KBUD 2018
Budget Execution Manual

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Attachments

Section 1: Introduction to KBUD

KBUD Overview

The Kentucky Budgeting (KBUD) system is used in conjunction with electronic Management Administrative and Reporting System (eMARS) to automate the budget execution process by allowing agencies to use KBUD to create specific budget year quarterly allotments based on the enacted appropriation levels. These allotments are then reviewed and approved by the Office of the State Budget Director (OSBD)/Governor's Office for Policy and Management (GOPM). Once approved, GOPM will load these quarterly allotments into eMARS, so agencies can then expend the necessary resources in order to meet the requirements of their state and/or federal mandates.

This manual was developed specifically to provide helpful information concerning the KBUD system and how to use it to enter the original fiscal year Allotments along with how to submit modifications to Appropriations, Allotments, and Quarterly Revenue data as necessary throughout the fiscal year. The primary tools within KBUD to accomplish the budget execution process are the budget request forms, queries, and reports.

Budget Request Forms
KBUD uses budget request forms as the primary tools for entering information into the system. Budget request forms are templates that agency users access from the list of forms available to them. Users choose the appropriate budget form request template then create a specific instance of the template to submit the request. Each budget request form is designed for a specific purpose, such as entering original allotment requests or entering requests for modifications to the original allotments and/or appropriations.

Queries
KBUD queries are used to display the information entered through budget request forms in a data table format similar to a spreadsheet program. Users are able to access information from either one budget request form or multiple budget request forms. The information contained in these queries can be exported into a spreadsheet for further analysis.

Reports
KBUD reports are standardized reports used to display the information that was entered through the budget request forms. These reports are required for budget management purposes and are used in communication between an agency and their assigned OSBD policy and budget analyst.

Basic Navigation

The following are important KBUD navigation rules that users should be aware of:

- **Never** use the web browser's "Back" or "Refresh" buttons. Use of these buttons may cause you to lose any unsaved work and/or lock forms so they cannot be modified.
- **Always** click the form's Save button before exiting a form to save your changes.
- **Always** click the form's Back button to exit a form after you have saved your changes.
- **Always** logout of KBUD using the Logout link at the top of the Home Page.
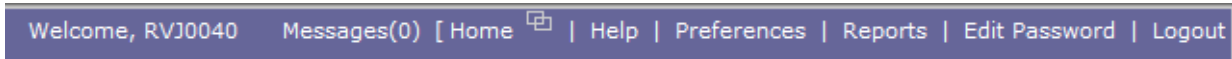
If you accidentally select the Web browsers "Back" button the following screen will be displayed:
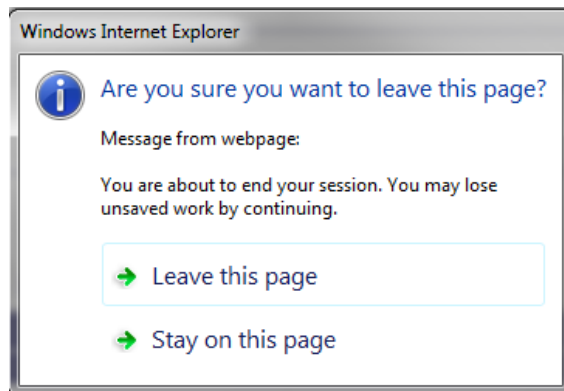

Select the <Stay on this page> link, and you will be returned to KBUD. Selecting the <Leave this page> link will cause KBUD to give you the Webpage has expired error, and you will lose any unsaved work. From this point, you will need to reopen your browser and log back into the KBUD to continue working.
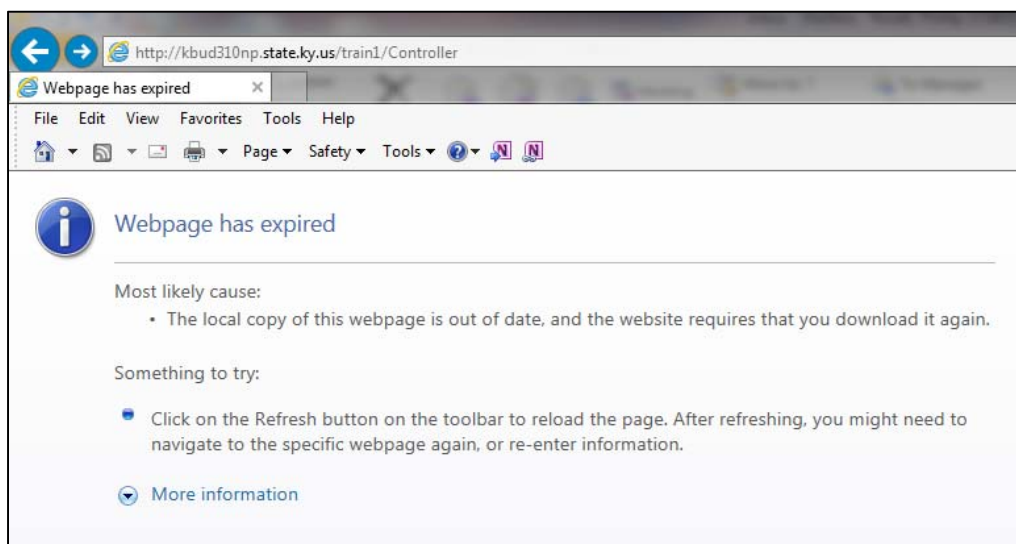

If you accidentally select the "Refresh" button on your web browser, the following screen will be displayed. You should select <Stay on this page>.
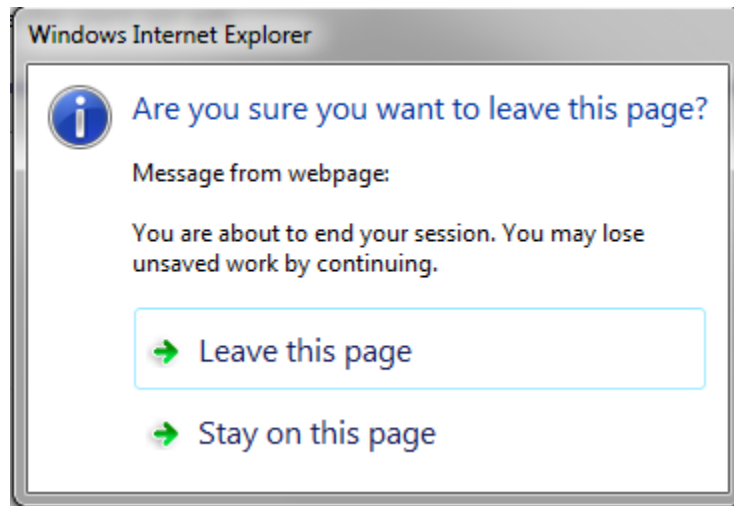

Selecting <Leave this page> will display the following screen:
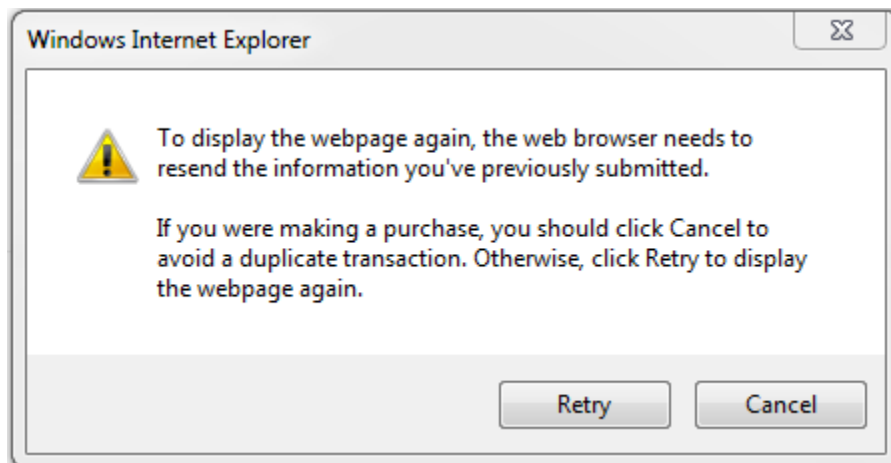
Select the <Retry> button. This will give you the following error, but you should be able to continue to work from this point. However, it may be necessary for you to logout of KBUD and log back in to continue to work.
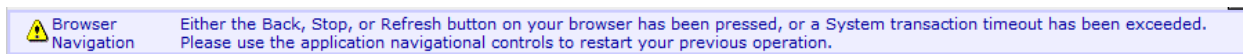

If you select the <Cancel> button, you will receive the following error. From this point, you will need to reopen your browser and log back into KBUD.
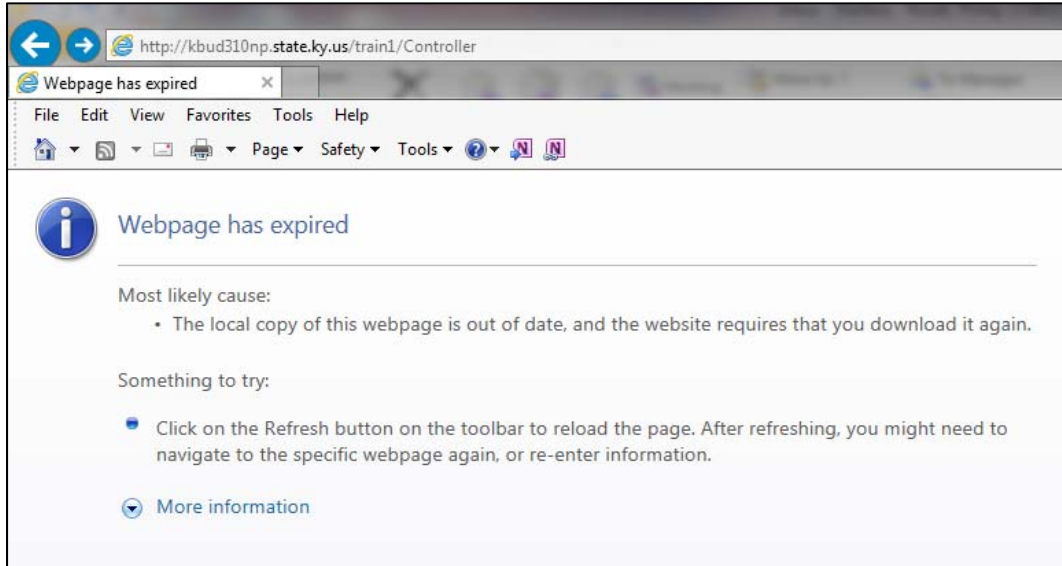
The KBUD Home Page is the best starting point to use for navigating throughout the application.
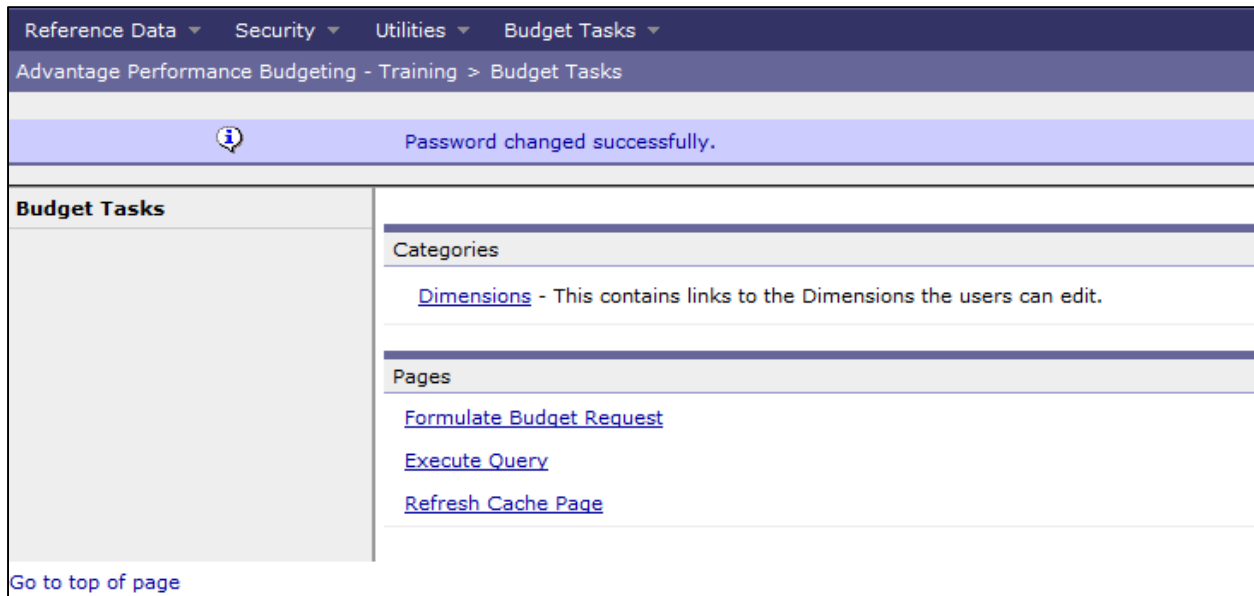
The Navigation bar, located in the upper right hand corner of the application, is visible throughout the KBUD application except when working inside a budget request form.
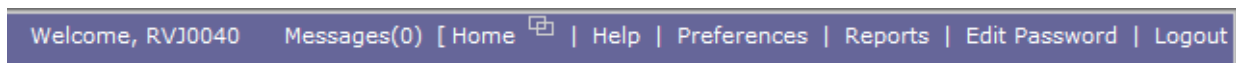
Messages: This allows users access to the KBUD broadcasted messages. Some messages will be displayed upon login. All messages that pertain to a user can be accessed from the Messages link.

Home: This allows the user to return to the homepage screen.

Help: This allows the user to access online help for using the application (***NOTE: This is generic help information and is not Kentucky specific***).

**Preferences:** This allows the user to set preferences when working in KBUD.

Reports: This allows the user to open a new browser window to access the KBUD and eMARS reporting application called EBI (Enterprise Business Intelligence).

Edit Password: This allows the user to change their password.

**Logout:** This allows the user to logout of the application.

From the KBUD Home Page and throughout the application, there are several options for navigating to different KBUD tools:

- One option is to use the Category toolbar which is located on the left hand side of the screen below the CGI Advantage KBUD banner. The upper row contains links to sub-menus, one for each major function within KBUD. The lower row is a "breadcrumb trail" which is used to move back to previous screens.

- A second navigation option is to use the KBUD main menu. The KBUD main menu provides access to all the tasks listed within the Budget Tasks.
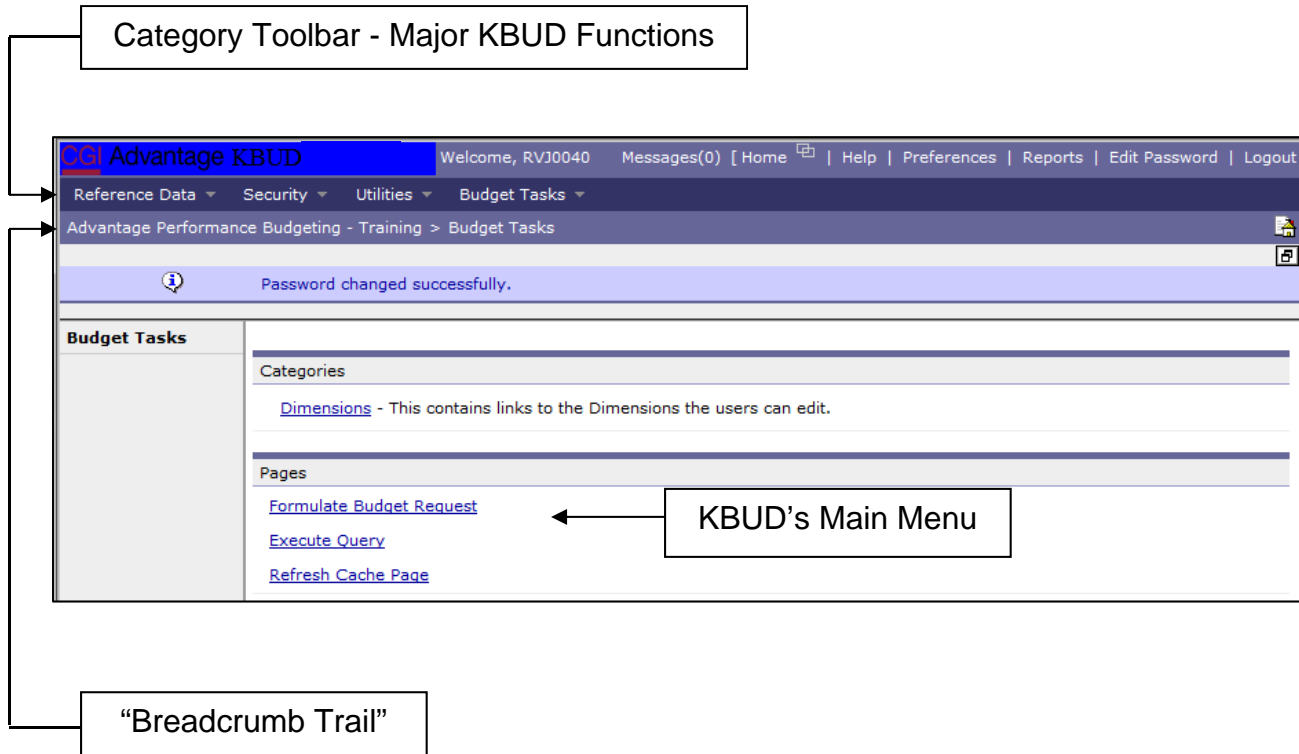
- A third option for navigating is to use KBUD's sub-menus. For example, the Budget Tasks sub-menu contains links to the same functions that are on the Main Menu page.
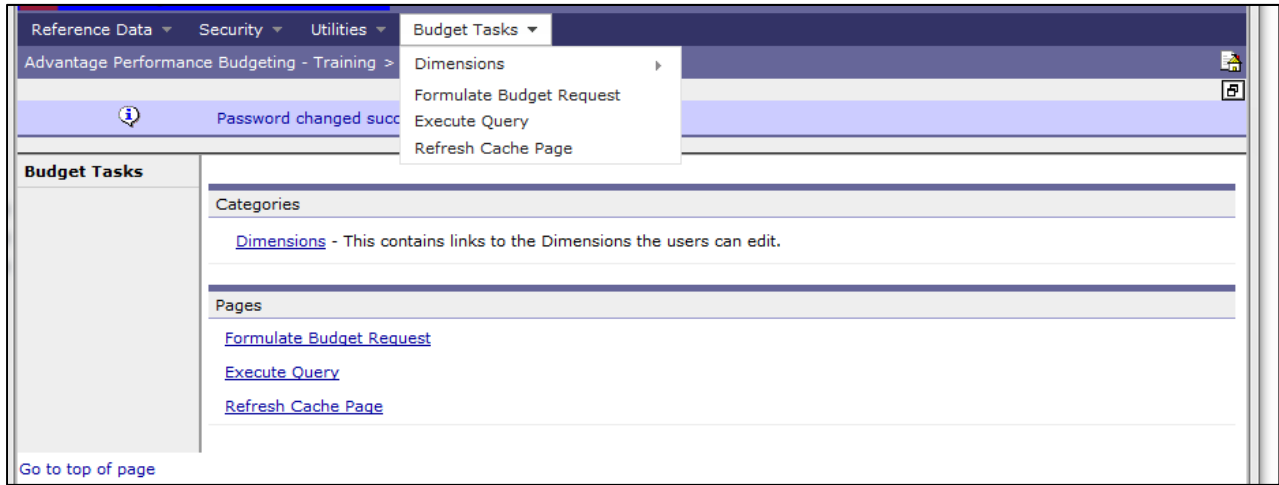
KBUD Home Page

The Home Page of the KBUD system has been designed to reflect the key parts of the Commonwealth's budget process.

Dimensions

Dimensions are information tables that contain descriptive and other information about KBUD elements such as Programs, Funds, Budget Objects, and AA Object (Event Type). Data contained within the Dimension tables is used in conjunction with the data from budget request forms to supply all the information necessary for KBUD Reports.

