

2018-2020 KBUD Budget Preparation Refresher Training



Kentucky
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KBUD Budget Prep Refresher Overview

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KBUD Training Schedule

Budget Instructions Informational Meeting:

To be determined

KBUD Preparation Training Classes:

Refresher Classes - Transportation – Auditorium

August 7 – 1-2:30 pm

August 24 – 9-10:30 am

New User /Other Classes – State Office Building – Rm 130

~~August 1 - 2 – New User (Includes Capital Budget)~~

~~August 3 - 4 – New User (Includes Capital Budget)~~

August 14 – Boards (Includes Capital Budget)

August 17 – Universities (Includes Capital Budget)

August 21 – Capital ONLY Class

August 28-29 – New User (Includes Capital Budget)



OSBD Budget Prep Contact Information

- **Budget-Related Questions should be referred to your agency's OSBD Policy & Budget Analyst**
 - Policies, procedures, developing budgets, interpreting the budget instructions, defined calculations, budget exceptions, schedules, etc.
 - Agency assignments/email available on OSBD Website
<http://osbd.ky.gov/StaffAssignments/Pages/GOPM.aspx>

- **KBUD Technical Questions should be referred to the KBUD Administrator**
 - Any features/functionality of the application, browser issues, KBUD and/or KBUD Reporting (EBI) errors, accessibility, security, password resets, etc.
 - Email – KBUDAdministrator@ky.gov
 - Phone – 564-1210



OSBD Website Resources

➤ OSBD Website

- Home Page: <http://osbd.ky.gov>

➤ 1820 Budget Prep Resources

<http://osbd.ky.gov/Pages/KBUD-Information.aspx>

- 2018-2020 Branch Budget Request Manual (Budget Instructions)
- 2018-2020 KBUD Budget Preparation Manual
- Budget Request Templates
- Aids to Calculations (Coming Soon)
- History Change Form Instructions
- Things to do before Personnel Runs Arrive



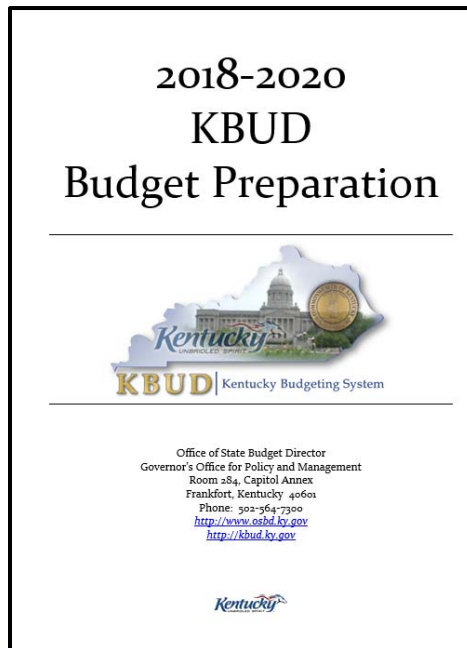
2016-2018 KBUD Budget Preparation Manual

➤ 2018-2020 KBUD Budget Preparation Manual

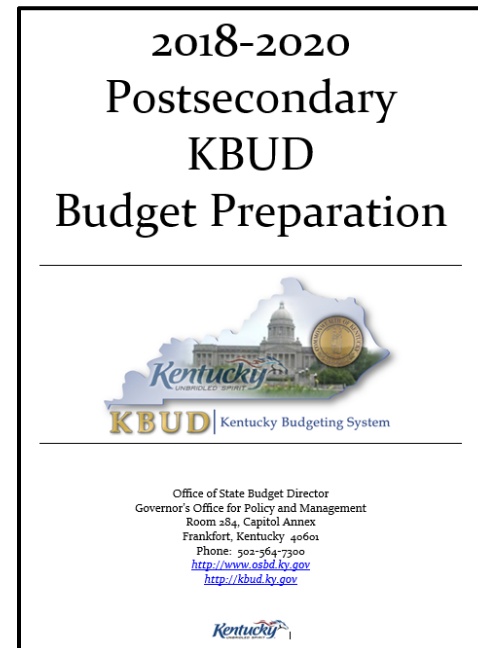
- Contains detailed instructions with screenshots
- OSBD Website & email link to all KBUD users

