

2020-2022 Postsecondary KBUD Budget Preparation



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Office of State Budget Director

Commonwealth of Kentucky

KBUD 2020-2022 Postsecondary Budget Preparation

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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

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: Postsecondary agencies will require a Virtual Private Network [VPN] account to establish a connection to the KBUD and EBI applications because the applications are protected by the state's firewall)**

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 agency's forms is ultimately translated into budget totals on the budget request reports. In addition to the budget request forms, the information entered into the dimension tables is also used to produce the budget request reports.

Budget Forms (KBUD)

Numerical Budget Data

Line	Code	Description	FY 2015-14	FY 2015-15	FY 2015-16	FY 2015-17	FY 2015-18
1	8100	REGAPP	14,291,000	14,509,000	14,509,000	152,400	385,100
2	8100	SALCOMP	189,000	0	0	0	0
3	8100	MANCOMP	-71,000	0	0	0	0
4	1300	CLINIC	69,574,400	69,183,000	69,523,000		
5	1300	BAUFOR	8,800				
6	1300	FFTF	-5,400				
7	1300	CLINIC	442,100	459,200	373,400	15,700	28,000
8	8100	EXPIMPUND	14,374,000	14,509,000	14,509,000	152,400	385,100
9	8100	EXPIMPUND	52,322,000	52,484,000	52,947,000		
10	8100	EXPIMPUND	164,800	406,000	373,400	16,700	28,000
11	1300	NONREV	-13,753,300	-14,498,500	-14,576,400		
12	1300	BAUFOR	700				
Total							

Dimension Tables (KBUD)

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

Budget Totals

	FY 2015-14 Actual	FY 2015-15 Actual	FY 2015-16 Budgeted	FY 2015-17 Budgeted	FY 2015-18 Budgeted
SOURCE OF FUNDS					
General Fund	98,894,000	0	81,512,000	88,000,000	88,394,000
Regular Appropriation	98,894,000	0	81,512,000	88,000,000	88,394,000
Base Salary and Compensation Allowance	0	0	961,200	0	0
Mandated Expenditure Reductions	0	0	-2,087,100	0	0
Total General Fund	98,894,000	0	79,425,100	88,000,000	88,394,000
Tobacco Fund	12,708,200	0	14,505,100	12,838,200	12,708,200
Tobacco Settlement - Phase I	12,708,200	0	14,505,100	12,838,200	12,708,200
Continuing Account - Tobacco Settlement	0	0	1,444,700	0	0
Budget Reduction-General Fund Tobacco	0	0	-454,200	0	0
Other	0	0	0	0	0
Total Tobacco Fund	12,708,200	0	15,125,600	12,838,200	12,708,200
Restricted Fund	20,264,475	0	10,202,000	9,712,700	3,260,700
Balance Forward	20,264,475	0	10,202,000	9,712,700	3,260,700
Current Receipts	0	0	0	0	0
Fund Transfers	0	0	0	0	0
Non-Revenue Receipts	0	0	0	0	0
Total Restricted Fund	20,264,475	0	10,202,000	9,712,700	3,260,700
Federal Fund	136,887	0	0	0	0
ARSA Receipts	136,887	0	0	0	0
Balance Forward	136,887	0	0	0	0
Current Receipts	0	0	0	0	0
Non-Revenue Receipts	0	0	0	0	0
Total Federal Fund	136,887	0	0	0	0
TOTAL SOURCE OF FUNDS	139,999,062	0	100,132,700	100,510,900	104,362,900
EXPENDITURES BY CLASS					
Personnel Costs	81,616,420	0	88,443,000	88,700,000	87,786,500
Operating Expenses	12,876,164	0	12,270,700	12,381,000	12,322,700



Baseline Budget Request

The 2022_PS_A2-A3-A4-A5, Post Sec - A2/A3/A4/A5 Baseline Budget Request form is the primary form used to produce your agency's 2022 baseline budget request.

2022 Post Secondary Baseline Budget Request Form

Code	Name
2022_PS_A2-A3-A4-A5	Post Sec - A2/A3/A4/A5 Baseline Budget Request

The 2022_PS_A2-A3-A4-A5, Post Sec - A2/A3/A4/A5 Baseline Budget Request form has been consolidated and contains multiple tabs to perform different functions:

- A2 Sources
- A3 Exp by Fund
- A3 Expenditure Detail
- A5 Personnel
- Document Management

2022_PS_A2-A3-A4-A5 Form with Multiple Tabs

Edit Budget Request
A2 Sources
A3 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

Dimensions ?

Program:



Section 2.2 *Creating a Baseline Budget Request*

This section includes an overview of the baseline creation process along with the detailed instructions to create a baseline budget request required by the 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 Budget Layout Selection Page to choose the 2022_PS_A2-A3-A4-A5 Baseline Budget Request form
- 2) Create an instance of the 2022_PS_A2-A3-A4-A5 Baseline Budget Request form for the institution. The program information for the postsecondary agencies will be entered at the bill level (Example: 430U_BILL)
- 3) Manually enter or import the appropriate budget lines (data) into each of the form's tabs for each appropriate budget object combination
 - 2022_PS_A2-A3-A4-A5 Baseline Budget Request Form Tabs
 - **Edit Budget Request**
 - **A2 Sources**
 - **A3 Exp by Fund**
 - **A3 Expenditure Detail**
 - **A5 Personnel**
 - **Document Management**
- 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 request reports necessary for performing a math check on the budget data that was entered into KBUD
 - **A1A2 Financial Record Math Check**
 - Run the baseline budget request reports necessary for official budget 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:

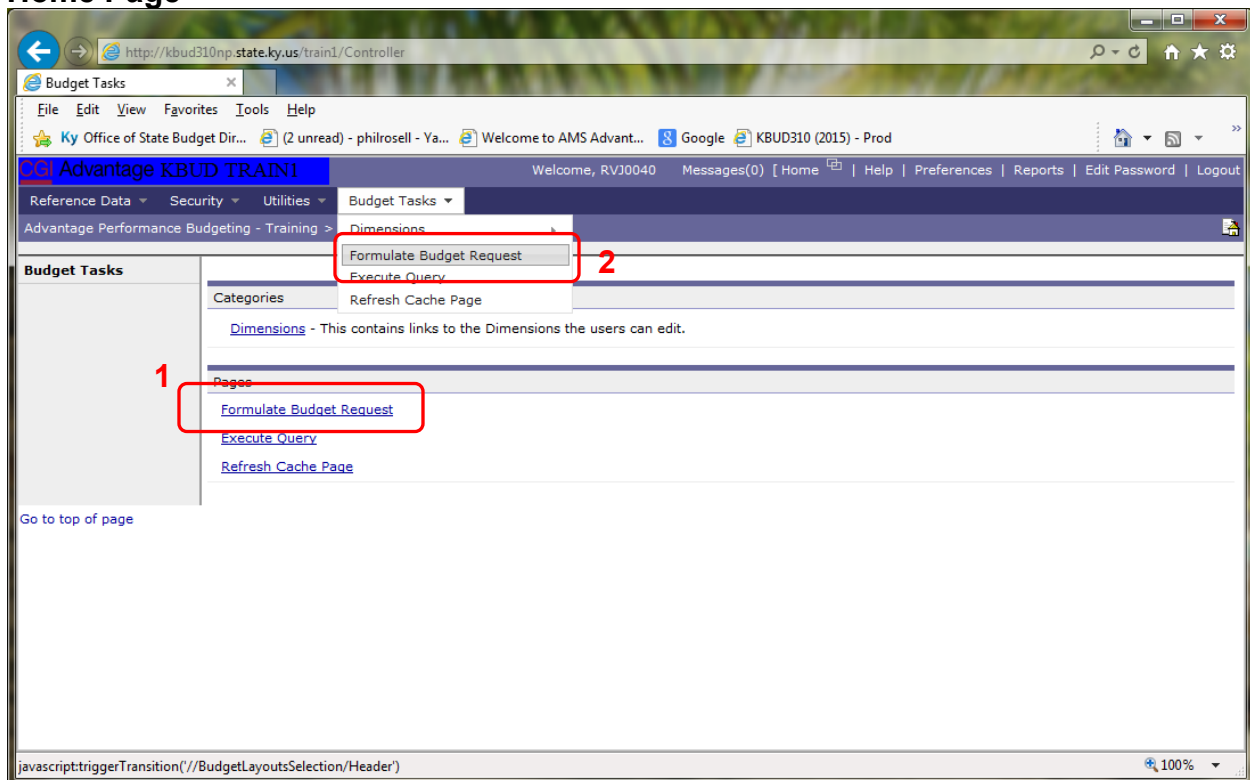
- The user should review and understand the LRC's 2020-2022 Budget Instructions located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).
- All budget requests outside of the baseline budget requests needs to be separately requested as an Additional Budget Request.
- 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.
- For postsecondary agencies, users will also need access to a Virtual Private Network (VPN) account to access the KBUD and EBI (KBUD Reports) applications behind the state's firewall.
- Any specific budget preparation-related questions should be addressed to the agency's assigned GOPM policy and 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_PS_A2-A3-A4-A5 Baseline 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_PS_A2-A3-A4-A5 form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

The screenshot shows the 'Budget Layout Selection' page. At the top, there are navigation menus for Reference Data, SBFS, Security, Utilities, and Budget Tasks. Below this is a breadcrumb trail: Advantage Performance Budgeting - KBUDNP > Budget Tasks > Budget Layout Selection. The main heading is 'Budget Layout Selection'. There are input fields for 'Code:' and 'Name:', a 'Search' button, and a 'Layout Type:' dropdown menu. Below these are 'Sort' and 'Print' buttons. A 'Summary' section contains a table with two rows. The first row has '2022 PS A2-A3-A4-A5' in the 'Code' column and 'Post Sec - A2/A3/A4/A5 Baseline Budget Request' in the 'Name' column. The second row has '2022 PS B2-B3-B4-B5' in the 'Code' column and 'Post Sec - B2/B3/B4/B5 Additional Budget Request' in the 'Name' column. The first row is highlighted with a red box.

Code	Name
2022 PS A2-A3-A4-A5	Post Sec - A2/A3/A4/A5 Baseline Budget Request
2022 PS B2-B3-B4-B5	Post Sec - B2/B3/B4/B5 Additional Budget Request

- Please keep in mind, the Select Budget Request page will show all the instances of this specific form (2022_PS_A2-A3-A4-A5) you have created.

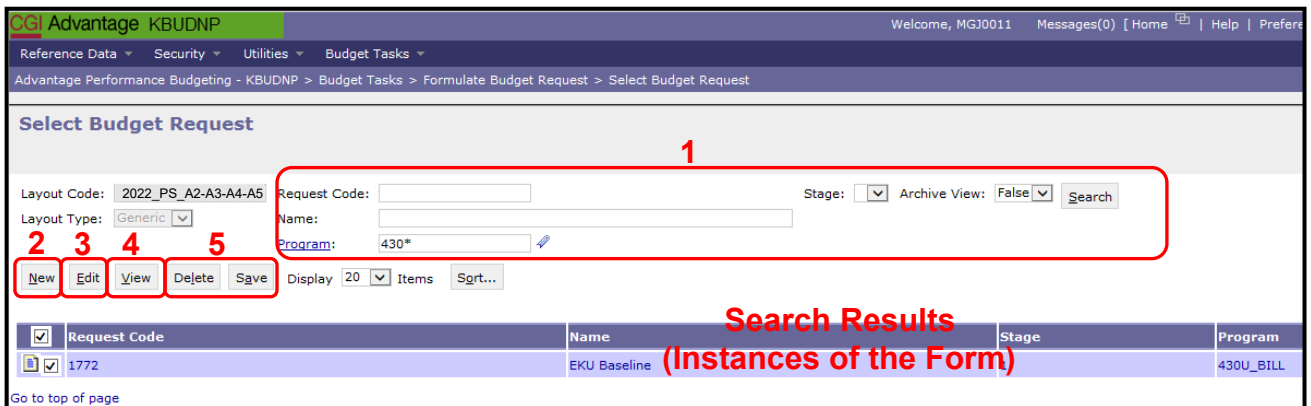
Select Budget Request Page (2022_PS_A2-A3-A4-A5 Form)

The screenshot shows the 'Select Budget Request' page. At the top, there is a navigation menu for Reference Data, Security, Utilities, and Budget Tasks. Below this is a breadcrumb trail: Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request. The main heading is 'Select Budget Request'. There are input fields for 'Layout Code:' (set to 2022_PS_A2-A3-A4-A5), 'Request Code:', 'Stage:', 'Archive View:' (set to False), and 'Search'. There are also 'Layout Type:' (set to Generic), 'Name:', and 'Program:' fields. Below these are buttons for 'New', 'Edit', 'View', 'Delete', 'Save', 'Display' (set to 20), 'Items', and 'Sort...'. A table with columns 'Request Code', 'Name', 'Stage', and 'Program' is shown. The table is empty, and the text '- NO ITEMS TO DISPLAY -' is displayed in the table area, which is highlighted with a red box. To the right of this text, the words 'No Instances' are written in red. There is a 'Go to top of page' link at the bottom left.

Request Code	Name	Stage	Program
- NO ITEMS TO DISPLAY -			

- From the Select Budget Request page, you can do all of the following functions:
 1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or Program by typing in the information in the textboxes and clicking the Search button (* is the wildcard) and the instances that match your parameters will appear (NOTE: Once a form moves 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_PS_A2-A3-A4-A5 Form)



The screenshot shows the 'Select Budget Request' interface. At the top, there are navigation tabs: Reference Data, Security, Utilities, and Budget Tasks. The main content area is titled 'Select Budget Request' and contains several input fields and buttons. A red box labeled '1' highlights the search area, which includes fields for Request Code, Name, and Program (containing '430*'), and a Search button. Below these fields are buttons labeled 'New', 'Edit', 'View', 'Delete', and 'Save', with red numbers '2', '3', '4', and '5' above them. A table below the buttons shows search results. The table has columns for Request Code, Name, Stage, and Program. One result is shown: Request Code 1772, Name EKU Baseline, Stage, and Program 430U_BILL. The text 'Search Results (Instances of the Form)' is written in red over the table.

Request Code	Name	Stage	Program
1772	EKU Baseline		430U_BILL



Section 2.2.4 Creating the Baseline Budget Request Form

In this section, we will continue from the previous section to create an example of a baseline form for Eastern KY University, Program 430U_BILL.

- 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_PS_A2-A3-A4-A5 form.

Select Budget Request Page (2022_PS_A2-A3-A4-A5 Form)

CGI Advantage KBUDNP Welcome, MGJ0011 Messages(0) [Home | Help | P

Reference Data Security Utilities Budget Tasks

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

Select Budget Request

Layout Code: 2022_PS_A2-A3-A4-A5 Request Code: Stage: Archive View: False Search

Layout Type: Generic Name:

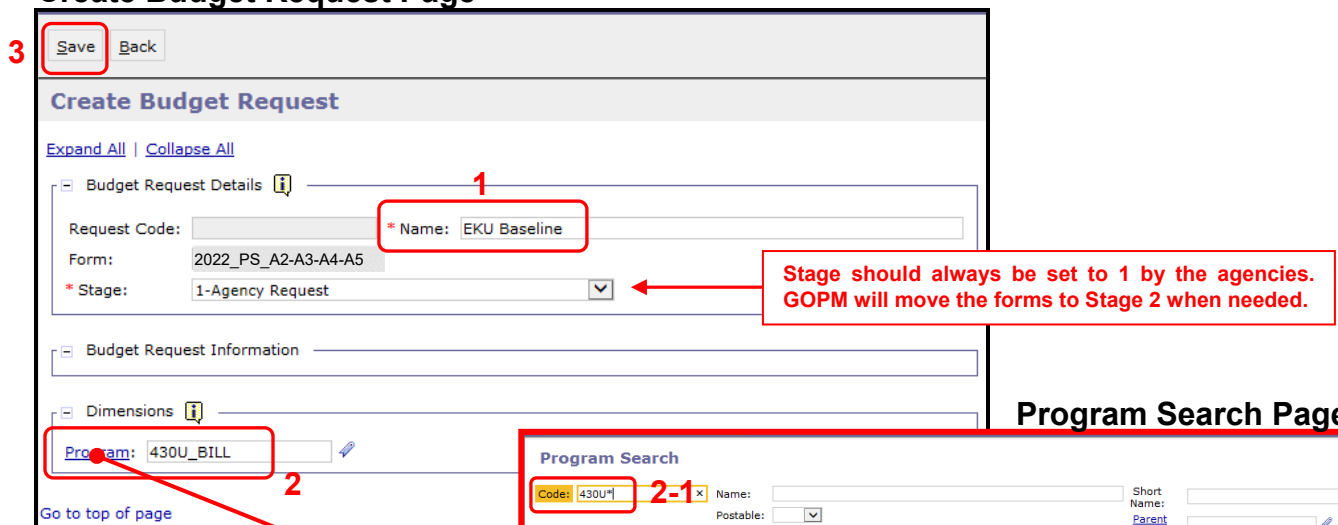
Program:

Display 20 Items

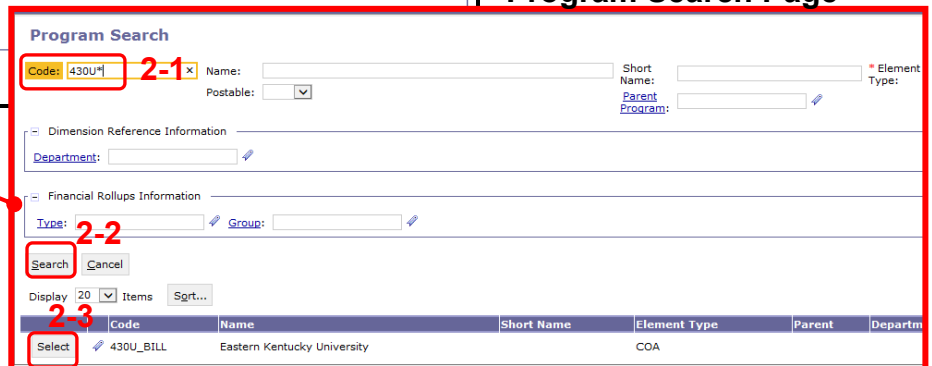
Request Code	Name	Stage	Program
- NO ITEMS TO DISPLAY -			

- 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 Program textbox (NOTE: You can only create a single instance of this form with this specific program). There are two ways to fill in the textbox:
 - 1) Type in the correct program code, or 2) click on the blue Program link to pull up a Program Search box and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the program code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the appropriate program
 3. Click the Save button, and the new form with all its appropriate tabs will be created

Create Budget Request Page



Program Search Page

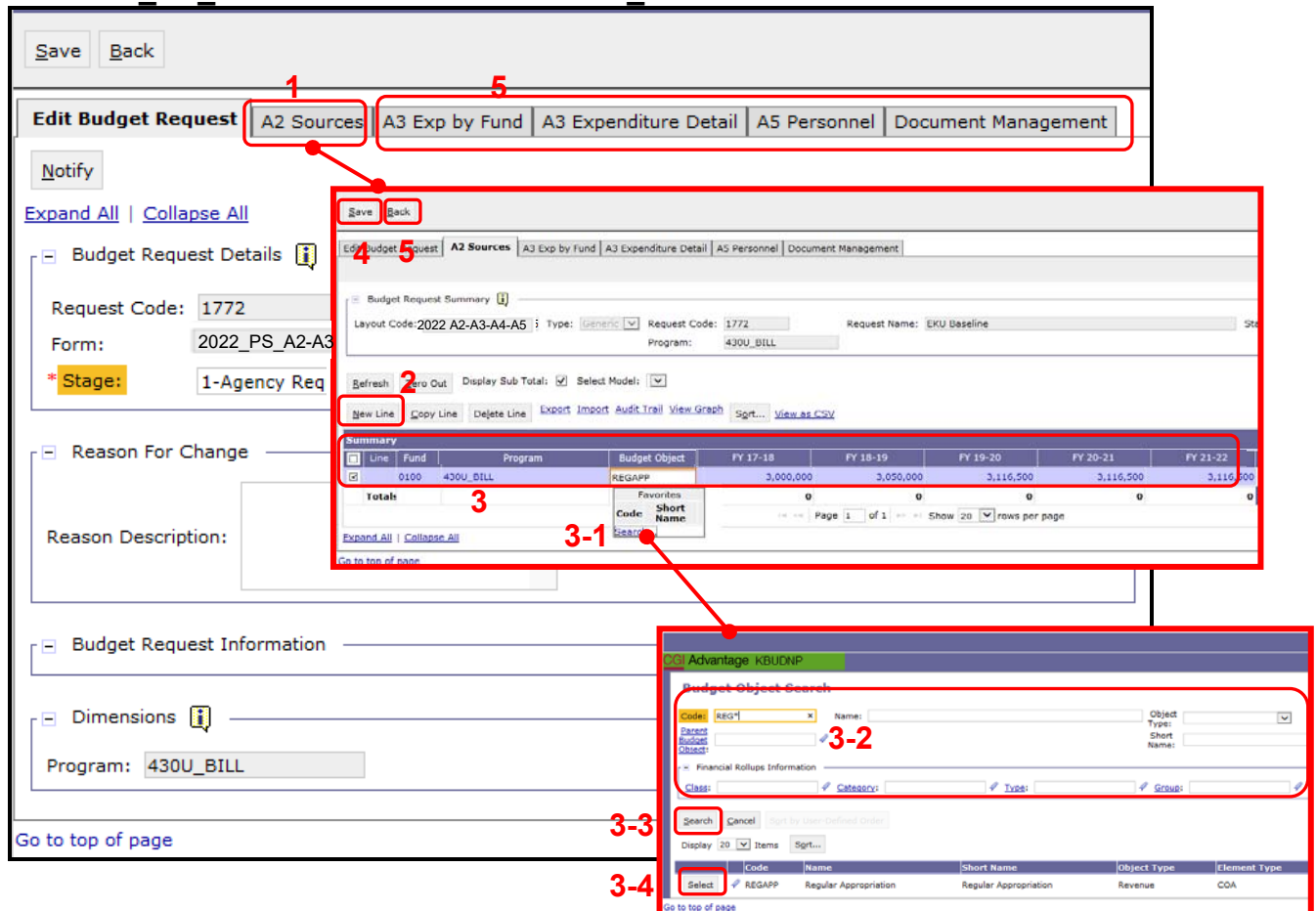


Code	Name	Short Name	Element Type	Parent	Department
430U_BILL	Eastern Kentucky University		COA		

Section 2.2.5 Entering Budget Data in the 2022_PS_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 Sources tab (NOTE: You can now add your baseline Sources of Funds)
 - 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 for the two historical years (FY18 and FY19 Actuals), the current fiscal year (FY20 Budgeted), and the two budget request years (FY21 and FY22 Requested)
 - Enter the appropriate budget data on the line. Every line will require a fund and a Budget Object. To use the search feature for the Fund or the Budget Object cells, follow these steps:
 - 3-1) Right mouse click in the cell and click the blue Search link
 - 3-2) From the Budget Object Search page, either use the search fields to refine your search results or leave all the fields blank to see all the available codes
 - 3-3) Click the Search button to execute the search or Cancel to cancel the search
 - 3-4) Click the Select button of the desired code, and it will populate the cell
 - Once you have finished entering all your budget lines for this tab, click the Save button
 - Click the next tab to add more budget lines or click the Back button to exit the form

New 2022_PS_A2-A3-A4-A5 Form for 430U_BILL



The screenshot shows the 'Edit Budget Request' interface for 'A2 Sources'. The main form includes tabs for 'A2 Sources', 'A3 Exp by Fund', 'A3 Expenditure Detail', 'A5 Personnel', and 'Document Management'. A 'New Line' button is highlighted with callout 2. A summary table is visible with callout 3 pointing to the 'Budget Object' column. A callout 3-1 points to a search icon in the table. A callout 3-2 points to the 'Budget Object Search' dialog box, which includes search fields for Code, Name, Object Type, and Short Name. Callout 3-3 points to the 'Search' button, and callout 3-4 points to the 'Select' button in the search results table.

Line	Fund	Program	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
0100	430U_BILL		REGAPP	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Totals								



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

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

Budget Request Summary ⓘ

Layout Code: 2022_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKU Baseline Stage: 1
Program: 430U_BILL

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	Program	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
1 <input type="checkbox"/>	0100	430U_BILL	REGAPP	-	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
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.

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

Budget Request Summary ⓘ

Layout Code: 2022_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKU Baseline Stage: 1
Program: 430U_BILL

Refresh Zero Out Display Sub Total: Select Model:

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

Summary

<input type="checkbox"/>	Line	Fund	Program	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Totals									

Page 1 of 1 Show 20 rows per page

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

[Go to top of 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 the Excel file and add your budget lines into a worksheet and edit the cells by following 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	H
1	Fund	Program	Budget Object	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
2								
3								
4								
5								

2022_PS_A2-A3-A4-A5 Form Tab Headers

Line	Fund	Program	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Totals								

Page 1 of 1 Show 20 rows per page

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.