Formulate Budget Request (Budget Request Forms)

KBUD users create Budget Request Forms to enter their budget data, such as quarterly allotments, into the system. Budget Request Forms are accessed from a list of budget layouts (templates). Users will select the appropriate budget layout (template) and create a specific instance of the budget request form. Each instance of the form will contain tabs used to enter the various components of budget data that make up the entire budget request.

Execute a Query

Formatted System Queries (Queries) display information from KBUD in a table format similar to a spreadsheet. However, since data in KBUD resides in a relational database, Queries can be used to display information at different levels of detail and from multiple budget requests if required. Information contained in Queries can be exported to Microsoft Excel for further analysis.

Refresh Cache Page

One of the most important features for users is the Refresh Cache Page. The Refresh Cache Page will allow a user to refresh their current KBUD session, so the user can see any newly created and/or updated data by the KBUD Administrator without having to log out and then back in. For example, if the agency user needed a new allotment code, the administrator would add the new allotment code to the database tables, and the user would then need to refresh their cache before being able to see the new code in their current session. The Refresh Cache Page option is available on the Main Menu and also from the Budget Tasks dropdown.

Once you have selected the Refresh Cache Page, you will need to select the <Refresh Own Cache> button displayed on the next screen to complete the refresh.
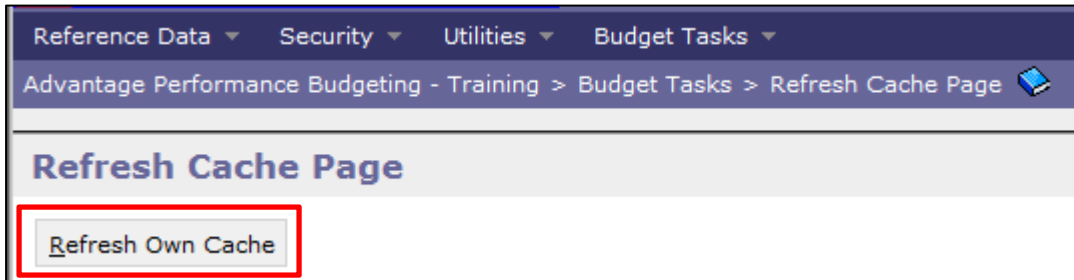
Section 2: Operating Budget Execution Process Overview

Budget Execution Process Overview

The Budget Execution process involves processing the fiscal year's original enacted appropriations and allotments. As the fiscal year progresses, the budget execution process may also include appropriation modification requests, allotment modification requests, and Quarterly Restricted/Federal fund revisions. Some typical examples of modifications are an agency may receive additional restricted or federal funds and must request an increase in spending authority prior to obligating the funds, and/or general fund allotments may need to be adjusted among budget units or fiscal quarters or budget objects such as personnel costs and operating expenses.

Enacted Appropriations
- Enacted appropriations are entered in KBUD by the Governor's Office for Policy and Management (GOPM) from the enacted appropriations bills, as revised.
- GOPM then transfers the information from KBUD to eMARS where it is used for budget control purposes.

Original Allotment Requests
- Original allotment requests are entered in KBUD by the agencies.
- Agencies will then notify their GOPM budget analyst, usually via email, once the all their allotment requests are ready for review.
- GOPM then reviews, modifies (if applicable), and approves the allotments. If there are questions prior to approval, the GOPM budget analyst will contact the agency.
- GOPM then transfers the information from KBUD to eMARS where it is used for budget control purposes.

Allotment Modification Requests
To effect a change in how appropriations are allotted among the various budget units, an agency must submit a formal allotment modification request. The Allotment Modification Request process varies slightly depending upon the type of modification. The two types of allotment modifications are requests that **do not** impact an appropriation or requests that **do** impact an appropriation.

The process for an allotment modification request that **does not** impact an appropriation will have a "net zero" impact on the appropriation.

To better explain this type of request, consider this example. Let's assume an agency's first quarter expenditure activity will exceed the current quarterly allotment amount. The agency can request a modification to move a portion of one of the other quarter's allotment amount to the first quarter. This would not change their overall annual allotment amount and would have a "net zero" impact on your appropriation.

The following describes the process for an allotment modification:

- An modification request is entered in KBUD by the agency.
- Agency submits written request to GOPM when it is ready for review. The request should include the program code, fund and the request code from the KBUD modification form along with the allotment modification report.
- GOPM then reviews, modifies (if applicable), and approves the modification request. If there are questions prior to approval, the GOPM budget analyst will contact the agency.
- GOPM then transfers the information from KBUD to eMARS.

Appropriation Modification Requests

To help better explain this type of request, consider this example. Let's assume an agency received a grant that was not reflected in the original appropriations bill. The agency would need to request an increase in their appropriation. The agency should also complete an allotment and a Quarterly Revenue Revision form if it is a Restricted or Federal Fund modification. The following describes the process for completing an appropriation modification request:

- Modification requests are entered in KBUD by the agencies and submitted to GOPM, and GOPM submits a hard copy to the Legislative Research Commission (LRC).
- Agency submits a formal written request to GOPM, which includes the program code, fund and the request code from the KBUD modification form. Guidelines regarding information to be included in the written request can be found in the enacted budget bill, Part III.
- GOPM then reviews, modifies (if applicable), and approves the modification request. If there are questions prior to approval, the GOPM budget analyst will contact the agency.
- The LRC reviews the modification request.
- If the request is approved, GOPM then transfers the information from KBUD to eMARS.
- Appropriation modifications along with Quarterly Revenue Revision information is transmitted by GOPM to the LRC on a quarterly schedule. Therefore, agencies are required to submit appropriation modification requests to GOPM based on the following schedule.

  - Requests for 1st Quarter modifications are due to GOPM by June 15.
  - Requests for 2nd Quarter modifications are due to GOPM by September 15.
  - Requests for 3rd Quarter modifications are due to GOPM by December 15.
  - Requests for 4th Quarter modifications are due to GOPM by March 15.

Section 3: Budget Request Forms (General Information)

The budget request forms are the primary tools used for inputting budget information into the system, which in turn is used to produce the KBUD queries and reports. This section includes the information about the form stages, codes used on the forms, and the steps required to access and create a budget request form.

Budget Request Form Stages

Stages are used to move budget request forms through the different levels of the budget execution process. The number of stages and how they progress will vary depending upon the type of budget request form used.

When a budget request form is ready to move from Stage 1 to the next stage, notification must be sent by the agency responsible for creating the form to the appropriate GOPM budget analyst. GOPM will then move the form to the next stage. ***NOTE: Agencies should not move forms to the next stage. Moving forms to the next stage is solely the responsibility of GOPM.***

In the budget execution process, once a budget request form has been moved to the next stage, the agency will no longer be able to access or view the form. Therefore, a search for that specific form will bring up 0 results.
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Codes Used on Budget Request Forms

There are various types of codes used on the Budget Request Forms for Budget Execution. Below are three types of the most common and important codes to understand:
  o Program Codes
  o Budget Object Codes
  o AA Object (Event Type) Codes

Program Codes
The most important field in KBUD is the Program code. The code's main purpose is appropriating and allotting designated budget amounts to specific agency programs. The codes are organized in hierarchal consolidation or "roll-ups" in order to report information at various program levels. The program code is also used to determine each user's security access.

The Commonwealth will use 6 levels of Program codes for Budget Execution (see KBUD Program Code table below). Think of each level as a step on a staircase. Each level reports to the next higher level in the hierarchy. It is important to understand that program levels 1-4 are used for reporting only, and program levels 5-6 are used for creating KBUD budget request forms.

How the Program Codes are used in KBUD and eMARS

For budget execution, the level 5 and 6 program codes are used for every new budget request form created in KBUD. Understanding the program code's hierarchies, or consolidation levels, is very important for effective use of filling out budget request forms and running KBUD queries and reports.

Agencies will enter allotment amounts at level 6, but the information will "roll-up" or consolidate to all the higher levels in order to report it at these various levels. So if an user wanted to view allotment information for a specific Cabinet (Level 3), then the user will choose the program code for the cabinet when running a cabinet-level report or query. Also once the appropriations (level 5) and allotments (level 6) are finalized for the fiscal year, the amounts are transferred from KBUD to eMARS. Appropriations amounts are loaded against the Function Groups in eMARS, and allotments amounts are loaded against Function Types in eMARS. Allotment amounts transferred into eMARS are used to control spending within a specified fiscal quarter and to control spending by object type (such as Personnel Costs or Operating Expenses) for the General Fund.

KBUD PROGRAM CODE CONSOLIDATION (ROLL-UP)

BUDGET EXECUTION

Program Level	Name
1	Commonwealth of Kentucky
2	Branch of Government
3	Cabinet
4	Combined Appropriations
5	Appropriations (Function Group in eMARS)
6	Allotments (Function Type in eMARS)

Example Program Consolidation (Hierarchy):

Tourism, Arts and Heritage

Parks

Level	Level Description	Program Code	Description
1	Commonwealth	STATE	Commonwealth of Kentucky
2	Branch of Government	EXEC	Executive Branch
3	Cabinet	50	Tourism, Arts and Heritage
4	Combined Appropriations	50_CMAP	Tourism, Arts and Heritage
5	Appropriation Program Entry	670K	Parks
6	Allotment Program Entry	670A	General Admin and Support
6	Allotment Program Entry	670B	Resort Parks
6	Allotment Program Entry	670C	Recreation Parks & Historic Sites
6	Allotment Program Entry	670D	Cafeterias

Allotment Program

An allotment program (Level 6) is a subset of an appropriation program (Level 5). It is used for distributing or allotting the appropriation amounts to various programs by each fund type. There are often more than one allotment program for an associated appropriation. In the example, the appropriation program for Parks (670K) is divided into four allotment programs:

- o 670K Parks **(APPROPRIATION – LEVEL 5)**
    - o 670A General Administration and Support **(Allotment – LEVEL 6)**
    - o 670B Resort Parks **(Allotment – LEVEL 6)**
    - o 670C Recreation Parks and Historic Sites **(Allotment – LEVEL 6)**
    - o 670D Cafeterias **(Allotment – LEVEL 6)**

These level 6 allotment program codes are referred to as function types in eMARS. The SAS-14 Account Modification Form is used to establish, change, or delete a function type in eMARS. The SAS-14 is designed to be used with both KBUD and eMARS chart of account elements. This will ensure that the program codes/function types are the same in both systems. The SAS-14 form and its instructions are available on the eMARS website at the link below: http://finance.ky.gov/services/statewideacct/Pages/eMARSForms.aspx.

Budget Object Codes

Budget object codes are used for the purpose of classifying, controlling, and reporting expenditures. For budget execution, all funds will use "Quarter" as the budget object in the KBUD form. Each allotment program's total FY dollar amounts are required to be allotted by quarterly time periods to help ensure consistent and level spending across the entire fiscal year.

Quarterly Allotment Periods
1st Quarter (July-Aug-Sept)
2nd Quarter (Oct-Nov-Dec)
3rd Quarter (Jan-Feb-Mar)
4th Quarter (Apr-May-June)

However general funds will also use additional budget object codes to further classify how the budget is used and controlled. These budget objects apply to general fund allotments only, and therefore, do not apply to Federal, Restricted, Tobacco, or Road Funds.

Budget Object Codes (General Fund Only)

Object Type 1	**Personnel Costs**
Object Type 3	**Operating Expenses**
Object Type 4	**Grants, Loans, Benefits**
Object Type 5	**Debt Service**
Object Type 6	**Capital Outlay**

An Example Budget Request Form used for General Funds

Budget Request Summary

| Layout Code: | 18_AL_ORIGINAL | Layout Name: | FY 18 Allotment Request | Type: | Generic | Fund | 0100 | Program | 728S |
| Request Code: | 6364 | Request Name: | FY18 DPH General Fund | Stage: | 99-Advantage | | | | |

Refresh   Zero Out   Display Sub Total: ☑

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

Summary

■	Line	Program	AA Object	Budget Object		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Allotment Total	Object
☐	1	728A	X001	1	E					0	8,330,000
☐	2	728A	X001	3	E					0	395,100
☐	3	728A	X001	4	E					0	26,391,000
☐	4	728A	X001	QUARTER	E	16,404,400	1,970,100	15,008,000	1,733,600	35,116,100	0

Appropriation/Allotment (AA) Object (Event Type) Codes

Allotment transactions are differentiated through the use of Appropriation/Allotment (AA) object codes that indicate whether the allotment was the original or a revision. For example, Regular Budget (AA Object Code X001) represents allotments that are prepared during the regular allotment request process. However, Other Budget Revisions (X010) represent some actions that result from the allotment modification request process. A list of all the AA object codes and their description are shown below. *NOTE: AA Object codes X001 and X011 are the only ones used during the original allotment request process.*

Appropriation/Allotment (AA) Object Code (Event Type) Table

AA Object Code	Description
X001	Regular Budget
X002	Continued Budget
X003	Special Budget
X004	Budget Revision Due to Reorganization
X005	Appropriation from General Fund Surplus
X006	Current Year Budget
X007	Surplus Expenditure Plan
X008	State Salary and Compensation Allocation
X009	Budget Reduction Revision
X010	Other Budget Revision
X011	Tobacco Settlement – Phase I
X012	Unallotted

An Example Budget Request Form used for General Funds

Budget Request Summary [i]

| Layout Code: | 18_AL_ORIGINAL | Layout Name: | FY 18 Allotment Request | | Type: | Generic | | Fund | 0100 | | Program | 728S |
| Request Code: | 6364 | | Request Name: | FY18 DPH General Fund | | Stage: | 99-Advantage | |

Refresh   Zero Out   Display Sub Total: ☑

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

Summary

■	Line	Program	AA Object	Budget Object	1	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Allotment Total	Object
☐	1	728A	X001	1	E					0	8,330,000
☐	2	728A	X001	3	E					0	395,100
☐	3	728A	X001	4	E					0	26,391,000
☐	4	728A	X001	QUARTER	E	16,404,400	1,970,100	15,008,000	1,733,600	35,116,100	0

The intended uses of AA object codes are to track and report original budgets and changes to those budgets by different categories.

❏ **Regular Budget (X001)**

These are operating budget appropriations and allotments that originate from a Regular Session of the General Assembly and a branch of government appropriations act.

❏ **Continued Budget (X002)**

These are operating budget appropriations and allotment balances forwarded from the prior fiscal year.

❏ **Special Budget (X003)**

These are operating budget appropriations and allotments that originate from an appropriation provision in any act of the General Assembly that is not part of the first biennial branch of government appropriations act; and any appropriation provision passed during an Extraordinary Session that is not part of the first biennial branch budget.

❏ **Budget Revision Due to Reorganization (X004)**

These are operating budget appropriations and allotments that are transferred due to a reorganization/executive order action.

❏ **Appropriation from General Fund Surplus (X005)**

These are operating budget appropriations and allotments from General Fund Surplus.

❏ **Current Year Budget (X006)**

These are operating budget appropriations and allotments originating from a Regular Session of the General Assembly and a branch of government appropriations act for the current fiscal year. These occur biennially in the even numbered years.

❏ **Surplus Expenditure Plan (X007)**

These are operating budget appropriations and allotments that occur based on a Surplus Expenditure Plan.

❏ **State Salary and Compensation Allocation (X008)**

These are allocations from a centrally pooled Salary and Compensation appropriations.

❏ **Budget Reduction Revision (X009)**

These are operating budget appropriation and allotment revisions due to an official budget reduction.

❏ **Other Budget Revision (X010)**

These are operating budget appropriation and allotment other revisions not addressed by the above codes.

❏ **Tobacco Settlement – Phase I (X011)**

These are operating budget appropriations and allotments that occur based on the Phase I Tobacco Settlement.

❏ **Unallotted (X012)**

This code is used to unallott budgeted amounts associated with Mandated Expenditure Reductions.

Accessing and Creating a Budget Request Form

Step 1 – To access a list of all the available budget request forms, the user can select "Formulate Budget Request" from either the dropdown menu or a link from the Homepage.
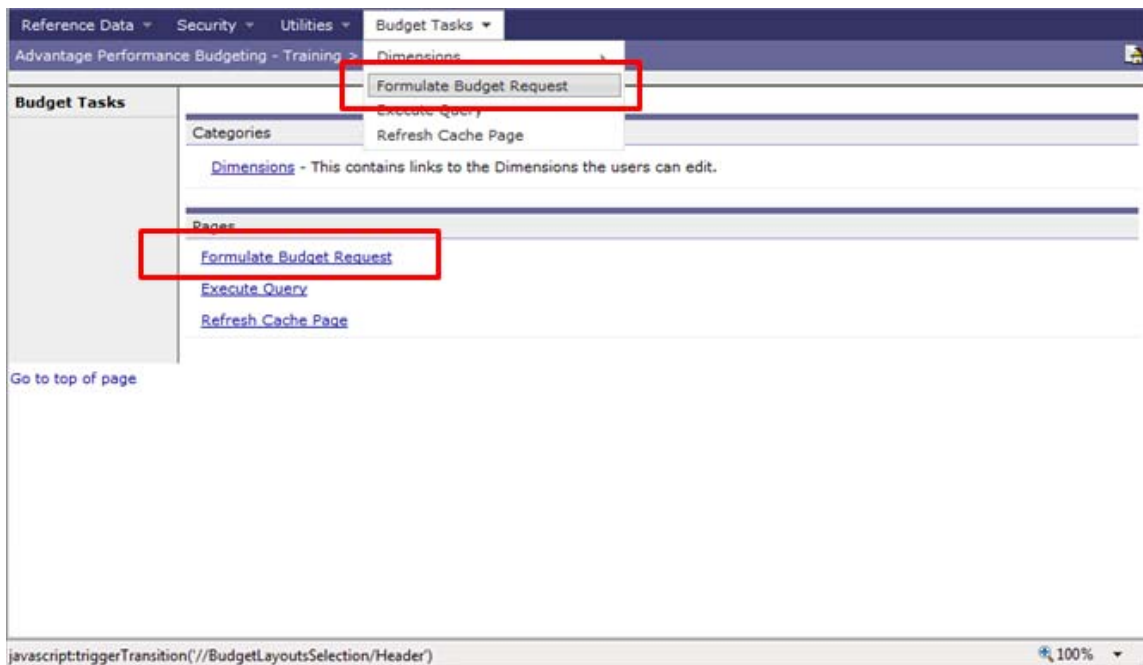
Step 2 – Click the <Search> button to see all of the available budget form layouts (templates) or use the "Wildcard" search to search for the "18_*" budget layout.

