

2022-2024 Postsecondary KBUD Budget Preparation



Office of State Budget Director
Governor's Office for Policy and Management
Room 284, Capitol Annex
Frankfort, Kentucky 40601
Phone: 502-564-7300
<http://www.osbd.ky.gov>
<http://kbud.ky.gov>



Office of State Budget Director

Commonwealth of Kentucky

KBUD 2022-2024 Postsecondary Budget Preparation

Version 1.0

June 28, 2021





Table of Contents

	<u>PAGE</u>
Section 1 Introduction to KBUD	1
Section 1.1 <i>Benefits of KBUD.....</i>	1
Section 1.2 <i>KBUD Setup Summary.....</i>	2
Section 2 Baseline Budget Request.....	3
Section 2.1 <i>Budget Form Overview.....</i>	3
Section 2.2 <i>Creating a Baseline Budget Request.....</i>	5
Section 2.2.1 Assumptions, Conditions, and Directions	5
Section 2.2.2 Process Overview	6
Section 2.2.3 Login to KBUD & Navigate to 2224_PS_A2-A3-A4-A5 Baseline Form	7
Section 2.2.4 Creating the Baseline Budget Request Form	10
Section 2.2.5 Entering Budget Data in the 2224_PS_A2-A3-A4-A5 Form.....	12
Section 2.2.6 Login to KBUD Reports (EBI) to Access Baseline Reports.....	22
Section 3 Additional Budget Request.....	32
Section 3.1 <i>Budget Form Overview.....</i>	32
Section 3.2 <i>Creating an Additional Budget Request (ABR).....</i>	35
Section 3.2.1 Process Overview	35
Section 3.2.2 Login to KBUD & Navigate to the ABR Maintenance Table	36
Section 3.2.3 Navigate to the 2224_PS_B2-B3-B4-B5 Form	39
Section 3.2.4 Creating the Additional Budget Request Form	42
Section 3.2.5 Entering Budget Data in the 2224_PS_B2-B3-B4-B5 Form.....	44
Section 3.2.6 Login to KBUD Reports (EBI) to Access ABR Reports	50
Section 4 Capital Budget Request	55
Section 4.1 <i>Budget Form Overview.....</i>	55
Section 4.2 <i>Creating a Capital Budget Request</i>	58
Section 4.2.1 Process Overview	58
Section 4.2.2 Login to KBUD & Navigate to Project Maintenance Table	59
Section 4.2.3 Navigate to the 2224_CAPITAL_FUND Form	63
Section 4.2.4 Creating the Capital Request by Fund Source Form	66
Section 4.2.5 Entering Budget Data in the 2224_CAPITAL_FUND Form.....	68
Section 4.2.6 Creating & Entering Budget Data in 2224_CAPITAL_EXPEND Form.....	69
Section 4.2.7 Creating & Entering Budget Data in 2224_CAP_IMPONOPBUD Form ...	70
Section 4.2.8 Login to KBUD Reports (EBI) to Access Capital Reports	71
Section 5 KBUD Reports.....	77
Section 5.1 <i>Reports Overview.....</i>	77
Section 5.2 <i>Biennial Budget Preparation Reports Overview.....</i>	79
Section 5.3 <i>Accessing EBI</i>	81
Section 5.4 <i>Running Reports.....</i>	83
Section 5.5 <i>Printing Reports.....</i>	86



Section 1 Introduction to KBUD

The Kentucky Budgeting (KBUD) system will be used to develop the 2022-2024 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 2022-2024 Branch Budget Request Manual (Budget Instructions). It is essential that agencies read and understand the 2022-2024 Budget Instructions in order to complete and submit their biennial budget request accurately, on-time, and in the correct format. The 2022-2024 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 also known as 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 an user to create an agency budget submission. **For technical help with KBUD, you can contact the KBUD Administrator at KBUDAdministrator@KY.GOV.**

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

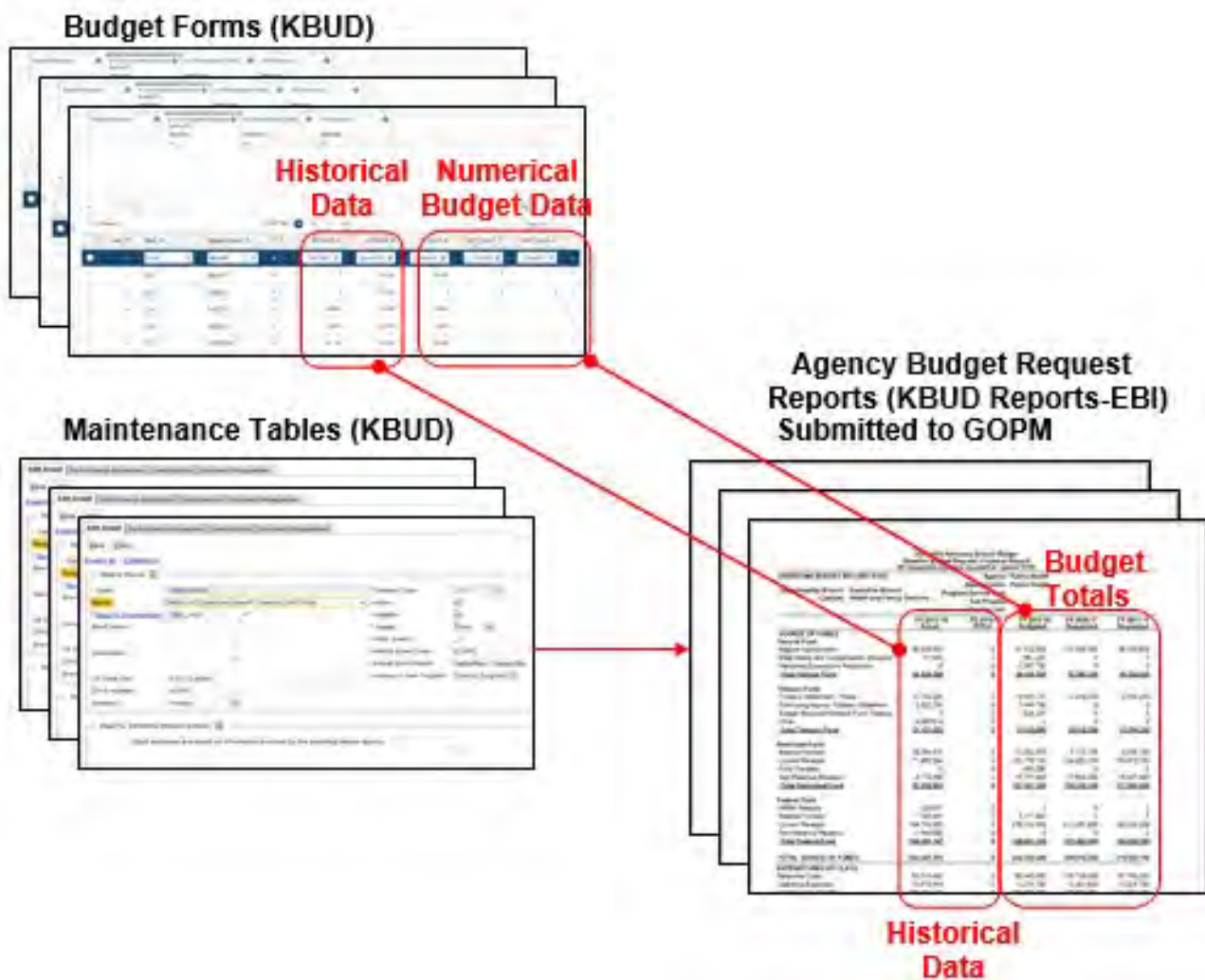
- 1) KBUD application has built-in forms and tables for users to enter the budget data information necessary to create the KBUD reports. The link to the application is <https://kbud.ky.gov/>. Each user requires a separate KBUD account to utilize the application. Contact the KBUD Administrator at KBUDAdministrator@KY.GOV 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://ebi42.ky.gov/BOE/BI/logonNoSso.jsp>. Each user requires a separate EBI account to utilize the application. Contact the KBUD Administrator at KBUDAdministrator@KY.GOV to request access instructions.

NOTE: Users can access both applications through compatible Web browsers (Microsoft's Edge, Google Chrome, or Mozilla Firefox). Only certain versions of these browsers will work with KBUD or EBI.

Section 2 Baseline Budget Request

Section 2.1 Budget Form Overview

Budget forms and maintenance tables are the primary tools within KBUD 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 translated into budget totals on the budget request reports. In addition to the budget request forms, the information entered into the maintenance tables is also used to produce the budget request reports.





Baseline Budget Request

The 2224_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 2224 baseline budget request.

2224 Post Secondary Baseline Budget Request Form

<input type="checkbox"/>	Code	Name	Layout Type	
<input type="checkbox"/>	2224_PS_A2-A3-A4-A5	Post Sec - A2/A3/A4/A5 Baseline Budget Request	Generic	Select

The 2224_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

2224_PS_A2-A3-A4-A5 Form with Multiple Tabs

The screenshot displays the 'Edit Budget Request' interface. At the top, there are buttons for 'Save', 'Save & Close', and 'Cancel'. Below these, a breadcrumb trail shows the current path: Program: 445U_BILL | Request Code: 36322 | Request Name: 445U_BILL | Layout Code: 2224_PS_A2-A3-A4-A5 | Layout Name: Post Sec - A2/A3/A4/A5 Baseline Budget Request | Stage: 1-Agency Request.

The main content area features a tabbed interface with the following tabs: 'Budget Request' (active), 'A2 Sources (6)', 'A3 Exp by Fund (27)', 'A3 Expenditure Detail (33)', and 'A5 Personnel (6)'. Each tab displays a 'Total Cost' value: Budget Request (\$916,235,100), A2 Sources (\$916,235,100), A3 Exp by Fund (\$916,235,100), A3 Expenditure Detail (\$916,235,100), and A5 Personnel (\$463,010,019).

Below the tabs, there is a section for 'Attachments'. Further down, a summary bar shows 'Current Rank: 0' and 'Budget Request Total: 1,379,245,119'.

The 'Budget Request Details' section includes fields for 'Request Code' (36322), 'Name' (445U_BILL), and 'Stage' (1-Agency Request).

The 'Budget Request Information' section is currently collapsed.

The 'CDA Elements' section shows the 'Program' as 445U_BILL.

The 'Reason For Change' section includes a 'Reason Description' text area.

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 2022-2024 Budget Instructions.

Section 2.2.1 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 2022-2024 baseline budget in KBUD:

- The user should review and understand the LRC's 2022-2024 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 a Citrix account from CPE Technical Support 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.

