL EXPENDITURES BY FUND	33,042,795	35,338,134

785DFDX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: F
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
General Fund		
Regular Appropriation	6,215,300	5,618,900
State Salary and Compensation Allocated	22,400	0
Total General Fund	6,237,700	5,618,900
Restricted Funds		
Balance Forward	0	1,360,727
Non-Revenue Receipts	1,632,619	2,127,254
Total Restricted Funds	1,632,619	3,487,982
TOTAL SOURCE OF FUNDS	7,870,318	9,106,882
EXPENDITURES BY CLASS		
Personnel Costs	4,495,106	4,824,447
Operating Expenses	426,594	467,485
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932
EXPENDITURES BY FUND SOURCE		
General Fund	3,289,081	3,164,678
Restricted Funds	1,632,619	2,127,254
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932



History Changes

- Once you have contacted your agency's OSBD analyst and it is confirmed the historical change is required, you should fill out the Excel spreadsheet template named 1618 Historical Change Request to record the proper adjustments. Based on our previous reports, the correct adjustments are shown below (NOTE: The Net Change Amt will always need to equal zero).

1618 Historical Change Request

2016-2018 KBUD History Change Request Form											Net Change Amt
A2/A3 Sources & Expenditures by Fund											0.00
From						To					
Dept	Program Code	Fund	Object	FY 13-14	FY 14-15	Dept	Program Code	Fund	Object	FY 13-14	FY 14-15
785	785A	0100	REGAPP	-74.70	134.43	785	785DFCX	0100	REGAPP	74.70	-134.43
785	785A	0100	REGAPP	-1,096,603.06	-1,273,134.83	785	785DFRX	0100	REGAPP	1,096,603.06	1,273,134.83
785	785A	0100	REGAPP	-1,851,941.00	-1,180,457.48	785	785DFOX	0100	REGAPP	1,851,941.00	1,180,457.48

- You will need to apply the following criteria to all of the 1618 Historical Change Request Forms (A2/A3 Sources and Expenditures by Fund, A3 Expenditure Detail, E Restricted Funds Form and E Restricted Receipts Form).
 - Columns under the "From" and "To" Section:
 - Program Code should be the function code from the program table (i.e. AA00) when making changes to all expenditures and restricted and federal fund revenues with the exception of the beginning balances.
 - Program Code is the "_PG" or "_SP" code when making changes to beginning balances.
 - Fund Code on the A Forms is the Fund Type code (i.e. 0100, 1200, 1300, 6350, etc.).
 - Object codes:
 - A2/A3 Form – any of the objects found on the A1 – A2 budget form (i.e. REGAPP, BALFOR, CURREC, etc.)
 - A3 Form – individual expenditure codes (i.e. E111, E169, E254, etc.)
 - E Restricted Funds Form – any of the objects found on the summary and expenditures portion of the E Form (i.e. EBALFOR, ECUREXS, etc.)
 - E Restricted Receipts Form – any of the individual revenue codes found on the E Form (i.e. R404, N112, etc.)
 - Please note the fiscal year columns. The first FY column is for FY 13-14 and the second is for FY 14-15. Enter any dollar amounts here that need to be changed, either positive or negative.
 - Please enter values down to the penny.
 - The "From" and "To" sections must balance to zero. For example, if \$10,000 is being moved "From" an Object in AA00, that same amount must be moved to somewhere in the "To" section. For each individual entry on the form, either the "From" side of the form will be negative and the "To" side will be positive or the "From" side of the form will be positive and the "To" side will be negative, thus a zero balance for each individual entry.



History Changes

- Once the template is completed according to the criteria above, email it to the OSBD Budget Analyst. OSBD staff will apply the approved changes through a KBUD Historical Form. Once the change has been accomplished, the FY14 and FY15 Source of Funds and Expenditures by Fund should be balanced in the Baseline Reports (see the Before and After Historical Change Reports below).

2016-2018 KBUD History Change Request Form											Net Change Amt
A2/A3 Sources & Expenditures by Fund											0.00
From						To					
Dept	Program Code	Fund	Object	FY 13-14	FY 14-15	Dept	Program Code	Fund	Object	FY 13-14	FY 14-15
785	785A	0100	REGAPP	-74.70	134.43	785	785DFCX	0100	REGAPP	74.70	-134.43
785	785A	0100	REGAPP	-1,096,603.06	-1,273,134.83	785	785DFRX	0100	REGAPP	1,096,603.06	1,273,134.83
785	785A	0100	REGAPP	-1,851,941.00	-1,180,457.48	785	785DFOX	0100	REGAPP	1,851,941.00	1,180,457.48

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: C
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
Restricted Funds	0	0
Balance Forward	0	0
Non-Revenue Receipts	515,475	678,501
Total Restricted Funds	515,475	678,501
TOTAL SOURCE OF FUNDS	515,475	678,501
EXPENDITURES BY CLASS		
Personnel Costs	418,642	472,913
Operating Expenses	96,907	205,454
TOTAL EXPENDITURES BY CLASS	515,550	678,367
EXPENDITURES BY FUND SOURCE		
General Fund	75	-134
Restricted Funds	515,475	678,501
TOTAL EXPENDITURES BY FUND	515,550	678,367
EXPENDITURES BY UNIT		

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: C
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
General Fund		
Regular Appropriation	75	-134
Total General Fund	75	-134
Restricted Funds	0	0
Balance Forward	0	0
Non-Revenue Receipts	515,475	678,501
Total Restricted Funds	515,475	678,501
TOTAL SOURCE OF FUNDS	515,550	678,367
EXPENDITURES BY CLASS		
Personnel Costs	418,642	472,913
Operating Expenses	96,907	205,454
TOTAL EXPENDITURES BY CLASS	515,550	678,367
EXPENDITURES BY FUND SOURCE		
General Fund	75	-134
Restricted Funds	515,475	678,501
TOTAL EXPENDITURES BY FUND	515,550	678,367

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: C
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
TOTAL SOURCE OF FUNDS	0	0
EXPENDITURES BY CLASS		
Personnel Costs	1,037,485	1,204,068
Operating Expenses	59,118	69,067
TOTAL EXPENDITURES BY CLASS	1,096,603	1,273,135
EXPENDITURES BY FUND SOURCE		
General Fund	1,096,603	1,273,135
TOTAL EXPENDITURES BY FUND	1,096,603	1,273,135

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch		Appropriation: F
Cabinet: Finance and Administration		Program/Service Unit: C
		Sub Program:
		Posting Unit:
	FY 2013-14 Actual	FY 2014-15 Actual
SOURCE OF FUNDS		
General Fund		
Regular Appropriation	1,096,603	1,273,135
Total General Fund	1,096,603	1,273,135
TOTAL SOURCE OF FUNDS	1,096,603	1,273,135
EXPENDITURES BY CLASS		
Personnel Costs	1,037,485	1,204,068
Operating Expenses	59,118	69,067
TOTAL EXPENDITURES BY CLASS	1,096,603	1,273,135
EXPENDITURES BY FUND SOURCE		
General Fund	1,096,603	1,273,135
TOTAL EXPENDITURES BY FUND	1,096,603	1,273,135

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Finance and Administration	Posting Unit: Finance and Administration
Cabinet: Finance and Administration	Sub Program: Finance and Administration		
	FY 2013-14 Actual	FY 2014-15 Actual	
SOURCE OF FUNDS			
Restricted Funds			
Balance Forward	14,586,406	14,263,007	
Current Receipts	36,978,463	35,418,557	
Non-Revenue Receipts	-2,259,067	-2,059,432	
Fund Transfers	-2,000,000	0	
Total Restricted Funds	47,306,802	47,622,132	
TOTAL SOURCE OF FUNDS	47,306,802	47,622,132	
EXPENDITURES BY CLASS			
Personnel Costs	14,326,357	14,785,696	
Operating Expenses	1,634,949	14,442,260	
Grants Loans Benefits	0	-254	
Debt Service	984,000	274,000	
Capital Outlay	2,097,489	5,826,304	
Construction	0	10,128	
TOTAL EXPENDITURES BY CLASS	33,042,795	35,338,134	
EXPENDITURES BY FUND SOURCE			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
TOTAL EXPENDITURES BY FUND	33,042,795	35,338,134	