Step 3 – Select the appropriate budget form layout code. In this case, select the 18_AL_ORIGINAL code. *NOTE: These codes are the budget form layouts (templates) used by all users to create specific instances of the forms. Once a user chooses the needed budget form layout, the user will be taken to the primary screen where they can create new instances or search and edit previously created instances of the form layout.*
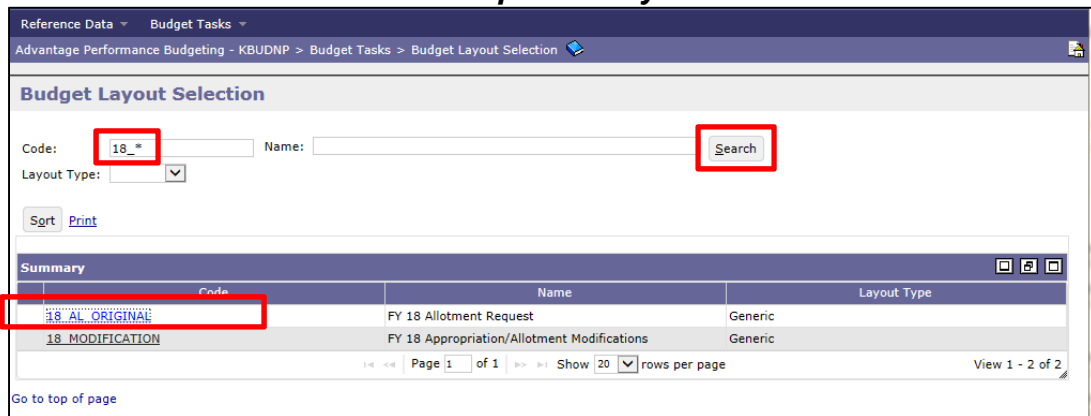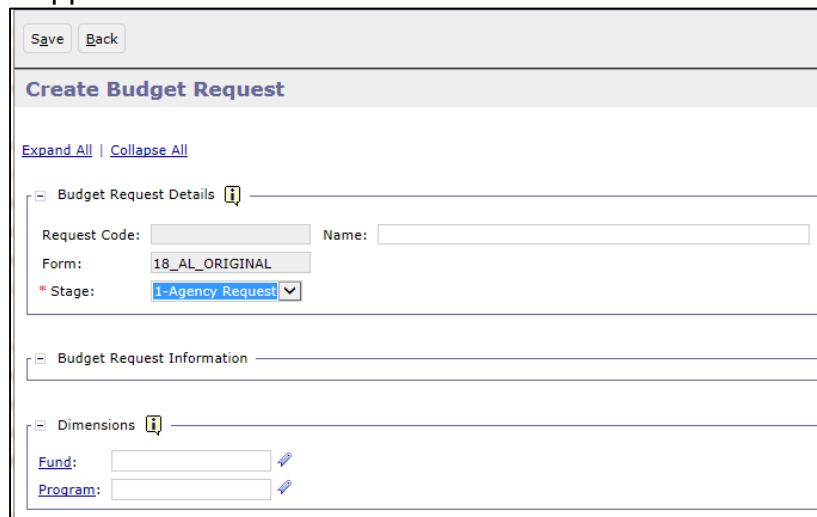
The Select Budget Request screen will appear. From this screen, a user can search for, create, edit, view or delete an instance of the 18_AL_ORIGINAL budget request form. To search for an existing budget form, a user can use any of the search boxes available above the buttons. Each form's search criteria will be different based on the budget request form selected. There are also several buttons available for users:

- **New** – used to create a new budget request form
- **Edit** – used to modify or change an existing budget request form (greyed out until an instance of the form is searched for and selected)
- **View** – used to see an existing budget request form but not modify or change (greyed out until an instance of the form is searched for and selected)
- **Delete** – used to mark a budget request form for deletion
- **Save** – used to confirm and finalize the deletion of a budget request form
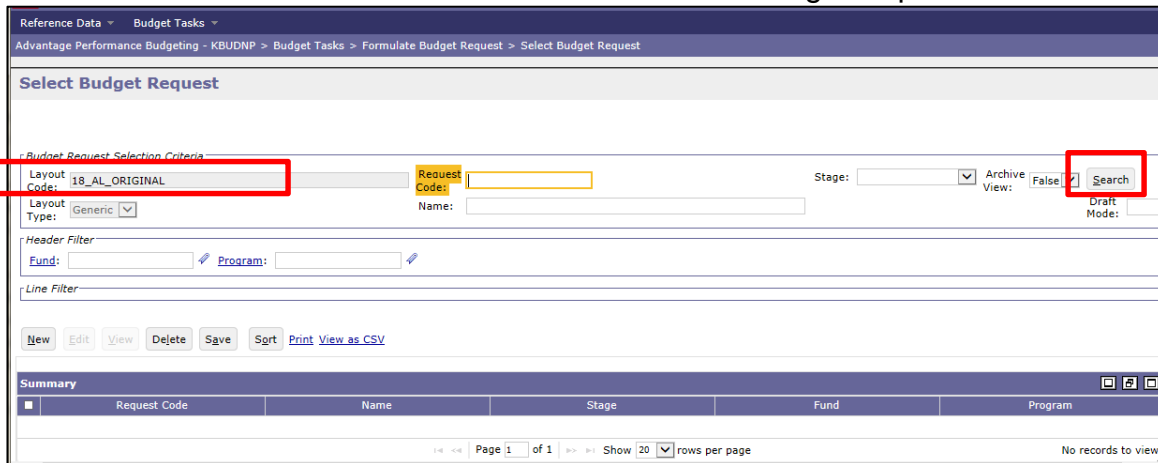
Step 4 – Select the <New> button to create a new 18_AL_ORIGINAL budget request form. This form is used to create the original allotment request for each allotment program and fund type combination (Fund Type Examples: 0100, 1300, 6350, 0200, 1200). The Create Budget Request screen will appear.

NOTE: On the Create Budget Request screen, there will be various entry fields. Each Create Budget Request screen will be different based on the budget request form being created.

Budget Request Instance Details
- **Request Code** – a unique number assigned to each budget request form instance. This field is automatically created by the KBUD application when the user clicks the <Save> button. This field is read only and cannot be changed by the user. This code will be included in the user's communication to GOPM as part of the justification in any appropriation or allotment modification requests.
- **Form** – the budget request layout code selected to create this budget form. This field is read only and cannot be changed by the user. It is filled in automatically, when a user selects the budget request code from the previous screen.
- **Name** – a 60 character name assigned by the user to identify the budget instance. The user should use any name that is meaningful to them.
- **Stage** – stages are the means by which forms progress through the budget execution process. Budget request forms travel through stages in one direction, and the ability to access the budget request forms is determined by the form's stage and the user's security. Agency users can only access forms that are in Stage 1-Agency Request during the budget execution process. *NOTE: All budget request forms will be created in Stage 1-Agency Request, and GOPM is responsible for advancing forms through subsequent stages.*

Dimensions – the information required for this section will change based on the budget request form being created. Every budget request form will contain a program code. *NOTE: The program code used by an agency to create a budget request form for budget execution will always be the appropriation unit code.*

Step 5 – Once the Name and Dimension(s) have been entered, select the <Save> button, and a new instance of the 18_AL_ORIGINAL form will be created.

Once the instance of the form is created, it will be displayed with new tabs available to begin entering the budget request data. In the case below, the budget data entered will be for the FY18 original allotment requests for each Level 6 allotment program that will receive General fund allotments. ***NOTE: These programs are beneath the Level 5 appropriation unit 728S in the program consolidation.***

18_AL_ORIGINAL Form Instance   **Program Consolidation**

Allotments Tab

Step 6 - Select the Allotments tab. This is the screen where budget request data will be entered for the Level 6 allotment programs.

The two buttons located in the upper left-hand side of the screen perform the following functions:

- **Save** – used to save the information entered in all tabs on the budget request form
- **Back** – used to close the budget request form. ***NOTE: If any changes were made to the budget request form that have not been saved, a confirmation message will appear warning that the changes will be lost.***

- o If the user wants save the changes, select <Back> to return to the budget request form, and select the <Save> button to finalize your changes.
- o If the user wants to continue and discard the changes, select <Continue> to exit the budget request form without saving your changes.

The Static Fields section of the page displays read-only fields that will provide information about the current budget request form instance:

- **Layout Code:** type of budget request form created
- **Type:** this field will always display Generic
- **Request Code:** the unique number assigned to this budget request form instance
- **Request Name:** the name given to this budget request form instance by the user
- **Stage:** the current stage of the budget request form
- **Program and Fund:** the dimensions used to create the budget request form.

The buttons located below the Static Field section are used for the following purposes:
- **Refresh** – used to refresh and recalculate displayed sub-totals/totals based on changes made in the posting column(s).
- **Zero Out** – used to zero out ALL amounts in the posting column(s).
- **New Line** – used to create a new blank budget line.
- **Copy Line** – used to copy a budget line with the same chart of account information (dimension) from the selected budget. No posting amounts are copied.
- **Delete Line** – used to mark the selected budget line for deletion. However, the deletion of the budget line will not be finalized until the user saves the budget request form by selecting the <SAVE> button.
- **Sort** – used to sort the budget line data in a way that is meaningful to the user.

The links below the Static Field Section are:
- **Export and View as CSV** – used to export the budget line data in the form to a comma-separate value (CSV) file, which can be opened in Excel. In order for this functionality to work, the Internet Option setting changes discussed in Attachment 1: KBUD Setup and Preferences must be completed.
- **Import** – used to import budget line data from a comma-separate value (CSV) file into the budget request form.
- **Audit Trail** – used to show the User ID and Timestamp for each change made to the budget lines, as well as comments that were entered by the user.

Step 7 - Select the <New Line> button. This will insert a blank row.

Each line will be assigned a line number which is the sequential order of the lines. The fields immediately after the Line column will be dependent on the dimensions (fields) necessary for the budget request form. On the 18_AL_ORIGINAL form, users will need to input the Program and Budget Object for each row of data. The "T" column is the Object Type: "E" for Expense and "R" for Revenue. The Object Type column will automatically be populated once the budget request form is Refreshed or Saved. Located after the dimension columns will be a number of posting columns. The number of posting columns will depend on the budget request form. These are the fields that the user will input actual allotment amounts.

Each dimension field will have a search option available. To use this feature, the user should place the cursor in the desired cell and right mouse click to display the search link. The user will then click the Search… link to search for the needed code.

All dimension fields must be completed before the budget form will save. Posting columns can be blank. ***NOTE: If the user tries to save the budget request form with a blank dimension field, the user will receive an error message***.

Step 8 – Enter the budget request data for the Level 6 allotment programs and click the <SAVE> when the user is ready to save the information.

If you receive an error message on the budget request form, click on the "breadcrumb trail" for the error message at the top of the form, and the row where the error occurred will be highlighted. In this case, Line 4 is highlighted with a bluish color highlight and requires a program code to be entered. Fix the error and click the <SAVE> button until the user receives the confirmation message "Action was successful." To complete this form for submission, the user would finish entering all the Level 6 programs that are being allocated General funds.

Audit Trail Feature

It is possible the user will be changing the budget line amounts several times before the final submission. Therefore, KBUD includes an **audit trail** feature that will enable you to track these changes. To use the **audit trail** most effectively, fill in the "Reason for Change" box on the Edit Budget Request tab prior to each time you Save the budget form. The "Reason for Change" box can hold up to 255 characters. It is not required, but it could be helpful.

Section 4: Original Allotment Requests & Modification Requests

Original Allotment Requests

Original Allotment Process Overview

After the biennial budget preparation process has been completed and the appropriation bills enacted, the Governor's Office for Policy and Management (GOPM) will create and load all of the agencies' enacted appropriations within KBUD for the fiscal year (FY) in which the budget execution is due to occur. Once the FY appropriations have been loaded in KBUD, each agency will submit their original allotment budget request forms for that specific fiscal year to be reviewed and approved by GOPM. Once approved, GOPM will load the appropriations and original allotments into eMARS. The original allotment request process must be completed prior to the beginning of each fiscal year in order for agencies to be able to expend allotted amounts through eMARS.

GOPM will initiate the allotment request process through communication with all state agencies. This communication will outline the allotment request process and the guidelines for preparing and submitting allotment information.

The original allotment requests will follow the process below:

- Original allotment requests are entered in KBUD by the agencies and submitted to GOPM.
- GOPM then reviews, modifies (if necessary), and approves the allotment requests.
- GOPM uploads the allotment data into eMARS.

The original allotment budget request form (18_AL_ORIGINAL) is used to enter the requested amounts for each allotment program prior to the beginning of each fiscal year. There should be one allotment budget request form submitted for each appropriation unit/fund type combination. For example, the Department for Public Health (Appropriation Unit 728S) would submit four allotment budget request forms for FY 2018 because their budget involves four different Fund Types (0100, 1300, 1200, and 6350):

Original Allotment Request Form for each Appropriation Unit/Fund Type
- 728S/0100 (General Fund)
- 728S/1300 (Restricted Fund)
- 728S/1200 (Federal Fund)
- 728S/6350 (Tobacco Fund)

All allotment programs within the same appropriation unit/fund type combination must be submitted on the same form. It is important to note that if an allotment program does not have any allotment amounts for a specific fund type, then the agency should **not** include that allotment program in the allotment budget request form. In addition, only the budget object types used by an allotment program need to be included in the budget lines of the allotment budget request form.

In the example below, Department for Public Health's three allotment programs (728A, 728B, and 728C) do not require an allotments for budget object types 5 and 6 (Debt Service and Capital Outlay). Therefore, no lines were created for these two budget objects.

	Line	Program	AA Object	Budget Object		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Allotment Total	Object
☐	1	728A	X001	1	E					0	6,595,100
☐	2	728A	X001	3	E					0	206,300
☐	3	728A	X001	4	E					0	20,250,900
☐	4	728B	X001	1	E					0	222,300
☐	5	728B	X001	3	E					0	16,900
☐	6	728B	X001	4	E					0	1,367,700
☐	7	728C	X001	1	E					0	1,561,000
☐	8	728C	X001	3	E					0	291,800
☐	9	728C	X001	4	E					0	5,128,600

Allotment Budget Request Process (Step by Step)

To create an allotment budget request form (18_AL_ORIGINAL), complete the following steps after logging into KBUD and navigating to the Home page:

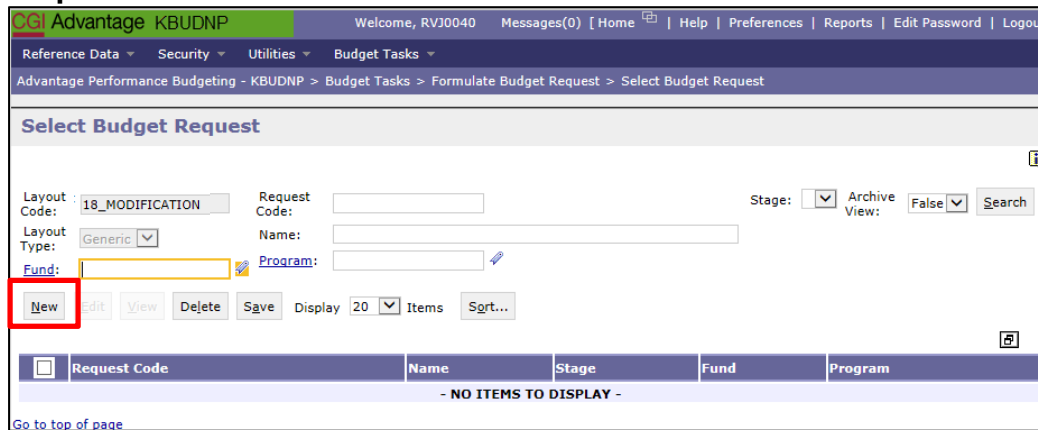**Step 1** – Click on the <Formulate Budget Request> link.
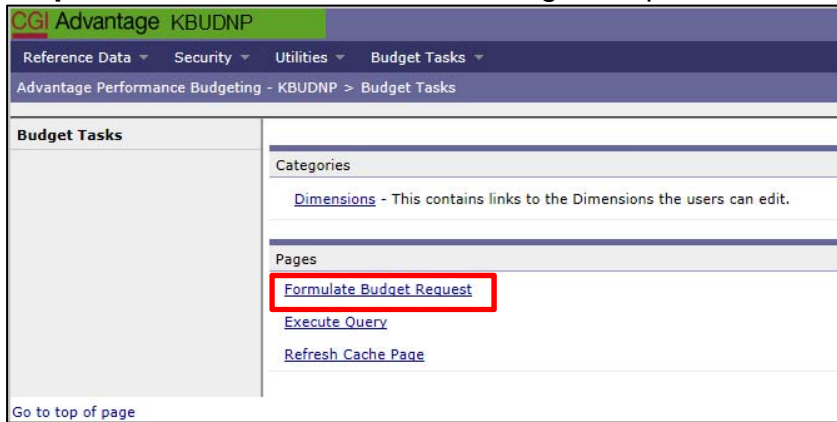
Step 2 – Click on the <18_AL_ORIGINAL> link to begin the process of creating an instance of the form.

Step 3 – Click on the <NEW> button to create a new instance of the form.

Step 4 – Enter the following information in the fields on the form and click the <SAVE> button:

- **Name:** Enter the name of the form. This name will always be assigned to this allotment budget request form. It is recommended that the user choose a meaningful name that can help identify the Appropriation Unit/Fund Type combination represented by the budget request form. You may enter up to 60 characters with spaces. A good "rule of thumb" would be to enter the appropriation unit program name followed by the fund type name or code (i.e. FY18 DPH Tobacco Fund Allotment).

- **Stage:** By default, all forms will be created in Stage 1-Agency Request. ***NOTE: GOPM will advance forms through subsequent stages.***

- **Program:** This field is used to designate the appropriation unit program code for this budget request form. The program code will always be the appropriation unit code, also known as the Function Group in eMARS (i.e. 728S for Department for Public Health).

- **Fund:** This field is used to designate the fund type for this budget request form.

Once the <SAVE> button has been clicked, an instance of the 18_AL_ORIGINAL form will be created to include the Allotments tab where the user will finish entering the actual allotment budget request amounts:

Step 5 – Click on the Allotments tab and enter the actual allotment budget request amounts by adding new lines to the form and click the <SAVE> button to complete the form.

- The example below is a single budget request for the appropriation unit 728S (Dept for Public Health) and fund type 6350 (Tobacco). This example allots $13,383,800 to six different allotment programs (7282, 7284, 7285, 7287, 7288, and 7289) across four quarters. The amounts entered for the four quarters should be representative of the actual expected expenditure rates. ***NOTE: General Fund ONLY allotments are also divided by the budget object types. The budget object type amounts would be entered in the Object column (Note: The screenshot below does not have any amounts entered in the Object column because this is not a General Fund budget request).***

	Line	Program	AA Object	Budget Object		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Allotment Total	Object
☐	1	7282	X011	QUARTER	E	2,935,000	2,250,000	2,070,000	1,980,000	9,235,000	
☐	2	7284	X011	QUARTER	E	300,000	250,000	230,000	220,000	1,000,000	
☐	3	7285	X011	QUARTER	E	705,900	588,300	541,200	517,700	2,353,100	
☐	4	7287	X011	QUARTER	E	40,000	40,000	0	0	80,000	
☐	5	7288	X011	QUARTER	E	300,000	250,000	230,000	220,000	1,000,000	
☐	6	7289	X011	QUARTER	E	150,000	125,000	115,000	110,000	500,000	
	Totals					4,430,900	3,503,300	3,186,200	3,047,700	14,168,100	0

Appropriation and Allotment Modification Requests

Appropriation and Allotment Modification Request Process Overview

A modification budget request form can be used to submit changes to the original appropriation, allotment, and/or quarterly revenue revision amounts. Here are two most common examples for completing a modification request form:

- Prior to the beginning of each fiscal year, agencies submit their original allotments via the 18_AL_ORIGINAL Form. These original allotment requests are the agency's best forecast for matching quarterly allotment amounts to the agency's actual quarterly expenditure patterns. However, these expenditure amounts may need to shift throughout the fiscal year based on changing quarterly needs. Therefore, an allotment modification request may be necessary to make adjustments to the original allotment requests in order to realign quarterly allotment amounts to the agency's actual quarterly expenditure needs.

- In another common example, modification requests may be needed due to a change in the appropriation. For example, an agency may receive a new federal grant and/or a change in revenue to an existing federal or restricted fund program during the course of the fiscal year. Therefore a modification request will need to be submitted for an increase in the appropriation, allotment, and quarterly revenue revision amounts.

If an appropriation, allotment, or quarterly revenue revision must be modified during the fiscal year, a modification budget request form (18_MODIFICATION) must be completed. Once the modification request has been processed and approved in KBUD, GOPM will load the change in eMARS. The agencies should discuss these modifications as they materialize with their GOPM analyst. Agencies initiate the modification request process through written communication with GOPM. This communication outlines the reason for the modification and the amount of change. A copy of this written request is also transmitted to the LRC.

The modification budget request forms (18_MODIFICATION) follow the process below:

- The modification budget request forms are entered in KBUD by the agency.
- The agency submits written request to GOPM for the modification, including the program code, fund, budget request code, and reason for modification of the specific KBUD modification form.
- GOPM will then review, modify (if necessary), and approve the modification.
- GOPM uploads the modified data into eMARS and forwards a copy to LRC for reporting purposes only.