<http://osbd.ky.gov/Pages/KBUD-Information.aspx>

State Agencies



Universities Only



KBUD Technical Information

➤ Upgrade to Version 11.1 Occurred in April 2017

- Additional KBUD Functionality/Browser Compatibility

➤ Technical Requirements

- Browser Compatibility
 - ✓ Microsoft Internet Explorer 9.0 (for Windows 7)
 - ✓ Microsoft Internet Explorer 10.0 (for Windows 7)
 - ✓ Microsoft Internet Explorer 10.0 (for Windows 8 & 8.1; Desktop mode only)
 - ✓ Microsoft Internet Explorer 11.0 (for Windows 7)
 - ✓ Microsoft Internet Explorer 11.0 (for Windows 8 & 8.1; Desktop mode only)
 - ✓ Google Chrome Version 59
 - ✓ Mozilla Firefox ESR 24
 - ✓ Apple Safari on Apple iPad with iOS 6.1 and 7.1



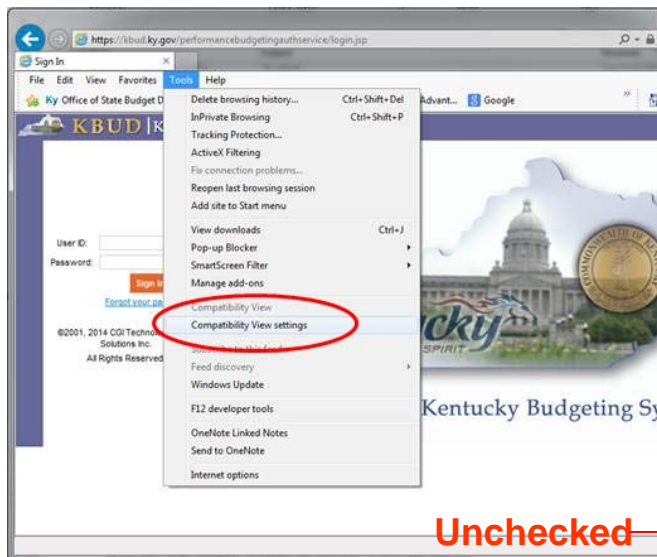
KBUD Issues

➤ Agency Accessibility Issues

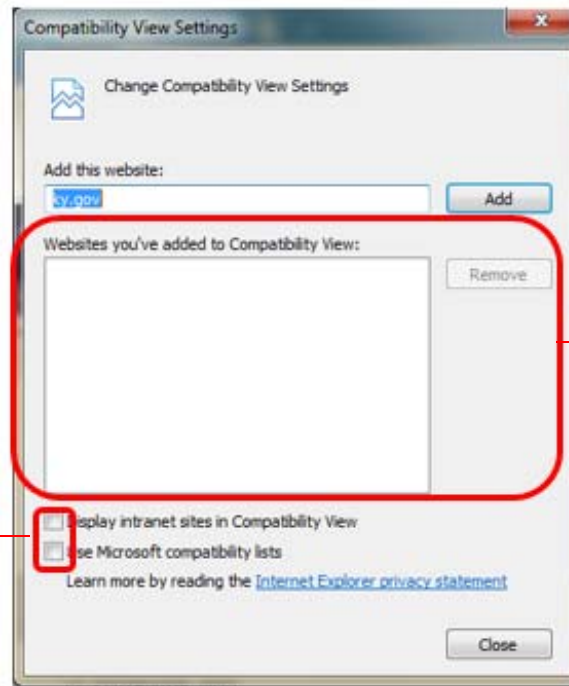
- CHFS having compatibility issues with IE 11
 - Using Google Chrome as alternative
- Postsecondary Education cannot access KBUD because of the state's firewall
 - Need to establish a VM account through CPE Technical Support
- Other agencies outside the state's firewall
 - Need to establish VPN accounts through COT