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

Budget Request Summary [i]

Layout Code: 2022_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKU Baseline Stage: 1
Program: 430U_BILL

Refresh Zero Out Display Sub Total: Select Model:

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

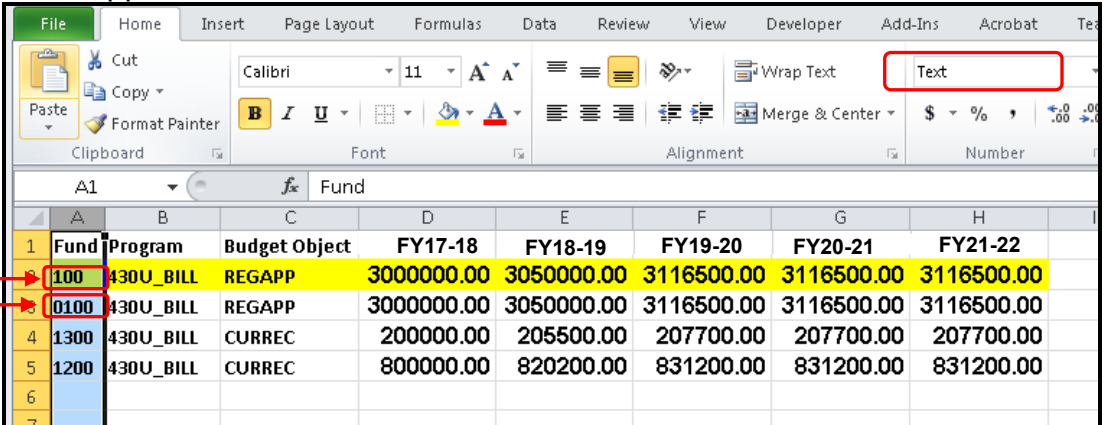
Line	Fund	Program	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Totals								

Page 1 of 1 Show 20 rows per page

Expand All Collapse All

Go to top of page

- Any fund cells with fund types that begin with a leading zero must include this zero. Excel will drop the leading zero if the cell is formatted as a currency or accounting format. To resolve this issue, highlight the affected column or cell, change the 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.



The screenshot shows the Excel ribbon with the 'Text' format option highlighted in a red box. Below the ribbon is a table with the following data:

	A	B	C	D	E	F	G	H
	Fund	Program	Budget Object	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
1	100	430U_BILL	REGAPP	3000000.00	3050000.00	3116500.00	3116500.00	3116500.00
2	0100	430U_BILL	REGAPP	3000000.00	3050000.00	3116500.00	3116500.00	3116500.00
4	1300	430U_BILL	CURREC	200000.00	205500.00	207700.00	207700.00	207700.00
5	1200	430U_BILL	CURREC	800000.00	820200.00	831200.00	831200.00	831200.00

- 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 a copy of the Budget Instructions, 2020-2022 Branch Budget Request Manual). Below are some of the budget objects that may be included in your budget request:

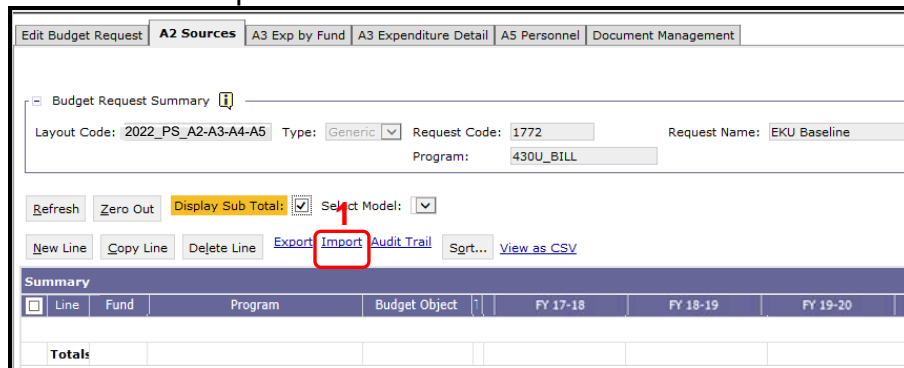
General Fund ONLY

- Regular Appropriation
- Special Appropriation

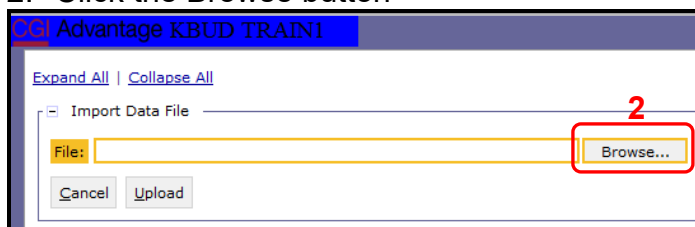
Restricted and Federal Funds ONLY

- Current Receipts

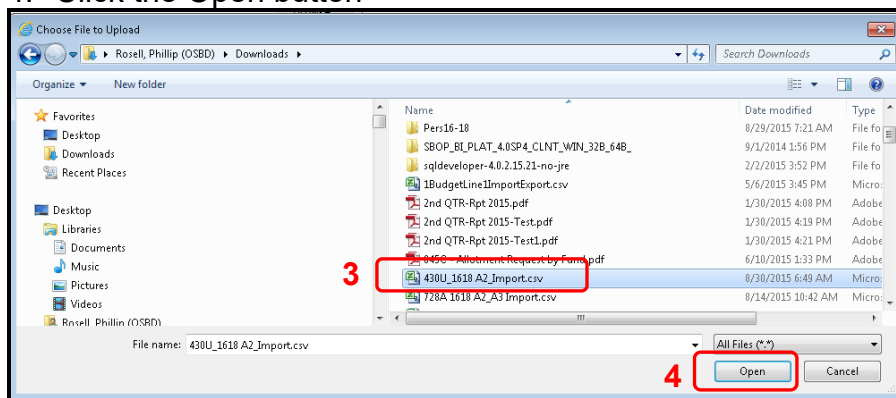
- Once you have populated your Excel worksheet with all budget lines and formatted it correctly, save the file as an Excel (XLS) file with a meaningful name and in a location where you will remember to find it.
- Once you have saved the Excel import file, return to A2 Sources tab in the 2022_PS_A2-A3-A4-A5 form. To import the budget lines, follow these steps:
 1. Click the blue Import link



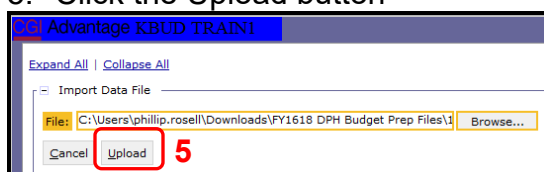
2. Click the Browse button



3. Navigate to the Excel file location, and click on the file name
4. Click the Open button




5. Click the Upload button





Baseline Budget Request

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

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

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

Action was successful.

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

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

Budget Request Summary Stage: 1

Layout Code: 2022_PS_A2-A3-A4-A5 | Type: Generic | Request Code: 1772 | Request Name: EKU Baseline
 Program: 430U_BILL

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

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

Summary					FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<input checked="" type="checkbox"/>	1	0100	430U_BILL	REGAPP R	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
<input type="checkbox"/>	2	1300	430U_BILL	CURREC R	200,000	205,500	207,700	207,700	207,700
<input type="checkbox"/>	3	1200	430U_BILL	CURREC R	800,000	820,200	831,200	831,200	831,200
Totals					-4,000,000	-4,075,700	-4,155,400	-4,155,400	-4,155,400

Page 1 of 1 | Show 20 rows per page

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

[Go to top of page](#)

- To complete the 2022_PS_A2-A3-A4-A5 form, you will need to repeat the procedures previously described in this section for the A3 Exp by Fund, 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).



Baseline Budget Request

- The A3 Exp by Fund tab needs to include budget data for each Fund/Program (as determined by your Budget Request Structure) for the two historical years (FY18 and FY19 Actuals), the current fiscal year (FY20 Budgeted), and the two budget request years (FY21 and FY22 Requested). The total expenditures by each fund (EXPBYFUND) must agree with the total sources by each fund on the A2 Sources tab and the program narrative.

A2 Sources Tab

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

Budget Request Summary ⓘ

Layout Code: 2022_PS_A2-A3-A4-A5 | Type: | Request Code: 1772 | Request Name: EKU Baseline | Stage:

Program: 430U_BILL

| | Display Sub Total: | Select Model:

| | | | | | | |

Line	Fund	Program	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 0100	430U_BILL	REGAPP R	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500

A3 Exp by Fund Tab

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

Budget Request Summary ⓘ

Layout Code: 2022_PS_A2-A3-A4-A5 | Type: | Request Code: 1772 | Request Name: EKU Baseline | Stage: 1

Program: 430U_BILL

| | Display Sub Total: | Select Model:

| | | | | | | |

Line	Fund	Program	Budget Object	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 0100	430INST_PG	EXPBYFUND E	2,000,000	2,073,700	2,100,000	2,200,000	2,300,000
<input type="checkbox"/>	2 0100	430RES_PG	EXPBYFUND E	10,000	100,000	100,000	75,000	75,000
<input type="checkbox"/>	3 0100	430LIB_PG	EXPBYFUND E	10,000	7,300	66,500	50,000	50,000
<input type="checkbox"/>	4 0100	430OM_PG	EXPBYFUND E	500,000	500,000	500,000	400,000	400,000
<input checked="" type="checkbox"/>	5 0100	430ACS_PG	EXPBYFUND E	300,000	300,000	350,000	391,500	391,500
Totals				3,000,000	3,050,000	3,116,500	3,116,500	3,166,500

- The total expenditures on the A3 – Expenditure Detail tab must agree with the total expenditures by fund (EXPBYFUND) on the A3 Exp by Fund tab and the program narrative.
- The specific expenditure budget objects 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.
- For the remaining expenditures in your request that are not required or specified by your GOPM Analyst, you can choose any detailed budget 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 budget object group codes such as E210M, E250M, and E340M from the Budget Object Search list.



Baseline Budget Request

- For **Debt Service** lines, you will choose EDSGEN (General Fund), EDSRES (Restricted Fund), EDSFED (Federal Fund), EDSTOB (Tobacco) or EDROAD (Road). **Operating Transfer** lines are also available for each of the major object classes: T113, T60C, etc.
- 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
 - E222 – Facilities & Support Services charges for state-owned space (includes utilities)
 - E254 – Insurance Premium (Fire & Tornado)
 - 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 Sources A3 Exp by Fund A3 Expenditure Detail A5 Personnel Document Management

Budget Request Summary ⓘ

Layout Code: 2022_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKU Baseline
 Program: 430U_BILL

Refresh Zero Out Display Sub Total: Select Model: ▼

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

Summary									
<input type="checkbox"/>	Line	Program	Budget Object		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1	430U_BILL	E111	E	780,000	790,000	800,000	802,000	802,000
<input type="checkbox"/>	2	430U_BILL	E121	E	59,700	60,400	61,200	61,800	61,800
<input type="checkbox"/>	3	430U_BILL	E122	E	71,800	72,700	73,200	73,900	73,900
<input type="checkbox"/>	4	430U_BILL	E123	E	78,000	78,000	78,000	78,000	78,000
<input type="checkbox"/>	5	430U_BILL	E124	E	5,000	5,000	5,000	5,000	5,000
<input type="checkbox"/>	6	430U_BILL	E210M	E	10,000	10,000	10,000	10,000	10,000
<input type="checkbox"/>	7	430U_BILL	E222	E	20,000	20,000	20,000	20,000	20,000
<input type="checkbox"/>	8	430U_BILL	E320M	E	5,000	5,000	5,000	4,700	4,700
<input type="checkbox"/>	9	430U_BILL	E360M	E	3,000	3,000	3,000		
<input type="checkbox"/>	10	430U_BILL	E410M	E	2,967,500	3,031,600	3,100,000	3,100,000	3,100,000
Totals					4,000,000	4,075,700	4,155,400	4,155,400	4,155,400

Page 1 of 1 Show 20 rows per page



Baseline Budget Request

- The A5 Personnel tab is used to identify the number of Full-Time, Part-Time and Other Positions (including Federally Funded Time Limited (FFTL) and Interim positions). For fiscal years 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 2020.
- 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.
- 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 Sources | A3 Exp by Fund | A3 Expenditure Detail | A5 Personnel | Document Management

Budget Request Summary i

Layout Code: 2022_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKU Baseline Stage: 1

Program: 430U_BILL

Refresh Zero Out Display Sub Total: Select Model: ▼

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

Summary									
Line	Program	Budget Object	Status	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	
<input type="checkbox"/>	1 430U_BILL	FULLTIME	R FILLED	34	33	31	31	31	31
<input type="checkbox"/>	2 430U_BILL	FULLTIME	R VACANT	0	0	1	0	0	0
<input type="checkbox"/>	3 430U_BILL	GFPOS	E 0	751,500	760,500	765,800	768,300	768,300	
<input type="checkbox"/>	4 430U_BILL	RESPOS	E 0	5,000	5,050	6,600	6,600	6,600	
<input type="checkbox"/>	5 430U_BILL	FEDPOS	E 0	238,000	240,100	245,000	245,800	245,800	
Totals				994,466	1,005,617	1,017,368	1,020,669	1,020,669	

Page 1 of 1 Show 20 rows per page



Baseline Budget Request

- The final step to complete the 2022_PS_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: Postsecondary Education Institutions Eastern Kentucky University			
Governmental Branch: Executive Cabinet/Function: 45 Postsecondary Education		Appropriation Unit: Program/Service Unit: Sub Program: Posting Unit:			
I. PERFORMANCE/RESULTS DOCUMENTATION	Actual	Actual	Budgeted	Baseline	
	FY 2017-18	FY 2018-19	FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
(a) Sub-Program/Unit Funding	\$4,000,000	\$4,075,700	\$4,155,400	\$4,155,400	\$4,155,400
(b) Total Quantitative Data/Tests					
II. PROGRAM NARRATIVE					
Eastern Kentucky University, with an enrollment of approximately 16,000 students, is a regional, coeducational, public institution of higher education offering general and liberal arts programs, pre-professional and professional preparations in education and various other fields at both 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. Windows File Upload

4. Open

5. Upload

Document Management

6. Save

5. SA-NARRATIVE 16-18 FINAL.docx



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. 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.

A2 Sources Tab Data

Summary									
Line	Fund	Program	Budget Object		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
1	0100	430U_BILL	REGAPP	R	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
2	1300	430U_BILL	CURREC	R	200,000	205,500	207,700	207,700	207,700
3	1200	430U_BILL	CURREC	R	800,000	820,200	831,200	831,200	831,200
Totals					-4,000,000	-4,075,700	-4,155,400	-4,155,400	-4,155,400

A3 Exp by Fund Tab Data

Summary									
Line	Fund	Program	Budget Object		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
1	0100	430INST_PG	EXPBYFUND	E	2,000,000	2,075,700	2,100,000	2,200,000	2,300,000
2	0100	430RES_PG	EXPBYFUND	E	100,000	100,000	100,000	75,000	75,000
3	0100	430LIB_PG	EXPBYFUND	E	100,000	74,300	66,500	50,000	50,000
4	0100	430OM_PG	EXPBYFUND	E	500,000	500,000	500,000	400,000	400,000
5	0100	430ACS_PG	EXPBYFUND	E	300,000	300,000	350,000	391,500	441,500
6	1300	430INST_PG	EXPBYFUND	E	50,000	50,500	57,700	57,700	57,700
7	1300	430AUX_PG	EXPBYFUND	E	50,000	50,000	50,000	50,000	50,000
8	1300	430SCH_PG	EXPBYFUND	E	100,000	100,000	100,000	100,000	100,000
9	1200	430INST_PG	EXPBYFUND	E	300,000	300,000	300,000	300,000	300,000
10	1200	430RES_PG	EXPBYFUND	E	500,000	520,000	531,200	531,200	531,200
Totals					4,000,000	4,070,500	4,155,400	4,155,400	4,205,400

A1A2 Financial Record Report

A3 Expenditure Detail Tab Data

Summary									
Line	Program	Budget Object		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	
1	430U_BILL	E111	E	780,000	790,000	800,000	802,000	802,000	
2	430U_BILL	E121	E	59,700	60,400	61,200	61,800	61,800	
3	430U_BILL	E122	E	71,800	72,700	73,200	73,900	73,900	
4	430U_BILL	E123	E	78,000	78,000	78,000	78,000	78,000	
5	430U_BILL	E124	E	5,000	5,000	5,000	5,000	5,000	
6	430U_BILL	E210M	E	10,000	10,000	10,000	10,000	10,000	
7	430U_BILL	E222	E	20,000	20,000	20,000	20,000	20,000	
8	430U_BILL	E320M	E	5,000	5,000	5,000	4,700	4,700	
9	430U_BILL	E360M	E	3,000	3,000	3,000			
10	430U_BILL	R410M	E	2,967,900	3,031,600	3,100,000	3,100,000	3,100,000	
Totals				4,000,000	4,075,700	4,155,400	4,155,400	4,155,400	

2020-2022 Kentucky Branch Budget Baseline Budget Request: Financial Record All requested columns rounded to nearest \$100						
OPERATING BUDGET RECORD A1/A2		Agency: Postsecondary Education Institutions				
Governmental	Branch: Executive Branch	Appropriation: Eastern Kentucky University				
Cabinet: Postsecondary Education	Program/Service Unit:	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 FUND						
General Fund		3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Regular Appropriation		3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Total General Fund		3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Federal Fund		800,000	820,200	831,200	831,200	831,200
Current Receipts		800,000	820,200	831,200	831,200	831,200
Total Federal Fund		800,000	820,200	831,200	831,200	831,200
Restricted Funds		200,000	205,500	207,700	207,700	207,700
Current Receipts		200,000	205,500	207,700	207,700	207,700
Total Restricted Funds		200,000	205,500	207,700	207,700	207,700
TOTAL SOURCE OF FUNDS		4,000,000	4,075,700	4,155,400	4,155,400	4,155,400
EXPENDITURES BY CLASS						
Personnel Costs		994,500	1,008,100	1,017,400	1,020,700	1,020,700
Operating Expenses		38,000	38,000	38,000	34,700	34,700
Grants Loans Benefits		2,967,500	3,031,600	3,100,000	3,100,000	3,100,000
TOTAL EXPENDITURES BY CLASS		4,000,000	4,075,700	4,155,400	4,155,400	4,155,400
EXPENDITURES BY FUND SOURCE						
General Fund		3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Federal Fund		800,000	820,200	831,200	831,200	831,200
Restricted Funds		200,000	205,500	207,700	207,700	207,700
TOTAL EXPENDITURES BY FUND		4,000,000	4,075,500	4,155,400	4,155,400	4,205,400
EXPENDITURES BY UNIT						
Academic Support		300,000	300,000	350,000	391,500	341,500
Auxiliary Enterprises		50,000	50,000	50,000	50,000	50,000
Instruction		2,650,000	2,428,200	2,457,700	2,657,700	2,657,700
Libraries		100,000	74,300	66,500	50,000	50,000
Operation and Maintenance of Plant		500,000	500,000	500,000	400,000	400,000
Research		600,000	620,000	631,200	608,200	608,200
Scholarships and Fellowships		100,000	100,000	100,000	100,000	100,000
TOTAL EXPENDITURES BY UNIT		4,000,000	4,070,500	4,155,400	4,155,400	4,205,400



Baseline Budget Request

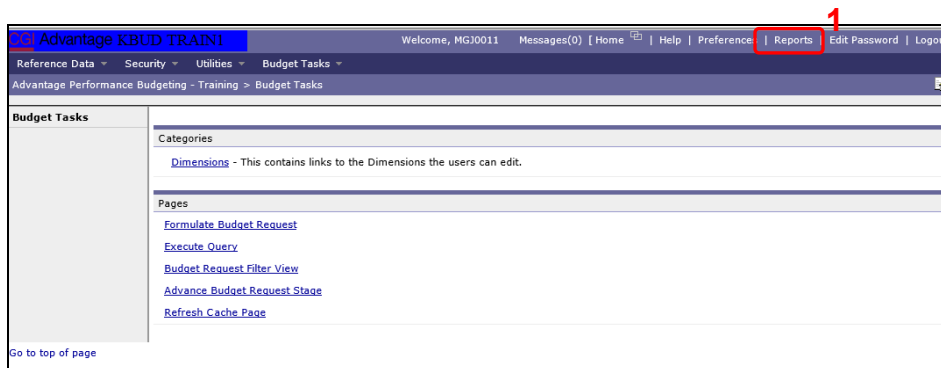
- In this scenario, we will run the baseline reports for EKU at the bill level using program code 430U_BILL. There are three baseline reports and A4 Narrative (Word Document) that would be required for your baseline budget submission. The other two reports are designed as supportive reports to aid the 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 430U BILL

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_PS_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 KBUD User ID in the User Name textbox and your password
3. Click on the Log On button

SAP BusinessObjects

BI launch pad

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

System: CAS073VF-AP021-0100

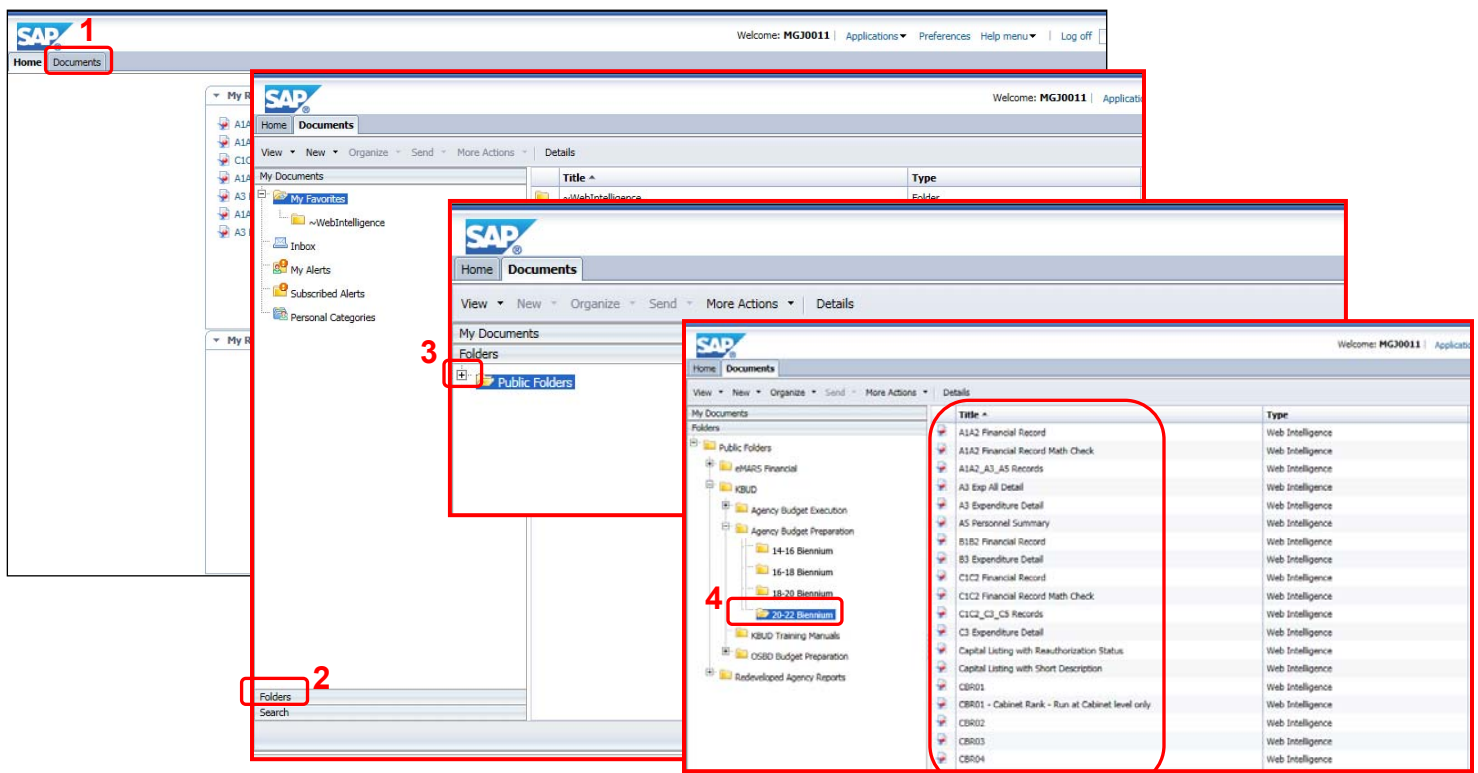
User Name: 2

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 screenshot shows the SAP BusinessObjects interface with several overlapping windows illustrating the navigation steps:

- Step 1:** The top window shows the 'Home' tab and 'Documents' sub-tab selected.
- Step 2:** The middle window shows the 'Folders' bar at the bottom of the page.
- Step 3:** The bottom-left window shows the 'Public Folders' expanded.
- Step 4:** The bottom-right window shows the '20-22 Biennium' folder expanded, displaying a list of reports such as 'A1A2 Financial Record', 'A3 Expenditure Detail', and 'C1C2 Financial Record'.