Allotment Modification Request Process (Step by Step)

Example 1 – Modification to allotment only (no change to appropriation or quarterly revenue)

This is an example of a Department for Public Health General Fund allotment modification budget request adjusting the allotment amounts between quarters and budget object types.

To create an allotment modification request form (18_MODIFICATION), complete the following steps after logging into KBUD and navigating to the Home page:

Step 1 – Click on the <Formulate Budget Request> link.

Step 2 – Click on the <18_MODIFICATION> link to begin the process of creating an instance of the form.

Step 3 – Click on the <NEW> button to create a new instance of the form.

Step 4 – Enter the following information in the fields on the form and click the <SAVE> button:

- **Name:** Enter the name of the form. It is recommended that the user choose a meaningful name that can help identify the Appropriation Unit/Fund Type combination represented by the budget request form. You may enter up to 60 characters with spaces. A good "rule of thumb" would be to enter the appropriation unit program name followed by the fund type name or code (i.e. FY18 DPH General Fund Modification-1).

- **Stage:** By default, all forms will be created in Stage 1-Agency Request. ***NOTE: GOPM will advance forms through subsequent stages.***

- **Program:** This field is used to designate the appropriation unit program code for this budget request form. The program code will always be the appropriation unit code, as known as the Function Group in eMARS (i.e. 728S for Department for Public Health).

- **Fund:** This field is used to designate the CAFR fund type for this request form.

Once the <SAVE> button has been clicked, an instance of the 18_MODIFICATION form will be created to include the AL Modification, AP Modification, Quarterly Revenue Revision, and Document Management tabs. ***NOTE: Not all the tabs will have to be used when requesting a modification, and the Document Management tab is never used in the modification form.*** In this case, the AL Modification tab will be the only tab used to enter the modification request:

Step 5 – Click on the AL Modification tab and enter the actual allotment modification request amounts by adding new lines to the form and click the <SAVE> button to complete the form.

- In this specific example, the agency (appropriation unit 728S) will be hiring a new staff assistant at the beginning of Quarter 3 and needs to realign allotment amounts of $50,000 from one allotment program to another, and it also involves realigning allotment amounts of $50,000 from one budget object to another.
- The first line reduces program 728C's General Fund allotment amounts by $25,000 for both Quarters 3 and 4 ($50,000 Total).
- The second line reduces 728C's General Fund allotment amounts for Budget Object 4 (Grants/Loans/Benefits) by $50,000.
- The third line increases program 728A's General Fund allotment amounts by $25,000 for both Quarters 3 and 4 ($50,000 Total).
- The fourth line increases 728A's General Fund allotment amounts for Budget Object 1 (Personnel) by $50,000.

Edit Budget Request | **AL Modification** | AP Modification | Quarterly Revenue Revision | Document Management

Budget Request Summary ⓘ

Layout Code: 18_MODIFICATION   Layout Name: FY 18 Appropriation/Allotment Modifications   Type: Generic ⌄   Fund GNRL   Program 728S

Request Code: 6419   Request Name: FY18 DPH General Fund Modification-1   Stage: 1-Agency Request ⌄

Refresh   Zero Out   Display Sub Total: ☑

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

Summary

■	Line	Program	Fund	AA Object	Budget Object		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Allotment Total	Unallotted	Object
☑	1	728C	0100	X010	QUARTER	E			-25,000	-25,000	-50,000		
☐	2	728C	0100	X010	4	E	0	0	0	0	0	0	-50,000
☐	3	728A	0100	X010	QUARTER	E			25,000	25,000	50,000		
☐	4	728A	0100	X010	1	E	0	0	0	0	0	0	50,000
	Totals						**0**	**0**	**0**	**0**	**0**	**0**	**0**

Page 1 of 1 Show 20 ⌄ rows per page

Note: the AA Object code will prepopulate on the line. The form will default to the X010 code for allotment modification since this is the most common code. However, users can change the code as necessary.

Example 2 – Modification to the appropriation, allotment and quarterly revenue amounts
This is an example of a Department for Public Health Federal Fund allotment modification budget request. In this example, an additional federal grant award was secured; therefore there is a need to increase the appropriation, allotment, and quarterly revenue amounts.

To create an allotment modification request form (18_MODIFICATION), complete the following steps after logging into KBUD and navigating to the Home page:

Step 1 – Click on the <Formulate Budget Request> link.

Step 2 – Click on the <18_MODIFICATION> link to begin the process of creating an instance of the form.

Step 3 – Click on the <NEW> button to create a new instance of the form.

Step 4 – Enter the following information in the fields on the form and click the <SAVE> button:

- **Name:** Enter the name of the form. It is recommended that the user choose a meaningful name that can help identify the Appropriation Unit/Fund Type combination represented by the budget request form. You may enter up to 60 characters with spaces. A good "rule of thumb" would be to enter the appropriation unit program name followed by the fund type name or code (i.e. FY18 DPH Federal Fund Modification-1).

- **Stage:** By default, all forms will be created in Stage 1-Agency Request. *NOTE: GOPM will advance forms through subsequent stages.*

- **Program:** This field is used to designate the appropriation unit program code for this budget request form. The program code will always be the appropriation unit code, as known as the Function Group in eMARS (i.e. 728S for Department for Public Health).

- **Fund:** This field is used to designate the CAFR fund type for this request form.

Once the <SAVE> button has been clicked, an instance of the 18_MODIFICATION form will be created to include the Request Code, AL Modification tab, AP Modification tab, and Quarterly Revenue Revision tab. ***NOTE: Not all the tabs will always need to be used when requesting a modification.*** In this case, all three tabs will be used to enter the modification request:

Step 5 – Click on the AL Modification tab and enter the actual allotment modification request amounts by adding new lines to the form and click the <SAVE> button to complete the form.

- In this specific example, the agency (appropriation unit 728S) has received an additional $600,000 grant award to an existing federal grant supporting smoking cessation to increase public outreach and support additional cessation treatments. The additional funds will be available starting in Quarter 2 of the current fiscal year. The agency plans on hiring two additional part-time personnel to help with the outreach in various areas of the state and to provide additional funds to the local health departments to help pay for additional cessation treatments.
- In the screen below, the agency will use the expenditure forecast shown to add a new budget line to the form to allot $600,000 in funds across the Quarters 2, 3, and 4 for allotment program 7285 (Smoking Cessation) using Fund 1200 (Federal), AA Object X010 (Other Budget Revision), and Budget Object Quarter.

Expenditure Forecast

Smoking Cessation	Quarter 2	Quarter 3	Quarter 4	FY Total
Personnel	$20,000	$20,000	$20,000	$60,000
Treatment	$180,000	$260,000	$100,000	$540,000
Total	$200,000	$280,000	$120,000	$600,000

Step 6 – Click on the AP Modification tab and enter the actual appropriation modification request amount by adding a new budget line to the form and click the <SAVE> button to complete the form.

- In the screen below, the user adds one new budget line and fills in the AA Object code and Appropriation Mod field with the total amount of the modification, $600,000.

Step 7 – Click on the Quarterly Revenue Revision tab and enter the quarterly revenue amounts from this new grant award by adding a new line to the form and click the <SAVE> button to complete the form.

- In the screen below, the user adds one new budget line and populates the budget object, Quarter 2, 3, and 4 fields with the appropriate information based on the expenditure schedule below. ***NOTE: New lines will automatically default to Budget Object CURREC***:

Smoking Cessation	Quarter 2	Quarter 3	Quarter 4	FY Total
Personnel	$20,000	$20,000	$20,000	$60,000
Treatment	$180,000	$260,000	$100,000	$540,000
Total	$200,000	$280,000	$120,000	$600,000

| Edit Budget Request | AL Modification | AP Modification | **Quarterly Revenue Revision** | Document Management |

Budget Request Summary ⓘ

| Layout Code: | 18_MODIFICATION | Layout Name: | FY 18 Appropriation/Allotment Modifications | Type: | Generic ⌄ | Fund | FDRL | Program | 728S |
| Request Code: | 6420 | Request Name: | FY18 DPH Federal Fund Modification-1 | Stage: | 1-Agency Request ⌄ |

[Refresh] [Zero Out]   Display Sub Total: ☑

[New Item] [Copy Line] [Delete Line]   Export Audit Trail View Graph [Sort] Print View as CSV

Summary

■	Line	Budget Object		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Revenue Total Revised FY 17-18	
☑	1	CURREC	R		200,000	200,000	200,000	2,000,000	
		Totals		0	-200,000	-200,000	-200,000	-2,000,000	

◁ ◁◁ Page 1 of 1 ▷▷ ▷ Show 20 ⌄ rows per page   View 1 - 1 of 1

NOTE: the Revenue Total Revised FY 17-18 column will fill in automatically by the system when the user clicks the <SAVE> button. The amount should represent the accumulative amount for <u>all previously approved</u> FY18 Modifications processed for 728S Federal Funds. Therefore, based on the screen above, there have been previous modifications submitted and approved for 728S/Federal funds for $2,000,000.

Process for Submitting Appropriation Modification Requests to GOPM

Depending on your agency's guidelines for review, your appropriation modification request is now ready for submission to GOPM. You will need to send your written justification along with the modification report to your GOPM analyst.

Upon receipt of your written justification, the GOPM budget analyst will then access your modification budget request form for review. The GOPM analyst will want to access the request at the agency stage level 1-Agency Request, so if any changes need to be made, the agency can make those changes and resubmit the request to GOPM.

A copy will be forwarded to LRC by GOPM. Upon approval, GOPM will upload the modification data to eMARS.

Quarterly Schedule for Appropriation Modification Requests

APPROPRIATION MODIFICATION
QUARTERLY REPORTING SCHEDULE

QUARTER	DUE DATE	REPORT DATE	EFFECTIVE DATE
1ST Quarter	June 15	July 1	August 1
2nd Quarter	September 15	October 1	November 1
3rd Quarter	December 15	January 1	February 1
4th Quarter	March 15	April 1	May 1

Appropriation modification requests are processed on a quarterly schedule. The table above shows the due date from the agency to GOPM, report date from GOPM to LRC and effective date for the loading to eMARS for each quarter.

Requests for Appropriation modifications must be submitted on or before the due date for the modification to be included in the packet submitted from GOPM to LRC for review by the Appropriation and Revenue Committee.

Section 5: KBUD Queries

Queries can be run within the KBUD application to display financial data. Queries resemble Excel spreadsheets because they display the data in rows and columns. The following is a sample query result of an FY18 allotment request:

Query Results							
	Allotment Qtr 1 FY 17-18	Allotment Qtr 2 FY 17-18	Allotment Qtr 3 FY 17-18	Allotment Qtr 4 FY 17-18	Unallotted FY 17-18	Allotment Total FY 17-18	Object Class FY 17-18	Appropriation Amount FY 17-18
Selection 728S: Public H								
Quarter	4,430,900	3,503,300	3,186,200	3,047,700	0	14,168,100	0	0
Appropriation	0	0	0	0	0	0	0	14,168,100
Summary 728S: Public H								
Quarter	4,430,900	3,503,300	3,186,200	3,047,700	0	14,168,100	0	0
Appropriation	0	0	0	0	0	0	0	14,168,100
728S: Public Health								
Appropriation	0	0	0	0	0	0	0	14,168,100
Summary 7282: HANDS								
Quarter	2,935,000	2,250,000	2,070,000	1,980,000	0	9,235,000	0	0
7282: HANDS								
Quarter	2,935,000	2,250,000	2,070,000	1,980,000	0	9,235,000	0	0
Summary 7283: Reach O								
7283: Reach Out and Re								
Summary 7284: Healthy								
Quarter	300,000	250,000	230,000	220,000	0	1,000,000	0	0
7284: Healthy Start								
Quarter	300,000	250,000	230,000	220,000	0	1,000,000	0	0
Summary 7285: Smoking								
Quarter	705,900	588,300	541,200	517,700	0	2,353,100	0	0

⊨ ⊲ Page 1 of 3 ▷ ▷| Show 20 ⌄ rows per page		View 1 - 20 of 50

How to Access and Run a KBUD Query

Step 1 - The query option is available on the Home Page as well as on the Budget Tasks sub-menu. Click the <Execute Query> link.
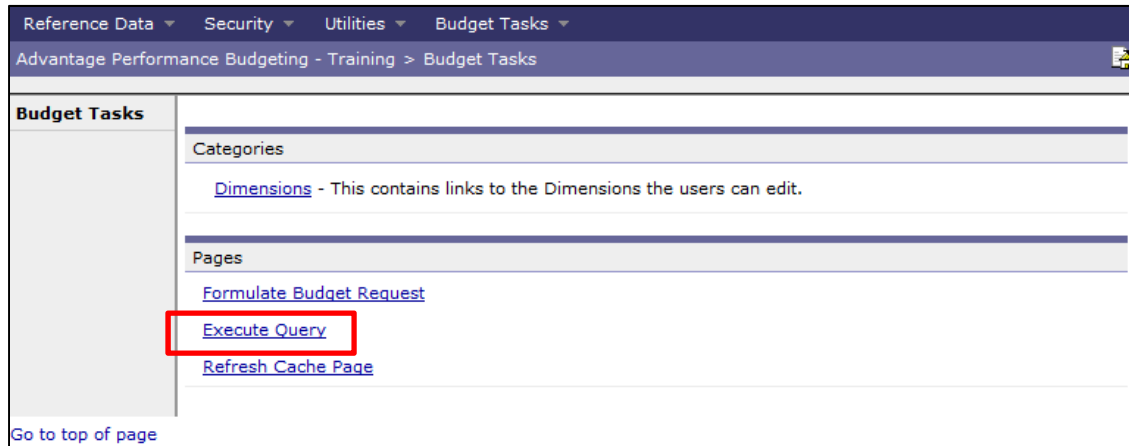
The user can now view the "Execute Query" page and search for the specific query.

One of the commonly used functions is Wildcard searches. A Wildcard search allows the user to search and find items that have related names or codes. There are three ways to use the Wildcard search:

1) *Use an asterisk after the words or numbers; this will return a list of queries that BEGINS with your search word/number.*
2) *Use an asterisk before the words or numbers; this will return a list of queries that ENDS in your search word/number.*
3) *Use an asterisk before and after the words or numbers; this will return a list of queries that use your words/numbers anywhere in the field being search.*

For example, if the user wanted to see all of the queries available for the FY 2018 budget execution, type "18_*" in the Code textbox and select the <Search> button.
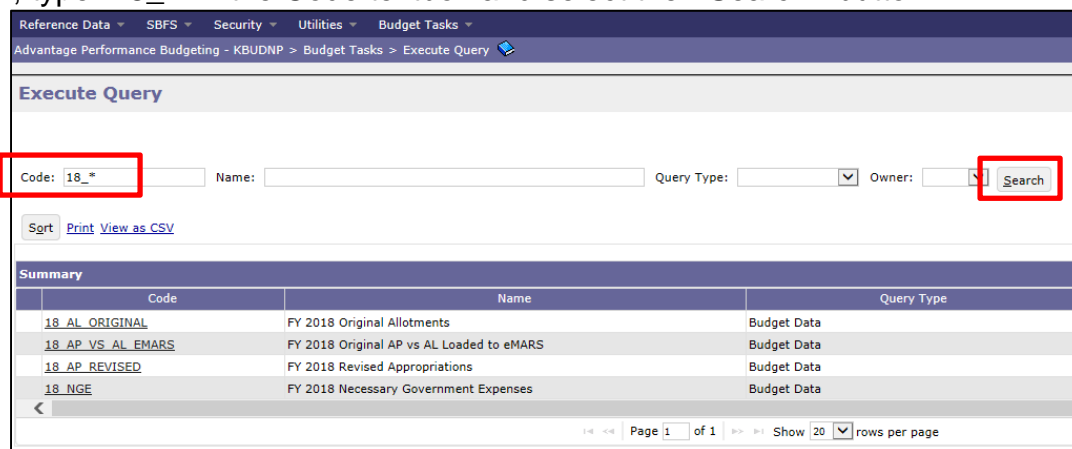
Step 2 - From this Execute Query page, click the <18_AL_ORIGINAL> query to view the original allotment amounts for a specific allotment program and CAFR fund type combination.

Step 3 - From this Query Results page, choose all of the query parameters necessary to get the results desired and click the <QUERY> button to execute the query and view the results.

- In the example below, program 728S (Public Health) and CAFR fund type TBCO (Tobacco Funds) will be used. The query results are dependent upon the parameters (filters) entered by the user. In this example, the user will need to enter the Fund Code "TBCO", Program Code "728S", and Budget Period Code "2018" (***NOTE: 2018 will be the default code for all the 2018 Budget Execution queries***).

- The user can also choose the level of detail for the query results by changing the query parameters:

  - **Tabbed Dimension:** Choose the dimension from the drop down menu you want to show on a separate tab – for example if you wish to see a separate tab for each appropriation unit and all of the allotments below it you would select "Program" from the drop down list. The choices in the drop down will depend on the report; different reports will have different choices.
  - **Level:** The level field directly relates to the level of the Consolidation table associated with the Dimension selected. For example, to see a tab for all of the allotments beneath a particular appropriation unit, the user should select Level "6", since the level "6" on the Program Consolidation table is the allotment level.
  - **Show All Levels:** This checkbox determines whether all data between the selected dimension and the level selected is displayed in the QUERY results. **Tab Results:** Determines the level of detail shown. Options are "Summary", "Detail" or "Both".

The results of the query show both the Summary and Detailed results.

The query has a drill down feature, so a user can click on an amount in the query and a pop up screen will provide the budget form detail for that amount.

The query also has a zoom feature, so a user can choose a budget line in the drill down pop up screen and enable the <Zoom> button. When the user clicks on the <Zoom> button, the Zoom pop up screen will appear and provide the Form request code, stage, amount, user and time stamp.

How to Export the KBUD Query Results to Excel

KBUD has the capabilities to export the results of a query into Excel.

Step 1 - To export your data to Excel, click the <Export Tab> link.

Step 2 – The user will be prompted to either Save or Open the file. If the user opens the file, the Excel file will open and resemble the one below.

How to Email a KBUD Query Link to another KBUD User

KBUD has the capabilities to email the results of a query to another KBUD user.

Step 1 – Click the <Send Link> button to open a Send Email page which allows the user to send a link of the specific query results to another user.

Step 2 - Click the <User Name> link to open the User search window.

- The easiest way to search for a specific user is through the Full Name search. Enter the users first name followed by an asterisk (*) or enter an asterisk followed by the user's last name and click the <Search> button.

Step 3 - Click the <Select> button to select the User desired. A Send Email page will appear.

Step 4 - The Subject field is required. Enter an appropriate Subject title. The Message field is optional. Click the <Send> button to email the link.

NOTE: When the user clicks on the link in the email, the KBUD Login page will appear. Once the user logs in, they will automatically be directed to the Query Results page.
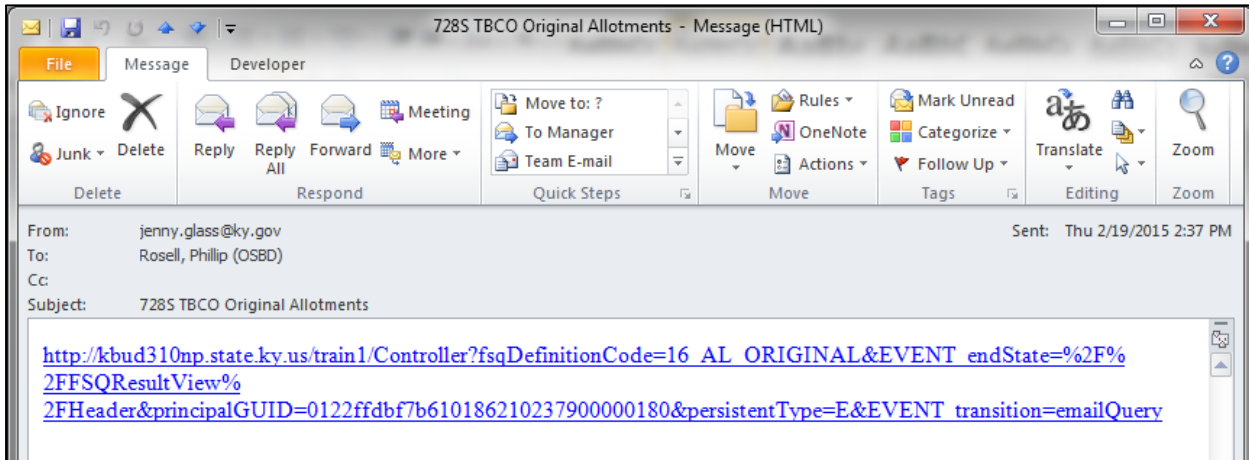
How to Print a KBUD Query

There is not a print option within the query feature. However, the user can print the query by exporting the data to Excel and printing from Excel or by using the web browser print option. To use the web browser print option, right click on the query results window and select "Print" from the pop-up window. The printer dialog box will open. Choose the appropriate printer and select the <Print> button.

