

2020-2022 KBUD Budget Preparation Refresher Training



Kentucky
UNBRIDLED SPIRIT™

KBUD Budget Prep Refresher Overview

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KBUD Training Schedule

Budget Instructions Informational Meeting:

Early September

KBUD Preparation Training Classes:

Refresher Classes - Transportation – Auditorium

July 31 (Wed) – 1-2:30 pm

August 9 (Fri) – 9-10:30 am

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

July 29-30 (Mon & Tue) – New User (Includes Capital Budget)

August 1 (Thu) – Universities (Includes Capital Budget)

August 2 (Fri) – Boards (Includes Capital Budget)

August 5-6 (Mon & Tue) – New User (Includes Capital Budget)

August 19-20 (Mon & Tue) – New User (Includes Capital Budget)

August 21 (Wed) – Capital ONLY Class



OSBD Budget Prep Contact Information

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

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



OSBD Website Resources

➤ OSBD Website

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

➤ 2022 Budget Prep Resources

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

- 2020-2022 Branch Budget Request Manual (Budget Instructions)
- 2020-2022 KBUD Budget Preparation Manual
- Budget Request Templates
- Aids to Calculations (Posted as they become available)
- History Change Form Instructions
- Things to do before Personnel Runs Arrive



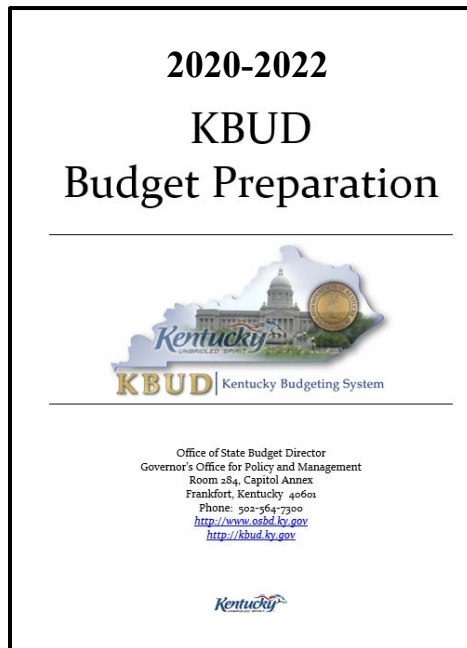
2020-2022 KBUD Budget Preparation Manual

➤ 2020-2022 KBUD Budget Preparation Manual

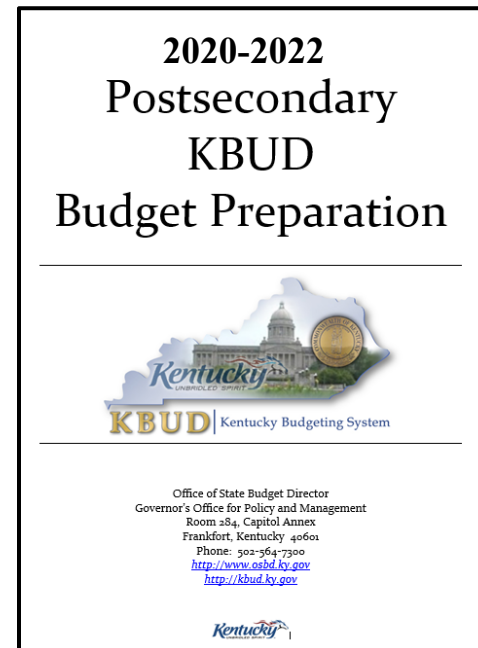
- Contains detailed instructions with screenshots
- OSBD Website & email link to all KBUD users

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

State Agencies



Universities Only



KBUD Technical Information

➤ Technical Requirements

▪ Browser Compatibility

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

KBUD Issues

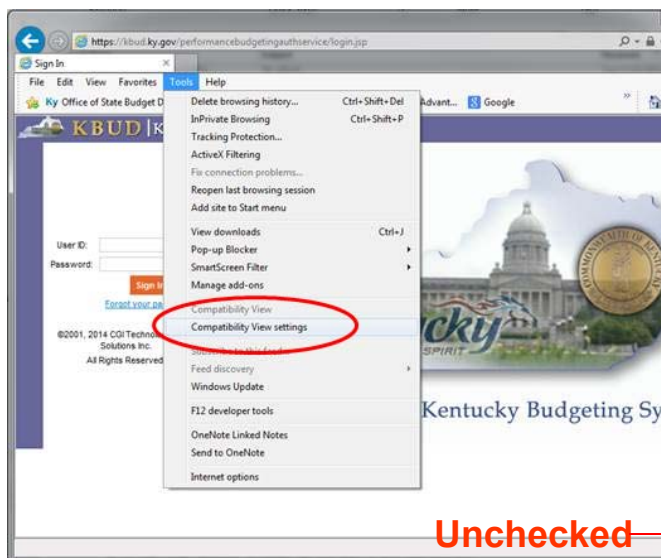
➤ Agency Accessibility Issues

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

KBUD Issues

➤ Blank page appears after user logs in:

- Compatibility View Settings need to be turned off (Unchecked)
 - Ensure ky.gov **IS NOT** in the Websites you've added to Compatibility View textbox
- Users start with the long link as Favorite or shortcut instead of the short link. Always start with the short link: <https://kbud.ky.gov>



Unchecked



ky.gov should not be in this textbox

KBUD Issues

➤ User Accounts Locked

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

➤ Forms Locked

- Occurs periodically when two people are attempting to modify the same form at the same time (2nd user will get the message)
- User accidentally closes out of KBUD by closing the browser instead of correctly logging out of KBUD
- If your form is locked, you will need to contact the KBUD Administrator (KBUDAdministrator@ky.gov) and provide the form #

KBUD Reporting (EBI) Issues

➤ Enterprise Business Intelligence (4.1)

- Access EBI through the KBUD Report Link or
- Access EBI directly through the Web link <https://ebi.ky.gov/BOE/BI>
- Navigation to KBUD's 2022 Biennium Reports Folder

The screenshot displays the SAP Web Intelligence (BI) interface. The top navigation bar includes the SAP logo, user information (Welcome: MGJ0011), and menu options (Applications, Preferences, Help menu, Log off). The main interface is divided into several panes:

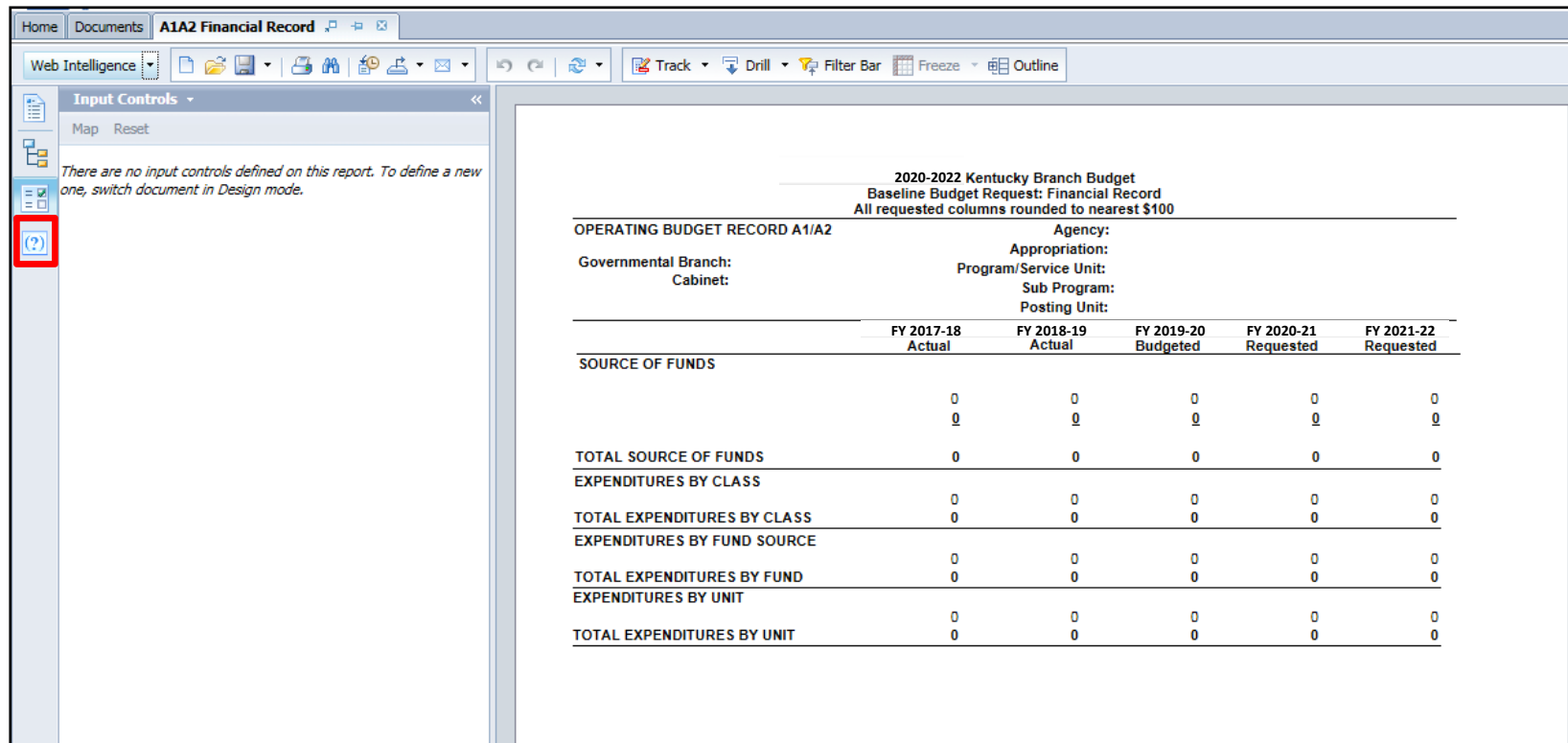
- Documents Pane (Left):** Shows a list of recently viewed documents, including "MG30011-YTD Allotment a...", "1102-CP - Annual Allotme...", "YTD Allotment at a Glance...", "Parks Project Report", "Overtime E115 Expendit...", "FY Capital Expenditures b...", "Function Expenditure Que...", "A3 Exp All Detail", "PersonnelArchive", and "KHRIS Organization Repor...".
- My Documents Pane (Middle-Left):** Shows a tree view of folders under "My Documents", including "My Favorites", "Webintelligence", "Phil's Queries", "Inbox", "My Alerts", "Subscribed Alerts", and "Personal Categories".
- Folders Pane (Middle-Right):** Shows a tree view of folders under "My Documents", including "Public Folders", "eMARS Financial (testing purposes only)", "KBUD", "Agency Budget Execution", "Agency Budget Preparation", "14-16 Biennium", "16-18 Biennium", "18-20 Biennium", and "20-22 Biennium".
- Title Pane (Right):** Shows a list of documents under the "Title" column, including "A1A2 Financial Record", "A1A2 Financial Record Math Check", "A1A2_A3_A5 Records", "A3 Exp All Detail", "A3 Expenditure Detail", "A5 Personnel Summary", "B1B2 Financial Record", "B3 Expenditure Detail", "C1C2 Financial Record", "C1C2 Financial Record Math Check", and "C1C2_C3_C5 Records".

