

# 2018-2020 KBUD Budget Preparation

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# *Office of State Budget Director*

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Commonwealth of Kentucky  
KBUD 2018-2020 Budget Preparation  
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## **Section 1 Introduction to KBUD**

The Kentucky Budgeting (KBUD) system will be used to develop the 2018-2020 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 Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM) and the Legislative Research Commission (LRC). It will enable the Commonwealth to provide the information required for submission contained in the 2018-2020 Branch Budget Request Manual (Budget Instructions). It is essential that agencies read and understand the 2018-2020 Budget Instructions in order to complete and submit their biennial budget request accurately, on-time, and in the correct format. The 2018-2020 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 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](mailto: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](mailto: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 <https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>. Each user requires a separate EBI account to utilize the application. Contact the KBUD Administrator at [KBUDAdministrator@KY.GOV](mailto:KBUDAdministrator@KY.GOV) to request access instructions.

NOTE: Users can access both applications through compatible Web browsers (Microsoft's Internet Explorer, Google Chrome, or Mozilla Firefox). Only certain versions of these browsers will work with KBUD or EBI. In addition, there are specific browser settings such as Pop-up Blocker 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.

- 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)
- Google Chrome Version 59
- Mozilla Firefox ESR 24



# 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 KBUD forms is ultimately translated into budget totals on the budget request reports in EBI. In addition to the budget request forms, the information entered into the dimension tables and the FY16/FY17 historical data loaded into KBUD from eMARS are also used to produce the budget request reports.

### Budget Forms (KBUD)

Line	Fund	Budget Class	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
1	8100	REGEXP	14,911,000	14,929,000	14,929,000	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	49,823,900	
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	14,929,000	14,929,000	128,400
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	-15,576,400	
12	1300	BAINFO	700			
<b>Totals</b>						

Numerical Budget Data

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

### Dimension Tables (KBUD)

Code: 7295140295  
 Name: ARRA WIC Electronic Benefit Transfer (EBT) Pilot  
 Description: ARRA Grant Code: 0119FS  
 Annual Grant Period: September - September  
 Existing or New Program: Existing Program

SOURCE OF FUNDS	FY 2015-16 Actual	FY 2016-17 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
<b>General Fund</b>				
Regular Appropriation	88,884,000	81,312,000	88,888,000	88,384,000
State Salary and Compensation Allocator	51,800	897,200	0	0
Miscellaneous Expenditure Reductions	0	-12,097,700	0	0
<b>Total General Fund</b>	<b>26,328,200</b>	<b>26,328,200</b>	<b>33,385,300</b>	<b>26,384,000</b>
<b>Tobacco Fund</b>				
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	-423,200	0	0
Other	4,956,510	0	0	0
<b>Total Tobacco Fund</b>	<b>21,237,034</b>	<b>15,527,600</b>	<b>12,838,200</b>	<b>12,758,200</b>
<b>Restricted Fund</b>				
Balance Forward	20,254,475	10,202,000	5,712,700	3,268,700
Current Receipts	71,495,564	129,710,700	129,202,000	130,470,700
Fund Transfers	0	660,200	0	0
Non-Revenue Receipts	4,173,989	-14,791,300	-18,834,300	-19,837,400
<b>Total Restricted Fund</b>	<b>95,928,028</b>	<b>121,567,600</b>	<b>118,100,400</b>	<b>117,900,000</b>
<b>Federal Fund</b>				
ARRA Receipts	120,597	0	0	0
Balance Forward	785,547	3,317,000	0	0
Current Receipts	194,799,283	211,203,000	162,830,000	162,830,000
Non-Revenue Receipts	-1,540,000	0	0	0
<b>Total Federal Fund</b>	<b>194,065,527</b>	<b>215,020,000</b>	<b>162,830,000</b>	<b>162,830,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>345,697,061</b>	<b>455,633,400</b>	<b>398,814,900</b>	<b>379,582,100</b>
<b>EXPENDITURE BY CLASS</b>				
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

Budget Totals

### FY16 & 17 Historical Data (eMARS to KBUD)

FY16	FY17	FY18	FY19	FY20
1,705,536.11	1,705,536.11	1,705,536.11	1,705,536.11	1,705,536.11
133,454.63	133,454.63	133,454.63	133,454.63	133,454.63
25,729,402.90	25,729,402.90	25,729,402.90	25,729,402.90	25,729,402.90
33,408,427.64	33,408,427.64	33,408,427.64	33,408,427.64	33,408,427.64
288,402.99	288,402.99	288,402.99	288,402.99	288,402.99
309,709.82	309,709.82	309,709.82	309,709.82	309,709.82
548.45	548.45	548.45	548.45	548.45
488,878.25	488,878.25	488,878.25	488,878.25	488,878.25
132,122.94	132,122.94	132,122.94	132,122.94	132,122.94
322,473.84	322,473.84	322,473.84	322,473.84	322,473.84
251,596.20	251,596.20	251,596.20	251,596.20	251,596.20
63,374.27	63,374.27	63,374.27	63,374.27	63,374.27
4,327,885.97	4,327,885.97	4,327,885.97	4,327,885.97	4,327,885.97
1,207,200.00	1,207,200.00	1,207,200.00	1,207,200.00	1,207,200.00
5,344,363.37	5,344,363.37	5,344,363.37	5,344,363.37	5,344,363.37
309,709.82	309,709.82	309,709.82	309,709.82	309,709.82
197,267.04	197,267.04	197,267.04	197,267.04	197,267.04
3,344,363.27	3,344,363.27	3,344,363.27	3,344,363.27	3,344,363.27
2,762.50	2,762.50	2,762.50	2,762.50	2,762.50
1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00	1,201,480.00
300,800.00	300,800.00	300,800.00	300,800.00	300,800.00
600,729.23	600,729.23	600,729.23	600,729.23	600,729.23
637.88	637.88	637.88	637.88	637.88
12,112.60	12,112.60	12,112.60	12,112.60	12,112.60
21.41	21.41	21.41	21.41	21.41
35,309.41	35,309.41	35,309.41	35,309.41	35,309.41
0.00	0.00	0.00	0.00	0.00
406.84	406.84	406.84	406.84	406.84
387,422.88	387,422.88	387,422.88	387,422.88	387,422.88

History Data



## Baseline Budget Request

The 1820\_A2-A3-A4-A5 Baseline Budget Request form is the primary form used to produce your agency's 1820 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 1820\_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).

### 1820 Baseline Budget Request Form

Code	Name
<a href="#">1820_A2-A3-A4-A5</a>	A2/A3/A4/A5 Baseline Budget Request

The 1820\_A2-A3-A4-A5 Baseline Budget Request form contains multiple tabs to perform different functions. For example, the 1820\_A2-A3-A4-A5 form 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

### 1820\_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:

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## **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 2018-2020 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 1820\_A2-A3-A4-A5 Baseline Budget Request form
- 2) Create an instance of the 1820\_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
  - 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 (Used to upload the Word document containing the program description narrative)**
- 4) Login to KBUD Reports (EBI) and navigate to the 18-20 Biennium folder to run and/or print the necessary budget request reports
  - Run the baseline budget math check report (A1A2 Financial Record Math Check) necessary for performing a math check on the baseline budget data that was entered into KBUD
    - If math check errors are indicated on the report, log into KBUD and correct the errors by making the necessary changes in the form and rerun the math check report to ensure the errors have been corrected
  - Run the baseline budget request reports for each program code necessary for the official budget submission to GOPM and save a PDF version of each report for the electronic submission to GOPM
    - **A1A2 Financial Record**
    - **A3 Expenditure Detail**
    - **A5 Personnel Summary**



## 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 2018-2020 baseline budget in KBUD:

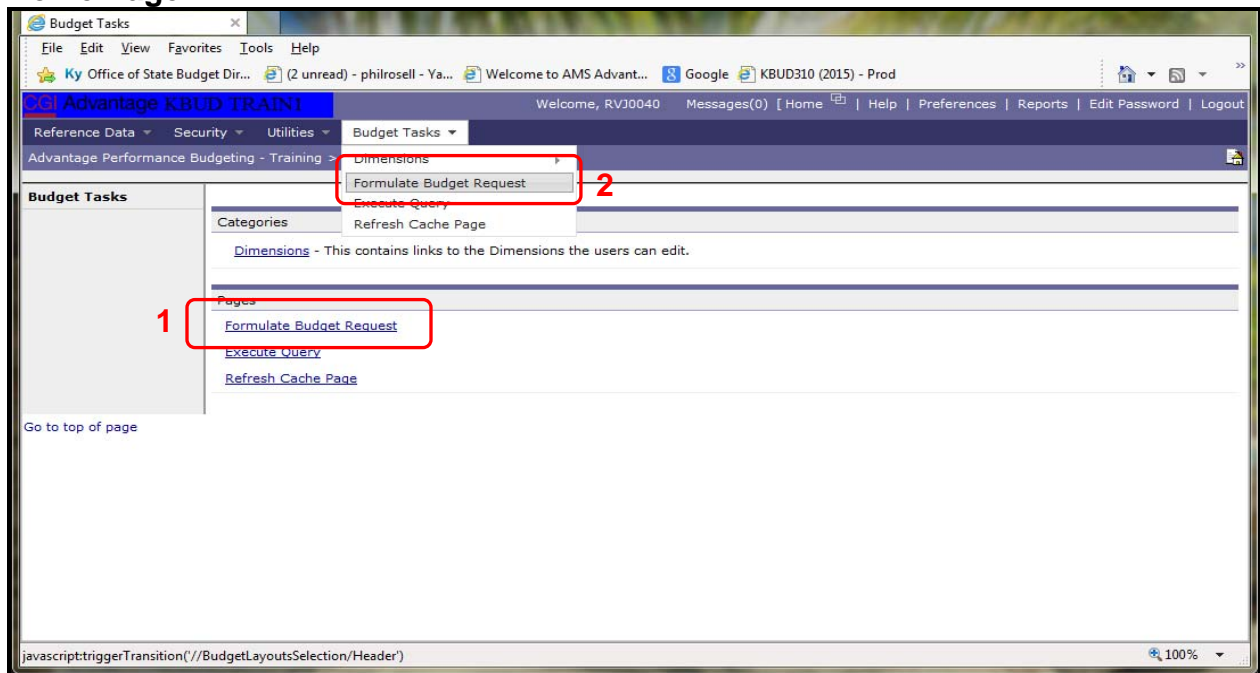
- The user should review and understand the LRC's 2018-2020 Budget Instructions located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).
- All budget requests outside of the baseline budget requests needs to be separately requested as an Additional Budget Request.
- Defined calculations budget requests are requested separately on the 1820\_A2-A3-A4-A5 Baseline Budget Request form. The Full Actuarial Required Contribution (ARC) will be included as part of the defined calculations for the 1820 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](mailto: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](mailto: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](mailto:KBUDAdministrator@ky.gov).
- The user has setup their computer in accordance with KBUD Setup instructions located in Attachment 1, KBUD Setup and Preferences.



### Section 2.2.3 Login to KBUD and Navigate to the 1820\_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





## Baseline Budget Request

- 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 1820\_A2-A3-A4-A5 form by clicking on the corresponding blue link. The Select Budget Request page will appear.

### Budget Layout Selection Page

Reference Data Budget Tasks

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

### Budget Layout Selection

Code:  Name:

Layout Type:

[Sgrrt](#) [Print](#)

Code	Name
<a href="#">1820_A2-A3-A4-A5</a>	A2/A3/A4/A5 Baseline Budget Request
<a href="#">1820_B2-B3-B4-B5</a>	B2/B3/B4/B5 Additional Budget Request
<a href="#">1820_E_FUND-RECEIPTS</a>	E Restricted Funds & Receipts Form
<a href="#">1820_G</a>	G Federal Assistance Form
<a href="#">1820_OFFBUD_FUND</a>	Off Budget Funds
<a href="#">1820_CAPITAL_FUND</a>	Capital Request by Fund Source
<a href="#">1820_CAPITAL_EXPEND</a>	Capital Request Expenditures
<a href="#">1820_CAP_IMPONOPBUD</a>	Capital Request - Impact on Operating Budget

- The Select Budget Request page will show all the instances of this specific form (1820\_A2-A3-A4-A5) you have created.

### Select Budget Request Page (1820\_A2-A3-A4-A5 Form)

CGI Advantage Welcome, RVJ0040 Skip Navigation Messages(0) [ Home ] Help | Preferences | Reports | Edit Password | Logout

Reference Data Budget Tasks

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

### Select Budget Request

Budget Request Selection Criteria

Layout Code:  Request Code:  Stage:  Archive View:  [Search](#)

Layout Type:  Name:

Header Filter

Program:

Line Filter

[New](#) [Edit](#) [View](#) [Delete](#) [Save](#) [Sgrrt](#) [Print](#) [View as CSV](#)

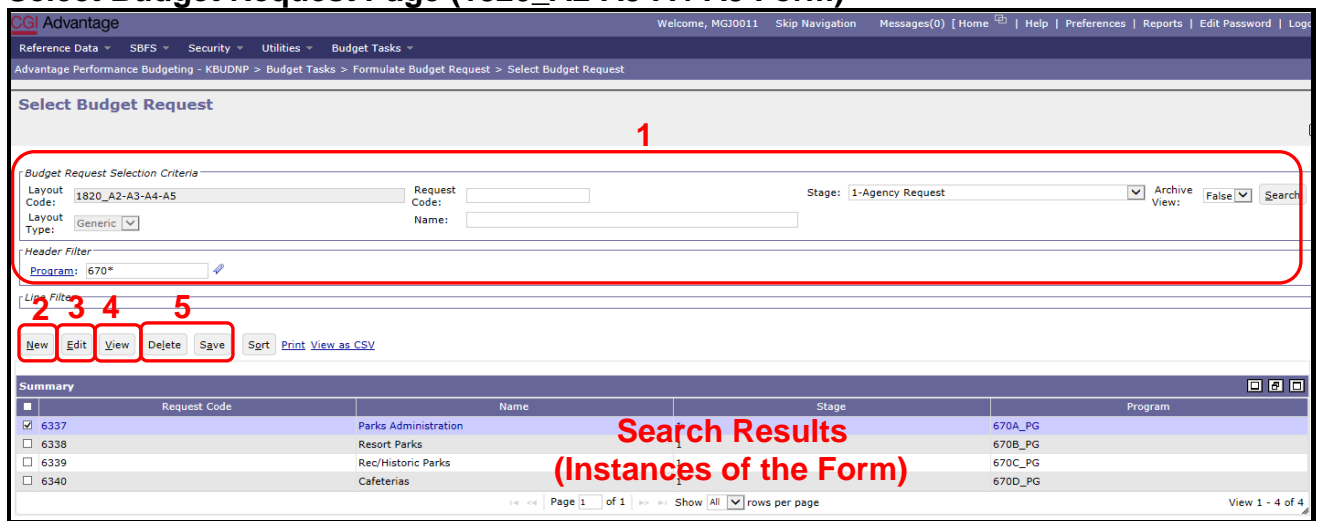
Request Code	Name	Stage	Program
6530	721B_PG		721B_PG
6532	723B_PG		723B_PG

Page 1 of 1 Show 20 rows per page View 1 - 2 of 2

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- 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 to Stage 3 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 (1820\_A2-A3-A4-A5 Form)



The screenshot shows the 'Select Budget Request' page in the Advantage system. The page includes a search criteria section, a list of instances, and a summary table. Red annotations highlight key features:

- 1**: A red box highlights the search criteria section, including fields for Layout Code (1820\_A2-A3-A4-A5), Request Code, Name, Stage (1-Agency Request), and Archive View (False).
- 2, 3, 4, 5**: Red boxes highlight the action buttons: New, Edit, View, Delete, and Save.
- Search Results (Instances of the Form)**: A red box highlights the summary table below the buttons.

Request Code	Name	Stage	Program
<input checked="" type="checkbox"/> 6337	Parks Administration		670A_PG
<input type="checkbox"/> 6338	Resort Parks		670B_PG
<input type="checkbox"/> 6339	Rec/Historic Parks		670C_PG
<input type="checkbox"/> 6340	Cafeterias		670D_PG



### Section 2.2.4 Creating the Baseline Budget Request Form

In this section, we will create an example of a baseline form for the Department of Public Health (DPH), Department 728. In this first scenario, we will create the 1820\_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 1820\_A2-A3-A4-A5 form.

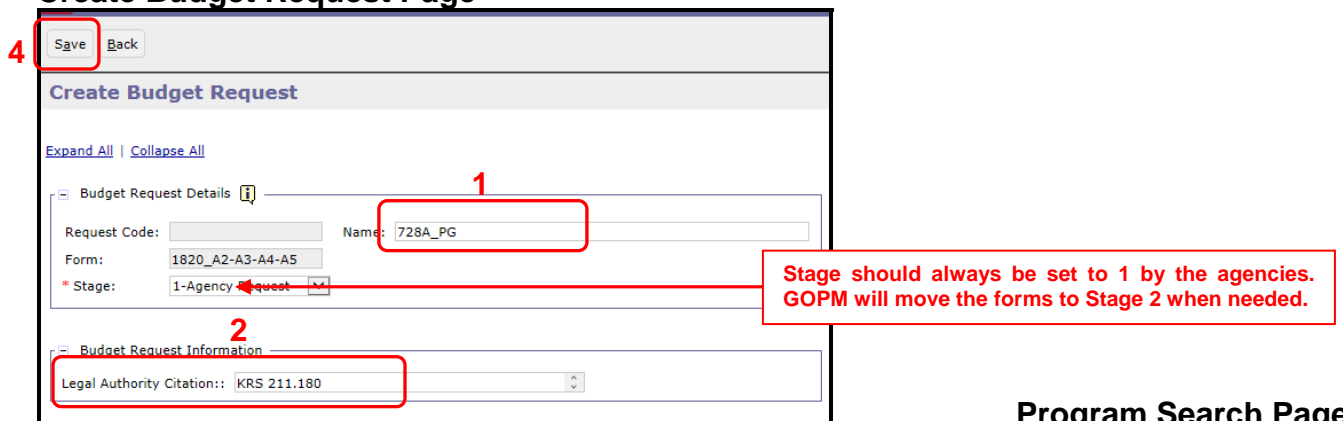
#### Select Budget Request Page (1820\_A2-A3-A4-A5 Form)

The screenshot shows the 'Select Budget Request' interface. At the top, there are search criteria fields: 'Layout Code' (1820\_A2-A3-A4-A5), 'Request Code', 'Stage', 'Archive View' (False), and a 'Search' button. Below these are 'Layout Type' (Generic) and 'Name' fields. There are also 'Header Filter' and 'Line Filter' sections. A toolbar contains buttons for 'New', 'edit', 'View', 'Delete', 'Save', 'Sort', 'Print', and 'View as CSV'. The 'New' button is highlighted with a red box. Below the toolbar is a 'Summary' table with columns for 'Request Code', 'Name', 'Stage', and 'Program'. The table lists two items: 6530 (721B\_PG, Stage 1) and 6532 (723B\_PG, Stage 1). At the bottom, there is a pagination control showing 'Page 1 of 1' and 'Show 20 rows per page'.

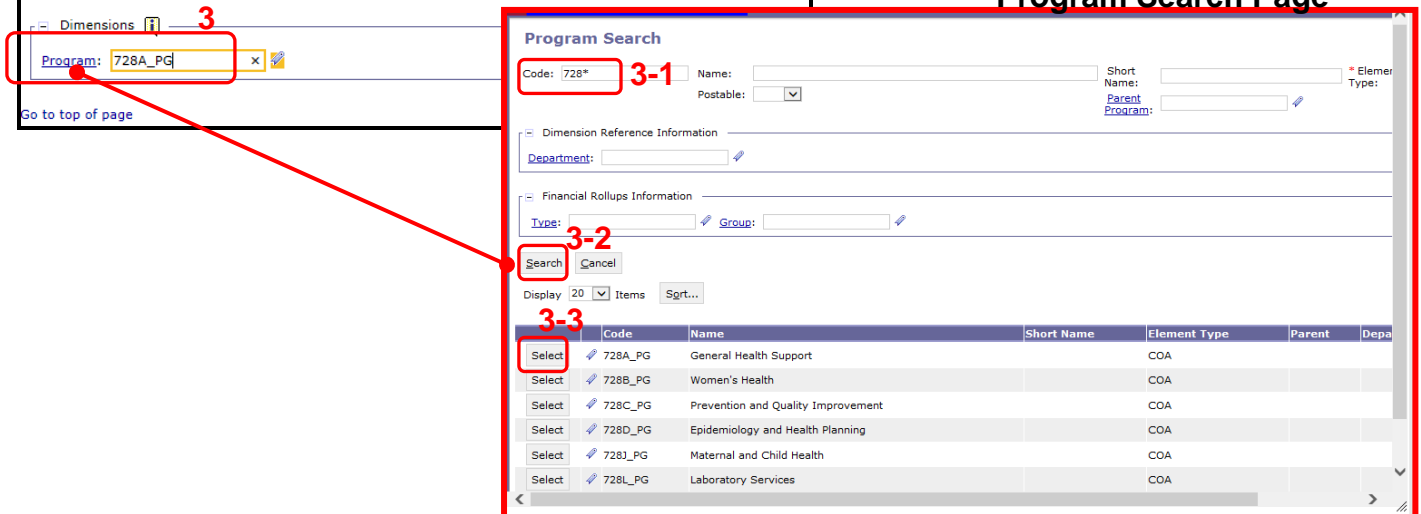
Request Code	Name	Stage	Program
6530	721B_PG	1	721B_PG
6532	723B_PG	1	723B_PG

- 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)
  - Fill in the Legal Authority Citation textbox
  - 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:
    - 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
  - Click the Save button, and the new form with all its appropriate tabs will be created

## Create Budget Request Page



## Program Search Page



	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	728I_PG	Maternal and Child Health		COA		
Select	728L_PG	Laboratory Services		COA		

## Section 2.2.5 Entering Budget Data in the 1820\_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 2018-2020 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, 1820 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 1820\_A2-A3-A4-A5 Form for 728A\_PG

**A2/A3 Sources & Exp by Fund Tab**

**Budget Object Search Page**

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





## Baseline Budget Request

- KBUD also has the ability to import an Excel spreadsheet (XLS) 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** [Back](#)

[Edit Budget Request](#) **A2/A3 Sources & Exp by Fund** [A3 Expenditure Detail](#) [A5 Personnel](#) [Document Management](#)

Budget Request Summary ⓘ

Layout Code: 1820\_A2-A3-A4-A5    Layout Name: A2/A3/A4/A5 Baseline Budget Request    Type: Generic    Program: 728A\_PG  
 Request Code: 6571    Request Name: 728A\_PG    Stage: 1-Agency Request

[Refresh](#)   [Zero Out](#)    Display Sub Total:

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

**Summary**

Line	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20
<input checked="" type="checkbox"/> 0100	REGAPP	-	14,291,500	14,509,000	14,509,000	152,000	385,100
<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Page 1 of 1    Show 20 rows per page

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

[Go to top of page](#)

- KBUD will confirm the deletion was successful

**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: 1820\_A2-A3-A4-A5    Layout Name: A2/A3/A4/A5 Baseline Budget Request    Type: Generic    Program: 728A\_PG  
 Request Code: 6571    Request Name: 728A\_PG    Stage: 1-Agency Request

[Refresh](#)   [Zero Out](#)    Display Sub Total:

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

**Summary**

Line	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20
<b>Line has been permanently deleted</b>							
<b>Totals</b>							

Page 1 of 1    Show 20 rows per 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 an Excel 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 an Excel 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 Excel file and use the file to import the budget lines into KBUD.

### Excel file (all lines and columns formatted as text)

	A	B	C	D	E	F	G
1	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20
2	0100	REGAPP	27,051,100	27,051,100	27,051,100	293,100	537,700
3	0100	EXPBYFUND	27,051,100	27,051,100	27,051,100	293,100	537,700

### 1820\_A2-A3-A4-A5 Form Tab Headers

Line	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20
Totals							

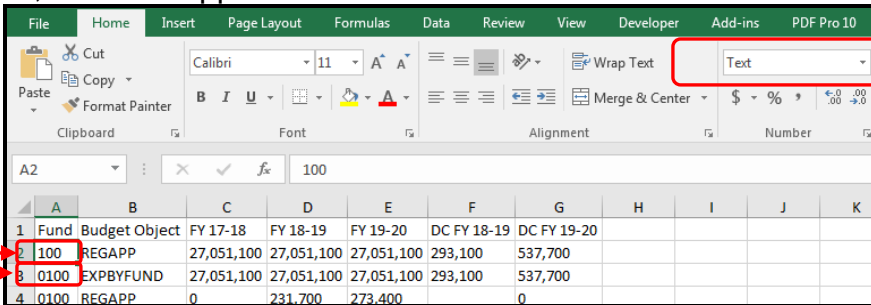
To use the Export feature, navigate to the desired tab and click on the blue Export link. Follow the prompts to save the Excel file with a meaningful name and in a location you will remember. You can open up the saved Excel file and add your budget lines to it. You will need to repeat this process for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

Summary

Line	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20
Totals							

Page 1 of 1 Show 20 rows per page

- 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 currency or accounting format. To resolve this issue, highlight the affected column or cell, change the Number format 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	K
1	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20				
2	100	REGAPP	27,051,100	27,051,100	27,051,100	293,100	537,700				
3	0100	EXPBYFUND	27,051,100	27,051,100	27,051,100	293,100	537,700				
4	0100	REGAPP	0	231,700	273,400		0				

- Utilize numerical data for the five budget data columns and ensure those cells are formatted in Excel text, general, or 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 the user from entering non-rounded values, but the 2018-2020 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 2018-2020 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, 1820 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

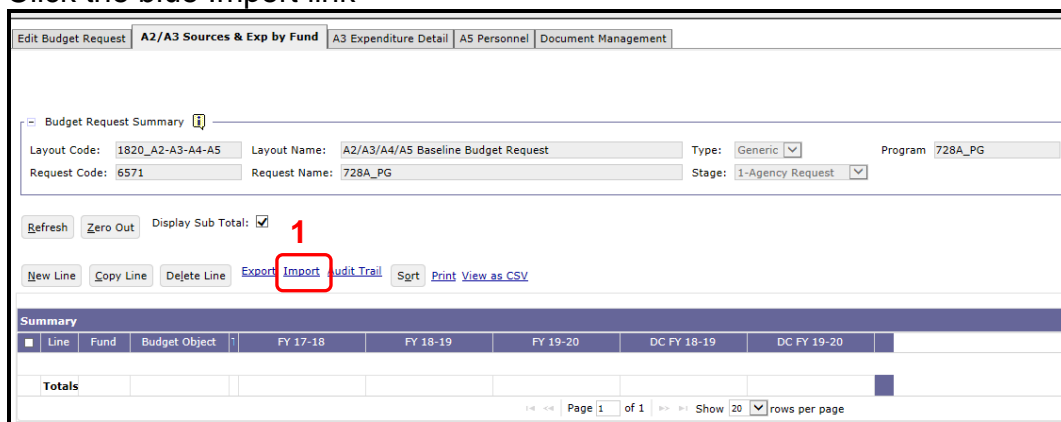
### **Tobacco Fund ONLY**

- Tobacco Settlement – Phase I
- Continuing Appropriation – Tobacco Settlement
- Reorganization Adjustments

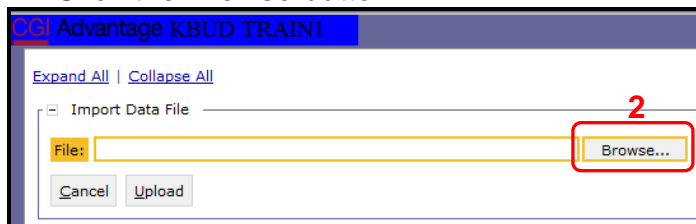
## Restricted and Federal Funds ONLY

- 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 with a meaningful name and in a location where you will remember to find it. Return to A2/A3 Sources & Exp by Fund tab in the 1820\_A2-A3-A4-A5 form. To import the budget lines, follow these steps:

### 1. Click the blue Import link

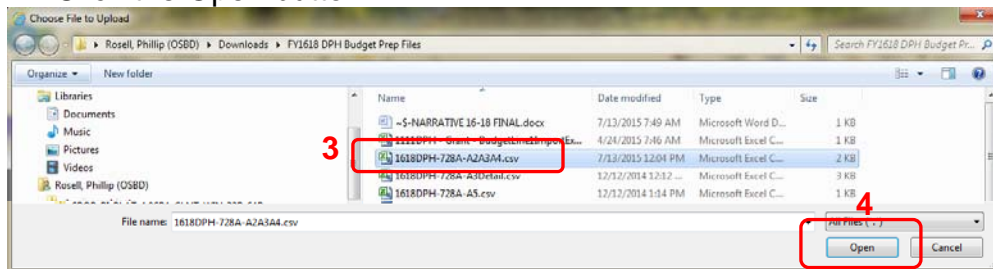


### 2. Click the Browse button

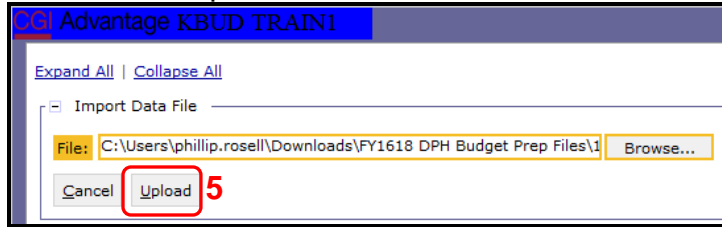


### 3. Navigate to the Excel file location, and click on the file name

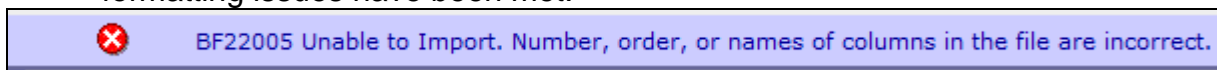
### 4. Click the Open button



### 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.



- If the import is successful, you will receive the “Action was successful” message, and the budget lines will be visible. 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:  Layout Name:  Type:

Request Code:  Request Name:  Stage:

Refresh Zero Out Display Sub Total:

New Line Copy Line Delete Line Export Import Audit Trail View Graph Sort Print View as CSV

Summary								
Line	Fund	Budget Object		FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20
<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				



## Baseline Budget Request

---

- To complete the 1820\_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 Excel import files to upload the budget lines, please be aware of these differences. You will need to modify the Excel 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 2018-2020 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 EDGEN (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: 1820\_A2-A3-A4-A5    Layout Name: A2/A3/A4/A5 Baseline Budget Request    Type: Generic ▾

Request Code: 6571    Request Name: 728A\_PG    Stage: 1-Agency Request

Refresh Zero Out Display Sub Totals:

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

Summary								
Line	Budget Object		FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20	
<input type="checkbox"/>	1 E111	E	2,755,400	2,779,900	2,779,900	61,900	204,000	
<input type="checkbox"/>	2 E121	E	189,300	195,100	200,000	3,800	13,100	
<input type="checkbox"/>	3 E122	E	1,002,000	1,010,000	1,010,000	186,300	270,100	
<input type="checkbox"/>	4 E122	E	0	231,700	273,400	0	0	
<input type="checkbox"/>	5 E123	E	431,100	431,100	431,100	10,200	23,200	
<input type="checkbox"/>	6 E123	E	0	4,500	6,400	0	0	
<input type="checkbox"/>	7 E124	E	600	600	600	100	100	
<input type="checkbox"/>	8 E131	E	131,000	131,000	131,000	31,000	31,000	
<input type="checkbox"/>	9 E132	E	26,900	26,900	26,900	1,300	1,300	
<input type="checkbox"/>	10 E140M	E	3,578,900	3,578,900	3,578,900			
<input type="checkbox"/>	11 E150M	E	4,364,000	4,364,000	4,364,000			
<input type="checkbox"/>	12 E210M	E	500	400	400			
<input type="checkbox"/>	13 E222	E	500	400	400			



## 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 18-19 and 19-20, 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 2018. (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 f

Layout Code: 1820\_A2-A3-A4-A5    Layout Name: A2/A3/A4/A5 Baseline Budget Request    Type: Generic Program  
 Request Code: 6571    Request Name: 728A\_PG    Stage: 1-Agency Request ▼

Refresh   Zero Out   Display Sub Total:

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

Summary											
Line	Budget Object	Status	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20		
<input type="checkbox"/>	1 FULLTIME	R FILLED	36	38	43	48	48		48		
<input type="checkbox"/>	2 FULLTIME	R VACANT			5						
<input type="checkbox"/>	3 PARTTIME	R FILLED	3	3	2	4	4				
<input type="checkbox"/>	4 PARTTIME	R VACANT			2						
<input type="checkbox"/>	5 GFPOS	E 0	3,401,615	3,387,923	4,305,400	4,343,400	4,348,100	257,500		501,400	
<input type="checkbox"/>	6 RESPOS	E 0	57,676	57,444	73,000	73,300	73,500	4,800		9,100	
<input type="checkbox"/>	7 OTHERPOS	R FILLED	1	1	1	1	1		1		
<b>Totals</b>			<b>3,459,251</b>	<b>3,445,325</b>	<b>4,378,347</b>	<b>4,416,647</b>	<b>4,421,547</b>	<b>262,300</b>		<b>510,500</b>	

Page 1 of 1    Show 20 rows per page





## Baseline Budget Request

- The final step to complete the 1820\_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 2018-2020 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.

### 2018-2020 Baseline Budget Record A4 (Program Narrative)

2018-2020 KENTUCKY BRANCH BUDGET					
Baseline Budget Request: Program Narrative/Documentation Record					
OPERATING BUDGET REPORT A-4		Agency: Health & Family Services		Public Health	
Governmental Branch: Executive		Appropriation Unit: Public Health		General Health Support	
Cabinet/Function: 53 Health & Family Services		Program/Service Unit: SA0		Posting Unit: SA0	
Baseline Services					
I. PERFORMANCE/RESULTS DOCUMENTATION	Actual FY 2015-16	Actual FY 2016-17	Budgeted FY 2017-18	Requested FY 2018-19	Requested FY 2019-20
(a) Sub-Program/Unit Funding	\$24,666,523	\$37,549,191	\$48,522,800	\$39,540,700	\$39,540,700
(b) Total Quantitative Data/Tests					
II. PROGRAM NARRATIVE					
The mission of the Department for Public Health (DPH) is to improve the health and safety of people in Kentucky through Prevention, Promotion and Protection. 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 18-20 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 1820\_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 17-18	FY 18-19	FY 19-20	DC FY 18-19	DC FY 19-20
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				
<b>Totals</b>				<b>-6,54</b>				

**A1A2 Financial Record Report**

2018-2020 Kentucky Branch Budget Baseline Budget Request: Financial Record All requested columns rounded to nearest \$100					
OPERATING BUDGET RECORD A1/A2					
Governmental Branch: Executive Branch		Agency: Public Health			
Cabinet: Health and Family Services		Appropriation: Public Health			
		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>SOURCE OF FUNDS</b>					
<b>General Fund</b>					
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
<b>Total General Fund</b>	<b>12,955,400</b>	<b>0</b>	<b>12,955,400</b>	<b>22,448,200</b>	<b>16,802,800</b>
<b>Restricted Fund</b>					
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
<b>Total Restricted Fund</b>	<b>19,398,856</b>	<b>0</b>	<b>40,807,300</b>	<b>22,996,600</b>	<b>22,996,600</b>
<b>Federal Fund</b>					
Balance Forward	0	0	13,500	0	0
Current Receipts	695,519	0	503,600	495,700	345,300
<b>Total Federal Fund</b>	<b>695,519</b>	<b>0</b>	<b>517,100</b>	<b>495,700</b>	<b>345,300</b>
<b>EXPENDITURES BY CLASS</b>					
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
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>24,666,523</b>	<b>0</b>	<b>47,739,800</b>	<b>45,940,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY FUND SOURCE</b>					
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
<b>TOTAL EXPENDITURES BY FUND</b>	<b>24,666,523</b>	<b>0</b>	<b>47,739,800</b>	<b>45,940,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY UNIT</b>					
	0	0	0	0	0
<b>TOTAL EXPENDITURES BY UNIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## Baseline Budget Request

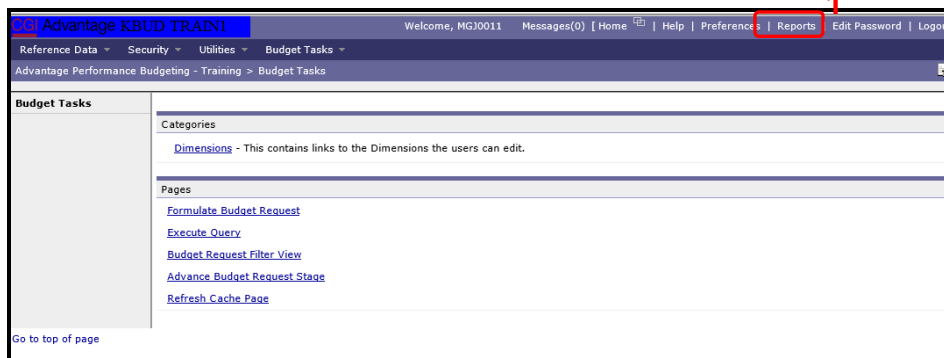
- Since state agencies have some latitude to set up their budget structures in a customized and meaningful way to them, there may be different KBUD reports required to meet the need of the agency. In this scenario, we will run the baseline reports for DPH's program 728A\_PG, General Health Support. There 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**

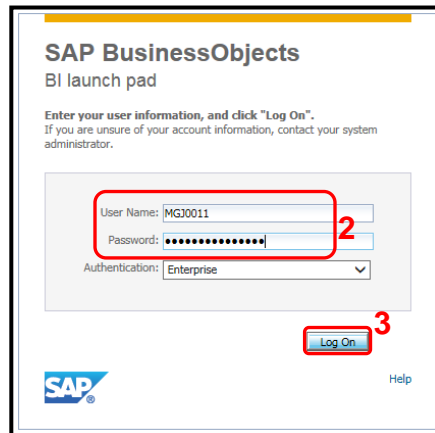
1. A1A2 Financial Record
2. A3 Expenditure Detail
3. A5 Personnel Summary
4. A4 Baseline Budget Request Narrative/Documentation Record (Word Attachment in KBUD 1820\_A2-A3-A4-A5 Form)

### **Supportive Baseline Reports**

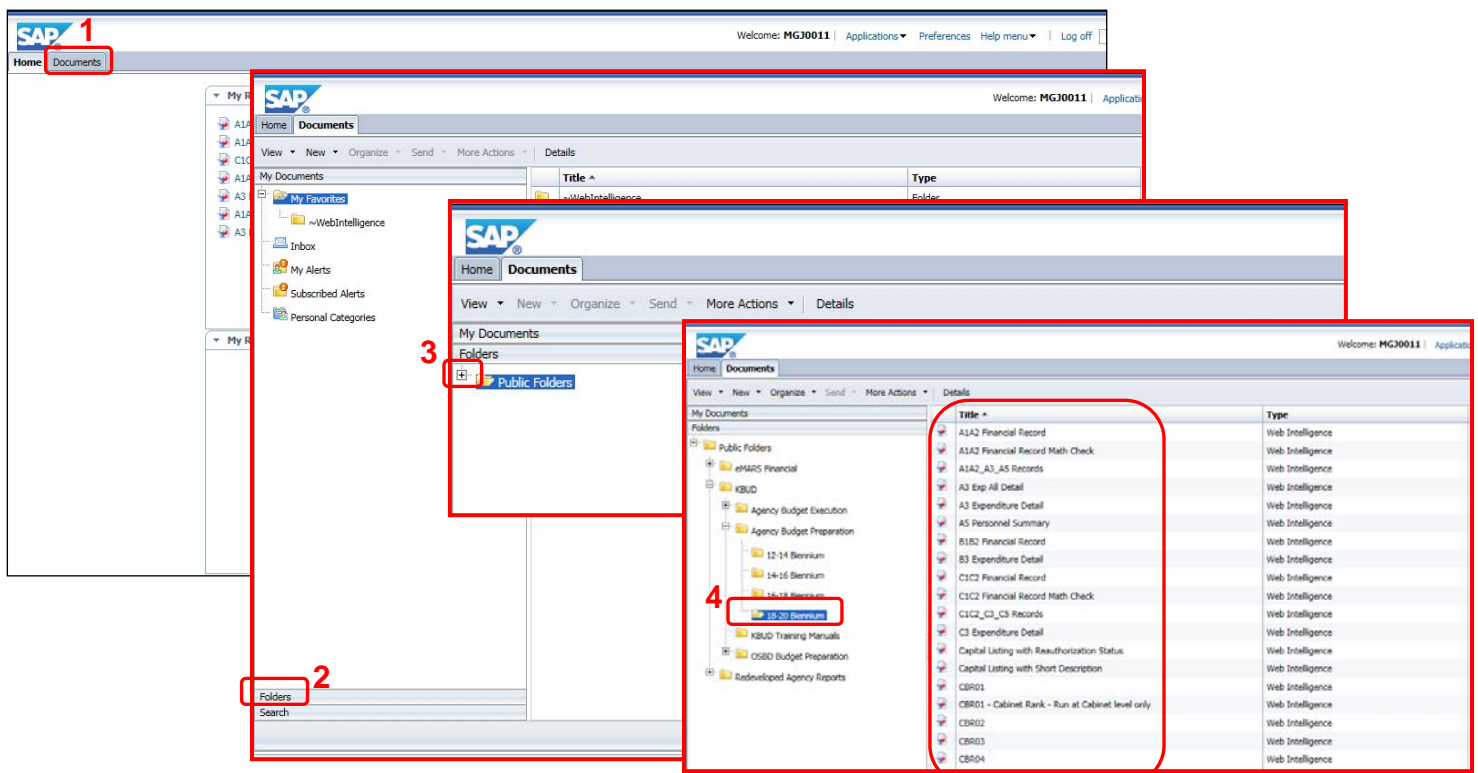
5. A1A2 Financial Record Math Check
  6. A3 Exp all Detail
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
    1. Either click on the Report link located in the KBUD application to access the webpage, or open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>



2. Enter your eMARS User ID in the User Name textbox and your password
3. 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 1820 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 18-20 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web 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

When the budget data has been completely entered into the 1820\_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 2015-16, FY 2016-17, FY 2017-18, FY 2018-19, and FY 2019-20. Once the program passes the math check, we will save and print the required baseline reports for the budget submission).