KBUD's reporting feature uses a web-based reporting tool (Enterprise Business Intelligence, a.k.a. EBI) to create standard reports for all state agencies. This section of the KBUD manual is designed to show users how to perform the basic report functions within EBI. The basic functions include accessing, running, and saving KBUD reports to the user's computer. This section is not intended to cover the full functionality available within EBI.

How to Access a Report

Step 1 - To access EBI from within the KBUD application, click the <Reports> link from the Navigation bar in the upper right hand corner of the Homepage.
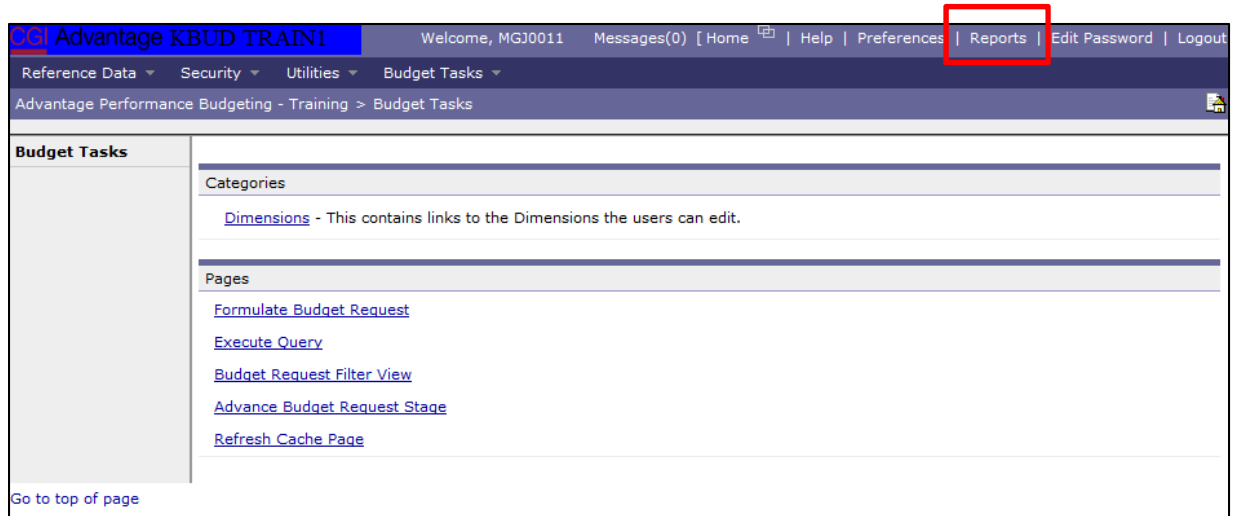
Step 2 - Depending on the version of KBUD and EBI, the Reports link may take the user to the SAP BusinessObjects (EBI) login screen, or it may take the user directly into the Reports application's homepage. If the link takes the user to the login screen, the user will need to enter their KBUD User ID and EBI Password. *NOTE: The passwords for KBUD and EBI are independent from one another.*
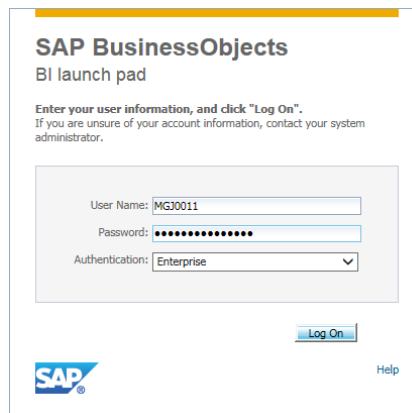
Once the user is logged in to the Reports application, the Reports homepage should appear. *Note: Do not use the back button in your Web browser to navigate within any portion of BusinessObjects Enterprise; doing so may result in the user being logged out of the application.*
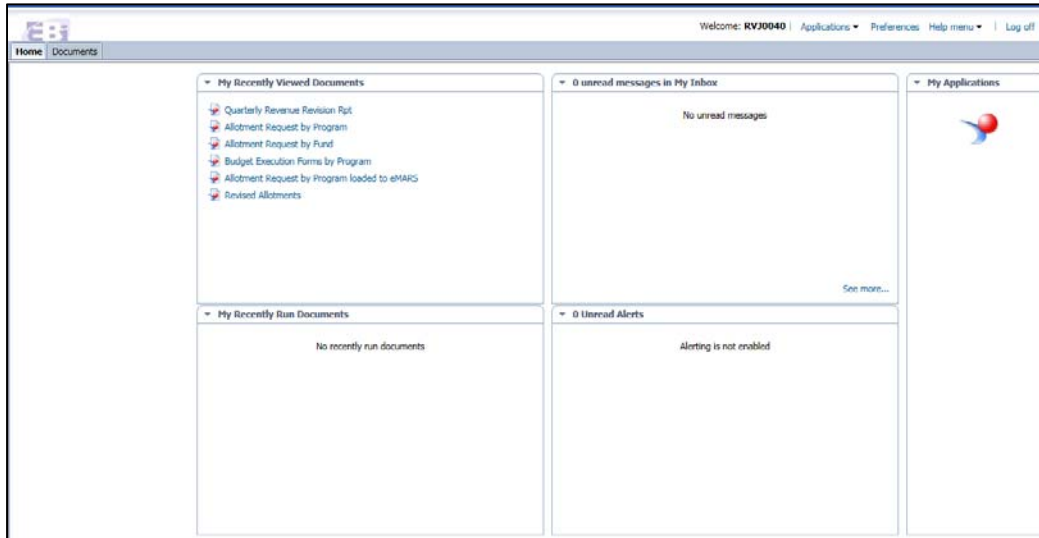
Step 3 - Click the <Documents> tab. This will allow the user to view documents within the My Favorites folder and/or Inbox. Then click the <Folders> bar at the bottom left of the screen.
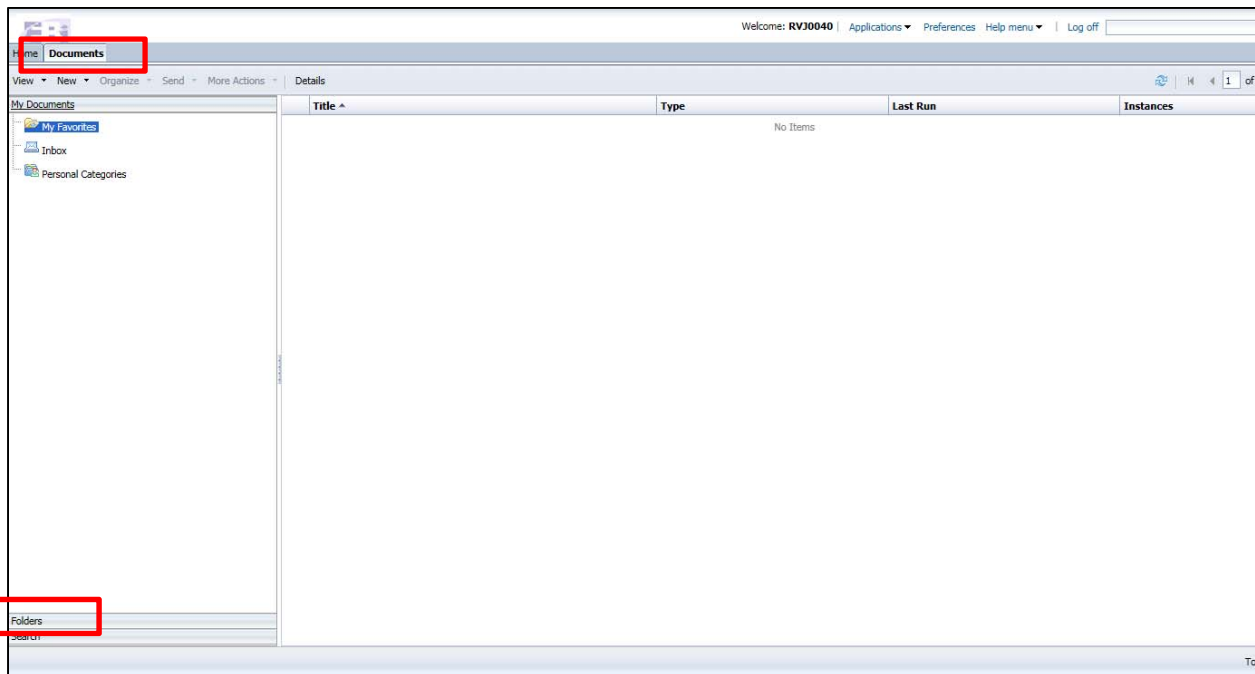
Step 4 - Expand the Public Folders to view the subfolders in the directory. Expand the subfolders until the KBUD> Budget Execution> 2018 folder is located. Click on the <2018>

folder, and the user can now access the standard KBUD reports for the 2018 Budget Execution on the right-hand side of the reports panel.
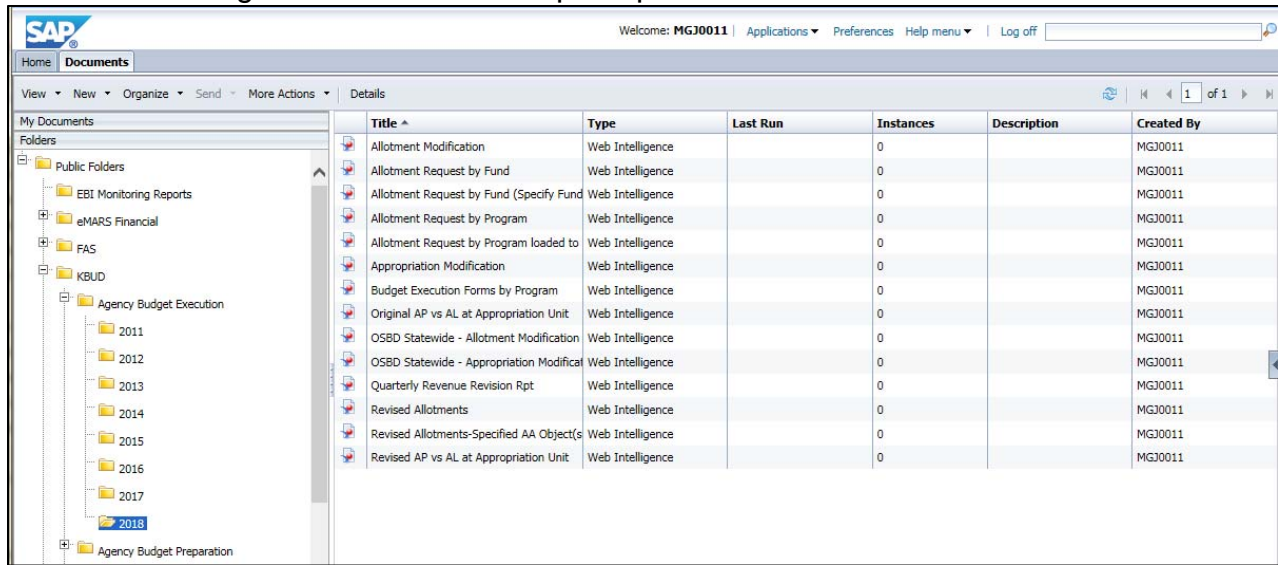
How to Run a Report

Step 1 - Click the <Allotment Modification> report link or any other report link the user desires to run.
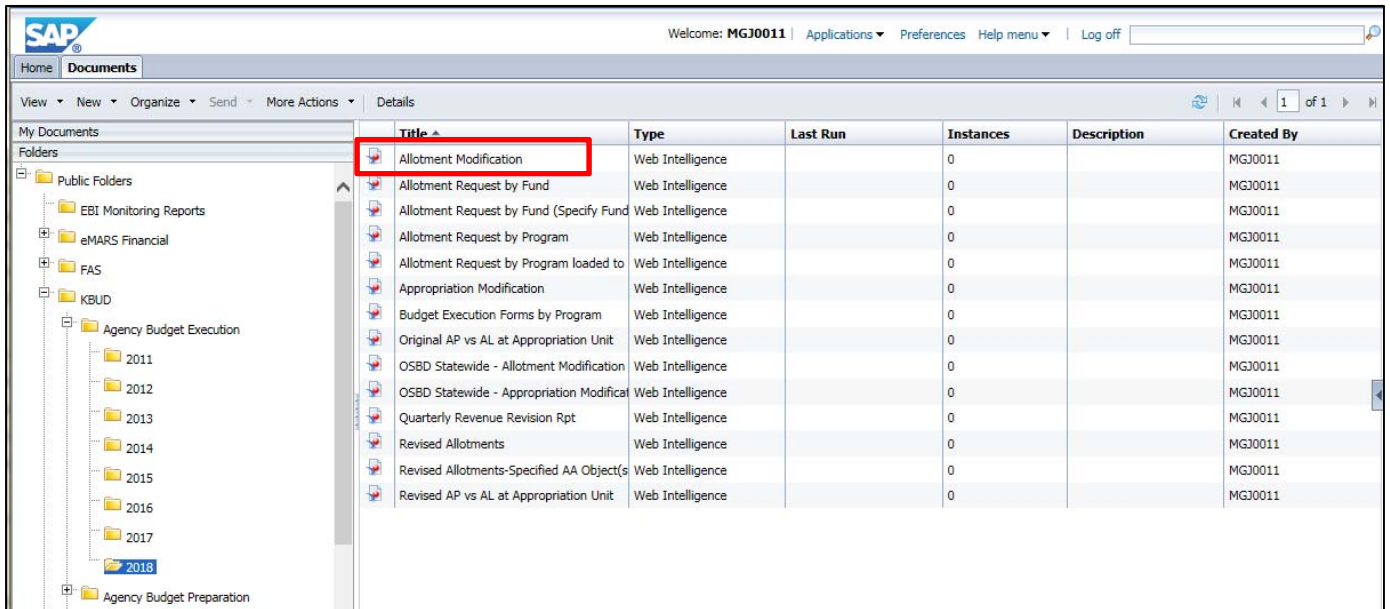
Step 2 - The selected report will open in a separate tab. In the example below, the user entered the Budget Request Code "6419" as a parameter, and clicked the <Run> button to execute the Allotment Modification report.

Note: Users can find the Budget Request Code in KBUD by navigating to the Select Budget Request screen and choosing the 18_MODIFICATION form. The request codes are located next to the Name column.

NOTE: If the Budget Request Code is unknown, another method to use for locating the code would be to click the Advance button and use the Prompts selection list to locate it. If the user can locate the code in the selection list, click the right arrow to select the code, and then select the Ok button.
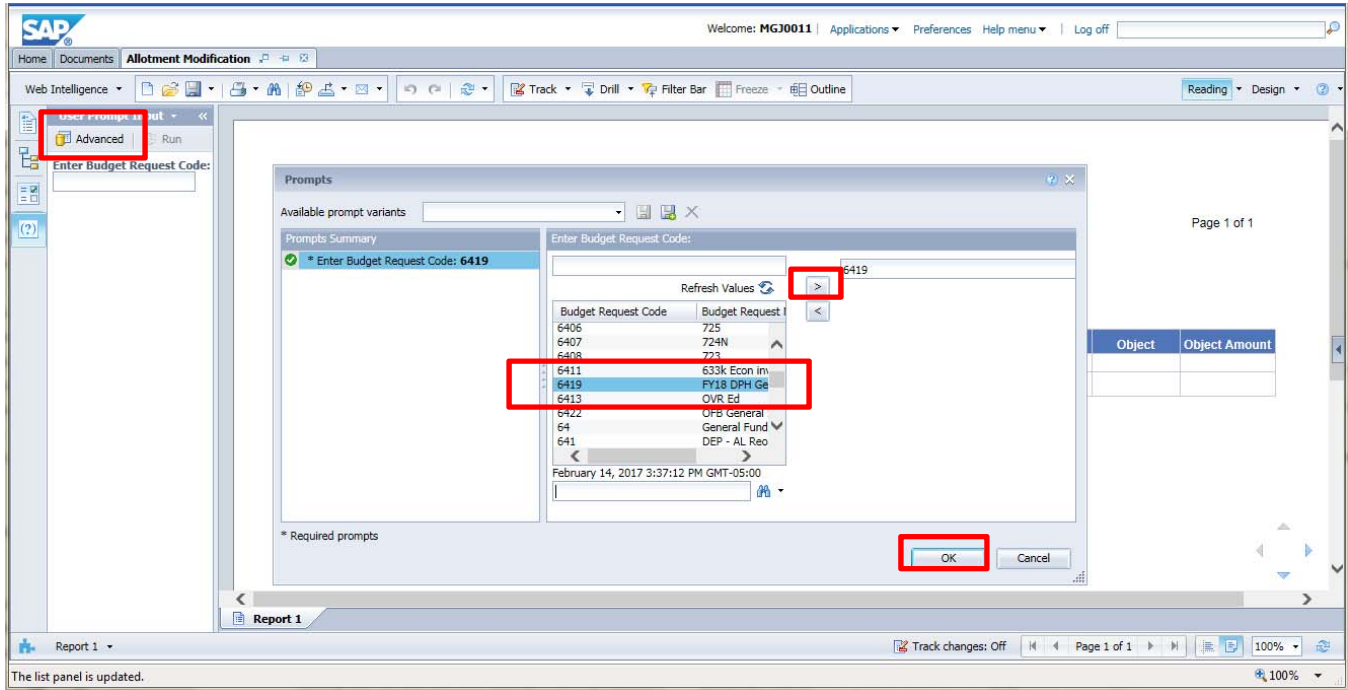
Once the user clicks the <Run> button and the report has finished running, it should appear like the one below.
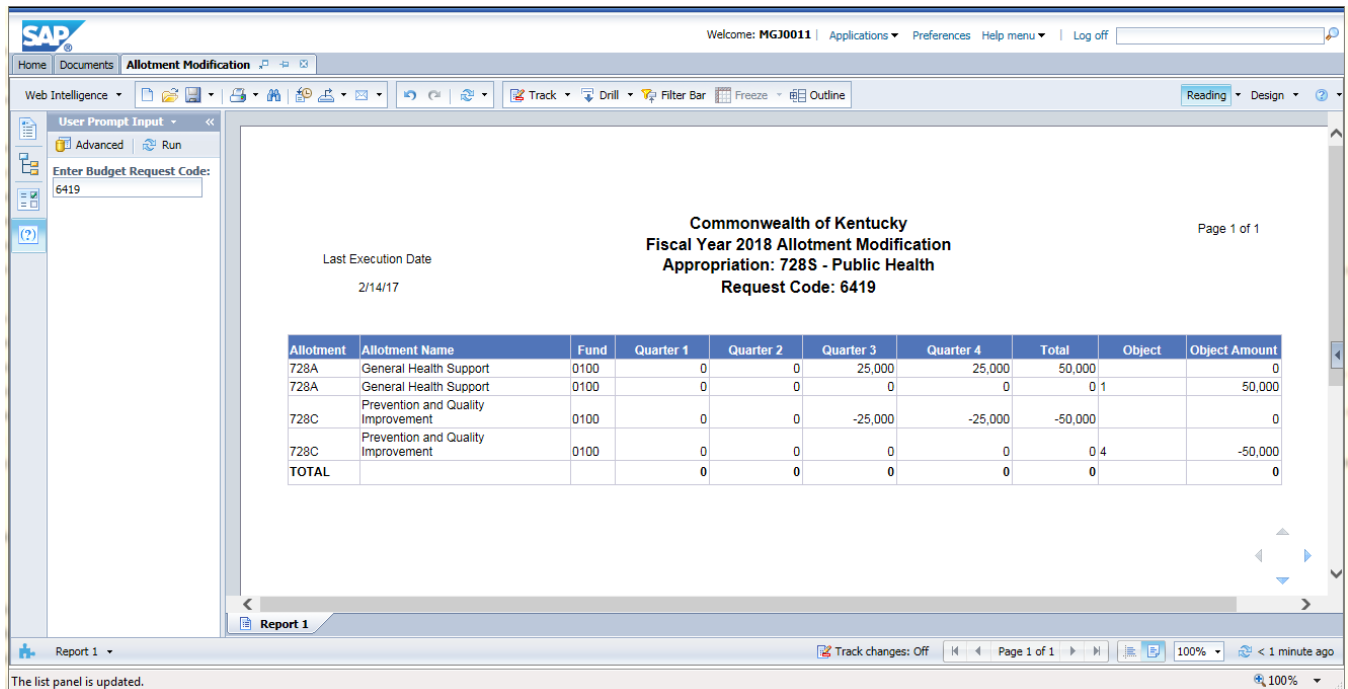
How to Create and Print a PDF Document from the Report