Compare

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Finance and Administration	Posting Unit: Finance and Administration
Cabinet: Finance and Administration	Sub Program: Finance and Administration		
	FY 2013-14 Actual	FY 2014-15 Actual	
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	1,851,941	1,180,457	
Total General Fund	1,851,941	1,180,457	
Restricted Funds			
Balance Forward	14,586,406	14,263,007	
Current Receipts	36,978,463	35,418,557	
Non-Revenue Receipts	-2,261,077	-2,059,432	
Fund Transfers	-2,000,000	0	
Total Restricted Funds	47,303,791	47,622,132	
TOTAL SOURCE OF FUNDS	49,155,732	48,802,590	
EXPENDITURES BY CLASS			
Personnel Costs	14,326,357	14,785,696	
Operating Expenses	15,634,949	14,442,260	
Grants Loans Benefits	0	-254	
Debt Service	984,000	274,000	
Capital Outlay	2,097,489	5,826,304	
Construction	0	10,128	
TOTAL EXPENDITURES BY CLASS	33,042,795	35,338,134	
EXPENDITURES BY FUND SOURCE			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
TOTAL EXPENDITURES BY FUND	33,042,795	35,338,134	

Compare

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Finance and Administration	Posting Unit: Finance and Administration
Cabinet: Finance and Administration	Sub Program: Finance and Administration		
	FY 2013-14 Actual	FY 2014-15 Actual	
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	6,215,300	5,618,900	
State Salary and Compensation Allocation	22,400	0	
Total General Fund	6,237,700	5,618,900	
Restricted Funds			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
Total Restricted Funds	1,632,619	3,487,982	
TOTAL SOURCE OF FUNDS	7,870,318	9,106,882	
EXPENDITURES BY CLASS			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932	
EXPENDITURES BY FUND SOURCE			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932	

Compare

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Finance and Administration	Posting Unit: Finance and Administration
Cabinet: Finance and Administration	Sub Program: Finance and Administration		
	FY 2013-14 Actual	FY 2014-15 Actual	
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	3,266,681	3,165,442	
State Salary and Compensation Allocation	22,400	0	
Total General Fund	3,289,081	3,165,442	
Restricted Funds			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
Total Restricted Funds	1,632,619	3,487,982	
TOTAL SOURCE OF FUNDS	4,921,700	6,653,424	
EXPENDITURES BY CLASS			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932	
EXPENDITURES BY FUND SOURCE			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932	

Compare

- Once the History Changes have been applied, you can ensure you have accurate historical references to begin work on the Baseline Budget Request.

Section 9 KBUD Reports

Section 9.1 Reports Overview

The budget request reports are the final output used by agencies to submit their formal budget request to GOPM. It's very important to understand the relationship between KBUD's dimension tables and forms to their associated reports. Knowing how to map KBUD data to reports will be extremely helpful for troubleshooting incorrect budget totals on reports. The illustration below should assist you in understanding these important relationships.

Budget Forms (KBUD)

Numerical Budget Data

Line	Code	Description	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
1	8100	REGAPP	14,291,000	14,500,000	14,500,000	152,400	385,100
2	8100	SALCOMP	189,000	0	0	0	0
3	8100	MANDEXP	-71,000	0	0	0	0
4	8100	CURRSEC	68,874,400	68,183,000	68,523,000		
5	1100	BAUFOR	8,800				
6	8100	FFTF	-5,400				
7	1100	CLMSEC	441,100	479,200	373,400	15,700	28,000
8	8100	EMPHPLAND	14,374,000	14,500,000	14,500,000	152,400	385,100
9	1100	EMPHPLAND	52,322,000	52,884,000	52,847,000		
10	8100	EMPHPLAND	164,800	400,000	375,400		
11	1100	NONREV	-15,753,300	-16,486,500	-16,576,400	16,700	28,000
12	1100	BAUFOR	700				
Total							

Agency Budget Request Reports (KBUD Reports-EBI) Submitted to GOPM

Budget Totals

	FY 2015-14 Actual	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
General Fund	88,894,000	81,512,000	88,000,000	88,934,000
Regular Appropriation	81,000	0	0	0
Base Salary and Compensation Allowance	0	0	0	0
Maintained Expenditure Reductions	-2,087,700	0	0	0
Total General Fund	26,328,200	29,325,000	29,325,000	26,328,000
Tobacco Fund	12,708,200	0	0	0
Tobacco Settlement - Phase I	14,505,100	12,838,200	12,708,200	12,708,200
Continuing Agreements-Tobacco Settlement	3,522,314	0	0	0
Budget Reduction-General Fund Tobacco	0	0	0	0
Other	4,899,519	0	0	0
Total Tobacco Fund	25,135,133	12,838,200	12,708,200	12,708,200
Restricted Fund	20,264,475	10,202,000	9,712,700	3,260,700
Balance Forward	71,405,564	129,714,700	129,202,100	152,470,700
Current Receipts	0	0	0	0
Fund Transfers	0	860,200	0	0
Non-Revenue Receipts	4,175,881	16,154,300	16,554,300	18,537,400
Total Restricted Fund	85,332,662	151,332,000	155,523,000	173,500,000
Federal Fund	129,837	0	0	0
ARSA Revenues	729,547	0	0	0
Balance Forward	208,133,000	211,202,000	160,930,000	160,930,000
Current Receipts	194,790,203	0	0	0
Non-Revenue Receipts	138,083,147	238,423,300	211,282,300	188,330,300
Total Federal Fund	365,697,061	450,625,300	389,012,300	379,520,300
TOTAL SOURCE OF FUNDS	81,816,420	88,443,000	88,720,000	87,786,300
EXPENDITURES BY CLASS	12,876,164	12,276,700	12,381,000	12,222,700
Program Expense				

Dimension Tables (KBUD)

Security Organization

7295_1413

7295_1413

Security Organization

7295_1413

Short Name:

US Code Cite: PL111-5-ARRA

US Code: 16.579

Grant: Primary

FY14 & 15 History (eMARS to KBUD)

FY14 & 15 History (eMARS to KBUD)

FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
2,214,779.81	618,516.80	76,218,512.49	3,750,000.00	35,830,109.53	35,830,109.53	35,830,109.53	35,830,109.53	35,830,109.53	35,830,109.53	35,830,109.53	35,830,109.53
10,878.79	1,710,050.41	1,795,336.11	1,795,336.11	1,795,336.11	1,795,336.11	1,795,336.11	1,795,336.11	1,795,336.11	1,795,336.11	1,795,336.11	1,795,336.11
7,742,630.54	27,862.67	6,980,532.10	9,750,000.00	7,055,512.10	7,055,512.10	7,055,512.10	7,055,512.10	7,055,512.10	7,055,512.10	7,055,512.10	7,055,512.10
43,021,349.27	7,608.17	25,729,862.00	7,879,104.74	35,408,627.64	35,408,627.64	35,408,627.64	35,408,627.64	35,408,627.64	35,408,627.64	35,408,627.64	35,408,627.64
27,872.42	445,049.05	339,739.81	339,739.81	339,739.81	339,739.81	339,739.81	339,739.81	339,739.81	339,739.81	339,739.81	339,739.81
443,118.00	62,317.00	848.43	848.43	848.43	848.43	848.43	848.43	848.43	848.43	848.43	848.43
938,139.97	900,162.00	250,043.00	132,122.54	132,122.54	132,122.54	132,122.54	132,122.54	132,122.54	132,122.54	132,122.54	132,122.54
7,875.00	16,108.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42,637.11	95,992.35	83,374.27	83,374.27	83,374.27	83,374.27	83,374.27	83,374.27	83,374.27	83,374.27	83,374.27	83,374.27
5,062,033.82	5,476,114.02	4,327,061.97	1,207,200.00	5,304,361.59	5,304,361.59	5,304,361.59	5,304,361.59	5,304,361.59	5,304,361.59	5,304,361.59	5,304,361.59
8,025,139.63	141,015.48	43,299,402.18	26,473,251.60	33,188,669.23	45,861,831.00	45,861,831.00	45,861,831.00	45,861,831.00	45,861,831.00	45,861,831.00	45,861,831.00
308,038.94	236,504.80	197,267.04	100,000.00	297,267.04	297,267.04	297,267.04	297,267.04	297,267.04	297,267.04	297,267.04	297,267.04
2,549,111.34	3,189,268.48	1,104,102.27	1,104,102.27	1,104,102.27	1,104,102.27	1,104,102.27	1,104,102.27	1,104,102.27	1,104,102.27	1,104,102.27	1,104,102.27
2,763.50	2,763.50	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00
1,637,613.06	732,765.23	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00
3,566,696.25	1,102,005.42	150,126.23	300,800.00	600,276.28	600,276.28	600,276.28	600,276.28	600,276.28	600,276.28	600,276.28	600,276.28
10.00	19,565.00	817.88	817.88	817.88	817.88	817.88	817.88	817.88	817.88	817.88	817.88
76,902.86	48,211.89	12,112.60	12,112.60	12,112.60	12,112.60	12,112.60	12,112.60	12,112.60	12,112.60	12,112.60	12,112.60
374,636.30	5,011.18	21.41	21.41	21.41	21.41	21.41	21.41	21.41	21.41	21.41	21.41
57,545.70	93,589.11	19,509.41	19,509.41	19,509.41	19,509.41	19,509.41	19,509.41	19,509.41	19,509.41	19,509.41	19,509.41
4,108,113.40	33,725.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4,500,337.38	76,251.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28,048.01	21.71	406.84	406.84	406.84	406.84	406.84	406.84	406.84	406.84	406.84	406.84
4,500,365.39	11,809.17	387,622.88	387,622.88	387,622.88	387,622.88	387,622.88	387,622.88	387,622.88	387,622.88	387,622.88	387,622.88

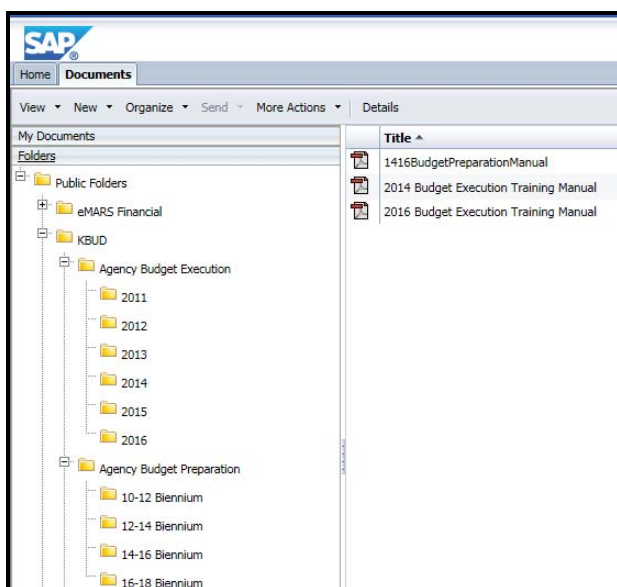
History Data

KBUD Reports are hosted in a Web-based application named Enterprise Business Intelligence (EBI) developed by the vendor SAP. The application is also referred to as Business Objects. KBUD uses EBI Version 4.1 as its platform. EBI is used by standard users to run pre-developed reports, and it is used by report developers to modify current reports and develop new ones. To log into EBI, each user has to have a separate EBI account setup by KY's Commonwealth Office of Technology (COT). Once an EBI account is established, users can request permission to access KBUD Reports by submitting a KBUD Security Form to the KBUDAdministrator@ky.gov.

- Link to KBUD Reports (EBI 4.1) - <http://eas073vp-ws009:8080/BOE/BI>

Once logged into EBI, KBUD has several folders with hundreds of reports. Many of the folders are maintained for historical reasons, and most people will never have a need to access those older reports. KBUD reports are organized into two different folder structures: 1) Agency Budget Preparation, and 2) Agency Budget Execution.

- The Commonwealth has a formal budget preparation process that is accomplished prior to the new biennium and is referred to as Budget Preparation. Therefore, there are specific reports developed for this process. The Agency Budget Preparation folders are labeled with each specific Biennium. These folders house the reports necessary for each Agency to produce their Biennial Operating and Capital Budget Request. Although these reports are only used on a Biennial basis, they are extremely important in supporting the Biennial Budget Preparation process.
- Once a biennial budget is enacted through KY's legislative process, there is an official appropriation and allotment process required for each fiscal year. This is referred to as Budget Execution. To support Budget Execution, there are unique budget actions and reports required for each FY, so there is an associated FY folder which contains those reports. These reports are used at the beginning of the FY to submit the initial allocations, and they are also used throughout the FY to perform appropriation and/or allotment modifications.



Section 9.2 Biennial Budget Preparation Reports Overview

There are many reports available for the biennial budget prep process, and it may be hard to understand their purpose if you do not understand their relationship to one another.

- A Reports are referred to as the Baseline Reports and are associated with data entered on the A Forms in KBUD.
 - A1A2 Report is the Summary Report for Baseline Source of Funds and Expenditures by Fund
 - A3 Expenditure Detail Report
 - A5 Personnel Summary Report

- B Reports are referred to as the Additional Budget Request Reports, which include both the defined calculations from the A Forms and any additional budget requests submitted on the B Forms in KBUD.
 - B1B2 Report is the Summary Report for Baseline Source of Funds and Expenditures by Fund
 - B3 Expenditure Detail Report
 - B5 Personnel Summary Report


- C Reports are referred to as the Combined Reports because they include the baseline totals and the defined calculations from the A Forms and the totals for the Additional Budget Requests from the B Forms. Maybe an easy way to think of this is like a math equation ($A + B = C$)
 - C1C2 Report is the Summary Rollup Report for Baseline Source of Funds and Expenditures by Fund
 - C3 Expenditure Detail Report is the Detail Rollup Report
 - C5 Personnel Summary Rollup Report

- The D Report is the Summary Report for all Restricted Funds (Ran at the Bill Level)
- The E Report is the Individual Restricted Fund Report (Ran at the Fund Level)








- The F Report is the Summary Report for all Federal Grants (Ran at the Bill Level)
- The G Report is the Individual Federal Grant Report (Ran at the Grant Level)

Another important consideration for budget preparation and submission is the Program Consolidation Levels, which is a hierarchical structure used to rollup up information into meaningful program levels.




Program Consolidation Levels

Consolidation Level 	
1st Level	
* Level Code: 1	Description: Commonwealth of Kentucky
2nd Level	
Level Code: 2	Description: Branch of Government
3rd Level	
Level Code: 3	Description: Cabinet
4th Level	
Level Code: 4	Description: Combined Appropriations
5th Level	
Level Code: 5	Description: Appropriations
6th Level	
Level Code: 6	Description: Allotments
7th Level	
Level Code: 7	Description: Sub-Programs
8th Level	
Level Code: 8	Description: Posting Units

Here is an example of six different levels of consolidation. Biennial budget are required to be submitted at the Bill or Appropriation Unit Level. In this example below, the budget request would be submitted at the 552H_BILL level and would include the two programs under the bill level.