1. Double click on the A1A2 Financial Record Math Check 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 (NOTE: The program code can also be found on the 1820\_A2-A3-A4-A5 form in KBUD)
4. Once the proper parameter/variable is entered, the Run icon will be enabled. Click the Run icon to run the report

## Completed 1820\_A2-A3-A4-A5 Form

## A1A2 Financial Record Math Check Report

2018-2020 Kentucky Branch Budget					
Baseline Budget Request: Financial Record					
All requested columns rounded to nearest \$100					
	FY 2015-14	FY 2014-15	FY 2014-15	FY 2016-17	FY 2017-18
	Actual	Actual	Budgeted	Requested	Requested
<b>SOURCE OF FUNDS</b>					
General Fund	12,800,000	27,062,300	27,061,100	22,440,200	16,802,800
Regular Appropriation	81,600	0	0	0	0
State Salary and Compensation Incentive	0	0	0	0	0
Other	0	-1,547,420	0	0	0
<b>Total General Fund</b>	<b>12,881,600</b>	<b>25,514,880</b>	<b>27,061,100</b>	<b>22,440,200</b>	<b>16,802,800</b>
Federal Fund	13,474	11,815	2,026	0	0
Balance Forward	695,519	476,736	503,600	495,700	345,300
<b>Total Federal Fund</b>	<b>791,093</b>	<b>498,551</b>	<b>505,626</b>	<b>495,700</b>	<b>345,300</b>
Restricted Funds	602,313	0	0	270,000	270,000
Current Receipts	15,209,210	15,506,188	33,626,900	33,626,900	33,626,900
Non-Revenue Receipts	-4,109,536	-4,124,792	-10,560,200	-10,560,200	-11,100,200
<b>Total Restricted Funds</b>	<b>15,701,987</b>	<b>11,381,396</b>	<b>23,066,700</b>	<b>23,066,700</b>	<b>22,896,900</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>29,384,680</b>	<b>37,321,864</b>	<b>50,633,426</b>	<b>46,002,600</b>	<b>40,044,900</b>



## 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:			
		Postings Unit:			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Budgeted	Requested	Requested
<b>SOURCE OF FUNDS</b>					
<b>General Fund</b>					
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
<b>Total General Fund</b>	<b>12,955,400</b>	<b>25,504,872</b>	<b>27,051,100</b>	<b>22,448,200</b>	<b>16,802,800</b>
<b>Federal Fund</b>					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
<b>Total Federal Fund</b>	<b>708,993</b>	<b>490,553</b>	<b>505,638</b>	<b>495,700</b>	<b>345,300</b>
<b>Restricted Funds</b>					
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	<b>10,560,300</b>	-10,830,300	-11,100,300
<b>Total Restricted Funds</b>	<b>11,701,893</b>	<b>9,383,436</b>	<b>23,266,600</b>	<b>23,266,600</b>	<b>22,996,600</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>25,366,286</b>	<b>35,378,861</b>	<b>50,823,338</b>	<b>46,210,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY CLASS</b>					
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
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY FUND SOURCE</b>					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	<b>505,638</b>	495,700	345,300
Restricted Funds	11,701,853	9,383,436	<b>22,996,600</b>	22,996,600	22,996,600
<b>TOTAL EXPENDITURES BY FUND</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>

Total Sources of Restricted Funds      Total Restricted Fund Expenditures

<b>MATH CHECK SECTION</b>		FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
		Actual	Actual	Budgeted	Requested	Requested
<b>Restricted Fund Carry Forward</b>						
Restricted Fund Total		11,701,893	9,383,436	<b>23,266,600</b>	23,266,600	22,996,600
Restricted Fund Expenditures by Fund		11,701,853	9,383,436	<b>22,996,600</b>	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
<b>Federal Fund Carry Forward</b>						
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
<b>Total Funds Check</b>						
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
<b>General Fund Revenues - Expenditures</b>						

**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 1820\_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 15-16 or FY 16-17, 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested	
<b>SOURCE OF FUNDS</b>						
<b>General Fund</b>						
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	
<b>Total General Fund</b>	<b>12,955,400</b>	<b>25,504,872</b>	<b>27,051,100</b>	<b>22,448,200</b>	<b>16,802,800</b>	
<b>Federal Fund</b>						
Balance Forward	13,474	11,815	2,038	0	0	
Current Receipts	695,519	478,738	503,600	495,700	345,300	
<b>Total Federal Fund</b>	<b>708,993</b>	<b>490,553</b>	<b>505,638</b>	<b>495,700</b>	<b>345,300</b>	
<b>Restricted Funds</b>						
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	
<b>Total Restricted Funds</b>	<b>11,701,893</b>	<b>9,383,436</b>	<b>23,266,600</b>	<b>23,266,600</b>	<b>22,996,600</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>25,366,286</b>	<b>35,378,861</b>	<b>50,823,338</b>	<b>46,210,500</b>	<b>40,144,700</b>	
<b>EXPENDITURES BY CLASS</b>						
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	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>	
<b>EXPENDITURES BY FUND SOURCE</b>						
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	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>	

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

**FY 17 Balance Forward**

<b>MATH CHECK SECTION</b>		FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>Restricted Fund Carry Forward</b>						
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
<b>Federal Fund Carry Forward</b>						
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
<b>Total Funds Check</b>						
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**  
These two line amounts should be zero because the previous year end balance should equal the balance forward amount for the next FY (Example: FY18 Year End Balance should equal FY19 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 1820\_A2-A3-A4-A5 Form/A2-A3 tab. If this occurs in the two History columns, FY 15-16 or FY 16-17, 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>SOURCE OF FUNDS</b>					
<b>General Fund</b>					
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
<b>Total General Fund</b>	<b>12,955,400</b>	<b>25,504,872</b>	<b>27,051,100</b>	<b>22,448,200</b>	<b>16,802,800</b>
<b>Federal Fund</b>					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
<b>Total Federal Fund</b>	<b>708,993</b>	<b>490,553</b>	<b>505,638</b>	<b>495,700</b>	<b>345,300</b>
<b>Restricted Funds</b>					
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
<b>Total Restricted Funds</b>	<b>11,701,893</b>	<b>9,383,436</b>	<b>23,266,600</b>	<b>23,266,600</b>	<b>22,996,600</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>25,366,286</b>	<b>35,378,861</b>	<b>50,823,338</b>	<b>46,210,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY CLASS</b>					
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
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY FUND SOURCE</b>					
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
<b>TOTAL EXPENDITURES BY FUND</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>

FY18 Total Sources of Funds
FY 18 Total Expenditures By Funds

MATH CHECK SECTION	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>Restricted Fund Carry Forward</b>					
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
<b>Should Never Be Negative</b>	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	0
<b>Should = Zero</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund Carry Forward</b>					
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
<b>Should Never Be Negative</b>	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	0
<b>Should = Zero</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funds Check</b>					
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
<b>Should Never Be Negative</b>	699,763	732,838	270,000	270,000	0
<b>Expenditure Check</b>					
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
<b>Should = Zero</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Revenues - Expenditures</b>					

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 1820\_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 15-16 or FY 16-17, 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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>SOURCE OF FUNDS</b>					
<b>General Fund</b>					
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
<b>Total General Fund</b>	<b>12,955,400</b>	<b>25,504,872</b>	<b>27,051,100</b>	<b>22,448,200</b>	<b>16,802,800</b>
<b>Federal Fund</b>					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
<b>Total Federal Fund</b>	<b>708,993</b>	<b>490,553</b>	<b>505,638</b>	<b>495,700</b>	<b>345,300</b>
<b>Restricted Funds</b>					
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
<b>Total Restricted Funds</b>	<b>11,701,893</b>	<b>9,383,436</b>	<b>23,266,600</b>	<b>23,266,600</b>	<b>22,996,600</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>25,366,286</b>	<b>35,378,861</b>	<b>50,823,338</b>	<b>46,210,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY CLASS</b>					
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
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>
<b>EXPENDITURES BY FUND SOURCE</b>					
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
<b>TOTAL EXPENDITURES BY FUND</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>

FY18 Total Expenditures  
By Class
FY 18 Total Expenditures  
By Funds

<b>MATH CHECK SECTION</b>	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>Restricted Fund Carry Forward</b>					
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
<b>Should = Zero</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Fund Carry Forward</b>					
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
<b>Should = Zero</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funds Check</b>					
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
<b>Should = Zero</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>General Fund Revenues - Expenditures</b>					

**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 1820\_A2-A3-A4-A5 Form/A2-A3 tab, or adjust the expenditure detail budget data in the 1820\_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 1820\_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 1820 A2-A3-A4-A5 Form

**Budget Request Summary**

Layout Code: 1820\_A2-A3-A4-A5 Type: Generic Request Code: 1780 Request Name: DPH - TEST  
Program: 728A\_PG

**SAP Documents**

- A1A2 Financial Record
- A1A2 Financial Record Math Check
- A1A2\_A3\_A5 Records
- A3 Exp All Detail**
- A3 Expenditure Detail
- A5 Personnel Summary
- B1B2 Financial Record
- B3 Expenditure Detail
- C1C2 Financial Record

**User Prompt Input**

Enter value(s) for Program Code:  
728A\_PG

**A3 Exp All Detail Report**

**WORKING PAPERS**

2018-2020 Kentucky Branch Budget  
All requested columns rounded to nearest \$100

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

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>EXPENDITURES BY FUND SOURCE</b>					
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
<b>TOTAL EXPENDITURES BY FUND</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>	<b>40,144,700</b>
<b>EXPENDITURE CATEGORY</b>					
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

2018-2020 Kentucky Branch Budget  
All requested columns rounded to nearest \$100

**WORKING PAPERS**

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 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested
<b>EXPENDITURES BY FUND SOURCE</b>				
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
<b>TOTAL EXPENDITURES BY FUND</b>	<b>24,666,523</b>	<b>34,646,023</b>	<b>50,553,338</b>	<b>45,940,500</b>
<b>EXPENDITURE CATEGORY</b>				
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: 1820\_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

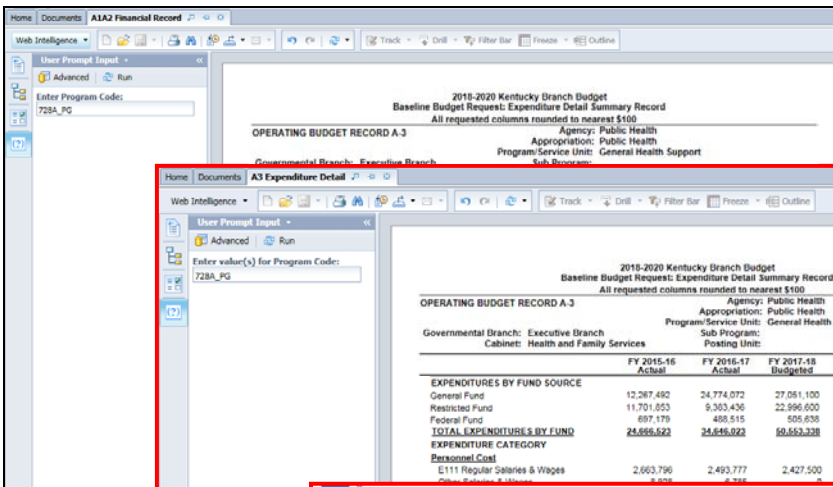
Line	Budget Object	FY 15-16	FY 16-17
<input checked="" type="checkbox"/> 1	E111	2,427,500	2,428,000
<input type="checkbox"/> 2	E121		2427500
<input type="checkbox"/> 3	E122		
<input type="checkbox"/> 4	E123		
<input type="checkbox"/> 5	E124		
<input type="checkbox"/> 6	E150		
<input type="checkbox"/> 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
<b>Totals</b>		<b>50,553,338</b>	<b>45,940,500</b>

Calculator overlay for line 1:

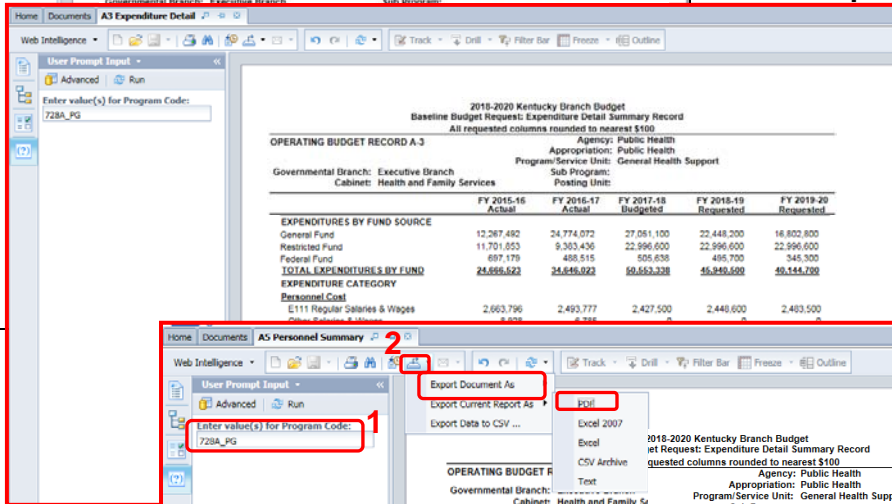
2427500    1    Store    Cancel

- Once you have completed your match checks and are ready to run the final version of three baseline reports, complete the following steps:
  - 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
  - To save the reports as a PDF document, click the Export Icon and choose Export Document as PDF
  - 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.

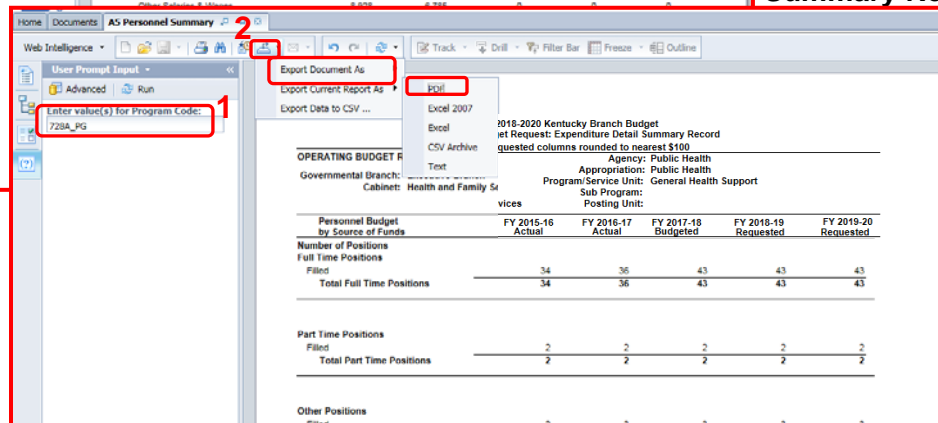
## A1A2 Financial Record Report



## A3 Expenditure Detail Report



## A5 Personnel Summary Report



- 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 requests are the Restricted Fund Maintenance Dimension and the 1820\_E\_FUND-RECEIPTS budget request form. These two tools along with historical data load for FY16 and FY17 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 1820\_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)

#### 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: 1345  
 Legal Authority Citation: KRS150.255

**II. RESTRICTED FUNDS DESCRIPTION I**

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 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
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
<b>Total Receipts</b>					

**IV. RESTRICTED FUNDS BUDGETS SUMMARY**

	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
<b>(A) Resources:</b>			
Balance Forward (E Form)	58,652,670	56,946,278	37,199,592
Current Receipts-Existing (E Form)	9,600,239	20,239,939	10,000,000
Non-Restructure Receipts (E form)	-11,306,631	-7,076,612	-10,000,000
<b>Total Resources</b>	<b>56,946,278</b>	<b>70,108,405</b>	<b>37,199,592</b>
<b>(B) Expenditures:</b>			
	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>

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.

#### 1820\_E\_FUND-RECEIPTS Form

Line	Budget Object		FY 17-18	FY 18-19	FY 19-20
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
<b>Totals</b>			<b>-37,199,592</b>	<b>-37,199,592</b>	<b>-37,199,592</b>



## Restricted Fund Forms

The 2018-2020 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 separate record in the Restricted Fund Maintenance dimension table and a separate E Restricted Funds & Receipts Form. The 1820\_E\_FUND-RECEIPTS form will be used to produce your agency's budget request.

### 1820 E Restricted Funds & Receipts Form

Code	Name
1820_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form

The 1820\_E\_FUND-RECEIPTS form contains two tabs to perform different functions. For example, the 1820\_E\_FUND-RECEIPTS form 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
- E Restricted Receipts
  - Information in this tab will include the receipt detail information
- Document Management (NOT USED)

### 1820\_E\_FUND-RECEIPTS Form with Multiple Tabs

Edit Budget Request	E Restricted Funds	E Restricted Receipts	Document Management
<input type="button" value="Notify"/>			
<a href="#">Expand All</a>   <a href="#">Collapse All</a>			
<input type="checkbox"/> Budget Request Details			
Request Code: <input type="text" value="1814"/> * Name: <input type="text" value="Fees in Lieu of Stream Mitigation Fund"/>			
Form: <input type="text" value="1820_E_FUND-RECEIP"/>			
* Stage: <input type="button" value="3"/> <input type="button" value="v"/>			
<input type="checkbox"/> Reason For Change			
Reason Description: <input type="text"/>			
<input type="checkbox"/> Budget Request Information			
<input type="checkbox"/> Dimensions			
Restricted Fund: <input type="text" value="134S-1820"/>			

## **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 2018-2020 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:

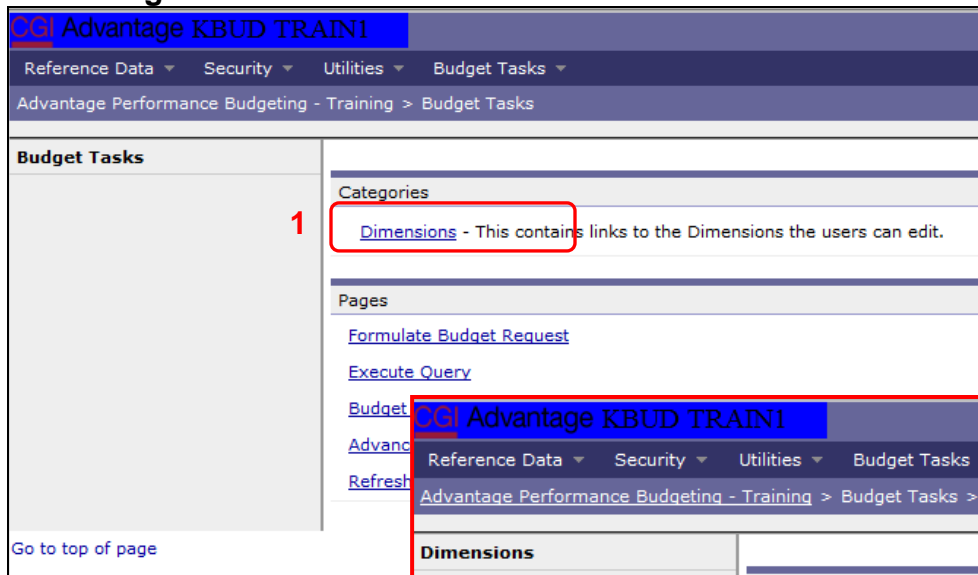
- 1) Login to KBUD and navigate to the Restricted Fund Maintenance Dimension table to update information on each specific Restricted Fund
- 2) Navigate to the Budget Layout Selection Page to choose the 1820\_E\_FUND-RECEIPTS Budget Request form
- 3) Create an instance of the 1820\_E\_FUND-RECEIPTS Budget Request form for an on-budget Restricted Fund
- 4) Manually enter the appropriate budget lines (data) into each of the form's tabs
  - 1820\_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 18-20 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
    - **D\_RestrictedFundSumRecord (All Restricted Funds)**
    - **E Restricted Fund Record (Individual Restricted Funds)**



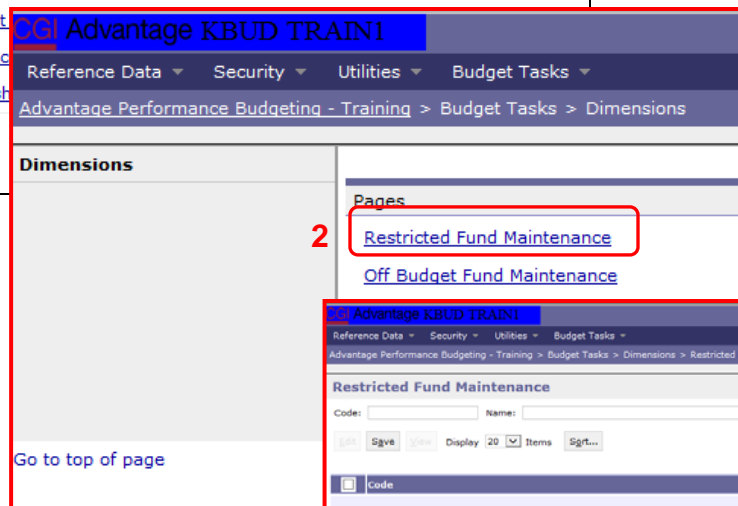
### Section 3.2.2 Login to KBUD and Navigate to the Restricted Fund Maintenance Dimension Table and Update the Dimension

- 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.

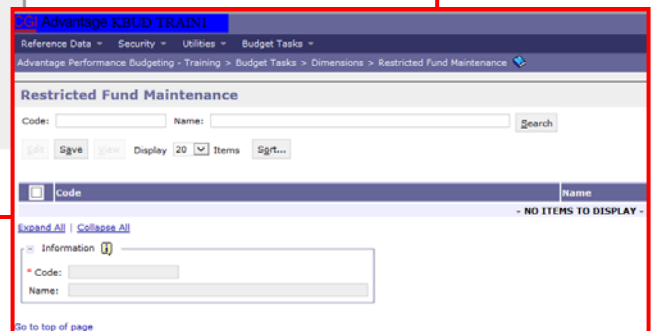
#### Home Page



Dimensions



Restricted Fund Maintenance

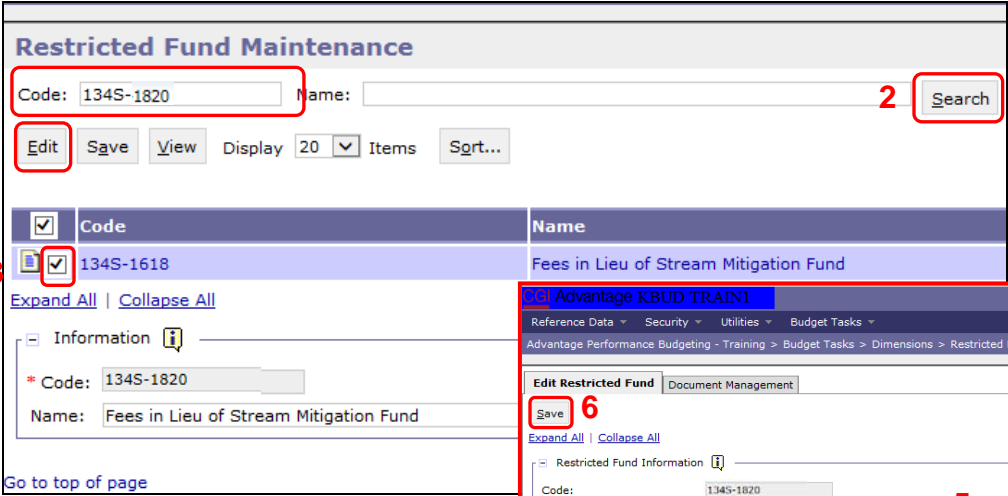




- From the Dimension Restricted Fund Maintenance page, you can search and view all funds by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all of the on-budget Restricted Funds available based on your security. You can also narrow your search for a specific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

1. Enter the Restricted Fund number and along with “-1820” in the Code textbox
2. 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\*)
3. Check the checkbox next to the record you want to edit
4. 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-1820'. Step 2: The 'Search' button is highlighted. Step 3: A table lists funds, with '134S-1618 Fees in Lieu of Stream Mitigation Fund' selected. Step 4: The 'Edit' button is highlighted. Step 5: The 'Edit Restricted Fund' form is shown with the 'Name' field 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**

Code: 134S-1820  
 Name: Fees in Lieu of Stream Mitigation Fund  
 Legal Authority Citation: KRS150.255  
 Restricted Uses?:

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

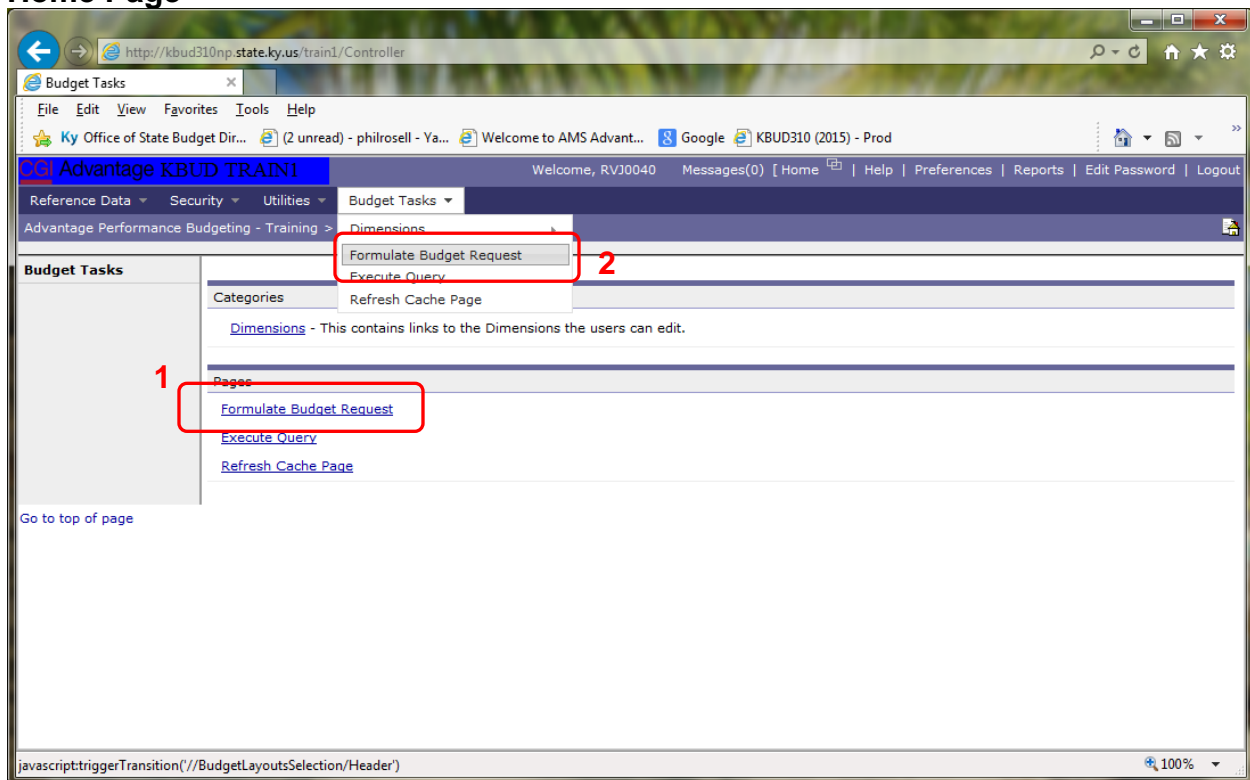
- Repeat the previous process to update each agency Restricted Fund.

- Here is some additional guidance to assist in filling out Dimension Restricted Fund Maintenance page:
  - **Legal Authority Citation** – Enter the specific legal authority that 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 2016-2018 biennium, the amounts affected, and the legal authority for the change. If changes are expected for the 2018-2020 biennium, outline the changes in rates/fees, amounts affected, and the legal authority.

### Section 3.2.3 Navigate to the 1820\_E\_FUND-RECEIPTS 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





## Restricted 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 1820\_E\_FUND-RECEIPTS form by clicking on the corresponding link. The Select Budget Request page will appear.

### Budget Layout Selection Page

Reference Data ▾ Budget Tasks ▾

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

### Budget Layout Selection

Code:  Name:

Layout Type:

[Sort](#) [Print](#)

#### Summary

Code	Name
<a href="#">1820_A2-A3-A4-A5</a>	A2/A3/A4/A5 Baseline Budget Request
<a href="#">1820_B2-B3-B4-B5</a>	B2/B3/B4/B5 Additional Budget Request
<a href="#">1820_E_FUND-RECEIPTS</a>	E Restricted Funds & Receipts Form
<a href="#">1820_G</a>	G Federal Assistance Form
<a href="#">1820_OFFBUD_FUND</a>	Off Budget Funds
<a href="#">1820_CAPITAL_FUND</a>	Capital Request by Fund Source
<a href="#">1820_CAPITAL_EXPEND</a>	Capital Request Expenditures
<a href="#">1820_CAP_IMPONOPBUD</a>	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1820\_E\_FUND-RECEIPTS) you have created.

### Select Budget Request Page (1820\_E\_FUND-RECEIPTS Form)

CGI Advantage Welcome, MGJ0011 Skip Navigation Messages(0) [ Home ] [ Help ] [ Preferences ] [ Reports ]

Reference Data ▾ SBFS ▾ Security ▾ Utilities ▾ Budget Tasks ▾

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

### Select Budget Request

Budget Request Selection Criteria

Layout Code:  Request Code:  Stage:  Archi View:

Layout Type:  Name:

Header Filter

Restricted Fund:

Line Filter

[New](#) [Edit](#) [View](#) [Delete](#) [Save](#) [Sort](#) [Print](#) [View as CSV](#)

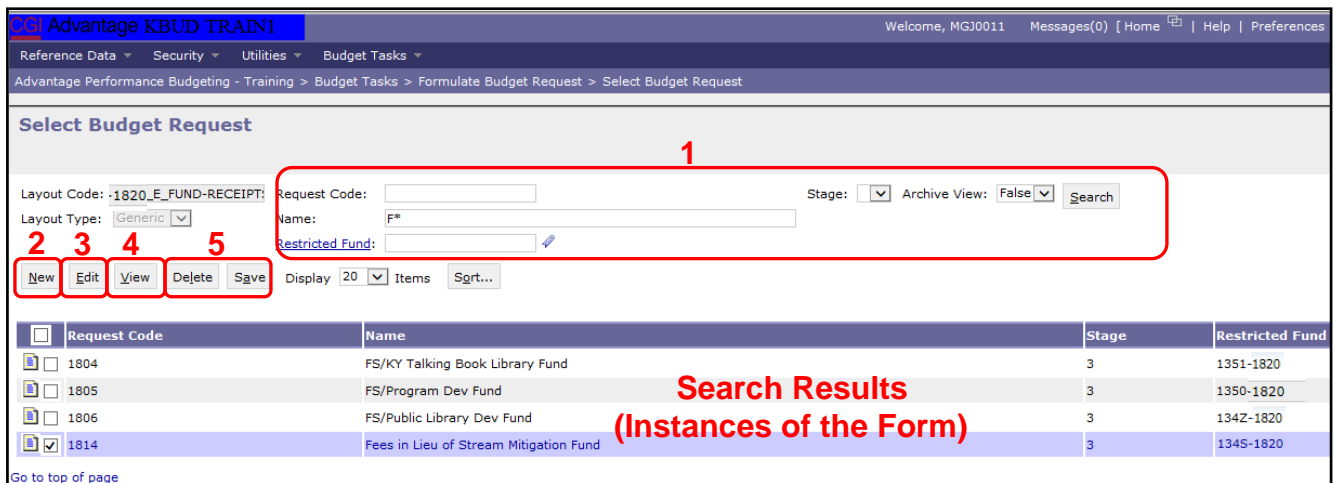
#### Summary

Request Code	Name	Stage	Restricted Fund
<input type="checkbox"/> 6260	HANDS-Medicaid		13GP-1820
<input type="checkbox"/> 6263	Kentucky ADAP Funds		13KK-1820
<input type="checkbox"/> 6264	PHPS-Registered Sanitarians		13KP-1820
<input type="checkbox"/> 6255	Maternal & Child Health Fund		138G-1820
<input type="checkbox"/> 6256	General Health Support Fund		138H-1820
<input type="checkbox"/> 6257	Epidemiology Fund		138J-1820
<input type="checkbox"/> 6258	Lab Services Fund		138K-1820
<input type="checkbox"/> 6259	PHPS Fund		138L-1820
<input type="checkbox"/> 6261	PQI		13GR-1820

Instances

- 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 to Stage 3 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 (1820\_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 area is titled 'Select Budget Request' and contains search filters: 'Layout Code: :1820\_E\_FUND-RECEIPT', 'Layout Type: [Generic]', 'Request Code: [ ]', 'Name: F\*', 'Restricted Fund: [ ]', 'Stage: [ ]', and 'Archive View: [False]'. Below these are buttons for 'New', 'Edit', 'View', 'Delete', and 'Save', along with 'Display 20 Items' and 'Sgrt...'. A table below shows search results with columns for 'Request Code', 'Name', 'Stage', and 'Restricted Fund'. The results are: 1804 (FS/KY Talking Book Library Fund), 1805 (FS/Program Dev Fund), 1806 (FS/Public Library Dev Fund), and 1814 (Fees in Lieu of Stream Mitigation Fund). Red annotations highlight the search filters (1), action buttons (2-5), and search results (6).

Request Code	Name	Stage	Restricted Fund
1804	FS/KY Talking Book Library Fund	3	1351-1820
1805	FS/Program Dev Fund	3	1350-1820
1806	FS/Public Library Dev Fund	3	134Z-1820
1814	Fees in Lieu of Stream Mitigation Fund	3	134S-1820



### 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 an 1820\_E\_FUND-RECEIPTS form for Restricted Fund 134S, 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 1820\_E\_FUND-RECEIPTS form.

#### Select Budget Request Page (1820\_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:  Request Code:  Stage:  Archive View:

Layout Type:  Name:

[Restricted Fund:](#)

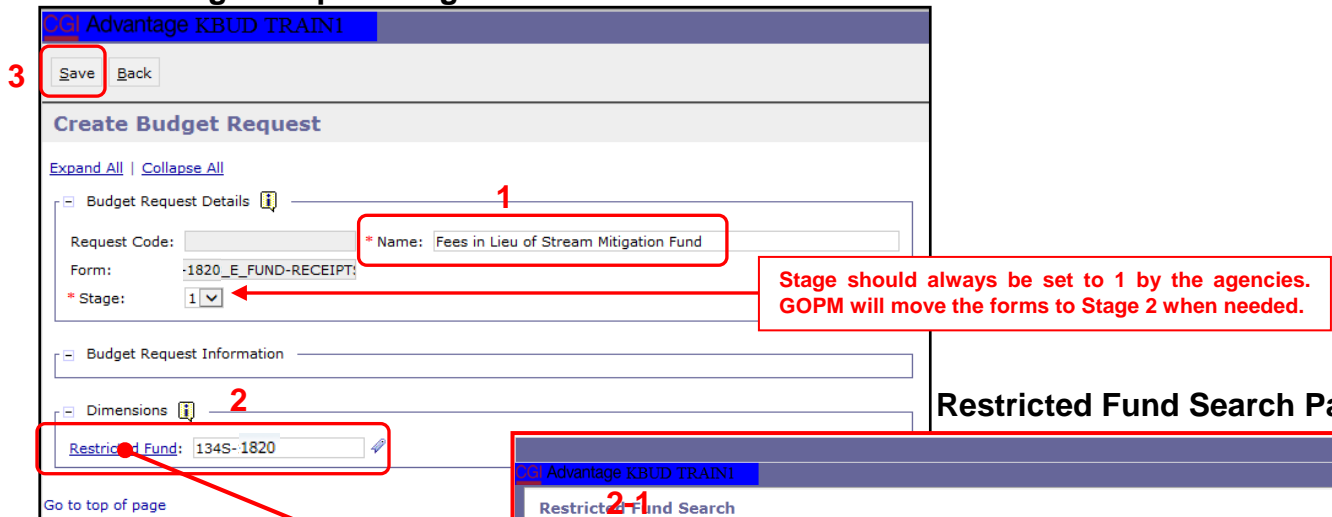
Display  Items

<input type="checkbox"/>	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:
  - 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)
  - 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
  - Click the Save button, and the new form with all its appropriate tabs will be created

## Create Budget Request Page



3 Save Back

Create Budget Request

Expand All | Collapse All

Budget Request Details

Request Code:  \* Name: Fees in Lieu of Stream Mitigation Fund

Form: -1820\_E\_FUND-RECEIPT:

\* Stage: 1

Budget Request Information

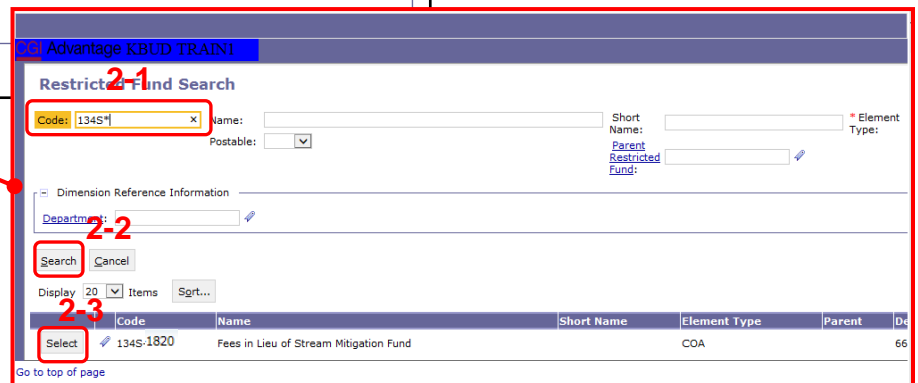
Dimensions

Restricted Fund: 134S-1820

Go to top of page

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

## Restricted Fund Search Page



Advantage KBUD TRAIN1

Restricted Fund Search

Code: 134S\* x Name:  Short Name:  \* Element Type:

Postable:

Parent Restricted Fund:

Dimension Reference Information

Department:

Search Cancel

Display 20 Items Sort...

Code	Name	Short Name	Element Type	Parent	D6
134S-1820	Fees in Lieu of Stream Mitigation Fund		COA		66

Go to top of page

### Section 3.2.5 Entering Budget Data in the 1820\_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.
  1. Click on the E Restricted Funds tab (NOTE: You can now add your Sources of Funds and Expenditure information)
  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 fund. Enter a separate budget line for each budget object required by the 2018-2020 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 (NOTE: When entering numerical budget data, enter the data to the nearest \$100).
  5. Click the next tab to add more budget lines for the E Restricted Receipts or click the Back button to exit the form

#### New 1820\_E\_FUND-RECEIPTS Form for Restricted Fund134S

**E Restricted Funds Tab**

**Budget Object Search**

Select	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 1820\_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: 1820_E_FUND-RECEIPT		Type: Generic	Request Code: 18		
Restricted Fund: 134S-1820					
Refresh Zero Out Display Sub Total: <input checked="" type="checkbox"/> Select Model: ▾					
New Line Copy Line Delete Line Export Import Audit Trail View Graph Sqrt... View as CSV					
Summary					
Line	Budget Object		FY 17-18	FY 18-19	FY 19-20
<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

\$10,000,000    \$20,000,000    \$20,000,000

\$-10,000,000    \$-20,000,000    \$-20,000,000

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: 1820_E_FUND-RECEIPT		Type: Generic	Request Code:		
Restricted Fund: 134S-1820					
Refresh Zero Out Display Sub Total: <input checked="" type="checkbox"/> Select Model: ▾					
New Line Copy Line Delete Line Export Import Audit Trail View Graph Sqrt... View as CS					
Summary					
Line	Budget Object		FY 17-18	FY 18-19	FY 19-20
<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 1820\_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 18-20 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 1820\_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-1820

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 I** 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 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
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
<b>Total Receipts</b>					0

**IV. RESTRICTED FUNDS BUDGETS SUMMARY**

	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
<b>(A) Resources:</b>			
Balance Forward (E Form)	58,652,670	56,946,278	37,199,592
Current Receipts-Existing (E Form)	9,600,239	20,238,938	10,000,000
Non-Renewal Receipts (E form)	-11,306,631	-7,076,612	-10,000,000
<b>Total Resources</b>	<b>56,946,278</b>	<b>70,108,405</b>	<b>37,199,592</b>
<b>(B) Expenditures:</b>			
	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>

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.

#### 1820\_E\_FUND-RECEIPTS Form

**1820\_E\_FUND-RECEIPTS Form**

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

Budget Request Summary

Layout Code: 1820\_E\_FUND-RECEIPT; Type: Generic; Request Code: 1820

Restricted Fund: 134S-1820

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

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

Line	Budget Object	FY 17-18	FY 18-19	FY 19-20
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
<b>Totals</b>		<b>-37,199,592</b>	<b>-37,199,592</b>	<b>-37,199,592</b>

- 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 a 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.

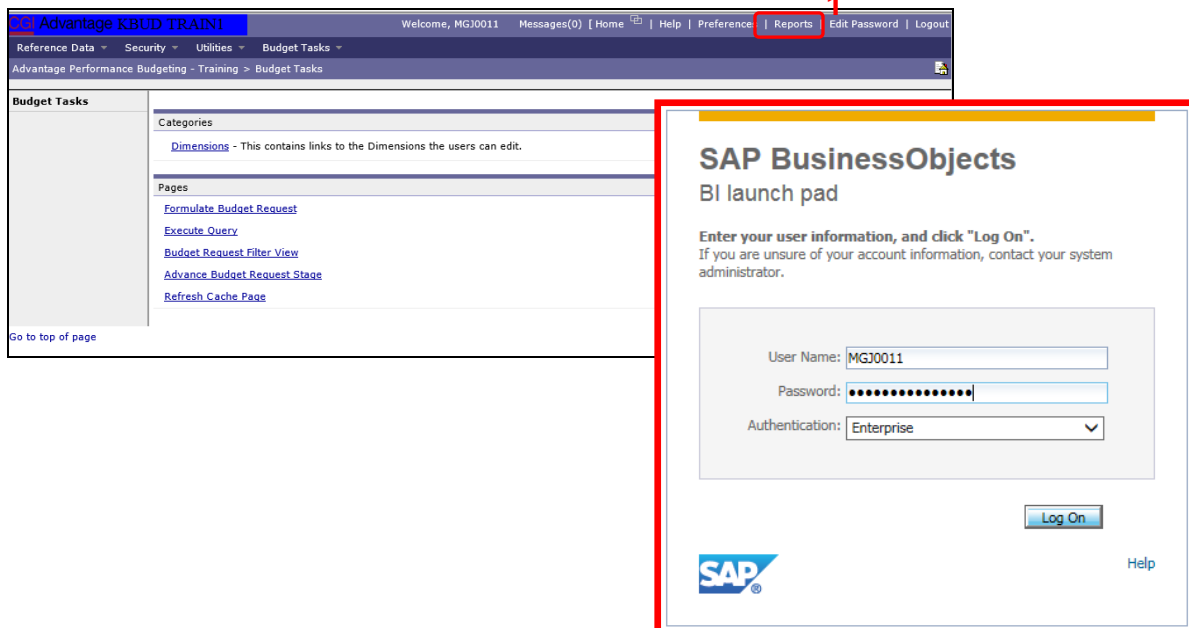
### **Required Restricted Fund Reports For Restricted Funds**

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**

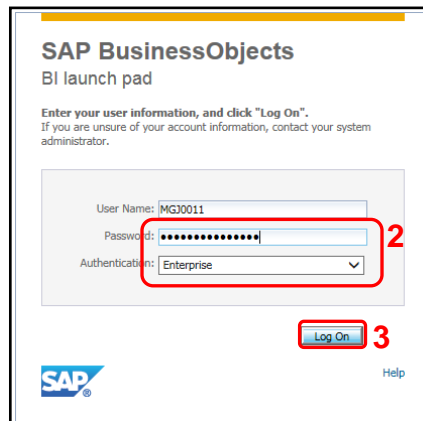
3. E\_Rstd\_Fund\_Mathcheck

- 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 open your web browser and enter the direct link to EBI 4.1 and paste it into the URL:  
<https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>



The screenshot displays the Advantage KBUD TRAIN1 application interface. The top navigation bar includes 'Welcome, MGJ0011', 'Messages(0)', 'Home', 'Help', 'Preference', 'Reports', 'Edit Password', and 'Logout'. The 'Reports' menu item is highlighted with a red box and a red number '1' above it. Below the navigation bar, the 'Budget Tasks' section is visible, containing a 'Categories' section with a link to 'Dimensions' and a 'Pages' section with links to 'Formulate Budget Request', 'Execute Query', 'Budget Request Filter View', 'Advance Budget Request Stage', and 'Refresh Cache Page'. Overlaid on the right side of the screenshot is the SAP BusinessObjects BI launch pad login screen. This screen features 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.' The login form includes fields for 'User Name' (containing 'MGJ0011'), 'Password' (masked with dots), and 'Authentication' (set to 'Enterprise'). A 'Log On' button is located at the bottom right of the login form, and a 'Help' link is positioned at the bottom right of the launch pad area.

