

2020-2022 KBUD Budget Preparation



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Commonwealth of Kentucky

KBUD 2020-2022 Budget Preparation

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Table of Contents

	<u>PAGE</u>
Section 1 Introduction to KBUD	1
Section 1.1 Benefits of KBUD.....	1
Section 1.2 KBUD Setup Summary.....	2
Section 2 Baseline Budget Request	3
Section 2.1 Budget Form Overview.....	3
Section 2.2 Creating a Baseline Budget Request.....	5
Section 2.2.1 Process Overview	5
Section 2.2.2 Assumptions, Conditions, and Directions.....	6
Section 2.2.3 Login to KBUD & Navigate to the 2022_A2-A3-A4-A5 Baseline Form.....	7
Section 2.2.4 Creating the Baseline Budget Request Form.....	10
Section 2.2.5 Entering Budget Data in the 2022_A2-A3-A4-A5 Form.....	12
Section 2.2.6 Login to KBUD Reports (EBI) to Access Baseline Reports.....	22
Section 3 Restricted Fund Form	33
Section 3.1 Budget Form Overview.....	33
Section 3.2 Creating a Restricted Fund Budget Request	35
Section 3.2.1 Process Overview	35
Section 3.2.2 Login to KBUD & Navigate to Restricted Fund Maintenance Dimension .	36
Section 3.2.3 Navigate to the 2022_E_FUND-RECEIPTS Form	39
Section 3.2.4 Creating the E Restricted Funds & Receipts Budget Request Form.....	42
Section 3.2.5 Entering Budget Data in the 2022_E_FUND-RECEIPTS Form	44
Section 3.2.6 Login to KBUD Reports (EBI) to Access Restricted Fund Reports	46
Section 4 Federal Grant Form	55
Section 4.1 Budget Form Overview.....	55
Section 4.2 Creating a Federal Grant Budget Request	57
Section 4.2.1 Process Overview	57
Section 4.2.2 Login to KBUD & Navigate to the Grant Maintenance Dimension Table .	58
Section 4.2.3 Navigate to the 2022_G Form.....	62
Section 4.2.4 Creating the G Federal Assistance Budget Request Form	65
Section 4.2.5 Entering Budget Data in the 2022_G Form	67
Section 4.2.6 Login to KBUD Reports (EBI) to Access Federal Grant Reports	69
Section 5 Additional Budget Request.....	74
Section 5.1 Budget Form Overview.....	74
Section 5.2 Creating an Additional Budget Request (ABR)	77
Section 5.2.1 Process Overview	77
Section 5.2.2 Login to KBUD & Navigate to ABR Maintenance Dimension Table	78
Section 5.2.3 Navigate to the 2022_B2-B3-B4-B5 Form.....	81
Section 5.2.4 Creating the Additional Budget Request Form.....	84
Section 5.2.5 Entering Budget Data in the 2022_B2-B3-B4-B5 Form.....	86
Section 5.2.6 Login to KBUD Reports (EBI) to Access ABR Reports	91



Section 6 Capital Budget Request 96

 Section 6.1 *Budget Form Overview* 96

 Section 6.2 *Creating a Capital Budget Request* 99

 Section 6.2.1 *Process Overview* 99

 Section 6.2.2 *Login to KBUD & Navigate to Project Maintenance Dimension Table* ... 100

 Section 6.2.3 *Navigate to the 2022_CAPITAL_FUND Form* 104

 Section 6.2.4 *Creating the Capital Request by Fund Source Form* 107

 Section 6.2.5 *Entering Budget Data in the 2022_CAPITAL_FUND Form* 109

 Section 6.2.6 *Creating & Entering Budget Data in 2022_CAPITAL_EXPEND Form* ... 110

 Section 6.2.7 *Creating & Entering Budget Data in 2022_CAP_IMPONOPBUD Form* . 111

 Section 6.2.8 *Login to KBUD Reports (EBI) to Access Capital Reports* 112

Section 7 Off Budget Fund Form 119

 Section 7.1 *Budget Form Overview* 119

 Section 7.2 *Creating an Off Budget Fund Budget Request* 121

 Section 7.2.1 *Process Overview* 121

 Section 7.2.2 *Login to KBUD & Navigate to Off Budget Maintenance Dimension* 122

 Section 7.2.3 *Navigate to the 2022_OFFBUD_FUND Form* 124

 Section 7.2.4 *Creating the Off Budget Fund Form* 127

 Section 7.2.5 *Entering Budget Data in the 2022_OFFBUD_FUND Form* 129

 Section 7.2.6 *Login to KBUD Reports (EBI) to Access Off Budget Fund Reports* 131

Section 8 History Changes 135

 Section 8.1 *History Change Overview* 135

 Section 8.1.1 *Process Overview* 137

 Section 8.2 *Login to KBUD Reports (EBI) and Run Baseline Reports* 138

Section 9 KBUD Reports 145

 Section 9.1 *Reports Overview* 145

 Section 9.2 *Biennial Budget Preparation Reports Overview* 147

 Section 9.3 *Accessing EBI 4.1* 149

 Section 9.4 *Running Reports* 151

 Section 9.5 *Printing Reports* 154

Attachment 1: KBUD Setup and Preferences A-1

Internet Browser Requirements A-1

Popup Blocker A-3

Compatibility View A-4

Internet Explorer Security Setting to Enable Menu Display A-5

Login A-6

Password Criteria A-7

Change Password A-7

Preferences A-10



Section 1 Introduction to KBUD

The Kentucky Budgeting (KBUD) system will be used to develop the 2020-2022 biennial budget. This manual will provide information on the KBUD system and how to use it to enter, change, report and submit the majority of their biennial budget request. This process will enable the Commonwealth to meet the statutory requirements of KRS Chapter 48 for preparing and submitting agency biennial budget requests to the Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM) and the Legislative Research Commission (LRC). It will enable the Commonwealth to provide the information required for submission contained in the 2020-2022 Branch Budget Request Manual (Budget Instructions). It is essential that agencies read and understand the 2020-2022 Budget Instructions in order to complete and submit their biennial budget request accurately, on-time, and in the correct format. The 2020-2022 Branch Budget Request Manual along with other budget resources can be found on OSBD's Website at the following location: <http://osbd.ky.gov/Pages/KBUD-Information.aspx>

Section 1.1 Benefits of KBUD

Historical Analysis

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

Publish Budget Documents

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

Data Consolidation

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

Record the Trail of Changes

KBUD will provide an audit trail of all changes made to a budget request prior to its submission. This function will enable the Commonwealth to track and record the many



changes that occur to a biennial budget request during its development process. This will provide a valuable troubleshooting aid in a process that is large and complicated.

Section 1.2 KBUD Setup Summary

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

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

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

NOTE: Users can access both applications through compatible Web browsers (Microsoft's Internet Explorer, Google Chrome, or Mozilla Firefox). Only certain versions of these browsers will work with KBUD or EBI. In addition, there are specific browser settings that allow important features within KBUD to work properly. Features such as the search lists, drop down menus, and the import/export of files will not work if the browser settings are incorrect.

- Microsoft Internet Explorer 9.0, 10.0, and 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 38
- Chrome 40 on Android Tablet with Android 5.0
- Apple Safari on Apple iPad with iOS 8.x

The following is a list of supported mobile app devices that are compatible with the current version of KBUD.

- Apple iPhone 4S or higher with iOS 8.x (Advantage mobile apps only)
- Android phone device with Android 5.0 (Advantage mobile apps only)



Section 2 Baseline Budget Request

Section 2.1 Budget Form Overview

Budget forms are the primary tools used to produce the agency budget request reports. The budget request reports are the final output used by agencies to submit their formal budget request to GOPM. The numerical budget data entered on the KBUD forms is ultimately translated into budget totals on the budget request reports in EBI. In addition to the budget request forms, the information entered into the dimension tables and the FY18/FY19 historical data loaded into KBUD from eMARS are also used to produce the budget request reports.

Budget Forms (KBUD)

Numerical Budget Data

Line	Code	Description	FY 18	FY 19	FY 20	FY 21	FY 22
1	8100	REGAPP	14,291,000	14,500,000	14,500,000	152,400	385,100
2	8100	SALCOMP	189,000	0	0	0	0
3	8100	MANDEXP	-71,000	0	0	0	0
4	1300	CLINACC	69,579,400	69,183,000	69,523,000		
5	1300	SALFOR	8,800				
6	1300	PTIP	-5,400				
7	1300	CLINACC	441,100	479,200	373,400	15,700	28,000
8	8100	EMPHUND	14,374,000	14,500,000	14,500,000	152,400	385,100
9	1300	EMPHUND	52,322,000	52,484,000	52,947,000		
10	1300	EMPHUND	164,800	400,000	375,400		
11	1300	NONREV	-13,753,300	-14,498,000	-14,576,400	16,700	28,000
12	1300	SALFOR	700				
Total							

Dimension Tables (KBUD)

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

FY18 & 19 Historical Data (eMARS to KBUD)

Historical Data

FY	FY18	FY19
8100	14,291,000	14,500,000
1300	69,579,400	69,183,000
1300	52,322,000	52,484,000
1300	164,800	400,000
1300	-13,753,300	-14,498,000

Budget Totals

Category	FY 2015-14 Actual	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
General Fund	88,894,000	81,512,000	88,000,000	88,939,000
Regular Appropriation	88,894,000	81,512,000	88,000,000	88,939,000
Base Salary and Compensation Allowance	0	0	0	0
Maintained Expenditure Reductions	0	-2,087,700	0	0
Total General Fund	88,894,000	79,424,300	88,000,000	88,939,000
Restricted Fund	12,788,200	14,505,100	12,838,200	12,788,200
Balance Forward	20,264,475	10,202,000	9,712,700	3,260,700
Current Receipts	71,405,564	129,714,700	129,282,100	153,470,700
Fund Transfers	0	860,200	0	0
Non-Revenue Receipts	4,178,961	14,719,500	14,854,500	18,537,400
Total Restricted Fund	85,537,140	155,121,500	137,839,300	175,276,800
Federal Fund	129,007	0	0	0
Balance Forward	795,947	3,317,000	0	0
Current Receipts	194,790,293	208,133,000	211,292,000	162,930,000
Non-Revenue Receipts	1,540,000	0	0	0
Total Federal Fund	197,135,247	212,130,000	211,292,000	162,930,000
TOTAL SOURCE OF FUNDS	366,607,000	446,659,400	438,131,300	377,535,100
EXPENDITURES BY CLASS				
Program Expense	81,816,420	88,443,000	88,720,000	87,786,300
Planning Expense	12,876,164	12,276,700	12,381,000	12,022,700



Baseline Budget Request

The 2022_A2-A3-A4-A5 Baseline Budget Request form is the primary form used to produce your agency's 2022 baseline budget request (NOTE-1: The KBUD forms and reports used for Restricted Funds and/or Federal Grants are covered in sections three and four of this manual. NOTE-2: The 2022_A2-A3-A4-A5 Baseline Budget Request form also includes your defined calculations which are technically considered part of the agency's additional budget request).

2022 Baseline Budget Request Form

Code	Name
2022 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request

The 2022_A2-A3-A4-A5 Baseline Budget Request form contains multiple tabs to perform different functions. For example, the 2022_A2-A3-A4-A5 form contains separate tabs to record the various components of your baseline budget request data:

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

2022_A2-A3-A4-A5 Form with Multiple Tabs

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

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

[-] Budget Request Details ?

Request Code: Name:

Form:

* Stage:

[-] Reason For Change

Reason Description:

[-] Budget Request Information

Legal Authority Citation:

[-] Dimensions ?

Program:

[Go to top of page](#)



Section 2.2 *Creating a Baseline Budget Request*

This section includes an overview of the baseline creation process along with the detailed instructions to create a baseline budget request required by the 2020-2022 Budget Instructions.

Section 2.2.1 *Process Overview*

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

- 1) Login to KBUD and navigate to the Formulate Budget Request Page to choose the 2022_A2-A3-A4-A5 Baseline Budget Request form
- 2) Create an instance of the 2022_A2-A3-A4-A5 Baseline Budget Request form for each agency program
- 3) Manually enter or import the appropriate budget lines (data) into the appropriate form's tabs for each fund type and budget object combination
 - A2/A3/A4/A5 Baseline Budget Request Form Tabs
 - **Edit Budget Request**
 - **A2/A3 Sources & Exp by Fund**
 - **A3 Expenditure Detail**
 - **A5 Personnel**
 - **Document Management (Used to upload the Word document containing the program description narrative)**
- 4) Login to KBUD Reports (EBI) and navigate to the 20-22 Biennium folder to run and/or print the necessary budget request reports
 - Run the baseline budget math check report (A1A2 Financial Record Math Check) necessary for performing a math check on the baseline budget data that was entered into the KBUD forms
 - If math check errors are indicated on the report, log into KBUD and correct the errors by making the necessary changes in the form and rerun the math check report to ensure the errors have been corrected
 - Run the baseline budget request reports for each program code necessary for the official budget submission to GOPM and save a PDF version of each report for the electronic submission to GOPM
 - **A1A2 Financial Record**
 - **A3 Expenditure Detail**
 - **A5 Personnel Summary**



Section 2.2.2 Assumptions, Conditions, and Directions

The following is a list of helpful assumptions, conditions, and directions that should be followed and understood prior to creating a 2020-2022 baseline budget in KBUD:

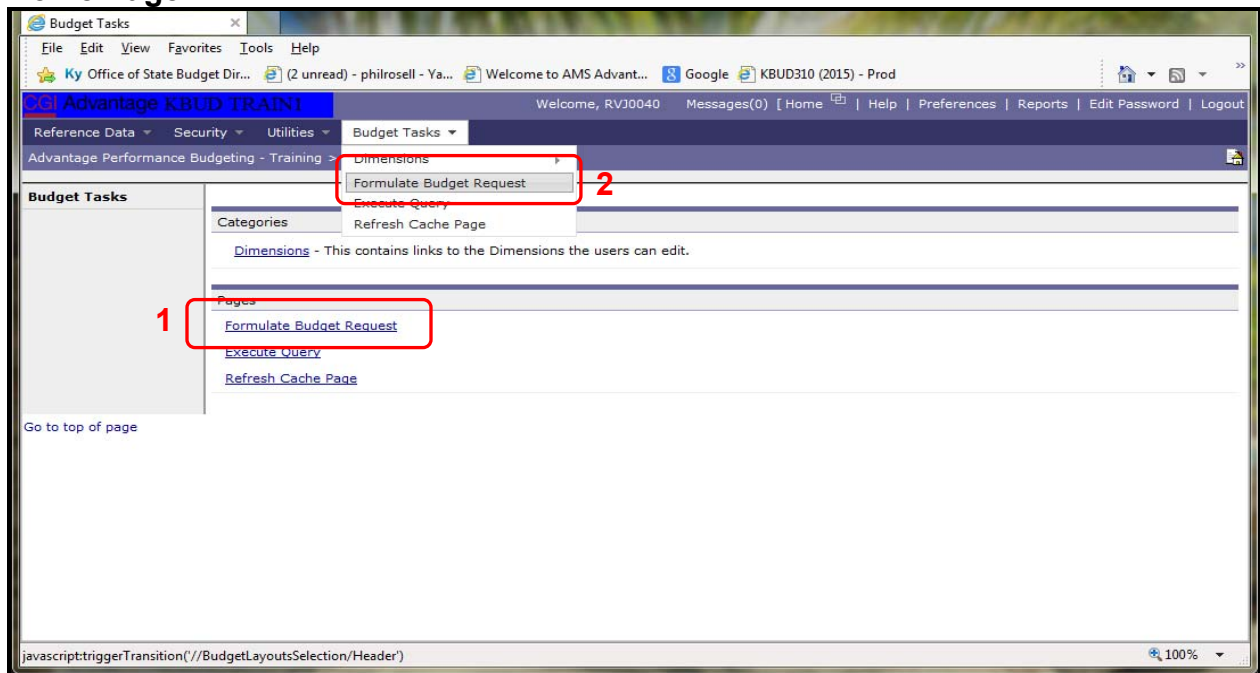
- The user should review and understand the LRC's 2020-2022 Budget Instructions located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).
- All budget requests outside of the baseline budget requests needs to be separately requested as an Additional Budget Request.
- Defined calculations budget requests are requested separately on the 2022_A2-A3-A4-A5 Baseline Budget Request form. The Full Actuarial Required Contribution (ARC) will be included as part of the defined calculations for the 2022 budget request.
- There are several aids (tools) to assist in the budget request calculations located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).
- The user has an active KBUD and EBI (KBUD Reports) accounts with the correct agency security to perform the actions required. If not, contact the KBUD administrator at KBUDAdministrator@ky.gov to obtain a copy of the KBUD Security form and instructions.
- Any specific budget preparation-related questions should be addressed to the agency's assigned GOPM budget analyst, not to the KBUD Administrator.
- Any KBUD technical questions should be addressed to the KBUD administrator at KBUDAdministrator@ky.gov.
- The use of every function and/or feature within KBUD or EBI (KBUD Reports) will not be demonstrated in this section of the manual, only the ones necessary to produce a baseline budget request. Any other questions concerning additional functions or features within KBUD can be addressed to the KBUD administrator at KBUDAdministrator@ky.gov.
- The user has setup their computer in accordance with KBUD Setup instructions located in Attachment 1, KBUD Setup and Preferences.



Section 2.2.3 Login to KBUD and Navigate to the 2022_A2-A3-A4-A5 Baseline Budget Request Form

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

Home Page





Baseline Budget Request

- From the Budget Layout Selection page, you will see all the KBUD forms that are available for your use. In this case, you want to choose the 2022_A2-A3-A4-A5 form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

Reference Data ▾ Budget Tasks ▾

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

Budget Layout Selection

Code: Name:

Layout Type:

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

Summary

Code	Name
2022 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
2022 B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
2022 E FUND-RECEIPTS	E Restricted Funds & Receipts Form
2022 G	G Federal Assistance Form
2022 OFFBUD FUND	Off Budget Funds
2022 CAPITAL FUND	Capital Request by Fund Source
2022 CAPITAL EXPEND	Capital Request Expenditures
2022 CAPITAL IMPONOPBUD	Capital Request - Impact on Operating Budget

- The Select Budget Request page will show all the instances of this specific form (2022_A2-A3-A4-A5) you have created.

Select Budget Request Page (2022_A2-A3-A4-A5 Form)

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

Reference Data ▾ Budget Tasks ▾

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

Select Budget Request

Budget Request Selection Criteria

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

Layout Type: Name:

Header Filter

Program:

Line Filter

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

Summary

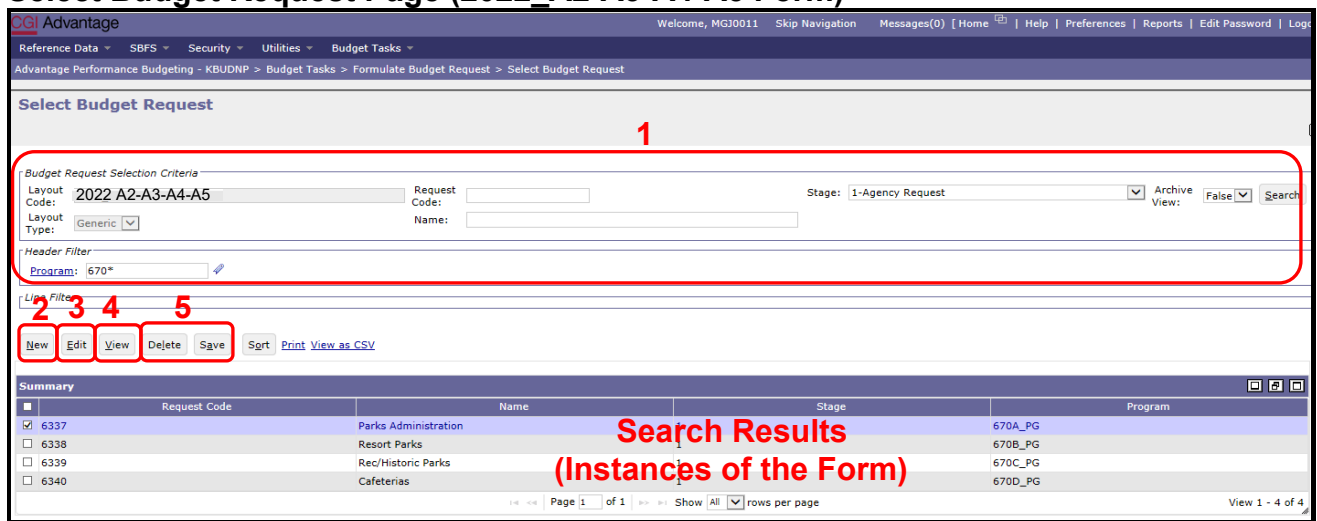
Request Code	Name	Stage	Program
6530	721B_PG	1	721B_PG
6532	723B_PG	1	723B_PG

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

[Go to top of page](#)

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

Select Budget Request Page (2022_A2-A3-A4-A5 Form)



Search Results (Instances of the Form)

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



Section 2.2.4 Creating the Baseline Budget Request Form

In this section, we will create an example of a baseline form for the Department of Public Health (DPH), Department 728. In this first scenario, we will create the 2022_A2-A3-A4-A5 form for program 728A_PG, General Health Support.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 2022_A2-A3-A4-A5 form.

Select Budget Request Page (2022_A2-A3-A4-A5 Form)

Select Budget Request

Budget Request Selection Criteria

Layout Code: 2022 A2-A3-A4-A5 Request Code: Stage: Archive View: False Search

Layout Type: Generic Name:

Header Filter

Program:

Line Filter

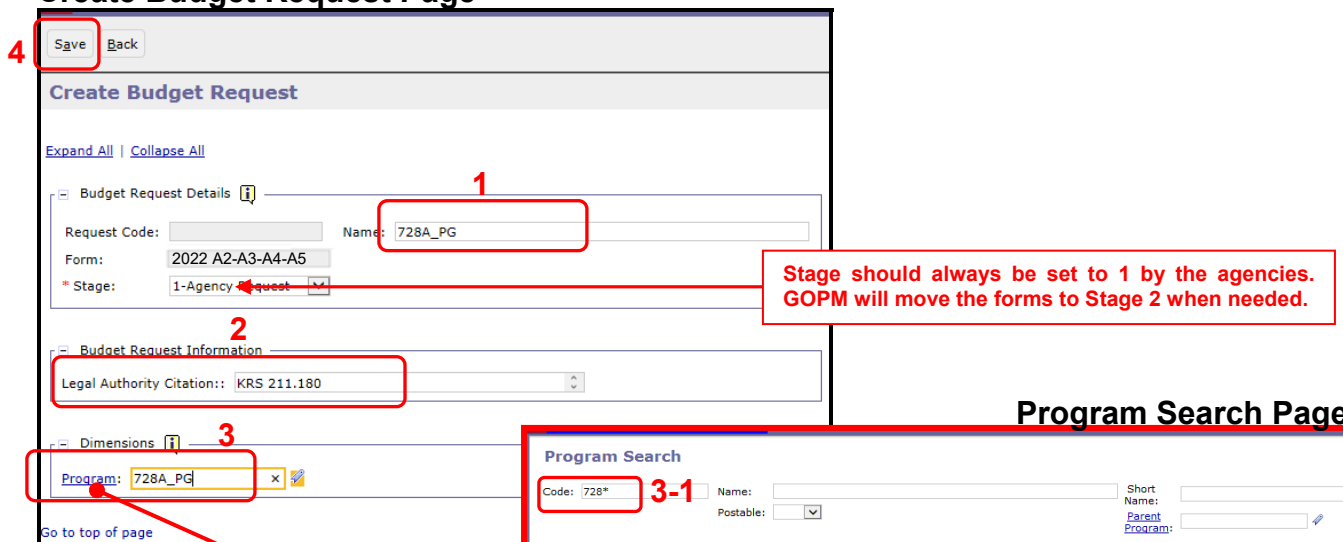
New edit View Delete Save Sort Print View as CSV

Summary					
	Request Code	Name	Stage		Program
<input type="checkbox"/>	6530	721B_PG	1		721B_PG
<input type="checkbox"/>	6532	723B_PG	1		723B_PG

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

- From the Create Budget Request page, you will need to complete these four primary steps:
 - Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form)
 - Fill in the Legal Authority Citation textbox
 - Fill in the Program textbox (NOTE: You can only create a single instance of this form with this specific program). There are two ways to fill in the textbox:
 - Type in the correct program code, or 2) click on the blue Program link to pull up a Program Search box, and complete the following three steps to select it from a pick list:
 - 3-1) Type in the first few digits of the program code and * in the Code textbox
 - 3-2) Click the Search button
 - 3-3) Click the Select button for the appropriate program
 - Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page



4 Save Back

Create Budget Request

Expand All | Collapse All

Budget Request Details

Request Code: Name: 728A_PG

Form: 2022 A2-A3-A4-A5

* Stage: 1-Agency Request

Budget Request Information

Legal Authority Citation: KRS 211.180

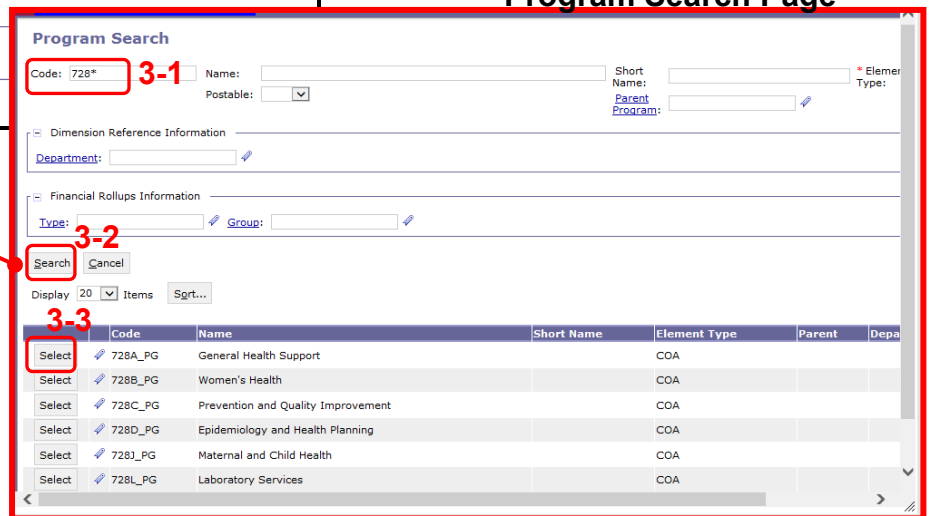
Dimensions

Program: 728A_PG

Go to top of page

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

Program Search Page



Program Search

Code: 728* Name: Short Name: * Element Type:

Postable: Parent Program:

Dimension Reference Information

Department:

Financial Rollups Information

Type: Group:

Search Cancel

Display 20 Items Sgrt...

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

Section 2.2.5 Entering Budget Data in the 2022_A2-A3-A4-A5 Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 - Click on the A2/A3 Sources & Exp by Fund tab (NOTE: You can now add your baseline and defined calculation budget lines, which consist of Sources of Funds & Expenditures by Fund)
 - Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this program. Enter a separate budget line for each fund/budget object combination required by the 2020-2022 Budget Instructions)
 - Enter the appropriate budget data on the line. Every line will require a fund and Budget Object (NOTE: You can go to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, to view an Excel file with a list of all applicable budget objects, 2022 KBUD Budget Objects.xlsx). To use the search feature for the Fund or the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 - Once you have finished entering all your budget lines for this tab, click the Save button
 - Click the next tab to add more budget lines or click the Save and Back buttons to exit the form

New 2022_A2-A3-A4-A5 Form for 728A_PG

A2/A3 Sources & Exp by Fund Tab

Budget Object Search Page

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



Baseline Budget Request

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

3 **Save** [Back](#)

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

Budget Request Summary ⓘ

Layout Code: 2022 A2-A3-A4-A5 Layout Name: A2/A3/A4/A5 Baseline Budget Request Type: Generic Program 728A_PG
Request Code: 6571 Request Name: 728A_PG Stage: 1-Agency Request

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

[New Line](#) [Copy Line](#) **2** [Delete Line](#) [Export](#) [Import](#) [Audit Trail](#) [View Graph](#) [Sgrr](#) [Print](#) [View as CSV](#)

Summary

Line	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22
1 <input checked="" type="checkbox"/>	0100	REGAPP	14,391,500	14,509,000	14,509,000	152,000	385,100
Totals			0	0	0	0	0

Page 1 of 1 Show 20 rows per page

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

[Go to top of page](#)

- KBUD will confirm the deletion was successful

Action was successful.

[Save](#) [Back](#)

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

Budget Request Summary ⓘ

Layout Code: 2022 A2-A3-A4-A5 Layout Name: A2/A3/A4/A5 Baseline Budget Request Type: Generic Program 728A_PG
Request Code: 6571 Request Name: 728A_PG Stage: 1-Agency Request

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

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

Summary

Line	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22
Totals							

Page 1 of 1 Show 20 rows per page

Line has been permanently deleted



Baseline Budget Request

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

Excel file (all lines and columns formatted as text)

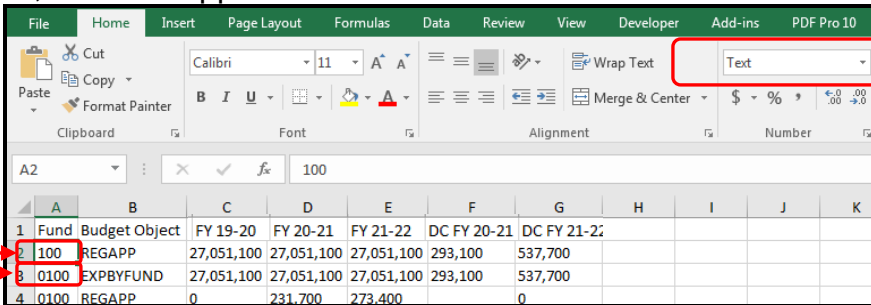
	A	B	C	D	E	F	G
1	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22
2	0100	REGAPP	27,051,100	27,051,100	27,051,100	293,100	537,700
3	0100	EXPBYFUND	27,051,100	27,051,100	27,051,100	293,100	537,700

2022 A2-A3-A4-A5 Form Tab Headers

Line	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22
Totals							

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

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



Incorrect Format

Correct Format

	A	B	C	D	E	F	G	H	I	J	K
1	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22				
2	100	REGAPP	27,051,100	27,051,100	27,051,100	293,100	537,700				
3	0100	EXPBYFUND	27,051,100	27,051,100	27,051,100	293,100	537,700				
4	0100	REGAPP	0	231,700	273,400		0				

- Utilize numerical data for the five budget data columns and ensure those cells are formatted in Excel text, general, or number format and not in the currency or accounting format. Do not include the \$ sign in the cell, or do not use any formulas or total rows. (NOTE: All dollar values for the requested fiscal years should be rounded to the nearest \$100. KBUD does not prevent the user from entering non-rounded values, but the 2020-2022 Budget Instructions request the values be rounded).
- Utilize only valid KBUD fund types and budget objects codes combinations for this specific tab. For example, you would not use Fund Type code 1200 (Federal Funds) and Budget Object code REGAPP (Regular Appropriations) as a combination because federal funds are not included in regular appropriations. Also ensure the budget object names are all in upper case format, REGAPP. Refer to the 2020-2022 Budget Instructions for the appropriate budget objects that would apply to each Fund Type (NOTE: You can go to OSBD’s Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, to view an Excel file with a full list of all applicable budget objects, 2022 KBUD Budget Objects.xlsx). Below are some of the budget objects that apply to only a specific type of fund:

General Fund and Road Fund ONLY

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

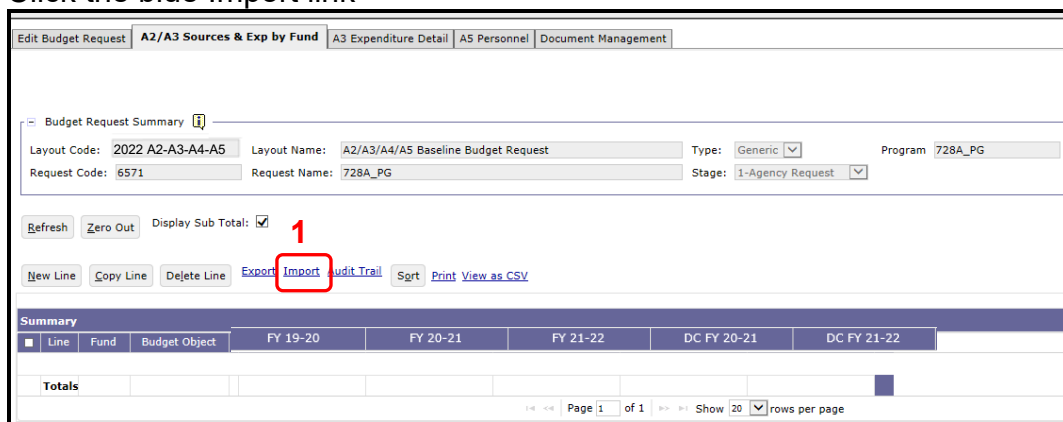
Tobacco Fund ONLY

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

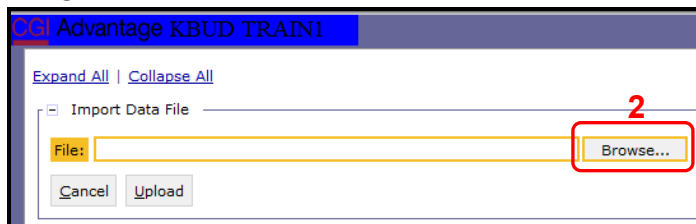
Restricted and Federal Funds ONLY

- Balance Forward
 - Current Receipts
 - Non-Revenue Receipts
 - Fund Transfers
- Once you have populated your Excel worksheet with all budget lines and formatted it correctly, save the file with a meaningful name and in a location where you will remember to find it. Return to A2/A3 Sources & Exp by Fund tab in the 2022_A2-A3-A4-A5 form. To import the budget lines, follow these steps:

1. Click the blue Import link

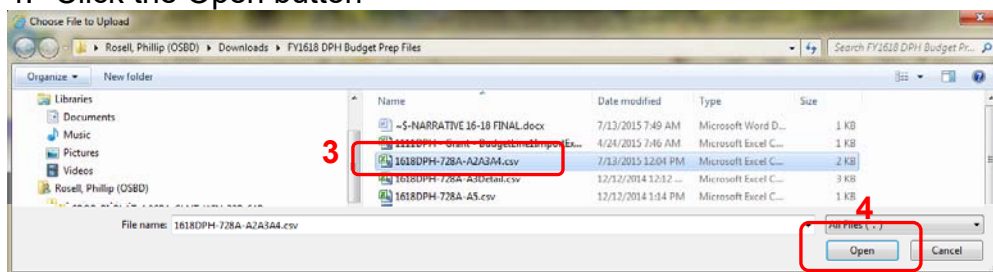


2. Click the Browse button

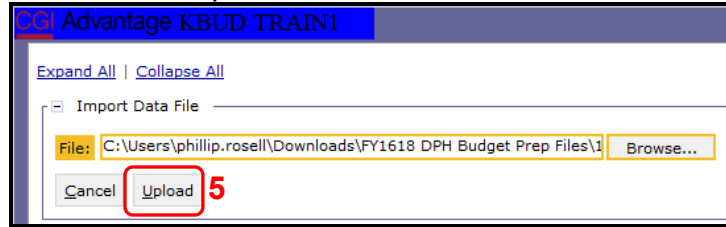


3. Navigate to the Excel file location, and click on the file name

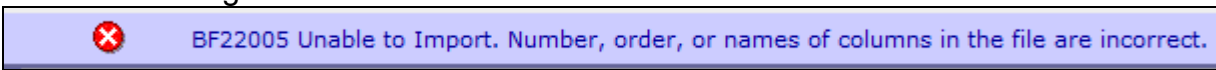
4. Click the Open button



5. Click the Upload button



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



- If the import is successful, you will receive the "Action was successful" message, and the budget lines will be visible. Click the Save button to finalize the changes to the tab and complete the import process.

Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22
1	0100	REGAPP	R	12,903,800	12,955,400	12,955,400	92,600	306,000
2	0100	EXPBYFUND	E	12,955,400	12,955,400	12,955,400	92,600	306,000
3	1200	BALFOR	R	13,500				
4	1200	CURREC	R	503,600	493,100	338,700	7,000	15,200
5	1200	EXPBYFUND	E	517,100	493,100	338,700	7,000	15,200
6	1300	BALFOR	R	682,300	540,000	270,000		
7	1300	CURREC	R	49,941,200	33,826,900	33,826,900		
8	1300	EXPBYFUND	E	40,267,300	22,996,600	22,996,600		
9	1300	NONREV	R	-9,816,200	-11,100,300	-11,100,300		
10	0100	SALCOMP	R	51,600				



Baseline Budget Request

- To complete the 2022_A2-A3-A4-A5 form, you will need to repeat the procedures previously described in this section of the manual for the A3 Expenditure Detail and A5 Personnel tabs (NOTE: Each tab may have different number of columns and different names, so if you are using Excel import files to upload the budget lines, please be aware of these differences. You will need to modify the Excel file headers and budget line columns to compensate for these differences).
- The A3 – Expenditure Detail tab needs to include budget data for each Program/Sub-Program (as determined by your Budget Request Structure). The total expenditures on the A3 – Expenditure Detail tab must agree with the total expenditures by fund (EXPBYFUND) on the A2/A3 Sources & Exp by Fund tab and the program narrative.
- The specific expenditure budget object lines required to be used by each agency are reflected in the 2020-2022 Budget Instructions or will be determined through discussions with GOPM and LRC. You can also reference the budget object types by going to OSBD’s Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects.
- For the remaining expenditures in your request that are not required or specified by your GOPM Analyst, you can choose any detailed object codes or summary expenditure codes, such as EOSWM (Other Salaries and Wages – use these for Part-Time Board Member pay), EOPSCM (Other Professional Services Contracts), EOPRSM (Other Personnel Costs), or object group lines such as E210M, E250M, and E340M from the Budget Object Search list.
- For **Debt Service** lines, you will choose EDSGEN (General Fund), EDSRES (Restricted Fund), EDSFED (Federal Fund), EDSROAD (Road Fund) and EDSTOB (Tobacco Fund). **Operating Transfer** lines are also available for each of the major object classes: T113, T60C, etc.
- For the Defined Calculations (DC) columns, the following is a list of typical Budget Object codes you will use for expenditures:
 - E111 – Annual Salary Increments
 - E121 – Employer Social Security Rates
 - E122 – Employer Retirement Contribution Rate
 - E123 – Health Insurance Premiums
 - E124 – Life Insurance Costs
 - E131 – Worker Compensation Premiums
 - E184 – Personnel Board Assessments
 - E222 – Facilities & Support Services charges for state-owned space (includes utilities)
 - E802 – COT Rated Services
 - E226 – Motor Pool Rental Charges
 - E162 – Facilities Security Charges
 - E254 – Insurance Premium (Fire & Tornado)



Baseline Budget Request

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

A3 Expenditure Detail tab

Save Back

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

Budget Request Summary ⓘ

Layout Code: Layout Name: Type:

Request Code: Request Name: Stage:

Refresh Zero Out Display Sub Totals:

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

Summary							
Line	Budget Object		FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22
<input type="checkbox"/>	1 E111	E	2,755,400	2,779,900	2,779,900	61,900	204,000
<input type="checkbox"/>	2 E121	E	189,300	195,100	200,000	3,800	13,100
<input type="checkbox"/>	3 E122	E	1,002,000	1,010,000	1,010,000	186,300	270,100
<input type="checkbox"/>	4 E122	E	0	231,700	273,400	0	0
<input type="checkbox"/>	5 E123	E	431,100	431,100	431,100	10,200	23,200
<input type="checkbox"/>	6 E123	E	0	4,500	6,400	0	0
<input type="checkbox"/>	7 E124	E	600	600	600	100	100
<input type="checkbox"/>	8 E131	E	131,000	131,000	131,000	31,000	31,000
<input type="checkbox"/>	9 E132	E	26,900	26,900	26,900	1,300	1,300
<input type="checkbox"/>	10 E140M	E	3,578,900	3,578,900	3,578,900		
<input type="checkbox"/>	11 E150M	E	4,364,000	4,364,000	4,364,000		
<input type="checkbox"/>	12 E210M	E	500	400	400		
<input type="checkbox"/>	13 E222	E	500	400	400		



Baseline Budget Request

- The A5 Personnel tab is used to identify the number of Full-Time, Part-Time and Other Positions (including Federally Funded Time Limited (FFTL) and Interim positions). For fiscal years 20-21 and 21-22, the number of personnel positions that may be requested in the Baseline Budget Request A-5 Personnel tab is limited to the personnel targeted positions (Funded Personnel Cap) for FY 2022. (NOTE: For Defined Calculations Requests, the number of personnel positions is not applicable).
- In addition, the A5 Personnel tab includes the amount of funding by fund source for the total personnel positions in each program or sub-program for Baseline Budget Requests and Defined Calculations Requests.
- When Budget Objects FULLTIME, PARTTIME and OTHERPOS are selected, the Status column must be completed. The available values for the Status column are FILLED and VACANT. If any other Budget Objects are used, the Status column will be 0 (NOTE: The Total row should be ignored since its value has no meaning in this budget form).
- Click on the A5 Personnel tab and enter the necessary budget lines for your request. Click the Save button when you have finished entering your budget lines.

A5 Personnel tab

Save Back

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

Budget Request Summary f

Layout Code: Layout Name: Type: Program

Request Code: Request Name: Stage:

Refresh Zero Out Display Sub Total:

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

Summary									
Line	Budget Object	Status	FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22		
<input type="checkbox"/>	1 FULLTIME	R FILLED	36	38	43	48	48		
<input type="checkbox"/>	2 FULLTIME	R VACANT			5				
<input type="checkbox"/>	3 PARTTIME	R FILLED	3	3	2	4	4		
<input type="checkbox"/>	4 PARTTIME	R VACANT			2				
<input type="checkbox"/>	5 GFPOS	E 0	3,401,615	3,387,923	4,305,400	4,343,400	4,348,100	257,500	501,400
<input type="checkbox"/>	6 RESPOS	E 0	57,676	57,444	73,000	73,300	73,500	4,800	9,100
<input type="checkbox"/>	7 OTHERPOS	R FILLED	1	1	1	1	1		
Totals			3,459,251	3,445,325	4,378,347	4,416,647	4,421,547	262,300	510,500

Page 1 of 1 Show 20 rows per page



Baseline Budget Request

- The final step to complete the 2022_A2-A3-A4-A5 form is to use the Document Management tab to upload a comprehensive program narrative created in Microsoft Word. The template for the program narrative is named 2020-2022 Baseline Budget Record A4, and it is located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>). Included below is a partial screenshot of a program narrative below for reference.

2020-2022 Baseline Budget Record A4 (Program Narrative)

2020-2022 KENTUCKY BRANCH BUDGET						
Baseline Budget Request: Program Narrative/Documentation Record						
OPERATING BUDGET REPORT A-4		Agency: Health & Family Services				
		Appropriation Unit: Public Health				
		Program/Service Unit: General Health Support				
Governmental Branch:		Sub Program:				
Cabinet/Function:		Posting Unit: SA0				
I. PROGRAM RESULTS DOCUMENTATION		Actual	Actual	Budgeted	Requested	Requested
		FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
(a) Total Funding		\$24,665,523	\$37,549,191	\$48,522,800	\$39,540,700	\$39,540,700
(b) Quantitative Data						
II. PROGRAM NARRATIVE						
The mission of the Department for Public Health (DPH) is to improve the health and safety of people in Kentucky through Prevention, Promotion and Protection. In accordance with KRS 211.180, 211.190, and 212.240 the						

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

Document Management

Document Management

1. Add Document

KBUD Upload Tool

2. Browse...

3. Upload

Windows File Upload

4. Open

Document Management

5. SA-NARRATIVE 16-18 FINAL.docx

6. Save



Baseline Budget Request

Section 2.2.6 Login to KBUD Reports (EBI) to Access Baseline Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 20-22 Biennium folder to access the necessary budget request reports. In this scenario, we will run the baseline reports for DPH's program 728A_PG, General Health Support. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the 2022_A2-A3-A4-A5 form we created in the previous sections for 728A_PG to the A1A2 Financial Record Report. You can directly trace the 0100 fund revenue sources (REGAPP and SALCOMP) amounts entered on the A2/A3 Sources & Exp by Fund tab to the Source of Funds amounts on the report. You can also trace the EXPBYFUND amounts to the report.