When the budget data has been completely entered into the 2022_PS_A2-A3-A4-A5 form, the baseline reports can be ran and printed for this program. (NOTE: 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_PS_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

Budget Request Summary

Layout Code: 2022_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKU Baseline
 Program: 430U_BILL

SAP Documents

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

User Prompt Input

Enter Program Code: 430U_BILL

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

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
OPERATING BUDGET RECORD A1/A2					
Agency: Postsecondary Education Institutions					
Appropriation: Eastern Kentucky University					
Governmental Branch: Executive Branch					
Cabinet: Postsecondary Education					
Program/Service Unit:					
Sub Program:					
Posting Unit:					
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Total General Fund	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Federal Fund					
Current Receipts	800,000	820,200	831,200	831,200	831,200
Total Federal Fund	800,000	820,200	831,200	831,200	831,200
Restricted Funds					
Current Receipts	200,000	205,500	207,700	207,700	207,700
Total Restricted Funds	200,000	205,500	207,700	207,700	207,700
TOTAL SOURCE OF FUNDS	4,000,000	4,075,700	4,155,400	4,155,400	4,155,400
EXPENDITURES BY CLASS					
Personnel Costs	994,500	1,006,100	1,017,400	1,020,700	1,020,700
Operating Expenses	38,000	38,000	38,000	34,700	34,700
Grants Loans Benefits	2,967,500	3,031,600	3,100,000	3,100,000	3,100,000
TOTAL EXPENDITURES BY CLASS	4,000,000	4,075,700	4,155,400	4,155,400	4,155,400
EXPENDITURES BY FUND SOURCE					
General Fund	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500



Baseline Budget Request

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

OPERATING BUDGET RECORD A1/A2		Agency: Public Health			
Governmental Branch: Executive Branch		Appropriation: Public Health			
Cabinet: Health and Family Services		Program/Service Unit: General Health Support			
		Sub Program:			
		Posting Unit:			
	FY 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

Total Sources of Restricted Funds
 Total Restricted Fund Expenditures

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		1,815	2,038	0	0	0
Carry Forward Check #		1,815	2,038	0	0	0
Should = Zero		0	0	0	0	0
Total Funds Check						
Fund Source Total		25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative		699,763	732,838	270,000	270,000	0
Expenditure Check						
Total Expenditures by Class		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero		0	0	0	0	0
General Fund Revenues - Expenditures						

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

What to Do If Math Check Fails
 If the expenditures by fund source exceed the source of fund totals, adjust the budget data in either the 2022_PS_A2-A3-A4-A5 Form/A2 or A3 tab. Either Revenues need to be increased or expenditures by fund decreased.



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	
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	732,939	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 either the 2022_PS_A2-A3-A4-A5 Form/A2 or A3 tab. Either Revenues need to be increased or expenditures by fund decreased.



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	0
Should = Zero	0	0	0	0	0
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	0
Should = Zero	0	0	0	0	0
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check	699,763	732,838	270,000	270,000	0
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

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

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

- 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_PS_A2-A3-A4-A5 form in KBUD)
 - Once the proper parameter/variable is entered, the Run icon will be enabled. Click the Run icon to run the report

Completed 2022_PS_A2-A3-A4-A5 Form

Budget Request Summary

Layout Code: 2022_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKV Baseline
 Program: 430U_BILL

Summary

Line	Fund	Program
<input type="checkbox"/>	1 0100	430U_BILL
<input type="checkbox"/>	2 1300	430U_BILL
<input type="checkbox"/>	3 1200	430U_BILL
Totals		

Document List

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
B1S2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C3 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence

A3 Exp All Detail Report

Enter value(s) for Program Code:
430U_BILL

WORKING PAPERS

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

Agency: Postsecondary Education Institutions
Appropriation: Eastern Kentucky University

Operating Budget A-3 All Detail
 Governmental Branch: Executive Branch Program/Service Unit:
 Cabinet: Postsecondary Education Sub Program:
 Posting Unit:

	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	800,000	820,200	831,200	831,200	831,200
General Fund	3,000,000	3,050,000	3,116,500	3,116,500	3,116,500
Restricted Fund	200,000	205,500	207,700	207,700	207,700
TOTAL EXPENDITURES BY FUND	4,000,000	4,075,700	4,155,400	4,155,400	4,155,400
EXPENDITURE CATEGORY					
E111 E111 Regular Salaries & Wages	780,000	790,000	800,000	802,000	802,000
E121 E121 Employers FICA	59,700	60,400	61,200	61,800	61,800
E122 E122 Employers Retirement	71,800	72,700	73,200	73,900	73,900
E123 E123 Employers Health Insurance	78,000	78,000	78,000	78,000	78,000
E124 E124 Employers Life Insurance	5,000	5,000	5,000	5,000	5,000
Total Personnel Costs	994,500	1,006,100	1,017,400	1,020,700	1,020,700
E210M Utilities & Heating Fuels	10,000	10,000	10,000	10,000	10,000
E222 Facilities and Support Services Charges	20,000	20,000	20,000	20,000	20,000



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.

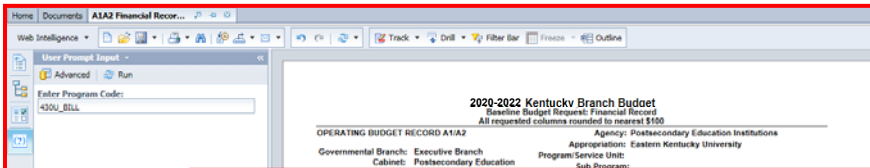
1. Click in the cell to activate it and right mouse click to pull up the calculator
2. Use the calculator to make adjustments and click the Store button to store the new calculated amount in the cell.

A3 Exp All Detail Report

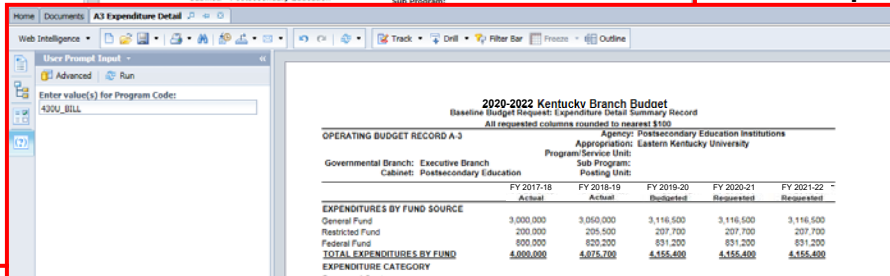
The screenshot displays the 'A3 Exp All Detail Report' interface. On the left, a 'User Prompt Input' box contains '430U_BILL'. The main area shows 'WORKING PAPERS' for the '2020-2022 Kentucky Branch Budget'. It lists 'Operating Budget A-3 All Detail' for 'Agency: Postsecondary Education Institutions' and 'Appropriation: Eastern Kentucky University'. A table shows 'EXPENDITURES BY FUND SOURCE' with a total of 4,000,000 for FY 2017-18. Below this, 'EXPENDITURE CATEGORY' lists items like 'E111 Regular Salaries & Wages' with a value of 780,000. A 'Summary' table at the bottom shows budget lines for '430U_BILL' across fiscal years 17-18, 18-19, and 19-20. A calculator overlay is positioned over the '780,000' cell in the summary table, with a red box around the 'Store' button. A red arrow points from the '780,000' cell in the 'EXPENDITURE CATEGORY' table to the calculator. A red box labeled 'A3 Expenditure Detail Tab' is on the right side of the interface.

- 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.

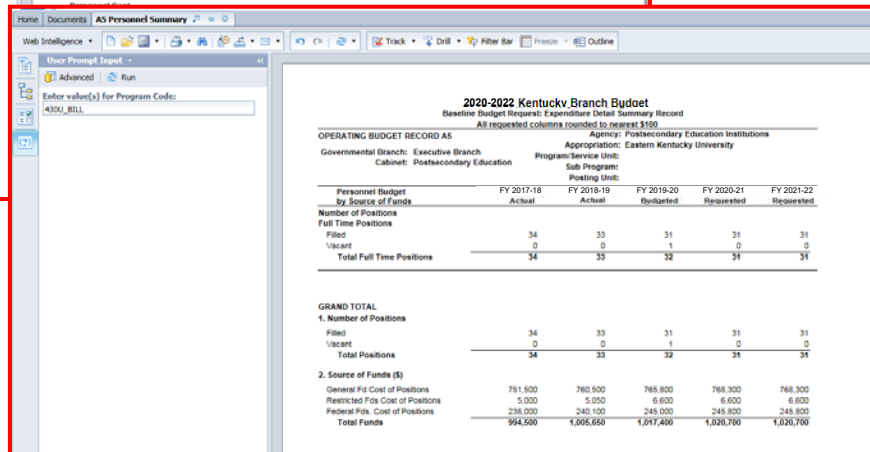
A1A2 Financial Record Report



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 Additional Budget Requests

Section 3.1 Budget Form Overview

The two tools within KBUD used to create your Additional Budget Requests (ABRs) are the ABR Maintenance Dimension and the 2022_PS_B2-B3-B4-B5, Postsecondary B2/B3/B4/B5 Additional Budget Request form. These two tools are all the components necessary to produce the B1B2 Financial Record Report and B3 Expenditure Detail Report in EBI. The narrative data entered in the ABR dimension table along with the numerical budget data entered on the agency's 2022_PS_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)

CGI Advantage KBUDNP

Reference Data Security Utilities Budget Tasks

Advantage Performance Budgeting - KBUDNP > Budget Tasks > Dimensions >

Edit ABR Document Management

Save

Expand All Collapse All

ABR Information

Code: 430U20X001

Name:

Kentucky ABR Information

Request Type: Growth

ABR Agency Rank: 2

ABR Cabinet Rank:

B3 Expenditure Detail Report

B1B2 Financial Record Report

OPERATING BUDGET RECORD B-1/B-2

Governmental Branch: Executive Branch

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

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

Agency: Postsecondary Education Institutions

Appropriation: Eastern Kentucky University

Program/Service Unit: Sub Program: Posting Unit: REQUEST TITLE: EKU Additional Budget Request

OPERATING BUDGET RECORD B-1/B-2

Governmental Branch: Executive Branch Cabinet: Postsecondary Education

Request Type: Growth

	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested
SOURCE OF FUNDS			
General Fund	0	1,800,000	3,600,000
Regular Appropriation	0	1,800,000	3,600,000
Total General Fund	0	1,800,000	3,600,000
Restricted Funds	0	180,800	334,400
Current Receipts	0	180,800	334,400
Total Restricted Funds	0	180,800	334,400
TOTAL SOURCE OF FUNDS	0	1,980,800	3,934,400
EXPENDITURES BY CLASS			
Personnel Costs	0	1,412,300	3,244,300
Operating Expenses	0	44,400	83,600
Capital Outlay	0	524,100	606,600
TOTAL EXPENDITURES BY CLASS	0	1,980,800	3,934,400
EXPENDITURES BY FUND SOURCE			
General Fund	0	1,800,000	3,600,000
Restricted Funds	0	180,800	334,400
TOTAL EXPENDITURES BY FUND	0	1,980,800	3,934,400
PERSONNEL POSITIONS			
Number of Positions			
Full Time Positions - FILLED	0	20	20
GRAND TOTAL - Number of Positions	0	20	20

2022_PS_B2-B3-B4-B5 Form

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

Budget Request Summary

Layout Code: 2022_PS_B2-B3-B4-B5 Type: Generic Request Code: 1773 Request Name: EKU Additional Budget Request

ABR: 430U20X001 Program: 430U_BILL

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

Numerical Budget Data

Line	Fund	Program	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	0100	430U_BILL	REGAPP	R	1,800,000	3,600,000
2	1300	430U_BILL	CURREC	R	180,800	334,400
Totals					0	-1,980,800



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 beyond the Baseline Budget Request and the Defined Calculations Budget Request for each agency must be submitted on Additional Budget Request Records. Requests for current year appropriations for FY 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.

For each Additional Budget Request, there are ten pre-defined Additional Budget Request codes in the Dimension Tables that will be used for each B2/B3/B4/B5 Additional Budget Request form. If additional ABR codes are needed, agencies will need to contact the KBUD Administrators (KBUDAdministrator@ky.gov) to request additional codes.

In KBUD, the 2022_PS_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_PS_B2-B3-B4-B5	Post Sec - B2/B3/B4/B5 Additional Budget Request



Additional Budget Requests

The 2022_PS_B2-B3-B4-B5 Post Sec Additional Budget Request form contains multiple tabs to perform different functions. For example, the 2022_PS_B2-B3-B4-B5 form contains separate tabs to record the various components of your ABR data:

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

2022_PS_B2-B3-B4-B5 Form with Multiple Tabs

Edit Budget Request	B2 Sources	B3 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

Legal Authority Citation::

Dimensions ⓘ

Program: ABR:

Section 3.2 *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 it meets the conditions of an ABR.

Section 3.2.1 *Process Overview*

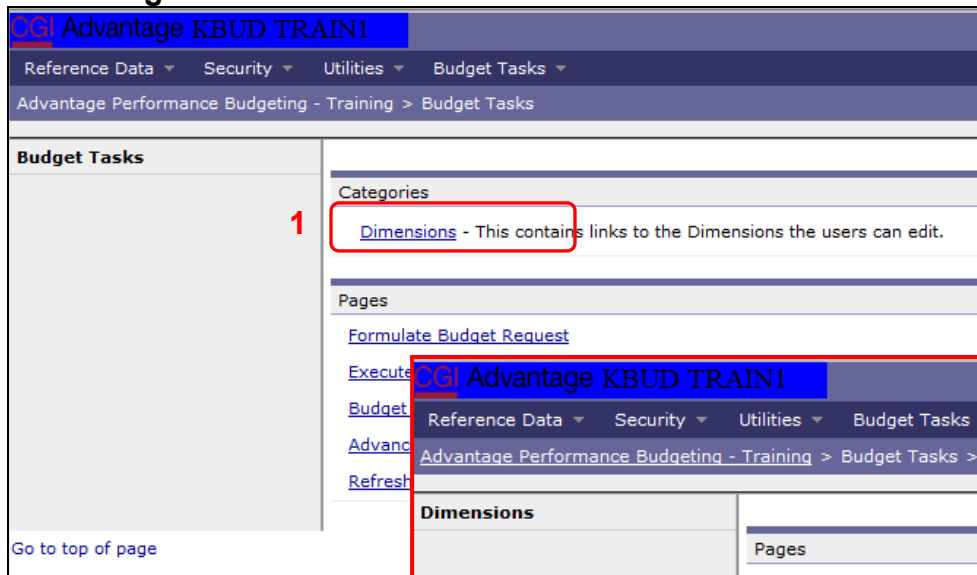
The following is a summarized description of the steps involved in the process to create an Additional Budget Request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the ABR Maintenance Dimension table to update the information to one of the pre-defined ABR dimensions
- 2) Navigate to the Budget Layout Selection Page to choose the 2022_PS_B2-B3-B4-B5 Budget Request form
- 3) Create an instance of the 2022_PS_B2-B3-B4-B5 Budget Request form for an ABR
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
 - 2022_PS_B2-B3-B4-B5 Budget Request Form Tabs
 - **B2 Sources**
 - **B3 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 3.2.2 Login to KBUD and Navigate to the ABR Maintenance Dimension

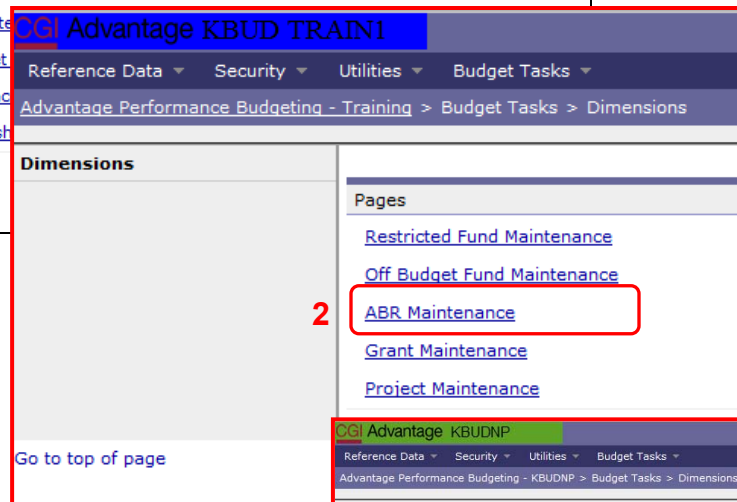
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the ABR Maintenance Link. The ABR Maintenance page will appear.

Home Page



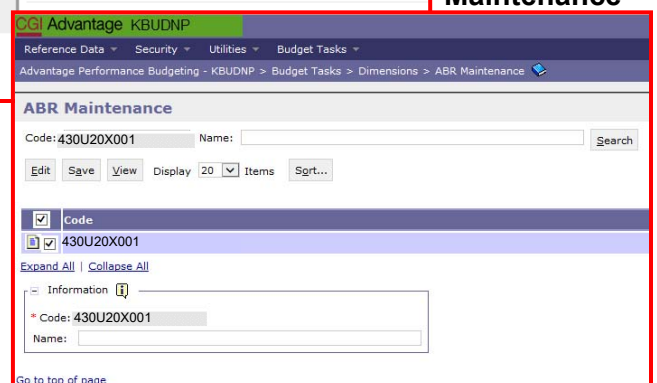
The screenshot shows the KBUD Home Page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there are two sub-sections: "Categories" and "Pages". In the "Categories" section, the link "Dimensions - This contains links to the Dimensions the users can edit." is highlighted with a red box and a red number "1".

Dimensions



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

ABR Maintenance

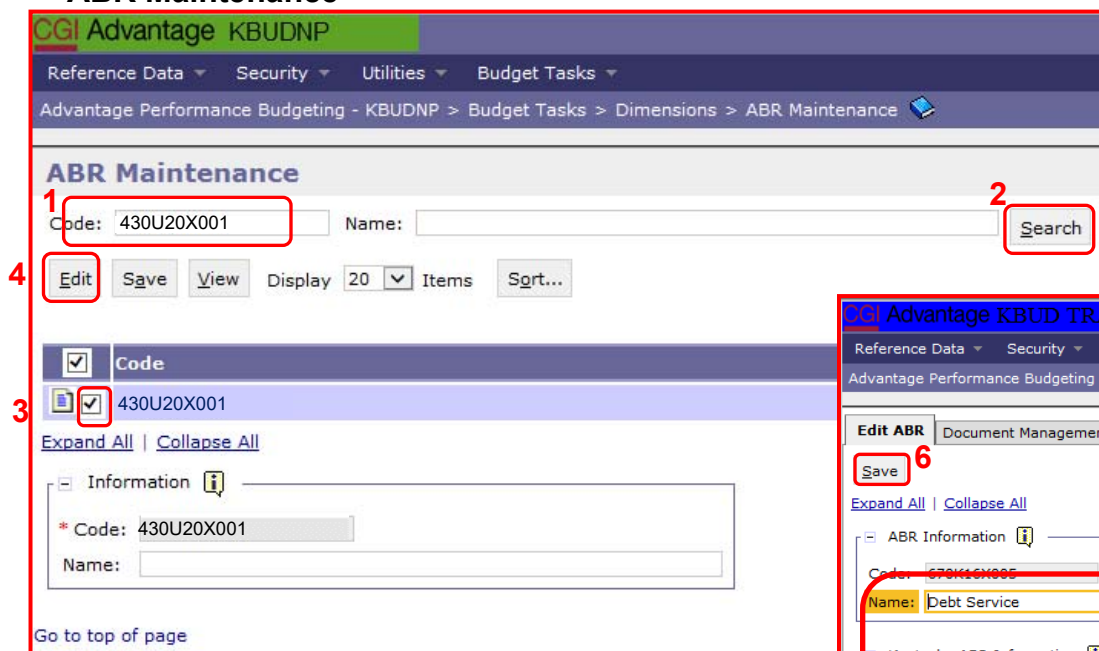


The screenshot shows the "ABR Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - KBUDNP > Budget Tasks > Dimensions > ABR Maintenance". The page displays a search bar with "Code: 430U20X001" and "Name:" fields. Below the search bar, there are buttons for "Edit", "Save", "View", "Display", "20", "Items", and "Sort...". A table with one row is shown, with columns for "Code" and "Name". The row contains "430U20X001". Below the table, there are links for "Expand All" and "Collapse All". An "Information" icon is also present.

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 screen will appear

ABR Maintenance



CGI Advantage KBUDNP

Reference Data ▾ Security ▾ Utilities ▾ Budget Tasks ▾

Advantage Performance Budgeting - KBUDNP > Budget Tasks > Dimensions > ABR Maintenance

ABR Maintenance

Code: 430U20X001 Name: Search

Edit Save View Display 20 Items Sort...

<input checked="" type="checkbox"/>	Code
<input checked="" type="checkbox"/>	430U20X001

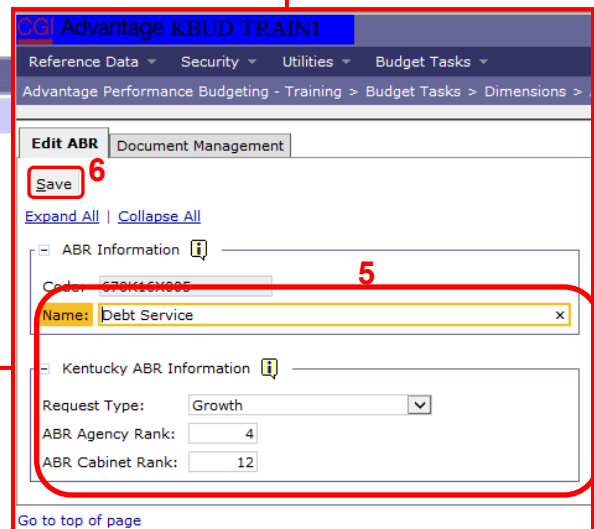
Expand All | Collapse All

Information

* Code: 430U20X001 Name:

Go to top of page

Edit ABR



CGI Advantage KBUD TRAIN1

Reference Data ▾ Security ▾ Utilities ▾ Budget Tasks ▾

Advantage Performance Budgeting - Training > Budget Tasks > Dimensions >

Edit ABR

Save

Expand All | Collapse All

ABR Information

Code: 430U20X001 Name: Debt Service

Kentucky ABR Information

Request Type: Growth

ABR Agency Rank: 4

ABR Cabinet Rank: 12

Go to top of page

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

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



Additional Budget Requests

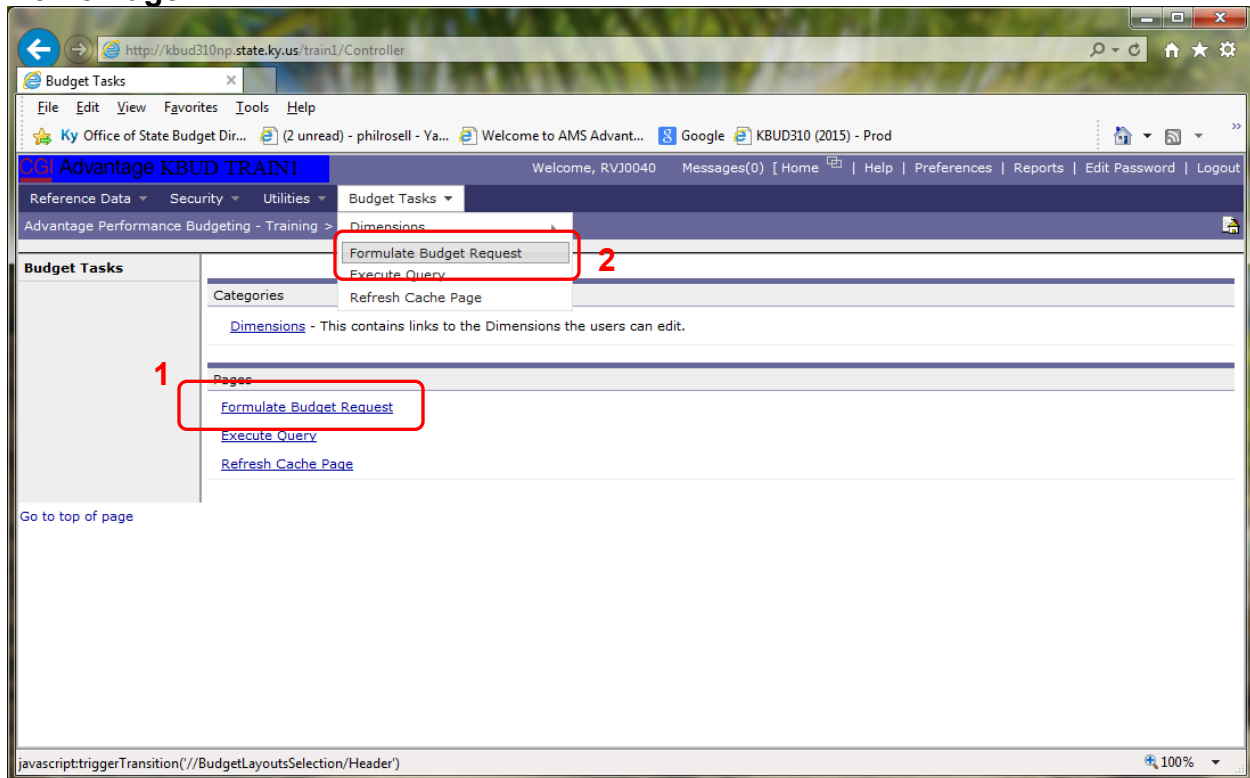
- Here is some additional guidance to assist in filling out Dimension ABR Maintenance page. The following information should be completed for each ABR.