Red boxes highlight the "Documents" pane on the left, the "Folders" pane in the middle-right, and the "Title" pane on the right. The "20-22 Biennium" folder and the "A1A2 Financial Record" document are also highlighted with red boxes.

KBUD Reporting (EBI) Issues

➤ KBUD Reporting

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




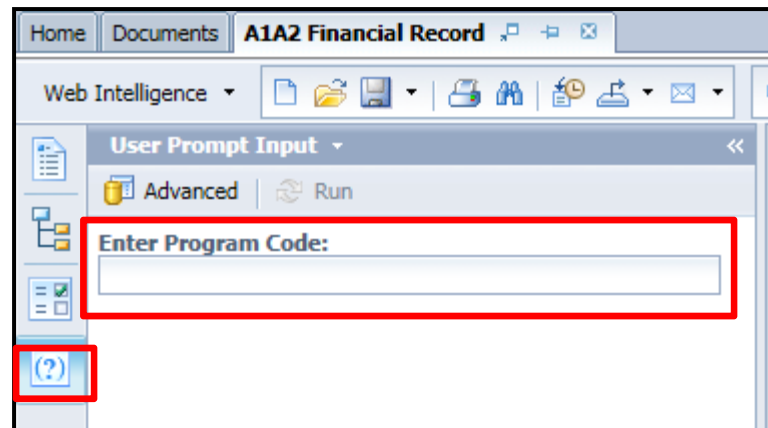
The screenshot shows the KBUD Reporting interface. On the left, the 'Input Controls' pane is visible, containing a 'Map' button, a 'Reset' button, and a message: 'There are no input controls defined on this report. To define a new one, switch document in Design mode.' A red box highlights a question mark icon in the Input Controls pane. The main area displays a financial record report for the 2020-2022 Kentucky Branch Budget. The report title is '2020-2022 Kentucky Branch Budget Baseline Budget Request: Financial Record All requested columns rounded to nearest \$100'. The report is titled 'OPERATING BUDGET RECORD A1/A2' and includes fields for Agency, Appropriation, Governmental Branch, Cabinet, Program/Service Unit, Sub Program, and Posting Unit. The report is a table with columns for FY 2017-18 Actual, FY 2018-19 Actual, FY 2019-20 Budgeted, FY 2020-21 Requested, and FY 2021-22 Requested. The table shows zero values for all categories.