A2/A3 Sources & Exp by Fund Tab Data

Summary									
Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22	DC FY 20-21	DC FY 21-22	
9	0100	REGAPP	R	12,903,800	22,448,200	16,802,800	92,600	306,000	
10	0100	SALCOMP	R	51,600					
8	0100	EXPBYFUND	E	6,955,400	22,448,200	16,802,800	92,600	306,000	
				-6,000,000					
1	1200	BALFOR	R						
2	1200	CURREC	R	50					
3	1200	EXPBYFUND	E	51					
4	1300	BALFOR	R	68					
5	1300	CURREC	R	49,94					
7	1300	NONREV	R	-9,81					
6	1300	EXPBYFUND	E	40,26					
Totals				-6,54					

A1A2 Financial Record Report

2020-2022 Kentucky Branch Budget Baseline Budget Request: Financial Record All requested columns rounded to nearest \$100					
OPERATING BUDGET RECORD A1/A2					
		Agency: Public Health			
		Appropriation: Public Health			
		Governmental Branch: Executive Branch			
		Cabinet: Health and Family Services			
		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Budgeted	Requested	Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	0	12,903,800	22,448,200	16,802,800
State Salary and Compensation Allocator	51,600	0	51,600	0	0
Total General Fund	12,955,400	0	12,955,400	22,448,200	16,802,800
Restricted Fund					
Balance Forward	0	0	682,300	270,000	270,000
Current Receipts	15,209,218	0	49,941,200	33,826,900	33,826,900
Non-Revenue Receipts	4,189,638	0	-9,816,200	-11,100,300	-11,100,300
Total Restricted Fund	19,398,856	0	40,807,300	22,996,600	22,996,600
Federal Fund					
Balance Forward	0	0	13,500	0	0
Current Receipts	695,519	0	503,600	495,700	345,300
Total Federal Fund	695,519	0	517,100	495,700	345,300
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	0	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	0	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	0	40,286,500	38,277,300	32,449,600
TOTAL EXPENDITURES BY CLASS	24,666,523	0	47,739,800	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	0	6,955,400	22,448,200	16,802,800
Restricted Fund	11,701,853	0	40,267,300	22,996,600	22,996,600
Federal Fund	697,179	0	517,100	495,700	345,300
TOTAL EXPENDITURES BY FUND	24,666,523	0	47,739,800	45,940,500	40,144,700
EXPENDITURES BY UNIT					
	0	0	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0



Baseline Budget Request

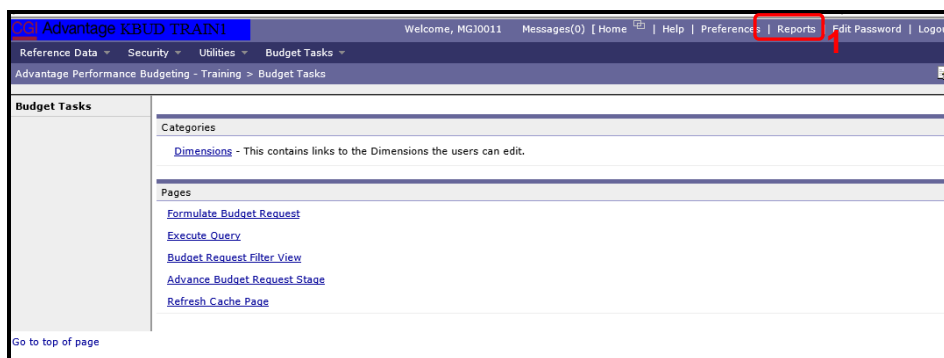
- Since state agencies have some latitude to set up their budget structures in a customized and meaningful way to them, there may be different KBUD reports required to meet the need of the agency. In this scenario, we will run the baseline reports for DPH's program 728A_PG, General Health Support. There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

Required Baseline Reports For 728A PG

1. A1A2 Financial Record
2. A3 Expenditure Detail
3. A5 Personnel Summary
4. A4 Baseline Budget Request Narrative/Documentation Record (Word Attachment in KBUD 2022_A2-A3-A4-A5 Form)

Supportive Baseline Reports

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



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

SAP BusinessObjects

BI launch pad


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

User Name: 2

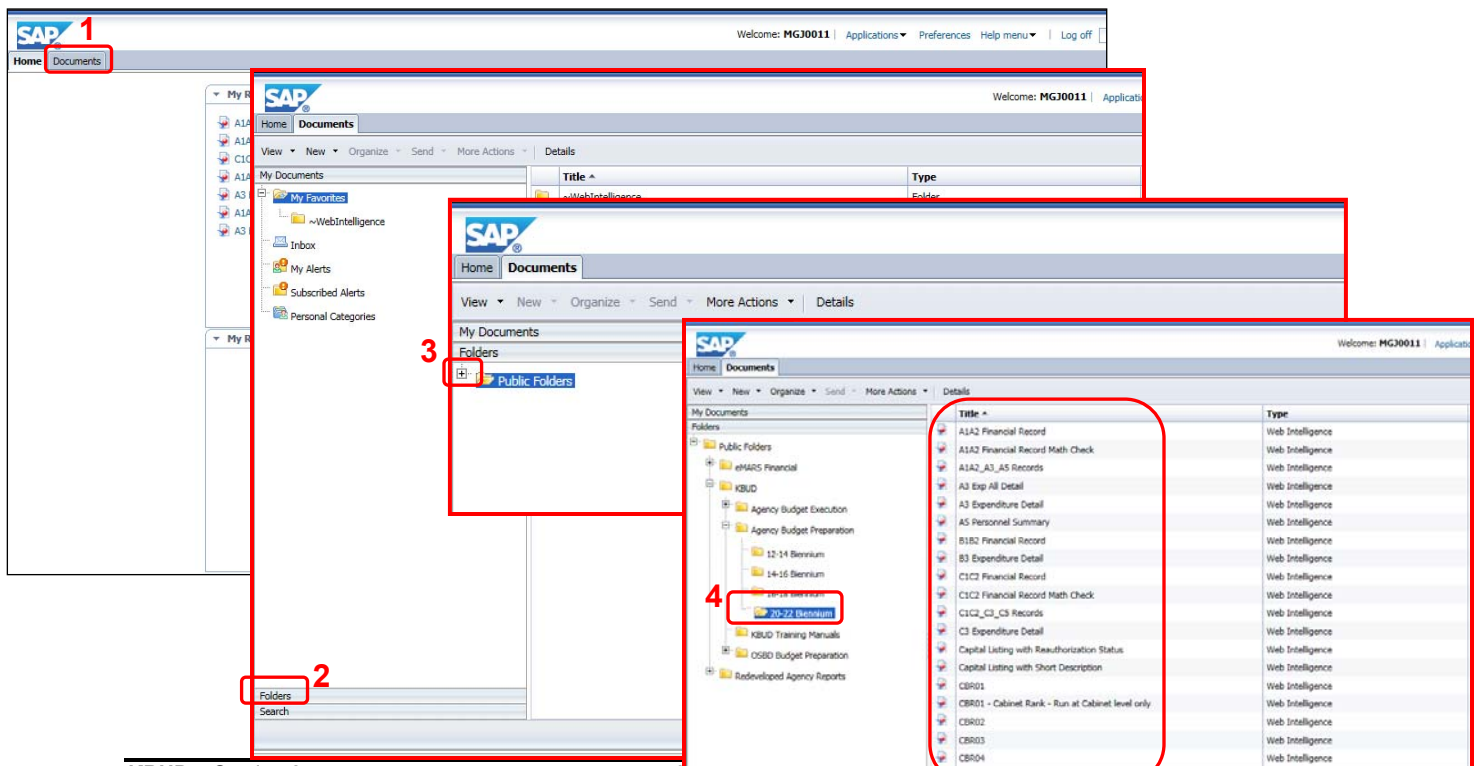
Password: 2

Authentication:

3

 Help

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



The screenshot shows the SAP BusinessObjects interface with the following elements highlighted by red boxes and numbered:


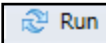
- 1:** The 'Home' tab in the top navigation bar.
- 2:** The 'Documents' tab in the left sidebar.
- 3:** The 'Public Folders' folder in the left sidebar, which is expanded to show a tree view.
- 4:** The '20-22 Biennium' folder under 'Agency Budget Preparation' in the tree view, which is selected to display a list of reports on the right side of the page.

Title	Type
A1A3 Financial Record	Web Intelligence
A1A3 Financial Record Math Check	Web Intelligence
A1A2_A3_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR02	Web Intelligence
CBR03	Web Intelligence
CBR04	Web Intelligence



Baseline Budget Request

When the budget data has been completely entered into the 2022_A2-A3-A4-A5 form, the baseline reports can be ran and printed for this program. (NOTE: In this scenario, we will use the Department for Public Health's 728A_PG, General Health Support. We will run the A1A2 Financial Record Math Check report first to ensure the budget amounts reconcile between the all five columns: FY 2017-18, FY 2018-19, FY 2019-20, FY 2020-21, and FY 2021-22. Once the program passes the math check, we will save and print the required baseline reports for the budget submission).

1. Double click on the A1A2 Financial Record Math Check report to open up the report
2. Click on Question Mark icon  to ensure the Enter Program Code textbox is visible. This will allow you to enter the required parameter/variable
3. Enter the required parameter/variable into the text box (NOTE: The program code can also be found on the 2022_A2-A3-A4-A5 form in KBUD)
4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report

Completed 2022_A2-A3-A4-A5 Form

Budget Request Summary
Layout Code: 1820_A2-A3-A4-A5
Request Code: 1780
Request Name: DPH - TEST
Program: 728A_PG

Document List
Title: A1A2 Financial Record
Type: Web Intelligence

2020-2022 Kentucky Branch Budget
Baseline Budget Request: Financial Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD A1A2
Agency: Public Health
Appropriation: Public Health
Governmental Branch: Health and Family Services
Program/Service Unit: General Health Support
Sub Program: Feeing Unit

Enter Program Code: 728A_PG
Run

A1A2 Financial Record Math Check Report

2020-2022 Kentucky Branch Budget
Baseline Budget Request: Financial Record
All requested columns rounded to nearest \$100

	FY 2015-14 Actual	FY 2016-16 Actual	FY 2016-16 Budgeted	FY 2016-17 Requested	FY 2017-18 Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,800,000	27,062,300	27,061,100	22,440,200	16,802,800
State Salary and Compensation Incentive	81,600	0	0	0	0
Other	0	-1,947,420	0	0	0
Total General Fund	12,881,600	25,114,880	27,061,100	22,440,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,026	0	0
Current Receipts	695,919	476,736	503,600	495,700	345,300
Total Federal Fund	730,393	588,551	505,626	495,700	345,300
Restricted Funds					
Balance Forward	682,313	0	0	270,000	270,000
Current Receipts	15,209,210	15,508,188	33,628,900	33,628,900	33,628,900
Non-Revenue Receipts	-4,189,836	-4,124,792	-10,560,200	-10,560,200	-11,100,200
Total Restricted Funds	11,502,687	11,383,396	23,068,600	23,068,600	22,898,600
TOTAL SOURCE OF FUNDS	25,164,680	26,327,824	50,636,326	46,014,500	40,046,700



Baseline Budget Request

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

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Postings Unit:			
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Budgeted	Requested	Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800
State Salary and Compensation Allocator	51,600	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
Total Federal Fund	708,993	490,553	505,638	495,700	345,300
Restricted Funds					
Balance Forward	682,313	040	0	270,000	270,000
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900
Non-Revenue Receipts	-4,189,638	-6,124,792	10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	23,266,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

FY20 Total Sources of Restricted Funds
 FY20 Total Restricted Fund Expenditures

MATH CHECK SECTION					
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Budgeted	Requested	Requested
Restricted Fund Carry Forward					
Restricted Fund Total	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	0
Should = Zero	0	0	0	0	0
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	0
Should = Zero	0	0	0	0	0
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,793	792,998	270,998	270,998	0
Expenditure Check	699,793	792,998	270,998	270,998	0
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

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

What to Do If Math Check Fails
 If the expenditures by fund source exceed the source of fund totals, adjust the budget data in the 2022_A2-A3-A4-A5 Form/A2-A3 tab. Either Revenues need to be increased or expenditures by fund decreased. If this occurs in the two History columns, FY 17-18 or FY 18-19, you may need to do a history change form to spread revenues or expenditures across other programs.



Baseline Budget Request

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

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Budgeted	Requested	Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800
State Salary and Compensation Allocation	51,600	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
Total Federal Fund	708,993	490,553	505,638	495,700	345,300
Restricted Funds					
Balance Forward	682,313	040	0	270,000	270,000
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900
Non-Revenue Receipts	-4,189,638	-6,124,792	-10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

FY20 Year End Balance after Total Expenditures are deducted from Total Sources of Funds

FY 21 Balance Forward

MATH CHECK SECTION					
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Budgeted	Requested	Requested
Restricted Fund Carry Forward					
Restricted Fund Total	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	0
Should = Zero	0	0	0	0	0
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	0
Should = Zero	0	0	0	0	0
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

Math Check Purpose
These two line amounts should be zero because the previous year end balance should equal the balance forward amount for the next FY (Example: FY20 Year End Balance should equal FY21 Balance Forward).

What to Do If Math Check Fails
If the FY's Balance Forward does not match the previous FY's End Balance, adjust the BALFOR budget data in the 2022_A2-A3-A4-A5 Form/A2-A3 tab. If this occurs in the two History columns, FY 17-18 or FY 18-19, you may need to contact your OSBD Budget Analyst concerning a history change.



Baseline Budget Request

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

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800
State Salary and Compensation Allocation	51,600	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
Total Federal Fund	708,993	490,553	505,638	495,700	345,300
Restricted Funds					
Balance Forward	682,313	040	0	270,000	270,000
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900
Non-Revenue Receipts	-4,189,638	-6,124,792	-10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

FY20 Total Sources of Funds
FY 20 Total Expenditures By Funds

MATH CHECK SECTION	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
Restricted Fund Carry Forward					
Restricted Fund Total	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	0
Should = Zero	0	0	0	0	0
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	0
Should = Zero	0	0	0	0	0
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check					
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

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

What to Do If Math Check Fails
 If the expenditures by fund source exceed the source of fund totals, adjust the budget data in the 2022_A2-A3-A4-A5 Form/A2-A3 tab. Either Revenues need to be increased or expenditures by fund decreased. If this occurs in the two History columns, FY 17-18 or FY 18-19, you may need to do a history change form to spread revenues or expenditures across other programs.



Baseline Budget Request

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

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,052,300	27,051,100	22,448,200	16,802,800
State Salary and Compensation Allocator	51,600	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,400	25,504,872	27,051,100	22,448,200	16,802,800
Federal Fund					
Balance Forward	13,474	11,815	2,038	0	0
Current Receipts	695,519	478,738	503,600	495,700	345,300
Total Federal Fund	708,993	490,553	505,638	495,700	345,300
Restricted Funds					
Balance Forward	682,313	040	0	270,000	270,000
Current Receipts	15,209,218	15,508,188	33,826,900	33,826,900	33,826,900
Non-Revenue Receipts	-4,189,638	-8,124,792	-10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

FY20 Total Expenditures
By Class
FY 20 Total Expenditures
By Funds

MATH CHECK SECTION	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
Restricted Fund Carry Forward					
Restricted Fund Total	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	
Should = Zero	0	0	0	0	
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	
Should = Zero	0	0	0	0	
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check	699,763	732,838	270,000	270,000	
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

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

**What to Do If Math
 Check Fails**
 If these two totals do
 not match, either
 adjust the
 EXPFYFUND budget
 data in the 2022_A2-
 A3-A4-A5 Form/A2-
 A3 tab, or adjust the
 expenditure detail
 budget data in the
 2022_A2-A3-A4-A5
 Form/A3 Expenditure
 Detail tab.



Baseline Budget Request

- In the previous Math Check Section, we were checking to ensure Total Expenditures by Funds equaled the Total Expenditures by Class for all funds combined for each FY. If the two amounts do not equal, you may need to adjust the expenditures in the A3 Expenditure Detail tab. The A3 Exp All Detail Report may be a very helpful to determine exactly what expenditures need to be adjusted. This report shows each expenditure amount for each expenditure category along with their total amounts, so it may help you quickly determine where to make the necessary adjustments.
 - Double click on the A3 Exp All Detail report to open up the report
 - Click on Question Mark icon (?) to ensure the Enter Program Code textbox is visible. This will allow you to enter the required parameter/variable
 - Enter the required parameter/variable into the text box (NOTE: The program code can also be found on the 2022_A2-A3-A4-A5 form in KBUD)
 - Once the proper parameter/variable is entered, the Run icon (Run) will be enabled. Click the Run icon to run the report

Completed 2022_A2-A3-A4-A5 Form

Budget Request Summary
 Layout Code: 2022_A2-A3-A4-A5 Type: Generic Request Code: 1780 Request Name: DPH - TEST
 Program: 728A_PG

SAP Documents
 A1A2 Financial Record
 A1A2 Financial Record Math Check
 A1A2_A3_A5 Records
 A3 Exp All Detail
 A3 Expenditure Detail
 A5 Personnel Summary
 B1S2 Financial Record
 B3 Expenditure Detail
 C1C2 Financial Record

User Prompt Input
 Enter value(s) for Program Code:
 728A_PG

A3 Exp All Detail Report

WORKING PAPERS
 2020-2022 Kentucky Branch Budget
 All requested columns rounded to nearest \$100

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

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
EXPENDITURES BY FUND SOURCE					
Federal Fund	697,179	498,515	505,638	495,700	345,300
General Fund	12,267,452	24,774,072	27,051,100	22,448,200	16,802,800
Restricted Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURE CATEGORY					
E111 E111 Regular Salaries & Wages	2,663,796	2,493,777	2,427,500	2,448,600	2,483,500
E112 Seasonal Salaries & Wages	0	2,500	0	0	0
E115 Overtime	1,829	2,366	0	0	0
E119 Comp Time (Block 50 Payments Only)	7,098	1,529	0	0	0
E120 Deceased Employees Salaries & Wages	0	390	0	0	0
E121 E121 Employers FICA	182,706	171,469	164,800	166,300	168,700



Baseline Budget Request

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

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

A3 Exp All Detail Report

2020-2022 Kentucky Branch Budget
All requested columns rounded to nearest \$100

WORKING PAPERS

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

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested
EXPENDITURES BY FUND SOURCE				
Federal Fund	697,179	488,515	505,638	495,700
General Fund	12,267,492	24,774,072	27,051,100	22,448,200
Restricted Fund	11,701,853	9,383,436	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500
EXPENDITURE CATEGORY				
E111 E111 Regular Salaries & Wages	2,663,796	2,493,777	2,427,500	2,448,600
E112 Seasonal Salaries & Wages	0	2,500	0	0
E115 Overtime	1,829	2,366	0	0
E119 Comp Time (Block 50 Payments Only)	7,098	1,529	0	0
E120 Deceased Employees Salaries & Wages	0	390	0	0
E121 E121 Employers FICA	182,706	171,469	164,800	166,300

A3 Expenditure Detail Tab

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

Budget Request Summary ⓘ

Layout Code: 2022 A2-A3-A4-A5 Type: Generic Request Code:
 Program:

Refresh Zero Out Display Sub Total: Select Model:


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

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

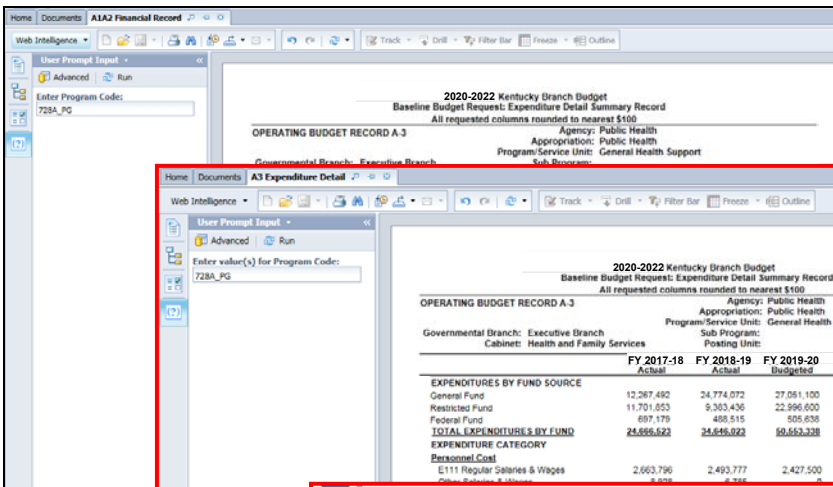
Calculator overlay with 'Store' button highlighted.



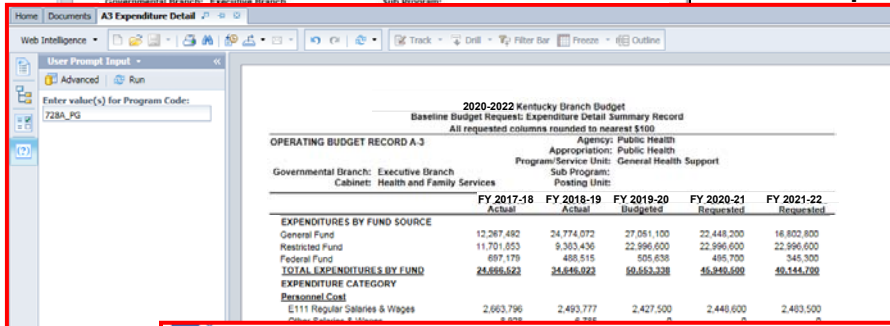
Baseline Budget Request

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

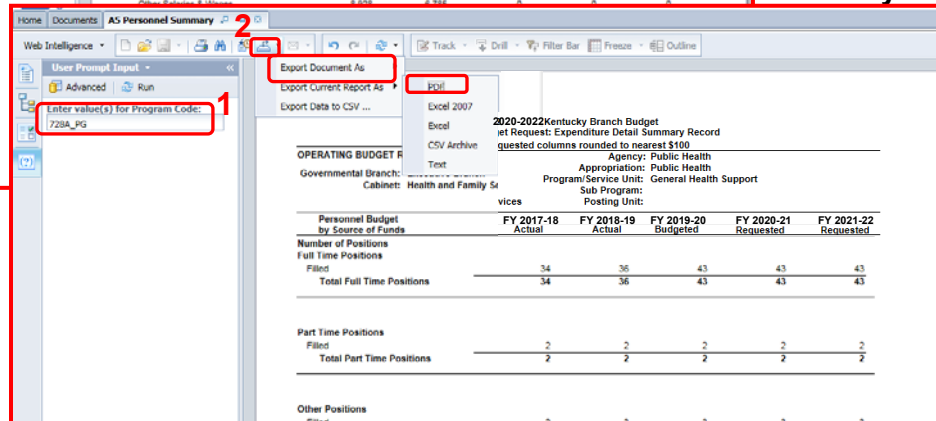
A1A2 Financial Record Report



A3 Expenditure Detail Report



A5 Personnel Summary Report



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



Section 3 Restricted Fund Form

Section 3.1 Budget Form Overview

The two tools within KBUD used to create your restricted budget requests are the Restricted Fund Maintenance Dimension and the 2022_E_FUND-RECEIPTS budget request form. These two tools along with historical data load for FY18 and FY19 are all the components necessary to produce the D RestrictedFundSumRecord and E Restricted Fund Record reports in EBI. The narrative data entered in the dimension table along with the numerical budget data entered on the agency's 2022_E_FUND-RECEIPTS forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

Dimension (Restricted Fund Maintenance)

D_RestrictedFundSumRecord Report

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

E Restricted Fund Record Report

Summary of Resor:
 Balance Forward (E Form) 58,652,670 56,946,278 37,199,592 37,199,592 37,199,592
 Current Receipts-Existing (E Form) 9,600,239 20,239,938 10,000,000 20,000,000 20,000,000
 Current Receipts-Existing (E Form) -11,306,631 -7,076,612 -10,000,000 -20,000,000 -20,000,000
Total Resources 56,946,278 70,108,405 37,199,592 37,199,592 37,199,592

Dimension Data

Historical Data

Form Data

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

2022_E_FUND-RECEIPTS Form

Line	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	EBALFOR R	37,199,592	37,199,592	37,199,592
2	ECUREXS R	10,000,000	20,000,000	20,000,000
3	ENONREV R	-10,000,000	-20,000,000	-20,000,000
Totals		-37,199,592	-37,199,592	-37,199,592



Restricted Fund Forms

The 2020-2220 Budget Instructions require that the Operating Budget Request: Restricted Funds Record (Report E) shall be completed for each on-budget Restricted Fund cash control fund. Each agency's budget form must provide information for the current year and the two requested years for each Restricted Fund cash account within the state accounting system (eMARS Financial).

In KBUD, each on-budget Restricted Funds cash control fund will have a separate record in the Restricted Fund Maintenance dimension table and a separate E Restricted Funds & Receipts Form. The 2022_E_FUND-RECEIPTS form will be used to produce your agency's budget request.

2022 E Restricted Funds & Receipts Form

Code	Name
2022_E_FUND-RECEIPTS	E Restricted Funds & Receipts Form

The 2022_E_FUND-RECEIPTS form contains two tabs to record the various components of your restricted funds budget request data:

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

2022_E_FUND-RECEIPTS Form with Multiple Tabs

The screenshot shows the 'Edit Budget Request' interface for the 'E Restricted Funds' tab. It includes a 'Notify' button, 'Expand All' and 'Collapse All' links, and several expandable sections:

- Budget Request Details:** Contains fields for Request Code (1814), Name (Fees in Lieu of Stream Mitigation Fund), Form (2022_E_FUND-RECEIPTS), and Stage (3).
- Reason For Change:** Contains a Reason Description text area.
- Budget Request Information:** (Empty section)
- Dimensions:** Contains a Restricted Fund dropdown menu.

At the bottom of the form, the identifier '134S-2022' is visible.

Section 3.2 *Creating a Restricted Fund Budget Request*

This section includes an overview of the Restricted Fund Budget Request creation process along with the detailed instructions to create a Restricted Fund budget request required by the 2020-2022 Budget Instructions.

Section 3.2.1 *Process Overview*

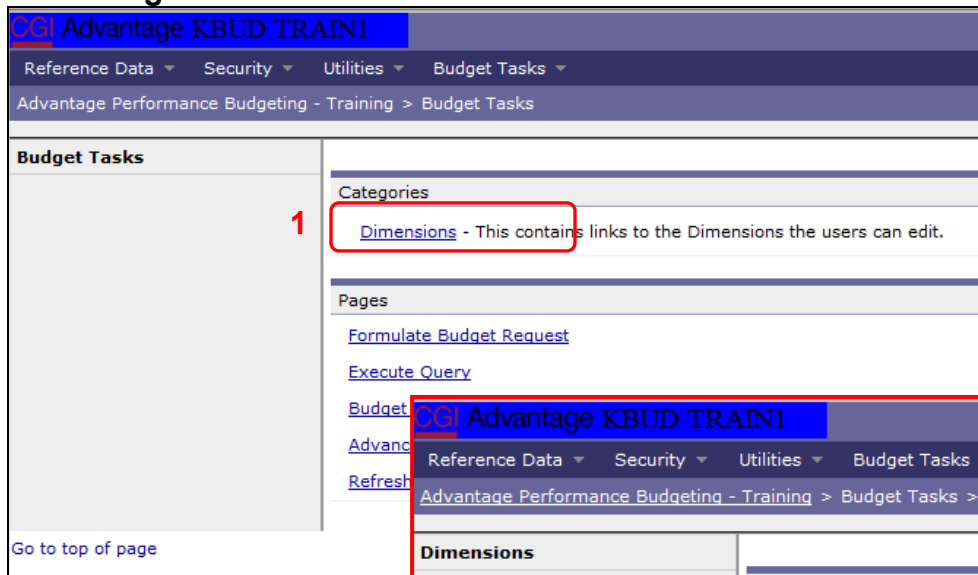
The following is a summarized description of the steps involved in the process to create a Restricted Fund budget request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Restricted Fund Maintenance Dimension table to update information on each specific Restricted Fund
- 2) Navigate to the Budget Layout Selection Page to choose the 2022_E_FUND-RECEIPTS Budget Request form
- 3) Create an instance of the 2022_E_FUND-RECEIPTS Budget Request form for an on-budget Restricted Fund
- 4) Manually enter the appropriate budget lines (data) into each of the form's tabs
 - 2022_E_FUND-RECEIPTS Budget Request Form Tabs
 - **Edit Budget Request**
 - **E Restricted Funds**
 - **E Restricted Receipts**
 - **Document Management (NOT USED)**
- 5) Login to KBUD Reports (EBI) and navigate to the 20-22 Biennium folder to run and/or print the necessary Restricted Fund budget request reports
 - Create the Restricted Fund budget request reports necessary for performing a math check on the budget data that was entered into KBUD
 - Create the Restricted Fund budget request reports necessary for official budget submission to GOPM
 - **D_RestrictedFundSumRecord (All Restricted Funds)**
 - **E Restricted Fund Record (Individual Restricted Funds)**

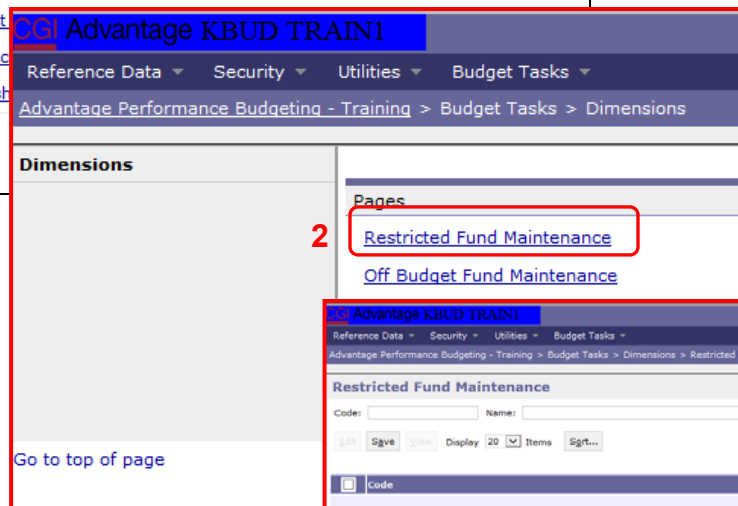
Section 3.2.2 Login to KBUD and Navigate to the Restricted Fund Maintenance Dimension Table and Update the Dimension

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

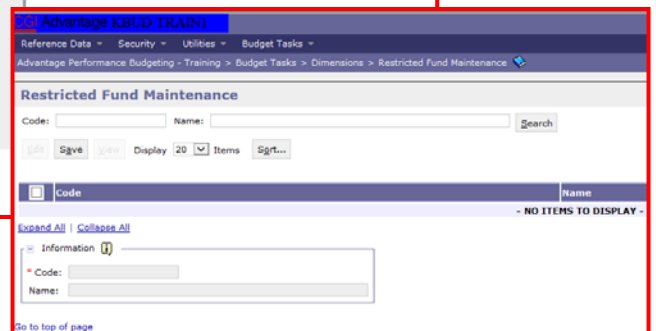
Home Page



Dimensions

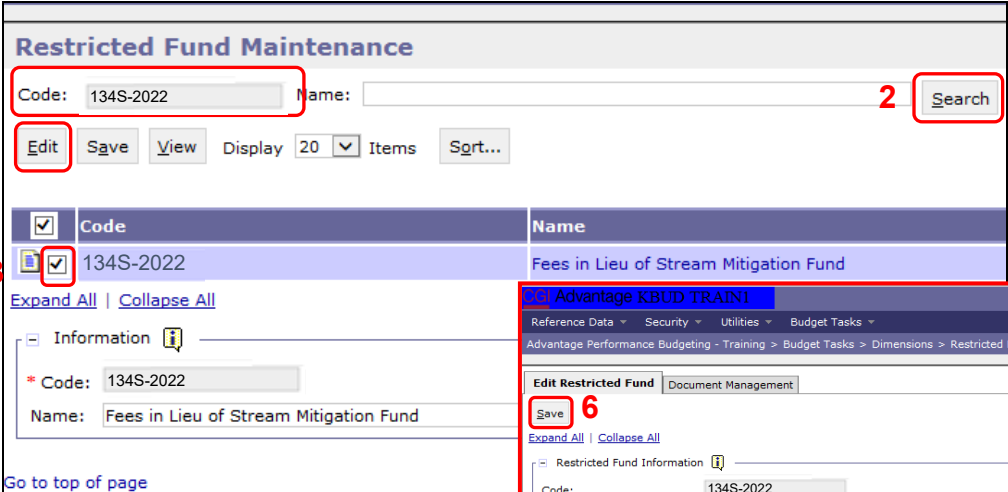


Restricted Fund Maintenance



- From the Dimension Restricted Fund Maintenance page, you can search and view all funds by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all of the on-budget Restricted Funds available based on your security. You can also narrow your search for a specific Restricted Fund by following these steps:
 - Enter the Restricted Fund number and along with “-2022” in the Code textbox
 - Click the Search button to search for the fund (If no records are returned, you need to redefine your search. You may want to try using a wildcard search: 134*)
 - Check the checkbox next to the record you want to edit
 - Click the Edit button and the Edit Restricted Fund Dimension will appear

Dimension Restricted Fund Maintenance



The screenshot shows the 'Restricted Fund Maintenance' interface. At the top, there are input fields for 'Code' (containing '134S-2022') and 'Name', followed by a 'Search' button. Below these are buttons for 'Edit', 'Save', 'View', and a 'Display' dropdown set to '20'. A table below lists the search results, with the first row '134S-2022 Fees in Lieu of Stream Mitigation Fund' selected. An 'Edit Restricted Fund' window is overlaid on the right, showing the 'Edit Restricted Fund' form with fields for 'Code' (134S-2022), 'Name' (Fees in Lieu of Stream Mitigation Fund), 'Legal Authority Citation' (KRS150.255), and 'Restricted Uses?' (checked). A 'Save' button is also visible in the edit window.

1 Code: 134S-2022 Name: Search

4 Edit Save View Display 20 Items Sgrt...

3 134S-2022 Fees in Lieu of Stream Mitigation Fund

5 Edit Restricted Fund

6 Save

- Update any of the Restricted Fund information not greyed out
 - Click the Save button and you should receive the Action was successful message.
- Repeat the previous process to update each agency Restricted Fund.



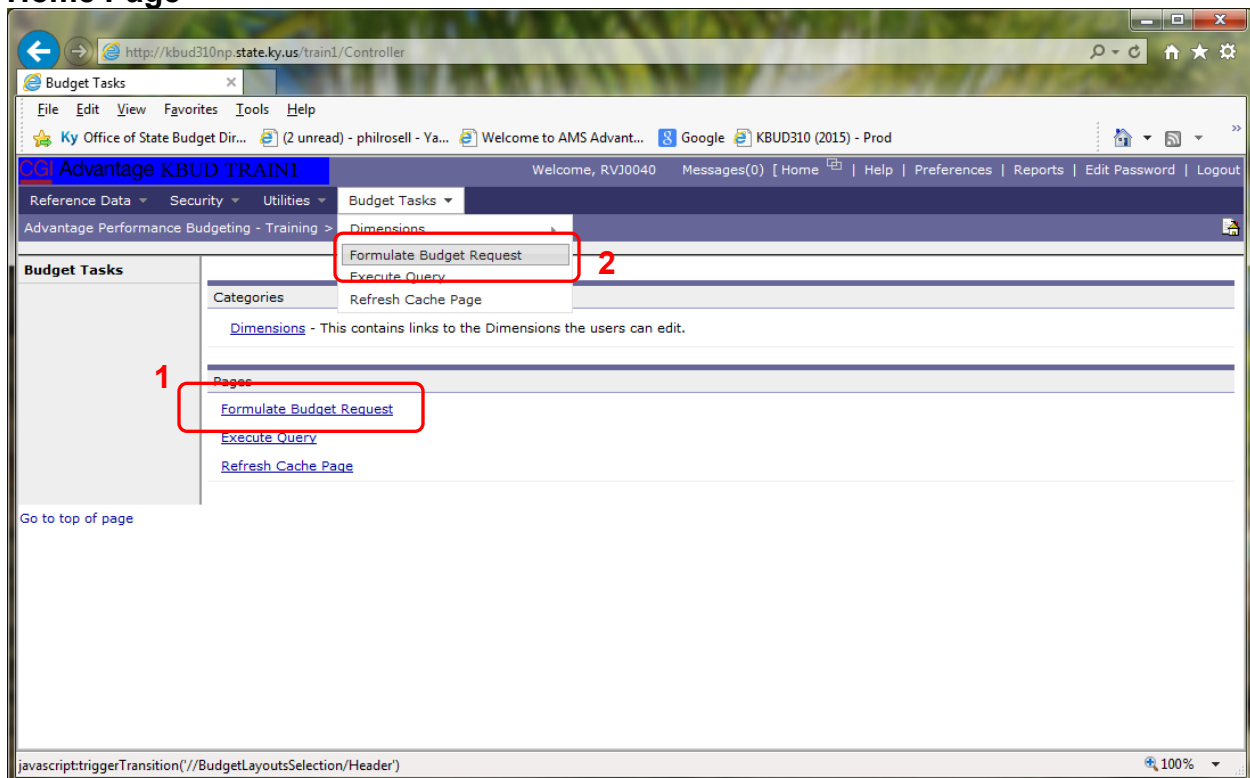
Restricted Fund Forms

- Here is some additional guidance to assist in filling out Dimension Restricted Fund Maintenance page:
 - **Legal Authority Citation** – Enter the specific legal authority that governs both the authority to collect the Restricted Fund receipts and purposes for which they may be expended.
 - **Restricted Uses?** – If the Restricted Fund has legally restricted uses, select the check box to answer the question as “Yes”. If the check box is empty, then the answer to the question is “No”.
 - **Restricted Funds Description** - Provide a description of each type of receipt budgeted for this account and the specific types of activities funded with the receipts. Indicate which type of receipt(s) is restricted and describe the purpose for which it shall be used. Also indicate which type of receipt(s), if any, has no restrictions on the use of the funds.
 - **Text Box 2** – If applicable, explain any changes in rates/fees during the 2018-2020 biennium, the amounts affected, and the legal authority for the change. If changes are expected for the 2020-2022 biennium, outline the changes in rates/fees, amounts affected, and the legal authority.

Section 3.2.3 Navigate to the 2022_E_FUND-RECEIPTS Form

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

Home Page





Restricted Fund Forms

- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 2022_E_FUND-RECEIPTS form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

Code	Name
2022 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
2022 B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
2022 E FUND-RECEIPTS	E Restricted Funds & Receipts Form
2022 G	G Federal Assistance Form
2022 OFFBUD FUND	Off Budget Funds
2022 CAPITAL FUND	Capital Request by Fund Source
2022 CAPITAL EXPEND	Capital Request Expenditures
2022 CAPITAL IMPONOPBUD	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (2022_E_FUND-RECEIPTS) you have created.

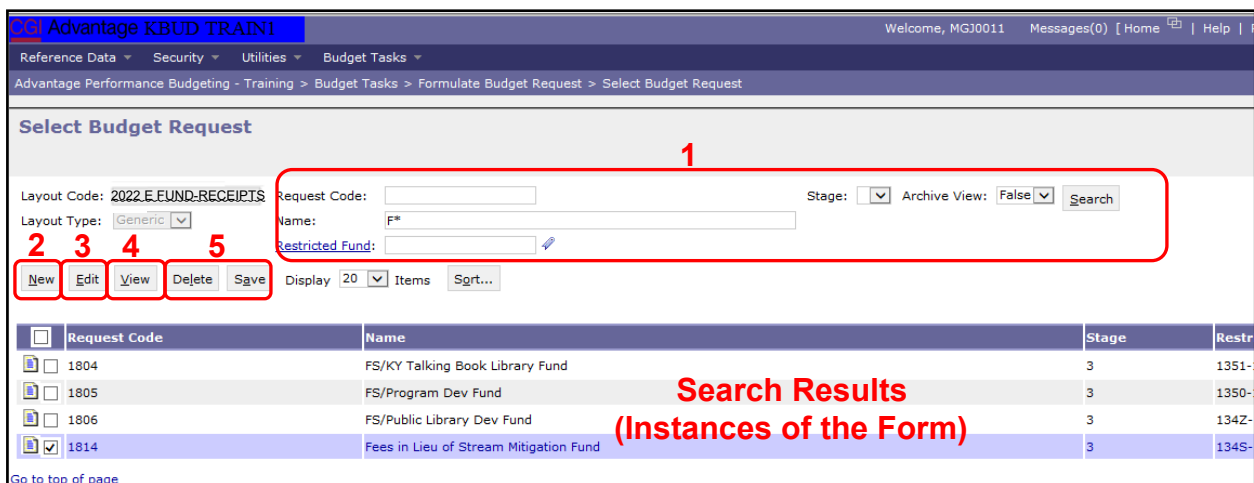
Select Budget Request Page (2022_E_FUND-RECEIPTS Form)

Request Code	Name	Stage
<input type="checkbox"/> 6260	HANDS-Medicaid	13GF
<input type="checkbox"/> 6263	Kentucky ADAP Funds	13KF
<input type="checkbox"/> 6264	PHPS-Registered Sanitaricians	13KF
<input type="checkbox"/> 6255	Maternal & Child Health Fund	138C
<input type="checkbox"/> 6256	General Health Support Fund	138H
<input type="checkbox"/> 6257	Epidemiology Fund	138J
<input type="checkbox"/> 6258	Lab Services Fund	138K
<input type="checkbox"/> 6259	PHPS Fund	138L
<input type="checkbox"/> 6261	PQI	13GF

Instances

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

Select Budget Request Page (2022_E_FUND-RECEIPTS Form)



Select Budget Request

Layout Code: 2022_E_FUND-RECEIPTS Request Code: Stage: Archive View: Search

Layout Type: [Generic] Name: F* Restricted Fund:

<input type="checkbox"/>	Request Code	Name	Stage	Restr
<input type="checkbox"/>	1804	FS/KY Talking Book Library Fund	3	1351-
<input type="checkbox"/>	1805	FS/Program Dev Fund	3	1350-
<input type="checkbox"/>	1806	FS/Public Library Dev Fund	3	134Z-
<input checked="" type="checkbox"/>	1814	Fees in Lieu of Stream Mitigation Fund	3	134S-

**Search Results
(Instances of the Form)**

Go to top of page



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

In this section, we will continue from the previous section to create an E Restricted Funds & Receipts form for the Kentucky Fish and Wildlife Resources, Department 660. In this scenario, we will create a 2022_E_FUND-RECEIPTS form for Restricted Fund 134S (code 134S-2022), Fees in Lieu of Stream Mitigation Fund.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 2022_E_FUND-RECEIPTS form.

Select Budget Request Page (2022_E_FUND-RECEIPTS Form)

Advantage KBUD TRAINING | Welcome, MGJ0011 | Messages(0)

Reference Data | Security | Utilities | Budget Tasks

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

Select Budget Request

Layout Code: 2022.E.FUND-RECEIPTS | Request Code: | Stage: 1 | Archive View: False | Search

Layout Type: Generic | Name:

Restricted Fund:

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

<input type="checkbox"/>	Request Code	Name	Stage	Restricted Fund
- NO ITEMS TO DISPLAY -				

[Go to top of page](#)

- From the Create Budget Request page, you will need to complete these four primary steps:
 - Fill in the Name textbox (Suggestion: make it the same name as your Dimension and/or eMARS' fund name, so you will know by its name what fund is contained in the form)
 - Fill in the Restricted Fund textbox. There are two ways to fill in the textbox: 1) Type in the correct Restricted Fund code, or 2) click on the blue Restricted Fund link to pull up a Restricted Fund Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Restricted Fund code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the appropriate Restricted Fund code
 - Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page

3 Save Back

1 * Name: Fees in Lieu of Stream Mitigation Fund

Stage: 1

2 Restricted Fund:

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

Restricted Fund Search Page

2-1 Code: 134S*

2-2 Search

2-3 Select

Code	Name	Short Name	Element Type	Parent	De
134S-2022	Fees in Lieu of Stream Mitigation Fund		COA		66

Section 3.2.5 Entering Budget Data in the 2022_E_FUND-RECEIPTS Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 1. Click on the E Restricted Funds tab (NOTE: You can now add your Sources of Funds and Expenditure information)
 2. Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this fund. Enter a separate budget line for each budget object required by the 2020-2220 Budget Instructions)
 3. Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 4. Once you have finished entering all your budget lines for this tab, click the Save button (NOTE: When entering numerical budget data, enter the data to the nearest \$100).
 5. Click the E Restricted Receipts tab to add more budget lines or click the Back button to exit the form

New 2022_E_FUND-RECEIPTS Form for Restricted Fund 134S

E Restricted Funds Tab

Line	Budget Object	FY 19-20
<input type="checkbox"/>	1 EBALFOR R	37,19
<input type="checkbox"/>	2 ECUREXS R	10,00
<input checked="" type="checkbox"/>	3 ENONREV R	-10,00
Totals		-37,19

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

- To complete the 2022_E_FUND-RECEIPTS form, you will need to repeat the procedures previously described in this section of the manual for the E Restricted Receipts tab.
- The E Restricted Receipts tab needs to include budget data for each budget object. You can reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects. The total Receipts on the E Restricted Receipts tab must agree with the total sources of funds minus the EBALFOR on the E Restricted Fund tabs (NOTE: When entering numerical budget data, enter the data to the nearest \$100).

Edit Budget Request E Restricted Funds E Restricted Receipts Document Management					
Budget Request Summary ⓘ					
Layout Code: 2022_E_FUND-RECEIP		Type: Generic	Request Code: 18		
Restricted Fund: 134S-2022					
Refresh Zero Out Display Sub Total: <input checked="" type="checkbox"/> Select Model: ▾					
New Line Copy Line Delete Line Export Import Audit Trail View Graph Sqrt... View as CSV					
Summary					
Line	Budget Object		FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 EBALFOR	R	37,199,600	37,199,600	37,199,600
<input type="checkbox"/>	2 ECUREXS	R	10,000,000	20,000,000	20,000,000
<input type="checkbox"/>	3 ENONREV	R	-10,000,000	-20,000,000	-20,000,000

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

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

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

Edit Budget Request E Restricted Funds E Restricted Receipts Document Management					
Budget Request Summary ⓘ					
Layout Code: 2022_E_FUND-RECEIP		Type: Generic	Request Code:		
Restricted Fund: 134S-2022					
Refresh Zero Out Display Sub Total: <input checked="" type="checkbox"/> Select Model: ▾					
New Line Copy Line Delete Line Export Import Audit Trail View Graph Sqrt... View as CS					
Summary					
Line	Budget Object		FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 CASH	R	-10,000,000	-20,000,000	-20,000,000
<input type="checkbox"/>	2 R436	R	5,000,000	10,000,000	10,000,000
<input type="checkbox"/>	3 R771	R	200,000	1,000,000	1,000,000
<input type="checkbox"/>	4 R801	R	4,800,000	9,000,000	9,000,000

- Once the dimension has been updated and the 2022_E_FUND-RECEIPTS form has been completed for each Restricted Fund, the associated Restricted Fund reports can be created and printed.

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

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 20-22 Biennium folder to access the necessary budget request reports. In this scenario, we will run the three Restricted Fund reports for the Kentucky Fish and Wildlife Resources' Restricted Fund 134S, Fees in Lieu of Stream Mitigation Fund. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the dimension table we updated and the 2022_E_FUND-RECEIPTS form we created in the previous sections for Restricted Fund 134S to the E Restricted Fund Record Report. You can directly trace the dimension data to the Fund Source Data heading on the report. You can also trace the form's budget data amounts to the budget totals on the report.