2. Enter your eMARS User ID in the User Name textbox and your password
3. 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.

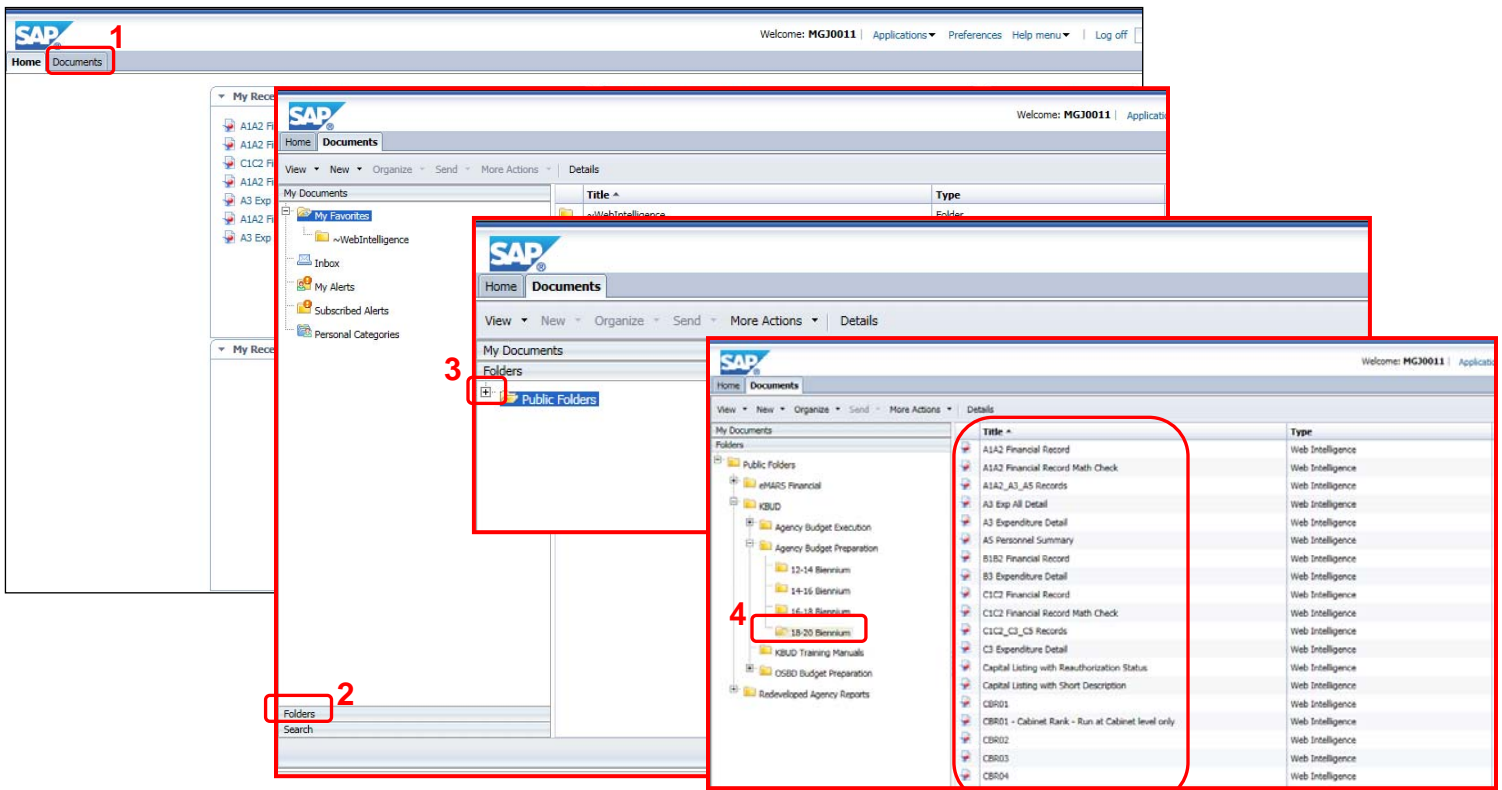
User Name: MGJ0011

Password: [Masked]

Authentication: Enterprise

**Log On**

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1820 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 18-20 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' section is expanded.
4. The '18-20 Biennium' folder is opened, 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 660G\_BILL program and its five restricted funds.



1. Double click on the E\_Rstd\_Fund\_Mathcheck 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 Restricted Fund Code text box. In this scenario, we will enter the five restricted funds associated with the program. This entry is done by separating each Restricted Fund with a semicolon (Example: 134R-1820;134S-1820;134T-1820)
4. Enter the required parameters/variables into the Program Code text box. In this scenario, we will enter the program associated with the seven funds.
5. Once the proper parameter/variable is entered, the Run icon will be enabled. Click the Run icon to run the report

660G_BILL	Fish and Wildlife Resources				
	Actual FY 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
<b>Summary of Resources:</b>					
SALFOR	81,474,877	81,821,838	88,243,808	81,258,423	48,058,423
EBALFOR	81,474,877	81,821,838	88,243,808	81,258,423	48,058,423
Should Be Zero	0	0	0	0	0
CURREC	44,708,223	87,987,792	42,423,700	82,861,800	88,961,800
SCURREKS and SCURRYS	44,708,223	87,987,792	42,423,700	82,861,800	88,961,800
Should Be Zero	0	0	0	0	0
HOAREY and TRANSFER	-8,778,483	-8,506,650	-17,788,500	-23,000,000	-23,000,000
ENDREV	-8,778,483	-8,506,650	-17,788,500	-23,000,000	-23,000,000
Should Be Zero	0	0	0	0	0
<b>Summary of Expenditures:</b>					
EXPFFUND	34,779,870	34,911,038	31,423,700	31,051,800	34,961,800
-E Reserve Exp	34,779,870	34,911,038	31,423,700	29,183,400	30,238,100
-E Defeat Calc Ex	0	0	0	1,491,100	3,130,100
-E ABR Exp	0	0	0	1,307,100	1,796,400
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 18 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 19 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 20 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	-6,785,800	-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	EBBREXP	942,100	0	1,308,700
<b>Totals</b>		<b>-8,082,432</b>	<b>-5,354,531</b>	<b>-2,754,531</b>

Source of Fund Totals

### A Forms

Line	Fund	Budget Object	FY 15-16	FY 16-17	FY 17-18
1	1200	BALFOR	6,104,313	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
<b>Totals</b>			<b>-8,910,945</b>	<b>-8,910,900</b>	<b>-8,910,900</b>

Source of Fund Totals

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

### E\_Rstd\_Fund\_Mathcheck

Report ran for these Restricted Fund Codes	Restricted Fund Name				
134R-1820	Restricted Fish & Game Fund				
134S-1820	Fees in Lieu of Stream Mitigation Fund				
134T-1820	Program Income Fund				
13KR-1820	KHLCF-Management Fund				
13L4-1820	Program Income - FISH				
Report executed for these Programs	Program Name				
660G_BILL	Fish and Wildlife Resources				
	Actual	Actual	Budgeted	Requested	Requested
	FY 2015 - 16	FY 2016 - 17	FY 2017 - 18	FY 2018 - 19	FY 2019 - 20
<b>Summary of Resources:</b>					
BALFOR	81,474,677	81,621,839	58,043,936 <sup>1</sup>	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 <sup>2</sup>	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 TRANSFE	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000 <sup>3</sup>
-ENONREV	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,601,000
Should Be Zero	0	0	0	0	3

**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 to 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-1820 (E Form) and 660C\_PG (A Form) forms. After doing the proper research to verify where the adjustment should be made, it was decided to edit the 134S-1820 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-1820

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-1820

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-1820

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 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
<b>Summary of Resources:</b>					
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 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.

1. Example: Ensures the FY 20 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
<b>Totals</b>				<b>-8,082,432</b>	<b>-5,354,531</b>	<b>-2,754,531</b>

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
<b>Totals</b>				<b>-8,910,945</b>	<b>-8,910,900</b>	<b>-8,910,900</b>	

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\_1820
    - 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-1820. 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

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

Revenue Source Code	Actual FY 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
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

- 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 1820\_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 1820\_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.

### Dimension (Grant Maintenance)

**Dimension (Grant Maintenance)**

Code: 728S16G013 ARRA Grant:

Name: Abstinence Education eMARS Grant Code:

US Code Cite: Title V, Sect. 510 Social Security Act Annual Grant Period:

CFR Number: 93.235 Existing or New Program: Existing Program

Grant: Primary

Grant Description Including Uses/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.

### F Federal Funds Summary Report

2018-2020 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 EV 2015-16	Actual EV 2016-17	Budgeted EV 2016-18	Requested EV 2018-19	Requested EV 2019-20
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### G Fed Assist Op Bud Record Report

**Dimension Data**

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  
Grant: 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 uses/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) No  
B. Composition of Matching Funds:  
Federal Portion  
State Portion  
Local Portion  
C. Source of State Matching Share:  
General %  
Restricted %  
Road %  
D. Type of Match Provided (Yes/No):  
Direct Dollars No In-kind Dollars No  
Grant Award Actual EV 2015-16 Actual EV 2016-17 Estimate EV 2016-18 Estimate EV 2018-19 Estimate EV 2019-20

VI. Maintenance of Effort (Required by Fed)  
A. Is State Maintenance of Fiscal Effort  
B. Amount Required by State Fiscal Y

VII. Federal Funds Budget Summary

	Actual FY 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
<b>A. Resources</b>					
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
<b>Total Resources:</b>	<b>2,312,300</b>	<b>2,360,400</b>	<b>3,186,100</b>	<b>2,996,800</b>	<b>2,962,700</b>
<b>B. Expenditures</b>					
Baseline Budget Expenditures	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
Additional Bdgt Req Expend	0	0	0	27,800	76,400
<b>Total Expenditures:</b>	<b>2,151,900</b>	<b>1,874,300</b>	<b>2,889,300</b>	<b>2,734,100</b>	<b>2,611,700</b>

**Historical Data**

**Form Data**

### 1820\_G Form

**Numerical Budget Data**

Budget Request Summary

Layout Code: 1618\_G Type: Generic Request Code: 1866 Request No:

Grant: 728S16G013

Refresh Zero Out Display Sub Total:  Select Model:

New Line Copy Line Delete Line Export Import Audit Trail Print Sign... View as CSV

Line	Budget Object	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
<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
<b>Totals</b>		<b>-160,400</b>	<b>-486,100</b>	<b>-296,800</b>	<b>-262,700</b>	<b>-351,000</b>

Page 1 of 1 Show 20 rows per page



## Federal Grant Fund Forms

The 2018-2020 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 2016-2018 biennia, the data that was on the Dimension table in KBUD for the Grant code will be copied into the 1820 Grant Dimension table for the agency. However, this information can be edited and should be updated if necessary.

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

In KBUD, the 1820\_G form will be used to produce your agency’s Federal Grant budget request.

### G Federal Assistance Form

Code	Name
1820_G	G Federal Assistance Form

The 1820\_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)

### 1820\_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 2018-2020 Budget Instructions.

### **Section 4.2.1      Process Overview**

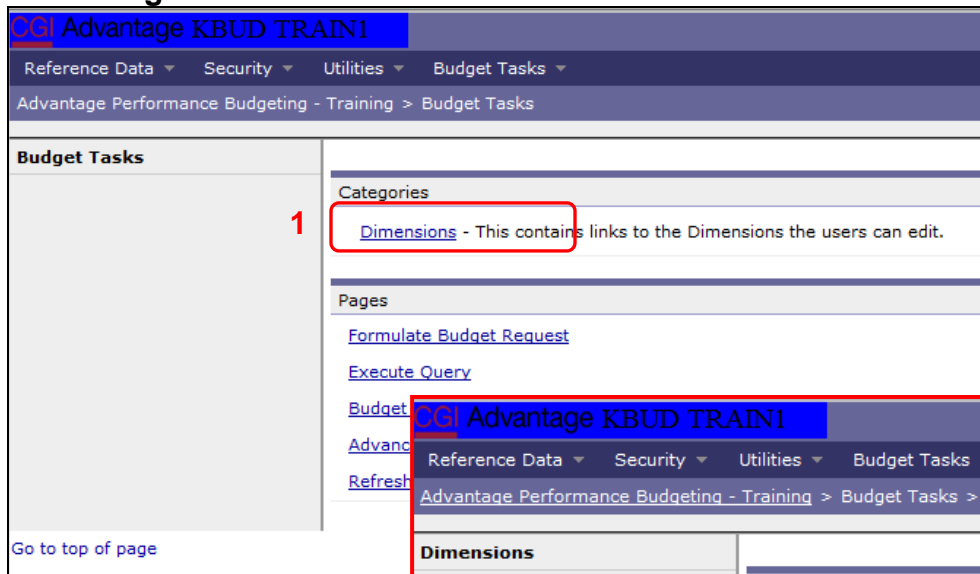
The following is a summarized description of the steps involved in the process to create a Federal Grant budget request in order to help users understand the flow of the detailed instructions:

- 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 1820\_G Budget Request form
- 3) Create an instance of the 1820\_G Budget Request form for a Federal Grant
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
  - 1820\_G Budget Request Form Tabs
    - **Edit Budget Request**
    - **Budget Lines**
    - **Document Management (NOT USED)**
- 5) Login to KBUD Reports (EBI) and navigate to the 18-20 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
    - **F Federal Funds Summary (Includes all the agency's Federal Grants entered on the G Forms)**
    - **G Fed Assist Op Bud Record (Run this report for each individual Federal Grant)**

## Section 4.2.2 Login to KBUD and Navigate to the Grant Maintenance Dimension Table

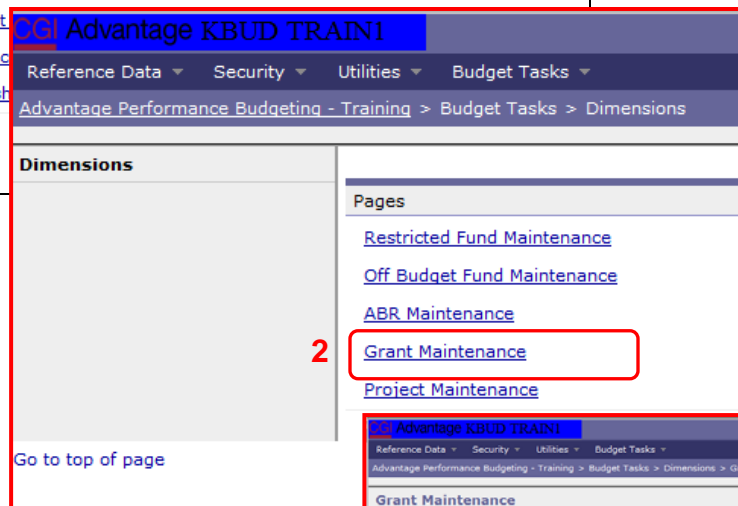
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
  1. Click the Dimensions link
  2. Click on the Grant Maintenance Link. The Grant Maintenance page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

### Home Page



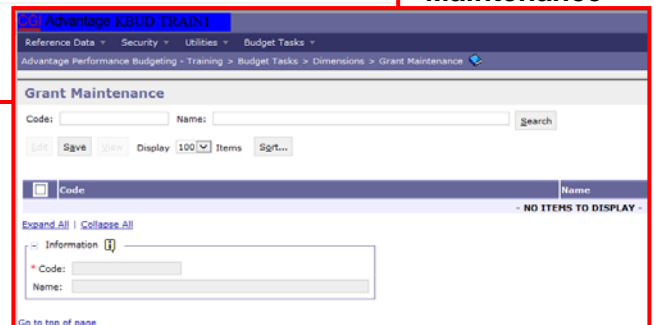
The screenshot shows the KBUD application home page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there are two main areas: "Categories" and "Pages". In the "Categories" section, the link "Dimensions" is highlighted with a red box and a red number "1". The text next to it says "This contains links to the Dimensions the users can edit." The "Pages" section contains several links: "Formulate Budget Request", "Execute Query", "Budget", "Advance", 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 are two main areas: "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 a search form with "Code:" and "Name:" fields, a "Search" button, and a "Save" button. Below the search form, there is a table with columns "Code" and "Name". The table is currently empty, with the text "- NO ITEMS TO DISPLAY -" below it.

Grant Maintenance

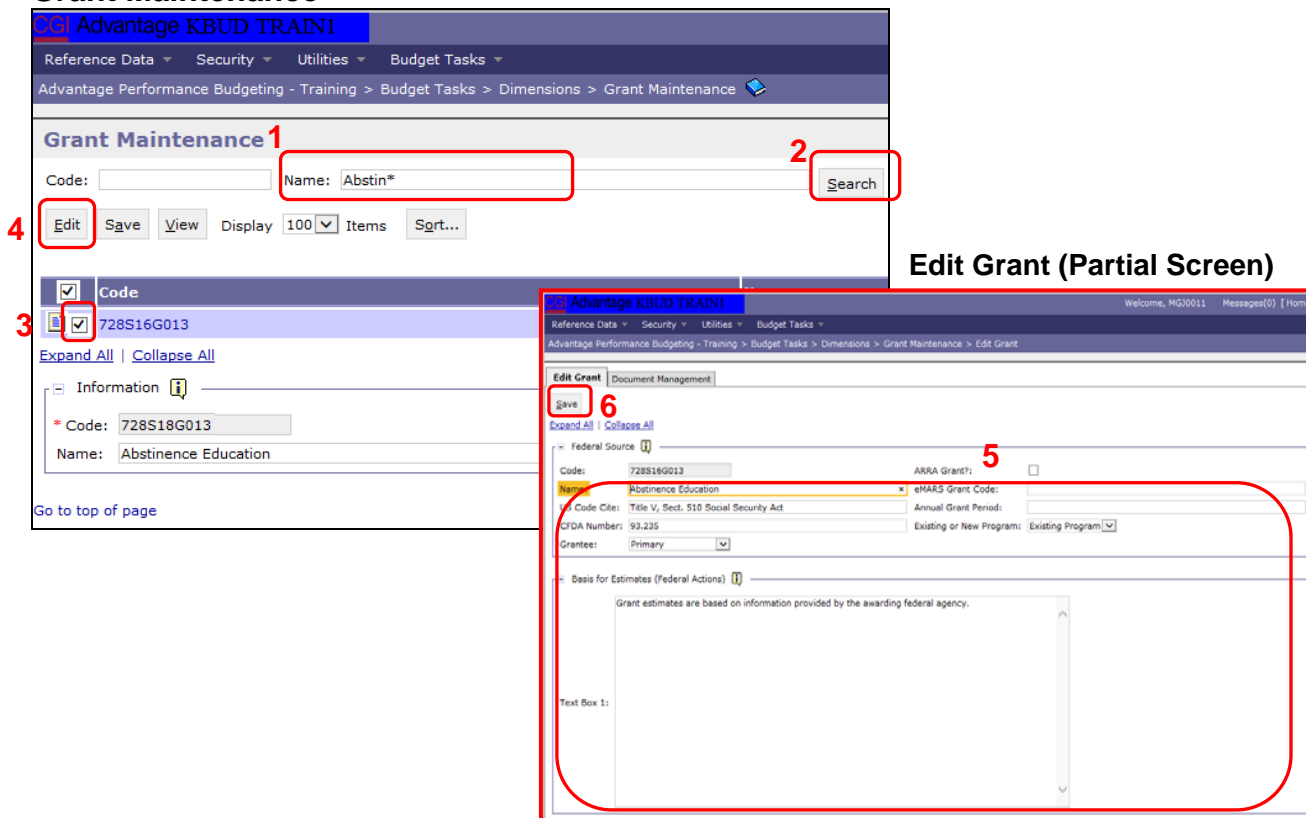


The screenshot shows the "Grant Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Grant Maintenance". The page contains a search form with "Code:" and "Name:" fields, a "Search" button, and a "Save" button. Below the search form, there is a table with columns "Code" and "Name". The table is currently empty, with the text "- NO ITEMS TO DISPLAY -" below it.

From the 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



The image displays two screenshots of the Advantage KBUD TRAIN system. The left screenshot shows the 'Grant Maintenance' page with the search criteria 'Abstin\*' entered in the Name field and the Search button highlighted. The right screenshot shows the 'Edit Grant' screen for the grant 'Abstinence Education' with the Save button highlighted.

5. Update any of the Grant information that is 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

<b>US Code Cite</b>	Enter the United States Code (USC) statutory reference. Example: 24 USC 1070.
<b>CFDA NUMBER</b>	Enter the Catalog of Federal Domestic Assistance Number. Example: 84.002A
<b>ARRA Grant?</b>	Select the check box if the Grant award is from the American Recovery and Reinvestment Act of 2009
<b>eMARS Grant Code</b>	Enter the Grant code from eMARS. Example: 1863R/1863RF1Z/1863R Major Program/Program/Program Period).
<b>Annual Grant Period</b>	Enter the annual Grant Period for the grant. Example: July-June or October-September.

### Basis for Estimates (Federal Actions)

<b>Text Box 1</b>	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

<b>Text Box 2</b>	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 2018-2020 is different from 2016-2018. Describe any inter-governmental transfers of funds for matching purposes.
-------------------	--





**Federal Grant Fund Forms**

**Match Requirements**

<b>Require State Match</b>	Does this program require state matching funds? Select the check box for "Yes", leave it unchecked for "No".
<b>Federal Portion</b>	Enter the Federal Share (%) for matching grants. Example: enter 80 for 80%
<b>State Portion</b>	Enter the State Share (%) for matching grants.
<b>Local Portion</b>	<b>NOT</b> Required for 2018-2020 Budget Request
<b>Direct Dollars</b>	Select the check box if the type of state match is a cash match.
<b>In-Kind</b>	Select the check box if the type of state match is comprised of services, equipment, or materials.
<b>General</b>	Enter the % of State Share from General Funds.
<b>Restricted</b>	Enter the % of State Share from Restricted Funds.
<b>Road</b>	Enter the % of State Share from Road Funds.

**Grant Award**

<b>FY 2015-2016</b>	Provide the actual award for FY 2015-2016 of the grant period (i.e. \$1,000,000 award for a period of 7/1/2016 – 6/30/2020 enter \$1,000,000 in FY 2016-2017)
<b>FY 2016-2017</b>	Provide the actual award for FY 2016-2017 of the grant period
<b>FY 2017-2018</b>	Provide the actual or estimated award for FY 2017-2018 of the grant period
<b>FY 2018-2019</b>	Provide the estimated award for FY 2018-2019 of the grant period
<b>FY 2019-2020</b>	Provide the estimated award for FY 2019-2020 of the grant period

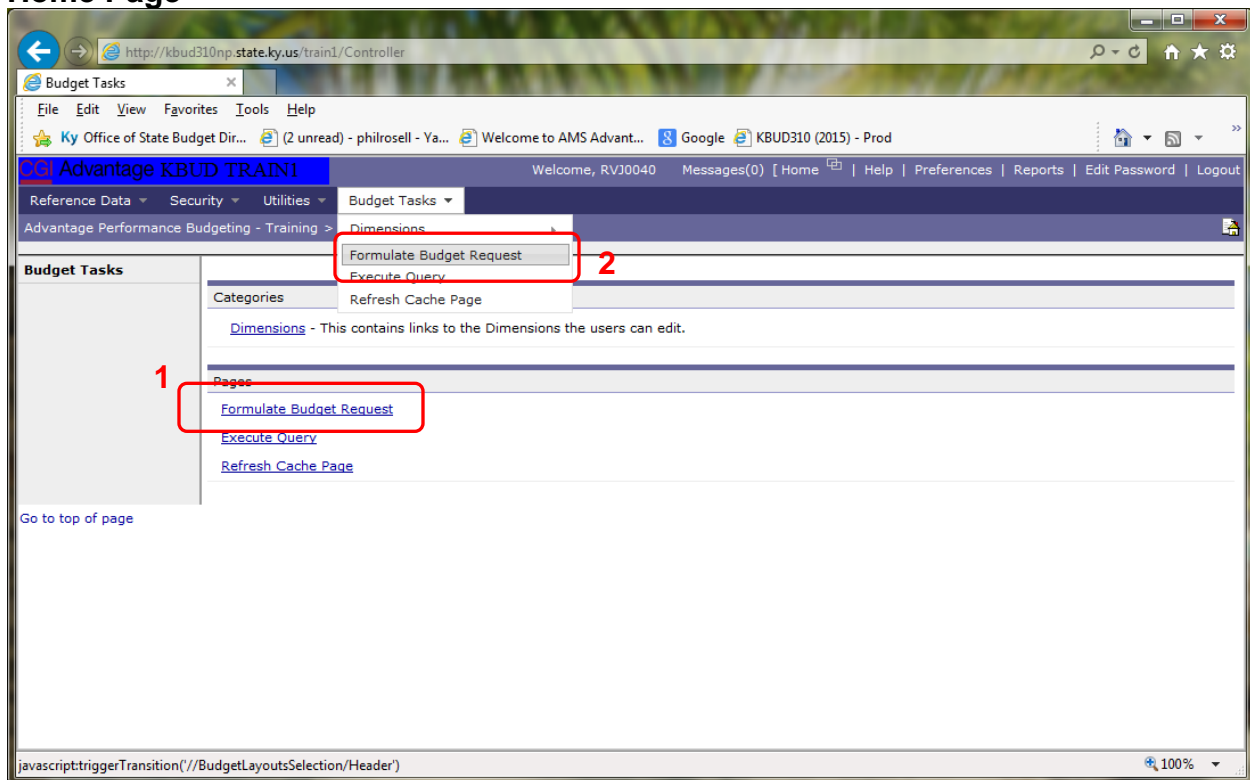
**Maintenance of Effort (Required by Federal Law)**

<b>Required?</b>	Maintenance of Effort Required? Select the check box for "Yes", leave it unchecked for "No".
<b>Amount Required Current Year</b>	If Maintenance of Effort is required, enter the amount required for state fiscal year 2017-18.
<b>Amount Required Budgeted Year 1</b>	If Maintenance of Effort is required, enter the amount required for state fiscal year 2018-19.
<b>Amount Required Budgeted Year 2</b>	If Maintenance of Effort is required, enter the amount required for state fiscal year 2019-20.

### Section 4.2.3 Navigate to the 1820\_G 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





## 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 1820\_G form by clicking on the corresponding link. The Select Budget Request page will appear.

### Budget Layout Selection Page

Reference Data ▾ Budget Tasks ▾

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

### Budget Layout Selection

Code:  Name:

Layout Type:

[Sort](#) [Print](#)

#### Summary

Code	Name
<a href="#">1820_A2-A3-A4-A5</a>	A2/A3/A4/A5 Baseline Budget Request
<a href="#">1820_B2-B3-B4-B5</a>	B2/B3/B4/B5 Additional Budget Request
<a href="#">1820_E_FUND-RECEIPTS</a>	E Restricted Funds & Receipts Form
<a href="#">1820_G</a>	G Federal Assistance Form
<a href="#">1820_OFFBUD_FUND</a>	Off Budget Funds
<a href="#">1820_CAPITAL_FUND</a>	Capital Request by Fund Source
<a href="#">1820_CAPITAL_EXPEND</a>	Capital Request Expenditures
<a href="#">1820_CAP_IMPONOPBUD</a>	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1820\_G) you have created

### Select Budget Request Page (1820\_G Form)

CG Advantage Welcome, MGJ0011 Skip Navigation Messages(0) [ Home | Help ]

Reference Data ▾ SBFS ▾ Security ▾ Utilities ▾ Budget Tasks ▾

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

### Select Budget Request

*Budget Request Selection Criteria*

Layout Code:  Request Code:  Stage:

Layout Type:  Name:

*Header Filter*

Grant:

*Line Filter*

[New](#) [Edit](#) [View](#) [Delete](#) [Save](#) [Sort](#) [Print](#) [View as CSV](#)

#### Summary

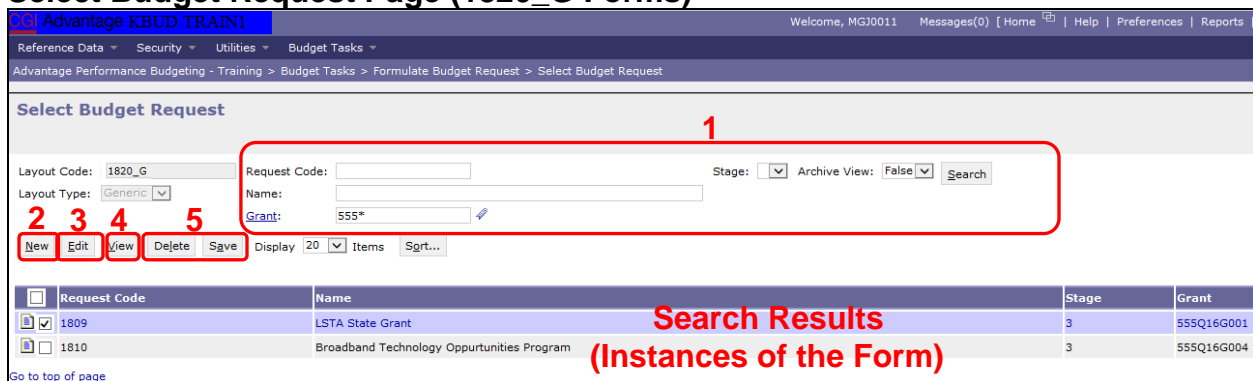
Request Code	Name	Stage
<input type="checkbox"/> 6267	Immunization Program	728S18G001
<input type="checkbox"/> 6268	TB Control Program	728S18G002
<input type="checkbox"/> 6269	Sexually Transmitted Disease Program	728S18G003
<input type="checkbox"/> 6270	HIV Prevention Program	728S18G004

Instances

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 to Stage 3 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 (1820\_G Forms)



The screenshot shows the 'Select Budget Request' page. At the top, there are navigation tabs: Reference Data, Security, Utilities, and Budget Tasks. Below this is a breadcrumb trail: Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request. The main content area has a title 'Select Budget Request' and a search form. The search form includes fields for Layout Code (1820\_G), Layout Type (Generic), Request Code, Name, and Grant (555\*). There are also dropdown menus for Stage and Archive View, and a Search button. Below the search form are action buttons: New, Edit, View, Delete, and Save. A red box labeled '1' highlights the search form area. A red box labeled '2' highlights the New button, '3' highlights the Edit button, '4' highlights the View button, and '5' highlights the Delete button. Below the buttons is a table with columns: Request Code, Name, Stage, and Grant. The table contains two rows of data. A red box labeled 'Search Results (Instances of the Form)' highlights the table content.

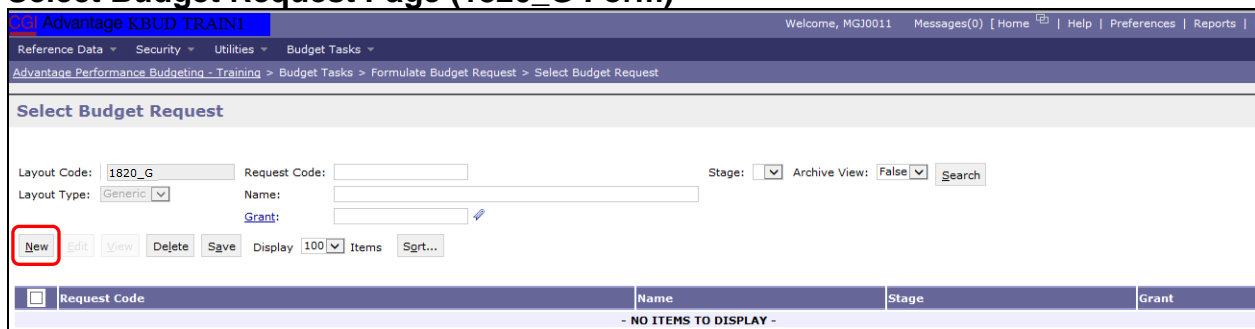
Request Code	Name	Stage	Grant
<input checked="" type="checkbox"/> 1809	LSTA State Grant	3	555Q16G001
<input type="checkbox"/> 1810	Broadband Technology Opportunities Program	3	555Q16G004

### 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 an 1820\_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 1820\_G form.

### Select Budget Request Page (1820\_G 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: 1820\_G | Request Code: | Stage: | Archive View: False | Search

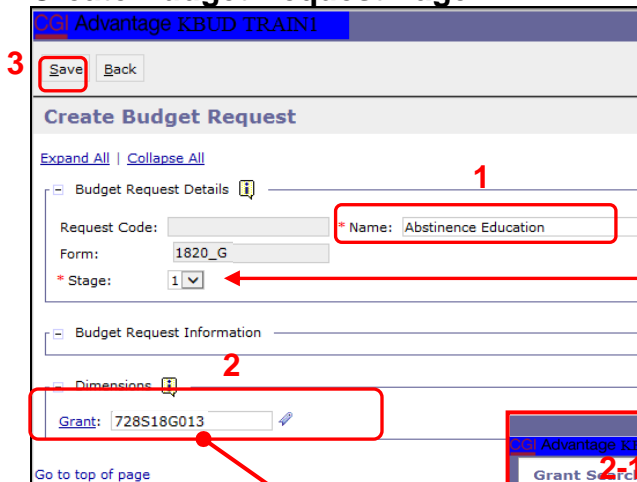
Layout Type: Generic | Name: | Grant:

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

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

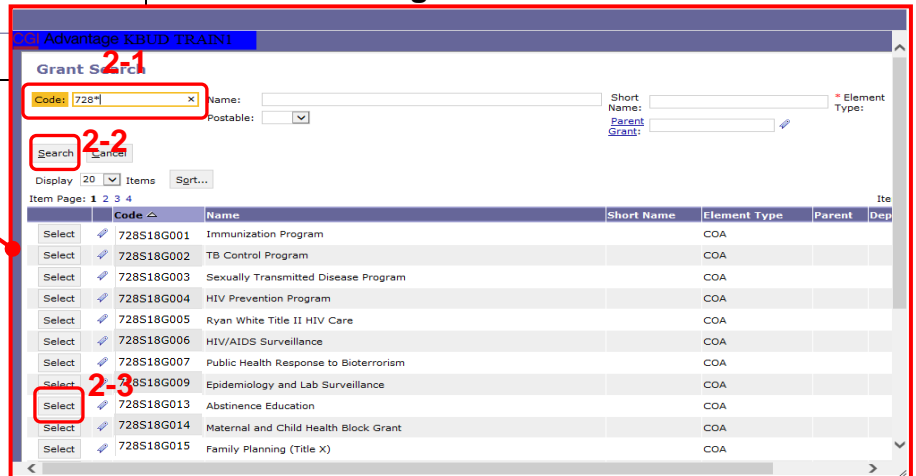
- From the Create Budget Request page, you will need to complete these four primary steps:
  1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained within the form)
  2. Fill in the Grant textbox. There are two ways to fill in the textbox: 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
  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.

### Grant Search Page



Select	Code	Name	Short Name	Element Type	Parent	Dep
Select	728S18G001	Immunization Program		COA		
Select	728S18G002	TB Control Program		COA		
Select	728S18G003	Sexually Transmitted Disease Program		COA		
Select	728S18G004	HIV Prevention Program		COA		
Select	728S18G005	Ryan White Title II HIV Care		COA		
Select	728S18G006	HIV/AIDS Surveillance		COA		
Select	728S18G007	Public Health Response to Bioterrorism		COA		
Select	728S18G009	Epidemiology and Lab Surveillance		COA		
Select	728S18G013	Abstinence Education		COA		
Select	728S18G014	Maternal and Child Health Block Grant		COA		
Select	728S18G015	Family Planning (Title X)		COA		

### Section 4.2.5 Entering Budget Data in the 1820\_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 2018-2020 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 1820\_G Form for Grant Abstinence Education

**Budget Lines Tab**

1. Click on the Budget Lines tab

2. Click the New Line button

3. Click the Search link in the Budget Object cell

4. Click the Search button in the Budget Object Search dialog

5. Click the Select button for the desired code (GABREXP)

**Budget Object Search**

3-1. Click the Search link in the Budget Object cell

3-2. Click the Search button in the Budget Object Search dialog

3-3. Click the Search button in the Budget Object Search dialog

3-4. Click the Select button for the desired code (GABREXP)

Line	Budget Object	Type	Request Code	Request Name	Grant
1	GBALFOR	R	1866	Abstinence Education	728S18G013
2	GCURREC	R			
3	GBLEXP	E			
4	GABREXP	E			



## 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: 1820\_G Type: Generic Request Code: 1866 Request Name: Abstinence Education  
Grant: 728S18G013

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							
Line	Budget Object		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
<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
<b>Totals</b>			<b>-160,400</b>	<b>-486,100</b>	<b>-296,800</b>	<b>-262,700</b>	<b>-351,000</b>

Page 1 of 1 Show 20 rows per page

- Once the Grant Maintenance dimension has been updated and the 1820\_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 18-20 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 Grant Maintenance dimension table we updated and the 1820\_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 historical and budget data amounts to the budget totals on the report.

#### Dimension (Grant Maintenance)

#### F Federal Funds Summary Report

#### G Fed Assist Op Bud Record Report

#### 1820\_G Form

Line	Budget Object	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
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
<b>Totals</b>		<b>-160,400</b>	<b>-486,100</b>	<b>-296,800</b>	<b>-262,700</b>	<b>-351,000</b>



## Federal Grant Fund Forms

- 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 (728S18G013). 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).