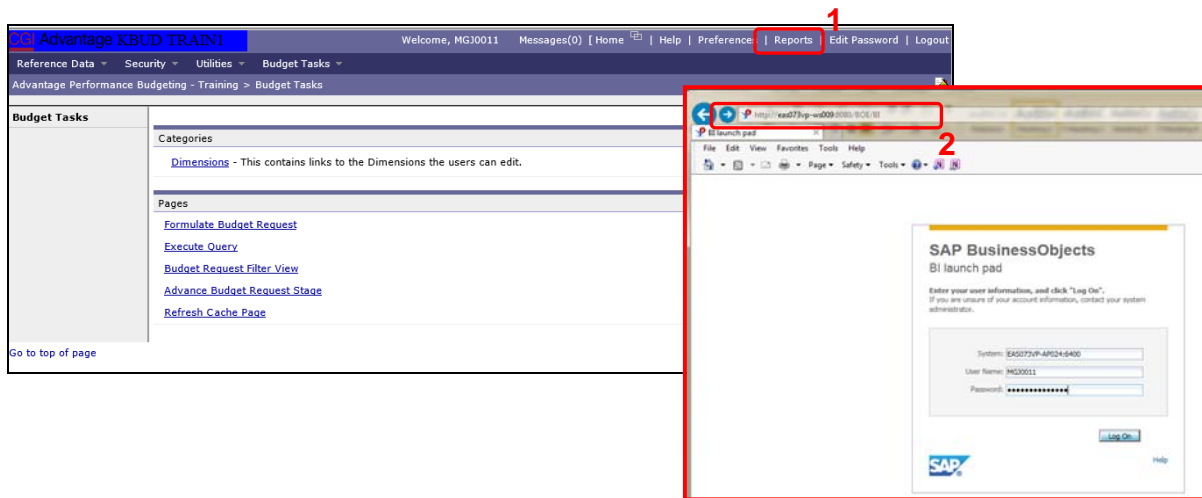
- [-]  STATE - Commonwealth of Kentucky - Program -
 - [-]  EXEC - Executive Branch - Program -
 - +  50 - Tourism, Arts and Heritage - Program -
 - +  50_CMAP - Tourism, Arts and Heritage - Program -
 - [-]  552H_BILL - Kentucky Center for the Arts - Program -
 -  552E_PG - Kentucky Center for the Arts - Program -
 -  552S_PG - Governor's School for the Arts - Program -

So if you were submitting a budget request for 552H_BILL, the actual report submission would involve submitting a full compliment of reports (A + B = C) for all three programs below, and the two lower levels should roll up to the BILL Level.

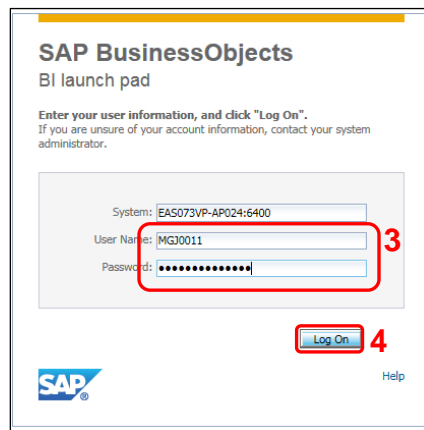
- [-]  552H_BILL - Kentucky Center for the Arts - Program -
 -  552E_PG - Kentucky Center for the Arts - Program -
 -  552S_PG - Governor's School for the Arts - Program -

Section 9.3 Accessing EBI 4.1

- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 - Either click on the Report link located in the KBUD application to access the webpage, or
 - Open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <http://eas073vp-ws009:8080/BOE/BI>



- Enter your eMARS User ID in the User Name textbox and your password
- Click on the Log On button



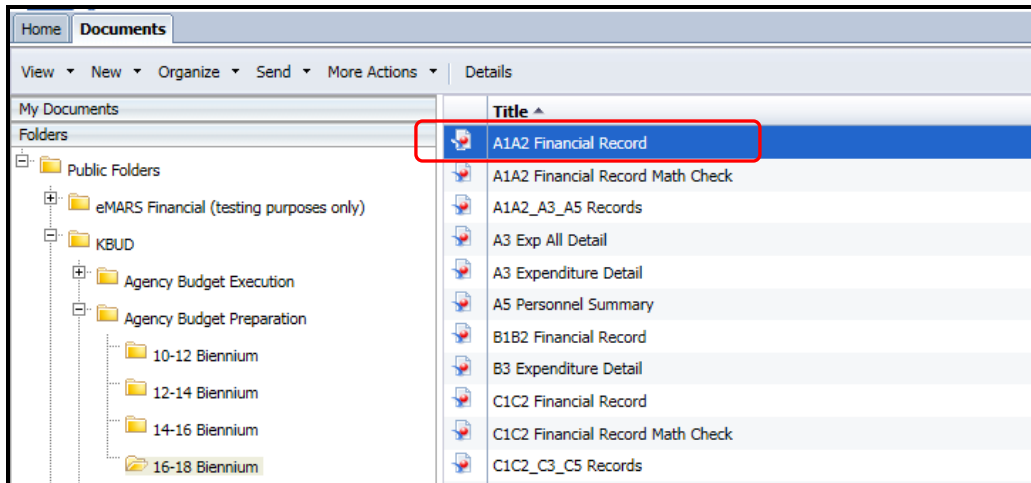
- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1618 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 - Click the Documents tab
 - Click on the Folders bar at the bottom of the page to access the Public Folders
 - Expand all the Public Folders
 - Open the 16-18 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page

The screenshot shows the SAP KBUD Reports interface. It features a top navigation bar with 'Home' and 'Documents' tabs. A left sidebar contains a 'My Favorites' list with items like 'WebIntelligence', 'Inbox', and 'My Alerts'. The main content area is divided into a 'Folders' tree on the left and a 'My Documents' table on the right. Red callouts are placed as follows: 1 points to the 'Documents' tab; 2 points to the 'Folders' search box; 3 points to the 'Public Folders' folder in the tree; 4 points to the '16-18 Biennium' folder; and 5 points to the list of report titles in the table.