KBUD Issues

- **Blank page appears after user logs in:**
 - User using outdated IE 8 (Upgrade to IE 11)
 - Compatibility View Settings need to be turned off (Unchecked)
 - Ensure ky.gov **IS NOT** in the Websites you've added to Compatibility View textbox



Unchecked



ky.gov should not be in this textbox

KBUD Issues

➤ User Accounts Locked

- Users are given 3 grace logins to change the password before the User ID is inactivated
 - Self-Generated Password Reset will not work if the account is inactivated
- If your User ID is inactivated, you will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov) to have the account reactivated

➤ Forms Locked

- Occurs periodically when two people are attempting to modify the same form at the same time
- Close out of KBUD by closing out of the browser instead of logging out
- If your form is locked, you will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov)



KBUD Reporting (EBI) Issues

➤ Enterprise Business Intelligence (4.1)

- Access EBI through the KBUD Report Link or
- Access EBI directly through the Web link <https://ebi41.ky.gov/BOE/BI/logonNoSso.jsp>
- Navigation to KBUD's 1820 Biennium Reports Folder

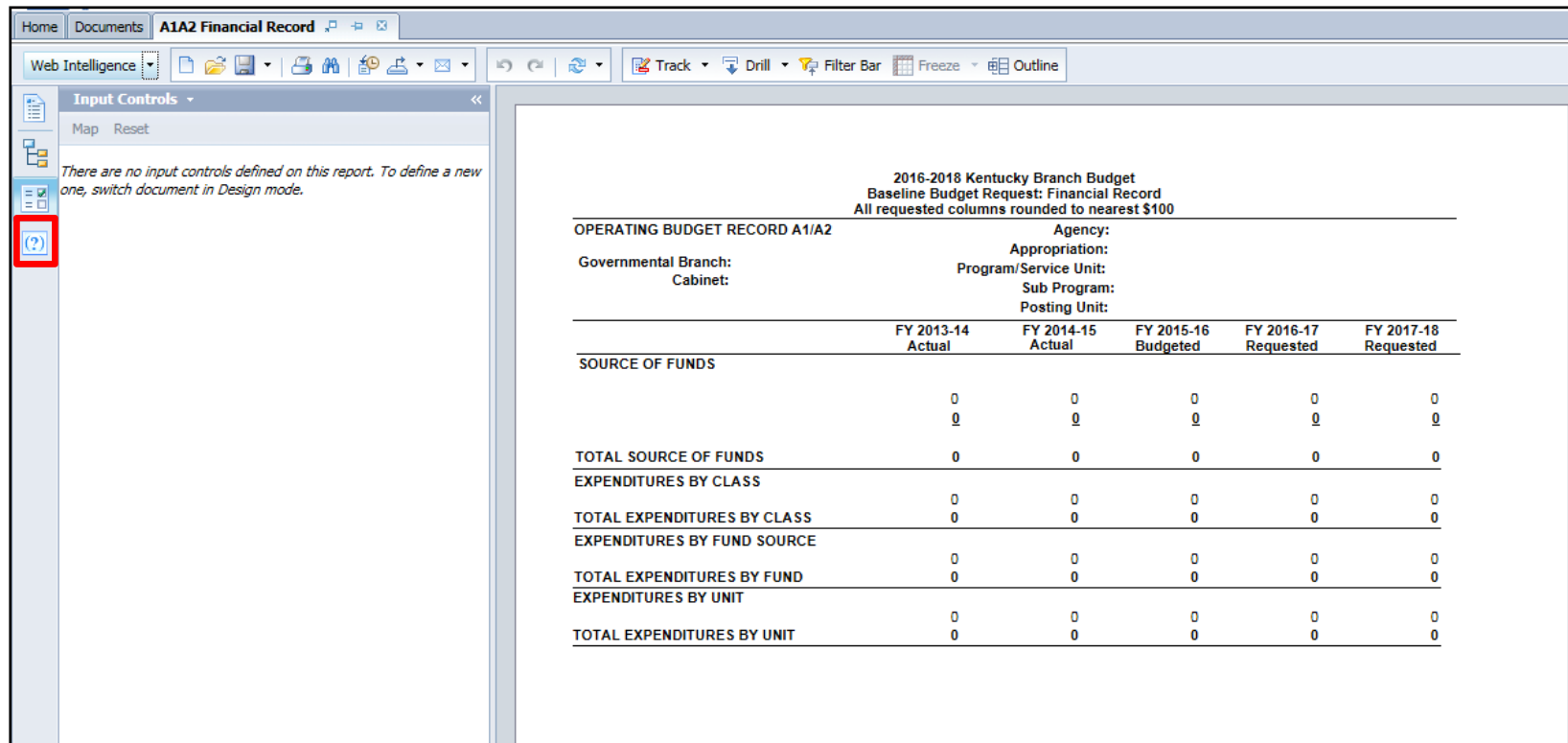
The screenshot displays the SAP Web Intelligence interface. The top navigation bar includes 'Home' and 'Documents'. The left sidebar shows 'My Recently Viewed Documents' and 'My Recently Run Documents'. The main content area is divided into 'Folders' and 'Title' sections. The 'Folders' section shows a tree structure with 'KBUD' expanded to '18-20 Biennium', which is highlighted with a red box. The 'Title' section shows a list of reports, with 'A1A2 Financial Record' highlighted by a red box. The 'Documents' tab is also highlighted with a red box.