Section 2.2.2 Process Overview

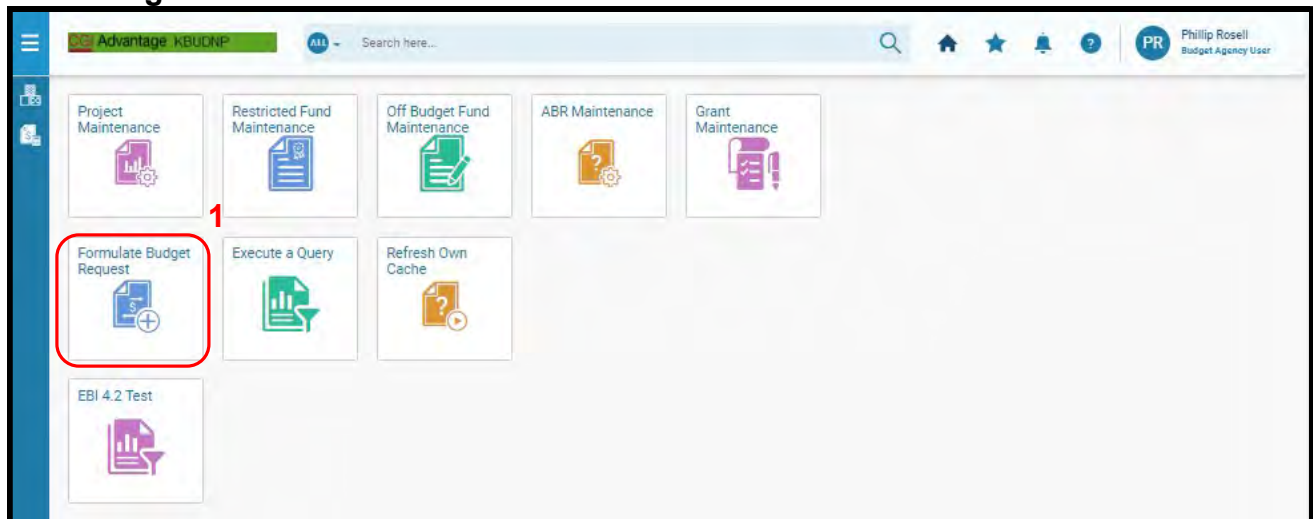
The following is a summarized description of the steps involved in the process to create a baseline budget request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Budget Layout Selection Page to choose the 2224_PS_A2-A3-A4-A5 Baseline Budget Request form
- 2) Create an instance of the 2224_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
 - 2224_PS_A2-A3-A4-A5 Baseline Budget Request Form Tabs
 - **A2 Sources**
 - **A3 Exp by Fund**
 - **A3 Expenditure Detail**
 - **A5 Personnel**
- 4) Login to KBUD Reports (EBI) and navigate to the 22-24 Biennium folder to run and/or print the necessary budget request reports
 - Run the baseline budget math check report (A1A2 Financial Record Math Check) necessary for performing a math check on the budget data that was entered into KBUD. If math check errors are indicated on the report, log into KBUD and correct the errors by making the necessary changes in the form and rerun the math check report to ensure the errors have been corrected
 - Run the baseline budget request reports for each program code necessary for the official budget submission to GOPM and save a PDF version of each report for the electronic submission to GOPM
 - **A1A2 Financial Record**
 - **A3 Expenditure Detail**
 - **A5 Personnel Summary**

Section 2.2.3 Login to KBUD and Navigate to the 2224_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. From the Home page, you can navigate to the KBUD forms by clicking the Formulate Budget Request tile on the home page. The Budget Layout Selection page will appear.

Home Page



- 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 2224_PS_A2-A3-A4-A5 form by clicking on the corresponding link. The Select Budget Request page will appear.

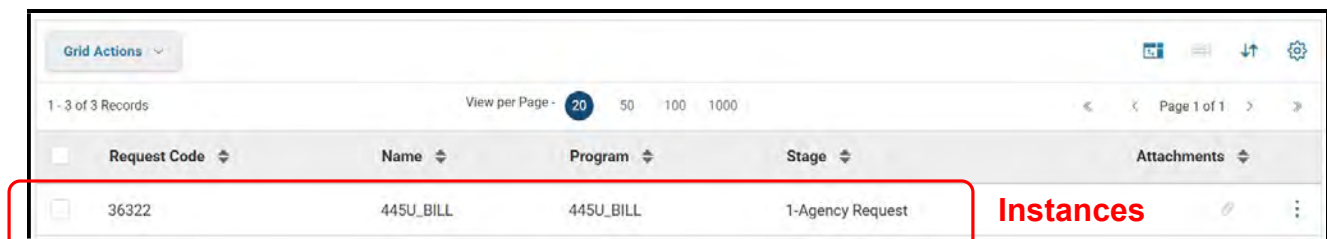
Budget Layout Selection Page



Code	Name	
2224 PS_A2-A3-A4-A5	Post Sec - A2/A3/A4/A5 Baseline Budget Request	Select
2224 PS_B2-B3-B4-B5	Post Sec - B2/B3/B4/B5 Additional Budget Request	Select
2224 CAPITAL FUND	Capital Request by Fund Source	Select
2224 CAPITAL EXPEND	Capital Request Expenditures	Select
2224 CAP IMPONOPBUD	Capital Request – Impact on Operating Budget	Select

- Please keep in mind, the Select Budget Request page will show all the instances of this specific form (2224_PS_A2-A3-A4-A5) you have created.

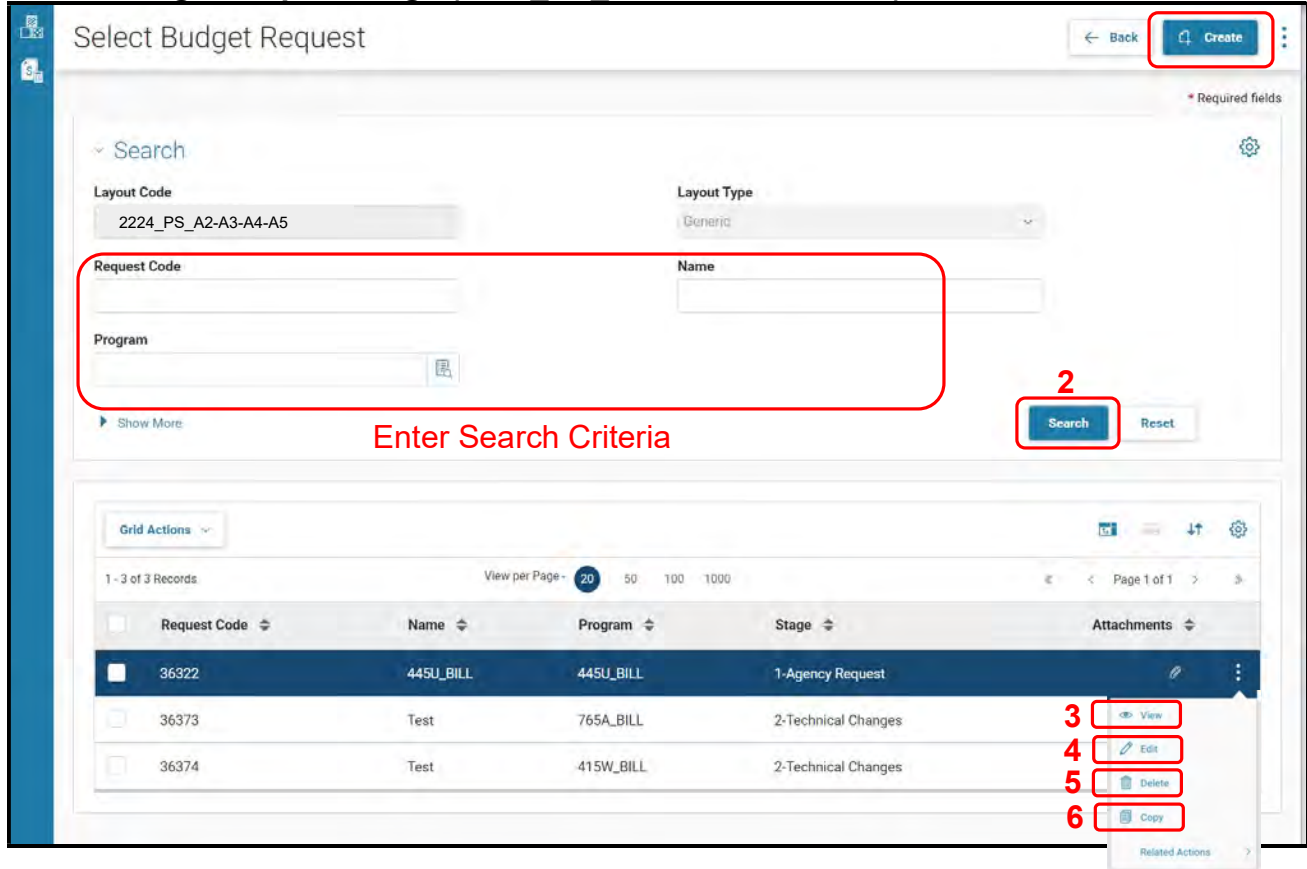
Select Budget Request Page (2224_PS_A2-A3-A4-A5 Form)



Request Code	Name	Program	Stage	Attachments
36322	445U_BILL	445U_BILL	1-Agency Request	Instances

- From the Select Budget Request page, you can do all of the following functions:
 1. Use the Create button to create a new instance of this specific budget form
 2. Use the Search button to search for previous created forms
 3. Use the View feature to only view (no editing) an existing instance of this specific form
 4. Use the Edit feature to edit an existing instance of this specific form
 5. Use the Delete feature to delete an existing instance of this specific form
 - (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)
 6. Use the Copy feature to copy an existing instance of this specific form

Select Budget Request Page (2224_PS_A2-A3-A4-A5 Form)



The screenshot shows the 'Select Budget Request' page. At the top right, a 'Create' button is highlighted with a red box and the number 1. Below the search bar, a red box labeled 'Enter Search Criteria' encompasses the 'Request Code', 'Name', and 'Program' input fields. To the right of these fields, a 'Search' button is highlighted with a red box and the number 2. Below the search section is a table with 3 records. The first record is highlighted in blue. To the right of the table, a vertical list of actions (View, Edit, Delete, Copy) is highlighted with red boxes and numbered 3 through 6. The 'View' action is at the top, followed by 'Edit', 'Delete', and 'Copy' at the bottom.