Restricted Fund Dimension Table

Edit Restricted Fund | Document Management

Save

Expand All | Collapse All

Restricted Fund Information

Code: 134S-2022

Name: Fees in Lieu of Stream Mitigation Fund

Legal Authority Citation: KRS150.255

Restricted Uses?:

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

Restricted Funds Description:

E Restricted Fund Record Report

I. FUND SOURCE DATA

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

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

III. RECEIPT STRUCTURE

Receipts by Revenue Source Code (Both Revenue and Non-revenue)	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
CASH Cash	-11,442,400	-8,550,170	-10,000,000	-20,000,000	-20,000,000
N10C Operating Transfer from Capital Projects Fund	128,712	1,473,358	0	0	0
N113 Operating Transfer from Agency Revenue Fund	7,057	0	0	0	0
R436 General Services to Other State Agencies			5,000.0		0
R771 Interest Income			200.0		0
R801 Misc. Private Grants & Gifts			4,800.0		0
Total Receipts					0

IV. RESTRICTED FUNDS BUDGET'S SUMMARY

	Budgeted FY 2019-	Requested FY 2020-21	Requested FY 2021-22
(A) Resources:			
Balance Forward (E Form)	58,652,670	56,946,278	37,199,592
Current Receipts-Existing (E Form)	9,600,239	20,238,938	10,000,000
Non-Renewal Receipts (E form)	-11,306,631	-7,076,612	-20,000,000
Total Resources	56,946,278	70,108,405	37,199,592
(B) Expenditures:			
	0	0	0
Total Expenditures	0	0	0

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

2022_E_FUND-RECEIPTS Form

2022_E_FUND-RECEIPTS Form

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

Budget Request Summary

Layout Code: 2022_E_FUND-RECEIPTS Type: Generic Request Code: 18

Restricted Fund: 134S-2022

Refresh Zero Out Display Sub Total: Select Model:

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

Numerical Budget Data

Line	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	EBALFOR R	37,199,592	37,199,592	37,199,592
2	ECUREXS R	10,000,000	20,000,000	20,000,000
3	ENONREV R	-10,000,000	-20,000,000	-20,000,000
Totals		-37,199,592	-37,199,592	-37,199,592

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

Required Restricted Fund Reports For Restricted Funds

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

Supportive Restricted Fund Report

3. E_Rstd_Fund_Mathcheck

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



The screenshot displays the Advantage KBUD TRAIN1 application interface. The top navigation bar includes "Welcome, MGJ0011", "Messages(0)", "Home", "Help", "Preference", "Reports", "Edit Password", and "Logout". The "Reports" menu item is highlighted with a red box and a red number "1" above it. Below the navigation bar, the "Budget Tasks" section is visible, containing a "Categories" section with a link to "Dimensions" and a "Pages" section with links to "Formulate Budget Request", "Execute Query", "Budget Request Filter View", "Advance Budget Request Stage", and "Refresh Cache Page".

The main content area shows the "eMARS Reporting 3.11.1" login page. The page title is "eMARS Reporting 3.11.1" and the subtitle is "SAP BusinessObjects BI Platform 4.1 Support Pack 7 Patch 4". The page instructs the user to "Enter your user information, and click 'Log On'." and provides a "Help" link. The login form includes fields for "System" (EAS1VP-APBI001:6400), "User Name" (MGJ0011), and "Password". A "Log On" button is located below the password field. The EBI logo is visible in the bottom left corner of the login page.

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

eMARS Reporting 3.11.1
 SAP BusinessObjects BI Platform 4.1
 Support Pack 7 Patch 4


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

System: [EAS1VP-APB1001:6400]

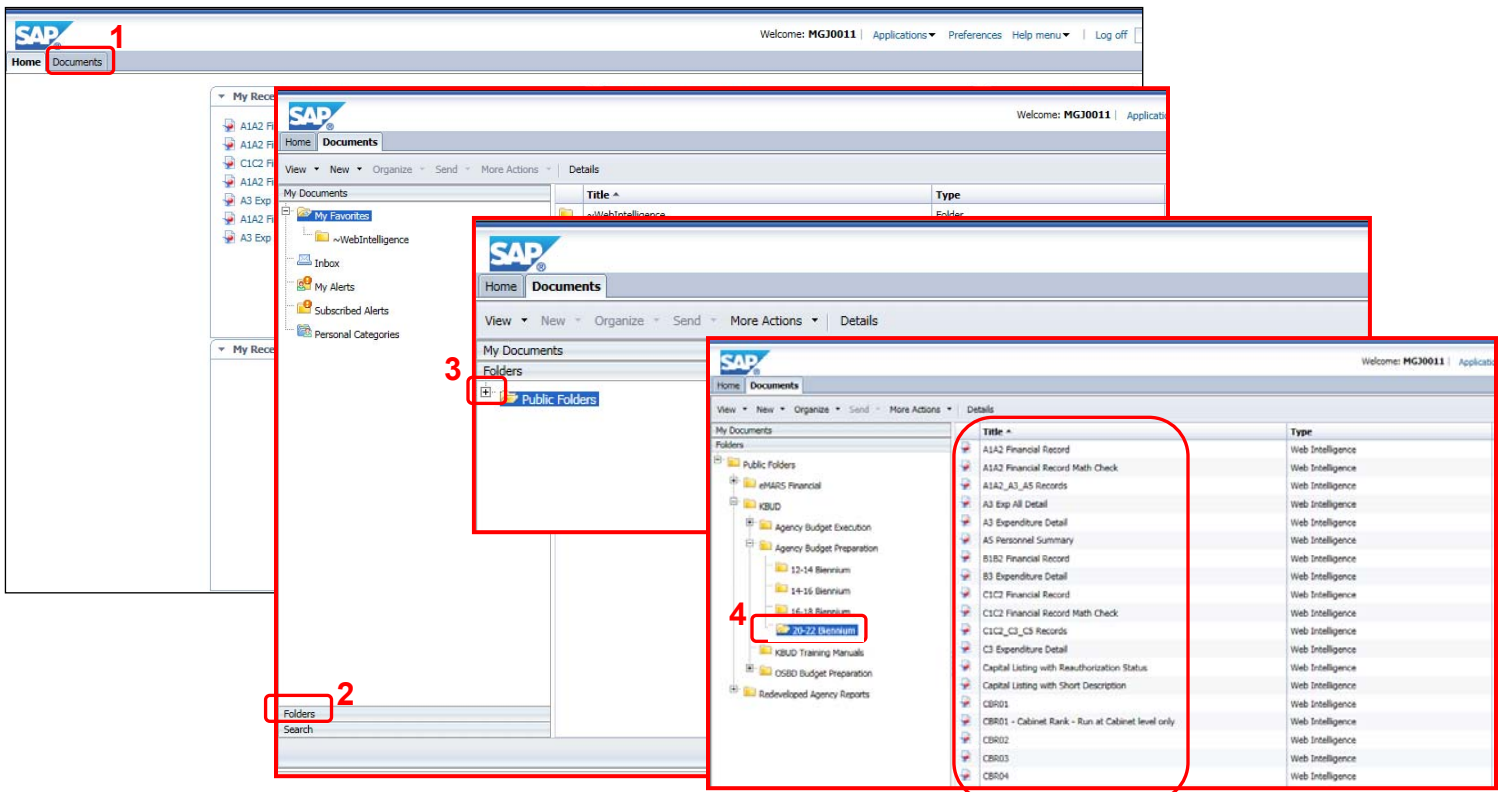
User Name: [MGJ0011]

Password: []

Log On

 [Help](#)

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



The screenshot shows a series of overlapping windows of the SAP BI application. Red boxes and numbers 1-4 indicate the navigation path:

- 1:** Points to the 'Documents' tab in the top navigation bar.
- 2:** Points to the 'Folders' bar at the bottom of the application.
- 3:** Points to the 'Public Folders' link in the Folders bar.
- 4:** Points to the '20-22 Biennium' folder in the expanded Public Folders tree, which is open to show a list of reports.

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

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



1. Double click on the E_Rstd_Fund_Mathcheck report to open up the report
2. Click on Question Mark icon to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
3. Enter the required parameters/variables into the Restricted Fund Code text box. In this scenario, we will enter the five restricted funds associated with the program. This entry is done by separating each Restricted Fund with a semicolon (Example: 134S-2022;134T-2022;13JM-2022;134R-2022;134Q-2022)
4. Enter the required parameters/variables into the Program Code text box. In this scenario, we will enter the program associated with the seven funds: 660G_BILL_2022.
5. Once the proper parameter/variable is entered, the Run icon will be enabled. Click the Run icon to run the report

E_Rstd_Fund_Mathcheck

Report run for these Restricted Fund Codes

Restricted Fund Name	
134R-2022	Restricted Fish & Game Fund
134S-2022	Fees in Lieu of Stream Mitigation Fund
134T-2022	Program Income Fund
13JM-2022	Boating Registration Funds
134Q-2022	Non-Restricted Fish & Game Fund

Report executed for these Programs

Program Name	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
660G_BILL Fish and Wildlife Resources					
Summary of Resources:					
BALFOR	81,474,877	81,851,839	88,043,238	91,258,423	48,858,423
EBALFOR	81,474,877	81,821,939	88,043,908	91,258,423	48,858,423
Should Be Zero	0	0	0	0	0
GURREC	44,708,223	57,987,792	42,423,700	52,951,800	55,951,800
SECURRES and SECURRES	44,708,223	57,987,792	42,423,700	52,951,800	55,951,800
Should Be Zero	0	0	0	0	0
NOURREV and TRANSFER	-8,779,453	-8,508,850	-17,788,000	-23,800,000	-23,800,000
JENDUREV	-8,779,453	-8,508,850	-17,788,000	-23,800,000	-23,800,000
Should Be Zero	0	0	0	0	0
Summary of Expenditures:					
EXPRTFUND	34,779,879	34,911,038	31,423,700	31,951,800	34,951,800
-E Baseline Exp	34,779,879	34,911,038	31,423,700	31,951,800	34,951,800
-E Defined Calc Ex	0	0	0	1,491,100	3,130,100
-E ABR Exp	0	0	0	1,307,100	1,788,400
Should Be Zero	0	0	0	0	0



Restricted Fund Forms

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

1. Example-1: Ensures the FY 18 Balance Forward totals (\$58,043,936) entered on the Restricted Fund E Forms equal the same amount (\$58,043,936) as the Restricted Fund Balance Forward entered on the A Forms
2. Example-2: Ensures the FY 19 Current Receipt totals (\$52,951,600) entered on the Restricted Fund E Forms equal the same amount (\$52,951,600) as the Restricted Fund Current Receipts entered on the A Forms
3. Example-3: Ensures the FY 20 Non Revenue Receipt totals (\$-23,600,000) entered on the Restricted Fund E Forms equal the same amount (\$-23,601,000) as the Restricted Fund Non Revenue Receipts entered on the A Forms (NOTE: These amounts do not balance and an adjustment is required)

E Forms

Line	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	EBALFOR	14,740,032	7,054,531	5,354,531
2	ECUREXS	31,226,600	28,530,600	31,530,600
3	ENONREV	-6,785,800	-2,600,000	-2,600,000
4	ECURRVS	325,000	0	0
5	EBLEXP	31,423,700	26,266,300	27,406,100
6	EDCEXP	0	1,320,200	2,815,800
7	EBBREXP	0	942,100	1,308,700
Totals		-8,082,432	-5,354,531	-2,754,531

Source of Fund Totals

A Forms

Line	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	1300	BALFOR	8,104,313	6,104,300	6,104,300
2	1300	CURREC	8,125,000	7,120,400	7,843,700
3	1300	NONREV	-1,000,000	-1,000,000	-1,000,000
4	1200	BALFOR	2,806,632	2,806,600	2,806,600
5	1200	CURREC	9,004,800	6,950,200	6,660,500
6	1300	EXPBYFUND	7,125,000	6,120,400	6,843,700
7	1200	EXPBYFUND	9,004,800	6,950,200	6,660,500
Totals			-8,910,945	-8,910,900	-8,910,900

Source of Fund Totals

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

E_Rstd_Fund_Mathcheck

Report ran for these Restricted Fund Codes	Restricted Fund Name				
134R-2022	Restricted Fish & Game Fund				
134S-2022	Fees in Lieu of Stream Mitigation Fund				
134T-2022	Program Income Fund				
13JM-2022	Boating Registration Funds				
134Q-2022	Non-Restricted Fish & Game Fund				
Report executed for these Programs	Program Name				
660G_BILL	Fish and Wildlife Resources				
	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
Summary of Resources:					
BALFOR	81,474,677	81,621,839	58,043,936 ¹	51,258,423	48,658,423
-EBALFOR	81,474,677	81,621,839	58,043,936	51,258,423	48,658,423
Should Be Zero	0	0	1	0	0
CURREC	44,706,223	57,967,792	42,423,700	52,951,600 ²	55,951,600
-ECUREXS and ECURRVS	44,706,223	57,967,792	42,423,700	52,951,600	55,951,600
Should Be Zero	0	0	2	0	0
NONREV and TRANSFE	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000 ³
-ENONREV	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,601,000
Should Be Zero	0	0	0	0	1,000

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



Restricted Fund Forms

In Example-3, the total amounts from all the E Forms' ENONREV entries did not equal the total amount of the A Forms' NONREV entries, and therefore, an adjustment(s) will need to be made to balance the amounts. The amounts are off by \$1,000, so either the NONREV on one of the A Forms need to be adjusted by \$1,000 or the ENONREV on one or more of the E Forms need be adjusted by \$1,000, or some combination that brings them into balance. When you review the entries in the A and E Forms, there is a \$1,000 difference between 134S-2022 (E Form) and 660C_PG (A Form) forms. After doing the proper research to verify where the adjustment should be made, it was decided to edit the 134S-2022 E Form and reduce the ENONREV budget line from \$20,001,000 to \$20,000,000. This corrected the error in the math check report.

E Forms ENONREV Entries

134R-2022

Summary					
Line	Budget Object		FY 19-20	FY 20-21	FY 21-22
1	EBALFOR	R	14,740,032	7,954,531	5,354,531
2	ECUREXS	R	31,226,600	28,530,600	31,530,600
3	ENONREV	R	-6,785,500	-2,600,000	-2,600,000
4	ECURRVS	R	325,000	0	0
5	EBLEXP	E	31,423,700	26,268,300	27,406,100
6	EDCEXP	E	0	1,320,200	2,815,800
7	EABREXP	E	0	942,100	1,308,700

134T-2022

Summary					
Line	Budget Object		FY 19-20	FY 20-21	FY 21-22
1	EBALFOR	R	6,104,313	6,104,313	6,104,313
2	ECUREXS	R	1,000,000	1,000,000	1,000,000
3	ENONREV	R	-1,000,000	-1,000,000	-1,000,000

134S-2022

Summary					
Line	Budget Object		FY 19-20	FY 20-21	FY 21-22
1	EBALFOR	R	37,199,592	37,199,592	37,199,592
2	ECUREXS	R	10,000,000	20,000,000	20,000,000
3	ENONREV	R	-10,000,000	-20,000,000	-20,001,000

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

A Forms NONREV Entries

660A_PG

Summary							
Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22	
1	1300	BALFOR	R	14,740,031	7,954,531	5,354,531	
2	1300	CURREC	R	5,926,600	5,798,400	5,797,300	
3	1300	NONREV	R	-6,785,500	-2,600,000	-2,600,000	
4	1300	EXPBYFUND	E	5,926,600	5,798,400	5,797,300	

660B_PG

Summary							
Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22	
1	1300	BALFOR	R	6,104,313	6,104,300	6,104,300	
2	1300	CURREC	R	8,125,000	7,120,400	7,843,700	
3	1300	NONREV	R	-1,000,000	-1,000,000	-1,000,000	
4	1200	BALFOR	R	2,806,632	2,806,600	2,806,600	
5	1200	CURREC	R	9,004,800	6,950,200	6,660,500	
6	1300	EXPBYFUND	E	7,125,000	6,120,400	6,843,700	
7	1200	EXPBYFUND	E	9,004,800	6,950,200	6,660,500	

660C_PG

Summary							
Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22	
1	1300	BALFOR	R	37,199,592	37,199,592	37,199,592	
2	1300	CURREC	R	13,100,000	23,451,800	23,883,900	
3	1300	NONREV	R	-10,000,000	-20,000,000	-20,000,000	
4	1200	BALFOR	R	1,000,000	1,000,000	1,000,000	
5	1200	CURREC	R	6,230,400	6,317,600	6,068,900	
6	1300	EXPBYFUND	E	3,100,000	3,451,800	3,883,900	
7	1200	EXPBYFUND	E	6,230,400	6,317,600	6,068,900	

E_Rstd_Fund_Mathcheck (After \$1000 Adjustment)

	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
Summary of Resources:					
BALFOR	81,474,677	81,621,839	58,043,936	51,258,423	48,658,423
-EBALFOR	81,474,677	81,621,839	58,043,936	51,258,423	48,658,423
Should Be Zero	0	0	0	0	0
CURREC	44,706,223	57,967,792	42,423,700	52,951,600	55,951,600
-ECUREXS and ECURRVS	44,706,223	57,967,792	42,423,700	52,951,600	55,951,600
Should Be Zero	0	0	0	0	0
NONREV and TRANSFER	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000
-ENONREV	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000
Should Be Zero	0	0	0	0	0

The report is now in balance

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

- Example: Ensures the FY 22 EXPBYFUND totals (\$34,951,600) combined from entries on the A and B Forms equals the total of the E Baseline Exp + E Defined Calc Exp + E ABR Exp (\$34,951,600) as entered on all of the E Forms

E Forms

Line	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	ESALFOR	R	14,740,032	7,954,531	5,354,531
2	ECUREKS	R	31,224,600	28,530,600	31,530,600
3	ENDNREV	R	-6,785,500	-2,600,000	-2,600,000
4	ECURRVIS	R	325,000	0	0
5	EBLEXP	E	31,423,700	26,268,300	27,406,100
6	EDICEXP	E	0	1,320,200	2,815,800
7	EABREXP	E	0	942,100	1,308,700
Totals			-8,082,432	-5,354,531	-2,754,531

Expenditure Totals

A & B Forms

Line	Fund	Budget Object	FY 19-20	FY 20-21	FY 21-22	
1	1300	BALFOR	R	6,104,313	6,104,300	6,104,300
2	1300	CURREC	R	8,125,000	7,120,400	7,843,700
3	1300	NDNREV	R	-1,000,000	-1,000,000	-1,000,000
4	1200	BALFOR	R	2,806,632	2,806,600	2,806,600
5	1200	CURREC	R	9,004,800	6,950,200	6,660,500
6	1300	EXPBYFUND	E	7,125,000	6,120,400	6,843,700
7	1200	EXPBYFUND	E	9,004,800	6,950,200	6,660,500
Totals			-8,910,945	-8,910,900	-8,910,900	

Expenditure by Fund Totals

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

E_Rstd_Fund_Mathcheck

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

What to Do If Math Check Fails

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

- Once you have successfully completed all your math checks for all your Restricted Funds and you are ready to run the final version of the required D_RestrictedFundSumRecord report, complete the following steps:
 1. Open the D_RestrictedFundSumRecord report as per the instructions in the previous paragraphs and use the bill level Restricted Fund Code as the parameter/variable for this report. In this example, the bill level Restricted Fund Code for the Fish and Wildlife Resources is 660G_BILL_2022
 - The top part of the report displays the Summary of Resources and Summary of Expenditures combined for all the Restricted Funds associated with this bill. The bottom part of the report displays the total expenditures for each restricted fund.
 2. To save the report as a PDF document, click the Export Icon and choose Export Document as PDF
 3. Click the Save button's down arrow and choose the Save As command and save the report to a location where you will remember to find them. Open the documents with Adobe Reader and use the print feature to print paper copies of the reports.

D_RestrictedFundSumRecord

	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
Summary of Resources:					
Balance Forward (E Form)	81,474,677	81,621,839	58,043,936	51,258,423	48,658,423
Current Receipts-Existing (E Form)	44,706,223	57,967,792	42,098,700	52,951,600	55,951,600
Non-Revenue Receipts (E form)	-9,779,483	-8,505,850	-17,785,500	-23,600,000	-23,600,000
Current Receipts-Revised (E Form)	0	0	325,000	0	0
Total Resources	116,401,417	131,083,781	82,682,136	80,610,023	81,010,023
Summary of Expenditures:					
Baseline Budget Expenditures	34,779,579	34,911,038	31,423,700	29,153,400	30,035,100
Defined Calculations Expenditures	0	0	0	1,491,100	3,130,100
Additional Budget Request Expenditures	0	0	0	1,307,100	1,786,400
Total Expenditures	34,779,579	34,911,038	31,423,700	31,951,600	34,951,600
Cash Control Account Title					
134R-2022 Restricted Fish & Game Fund	34,765,908	34,911,038	31,423,700	28,530,600	31,530,600
13JM-2022 Boating Registration Funds	0	0	0	3,421,000	3,421,000
13KR-2022 KHLCF-Management Fund	13,671	0	0	0	0
Total Expenditures	34,779,579	34,911,038	31,423,700	31,951,600	34,951,600

- Once you are ready to run the final version of the required E Restricted Fund Record report reports, complete the following steps:
 1. Open the E Restricted Fund Record report as per the instructions in the previous paragraphs and use the Restricted Fund Code as the parameter/variable for this report. In this example, the Restricted Fund Code for the KHLCF-Management Fund is 134R-2022. You will need to run and print this report for each individual Restricted Fund.
 - The top part of the report displays the Fund Source Data from the Restricted Fund dimension table. The bottom part of the report displays the total receipts by revenue source in the Receipt Structure.
 2. To save the report as a PDF document, click the Export Icon and choose Export Document as PDF
 3. Click the Save button's down arrow and choose the Save As command and save the report to a location where you will remember to find them. Open the documents with Adobe Reader and use the print feature to print paper copies of the reports.

E Restricted Fund Record

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



Section 4 Federal Grant Form

Section 4.1 Budget Form Overview

The two tools within KBUD used to create your Federal Grant budget request are the Grant Maintenance Dimension and the 2022_G, G Federal Assistance budget request form. These tools are all the components necessary to produce the F Federal Funds Summary and G Fed Assist Op Bud Record reports in EBI. The narrative and numerical data entered in the Grant dimension table along with the numerical budget data entered on the agency's 2022_G forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

Dimension (Grant Maintenance)

F Federal Funds Summary Report

G Fed Assist Op Bud Record Report

2022_G Form



Federal Grant Fund Forms

The 2020-2022 Budget Instructions requires agencies to complete a separate Federal Assistance Program Record (G) for each individual federal assistance program source totaling at least \$100,000, and for every federal assistance program which requires state matching funds. For Federal Assistance programs under \$100,000, which do not require any state match support, one Federal Assistance Program Record (G) must be completed that combines them and labeled “Miscellaneous”.

For each Appropriation unit, there are pre-defined Federal Grant codes that will be used for each Federal Assistance Program Record: Record G. If the Grant code existed in KBUD for the previous biennia on the dimension table, the data will be copied into the 2022 Grant Dimension table for the agency. However, this information can be edited and should be updated if necessary.

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

In KBUD, the 2022_G form will be used to produce your agency’s Federal Grant budget request.

G Federal Assistance Form

Code	Name
2022_G	G Federal Assistance Form

The 2022_G form has a single tab to record fund and expenditure data for the Federal Grant budget request data:

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

2022_G Form with Multiple Tabs



Section 4.2 *Creating a Federal Grant Budget Request*

This section includes an overview of the Federal Grant Budget Request creation process along with the detailed instructions to create a Federal Grant budget request required by the 2020-2022 Budget Instructions.

Section 4.2.1 Process Overview

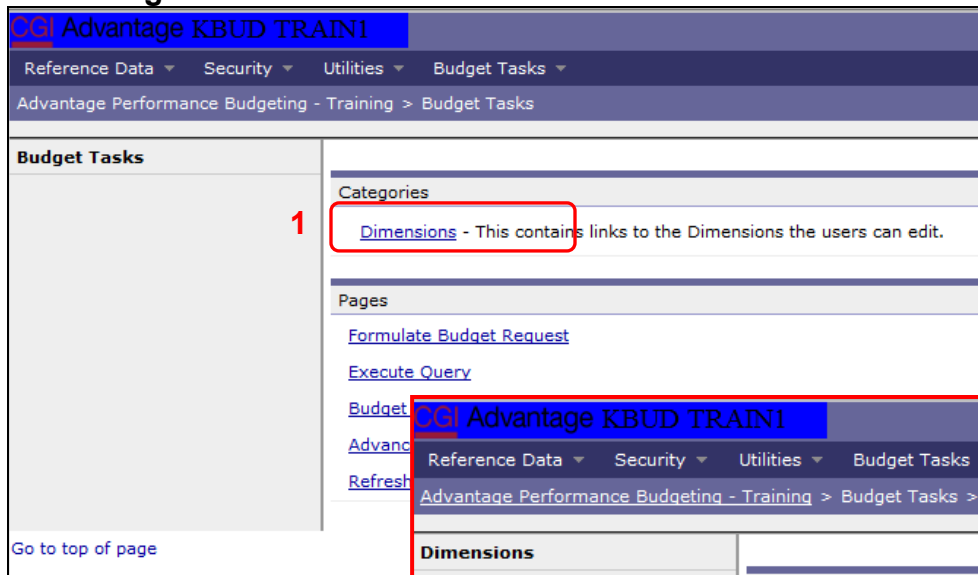
The following is a summarized description of the steps involved in the process to create a Federal Grant budget request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Grant Maintenance Dimension table to update information on each specific Federal Grant
- 2) Navigate to the Budget Layout Selection Page to choose the 2022_G Budget Request form
- 3) Create an instance of the 2022_G Budget Request form for a Federal Grant
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
 - 2022_G Budget Request Form Tabs
 - **Edit Budget Request**
 - **Budget Lines**
 - **Document Management (NOT USED)**
- 5) Login to KBUD Reports (EBI) and navigate to the 20-22 Biennium folder to run and/or print the necessary Federal Grant budget request reports
 - Create the Federal Grant budget request reports necessary for official budget submission to GOPM
 - **F Federal Funds Summary (Includes all the agency's Federal Grants entered on the G Forms)**
 - **G Fed Assist Op Bud Record (Run this report for each individual Federal Grant)**

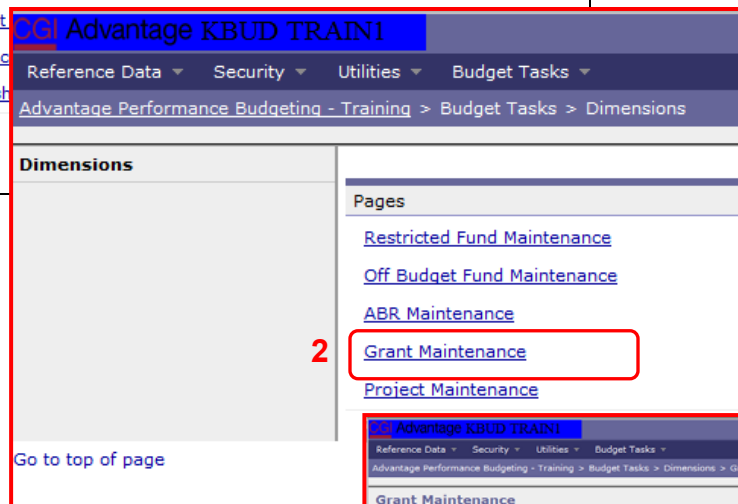
Section 4.2.2 Login to KBUD & Navigate to the Grant Maintenance Dimension Table

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

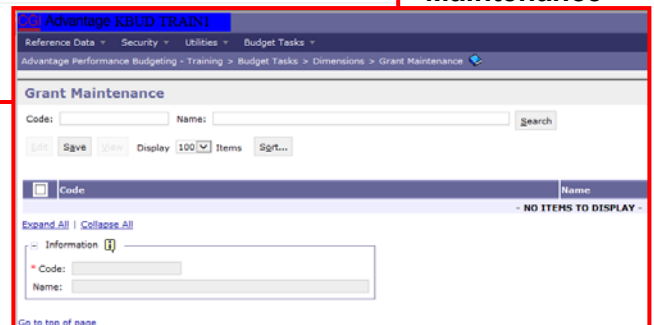
Home Page



Dimensions



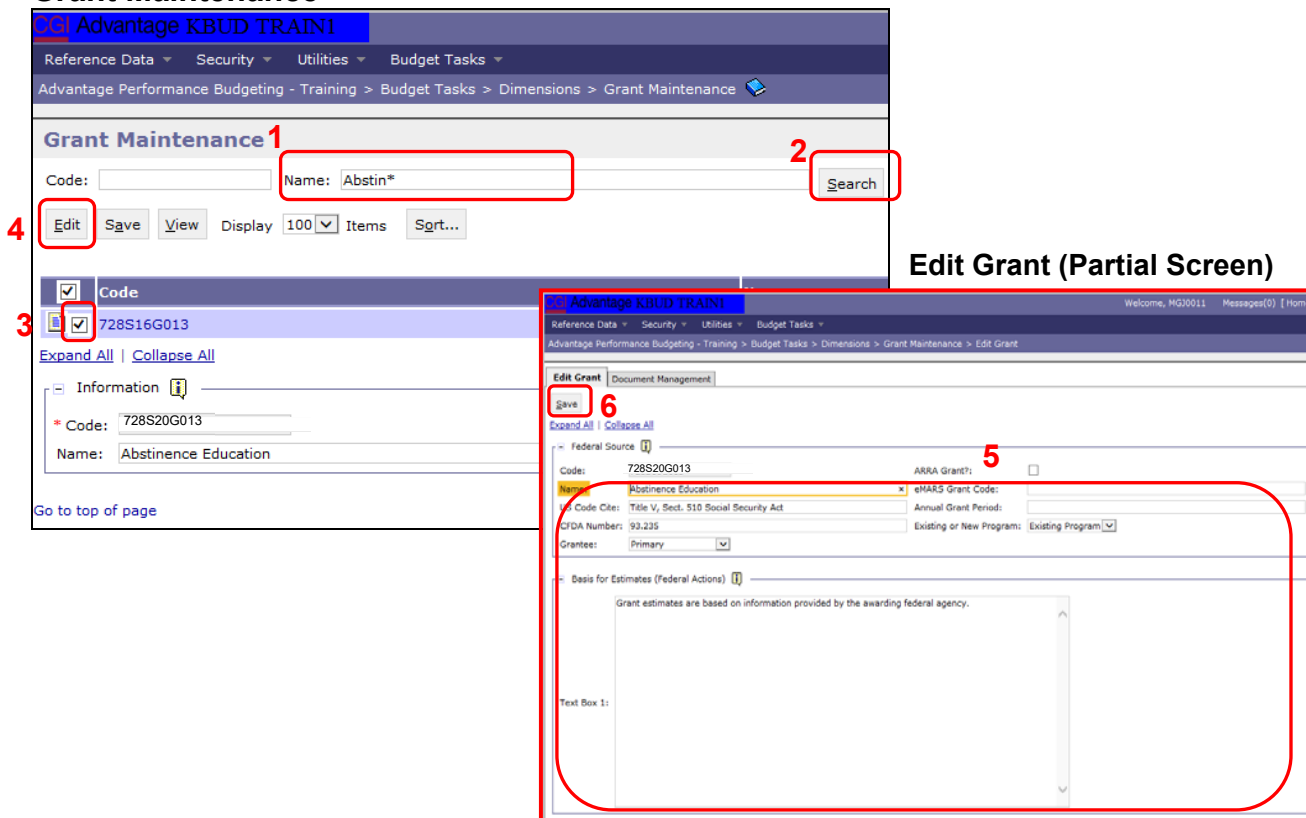
Grant Maintenance



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

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

Grant Maintenance



The image displays two screenshots of the Advantage KBUD TRAIN system. The left screenshot shows the 'Grant Maintenance' page with a search for 'Abstin*' in the Name field. The 'Edit' button is highlighted with a red box and labeled '4'. The right screenshot shows the 'Edit Grant' form for the selected grant, with the 'Save' button highlighted and labeled '6'. Other fields are labeled with numbers 1 through 5.

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

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



Federal Grant Fund Forms

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

Federal Source

US Code Cite	Enter the United States Code (USC) statutory reference. Example: 24 USC 1070.
CFDA NUMBER	Enter the Catalog of Federal Domestic Assistance Number. Example: 84.002A
ARRA Grant?	Select the check box if the Grant award is from the American Recovery and Reinvestment Act of 2009
eMARS Grant Code	Enter the Grant code from eMARS. Example: 01790019 (Major Program/Program/Program Period).
Annual Grant Period	Enter the annual Grant Period for the grant. Example: July-June or October-September.

Basis for Estimates (Federal Actions)

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

Grant Description Including Uses/Restrictions of Grant Funds

Text Box 2	Provide a detailed description of the grant program. Within the description, breakdown the uses and/or any restriction of funds. Include specific information related to non-direct dollar match. Explain if the match rate for 2020-2022 is different from 2018-2020. Describe any inter-governmental transfers of funds for matching purposes.
-------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Federal Grant Fund Forms

Match Requirements

Require State Match	Does this program require state matching funds? Select the check box for "Yes" or leave it unchecked for "No".
Federal Portion	Enter the Federal Share (%) for matching grants. Example: enter 80 for 80%
State Portion	Enter the State Share (%) for matching grants.
Local Portion	NOT Required for 2020-2022 Budget Request
Direct Dollars	Select the check box if the type of state match is a cash match.
In-Kind	Select the check box if the type of state match is comprised of services, equipment, or materials.
General	Enter the % of State Share from General Funds.
Restricted	Enter the % of State Share from Restricted Funds.
Road	Enter the % of State Share from Road Funds.

Grant Award

FY 2017-2018	Provide the actual award for FY 2017-2018 of the grant period (i.e. \$1,000,000 award for a period of 7/1/2017 – 6/30/2018 enter \$1,000,000 in FY 2017-2018)
FY 2018-2019	Provide the actual award for FY 2018-2019 of the grant period
FY 2019-2020	Provide the actual or estimated award for FY 2019-2020 of the grant period
FY 2020-2021	Provide the estimated award for FY 2020-2021 of the grant period
FY 2021-2022	Provide the estimated award for FY 2021-2022 of the grant period

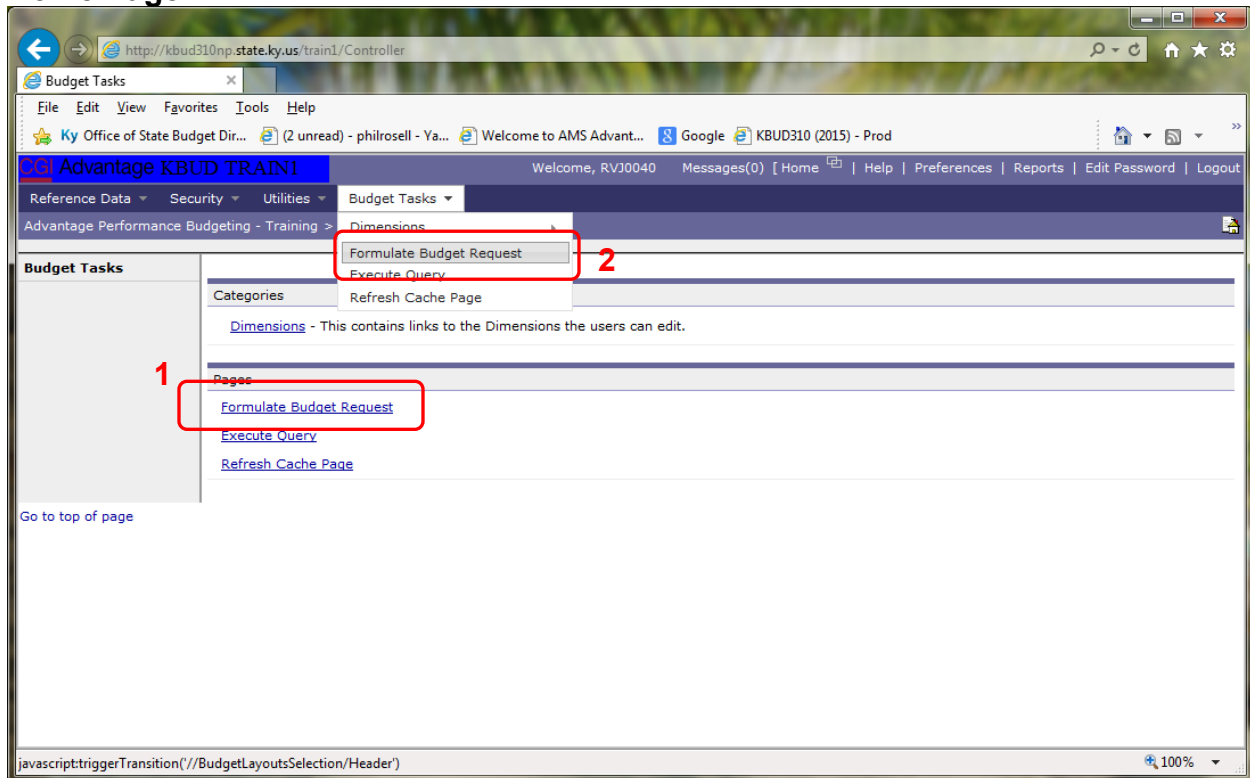
Maintenance of Effort (Required by Federal Law)

Required?	Maintenance of Effort Required? Select the check box for "Yes" or leave it unchecked for "No".
Amount Required Current Year	If Maintenance of Effort is required, enter the amount required for state fiscal year 2019-20.
Amount Required Budgeted Year 1	If Maintenance of Effort is required, enter the amount required for state fiscal year 2020-21.
Amount Required Budgeted Year 2	If Maintenance of Effort is required, enter the amount required for state fiscal year 2021-22.

Section 4.2.3 Navigate to the 2022_G Form

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

Home Page





- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 2022_G form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

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

Budget Layout Selection

Code: Name:
 Layout Type:

Sgrrt Print

Summary

Code	Name
2022 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
2022 B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
2022 E FUND RECEIPTS	E Restricted Funds & Receipts Form
2022 G	G Federal Assistance Form
2022 OFFBUD FUND	Off Budget Funds
2022 CAPITAL FUND	Capital Request by Fund Source
2022 CAPITAL EXPEND	Capital Request Expenditures
2022 CAPITAL IMPONOPBUD	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (2022_G) you have created

Select Budget Request Page (2022_G Form)

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

Reference Data SBFS Security Utilities Budget Tasks
 Advantage Performance Budgeting - KBUDNP > Budget Tasks > Formulate Budget Request > Select Budget Request

Select Budget Request

Budget Request Selection Criteria
 Layout Code: 2022_G Request Code: Stage:
 Layout Type: Generic Name:

Header Filter
 Grant:

Line Filter

New Edit View Delete Save Sgrrt Print View as CSV

Summary

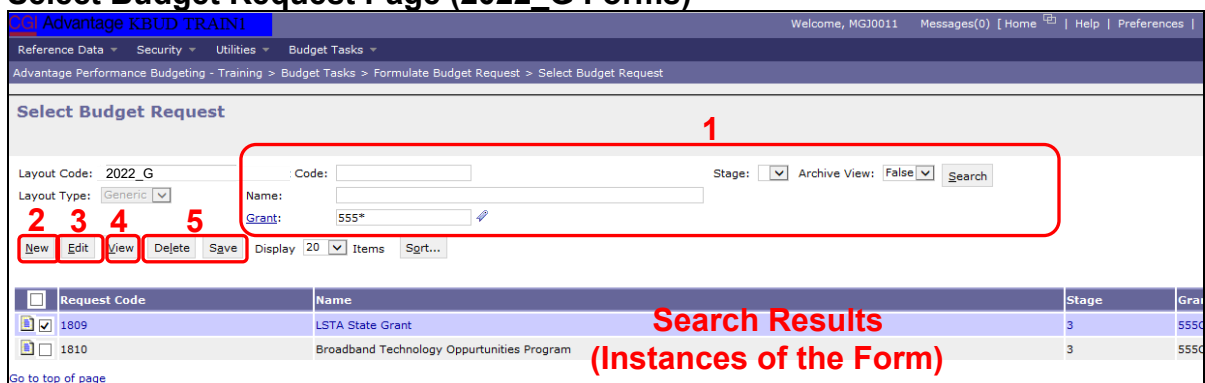
Request Code	Name	Stage
<input type="checkbox"/> 6267	Immunization Program	728S20G001
<input type="checkbox"/> 6268	TB Control Program	728S20G002
<input type="checkbox"/> 6269	Sexually Transmitted Disease Program	728S20G003
<input type="checkbox"/> 6270	HIV Prevention Program	728S20G004

Instances

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

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

Select Budget Request Page (2022_G Forms)



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

Reference Data | Security | Utilities | Budget Tasks

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

Select Budget Request

Layout Code: 2022_G | Code: | Stage: | Archive View: False | Search

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

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

<input type="checkbox"/>	Request Code	Name	Stage	Grant
<input checked="" type="checkbox"/>	1809	LSTA State Grant	3	5550
<input type="checkbox"/>	1810	Broadband Technology Opportunities Program	3	5550

Go to top of page

Search Results (Instances of the Form)



Section 4.2.4 Creating the G Federal Assistance Budget Request Form

In this section, we will continue from the previous section to create a Grant budget request for the Department for Public Health, Department 728. In this scenario, we will create a 2022_G form for Federal Grant, Abstinence Education.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 2022_G form.

Select Budget Request Page (2022_G Form)

Advantage KBUD TRAIN1

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

Reference Data Security Utilities Budget Tasks

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

Select Budget Request

Layout Code: 2022_G Request Code: Stage: Archive View: False Search

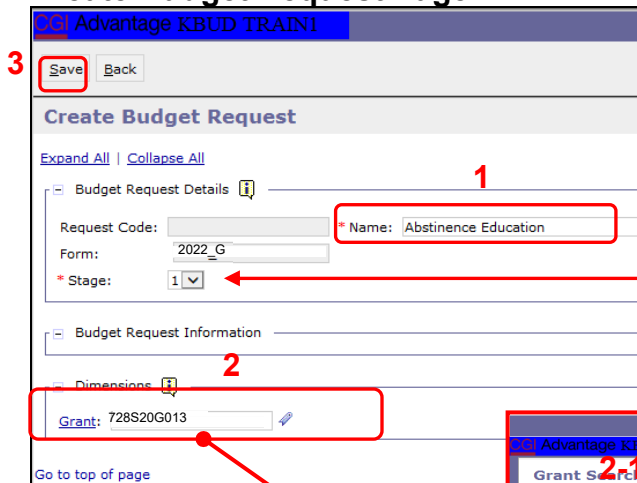
Layout Type: Generic Name: Grant:

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

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

- From the Create Budget Request page, you will need to complete these four primary steps:
 - Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what grant is contained within the form)
 - Fill in the Grant textbox. There are two ways to fill in the textbox: 1) Type in the correct Grant code, or 2) click on the blue Grant link to pull up a Grant Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Grant code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the Abstinence Education Grant
 - Click the Save button, and the new form with all its appropriate tabs will be created

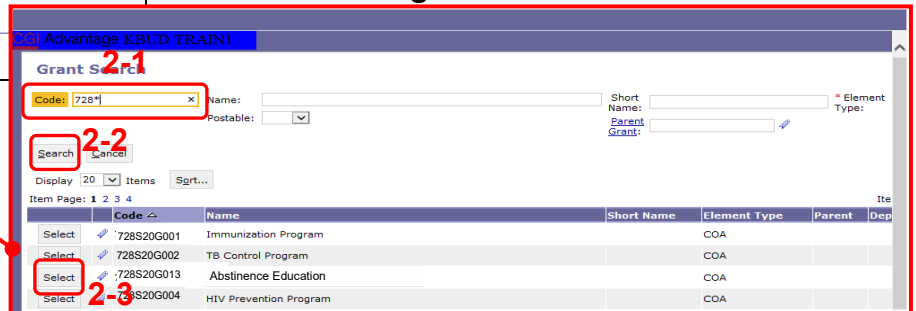
Create Budget Request Page



The screenshot shows the 'Create Budget Request' form. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the '* Name: Abstinence Education' field. A red box labeled '2' highlights the 'Grant: 728S20G013' field. A red arrow points from the 'Stage: 1' dropdown to a text box on the right.

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

Grant Search Page



The screenshot shows the 'Grant Search' page. A red box labeled '2-1' highlights the 'Code: 728*' input field. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button for the 'Abstinence Education' grant in the results table.

	Code	Name	Short Name	Element Type	Parent	Dep
Select	728S20G001	Immunization Program		COA		
Select	728S20G002	TB Control Program		COA		
Select	728S20G013	Abstinence Education		COA		
Select	728S20G004	HIV Prevention Program		COA		

Section 4.2.5 Entering Budget Data in the 2022_G Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 - Click on the Budget Lines tab (NOTE: You can now add your Sources of Funds, Expenditure budget objects, and budget data)
 - Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this Grant. Enter a separate budget line for each budget object required by the 2020-2022 Budget Instructions)
 - Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 - Once you have finished entering all your budget lines for this tab, click the Save button
 - To exit the form once it is saved, click the Back button

New 2022_G Form for Grant Abstinence Education

Budget Lines Tab

1. Click on the Budget Lines tab

2. Click the New Line button

3. Click the Search link in the Budget Object cell

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

3-2. From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes

3-3. Click the Search button to execute the search or Cancel to cancel the search

3-4. Click the Select button of the desired code, and it will populate the cell

4. Click the Save button

5. Click the Back button

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

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



Federal Grant Fund Forms

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

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

Budget Request Summary ⓘ

Layout Code: 2022_G Type: Generic Request Code: 1866 Request Name: Abstinence Education
Grant: 728S20G0

Refresh Zero Out Display Sub Total: Select Model:

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

Summary			FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 GBALFOR	R	112,300	160,400	486,100	296,800	262,700
<input type="checkbox"/>	2 GCURREC	R	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
<input type="checkbox"/>	3 GBLEXP	E	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
<input checked="" type="checkbox"/>	4 GABREXP	E	0	0	0	27,800	76,400
Totals			-160,400	-486,100	-296,800	-262,700	-351,000

Page 1 of 1 Show 20 rows per page

- Once the Grant Maintenance dimension has been updated and the 2022_G form has been completed for each Federal Grant, the associated Federal Grant reports can be created and printed.