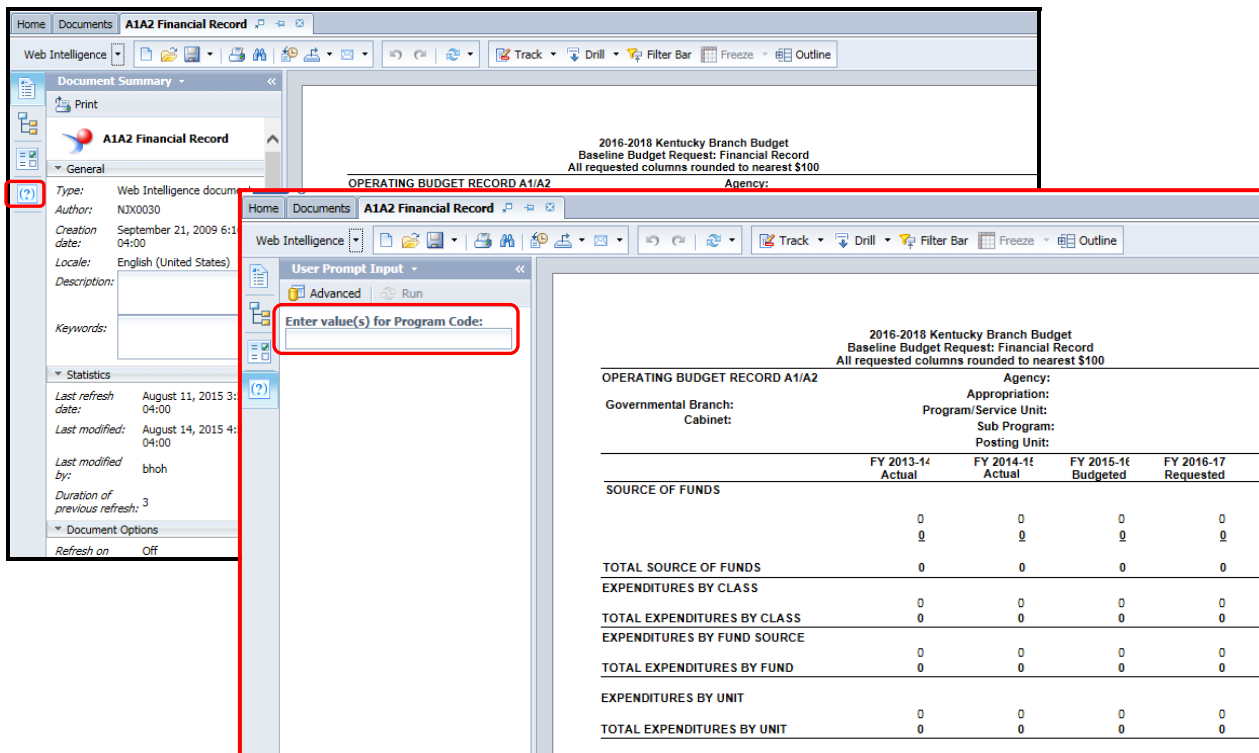
Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CB001	Web Intelligence
CB001 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CB002	Web Intelligence
CB003	Web Intelligence
CB004	Web Intelligence

Section 9.4 Running Reports

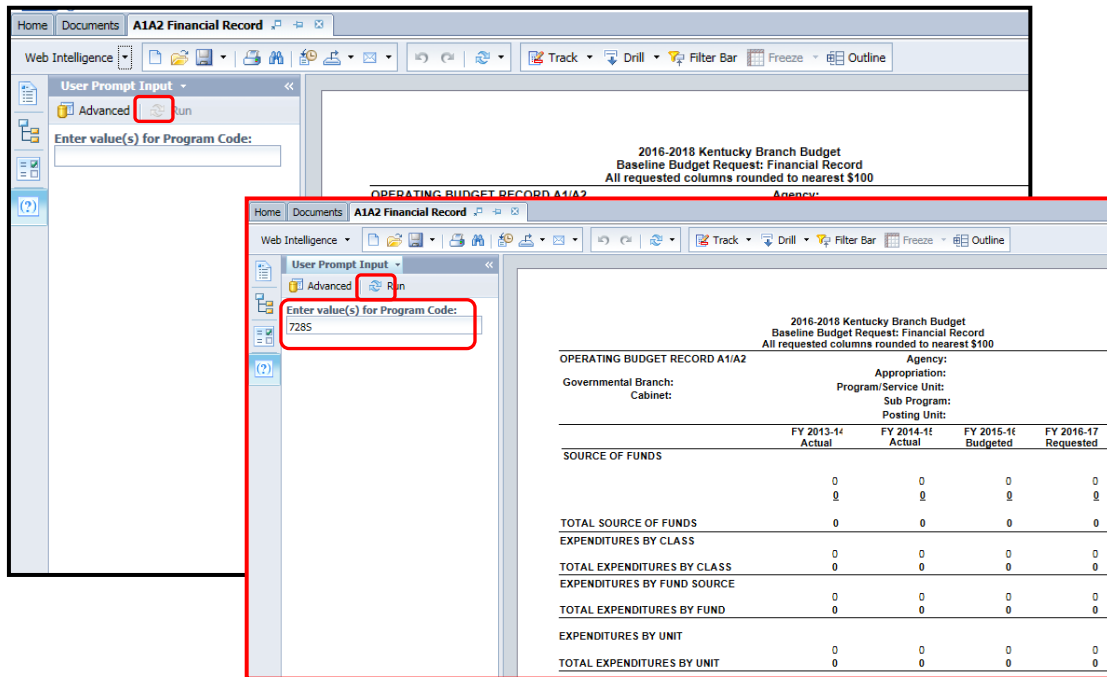
- The easiest method to open a report is to double click on the title of the report.



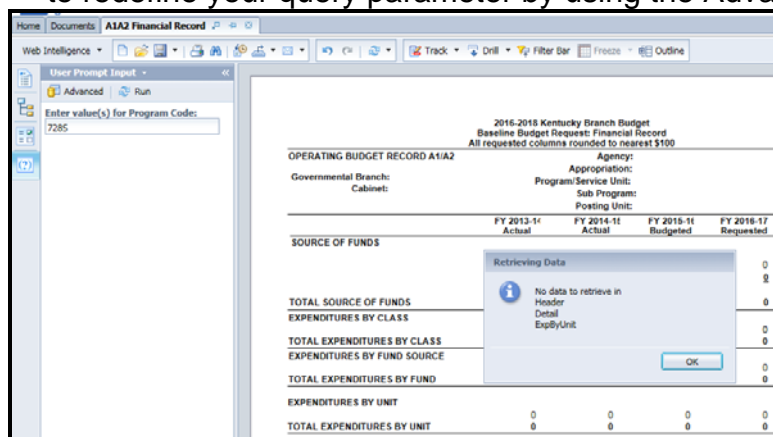
- Most, if not all reports, require some type of parameter or variable to run the query. If the User Prompt Input textbox is not showing, click on the Question Mark Icon to display the User Prompt Input textbox.



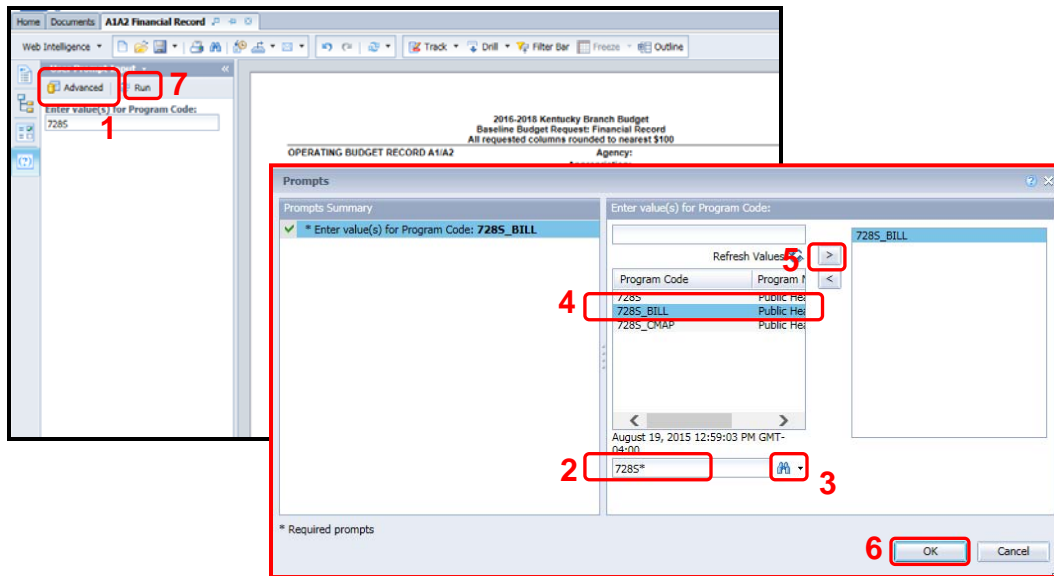
- If the Run icon is not enabled (greyed out), enter a value in the parameter/variable User Prompt Input textbox, and click out of the textbox. The Run icon should now be enabled.