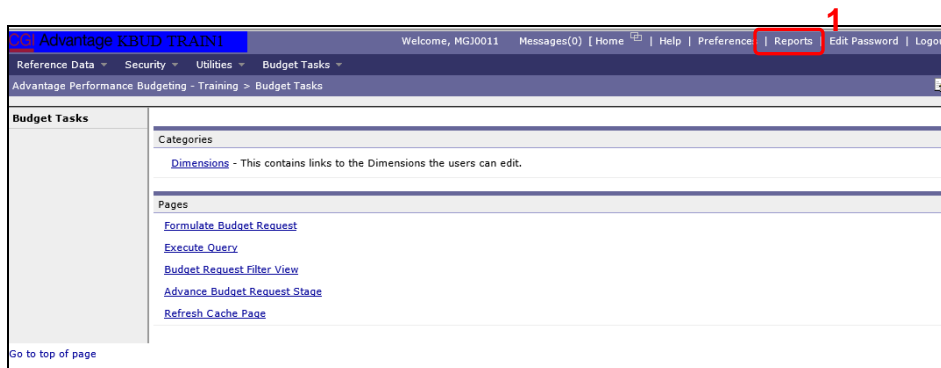
### **Required Federal Grant Reports**

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)

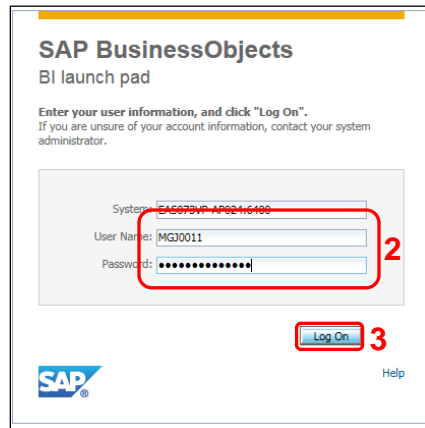
### **Supportive Federal Grant Report**

(NONE)

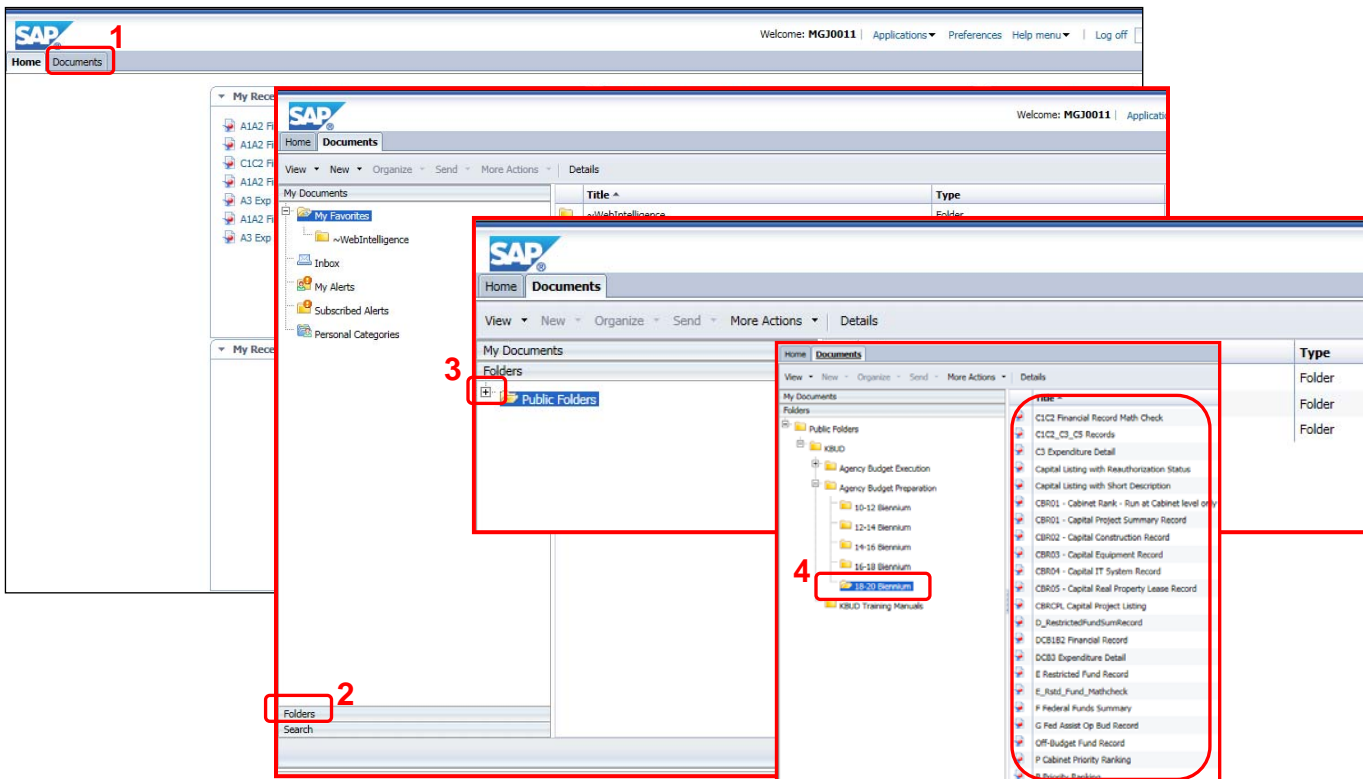
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
  1. Either click on the Report link located in the KBUD application to access the webpage, or open your web browser and enter the direct link to EBI 4.1 and paste it into the URL:  
<https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>






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

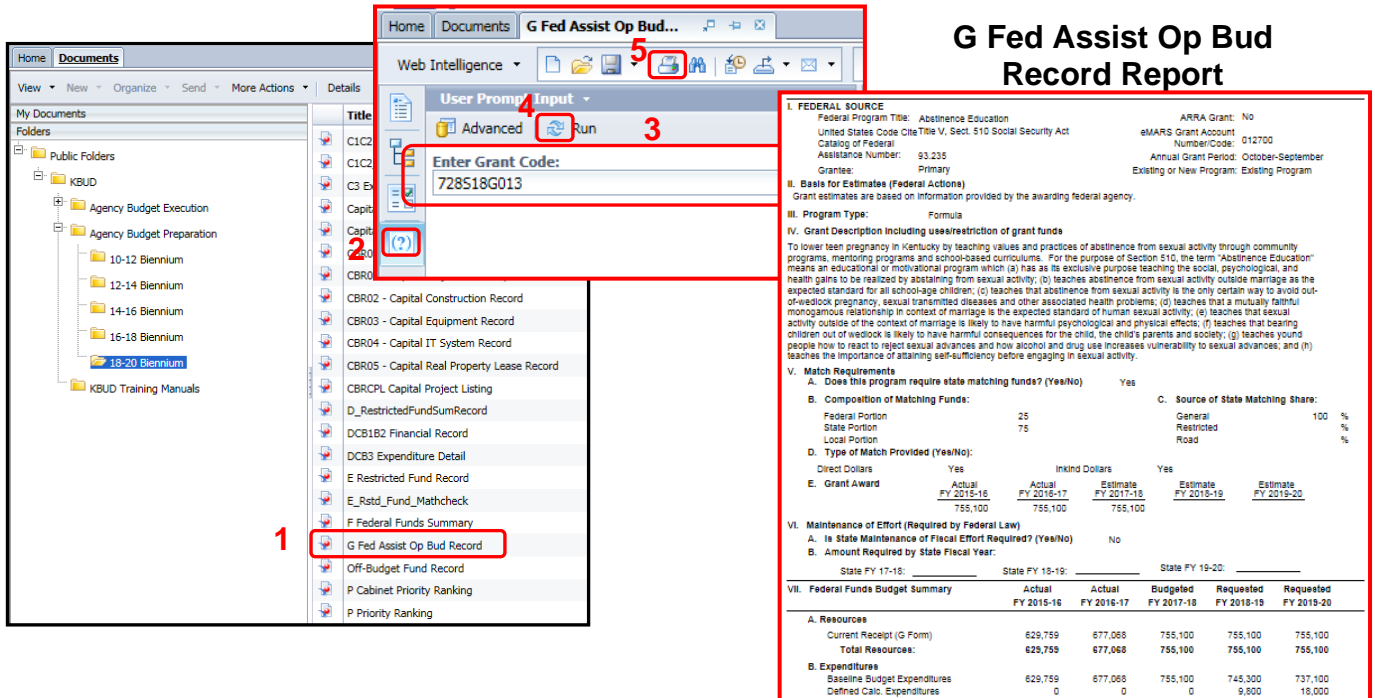


- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1820 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
  1. Click the Documents tab
  2. Click on the Folders bar at the bottom of the page to access the Public Folders
  3. Expand all the Public Folders
  4. Open the 18-20 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 G Fed Assist Op Bud Record Report for the Department for Public Health at the bill level (728S18G013). You will need to repeat this process and for each active Federal Grant.

1. Double click on the G Fed Assist Op Bud 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 Grant Code text box. In this scenario, we will enter the Grant code for Abstinence Education, 728S18G013. This code is the one assigned to this Federal Grant in the Grant dimension table
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



### G Fed Assist Op Bud Record Report

**I. FEDERAL SOURCE**  
 Federal Program Title: Abstinence Education  
 United States Code Title V, Sect. 510 Social Security Act  
 Catalog of Federal Assistance Number: 93.235  
 Grantee: Primary  
 ARRA Grant: No  
 eMARS Grant Account Number/Code: 012700  
 Annual Grant Period: October-September  
 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 socio-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.

**V. Match Requirements**  
 A. Does this program require state matching funds? (Yes/No) Yes

**B. Composition of Matching Funds:**

	Federal Portion	State Portion	Local Portion	General	Restricted	Road	%
Federal Portion	25			100			%
State Portion		75					%
Local Portion							%

**C. Source of State Matching Share:**

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

Direct Dollars	Yes	In-kind Dollars	Yes
E. Grant Award	Actual FY 2015-16: 755,100	Actual FY 2016-17: 755,100	Estimate FY 2017-18: 755,100
	Estimate FY 2018-19: 755,100	Estimate FY 2019-20: 755,100	

**VI. Maintenance of Effort (Required by Federal Law)**  
 A. Is State Maintenance of Fiscal Effort Required? (Yes/No) No  
 B. Amount Required by State Fiscal Year:

State FY 17-18:	State FY 18-19:	State FY 19-20:

**VII. Federal Funds Budget Summary**

	Actual FY 2015-16	Actual FY 2016-17	Budgeted FY 2017-18	Requested FY 2018-19	Requested FY 2019-20
<b>A. Resources</b>					
Current Receipt (G Form)	629,759	677,068	755,100	755,100	755,100
<b>Total Resources:</b>	<b>629,759</b>	<b>677,068</b>	<b>755,100</b>	<b>755,100</b>	<b>755,100</b>
<b>B. Expenditures</b>					
Baseline Budget Expenditures	629,759	677,068	755,100	745,300	737,100
Defined Calc. Expenditures	0	0	0	9,800	18,000

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\_1820). 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\_1820
  - 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

**2018-2020 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 2015-16	Actual FY 2016-17	Budgeted FY 2017-18	Requested FY 2018-19	Requested FY 2019-20
<b>Summary of Resources</b>					
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
<b>Total Resources</b>	<b>4,124,600</b>	<b>3,762,700</b>	<b>4,788,300</b>	<b>5,198,700</b>	<b>4,626,400</b>
<b>Summary of Expenditures</b>					
Baseline Budget Expenditures	3,761,900	3,174,400	3,789,600	4,686,700	4,070,600
Additional Bdg Req Expend	0	0	0	85,600	152,800
<b>Total Expenditures</b>	<b>3,761,900</b>	<b>3,174,400</b>	<b>3,789,600</b>	<b>4,772,300</b>	<b>4,223,400</b>
<b>Federal Program Title Expenditures</b>					
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
<b>Total Expenditures</b>	<b>3,761,900</b>	<b>3,174,400</b>	<b>3,789,600</b>	<b>4,772,300</b>	<b>4,223,400</b>

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

- 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 1820\_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 Maintenance dimension table along with the numerical budget data entered on the agency's 1820\_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 TRAINI

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: 670K18X007

Name: 670A\_PG

Kentucky ABR Information

Request Type: Growth

ABR Agency Rank: 10

ABR Cabinet Rank: 49

### B3 Expenditure Detail Report

### B1B2 Financial Record Report

OPERA

Governmental Branch: Executive Branch Program: A

2018-2020 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 Agency: Tourism, Arts and Heritage

Governmental Branch: Executive Branch Program/Service Unit: General Administration and Support

Cabinet: Tourism, Arts and Heritage Sub Program: Postings Unit: REQUEST TITLE: 670A\_PG

REQUEST TYPE: Growth	FY 2017-18 Requested	FY 2018-19 Requested	FY 2019-20 Requested
<b>SOURCE OF FUNDS</b>			
General Fund			
Regular Appropriation	0	4,345,000	9,578,500
Total General Fund	0	4,345,000	9,578,500
<b>TOTAL SOURCE OF FUNDS</b>			
	0	4,345,000	9,578,500
<b>EXPENDITURES BY CLASS</b>			
Debt Service	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund			
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500
<b>PERSONNEL POSITIONS</b>			
Number of Positions	0	0	0
GRAND TOTAL - Number of Positions	0	0	0
<b>BUDGET POSITIONS COST BY FUND SOURCE</b>			
	0	0	0
<b>TOTAL FUNDS</b>			
	0	0	0

### 1820\_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: 1820\_B2-B3-B4-B5 Type: Generic Request Code: 1770

ABR: 670K18X007 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

Line	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20
1	0100	REGAPP R	0	4,345,000	9,578,500
2	0100	EXPBYFUND E	0	4,345,000	9,578,500
<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>



## Additional Budget Requests

The 2018-2020 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 2017-18 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](mailto:KBUDAdministrator@ky.gov)) to request additional codes.

In KBUD, the 1820\_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
<a href="#">1820_B2-B3-B4-B5</a>	B2/B3/B4/B5 Additional Budget Request



## Additional Budget Requests

The 1820\_B2-B3-B4-B5 Additional Budget Request form contains multiple tabs to perform different functions to record the various components of your ABR data:

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

### 1820\_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: 1770 \* Name: 670A\_PG

Form: 1820\_B2-B3-B4-B5

\* Stage: 2 ▾

Reason For Change

Reason Description:

Budget Request Information

Dimensions ⓘ

Program: 670A\_PG ABR: 670K18X007



## **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 2018-2020 Budget Instructions when a request 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 for the pre-defined ABR dimensions that will be used with the 1820\_B2-B3-B4-B5 Budget Request forms
- 2) Navigate to the Budget Layout Selection Page to choose the 1820\_B2-B3-B4-B5 Budget Request form
- 3) Create an instance of the 1820\_B2-B3-B4-B5 Budget Request form for an ABR
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
  - 1820\_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 18-20 Biennium folder to run and/or print the necessary ABR budget request reports necessary for official budget submission to GOPM
    - **B1B2 Financial Record Report (Run this report for each individual ABR)**
    - **B3 Expenditure Detail Report (Run this report for each individual ABR)**



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

- 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 image shows a sequence of three screenshots from the KBUD application, illustrating the navigation process. The first screenshot shows the 'Home Page' with a 'Budget Tasks' sidebar. A red box labeled '1' highlights the 'Dimensions' link in the 'Categories' section. The second screenshot shows the 'Dimensions' page, with a red box labeled '2' highlighting the 'ABR Maintenance' link in the 'Pages' section. The third screenshot shows the 'ABR Maintenance' page, which includes a search bar, a table of data, and an information section.

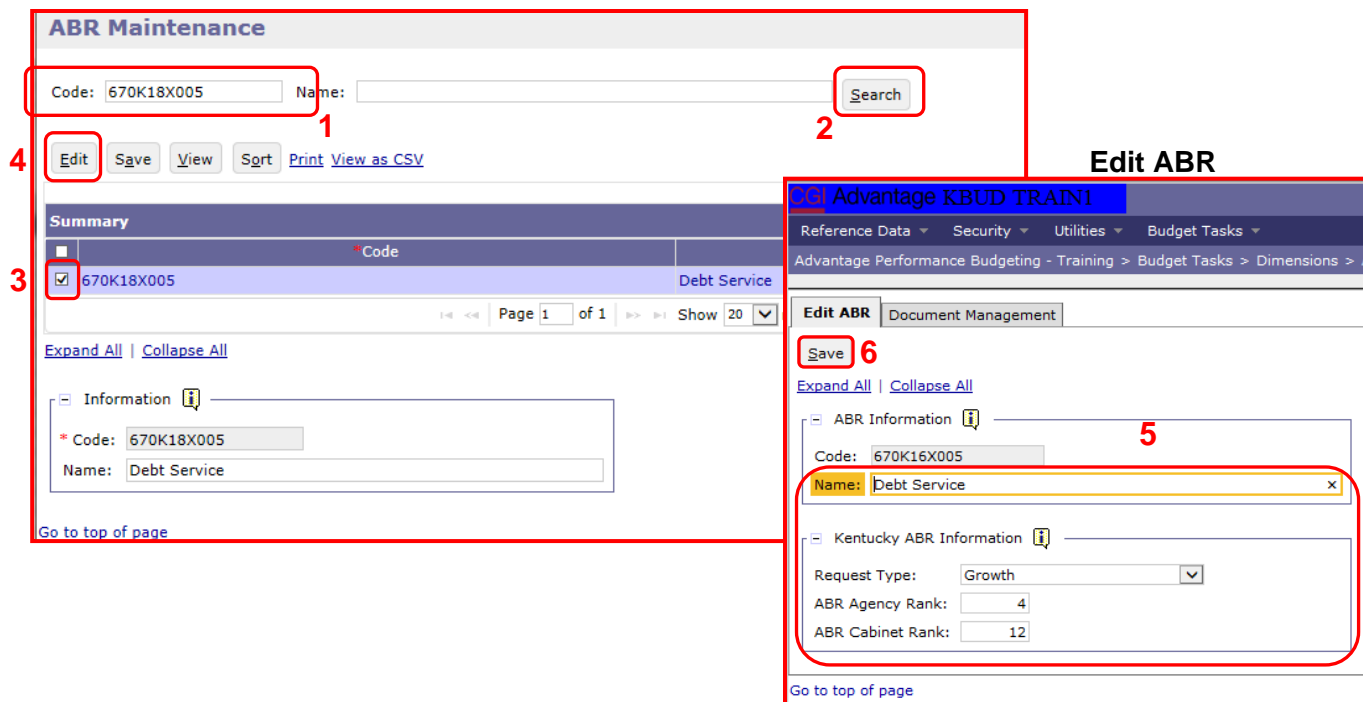
**Dimensions**

**ABR Maintenance**

From the 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



The screenshot displays the ABR Maintenance interface. On the left, the 'ABR Maintenance' page shows a search form with 'Code: 670K18X005' and a 'Search' button. Below the search form is a table with one record: 670K18X005, Debt Service. The 'Edit' button is highlighted. On the right, the 'Edit ABR' form is shown, with the 'Name' field set to 'Debt Service' and the 'Save' button highlighted. Red boxes and numbers 1 through 6 indicate the sequence of actions: 1. Enter code in search box; 2. Click Search; 3. Check checkbox; 4. Click Edit; 5. Edit dimension fields; 6. Click Save.

5. Edit the ABR dimension fields
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

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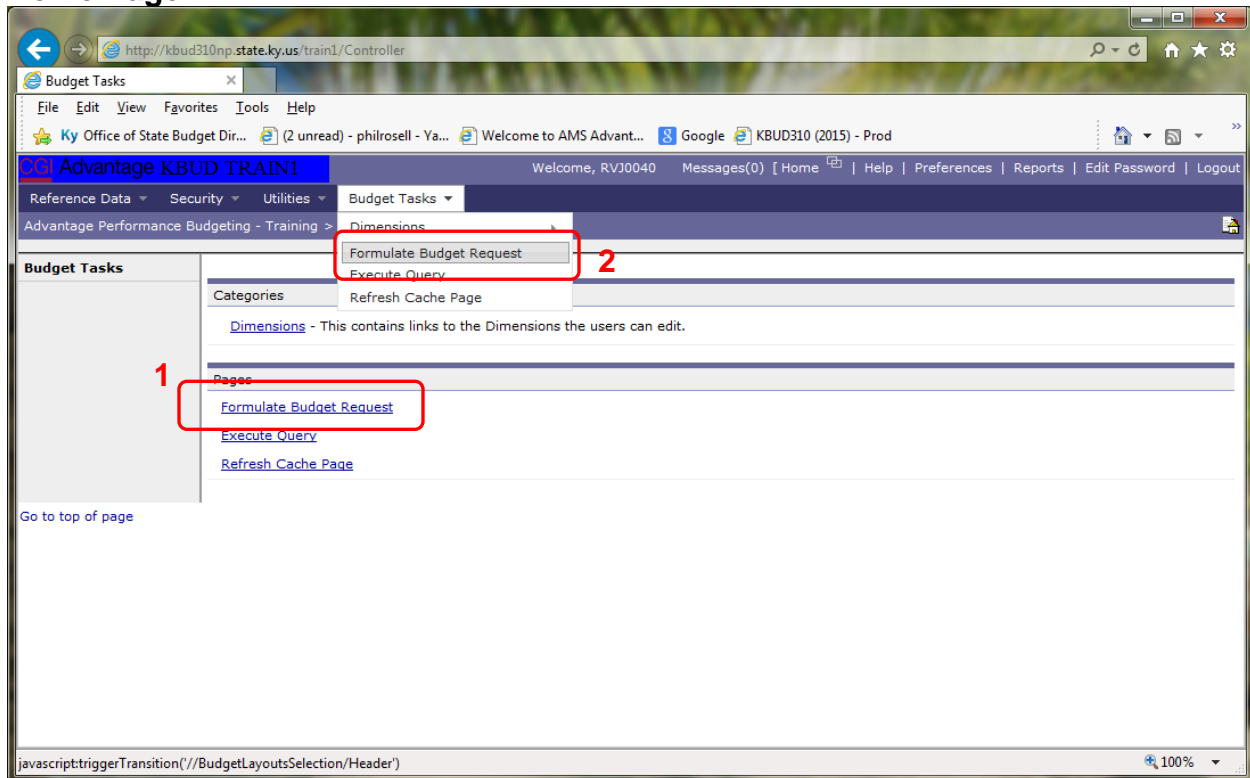
- Here is some additional guidance to assist in filling out Dimension ABR Maintenance page. The following information should be completed for each ABR.

<b>Name</b>	Enter the Additional Budget Request Title
<b>Request Type</b>	Select the correct Additional Budget Request type from the drop down menu
<b>ABR Agency Rank</b>	Enter the agency priority ranking. This field is an integer field and will only accept whole numbers.
<b>ABR Cabinet Rank</b>	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 1820\_B2-B3-B4-B5 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 1820\_B2-B3-B4-B5 form by clicking on the corresponding link. The Select Budget Request page will appear.

### Budget Layout Selection Page

**Budget Layout Selection**

Code:  Name:  Search

Layout Type:

Sort Print

	Code	Name
<input type="radio"/>	1820_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
<input type="radio"/>	1820_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
<input type="radio"/>	1820_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget
<input type="radio"/>	1820_CAPITAL_EXPEND	Capital Request Expenditures
<input type="radio"/>	1820_CAPITAL_FUND	Capital Request by Fund Source
<input type="radio"/>	1820_F_FUND-RECEIPTS	E Restricted Funds & Receipts Form
<input type="radio"/>	1820_G	G Federal Assistance Form

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1820\_B2-B3-B4-B5) you have created.

### Select Budget Request Page (1820\_B2-B3-B4-B5 Form)

**Select Budget Request**

Budget Request Selection Criteria

Layout Code: 1820\_G Request Code:  Stage:

Layout Type: Generic Name:

Header Filter

Grant:

Line Filter

New Edit View Delete Save Sort Print View as CSV

	Request Code	Name	Stage	Grant
<input type="checkbox"/>	6267	Immunization Program		728S18G001
<input type="checkbox"/>	6268	TB Control Program		728S18G002
<input type="checkbox"/>	6269	Sexually Transmitted Disease Program		728S18G003
<input type="checkbox"/>	6270	HIV Prevention Program		728S18G004
<input type="checkbox"/>	6271	Ryan White Title II HIV Care		728S18G005
<input type="checkbox"/>	6272	HIV/AIDS Surveillance		728S18G006
<input type="checkbox"/>	6273	Public Health Response to Bioterrorism		728S18G007
<input type="checkbox"/>	6274	Abstinence Education		728S18G013

Instances

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 to Stage 3 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 (1820\_B2-B3-B4-B5 Forms)

**1**

Budget Request Selection Criteria

Layout Code: 1820\_G      Request Code:       Stage:

Layout Type: 1820\_B2-B3-B4-B5      Name:

Header Filter

Grant:

Line Filter

**2   3   4   5**

  Sgrt   Print   View as CSV

Summary				
	Request Code	Name	Stage	
<input checked="" type="checkbox"/>	6267	Immunization Program	3	728518G001
<input type="checkbox"/>	6268	TB Control Program	3	728518G002
<input type="checkbox"/>	6269	Sexually Transmitted Disease Program	3	728518G003
<input type="checkbox"/>	6270	HIV Prevention Program	3	728518G004
<input type="checkbox"/>	6271	Ryan White Title II HIV Care	3	728518G005
<input type="checkbox"/>	6272	HIV/AIDS Surveillance	3	728518G006
<input type="checkbox"/>	6273	Public Health Response to Bioterrorism	3	728518G007
<input type="checkbox"/>	6274	Abstinence Education	3	728518G013

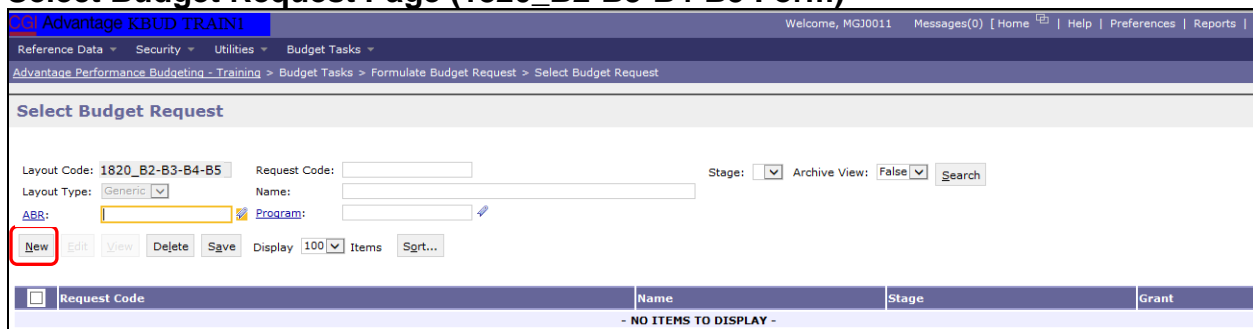
Search Results  
(Instances of the Form)

### Section 5.2.4 Creating the Additional Budget Request Form

In this section, we will create an ABR for the Parks, Department 670. In this scenario, we will create an 1820\_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 1820\_B2-B3-B4-B5 form.

### Select Budget Request Page (1820\_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: 1820\_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...

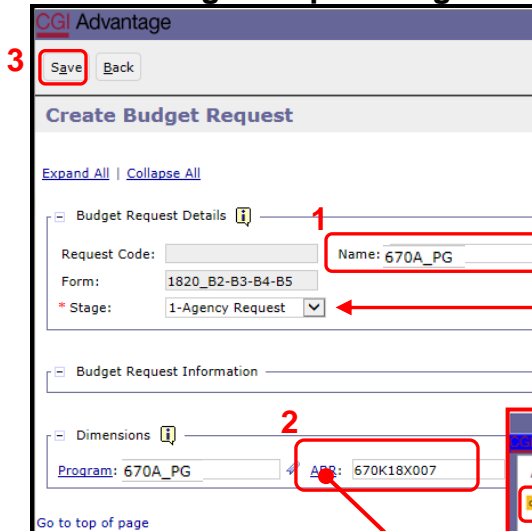
Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			



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

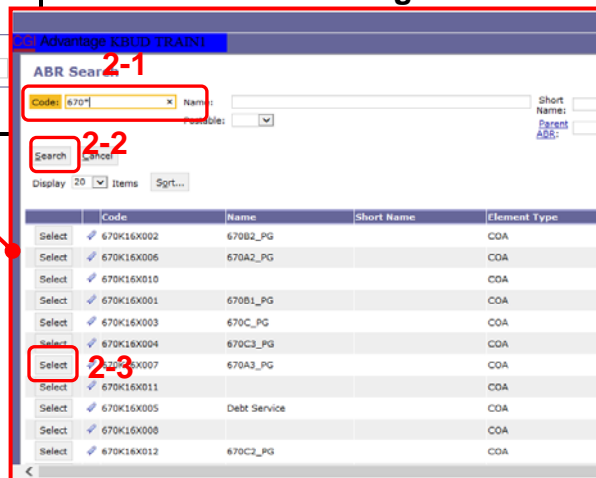
1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form)
2. Fill in the Program and ABR textboxes. There are two ways to fill in the textbox: 1) Type in the correct ABR code, or 2) click on the blue ABR link to pull up a ABR Search 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 670K18X007 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 1820\_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 2018-2020 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 1820\_B2-B3-B4-B5 Form for 670K18X007

**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. Edit Budget Request button

Line	Fund	Budget Object
1	0100	REGAPP
2	0100	EXPBYFUND

Code	Name	Short Name	Object Type	Element
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.

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

---

Budget Request Summary ⓘ

Layout Code: 1820\_B2-B3-B4-B5    Type: Generic    Request Code: 1770    Request Name: 670A\_PG  
 ABR: 670K18X007    Program: 670A\_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	Fund	Budget Object		FY 17-18	FY 18-19	FY 19-20
<input type="checkbox"/>	1	0100	REGAPP	R	0	4,345,000	9,578,500
<input checked="" type="checkbox"/>	2	0100	EXPBYFUND	E	0	4,345,000	9,578,500
<b>Totals</b>					<b>0</b>	<b>0</b>	<b>0</b>

Page 1 of 1    Show 20 rows per

- To complete the 1820\_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 2018-2020 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 Management

Budget Request Summary ?

Layout Code:  Layout Name:  Type:

Request Code:  Request Name:  Stage:

ABR:

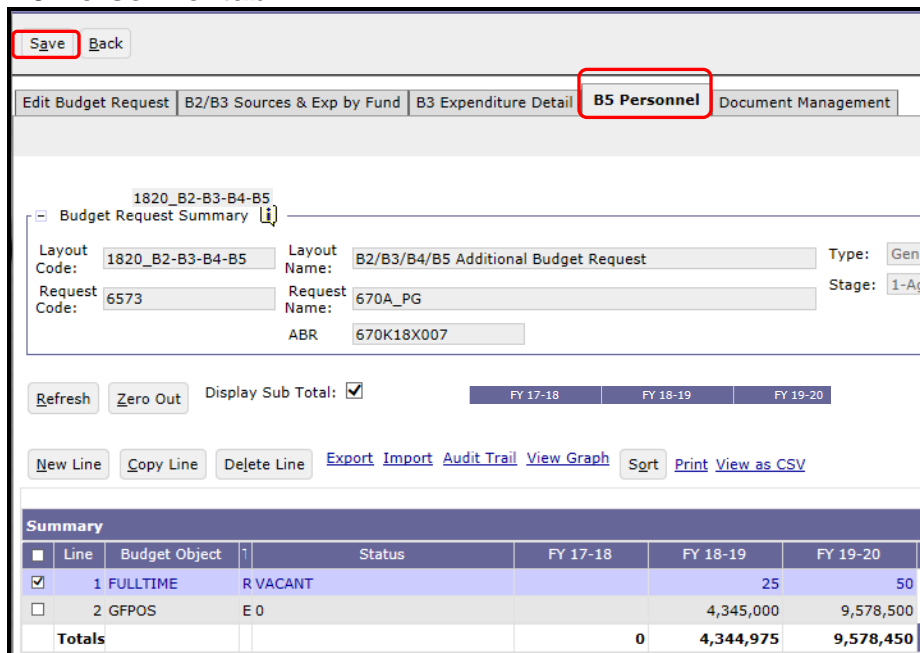
Refresh Zero Out Display Sub Total:

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

Summary						
Line	Budget Object		FY 17-18	FY 18-19	FY 19-20	
<input type="checkbox"/>	1 E111			4,300,000	9,500,000	
<input type="checkbox"/>	2 E122			45,000	78,500	
<b>Totals</b>			<b>0</b>	<b>4,345,000</b>	<b>9,578,500</b>	

- 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



1820\_B2-B3-B4-B5

Budget Request Summary

Layout Code: 1820\_B2-B3-B4-B5    Layout Name: B2/B3/B4/B5 Additional Budget Request    Type: General

Request Code: 6573    Request Name: 670A\_PG    Stage: 1-Approved

ABR: 670K18X007

Refresh    Zero Out    Display Sub Total:     FY 17-18    FY 18-19    FY 19-20

New Line    Copy Line    Delete Line    Export    Import    Audit Trail    View Graph    Sort    Print    View as CSV

Summary						
Line	Budget Object	Status	FY 17-18	FY 18-19	FY 19-20	
<input checked="" type="checkbox"/> 1	FULLTIME	R VACANT		25	50	
<input type="checkbox"/> 2	GFPOS	E 0		4,345,000	9,578,500	
<b>Totals</b>			<b>0</b>	<b>4,344,975</b>	<b>9,578,450</b>	

- The final step to complete the 1820\_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 2018-2020 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.



## Additional Budget Requests

### 2018-2020 Additional Budget Record B4 (Program Narrative)

2018-2020 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

**Document Management**

1. Add Document

**KBUD Upload Tool**

2. Browse...

3. Upload

**Windows File Upload**

4. Open

**Document Management**

5. Save

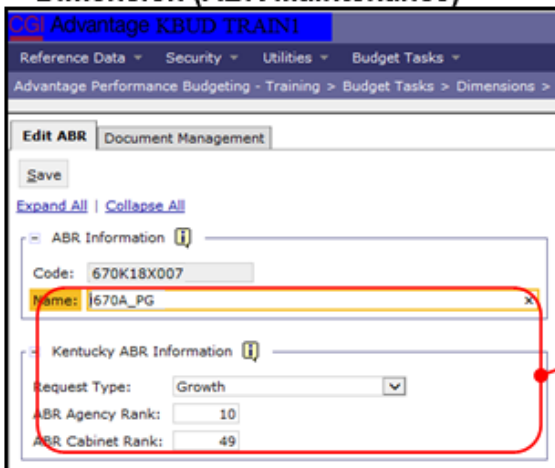
- Once the dimension has been updated and the 1820\_B2-B3-B4-B5 form has been completed for each ABR, the associated ABR reports can be created and printed.

## 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 18-20 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 1820\_B2-B3-B4-B5 form we created in the previous sections for ABR 670K18X007 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)



Advantage KBUD TRAIN1  
Reference Data Security Utilities Budget Tasks  
Advantage Performance Budgeting - Training > Budget Tasks > Dimensions >

Edit ABR Document Management  
Save

Expand All Collapse All

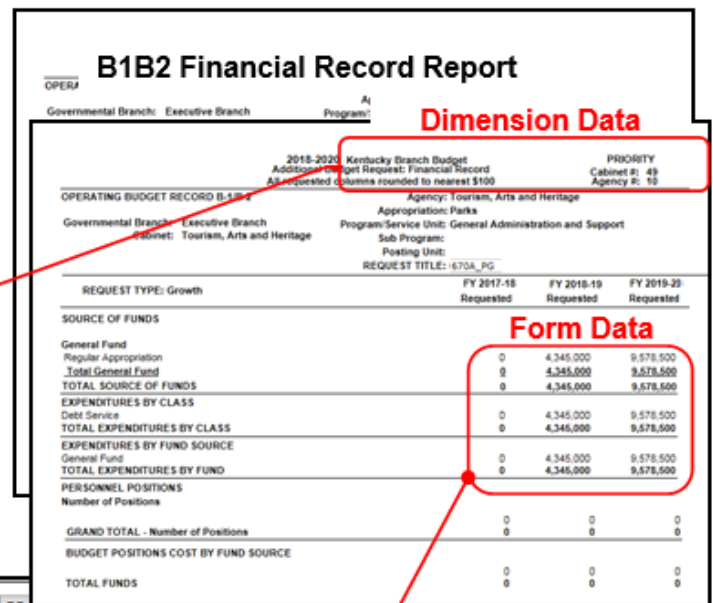
ABR Information

Code: 670K18X007  
Name: 670A\_PG

Kentucky ABR Information

Request Type: Growth  
ABR Agency Rank: 10  
ABR Cabinet Rank: 49

### B3 Expenditure Detail Report



B1B2 Financial Record Report

OPERA  
Governmental Branch: Executive Branch Program: A

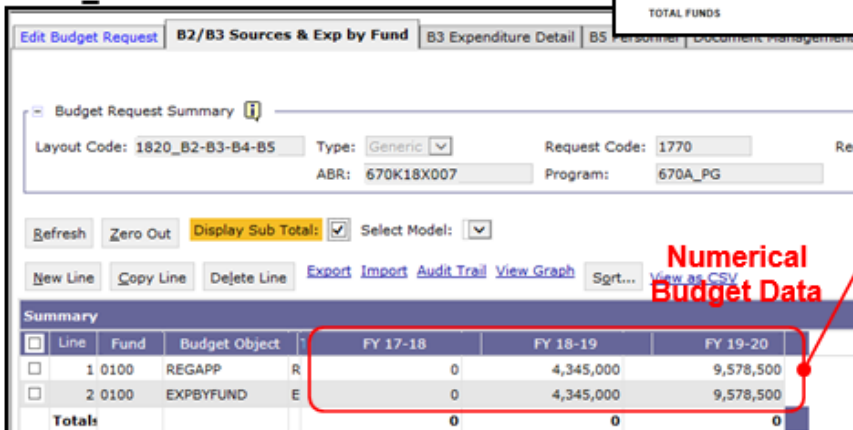
2018-2020 Kentucky Branch Budget  
Additional Budget Request: Financial Record  
All requested amounts rounded to nearest \$100

OPERATING BUDGET RECORD B1B2  
Agency: Tourism, Arts and Heritage  
Governmental Branch: Executive Branch  
Cabinet: Tourism, Arts and Heritage  
Program/Service Unit: General Administration and Support  
Sub Program:  
Posting Unit:  
REQUEST TITLE: 670A\_PG

REQUEST TYPE: Growth

	FY 2017-18 Requested	FY 2018-19 Requested	FY 2019-20 Requested
<b>SOURCE OF FUNDS</b>			
General Fund	0	4,345,000	9,578,500
Regular Appropriation	0	4,345,000	9,578,500
Total General Fund	0	4,345,000	9,578,500
<b>TOTAL SOURCE OF FUNDS</b>	0	4,345,000	9,578,500
<b>EXPENDITURES BY CLASS</b>			
Debt Service	0	4,345,000	9,578,500
Total Expenditures by Class	0	4,345,000	9,578,500
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	0	4,345,000	9,578,500
Total Expenditures by Fund	0	4,345,000	9,578,500
<b>PERSONNEL POSITIONS</b>			
Number of Positions	0	0	0
GRAND TOTAL - Number of Positions	0	0	0
<b>BUDGET POSITIONS COST BY FUND SOURCE</b>			
	0	0	0
<b>TOTAL FUNDS</b>			
	0	0	0

### 1820\_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: 1820\_B2-B3-B4-B5 Type: Generic Request Code: 1770  
ABR: 670K18X007 Program: 670A\_PG

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

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

**Numerical Budget Data**

Line	Fund	Budget Object	FY 17-18	FY 18-19	FY 19-20
1	0100	REGAPP R	0	4,345,000	9,578,500
2	0100	EXPBYFUND E	0	4,345,000	9,578,500
<b>Totals</b>			0	0	0



## Additional Budget Requests

- 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).

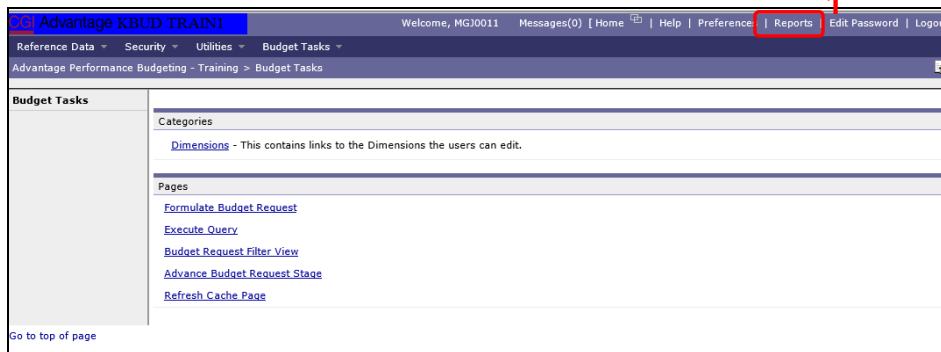
### **Required ABR Reports**

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**

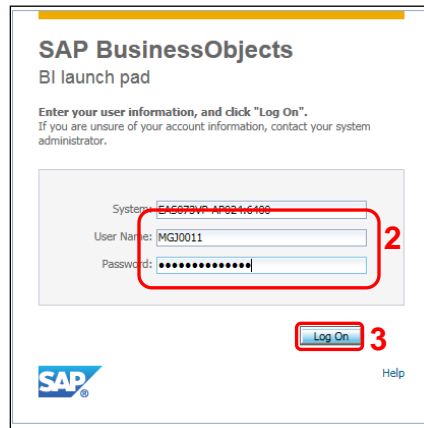
(NONE)

- 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 open your web browser and enter the direct link to EBI 4.1 and paste it into the URL:  
<https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>

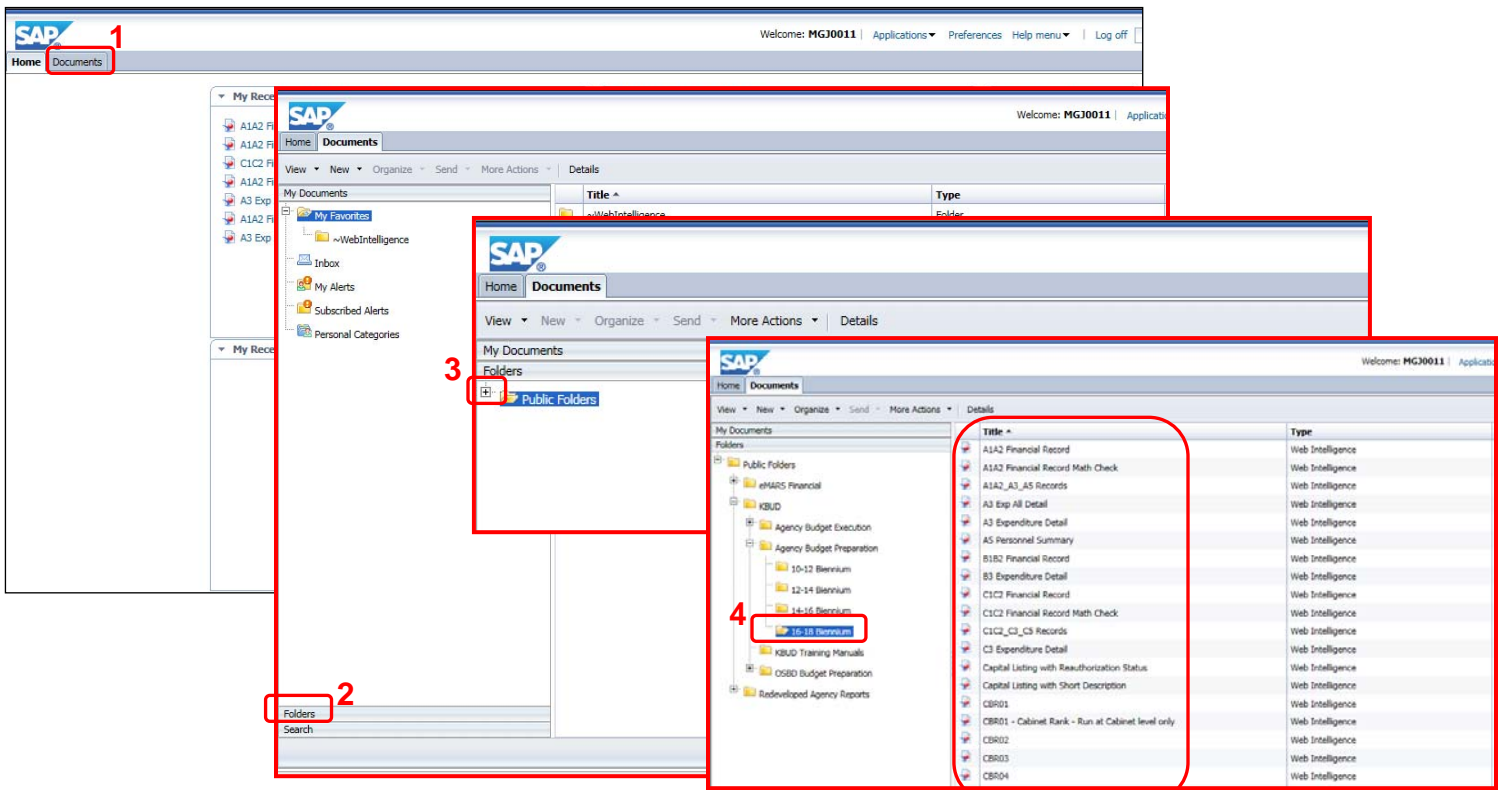




2. Enter your eMARS User ID in the User Name textbox and your password
3. Click on the Log On button



- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1820 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 18-20 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 670K18X007. 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 670K18X007
  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