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

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 20-22 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the Grant Maintenance dimension table we updated and the 2022_G form we created in the previous sections for Abstinence Education to the G Fed Assist Op Bud Record Report. You can directly trace the dimension data to the Federal Source data heading on the report. You can also trace the form's historical and budget data amounts to the budget totals on the report.

Dimension (Grant Maintenance)

Dimension (Grant Maintenance)

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

Grant Description Including Uses/Restriction of Grant Funds

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

F Federal Funds Summary Report

2020-2022 Kentucky Branch Budget
Operating Budget Request: Federal Funds Summary Record
All requested columns rounded to nearest \$100

OPERATING BUDGET SUMMARY RECORD F

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

	Actual FY 2020-20	Actual FY 2021-21	Budgeted FY 2022-22	Requested FY 2020-20	Requested FY 2021-21
--	----------------------	----------------------	------------------------	-------------------------	-------------------------

G Fed Assist Op Bud Record Report

I. FEDERAL SOURCE
Federal Program Title: Abstinence Education ARRA Grant: No
Federal State Code Title V, Sect. 510 Social Security Act eMARS Grant Account Number/Code

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

III. Program Type: Formula

IV. Grant Description including uses/restriction of grant funds

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

V. Match Requirements

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

B. Composition of Matching Funds:

Federal Portion	General	%
State Portion	Restored	%
Local Portion	Road	%

C. Source of State Matching Share:

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

Direct Dollars	No	In-kind Dollars	No
Grant Award	Actual	Estimate	Estimate
	FY 2017-18	FY 2018-18	FY 2019-18

VI. Maintenance of Effort (Required by Fed)

A. Is State Maintenance of Fiscal Effort

B. Amount Required by State Fiscal Y

State FY 15-16

VII. Federal Funds Budget Summary

	Actual FY 2017-18	Actual FY 2018-18	Budgeted FY 2019-20	Budgeted FY 2020-21	Budgeted FY 2021-22
A. Resources					
Balance Forward (G Form)	112,300	160,400	486,100	296,800	262,700
Current Receipt (G Form)	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
Total Resources:	2,312,300	2,360,400	3,186,100	2,996,800	2,962,700
B. Expenditures					
Baseline Budget Expenditures	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
Additional Bgt Req Expend	0	0	0	27,800	76,400
Total Expenditures:	2,151,900	1,874,300	2,889,300	2,734,100	2,611,700

2022_G Form

2022_G Form

Budget Request Summary

Layout Code: 2022 G Type: Generic Request Code: 1866 Request No

Grant: 72BS203011

Numerical Budget Data

Line	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
1	GBALFOR	112,300	160,400	486,100	296,800	262,700
2	GCURREC	2,200,000	2,200,000	2,700,000	2,700,000	2,700,000
3	GBLEXP	2,151,900	1,874,300	2,889,300	2,706,300	2,535,300
4	GABREXP	0	0	0	27,800	76,400
Totals		-160,400	-486,100	-296,800	-262,700	-351,000



Federal Grant Fund Forms

- In this scenario, we will run the two Federal Grant reports: one for the Department for Public Health at the bill level (728S_BILL) and one for Public Health's Federal Grant, Abstinence Education (728S20G013). These two Federal Grant reports are required for your budget submission (NOTE: There are no supportive math check reports to aid the agency in reviewing and reconciling amounts entered on the G Forms as compared to amounts entered on the A Forms. To ensure the necessary level of accuracy in the submission of the required reports, it is recommended that the agency review the entries and compare the amounts between these sets of forms to ensure they reconcile).

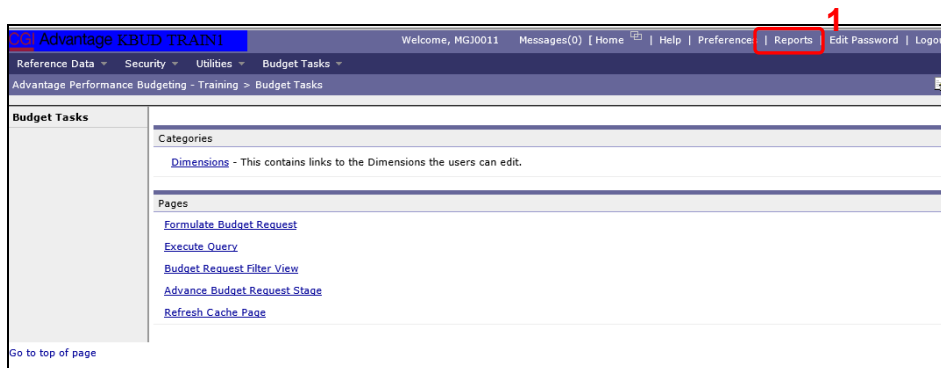
Required Federal Grant Reports

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

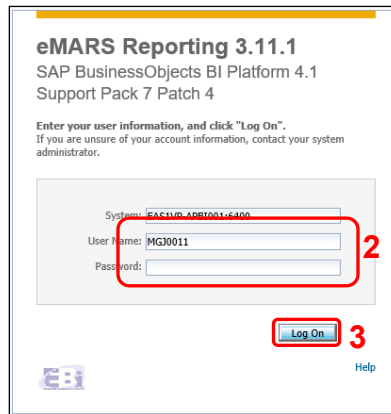
Supportive Federal Grant Report

(NONE)

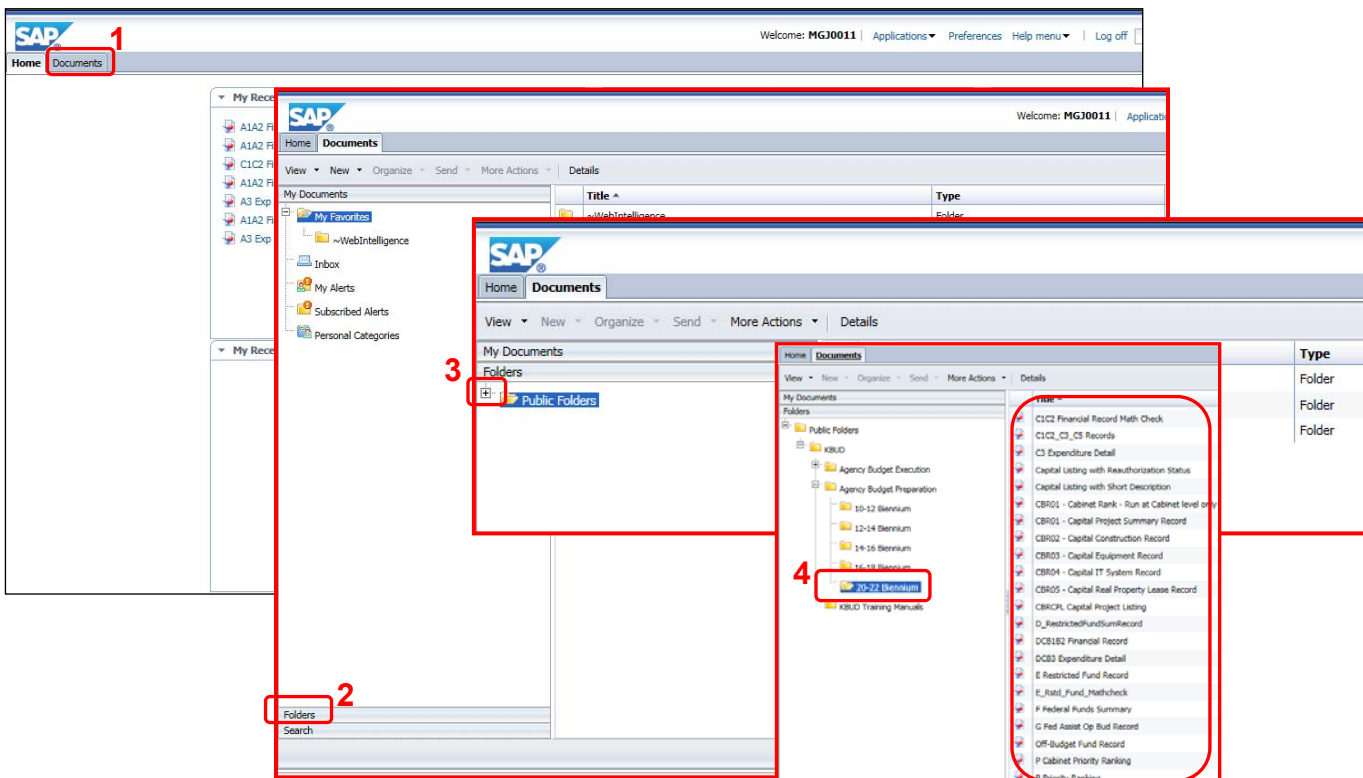
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <https://ebi.ky.gov/BOE/BI>






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

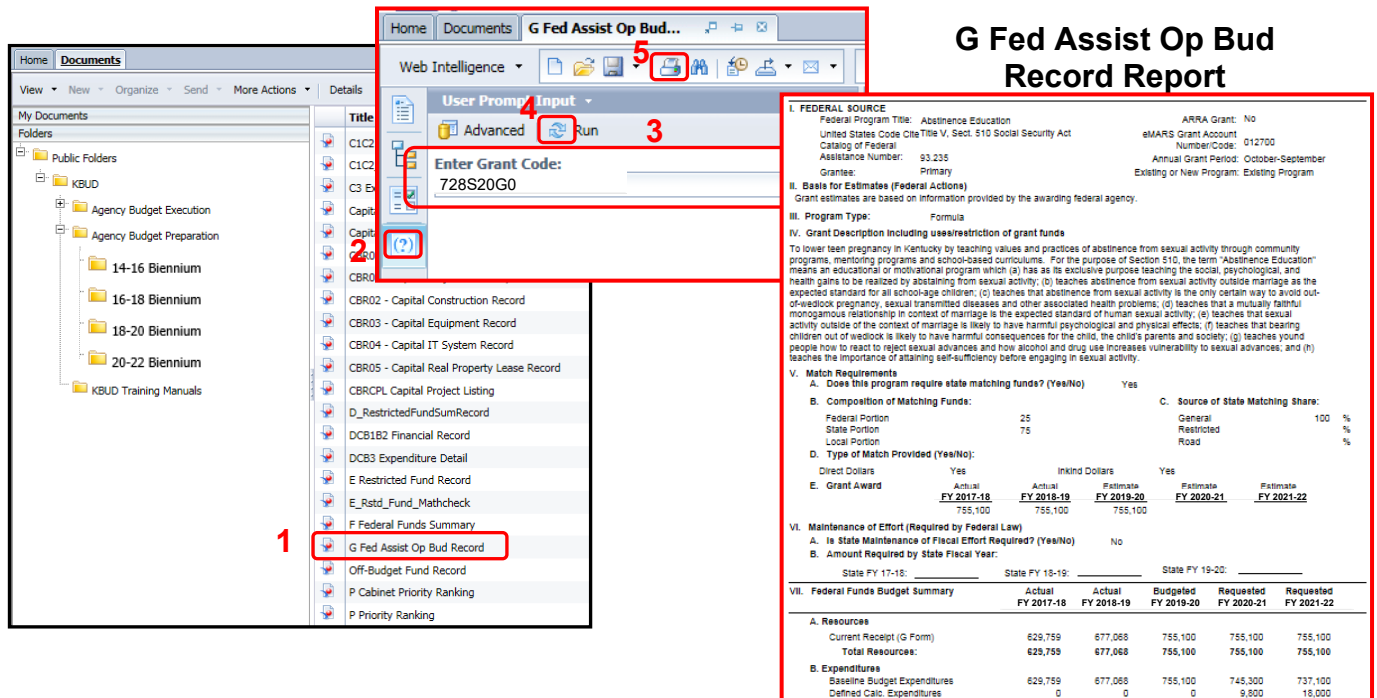


- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



In this scenario, we will run and print the G Fed Assist Op Bud Record Report for the Department for Public Health at the grant level (728S20G013). You will need to repeat this process and for each active Federal Grant.

1. Double click on the G Fed Assist Op Bud Record Report to open up the report
2. Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
3. Enter the required parameters/variables into the Grant Code text box. In this scenario, we will enter the Grant code for Abstinence Education, 728S20G013. This code is the one assigned to this Federal Grant in the Grant dimension table
4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



G Fed Assist Op Bud Record Report

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

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

III. Program Type: Formula

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

V. Match Requirements
 A. Does this program require state matching funds? (Yes/No) Yes
 B. Composition of Matching Funds:
 Federal Portion: 25
 State Portion: 75
 Local Portion: %
 C. Source of State Matching Share:
 General: 100 %
 Restricted: %
 Road: %
 D. Type of Match Provided (Yes/No):
 Direct Dollars: Yes
 In-kind Dollars: Yes
 E. Grant Award:

	Actual FY 2017-18	Actual FY 2018-19	Estimate FY 2019-20	Estimate FY 2020-21	Estimate FY 2021-22
755,100	755,100	755,100			

VI. Maintenance of Effort (Required by Federal Law)
 A. Is State Maintenance of Fiscal Effort Required? (Yes/No) No
 B. Amount Required by State Fiscal Year:
 State FY 17-18: _____ State FY 18-19: _____ State FY 19-20: _____

VII. Federal Funds Budget Summary

	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
A. Resources					
Current Receipt (G Form)	629,759	677,068	755,100	755,100	755,100
Total Resources:	629,759	677,068	755,100	755,100	755,100
B. Expenditures					
Baseline Budget Expenditures	629,759	677,068	755,100	745,300	737,100
Defined Calc. Expenditures	0	0	0	9,800	18,000

Once you have successfully ran and printed all the individual G Fed Assist Op Bud Record Reports, complete the following steps to run the F Federal Funds Summary report for the Department for Public Health (728S_BILL_2022). This report will display all the individual Federal Grants entered on the G Forms along with a consolidated total of Resources and Expenditures for the bill level:

1. Open the F Federal Funds Summary report and use the bill level Grant Code as the parameter/variable for this report. In this example, the bill level Grant Code for the Department for Public Health is 728S_BILL_2022
 - The top part of the report displays the Summary of Resources and Summary of Expenditures combined for all the Federal Grants associated with this bill. The bottom part of the report displays the total expenditures for each Federal Grant.
2. To save the report as a PDF document, click the Export Icon and choose Export Document as PDF
3. Click the Save button's down arrow and choose the Save As command and save the report to a location where you will remember to find it. Open the document with Adobe Reader and use the print feature to print paper copies of the reports.

F Federal Funds Summary Report

	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
Summary of Resources					
Balance Forward (G Form)	724,600	362,700	588,300	998,700	426,400
Current Receipt (G Form)	3,400,000	3,400,000	4,200,000	4,200,000	4,200,000
Total Resources	4,124,600	3,762,700	4,788,300	5,198,700	4,626,400
Summary of Expenditures					
Baseline Budget Expenditures	3,761,900	3,174,400	3,789,600	4,686,700	4,070,600
Additional Bgdt Req Expend	0	0	0	85,600	152,800
Total Expenditures	3,761,900	3,174,400	3,789,600	4,772,300	4,223,400
Federal Program Title Expenditures					
Abstinence Education	2,151,900	1,874,300	2,889,300	2,734,100	2,611,700
State Indoor Radon	1,610,000	1,300,100	900,300	2,038,200	1,611,700
Total Expenditures	3,761,900	3,174,400	3,789,600	4,772,300	4,223,400

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



Section 5 Additional Budget Requests

Section 5.1 Budget Form Overview

The two tools within KBUD used to create your Additional Budget Requests (ABRs) are the ABR Maintenance Dimension and the 2022_B2-B3-B4-B5, B2/B3/B4/B5 Additional Budget Request form. These tools are the components necessary to produce the B1B2 Financial Record Report and B3 Expenditure Detail Report in EBI. The narrative data entered in the ABR Maintenance dimension table along with the numerical budget data entered on the agency's 2022_B2-B3-B4-B5 forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

Dimension (ABR Maintenance)

Advantage KBUD TRAINI

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - Training > Budget Tasks > Dimensions >

Edit ABR Document Management

Save

Expand All Collapse All

ABR Information

Code: 670K20X007

Name: 670A_PG

Kentucky ABR Information

Request Type: Growth

ABR Agency Rank: 10

ABR Cabinet Rank: 49

B3 Expenditure Detail Report

B1B2 Financial Record Report

OPERA

Governmental Branch: Executive Branch Appropriator: Program/Service Unit

2020-2022 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD B-1/B-2

Agency: Tourism, Arts and Heritage

Governmental Branch: Executive Branch Appropriation: Parks
Cabinet: Tourism, Arts and Heritage Program/Service Unit: General Administration and Support
Sub Program:
Power Unit:
REQUEST TITLE: 670A_PG

REQUEST TYPE: Growth

	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	0	4,345,000	9,578,500
Total General Fund	0	4,345,000	9,578,500
TOTAL SOURCE OF FUNDS			
	0	4,345,000	9,578,500
EXPENDITURES BY CLASS			
Debt Service	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500
EXPENDITURES BY FUND SOURCE			
General Fund			
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500
PERSONNEL POSITIONS			
Number of Positions	0	0	0
GRAND TOTAL - Number of Positions	0	0	0
BUDGET POSITIONS COST BY FUND SOURCE			
	0	0	0
TOTAL FUNDS			
	0	0	0

Dimension Data

Form Data

2022_B2-B3-B4-B5 Form

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

Budget Request Summary

Layout Code: 2022_B2-B3-B4-B5 Type: Generic Request Code: 1770

ABR: 670K20X007 Program: 670A_PG

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

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

Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22
1	0100	REGAPP	R	0	4,345,000	9,578,500
2	0100	EXPBYFUND	E	0	4,345,000	9,578,500
Totals				0	0	0

Numerical Budget Data



Additional Budget Requests

The 2020-2022 Budget Instructions requires agencies to complete Additional Budget Request Records when requesting budget authority from any budgetary fund source in excess of the calculations guidelines provided in the Baseline Budget Request and the Defined Calculations Budget Request. Requests for additional funding must be submitted on Additional Budget Request Records. Requests for current year appropriations for FY 2019-20 must be submitted as an Additional Budget Request. For Executive branch agencies, prior approval by the State Budget Director is required for current year appropriation requests. Additional funding requests fall into these categories:

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

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

For each agency, there are ten blank Additional Budget Request codes in the Dimension Tables that can be used for each B2/B3/B4/B5 Additional Budget Request form. These 10 codes are available, but if additional ABR codes are needed, agencies will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov) to request additional blank codes.

In KBUD, the 2022_B2-B3-B4-B5 form will be used to produce your agency's Additional Budget Request.

B2/B3/B4/B5 Additional Budget Request

Code	Name
2022_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request



Additional Budget Requests

The 2022_B2-B3-B4-B5 Additional Budget Request form contains multiple tabs to perform different functions to record the various components of your ABR data:

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

2022_B2-B3-B4-B5 Form with Multiple Tabs

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

[Notify](#)

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

Budget Request Details

Request Code: * Name:
Form:
* Stage:

Reason For Change

Reason Description:

Budget Request Information

Dimensions

Program: ABR:



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

This section includes an overview of the Additional Budget Request (ABR) creation process along with the detailed instructions to create an Additional Budget Request required by the 2020-2022 Budget Instructions when a request meets the conditions of an ABR.

Section 5.2.1 *Process Overview*

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

- 1) Login to KBUD and navigate to the ABR Maintenance Dimension table to update the information for the blank ABR dimensions that will be used with the 2022_B2-B3-B4-B5 Budget Request forms
- 2) Navigate to the Budget Layout Selection Page to choose the 2022_B2-B3-B4-B5 Budget Request form
- 3) Create an instance of the 2022_B2-B3-B4-B5 Budget Request form for an ABR
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
 - 2022_B2-B3-B4-B5 Budget Request Form Tabs
 - **B2/B3 Sources & Exp by Funds**
 - **B3 Expenditure Detail**
 - **B5 Personnel**
 - **Document Management (Used for B-4 Narrative Attachment)**
 - Login to KBUD Reports (EBI) and navigate to the 20-22 Biennium folder to run and/or print the necessary ABR budget request reports necessary for official budget submission to GOPM
 - **B1B2 Financial Record Report (Run this report for each individual ABR)**
 - **B3 Expenditure Detail Report (Run this report for each individual ABR)**



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

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

Home Page

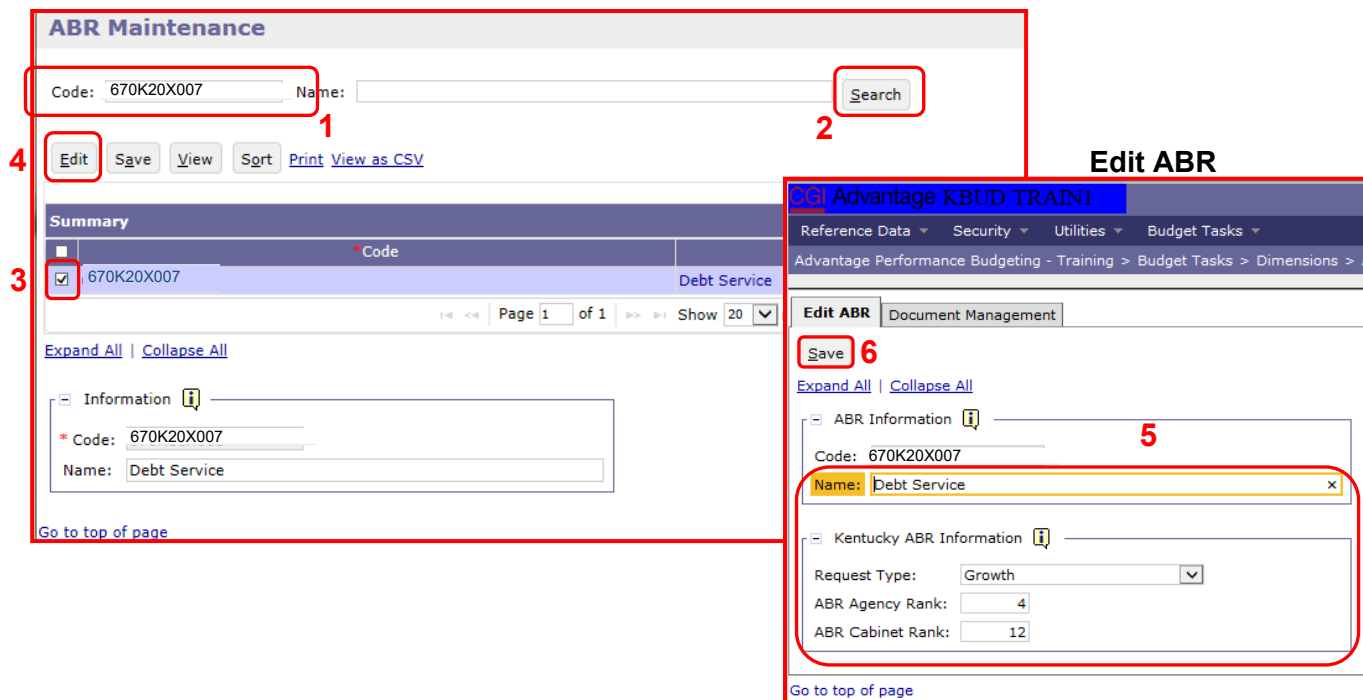
The image shows a sequence of three screenshots from the KBUD application, illustrating the navigation process:

- Home Page:** The first screenshot shows the 'Budget Tasks' section. A red box labeled '1' highlights the 'Dimensions' link in the 'Categories' list. The text next to it says 'Dimensions - This contains links to the Dimensions the users can edit.'
- Dimensions Page:** The second screenshot shows the 'Dimensions' page. A red box labeled '2' highlights the 'ABR Maintenance' link in the 'Pages' list. Other links include 'Restricted Fund Maintenance', 'Off Budget Fund Maintenance', 'Grant Maintenance', and 'Project Maintenance'.
- ABR Maintenance Page:** The third screenshot shows the 'ABR Maintenance' page. It features a search bar with 'Code: 670K18X005' and 'Name: Debt Service'. Below the search bar are buttons for 'Edit', 'Save', 'View', 'Sort', 'Print', and 'View as CSV'. A 'Summary' table lists the selected code and name. At the bottom, there is an 'Information' section with fields for 'Code: 670K' and 'Name: Debt Service'.

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

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

ABR Maintenance



The image shows two screenshots of the ABR Maintenance system. The left screenshot, titled "ABR Maintenance", shows a search interface with a "Code" field containing "670K20X007" (callout 1) and a "Search" button (callout 2). Below the search fields are buttons for "Edit" (callout 4), "Save", "View", "Sort", "Print", and "View as CSV". A table below shows a single record for "670K20X007" with a checked checkbox (callout 3) and the name "Debt Service". The right screenshot, titled "Edit ABR", shows the "Edit ABR" form for the same code. It includes a "Save" button (callout 6) and a "Name" field containing "Debt Service" (callout 5). Below the name field are "Kentucky ABR Information" fields: "Request Type" (Growth), "ABR Agency Rank" (4), and "ABR Cabinet Rank" (12).

5. Edit the ABR dimension fields
 6. Click the Save button and you should receive the Action was successful message.
- Repeat the previous process to update each of the agency's ABRs.



Additional Budget Requests

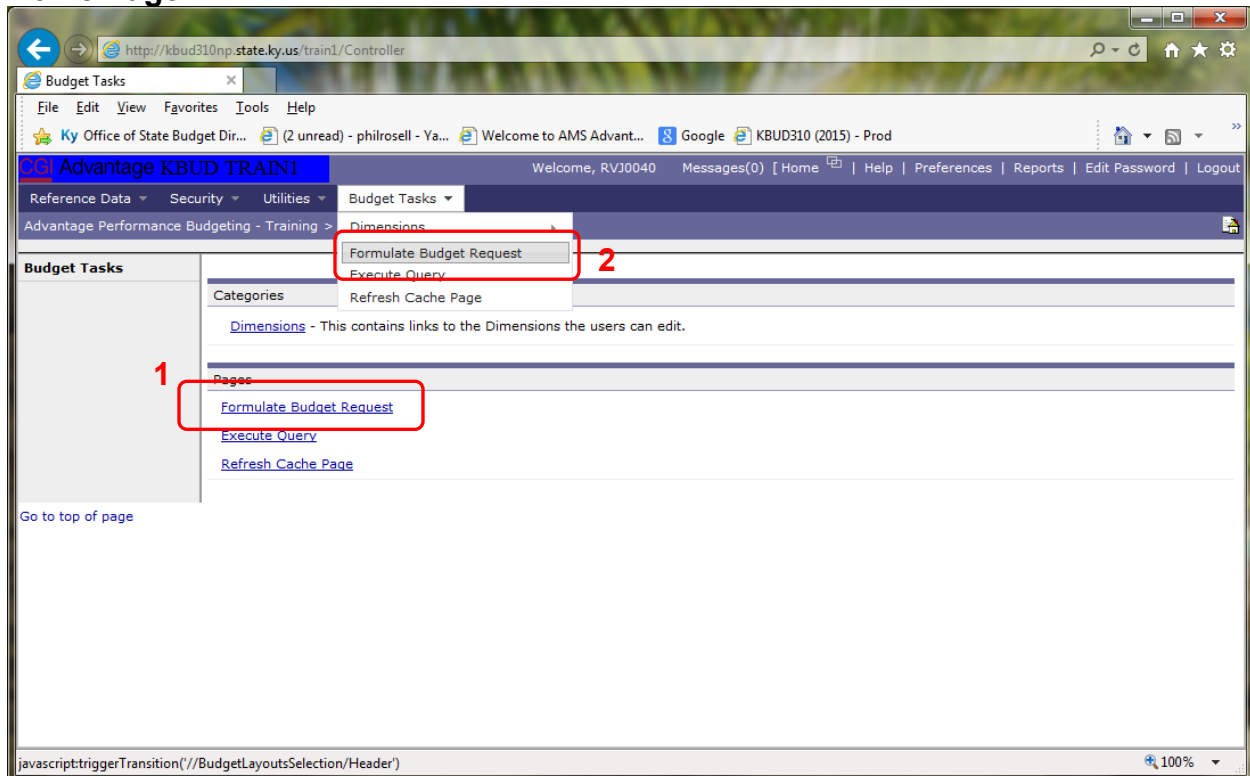
- Here is some additional guidance to assist in filling out Dimension ABR Maintenance page. The following information should be completed for each ABR.

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

Section 5.2.3 Navigate to the 2022_B2-B3-B4-B5 Form

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

Home Page





Additional Budget Requests

- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 2022_B2-B3-B4-B5 form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

Code	Name
2022 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
2022 B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
2022 E FUND-RECEIPTS	E Restricted Funds & Receipts Form
2022 G	G Federal Assistance Form
2022 OFFBUD FUND	Off Budget Funds
2022 CAPITAL FUND	Capital Request by Fund Source
2022 CAPITAL EXPEND	Capital Request Expenditures
2022 CAPITAL IMPONOPBUD	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (2022_B2-B3-B4-B5) you have created.

Select Budget Request Page (2022_B2-B3-B4-B5 Form)

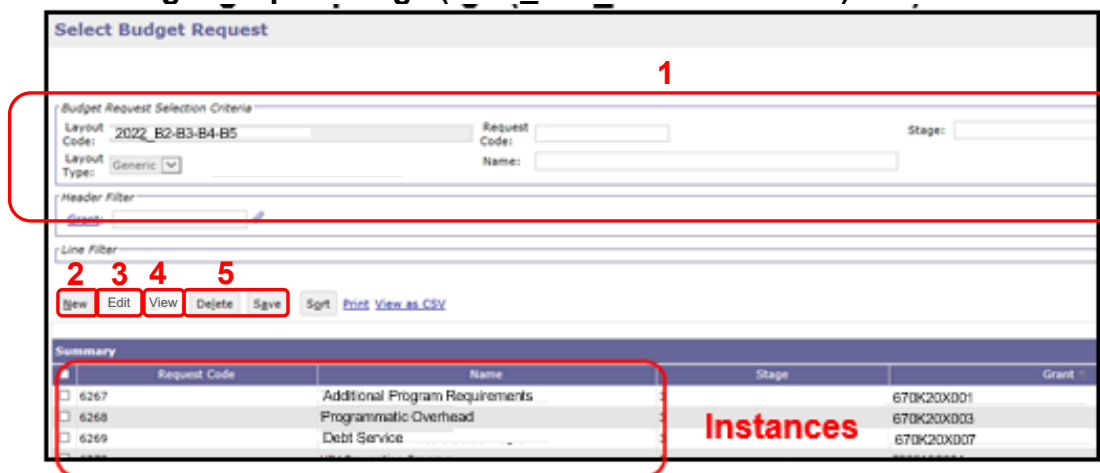
Request Code	Name	Stage	Grant
<input type="checkbox"/> 6267	Additional Program Requirements		670K20X001
<input type="checkbox"/> 6268	Programmatic Overhead		670K20X003
<input type="checkbox"/> 6269	Debt Service		670K20X007

Instances

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

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

Select Budget Request Page (2022_B2-B3-B4-B5 Forms)



1

Budget Request Selection Criteria

Layout Code: 2022_B2-B3-B4-B5 Request Code: Stage:

Layout Type: Generic Name:

Header Filter

Line Filter

2 **3** **4** **5**

New Edit View Delete Save Sgpt Print View as CSV

Request Code	Name	Stage	Grant
<input type="checkbox"/> 6267	Additional Program Requirements		670K20X001
<input type="checkbox"/> 6268	Programmatic Overhead		670K20X003
<input type="checkbox"/> 6269	Debt Service		670K20X007

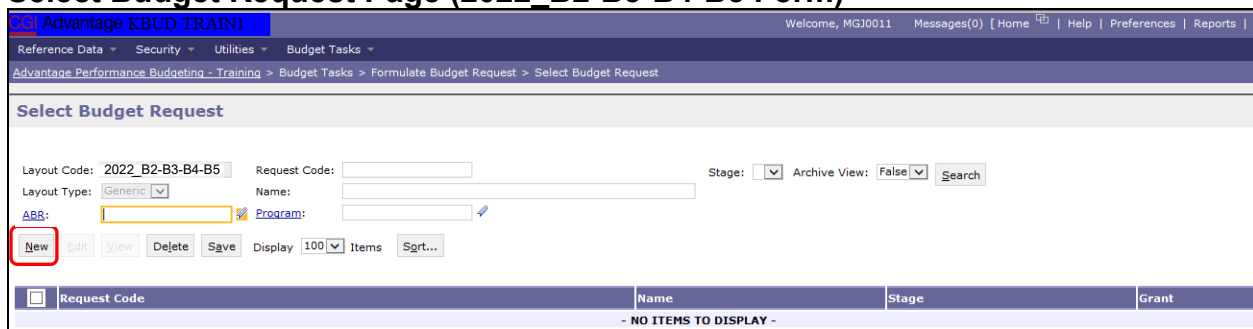
Instances

Section 5.2.4 Creating the Additional Budget Request Form

In this section, we will create an ABR for the Parks, Department 670. In this scenario, we will create a 2022_B2-B3-B4-B5 form for Program 670A_PG, General Administration and Support.

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 2022_B2-B3-B4-B5 form.

Select Budget Request Page (2022_B2-B3-B4-B5 Form)



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

Reference Data | Security | Utilities | Budget Tasks

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

Select Budget Request

Layout Code: 2022_B2-B3-B4-B5 | Request Code: | Stage: | Archive View: False | Search

Layout Type: Generic | Name: |

ABR: | Program: |

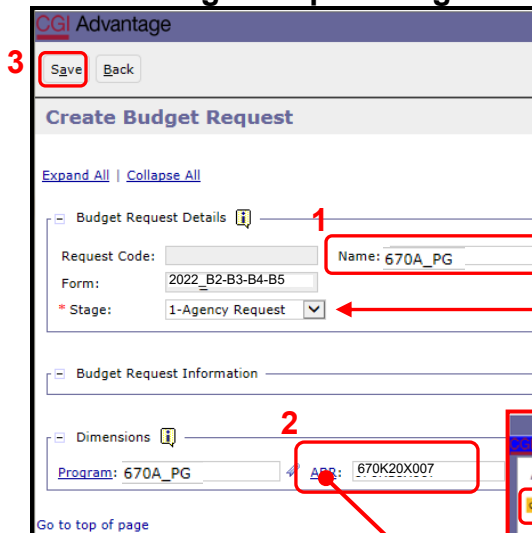
New | Edit | View | Delete | Save | Display 100 | Items | Sort...

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

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

1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what ABR is contained in the form)
2. Fill in the Program and ABR textboxes. There are two ways to fill in the textbox: 1) Type in the correct ABR code, or 2) click on the blue ABR link to pull up a ABR Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the ABR code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the 670K20X007 ABR
3. Click the Save button, and the new form with all its appropriate tabs will be created

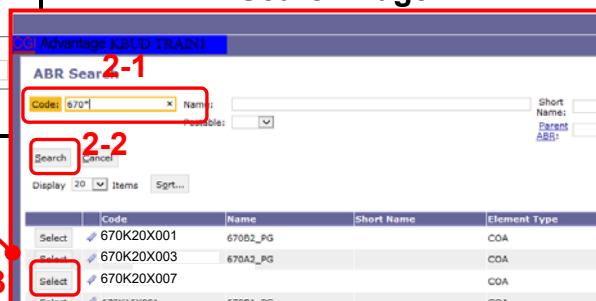
Create Budget Request Page



The screenshot shows the 'Create Budget Request' page. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the 'Name' field containing '670A_PG'. A red box labeled '2' highlights the 'Program' field containing '670A_PG' and the 'ABR' field containing '670K20X007'. A red box labeled '2-3' highlights the 'Select' button for the '670K20X007' ABR in the search results table.

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

ABR Search Page



The screenshot shows the 'ABR Search' page. A red box labeled '2-1' highlights the 'Code' field containing '670*'. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button for the '670K20X007' ABR in the search results table.

	Code	Name	Short Name	Element Type
Select	670K20X001	67002_PG		COA
Select	670K20X003	670A2_PG		COA
Select	670K20X007			COA

Section 5.2.5 Entering Budget Data in the 2022_B2-B3-B4-B5 Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 1. Click on the B2/B3 Sources & Exp by Fund tab (NOTE: You can now add your Sources of Funds and Expenditure budget objects and budget data)
 2. Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this ABR. Enter a separate budget line for each budget object required by the 2020-2022 Budget Instructions)
 3. Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 4. Once you have finished entering all your budget lines for this tab, click the Save button
 5. To exit the form once it is saved, click the Back button

New 2022_B2-B3-B4-B5 Form for 670K20X007

B2/B3 Sources & Exp by Fund Tab

The screenshot shows the 'Edit Budget Request' form for '2022_B2-B3-B4-B5'. The 'B2/B3 Sources & Exp by Fund' tab is active. A table shows budget lines with the following data:

Line	Fund	Budget Object
1	0100	REGAPP
2	0100	EXPFYFUND

The 'Budget Object Search' window is open, showing search results for 'EXPBYFUND' with the following details:

Code	Name	Short Name	Object Type	Element
EXPBYFUND	Expenditures by Fund	Expenditures by Fund	Expense	COA



Additional Budget Requests

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

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

Budget Request Summary ⓘ
 Layout Code: 2022_B2-B3-B4-B5 Type: Generic Request Code: 1770 Request Name: 670A_PG
 ABR: 670K20X007 Program: 670A_PG

Refresh Zero Out Display Sub Total: Select Model:

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

Summary							
<input type="checkbox"/>	Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1	0100	REGAPP	R	0	4,345,000	9,578,500
<input checked="" type="checkbox"/>	2	0100	EXPBYFUND	E	0	4,345,000	9,578,500
Totals					0	0	0

Page 1 of 1 Show 20 rows per

- To complete the 2022_B2-B3-B4-B5 form, you will need to repeat the procedures previously described in this section of the manual for the B3 Expenditure Detail and B5 Personnel tabs.
- The total expenditures on the B3 – Expenditure Detail tab must agree with the total expenditures by fund (EXPBYFUND) on the B2/B3 Sources & Exp by Fund tab and the program narrative.
- The specific expenditure budget object lines each agency will be required to use are reflected in the 2020-2022 Budget Instructions or will be determined through discussions with GOPM and LRC. You can also reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing a list of all applicable budget objects.



Additional Budget Requests

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

B3 Expenditure Detail tab

Save Back

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

Budget Request Summary ⓘ

Layout Code: 2022_B2-B3-B4-B5 Layout Name: B2/B3/B4/B5 Additional Budget Request Type: Generic

Request Code: 1770 Request Name: 670A_PG Stage: 1-Agency Request

ABR: 670K20X001

Refresh Zero Out Display Sub Total:

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

Summary

Line	Budget Object	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 E111		4,300,000	9,500,000
<input type="checkbox"/>	2 E122		45,000	78,500
Totals		0	4,345,000	9,578,500

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

B5 Personnel tab

Line	Budget Object	Status	FY 19-20	FY 20-21	FY 21-22
<input checked="" type="checkbox"/>	1 FULLTIME	R VACANT		25	50
<input type="checkbox"/>	2 GFPOS	E 0		4,345,000	9,578,500
Totals			0	4,344,975	9,578,450

- The final step to complete the 2022_B2-B3-B4-B5 form is to use the Document Management tab to program narrative created in Microsoft Word. The template for the program narrative is named 2020-2022 Additional Budget Record B4, and it is located on OSBD's Website ([Link to Webpage - http://osbd.ky.gov/Pages/KBUD-Information.aspx](http://osbd.ky.gov/Pages/KBUD-Information.aspx)). Included below is a screenshot of a program narrative template below for reference.

2020-2022 Additional Budget Record B4 (Program Narrative)

2020-2022 KENTUCKY BRANCH BUDGET Additional Budget Request: Program Narrative/Documentation Record			
<p>OPERATING BUDGET REPORT B-4</p> <p>Governmental Branch: Cabinet/Function:</p> <p>I. PROGRAM RESULTS DOCUMENTATION</p> <p>(a) Total Funding</p> <p>(b) Quantitative Data</p> <p>II. PROGRAM DESCRIPTION/PURPOSE</p>	<p>Requested FY 2019-20</p>	<p>Requested FY 2020-21</p>	<p>Requested FY 2021-22</p>

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

Document Management

The screenshots illustrate the following steps:

- 1:** In the Document Management tab, the **Add Document** button is highlighted.
- 2:** The KBUD Upload Tool window opens, and the **Browse...** button is highlighted.
- 3:** The Windows File Upload dialog box opens, showing the file **SA-NARRATIVE 16-18 FINAL.docx** selected, and the **Open** button is highlighted.
- 4:** Back in the Document Management tab, the file **SA-NARRATIVE 16-18 FINAL.docx** is now listed in the table, and the **Save** button is highlighted.

- Once the dimension has been updated and the 2022_B2-B3-B4-B5 form has been completed for each ABR, the associated ABR reports can be created and printed.

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

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 20-22 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the dimension table we updated and the 2022_B2-B3-B4-B5 form we created in the previous sections for ABR 670K20X007 to the B1B2 Financial Record Report. You can directly trace the dimension data to the data heading on the report. You can also trace the form's budget data amounts to the budget totals on the report.

Dimension (ABR Maintenance)

B3 Expenditure Detail Report

B1B2 Financial Record Report

OPERATIONAL REPORT

Governmental Branch: Executive Branch Appropriation Program/Service Unit

2020-2022 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD B-1/B-2 Agency: Tourism, Arts and Heritage

Governmental Branch: Executive Branch Appropriation: Parks
Cabinet: Tourism, Arts and Heritage Program/Service Unit: General Administration and Support
Sub Program: Sub Program: Request Title: 670A_PG

REQUEST TYPE: Growth FY 2019-20 Requested FY 2020-21 Requested FY 2021-22 Requested

Form Data

Source of Funds	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested
General Fund	0	4,345,000	9,578,500
Regular Appropriation	0	4,345,000	9,578,500
Total General Fund	0	4,345,000	9,578,500
TOTAL SOURCE OF FUNDS	0	4,345,000	9,578,500
EXPENDITURES BY CLASS			
Debt Service	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500
EXPENDITURES BY FUND SOURCE			
General Fund	0	4,345,000	9,578,500
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500
PERSONNEL POSITIONS			
Number of Positions	0	0	0
GRAND TOTAL - Number of Positions	0	0	0
BUDGET POSITIONS COST BY FUND SOURCE			
TOTAL FUNDS	0	0	0

2022_B2-B3-B4-B5 Form

Line	Fund	Budget Object		FY 19-20	FY 20-21	FY 21-22
1	0100	REGAPP	R	0	4,345,000	9,578,500
2	0100	EXPBYFUND	E	0	4,345,000	9,578,500
Totals				0	0	0

- In this scenario, we will run the two ABR reports for Program 670A_PG, General Administration and Support that are required for your budget submission (NOTE: There are no supportive math check reports for ABRs).