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

Section 3.2.3 Navigate to 2022_PS_B2-B3-B4-B5 Form

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

Home Page





Additional Budget Requests

- From the Budget Layout Selection page, you will see all the KBUD forms that available for your use. In this case, you want to choose the 2022_PS_B2-B3-B4-B5 form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

CGI Advantage Welcome, M...

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

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

Budget Layout Selection

Code: Name:

Layout Type:

Summary

Code	Name
2022_PS_A2-A3-A4-A5	Post Sec - A2/A3/A4/A5 Baseline Budget Request
2022_PS_B2-B3-B4-B5	Post Sec - B2/B3/B4/B5 Additional Budget Request

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (2022_PS_B2-B3-B4-B5) you have created.

Select Budget Request Page (2022_PS_B2-B3-B4-B5 Form)

CGI 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: Request Code: Stage: Archive View:

Layout Type: Name:

Grant:

Display Items

Request Code	Name	Stage	Grant
- NO ITEMS TO DISPLAY -			

No Instances



Additional Budget Requests

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_PS_B2-B3-B4-B5 Forms)

Search Results (Instances of the Form)

<input type="checkbox"/>	Request Code	Name	Stage	Program	ABR
<input checked="" type="checkbox"/>	1773	EKU Additional Budget Request	430U_BILL	430U20X001	



Section 3.2.4 Creating the Additional Budget Request Form

In this section, we will continue from the previous section to create an ABR for the ECU using Program Code 430U_BILL and ABR Code 430U20X001.

- 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_PS_B2-B3-B4-B5 form.

Select Budget Request Page (2022_PS_B2-B3-B4-B5 Form)

Advantage KBUDNP

Welcome, MGJ0011 Messages(0) Home Help Preferences Reports Edit Pa

Reference Data Security Utilities Budget Tasks

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

Select Budget Request

Layout Code: 2022_PS_B2-B3-B4-B5 Request Code:

Layout Type: Generic Name:

ABB: Program:

Stage: 1 Archive View: False Search

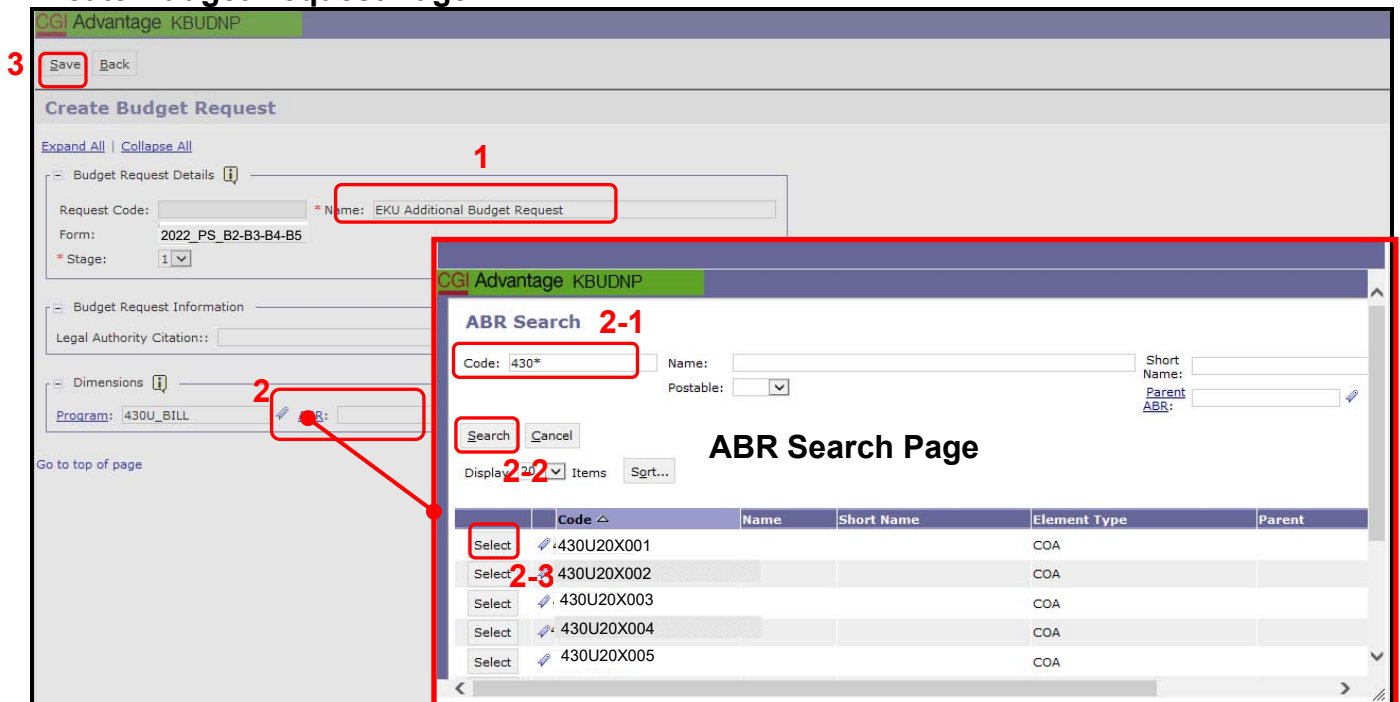
Display 20 Items Sgrt...

Request Code	Name	Stage	Program	ABR
- NO ITEMS TO DISPLAY -				

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

1. Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form)
2. Fill in the Program and ABR textboxes There are two ways to fill in the textbox: 1) Type in the correct ABR code, or 2) click on the blue ABR link to pull up a ABR Search box, and complete the following three steps to select it from a pick list:
 - 2-1) Type in the first few digits of the ABR code and * in the Code textbox
 - 2-2) Click the Search button
 - 2-3) Click the Select button for the 430U20X001 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 in the Advantage KBUDNP system. A red box labeled '3' highlights the 'Save' button. A red box labeled '1' highlights the 'Name' field containing 'EKU Additional Budget Request'. A red box labeled '2' highlights the 'Program' field containing '430U_BILL'. An inset window shows the 'ABR Search' page. A red box labeled '2-1' highlights the 'Code' field containing '430*'. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the 'Select' button for the first row in the results table.

	Code	Name	Short Name	Element Type	Parent
Select	430U20X001			COA	
Select	430U20X002			COA	
Select	430U20X003			COA	
Select	430U20X004			COA	
Select	430U20X005			COA	

Section 3.2.5 Entering Budget Data in the 2022_PS_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 Sources tab (NOTE: You can now add your Sources of Funds 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

New 2022_PS_B2-B3-B4-B5 Form for 430U20X001

B2 Sources Tab

Line	Fund	Program	Budget Object	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	0100	430U_BILL	REGAPP		1,800,000	3,600,000
<input checked="" type="checkbox"/>	1300	430U_BILL				
Totals				0	1,800,000	3,600,000



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.

[Edit Budget Request](#) | **B2 Sources** | [B3 Exp by Fund](#) | [B3 Expenditure Detail](#) | [B5 Personnel](#) | [Document Management](#)

Budget Request Summary ⓘ

Layout Code: Type: Request Code: Request Name:

ABR: Program:

Display Sub Total: Select Model:

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

Summary								
<input type="checkbox"/>	Line	Fund	Program	Budget Object		FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 0100		430U_BILL	REGAPP	R		1,800,000	3,600,000
<input checked="" type="checkbox"/>	2 1300		430U_BILL	CURREC	R		180,800	334,400
Totals						0	-1,980,800	-3,934,400

Page 1 of 1 Show 20 rows per page

- To complete the 2022_PS_B2-B3-B4-B5 form, you will need to repeat the procedures previously described in this section of the manual for the B3 Exp by Fund, B3 Expenditure Detail, and B5 Personnel tabs.
- The total expenditures by fund on the B3 – Exp by Fund tab must agree with the total fund sources on the B2 Sources tab and the program narrative.
- The total expenditures on the B3 – Expenditure Detail tab must agree with the total expenditures by fund (EXPBYFUND) on the B3 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.



Additional Budget Requests

- Click on the B3 Exp by Fund tab and enter the necessary budget lines for your request. Click the Save button when you have finished entering your budget lines.

B3 Exp by Fund tab

Save **Back**

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

Budget Request Summary ⓘ

Layout Code: 2022_PS_B2-B3-B4-B5 Type: Request Code: 1773 Request Name: EKU Additional Budget Request
 ABR: 430U20X001 Program: 430U_BILL

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	Program	Budget Object	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 0100		430INST_PG	EXPBYFUND E		1,800,000	3,600,000
<input checked="" type="checkbox"/>	2 1300		430INST_PG	EXPBYFUND E	0	180,800	334,400
Totals					0	1,980,800	3,934,400

- 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 Sources | B3 Exp by Fund | **B3 Expenditure Detail** | B5 Personnel | Document Management

Budget Request Summary ⓘ

Layout Code: 2022_PS_B2-B3-B4-B5 Type: Request Code: 1773 Request
 ABR: 430U20X001 Program: 430U_BILL

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

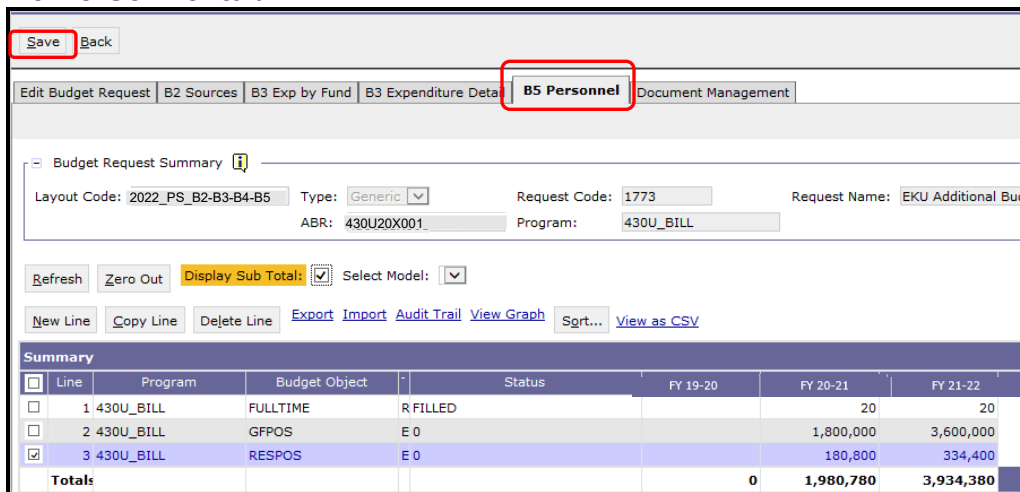
New Line **Copy Line** **Delete Line** [Export](#) [Import](#) [Audit Trail](#) [View Graph](#) **Sgrt...** [View as CSV](#)

Summary							
<input type="checkbox"/>	Line	Program	Budget Object		FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1	430U_BILL	E111	E		1,119,300	2,562,900
<input type="checkbox"/>	2	430U_BILL	E121	E		85,000	194,300
<input type="checkbox"/>	3	430U_BILL	E122	E		139,900	319,700
<input type="checkbox"/>	4	430U_BILL	E123	E		61,800	153,000
<input type="checkbox"/>	5	430U_BILL	E131	E		6,300	14,400
<input type="checkbox"/>	6	430U_BILL	NBK03	E		44,400	83,500
<input type="checkbox"/>	7	430U_BILL	NBK06	E		524,100	606,600
Totals					0	1,980,800	3,934,400

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



The screenshot shows the 'B5 Personnel' tab interface. At the top, there are buttons for 'Save' and 'Back'. Below that is a navigation bar with tabs for 'Edit Budget Request', 'B2 Sources', 'B3 Exp by Fund', 'B3 Expenditure Data', 'B5 Personnel', and 'Document Management'. The 'B5 Personnel' tab is selected and highlighted with a red box. Below the navigation bar is a 'Budget Request Summary' section with fields for Layout Code (2022_PS_B2-B3-B4-B5), Type (Generic), Request Code (1773), Request Name (EKU Additional Bud), ABR (430U20X001), and Program (430U_BILL). There are also buttons for Refresh, Zero Out, Display Sub Total (checked), and Select Model. Below this are buttons for New Line, Copy Line, Delete Line, Export, Import, Audit Trail, View Graph, Sort..., and View as CSV. The main part of the screenshot is a 'Summary' table with the following data:

Line	Program	Budget Object	Status	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1 430U_BILL	FULLTIME	R FILLED		20	20
<input type="checkbox"/>	2 430U_BILL	GFPOS	E 0		1,800,000	3,600,000
<input checked="" type="checkbox"/>	3 430U_BILL	RESPOS	E 0		180,800	334,400
Totals				0	1,980,780	3,934,380

The final step to complete the 2022_PS_B2-B3-B4-B5 form is to use the Document Management tab to upload the 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>). Included below is a screenshot of a program narrative template below for reference.



Additional Budget Requests

2020-2022 Additional Budget Record B4 (Program Narrative)

2020-2022 KENTUCKY BRANCH BUDGET			
Additional Budget Request: Program Narrative/Documentation Record			
OPERATING BUDGET REPORT B-4		PRIORITY: Cabinet #: Agency #:	
Governmental Branch: Cabinet/Function:		Agency: Appropriation Unit: Program/Service Unit: Sub Program: Posting Unit: REQUEST TITLE:	
I. PROGRAM RESULTS DOCUMENTATION	Requested FY 2019-20	Requested FY 2020-21	Requested FY 2021-22
(a) Total Funding			
(b) Quantitative Data			
II. PROGRAM DESCRIPTION/PURPOSE			

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

Document Management

The screenshot illustrates the process of uploading a document to the Document Management tab. It shows the 'Document Management' tab selected in the application. The 'Add Document' button is highlighted with a red box and labeled '1'. This opens the 'KBUD Upload Tool' dialog, which has a 'Browse...' button highlighted with a red box and labeled '2'. Clicking 'Browse...' opens the 'Windows File Upload' dialog, where the file 'SA-NARRATIVE 16-18 FINAL.docx' is selected, and the 'Open' button is highlighted with a red box and labeled '4'. Back in the 'KBUD Upload Tool', the 'Upload' button is highlighted with a red box and labeled '5'. Finally, in the 'Document Management' interface, the 'Save' button is highlighted with a red box and labeled '6', and the file 'SA-NARRATIVE 16-18 FINAL.docx' is listed in the table below, with its name highlighted by a red box and labeled '5'.

- Once the dimension has been updated and the 2022_PS_B2-B3-B4-B5 form has been completed for each ABR, the associated ABR reports can be created and printed.

Section 3.2.6 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 5, 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_PS_B2-B3-B4-B5 form we created in the previous sections for ABR 430U20X001 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

OPERATING BUDGET RECORD B-1B-2		2020-2021 Kentucky Branch Budget		
Governmental Branch: Executive Branch		All requested columns rounded to nearest \$100		
Governmental Branch: Executive Branch		Agency: Postsecondary Education Institutions		
Cabinet: Postsecondary Education		Appropriation: Eastern Kentucky University		
Program/Service Unit:		Program/Service Unit:		
Sub Program:		Sub Program:		
Posting Unit:		Posting Unit:		
REQUEST TITLE: EKV Additional Budget Request		REQUEST TITLE: EKV Additional Budget Request		
REQUEST TYPE: Growth	FY 2019-20 (Requested)	FY 2020-21 Requested	FY 2021-22 Requested	
SOURCE OF FUNDS				
General Fund	0	1,800,000	3,600,000	
Regular Appropriation	0	1,800,000	3,600,000	
Total General Fund	0	1,800,000	3,600,000	
Restricted Funds	0	180,800	334,400	
Current Receipts	0	180,800	334,400	
Total Restricted Funds	0	180,800	334,400	
TOTAL SOURCE OF FUNDS	0	1,980,800	3,934,400	
EXPENDITURES BY CLASS				
Personnel Costs	0	1,412,300	3,244,300	
Operating Expenses	0	46,400	83,500	
Capital Outlay	0	524,100	600,600	
TOTAL EXPENDITURES BY CLASS	0	1,980,800	3,934,400	
EXPENDITURES BY FUND SOURCE				
General Fund	0	1,800,000	3,600,000	
Restricted Funds	0	180,800	334,400	
TOTAL EXPENDITURES BY FUND	0	1,980,800	3,934,400	
PERSONNEL POSITIONS				
Number of Positions				
Full Time Positions - FILLED	0	20	20	
GRAND TOTAL - Number of Positions	0	20	20	
	0	1,800,000	3,600,000	
	0	180,800	334,400	
	0	1,980,800	3,934,400	

2022_PS_B2-B3-B4-B5 Form

Line	Fund	Program	Budget Object	FY 19-20	FY 20-21	FY 21-22
1	0100	430U_BILL	REGAPP R		1,800,000	3,600,000
2	1300	430U_BILL	CURREC R		180,800	334,400
Totals				0	-1,980,800	-3,934,400

- In this scenario, we will run the two ABR reports for EKU Program 430U_BILL that are required for your budget submission (NOTE: There are no supportive math check reports to aid the agency in reviewing and reconciling amounts entered on the B Forms).

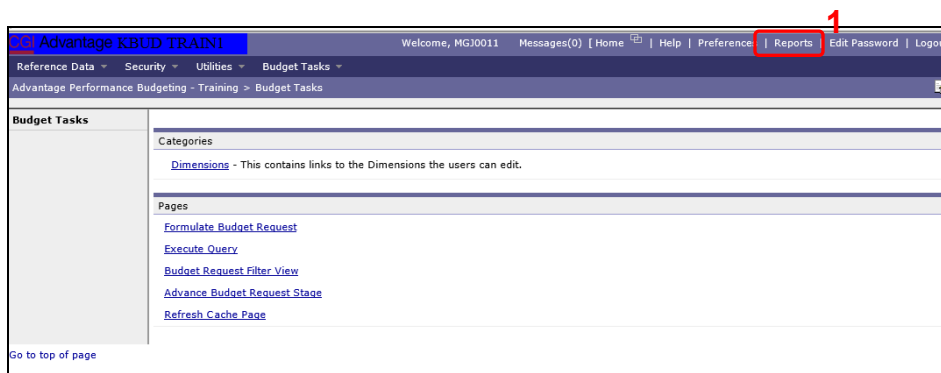
Required ABR Reports

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

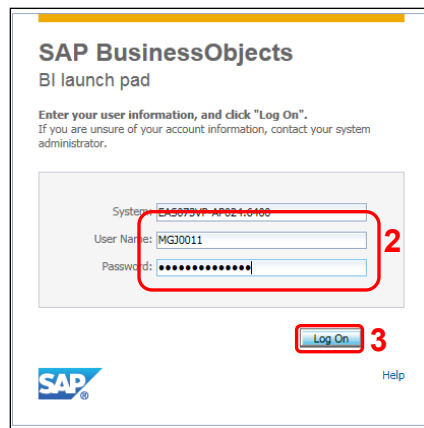
Supportive ABR Report

(NONE)

- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 - 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>

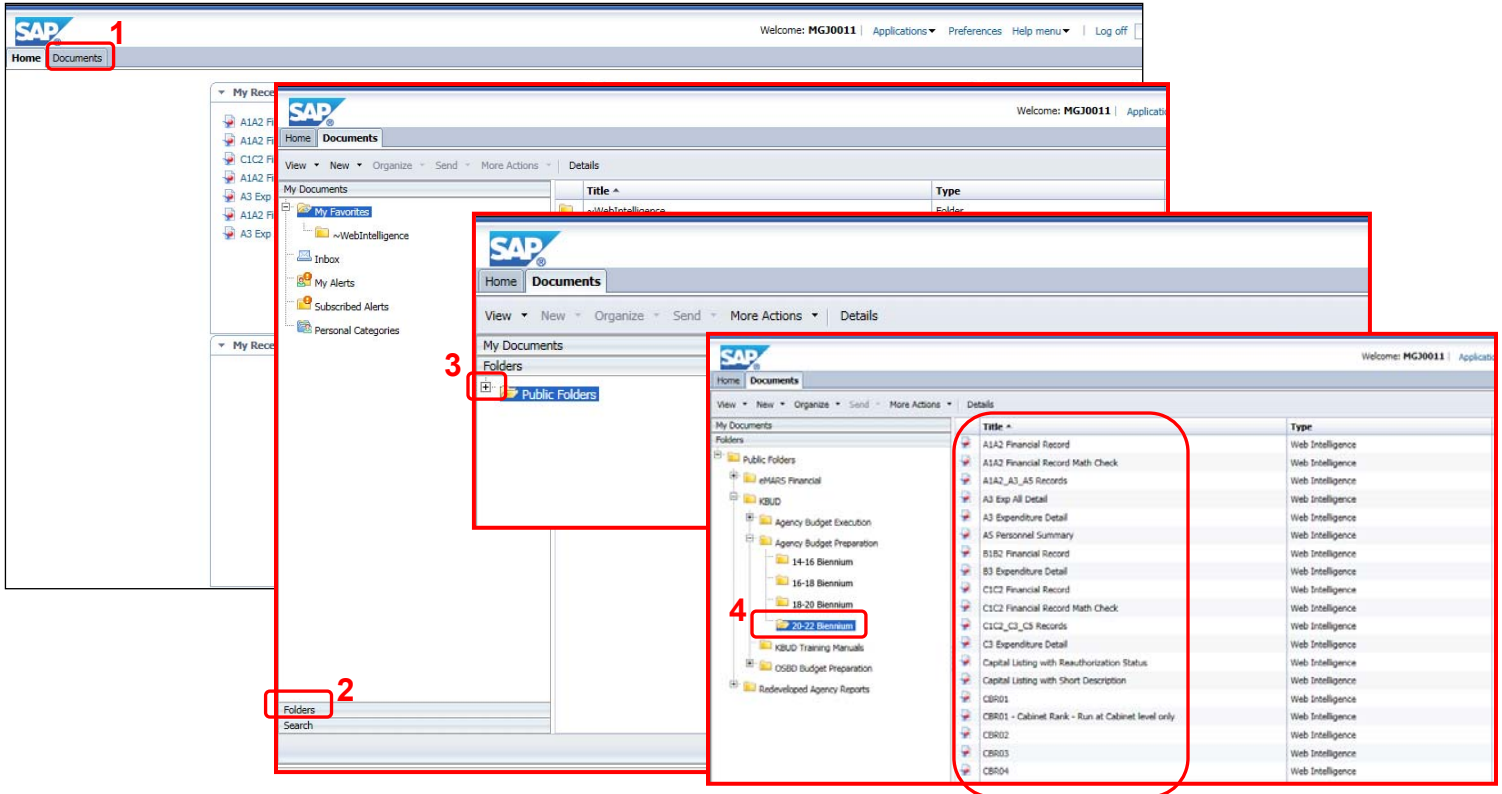


- Enter your eMARS User ID in the User Name textbox and your password
- Click on the Log On button



- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 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 Documents 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 on the right side of the page.

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 EKU Program 430U_BILL, ABR 430U20X001. You will need to repeat this process for each ABR you create.