**1** Double-click on the B1B2 Financial Record report in the file list.

**2** Click the question mark icon in the toolbar to show the input fields.




**3** Enter the Program Code: 670A\_PG

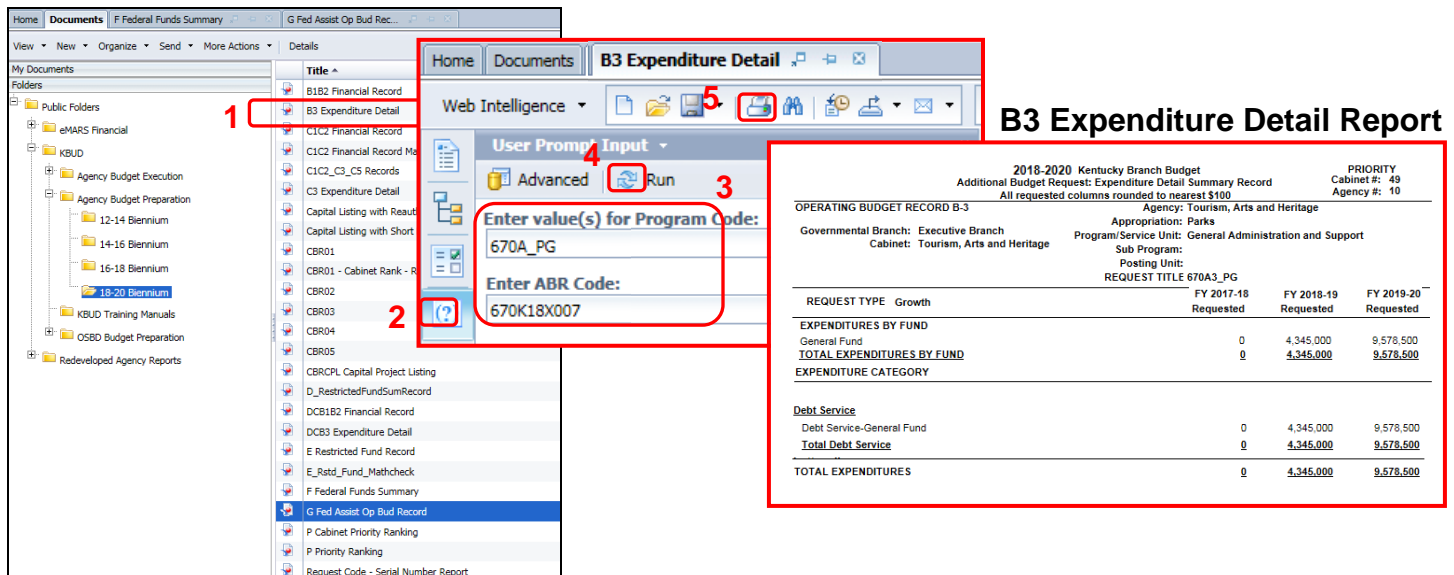
**4** Enter the ABR Code: 670K18X007

**5** Click the Run icon to execute the report.

### 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 8-1B-2				
		Agency: Tourism, Arts and Heritage		
		Appropriation: Parks		
		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	
<b>SOURCE OF FUNDS</b>				
General Fund				
Regular Appropriation	0	4,345,000	9,578,500	
Total General Fund	0	4,345,000	9,578,500	
<b>TOTAL SOURCE OF FUNDS</b>	<b>0</b>	<b>4,345,000</b>	<b>9,578,500</b>	
<b>EXPENDITURES BY CLASS</b>				
Debt Service	0	4,345,000	9,578,500	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>0</b>	<b>4,345,000</b>	<b>9,578,500</b>	
<b>EXPENDITURES BY FUND SOURCE</b>				
General Fund	0	4,345,000	9,578,500	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>0</b>	<b>4,345,000</b>	<b>9,578,500</b>	
<b>PERSONNEL POSITIONS</b>				
Number of Positions				
GRAND TOTAL - Number of Positions	0	0	0	
<b>BUDGET POSITIONS COST BY FUND SOURCE</b>				
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 670K18X007. 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 670K18X007
  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**

2018-2020 Kentucky Branch Budget				
Additional Budget Request: Expenditure Detail Summary Record				
All requested columns rounded to nearest \$100				
		FY 2017-18 Requested	FY 2018-19 Requested	FY 2019-20 Requested
<b>OPERATING BUDGET RECORD B-3</b>				
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			
<b>EXPENDITURES BY FUND</b>				
General Fund		0	4,345,000	9,578,500
<b>TOTAL EXPENDITURES BY FUND</b>		<b>0</b>	<b>4,345,000</b>	<b>9,578,500</b>
<b>EXPENDITURE CATEGORY</b>				
<b>Debt Service</b>				
Debt Service-General Fund		0	4,345,000	9,578,500
<b>Total Debt Service</b>		<b>0</b>	<b>4,345,000</b>	<b>9,578,500</b>
<b>TOTAL EXPENDITURES</b>		<b>0</b>	<b>4,345,000</b>	<b>9,578,500</b>

- 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:

- 1820\_CAPITAL\_FUND, Capital Request by Fund Source
- 1820\_CAPITAL\_EXPEND, Capital Request Expenditures
- 1820\_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		Agency: Tourism, Arts and Heritage Cabinet		Total Requested
Cabinet: Tourism, Arts and Heritage Cabinet		Appropriation: Parks		
	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested	Total Requested
<b>TOTAL EXPENDITURES BY UNIT</b>	0	0	0	0
<b>PROJECT LISTING</b>				
KBUD RANK	PLAN RANK	KBUD Proj Num	Project Name	Type
67DK16C183	Upgrade Golf Course Irrigation-Ky Dam & Lk. I	1,400,000	1,400,000	2,800,000
<b>Total</b>	<b>Upgrade Golf Course Irrigation-Ky Dam &amp; Lk. I</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>2,800,000</b>
67DK16C194	Road Maint -Various Parks	3,500,000	0	3,500,000
<b>Total</b>	<b>Road Maint -Various Parks</b>	<b>3,500,000</b>	<b>0</b>	<b>3,500,000</b>
67DK16C196	Statewide Campground Upgrades	1,500,000	2,600,000	4,100,000
<b>Total</b>	<b>Statewide Campground Upgrades (Phase 1)</b>	<b>1,500,000</b>	<b>2,600,000</b>	<b>4,100,000</b>
67DK16C197	Hospitality Upgrades	2,750,000	2,750,000	5,500,000
<b>Total</b>	<b>Hospitality Upgrades</b>	<b>2,750,000</b>	<b>2,750,000</b>	<b>5,500,000</b>
67DK16C198	Restore CCC Structures - Statewide	2,100,000	1,800,000	3,900,000
<b>Total</b>	<b>Restore CCC Structures - Statewide</b>	<b>2,100,000</b>	<b>1,800,000</b>	<b>3,900,000</b>

### Capital Forms

**Capital Budget Data Preload**

Line #	Fund	Project	Budget Item	2015-16	2016-17	2017-18	Total
1	67DK16C183	67DK16C183	67DK16C183	1,400,000	1,400,000	0	2,800,000
2	67DK16C194	67DK16C194	67DK16C194	3,500,000	0	0	3,500,000
3	67DK16C196	67DK16C196	67DK16C196	1,500,000	2,600,000	0	4,100,000
4	67DK16C197	67DK16C197	67DK16C197	2,750,000	2,750,000	0	5,500,000
5	67DK16C198	67DK16C198	67DK16C198	2,100,000	1,800,000	0	3,900,000
6	67DK16C183	67DK16C183	67DK16C183	8,000,000	8,000,000	0	16,000,000
7	67DK16C200	67DK16C200	67DK16C200	1,700,000	1,700,000	0	3,400,000
8	67DK16C201	67DK16C201	67DK16C201	2,800,000	8,000	0	2,808,000
9	67DK16C202	67DK16C202	67DK16C202	1,000,000	1,000,000	0	2,000,000
10	67DK16C203	67DK16C203	67DK16C203	800,000	2,200,000	0	3,000,000
11	67DK16C204	67DK16C204	67DK16C204	5,000,000	0	0	5,000,000
12	67DK16C205	67DK16C205	67DK16C205	0	0	0	0
<b>Total</b>				<b>27,637,000</b>	<b>23,633,000</b>	<b>2,800,000</b>	<b>54,070,000</b>

### Capital Planning System Data



### Capital Budget Requests

In KBUD, there is preloaded project (Capital) data that automatically loads into the KBUD Capital 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 will be loaded with Six-Year Capital Planning System's around July 2017. If any changes were made to projects in the Six-Year Capital Planning System after this time period, 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 July 2017, 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](mailto:KBUDAdministrator@ky.gov)) and request that additional Project codes be added.

### Preloaded Budget Data Into the KBUD Form

Summary					19FLREQCP	20FLREQCP	FY 17-18	FY 18-19	FY 19-20
<input type="checkbox"/>	1	BFBF	670K18C193	EXPBYFUND	E	1,400,000	1,400,000		
<input type="checkbox"/>	2	BFBF	670K18C195	EXPBYFUND	E	2,575,000	0		
<input type="checkbox"/>	3	BFBF	670K18C196	EXPBYFUND	E	1,000,000	2,000,000		
<input type="checkbox"/>	4	BFBF	670K18C197	EXPBYFUND	E	2,750,000	2,750,000		
<input type="checkbox"/>	5	BFBF	670K18C198	EXPBYFUND	E	1,700,000	1,300,000		
<input type="checkbox"/>	6	BFBF	670K18C199	EXPBYFUND	E	8,000,000	8,000,000		
<input type="checkbox"/>	7	BFBF	670K18C200	EXPBYFUND	E	1,750,000	1,750,000		
<input type="checkbox"/>	8	BFBF	670K18C201	EXPBYFUND	E	1,000,000	0		
<input type="checkbox"/>	9	BFBF	670K18C202	EXPBYFUND	E	0	0	-1,000,000	-1,000,000
<input type="checkbox"/>	10	BFGF	670K18C202	EXPBYFUND	E	1,000,000	1,000,000	0	1,000,000
<input type="checkbox"/>	11	BFBF	670K18C203	EXPBYFUND	E	550,000	2,200,000		
<input type="checkbox"/>	12	BFBF	670K18C204	EXPBYFUND	E	1,500,000	0		

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:

Prepopulated 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 2018-20 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 2017-18 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 either through 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 on Capital Projects that have an impact on the Operating Budget

### Capital Budget Request Forms

Code	Name
<a href="#">1820 CAPITAL FUND</a>	Capital Request by Fund Source
<a href="#">1820 CAPITAL EXPEND</a>	Capital Request Expenditures
<a href="#">1820 CAP IMPONOPBUD</a>	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 2018-2020 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 2018-2020 Budget Instructions.

### **Section 6.2.1 Process Overview**

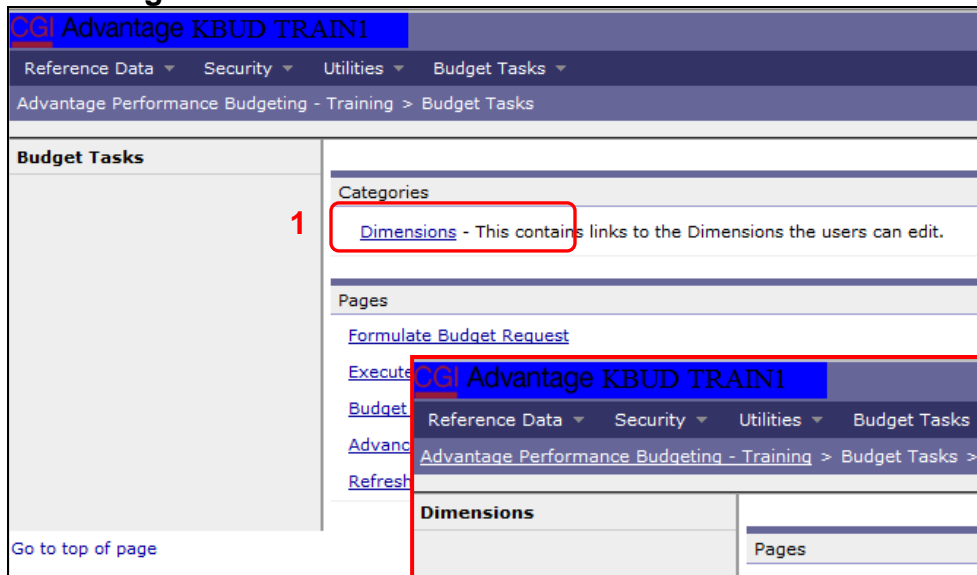
The following is a summarized description of the steps involved in the process to create a Capital Budget Request in order to help users understand the flow of the detailed instructions:

- 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 1820\_CAPITAL\_FUND, Capital Request by Fund Source form
- 3) Create an instance of the 1820\_CAPITAL\_FUND form
- 4) Manually enter the appropriate budget lines (data) into the budget lines tab
- 5) Repeat this process for the 1820\_CAPITAL\_EXPEND and 1820\_CAPITAL\_IMPONOBUD forms
- 6) Login to KBUD Reports (EBI) and navigate to the 18-20 Biennium folder to run and/or print the Capital budget request reports necessary for official budget submission to GOPM
  - **CBR01 Project Summary Report**
  - **CBR-02, Capital Project Record**
  - **CBR-03, Capital Equipment Record**
  - **CBR-04, Capital Information Technology System Record**
  - **CBR-05, Real Property Lease Record**

## Section 6.2.2 Login to KBUD and Navigate to the Project Maintenance Dimension Table

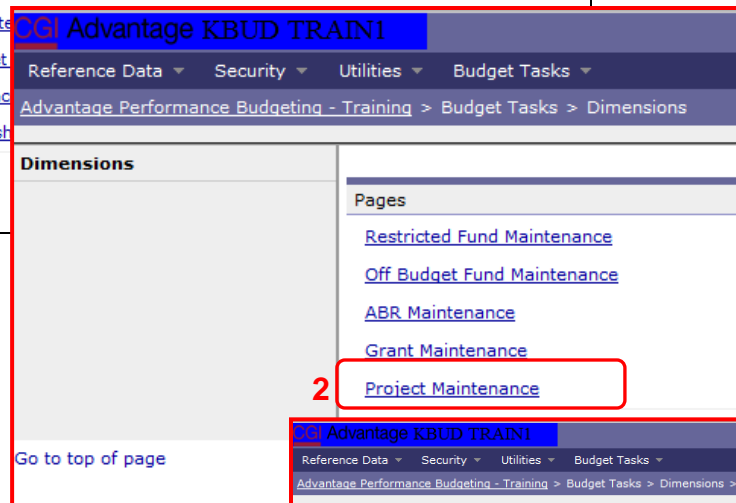
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
  1. Click the Dimensions link
  2. Click on the Project Maintenance Link. The Project Maintenance page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

### Home Page



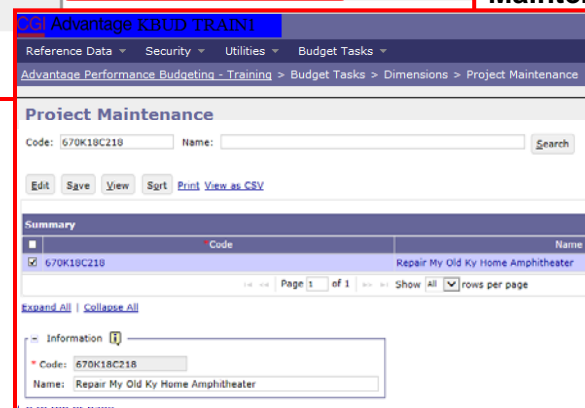
The screenshot shows the KBUD application home page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there is a "Categories" list with a red box around the "Dimensions" link, which is labeled with a red "1". Below the categories is 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" section, there is a list of links: "Restricted Fund Maintenance", "Off Budget Fund Maintenance", "ABR Maintenance", "Grant Maintenance", and "Project Maintenance". The "Project Maintenance" link is highlighted with a red box and labeled with a red "2".

Project Maintenance



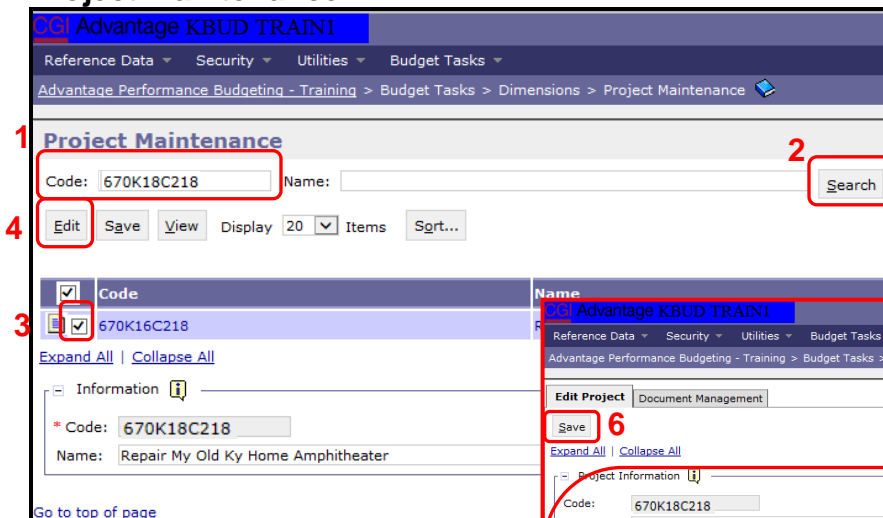
The screenshot shows the "Project Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Project Maintenance". The page displays a form with fields for "Code" (670K18C218) and "Name" (Repair My Old Ky Home Amphitheater). Below the form is a "Summary" table with one row: "670K18C218" | "Repair My Old Ky Home Amphitheater". The page also includes a "Go to top of page" link.



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



**Project Maintenance**

Code: 670K18C218    Name:    Search

Edit   Save   View   Display 20   Items   Sgrt...

<input checked="" type="checkbox"/>	Code	Name
<input checked="" type="checkbox"/>	670K16C218	Advantage KBUD TRAIN1

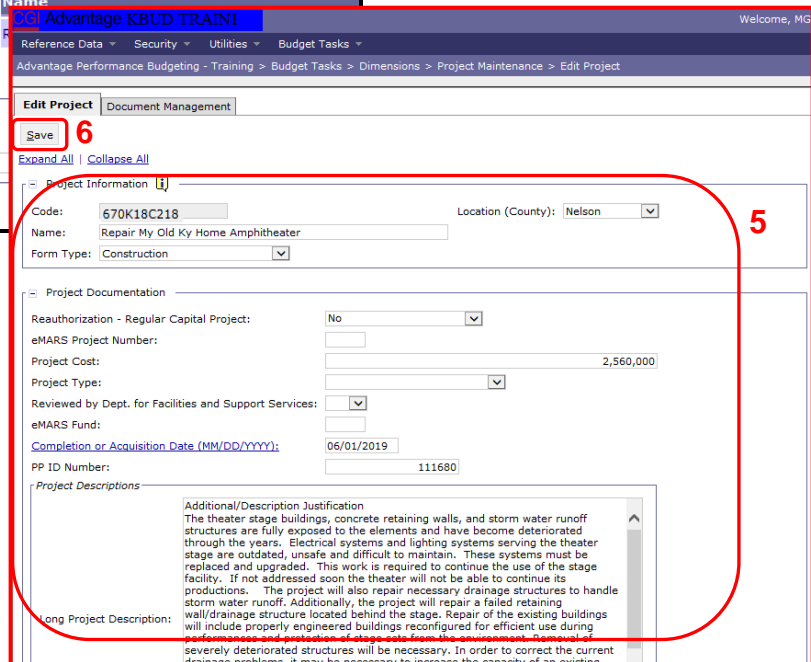
Expand All | Collapse All

Information ⓘ

\* Code: 670K18C218    Name: Repair My Old Ky Home Amphitheater

Go to top of page

### Edit Project



**Edit Project**    Document Management

Save    6

Expand All | Collapse All

Project Information ⓘ

Code: 670K18C218    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 proper drainage from the structure. Severely deteriorated structures will be necessary. 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.

<b>Name</b>	Enter the Project Title (Populated by the 6-Year Plan data)
<b>Form Type</b>	Construction, Equipment, Information Technology System, or Lease - Select the CBR form type. (Populated by the 6-Year Plan data)
<b>Location (County)</b>	Construction, Equipment, or Lease - Select the county in which the project will be located. (Populated by the 6-Year Plan data)
<b>Reauthorization – Regular Capital Project</b>	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)
<b>eMARS Project Number</b>	Construction or Information Technology System - If the project is currently authorized and additional funding is requested, enter the eMARS Fund Code. <b>(Not Populated by the 6-Year Plan data)</b>
<b>Project Cost</b>	Construction or Information Technology System - If the project is currently authorized and additional funding is requested, enter the new Total Project Cost. <b>(New Cost Not Populated by the 6-Year Plan data)</b>
<b>Project Type</b>	Construction or Lease - Identify the project/lease type based on the definitions provided in the 2018-2020 Branch Budget Request Manual. <b>(Not Populated by the 6-Year Plan data)</b>
<b>Reviewed by Dept. for Facilities and Support Services</b>	Construction - Identify if the project has been reviewed by the Department for Facilities and Support Services. <b>(Not Populated by the 6-Year Plan data)</b>



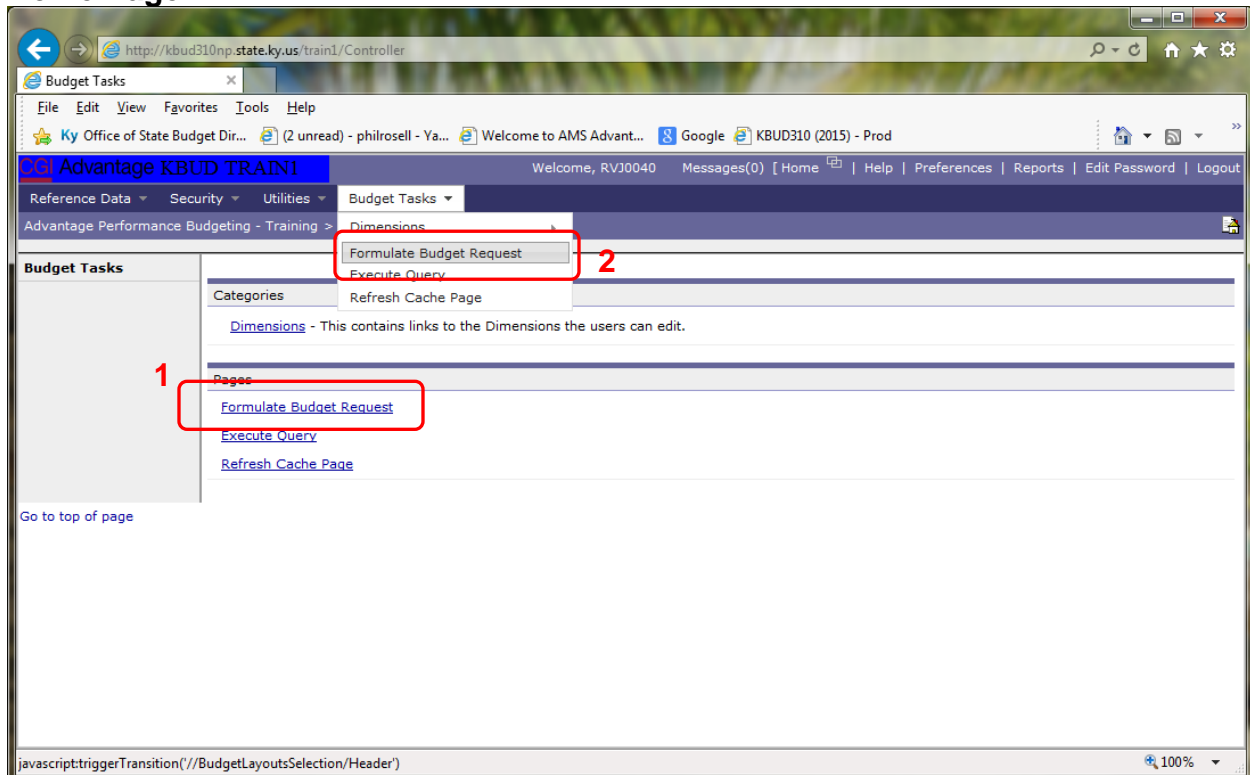
**Capital Budget Requests**

<b>Completion or Acquisition Date</b>	<b>Completion Date</b> - 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, 2020 – enter 08/20. (Populated by the 6-Year Plan data) <b>Acquisition Date</b> - Equipment - Enter the anticipated acquisition date of the equipment. Example: Equipment to be purchased in August, 2020 – enter 08/20. (Populated by the 6-Year Plan data)
<b>Long Project Description</b>	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.
<b>Short Project Description</b>	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.
<b>Priorities-Capital Budget Request - Cabinet</b>	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)
<b>Priorities-Capital Budget Request - Agency</b>	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)
<b>Priorities-Six Year Capital Plan - Cabinet</b>	Construction, Equipment, or Information Technology System - Enter the cabinet priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)
<b>Priorities-Six Year Capital Plan - Agency</b>	Construction, Equipment, or Information Technology System - Enter the agency priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)

## Section 6.2.3 Navigate to the 1820\_CAPITAL\_FUND 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,
  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 1820\_CAPITAL\_FUND form by clicking on the corresponding link. The Select Budget Request page will appear.

### Budget Layout Selection Page

**Budget Layout Selection**

Code:  Name:

Layout Type:

Code	Name
1820_A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
1820_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
1820_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form
1820_G	G Federal Assistance Form
1820_OFFBUD_FUND	Off Budget Funds
1820_CAPITAL_FUND	Capital Request by Fund Source
1820_CAPITAL_EXPEND	Capital Request Expenditures
1820_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1820\_CAPITAL\_FUND) you have created.

### Select Budget Request Page (1820\_CAPITAL\_FUND Form)

**Select Budget Request**

Budget Request Selection Criteria

Layout Code: 1820\_CAPITAL\_FUND Request Code:  Stage:  Archive View:

Layout Type:  Name:

Header Filter

Project:

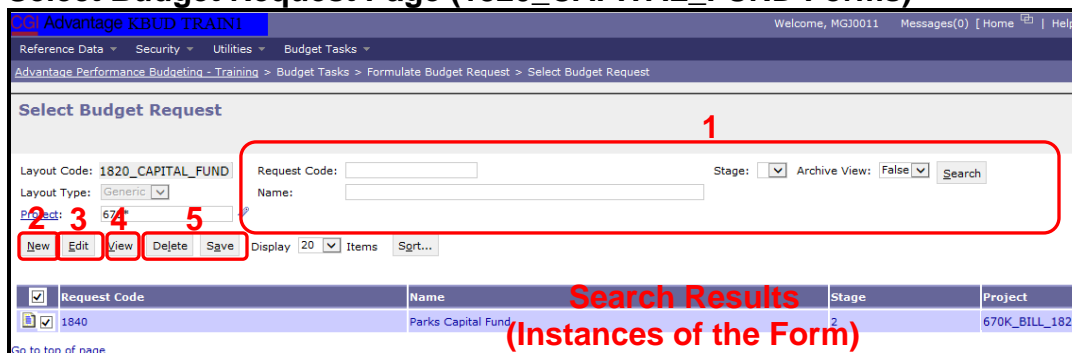
Line Filter

Request Code	Name	Stage	Project
6388	Parks		670K_BILL_1820

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 to Stage 3 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 (1820\_CAPITAL\_FUND Forms)



The screenshot shows the 'Select Budget Request' page in the Advantage KBUD TRAIN! system. The page includes a search form with fields for Request Code, Name, and Project, and buttons for New, Edit, View, Delete, and Save. A table below the search form displays search results for 1820\_CAPITAL\_FUND forms. The table has columns for Request Code, Name, Stage, and Project. A red box highlights the search form, and a red number '1' is placed above it. A red box highlights the table, and a red number '2' is placed above it. The text 'Search Results (Instances of the Form)' is written in red over the table.

Request Code	Name	Stage	Project
<input checked="" type="checkbox"/>	1840	2	670K_BILL_1820

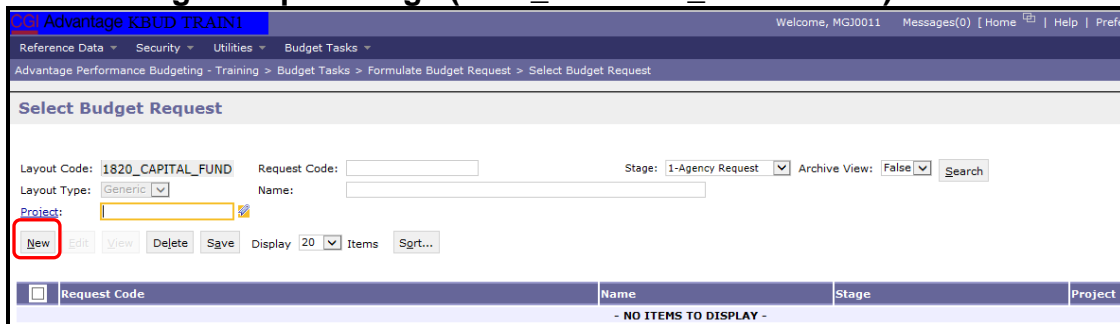
### Section 6.2.4 Creating the Capital Request by Fund Source Form

In this section, we will create a Capital Request by Fund Source Form for the Parks, Department 670 using Program 670K\_BILL\_1820, Parks Capital Fund. We will also 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
BFI1	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 1820\_CAPITAL\_FUND form.

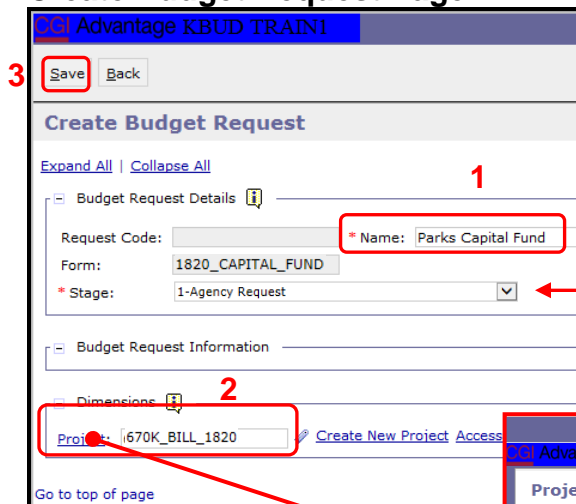
### Select Budget Request Page (1820\_CAPITAL\_FUND Form)



From the Create Budget Request page, you will need to complete these four 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)
2. Fill in the Project textbox. This form is created at the \_BILL level, so we will use 670K\_BILL\_1820 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\_1820
3. Click the Save button, and the new form with all its appropriate tabs will be created

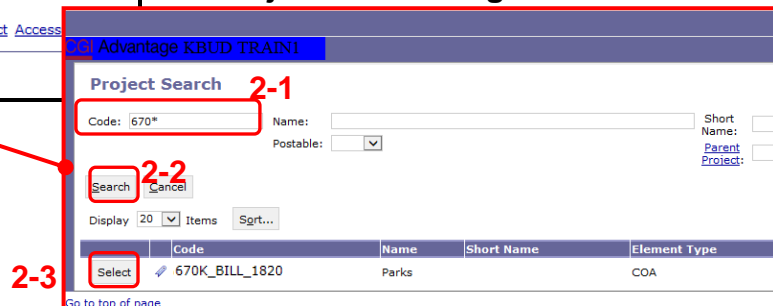
## Create Budget Request Page



The screenshot shows the 'Create Budget Request' form. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the 'Request Code' field with the text '\* Name: Parks Capital Fund'. A red box labeled '2' highlights the 'Project' field with the text '670K\_BILL\_1820'. A red arrow points from the 'Project' field to the 'Project Search Page'.

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' form. A red box labeled '2-1' highlights the 'Code' field with the text '670\*'. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button for the project '670K\_BILL\_1820'. A table below the search results shows the selected project.

Code	Name	Short Name	Element Type
670K_BILL_1820	Parks		COA





### Section 6.2.5 Entering Budget Data in the 1820\_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 19FLREQCP and 20FLREQCP columns)
  - Click on any cell to change the data (NOTE: You cannot directly change the amounts in the 19FLREQCP and 20FLREQCP cells. However you can change the amounts by placing adjustment amounts in columns FY 18-19 and FY 19-20)
  - Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for the 19FLREQCP and 20FLREQCP columns). Continue this process until you have updated all of the Fund/Project combinations. Once you have finished, click the Save button

### New 1820\_CAPITAL\_FUND Form for 670K\_BILL\_1820

**Preloaded Data**

Line	Fund	Project	Budget Object	19FLREQCP	20FLREQCP	FY 17-18	FY 18-19	FY 19-20
1	BFBF	670K18C193	EXPBYFUND	E	1,400,000	1,400,000		
2	BFBF	670K18C195	EXPBYFUND	E	2,575,000	0		
3	BFBF	670K18C196	EXPBYFUND	E	2,000,000	2,000,000		
4	BFBF	670K18C197	EXPBYFUND	E	2,750,000	2,750,000		
5	BFBF	670K18C198	EXPBYFUND	E	1,700,000	1,300,000		
6	BFBF	670K18C199	EXPBYFUND	E	8,000,000	8,000,000		
7	BFBF	670K18C200	EXPBYFUND	E	1,750,000	1,750,000		
8	BFBF	670K18C201	EXPBYFUND	E	1,000,000	0		
9	BFBF	670K18C202	EXPBYFUND	E	0	0	-1,000,000	-1,000,000
10	BFBF	670K18C202	EXPBYFUND	E	1,000,000	1,000,000	1,000,000	1,000,000
11	BFBF	670K18C203	EXPBYFUND	E	550,000	2,200,000		
12	BFBF	670K18C204	EXPBYFUND	E	1,500,000	0		

**Adjusted Amounts**

Line	Fund	Project	Budget Object	19FLREQCP	20FLREQCP	FY 17-18	FY 18-19	FY 19-20
1	BFBF	670K18C193	EXPBYFUND	E	1,400,000	1,400,000		
2	BFBF	670K18C195	EXPBYFUND	E	2,575,000	0		
3	BFBF	670K18C196	EXPBYFUND	E	2,000,000	2,000,000		
4	BFBF	670K18C197	EXPBYFUND	E	2,750,000	2,750,000		
5	BFBF	670K18C198	EXPBYFUND	E	1,700,000	1,300,000		
6	BFBF	670K18C199	EXPBYFUND	E	8,000,000	8,000,000		
7	BFBF	670K18C200	EXPBYFUND	E	1,750,000	1,750,000		
8	BFBF	670K18C201	EXPBYFUND	E	1,000,000	0		
9	BFBF	670K18C202	EXPBYFUND	E	0	0	-1,000,000	-1,000,000
10	BFBF	670K18C202	EXPBYFUND	E	1,000,000	1,000,000	1,000,000	1,000,000
11	BFBF	670K18C203	EXPBYFUND	E	550,000	2,200,000		
12	BFBF	670K18C204	EXPBYFUND	E	1,500,000	0		

**Section 6.2.6 Creating and Entering Budget Data in the 1820\_CAPITAL\_EXPEND Form**

- Use the same process described in the previous section to create a new instance of an 1820\_CAPITAL\_EXPEND form for Program 670K\_BILL\_1820, 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 19FLREQCP and 20FLREQCP columns)
  - Click on any cell to change the data (NOTE: You cannot directly change the amounts in the 19FLREQCP and 20FLREQCP cells. However you can change the amounts by placing adjustment amounts in columns FY 18-19 and FY 19-20)
  - Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for the 19FLREQCP and 20FLREQCP columns). Continue this process until you have updated all the Budget Object/Project combinations. Once you have finished, click the Save button

**New 1820\_CAPITAL\_EXPEND Form for 670K\_BILL\_1820**

**1**

**Preloaded Data**

Line	Project	Budget Object	19FLREQCP	20FLREQCP	FY 17-18	FY 18-19	FY 19-20
<input type="checkbox"/>	1 670K18C193	DES	100,000	100,000			
<input type="checkbox"/>	2 670K18C193	CONS	1,300,000				
<input type="checkbox"/>	3 670K18C194	CONS	5,000,000				
<input checked="" type="checkbox"/>	4 670K18C195	DES	515,000				
<input type="checkbox"/>	5 670K18C195	CONS	1,960,000				
<input type="checkbox"/>	6 670K18C195	EQU	100,000				
<input type="checkbox"/>	7 670K18C196	DES	800,000				
<input type="checkbox"/>	8 670K18C196	CONS	200,000				
<input type="checkbox"/>	9 670K18C197	CONS	2,060,000				
<input type="checkbox"/>	10 670K18C197	EQU	690,000				
<input type="checkbox"/>	11 670K18C198	DES	250,000				

**3**

**Totals Reflect the Adjusted Amounts**

**Adjusted Amounts**

Line	Project	Budget Object	19FLREQCP	20FLREQCP	FY 17-18	FY 18-19	FY 19-20
<input type="checkbox"/>	1 670K18C193	DES	100,000	100,000			
<input type="checkbox"/>	2 670K18C193	CONS	1,300,000	1,300,000		-5,000	-5,000
<input type="checkbox"/>	3 670K18C194	CONS	5,000,000			5,000	5,000

**2**

### Section 6.2.7 Creating and Entering Budget Data in the 1820\_CAP\_IMPONOPBUD Form

- Use the same process described in the previous section to create a new instance of a 1820\_CAP\_IMPONOPBUD form for Program 670K\_BILL\_1820, 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 1820\_CAP\_IMPONOPBUD Form for 670K\_BILL\_1820

**Preloaded Data**

Line	Fund	Project	Budget Object	IMPONOPBUD1	IMPONOPBUD2	IMPONOPBUD3	IMPONOPBUD4	IMPONOPBUD5	FY 1	FY 2	FY 3	FY 4	FY 5
1 0	670K18C205	COSTELIM	E	-65,000	-65,000	0	0	0					
2 GNRL	670K18C204	IMPACT	R	8,000	0	0	0	0					
3 RSTD	670K18C205	IMPACT	R	15,000	15,000	15,000	15,000	15,000					
<b>Total</b>													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	670K18C205	COSTELIM	E	-70,000	-60,000	0	0	0	-5,000	5,000			
2 GNRL	670K18C204	IMPACT	R	8,000	0	0	0	0					
3 RSTD	670K18C205	IMPACT	R	15,000	15,000	15,000	15,000	15,000					
<b>Total</b>													

- 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 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 18-20 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)

### Capital Budget Reports

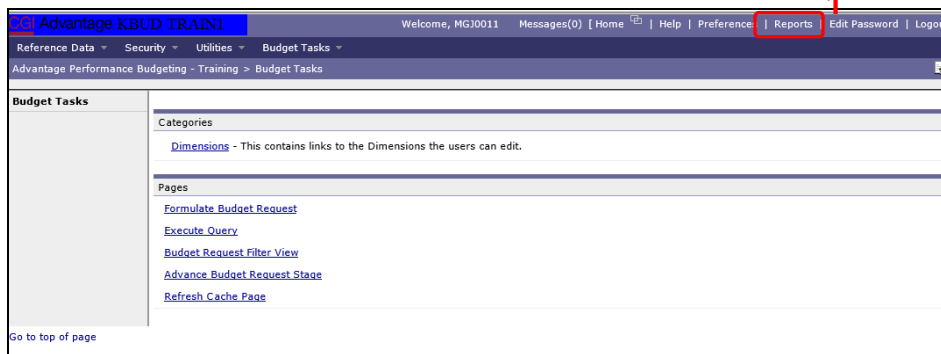
FUND	PLAN	RANK	KBUD	Project Name	Request			Total Requested
					FY 2016-17	FY 2017-18	FY 2017-18	
Bond Funds				Upgrade Golf Course Irrigation-Ky Dam & Lk. I	1,400,000	1,400,000	2,800,000	2,800,000
Total				Upgrade Golf Course Irrigation-Ky Dam & Lk. I	1,400,000	1,400,000	2,800,000	2,800,000
Bond Funds				Statewide Ground Upgrades (Phase 1)	1,500,000	2,600,000	4,100,000	4,100,000
Total				Statewide Ground Upgrades (Phase 1)	1,500,000	2,600,000	4,100,000	4,100,000
Bond Funds				Hospitality Upgrades	2,750,000	2,750,000	5,500,000	5,500,000
Total				Hospitality Upgrades	2,750,000	2,750,000	5,500,000	5,500,000
Bond Funds				Restore CCC Structures - Statewide	2,100,000	1,800,000	3,900,000	3,900,000
Total				Restore CCC Structures - Statewide	2,100,000	1,800,000	3,900,000	3,900,000

### Capital Forms

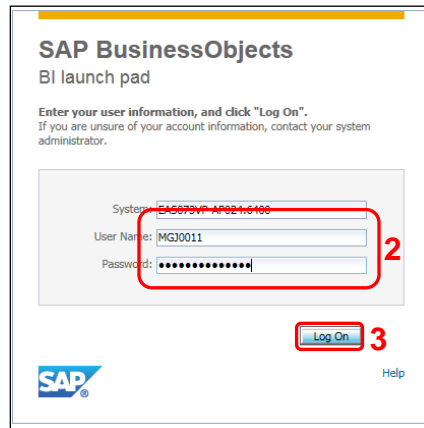
Line	FUND	PLAN	RANK	KBUD	Project Name	Request	Total Requested
1	BOND				Upgrade Golf Course Irrigation-Ky Dam & Lk. I	1,400,000	2,800,000
2	BOND				Statewide Ground Upgrades (Phase 1)	1,500,000	4,100,000
3	BOND				Hospitality Upgrades	2,750,000	5,500,000
4	BOND				Restore CCC Structures - Statewide	2,100,000	3,900,000
5	BOND				Other	0	0
6	BOND				Other	0	0
7	BOND				Other	0	0
8	BOND				Other	0	0
9	BOND				Other	0	0
10	BOND				Other	0	0
11	BOND				Other	0	0
12	BOND				Other	0	0
13	BOND				Other	0	0
14	BOND				Other	0	0
15	BOND				Other	0	0
16	BOND				Other	0	0
17	BOND				Other	0	0
18	BOND				Other	0	0
19	BOND				Other	0	0
20	BOND				Other	0	0
21	BOND				Other	0	0
22	BOND				Other	0	0
23	BOND				Other	0	0
24	BOND				Other	0	0
25	BOND				Other	0	0
26	BOND				Other	0	0
27	BOND				Other	0	0
28	BOND				Other	0	0
29	BOND				Other	0	0
30	BOND				Other	0	0
31	BOND				Other	0	0
32	BOND				Other	0	0
33	BOND				Other	0	0
34	BOND				Other	0	0
35	BOND				Other	0	0
36	BOND				Other	0	0
37	BOND				Other	0	0
38	BOND				Other	0	0
39	BOND				Other	0	0
40	BOND				Other	0	0
41	BOND				Other	0	0
42	BOND				Other	0	0
43	BOND				Other	0	0
44	BOND				Other	0	0
45	BOND				Other	0	0
46	BOND				Other	0	0
47	BOND				Other	0	0
48	BOND				Other	0	0
49	BOND				Other	0	0
50	BOND				Other	0	0