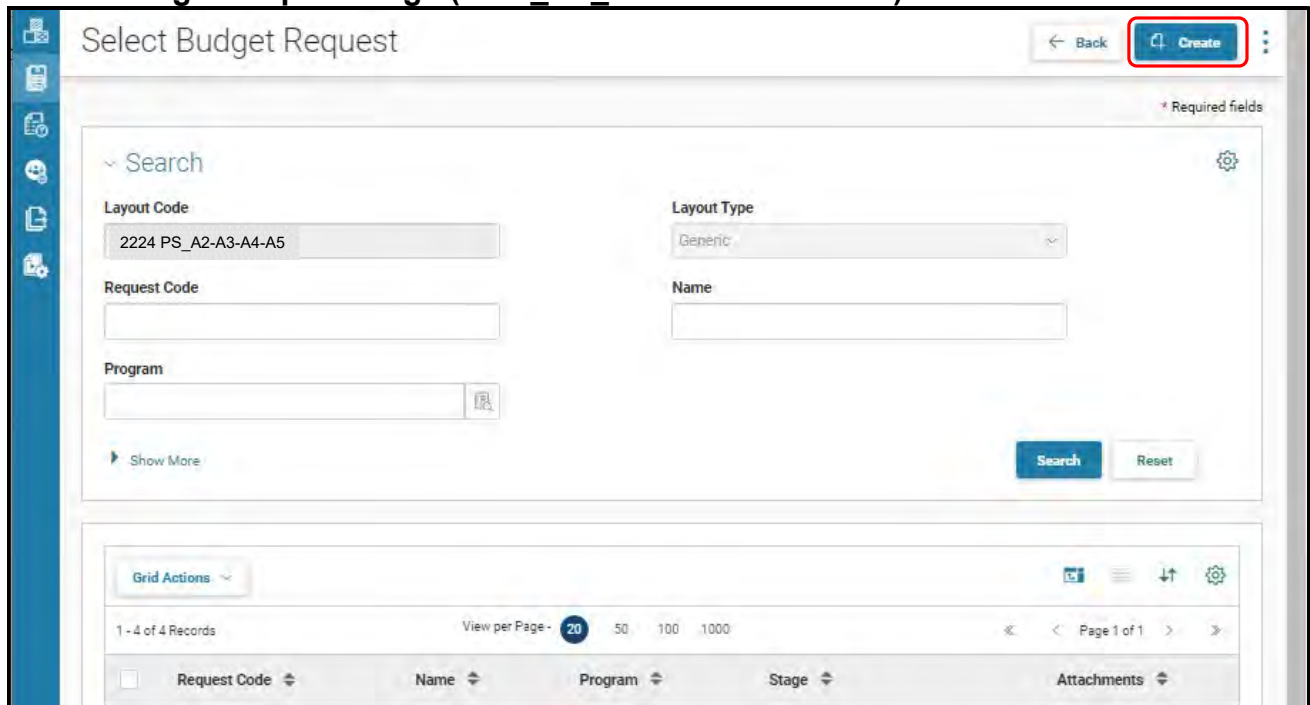
Request Code	Name	Program	Stage	Attachments
36322	445U_BILL	445U_BILL	1-Agency Request	
36373	Test	765A_BILL	2-Technical Changes	
36374	Test	415W_BILL	2-Technical Changes	

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 Murray State University, Program 445U_BILL.

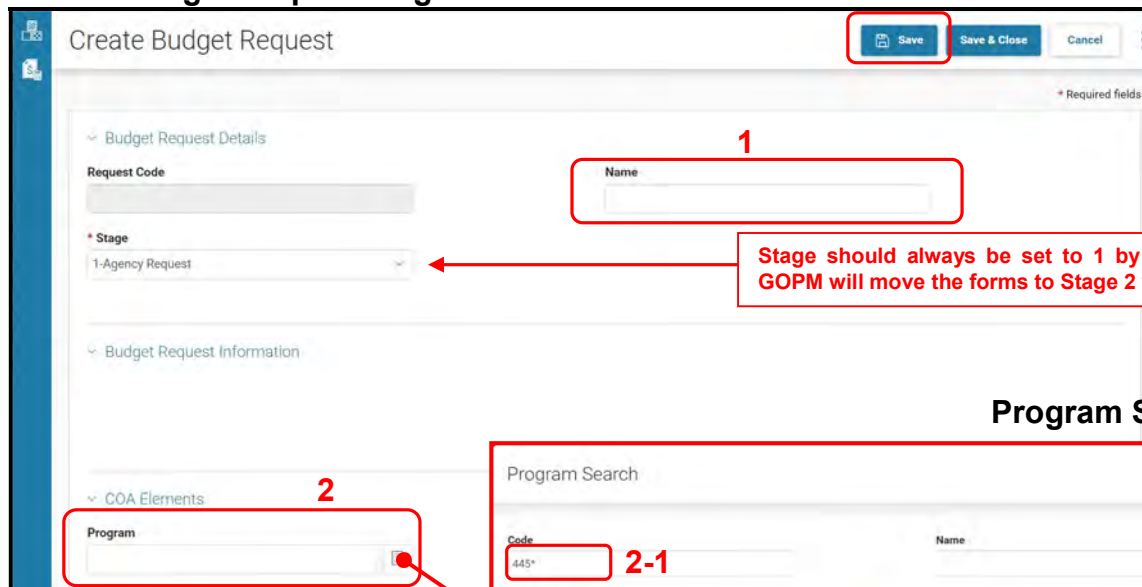
- From the Select Budget Request page, click the Create button. The Create Budget Request page will appear and allow you to create a new instance of the 2224_PS_A2-A3-A4-A5 form.

Select Budget Request Page (2224_PS_A2-A3-A4-A5 Form)



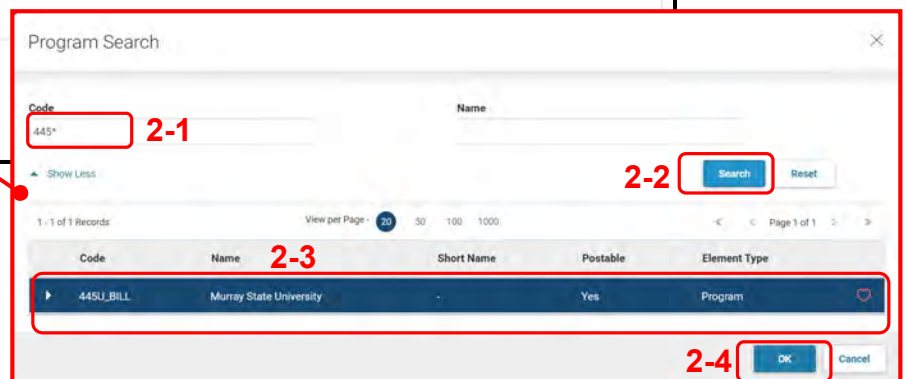
- From the Create Budget Request page, you will need to complete these three steps:
 - Fill in the Name textbox (Suggestion: make it meaningful, so you will know by its name what program is contained in the form)
 - Fill in the Program code textbox, example: 445U_BILL (NOTE: You can only create a single 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 Search icon to pull up a Program Search page, 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 record for the appropriate program
 - 2-4) Click the OK button
 - 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 '1' highlights the 'Name' text input field. A red box labeled '2' highlights the 'Program' dropdown menu in the 'COA Elements' section. A red box labeled '3' highlights the 'Save' button at the top right. A red arrow points from the 'Stage' dropdown (set to '1-Agency Request') to a text box containing the instruction: 'Stage should always be set to 1 by the agencies. GOPM will move the forms to Stage 2 when needed.'

Program Search Page



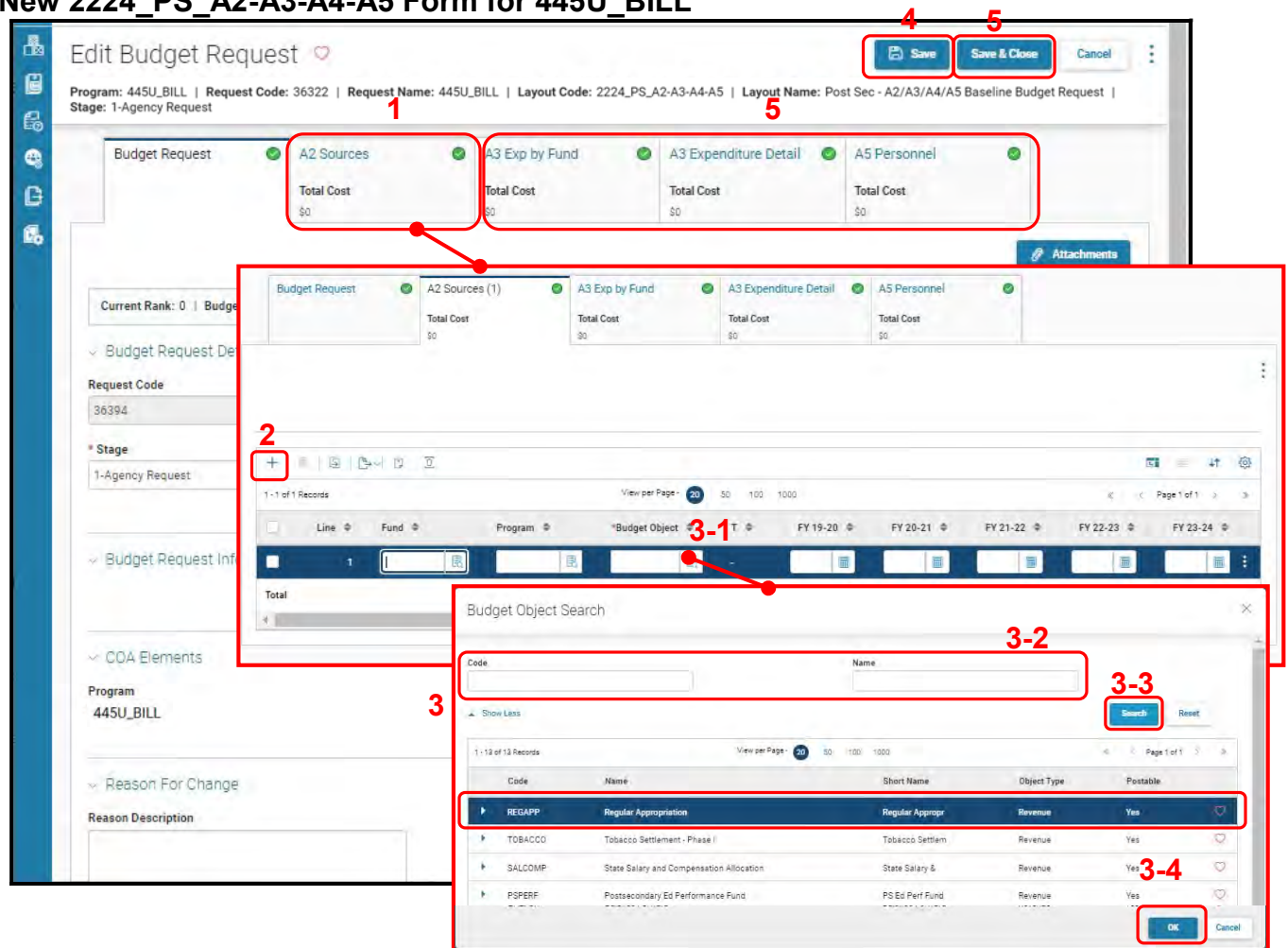
The screenshot shows the 'Program Search' modal. A red box labeled '2-1' highlights the 'Code' input field containing '445*'. A red box labeled '2-2' highlights the 'Search' button. A red box labeled '2-3' highlights the first record in the search results table, which is '445U_BILL' from 'Murray State University'. A red box labeled '2-4' highlights the 'OK' button at the bottom right.