Title
A1A2 Financial Record
A1A2 Financial Record Math Check
A1A2_A3_A5 Records
A3 Exp All Detail
A3 Expenditure Detail
A5 Personnel Summary
B1B2 Financial Record
B3 Expenditure Detail
C1C2 Financial Record
C1C2 Financial Record Math Check
C1C2_C3_C5 Records

KBUD Reporting (EBI) Issues

➤ KBUD Reporting

- **Problem:** Parameter/Variable Input Textbox is not visible
- **Solution:** Click the User Prompt Icon 




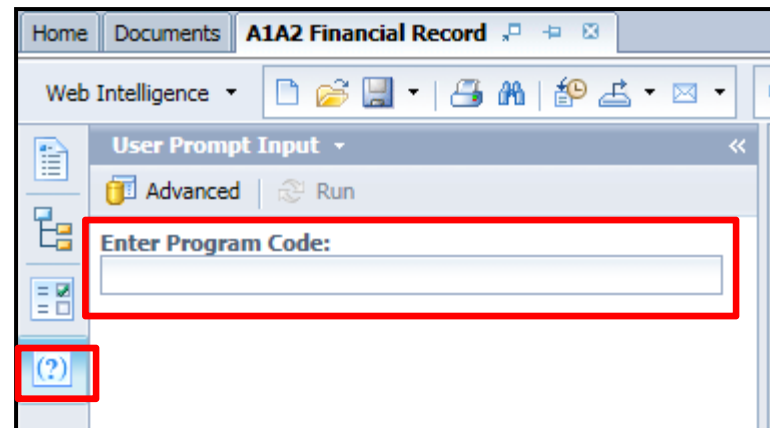
The screenshot shows the KBUD Reporting interface. The left sidebar contains an 'Input Controls' panel with a 'User Prompt Icon' (a question mark in a blue square) highlighted with a red box. The main area displays a financial record report for the 2016-2018 Kentucky Branch Budget. The report title is '2016-2018 Kentucky Branch Budget Baseline Budget Request: Financial Record' and it notes that all requested columns are rounded to the nearest \$100. The report includes a table with columns for 'FY 2013-14 Actual', 'FY 2014-15 Actual', 'FY 2015-16 Budgeted', 'FY 2016-17 Requested', and 'FY 2017-18 Requested'. The table shows zero values for all categories: SOURCE OF FUNDS, TOTAL SOURCE OF FUNDS, EXPENDITURES BY CLASS, TOTAL EXPENDITURES BY CLASS, EXPENDITURES BY FUND SOURCE, TOTAL EXPENDITURES BY FUND, EXPENDITURES BY UNIT, and TOTAL EXPENDITURES BY UNIT.