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 430U_BILL and ABR 430U20X001
4. Once the proper parameters/variables are entered, the Run icon will be enabled. Click the Run icon to run the report
5. If you want to print a paper copy, click the Printer icon and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy

B1B2 Financial Record Report




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

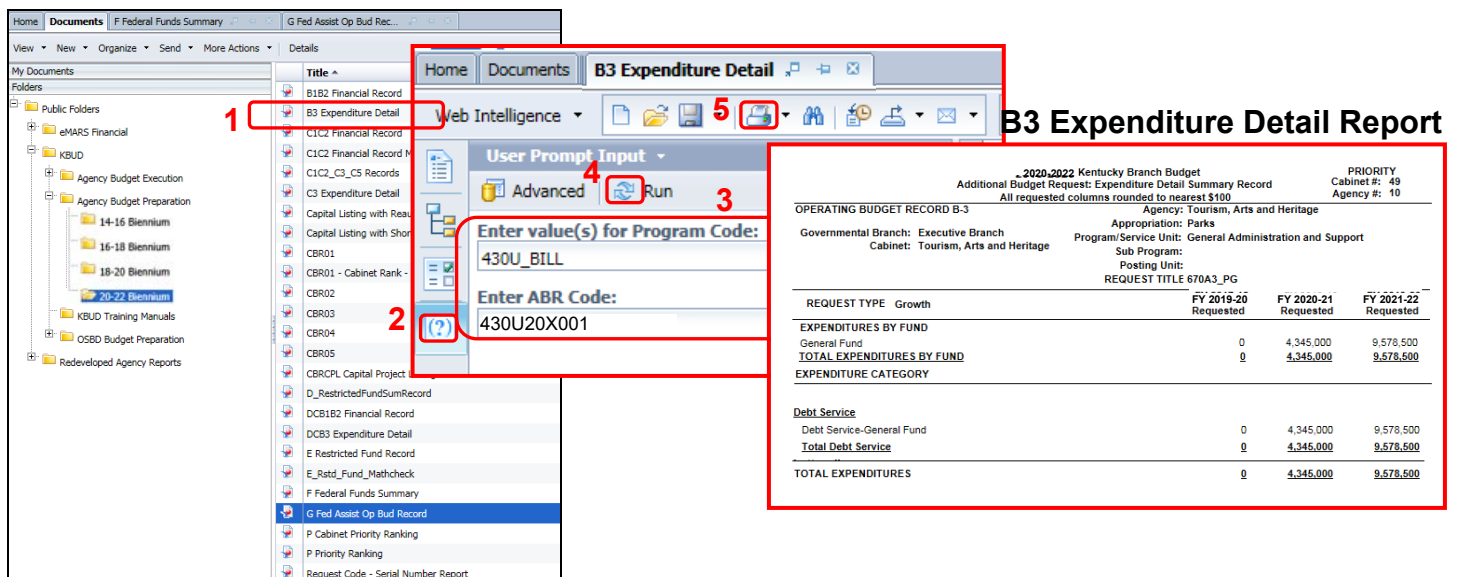
PRIORITY Cabinet # Agency #
Agency: Postsecondary Education Institutions
Appropriation: Eastern Kentucky University

OPERATING BUDGET RECORD B 1B 2
Governmental Branch: Executive Branch
Cabinet: Postsecondary Education
Program/Service Unit:
Sub Program:
Posting Unit:

REQUEST TITLE: EKU Additional Budget Request

REQUEST TYPE: Growth	FY 2019-20 Requested	FY 2020-21 requested	FY 2021-22 requested
SOURCE OF FUNDS			
General Fund			
Regular Appropriation	0	1,800,000	3,600,000
Total General Fund	0	1,800,000	3,600,000
Restricted Funds			
Current Receipts	0	100,000	334,400
Total Restricted Funds	0	180,000	334,400
TOTAL SOURCE OF FUNDS	0	1,980,000	3,934,400
EXPENDITURES BY CLASS			
Personnel Costs	0	1,412,300	3,244,300
Operating Expenses	0	44,400	83,600
Capital Outlay	0	524,100	906,500
TOTAL EXPENDITURES BY CLASS	0	1,980,800	3,934,400
EXPENDITURES BY FUND SOURCE			
General Fund	0	1,800,000	3,600,000
Restricted Funds	0	180,000	334,400
TOTAL EXPENDITURES BY FUND	0	1,980,000	3,934,400
PERSONNEL POSITIONS			
Number of Positions			
Full Time Positions - FILLED	0	20	20
GRAND TOTAL - Number of Positions	0	20	20
BUDGET POSITIONS COST BY FUND SOURCE			
General Fd Cost of Positions	0	1,800,000	3,600,000
Restricted Fds Cost of Positions	0	180,000	334,400
TOTAL FUNDS	0	1,980,000	3,934,400

- In this second scenario, we will run and print the B3 Expenditure Detail Report for EKU Program 430U_BILL, ABR 430U20X001. You will need to repeat this process for each ABR you created.
 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 430U_BILL and ABR 430U20X001
 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				
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 4 Capital Budget Request

Section 4.1 Budget Form Overview

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

- 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)

This screenshot shows the 'Edit Project' form in the system. Key fields include:

- Name:** Camp Centre Dining Hall Construction
- Description:** Dining Hall
- Budget Information:** Regular Capital Project, No
- Estimate Number:** 2,000,000
- Estimate Code:** 2,000,000
- Estimate Type:** Regular
- Estimate Department:** 888
- Estimate Location:** 00/15/2018
- Estimate Number:** 113006

Capital Budget Reports

This screenshot shows a 'TOTAL EXPENDITURES BY UNIT' report. The table lists various projects with their respective budget requests for FY 2019-20, FY 2020-21, FY 2021-22, and a Total Requested amount. Two areas are highlighted with red boxes:

- Dimension Data:** Points to the 'Project Name' and 'KBUD Project Number' columns.
- Form Data:** Points to the 'Total Requested' column.

Project Name	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested	Total Requested
Upgrade Golf Course Irrigation-Ky Dam & Lk. I	1,400,000	1,400,000	2,800,000	5,600,000
Statewide Campground Upgrades (Phase 1)	1,500,000	2,600,000	4,100,000	8,200,000
Hospitality Upgrades	2,750,000	2,750,000	5,500,000	11,000,000
Restore CCC Structures - Statewide	2,100,000	1,800,000	3,900,000	7,800,000

Capital Forms

This screenshot shows a table of budget data with columns for Line, Fund, Project, Budget, and Amount. A red box highlights the 'Capital Budget Preload Data' section, which includes the following data points:

- Line 1: 47041C183, 47041C183, 1,400,000, 1,400,000
- Line 2: 47041C186, 47041C186, 1,500,000, 2,600,000
- Line 3: 47041C187, 47041C187, 2,750,000, 2,750,000
- Line 4: 47041C188, 47041C188, 2,100,000, 1,800,000
- Line 5: 47041C189, 47041C189, 2,800,000, 5,500,000
- Line 6: 47041C190, 47041C190, 1,700,000, 1,700,000
- Line 7: 47041C191, 47041C191, 2,000,000, 80,000
- Line 8: 47041C192, 47041C192, 1,000,000, 0
- Line 9: 47041C193, 47041C193, 800,000, 3,200,000
- Line 10: 47041C194, 47041C194, 5,000,000, 0
- Total: 17,887,000, 17,887,000, 2,000,000, 2,000,000, 2,243,000

Capital Planning System Data

This screenshot shows the 'PLAN - PROPOSED CAPITAL PROJECTS' form. Key fields include:

- Project Title:** Conference Center Cumberland Falls Canal Ph...
- Revision:** 2018-2020
- Agency Priority:** Construction - Other
- Agency Ready Priority:** Priority
- Location (County):** Cumberland Falls (CC)
- Form Number (Optional):** 0104



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
<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 are some guidelines 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. 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 4.2 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 4.2.1 Process Overview

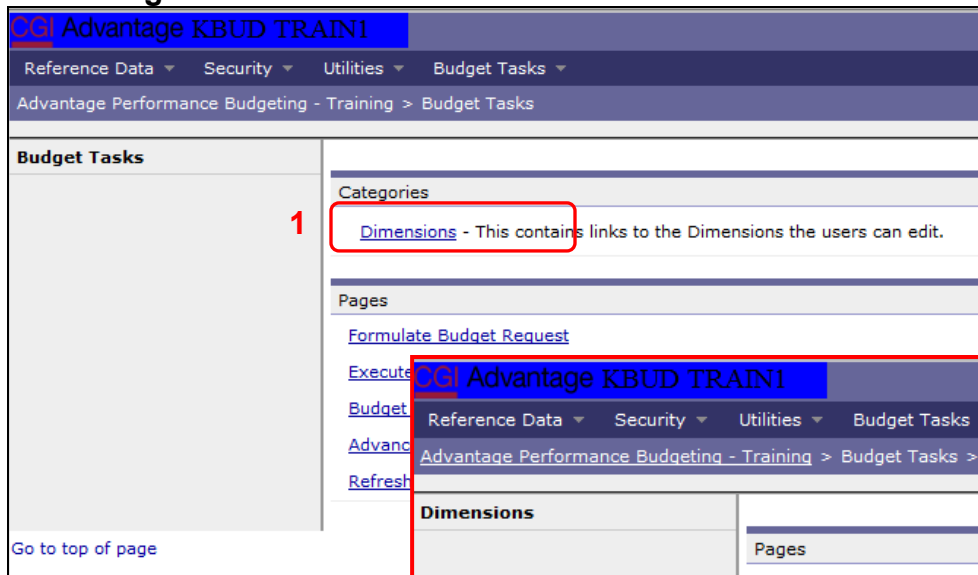
The following is a summarized description of the steps involved in the process to create a Capital Budget Request in order to help users understand the flow of the detailed instructions:

- 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 20-22 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 4.2.2 Login to KBUD and Navigate to the Project Maintenance Dimension Table

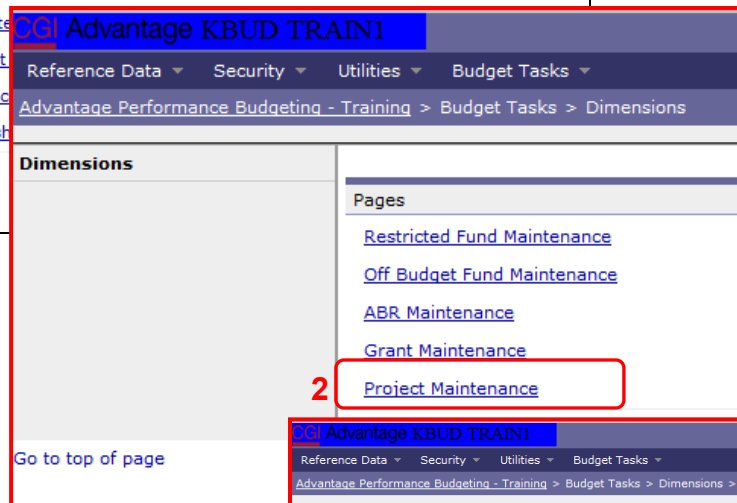
- Open your browser and enter the URL for the KBUD application into the browser's address bar: <https://kbud.ky.gov/>.
- Enter your KBUD user ID and password.
- From the Home page, follow these steps:
 1. Click the Dimensions link
 2. Click on the Project Maintenance Link. The Project Maintenance page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

Home Page



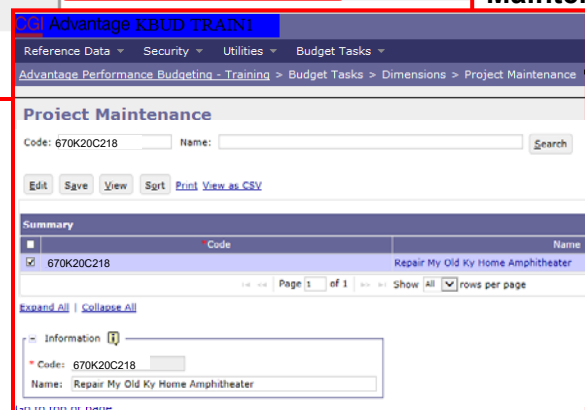
The screenshot shows the KBUD application home page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks". Under the "Budget Tasks" section, there is a "Categories" list with a red box around the "Dimensions" link, which is labeled with a red "1". Below the categories is 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". A red box around the "Project Maintenance" link is labeled with a red "2".

Project Maintenance

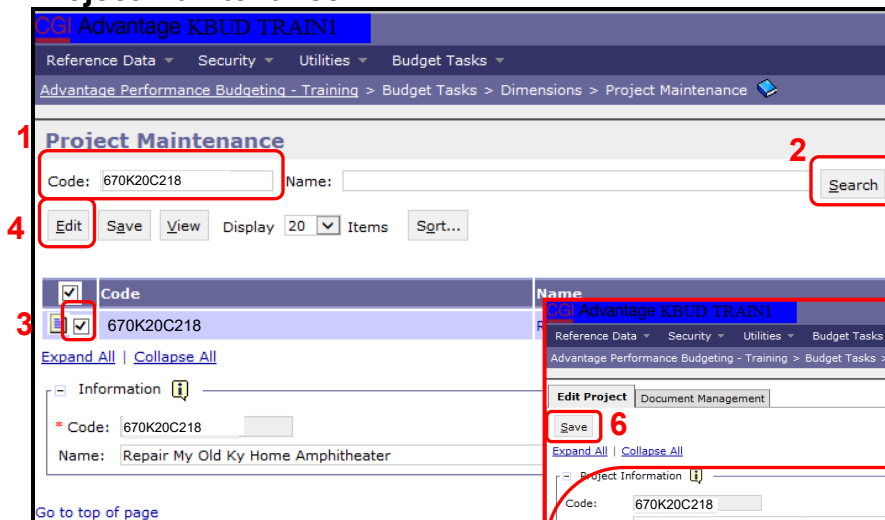


The screenshot shows the "Project Maintenance" page. The breadcrumb trail is "Advantage Performance Budgeting - Training > Budget Tasks > Dimensions > Project Maintenance". The page title is "Project Maintenance". There is a search bar with "Code: 670K20C218" and "Name: Repair My Old Ky Home Amphitheater". Below the search bar are buttons for "Edit", "Save", "View", "Sgrr", "Print", and "View as CSV". A "Summary" table is shown with one row: "670K20C218" with the name "Repair My Old Ky Home Amphitheater". Below the table are "Expand All" and "Collapse All" links. At the bottom, there is an "Information" section with a search bar and a "Go to top of page" link.

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

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

Project Maintenance



Advantage KBUD TRAIN1

Reference Data Security Utilities Budget Tasks

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

Project Maintenance

Code: 670K20C218 Name: Search

Edit Save View Display 20 Items Sgrt...

Code	Name
<input checked="" type="checkbox"/>	670K20C218

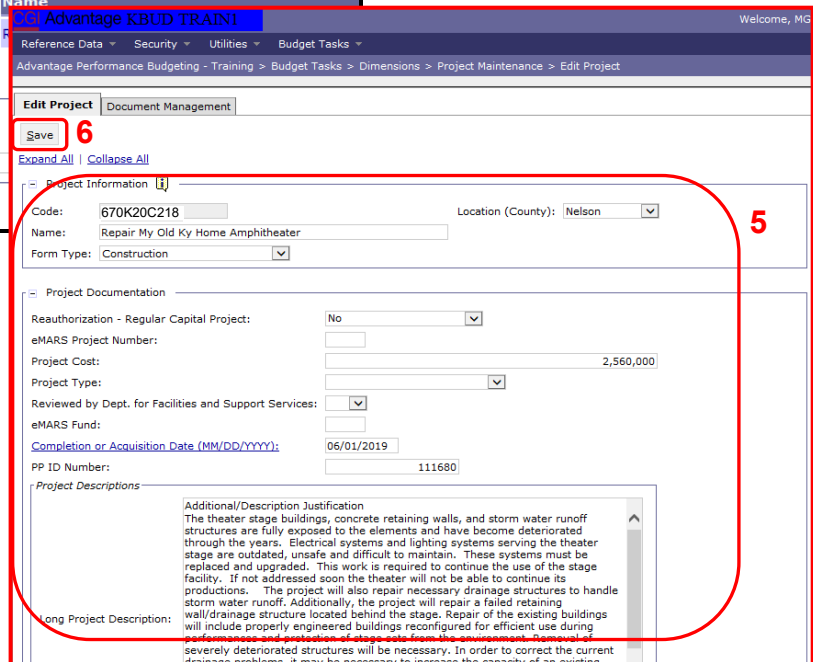
Expand All Collapse All

Information

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

Go to top of page

Edit Project



Advantage KBUD TRAIN1 Welcome, MG

Reference Data Security Utilities Budget Tasks

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

Edit Project Document Management

Save

Expand All Collapse All

Project Information

Code: 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: 2,560,000

Project Type:

Reviewed by Dept. for Facilities and Support Services:

eMARS Fund:

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

PP ID Number: 111680

Project Descriptions

Additional/Description Justification

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



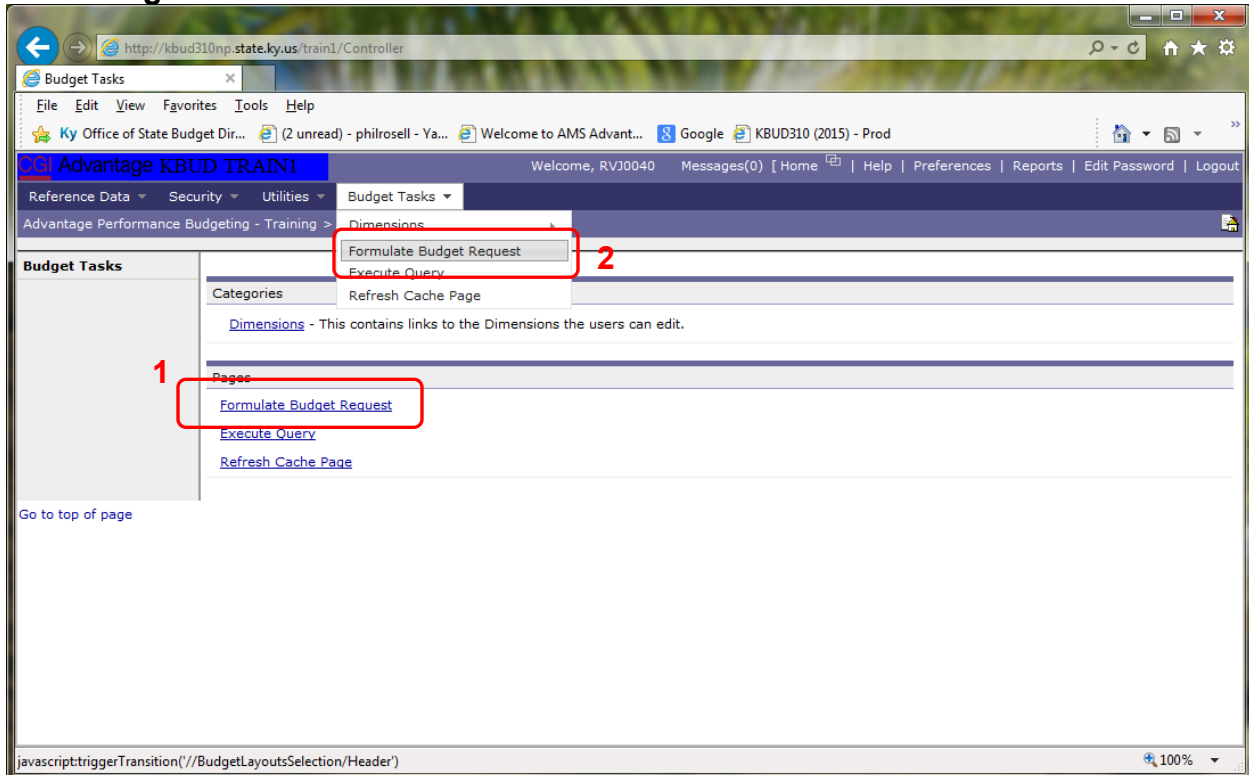
Capital Budget Requests

<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 4.2.3 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 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_CAPITAL_FUND) you have created.

Select Budget Request Page (2022_CAPITAL_FUND Form)

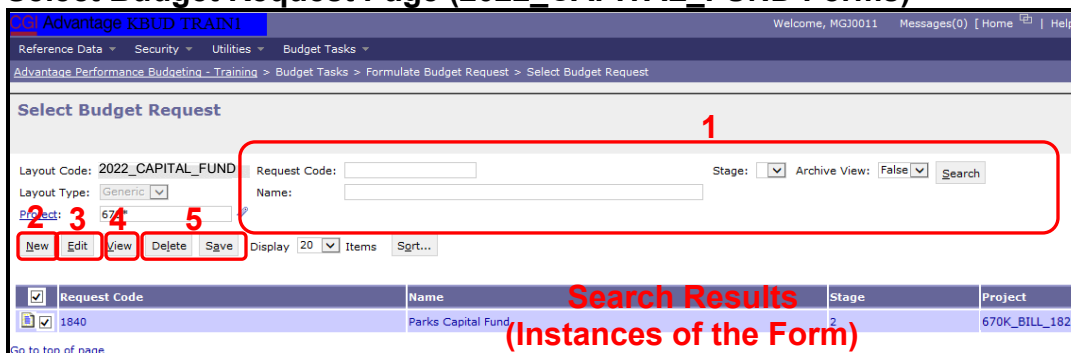
Request Code	Name	Stage	Project
6388	Parks		670K_BILL_1820

Instances

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

1. Use the Search feature to search for previous created forms
 - Search all by leaving all textboxes blank and clicking the Search button and all instances of the form will appear
 - Search by Request Code, Name, or 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. At the top, there are navigation menus: Reference Data, Security, Utilities, and Budget Tasks. Below this is a breadcrumb trail: Advantage Performance Budgeting - Training > Budget Tasks > Formulate Budget Request > Select Budget Request. The main heading is 'Select Budget Request'. Below the heading, there are search filters: Layout Code: 2022_CAPITAL_FUND, Layout Type: Generic, Project: 674, Request Code, Name, Stage, and Archive View. A red box labeled '1' highlights the search filters. Below the filters are buttons for New, Edit, View, Delete, and Save. Below the buttons is a table with columns: Request Code, Name, Stage, and Project. The table contains one row with Request Code 1840, Name Parks Capital Fund, Stage 2, and Project 670K_BILL_1820. A red box labeled '2' highlights the table. The text 'Search Results (Instances of the Form)' is written in red over the table.

Request Code	Name	Stage	Project
1840	Parks Capital Fund	2	670K_BILL_1820

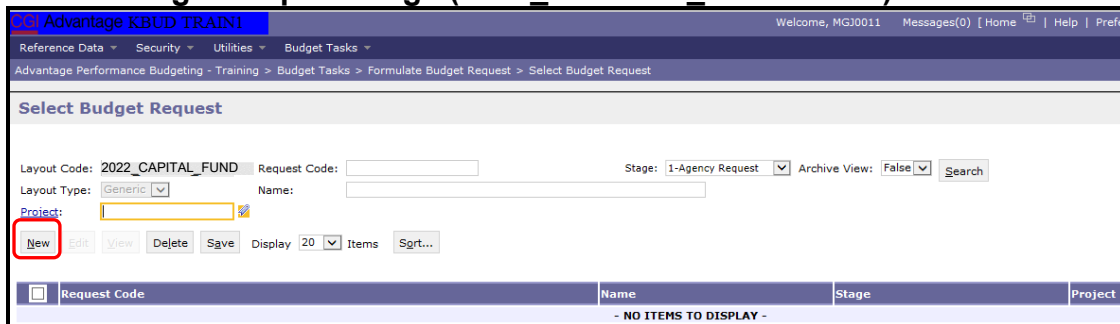
Section 4.2.4 Creating the Capital Request by Fund Source Form

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.