Code	Name	Short Name	Postable	Element Type
445U_BILL	Murray State University	-	Yes	Program

Section 2.2.5 Entering Budget Data in the 2224_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 Plus sign + 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 2022-2024 Budget Instructions for the two historical years (FY20 and FY21 Actuals), the current fiscal year (FY22 Budgeted), and the two budget request years (FY23 and FY24 Requested)
 - Enter the appropriate budget data on the line. Every line will require a fund, program, and a budget object. To use the search feature for these items, follow these steps:
 - 3-1) Click on the Search icon for the Budget Object
 - 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
 - 3-4) Click on and highlight the desired code, and click the OK button
 - Once you have finished entering all your budget lines for this tab, click the Save button
 - Click one of the next tabs to add more budget lines or click the Save & Close button to exit the form

New 2224_PS_A2-A3-A4-A5 Form for 445U_BILL



1 Click on the A2 Sources tab

2 Click the Plus sign + to add a new blank line

3 Click on the Search icon for the Budget Object

3-1 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

3-2 Click the Search button to execute the search

3-3 Click on and highlight the desired code, and click the OK button

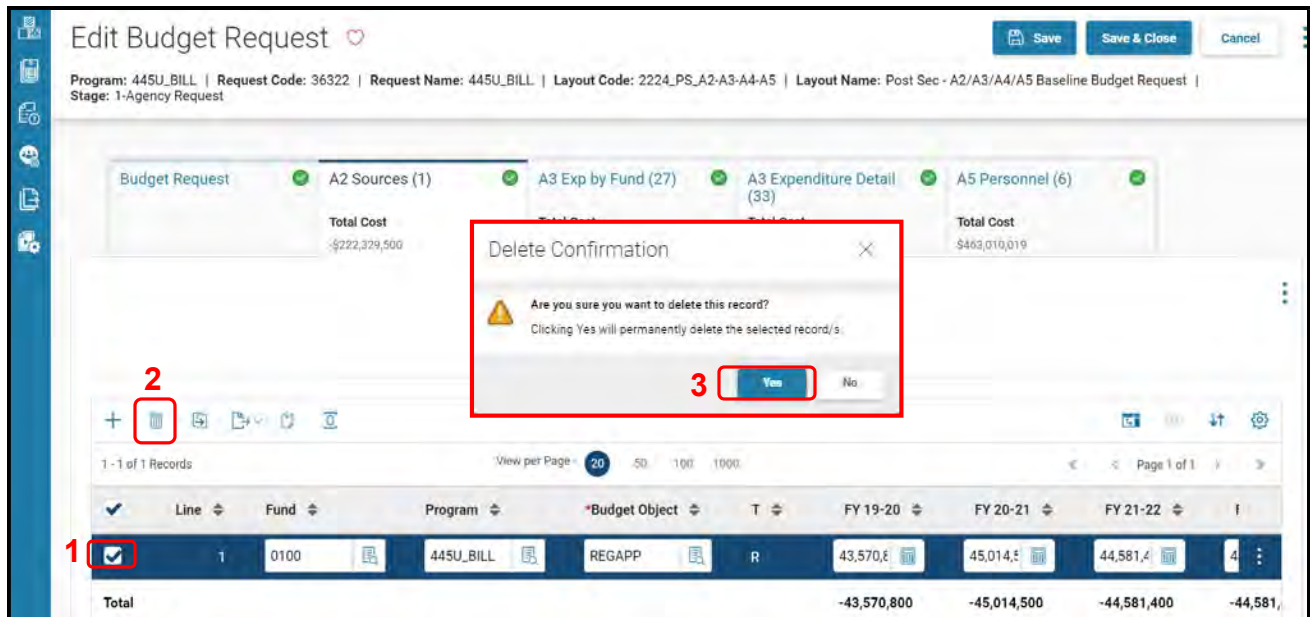
3-4 Click the OK button

4 Click the Save button

5 Click the Save & Close button to exit the form

Code	Name	Short Name	Object Type	Postable
REGAPP	Regular Appropriation	Regular Apprpr	Revenue	Yes
TOBACCO	Tobacco Settlement - Phase I	Tobacco Settlem	Revenue	Yes
SALCOMP	State Salary and Compensation Allocation	State Salary &	Revenue	Yes
PSERF	Postsecondary Ed Performance Fund	PS Ed Perf Fund	Revenue	Yes

- 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 icon, and KBUD will confirm the deletion.
 - Click the Yes button and KBUD will confirm the Action was successful and permanently delete the line



Edit Budget Request

Program: 445U_BILL | Request Code: 36322 | Request Name: 445U_BILL | Layout Code: 2224_PS_A2-A3-A4-A5 | Layout Name: Post Sec - A2/A3/A4/A5 Baseline Budget Request | Stage: 1-Agency Request

Budget Request | A2 Sources (1) | A3 Exp by Fund (27) | A3 Expenditure Detail (33) | A5 Personnel (6)

Total Cost: -\$222,329,500

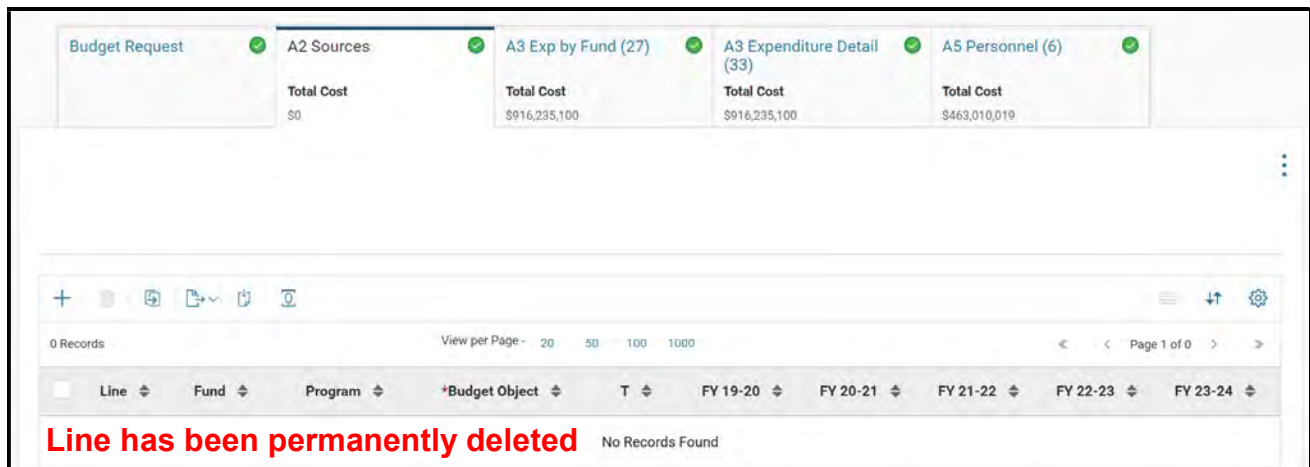
Delete Confirmation

Are you sure you want to delete this record?
Clicking Yes will permanently delete the selected record/s.

Yes No

1 - 1 of 1 Records

Line	Fund	Program	*Budget Object	T	FY 19-20	FY 20-21	FY 21-22	FY 21-23
1	0100	445U_BILL	REGAPP	R	43,570,800	45,014,500	44,581,400	44,581,400
Total					-43,570,800	-45,014,500	-44,581,400	-44,581,400



Budget Request | A2 Sources | A3 Exp by Fund (27) | A3 Expenditure Detail (33) | A5 Personnel (6)

Total Cost: \$0

Total Cost: \$916,235,100

Total Cost: \$916,235,100

Total Cost: \$463,010,019

Line has been permanently deleted

0 Records

No Records Found

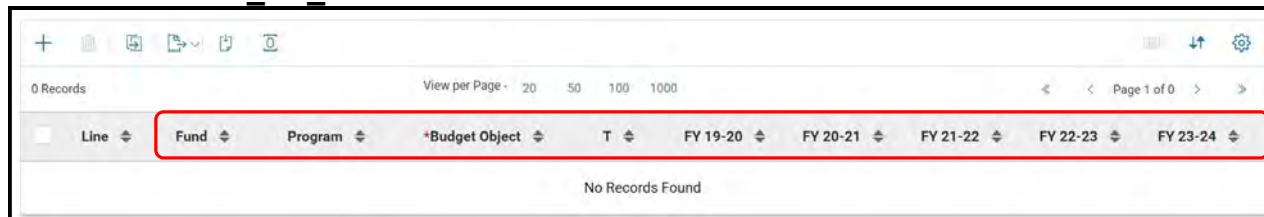
- Now that the single budget line has been deleted, we will import all the budget lines using the KBUD import feature and Excel to create the import file (spreadsheet) as an Excel file. You will need to open the Excel file and add your budget lines into a worksheet and edit the cells by following the 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.

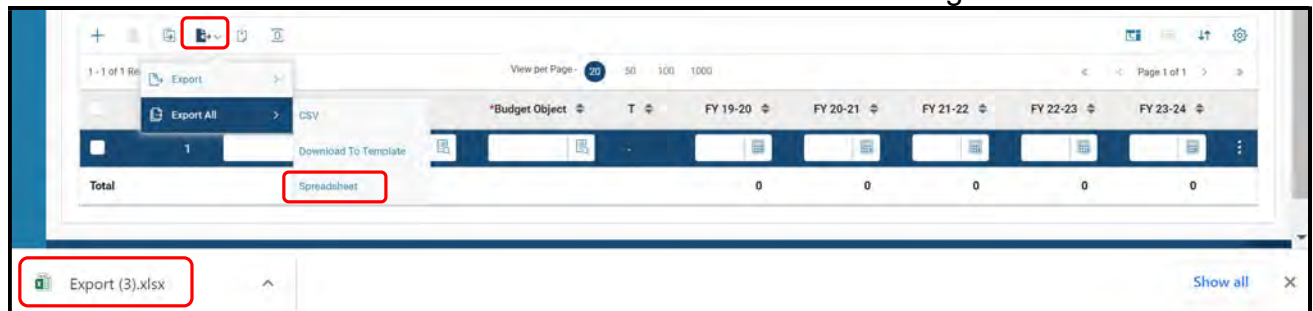
Excel file (all lines and columns formatted as text)

	A	B	C	D	E	F	G	H
1	Fund	Program	Budget Object	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
2	0100	445U_BILL	REGAPP	43,570,800	45,014,500	44,581,400	44,581,400	44,581,400
3	0100	445U_BILL	REGAPP	0	0	0	-827,600	0
4	0100	445U_BILL	PSPERF	2,231,300	557,800	0		
5	0100	445U_BILL	REDGF	-458,000	0	0	0	0
6	1300	445U_BILL	CURREC	123,132,400	103,792,600	119,324,800	120,152,400	120,152,400
7	1200	445U_BILL	CURREC	18,137,600	19,582,900	22,709,000	22,709,000	22,709,000

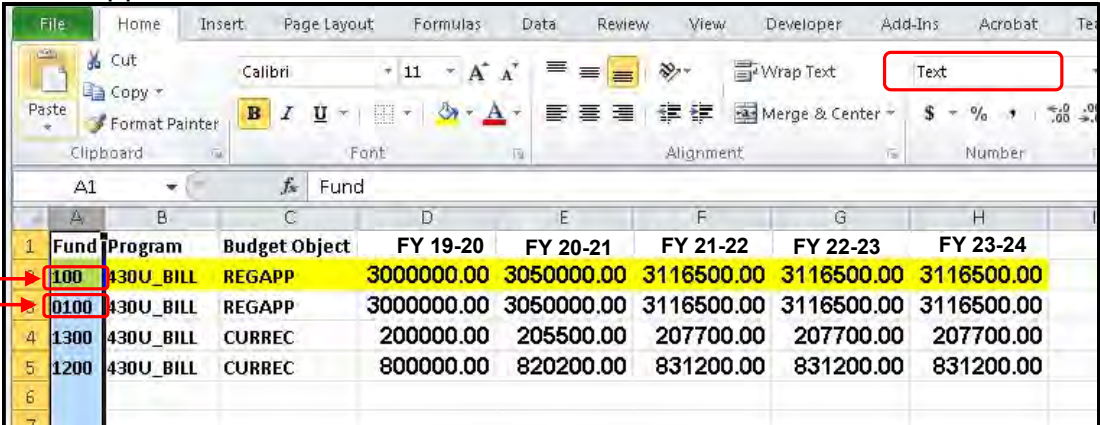
2224_PS_A2-A3-A4-A5 Form Tab Headers



- To use the Export feature, navigate to the desired tab and add a single blank line. Click on the Export icon. Choose Export All and Spreadsheet. A link to the Export file will appear at the bottom left of the screen. Click on it to open the file and add your budget lines to it. You will need to repeat this process for each of the form's tabs because the headers can change for each tab.