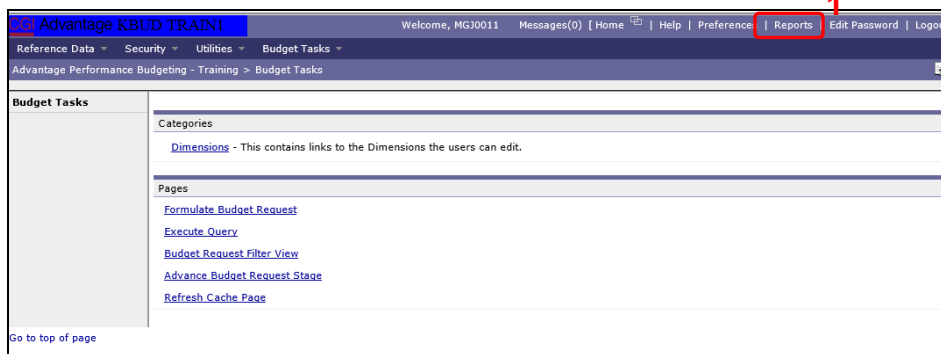
Required ABR Reports

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

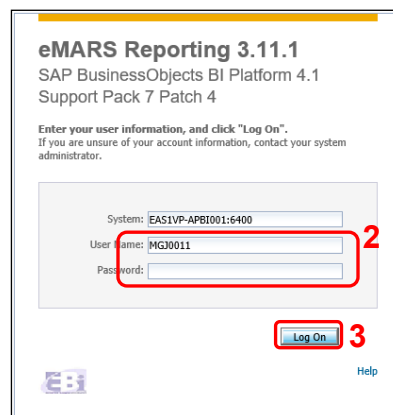
Supportive ABR Report

(NONE)

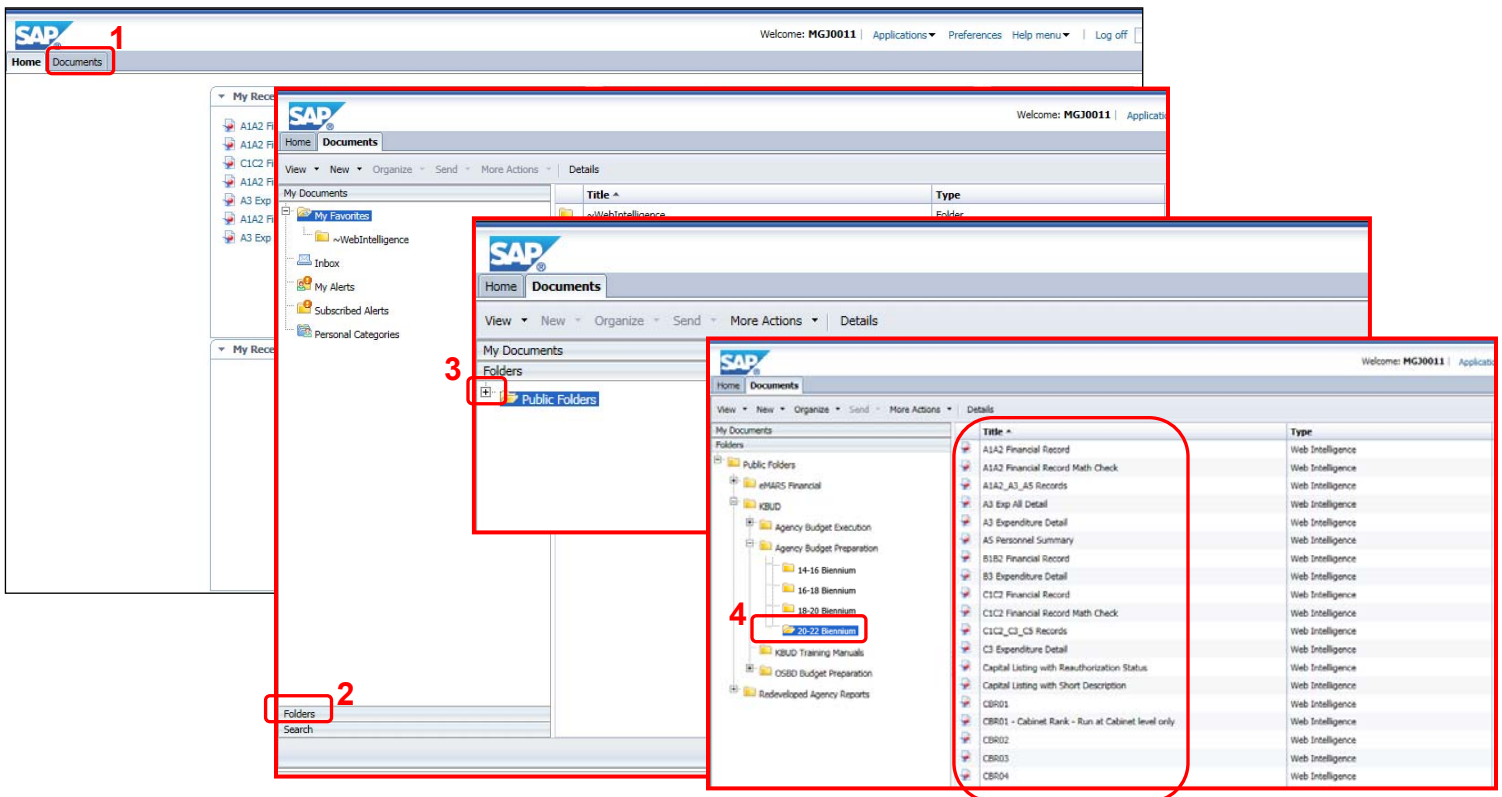
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <https://ebi.ky.gov/BOE/BI>



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






- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page

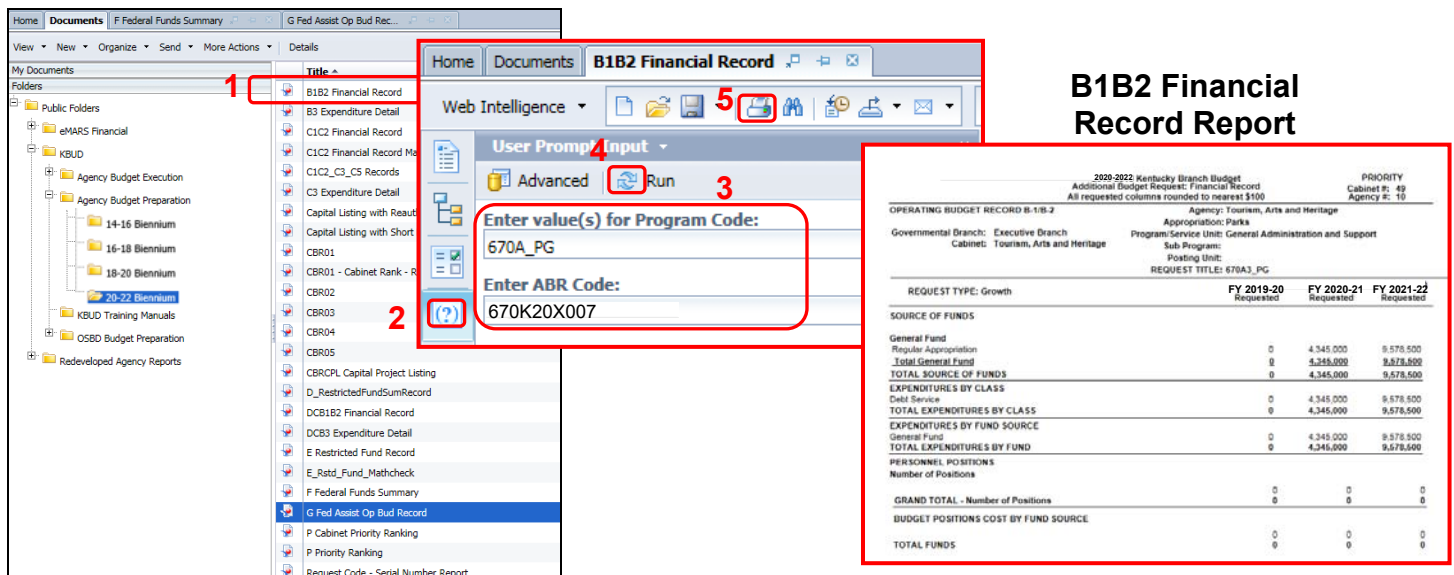


The screenshots show the SAP EBI application interface. The first screenshot shows the 'Documents' tab selected. The second screenshot shows the 'Folders' bar at the bottom. The third screenshot shows the 'Public Folders' tree expanded. The fourth screenshot shows the '20-22 Biennium' folder selected, displaying a list of reports in a table.

Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A3_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR02	Web Intelligence
CBR03	Web Intelligence
CBR04	Web Intelligence

In this scenario, we will run and print the B1B2 Financial Record Report for the Program 670A_PG, General Administration and Support ABR 670K20X007. You will need to repeat this process for each ABR.


1. Double click on the B1B2 Financial Record Report to open up the report
2. Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
3. Enter the required parameters/variables into the Program Code and ABR text boxes. In this scenario, we will enter the Program code 670A_PG and ABR 670K20X007
4. Once the proper parameters/variables are entered, the Run icon  will be enabled. Click the Run icon to run the report
5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



B1B2 Financial Record

Web Intelligence

User Prompt Input




Advanced **Run** 

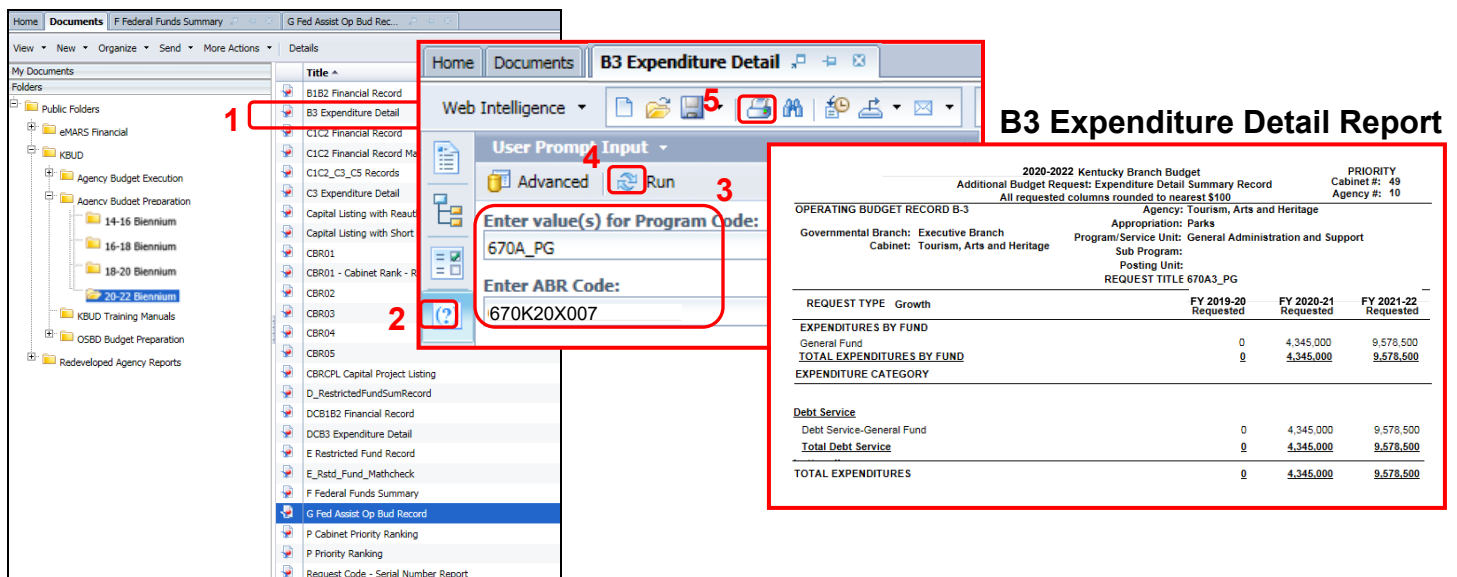
Enter value(s) for Program Code:
670A_PG

Enter ABR Code:
670K20X007

B1B2 Financial Record Report

2020-2022 Kentucky Branch Budget				
Additional Budget Request: Financial Record				
All requested columns rounded to nearest \$100				
		FY 2019-20	FY 2020-21	FY 2021-22
		Requested	Requested	Requested
SOURCE OF FUNDS				
General Fund				
Regular Appropriation	0	4,345,000	9,578,500	
JOBAL General Fund	0	5,345,000	9,578,500	
TOTAL SOURCE OF FUNDS	0	4,345,000	9,578,500	
EXPENDITURES BY CLASS				
Debt Service	0	4,345,000	9,578,500	
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500	
EXPENDITURES BY FUND SOURCE				
General Fund	0	4,345,000	9,578,500	
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500	
PERSONNEL POSITIONS				
Number of Positions				
GRAND TOTAL - Number of Positions	0	0	0	
BUDGET POSITIONS COST BY FUND SOURCE				
TOTAL FUNDS	0	0	0	

- In this second scenario, we will run and print the B3 Expenditure Detail Report for the Program 670A_PG, General Administration and Support ABR 670K20X007. You will need to repeat this process for each ABR.
 1. Double click on the B3 Expenditure Detail Report to open up the report
 2. Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
 3. Enter the required parameters/variables into the Program Code and ABR text boxes. In this scenario, we will enter the Program code 670A_PG and ABR 670K20X007
 4. Once the proper parameters/variables are entered, the Run icon  will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



B3 Expenditure Detail Report

2020-2022 Kentucky Branch Budget				PRIORITY
Additional Budget Request: Expenditure Detail Summary Record				Cabinet #: 49
All requested columns rounded to nearest \$100				Agency #: 10
OPERATING BUDGET RECORD B-3		Agency: Tourism, Arts and Heritage		
Governmental Branch: Executive Branch		Appropriation: Parks		
Cabinet: Tourism, Arts and Heritage		Program/Service Unit: General Administration and Support		
		Sub Program:		
		Posting Unit:		
		REQUEST TITLE 670A3_PG		
REQUEST TYPE	Growth	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested
EXPENDITURES BY FUND				
General Fund		0	4,345,000	9,578,500
TOTAL EXPENDITURES BY FUND		0	4,345,000	9,578,500
EXPENDITURE CATEGORY				
Debt Service				
Debt Service-General Fund		0	4,345,000	9,578,500
Total Debt Service		0	4,345,000	9,578,500
TOTAL EXPENDITURES		0	4,345,000	9,578,500

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



Section 6 Capital Budget Request

Section 6.1 Budget Form Overview

The tools within KBUD used to create your Capital Budget Requests are the Project Maintenance Dimension and the three Capital Budget Request forms:

- 2022_CAPITAL_FUND, Capital Request by Fund Source
- 2022_CAPITAL_EXPEND, Capital Request Expenditures
- 2022_CAP_IMPONOPBUD, Capital Request - Impact on Operating Budget

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

Dimension (Project Maintenance)

Capital Budget Reports

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

Capital Forms

Line #	Fund	Project	Budget (Head)	Budget (Detail)	...
1	67DK16C183	67DK16C183	1,400,000	1,400,000	0
2	67DK16C194	67DK16C194	3,500,000	0	0
3	67DK16C196	67DK16C196	1,500,000	2,600,000	800,000
4	67DK16C197	67DK16C197	2,750,000	2,750,000	0
5	67DK16C198	67DK16C198	2,100,000	1,800,000	400,000
6	67DK16C199	67DK16C199	8,000,000	8,000,000	0
7	67DK16C200	67DK16C200	1,700,000	1,700,000	0
8	67DK16C201	67DK16C201	2,800,000	80,000	0
9	67DK16C202	67DK16C202	1,000,000	1,000,000	0
10	67DK16C203	67DK16C203	800,000	2,200,000	100,000
11	67DK16C204	67DK16C204	5,000,000	0	0
12	67DK16C205	67DK16C205	0	0	0
Total			17,657,000	17,657,000	2,800,000

Capital Planning System Data



Capital Budget Requests

In KBUD, there is preloaded project (Capital) data that automatically loads into the KBUD Capital Forms and project data prepopulated in the dimension tables which originates from the Six-Year Capital Planning system. This transfer of data avoids the re-entry of all of the information for each project into KBUD after having entered it into the Six-Year Capital Planning system. KBUD will be loaded with Six-Year Capital Planning System's around July 2019. If any changes were made to projects in the Six-Year Capital Planning System after this time period, the Project Dimension table in KBUD will need to be manually updated by the agencies with these same changes. **IMPORTANT NOTE:** If an agency wants to prepare a capital budget request for a project that is not in the Six-Year Capital Planning system as of July 2019, the agency will need to utilize one of the "blank" project codes assigned to their agency. It is possible that an agency may need multiple project codes. If that occurs, contact the KBUD Administrators (KBUDAdministrator@ky.gov) and request that additional Project codes be added.

Preloaded Budget Data Into the KBUD Form

Summary					21FLREQCP	22FLREQCP	FY 19-20	FY 20-21	FY 21-22	
<input type="checkbox"/>	1	BFBF	670K20C193	EXPBYFUND	E	1,400,000	1,400,000			
<input type="checkbox"/>	2	BFBF	670K20C195	EXPBYFUND	E	2,575,000	0			
<input type="checkbox"/>	3	BFBF	670K20C196	EXPBYFUND	E	1,000,000	2,000,000			
<input type="checkbox"/>	4	BFBF	670K20C197	EXPBYFUND	E	2,750,000	2,750,000			
<input type="checkbox"/>	5	BFBF	670K20C198	EXPBYFUND	E	1,700,000	1,300,000			
<input type="checkbox"/>	6	BFBF	670K20C199	EXPBYFUND	E	8,000,000	8,000,000			
<input type="checkbox"/>	7	BFBF	670K20C200	EXPBYFUND	E	1,750,000	1,750,000			
<input type="checkbox"/>	8	BFBF	670K20C201	EXPBYFUND	E	1,000,000	0			
<input type="checkbox"/>	9	BFBF	670K20C202	EXPBYFUND	E	0	0		-1,000,000	-1,000,000
<input type="checkbox"/>	10	BFGF	670K20C202	EXPBYFUND	E	1,000,000	1,000,000	0	1,000,000	1,000,000
<input type="checkbox"/>	11	BFBF	670K20C203	EXPBYFUND	E	550,000	2,200,000			
<input type="checkbox"/>	12	BFBF	670K20C204	EXPBYFUND	E	1,500,000	0			

Project Documentation

Reauthorization - Regular Capital Project:

eMARS Project Number:

Project Cost:

Project Type:

Reviewed by Dept. for Facilities and Support Services:

eMARS Department:

eMARS Fund:

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

PP ID Number:

Project Descriptions

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

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

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

Short Project Description:

Prepopulated Capital
Data in the KBUD
Project Dimension
Table



Capital Budget Requests

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

- Only information on projects identified in the 2020-22 biennium with the Capital Plan will be transferred to KBUD.
- Real Property Lease projects and Maintenance Pools were not included in the Capital Plan, so these projects will have to be entered directly into KBUD.
- Real Property Lease projects and Reauthorized projects with no request for additional Funds must have a \$0.01 entered into the FY 2019-20 column in the Capital Request by Fund Source form.

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

There are three KBUD Capital Budget Request forms:

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

Capital Budget Request Forms

Code	Name
<u>2022 CAPITAL FUND</u>	Capital Request by Fund Source
<u>2022 CAPITAL EXPEND</u>	Capital Request Expenditures
<u>2022 CAP IMPONOPBUD</u>	Capital Request - Impact on Operating Budget

The Capital Budget Request forms will include the amounts, fiscal years, fund sources and expenditure codes or cost elements required by the 2020-2220 Budget Instructions. These three forms will be completed at the appropriation unit level and include all the individual projects associated with the appropriation unit.

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

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



Section 6.2 Creating a Capital Budget Request

This section includes an overview of the Capital Budget Request creation process along with the detailed instructions to create a Capital Budget Request required by the 2020-2220 Budget Instructions.

Section 6.2.1 Process Overview

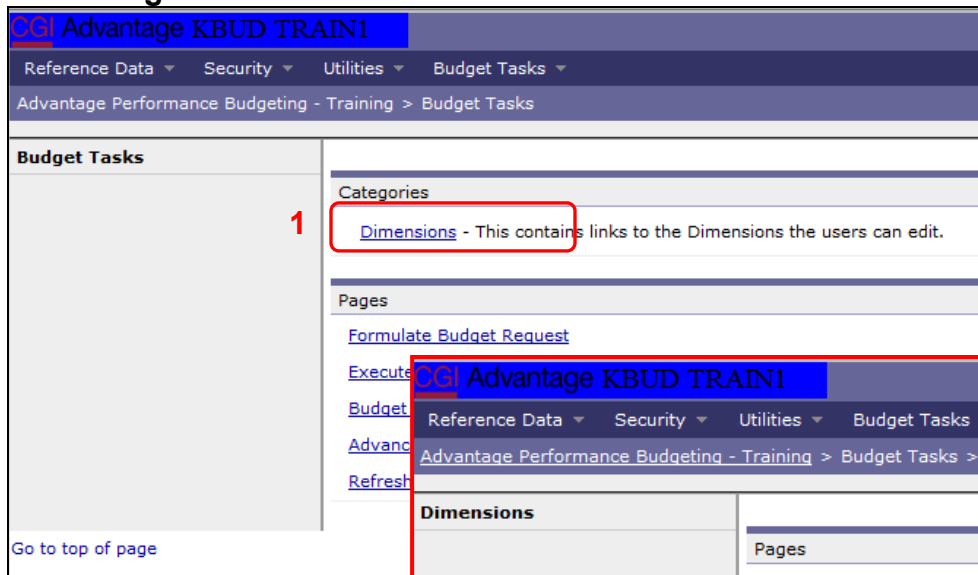
The following is a summarized description of the steps involved in the process to create a Capital Budget Request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Project Maintenance Dimension table to update the information for one of the prepopulated Project dimensions
- 2) Navigate to the Budget Layout Selection Page to choose the 2022_CAPITAL_FUND, Capital Request by Fund Source form
- 3) Create an instance of the 2022_CAPITAL_FUND form
- 4) Manually enter the appropriate budget lines (data) into the budget lines tab
- 5) Repeat this process for the 2022_CAPITAL_EXPEND and 2022_CAPITAL_IMPONOBUD forms
- 6) Login to KBUD Reports (EBI) and navigate to the 18-20 Biennium folder to run and/or print the Capital budget request reports necessary for official budget submission to GOPM
 - **CBR01 Project Summary Report**
 - **CBR-02, Capital Project Record**
 - **CBR-03, Capital Equipment Record**
 - **CBR-04, Capital Information Technology System Record**
 - **CBR-05, Real Property Lease Record**

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

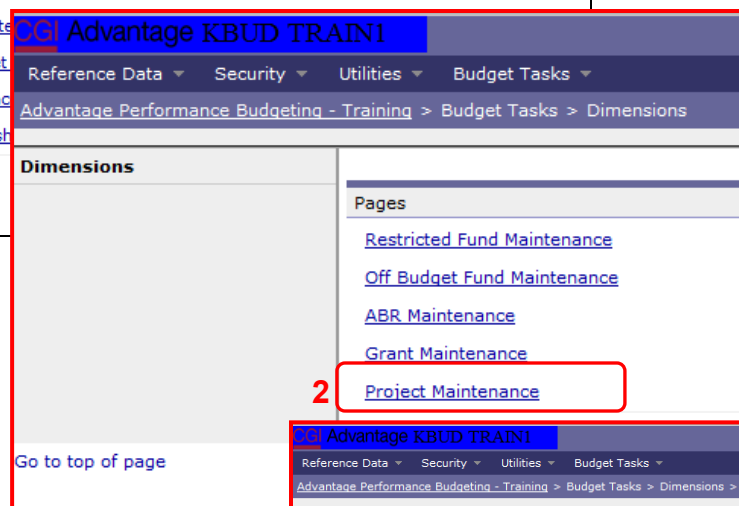
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the Project Maintenance Link. The Project Maintenance page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

Home Page



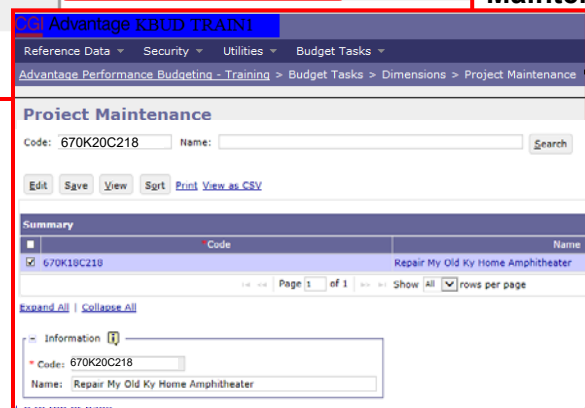
The screenshot shows the KBUD application home page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there is a "Categories" list with a red box around the "Dimensions" link, which is labeled with a red "1". Below the categories is a "Pages" list with links for "Formulate Budget Request", "Execute Budget Request", "Budget Request", "Advance Budget Request", and "Refresh".

Dimensions



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

Project Maintenance



The screenshot shows the "Project Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Project Maintenance". The page title is "Project Maintenance". There are input fields for "Code" (670K20C218) and "Name" (Repair My Old Ky Home Amphitheater). Below the input fields are buttons for "Edit", "Save", "View", "Sgrr", "Print", and "View as CSV". A "Summary" table is displayed with the following data:

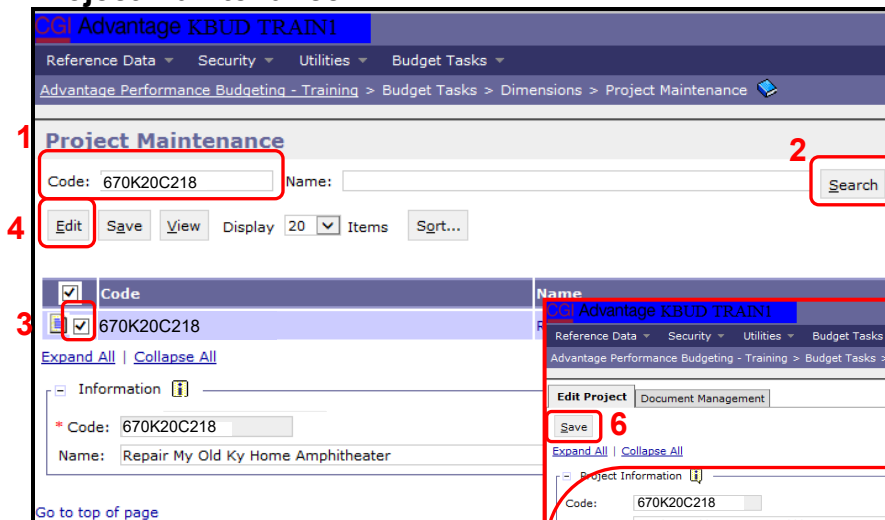
Code	Name
670K19C218	Repair My Old Ky Home Amphitheater

Below the table are links for "Expand All" and "Collapse All". At the bottom, there is an "Information" section with input fields for "Code" (670K20C218) and "Name" (Repair My Old Ky Home Amphitheater).

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

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

Project Maintenance



Project Maintenance

Code: 670K20C218 Name:

 Display 20 Items Sgrt...

<input checked="" type="checkbox"/>	Code	Name
<input checked="" type="checkbox"/>	670K20C218	Repair My Old Ky Home Amphitheater

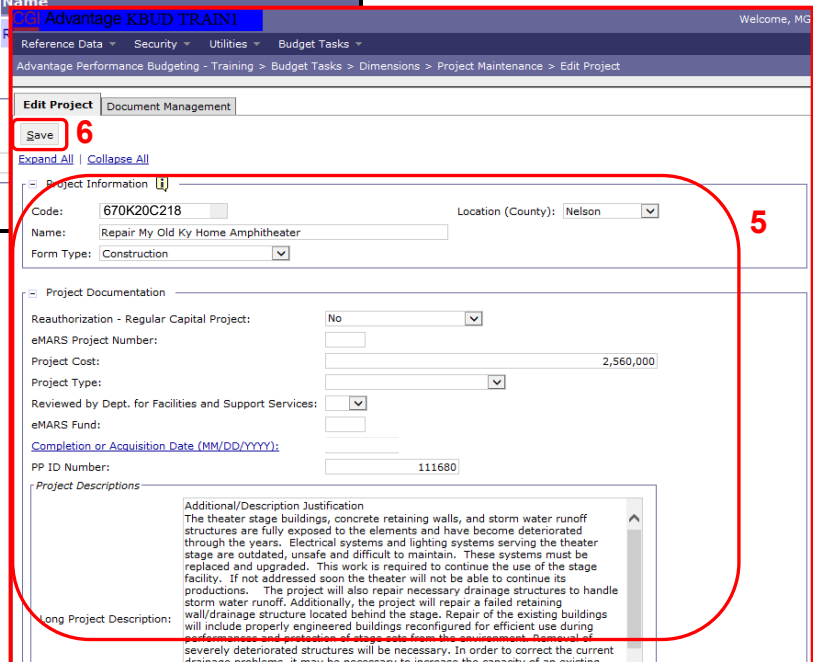
[Expand All](#) | [Collapse All](#)

Information ⓘ

* Code: 670K20C218 Name: Repair My Old Ky Home Amphitheater

[Go to top of page](#)

Edit Project



Edit Project Document Management

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

Project Information ⓘ

Code: 670K20C218 Location (County): Nelson

Name: Repair My Old Ky Home Amphitheater

Form Type: Construction

Project Documentation

Reauthorization - Regular Capital Project: No

eMARS Project Number:

Project Cost:

Project Type:

Reviewed by Dept. for Facilities and Support Services:

eMARS Fund:

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

PP ID Number: 111680

Project Descriptions

Additional/Description Justification

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

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

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



Capital Budget Requests

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

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

Name	Enter the Project Title (Populated by the 6-Year Plan data)
Form Type	Construction, Equipment, Information Technology System, or Lease - Select the CBR form type. (Populated by the 6-Year Plan data)
Location (County)	Construction, Equipment, or Lease - Select the county in which the project will be located. (Populated by the 6-Year Plan data)
Reauthorization – Regular Capital Project	Construction or Information Technology System - Identify if this is a currently authorized project that is being requested for reauthorization and/or additional funding. Any project that has been appropriated by the General Assembly for two consecutive biennial budgets shall not be requested again as a Reauthorized project. It shall be requested as a new project which shall not rely on past appropriations. (Populated by the 6-Year Plan data)
eMARS Project Number	Construction or Information Technology System - If the project is currently authorized and additional funding is requested, enter the eMARS Fund Code. (Not Populated by the 6-Year Plan data)
Project Cost	Construction or Information Technology System - If the project is currently authorized and additional funding is requested, enter the new Total Project Cost. (New Cost Not Populated by the 6-Year Plan data)
Project Type	Construction or Lease - Identify the project/lease type based on the definitions provided in the 2020-2220 Branch Budget Request Manual. (Not Populated by the 6-Year Plan data)
Reviewed by Dept. for Facilities and Support Services	Construction - Identify if the project has been reviewed by the Department for Facilities and Support Services. (Not Populated by the 6-Year Plan data)



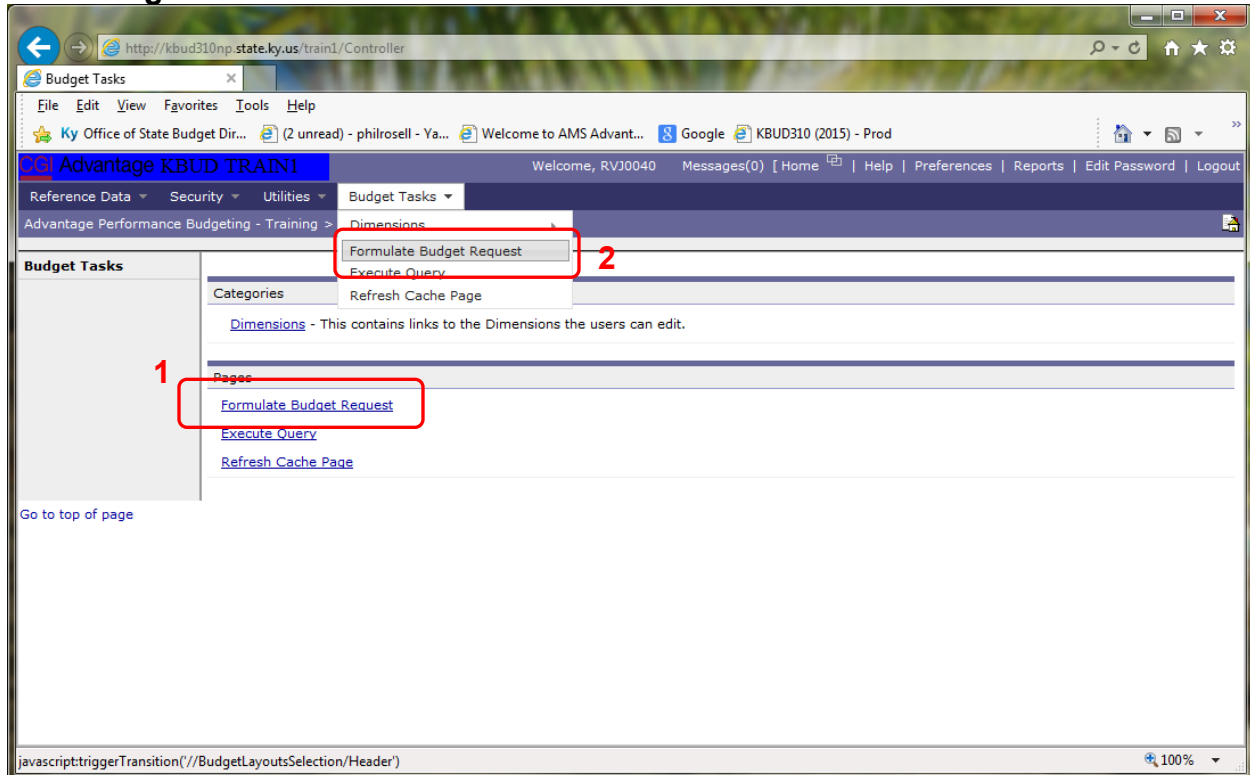
Capital Budget Requests

<p>Completion or Acquisition Date</p>	<p>Completion Date - Construction or Information Technology System – Construction, enter the anticipated completion date of the project. Information Technology System, enter the anticipated date of full installation and utilization of the system. Example: Project to be completed in August, 2022 – enter 08/22. (Populated by the 6-Year Plan data) Acquisition Date - Equipment - Enter the anticipated acquisition date of the equipment. Example: Equipment to be purchased in August, 2022 – enter 08/22. (Populated by the 6-Year Plan data)</p>
<p>Long Project Description</p>	<p>Construction, Equipment, Information Technology System, or Lease – Enter a detailed description comparable to the detailed description and justification as required by the 6-Year Capital Plan (Populated by the 6-Year Plan data). For Real Property Leases, enter the Lease Features: Specialized Project Requirements and Relationship to Existing Space.</p>
<p>Short Project Description</p>	<p>Using a maximum of two or three sentences, describe what the project is and why it is needed. This narrative should be suitable for publication later in budgeting documents (Populated by the 6-Year Capital Plan data). For Real Property Leases, enter the Lease Description and Justification.</p>
<p>Priorities-Capital Budget Request - Cabinet</p>	<p>Construction, Equipment, Information Technology System, or Lease - Enter the cabinet roll-up priority or the Council on Postsecondary Education system-wide priorities for the Capital Budget Request. (Populated by the 6-Year Plan data)</p>
<p>Priorities-Capital Budget Request - Agency</p>	<p>Construction, Equipment, Information Technology System, or Lease - Enter the agency or university priority number for the Capital Budget Request. (Populated by the 6-Year Plan data)</p>
<p>Priorities-Six Year Capital Plan - Cabinet</p>	<p>Construction, Equipment, or Information Technology System - Enter the cabinet priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)</p>
<p>Priorities-Six Year Capital Plan - Agency</p>	<p>Construction, Equipment, or Information Technology System - Enter the agency priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)</p>

Section 6.2.3 Navigate to the 2022_CAPITAL_FUND Form

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

Home Page





Capital Budget Requests

- From the Budget Layout Selection page, you will see all the KBUD forms that are available for your use. In this case, you want to choose the 2022_CAPITAL_FUND form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

Code	Name
2022 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
2022 B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
2022 E FUND-RECEIPTS	E Restricted Funds & Receipts Form
2022 G	G Federal Assistance Form
2022 OFFBUD FUND	Off Budget Funds
2022 CAPITAL FUND	Capital Request by Fund Source
2022 CAPITAL EXPEND	Capital Request Expenditures
2022 CAPITAL IMPONPBUD	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display the instance of this specific form (2022_CAPITAL_FUND) you have created. A single form will be created for each appropriation unit which contains all its capital projects within it.

Select Budget Request Page (2022_CAPITAL_FUND Form)

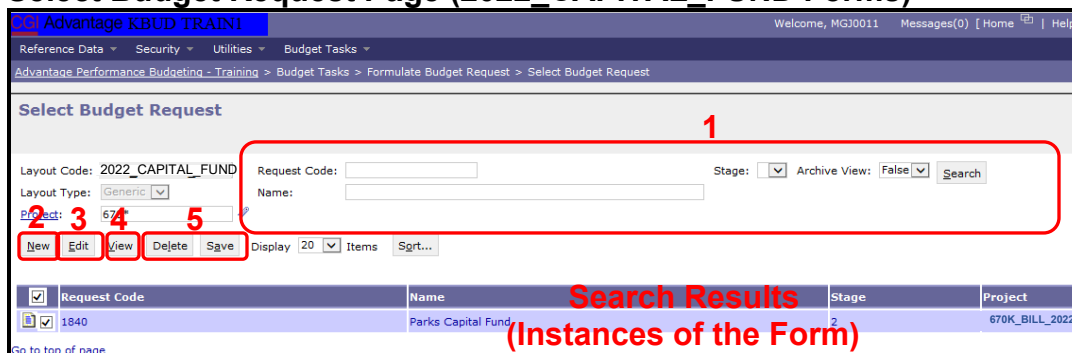
Request Code	Name	Stage	Project
6388	Parks		670K_BILL_2022

Instances

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

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

Select Budget Request Page (2022_CAPITAL_FUND Forms)



The screenshot shows the 'Select Budget Request' page in the Advantage KBUD TRAIN! system. The page includes a search bar with fields for Request Code, Name, and Project, and a Search button. Below the search bar are buttons for New, Edit, View, Delete, and Save. A table displays search results for instances of the form, with columns for Request Code, Name, Stage, and Project. The first result is for Request Code 1840, Name Parks Capital Fund, Stage 2, and Project 670K_BILL_2022. Red annotations highlight the search bar (1), the buttons (2, 3, 4, 5), and the search results table (Search Results (Instances of the Form)).

Request Code	Name	Stage	Project
1840	Parks Capital Fund	2	670K_BILL_2022

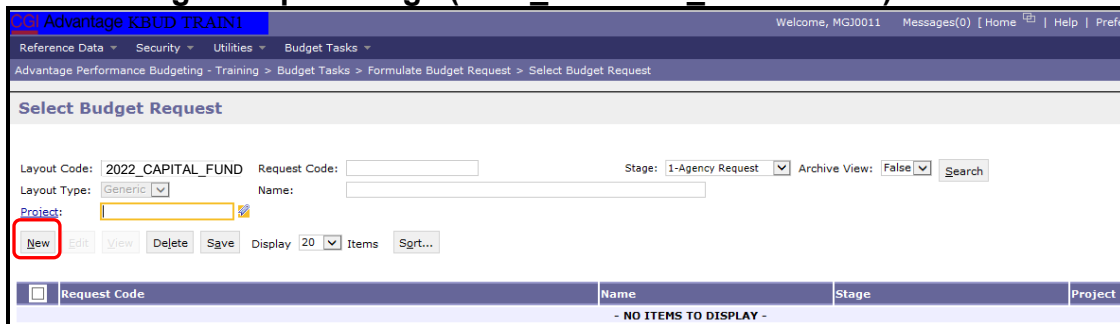
Section 6.2.4 Creating the Capital Request by Fund Source Form

In this section, we will create a Capital Request by Fund Source Form for the Parks, Department 670 using Program 670K_BILL_2022, Parks Capital Fund. We will also ensure the Expenditures by Fund for each Fund/Project combination is correct or make adjustments to the Preloaded amounts. The list below contains the Fund Codes available for this form.

Code	Name
AGBD	Agency Bonds
BFAR	Federal Fund - ARRA - Capital
BFBF	Bond Funds
BFCO	Capital Construction Contingency Fund
BFDM	Statewide Deferred Maintenance Fund
BFEM	Emergency, Repair, Maintenance & Replacement Fund
BFFF	Federal Funds
BFGF	General Fund
BFI1	Investment Income
BFOC	Other - Cash
BFOT	Other - Third Party Financing
BFRD	Road Fund
BFRF	Restricted Funds
BFSU	Capital Construction Surplus
BFTB	Tobacco Settlement - Phase I

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 2022_CAPITAL_FUND form.

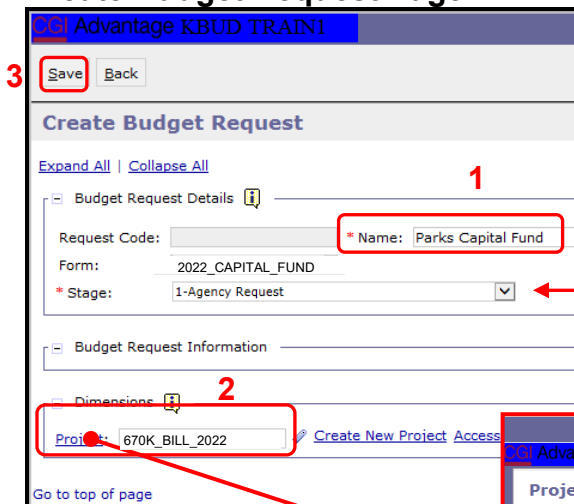
Select Budget Request Page (2022_CAPITAL_FUND Form)



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

1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form)
2. Fill in the Project textbox. This form is created at the _BILL level, so we will use 670K_BILL_2022 as our Project code. There are two ways to fill in the textbox:
 - 1) Type in the correct Project code, or 2) click on the blue Project link to pull up a Project Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Project code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the 670K_BILL_2022
3. Click the Save button, and the new form with all its appropriate tabs will be created

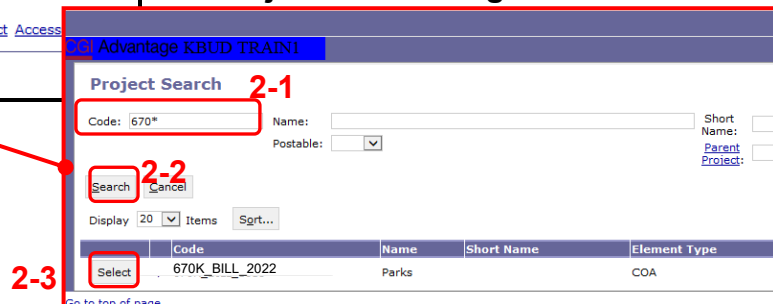
Create Budget Request Page



The screenshot shows the 'Create Budget Request' form. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the 'Request Code' field, which contains '* Name: Parks Capital Fund'. A red box labeled '2' highlights the 'Project' field, which contains '670K_BILL_2022'. A red arrow points from the 'Project' field to the 'Project Search Page'.

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

Project Search Page



The screenshot shows the 'Project Search' form. A red box labeled '2-1' highlights the 'Code' field, which contains '670*'. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button for the project '670K_BILL_2022' in the results table.