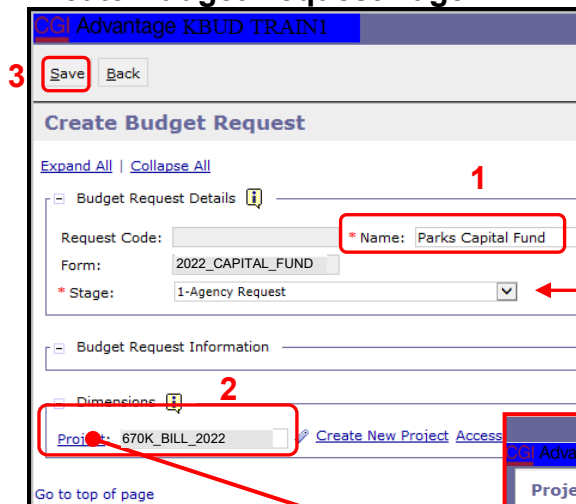
Select Budget Request Page (2022_CAPITAL_FUND Form)



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 4.2.5 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	BFGF	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

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	BFGF	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		

Section 4.2.6 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.
 - 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 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	21FLREQCP	22FLREQCP	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1	670K20C193	DES	100,000	100,000		
<input type="checkbox"/>	2	670K20C193	CONS	1,300,000			
<input type="checkbox"/>	3	670K20C194	CONS	5,000,000			
<input checked="" type="checkbox"/>	4	670K20C195	DES	515,000			
<input type="checkbox"/>	5	670K20C195	CONS	1,960,000			
<input type="checkbox"/>	6	670K20C195	EQU	100,000			
<input type="checkbox"/>	7	670K20C196	DES	800,000			
<input type="checkbox"/>	8	670K20C196	CONS	200,000			
<input type="checkbox"/>	9	670K20C197	CONS	2,060,000			
<input type="checkbox"/>	10	670K20C197	EQU	690,000			
<input type="checkbox"/>	11	670K20C198	DES	250,000			

Totals Reflect the Adjusted Amounts

Line	Project	Budget Object	21FLREQCP	22FLREQCP	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1	670K20C193	DES	100,000	100,000		
<input type="checkbox"/>	2	670K20C193	CONS	1,300,000	1,300,000		
<input type="checkbox"/>	3	670K20C194	CONS	5,000,000	5,000,000		
<input type="checkbox"/>	4	670K20C195	DES	515,000	515,000		
<input type="checkbox"/>	5	670K20C195	CONS	1,960,000	1,960,000		
<input type="checkbox"/>	6	670K20C195	EQU	100,000	100,000		
<input type="checkbox"/>	7	670K20C196	DES	800,000	800,000		
<input type="checkbox"/>	8	670K20C196	CONS	200,000	200,000		
<input type="checkbox"/>	9	670K20C197	CONS	2,060,000	2,060,000		
<input type="checkbox"/>	10	670K20C197	EQU	690,000	690,000		
<input type="checkbox"/>	11	670K20C198	DES	250,000	250,000		

Adjusted Amounts

Line	Project	Budget Object	21FLREQCP	22FLREQCP	FY 19-20	FY 20-21	FY 21-22
<input type="checkbox"/>	1	670K20C193	DES	100,000	100,000		
<input type="checkbox"/>	2	670K20C193	CONS	1,300,000	1,300,000		
<input type="checkbox"/>	3	670K20C194	CONS	5,000,000	5,000,000		
<input type="checkbox"/>	4	670K20C195	DES	515,000	515,000		
<input type="checkbox"/>	5	670K20C195	CONS	1,960,000	1,960,000		
<input type="checkbox"/>	6	670K20C195	EQU	100,000	100,000		
<input type="checkbox"/>	7	670K20C196	DES	800,000	800,000		
<input type="checkbox"/>	8	670K20C196	CONS	200,000	200,000		
<input type="checkbox"/>	9	670K20C197	CONS	2,060,000	2,060,000		
<input type="checkbox"/>	10	670K20C197	EQU	690,000	690,000		
<input type="checkbox"/>	11	670K20C198	DES	250,000	250,000		

Section 4.2.7 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 an 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.
 1. 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)
 2. 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)
 3. 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

Totals Reflect the Adjusted Amounts

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 4.2.8 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 5, 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 EXPENDITURES BY UNIT	0	0	0
PROJECTS			
6TDKNC183 Upgrade Golf Course Irrigation-Ky	1,400,000	1,400,000	2,800,000
Total: Upgrade Golf Course Irrigation-Ky Dam & Lx. I	1,400,000	1,400,000	2,800,000
6TDKNC184 Road Maint-Various Parks			
Total: Road Maintenance-Various Parks	0	0	0
6TDKNC196 Statewide Campground Upgrades	1,500,000	2,400,000	4,100,000
Total: Statewide Campground Upgrades (Phase 1)	1,500,000	2,400,000	4,100,000
6TDKNC197 Hospitality Upgrades			
Total: Hospitality Upgrades	2,750,000	2,750,000	5,500,000
6TDKNC198 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

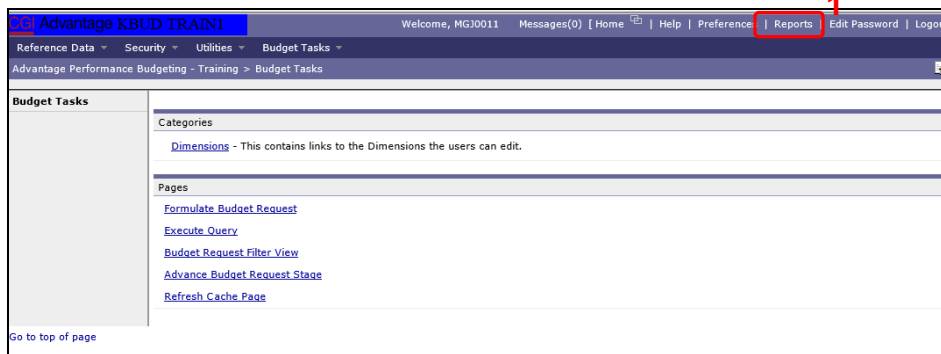
Project	Budget Request	Form Data
1 BWP 6TDKNC183	1,400,000	1,400,000
2 BWP 6TDKNC184	0	0
3 BWP 6TDKNC184	0	0
4 BWP 6TDKNC184	0	0
5 BWP 6TDKNC184	0	0
6 BWP 6TDKNC184	0	0
7 BWP 6TDKNC184	0	0
8 BWP 6TDKNC184	0	0
9 BWP 6TDKNC184	0	0
10 BWP 6TDKNC184	0	0
11 BWP 6TDKNC184	0	0
12 BWP 6TDKNC184	0	0
Total	1,400,000	1,400,000

Capital Planning System Data

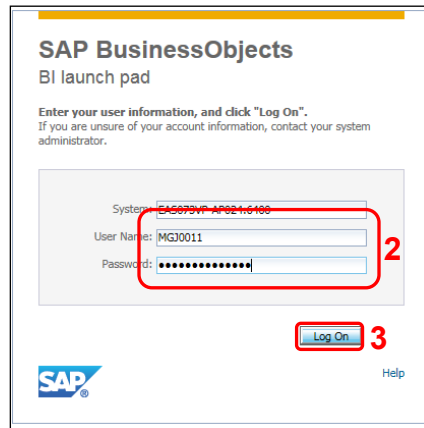


Capital Budget Requests

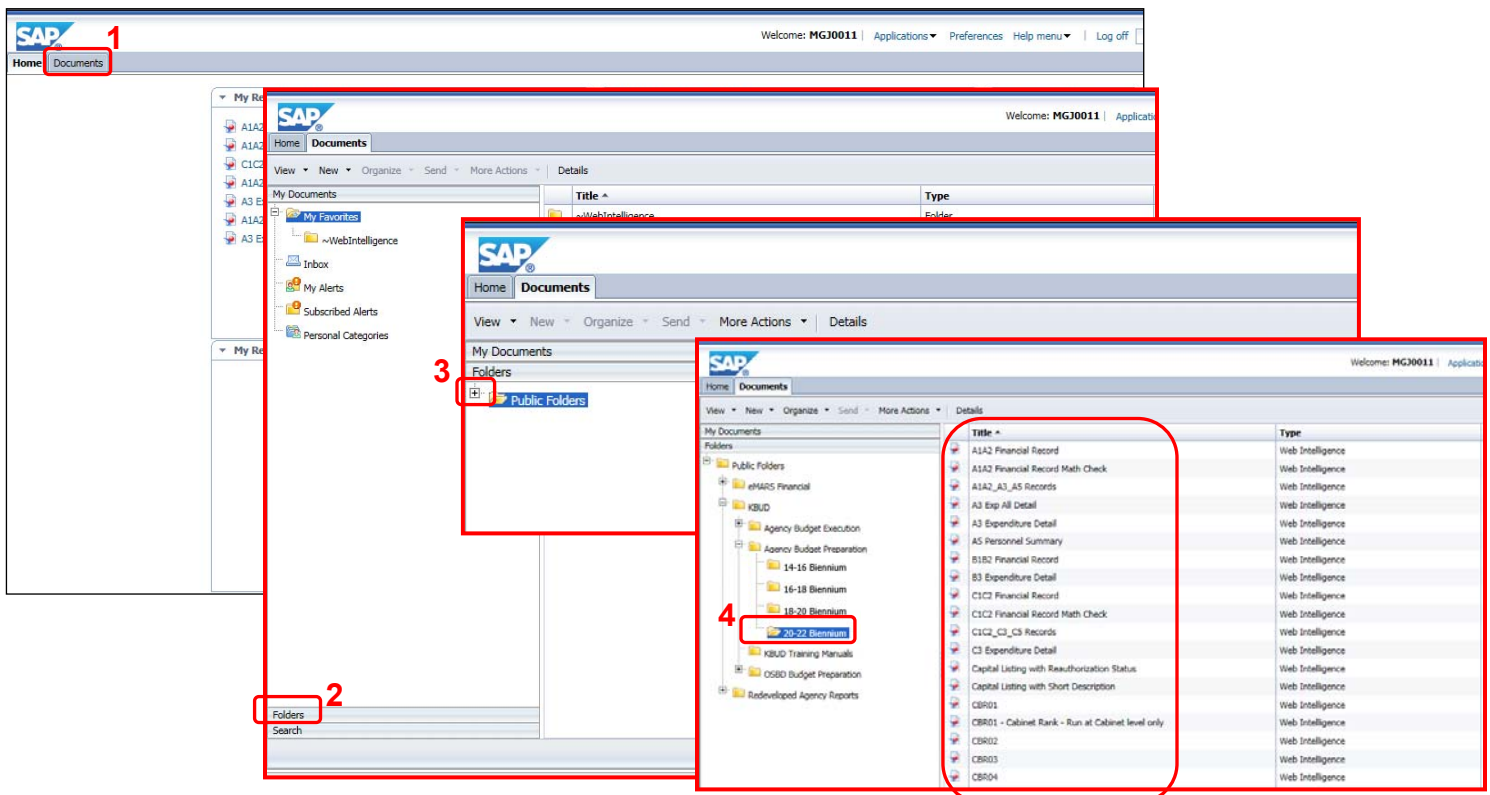
- In this scenario, we will run the CBR01 Project Summary Report for 670K_BILL_2022 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project. Based on the results of this report, we can determine which other CBR reports are needed for this submission:
 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

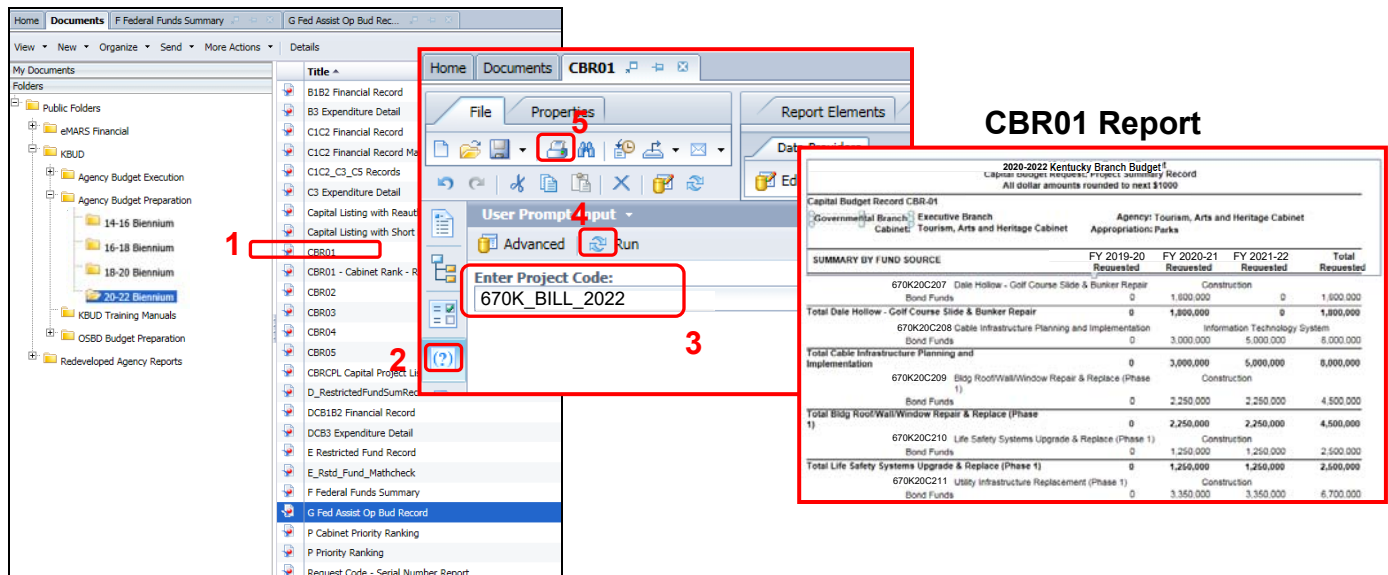


- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 2022 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access 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 Report
All dollar amounts rounded to next \$1000

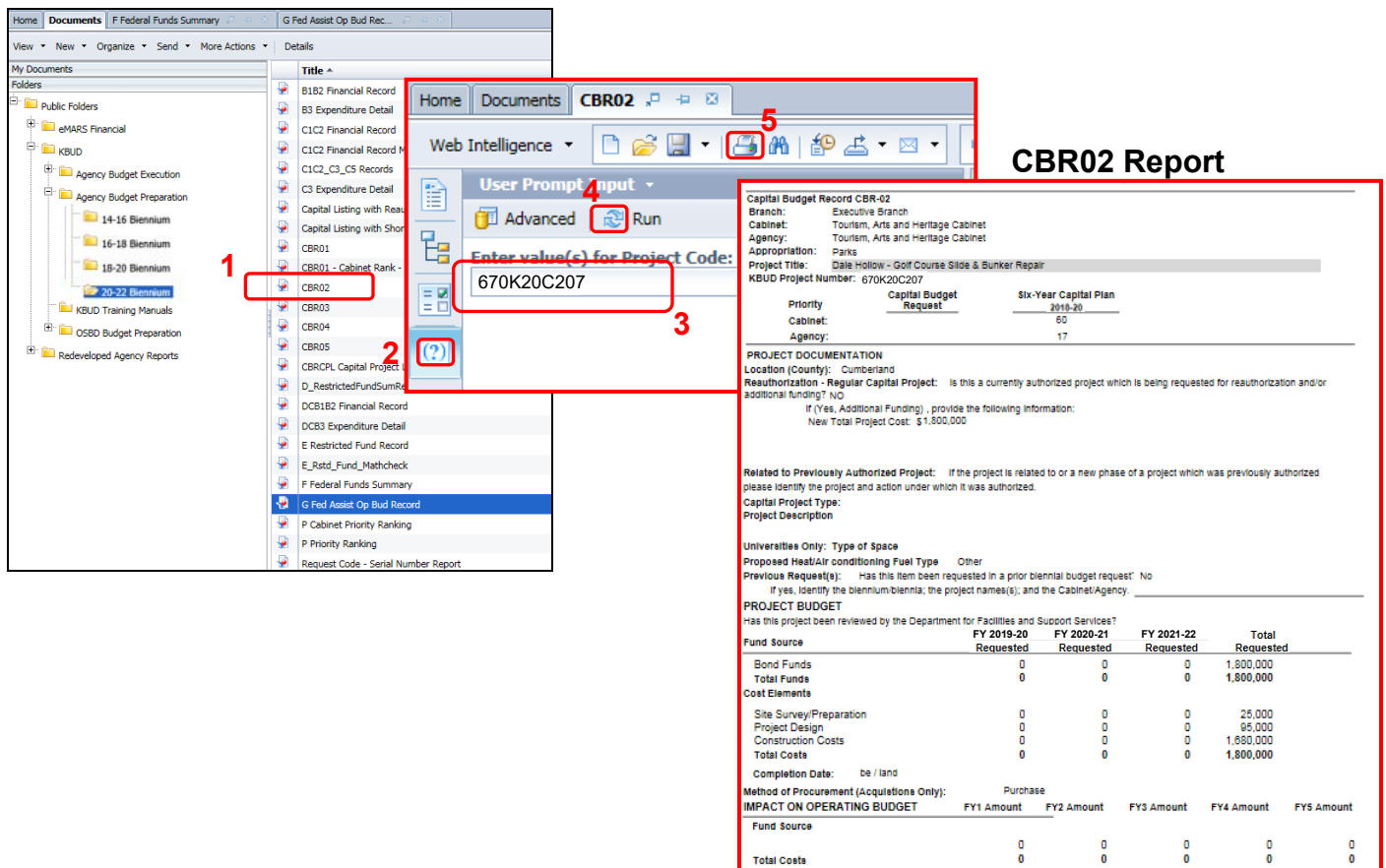
Capital Budget Record CBR-01		Agency: Tourism, Arts and Heritage Cabinet Appropriation: Parks			
		FY 2019-20	FY 2020-21	FY 2021-22	Total
SUMMARY BY FUND SOURCE		Requested	Requested	Requested	Requested
670K20C207	Dale Hollow - Golf Course Side & Bunker Repair	0	1,800,000	0	1,800,000
Total Dale Hollow - Golf Course Side & Bunker Repair		0	1,800,000	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	3,000,000	5,000,000	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	2,250,000	2,250,000	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	1,250,000	1,250,000	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	3,350,000	3,350,000	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.
 1. Double click on the CBR02 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 670K20C207
 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



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 2018-20
Cabinet:		60
Agency:		17

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

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

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

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

Fund Source	FY 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




Cost Element	FY 2019-20	FY 2020-21	FY 2021-22	Total
Site Survey/Preparation	0	0	0	25,000
Project Design	0	0	0	65,000
Construction Costs	0	0	0	1,680,000
Total Costs	0	0	0	1,800,000

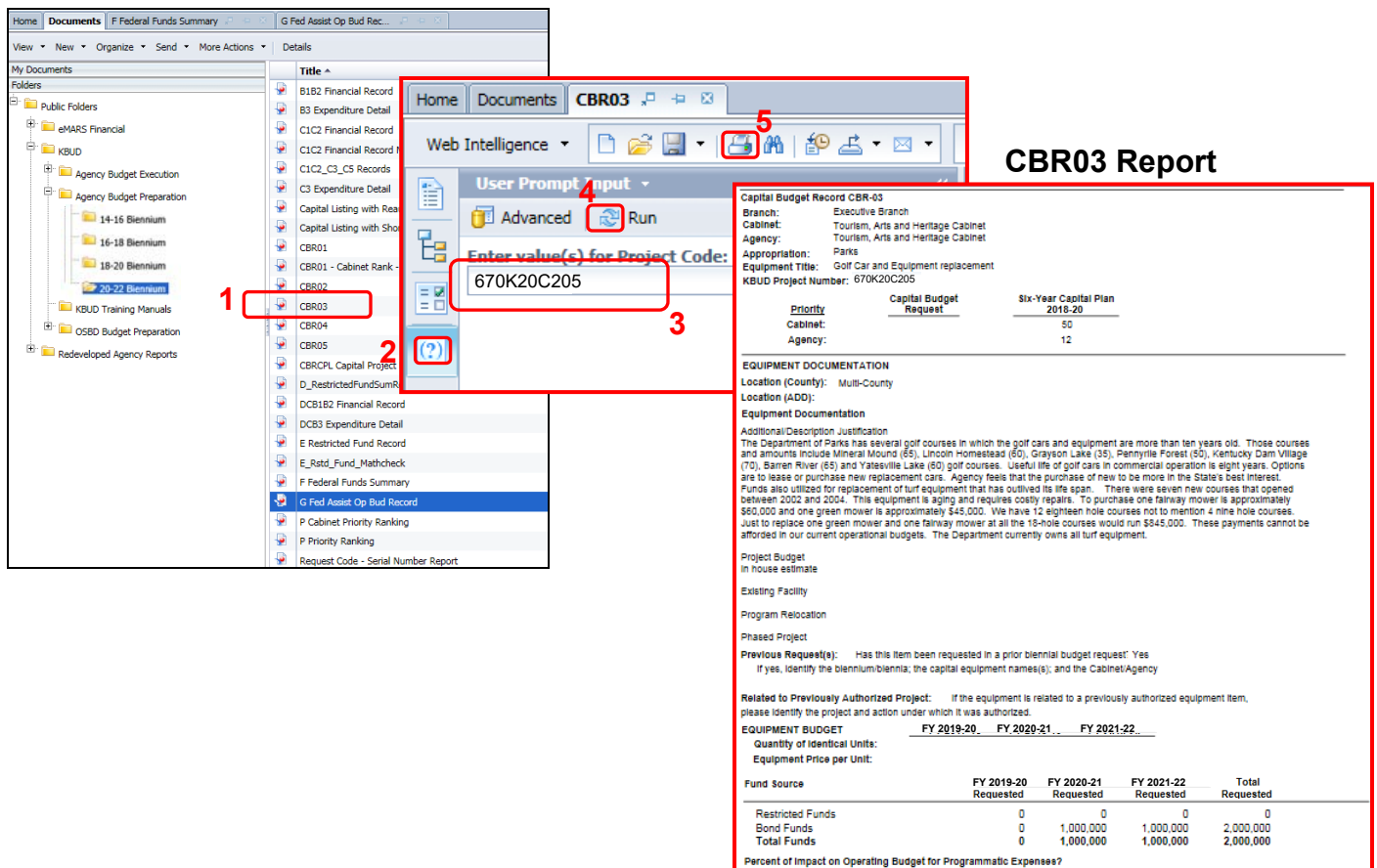
Completion Date: be / land

Method of Procurement (Acquisitions Only): Purchase

IMPACT ON OPERATING BUDGET

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

- In this scenario, we will run the CBR03 Capital Project Report for Capital Equipment Project 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 2018-20
Cabinet:	50	
Agency:		12

EQUIPMENT DOCUMENTATION

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

Equipment Documentation

Additional/Description Justification
 The Department of Parks has several golf courses in which the golf cars and equipment are more than ten years old. Those courses and amounts include Mineral Mound (85), Lincoln Homestead (80), Grayson Lake (35), Pennyville Forest (50), Kentucky Dam Village (70), Sarren River (85) and Yatesville Lake (50) golf courses. Useful life of golf cars in commercial operation is eight years. Options are to lease or purchase new replacement cars. Agency feels that the purchase of new to be more in the State's best interest. Funds also utilized for replacement of turf equipment that has outlived its life span. There were seven new courses that opened between 2002 and 2004. This equipment is aging and requires costly repairs. To purchase one fairway mower is approximately \$60,000 and one green mower is approximately \$45,000. We have 12 eighteen hole courses not to mention 4 nine hole courses. Just to replace one green mower and one fairway mower at all the 18-hole courses would run \$845,000. These payments cannot be afforded in our current operational budgets. The Department currently owns all turf equipment.

Project Budget
 In house estimate

Existing Facility

Program Relocation

Phased Project

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

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




EQUIPMENT BUDGET FY 2019-20 FY 2020-21 FY 2021-22

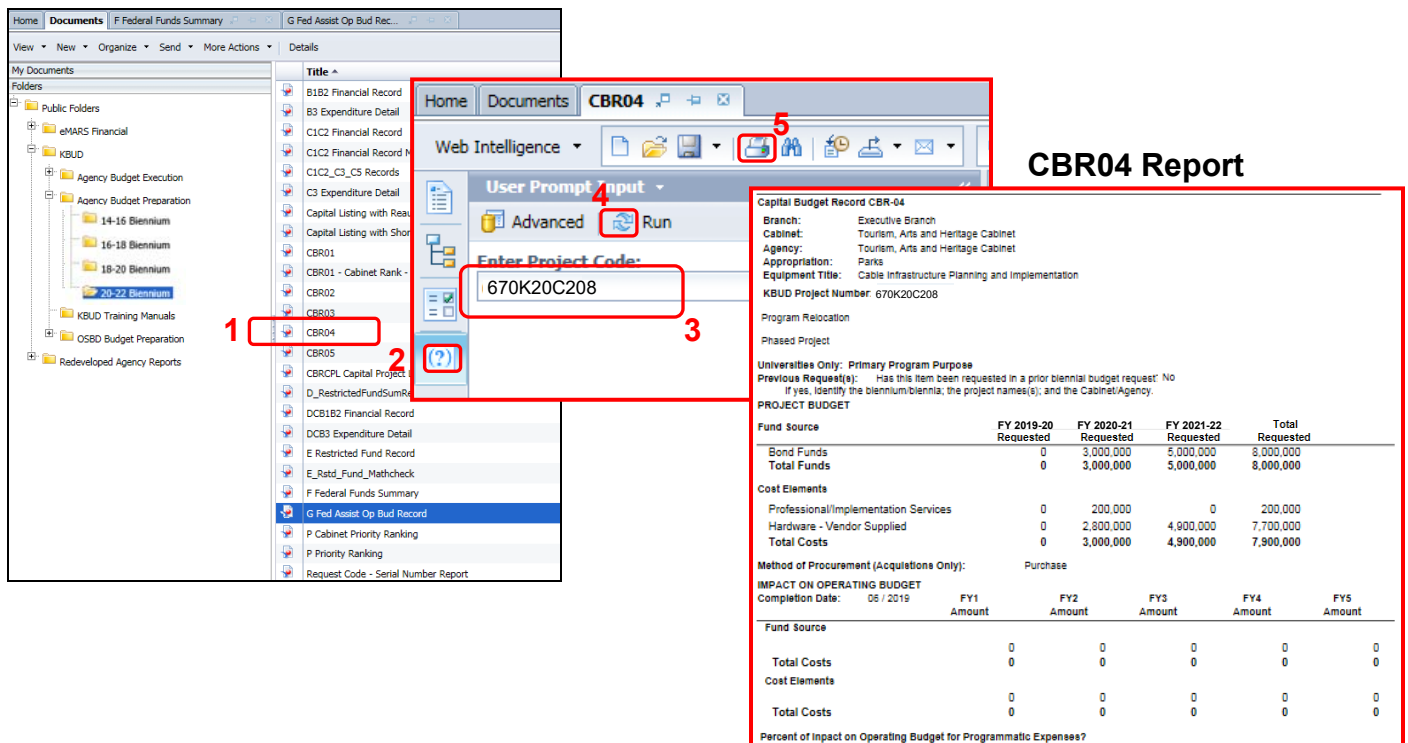
Quantity of Identical Units:

Fund Source	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested	Total Requested
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 names(s); and the Cabinet/Agency.