### Capital Planning System Data

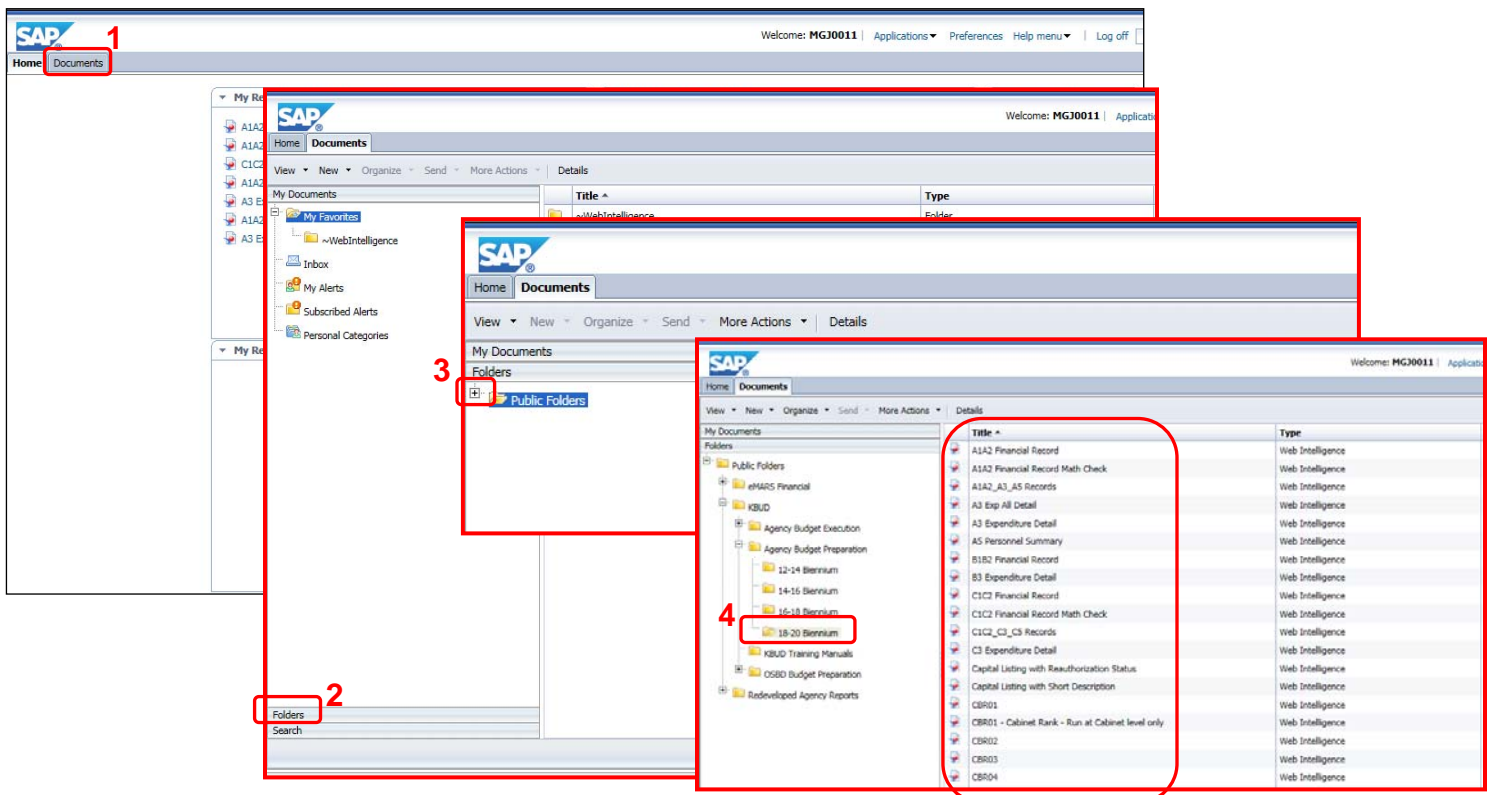
- In this scenario, we will run the CBR01 Project Summary Report for 670K\_BILL\_1820 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project. Based on the results of this report, we can determine which other CBR reports are needed for this submission:
  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 open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>






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

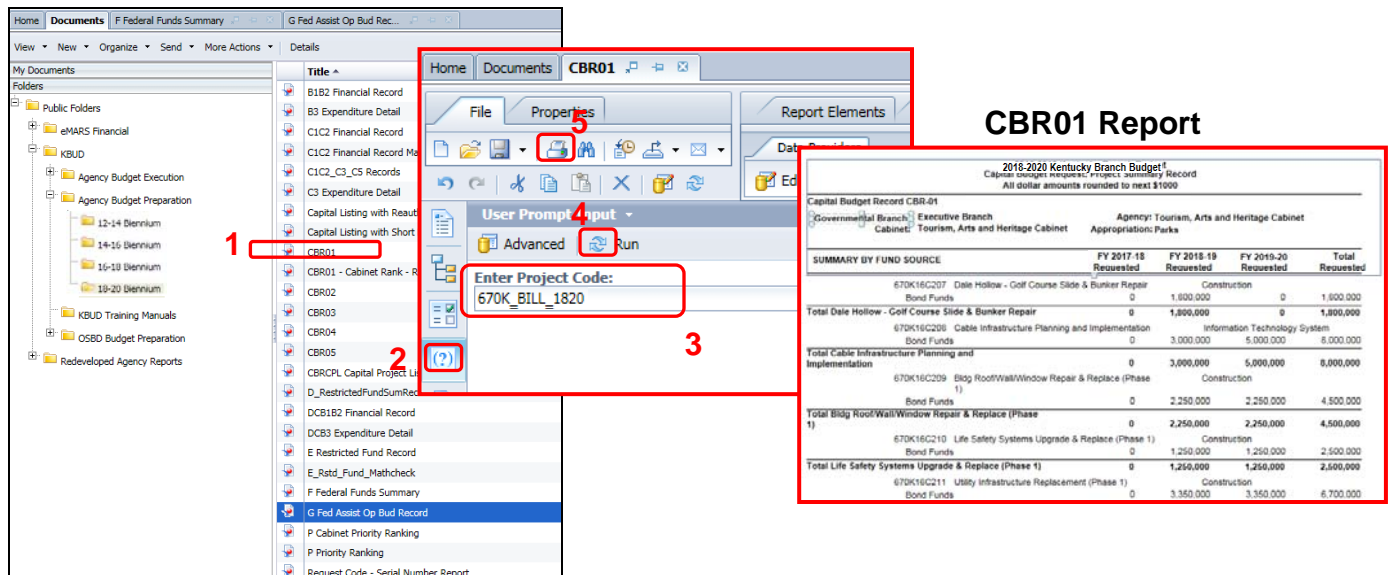


- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1820 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
  1. Click the Documents tab
  2. Click on the Folders bar at the bottom of the page to access the Public Folders
  3. Expand all the Public Folders
  4. Open the 18-20 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\_1820 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project.

1. Double click on the CBR01 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\_1820
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**




2016-2020 Kentucky Branch Budget <sup>1</sup>					
Capital Budget Request: Project Summary Record					
All dollar amounts rounded to next \$1000					
Capital Budget Record CBR-01					
(Governmental Branch)	Executive Branch	Agency: Tourism, Arts and Heritage Cabinet			
Cabinet:	Tourism, Arts and Heritage Cabinet	Appropriation: Parks			
<b>SUMMARY BY FUND SOURCE</b>		<b>FY 2017-18 Requested</b>	<b>FY 2018-19 Requested</b>	<b>FY 2019-20 Requested</b>	<b>Total Requested</b>
670K16C207	Dale Hollow - Golf Course Side & Bunker Repair	0	1,600,000	0	1,600,000
Total Dale Hollow - Golf Course Side & Bunker Repair		0	1,600,000	0	1,600,000
670K16C205	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	Blig Roof/Wall/Window Repair & Replace (Phase 1)	0	2,250,000	2,250,000	4,500,000
Total Blig 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

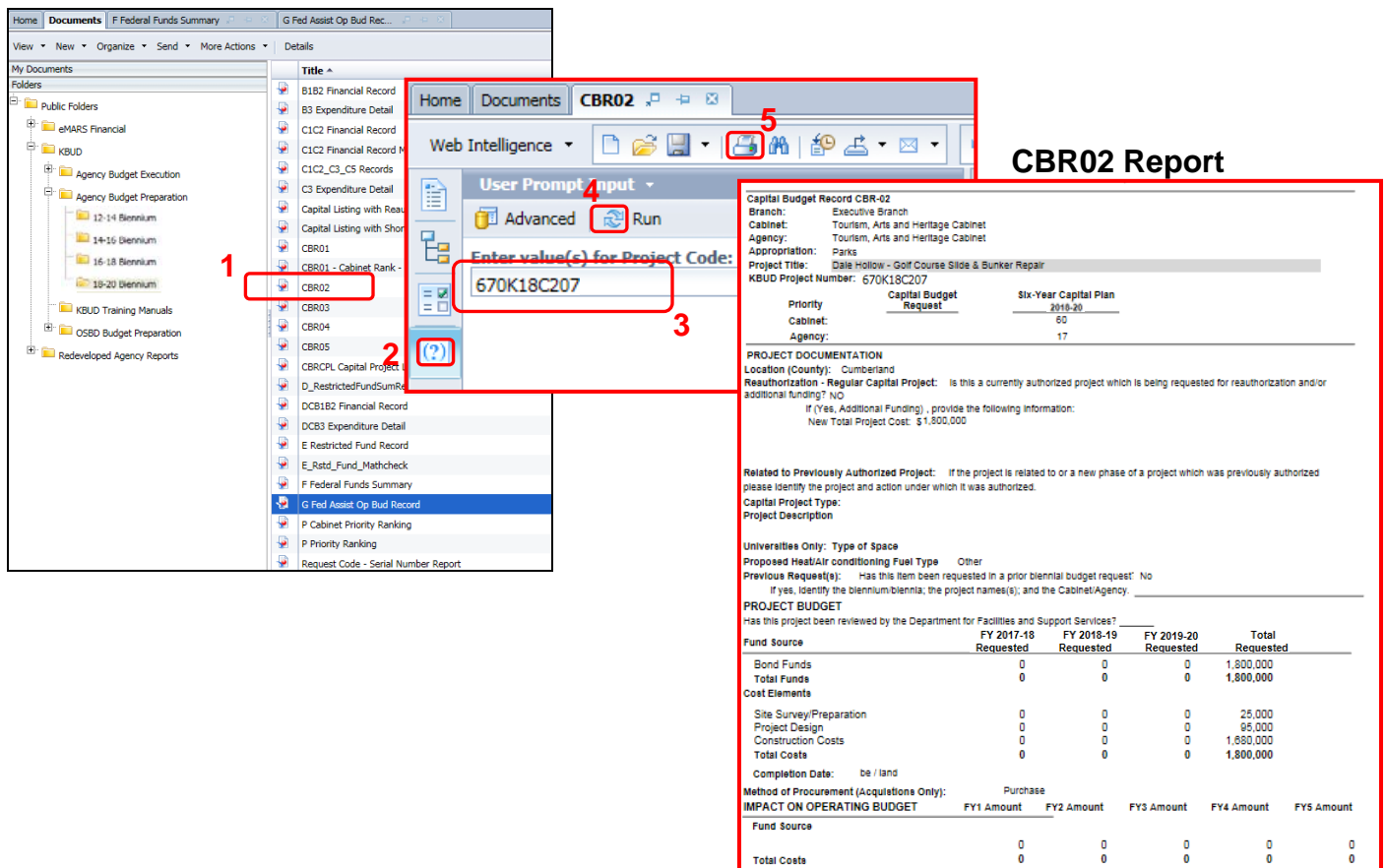
- After reviewing the CBR01 Project Summary Report for 670K\_BILL\_1820, it was determined that there were only Construction, Equipment, and Information Technology projects on the report. Therefore, only the following three additional reports need to be created for the Capital Budget Request.
  1. **CBR-02, 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 670K18C207, 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 670K18C207
- 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: 670K18C207

Priority	Capital Budget Request	Six-Year Capital Plan 2018-20
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	FY 2017-18 Requested	FY 2018-19 Requested	FY 2019-20 Requested	Total Requested
Bond Funds	0	0	0	1,800,000
Total Funds	0	0	0	1,800,000

**Cost Elements**

Cost Element	FY 2017-18 Requested	FY 2018-19 Requested	FY 2019-20 Requested	Total Requested
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



- In this scenario, we will run the CBR03 Capital Project Report for Capital Equipment Project 670K18C205, 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 670K18C205
  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  
 Parks  
 Appropriation: Parks  
 Equipment Title: Golf car and Equipment replacement  
 KBUD Project Number: 670K18C205

Priority	Capital Budget Request	Six-Year Capital Plan 2018-20
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 (50), 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 biennium/annua; 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.

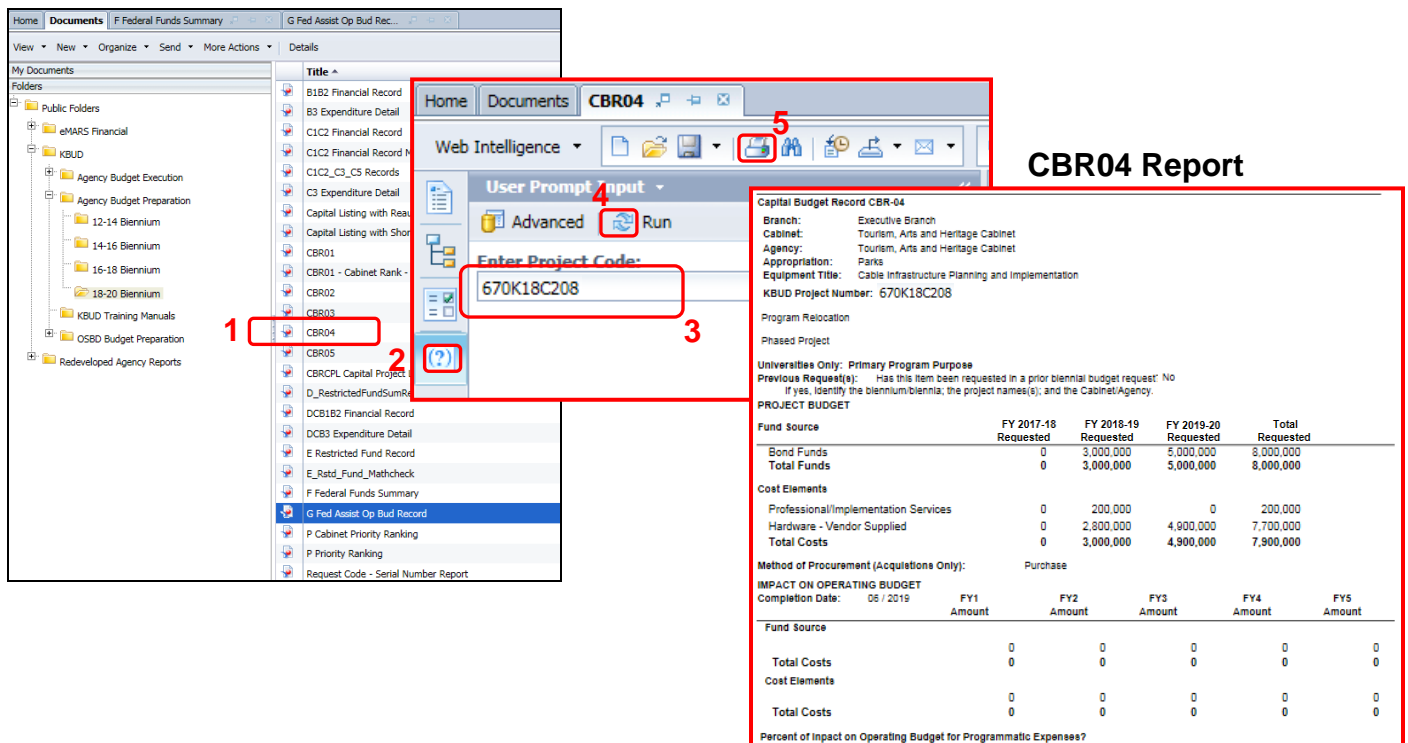
**EQUIPMENT BUDGET**

	FY 2017-18 Requested	FY 2018-19 Requested	FY 2019-20 Requested	Total Requested
<b>Quantity of Identical Units:</b>				
<b>Equipment Price per Unit:</b>				
<b>Fund Source</b>	<b>FY 2017-18 Requested</b>	<b>FY 2018-19 Requested</b>	<b>FY 2019-20 Requested</b>	<b>Total Requested</b>
Restricted Funds	0	0	0	0
Bond Funds	0	1,000,000	1,000,000	2,000,000
<b>Total Funds</b>	<b>0</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>2,000,000</b>

**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 670K18C208, 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 670K18C208
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: 670K18C208

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	FY 2017-18 Requested	FY 2018-19 Requested	FY 2019-20 Requested	Total Requested
Bond Funds	0	3,000,000	5,000,000	8,000,000
<b>Total Funds</b>	<b>0</b>	<b>3,000,000</b>	<b>5,000,000</b>	<b>8,000,000</b>

**Cost Elements**

Professional/Implementation Services	Hardware - Vendor Supplied	Total Costs
0	2,800,000	2,800,000
0	4,900,000	4,900,000
<b>Total Costs</b>	<b>0</b>	<b>3,000,000</b>

Method of Procurement (Acquisitions Only): Purchase

**IMPACT ON OPERATING BUDGET**

Completion Date: 06 / 2019

Fund Source	FY1 Amount	FY2 Amount	FY3 Amount	FY4 Amount	FY5 Amount
Total Costs	0	0	0	0	0
Cost Elements	0	0	0	0	0
<b>Total Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 1820\_OFFBUD\_FUND, Off Budget Funds form. These two tools along with a FY16 and FY17 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 1820\_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

2018-2020 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 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
<b>(A) Resources:</b>					
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
<b>Total Resources</b>	<b>19,934,400</b>	<b>21,127,600</b>	<b>22,049,000</b>	<b>22,849,000</b>	<b>20,649,000</b>
<b>(B) Expenditures:</b>					
Expenditures (Off Budget)	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000
<b>Total Expenditures</b>	<b>18,008,196</b>	<b>18,378,631</b>	<b>18,500,000</b>	<b>21,500,000</b>	<b>20,000,000</b>

Dimension Data

Historical Data

Form Data

### 1820\_OFFBUD\_FUND Form

Line	Budget Object		FY 17-18	FY 18-19	FY 19-20
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
<b>Totals</b>			<b>-3,549,000</b>	<b>-1,349,000</b>	<b>-649,000</b>

Numerical Budget Data



## Off Budget Fund Form

The 2018-2020 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 1820\_OFFBUD\_FUND form will be used to produce your agency's Off Budget Fund Budget Request.

### Off Budget Fund Budget Request Form

Code	Name
<a href="#">1820_OFFBUD_FUND</a>	Off Budget Funds

The 1820\_OFFBUD\_FUND Budget Request form contains multiple tabs:

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

### 1820\_OFFBUD\_FUND Form with Multiple Tabs

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

[Notify](#)

[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 2018-2020 Budget Instructions.

### **Section 7.2.1      *Process Overview***

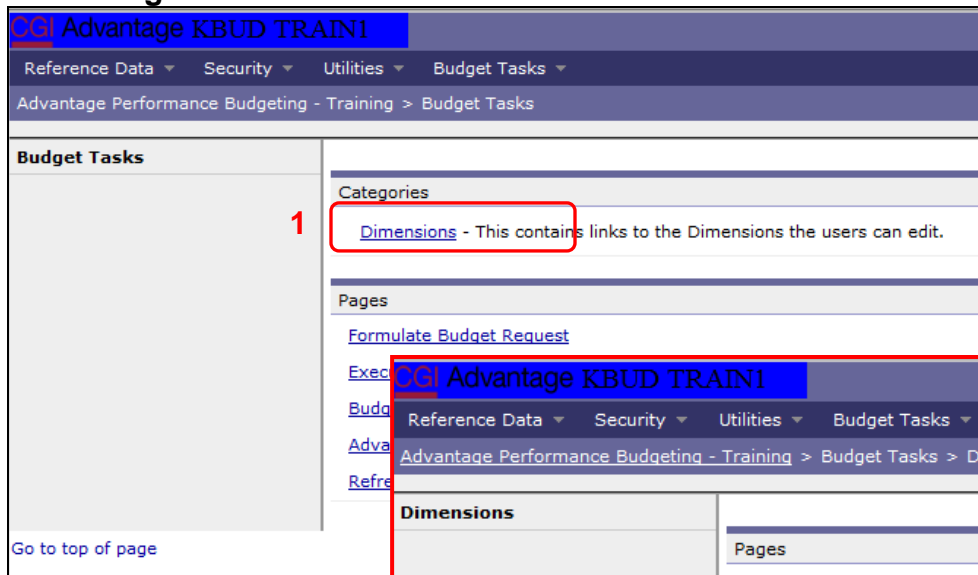
The following is a summarized description of the steps involved in the process to create an Off Budget Fund in order to help users understand the flow of the detailed instructions:

- 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 1820\_OFFBUD\_FUND Budget Request form
- 3) Create an instance of the 1820\_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 18-20 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

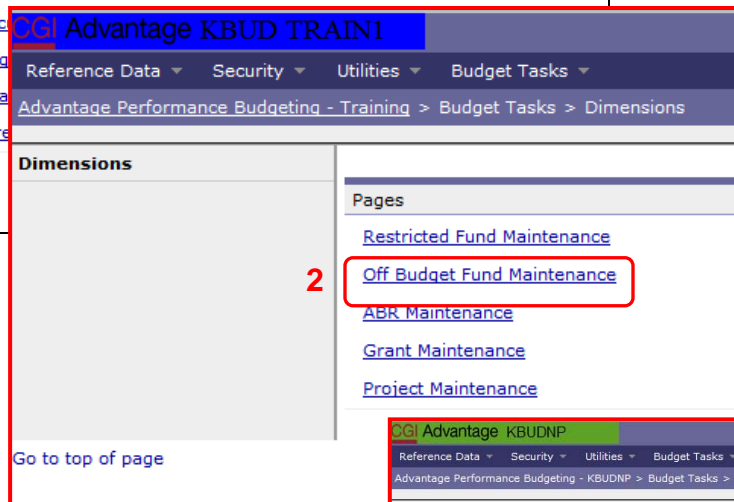
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
  1. Click the Dimensions link
  2. Click on the Off Budget Fund Maintenance Link. The Off Budget Fund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

### Home Page



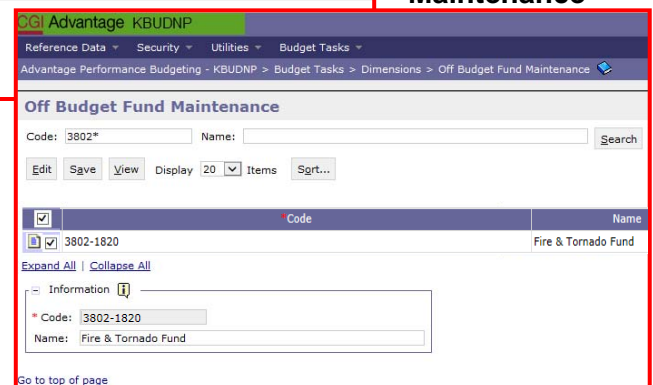
The screenshot shows the KBUD application home page. The breadcrumb trail is: Advantage Performance Budgeting - Training > Budget Tasks. Under the 'Budget Tasks' section, there is a 'Categories' list with a red box around the link 'Dimensions - This contains links to the Dimensions the users can edit.' A red number '1' is placed to the left of this link. Below the categories is a 'Pages' section with links for 'Formulate Budget Request', 'Exec...', 'Budg...', 'Adva...', and 'Refre...'. A 'Go to top of page' link is at the bottom left.

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 'Off Budget Fund Maintenance' link, with a red number '2' to its left. A 'Go to top of page' link is at the bottom left.

Off Budget Fund Maintenance

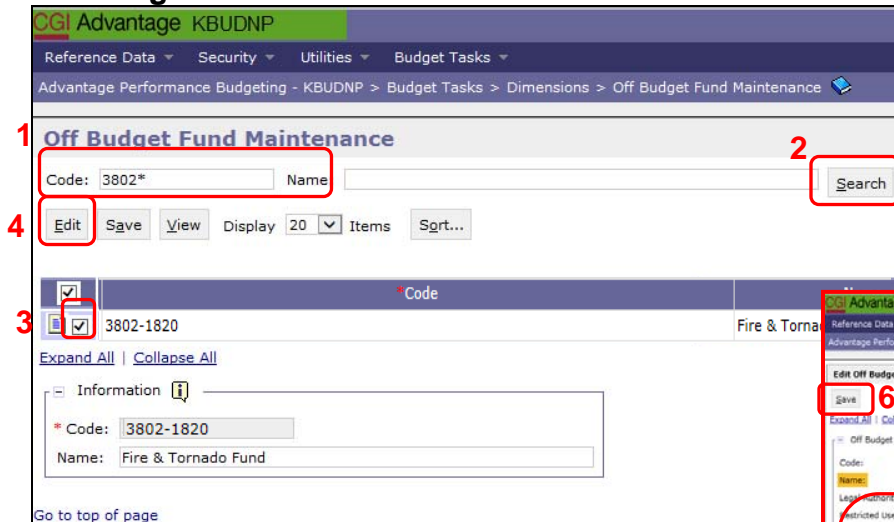


The screenshot shows the 'Off Budget Fund Maintenance' page. The breadcrumb trail is: Advantage Performance Budgeting - KBUDNP > Budget Tasks > Dimensions > Off Budget Fund Maintenance. The page has a search bar with 'Code: 3802\*' and 'Name:'. Below are buttons for 'Edit', 'Save', 'View', 'Display 20', 'Items', and 'Sgrr...'. A table lists dimensions with columns for 'Code' and 'Name'. One entry is expanded: Code: 3802-1820, Name: Fire & Tornado Fund. A 'Go to top of page' link is at the bottom left.

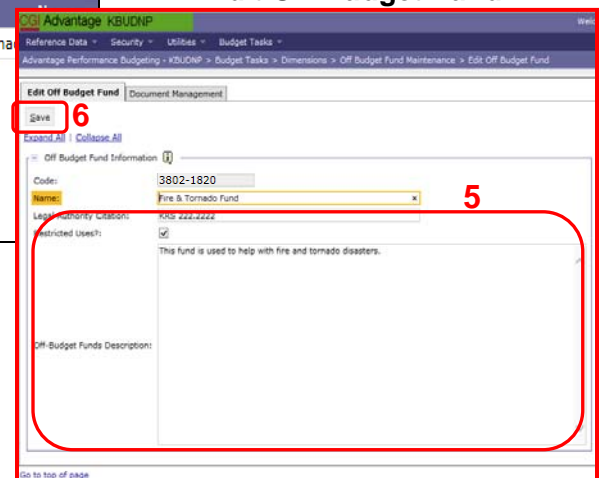
From the Dimension Off Budget Fund Maintenance page, you can search and view all the Off Budget Fund codes by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all the Off Budget Funds available based on your security. You can also narrow your search for a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

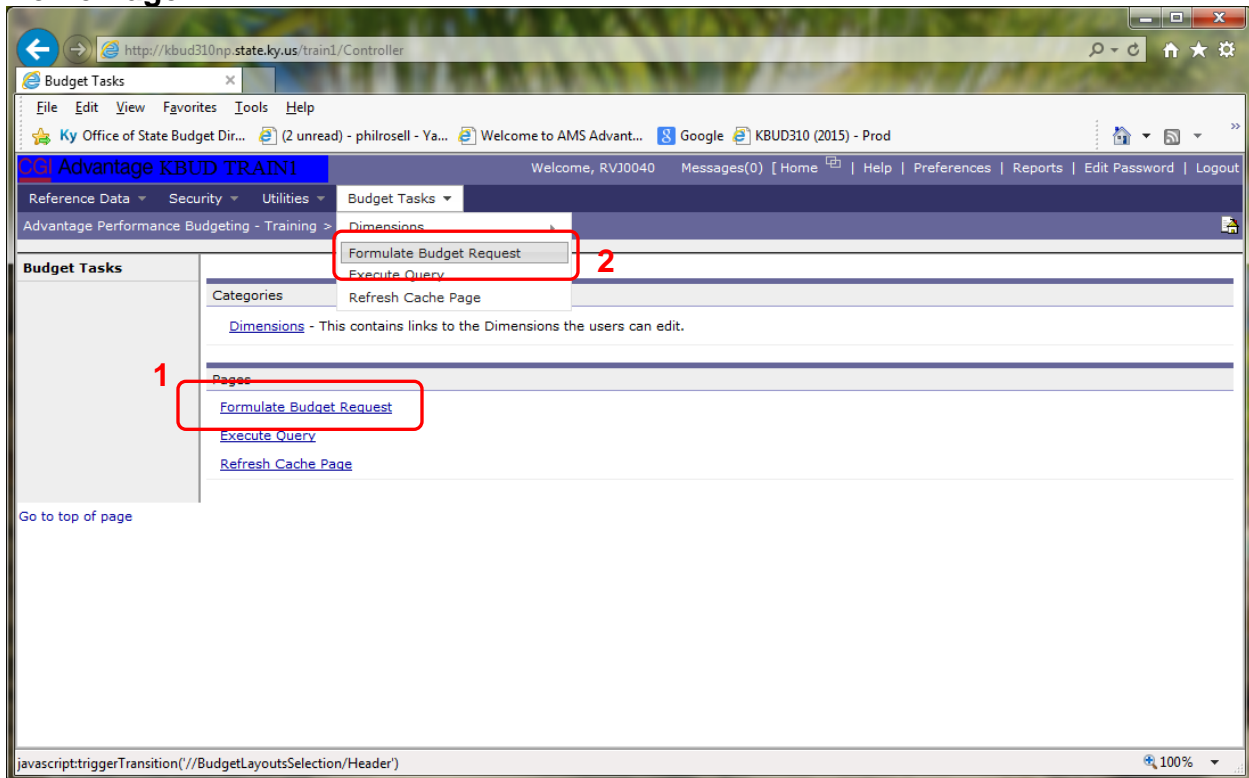
- Repeat the previous process to update each of the agency's Off Budget Fund.



### Section 7.2.3 Navigate to the 1820\_OFFBUD\_FUND 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 1820\_OFFBUD\_FUND form by clicking on the corresponding blue link. The Select Budget Request page will appear.

### Budget Layout Selection Page

CGI Advantage Welcome

Reference Data ▾ SBFS ▾ Security ▾ Utilities ▾ Budget Tasks ▾

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

### Budget Layout Selection

Code:  Name:

Layout Type:

Summary	
Code	Name
<a href="#">1820 A2-A3-A4-A5</a>	A2/A3/A4/A5 Baseline Budget Request
<a href="#">1820 B2-B3-B4-B5</a>	B2/B3/B4/B5 Additional Budget Request
<a href="#">1820 E FUND-RECEIPTS</a>	E Restricted Funds & Receipts Form
<a href="#">1820 G</a>	G Federal Assistance Form
<a href="#">1820 OFFBUD_FUND</a>	Off Budget Funds

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (1820\_OFFBUD\_FUND) you have created.

### Select Budget Request Page (1820\_OFFBUD\_FUND Form)

CGI Advantage Welcome, MGJ0011 Skip Navigation Messages(0) [ Home | Help | Preferences | Reports |

Reference Data ▾ SBFS ▾ Security ▾ Utilities ▾ Budget Tasks ▾

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

### Select Budget Request

Budget Request Selection Criteria

Layout Code:  Request Code:  Stage:  Archive View:

Layout Type:  Name:

Header Filter

Off Budget Fund:

Line Filter

Summary				
	Request Code	Name	Stage	Off Budget Fund
<input type="checkbox"/>	6329	Diabetes Research Trust Fund	141D-1820	
<input type="checkbox"/>	6330	Breast Cancer Research & Educ Fund	14CQ-1820	
<input type="checkbox"/>	6331	Spinal Cord Trust Fund	635Q-1820	

Instances



## 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 to Stage 3 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 (1820 OFFBUD FUND Forms)

The screenshot shows the 'Select Budget Request' page in the Advantage KBUDNP system. The page includes a search interface with the following elements:

- Search Filters:** Request Code, Name, and Off Budget Fund (with a search icon).
- Buttons:** New (2), Edit (3), View (4), Delete (5), and Save.
- Table:** A table with columns for Request Code, Name, Stage, and Off Budget Fund. One instance is listed: Request Code 1709, Name Fire & Tornado Fund, Stage 3802-1820.

Red annotations in the image include a box around the search filters labeled '1', and red numbers 2, 3, 4, and 5 pointing to the New, Edit, View, and Delete buttons respectively. A red label 'Search Results (Instances of the Form)' is placed over the table.



## Off Budget Fund Form

### Section 7.2.4 Creating the Off Budget Fund Form

In this section, we will 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 1820\_OFFBUD\_FUND form.

### Select Budget Request Page (1820\_OFFBUD\_FUND Form)

Advantage KBUD TRAINING | 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: 1820\_OFFBUD\_FUND | Request Code: | Stage: 1 | Archive View: False | Search

Layout Type: Generic | Name: | Off Budget Fund: |

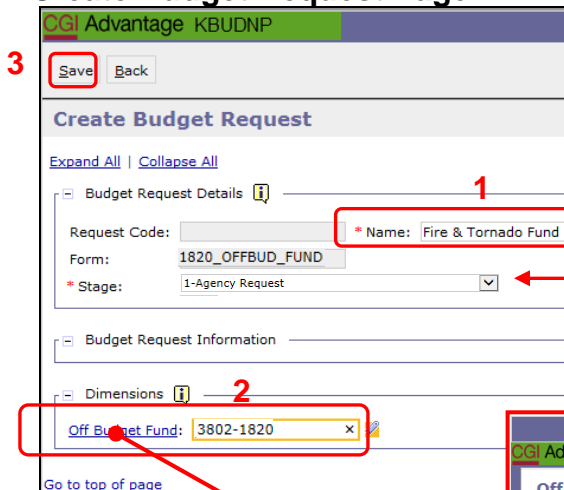
**New** | Edit | View | Delete | Save | Display 100 | Items | Sort...

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

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

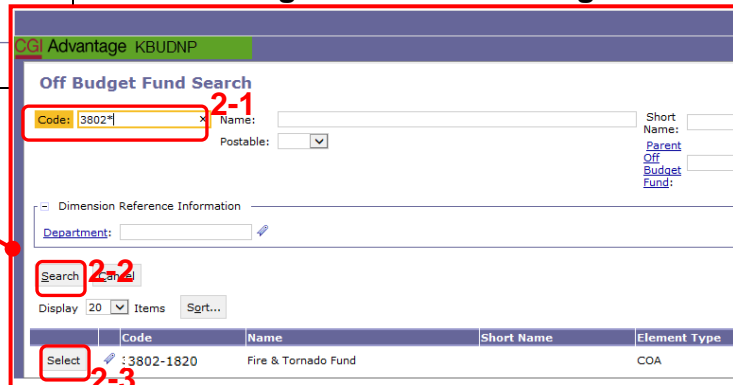
1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form)
2. Fill in the Off Budget Fund textbox There are two ways to fill in the textbox: 1) Type in the correct Off Budget Fund code, or 2) click on the blue Off Budget Fund link to pull up an 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 3802-1820
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.

### Off Budget Fund Search Page



Code	Name	Short Name	Element Type
3802-1820	Fire & Tornado Fund		COA

## Section 7.2.5 Entering Budget Data in the 1820\_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.
  - Click on the Off Budget Funds 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 Off Budget Fund. Enter a separate budget line for each budget object required by the 2018-2020 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 1820\_OFFBUD\_FUND Form for 3802-1820

**Off Budget Funds Tab**

1

2

3

4

5

3-1

3-2

3-3

3-4

Line	Budget Object	FY
<input type="checkbox"/>	1 OBALFOR	R
<input type="checkbox"/>	2 OCURREC	R
<input type="checkbox"/>	3 ONONREV	R
<input checked="" type="checkbox"/>	4 OEXPENDITURES	E

Select	Code	Name	Short Name	Object Type	Element Type	Par
<input checked="" type="checkbox"/>	OBALFOR	Balance Forward (Off Budget)	Balance Forward (Off Bud Form)	Revenue	COA	
<input checked="" type="checkbox"/>	OCURREC	Current Receipts (Off Budget)	Current Recs (OB Budget)	Revenue	COA	
<input checked="" type="checkbox"/>	ONONREV	Non-Revenue Receipts (Off Budget)	Non-Revenue Rec (Off Bud)	Revenue	COA	
<input checked="" type="checkbox"/>	OEXPENDITURES	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: 11820\_OFFBUD\_FUND    Type: Generic    Request Code: 1709    Request Name: Fire & Tornado Fund  
Off Budget Fund: 3802-1820

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 17-18	FY 18-19	FY 19-20
<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
<b>Totals</b>				<b>-3,549,000</b>	<b>-1,349,000</b>	<b>-649,000</b>

Page 1 of 1    Show 20 rows per page

- Once the dimension has been updated and the 1820\_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 18-20 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 1820\_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

2018-2020 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: 3002  
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 2015 - 16	Actual FY 2016 - 17	Budgeted FY 2017 - 18	Requested FY 2018 - 19	Requested FY 2019 - 20
<b>(A) Resources:</b>					
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
<b>Total Resources</b>	<b>19,034,400</b>	<b>21,127,600</b>	<b>22,049,000</b>	<b>22,849,000</b>	<b>20,649,000</b>
<b>(B) Expenditures:</b>					
Expenditures (Off Budget)	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000
<b>Total Expenditures</b>	<b>18,008,196</b>	<b>18,378,631</b>	<b>18,500,000</b>	<b>21,500,000</b>	<b>20,000,000</b>

### 1820\_OFFBUD\_FUND Form

Layout Code: 1820\_OFFBUD\_FUND    Type: Generic    Request Code: 1709    Request Name: Fire & Tornado Fund  
Off Budget Fund: 3802-1820

Summary

Line	Budget Object	FY 17-18	FY 18-19	FY 19-20
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
<b>Totals</b>		<b>-3,549,000</b>	<b>-1,349,000</b>	<b>-649,000</b>

Historical Data

Form Data

Numerical Budget Data



## Off Budget Fund Form

- 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**

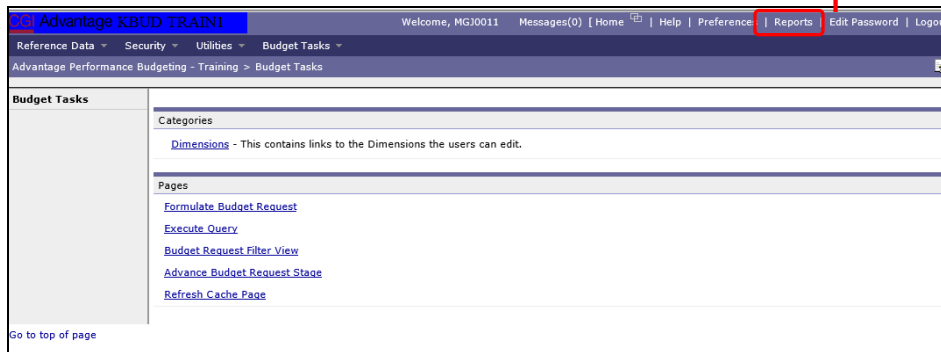
1. Off-Budget Fund Record Report (Run this report for each individual Fund)

### **Supportive ABR Report**

(NONE)

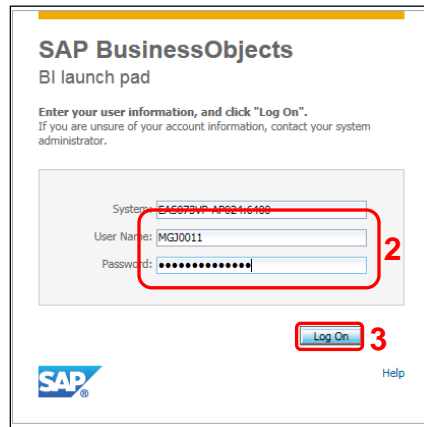
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
  1. Either click on the Report link located in the KBUD application to access the webpage, or open your web browser and enter the direct link to EBI 4.1 and paste it into the URL:

<https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>





2. Enter your eMARS User ID in the User Name textbox and your password
3. 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: EAC070VP-AP0216100

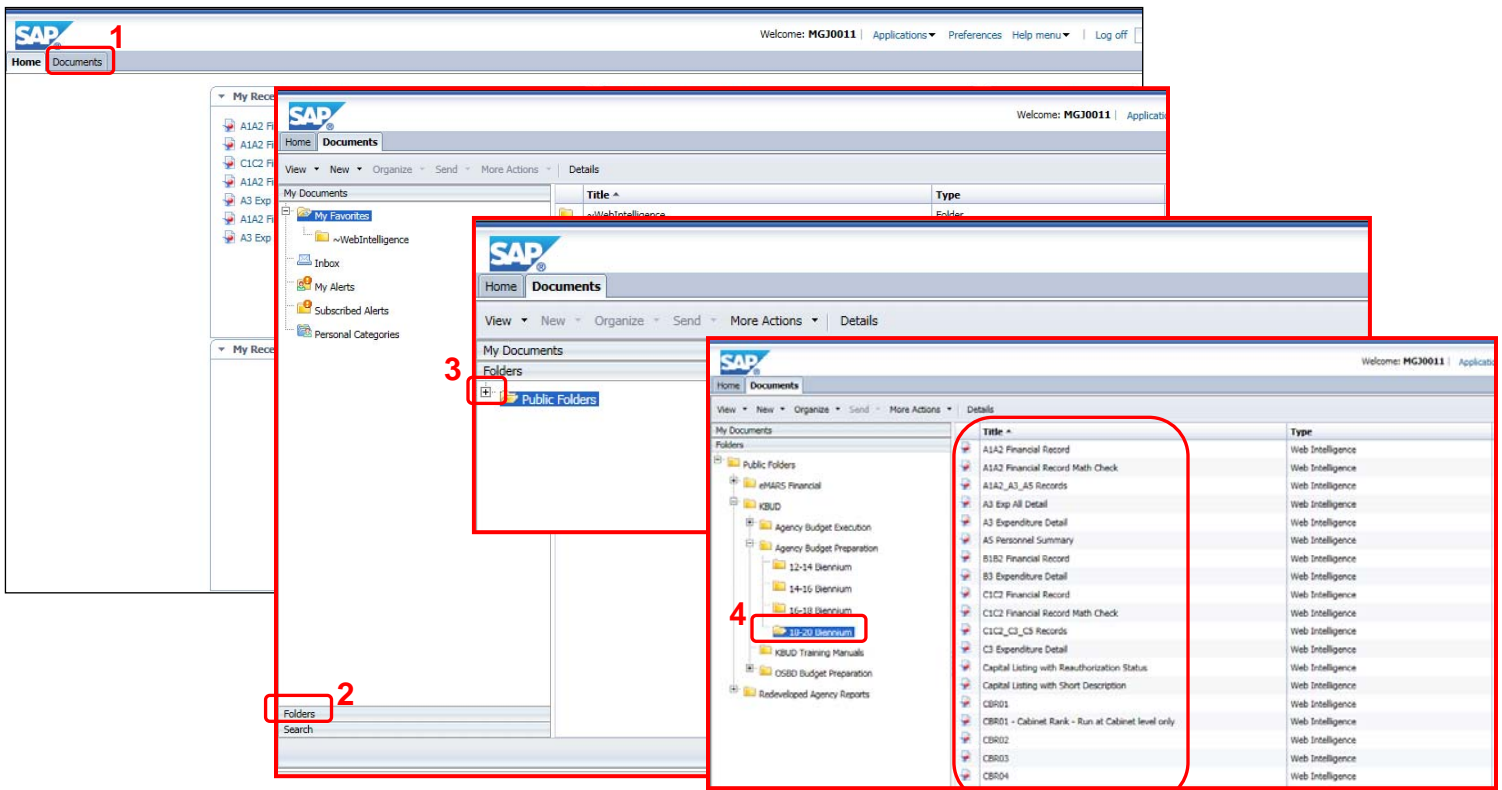
User Name: MGJ0011

Password: .....