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
	0	0	0	0	0
	0	0	0	0	0
TOTAL SOURCE OF FUNDS	0	0	0	0	0
EXPENDITURES BY CLASS					
	0	0	0	0	0
	0	0	0	0	0
TOTAL EXPENDITURES BY CLASS	0	0	0	0	0
EXPENDITURES BY FUND SOURCE					
	0	0	0	0	0
	0	0	0	0	0
TOTAL EXPENDITURES BY FUND	0	0	0	0	0
EXPENDITURES BY UNIT					
	0	0	0	0	0
	0	0	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0

KBUD Reporting (EBI) Issues

➤ KBUD Reporting

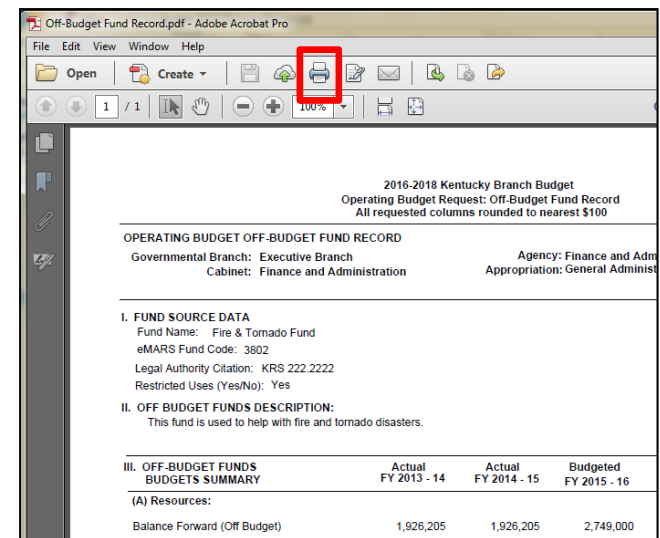
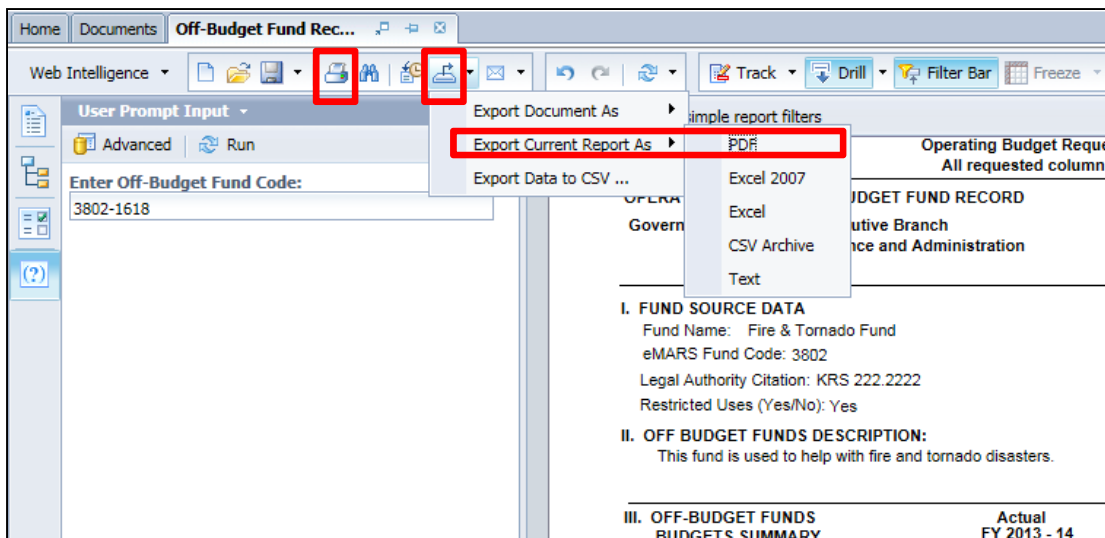
- **Problem:** Run Icon  is not enabled (greyed out)
- **Solution:** Click the User Prompt Icon and enter a Value in the text box and click out of the text box