PROJECT BUDGET

Fund Source	FY 2019-20 Requested	FY 2020-21 Requested	FY 2021-22 Requested	Total Requested
Bond Funds	0	3,000,000	5,000,000	8,000,000
Total Funds	0	3,000,000	5,000,000	8,000,000
Cost Elements				
Professional/Implementation Services	0	200,000	0	200,000
Hardware - Vendor Supplied	0	2,800,000	4,900,000	7,700,000
Total Costs	0	3,000,000	4,900,000	7,900,000

Method of Procurement (Acquisitions Only): Purchase

IMPACT ON OPERATING BUDGET

Completion Date: 06 / 2019

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

Section 5.1 Reports Overview

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

Budget Forms (KBUD)

Numerical Budget Data

Line	Code	Description	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
1	8100	REGAPP	14,291,000	14,509,000	14,509,000	152,400	385,100
2	8100	SALCOMP	189,000	0	0	0	0
3	8100	INADCOMP	-71,000	0	0	0	0
4	8100	CLINIC	69,574,400	69,183,000	69,523,900		
5	1100	BAUFOR	8,800				
6	8100	FFTF	-8,400				
7	8100	CLINIC	442,100	479,200	373,400	15,700	28,000
8	8100	EMPHFUND	14,374,000	14,509,000	14,509,000	152,400	385,100
9	1100	EMPHFUND	52,322,000	52,484,000	52,947,000		
10	8100	EMPHFUND	464,800	466,000	373,400		
11	1100	WOMBV	-13,753,300	-14,498,500	-14,576,400	16,700	28,000
12	1100	BAUFOR	700				
Total							

Dimension Tables (KBUD)

Form Data

Code: 7299180298
 Security Organization: BUDA WTC Electronic Benefit Transfer (EBT) Pilot
 Short Name: 7299_1819
 Description: [Empty]
 US Code Cite: PL111-5,ARRA
 CPDA Number: 16,379
 Grantee: Primary

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

Form Data

	FY 2015-16 Actual	FY 2016-17 Requested	FY 2017-18 Requested	FY 2018-19 Requested
SOURCE OF FUNDS				
General Fund				
Regular Appropriation	68,894,000	61,512,000	61,000,000	69,393,000
Base Salary and Compensation Allowance	0	961,200	0	0
Mandated Expenditure Reductions	0	-2,087,700	0	0
Total General Fund	68,894,000	59,385,500	61,000,000	69,393,000
Tobacco Fund				
Tobacco Settlement - Phase I	12,700,200	14,505,100	12,838,200	12,700,200
Continuing Agreements-Tobacco Settlement	3,522,314	1,444,700	0	0
Budget Reduction-General Fund Tobacco	4,860,519	-624,200	0	0
Other	0	0	0	0
Total Tobacco Fund	21,083,033	15,325,600	12,838,200	12,700,200
Restricted Fund				
Balance Forward	20,264,475	10,202,000	6,712,700	3,260,700
Current Receipts	71,405,564	120,714,700	129,202,000	153,470,700
Fund Transfers	0	860,200	0	0
Non-Revenue Receipts	4,178,945	14,781,000	14,854,000	18,574,400
Total Restricted Fund	95,857,984	155,557,900	151,768,700	175,305,800
Federal Fund				
ARCA Receipts	120,817	0	0	0
Balance Forward	720,947	3,317,000	0	0
Current Receipts	191,790,203	208,133,000	211,262,000	160,930,000
Non-Revenue Receipts	1,540,000	0	0	0
Total Federal Fund	364,858,567	212,450,000	211,262,000	160,930,000
TOTAL SOURCE OF FUNDS	245,697,061	436,628,400	389,018,900	379,523,100
EXPENDITURES BY CLASS				
Personnel Costs	81,610,420	88,443,000	88,720,000	87,786,500
Operating Expenses	164,086,641	13,270,700	12,381,000	12,022,700

History Data

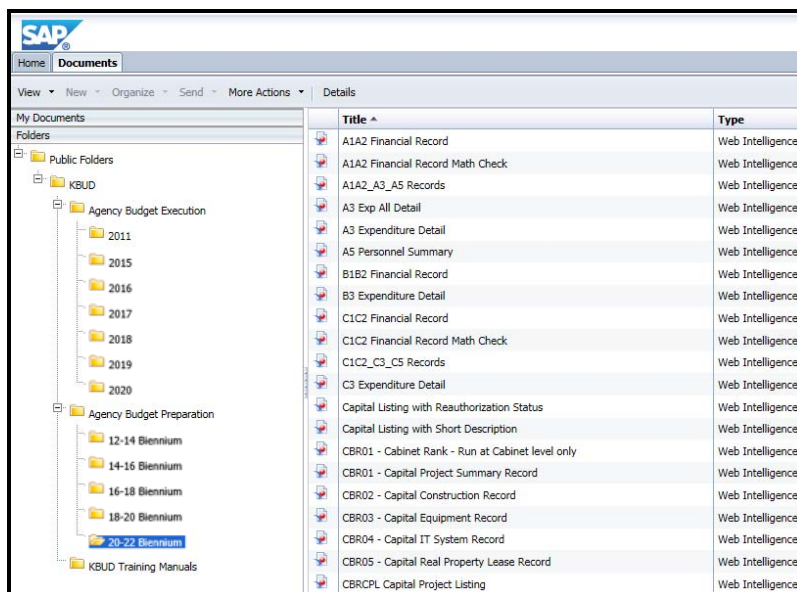


KBUD Reports are hosted in a Web-based application named Enterprise Business Intelligence (EBI) developed by the vendor SAP. The application is also referred to as Business Objects. KBUD uses EBI Version 4.1 as its platform. EBI is used to run pre-developed reports. To log into EBI, each user has to 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.



Section 5.2 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.

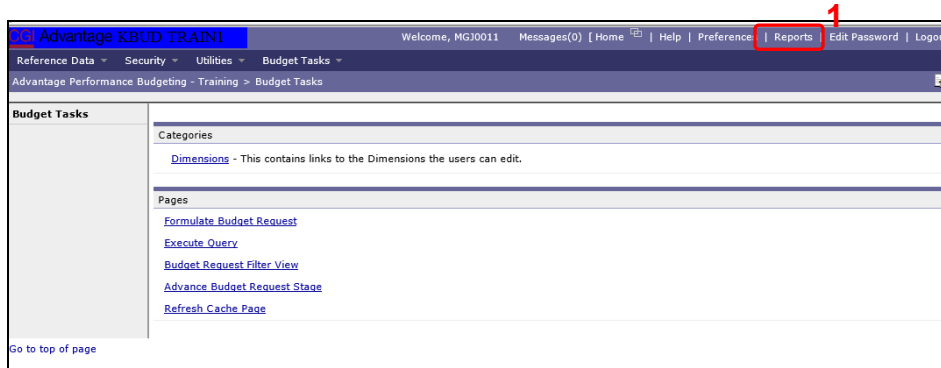
- [-]  STATE - Commonwealth of Kentucky - Program -
 - [-]  EXEC - Executive Branch - Program -
 - +  50 - Tourism, Arts and Heritage - Program -
 - +  50_CMAP - Tourism, Arts and Heritage - Program -
 - [-]  552H_BILL - Kentucky Center for the Arts - Program -
 -  552E_PG - Kentucky Center for the Arts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

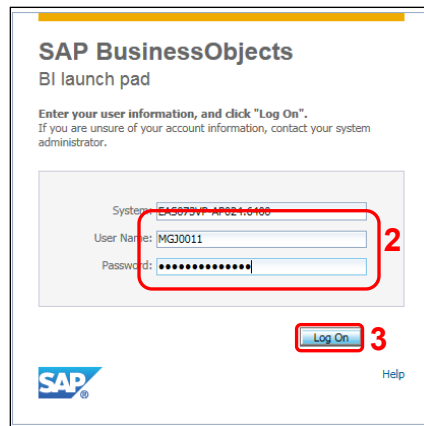
- [-]  552H_BILL - Kentucky Center for the Arts - Program -
 -  552E_PG - Kentucky Center for the Arts - Program -
 -  552S_PG - Governor's School for the Arts - Program -

Section 5.3 Accessing EBI 4.1

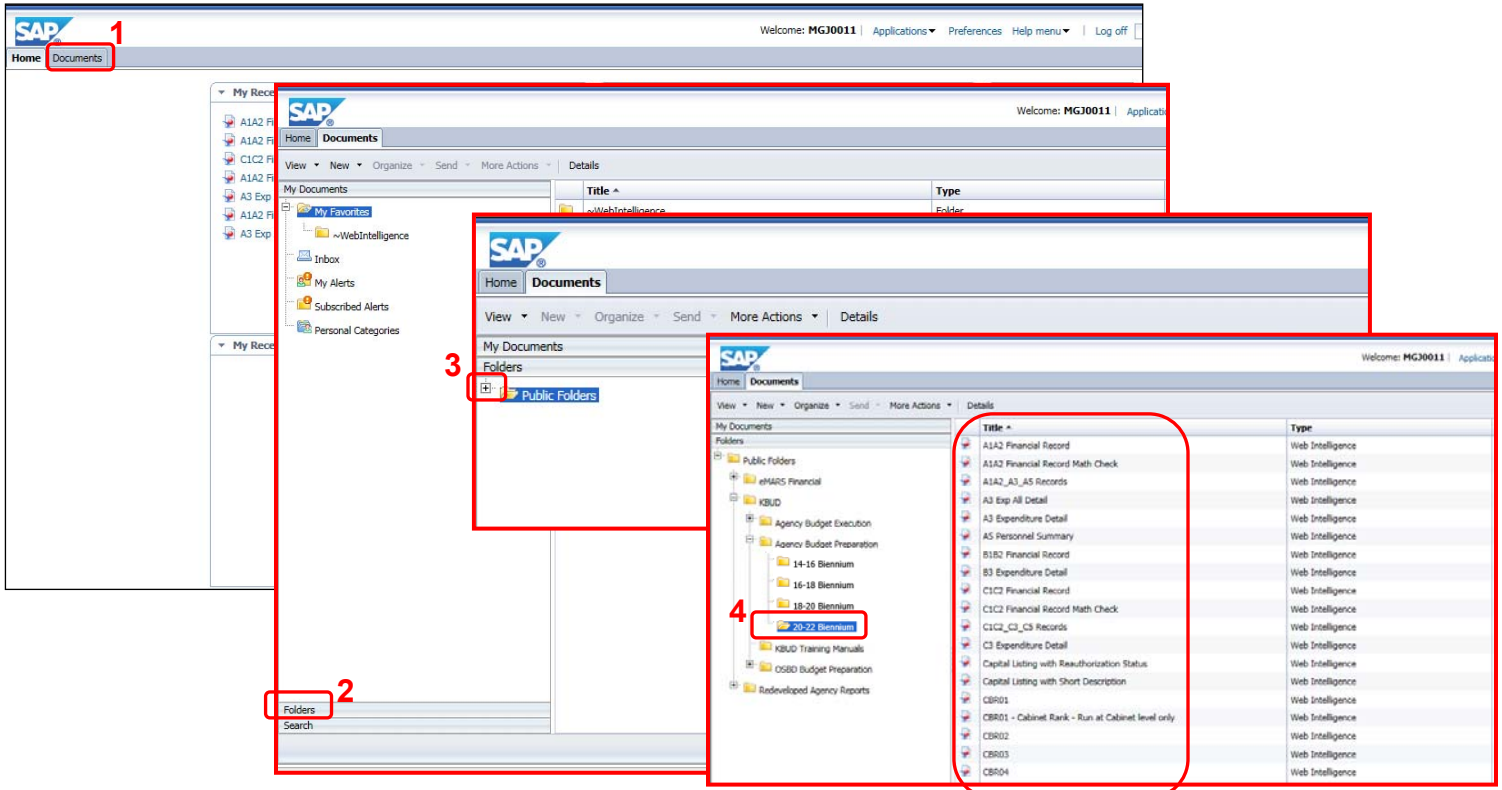
- There are two ways to access the login webpage to EBI 4.1 which contains KBUD reports:
 1. Either click on the Report link located in the KBUD application to access the webpage, or open your web browser and enter the direct link to EBI 4.1 and paste it into the URL: <https://ebi.ky.gov/BOE/BI>



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



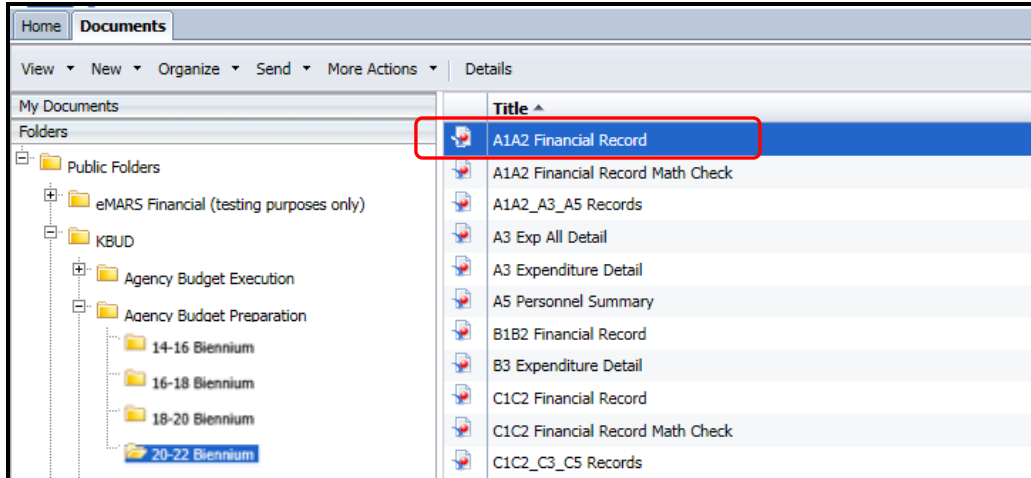
The image shows three overlapping screenshots of the SAP EBI application interface, illustrating the navigation steps:

- 1:** The top screenshot shows the 'Home Documents' tab selected in the SAP interface.
- 2:** The middle screenshot shows the 'Folders' bar at the bottom of the page, with 'Public Folders' highlighted.
- 3:** The middle screenshot also shows the 'Public Folders' section expanded in the left-hand navigation pane.
- 4:** The bottom screenshot shows the '20-22 Biennium' folder expanded under the 'Agency Budget Preparation' folder. The right-hand pane displays a list of reports with the following columns: Title and Type.

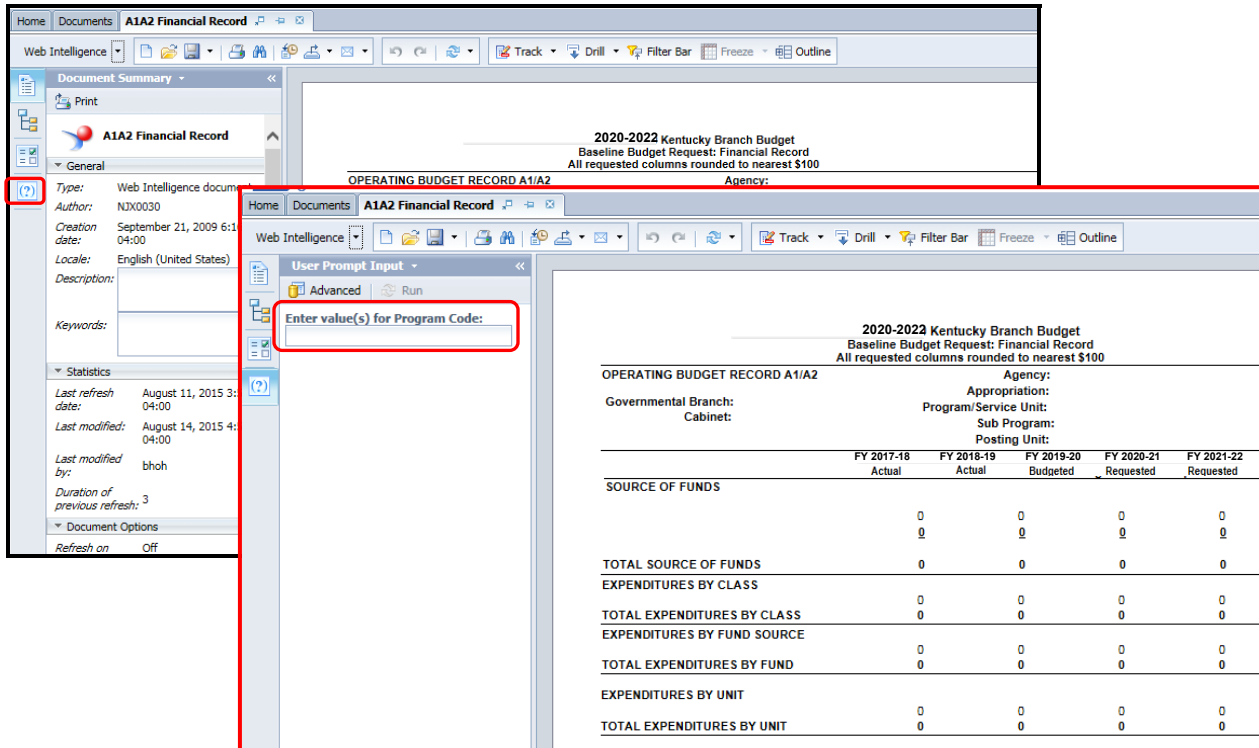
Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A3_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure 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

Section 5.4 Running Reports

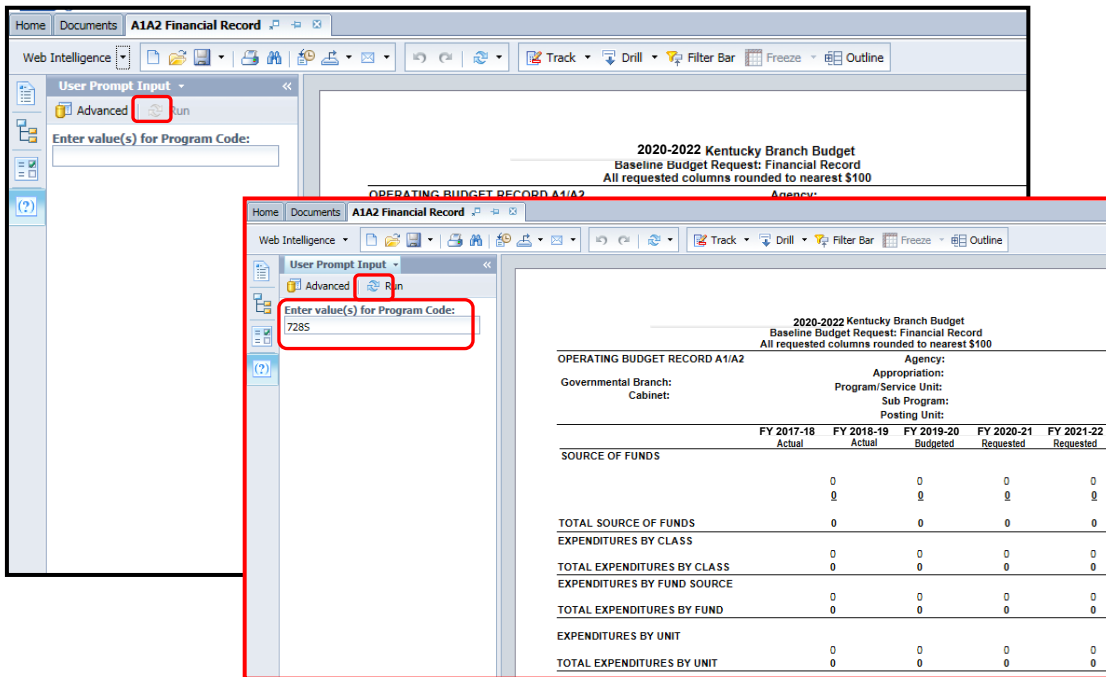
- The easiest method to open a report is to double click on the title of the report.



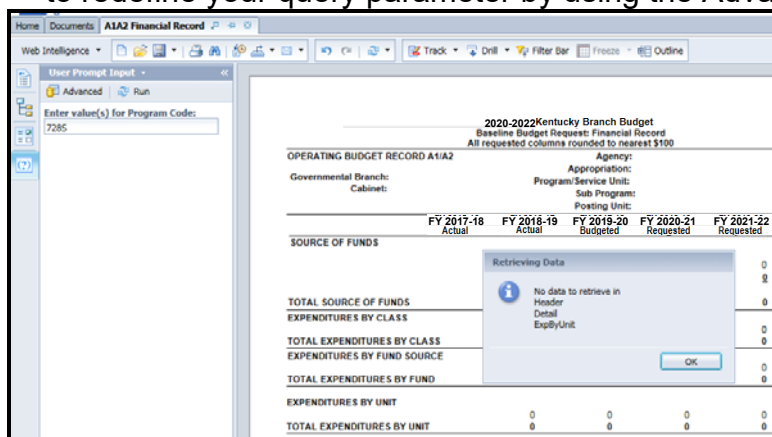
- Most, if not all reports, require some type of parameter or variable to run the query. If the User Prompt Input textbox is not showing, click on the Question Mark Icon to display the User Prompt Input textbox.



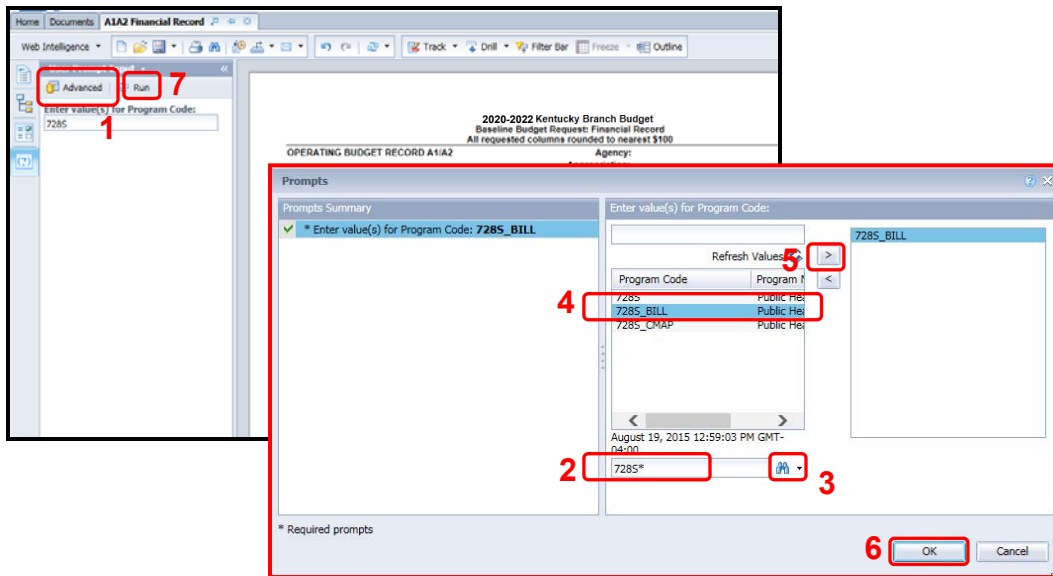
- If the Run icon is not enabled (greyed out), enter a value in the parameter/variable User Prompt Input textbox, and click out of the textbox. The Run icon should now be enabled.