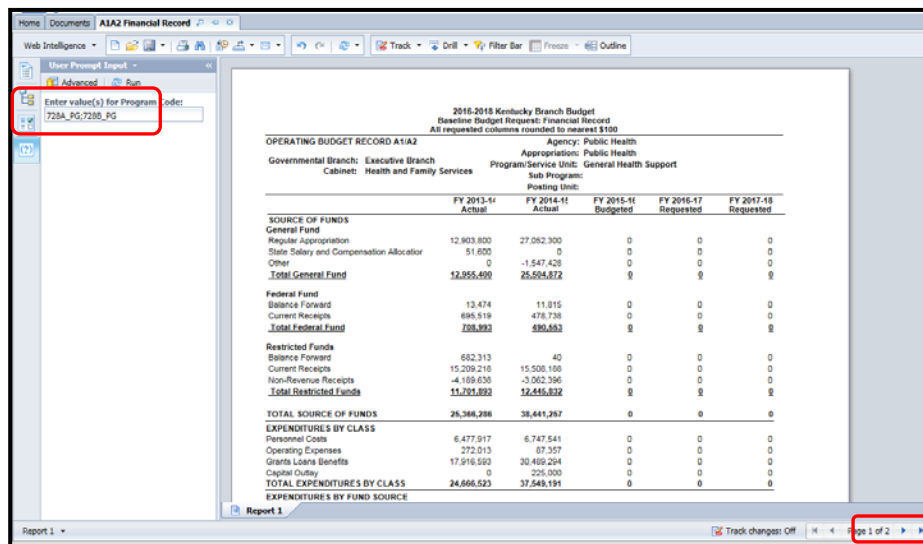
- The User Prompt Input textbox will accept any kind of parameter/variable (good or bad), so the Run icon being enabled is not an indication of whether the parameter/variable will work with the query. If you run the query and receive the error below, you have either entered a bad value and therefore no records were returned, or you entered a good value, and there were no records that matched your value. The best course of action is to redefine your query parameter by using the Advanced Search feature.



- To use the Advanced Search Feature, follow these steps:
 1. Click the Advanced icon
 2. Enter a value in the Search box, using a wildcard may be helpful. In this case, I used 728* as the program code
 3. Click the binoculars icon to perform your wildcard search
 4. Select the best value from list returned
 5. Click the Right arrow key to move the Record over to the selection box
 6. Click the OK button to close the Search box and the selected value will be returned
 7. Click the Run icon to run the report with new parameter/variable value

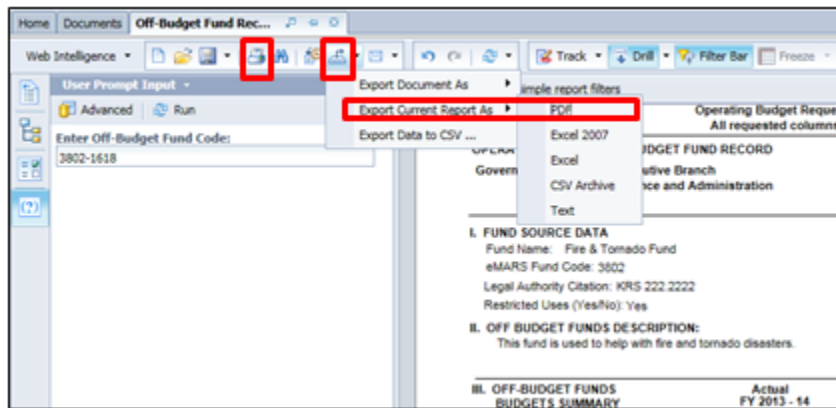


- EBI also has a feature to allow multiple parameters/variables in a single User Prompt Input textbox. The multiple values need to be separated by semi-colons (Example: 728A_PG;728B_PG). This will run the report separately for both inputs. You can navigate to the second report by clicking on the page advance at the bottom right side of the screen.



Section 9.5 Printing Reports

- If you need to print a paper copy of the report, EBI cannot print to a local or network printer. To print a paper copy, use the Export tool and/or the Print feature to export the report to PDF. Once is created as a PDF document, open up Adobe Reader and use the print feature within the application to print to a local or network printer.




Attachment 1: KBUD Setup and Preferences

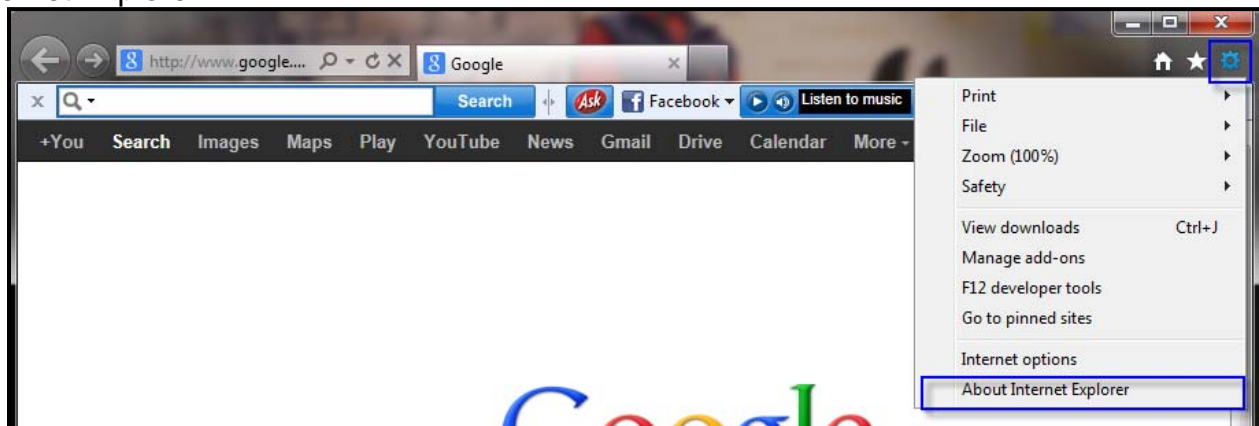
KBUD Setup

Internet Browser Requirements

The following is a list of supported web browsers that are compatible with the current version of KBUD.

- Microsoft Internet Explorer 8.0 (for Windows XP)
- Microsoft Internet Explorer 9.0 (for Windows 7)
- Microsoft Internet Explorer 10.0 (for Windows 7)
- Microsoft Internet Explorer 11.0 (for Windows 7)
- Microsoft Internet Explorer 10.0 (for Windows 8 and 8.1; Desktop mode only)
- Microsoft Internet Explorer 11.0 (for Windows 8 and 8.1; Desktop mode only)
- Mozilla Firefox ESR 24
- Apple Safari on Apple iPad with iOS 6.1 and 7.1

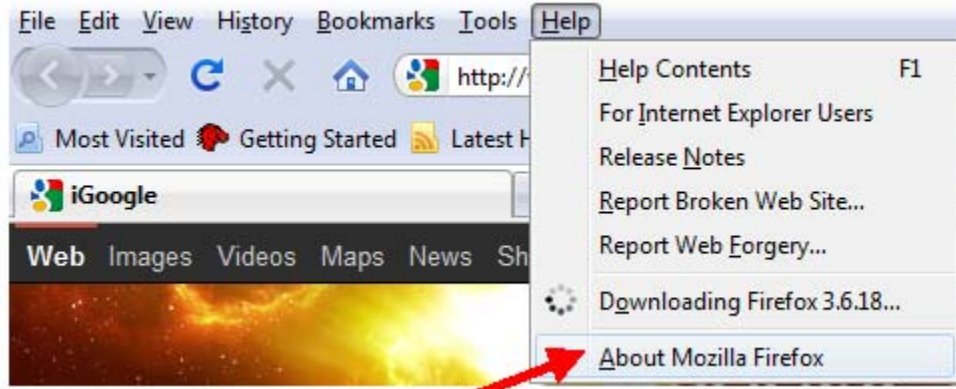
To check the Microsoft Internet Explorer version, click the Tools button  and select About Internet Explorer.