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



Incorrect Format → 100

Correct Format → 0100

	A	B	C	D	E	F	G	H
	Fund	Program	Budget Object	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
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 2022-2024 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 2022-2024 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, 2022-2024 Branch Budget Request Manual). Below are some of the more common budget objects that may be included in your budget request:

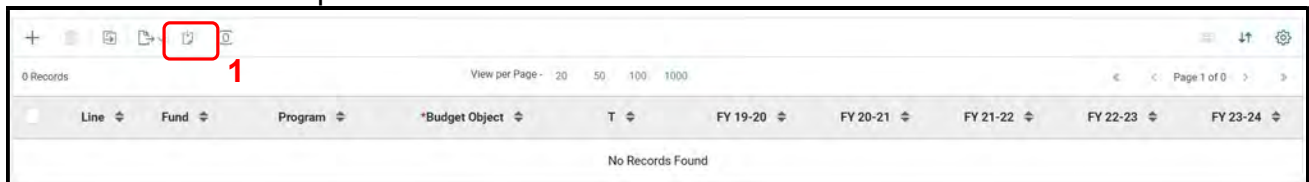
General Fund ONLY

- Regular Appropriation
- Postsecondary Ed Performance Fund

Restricted and Federal Funds ONLY

- Balance Forward
- Current Receipts

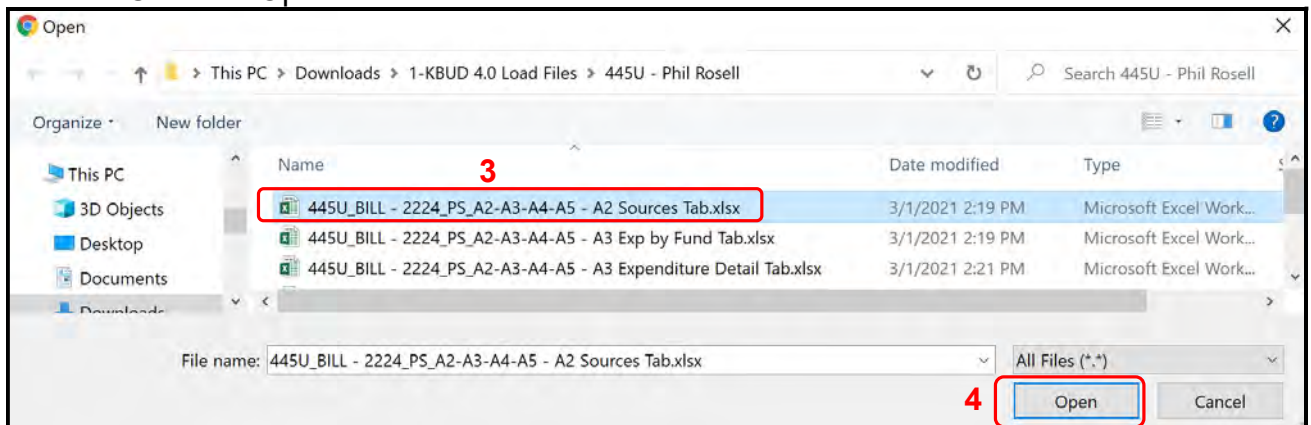
- Once you have populated your Excel worksheet with all budget lines and formatted it correctly, save the file as an Excel (XLS) file with a meaningful name and in a location where you will remember to find it.
- Once you have saved the Excel import file, return to A2 Sources tab in the 2224_PS_A2-A3-A4-A5 form. To import the budget lines, follow these steps:
 - Click the Import icon



- Click the Browse button



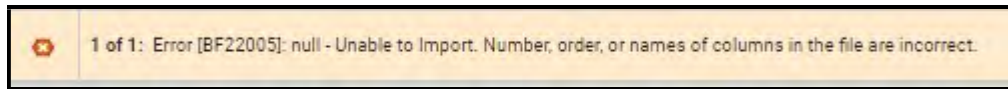
- Navigate to the Excel file location, and click on the file name
- Click the Open button



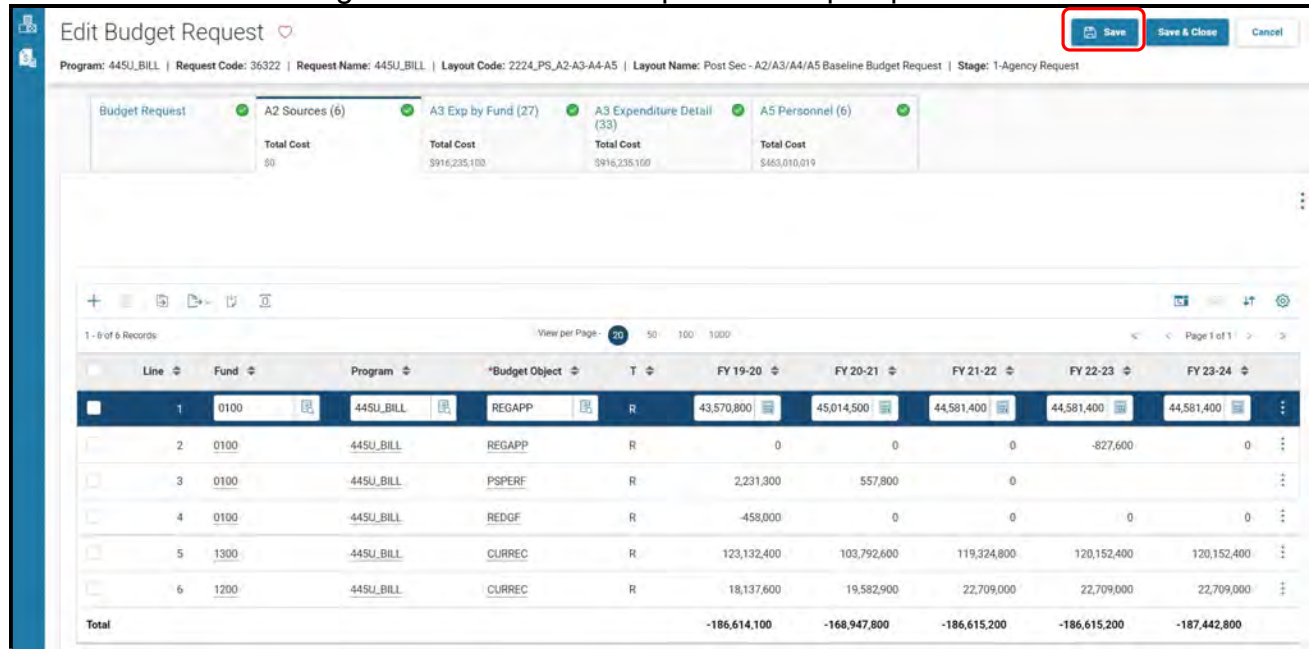
- Click the Upload button



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



- If the import is successful, the budget lines will be visible. Click the Save button to finalize the changes to the tab and complete the import process.



Edit Budget Request

Program: 445U_BILL | Request Code: 36322 | Request Name: 445U_BILL | Layout Code: 2224_PS_A2-A3-A4-A5 | Layout Name: Post Sec - A2/A3/A4/A5 Baseline Budget Request | Stage: 1-Agency Request

Budget Request | A2 Sources (6) | A3 Exp by Fund (27) | A3 Expenditure Detail (33) | A5 Personnel (6)

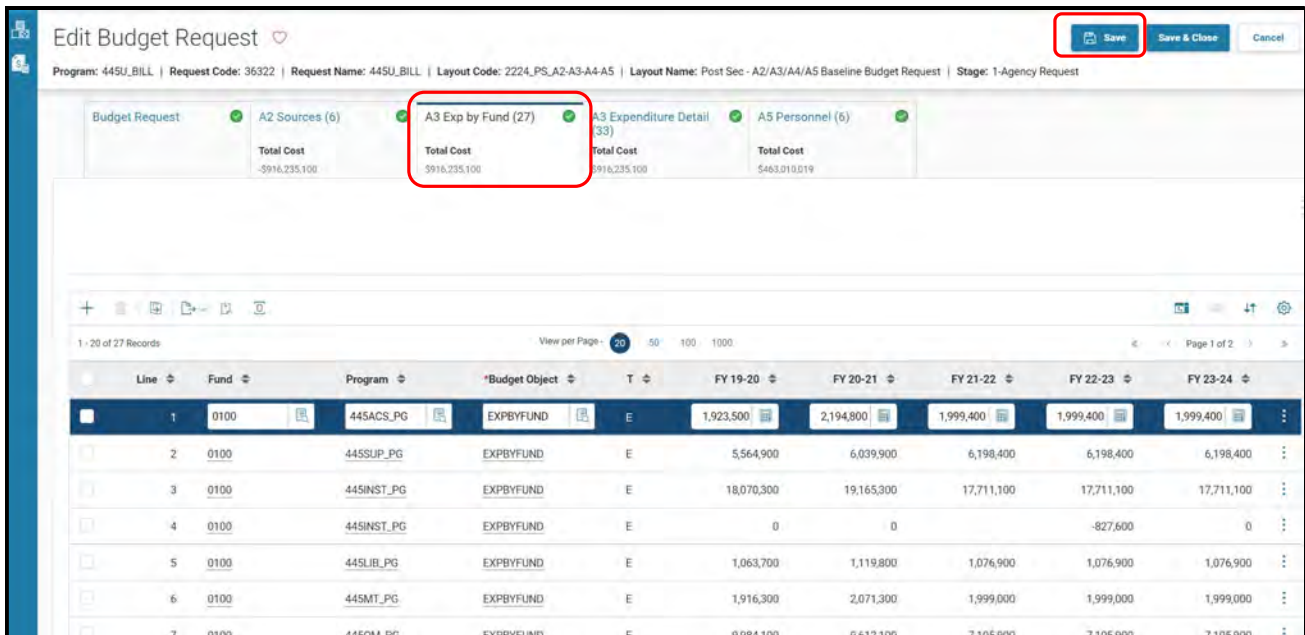
Total Cost: \$0 | Total Cost: \$916,235,100 | Total Cost: \$916,235,100 | Total Cost: \$465,010,019

Line	Fund	Program	Budget Object	T	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
1	0100	445U_BILL	REGAPP	R	43,570,800	45,014,500	44,581,400	44,581,400	44,581,400
2	0100	445U_BILL	REGAPP	R	0	0	0	-827,600	0
3	0100	445U_BILL	PSPERF	R	2,231,300	557,800	0		
4	0100	445U_BILL	REDGF	R	-458,000	0	0	0	0
5	1300	445U_BILL	CURREC	R	123,132,400	103,792,600	119,324,800	120,152,400	120,152,400
6	1200	445U_BILL	CURREC	R	18,137,600	19,582,900	22,709,000	22,709,000	22,709,000
Total					-186,614,100	-168,947,800	-186,615,200	-186,615,200	-187,442,800

- To complete the 2224_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).