Step 1 - After the report is finished running, click the Print icon on the report. *NOTE: This will allow the user to save the report as a PDF document on their computer, not send it to an actual printer.*
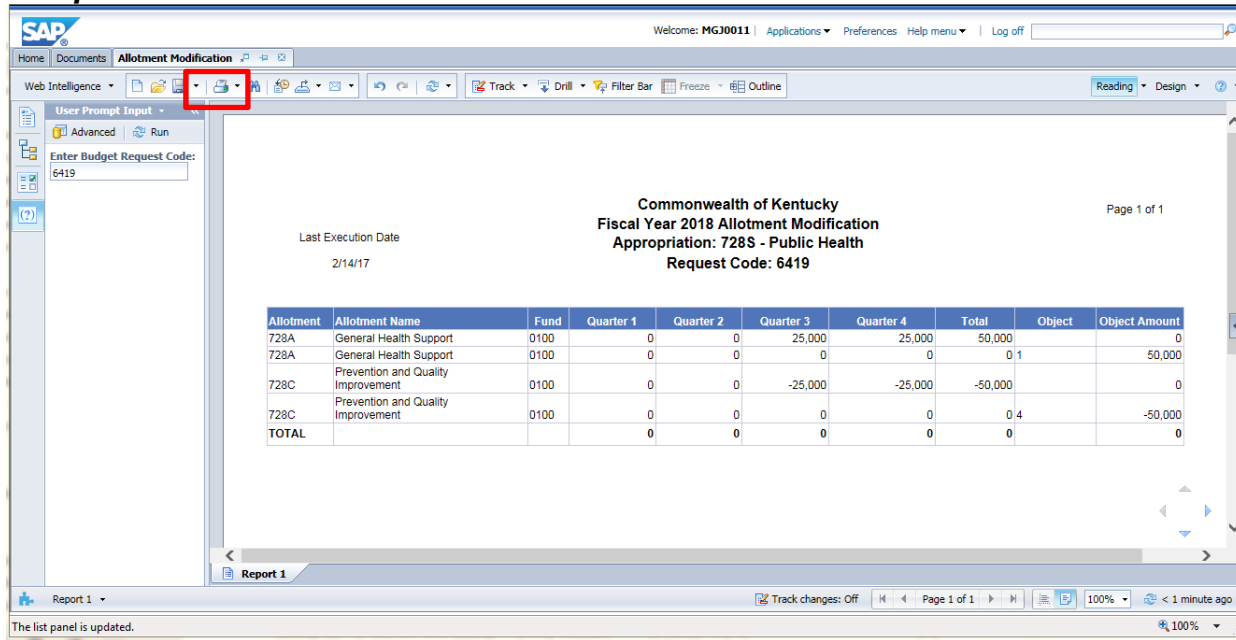
Step 2 - Click the <Print> button to create a PDF document of the report.
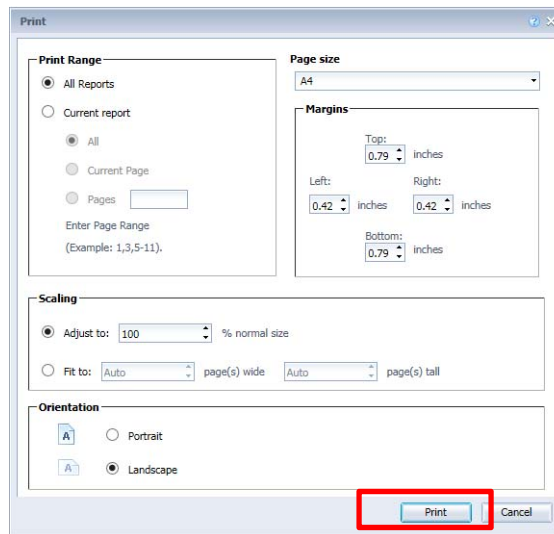
Step 3 - Click the <Open> button if you prefer to open the PDF document or click the <Save> button if you prefer to save it to your computer.

Do you want to open or save **Allotment_Modification.pdf** (50.3 KB) from **ebi41test.ky.gov**?   Open   Save ▼   Cancel   ✕

Step 4 – If you open the PDF document, it should open up in PDF software like Adobe Acrobat Reader. From the Acrobat Reader application, you can print a paper copy of the report from your network printer.

How to Export the Report to Excel

Step 1 - After the report is finished running, click the Export icon on the report.
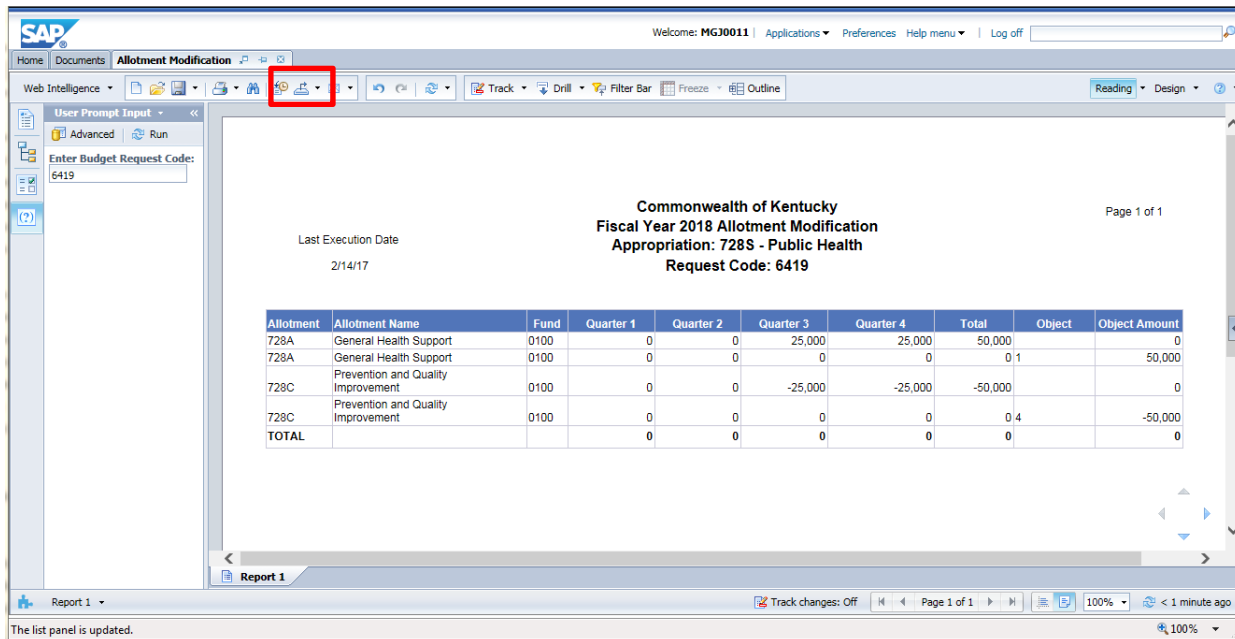
Step 2 - Click the <Export Current Report As> and either <Excel (.xls)> or <Excel (xlsx)>.
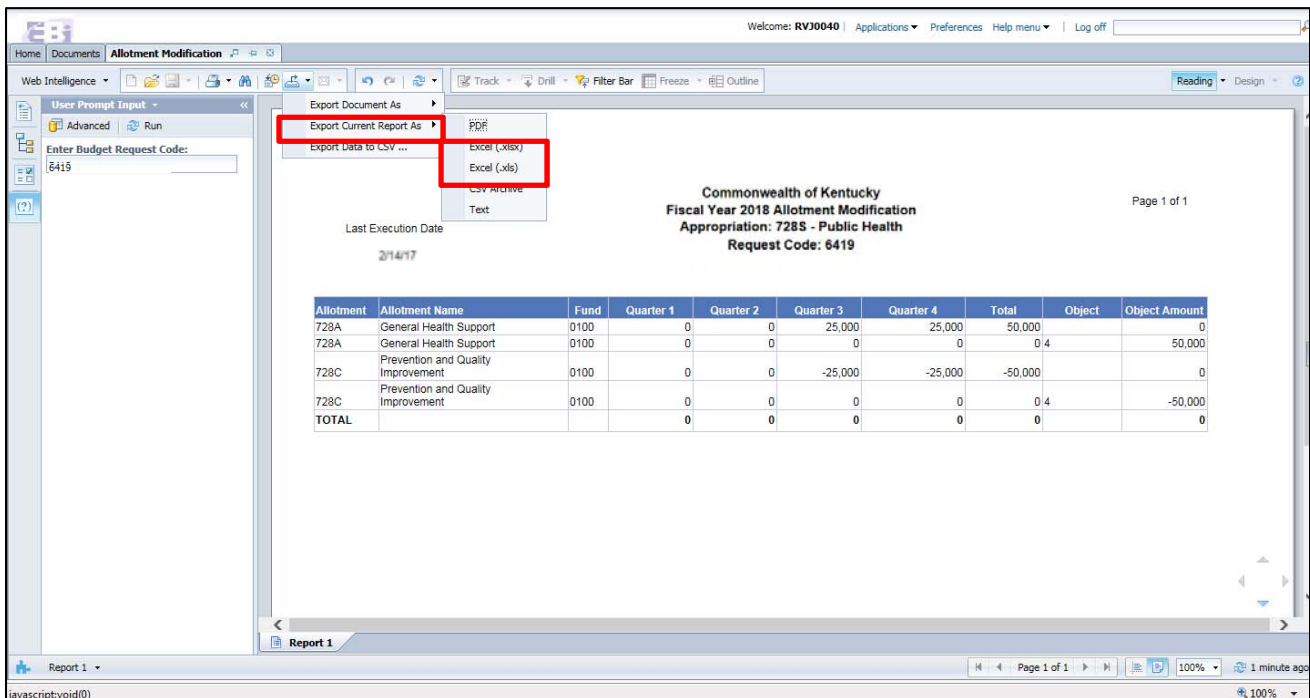
Step 3 - Click the <Open> button if you prefer to open the Excel file or click the <Save> button if you prefer to save it to your computer.

How to Close a Report and Exit the Report Application

Select the small X on the report tab to close the report. If prompted, do not save the report results. Once the user is finished running reports, select the Log Off link to exit the Report application.

Section 7: eMARS

SAS-14 Account Maintenance Form (Chart of Accounts)

The SAS-14 Account Maintenance Form is used to establish, inactivate or change an Allotment, Function, and/or Fund Chart of Account element in KBUD and eMARS. The form is split into two distinct sections: FUNCTION and FUND.

- The Function section should only be completed when an agency needs to affect the function type (allotment) or function code. It can also be used to request a budget override in eMARS.
- The Fund section will be completed when an agency needs to affect an operating or capital fund. It can also be used to request a cash override on a fund or indicate a specific accounting template to post the interest income from an interest-bearing fund in eMARS. The latest version of the SAS-14 form and instructions can be found on the eMARS website at: http://finance.ky.gov/services/statewideacct/Pages/eMARSForms.aspx.

Operating Accounts

REQUIRED ELEMENTS:
- **Establish** – Requesting a new Allotment, Function, Operating Fund (cash control)
- **Inactivate** – Requesting to inactivate an existing Allotment, Function, Operating Fund (cash control)
- **Change** – Requesting to change an account element (e.g. overrides, interest income posting). Any requests for changes must have a corresponding explanation in the **Reason for Change** box.
- **FY –** Select the fiscal year from the drop down list. Select the dual FYs (Example: 2017 & 2018) when making account changes at fiscal year-end, and the change applies to both the old and new fiscal years, and the new fiscal year has been setup in eMARS
- **Dept –** Select the appropriate department from the drop down list.
- **Update Valid Fund Department Function (VFDF) Table** – Check the box to allow expenses/revenues to be posted against the department, fund, function combination (applies to fund and function actions only)

FUNCTION AREA:
- **ALLOTMENT (FUNCTION TYPE)** - Complete this section when requesting to establish, inactivate or override an Allotment account.
  - o Select the Function Group (AP) from the drop down list.
  - o Enter the Function Type (AL) being requested.
  - o Select the Fund Type (AL) for the Allotment Account from the drop down list.
  - o Enter the name of the Allotment Account.
- **Override Allotment -** If requesting an Allotment override, select this check box. The From/To dates must be completed as well as the justification for the override. The end date of an override cannot exceed the end of the current fiscal year.
- **FUNCTION –** Complete this section when requesting to establish or inactivate a Function code.
  - o Enter the Fund code from which the function code will be expended. If a new fund is being requested on the same form – enter an asterisk (*) in the fund field to indicate the fund will be the new fund established.
  - o Select the Function Group (AP) from the drop down list.
  - o Enter the Function Type (AL) for the requested Function.
  - o Enter the Function being requested.
  - o Enter the Function Name.

FUND AREA:
- **FUND –** Complete this section when requesting to establish, inactivate or change an Operating Fund.
  - o Select the Fund Type from the drop down list.
  - o To inactivate or change an existing Fund, enter the Fund. To request a new Fund, leave the Fund field blank. This Fund code will be assigned by Statewide Accounting Services.
  - o Enter the Fund Name.
  - o Enter the Function code from which the fund code will be expended
- **For Restricted Funds Only –** Select whether the restricted fund is on-budget or off-budget
- **For Fund Types 1300, 1400, 6300, 6310 and 6350:**
  - o **Legal citation, if any, authorizing the receipt of funds into a special revenue fund:** Enter the statute or legal authority establishing the special revenue fund.
  - o **Legal citation, if any, that restricts the spending from the source of funds:** If there are restrictions on the use of the funds, enter the statute or legal authority defining these restrictions.
- **Fund accrues interest income –** If this fund accrues interest income, check this box. The legal authority for the accrual of interest income as well as the account information where the interest income should post must be completed. (e.g. KRS 94A.220, 101 KAR 3:10) **Fund, Dept, Unit and Function** is required except where the interest is posting to the new fund. In this case, leave the Fund blank and it will be completed by Statewide Accounting Services. All remaining fields are discretionary.
- **Override Cash** – If requesting a cash override on a fund, check this box. Justification and the From/To dates for the override must be completed. The end date of a cash override cannot exceed the end of the current fiscal year.

- **Spending and Revenue –** Departments can require Sub-Function, Activity, Sub-Activity, Appropriation Unit, Reporting Code, Sub-Reporting Code, Department Object, Location and Sub-Location at the fund and department level for both spending and revenue. Check the appropriate boxes based on the department's needs.

Capital Projects

REQUIRED ELEMENTS:
- **Establish** – Requesting a new Capital Project
- **Inactivate** – Requesting to inactivate a Capital Project
- **Change** – Requesting to change an account element (e.g. overrides, interest income posting). Any requests for changes must have a corresponding explanation in the **Reason for Change** box.
- **FY –** Select the fiscal year from the drop down list.
- **Dept –** Select the appropriate department from the drop down list.

FUNCTION AREA:
Leave Blank

FUND AREA:
- **FUND –** Complete this section when requesting to establish, inactivate or change a Capital Project Fund.
  - Select Fund Type 0200 from the drop down list.
  - To inactivate or change an existing Capital Project, enter the Fund. To request a new Capital Project, leave the Fund field blank. This Fund code will be assigned by the Governor's Office for Policy and Management.
  - Enter the Capital Project name.
  - Function should be blank unless agency requires function codes to be entered on capital project transactions.
- **For Restricted Funds Only –** Do not change.
- **For Fund Types 1300, 1400, 6300, 6310 and 6350:**
  - **Legal citation, if any, authorizing the receipt of funds into a special revenue fund:** Leave blank.
  - **Legal citation, if any, that restricts the spending from the source of funds:** Leave blank.
- **Does this Fund accrue interest income? –**
  - If the Capital Project <u>does not</u> accrue interest income leave this section blank.
  - If the Capital Project <u>does</u> accrue interest income, check this box. The legal authority for the accrual of interest income (ex: IRS-IRC Section 148 & 149) as well as the account information where the interest income should post must be completed. **Fund, Dept and Unit** is required except where the interest is posting to the new Fund. In this case, leave the Fund blank and it will be completed by the Governor's Office for Policy and Management. If the interest posts to an operating budget fund, the **Function** field is also required. All remaining fields are discretionary.
- **Override Cash** – If requesting cash override on the Fund check this box. Justification and the From/To dates for the override must be completed.
- **Spending and Revenue –** If this project is <u>maintained</u> by Finance and Administration Cabinet, Facilities and Support Services, check the "Require Activity" and "Require Sub-Activity" box on Spending. Contact Facilities and Support Services at (502) 564-3155 ext. 224 to obtain an Activity and Sub-Activity code.

Agency Contact – Enter the agency contact for this request.

Completed SAS-14's should be submitted to the Governor's Office for Policy and Management for approval. Once approved, the SAS-14 will be submitted to Statewide Accounting Services for processing.

Operating Account - If requesting a new "Fund" for an Operating Account, Statewide Accounting Services will assign the Fund code and notify the agency contact.

Capital Project - If requesting a new "Fund" for a Capital Project, the Governor's Office for Policy and Management will assign the "Fund" code and submit the SAS-14 to Statewide Accounting Services for processing as well as notify the agency contact.

This is an example of a SAS-14 to establish a new fund and function.

Completed SAS-14's should be emailed to the GOPM Policy and Budget Analyst assigned to your agency. Once approved, it will be submitted to Statewide Accounting Services for processing. If requesting a new "Fund", Statewide Accounting Services will provide the Fund code that has been assigned to the new fund, and the policy and budget analyst will provide this information to the agency who made the request.

eMARS Function Group, Function Type, and Function

The KBUD appropriation and allotment program codes are the same codes used in eMARS for the Function Group (Appropriation Code) and Function Type (Allotment Code).

Function Group Search
Here are the steps to view the eMARS Function Group table:

Step 1 - From the Home page in eMARS, select Page Search.

Step 2 - In the Description field, enter "FUNCTION*".

Step 3 - Select Function Group from the list.

Step 4 - The Function Group table will open and allow you to view or search for a particular Appropriation (Function Group) code.

Step 5 - Click on the Search link and the Search box will open. From the search box, the user can search either by the Function Group (Appropriation Unit) code or by the name. The user can use wildcard (*) searches as well. Enter ***Parks*** in the Name field and click Ok.