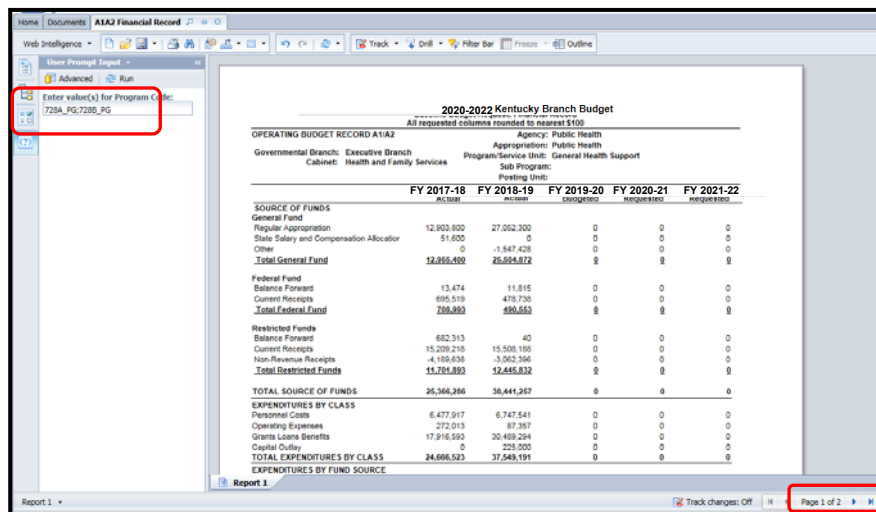
- The User Prompt Input textbox will accept any kind of parameter/variable (good or bad), so the Run icon being enabled is not an indication of whether the parameter/variable will work with the query. If you run the query and receive the error below, you have either entered a bad value and therefore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

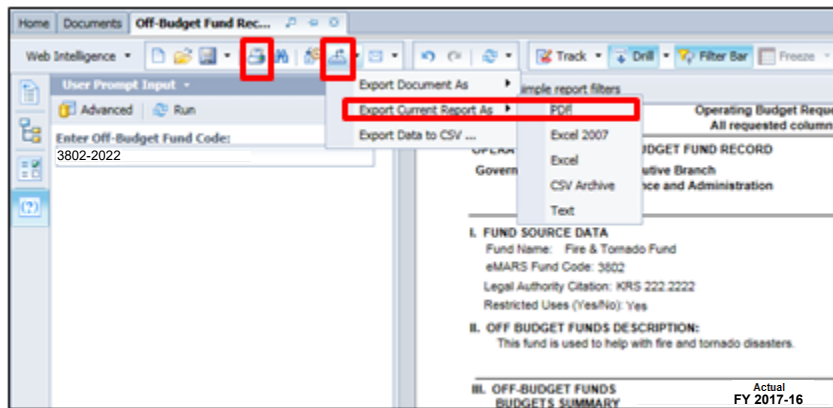


- EBI also has a feature to allow multiple parameters/variables in a single User Prompt Input textbox. The multiple values need to be separated by semi-colons (Example: 728A_PG;728B_PG). This will run the report separately for both inputs. You can navigate to the second report by clicking on the page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



Section 5.5 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

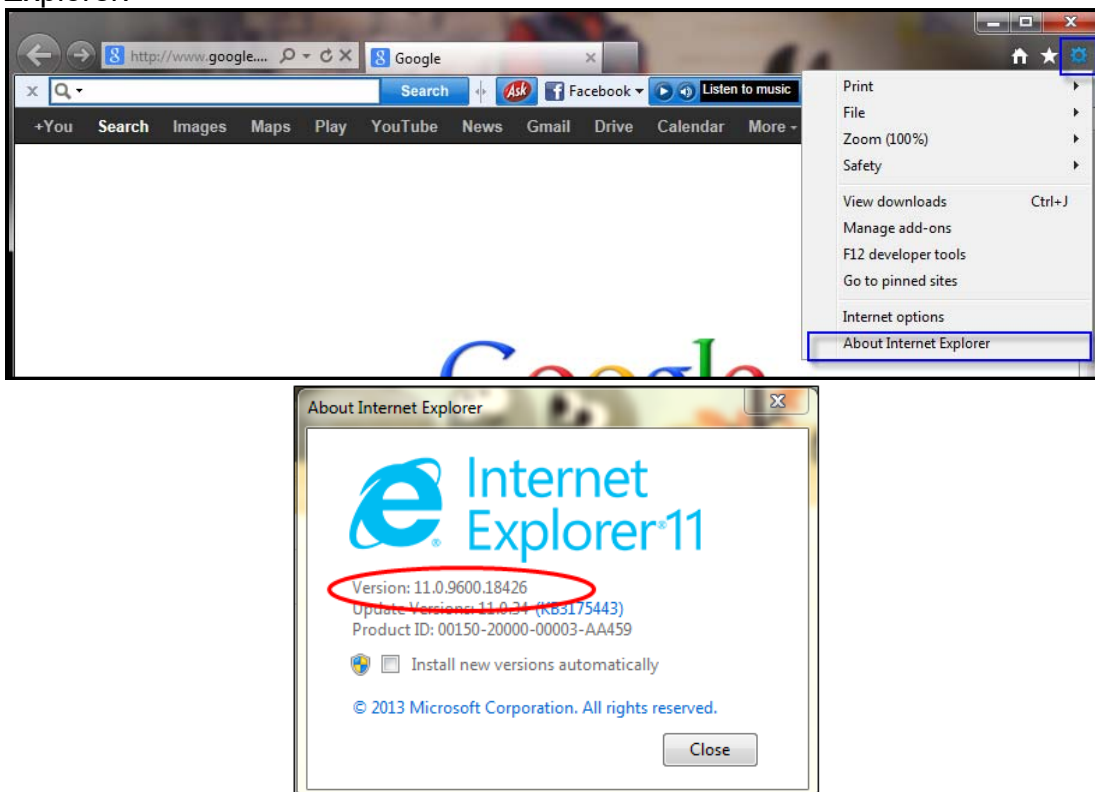
KBUD Setup

Internet Browser Requirements

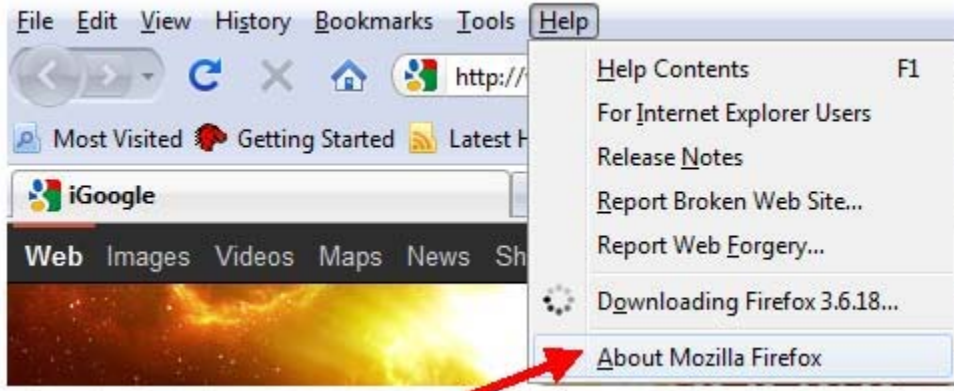
The following is a list of supported web browsers that are compatible with the current version of KBUD.

- 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.

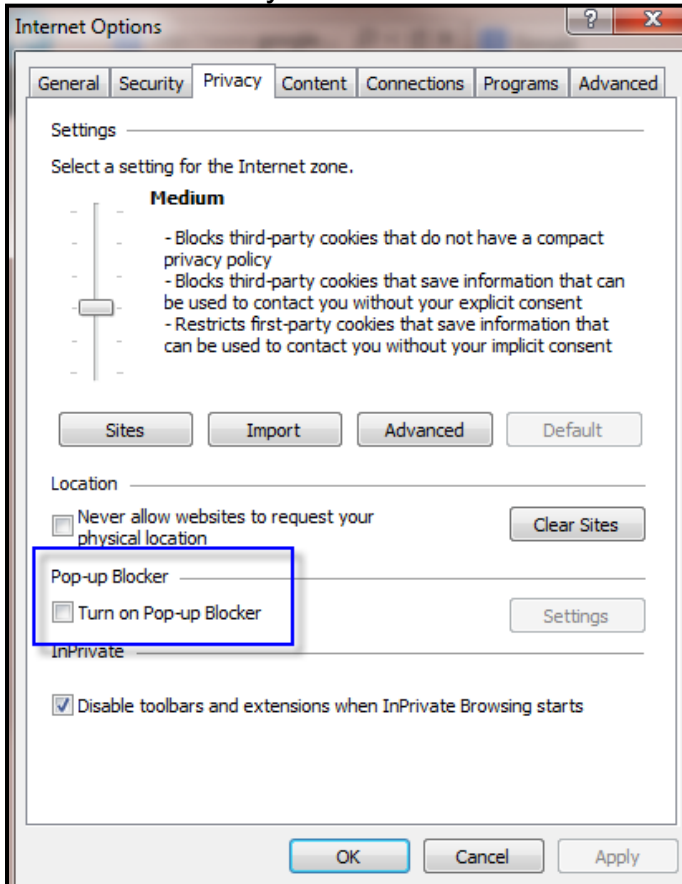


To check the Mozilla Firefox version, click on Help and select About Mozilla Firefox.

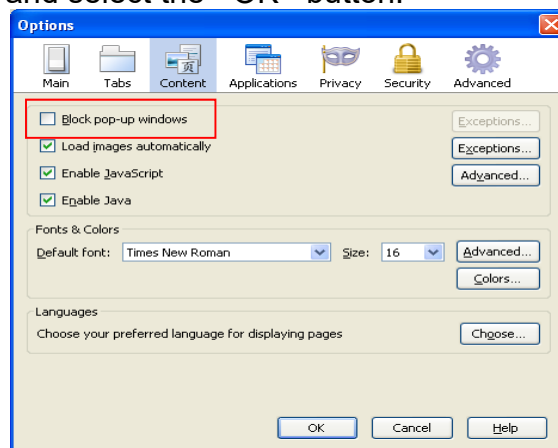


Pop-Up Blocker

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.

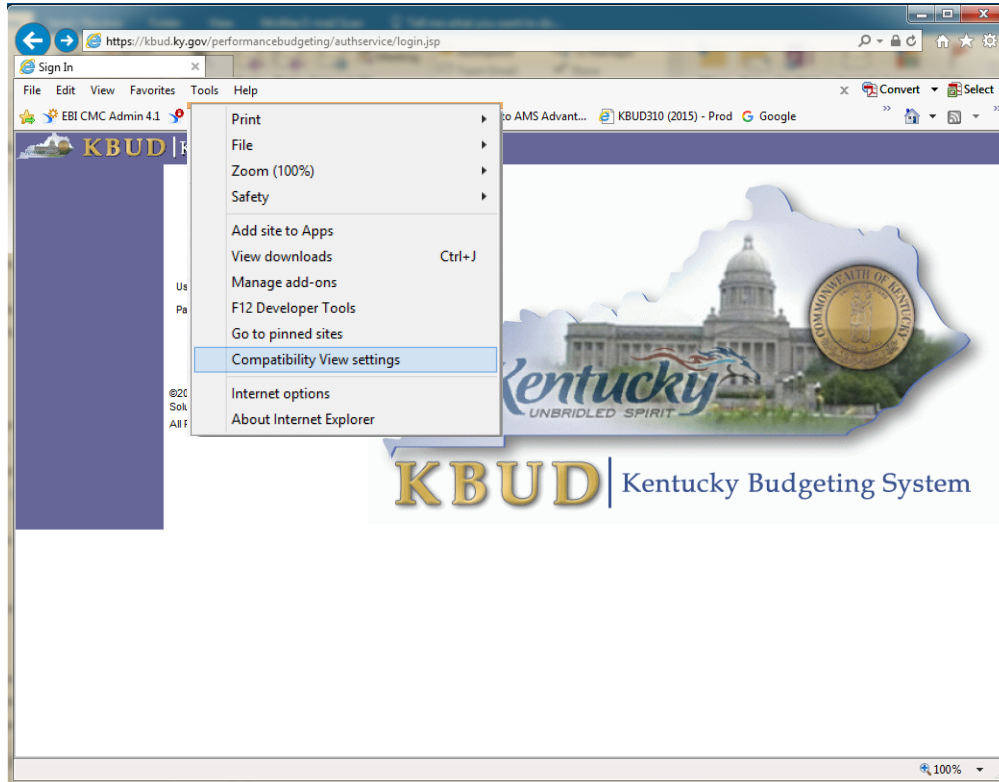


To disable the pop-up blocker in Mozilla Firefox, select Tools/Options/Content. Uncheck the Block pop-up windows box and select the <OK> button.

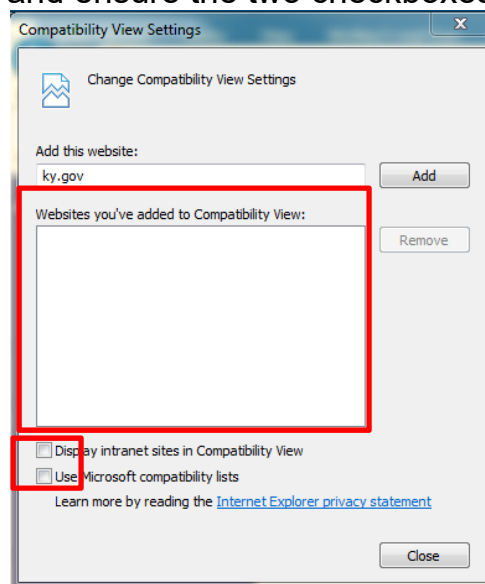


Capability View

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.



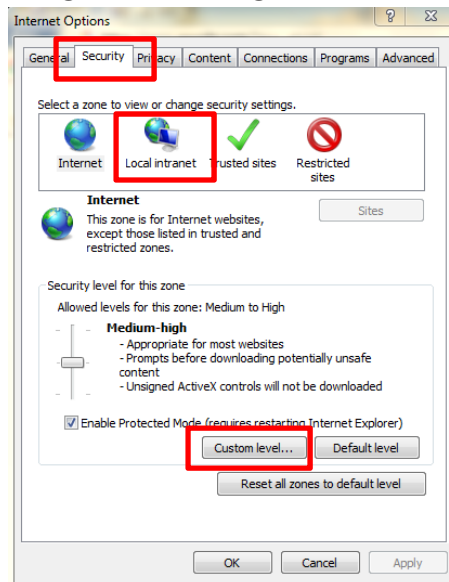
Ensure that KBUD link or the ky.gov extension is not in the “Websites you’ve added to Compatibility View” textbox and ensure the two checkboxes are unchecked.



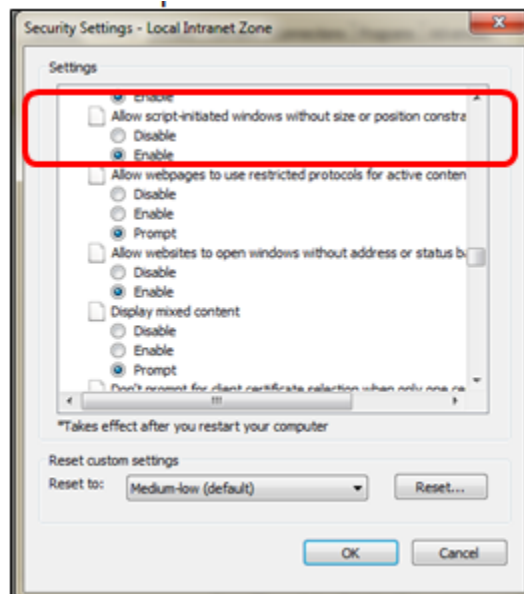
Internet Explorer Security Setting to Enable Menu Display

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.

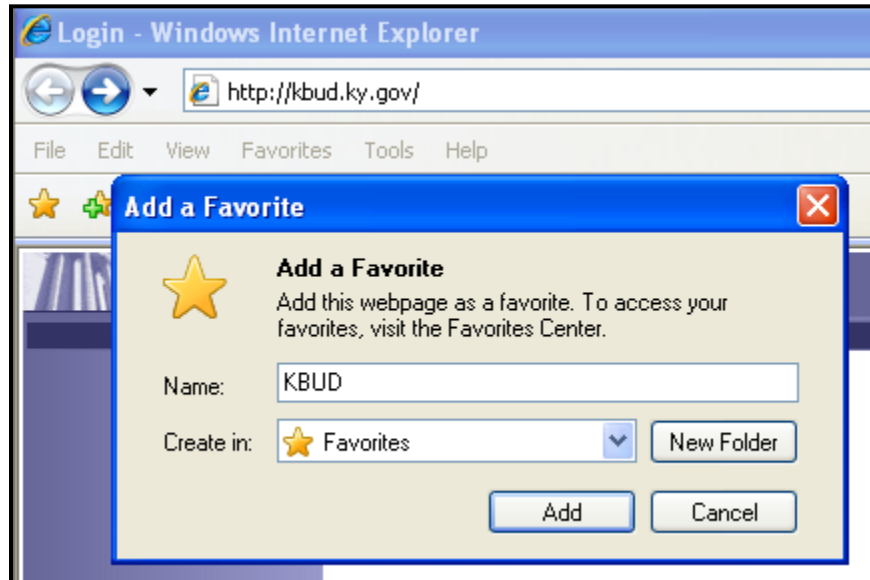


Scroll to the Miscellaneous section. Select the Enable button for the “Allow script-initiated windows without size or position constraints.” Once you have changed this setting, select the <OK> button, and you will be returned to the Internet Options page. Select the <OK> button to close the Internet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

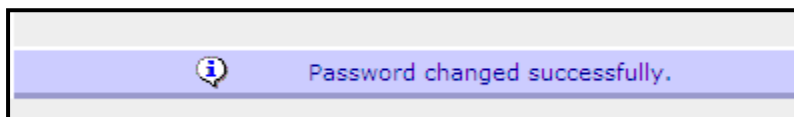
Change Password

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.**

Go to top of page

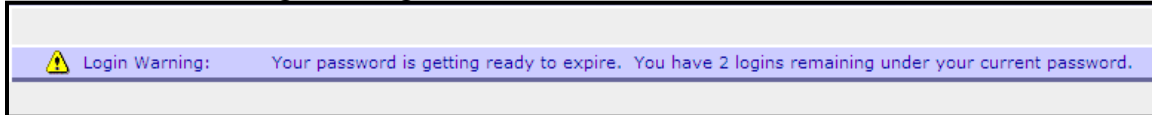
If your password is successfully changed, you will see the following message:



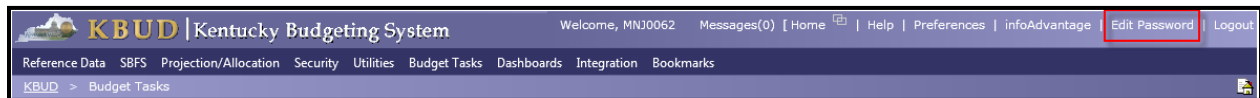


Change Password Before It Expires

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.**





Attachment 1: KBUD Setup and Preferences

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:

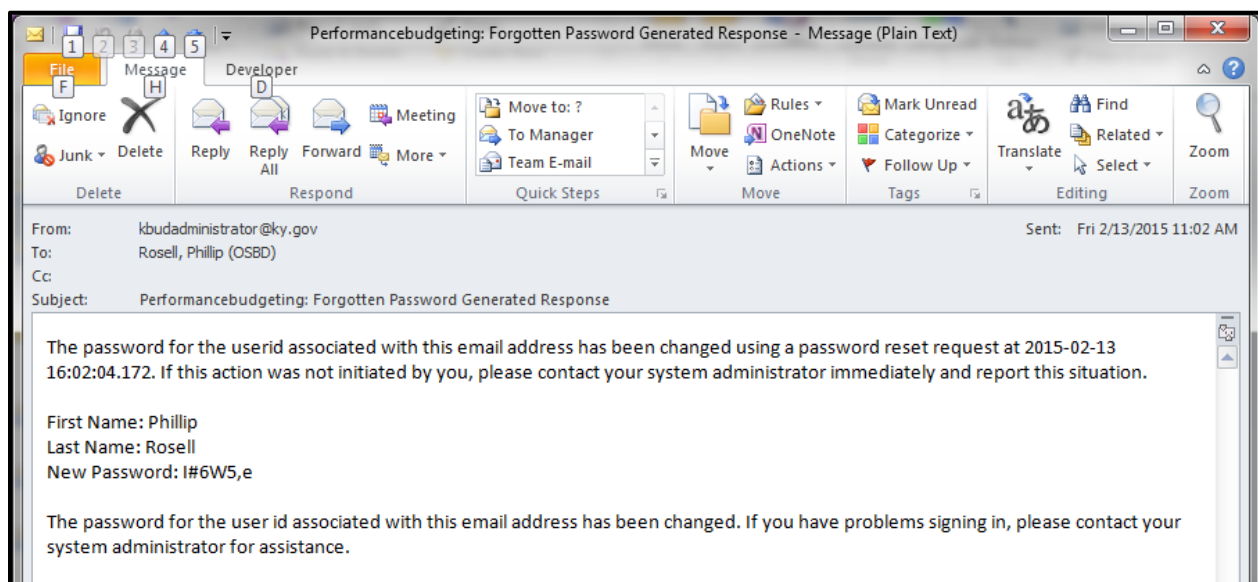
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The KBUD system will automatically generate a new password and send it to you email address that is stored within KBUD.



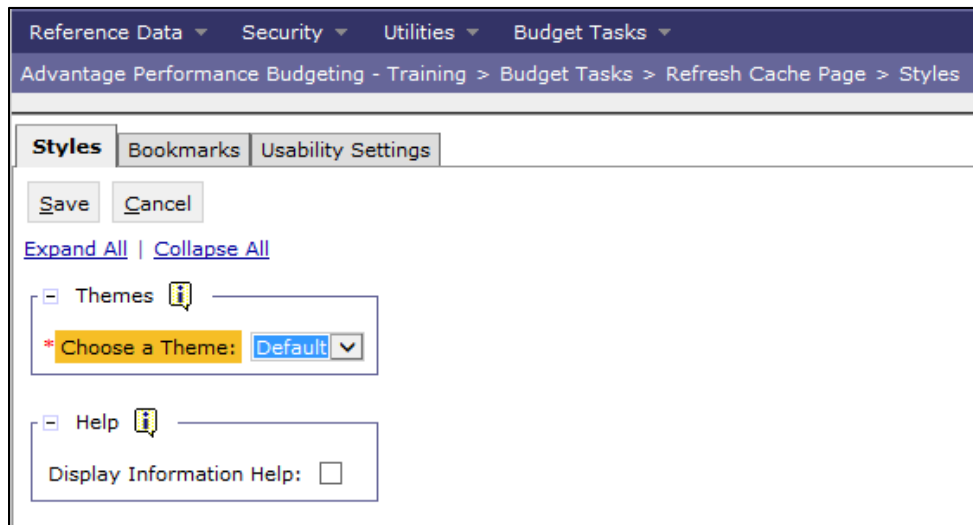
If you are still having difficulty with your password or you do not receive the email resetting your password, contact the KBUD Administrators (KBUDAdministrator@ky.gov).

Preferences

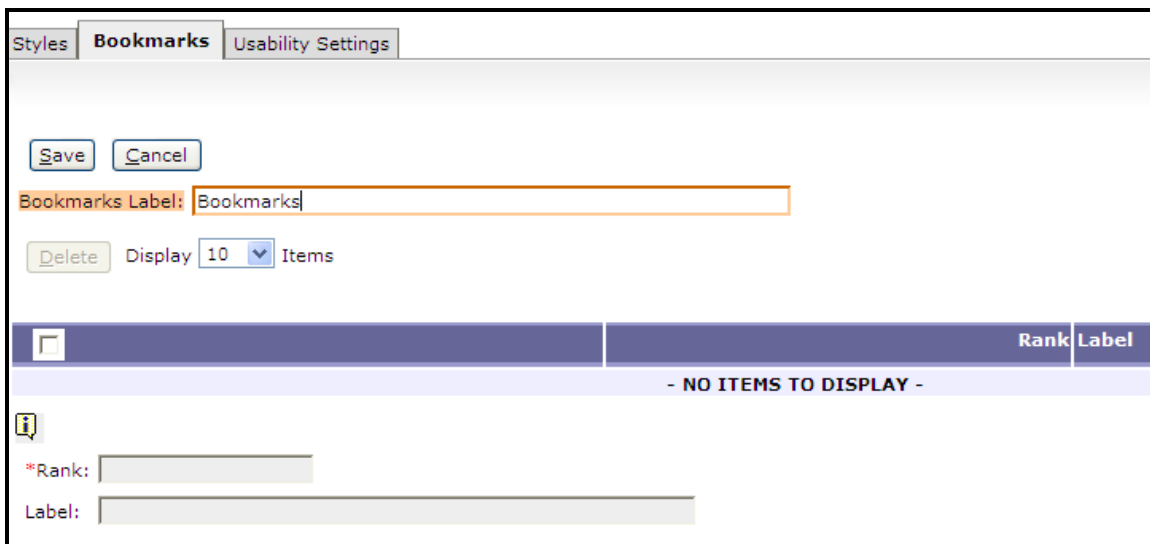
The “Preferences” feature allows you to customize the KBUD application. “Preferences” can be accessed from the Navigation bar.



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

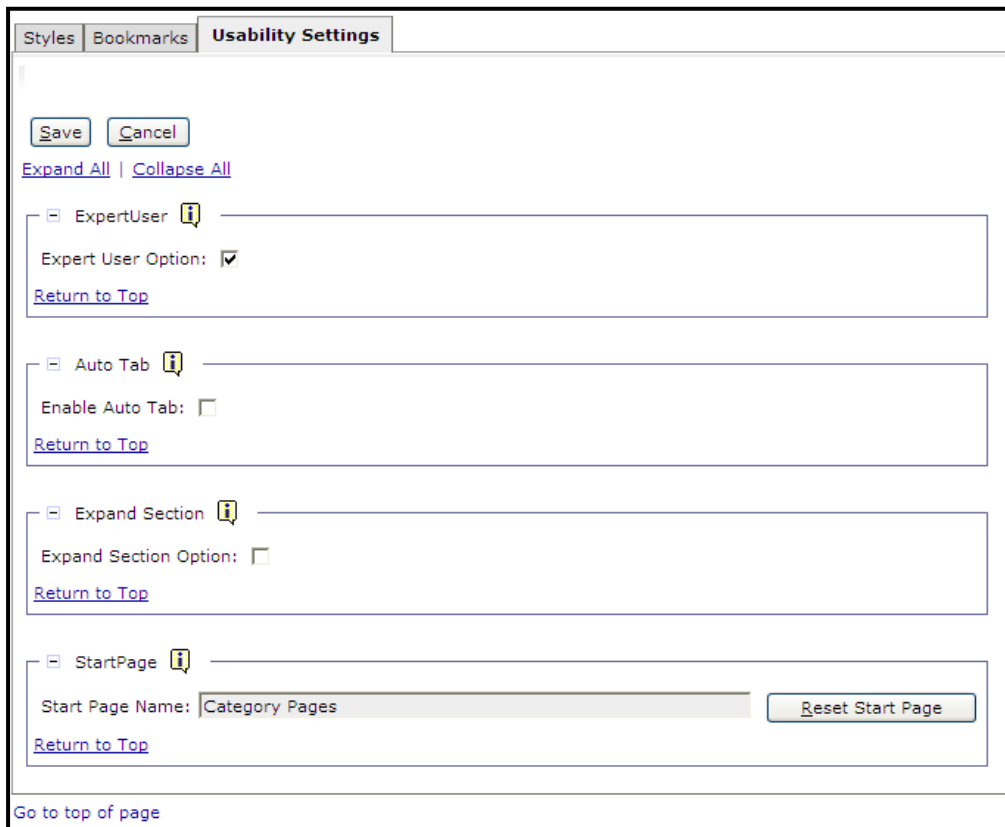


The second tab – Bookmarks will allow you to create easy access shortcuts to application pages within the KBUD application. You can use the Rank and Label functions to name the shortcut and to order them in a preferred order.



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

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



The screenshot shows the 'Usability Settings' tab in 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 'Return to Top' link:

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

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