Code	Name	Short Name	Element Type
670K_BILL_2022	Parks		COA

Section 6.2.5 Entering Budget Data in the 2022_CAPITAL_FUND Form

- Once the new form is created, you will be able to access the Budget Lines tab within the form. You can follow these steps to review and **manually** adjust line information if necessary.
 - Click on the Budget Lines tab (NOTE: You can now see the Preloaded information populated on your form in the 21FLREQCP and 22FLREQCP columns)
 - Click on any cell to change the data (NOTE: You cannot directly change the amounts in the 21FLREQCP and 22FLREQCP cells. However you can change the amounts by placing adjustment amounts in columns FY 20-21 and FY 21-22)
 - Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for the 21FLREQCP and 22FLREQCP columns). Continue this process until you have updated all of the Fund/Project combinations. Once you have finished, click the Save button

New 2022_CAPITAL_FUND Form for 670K_BILL_2022

Preloaded Data

Line	Fund	Project	Budget Object	21FLREQCP	22FLREQCP	FY 19-20	FY 20-21	FY 21-22
1	BFBF	670K20C193	EXPBYFUND	E	1,400,000	1,400,000		
2	BFBF	670K20C195	EXPBYFUND	E	2,575,000	0		
3	BFBF	670K20C196	EXPBYFUND	E	2,000,000	2,000,000		
4	BFBF	670K20C197	EXPBYFUND	E	2,750,000	2,750,000		
5	BFBF	670K20C198	EXPBYFUND	E	1,700,000	1,300,000		
6	BFBF	670K20C199	EXPBYFUND	E	8,000,000	8,000,000		
7	BFBF	670K20C200	EXPBYFUND	E	1,750,000	1,750,000		
8	BFBF	670K20C201	EXPBYFUND	E	1,000,000	0		
9	BFBF	670K20C202	EXPBYFUND	E	0	0	-1,000,000	-1,000,000
10	BFBF	670K20C202	EXPBYFUND	E	1,000,000	1,000,000	1,000,000	1,000,000
11	BFBF	670K20C203	EXPBYFUND	E	550,000	2,200,000		
12	BFBF	670K20C204	EXPBYFUND	E	1,500,000	0		

Adjusted Amounts

Section 6.2.6 Creating and Entering Budget Data in the 2022_CAPITAL_EXPEND Form

- Use the same process described in the previous section to create a new instance of a 2022_CAPITAL_EXPEND form for Program 670K_BILL_2022, Parks Capital. Once you create the form, you will be able to view the preloaded detailed expenditure budget objects for each project (NOTE: It is important to understand, the total amount of all the detailed expenditure budget objects for a project on this form should equal the total Expenditures by Fund for that same project entered on the previous Capital Fund form). You can follow these steps to review and **manually** adjust the budget line information if necessary.
 1. Click on the Budget Lines tab (NOTE: You can now see the Preloaded information populated on your form in the 21FLREQCP and 22FLREQCP columns)
 2. Click on any cell to change the data (NOTE: You cannot directly change the amounts in the 21FLREQCP and 22FLREQCP cells. However you can change the amounts by placing adjustment amounts in columns FY 20-21 and FY 21-22)
 3. Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for the 21FLREQCP and 22FLREQCP columns). Continue this process until you have updated all the Budget Object/Project combinations. Once you have finished, click the Save button

New 2022_CAPITAL_EXPEND Form for 670K_BILL_2022

Preloaded Data

Line	Project	Budget Object	19FLREQCP	20FLREQCP	FY 17-18	FY 18-19	FY 19-20
<input type="checkbox"/>	1	670K20C193	DES	E	100,000	100,000	
<input type="checkbox"/>	2	670K20C193	CONS	E	1,300,000		
<input type="checkbox"/>	3	670K20C194	CONS	E	5,000,000		
<input checked="" type="checkbox"/>	4	670K20C195	DES	E	515,000		
<input type="checkbox"/>	5	670K20C195	CONS	E	1,960,000		
<input type="checkbox"/>	6	670K20C195	EQU	E	100,000		
<input type="checkbox"/>	7	670K20C196	DES	E	800,000		
<input type="checkbox"/>	8	670K20C196	CONS	E	200,000		
<input type="checkbox"/>	9	670K20C197	CONS	E	2,060,000		
<input type="checkbox"/>	10	670K20C197	EQU	E	690,000		
<input type="checkbox"/>	11	670K20C198	DES	E	250,000		

Totals Reflect the Adjusted Amounts

Adjusted Amounts

Line	Project	Budget Object	19FLREQCP	20FLREQCP	FY 17-18	FY 18-19	FY 19-20
<input type="checkbox"/>	1	670K20C193	DES	E	100,000	100,000	
<input type="checkbox"/>	2	670K20C193	CONS	E	1,300,000	1,300,000	
<input type="checkbox"/>	3	670K20C194	CONS	E	5,000,000		
<input type="checkbox"/>	4	670K20C195	DES	E	515,000		
<input type="checkbox"/>	5	670K20C195	CONS	E	1,960,000		
<input type="checkbox"/>	6	670K20C195	EQU	E	100,000		
<input type="checkbox"/>	7	670K20C196	DES	E	800,000		
<input type="checkbox"/>	8	670K20C196	CONS	E	200,000		
<input type="checkbox"/>	9	670K20C197	CONS	E	2,060,000		
<input type="checkbox"/>	10	670K20C197	EQU	E	690,000		
<input type="checkbox"/>	11	670K20C198	DES	E	250,000		

Section 6.2.7 Creating and Entering Budget Data in the 2022_CAP_IMPONOPBUD Form

- Use the same process described in the previous section to create a new instance of a 2022_CAP_IMPONOPBUD form for Program 670K_BILL_2022, Parks Capital Bud. Once you create the form, you will be able to view the preloaded five year projections for the Impact and Cost Elimination budget objects for each Fund/Budget Object/Project combination (NOTE: If the Capital Project did not have an impact on operating budget, it will not be preloaded to the form). You can follow these steps to review and **manually** adjust the budget line information if necessary.
 - Click on the Budget Lines tab (NOTE: You can now see the Preloaded information populated on your form in the IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 columns)
 - Click on any cell to change the data (NOTE: You cannot directly change the amounts in the IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 cells. However you can change the amounts by placing adjustment amounts in columns FY 1, FY 2, FY 3, FY 4, or FY 5)
 - Enter the adjusted amounts and click the Save button (NOTE: The adjustment amounts are now reflected in the totals for IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 columns). Continue this process until you have updated all the Fund/Budget Object/Project combinations. Once you have finished, click the Save button

New 2022_CAP_IMPONOPBUD Form for 670K_BILL_2022

Preloaded Data

Line	Fund	Project	Budget Object	IMPONOPBUD1	IMPONOPBUD2	IMPONOPBUD3	IMPONOPBUD4	IMPONOPBUD5	FY 1	FY 2	FY 3	FY 4	FY 5
1 0	670K20C205	COSTELIM	E	-65,000	-65,000	0	0	0					
2 GNRL	670K20C204	IMPACT	R	8,000	0	0	0	0					
3 RSTD	670K20C205	IMPACT	R	15,000	15,000	15,000	15,000	15,000					
Total													0

Adjusted Amounts

Line	Fund	Project	Budget Object	IMPONOPBUD1	IMPONOPBUD2	IMPONOPBUD3	IMPONOPBUD4	IMPONOPBUD5	FY 1	FY 2	FY 3	FY 4	FY 5
1 0	670K20C205	COSTELIM	E	-70,000	-60,000	0	0	0	-5,000	5,000			
2 GNRL	670K20C204	IMPACT	R	8,000	0	0	0	0					
3 RSTD	670K20C205	IMPACT	R	15,000	15,000	15,000	15,000	15,000					

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

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

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 20-22 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

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

Dimension (Project Maintenance)

Capital Budget Reports

		FY 2016-17 Requested	FY 2017-18 Requested	Total Requested
TOTAL EXPENDITURE BY UNIT				
FUND		0	0	0
PROJECT		0	0	0
PROJ BANK		0	0	0
Proj Num	Project Name			
67DK6C193	Upgrade Golf Course Irrigation-Ky Dam & Lk. I	1,400,000	1,400,000	2,800,000
Total: Upgrade Golf Course Irrigation-Ky Dam & Lk. I		1,400,000	1,400,000	2,800,000
67DK6C194	Road Maint - Various Parks	0	0	0
Total: Road Maint - Various Parks		0	0	0
67DK6C196	Statewide Ground Upgrades	1,500,000	2,600,000	4,100,000
Total: Statewide Ground Upgrades (Phase 1)		1,500,000	2,600,000	4,100,000
67DK6C197	Hospitality Upgrades	2,750,000	2,750,000	5,500,000
Total: Hospitality Upgrades		2,750,000	2,750,000	5,500,000
67DK6C198	Restore CCC Structures - Statewide	2,100,000	1,800,000	3,900,000
Total: Restore CCC Structures - Statewide		2,100,000	1,800,000	3,900,000

Capital Forms

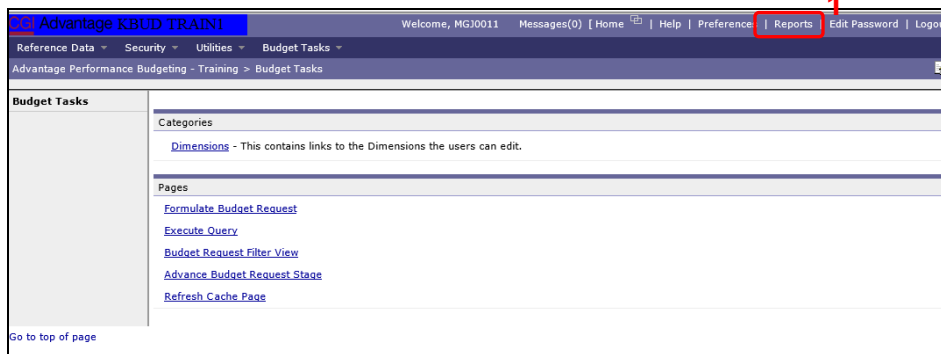
Proj Num	Project Name	Request	Approved	Actual
1	UPGRADE GOLF COURSE IRRIGATION-KY DAM & LK. I	1,400,000	1,400,000	1,400,000
2	ROAD MAINT - VARIOUS PARKS	0	0	0
3	STATEWIDE GROUND UPGRADES	1,500,000	2,600,000	4,100,000
4	HOSPITALITY UPGRADES	2,750,000	2,750,000	5,500,000
5	RESTORE CCC STRUCTURES - STATEWIDE	2,100,000	1,800,000	3,900,000
6	TOTAL	7,750,000	8,850,000	15,800,000

Capital Planning System Data

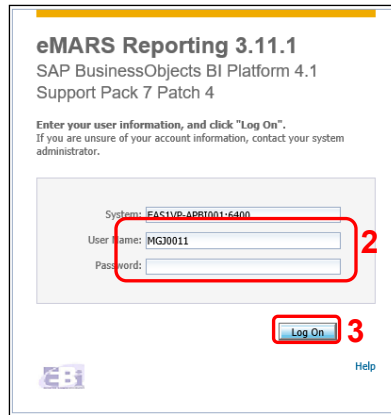


Capital Budget Requests

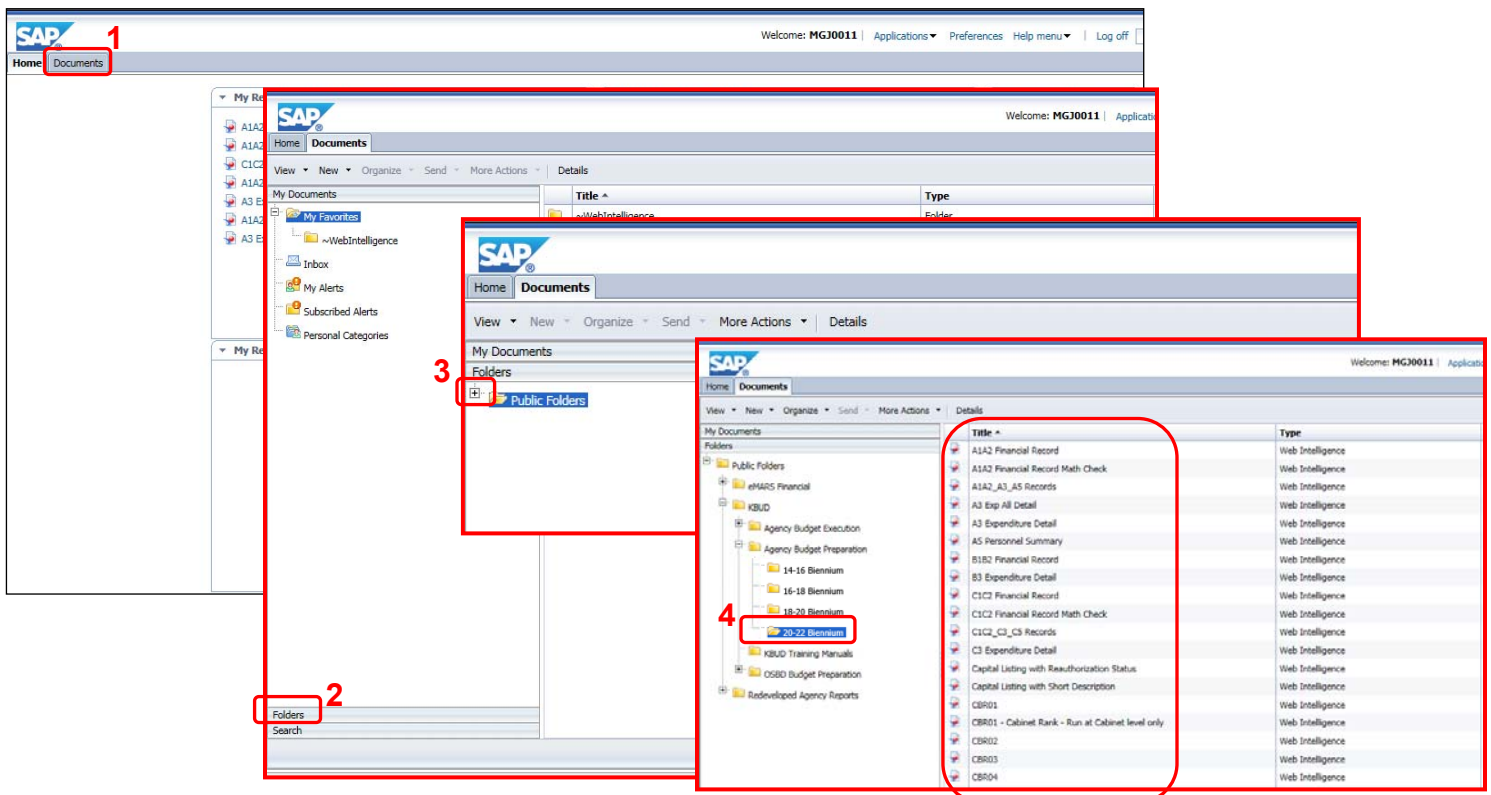
- In this scenario, we will run the CBR01 Project Summary Report for 670K_BILL_2022 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project. Based on the results of this report, we can determine which other CBR reports are needed for this submission:
 1. **CBR-02, Capital Project Record**
 2. **CBR-03, Capital Equipment Record**
 3. **CBR-04, Capital Information Technology System Record**
 4. **CBR-05, Real Property Lease Record**
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <https://ebi.ky.gov/BOE/BI>






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

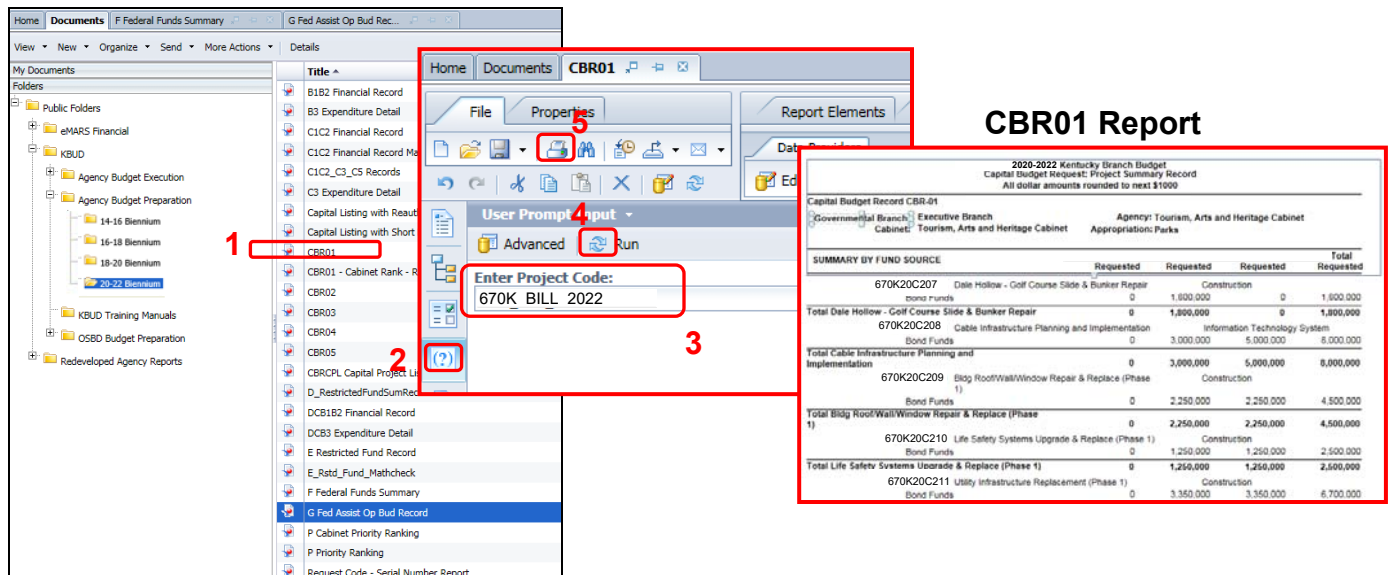


- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



In this scenario, we will run the CBR01 Project Summary Report for 670K_BILL_2022 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project.

1. Double click on the CBR01 to open up the report
2. Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
3. Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K_BILL_2022
4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR01 Report

2020-2022 Kentucky Branch Budget Capital Budget Request: Project Summary Record All dollar amounts rounded to next \$1000					
Capital Budget Record CBR-01		Agency: Tourism, Arts and Heritage Cabinet			
(Governmental Branch) Executive Branch Cabinet: Tourism, Arts and Heritage Cabinet		Appropriation: Parks			
SUMMARY BY FUND SOURCE		Requested	Requested	Requested	Total Requested
670K20C207	Dale Hollow - Golf Course Side & Bunker Repair	0	1,800,000	0	1,800,000
Total Dale Hollow - Golf Course Side & Bunker Repair				0	1,800,000
670K20C208	Cable Infrastructure Planning and Implementation	0	3,000,000	5,000,000	8,000,000
Total Cable Infrastructure Planning and Implementation				0	8,000,000
670K20C209	Blig Roof/Wall/Window Repair & Replace (Phase 1)	0	2,250,000	2,250,000	4,500,000
Total Blig Roof/Wall/Window Repair & Replace (Phase 1)				0	4,500,000
670K20C210	Life Safety Systems Upgrade & Replace (Phase 1)	0	1,250,000	1,250,000	2,500,000
Total Life Safety Systems Upgrade & Replace (Phase 1)				0	2,500,000
670K20C211	Utility Infrastructure Replacement (Phase 1)	0	3,350,000	3,350,000	6,700,000
Total Utility Infrastructure Replacement (Phase 1)				0	6,700,000

- After reviewing the CBR01 Project Summary Report for 670K_BILL_2022, it was determined that there were only Construction, Equipment, and Information Technology projects on the report. Therefore, only the following three additional reports need to be created for the Capital Budget Request.
 1. **CBR-02, Capital Project Record**
 2. **CBR-03, Capital Equipment Record**
 3. **CBR-04, Capital Information Technology System Record**



Capital Budget Requests

- In this scenario, we will run the CBR02 Capital Project Report for Capital Construction Project 670K20C207, Dale Hollow - Golf Course Slide & Bunker Repair. The CBR02 Report will need to be created for each of the Capital Construction projects.

- Double click on the CBR02 Report to open up the report
- Click on Question Mark icon to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
- Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K20C207
- Once the proper parameter/variable is entered, the Run icon will be enabled. Click the Run icon to run the report
- If you want to print a paper copy, click the Printer icon and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy

CBR02 Report

Capital Budget Record CBR-02
 Branch: Executive Branch
 Cabinet: Tourism, Arts and Heritage Cabinet
 Agency: Tourism, Arts and Heritage Cabinet
 Appropriation: Parks
 Project Title: Dale Hollow - Golf Course Slide & Bunker Repair
 KBUD Project Number: 670K20C207

Priority	Capital Budget Request	Six-Year Capital Plan 2020-22
Cabinet:		60
Agency:		17

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

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

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

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

Fund Source	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested	Total Requested
Bond Funds	0	0	0	1,800,000
Total Funds	0	0	0	1,800,000

Cost Elements

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

Completion Date: be / land

Method of Procurement (Acquisitions Only): Purchase

IMPACT ON OPERATING BUDGET

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

- In this scenario, we will run the CBR03 Capital Project Report for Capital Equipment Project 670K20C205, Golf Car and Equipment replacement. The CBR03 Report will need to be created for each of the Capital Equipment projects.
 1. Double click on the CBR03 Report to open up the report
 2. Click on Question Mark icon to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
 3. Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K20C205
 4. Once the proper parameter/variable is entered, the Run icon will be enabled. Click the Run icon to run the report
 5. If you want to print a paper copy, click the Printer icon and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy

CBR03 Report

Capital Budget Record CBR-03

Branch: Executive Branch
 Cabinet: Tourism, Arts and Heritage Cabinet
 Agency: Tourism, Arts and Heritage Cabinet
 Parks
 Appropriation: Golf Car and Equipment replacement
 Equipment Title: Golf Car and Equipment replacement
 KBUD Project Number: 670K20C205

Priority	Capital Budget Request	Six-Year Capital Plan 2020-22
Cabinet:	50	
Agency:		12

EQUIPMENT DOCUMENTATION

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

Equipment Documentation

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

Project Budget
 In house estimate

Existing Facility

Program Relocation

Phased Project

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




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

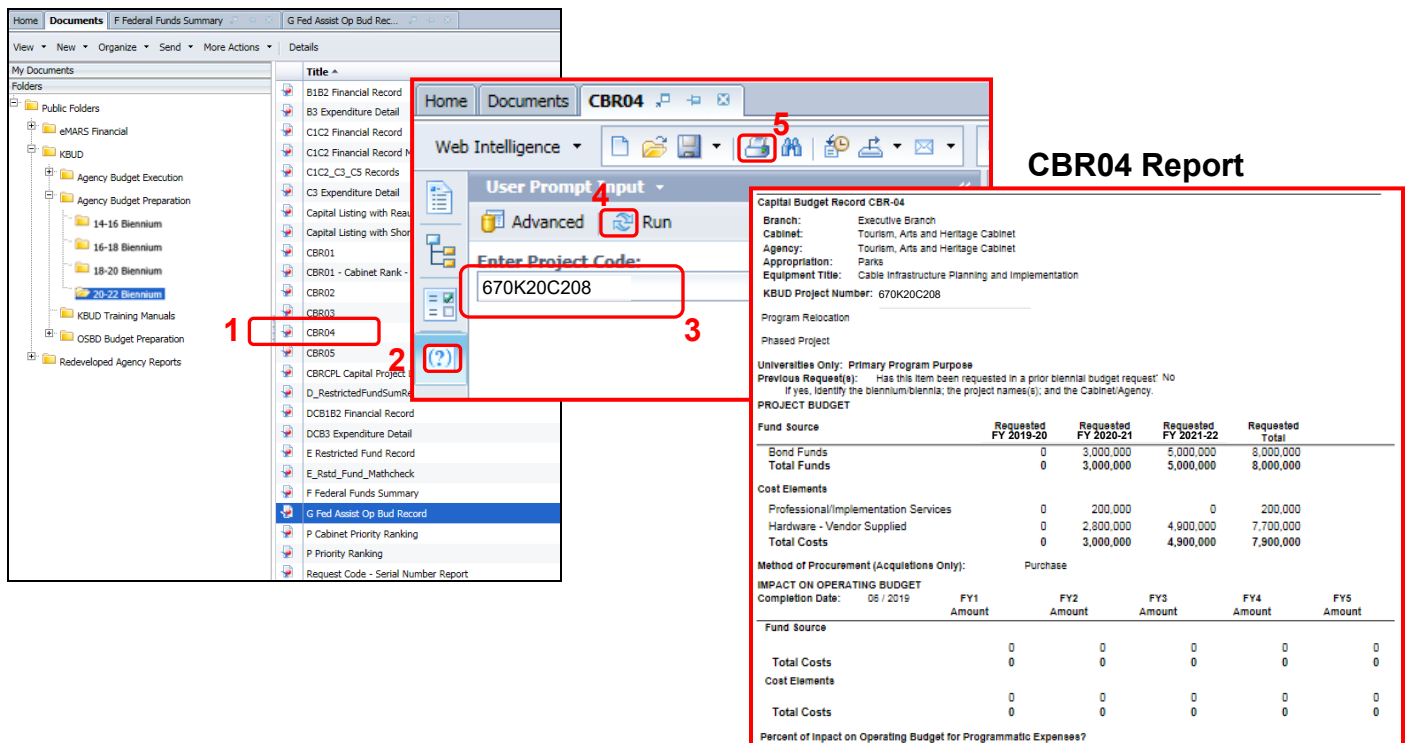
EQUIPMENT BUDGET

	FY 2019-20	FY 2020-21	FY 2021-22	
Quantity of Identical Units:				
Equipment Price per Unit:				
Fund Source	Requested FY 2019-20	Requested FY 2020-21	Requested FY 2021-22	Requested Total
Restricted Funds	0	0	0	0
Bond Funds	0	1,000,000	1,000,000	2,000,000
Total Funds	0	1,000,000	1,000,000	2,000,000

Percent of Impact on Operating Budget for Programmatic Expenses?

In this scenario, we will run the CBR04 Capital Project Report for Capital Information Technology System Project 670K20C208, Cable Infrastructure Planning and Implementation. The CBR04 Report will need to be created for each of the Capital Information Technology System projects.

1. Double click on the CBR04 Report to open up the report
2. Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
3. Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K20C208
4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR04 Report

Capital Budget Record CBR-04

Branch: Executive Branch
 Cabinet: Tourism, Arts and Heritage Cabinet
 Agency: Tourism, Arts and Heritage Cabinet
 Appropriation: Parks
 Equipment Title: Cable Infrastructure Planning and Implementation
 KBUD Project Number: 670K20C208

Program Relocation
 Phased Project

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

PROJECT BUDGET

Fund Source	Requested FY 2019-20	Requested FY 2020-21	Requested FY 2021-22	Requested Total
Bond Funds	0	3,000,000	5,000,000	8,000,000
Total Funds	0	3,000,000	5,000,000	8,000,000

Cost Elements

Cost Element	Requested FY 2019-20	Requested FY 2020-21	Requested FY 2021-22	Requested Total
Professional/Implementation Services	0	200,000	0	200,000
Hardware - Vendor Supplied	0	2,800,000	4,900,000	7,700,000
Total Costs	0	3,000,000	4,900,000	7,900,000

Method of Procurement (Acquisitions Only): Purchase

IMPACT ON OPERATING BUDGET

Completion Date: 06 / 2019

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

Percent of Impact on Operating Budget for Programmatic Expenses?

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



Section 7 Off Budget Fund Form

Section 7.1 Budget Form Overview

The two tools within KBUD used to create your Off Budget Fund Requests are the Off Budget Fund Maintenance Dimension and the 2022_OFFBUD_FUND, Off Budget Funds form. These two tools along with a FY18 and FY19 History load into KBUD are all the components necessary to produce the Off-Budget Fund Record Report in EBI. The narrative data entered in the Off Budget dimension table along with the numerical budget data entered on the agency's 2022_OFFBUD_FUND forms are ultimately translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

Dimension (Off Budget Fund Maintenance)

Off-Budget Fund Record Report

2020-2022 Kentucky Branch Budget
Operating Budget Request: Off-Budget Fund Record
All requested columns rounded to nearest \$100

OPERATING BUDGET OFF-BUDGET FUND RECORD

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

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

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

III. OFF-BUDGET FUNDS BUDGETS SUMMARY

	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
(A) Resources:					
Balance Forward (Off Budget)	1,119,357	1,926,205	2,749,000	3,549,000	1,349,000
Current Receipts (Off Budget)	21,755,513	14,753,957	14,800,000	14,800,000	14,800,000
Non-Revenue Receipts (Off Budget)	-2,940,470	4,447,439	4,500,000	4,500,000	4,500,000
Total Resources	19,934,400	21,127,600	22,049,000	22,849,000	20,649,000
(B) Expenditures:					
Expenditures (Off Budget)	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000
Total Expenditures	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000

Dimension Data

Historical Data

Form Data

2022_OFFBUD_FUND Form

Line	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	OBALFOR R	2,749,000	3,549,000	1,349,000
2	OCURREC R	14,800,000	14,800,000	14,800,000
3	ONONREV R	4,500,000	4,500,000	4,500,000
4	OEXPENDITURES E	18,500,000	21,500,000	20,000,000
Totals		-3,549,000	-1,349,000	-649,000

Numerical Budget Data



Off Budget Fund Form

The 2020-2022 Budget Instructions requires agencies to complete an Off Budget Fund Budget Request to record each Off Budget Account assigned to an agency.

In KBUD, the 2022_OFFBUD_FUND form will be used to produce your agency's Off Budget Fund Budget Request.

Off Budget Fund Budget Request Form

Code	Name
2022_OFFBUD_FUND	Off Budget Funds

The 2022_OFFBUD_FUND Budget Request form contains multiple tabs:

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

2022_OFFBUD_FUND Form with Multiple Tabs

Edit Budget Request

Off Budget Funds

Document Management

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

Budget Request Details

Request Code: * Name:

Form:

* Stage:

Reason For Change

Reason Description:

Budget Request Information

Dimensions

Off Budget Fund:



Section 7.2 *Creating an Off Budget Fund Budget Request*

This section includes an overview of the Off Budget Fund Budget Request creation process along with the detailed instructions to create an Off Budget Fund Budget Request required by the 2020-2022 Budget Instructions.

Section 7.2.1 *Process Overview*

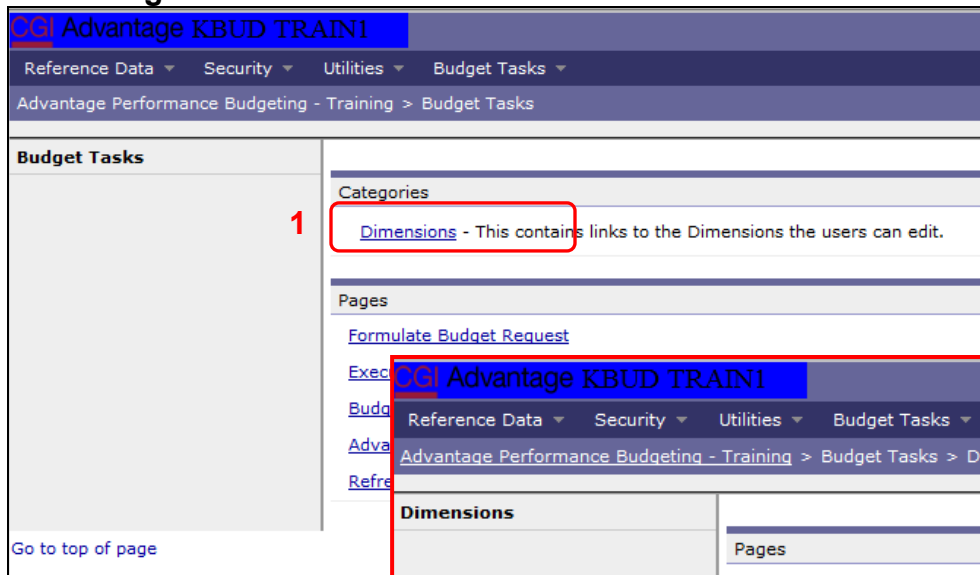
The following is a summarized description of the steps involved in the process to create an Off Budget Fund Budget Request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Off Budget Fund Maintenance Dimension table to update the information to each of the agencies Off Budget Fund dimensions
- 2) Navigate to the Budget Layout Selection Page to choose the 2022_OFFBUD_FUND Budget Request form
- 3) Create an instance of the 2022_OFFBUD_FUND Budget Request form for an Off Budget Fund
- 4) Manually enter the appropriate budget lines (data) into the Off Budget Funds tab
- 5) Login to KBUD Reports (EBI) and navigate to the 20-22 Biennium folder to run and/or print the necessary Off Budget Fund budget request report necessary for official budget submission to GOPM

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

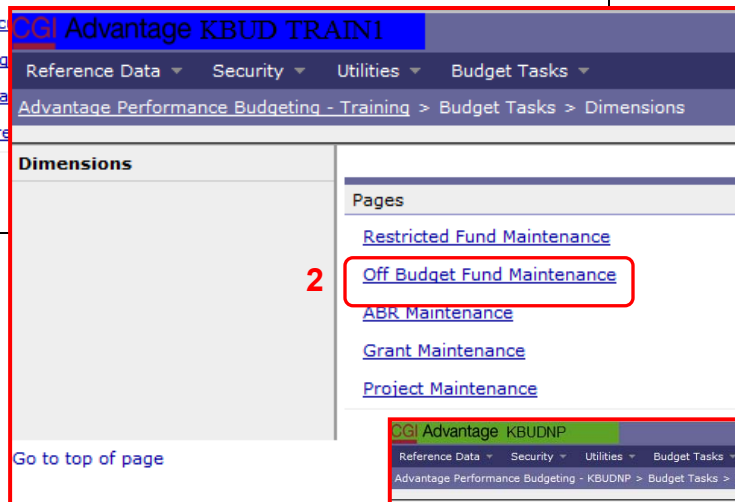
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the Off Budget Fund Maintenance Link. The Off Budget Fund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

Home Page



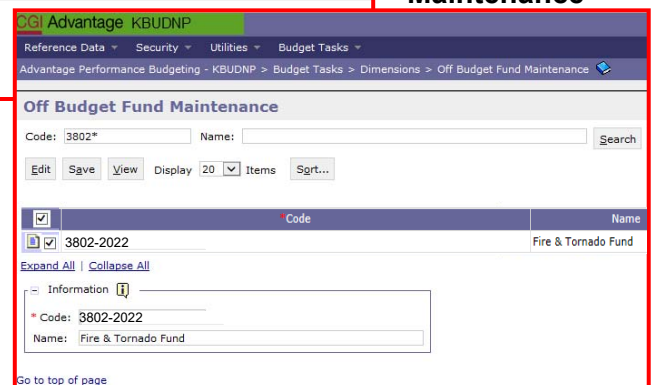
This screenshot shows the KBUD application home page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, the "Categories" list includes a link for "Dimensions - This contains links to the Dimensions the users can edit.", which is highlighted with a red box and labeled with the number "1".

Dimensions



This screenshot shows the "Dimensions" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions". Under the "Pages" section, the link "Off Budget Fund Maintenance" is highlighted with a red box and labeled with the number "2".

Off Budget Fund Maintenance



This screenshot shows the "Off Budget Fund Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - KBUDNP > Budget Tasks > Dimensions > Off Budget Fund Maintenance". The page displays a table with the following data:

Code	Name
<input checked="" type="checkbox"/> 3802-2022	Fire & Tornado Fund

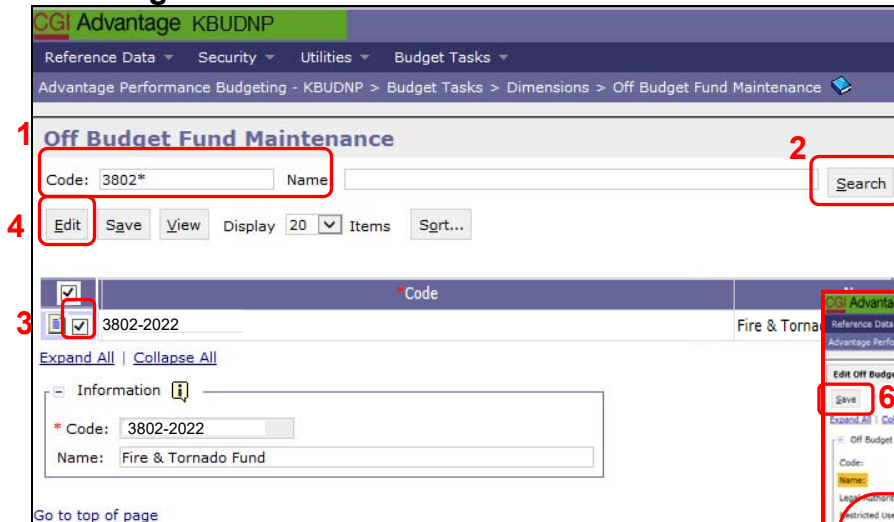
Below the table, there is an "Information" section with the following details:

- * Code: 3802-2022
- Name: Fire & Tornado Fund

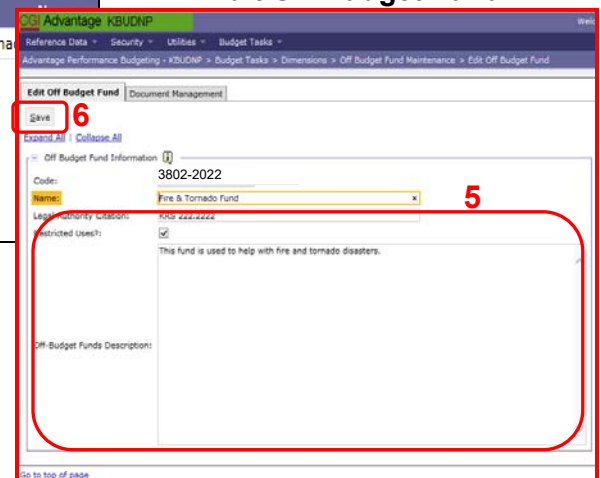
From the Dimension Off Budget Fund Maintenance page, you can search and view all the Off Budget Fund codes by leaving the Code and Name textboxes empty and clicking the Search button. This will bring back all the Off Budget Funds available based on your security. You can also narrow your search for a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

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

Off Budget Fund Maintenance



Edit Off Budget Fund

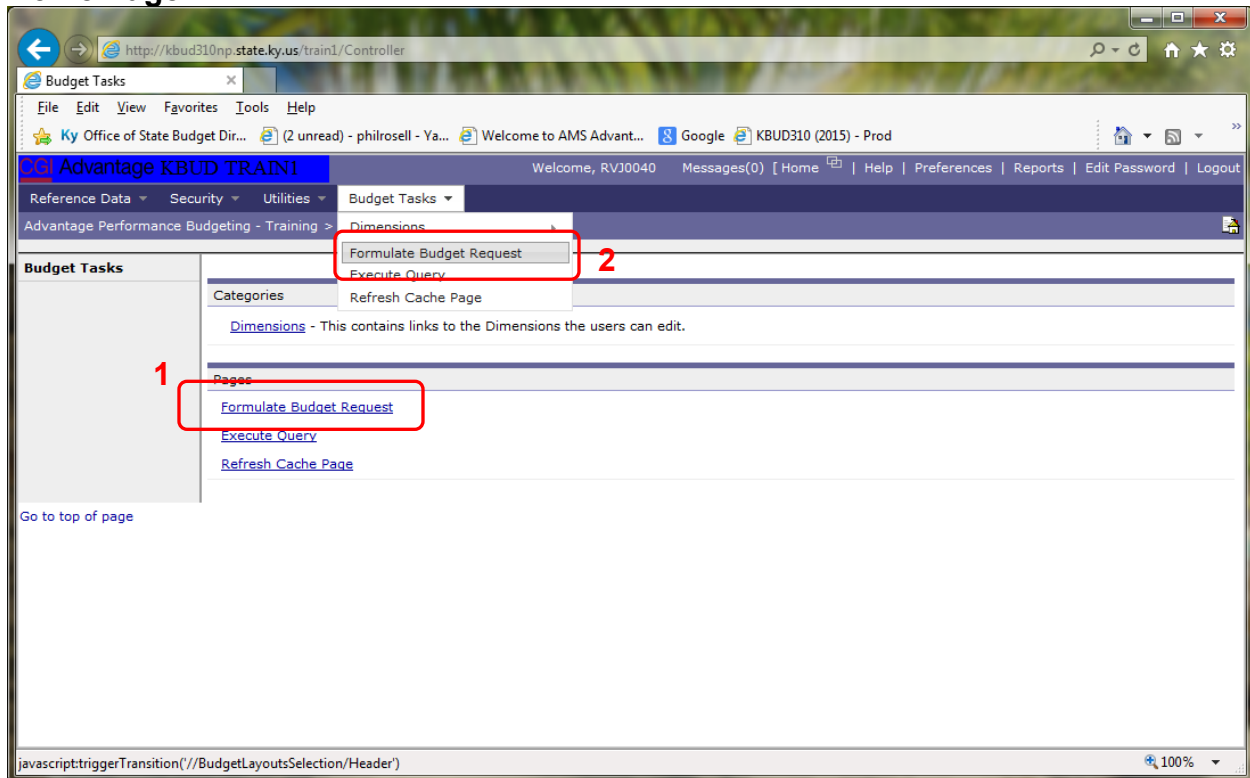


5. Update any of the Off Budget Fund information not greyed out
 6. Click the Save button and you should receive the Action was successful message.
- Repeat the previous process to update each of the agency's Off Budget Fund.

Section 7.2.3 Navigate to the 2022_OFFBUD_FUND Form

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

Home Page





Off Budget Fund Form

- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 2022_OFFBUD_FUND form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

Reference Data ▾ Budget Tasks ▾

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

Budget Layout Selection

Code: Name:

Layout Type:

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

Summary

Code	Name
2022 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request
2022 B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request
2022 E FUND-RECEIPTS	E Restricted Funds & Receipts Form
2022 G	G Federal Assistance Form
2022 OFFBUD FUND	Off Budget Funds
2022 CAPITAL FUND	Capital Request by Fund Source
2022 CAPITAL EXPEND	Capital Request Expenditures
2022 CAPITAL IMPONOPBUD	Capital Request - Impact on Operating Budget

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (2022_OFFBUD_FUND) you have created.

Select Budget Request Page (2022_OFFBUD_FUND Form)

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

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

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

Select Budget Request

Budget Request Selection Criteria

Layout Code: Request Code: Stage:

Layout Type: Name:

Header Filter

[Off Budget Fund:](#)

Line Filter

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

Summary

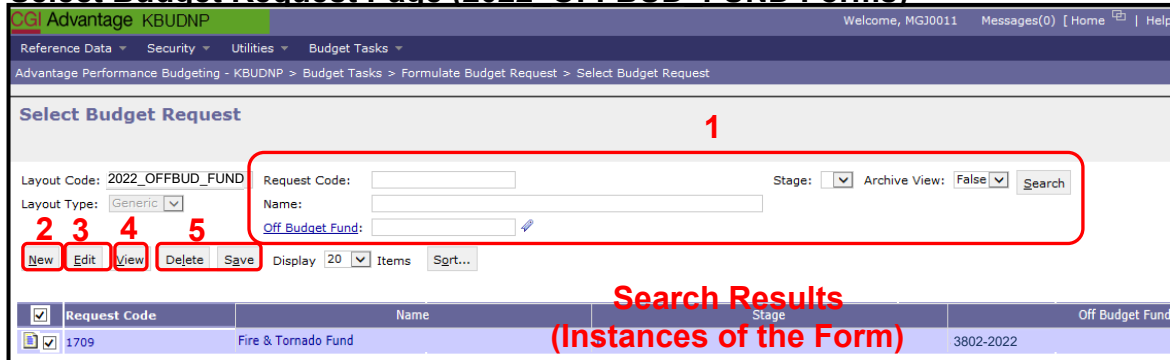
Request Code	Name	Stage	Off Budget Fund
<input type="checkbox"/> 6329	Diabetes Research Trust Fund		141D-2022
<input type="checkbox"/> 6330	Breast Cancer Research & Educ Fund		14CQ-2022
<input type="checkbox"/> 6331	Spinal Cord Trust Fund		635Q-2022

Instances

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

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

Select Budget Request Page (2022 OFFBUD FUND Forms)



The screenshot shows the 'Select Budget Request' interface. At the top, there are navigation tabs: Reference Data, Security, Utilities, and Budget Tasks. Below this is a breadcrumb trail: Advantage Performance Budgeting - KBUDNP > Budget Tasks > Formulate Budget Request > Select Budget Request.

The main section is titled 'Select Budget Request'. It contains several input fields and buttons:

- Layout Code:** 2022_OFFBUD_FUND
- Layout Type:** Generic
- Request Code:** [Empty text box]
- Name:** [Empty text box]
- Off Budget Fund:** [Empty text box]
- Stage:** [Dropdown menu]
- Archive View:** False
- Search:** [Search button]

Below the input fields are five buttons: **New**, **Edit**, **View**, **Delete**, and **Save**. There are also 'Display 20 Items' and 'Sgrr...' options.

A table at the bottom shows search results:

Request Code	Name	Stage	Off Budget Fund
<input checked="" type="checkbox"/> 1709	Fire & Tornado Fund		3802-2022



Off Budget Fund Form

Section 7.2.4 Creating the Off Budget Fund Form

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

- From the Select Budget Request page, click the New button. The Create Budget Request page will appear and allow you to create a new instance of the 2022_OFFBUD_FUND form.

Select Budget Request Page (2022_OFFBUD_FUND Form)

Advantage KBUD TRAINING

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

Reference Data - Security - Utilities - Budget Tasks -

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

Select Budget Request

Layout Code: 2022_OFFBUD_FUND Request Code: Stage: 1 Archive View: False Search

Layout Type: Generic Name:

Off Budget Fund:

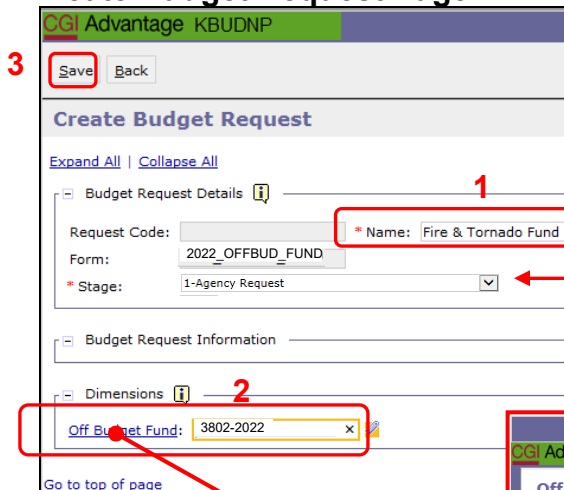
New Edit View Delete Save Display 100 Items Sort...

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

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

1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what fund is contained in the form)
2. Fill in the Off Budget Fund textbox There are two ways to fill in the textbox: 1) Type in the correct Off Budget Fund code, or 2) click on the blue Off Budget Fund link to pull up an Off Budget Fund Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the Off Budget Fund code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the 3802-2022
3. Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page



3 **Save** **Back**

Create Budget Request

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

Budget Request Details 1

Request Code: * Name: Fire & Tornado Fund

Form: 2022_OFFBUD_FUND

* Stage: 1-Agency Request

Budget Request Information

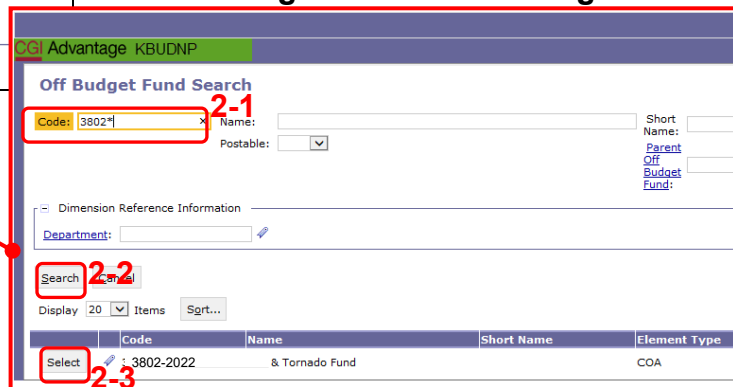
Dimensions 2

Off Budget Fund: 3802-2022

[Go to top of page](#)

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

Off Budget Fund Search Page



Off Budget Fund Search

Code: 3802* 2-1 Name: Postable: Short Name: Parent Off Budget Fund:

Dimension Reference Information

Department:

Search 2-2

Display 20 Items Sort...

Code	Name	Short Name	Element Type
3802-2022	& Tornado Fund		COA

Select 2-3

Section 7.2.5 Entering Budget Data in the 2022_OFFBUD_FUND Form

- Once the new form is created, you will be able to access all the necessary tabs within the form. You can follow these steps to **manually** add line-by-line information to each tab.
 - Click on the Off Budget Funds tab (NOTE: You can now add your Sources of Funds and Expenditure budget objects and budget data)
 - Click the New Line button to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this Off Budget Fund. Enter a separate budget line for each budget object required by the 2020-2022 Budget Instructions)
 - Enter the appropriate budget data on the line. To use the search feature for the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 - Once you have finished entering all your budget lines for this tab, click the Save button

New 2022_OFFBUD_FUND Form for 3802-2022

Off Budget Funds Tab

The screenshot shows the 'Off Budget Funds' tab in the 'Edit Budget Request' form. The interface includes a 'Save' button, a 'Notify' section, and a 'Budget Request Summary' section. A 'Summary' table lists budget objects, with '4 OEXPENDITURES' selected. A 'Budget Object Search' window is open, showing search criteria and a list of budget objects.

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

Select	Code	Name	Short Name	Object Type	Element Type
<input type="checkbox"/>	OBALFOR	Balance Forward (Off Budget)	Balance Forward (Off Bud Form)	Revenue	COA
<input type="checkbox"/>	OCURREC	Current Receipts (Off Budget)	Current Recs (OB Budget)	Revenue	COA
<input type="checkbox"/>	ONONREV	Non-Revenue Receipts (Off Budget)	Non-Revenue Rec (Off Bud)	Revenue	COA
<input checked="" type="checkbox"/>	OEXPENDITURES	Expenditures (Off Budget)	Expenditures (Off Budget)	Expense	COA



Off Budget Fund Form

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

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

Budget Request Summary ⓘ

Layout Code: 2022_OFFBUD_FUND Type: Generic Request Code: 1709 Request Name: Fire & Tornado Fund
Off Budget Fund: 3802-2022

Refresh Zero Out Display Sub Total: Select Model:

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

Summary						
<input type="checkbox"/>	Line	Budget Object		FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1	OBALFOR	R	2,749,000	3,549,000	1,349,000
<input type="checkbox"/>	2	OCURREC	R	14,800,000	14,800,000	14,800,000
<input type="checkbox"/>	3	ONONREV	R	4,500,000	4,500,000	4,500,000
<input type="checkbox"/>	4	OEXPENDITURES	E	18,500,000	21,500,000	20,000,000
Totals				-3,549,000	-1,349,000	-649,000

Page 1 of 1 Show 20 rows per page

- Once the dimension has been updated and the 2022_OFFBUD_FUND form has been completed for each Off Budget Fund, the associated reports can be created and printed.