The Function Group for the Department of Parks is displayed below as a result of the wildcard search.
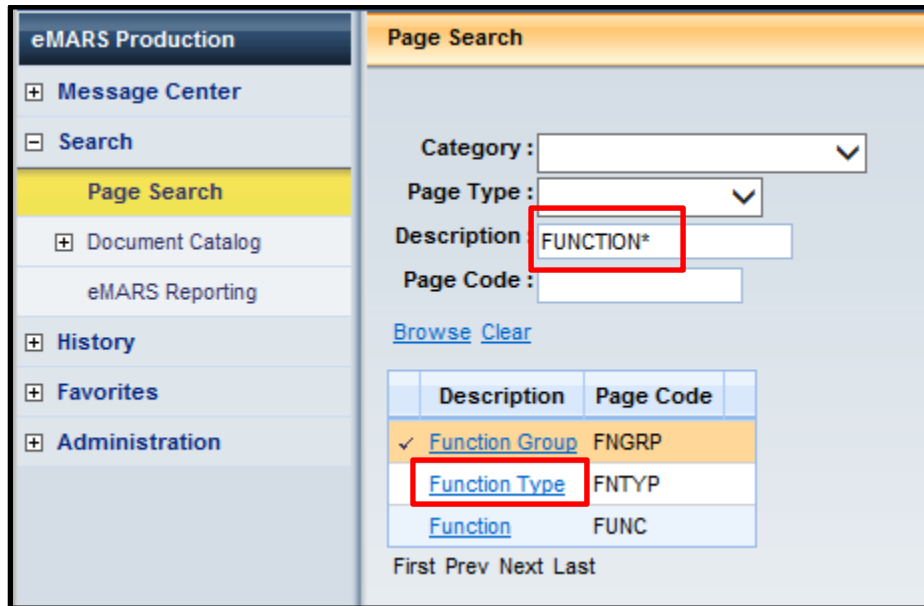
Function Type Search

Here are the steps to view the Function Type table:

Step 1 - From the Home page in eMARS, select Page Search.

Step 2 - In the Description field, enter "FUNCTION*".

Step 3 - Select Function Type from the list.

Step 4 - The Function Type table will open and allow you to view or search for a particular allotment (Function Type) code by Fiscal Year.

Step 5 - Select the Search link and the Search box will open. From the search box, the user can search either by the Fiscal Year, Function Type (Allotment) code or by the name. The user can use wildcard (*) searches as well. Enter **2017** in the Fiscal Year field and **670*** in the Function Type field and click Ok.

A list of all the Function Types (Allotments) that begin with 670 in fiscal year 2017 are displayed.

Step 6 - Select the record for Cafeterias (670D) to view the table information.

2c4662617902d9d5

Function Search

The Function Group (Appropriation) and Function Type (Allotment) are associated to the Function code on the Function table.

Here are the steps to view the Function table:

Step 1 - From the Home page in eMARS, select Page Search.

Step 2 - In the Description field, enter "FUNCTION*".

Step 3 - Select Function from the list.
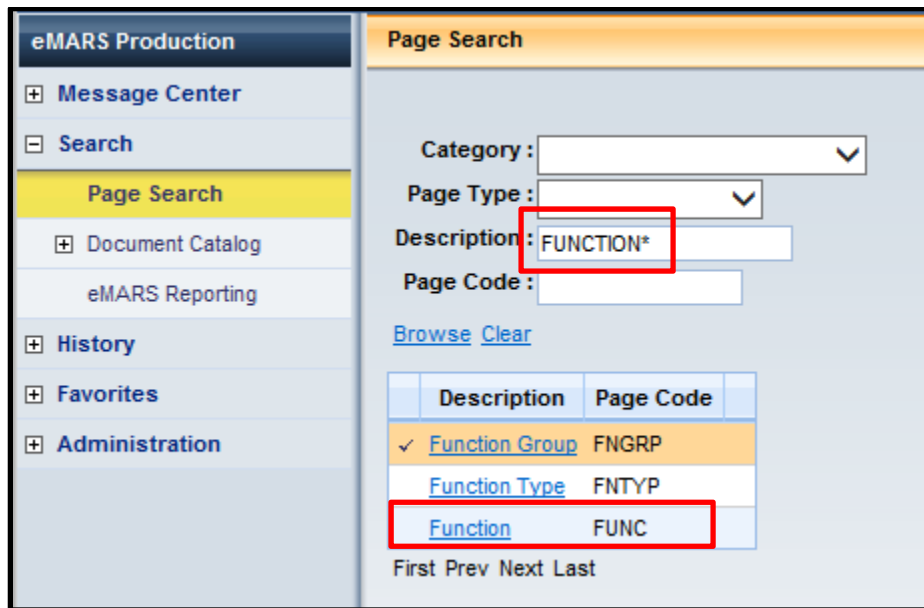
Step 4 – The Function table will open and allow you to view or search for a particular Function code and its associated Appropriation (Function Group) and Allotment (Function Type) codes by Fiscal Year. The Appropriation (Function Group) and Allotment (Function Type) codes are displayed in the Rollups section.

Step 5 - Select the Search link and the Search box will open. From the search box, the user can search either by the Fiscal Year, Department, Function code or by the name. The user can use wildcard (*) searches as well. Let's look for the Function codes in Department 670. Enter **2017** in the Fiscal Year field and **670** in the Department field and click Ok.

A list of all the Function codes in Fiscal Year 2017 for Department 670 is shown. Click on the Rollups section to expand it. In the Rollups section, the user can view which Function Type (Allotment) and Function Group (Appropriation) the Function code rolls up to. Click on the Cafeterias Function Code, **CD00,** to view its rollups.

Budget Inquiries

There are three primary inquiry pages available in eMARS to break down the operating budget balances and view the individual transactions that total up to the balances. These budget pages can be reached through the Budget workspace from the Home page in eMARS.
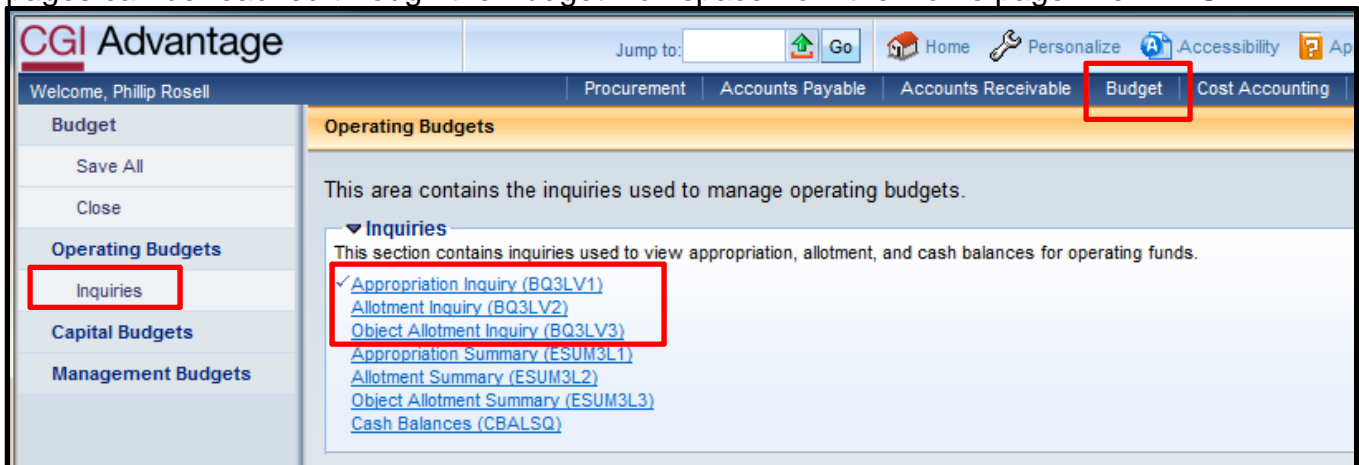
The **Appropriation Inquiry Page** provides information for the Appropriation balances. The key fields are defined below:

Budget Actuals

- Accrued Expenses = expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)

- Cash Expenses = expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)

- Actual Expenses = Accrued Expenses + Cash Expenses

- Unobligated = Current Budget – Encumbered – Accrued Expenses – Cash Expenses

- Unexpended Accrued = Current Budget – Accrued Expenses – Cash Expenses

Budgeted Amounts

- Adopted = Appropriations included in the Appropriations Bills and any Special Legislation

- Amendments = any changes that occur after the enactment of the Appropriations Bills

- Current Budget = Adopted + Amendments

- Total Current LVL2 = sum of Allotments

- Total Adopted LVL2 = sum of Allotment amounts as enacted during the Allotment Request process

Appropriation (BQ3LV1) Inquiry Page

Budget

Save

Restart

Save All

Close

Operating Budgets

Inquiries

✓ Appropriation Inquiry (BQ3LV1)

Allotment Inquiry (BQ3LV2)

Object Allotment Inquiry (BQ3LV3)

Appropriation Summary (ESUM3L1)

Allotment Summary (ESUM3L2)

Object Allotment Summary (ESUM3L3)

Cash Balances (CBALSQ)

Capital Budgets

Management Budgets

Appropriation

	BFY	CAFR Fund Type	Cabinet	Function Group	Current Budget	Encumbered	Actual Expenses	Unobligated
✓	2017	FDRL	53	728S	$188,417,600.00	$810,270.22	$110,118,054.66	$77,489,275.12
	2017	GNRL	53	728S	$73,569,200.00	$101,158.44	$37,485,134.41	$35,982,907.15
	2017	RSTD	53	728S	$85,262,900.00	$2,009,301.27	$44,333,556.11	$38,920,042.62
	2017	TBCO	53	728S	$20,959,466.71	$0.00	$7,165,271.76	$13,794,194.95

First Prev Next Last

Search

▼ Budget Actuals

Purchase Reservations :	$0.00	Uncommitted :	$77,489,275.12
Pre-Encumbered :	$0.00	Unobligated :	$77,489,275.12
Encumbered :	$810,270.22	Unexpended Cash :	$78,787,911.00
Accrued Expenses :	$488,365.66	Unexpended Accrued :	$78,299,545.34
Cash Expenses :	$109,629,689.00		
Actual Expenses :	$110,118,054.66		

▼ Budgeted Amounts

Adopted :	$188,417,600.00	Budget Reserve :	$0.00
Allocated :	$0.00	Transfer Out :	$0.00
Amendments :	$0.00	Transfer In :	$0.00
Carry Forward :	$0.00	Original Budget :	$188,417,600.00
Reversions :	$0.00	Current Budget :	$188,417,600.00
		Total Current LVL2 :	$188,417,600.00
		Total Adopted LVL2 :	$188,417,600.00

▶ General Information

Top

⌐ Modified Budget Line Controls   ⌐ Next Level

⌐ Appropriation Summary

The **Allotment Inquiry Page** provides information for allotment balances. The key fields are defined below:

Budget Actuals

- Accrued Expenses = expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)
- Cash Expenses = expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)
- Actual Expenses = Accrued Expenses + Cash Expenses
- Unobligated = Current Budget – Encumbered – Accrued Expenses – Cash Expenses
- YTD Unexpended Accrued = YTD Allotments – Accrued Expenses – Cash Expenses
- Unexpended Accrued = Current Budget – Accrued Expenses – Cash Expenses

Budgeted Amounts

- Adopted = Appropriations included in the Appropriations Bills and any Special Legislation Appropriations
- Amendments = any changes that occur after the enactment of the Appropriations Bills
- Current Budget = Adopted + Amendments
- Total Current LVL3 = sum of the Object Type amounts
- Total Adopted LVL3 = sum of the Object Type amounts as enacted during the Allotment Request process
- Total Allotted = sum of the quarterly Allotments
- YTD Allotments = sum of the quarterly Allotments to date
- Allotment Program (BQ3LV2) Inquiry Page

Allotment (BQ3LV2) Inquiry Page

	Budget	
	Save	
	Restart	
	Save All	
	Close	

Operating Budgets

Inquiries

  Appropriation Inquiry (BQ3LV1)

✓ Allotment Inquiry (BQ3LV2)

  Object Allotment Inquiry (BQ3LV3)

  Appropriation Summary (ESUM3L1)

  Allotment Summary (ESUM3L2)

  Object Allotment Summary (ESUM3L3)

  Cash Balances (CBALSQ)

Capital Budgets

Management Budgets

Allotment Program

	BFY	CAFR Fund Type	Cabinet	Function Group	Function Type	Fund Type	Current Budget	Encumbered	Actual Expenses	Unobligated
✓	2017	GNRL	53	728S	728A	0100	$34,137,100.00	$16,175.50	$16,338,089.46	$17,782,835.04

First Prev Next Last

Search

▼ Budget Actuals

Purchase Reservations :	$0.00		Uncommitted :	$17,782,835.04
Pre-Encumbered :	$0.00		Unobligated :	$17,782,835.04
Encumbered :	$16,175.50		Unexpended Cash :	$17,808,186.42
Accrued Expenses :	$9,175.88	YTD Unexpended Accrued :	$16,132,510.54
Cash Expenses :	$16,328,913.58		Unexpended Accrued :	$17,799,010.54
Actual Expenses :	$16,338,089.46			

▼ Budgeted Amounts

Adopted :	$34,271,300.00		Budget Reserve :	$0.00
Allocated :	$0.00		Transfer Out :	$0.00
Amendments :	($134,200.00)		Transfer In :	$0.00
Carry Forward :	$0.00		Original Budget :	$34,271,300.00
Reversions :	$0.00		Current Budget :	$34,137,100.00
			Total Current LVL3 :	$34,137,100.00
			Total Adopted LVL3 :	$34,271,300.00
			Total Allotted :	$34,137,100.00
			YTD Allotments :	$32,470,600.00

▶ General Information

Top

🔗 Modified Budget Line Controls   🔗 Allotments   🔗 Next Level   🔗 Previous Level

🔗 Allotment Program Summary

The **Object Allotment Inquiry Page** provides information for the Object Type balances. These balances are by Object Type only.

Budget Actuals

- Accrued Expenses = expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)
- Cash Expenses = expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)
- Actual Expenses = Accrued Expenses + Cash Expenses
- Unobligated = Current Budget – Encumbered – Accrued Expenses – Cash Expenses
- Unexpended Accrued = Current Budget – Accrued Expenses – Cash Expenses

Budgeted Amounts

- Adopted = Appropriations included in the Appropriations Bills and any Special Legislation Appropriations
- Amendments = any changes that occur after the enactment of the Appropriations Bills
- Current Budget = Adopted + Amendments

Object (BQ3LV3) Inquiry Page

# Attachment 1: KBUD Setup and Preferences

## *KBUD Setup*

Internet Browser Requirements

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

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

To check the Microsoft Internet Explorer version, click the Tools button and select About Internet Explorer.
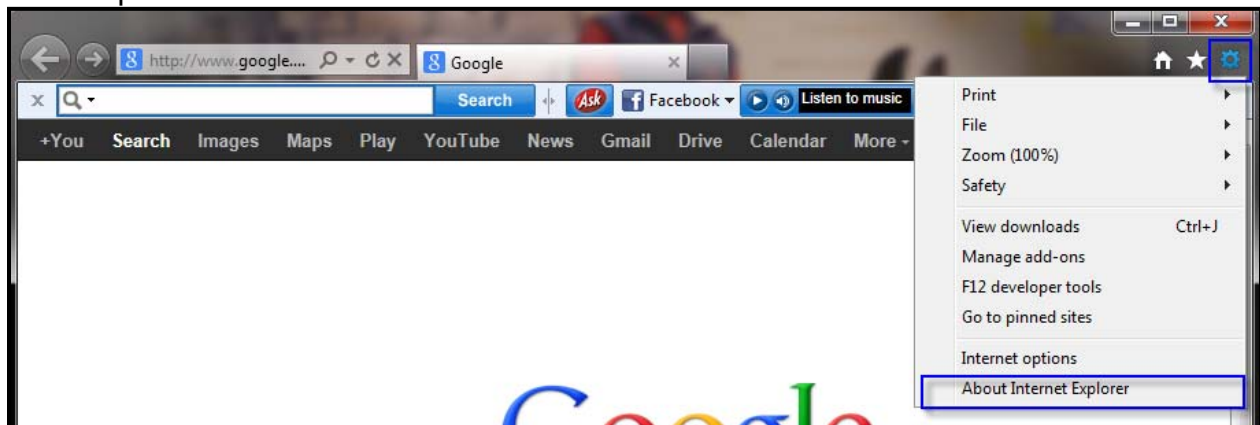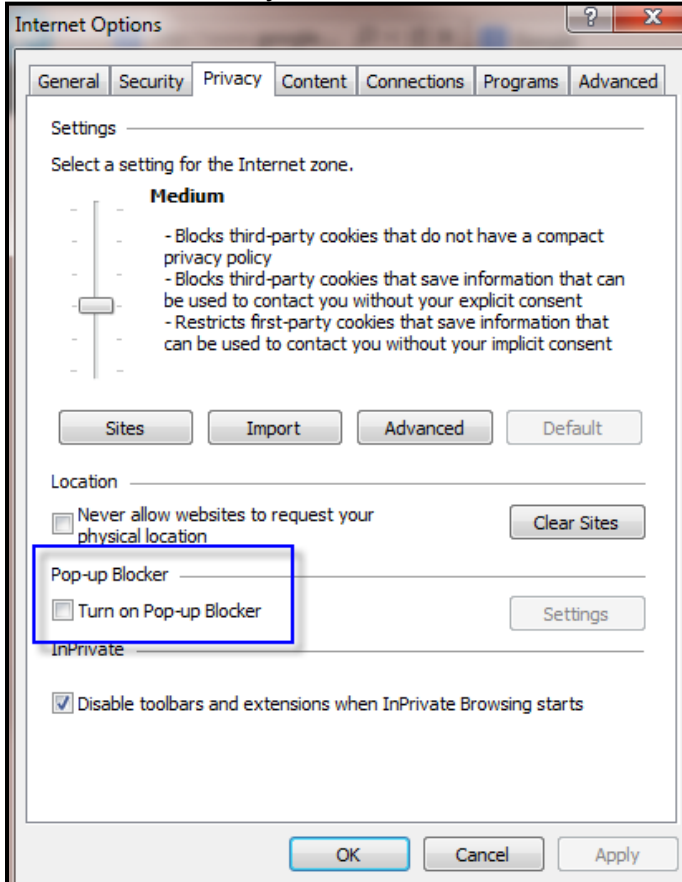
To check the Mozilla Firefox version, click on Help and select About Mozilla Firefox.
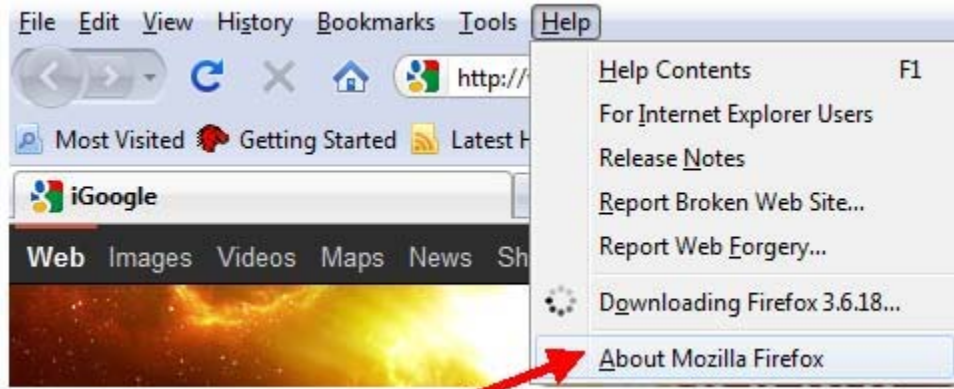
Pop-Up Blocker

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.
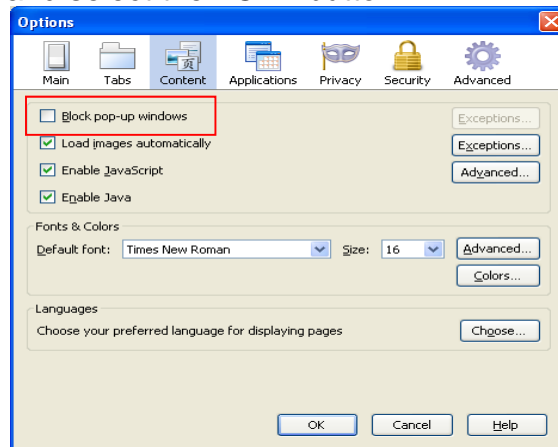
## Capability View