- 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 (FY 19-20 and FY 20-21 Actuals), the current fiscal year (FY 21-22 Budgeted), and the two budget request years (FY 22-23 and FY 23-24 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. Click on the A3 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.

A3 Exp by Fund tab



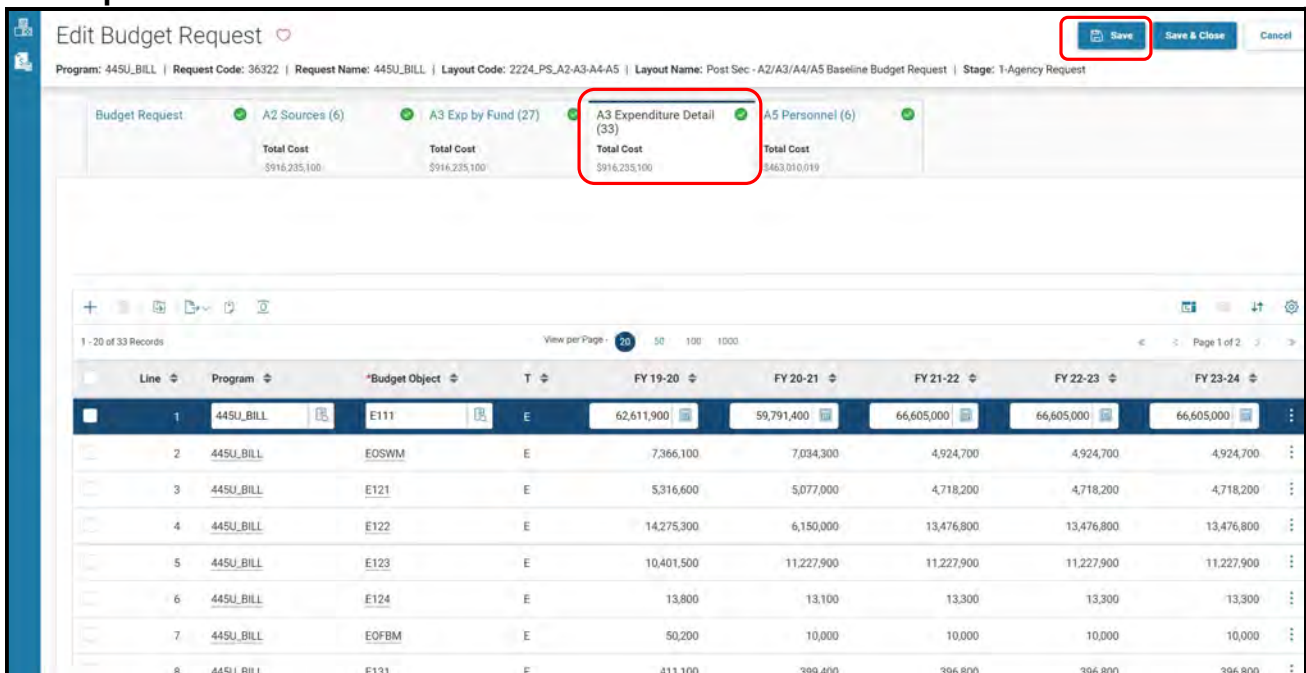
Line	Fund	Program	*Budget Object	T	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
1	0100	445ACS_PG	EXPBYFUND	E	1,923,500	2,194,800	1,999,400	1,999,400	1,999,400
2	0100	445SUP_PG	EXPBYFUND	E	5,564,900	6,039,900	6,198,400	6,198,400	6,198,400
3	0100	445INST_PG	EXPBYFUND	E	18,070,300	19,165,300	17,711,100	17,711,100	17,711,100
4	0100	445INST_PG	EXPBYFUND	E	0	0	-827,600	0	0
5	0100	445SUB_PG	EXPBYFUND	E	1,063,700	1,119,800	1,076,900	1,076,900	1,076,900
6	0100	445MT_PG	EXPBYFUND	E	1,916,300	2,071,300	1,999,000	1,999,000	1,999,000
7	0100	445CM_PG	EXPBYFUND	E	8,084,100	6,612,100	7,105,900	7,105,900	7,105,900

- 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 2022-2024 Budget Instructions or will be determined through discussions with GOM and LRC.
- For the remaining expenditures in your request that are not required or specified by your GOM 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.
- 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 – Regular Salaries and Wages
 - 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



Line	Program	Budget Object	T	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
1	445U_BILL	E111	E	62,611,900	59,791,400	66,605,000	66,605,000	66,605,000
2	445U_BILL	EOSWM	E	7,366,100	7,034,300	4,924,700	4,924,700	4,924,700
3	445U_BILL	E121	E	5,316,600	5,077,000	4,718,200	4,718,200	4,718,200
4	445U_BILL	E122	E	14,275,300	6,150,000	13,476,800	13,476,800	13,476,800
5	445U_BILL	E123	E	10,401,500	11,227,900	11,227,900	11,227,900	11,227,900
6	445U_BILL	E124	E	13,800	13,100	13,300	13,300	13,300
7	445U_BILL	EOFBM	E	50,200	10,000	10,000	10,000	10,000
8	445U_BILL	F131	F	411,100	399,400	396,800	396,800	396,800

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 22-23 and 23-24, the number of personnel positions that may be requested in the Baseline Budget Request A-5 Personnel tab is limited to the personnel targeted positions (Funded Personnel Cap) for FY 2022.

- 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

Edit Budget Request

Save

Save & Close

Cancel

Program: 445U_BILL | Request Code: 36322 | Request Name: 445U_BILL | Layout Code: 2224_PS_A2-A3-A4-A5 | Layout Name: Post Sec - A2/A3/A4/A5 Baseline Budget Request | Stage: 1-Agency Request

Budget Request

A2 Sources (6)

A3 Exp by Fund (27)

A3 Expenditure Detail (33)

A5 Personnel (6)

Total Cost

\$916,235,100

Total Cost

\$916,235,100

Total Cost

\$916,235,100

Total Cost

\$463,010,019

1 - 5 of 6 Records

View per Page: 20 50 100 1000

Page 1 of 1

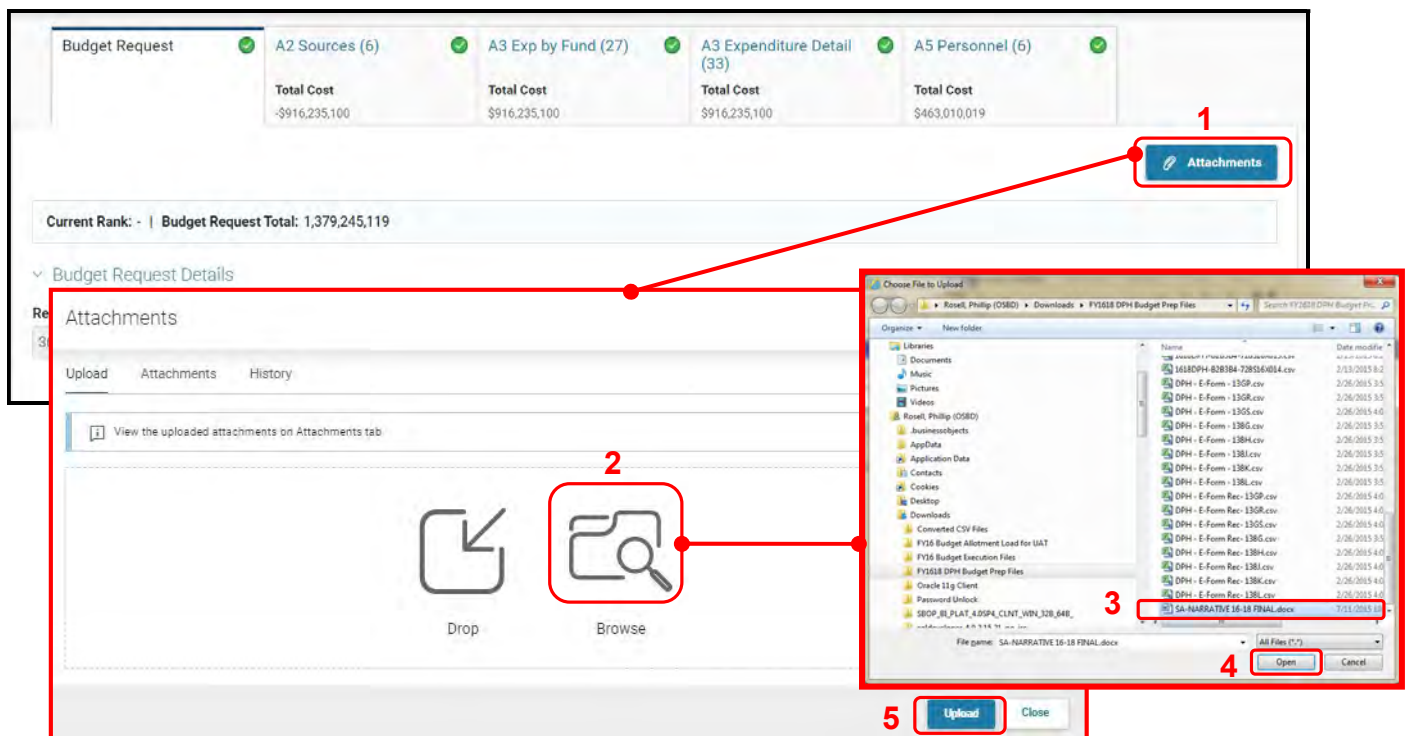
Line	Program	Budget Object	T	Status	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
1	445U_BILL	FULLTIME	R	FILLED	1,521	1,413	1,413	1,413	1,413
2	445U_BILL	PARTTIME	R	FILLED	112	106	106	106	106
3	445U_BILL	OTHERPOS	R	FILLED	38	43	43	43	43
4	445U_BILL	GFPOS	E	0	45,344,100	45,572,300	44,581,400	43,753,800	43,753,800
5	445U_BILL	RESPOS	E	0	44,118,800	32,891,800	47,664,500	48,492,100	48,492,100
6	445U_BILL	FEDPOS	E	0	3,156,200	3,795,300	3,795,300	3,795,300	3,795,300
Total					92,617,429	82,257,838	96,039,638	96,039,638	96,039,638

The final step to complete the 2224_PS_A2-A3-A4-A5 form is to use the Budget Request tab to upload a comprehensive program narrative created in Microsoft Word. The template for the program narrative is named 2022-2024 Baseline Budget Record A4, and it is located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).