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted	FY 2020-21 Requested	FY 2021-22 Requested
SOURCE OF FUNDS					
	0	0	0	0	0
	0	0	0	0	0
TOTAL SOURCE OF FUNDS	0	0	0	0	0
EXPENDITURES BY CLASS					
	0	0	0	0	0
	0	0	0	0	0
TOTAL EXPENDITURES BY CLASS	0	0	0	0	0
EXPENDITURES BY FUND SOURCE					
	0	0	0	0	0
	0	0	0	0	0
TOTAL EXPENDITURES BY FUND	0	0	0	0	0
EXPENDITURES BY UNIT					
	0	0	0	0	0
	0	0	0	0	0
TOTAL EXPENDITURES BY UNIT	0	0	0	0	0

KBUD Reporting (EBI) Issues

➤ KBUD Reporting

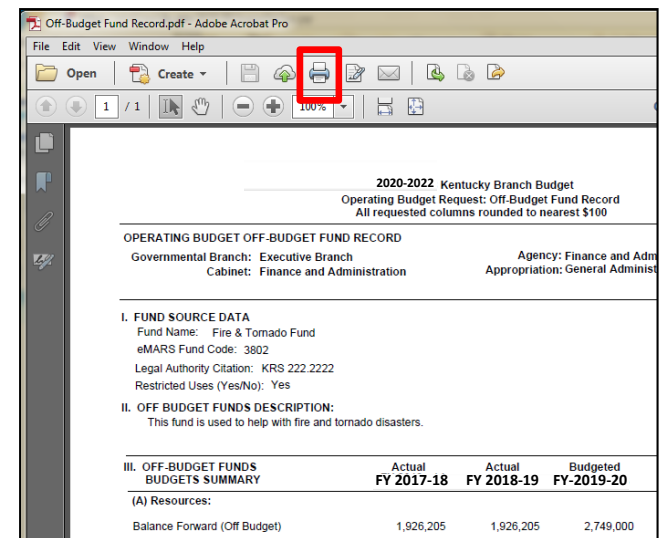
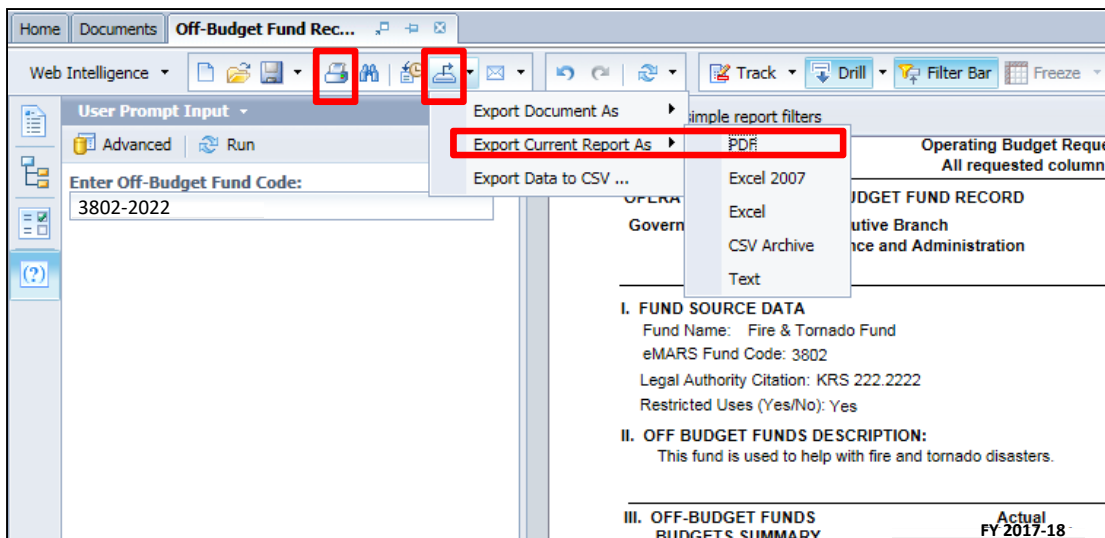
- **Problem:** Run Icon  is not enabled (greyed out)
- **Solution:** Click the User Prompt Icon and enter a Value in the text box and click out of the text box