KBUD Reporting (EBI) Issues

➤ KBUD Reporting

- **Problem:** Cannot print out a paper copy of a report
- **Solution:** You cannot print out a paper copy of a report directly to a network printer, instead you have to export it to a PDF document, open the PDF document in Adobe Reader and print from the Reader application to a printer



KBUD Features

- **Using Excel Files is a convenient method to upload multiple lines of budget data within a form versus manually entering data line by line**
 - KBUD's import feature will not work unless the Excel file is formatted with the correct headers
 - Navigate to the desired Form/Tab
 - Use the Export feature to create a blank Excel File with the correct headers
 - Add the necessary budget data to the Excel File
 - Ensure leading zeros from objects like "0100" are not dropped "100" (format as text or use the '0100)
 - Use the Number format on dollar amounts, **not Accounting or Currency (Will cause errors)**
 - KBUD Budget Prep Manual pages 13-17 describe the process in detail



KBUD Features

➤ Refresh Cache Page

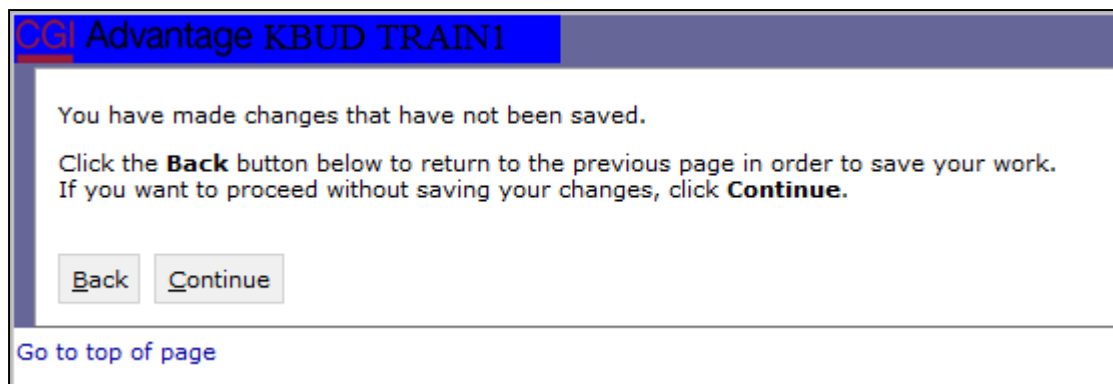
- Refreshes the data link between the application and the database
- Perform this action anytime without affecting the data entered as long as you Save your last action first
- Perform this when you are not seeing the data you are expecting, such as new Grant codes added to the dimension table

The image displays two screenshots of the KBUD application interface. The left screenshot shows the 'Budget Tasks' dropdown menu with 'Refresh Cache Page' highlighted. The right screenshot shows the 'Refresh Cache Page' dialog box with 'Refresh Own Cache' highlighted.

KBUD Features

➤ Saving Changes: Continue or Back Buttons

- Changes were made on the previous page but were not saved
- Back button will allow you to go back to the previous page and click the Save button on the previous page, so you do not lose your changes
- Continue button will discard any of the previous changes made



Program Table Changes

- Any requests for updates to the Program Table should be made to your OSBD Policy & Budget analyst for review and approval
- Function Codes are listed on the 1820 Full Program Consolidation for the purpose of displaying History on the on the A1A2 Financial Record and C1C2 Financial Record report
- Changes to the program table can effect the History, so ensure the program table is correct prior to making History changes

1820 Example

-	129C_PG - Air Quality - Program -
	129C - Air Quality - Type -
	BC00 - DAQ Division of Air Quality - Program -
	BCC0 - DAQ Air Emissions Fees - Program -
	590C - Division of Air Quality - Type -
	BC00 - Division for Air Quality - Program -
	BCC0 - Air Emissions Fees - Program -