Attachment 1: KBUD Setup and Preferences

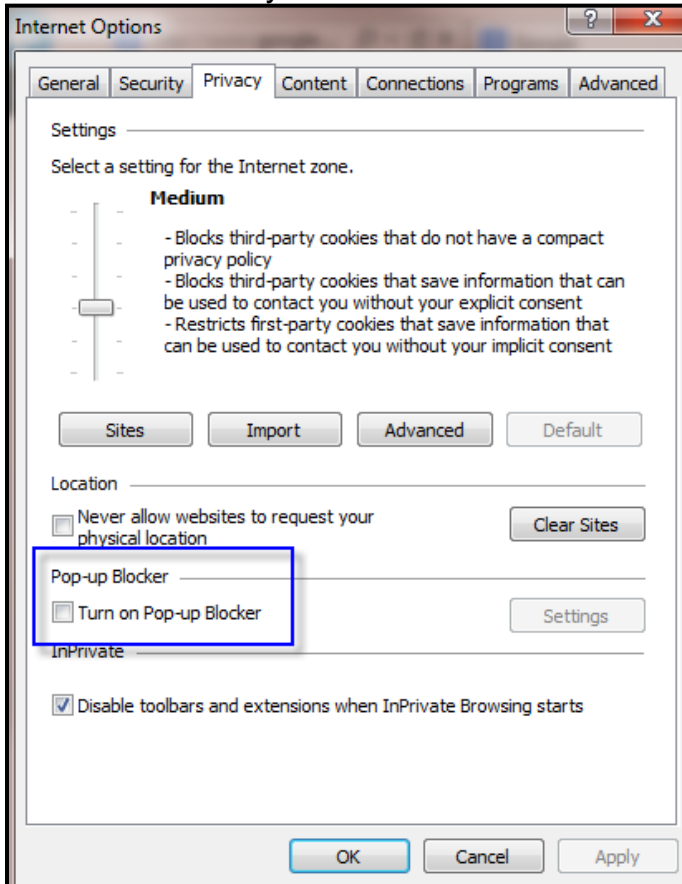


To check the Mozilla Firefox version, click on Help and select About Mozilla Firefox.

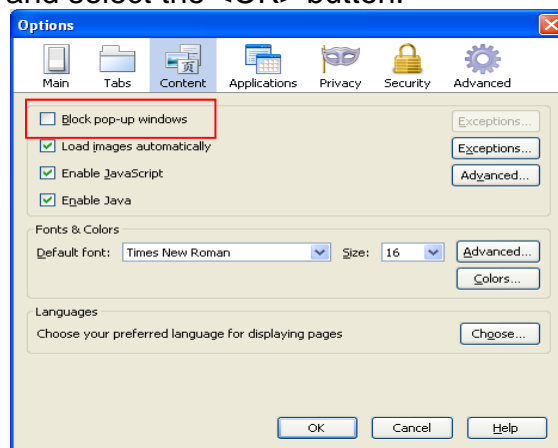


Pop-Up Blocker

Pop-up blocker must be disabled in order for the web page to function properly. To disable the pop-up blocker in Internet Explorer, click the Tools button  and select Internet options. Select the Privacy tab and unselect Turn on Pop-up Blocker.



To disable the pop-up blocker in Mozilla Firefox, select Tools/Options/Content. Uncheck the Block pop-up windows box and select the <OK> button.





Internet Explorer Security Setting to Enable Menu Display

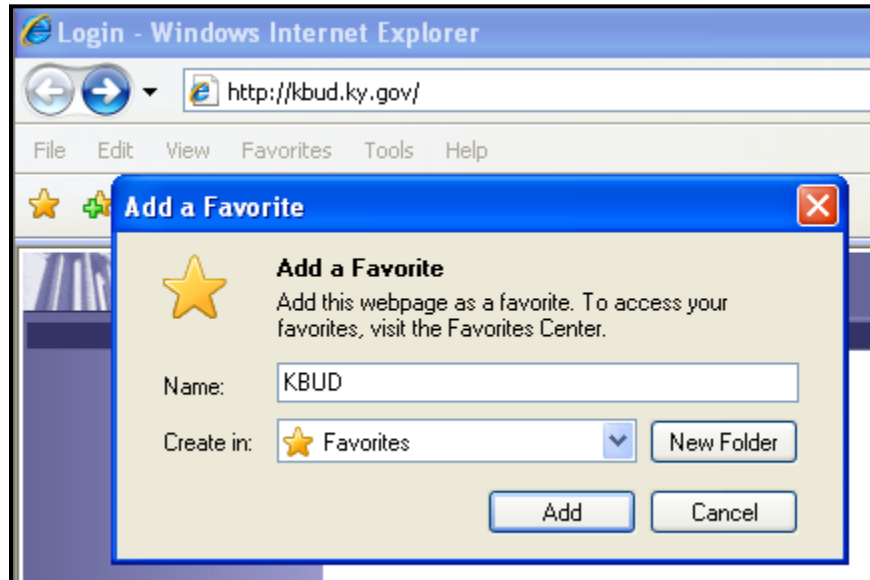
KBUD uses windows to display menu options. In order to fully display the complete list of menu options within a window, users may need to change the security setting to allow script-initiated windows without size or position constraints. Not all users may have access to make these changes. If your agency does not allow changes to your internet options, you will need to contact your Desktop Support to request that these changes be made. The following instructions are written for Internet Explorer 10.

Scroll to the Miscellaneous section. Select the Enable button for the “Allow script-initiated windows without size or position constraints.”

Once you have changed this setting, select the <OK> button, and you will be returned to the Internet Options page. Select the <OK> button to close the Internet Options window.

Login

Open your web browser. In the URL field, enter the web address for KBUD: <http://kbud.ky.gov>. To add this URL to your favorites, go to Favorites/Add to Favorites.



This will take you to the KBUD login screen as shown below:





Attachment 1: KBUD Setup and Preferences

In the User Name field, enter your User ID which is your Employee ID (eMARS ID), or for University users, enter your separately assigned ID (example: UK1). Tab to the Password field and enter your password. Select the <Login> button.

Password Criteria

Appropriate password security is very important. Having a password that is unique and not easily guessed is the best way to ensure the secrecy of your password. The following are the guidelines for KBUD passwords:

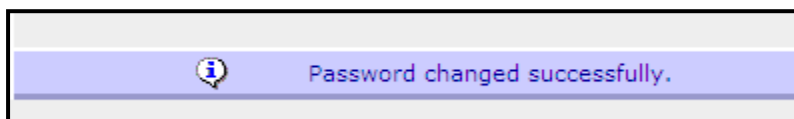
- Passwords will expire every 30 days
- Passwords must be at least 7 characters in length
- Passwords must contain a Lower Case Character, a Number and a Special character
- Passwords cannot be reused with a 12 month period
- Users will be given 3 grace logins to change the password before the User ID is revoked and the user will not be allowed to login
- If your User ID is locked you will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov)

Change Password

Password Has Expired

When your password has expired, the following screen will be displayed. Enter your current password in the Password field. In the New Password field a new password will need to be created using the criteria above. Repeat the new password in the Verify Password field and select the <Change Password> button. **Do not select the <Cancel> button as this will lock you out of the system.**

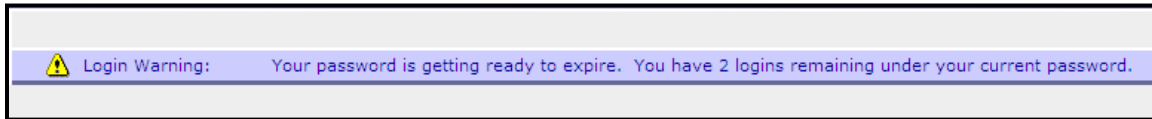
If your password is successfully changed, you will see the following message:



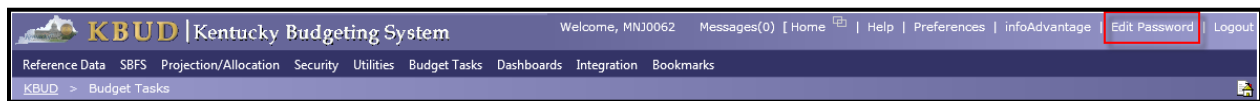


Change Password Before It Expires

Passwords will expire every 30 days. When your password is getting ready to expire you will receive the following message:



To change your password before it has expired, select the “Edit Password” link from the Navigation bar.