**Log On**

**SAP** Help

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1820 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 18-20 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page


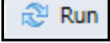



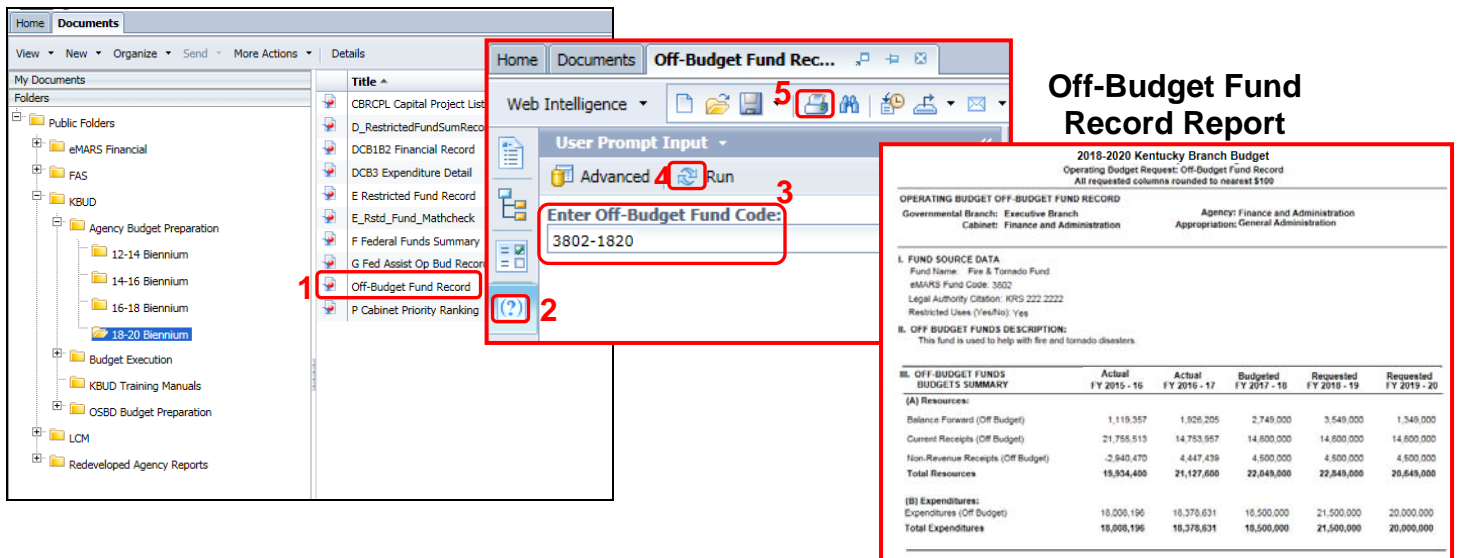
The screenshots show the following steps:

- 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 hierarchy.
- 4:** The '18-20 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 3802-1820. 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 3802-1820
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



The screenshot shows the KBUD software interface. On the left, a file explorer shows the 'Off-Budget Fund Record' file selected. The main window displays a 'User Prompt Input' dialog with the text 'Enter Off-Budget Fund Code:' and the value '3802-1820' entered. A 'Run' button is visible next to the input field. A printer icon is also present in the top right of the dialog. The report preview on the right shows the following data:

2018-2020 Kentucky Branch Budget					
Operating Budget Request: Off-Budget Fund Record					
All requested columns rounded to nearest \$100					
OPERATING BUDGET OFF-BUDGET FUND RECORD		Agency: Finance and Administration			
Governmental Branch: Executive Branch		Appropriation: General Administration			
Cabinet: Finance and Administration					
<b>I. FUND SOURCE DATA</b>					
Fund Name: Fire & Tornado Fund					
eMARS Fund Code: 3002					
Legal Authority Citation: KRS 222.2222					
Restricted Uses (Yes/No): Yes					
<b>II. OFF BUDGET FUNDS DESCRIPTION:</b>					
This fund is used to help with fire and tornado disasters.					
<b>III. OFF-BUDGET FUNDS BUDGETS SUMMARY</b>					
	Actual	Actual	Budgeted	Requested	Requested
	FY 2015 - 16	FY 2016 - 17	FY 2017 - 18	FY 2018 - 19	FY 2019 - 20
<b>(A) Resources:</b>					
Balance Forward (Off Budget)	1,118,357	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	14,600,000	14,800,000
Non-Revenue Receipts (Off Budget)	-2,840,470	4,447,439	4,500,000	4,500,000	4,500,000
<b>Total Resources</b>	<b>19,934,400</b>	<b>21,127,601</b>	<b>22,049,000</b>	<b>22,649,000</b>	<b>20,649,000</b>
<b>(B) Expenditures:</b>					
Expenditures (Off Budget)	18,000,196	18,376,631	18,500,000	21,500,000	20,000,000
<b>Total Expenditures</b>	<b>18,000,196</b>	<b>18,376,631</b>	<b>18,500,000</b>	<b>21,500,000</b>	<b>20,000,000</b>

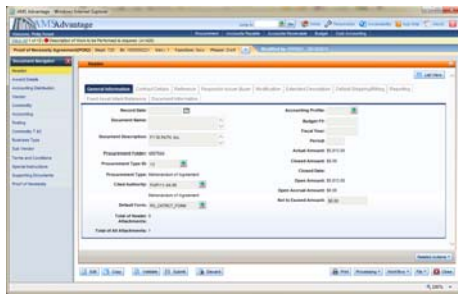
- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the Off Budget Budget Requests report required for your budget submission.

## Section 8 History Changes

### Section 8.1 History Change Overview

The historical data reflected in 2018-2020 Baseline Reports include the FY 2015-16 and FY 2016-17 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 FY19 and FY20. 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

FY19	FUND_CD	EXP_CD	TRANS_CD	EXP_AMOUNT	EXP_CODE
4200	4200	133	2,213,779.61	810,938,490.38	601,070,780.25
2100	2100	670	30,236,932.49	375,000.00	30,836,939.55
2100	2104	670	333,876.79	1,770,000.00	1,790,536.11
2100	2101	670	1,795,404.91	1,795,404.91	1,795,404.91
2100	2103	670	1,742,430.58	27,362.67	1,769,793.25
2100	2105	235	43,021,249.27	5,008.17	29,729,462.90
1300	1303V	165	53,588.62	348,296.56	288,462.99
1300	1303V	155	27,872.62	445,949.05	379,779.81
1300	1303V	155	443,118.00	62,317.00	648.43
1300	1307	150	938,129.97	600,162.08	488,078.15
1300	1304W	130	256,043.00	132,122.54	151,222.54
1300	1304	135	7,670.00	18,108.28	10,138.28
1300	1305	135	411,913.72	322,673.84	322,673.84
1300	1306	135	244,537.52	251,598.25	251,598.25
1300	1307	135	99,992.33	63,174.17	63,174.17
1300	1308	130	5,962,013.92	5,479,114.52	4,927,265.57
2400	2400	129	6,020,129.63	343,013.46	41,299,481.18
1300	1309	172	308,018.94	336,536.80	197,287.04
1300	1304	130	2,549,111.58	3,188,346.44	3,188,346.44
2400	2411	131	3,837,811.06	712,765.23	2,763.30
1300	1309	130	1,568,404.25	1,102,020.42	956,326.23
1300	1302	134	30.00	15,945.00	617.88
1300	1304	138	76,902.86	48,213.59	12,132.69
1300	1305	165	374,026.90	3,011.39	21.41
1300	1306	165	57,549.70	93,589.13	19,369.41
1300	1306	165	4,188,113.48	13,772.80	0.00
1300	1307	165	6,508,357.28	56,335.48	0.00
1300	1307	165	26,248.01	23.75	409.84
1300	1301	165	4,252,987.89	13,604.17	587,422.88

Transactions

FY16 & FY 17 Actual Data

FY16 & FY17 History Data Load to KBUD Database

FY19	FUND_CD	EXP_CD	TRANS_CD	EXP_AMOUNT	EXP_CODE
4200	4200	133	2,213,779.61	810,938,490.38	601,070,780.25
2100	2100	670	30,236,932.49	375,000.00	30,836,939.55
2100	2104	670	333,876.79	1,770,000.00	1,790,536.11
2100	2101	670	1,795,404.91	1,795,404.91	1,795,404.91
2100	2103	670	1,742,430.58	27,362.67	1,769,793.25
2100	2105	235	43,021,249.27	5,008.17	29,729,462.90
1300	1303V	165	53,588.62	348,296.56	288,462.99
1300	1303V	155	27,872.62	445,949.05	379,779.81
1300	1303V	155	443,118.00	62,317.00	648.43
1300	1307	150	938,129.97	600,162.08	488,078.15
1300	1304W	130	256,043.00	132,122.54	151,222.54
1300	1304	135	7,670.00	18,108.28	10,138.28
1300	1305	135	411,913.72	322,673.84	322,673.84
1300	1306	135	244,537.52	251,598.25	251,598.25
1300	1307	135	99,992.33	63,174.17	63,174.17
1300	1308	130	5,962,013.92	5,479,114.52	4,927,265.57
2400	2400	129	6,020,129.63	343,013.46	41,299,481.18
1300	1309	172	308,018.94	336,536.80	197,287.04
1300	1304	130	2,549,111.58	3,188,346.44	3,188,346.44
2400	2411	131	3,837,811.06	712,765.23	2,763.30
1300	1309	130	1,568,404.25	1,102,020.42	956,326.23
1300	1302	134	30.00	15,945.00	617.88
1300	1304	138	76,902.86	48,213.59	12,132.69
1300	1305	165	374,026.90	3,011.39	21.41
1300	1306	165	57,549.70	93,589.13	19,369.41
1300	1306	165	4,188,113.48	13,772.80	0.00
1300	1307	165	6,508,357.28	56,335.48	0.00
1300	1307	165	26,248.01	23.75	409.84
1300	1301	165	4,252,987.89	13,604.17	587,422.88

A1A2 Financial Record Report

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>History Data</b>					
<b>SOURCE OF FUNDS</b>					
General Fund	6,215,300	5,618,900	0	0	0
Regular Appropriation	22,400	0	0	0	0
State Salary and Compensation Allocator	6,237,700	5,618,900	0	0	0
<b>Total General Fund</b>	<b>6,237,700</b>	<b>5,618,900</b>	0	0	0
Restricted Funds	0	1,360,727	0	0	0
Balance Forward	1,632,619	2,127,254	0	0	0
<b>Total Restricted Funds</b>	<b>1,632,618</b>	<b>3,487,982</b>	0	0	0
<b>TOTAL SOURCE OF FUNDS</b>	<b>7,870,318</b>	<b>9,106,882</b>	0	0	0
<b>EXPENDITURES BY CLASS</b>					
Personnel Costs	4,455,106	4,824,447	0	0	0
Operating Expenses	426,594	467,455	0	0	0
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>4,921,700</b>	<b>5,291,932</b>	0	0	0
<b>EXPENDITURES BY FUND SOURCE</b>					
General Fund	3,289,081	3,164,678	0	0	0
Restricted Funds	1,632,619	2,127,254	0	0	0
<b>TOTAL EXPENDITURES BY FUND</b>	<b>4,921,700</b>	<b>5,291,932</b>	0	0	0
<b>EXPENDITURES BY UNIT</b>					
0	0	0	0	0	0
<b>TOTAL EXPENDITURES BY UNIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## 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 FY16 or FY17, 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: Postage Unit:			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Budgeted	Requested	Requested
<b>SOURCE OF FUNDS</b>					
Restricted Funds					
Balance Forward	0	0	0	0	0
Non-Revenue Receipts	515,475	678,501	0	0	0
<b>Total Restricted Funds</b>	<b>515,475</b>	<b>678,501</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>515,475</b>	<b>678,501</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY CLASS</b>					
Personnel Costs	418,642	472,913	0	0	0
Operating Expenses	96,907	205,454	0	0	0
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>515,550</b>	<b>678,367</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY FUND SOURCE</b>					
General Fund	75	-134	0	0	0
Restricted Funds	515,475	678,501	0	0	0
<b>TOTAL EXPENDITURES BY FUND</b>	<b>515,550</b>	<b>678,367</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY UNIT</b>					
TOTAL EXPENDITURES BY UNIT	0	0	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: Postage Unit:			
	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
	Actual	Actual	Budgeted	Requested	Requested
<b>SOURCE OF FUNDS</b>					
General Fund	75	-134	0	0	0
Regular Appropriation	75	-134	0	0	0
<b>Total General Fund</b>	<b>75</b>	<b>-134</b>	<b>0</b>	<b>0</b>	<b>0</b>
Restricted Funds					
Balance Forward	0	0	0	0	0
Non-Revenue Receipts	515,475	678,501	0	0	0
<b>Total Restricted Funds</b>	<b>515,475</b>	<b>678,501</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>590</b>	<b>678,367</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY CLASS</b>					
Personnel Costs	418,642	472,913	0	0	0
Operating Expenses	96,907	205,454	0	0	0
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>515,550</b>	<b>678,367</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY FUND SOURCE</b>					
General Fund	75	-134	0	0	0
Restricted Funds	515,475	678,501	0	0	0
<b>TOTAL EXPENDITURES BY FUND</b>	<b>515,550</b>	<b>678,367</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY UNIT</b>					
TOTAL EXPENDITURES BY UNIT	0	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.
  - 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**

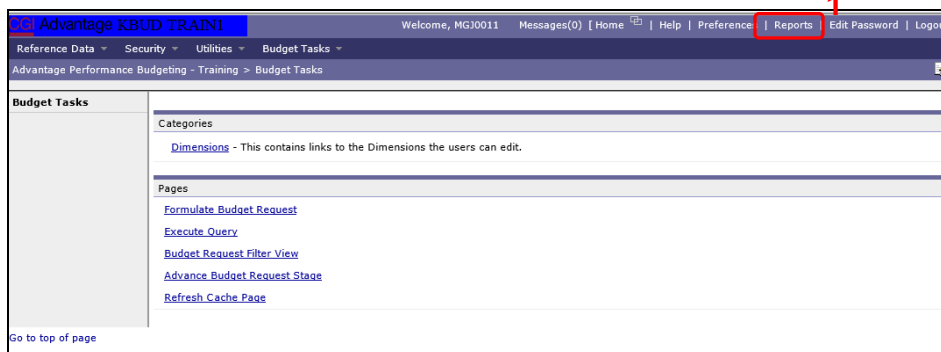
The following is a summarized description of the steps involved in the process to necessary to make Historical changes:

- Login to KBUD Reports (EBI) and navigate to the 18-20 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 1820 Historical Change Request with the proper adjustments

### Section 8.2 Login to KBUD Reports (EBI) and Run 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 18-20 Biennium folder to access the necessary baseline budget request reports to review the FY16 and FY17 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 open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>



2. Enter your eMARS User ID in the User Name textbox and your password
3. 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.

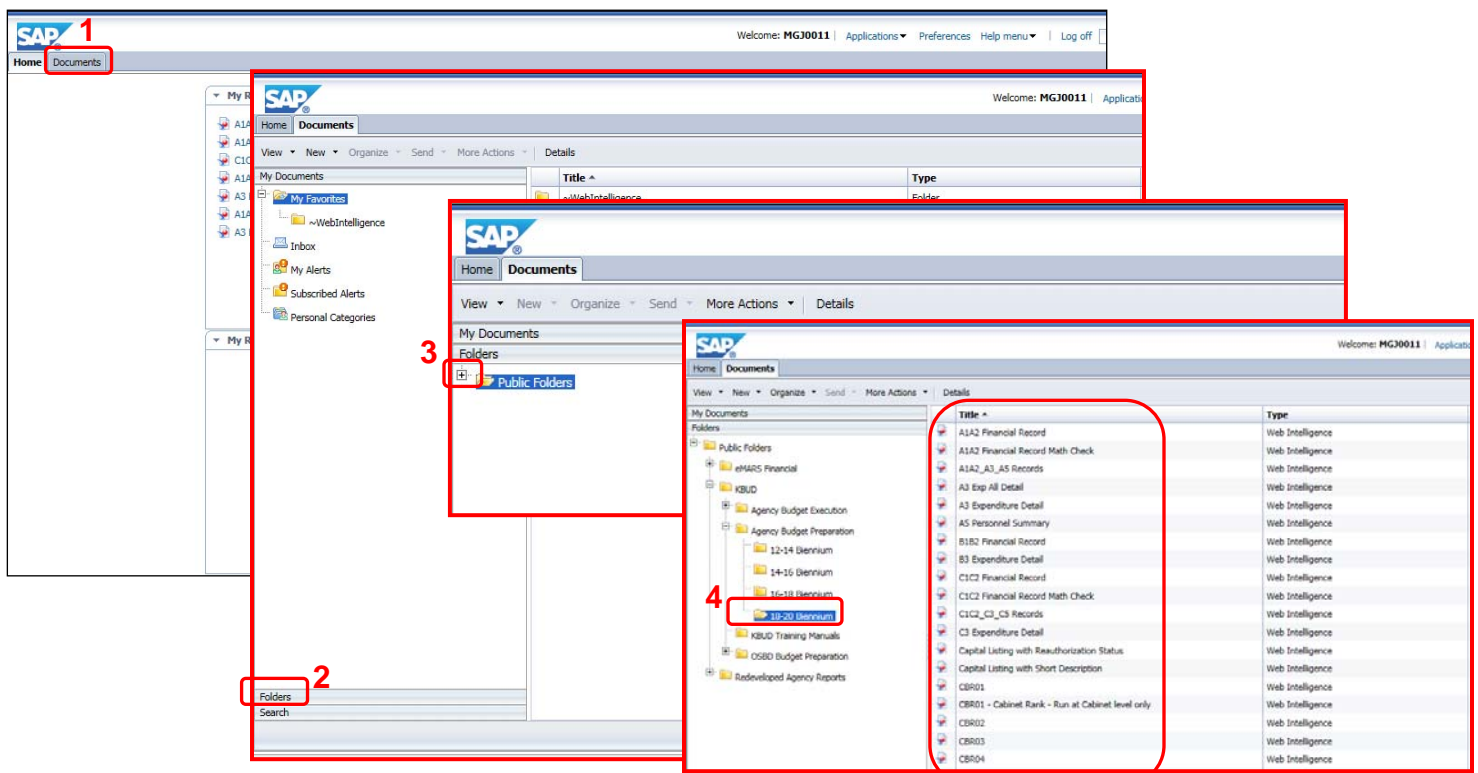
System:

User Name:

Password:


Help

- The Home tab is the entry point into the EB1 application. Once in the application, navigate to the KBUD 1820 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 18-20 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 a series of overlapping windows representing different stages of the user's journey:

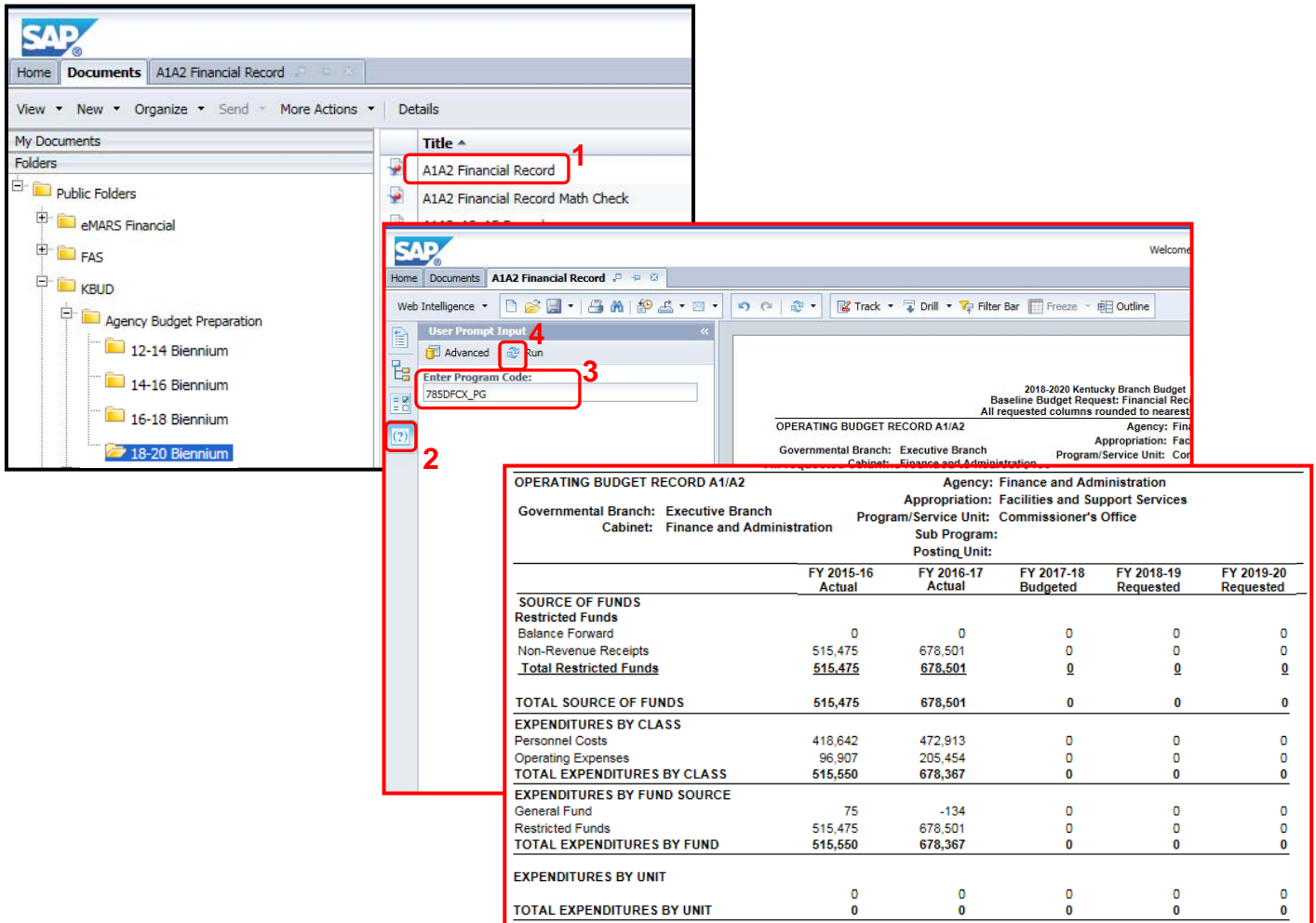
- Step 1:** The user is on the 'Home' page, and the 'Documents' tab is selected.
- Step 2:** The user navigates to the 'Folders' bar at the bottom of the page.
- Step 3:** The user expands the 'Public Folders' section.
- Step 4:** The user opens the '18-20 Biennium' folder under the 'Agency Budget Preparation' folder, which displays 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

## History Changes

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



**OPERATING BUDGET RECORD A1/A2**

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

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Budgeted	FY 2018-19 Requested	FY 2019-20 Requested
<b>SOURCE OF FUNDS</b>					
<b>Restricted Funds</b>					
Balance Forward	0	0	0	0	0
Non-Revenue Receipts	515,475	678,501	0	0	0
<b>Total Restricted Funds</b>	<b>515,475</b>	<b>678,501</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>515,475</b>	<b>678,501</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY CLASS</b>					
Personnel Costs	418,642	472,913	0	0	0
Operating Expenses	96,907	205,454	0	0	0
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>515,550</b>	<b>678,367</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY FUND SOURCE</b>					
General Fund	75	-134	0	0	0
Restricted Funds	515,475	678,501	0	0	0
<b>TOTAL EXPENDITURES BY FUND</b>	<b>515,550</b>	<b>678,367</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY UNIT</b>					
<b>TOTAL EXPENDITURES BY UNIT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





## 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 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
<b>Restricted Funds</b>			
Balance Forward	0	0	
Non-Revenue Receipts	515,475	678,501	
<b>Total Restricted Funds</b>	<b>515,475</b>	<b>678,501</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>515,475</b>	<b>678,501</b>	
<b>EXPENDITURES BY CLASS</b>			
Personnel Costs	418,642	472,913	
Operating Expenses	96,907	205,454	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>515,550</b>	<b>678,367</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	75	-134	
Restricted Funds	515,475	678,501	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>515,550</b>	<b>678,367</b>	
<b>EXPENDITURES BY UNIT</b>			

### 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 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
<b>Restricted Funds</b>			
Balance Forward	0	0	
Non-Revenue Receipts	0	0	
<b>TOTAL SOURCE OF FUNDS</b>	<b>0</b>	<b>0</b>	
<b>EXPENDITURES BY CLASS</b>			
Personnel Costs	1,037,485	1,204,068	
Operating Expenses	59,118	69,067	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>1,096,603</b>	<b>1,273,135</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	1,096,603	1,273,135	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>1,096,603</b>	<b>1,273,135</b>	
<b>EXPENDITURES BY UNIT</b>			
	0	0	
<b>TOTAL EXPENDITURES BY UNIT</b>	<b>0</b>	<b>0</b>	

### 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 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
<b>Restricted Funds</b>			
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	
<b>Total Restricted Funds</b>	<b>47,305,802</b>	<b>47,622,132</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>47,305,802</b>	<b>47,622,132</b>	
<b>EXPENDITURES BY CLASS</b>			
Personnel Costs	14,326,357	14,785,696	
Operating Expenses	13,634,949	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	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>33,042,795</b>	<b>35,338,134</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>33,042,795</b>	<b>35,338,134</b>	

### 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 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
<b>General Fund</b>			
Regular Appropriation	6,215,300	5,618,900	
State Salary and Compensation Allocated	22,400	0	
<b>Total General Fund</b>	<b>6,237,700</b>	<b>5,618,900</b>	
<b>Restricted Funds</b>			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
<b>Total Restricted Funds</b>	<b>1,632,619</b>	<b>3,487,982</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>7,870,318</b>	<b>9,106,882</b>	
<b>EXPENDITURES BY CLASS</b>			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>4,921,700</b>	<b>5,291,932</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>4,921,700</b>	<b>5,291,932</b>	



## History Changes

Once you have contacted your agency's OSBD analyst and it is confirm the historical change is required, you should fill out the Excel spreadsheet template named 1820 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).

### 1820 Historical Change Request

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>2018-2020 KBUD History Change Request Form</b>												<b>Net Change Amt</b>
2	<b>A2/A3 Sources &amp; Expenditures by Fund</b>												<b>0.00</b>
3	<b>From</b>						<b>To</b>						
4		<b>Program</b>						<b>Program</b>					
5	<b>Dept</b>	<b>Code</b>	<b>Fund</b>	<b>Object</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>Dept</b>	<b>Code</b>	<b>Fund</b>	<b>Object</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	
6	785	785A	0100	REGAPP	-74.70	134.43	785	785DFCX	0100	REGAPP	74.70	-134.43	
7	785	785A	0100	REGAPP	-1,096,603.06	1,273,134.83	785	785DFRX	0100	REGAPP	1,096,603.06	-1,273,134.83	
8	785	785A	0100	REGAPP	-1,851,941.00	1,180,457.48	785	785DFOX	0100	REGAPP	1,851,941.00	-1,180,457.48	
9													
10													
11													

- You will need to apply the following criteria to all of the 1820 Historical Change Request Forms (A2/A3 Sources and Expenditures by Fund, A3 Expenditure Detail, E Restricted Funds Form and E Restricted Receipts Form).
  1. 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.).
  2. 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.)
  3. Please note the fiscal year columns. The first FY column is for FY 15-16 and the second is for FY 16-17. Enter any dollar amounts here that need to be changed, either positive or negative.
  4. Please enter values down to the penny.
  5. 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 FY16 and FY17 Source of Funds and Expenditures by Fund should be balanced in the Baseline Reports (see the Before and After Historical Change Reports below).

2018-2020 KBUD History Change Request Form												Net Change Amt
A2/A3 Sources & Expenditures by Fund												0.00
From						To						
Dept	Program Code	Fund	Object	FY 15-16	FY 16-17	Dept	Program Code	Fund	Object	FY 15-16	FY 16-17	
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	Program/Service Unit: C	Appropriation: F
Cabinet: Finance and Administration	Sub Program:	Posting Unit:
	FY 2015-16 Actual	FY 2016-17 Actual
<b>SOURCE OF FUNDS</b>		
Restricted Funds	0	0
Balance Forward		
Non-Revenue Receipts	515,475	678,501
<b>Total Restricted Funds</b>	<b>515,475</b>	<b>678,501</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>515,475</b>	<b>678,501</b>
<b>EXPENDITURES BY CLASS</b>		
Personnel Costs	418,642	472,913
Operating Expenses	96,907	205,454
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>515,550</b>	<b>678,367</b>
<b>EXPENDITURES BY FUND SOURCE</b>		
General Fund	75	-134
Restricted Funds	515,475	678,501
<b>TOTAL EXPENDITURES BY FUND</b>	<b>515,550</b>	<b>678,367</b>

### After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch	Program/Service Unit: C	Appropriation: F
Cabinet: Finance and Administration	Sub Program:	Posting Unit:
	FY 2015-16 Actual	FY 2016-17 Actual
<b>SOURCE OF FUNDS</b>		
General Fund		
Regular Appropriation	75	-134
<b>Total General Fund</b>	<b>75</b>	<b>-134</b>
Restricted Funds	0	0
Balance Forward		
Non-Revenue Receipts	515,475	678,501
<b>Total Restricted Funds</b>	<b>515,475</b>	<b>678,501</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>515,550</b>	<b>678,367</b>
<b>EXPENDITURES BY CLASS</b>		
Personnel Costs	418,642	472,913
Operating Expenses	96,907	205,454
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>515,550</b>	<b>678,367</b>
<b>EXPENDITURES BY FUND SOURCE</b>		
General Fund	75	-134
Restricted Funds	515,475	678,501
<b>TOTAL EXPENDITURES BY FUND</b>	<b>515,550</b>	<b>678,367</b>

### Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch	Program/Service Unit: C	Appropriation: F
Cabinet: Finance and Administration	Sub Program:	Posting Unit:
	FY 2015-16 Actual	FY 2016-17 Actual
<b>SOURCE OF FUNDS</b>		
General Fund	0	0
Restricted Funds	0	0
<b>TOTAL SOURCE OF FUNDS</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES BY CLASS</b>		
Personnel Costs	1,037,485	1,204,068
Operating Expenses	59,118	69,067
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>1,096,603</b>	<b>1,273,135</b>
<b>EXPENDITURES BY FUND SOURCE</b>		
General Fund	1,096,603	1,273,135
Restricted Funds	0	0
<b>TOTAL EXPENDITURES BY FUND</b>	<b>1,096,603</b>	<b>1,273,135</b>

### After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F
Governmental Branch: Executive Branch	Program/Service Unit: C	Appropriation: F
Cabinet: Finance and Administration	Sub Program:	Posting Unit:
	FY 2015-16 Actual	FY 2016-17 Actual
<b>SOURCE OF FUNDS</b>		
General Fund		
Regular Appropriation	1,096,603	1,273,135
<b>Total General Fund</b>	<b>1,096,603</b>	<b>1,273,135</b>
Restricted Funds	0	0
Balance Forward		
Non-Revenue Receipts	0	0
<b>TOTAL SOURCE OF FUNDS</b>	<b>1,096,603</b>	<b>1,273,135</b>
<b>EXPENDITURES BY CLASS</b>		
Personnel Costs	1,037,485	1,204,068
Operating Expenses	59,118	69,067
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>1,096,603</b>	<b>1,273,135</b>
<b>EXPENDITURES BY FUND SOURCE</b>		
General Fund	1,096,603	1,273,135
Restricted Funds	0	0
<b>TOTAL EXPENDITURES BY FUND</b>	<b>1,096,603</b>	<b>1,273,135</b>



## History Changes

### Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Business	Postage Unit:
Cabinet: Finance and Administration	Sub Program:		
	FY 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
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	
<b>Total Restricted Funds</b>	<b>47,306,802</b>	<b>47,622,132</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>47,306,802</b>	<b>47,622,132</b>	
<b>EXPENDITURES BY CLASS</b>			
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	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>33,042,795</b>	<b>35,338,134</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>33,042,795</b>	<b>35,338,134</b>	

Compare

### After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Business	Postage Unit:
Cabinet: Finance and Administration	Sub Program:		
	FY 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
General Fund			
Regular Appropriation	1,851,941	1,180,457	
<b>Total General Fund</b>	<b>1,851,941</b>	<b>1,180,457</b>	
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	
<b>Total Restricted Funds</b>	<b>47,303,791</b>	<b>47,622,132</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>49,155,732</b>	<b>48,802,590</b>	
<b>EXPENDITURES BY CLASS</b>			
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	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>33,042,795</b>	<b>35,338,134</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>33,042,795</b>	<b>35,338,134</b>	

Compare

### Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Business	Postage Unit:
Cabinet: Finance and Administration	Sub Program:		
	FY 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
General Fund			
Regular Appropriation	6,215,300	5,618,900	
State Salary and Compensation Allocation	22,400	0	
<b>Total General Fund</b>	<b>6,237,700</b>	<b>5,618,900</b>	
Restricted Funds			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
<b>Total Restricted Funds</b>	<b>1,632,619</b>	<b>3,487,982</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>7,870,318</b>	<b>9,106,882</b>	
<b>EXPENDITURES BY CLASS</b>			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>4,921,700</b>	<b>5,291,932</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>4,921,700</b>	<b>5,291,932</b>	

Compare

### After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch	Appropriation: Finance and Administration	Program/Service Unit: Business	Postage Unit:
Cabinet: Finance and Administration	Sub Program:		
	FY 2015-16 Actual	FY 2016-17 Actual	
<b>SOURCE OF FUNDS</b>			
General Fund			
Regular Appropriation	3,266,681	3,165,442	
State Salary and Compensation Allocation	22,400	0	
<b>Total General Fund</b>	<b>3,289,081</b>	<b>3,165,442</b>	
Restricted Funds			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
<b>Total Restricted Funds</b>	<b>1,632,619</b>	<b>3,487,982</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>4,921,700</b>	<b>6,653,424</b>	
<b>EXPENDITURES BY CLASS</b>			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
<b>TOTAL EXPENDITURES BY CLASS</b>	<b>4,921,700</b>	<b>5,291,932</b>	
<b>EXPENDITURES BY FUND SOURCE</b>			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
<b>TOTAL EXPENDITURES BY FUND</b>	<b>4,921,700</b>	<b>5,291,932</b>	

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 is 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 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
1	8100	REGAPP	14,291,000	14,509,000	14,578,000	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	69,183,000	69,523,900		
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	14,509,000	14,509,000	152,400	385,100
9	1100	EMPHPLAND	52,322,000	52,884,000	52,847,000		
10	8100	EMPHPLAND	164,800	406,000	375,400		
11	1100	NONREV	-15,753,300	-16,498,500	-16,576,400	16,700	28,000
12	1200	BAUFOR	700				
<b>Total</b>							

### Dimension Tables (KBUD)

**Security Organization**  
 Code: 7295\_1618  
 Description: BSA's WTC Electronic Benefit Transfer (EBT) Host  
 Federal Source: 7295\_1618  
 US Code: PL111-5ARRA  
 US Code Title: 51.579  
 Grants: Primary

### FY16 & 17 History (eMARS to KBUD)

FY16	FY17	FY18	FY19	FY20
2,214,779.81	618,516.80	76	461,079,792.25	461,079,792.25
10,218,512.49	3,750,000.00	35,830,109.53	35,830,109.53	
1,733,050.43	1,795,336.11	1,795,336.11		
399,454.82	151,654.83	151,654.83		
7,742,436.54	27,362.67	6,985,532.10	9,750,000.00	7,055,512.30
43,021,349.27	7,608.17	25,729,862.90	7,879,104.74	35,408,627.64
31,584.42	342,265.52	288,462.99	208,365.59	208,365.59
27,872.42	445,049.05	339,739.81	339,739.81	
443,138.80	62,317.89	848.43	848.43	
938,139.97	460,162.88	1,184,512.27	1,184,512.27	
7,875.00	16,308.28	152,122.54	152,122.54	
411,512.72	322,871.84	322,871.84	322,871.84	
244,157.32	251,586.35	251,586.35	251,586.35	
42,637.11	89,392.37	89,374.27		
5,062,033.82	5,476,114.02	4,327,061.97	1,207,200.00	5,304,361.97
8,025,139.63	141,015.48	43,299,401.18	26,473,251.60	33,188,669.23
308,038.94	236,504.89	197,267.04	100,000.00	297,267.04
2,549,111.34	3,189,268.48	1,184,512.27	1,184,512.27	
2,763.50	2,763.50			
1,837,813.06	732,765.23	1,201,480.00	1,201,480.00	
1,966,696.25	1,102,005.42	190,206.23	300,800.00	600,206.23
10.00	19,565.00	817.88		
79,902.86	48,211.89	12,112.60		
374,636.30	3,051.18	21.41		
57,549.70	93,589.13	19,509.41		
4,108,113.48	33,725.39			
4,500,337.38	76,251.48			
28,048.01	21.71	406.84		
4,502,267.89	11,809.17	387,622.89	387,622.89	

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

**Form Data**

SOURCE OF FUNDS	FY 2015-16 Actual	FY 2016-17 Requested	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
<b>General Fund</b>					
Regular Appropriation	58,894,000	61,512,000	58,000,000	60,939,000	
Base Salary and Compensation Allowance	0	901,200	0	0	
Mandated Expenditure Reductions	-2,087,700	0	-2,087,700	0	
<b>Total General Fund</b>	<b>56,806,300</b>	<b>63,503,600</b>	<b>55,912,300</b>	<b>60,939,000</b>	<b>56,806,300</b>
<b>Tobacco Fund</b>					
Tobacco Settlement - Phase I	12,708,200	14,505,100	12,838,200	12,708,200	
Continuing Agreements-Tobacco Settlement	3,522,314	1,444,700	0	0	
Budget Reduction-General Fund Tobacco	0	-624,200	0	0	
Other	4,899,519	0	0	0	
<b>Total Tobacco Fund</b>	<b>21,129,800</b>	<b>15,925,600</b>	<b>12,838,200</b>	<b>12,708,200</b>	
<b>Restricted Fund</b>					
Balance Forward	20,264,475	10,202,000	9,712,700	3,260,700	
Current Receipts	71,495,564	129,714,700	129,202,100	152,470,700	
Fund Transfers	0	860,200	0	0	
Non-Revenue Receipts	4,175,881	16,715,500	14,854,100	18,537,400	
<b>Total Restricted Fund</b>	<b>85,935,882</b>	<b>158,532,500</b>	<b>153,530,000</b>	<b>174,268,800</b>	
<b>Federal Fund</b>					
ARSA Receipts	120,897	0	0	0	
Balance Forward	729,947	3,317,800	0	0	
Current Receipts	191,790,293	208,133,000	211,202,000	160,930,000	
Non-Revenue Receipts	1,540,000	0	0	0	
<b>Total Federal Fund</b>	<b>194,081,147</b>	<b>212,050,800</b>	<b>211,202,000</b>	<b>160,930,000</b>	
<b>TOTAL SOURCE OF FUNDS</b>	<b>345,697,061</b>	<b>436,025,400</b>	<b>389,814,800</b>	<b>379,523,100</b>	
<b>EXPENDITURES BY CLASS</b>					
Program Expense	81,816,420	88,441,000	88,720,000	87,786,300	
Planning Expense	12,878,164	12,276,700	12,381,000	12,022,700	

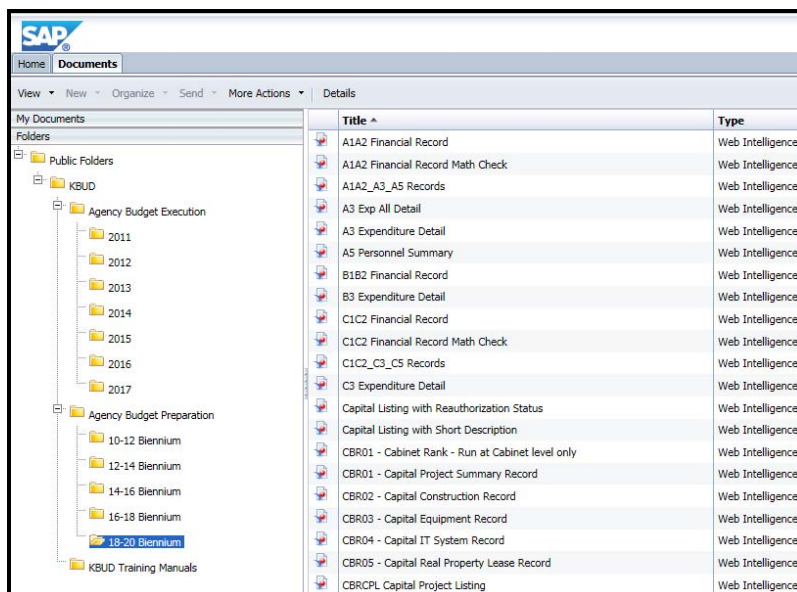
### History Data

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](mailto:KBUDAdministrator@ky.gov).

- Link to KBUD Reports (EBI 4.1) - <https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>

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.
- 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 original allotments, 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 is the baseline expenditure report that provides detailed expenditures by object codes
  - A5 Personnel Summary Report is the baseline summary report for personnel totals and associated personnel costs by funds
  
- B Reports are referred to as the Additional Budget Request (ABR) 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 ABR Source of Funds and Expenditures by Fund
  - B3 Expenditure Detail Report is the ABR expenditure report that provides detailed expenditures by object codes
  - B5 Personnel Summary Report is the ABR summary report for personnel totals and associated personnel costs by funds
  
- 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 combined (Baseline & ABR) Source of Funds and Expenditures by Fund
  - C3 Expenditure Detail Report is the combined (Baseline & ABR) expenditure report that provides detailed expenditures by object codes
  - C5 Personnel Report is the combined (Baseline & ABR) summary report for personnel totals and associated personnel costs by funds
  
- 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 information into meaningful program levels.