History Change Process

➤ **FY16 & FY17 History has been loaded to KBUD**

1. History change requests need to be accomplished by the agencies through their OSBD Policy & Budget analyst
2. Agencies should use the 1820 Historical Change Request Form (Excel Spreadsheet)
<http://osbd.ky.gov/Pages/KBUD-Information.aspx>
3. **Highly recommend** agencies to start with history changes as they begin their 1820 budget preparation
4. Process is described in the KBUD Budget Preparation Manual – Section 8 History Changes



History Change Process

- **Some reasons an agency would request a history change:**
 - The need to move General Fund (Regular Appropriation) amounts because the budget request program does not correspond to the allotment structure in eMARS (OSBD will make these history changes)
 - Appropriations changes due to reorganizations
 - The need to spread a Balance Forward to several programs/subprograms since the amount landed in one fund/function account
 - The need to spread Federal Fund Current Receipts to several programs/subprograms because the drawdowns were deposited into a single fund/function account.
 - Payroll costs that were recorded in E154 or E169 that now need to be reflected in the payroll expenditure codes (E111 - E124) to accurately display the salary and fringe benefit expenditures by the E111-E124 object codes.

Personnel Runs Process/Schedule

➤ Personnel Run Information

- First step - Agencies will be allowed to identify current vacancies to be included in baseline budget up to their personnel cap
 - Identification process to be determined
- Second step – Include vacancies in personnel runs
- Estimated availability – September timeframe

<i>BUDGETED POSITIONS RECORD - BASELINE</i>										
<i>FISCAL YEAR 2017 PERIOD 7/1/2016 THRU 6/30/2017</i>										
<i>Position Number</i>	<i>Job Code and Title</i>	<i>Grade</i>	<i>Name</i>	<i>Incr Mon</i>	<i>Salary</i>	<i>FICA</i>	<i>Retirement</i>	<i>Health</i>	<i>Life</i>	<i>Total</i>
10101408	Attorney General									
<i>Full-Time</i>										
30005966	20000059 - Attorney General	00	Conway , John W	1						
30005967	20000098 - Deputy Attorney General	00	Riley , Sean J	1						
30005968	20000379 - Executive Assistant	00	Britton , Susan R	3						
30005969	20000379 - Executive Assistant	00	Criscillis , Daphne	2						
30005970	20000379 - Executive Assistant	00	VACANT ,	1						
30005971	20000095 - Assistant Deputy Att General for	00	Martin , Allison G	7						
30005972	20001927 - Executive Secretary I	11	Garvey , Patrick O	3						
30005973	20000382 - Executive Staff Assistant	00	Stewart , George H	4						
30005974	20000097 - Special Attorney	00	VACANT ,	1						
30005975	20000097 - Special Attorney	00	Mayo , Steven T	12						
30005976	20000096 - Assistant Deputy Attorney Gener	00	Denham , Mitchel T	9						
30005977	20000096 - Assistant Deputy Attorney Gener	00	Bender , Robyn R	2						
30005979	20000380 - Executive Advisor	00	Arnett , James E	8						
<i>Full-Time Total</i>			13							

Capital Budget Information

➤ Capital Project Data from Six Year Plan

- The Capital Project information was preloaded into KBUD from the Capital Planning system (2018-2024 Capital Projects)
- KBUD used Version 3 data from the Capital Planning System which corresponds to July 1, 2017
- If agencies made updates (change amounts or added new projects) to projects in the Capital Planning System after July 1, agencies will need to make those same updates in KBUD
- Agencies will need to request additional capital project codes to add leases to KBUD (lease amounts are entered as \$.01 so the project titles appear on the Capital Reports in EBI)



Formal Budget Submission/Schedule

➤ Submission Format and Quantities

- Budget Request Format and Copies
 - 1 Printed Copy to OSBD with Official Letter
 - 3 Printed Copies to LRC
 - 1 Searchable Electronic Copy to OSBD
 - 1 Searchable Electronic Copy to LRC
- A-6 Budgeted Position Record
 - 1 Searchable Electronic Copy to OSBD
 - 1 Searchable Electronic Copy to LRC
- Further instructions will be provided on submitting final version of budget request in searchable PDF format

➤ Schedule

- Budget Requests due to OSBD/LRC by November 1



Questions ?