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

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) which houses the KBUD Reports and navigate to the 20-22 Biennium folder to access the necessary budget request reports. Reference Section 9, KBUD Reports, for more in depth explanation of reports.

- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and dimension tables are used to populate KBUD reports. For example, compare the dimension table we updated and the 2022_OFFBUD_FUND form we created in the previous sections for Off Budget Fund 3802 to the Off-Budget Fund Record Report. You can directly trace the dimension data to the data heading on the report. You can also trace the form's budget data amounts to the budget totals on the report.

Dimension (Off Budget Fund Maintenance)

Off-Budget Fund Record Report

2020-2022 Kentucky Branch Budget
Operating Budget Request: Off-Budget Fund Record
All requested columns rounded to nearest \$100

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

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

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

	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
(A) Resources:					
Balance Forward (Off Budget)	1,119,357	1,926,205	2,749,000	3,549,000	1,349,000
Current Receipts (Off Budget)	21,755,513	14,753,957	14,800,000	14,800,000	14,800,000
Non-Revenue Receipts (Off Budget)	-2,940,470	4,447,439	4,500,000	4,500,000	4,500,000
Total Resources	19,934,400	21,127,601	22,049,000	22,849,000	20,649,000
(B) Expenditures:					
Expenditures (Off Budget)	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000
Total Expenditures	18,008,196	18,378,631	18,500,000	21,500,000	20,000,000

2022_OFFBUD_FUND Form

Layout Code: 2022_OFFBUD_FUND Type: Generic Request Code: 1709 Request Name: Fire & Tornado Fund
Off Budget Fund: 3802-2022

Summary

Line	Budget Object		FY 19-20	FY 20-21	FY 21-22
1	OBALFOR	R	2,749,000	3,549,000	1,349,000
2	OCURREC	R	14,800,000	14,800,000	14,800,000
3	ONONREV	R	4,500,000	4,500,000	4,500,000
4	CEXPENDITURES	E	18,500,000	21,500,000	20,000,000
Totals			-3,549,000	-1,349,000	-649,000

Historical Data Form Data

Numerical Budget Data



Off Budget Fund Form

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

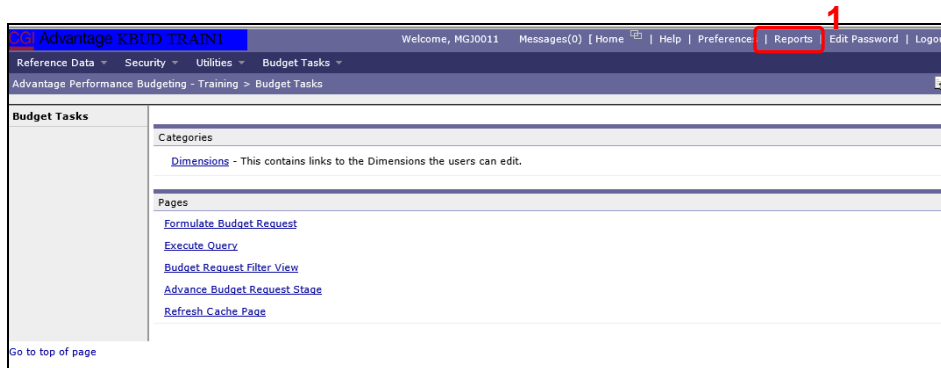
Required Off Budget Fund Report

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

Supportive ABR Report

(NONE)

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



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

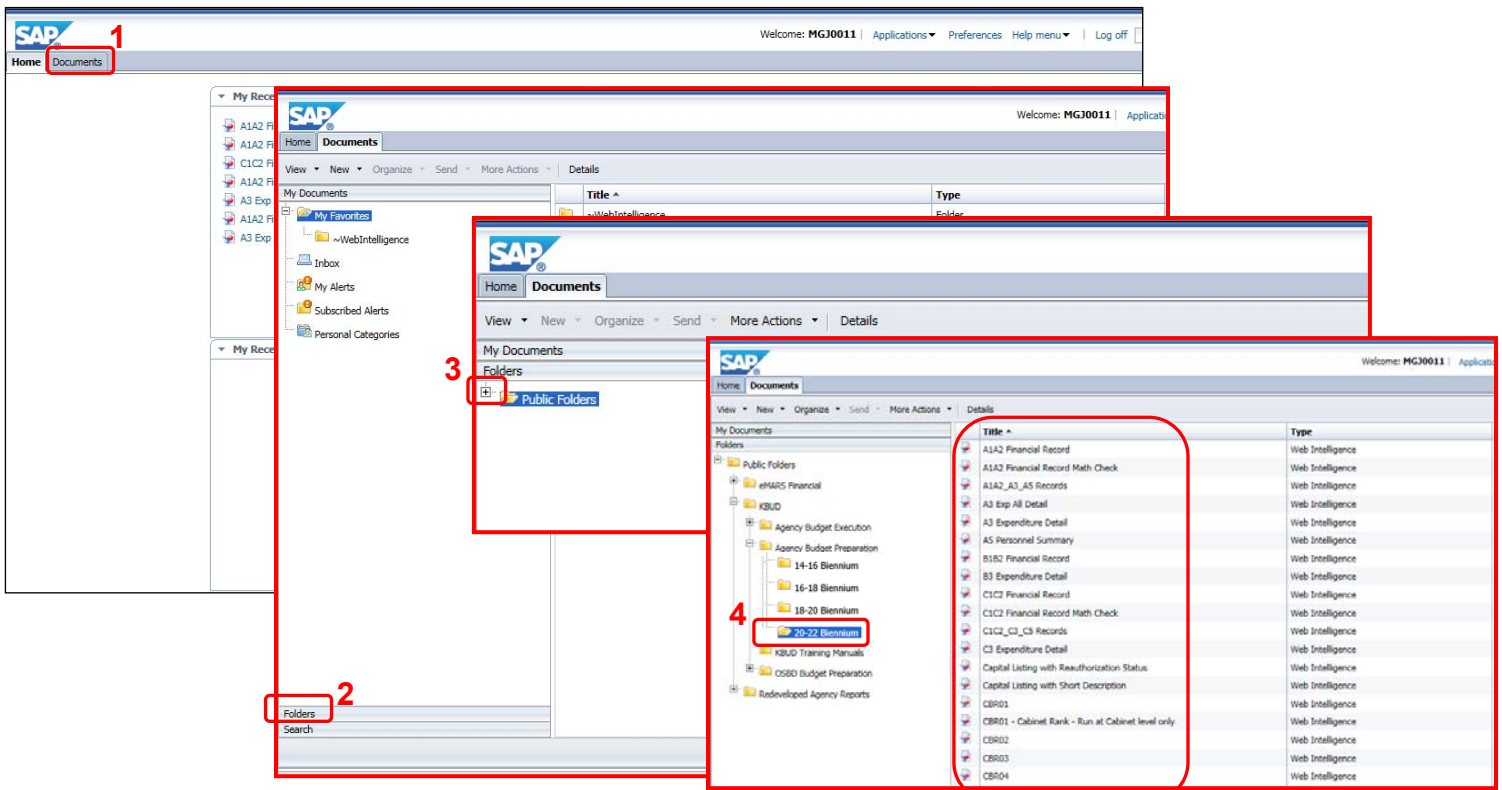
eMARS Reporting 3.11.1
 SAP BusinessObjects BI Platform 4.1
 Support Pack 7 Patch 4

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

System: EAS1VP-APR001:6400
 User Name: 2
 Password:

3 [Help](#)

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page


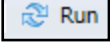



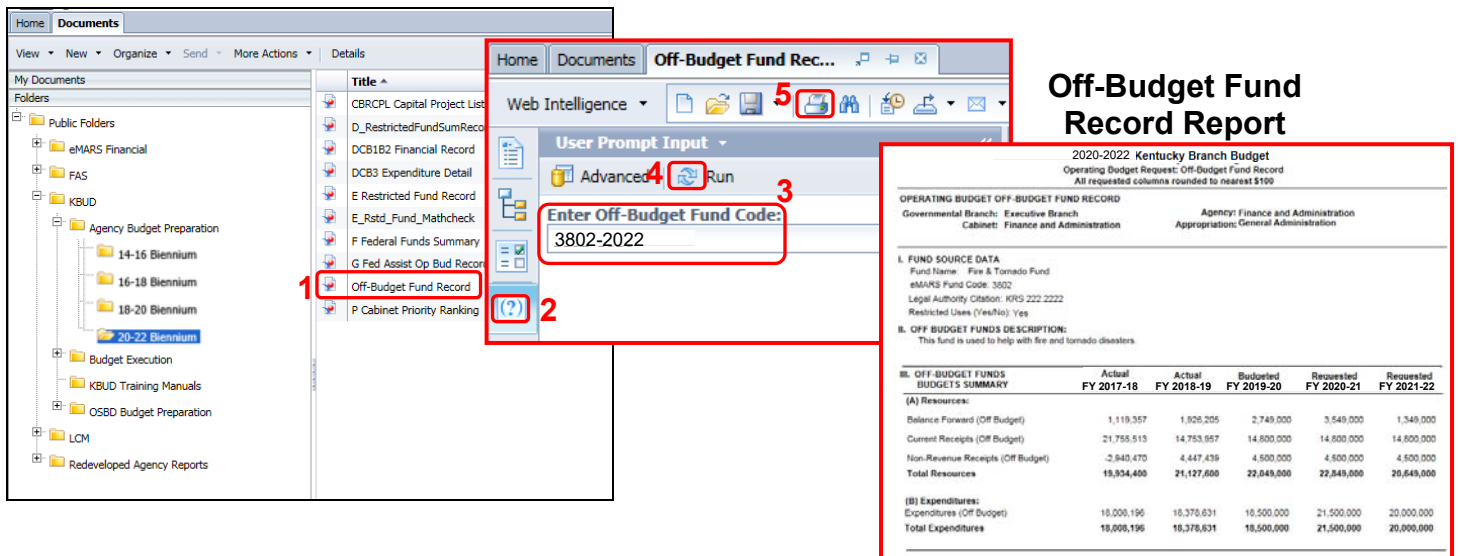
The screenshots show the following steps:

- 1:** The SAP Home page with the 'Documents' tab selected.
- 2:** The 'Folders' bar at the bottom of the page is highlighted.
- 3:** The 'Public Folders' folder is expanded in the 'My Documents' view.
- 4:** The '20-22 Biennium' folder is expanded, showing a list of reports on the right side of the page.

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

In this scenario, we will run and print the Off-Budget Fund Record Report for the 3802-2022. You will need to repeat this process for each Off Budget Fund.

1. Double click on the Off-Budget Record Report to open up the report
2. Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
3. Enter the required parameter/variable into the Off-Budget Fund Code text box. In this scenario, we will enter the Off-Budget code 3802-2022
4. Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
5. If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



Off-Budget Fund Record Report

2020-2022 Kentucky Branch Budget
 Operating Budget Request: Off-Budget Fund Record
 All requested columns rounded to nearest \$100

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

I. FUND SOURCE DATA
 Fund Name: Fire & Tornado Fund
 eMARS Fund Code: 3002
 Legal Authority Citation: KRS 222.2222
 Restricted Users (Yes/No): Yes

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

III. OFF-BUDGET FUNDS BUDGET'S SUMMARY	Actual FY 2017-18	Actual FY 2018-19	Budgeted FY 2019-20	Revised FY 2020-21	Requested FY 2021-22
(A) Resources:					
Balance Forward (Off Budget)	1,118,357	1,926,205	2,749,000	3,549,000	1,349,000
Current Receipts (Off Budget)	21,755,513	14,753,957	14,800,000	14,600,000	14,800,000
Non-Revenue Receipts (Off Budget)	-2,840,470	4,447,439	4,500,000	4,500,000	4,500,000
Total Resources	19,934,400	21,127,601	22,049,000	22,649,000	20,649,000
(B) Expenditures:					
Expenditures (Off Budget)	18,000,196	18,378,631	18,500,000	21,500,000	20,000,000
Total Expenditures	18,000,196	18,378,631	18,500,000	21,500,000	20,000,000

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

Section 8 History Changes

Section 8.1 History Change Overview

The historical data reflected in 2020-2022 Baseline Reports include the FY 2017-18 and FY 2018-19 Actual columns. The display of this historical data on the Baseline Reports is required by the budget instructions and is a helpful reference for creating the Baseline Budget Request for FY21 and FY22. The revenue and expenditure data used to populate these columns are transferred electronically from eMARS and loaded into KBUD. This historical data is loaded into the appropriate KBUD Program code exactly as it was posted in the eMARS Financial System. In KBUD, the source of funds could have been allotted for a specific program, but the actual expenditures may have occurred under a different program for various reasons. When this occurs, a source of funds and/or expenditure adjustment to each of the affected KBUD Programs' historical data is required to ensure the actual amounts are truly reflected on the Baseline Reports for the budgeted programs. Therefore, it is highly recommended to complete all the necessary History Changes prior to beginning work on the Baseline Budget Request.

eMARS



eMARS Database

FY18	FY19	FY20	FY21	FY22
6200	131	2,213,779.61	810,938,490.38	601,079,782.25
2100	2101	670	38,238,932.49	375,000.00
2100	2102	670	333,876.79	2,751,038.81
2100	2103	670	199,434.91	131,454.63
2100	2104	670	1,742,430.58	27,362.67
2100	2105	670	4,960,532.10	575,000.00
2100	2106	670	43,021,349.37	3,508.17
1300	1300V	135	53,588.62	348,296.56
1300	1300V	135	27,872.62	445,949.05
1300	1300V	135	443,118.60	62,337.00
1300	1301	130	938,139.97	600,162.08
1300	1301W	130	256,043.00	132,122.54
1300	1304	135	7,679.00	18,338.28
1300	1304	135	411,913.72	322,673.84
1300	1304	135	248,337.52	251,598.35
1300	1304	135	99,992.33	63,374.37
1300	1304	135	62,637.11	99,992.33
1300	1304	135	5,962,013.92	5,479,114.52
2400	2400	129	6,025,139.63	343,013.46
1300	1309	135	308,038.94	336,536.80
1300	1304	130	2,549,111.58	3,188,346.44
2400	2411	131	3,837,811.06	712,763.23
1300	1304	130	1,568,604.25	1,302,620.42
1300	1304	130	30,000.00	19,963.00
1300	1304	130	76,902.86	48,233.59
1300	1304	130	374,056.90	3,011.19
1300	1304	130	57,549.70	93,589.13
1300	1304	130	4,198,113.48	31,752.80
1300	1304	130	6,550,357.38	56,335.48
1300	1304	130	26,248.01	23.75
1300	1301	135	4,252,987.89	13,604.17
1300	1301	135		587,422.88

Transactions

FY18 & FY 19 Actual Data

FY18 & FY19 History Data Load to KBUD Database

FY18	FY19	FY20	FY21	FY22
6200	131	2,213,779.61	810,938,490.38	601,079,782.25
2100	2101	670	38,238,932.49	375,000.00
2100	2102	670	333,876.79	2,751,038.81
2100	2103	670	199,434.91	131,454.63
2100	2104	670	1,742,430.58	27,362.67
2100	2105	670	4,960,532.10	575,000.00
2100	2106	670	43,021,349.37	3,508.17
1300	1300V	135	53,588.62	348,296.56
1300	1300V	135	27,872.62	445,949.05
1300	1300V	135	443,118.60	62,337.00
1300	1301	130	938,139.97	600,162.08
1300	1301W	130	256,043.00	132,122.54
1300	1304	135	7,679.00	18,338.28
1300	1304	135	411,913.72	322,673.84
1300	1304	135	248,337.52	251,598.35
1300	1304	135	99,992.33	63,374.37
1300	1304	135	62,637.11	99,992.33
1300	1304	135	5,962,013.92	5,479,114.52
2400	2400	129	6,025,139.63	343,013.46
1300	1309	135	308,038.94	336,536.80
1300	1304	130	2,549,111.58	3,188,346.44
2400	2411	131	3,837,811.06	712,763.23
1300	1304	130	1,568,604.25	1,302,620.42
1300	1304	130	30,000.00	19,963.00
1300	1304	130	76,902.86	48,233.59
1300	1304	130	374,056.90	3,011.19
1300	1304	130	57,549.70	93,589.13
1300	1304	130	4,198,113.48	31,752.80
1300	1304	130	6,550,357.38	56,335.48
1300	1304	130	26,248.01	23.75
1300	1301	135	4,252,987.89	13,604.17
1300	1301	135		587,422.88

A1A2 Financial Record Report

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
SOURCE OF FUNDS					
General Fund	6,215,300	5,618,900	0	0	0
Regular Appropriation	22,400	0	0	0	0
State Salary and Compensation Allocator	0	0	0	0	0
Total General Fund	6,237,700	5,618,900	0	0	0
Restricted Funds	0	1,360,727	0	0	0
Balance Forward	1,632,619	2,127,254	0	0	0
Total Restricted Funds	1,632,618	3,487,982	0	0	0
TOTAL SOURCE OF FUNDS	7,870,318	9,106,882	0	0	0
EXPENDITURES BY CLASS					
Personnel Costs	4,455,106	4,824,447	0	0	0
Operating Expenses	426,594	467,455	0	0	0
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932	0	0	0
EXPENDITURES BY FUND SOURCE					
General Fund	3,289,081	3,164,678	0	0	0
Restricted Funds	1,632,619	2,127,254	0	0	0
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932	0	0	0
EXPENDITURES BY UNIT	0	0	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0



History Changes

- In the example below, before the history change is made, Program 785DFCX_PG does not have any General Fund Appropriations (Source of Funds) in historical years FY18 or FY19, yet the historical data does show General Fund Expenditures by Fund. Since you cannot have more expenditures than revenue, an adjustment to the history is required. Once the proper history change has been made, the General Fund Expenditures by Fund should be equal to or less than the associated Source of Funds.

Before History Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration			
Governmental Branch: Executive Branch		Appropriation: Facilities and Support Services			
Cabinet: Finance and Administration		Program/Service Unit: Commissioner's Office			
		Sub Program:			
		Posting Unit:			
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Actual	Actual	Budgeted	Requested	Requested
SOURCE OF FUNDS					
Restricted Funds					
Balance Forward	0	0	0	0	0
Non-Revenue Receipts	515,475	678,501	0	0	0
Total Restricted Funds	515,475	678,501	0	0	0
TOTAL SOURCE OF FUNDS	515,475	678,501	0	0	0
EXPENDITURES BY CLASS					
Personnel Costs	418,642	472,913	0	0	0
Operating Expenses	96,907	205,454	0	0	0
TOTAL EXPENDITURES BY CLASS	515,550	678,367	0	0	0
EXPENDITURES BY FUND SOURCE					
General Fund	75	-134	0	0	0
Restricted Funds	515,475	678,501	0	0	0
TOTAL EXPENDITURES BY FUND	515,550	678,367	0	0	0
EXPENDITURES BY UNIT					
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0

After History Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration				
Governmental Branch: Executive Branch		Appropriation: Facilities and Support Services				
Cabinet: Finance and Administration		Program/Service Unit: Commissioner's Office				
		Sub Program:				
		Posting Unit:				
	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	
	Actual	Actual	Budgeted	Requested	Requested	
SOURCE OF FUNDS						
General Fund	75	-134	0	0	0	
Regular Appropriation	75	-134	0	0	0	
Total General Fund	75	-134	0	0	0	
Restricted Funds						
Balance Forward	0	0	0	0	0	
Non-Revenue Receipts	515,475	678,501	0	0	0	
Total Restricted Funds	515,475	678,501	0	0	0	
TOTAL SOURCE OF FUNDS	590	678,367	0	0	0	
EXPENDITURES BY CLASS						
Personnel Costs	418,642	472,913	0	0	0	
Operating Expenses	96,907	205,454	0	0	0	
TOTAL EXPENDITURES BY CLASS	515,550	678,367	0	0	0	
EXPENDITURES BY FUND SOURCE						
General Fund	75	-134	0	0	0	
Restricted Funds	515,475	678,501	0	0	0	
TOTAL EXPENDITURES BY FUND	515,550	678,367	0	0	0	
EXPENDITURES BY UNIT						
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0	

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



Section 8.1.1 Process Overview

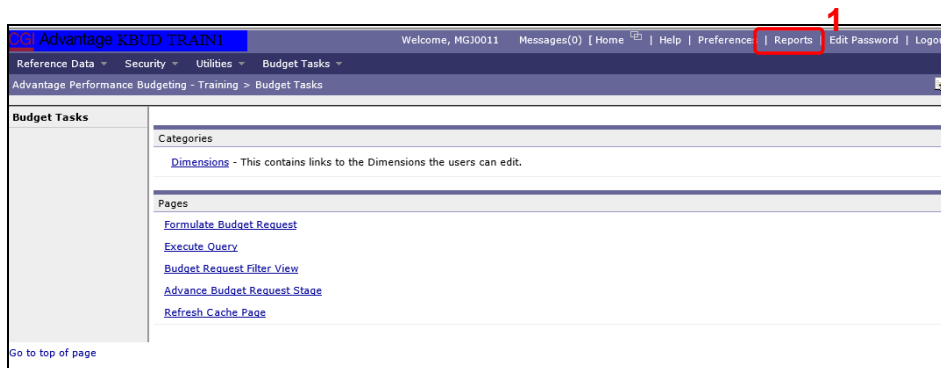
The following is a summarized description of the steps involved in the process to necessary to make Historical changes:

- Login to KBUD Reports (EBI) and navigate to the 20-22 Biennium folder to run the A1A2 Financial Record Report for each Program at the _PG or _SP level
- Review the two historical year columns to ensure the Source of Funds total amounts for each fund are equal to and/or greater than the Expenditures by Fund total amounts
- If a historical change is required, contact the agency OSBD Budget Analyst to confirm the change is required
- If the historical change is approved, fill out the Excel spreadsheet template named 2022 Historical Change Request with the proper adjustments

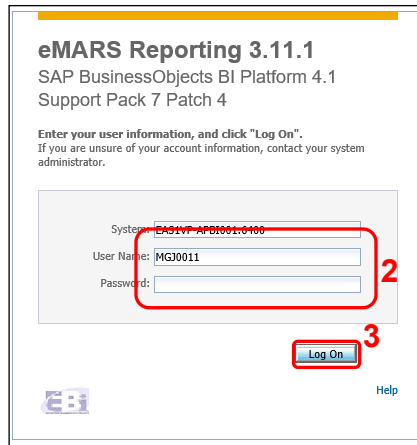
Section 8.2 Login to KBUD Reports (EBI) and Run Baseline Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.1 (EBI 4.1) and navigate to the 20-22 Biennium folder to access the necessary baseline budget request reports to review the FY18 and FY19 History. In this scenario, we will run the baseline reports A1A2 Financial Record Report for the following programs and validate the need for a historical change:

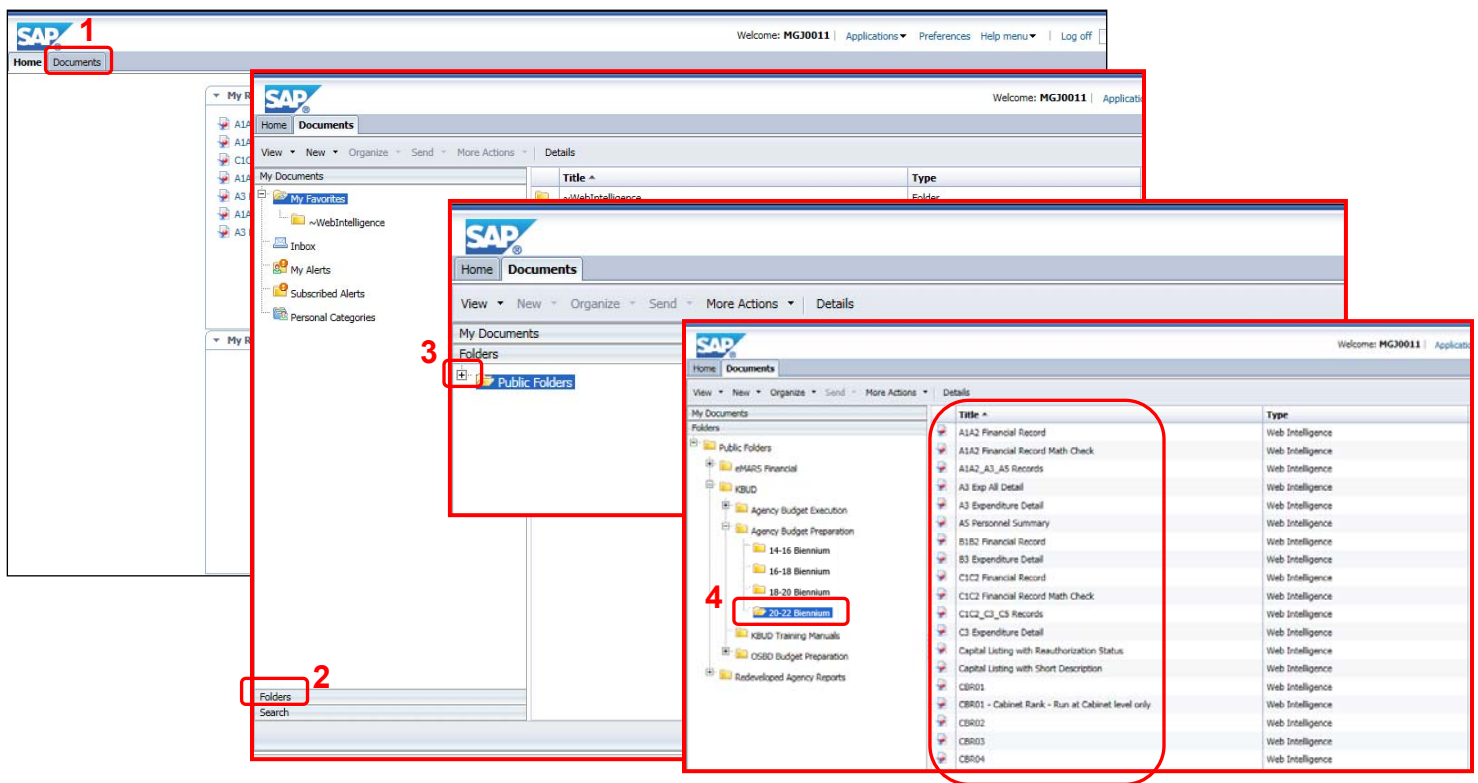
- 785DFCX_PG - Commissioner's Office
 - 785DFRX_PG - Real Property
 - 785DFOX_PG - Building and Mechanical Services
 - 785DFDX_PG - Facility Development and Efficiency
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located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



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



- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page



History Changes

To run the A1A2 Financial Record Report, complete the following steps:

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

OPERATING BUDGET RECORD A1/A2

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

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
SOURCE OF FUNDS					
Restricted Funds					
Balance Forward	0	0	0	0	0
Non-Revenue Receipts	515,475	678,501	0	0	0
Total Restricted Funds	515,475	678,501	0	0	0
TOTAL SOURCE OF FUNDS	515,475	678,501	0	0	0
EXPENDITURES BY CLASS					
Personnel Costs	418,642	472,913	0	0	0
Operating Expenses	96,907	205,454	0	0	0
TOTAL EXPENDITURES BY CLASS	515,550	678,367	0	0	0
EXPENDITURES BY FUND SOURCE					
General Fund	75	-134	0	0	0
Restricted Funds	515,475	678,501	0	0	0
TOTAL EXPENDITURES BY FUND	515,550	678,367	0	0	0
EXPENDITURES BY UNIT					
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0



History Changes

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

785DFCX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch		Appropriation: F	
Cabinet: Finance and Administration		Program/Service Unit: C	
		Sub Program:	
		Posting Unit:	
	FY 2017-18	FY 2018-19	
	Actual	Actual	
SOURCE OF FUNDS			
Restricted Funds			
Balance Forward	0	0	
Non-Revenue Receipts	515,475	678,501	
Total Restricted Funds	515,475	678,501	
TOTAL SOURCE OF FUNDS	515,475	678,501	
EXPENDITURES BY CLASS			
Personnel Costs	418,642	472,913	
Operating Expenses	96,907	205,454	
TOTAL EXPENDITURES BY CLASS	515,550	678,367	
EXPENDITURES BY FUND SOURCE			
General Fund	75	-134	
Restricted Funds	515,475	678,501	
TOTAL EXPENDITURES BY FUND	515,550	678,367	
EXPENDITURES BY UNIT			

785DFOX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch		Appropriation: F	
Cabinet: Finance and Administration		Program/Service Unit: C	
		Sub Program:	
		Posting Unit:	
	FY 2017-18	FY 2018-19	
	Actual	Actual	
SOURCE OF FUNDS			
Restricted Funds			
Balance Forward	0	0	
Non-Revenue Receipts	0	0	
TOTAL SOURCE OF FUNDS	0	0	
EXPENDITURES BY CLASS			
Personnel Costs	1,037,485	1,204,068	
Operating Expenses	59,118	69,067	
TOTAL EXPENDITURES BY CLASS	1,096,603	1,273,135	
EXPENDITURES BY FUND SOURCE			
General Fund	1,096,603	1,273,135	
TOTAL EXPENDITURES BY FUND	1,096,603	1,273,135	
EXPENDITURES BY UNIT			
	0	0	
TOTAL EXPENDITURES BY UNIT	0	0	

785DFRX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch		Appropriation: F	
Cabinet: Finance and Administration		Program/Service Unit: B	
		Sub Program:	
		Posting Unit:	
	FY 2017-18	FY 2018-19	
	Actual	Actual	
SOURCE OF FUNDS			
Restricted Funds			
Balance Forward	14,586,406	14,263,007	
Current Receipts	36,978,463	35,418,557	
Non-Revenue Receipts	-2,259,067	-2,059,432	
Fund Transfers	-2,000,000	0	
Total Restricted Funds	47,305,802	47,622,132	
TOTAL SOURCE OF FUNDS	47,305,802	47,622,132	
EXPENDITURES BY CLASS			
Personnel Costs	14,326,357	14,785,696	
Operating Expenses	3,634,949	14,442,260	
Grants/Loans/Benefits	0	-254	
Debt Service	984,000	274,000	
Capital Outlay	2,097,489	5,826,304	
Construction	0	10,128	
TOTAL EXPENDITURES BY CLASS	33,042,795	35,338,134	
EXPENDITURES BY FUND SOURCE			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
TOTAL EXPENDITURES BY FUND	33,042,795	35,338,134	

785DFDX_PG

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch		Appropriation: F	
Cabinet: Finance and Administration		Program/Service Unit: F	
		Sub Program:	
		Posting Unit:	
	FY 2017-18	FY 2018-19	
	Actual	Actual	
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	6,215,300	5,618,900	
State Salary and Compensation Allocated	22,400	0	
Total General Fund	6,237,700	5,618,900	
Restricted Funds			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
Total Restricted Funds	1,632,619	3,487,982	
TOTAL SOURCE OF FUNDS	7,870,318	9,106,882	
EXPENDITURES BY CLASS			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932	
EXPENDITURES BY FUND SOURCE			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932	



History Changes

Once you have contacted your agency’s OSBD analyst and it is confirm the historical change is required, you should fill out the Excel spreadsheet template named 2022 Historical Change Request to record the proper adjustments. Based on our previous reports, the correct adjustments are shown below (NOTE: The Net Change Amt should always need to equal zero).

2022 Historical Change Request

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	2020-2022 KBUD History Change Request Form												Net Change Amt
2	A2/A3 Sources & Expenditures by Fund												0.00
3	From						To						
4		Program						Program					
5	Dept	Code	Fund	Object	FY 17-18	FY 18-19	Dept	Code	Fund	Object	FY 17-18	FY 18-19	
6	785	785A	0100	REGAPP	-74.70	134.43	785	785DFCX	0100	REGAPP	74.70	-134.43	
7	785	785A	0100	REGAPP	-1,096,603.06	1,273,134.83	785	785DFRX	0100	REGAPP	1,096,603.06	-1,273,134.83	
8	785	785A	0100	REGAPP	-1,851,941.00	1,180,457.48	785	785DFOX	0100	REGAPP	1,851,941.00	-1,180,457.48	
9													
10													
11													

- You will need to apply the following criteria to all of the 2022 Historical Change Request Forms (A2/A3 Sources and Expenditures by Fund, A3 Expenditure Detail, E Restricted Funds Form and E Restricted Receipts Form).
 1. Columns under the “From” and “To” Section:
 - The program code should be the department + function code from the KBUD program table (i.e. 721AA00) when making changes to expenditures and restricted and federal fund revenues with the exception of beginning balances
 - The program code should be the “_PG” or “_SP” when making changes to beginning balances.
 - The fund Code on the A Forms is the Fund Type code (i.e. 0100, 1200, 1300, 6350, etc.).
 2. Object codes:
 - For A1/A2 budget form changes, it can be any of the objects found on the A1/A2 budget form (i.e. REGAPP, BALFOR, CURREC, etc.)
 - For A3 budget form changes, it can be any of the individual expenditure codes on the A3 form (i.e. E111, E169, E254, etc.)
 - For E Restricted Funds Form changes, it can be any of the objects found on the summary and expenditures portion of the E Form (i.e. EBALFOR, ECUREXS, etc.)
 - For E Restricted Receipts Form changes, it can be any of the individual revenue codes found on the E Form (i.e. R404, N112, etc.)
 3. Please note the fiscal year columns. The first FY column is for FY 17-18 and the second is for FY 18-19. Enter any dollar amounts here that need to be changed, either positive or negative.
 4. Please enter values down to the penny.
 5. The “From” and “To” sections must balance to zero. For example, if a minus \$10,000 is moved “From” an Object in AA00, that same plus amount must be moved to somewhere in the “To” section. For each individual entry on the form,



History Changes

either the “From” side of the form will be negative and the “To” side will be positive or the “From” side of the form will be positive and the “To” side will be negative, thus a zero balance for each individual entry.

- Once the template is completed according to the criteria above, email it to the OSBD Budget Analyst. OSBD staff will apply the approved changes through a KBUD Historical Form. Once the change has been accomplished, the FY18 and FY19 Source of Funds and Expenditures by Fund should be balanced in the Baseline Reports (see the Before and After Historical Change Reports below).

2020-2022 KBUD History Change Request Form												Net Change Amt
A2/A3 Sources & Expenditures by Fund												0.00
From						To						
Dept	Program Code	Fund	Object	FY 17-18	FY 18-19	Dept	Program Code	Fund	Object	FY 17-18	FY 18-19	
785	785A	0100	REGAPP	-74.70	134.43	785	785DFCX	0100	REGAPP	74.70	-134.43	
785	785A	0100	REGAPP	-1,096,603.06	1,273,134.83	785	785DFRX	0100	REGAPP	1,096,603.06	-1,273,134.83	
785	785A	0100	REGAPP	-1,851,941.00	1,180,457.48	785	785DFOX	0100	REGAPP	1,851,941.00	-1,180,457.48	

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch	Appropriation: F	Program/Service Unit: C	
Cabinet: Finance and Administration	Sub Program: C	Posting Unit: C	
		FY 2017-18 Actual	FY 2018-19 Actual
SOURCE OF FUNDS			
Restricted Funds		0	0
Balance Forward			
Non-Revenue Receipts		515,475	678,501
Total Restricted Funds		515,475	678,501
TOTAL SOURCE OF FUNDS		515,475	678,501
EXPENDITURES BY CLASS			
Personnel Costs		418,642	472,913
Operating Expenses		96,907	205,454
TOTAL EXPENDITURES BY CLASS		515,550	678,367
EXPENDITURES BY FUND SOURCE			
General Fund		75	-134
Restricted Funds		515,475	678,501
TOTAL EXPENDITURES BY FUND		515,550	678,367

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch	Appropriation: F	Program/Service Unit: C	
Cabinet: Finance and Administration	Sub Program: C	Posting Unit: C	
		FY 2017-18 Actual	FY 2018-19 Actual
SOURCE OF FUNDS			
General Fund		75	-134
Regular Appropriation		75	-134
Total General Fund		75	-134
Restricted Funds		0	0
Balance Forward			
Non-Revenue Receipts		515,475	678,501
Total Restricted Funds		515,475	678,501
TOTAL SOURCE OF FUNDS		515,550	678,367
EXPENDITURES BY CLASS			
Personnel Costs		418,642	472,913
Operating Expenses		96,907	205,454
TOTAL EXPENDITURES BY CLASS		515,550	678,367
EXPENDITURES BY FUND SOURCE			
General Fund		75	-134
Restricted Funds		515,475	678,501
TOTAL EXPENDITURES BY FUND		515,550	678,367

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch	Appropriation: F	Program/Service Unit: C	
Cabinet: Finance and Administration	Sub Program: C	Posting Unit: C	
		FY 2017-18 Actual	FY 2018-19 Actual
SOURCE OF FUNDS			
		0	0
TOTAL SOURCE OF FUNDS		0	0
EXPENDITURES BY CLASS			
Personnel Costs		1,037,485	1,204,068
Operating Expenses		59,118	69,067
TOTAL EXPENDITURES BY CLASS		1,096,603	1,273,135
EXPENDITURES BY FUND SOURCE			
General Fund		1,096,603	1,273,135
TOTAL EXPENDITURES BY FUND		1,096,603	1,273,135

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: F	
Governmental Branch: Executive Branch	Appropriation: F	Program/Service Unit: C	
Cabinet: Finance and Administration	Sub Program: C	Posting Unit: C	
		FY 2017-18 Actual	FY 2018-19 Actual
SOURCE OF FUNDS			
General Fund		1,096,603	1,273,135
Regular Appropriation		1,096,603	1,273,135
Total General Fund		1,096,603	1,273,135
TOTAL SOURCE OF FUNDS		1,096,603	1,273,135
EXPENDITURES BY CLASS			
Personnel Costs		1,037,485	1,204,068
Operating Expenses		59,118	69,067
TOTAL EXPENDITURES BY CLASS		1,096,603	1,273,135
EXPENDITURES BY FUND SOURCE			
General Fund		1,096,603	1,273,135
TOTAL EXPENDITURES BY FUND		1,096,603	1,273,135



History Changes

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch		Appropriation: Finance and Administration	
Cabinet: Finance and Administration		Program/Service Unit: Finance and Administration	
		Sub Program: Finance and Administration	
		Posting Unit: Finance and Administration	
	FY 2017-18	FY 2018-19	
	Actual	Actual	Actual
SOURCE OF FUNDS			
Restricted Funds			
Balance Forward	14,586,406	14,263,007	
Current Receipts	36,978,463	35,418,557	
Non-Revenue Receipts	-2,259,067	-2,059,432	
Fund Transfers	-2,000,000	0	
Total Restricted Funds	47,306,802	47,622,132	
TOTAL SOURCE OF FUNDS	47,306,802	47,622,132	
EXPENDITURES BY CLASS			
Personnel Costs	14,326,357	14,785,696	
Operating Expenses	1,634,949	14,442,260	
Grants Loans Benefits	0	-254	
Debt Service	984,000	274,000	
Capital Outlay	2,097,489	5,826,304	
Construction	0	10,128	
TOTAL EXPENDITURES BY CLASS	33,042,795	35,338,134	
EXPENDITURES BY FUND SOURCE			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
TOTAL EXPENDITURES BY FUND	33,042,795	35,338,134	

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch		Appropriation: Finance and Administration	
Cabinet: Finance and Administration		Program/Service Unit: Finance and Administration	
		Sub Program: Finance and Administration	
		Posting Unit: Finance and Administration	
	FY 2017-18	FY 2018-19	
	Actual	Actual	Actual
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	1,851,941	1,180,457	
Total General Fund	1,851,941	1,180,457	
Restricted Funds			
Balance Forward	14,586,406	14,263,007	
Current Receipts	36,978,463	35,418,557	
Non-Revenue Receipts	-2,261,077	-2,059,432	
Fund Transfers	-2,000,000	0	
Total Restricted Funds	47,303,791	47,622,132	
TOTAL SOURCE OF FUNDS	49,155,732	48,802,590	
EXPENDITURES BY CLASS			
Personnel Costs	14,326,357	14,785,696	
Operating Expenses	15,634,949	14,442,260	
Grants Loans Benefits	0	-254	
Debt Service	984,000	274,000	
Capital Outlay	2,097,489	5,826,304	
Construction	0	10,128	
TOTAL EXPENDITURES BY CLASS	33,042,795	35,338,134	
EXPENDITURES BY FUND SOURCE			
General Fund	1,851,941	1,180,457	
Restricted Funds	31,190,854	34,157,677	
TOTAL EXPENDITURES BY FUND	33,042,795	35,338,134	

Before Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch		Appropriation: Finance and Administration	
Cabinet: Finance and Administration		Program/Service Unit: Finance and Administration	
		Sub Program: Finance and Administration	
		Posting Unit: Finance and Administration	
	FY 2017-18	FY 2018-19	
	Actual	Actual	Actual
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	6,215,300	5,618,900	
State Salary and Compensation Allocation	22,400	0	
Total General Fund	6,237,700	5,618,900	
Restricted Funds			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
Total Restricted Funds	1,632,619	3,487,982	
TOTAL SOURCE OF FUNDS	7,870,318	9,106,882	
EXPENDITURES BY CLASS			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932	
EXPENDITURES BY FUND SOURCE			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932	

After Historical Change

OPERATING BUDGET RECORD A1/A2		Agency: Finance and Administration	
Governmental Branch: Executive Branch		Appropriation: Finance and Administration	
Cabinet: Finance and Administration		Program/Service Unit: Finance and Administration	
		Sub Program: Finance and Administration	
		Posting Unit: Finance and Administration	
	FY 2017-18	FY 2018-19	
	Actual	Actual	Actual
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	3,266,681	3,165,442	
State Salary and Compensation Allocation	22,400	0	
Total General Fund	3,289,081	3,165,442	
Restricted Funds			
Balance Forward	0	1,360,727	
Non-Revenue Receipts	1,632,619	2,127,254	
Total Restricted Funds	1,632,619	3,487,982	
TOTAL SOURCE OF FUNDS	4,921,700	6,653,424	
EXPENDITURES BY CLASS			
Personnel Costs	4,495,106	4,824,447	
Operating Expenses	426,594	467,485	
TOTAL EXPENDITURES BY CLASS	4,921,700	5,291,932	
EXPENDITURES BY FUND SOURCE			
General Fund	3,289,081	3,164,678	
Restricted Funds	1,632,619	2,127,254	
TOTAL EXPENDITURES BY FUND	4,921,700	5,291,932	

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



Section 9 KBUD Reports

Section 9.1 Reports Overview

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

Budget Forms (KBUD)

Numerical Budget Data

Line Item	Agency	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
1 0100	KESAMP	14,291,000	14,509,000	14,578,000	152,400
2 0100	SALCOMP	189,000	0	0	0
3 0100	INADEXP	-71,000	0	0	0
4 0100	CURRAC	69,874,400	69,183,000	69,523,900	
5 1300	BAUFOR	8,800			
6 1300	FFTP	-5,400			
7 1000	CLMAG	441,100	479,200	373,400	15,700
8 0100	EMPHFUND	14,374,000	14,509,000	14,509,000	152,400
9 1000	EMPHFUND	52,322,000	52,484,000	52,947,000	
10 1000	EMPHFUND	164,800	400,000	373,400	
11 1500	NONREV	-15,753,300	-16,498,500	-16,576,400	
12 1000	BAUFOR	700			
Total					

Dimension Tables (KBUD)

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

Form Data

SOURCE OF FUNDS	FY 2015-16 Actual	FY 2016-17 Requested	FY 2015-16 Requested	FY 2016-17 Requested	FY 2017-18 Requested
General Fund	68,894,000	68,894,000	68,894,000	68,894,000	68,894,000
Regular Appropriation	0	0	0	0	0
Base Salary and Compensation Allowance	0	0	0	0	0
Maintained Expenditure Reductions	0	0	0	0	0
Total General Fund	68,894,000	68,894,000	68,894,000	68,894,000	68,894,000
Tobacco Fund	12,708,200	12,708,200	12,708,200	12,708,200	12,708,200
Tobacco Settlement - Phase I	0	0	0	0	0
Continuing Agency Tobacco Settlement	0	0	0	0	0
Budget Reduction-General Fund Tobacco	0	0	0	0	0
Other	0	0	0	0	0
Total Tobacco Fund	12,708,200	12,708,200	12,708,200	12,708,200	12,708,200
Restricted Fund	20,264,475	10,202,000	9,712,700	3,260,700	
Balance Forward	71,450,564	120,714,700	120,202,000	152,470,700	
Current Receipts	0	0	0	0	
Fund Transfers	0	860,200	0	0	
Non-Revenue Receipts	4,175,985	24,715,500	14,854,500	18,574,400	
Total Restricted Fund	85,332,024	156,320,400	135,230,200	171,045,100	
Federal Fund	120,000	0	0	0	
ARSA Receipts	720,947	3,317,000	0	0	
Balance Forward	191,790,253	208,133,000	211,202,000	160,930,000	
Current Receipts	1,540,000	0	0	0	
Total Federal Fund	193,051,197	211,450,000	211,202,000	160,930,000	
TOTAL SOURCE OF FUNDS	345,697,061	436,622,400	399,016,000	379,523,100	
EXPENDITURES BY CLASS	81,816,420	88,443,000	88,720,000	87,786,500	
Program Expense	12,876,484	12,270,700	12,381,000	12,222,700	

FY18 & 19 History (eMARS to KBUD)