### Program Consolidation Levels

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

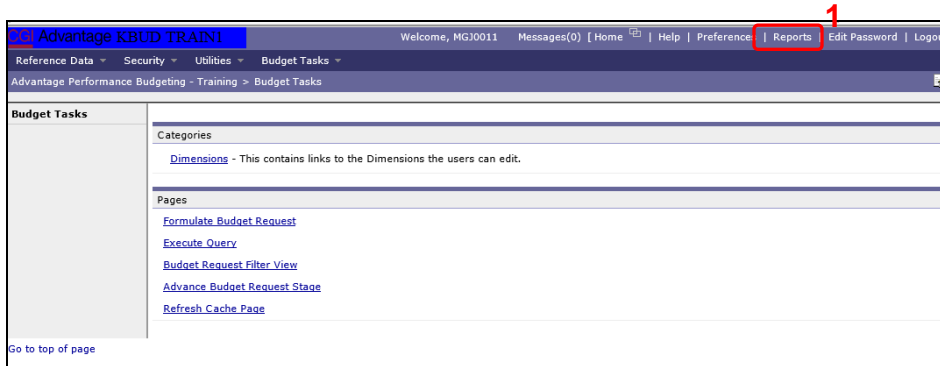
So if you were submitting a budget request for 552H\_BILL, the actual report submission would involve submitting a full compliment of reports (A + B = C) for all three programs below, and the two lower levels should roll up to the BILL Level.

- [-]  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 -

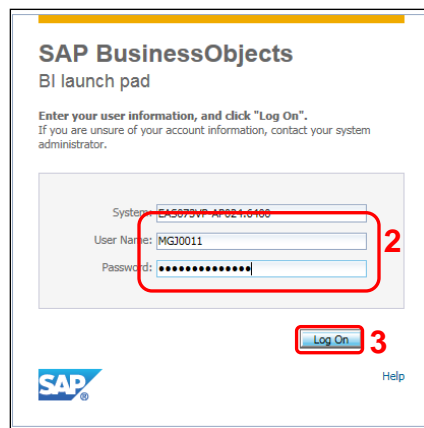


## Section 9.3 Accessing EBI 4.1

- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
  1. 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: <https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>



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



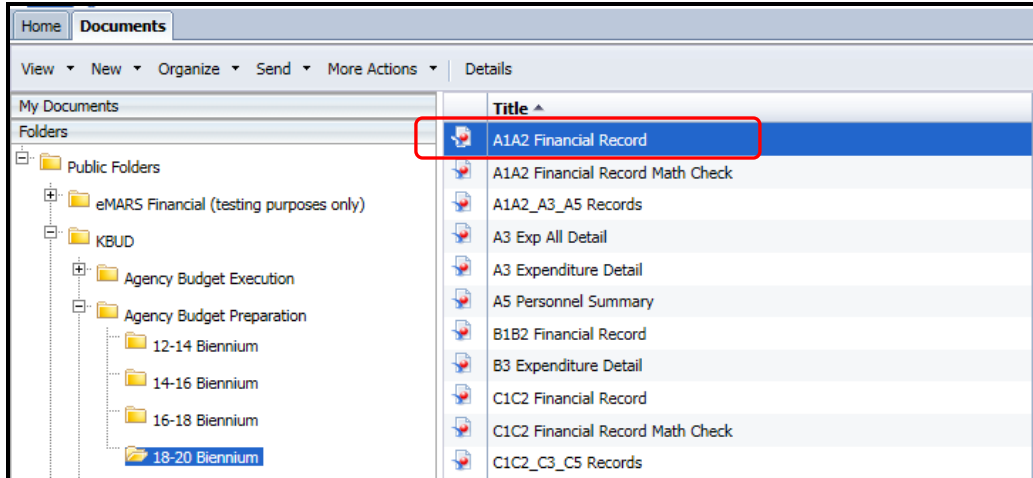
- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 1820 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
  1. Click the Documents tab
  2. Click on the Folders bar at the bottom of the page to access the Public Folders
  3. Expand all the Public Folders
  4. Open the 18-20 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 Documents' tree with folders like 'WebIntelligence', 'Inbox', and 'My Alerts'. The main area is divided into a 'Folders' pane on the left and a '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; and '4' points to the '18-20 Biennium' folder in the tree.

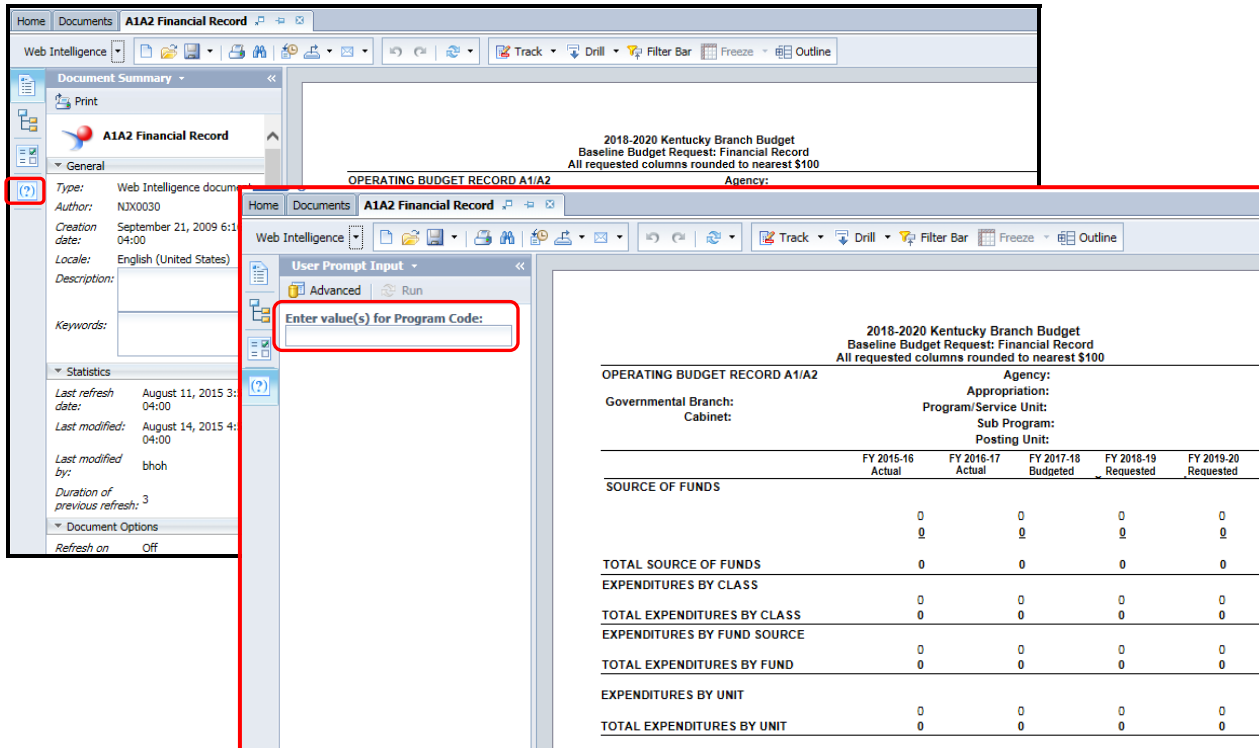
Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure 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

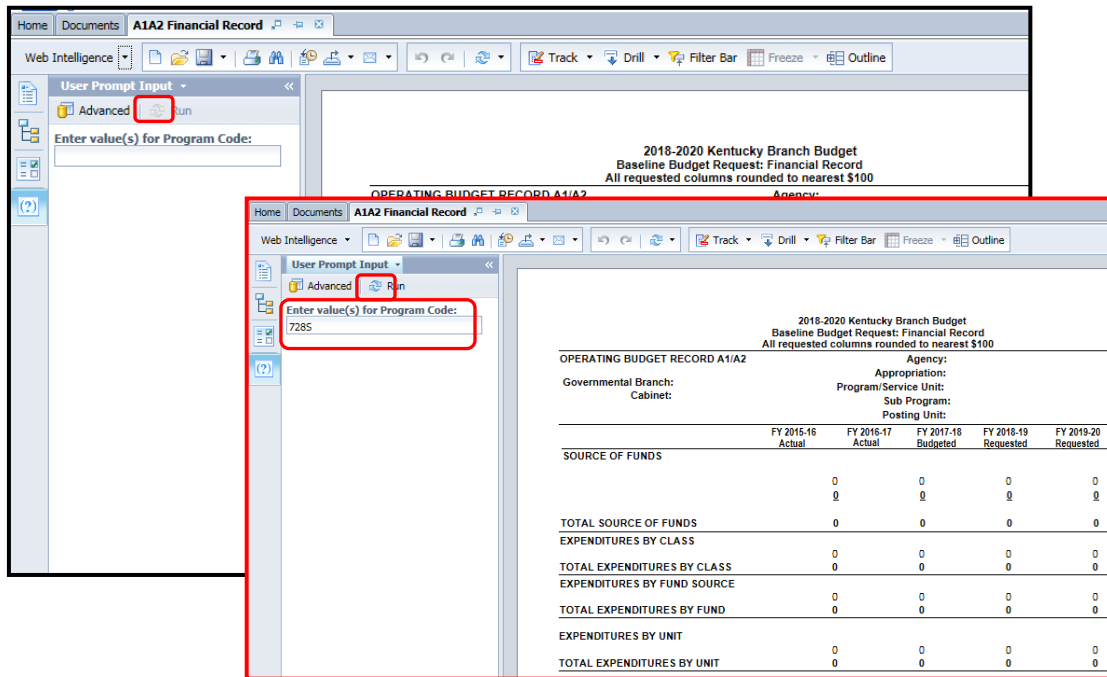
- The easiest method to open a report is to double click on the title of the report.



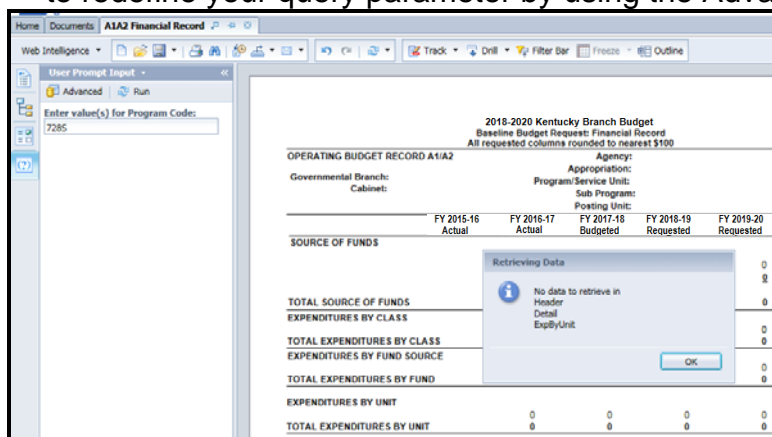
- Most, if not all reports, require some type of parameter or variable to run the query. If the User Prompt Input textbox is not showing, click on the Question Mark Icon to display the User Prompt Input textbox.



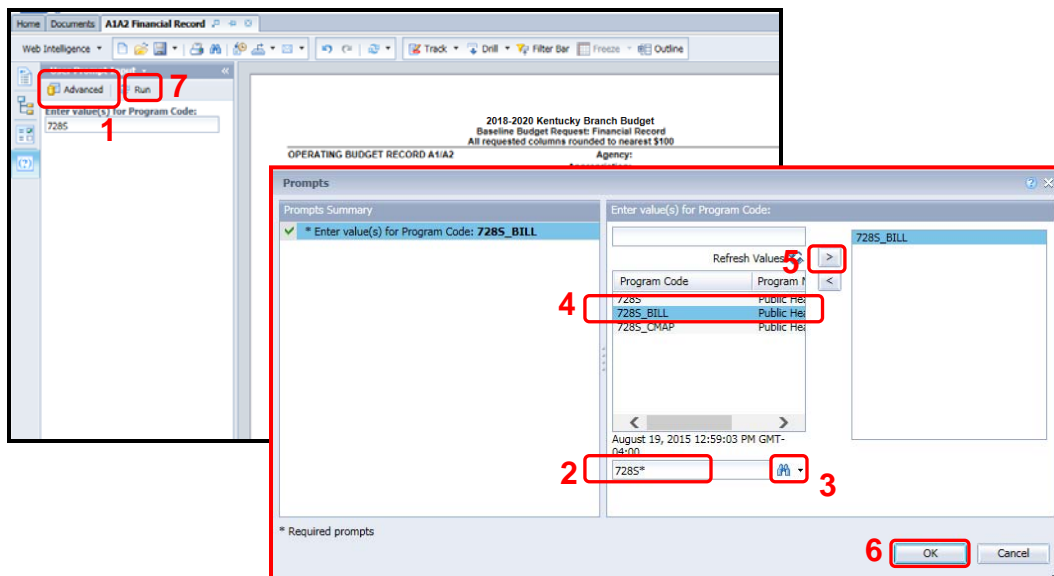
- If the Run icon is not enabled (greyed out), enter a value in the parameter/variable User Prompt Input textbox, and click out of the textbox. The Run icon should now be enabled.



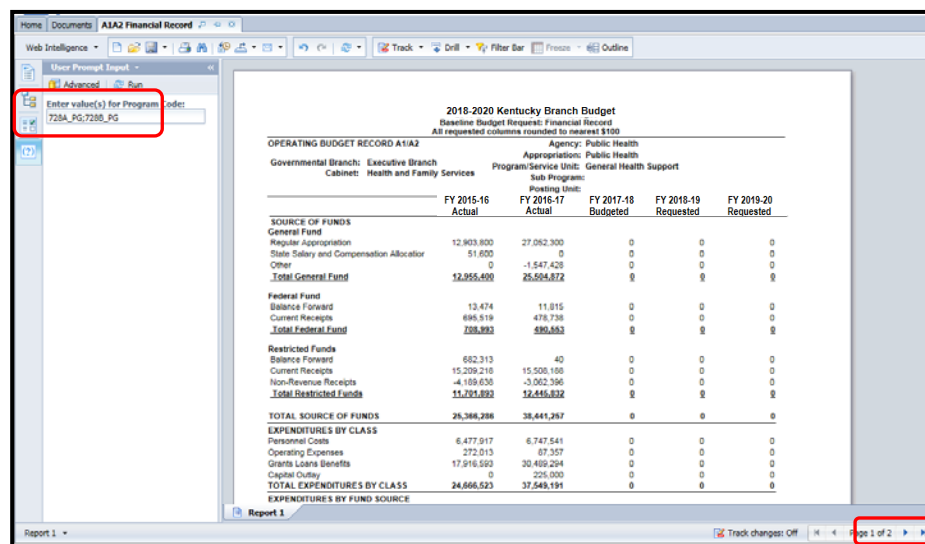
- The User Prompt Input textbox will accept any kind of parameter/variable (good or bad), so the Run icon being enabled is not an indication of whether the parameter/variable will work with the query. If you run the query and receive the error below, you have either entered a bad value and therefore 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

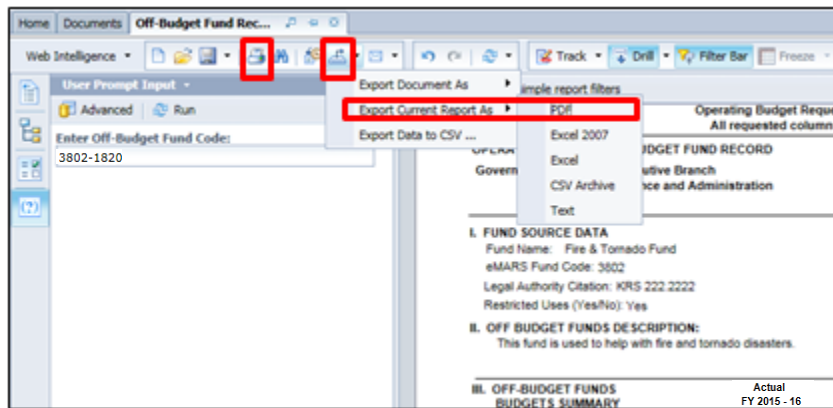


- EBI also has a feature to allow multiple parameters/variables in a single User Prompt Input textbox. The multiple values need to be separated by semi-colons (Example: 728A\_PG;728B\_PG). This will run the report separately for both inputs. You can navigate to the second report by clicking on the page 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

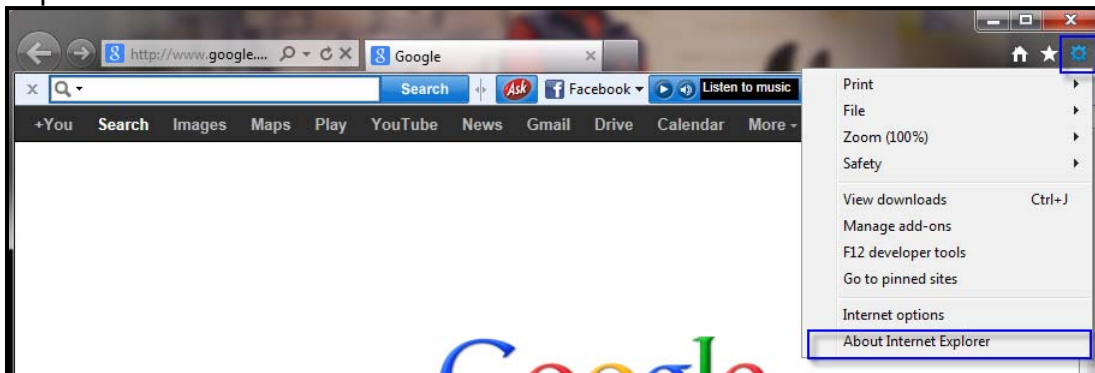
## KBUD Setup

### Internet Browser Requirements

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

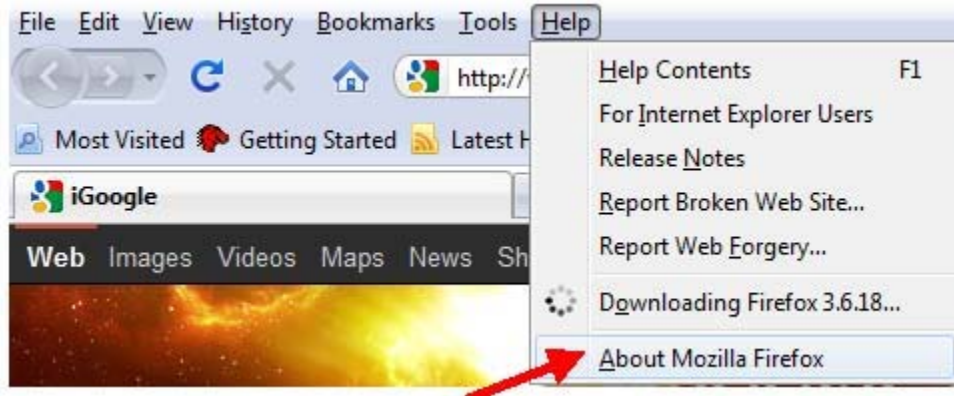
- Microsoft Internet Explorer 9.0 (for Windows 7)
- Microsoft Internet Explorer 10.0 (for Windows 7)
- Microsoft Internet Explorer 11.0 (for Windows 7)
- Microsoft Internet Explorer 10.0 (for Windows 8 and 8.1; Desktop mode only)
- Microsoft Internet Explorer 11.0 (for Windows 8 and 8.1; Desktop mode only)
- Google Chrome Version 59
- Mozilla Firefox ESR 24

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




## Attachment 1: KBUD Setup and Preferences

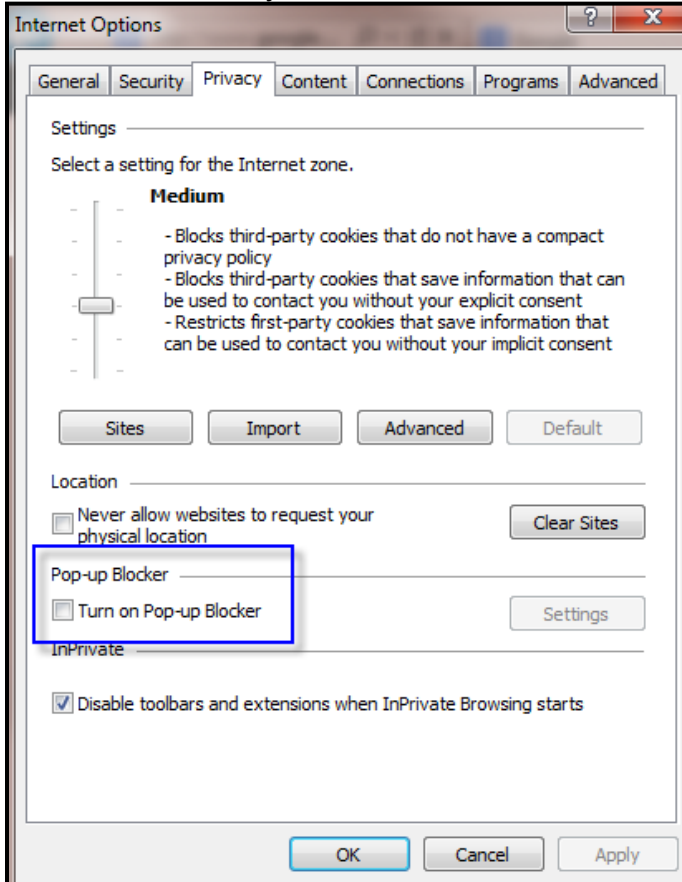
To check the Mozilla Firefox version, click on Help and select About Mozilla Firefox.



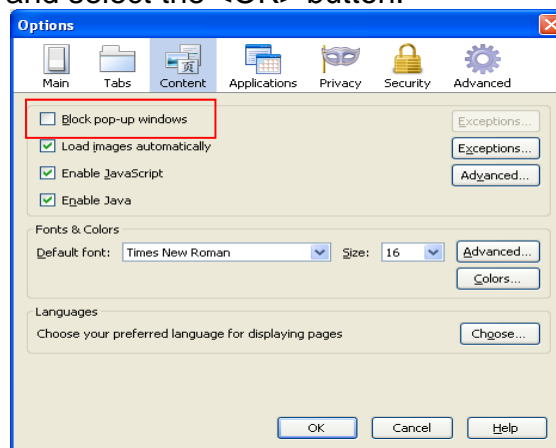


## Pop-Up Blocker

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.

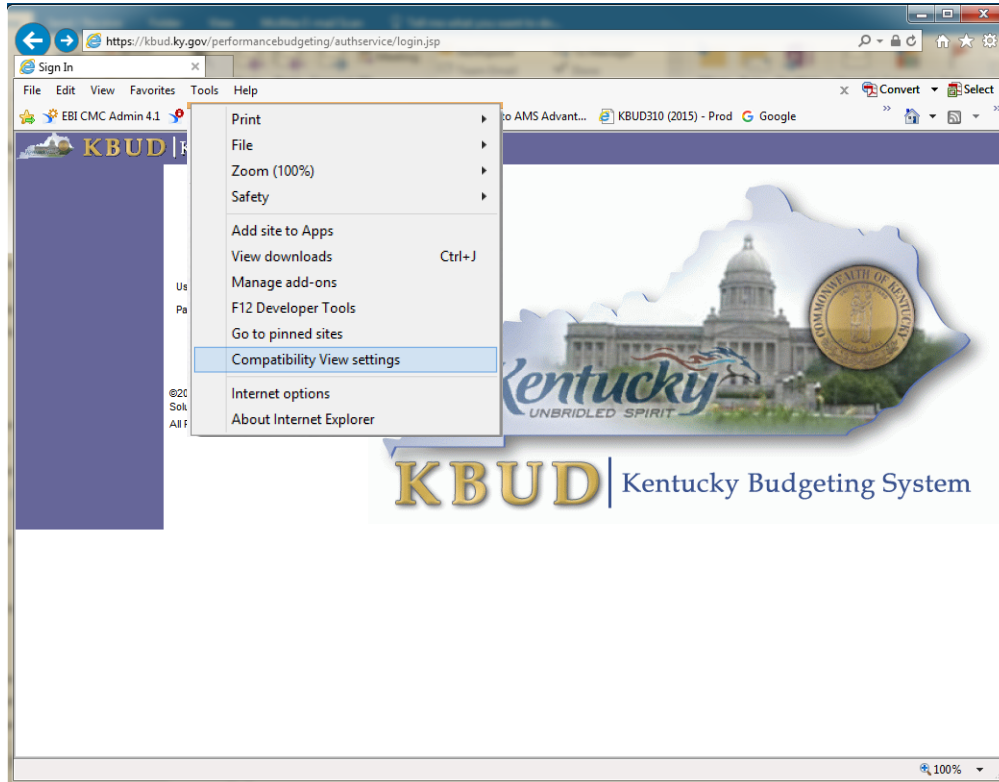


To disable the pop-up blocker in Mozilla Firefox, select Tools/Options/Content. Uncheck the Block pop-up windows box and select the <OK> button.

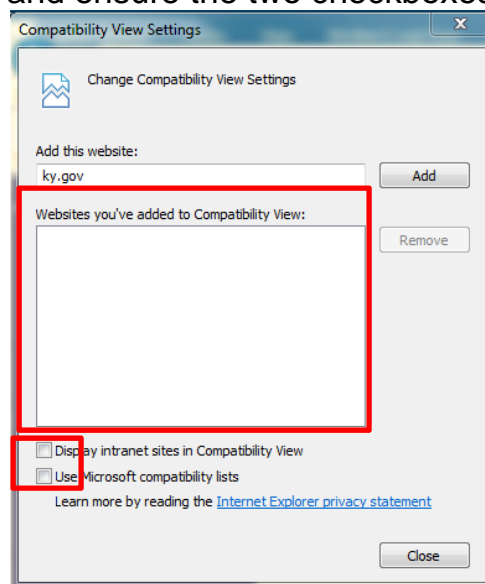


## Capability View

Capability View settings must be turned off or after a user logs into KBUD, the next screen that pops up will be blank. To turn off compatibility view for KBUD, click on the Tools menu and choose Compatibility View settings.



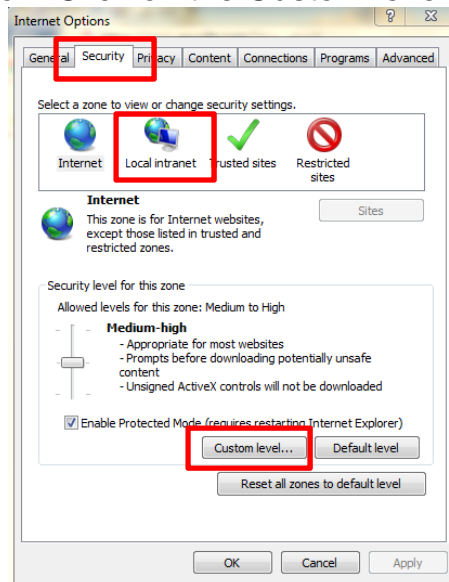
Ensure that KBUD link or the ky.gov extension is not in the “Websites you’ve added to Compatibility View” textbox and ensure the two checkboxes are unchecked.



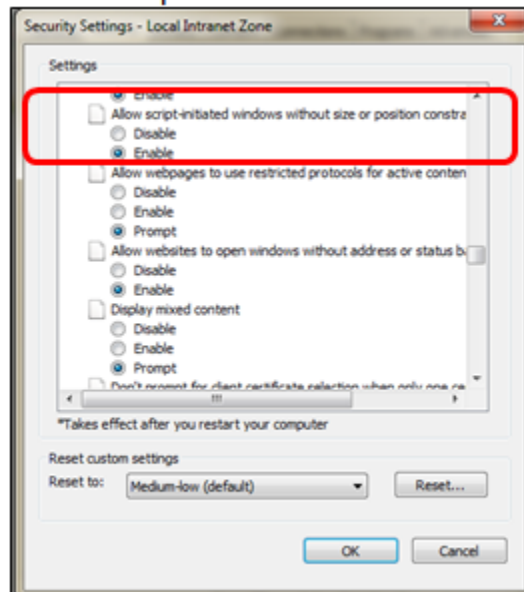
## Internet Explorer Security Setting to Enable Menu Display

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 11.

Open up Internet Explorer and click on Tools> Internet Options. Click on the Security tab. Click on the Local intranet icon. Click on the Custom level button.

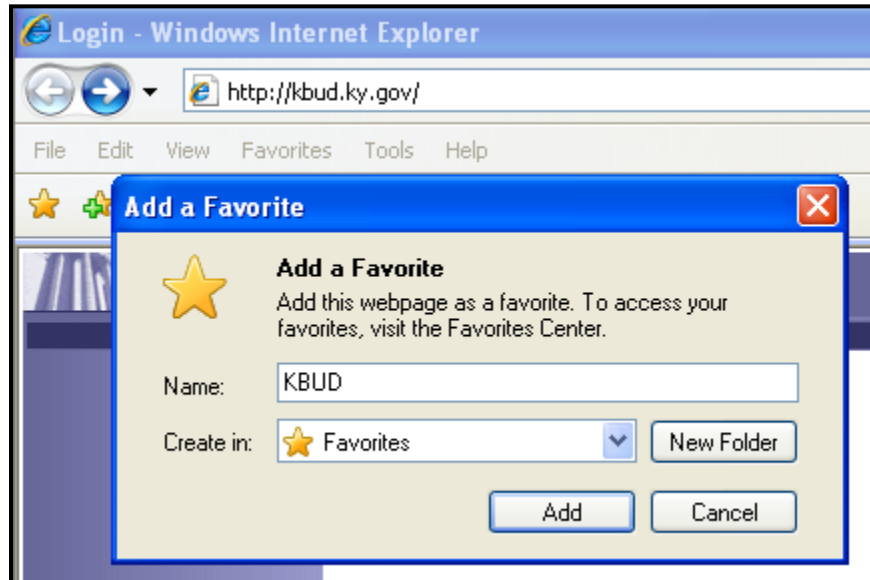


Scroll to the Miscellaneous section. Select the Enable button for the “Allow script-initiated windows without size or position constraints.” Once you have changed this setting, select the <OK> button, and you will be returned to the Internet Options page. Select the <OK> button to close the Internet 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 assigned User 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 90 days
- Passwords must be at least 7 characters in length
- Passwords must contain an Upper Case Character, Lower Case Character, a Number and a Special character
- Passwords cannot be reused with a 24 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)

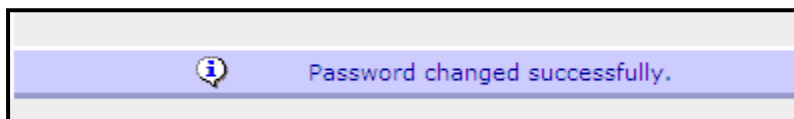
### Change Password

#### 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.**

The screenshot shows a web browser window with a yellow warning icon and the text: "Login Warning: Currently logging in under a grace Login. This is your last grace login. Please change your password now." Below this is a "Change Password" form. At the top of the form are two buttons: "Change Password" and "Cancel". A warning message states: "Warning : If the cancel button is pressed, you will be logged out of the application and locked out of the system." There are links for "Expand All" and "Collapse All". The form has a section titled "Change Your Password" with an information icon. It contains three input fields: "Password:", "New Password:", and "Verify Password:". A "Go to top of page" link is at the bottom left.

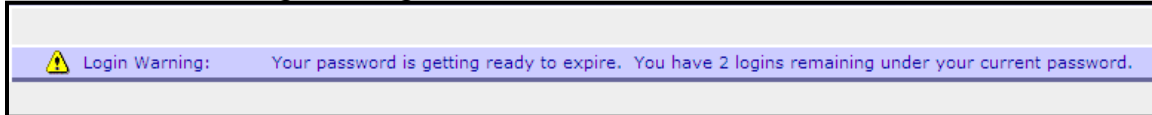
If your password is successfully changed, you will see the following message:



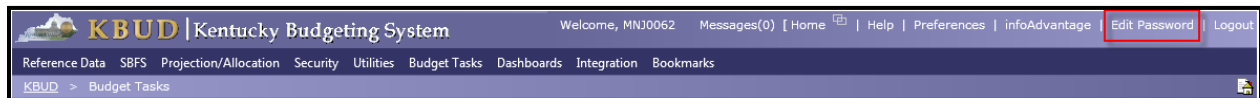


### Change Password Before It Expires

Passwords will expire every 90 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.

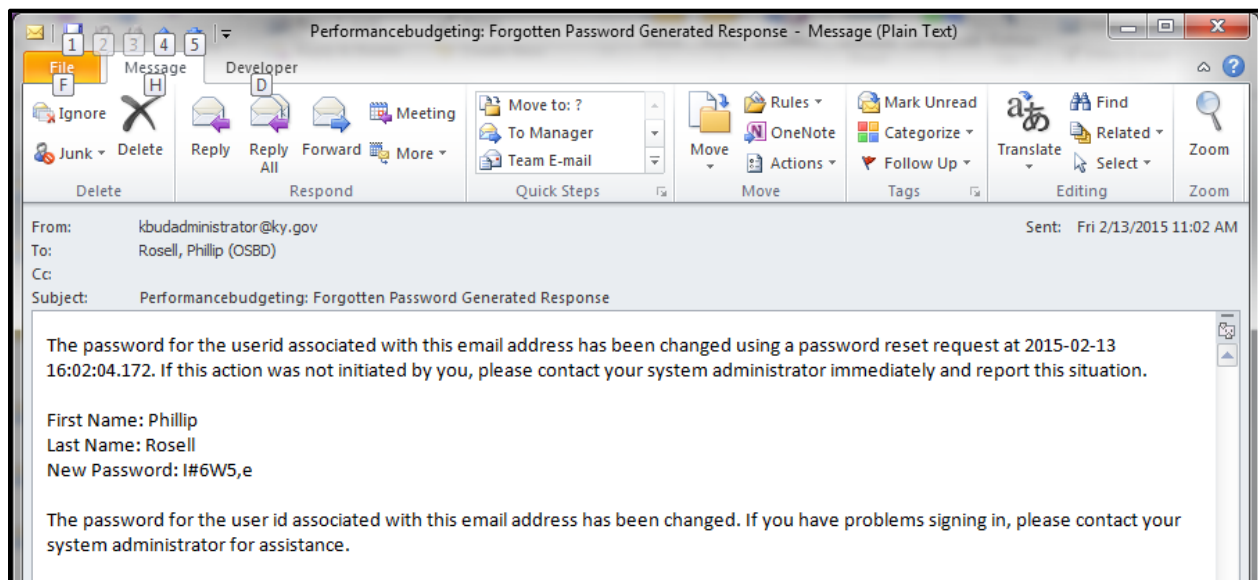
### Forgotten Password or Password Reset

If you have forgotten your password or need your password reset, from the KBUD login screen select the “Forgot your password?” link. **NOTE: This self-reset will only work if the user has not exceeded the three grace logins. If the user does exceed them, the account is locked and can only be unlocked by the KBUD administrator.**



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

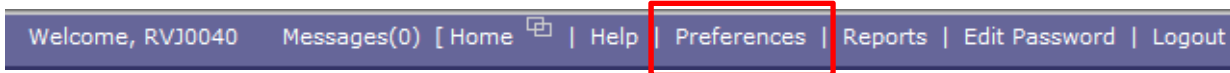
The KBUD system will automatically generate a new password and send it to you email address that is stored within KBUD.



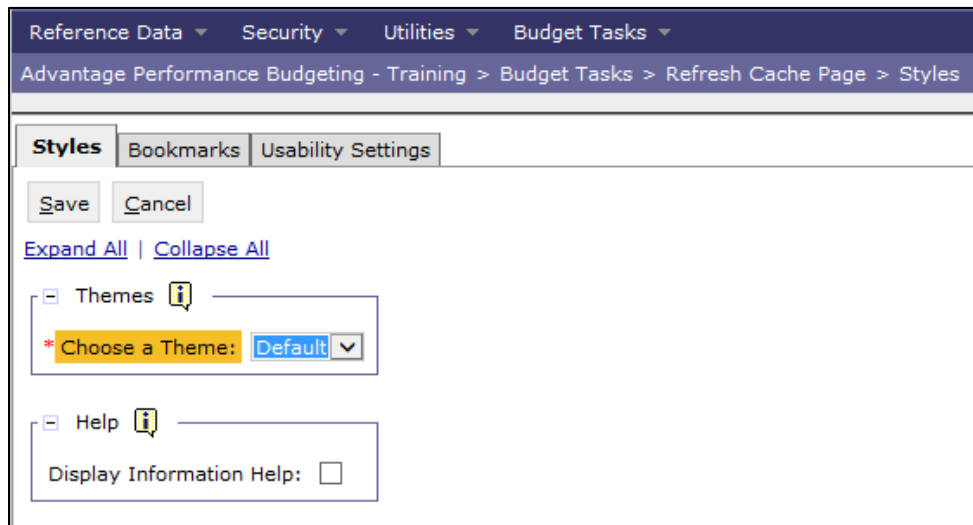
If you are still having difficulty with your password or you do not receive the email resetting your password, contact the KBUD Administrators (KBUDAdministrator@ky.gov).

## Preferences

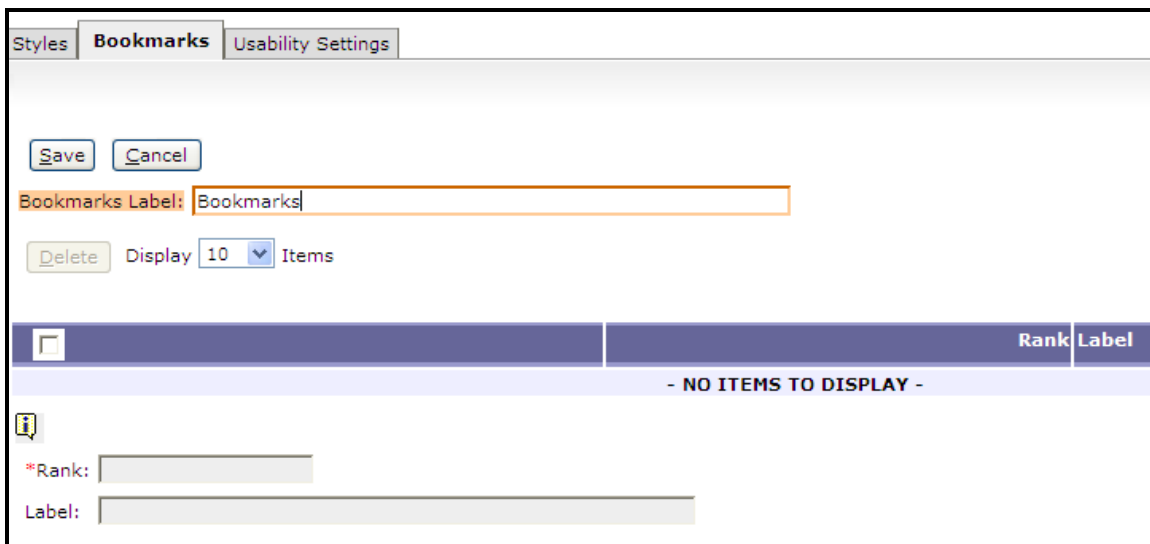
The “Preferences” feature allows you to customize the KBUD application. “Preferences” can be accessed from the Navigation bar.



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



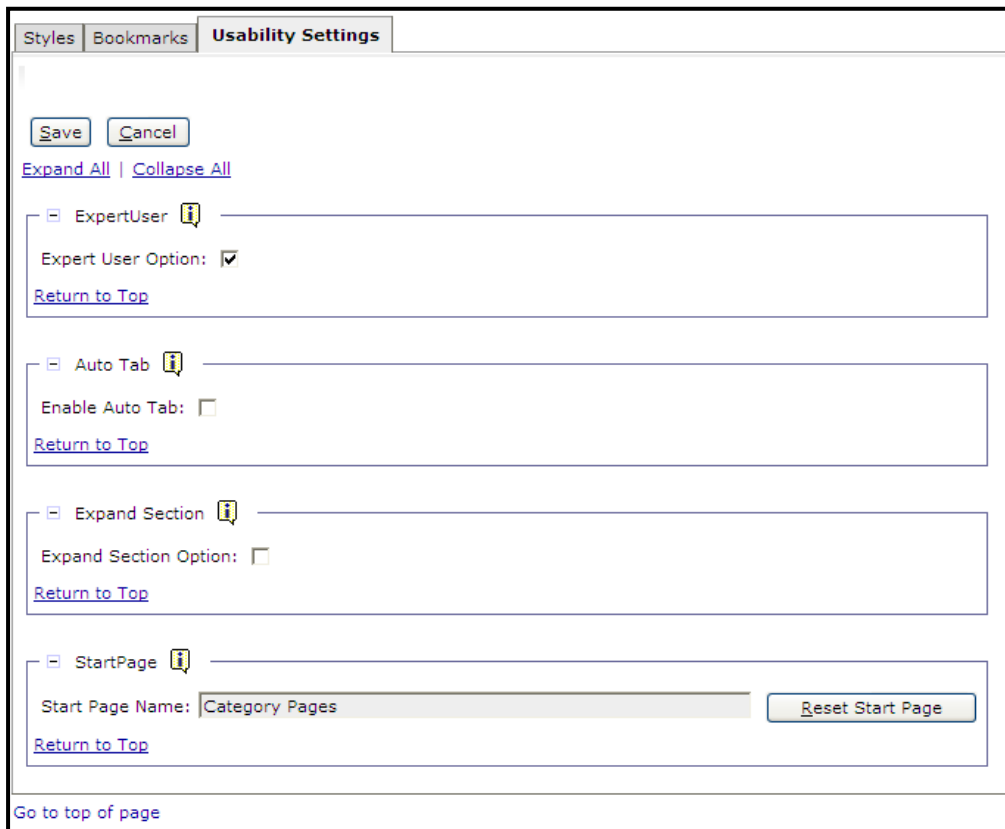
The second tab – Bookmarks will allow you to create easy access shortcuts to application pages within the KBUD application. You can use the Rank and Label functions to name the shortcut and to order them in a preferred order.





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.)



The screenshot shows the 'Usability Settings' tab in a web application. At the top, there are tabs for 'Styles', 'Bookmarks', and 'Usability Settings'. Below the tabs are 'Save' and 'Cancel' buttons, followed by 'Expand All' and 'Collapse All' links. The settings are organized into four sections, each with a title, an information icon, and a 'Return to Top' link:

- ExpertUser**: Expert User Option:
- Auto Tab**: Enable Auto Tab:
- Expand Section**: Expand Section Option:
- StartPage**: Start Page Name:

At the bottom left, there is a 'Go to top of page' link.