Enter your current password in the Password field. In the New Password field, a new password will need to be created using the password criteria above. Repeat the new password in the Verify Password field and select the <Save> button.

Forgotten Password or Password Reset

If you have forgotten your password or need your password reset, from the KBUD login screen select the “Forgot your password?” link.



The KBUD login screen will take you to a password reset screen. You will need to enter your User ID.

To have your password reset, please enter your user ID.

User ID:

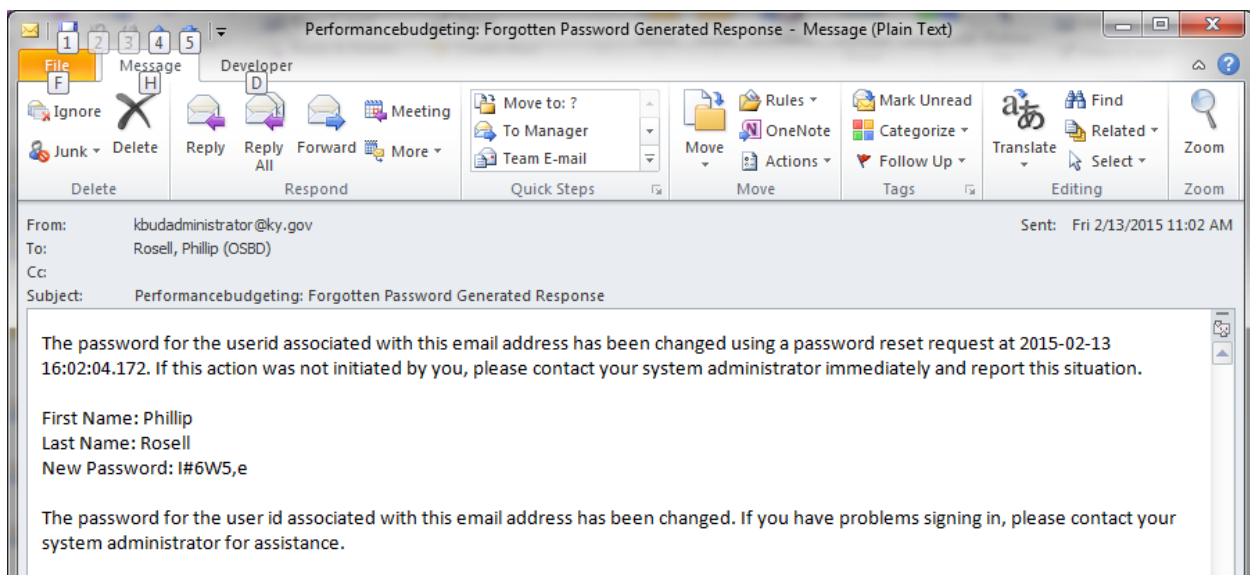
©2001, 2014 CGI Technologies and Solutions Inc.
All Rights Reserved.

Kentucky
UNBRIDLED SPIRIT

KBUD | Kentucky Budgeting System

100%

The KBUD system will automatically generate a new password and send it to you email address that is stored within KBUD.

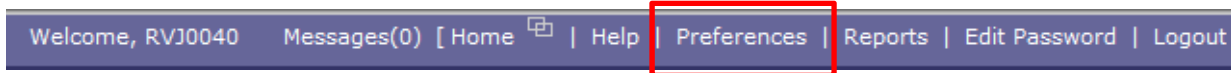


If you are still having difficulty with your password or you do not receive the email resetting your password, contact the KBUD Administrators (KBUDAdministrator@ky.gov).

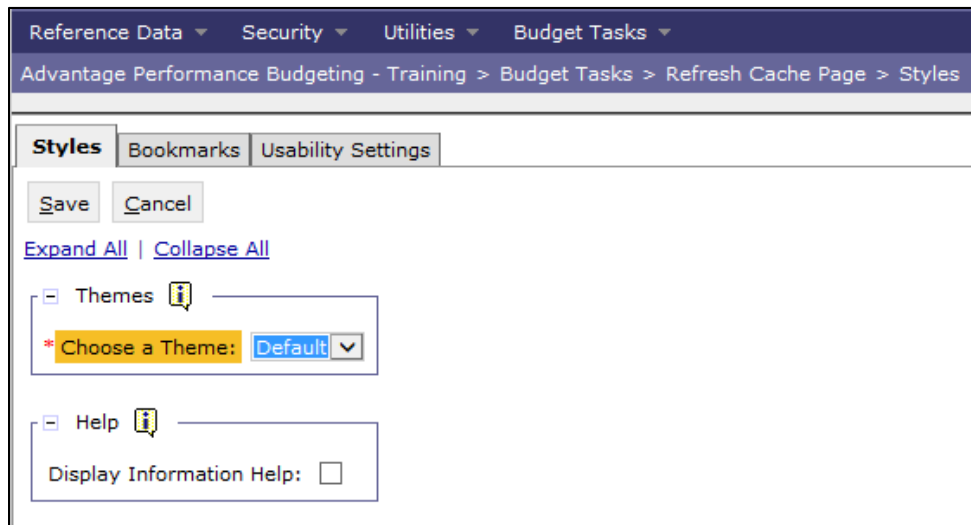


Preferences

The “Preferences” feature allows you to customize the KBUD application. “Preferences” can be accessed from the Navigation bar.



The first tab – Styles will allow you to change the appearance of KBUD (default and simple schemes).



The second tab – Bookmarks will allow you to create easy access shortcuts to application pages within the KBUD application. You can use the Rank and Label functions to name the shortcut and to order them in a preferred order.



Attachment 1: KBUD Setup and Preferences

Styles | **Bookmarks** | Usability Settings

Bookmarks Label:

Display Items

	Rank	Label
- NO ITEMS TO DISPLAY -		

*Rank:

Label:

The third tab – Usability Settings allows you to set certain options within the application. Certain settings on this page have already been set by the KBUD Administrators for you.


- **Expert User** – allows you to move from one data entry field to another data entry field by using the tab key. (This option has already been selected for you.)
- **Auto Tab** – will automatically tab to the next data entry field when the current data entry field is full. For example, if a data entry field will hold 9 characters and you enter “Halloween,” as soon as you complete entering the word, the cursor will automatically move to the next data entry field without using the tab key.
- **Expand Section** – will expand all sections on a screen when the screen is first displayed.
- **StartPage** – will determine what the first screen will be when you login to the application. (This option has already been selected for you.)





Attachment 1: KBUD Setup and Preferences


Styles | Bookmarks | **Usability Settings**

[Expand All](#) | [Collapse All](#)

ExpertUser  _____
Expert User Option:
[Return to Top](#)

Auto Tab  _____
Enable Auto Tab:
[Return to Top](#)

Expand Section  _____
Expand Section Option:
[Return to Top](#)

StartPage  _____
Start Page Name:
[Return to Top](#)

[Go to top of page](#)