History Data

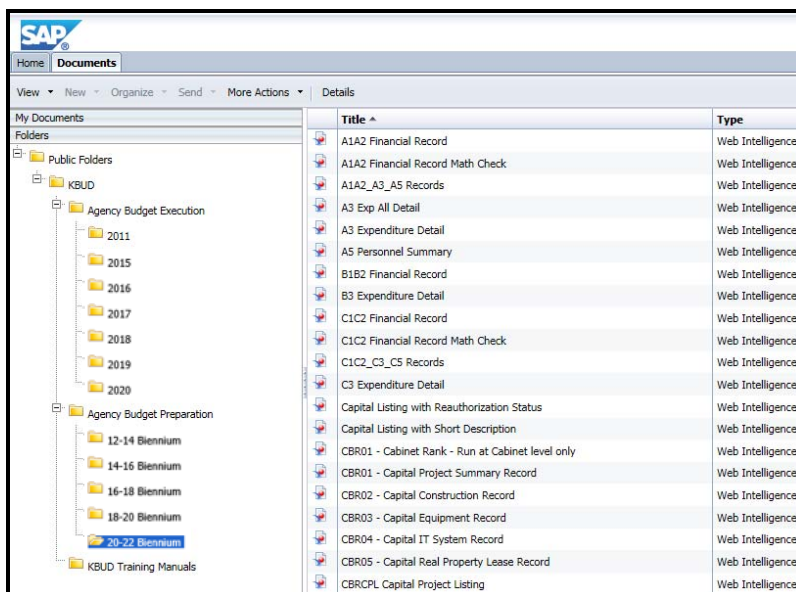
FY18	FY19		
2000	2000	2,214,779.61	610,816,400.76
2000	2100	670	35,216,512.49
2000	2200	670	1,710,050.41
2000	2300	670	399,454.82
2000	2400	670	7,742,430.54
2000	2500	320	27,862.67
2000	2600	320	6,980,512.10
2000	2700	320	25,729,862.90
2000	2800	320	7,879,104.74
2000	2900	320	35,408,427.64
2000	3000	320	208,462.99
2000	3100	320	109,739.81
2000	3200	320	848.43
2000	3300	320	488,076.15
2000	3400	320	152,122.54
2000	3500	320	16,308.28
2000	3600	320	122,871.84
2000	3700	320	251,586.35
2000	3800	320	83,174.27
2000	3900	320	1,207,200.00
2000	4000	320	33,188,669.23
2000	4100	320	45,861,831.00
2000	4200	320	197,267.04
2000	4300	320	1,344,163.27
2000	4400	320	2,761.50
2000	4500	320	1,201,480.00
2000	4600	320	300,800.00
2000	4700	320	617.88
2000	4800	320	12,112.60
2000	4900	320	21.41
2000	5000	320	19,509.41
2000	5100	320	0.00
2000	5200	320	36,251.48
2000	5300	320	406.84
2000	5400	320	11,809.17
2000	5500	320	387,422.89

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

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

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

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



Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A3_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C3_C5 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR01 - Capital Project Summary Record	Web Intelligence
CBR02 - Capital Construction Record	Web Intelligence
CBR03 - Capital Equipment Record	Web Intelligence
CBR04 - Capital IT System Record	Web Intelligence
CBR05 - Capital Real Property Lease Record	Web Intelligence
CBRCPL Capital Project Listing	Web Intelligence

Section 9.2 Biennial Budget Preparation Reports Overview

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

- A Reports are referred to as the Baseline Reports and are associated with data entered on the A Forms in KBUD.
 - A1A2 Report is the summary report for baseline Source of Funds and Expenditures by Fund
 - A3 Expenditure Detail Report is the baseline expenditure report that provides detailed expenditures by object codes
 - A5 Personnel Summary Report is the baseline summary report for personnel totals and associated personnel costs by funds

- B Reports are referred to as the Additional Budget Request (ABR) Reports, which include both the defined calculations from the A Forms and any additional budget requests submitted on the B Forms in KBUD.
 - B1B2 Report is the Summary Report for ABR Source of Funds and Expenditures by Fund
 - B3 Expenditure Detail Report is the ABR expenditure report that provides detailed expenditures by object codes
 - B5 Personnel Summary Report is the ABR summary report for personnel totals and associated personnel costs by funds


- C Reports are referred to as the Combined Reports because they include the baseline totals and the defined calculations from the A Forms and the totals for the Additional Budget Requests from the B Forms. Maybe an easy way to think of this is like a math equation ($A + B = C$)
 - C1C2 Report is the summary rollup report for combined (Baseline & ABR) Source of Funds and Expenditures by Fund
 - C3 Expenditure Detail Report is the combined (Baseline & ABR) expenditure report that provides detailed expenditures by object codes
 - C5 Personnel Report is the combined (Baseline & ABR) summary report for personnel totals and associated personnel costs by funds

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

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

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

Program Consolidation Levels

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

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

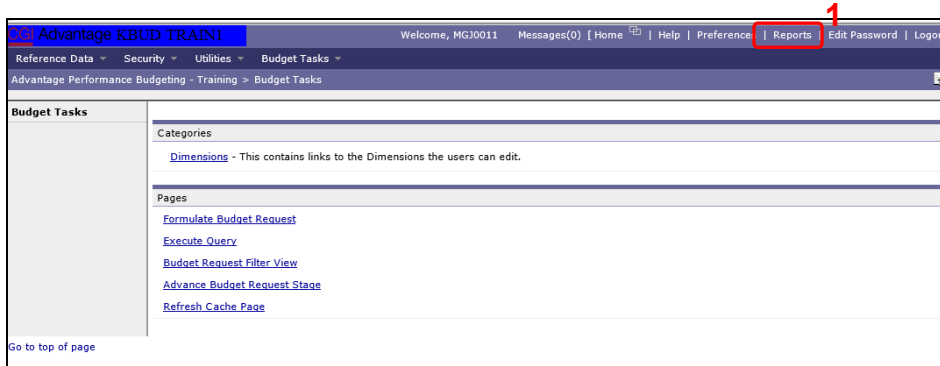
- STATE - Commonwealth of Kentucky - Program -
 - EXEC - Executive Branch - Program -
 - + 50 - Tourism, Arts and Heritage - Program -
 - + 50_CMAP - Tourism, Arts and Heritage - Program -
 - 552H_BILL - Kentucky Center for the Arts - Program -
 - 552E_PG - Kentucky Center for the Arts - Program -
 -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

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

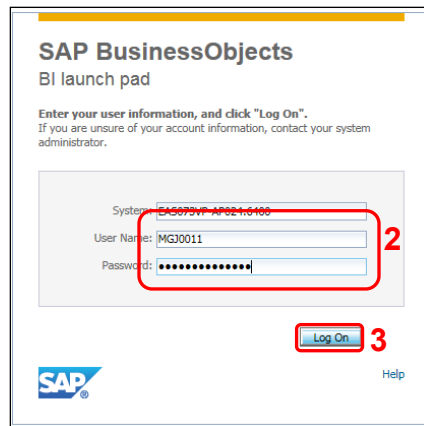
- 552H_BILL - Kentucky Center for the Arts - Program -
 - 552E_PG - Kentucky Center for the Arts - Program -
 - 552S_PG - Governor's School for the Arts - Program -

Section 9.3 Accessing EBI 4.1

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



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



- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 20-22 Biennium folder under the Agency Budget Preparation folder.
The available reports will appear on the right side of the web page

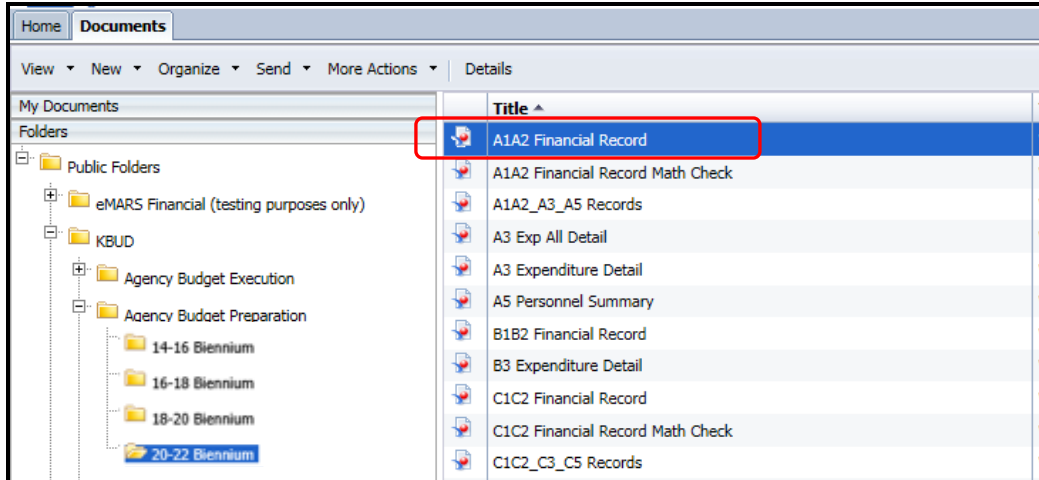
The screenshot shows the SAP KBUD Reports interface. It consists of several overlapping windows. Callout 1 points to the 'Documents' tab in the top window. Callout 2 points to the 'Folders' search box in the bottom-left window. Callout 3 points to the 'Public Folders' folder in the middle window's folder tree. Callout 4 points to the '20-22 Biennium' folder in the bottom-right window's folder tree.

The bottom-right window displays a list of reports with the following columns: Title and Type.

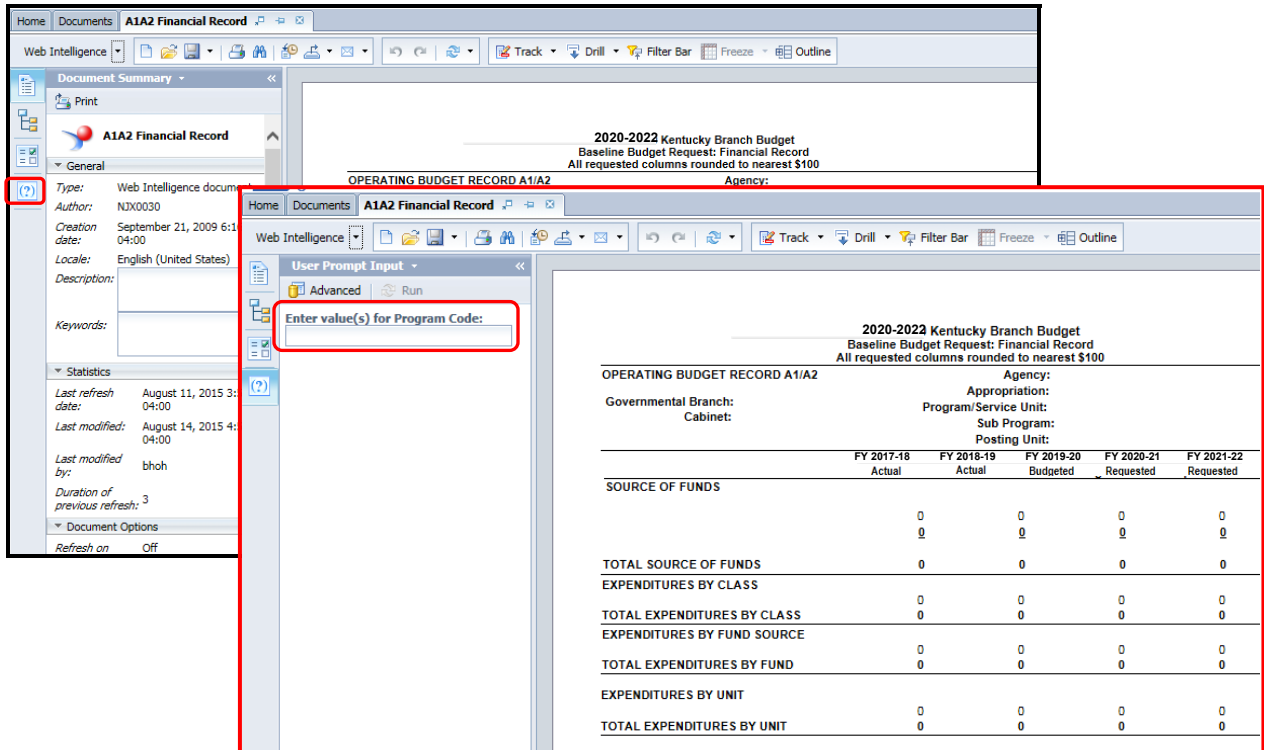
Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure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

Section 9.4 Running Reports

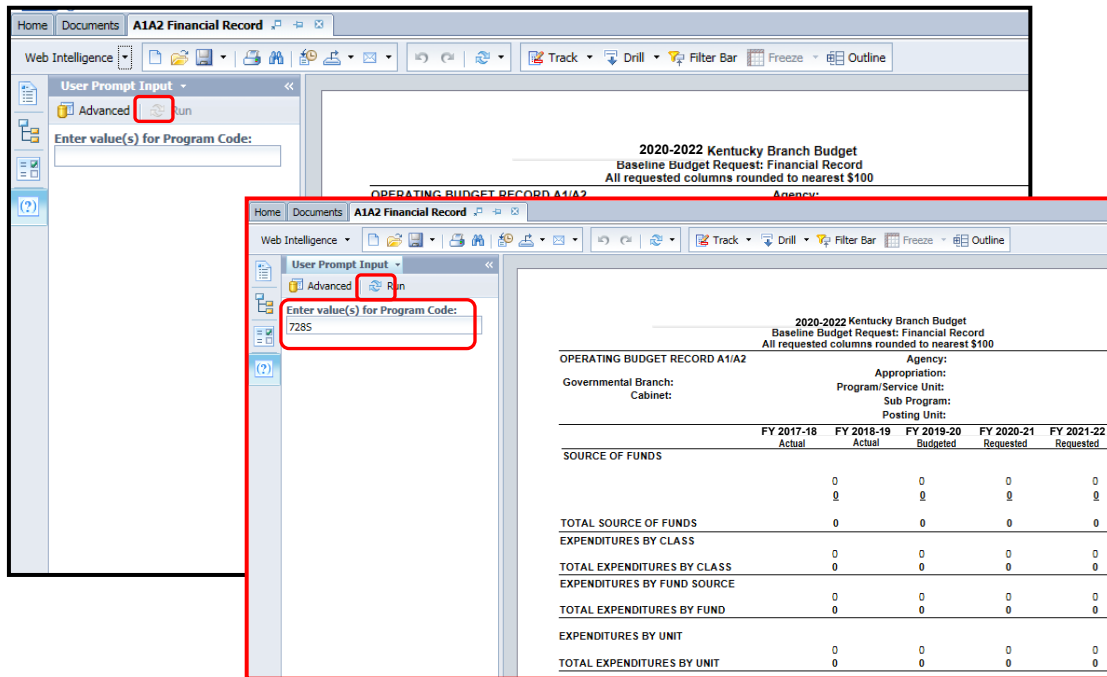
- The easiest method to open a report is to double click on the title of the report.



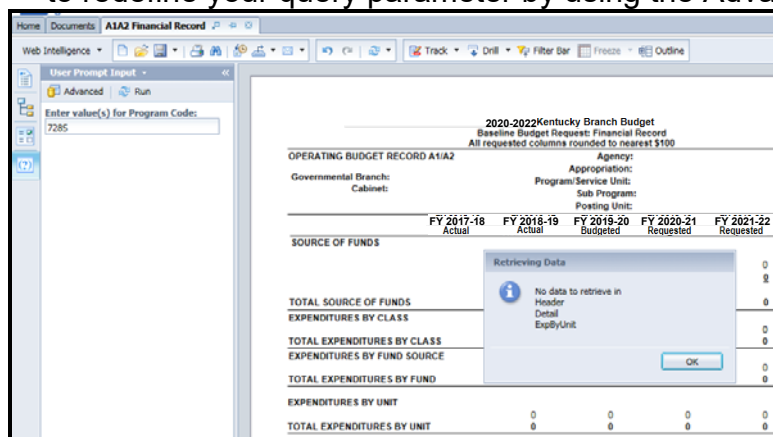
- Most, if not all reports, require some type of parameter or variable to run the query. If the User Prompt Input textbox is not showing, click on the Question Mark Icon to display the User Prompt Input textbox.



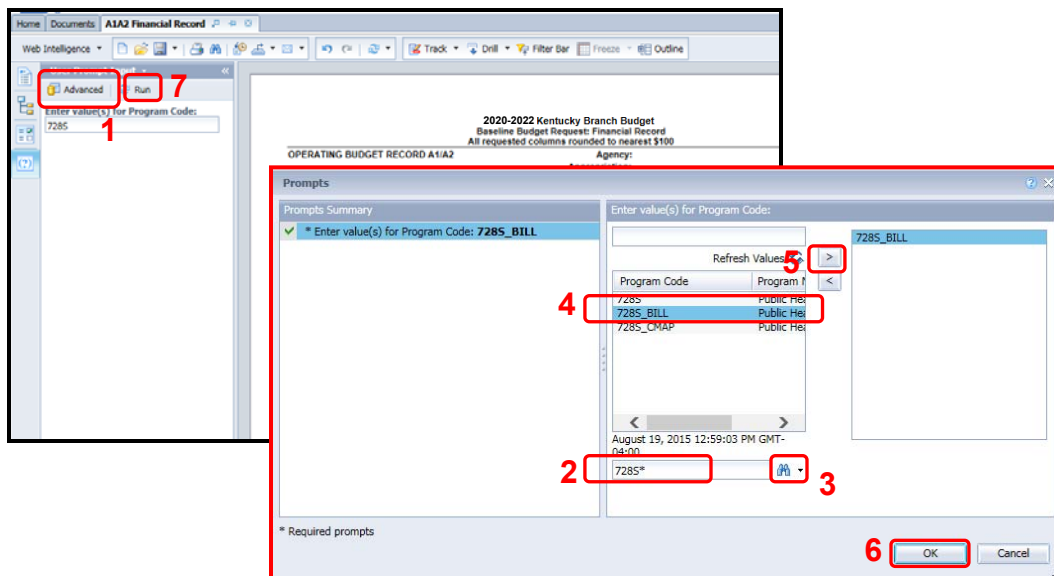
- If the Run icon is not enabled (greyed out), enter a value in the parameter/variable User Prompt Input textbox, and click out of the textbox. The Run icon should now be enabled.



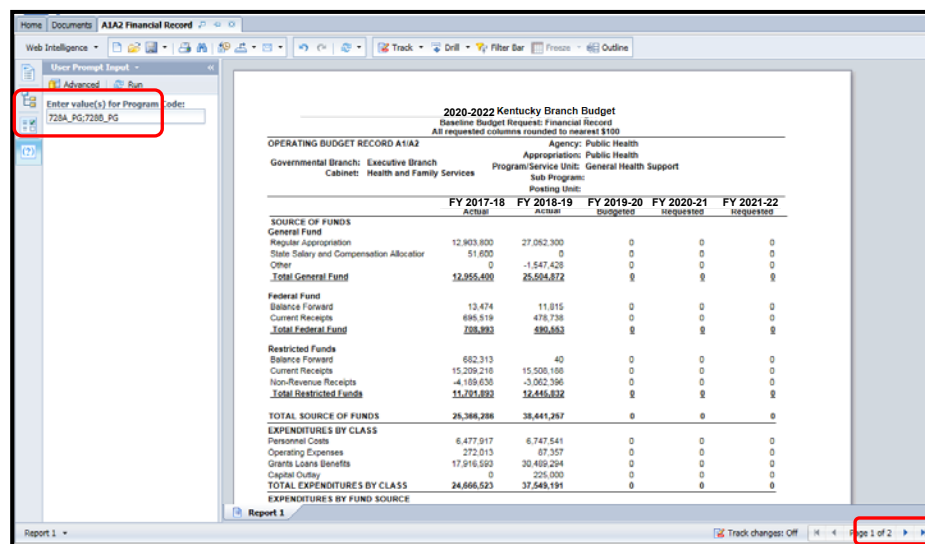
- The User Prompt Input textbox will accept any kind of parameter/variable (good or bad), so the Run icon being enabled is not an indication of whether the parameter/variable will work with the query. If you run the query and receive the error below, you have either entered a bad value and therefore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



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

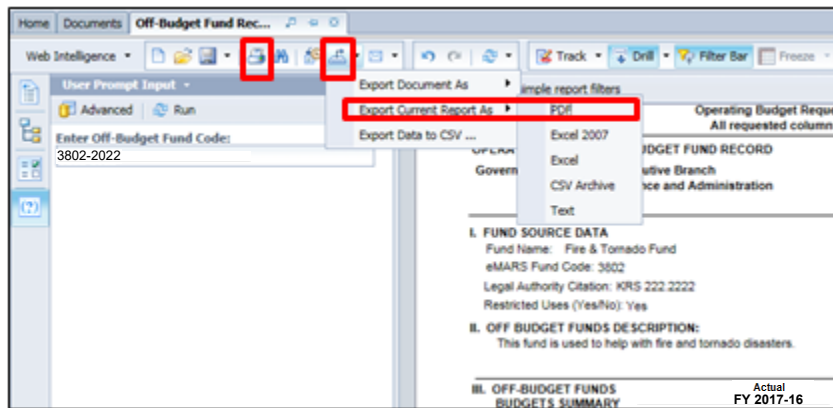


- EBI also has a feature to allow multiple parameters/variables in a single User Prompt Input textbox. The multiple values need to be separated by semi-colons (Example: 728A_PG;728B_PG). This will run the report separately for both inputs. You can navigate to the second report by clicking on the page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



Section 9.5 Printing Reports

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




Attachment 1: KBUD Setup and Preferences

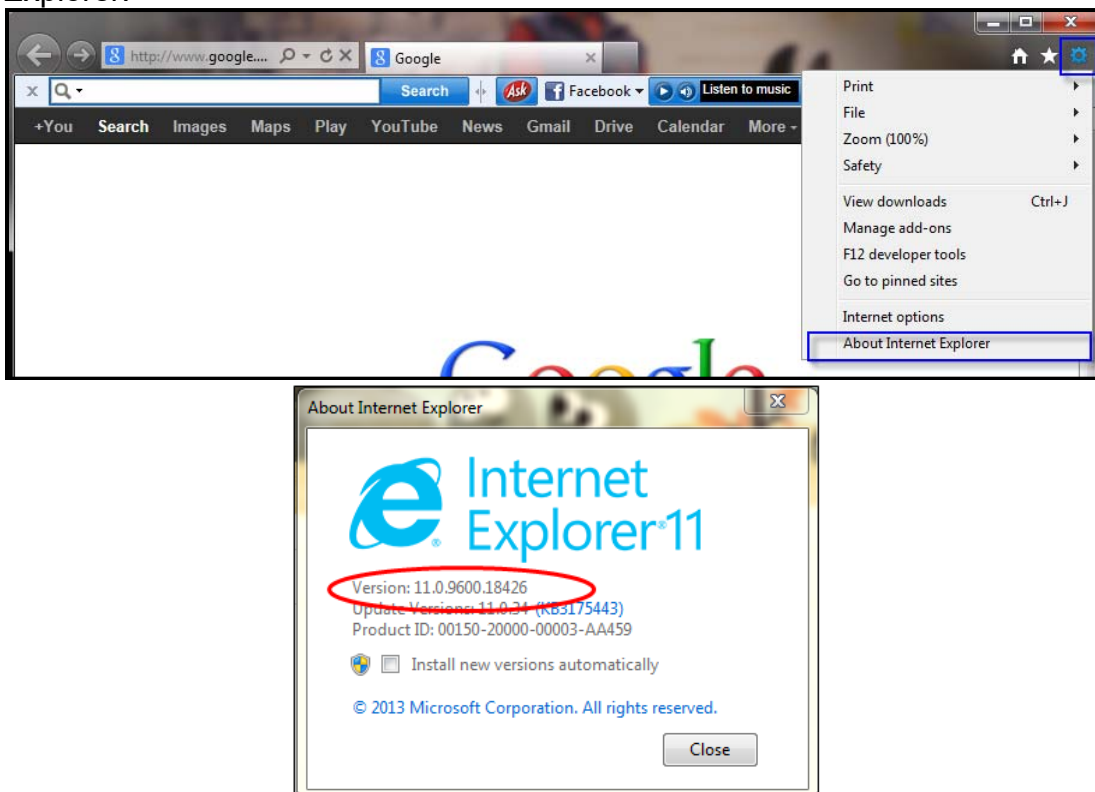
KBUD Setup

Internet Browser Requirements

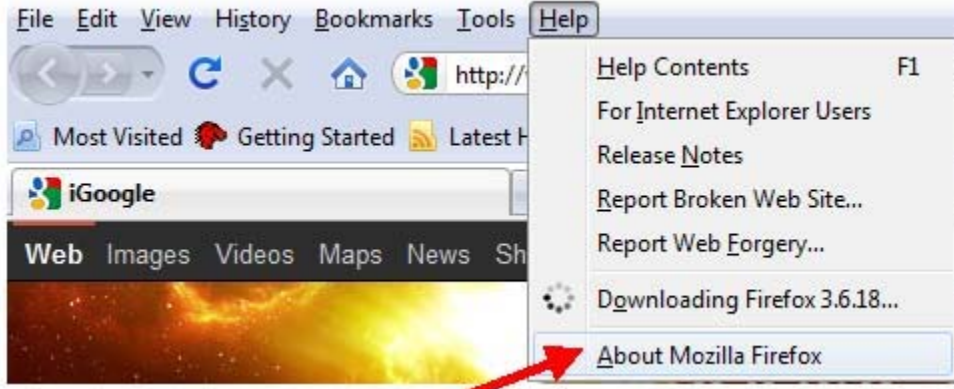
The following is a list of supported web browsers that are compatible with the current version of KBUD.

- Microsoft Internet Explorer 9.0 (for Windows 7)
- Microsoft Internet Explorer 10.0 (for Windows 7)
- Microsoft Internet Explorer 11.0 (for Windows 7)
- Microsoft Internet Explorer 10.0 (for Windows 8 and 8.1; Desktop mode only)
- Microsoft Internet Explorer 11.0 (for Windows 8 and 8.1; Desktop mode only)
- Google Chrome Version 68
- Mozilla Firefox ESR 38
- Apple Safari on Apple iPad with iOS 8.x
- Apple iPhone 4S or higher with iOS 8.x (Advantage mobile apps only)
- Android phone device with Android 5.0 (Advantage mobile apps only)


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

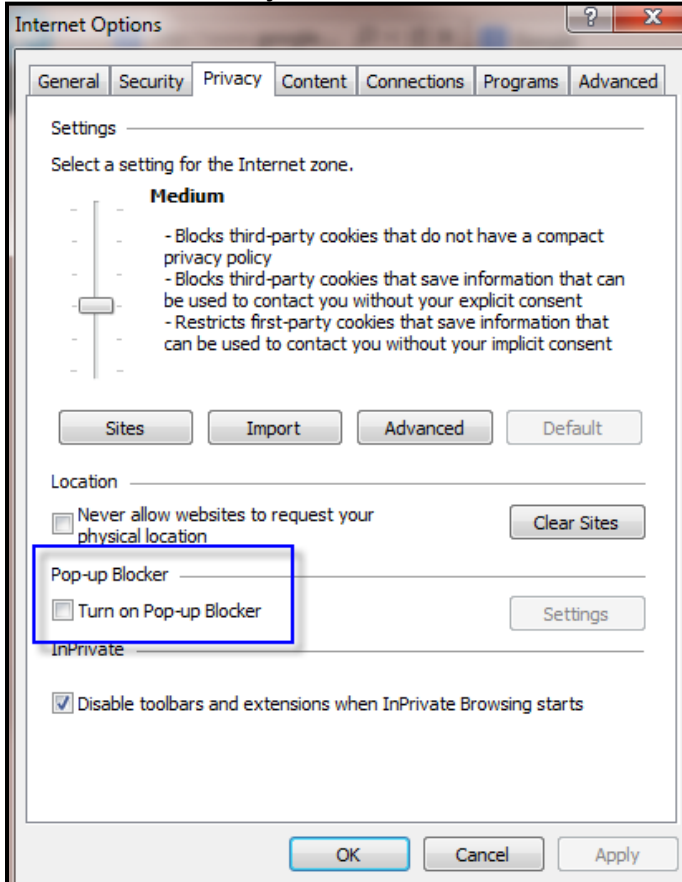


To check the Mozilla Firefox version, click on Help and select About Mozilla Firefox.

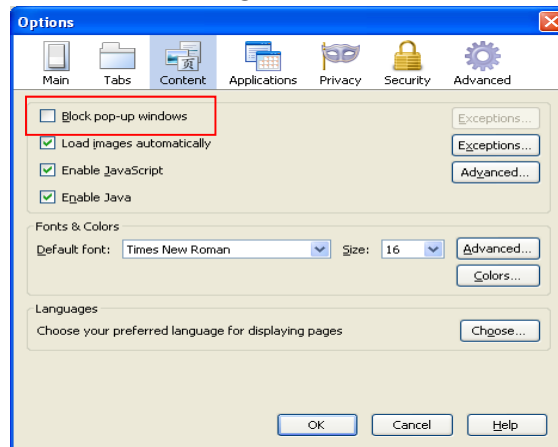


Pop-Up Blocker

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.

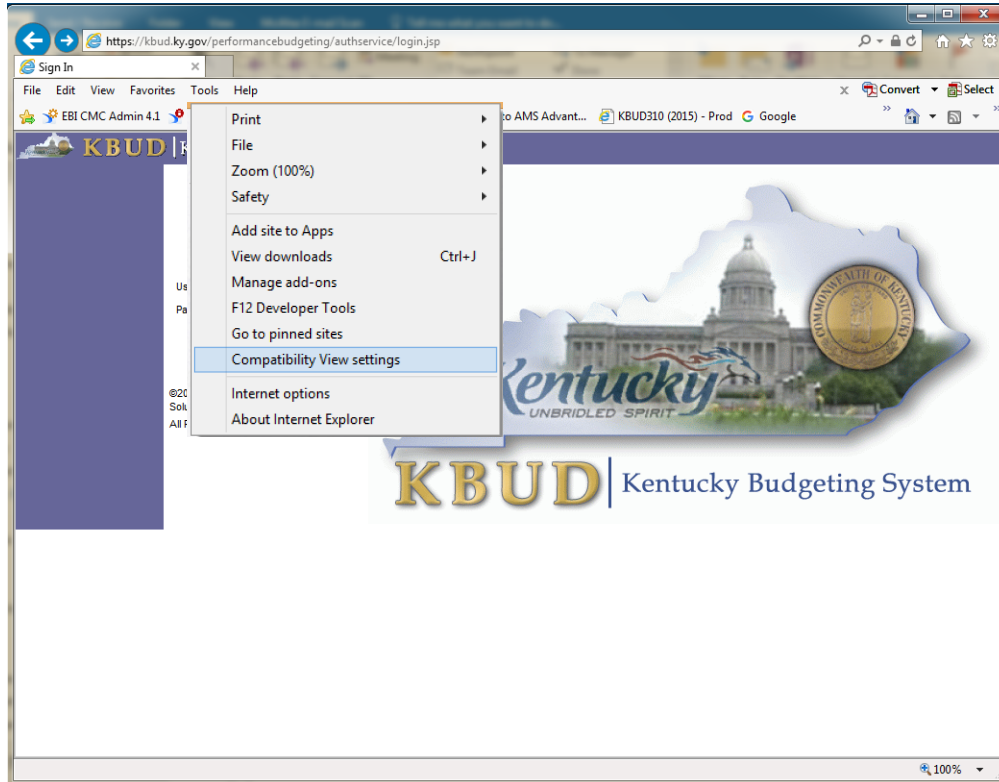


To disable the pop-up blocker in Mozilla Firefox, select Tools/Options/Content. Uncheck the Block pop-up windows box and select the <OK> button.

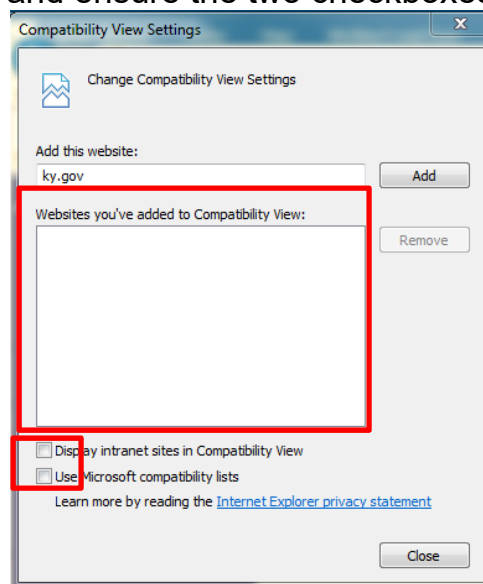


Capability View

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.



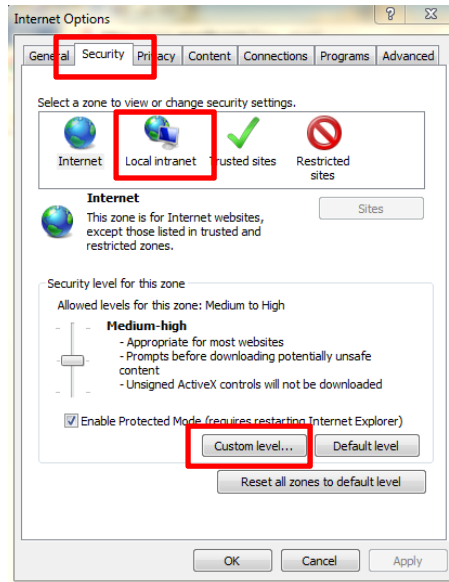
Ensure that KBUD link or the ky.gov extension is not in the “Websites you’ve added to Compatibility View” textbox and ensure the two checkboxes are unchecked.



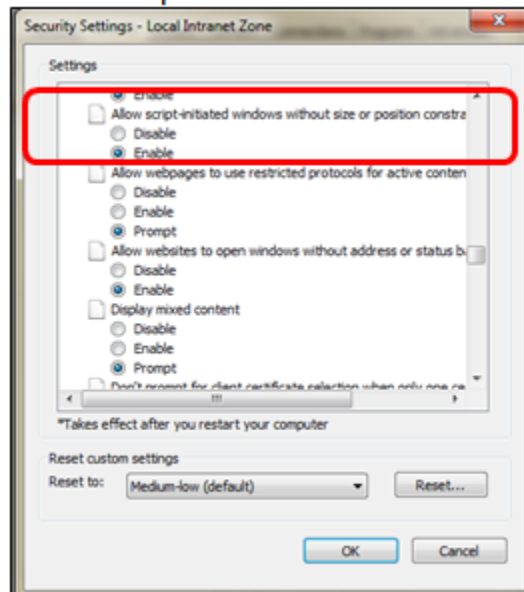
Internet Explorer Security Setting to Enable Menu Display

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 to allow script-initiated windows without size or position constraints. Not all users may have access to make these changes. If your agency does not allow changes to your internet options, you will need to contact your Desktop Support to request that these changes be made. The following instructions are written for Internet Explorer 11.

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

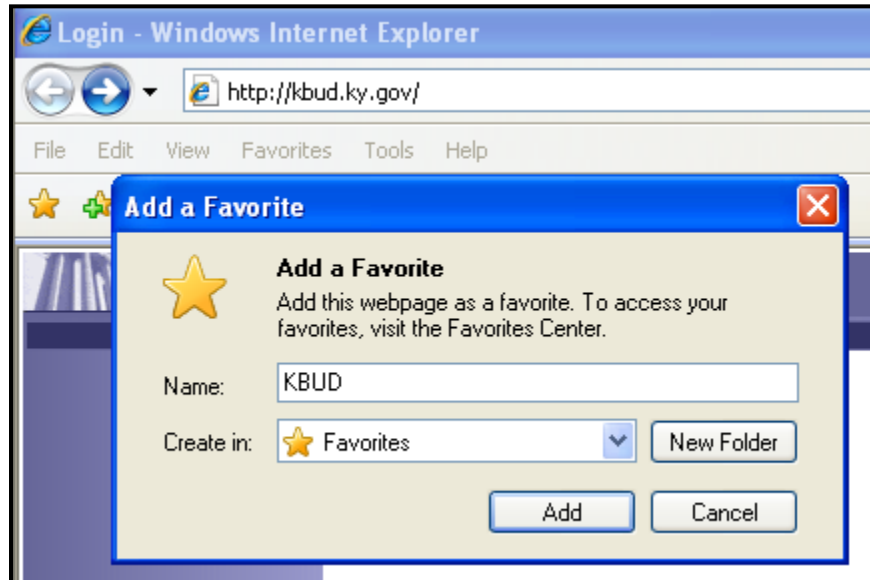


Scroll to the Miscellaneous section. Select the Enable button for the “Allow script-initiated windows without size or position constraints.” Once you have changed this setting, select the <OK> button, and you will be returned to the Internet Options page. Select the <OK> button to close the Internet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



Login

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



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





Attachment 1: KBUD Setup and Preferences

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

Password Criteria

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

- Passwords will expire every 90 days
- Passwords must be at least 7 characters in length
- Passwords must contain an Upper Case Character, Lower Case Character, a Number and a Special character
- Passwords cannot be reused with a 24 month period
- Users will be given 3 grace logins to change the password before the User ID is revoked and the user will not be allowed to login
- If your User ID is locked you will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov)

Change Password

Password Has Expired

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

Warning : If the cancel button is pressed, you will be logged out of the application and locked out of the system.

Expand All | Collapse All

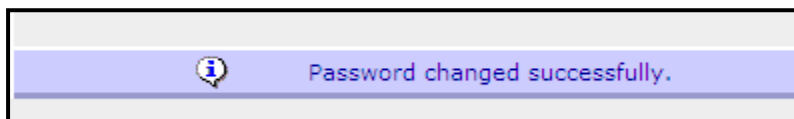
Change Your Password

Password: New Password:

Verify Password:

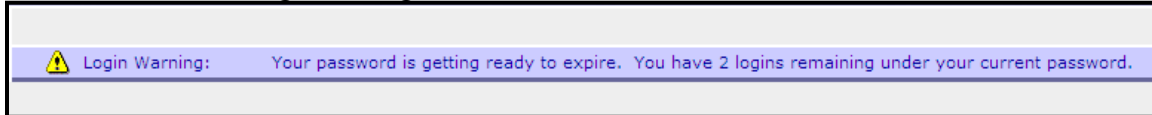
Go to top of page

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

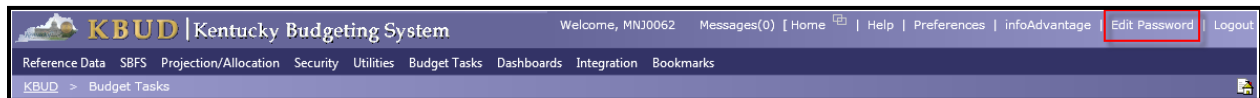


Change Password Before It Expires

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



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



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

Forgotten Password or Password Reset

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



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

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

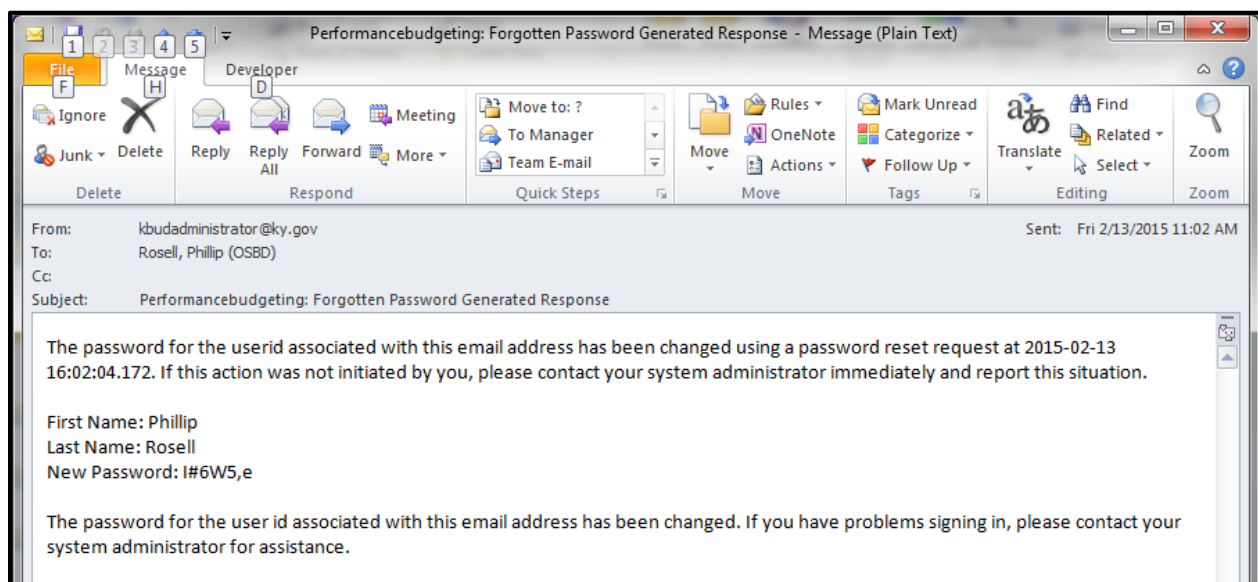
User ID:

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All Rights Reserved.

Kentucky
UNBRIDLED SPIRIT

KBUD | Kentucky Budgeting System

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



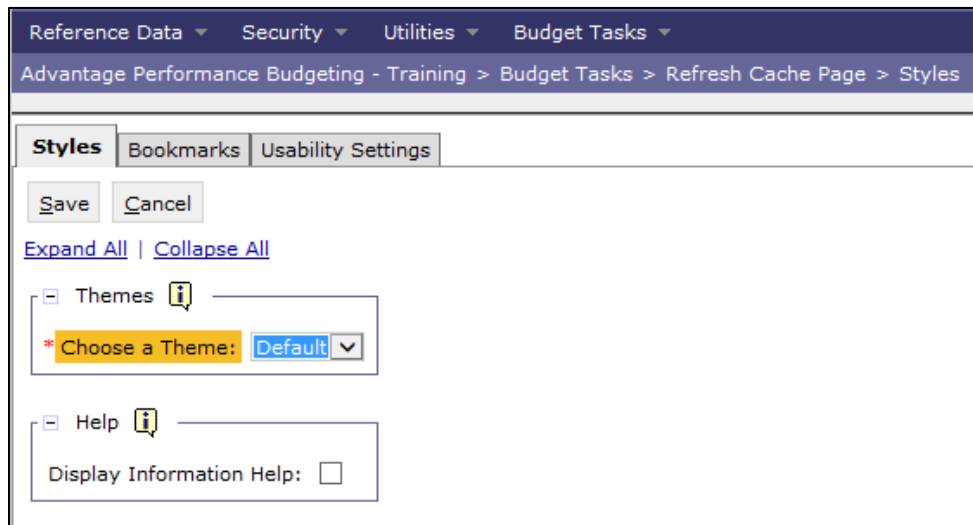
If you are still having difficulty with your password or you do not receive the email resetting your password, contact the KBUD Administrators (KBUDAdministrator@ky.gov).

Preferences

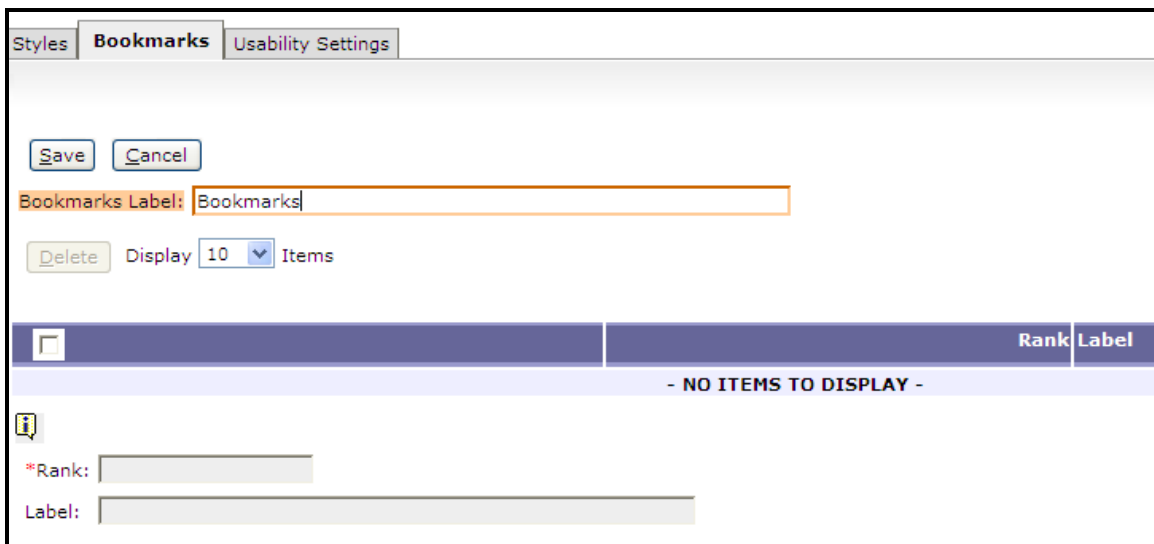
The “Preferences” feature allows you to customize the KBUD application. “Preferences” can be accessed from the Navigation bar.



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



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





Attachment 1: KBUD Setup and Preferences

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

- **Expert User** – allows you to move from one data entry field to another data entry field by using the tab key. (This option has already been selected for you.)
- **Auto Tab** – will automatically tab to the next data entry field when the current data entry field is full. For example, if a data entry field will hold 9 characters and you enter “Halloween,” as soon as you complete entering the word, the cursor will automatically move to the next data entry field without using the tab key.
- **Expand Section** – will expand all sections on a screen when the screen is first displayed.
- **StartPage** – will determine what the first screen will be when you login to the application. (This option has already been selected for you.)

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

- ExpertUser**: Expert User Option: . Includes a 'Return to Top' link.
- Auto Tab**: Enable Auto Tab: . Includes a 'Return to Top' link.
- Expand Section**: Expand Section Option: . Includes a 'Return to Top' link.
- StartPage**: Start Page Name: . Includes a 'Reset Start Page' button and a 'Return to Top' link.

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