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.
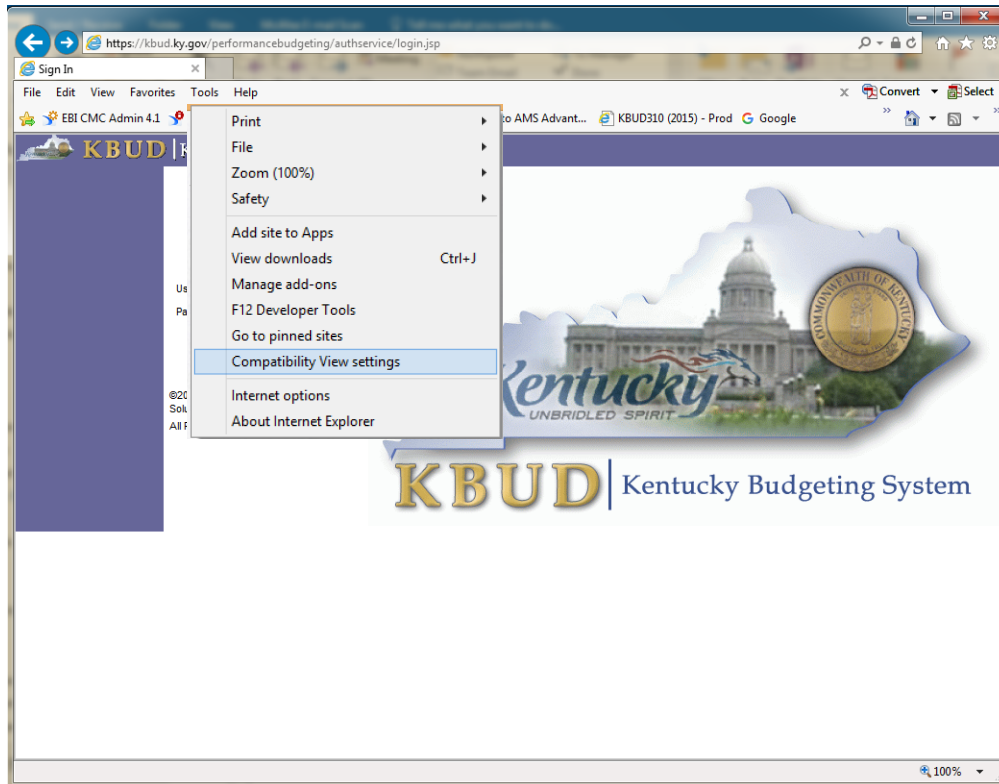

Ensure that KBUD link or the ky.gov extension is not in the "Websites you've added to Compatibility View" textbox and ensure the two checkboxes are unchecked.
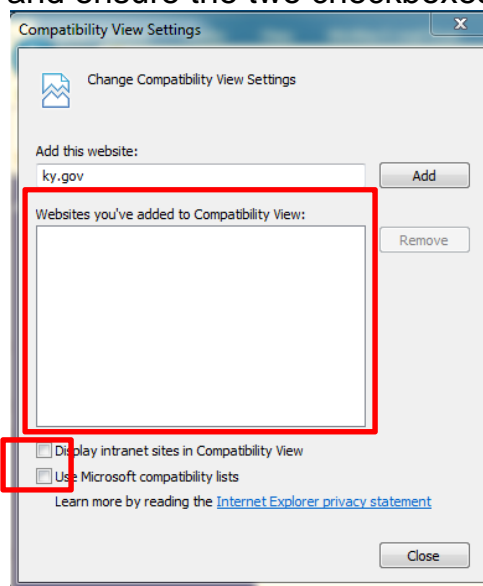
Internet Explorer Security Setting to Enable Menu Display

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 with Internet Explorer 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> Local Intranet and then the Custom level button.
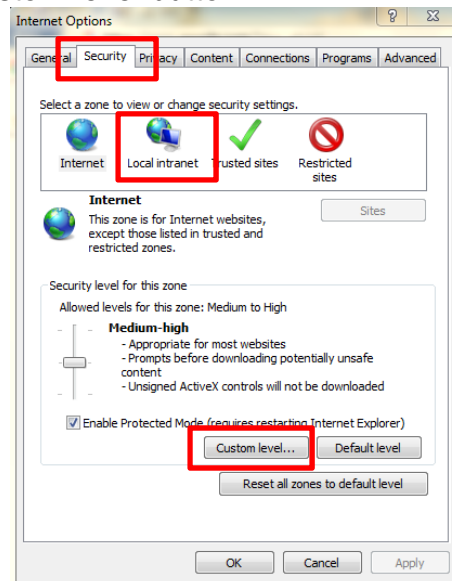

Scroll to the Miscellaneous section. Select the Enable button for the "Allow script-initiated windows without size or position constraints." Once you have changed this setting, select the <OK> button, and you will be returned to the Internet Options page. Select the <OK> button to close the Internet Options window.
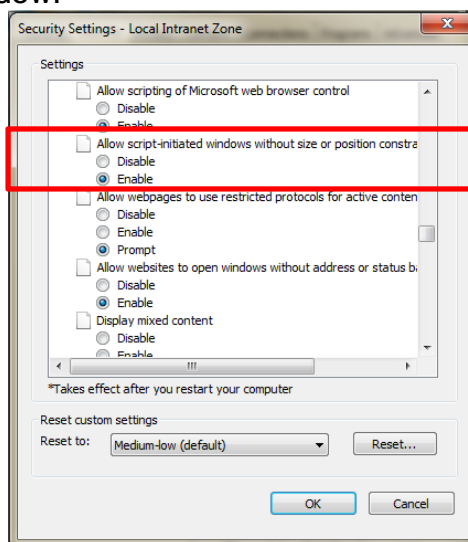
Login

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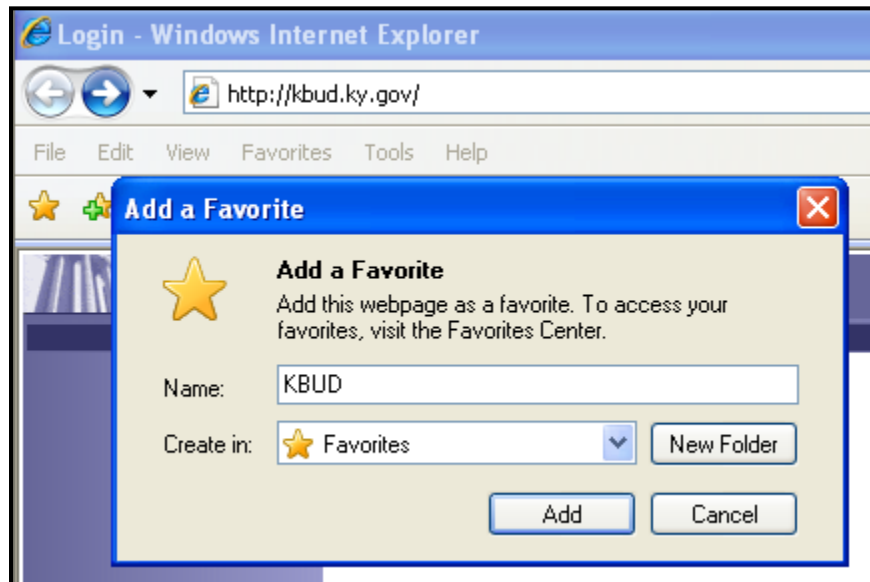
This will take you to the KBUD login screen as shown below:

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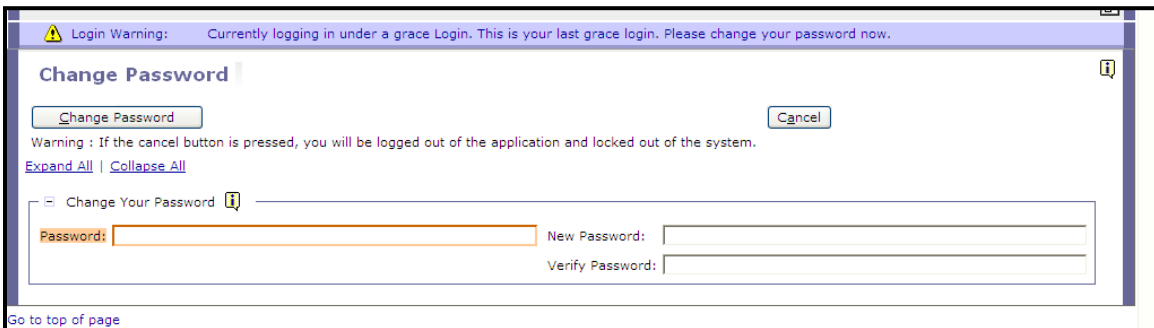
Password Criteria

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

- Passwords will expire every 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 Administrator (KBUDAdministrator@ky.gov)
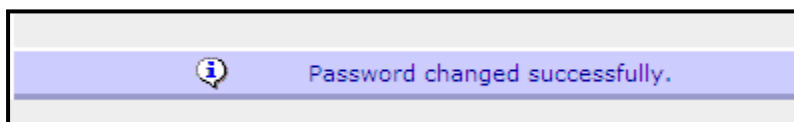
Change Password

Password Has Expired

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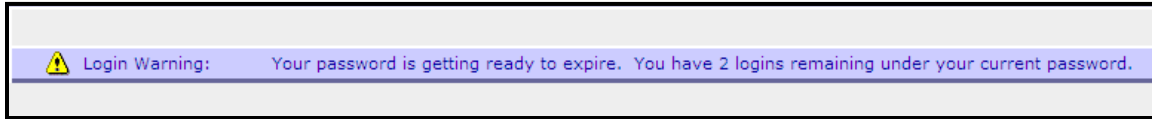

If your password is successfully changed, you will see the following message:
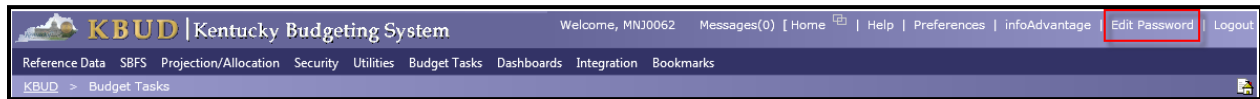
Change Password Before It Expires

Passwords will expire every 90 days. When your password is getting ready to expire you will receive the following message:

⚠ Login Warning: Your password is getting ready to expire. You have 2 logins remaining under your current password.

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

KBUD | Kentucky Budgeting System   Welcome, MNJ0062   Messages(0) [Home ⊞ | Help | Preferences | infoAdvantage | Edit Password | Logout
Reference Data SBFS Projection/Allocation Security Utilities Budget Tasks Dashboards Integration Bookmarks
KBUD > Budget Tasks

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.*

User ID:
Password:
Sign In
Forgot your password?

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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 your email address that is stored within KBUD.
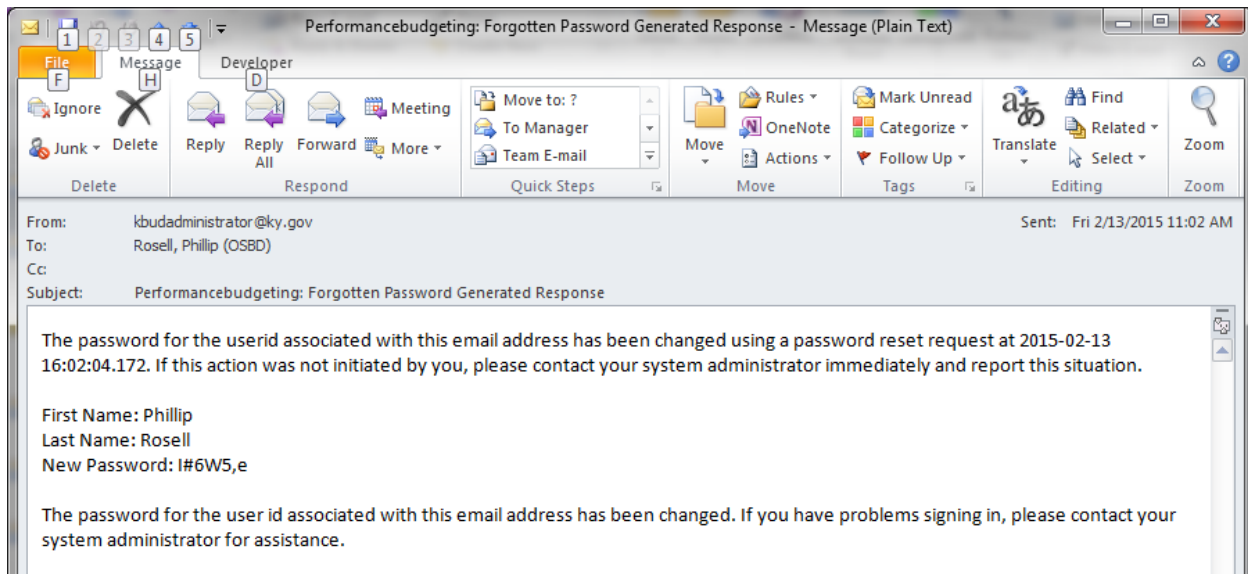

If you are still having difficulty with your password or you do not receive the email resetting your password, contact the KBUD Administrator (KBUDAdministrator@ky.gov).

Preferences

The "Preferences" feature allows you to customize the KBUD application. "Preferences" can be accessed from the Navigation bar.
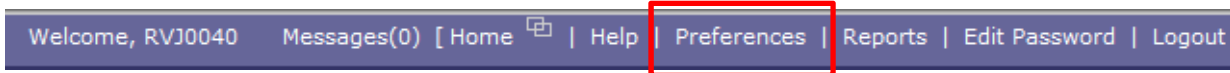
The first tab, Styles, will allow you to change the appearance of KBUD (default and simple schemes).
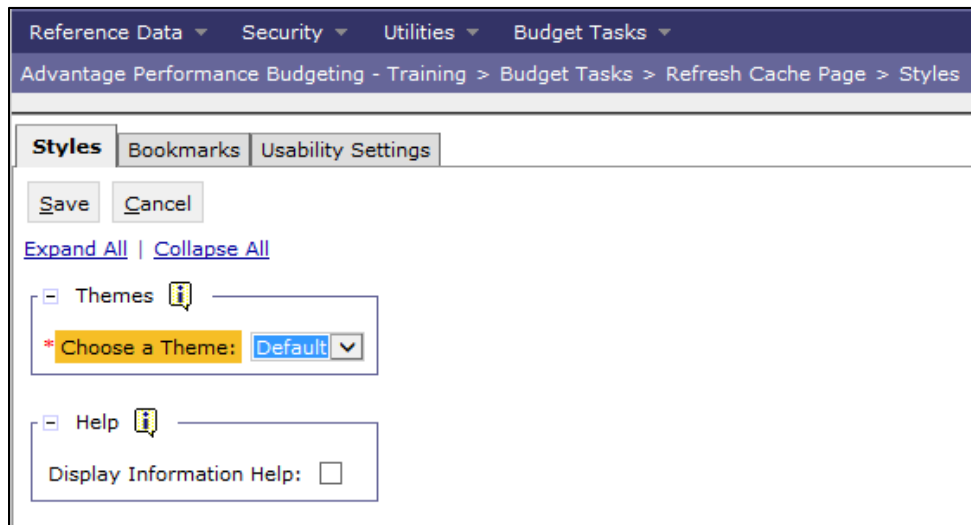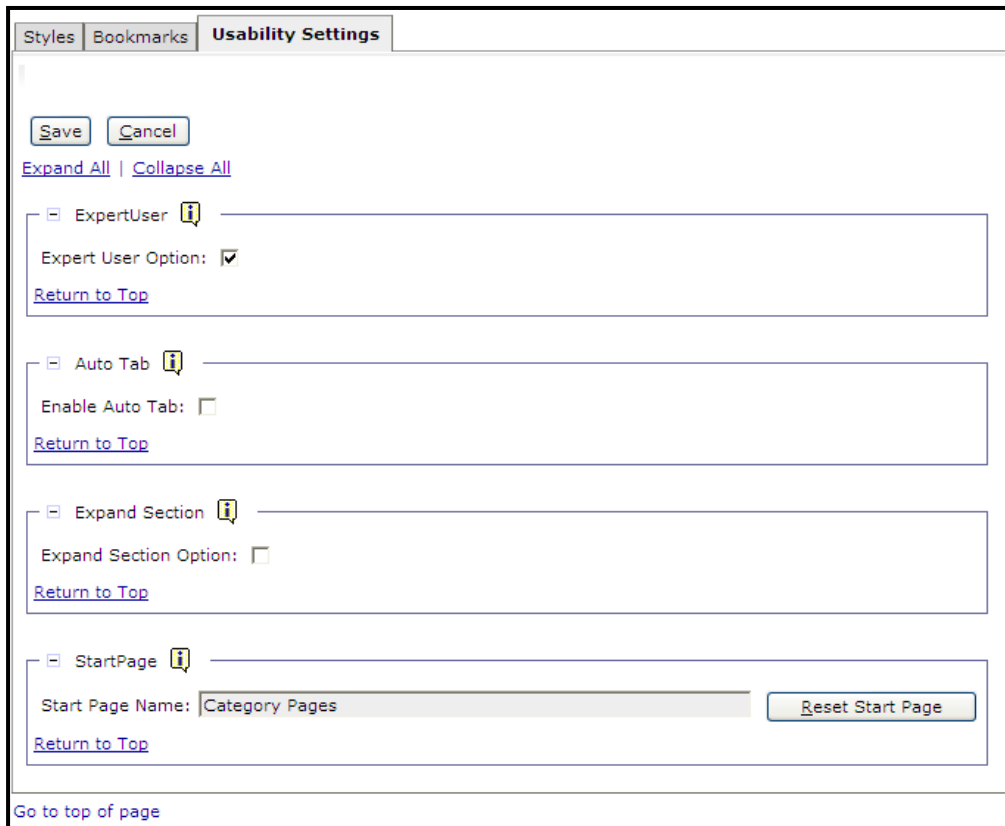

The second tab, Bookmarks, will allow you to create easy access shortcuts to application pages within the KBUD application. You can use the Rank and Label functions to name the shortcut and to order them in a preferred order.
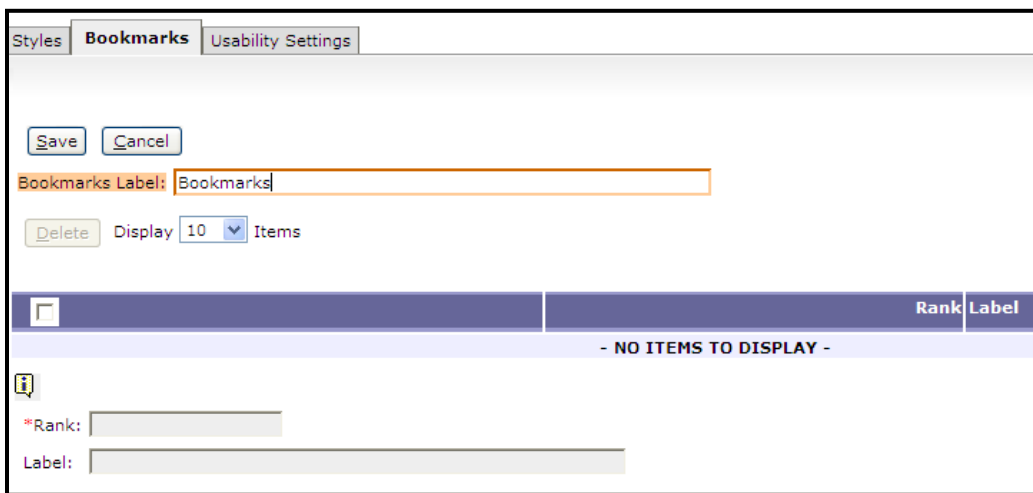
The third tab, Usability Settings, allows you to set certain options within the application. Certain settings on this page have already been set by the KBUD Administrators for you.

- **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).