KBUD Reporting (EBI) Issues

➤ KBUD Reporting

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



KBUD Features

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



KBUD Features

➤ Refresh Cache Page

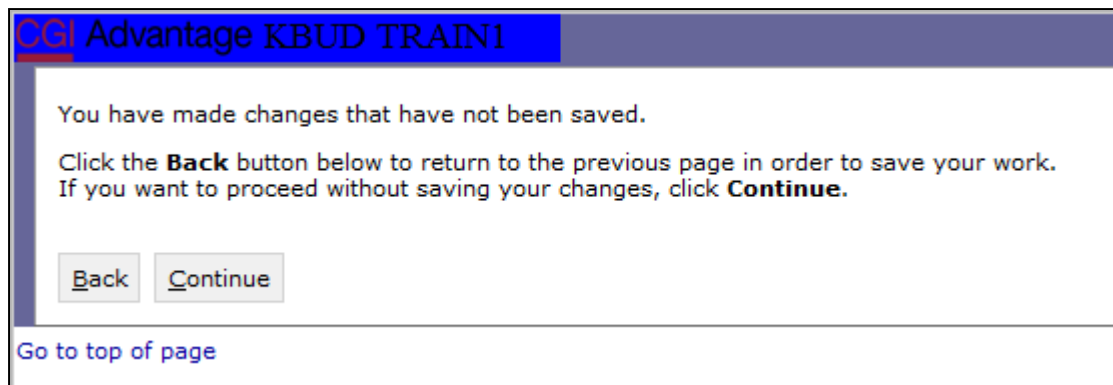
- Refreshes the data link between the application and the database
- Perform this action anytime without affecting the data entered as long as you Save your last action first
- Perform this when you are not seeing the data you are expecting, such as new ABR, Project, or Grant codes added to their dimension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

The image displays two screenshots of the Advantage KBUD TRAIN1 application interface. The left screenshot shows the 'Budget Tasks' menu with the 'Refresh Cache Page' option highlighted. The right screenshot shows the 'Refresh Cache Page' dialog box with the 'Refresh Own Cache' button highlighted.

KBUD Features

➤ Saving Changes: Continue or Back Buttons

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



Program Table Changes

- Any additional requests for updates to the Program Table should be made as soon as possible to your OSBD Policy & Budget analyst for review and approval
- Function Codes are listed on the 2022 Full Program Consolidation for the purpose of displaying History on the on the A1A2 Financial Record and C1C2 Financial Record report
- Changes to the program table can effect the History, so ensure the program table is correct prior to making History changes

2022 Example

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

History Change Process

➤ **FY18 & FY19 History has been loaded to KBUD**

1. History change requests need to be accomplished by the agencies through their OSBD Policy & Budget analyst
2. Agencies should use the 2022 Historical Change Request Form (Excel Spreadsheet)
<http://osbd.ky.gov/Pages/KBUD-Information.aspx>
3. **Highly recommend** agencies to start with history changes as they begin their 2022 budget preparation
4. Process is described in the 2022 KBUD Budget Preparation Manual – Section 8 History Changes

History Change Process

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

Capital Budget Information

➤ Capital Project Data from Six Year Plan

- The Capital Project information was preloaded into KBUD from the Capital Planning system (2020-2026 Capital Projects)
- KBUD used Version data from the Capital Planning System which corresponds to June 26, 2019
- If agencies made updates (change amounts or added new projects) to projects in the Capital Planning System after June 26, agencies will need to make those same updates in KBUD
- Agencies will need to add leases where costs are \$200K or higher/annually to KBUD (lease amounts are entered as \$.01 so the project titles appear on the Capital Reports in EBI)



Schedule

➤ Personnel Run Information

- Baseline Personnel Runs and Retirement Exhibits should be available early September

➤ KBUD 2022 Budget Prep Forms will be available in late August

- Dimension Tables are currently available
 - Grant, Restricted Fund, Off Budget Fund, Capital Projects, ABRs can be updated
 - Requests for additional Grant, ABR, or Project codes can be sent to KBUDAdministrator@ky.gov
- Capital data is preloaded so 2022 Capital Reports are available
- FY18 and FY19 History changes can be completed now

Formal Budget Submission/Schedule

➤ Submission Format and Quantities

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

➤ Schedule

- Budget Requests due to OSBD/LRC by November 1



Questions ?