2022-2024 Baseline Budget Record A4 (Program Narrative)

2022-2024 KENTUCKY BRANCH BUDGET					
Baseline Budget Request: Program Narrative/Documentation Record					
OPERATING BUDGET REPORT A-4		Agency: Postsecondary Education Institutions Appropriation Unit: Eastern Kentucky University			
Governmental Branch: Executive Cabinet/Function: 45 Postsecondary Education		Program/Service Unit: Sub Program: Posting Unit:			
	Actual FY 2019-20	Actual FY 2020-21	Budgeted FY 2021-22	Requested FY 2022-23	Requested FY 2023-24
I. PERFORMANCE/RESULTS DOCUMENTATION					
(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 Attachments button to open up the Attachments tool
 - Click on the Browse icon 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



The screenshot illustrates the steps to upload a program narrative file. The main interface shows the 'Budget Request' tab with various sections like 'A2 Sources', 'A3 Exp by Fund', 'A3 Expenditure Detail', and 'A5 Personnel'. The 'Attachments' button is highlighted with a red circle and a red arrow pointing to it. Below this, the 'Attachments' tool is shown with a 'Browse' icon highlighted by a red circle and a red arrow. The 'Browse' icon opens a Windows File Explorer window showing the 'Downloads' folder. The file 'SA-NARRATIVE 16-18 FINAL.docx' is selected, and the 'Open' button is highlighted with a red circle and a red arrow. Finally, the 'Upload' button in the Attachments tool is highlighted with a red circle and a red arrow.



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 4.2 (EBI 4.2) which houses the KBUD Reports and navigate to the 22-24 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 maintenance tables are used to populate KBUD reports.

A2 Sources Tab Data

Fund	Program	Budget Object	T	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0100	44SU_BILL	REGAPP	R	43,570,800	45,014,500	44,581,400	44,581,400	44,581,400
0100	44SU_BILL	REGAPP	R	0	0	0	-827,600	0
0100	44SU_BILL	PSPERF	R	2,231,300	557,800	0		

A3 Exp by Fund Tab Data

Fund	Program	Budget Object	T	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
0100	44SACS_PG	EXPBYFUND	E	1,923,500	2,194,800	1,999,400	1,999,400	1,999,400
0100	44SSUP_PG	EXPBYFUND	E	5,564,900	6,039,900	6,198,400	6,198,400	6,198,400
0100	44SINST_PG	EXPBYFUND	E	18,070,300	19,165,300	17,711,100	17,711,100	17,711,100
0100	44SINST_PG	EXPBYFUND	E	0	0		-827,600	0
0100	44SLIB_PG	EXPBYFUND	E	1,063,700	1,119,800	1,076,900	1,076,900	1,076,900
0100	44SMT_PG	EXPBYFUND	E	1,916,300	2,071,300	1,999,000	1,999,000	1,999,000
0100	44SGLE_PG	EXPBYFUND	E	9,984,100	9,612,100	1,105,900	7,105,900	7,105,900

A1A2 Financial Record Report

A3 Expenditure Detail Tab Data

Fund	Program	Budget Object	T	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
44SU_BILL	E111		E	82,811,900	98,791,400	66,605,000	66,605,000	66,605,000
44SU_BILL	E120W		E	3,366,100	7,034,300	4,924,700	4,924,700	4,924,700
44SU_BILL	E121		E	5,316,600	5,077,200	4,718,200	4,718,200	4,718,200
44SU_BILL	E122		E	14,271,300	6,150,000	13,476,800	13,476,800	13,476,800
44SU_BILL	E123		E	10,401,500	11,227,900	11,227,900	11,227,900	11,227,900
44SU_BILL	E124		E	13,800	13,100	13,300	13,300	13,300
44SU_BILL	E125W		E	50,200	10,000	10,000	10,000	10,000
44SU_BILL	E131		E	814,100	100,000	100,000	100,000	100,000

2020-2024 Kentucky Branch Budget Baseline Budget Request: Financial Record All requested columns rounded to nearest \$100					
OPERATING BUDGET RECORD A1/A2					
Governmental Branch: Executive Branch Cabinet: Postsecondary Education		Agency: Postsecondary Education Institutions Appropriation: Eastern Kentucky University 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 FUNDS					
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	3,031,800	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	361,500	341,500
Auxiliary Enterprises	50,000	50,000	50,000	50,000	50,000
Instruction	2,350,000	2,428,200	2,457,700	2,567,700	2,657,700
Libraries	100,000	74,300	66,500	50,000	50,000
Operation and Maintenance of Plant	500,000	500,000	400,000	400,000	400,000
Research	600,000	620,000	831,200	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

2. There are three baseline reports 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.

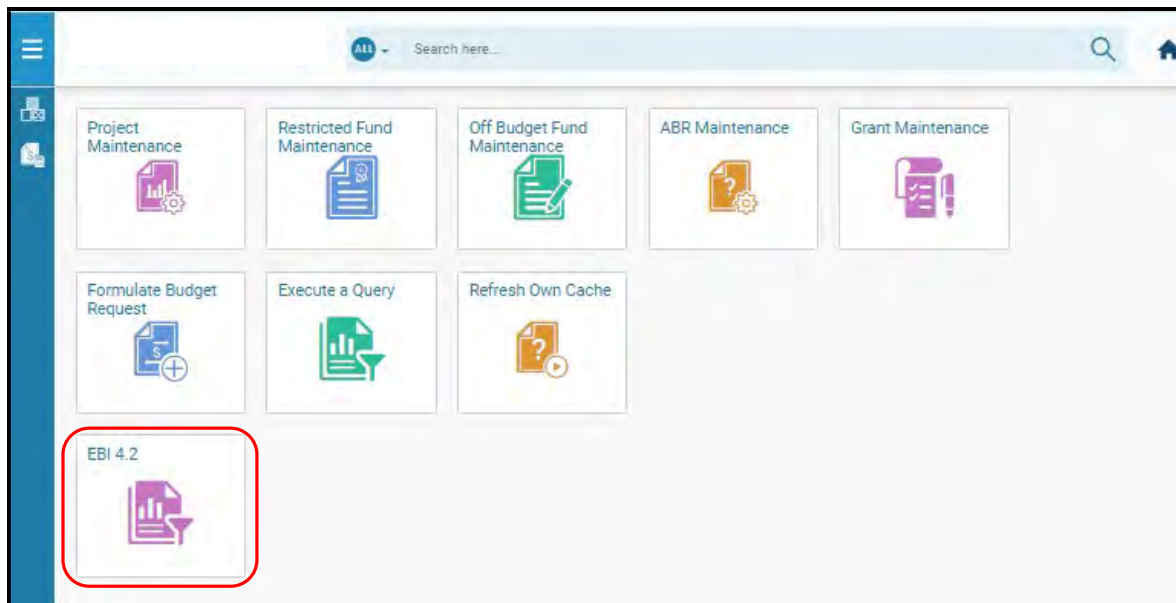
Required Baseline Reports For 430U BILL

1. A1A2 Financial Record
2. A3 Expenditure Detail
3. A5 Personnel Summary

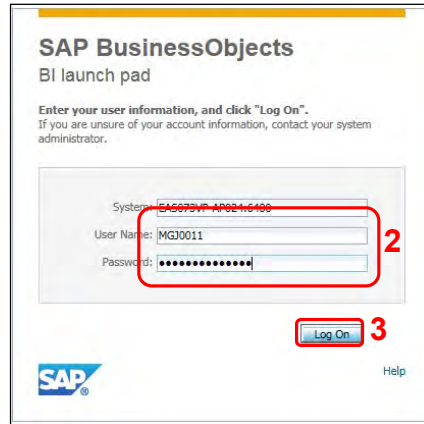
Supportive Baseline Reports

4. A1A2 Financial Record Math Check
5. A3 Exp all Detail

- To access the login webpage to EBI 4.2 which contains KBUD reports,
 1. Click on the Report tile located on the Home Page in the KBUD application



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:

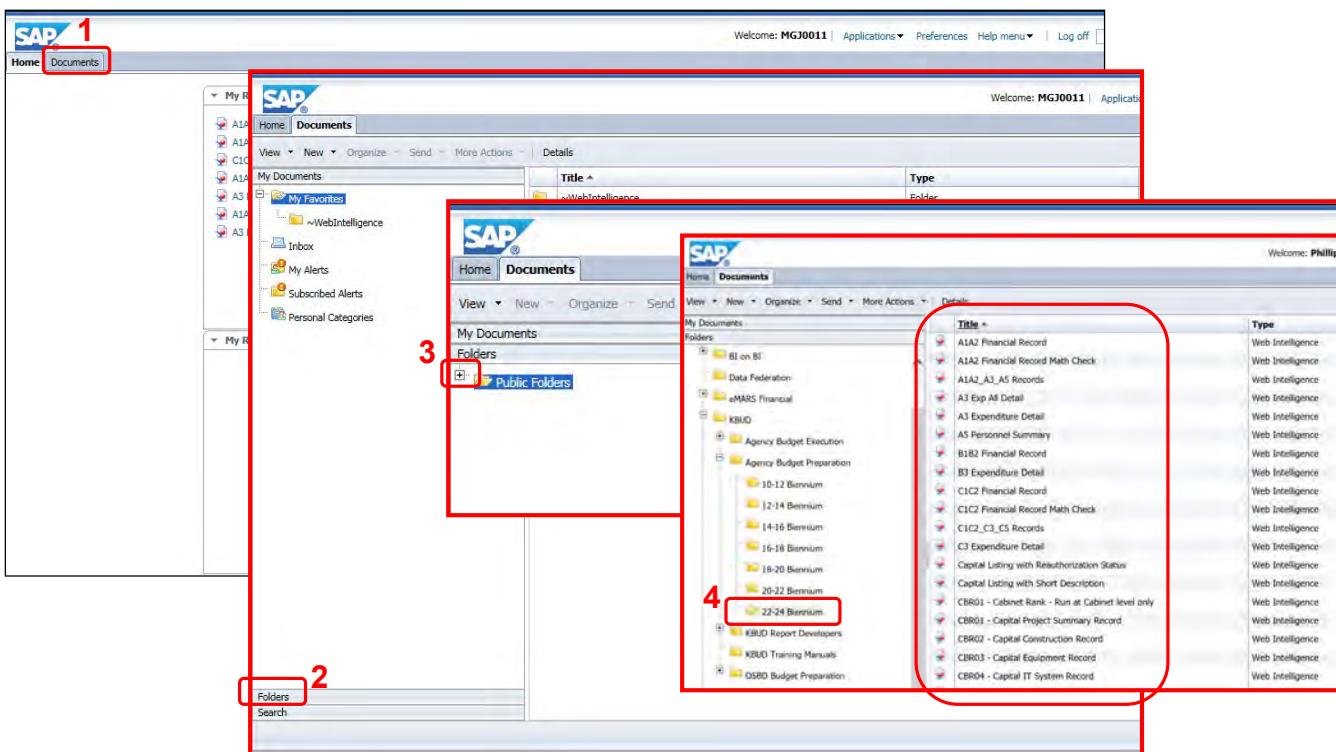
User Name: **2**

Password:

Log On **3**

 Help

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 22-24 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 22-24 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page




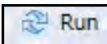
The screenshot shows the SAP BusinessObjects BI launch pad interface with several steps highlighted by red boxes and numbers:

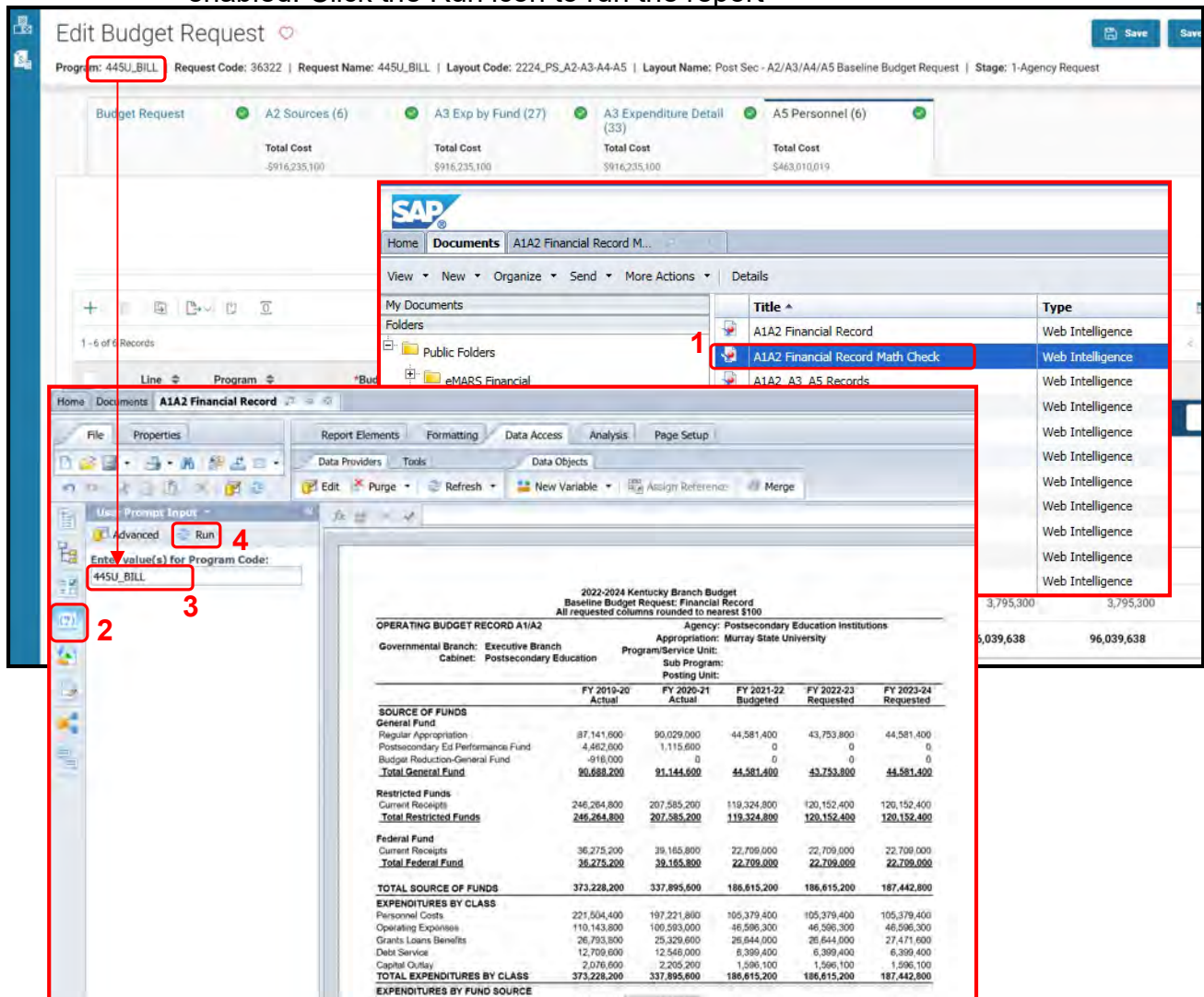
- 1**: The "Documents" tab is selected in the top navigation bar.
- 2**: The "Folders" bar at the bottom left is expanded, showing "Public Folders".
- 3**: The "Public Folders" list is expanded, showing the "Agency Budget Preparation" folder.
- 4**: The "22-24 Biennium" folder is selected under the "Agency Budget Preparation" folder.

The right side of the screen displays a list of reports under the "Title" and "Type" columns. The reports listed are:

Title	Type
AI12 Financial Record	Web Intelligence
AI12 Financial Record Math Check	Web Intelligence
AI12_A1_A5 Records	Web Intelligence
A3 Exp A8 Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C3_C5 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR01 - Capital Project Summary Record	Web Intelligence
CBR02 - Capital Construction Record	Web Intelligence
CBR03 - Capital Equipment Record	Web Intelligence
CBR04 - Capital IT System Record	Web Intelligence


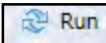
When the budget data has been completely entered into the 2224_PS_A2-A3-A4-A5 form, the baseline reports can be ran and printed for this program. (NOTE: We will run the A1A2 Financial Record Math Check report first to ensure the budget amounts reconcile between the all five columns: FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, and FY 2023-24. 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 2224_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



The screenshot shows the SAP A1A2 Financial Record Math Check report interface. The top section displays the report title and various tabs. The main area shows a list of documents, with the 'A1A2 Financial Record Math Check' document selected. The bottom section shows the report data, including a table with columns for 'FY 2019-20 Actual', 'FY 2020-21 Actual', 'FY 2021-22 Budgeted', 'FY 2022-23 Requested', and 'FY 2023-24 Requested'. The data is organized by 'SOURCE OF FUNDS' and 'EXPENDITURES BY CLASS'.

Numbered callouts in the image indicate the following steps:

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 2224_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



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		Appropriation: Public Health			
Governmental Branch: Executive Branch		Program/Service Unit: General Health Support			
Cabinet: Health and Family Services		Sub Program:			
		Posting Unit:			
	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Requested	FY 2023-24 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	-6,124,782	-10,560,300	-10,830,300	-11,100,300
Total Restricted Funds	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
TOTAL SOURCE OF FUNDS	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	7,222,400	7,262,100	7,320,700
Operating Expenses	272,013	87,357	230,900	401,100	374,400
Grants Loans Benefits	17,916,593	27,586,126	43,100,038	38,277,300	32,449,600
Capital Outlay	0	225,000	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
EXPENDITURES BY FUND SOURCE					
General Fund	12,267,492	24,774,072	27,051,100	22,448,200	16,802,800
Federal Fund	697,179	488,515	505,638	495,700	345,300
Restricted Funds	11,701,853	9,383,436	23,266,600	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700

Total Sources of
Restricted Funds

Total Restricted
Fund Expenditures

MATH CHECK SECTION					
	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Requested	FY 2023-24 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 #	11,815	2,038	0	0	0
Should = Zero	0	0	0	0	0
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check					
Total Expenditures by Class	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero	0	0	0	0	0
General Fund Revenues - Expenditures					

Math Check Purpose

These 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 2224_PS_A2-A3-A4-A5 Form. 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Requested	FY 2023-24 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

FY22 Total Sources of Funds **FY 22 Total Expenditures By Funds**

MATH CHECK SECTION	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Requested	FY 2023-24 Requested
Restricted Fund Carry Forward					
Restricted Fund Total	11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund	11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative	040	0	270,000	270,000	0
Carry Forward Check #	040	0	270,000	270,000	
Should = Zero	0	0	0	0	
Federal Fund Carry Forward					
Federal Fund Total	708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund	697,179	488,515	505,638	495,700	345,300
Should Never Be Negative	11,815	2,038	0	0	0
Carry Forward Check #	11,815	2,038	0	0	
Should = Zero	0	0	0	0	
Total Funds Check					
Fund Source Total	25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund	24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative	699,763	732,838	270,000	270,000	0
Expenditure Check					
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 2224_PS_A2-A3-A4-A5 Form. 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 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Requested	FY 2023-24 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	685,519	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



**FY22 Total Expenditures
By Class**

**FY 22 Total Expenditures
By Funds**

MATH CHECK SECTION		FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Requested	FY 2023-24 Requested
Restricted Fund Carry Forward						
Restricted Fund Total		11,701,893	9,383,436	23,266,600	23,266,600	22,996,600
Restricted Fund Expenditures by Fund		11,701,853	9,383,436	22,996,600	22,996,600	22,996,600
Should Never Be Negative		040	0	270,000	270,000	0
Carry Forward Check #		040	0	270,000	270,000	
Should = Zero		0	0	0	0	
Federal Fund Carry Forward						
Federal Fund Total		708,993	490,553	505,638	495,700	345,300
Federal Fund Expenditures by Fund		697,179	488,515	505,638	495,700	345,300
Should Never Be Negative		11,815	2,038	0	0	0
Carry Forward Check #		11,815	2,038	0	0	
Should = Zero		0	0	0	0	
Total Funds Check						
Fund Source Total		25,366,286	35,378,861	50,823,338	46,210,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should Never Be Negative		699,763	732,838	270,000	270,000	0
Expenditure Check		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Class		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Total Expenditures by Fund		24,666,523	34,646,023	50,553,338	45,940,500	40,144,700
Should = Zero		0	0	0	0	0
General Fund Revenues - Expenditures						


Math Check Purpose
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 2224_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.
 1. Double click on the A3 Exp All Detail 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 2224_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

Completed 2224_PS_A2-A3-A4-A5 Form

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

Budget Request Summary 

Layout Code: 2224_PS_A2-A3-A4-A5 Type: Generic Request Code: 1772 Request Name: EKV Baseline

Program: 430U_BILL

Refresh Zero Out Display Sub Total: ☒ Select

New Line Copy Line Delete Line Export Import

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		



SAP Documents

View: New Organize Send More Actions Details

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
B1R2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence

Home Documents A3 Exp All Detail

Web Intelligence

User Prompt: Advanced  

Enter value(s) for Program Code:
430U_BILL

WORKING PAPERS

2022-2024 Kentucky Branch Budget

All requested columns rounded to nearest \$100

Operating Budget A-3 All Detail Agency: Postsecondary Education Institutions

Governmental Branch: Executive Branch Appropriation: Eastern Kentucky University

Cabinet: Postsecondary Education Program/Service Unit:

Sub Program:

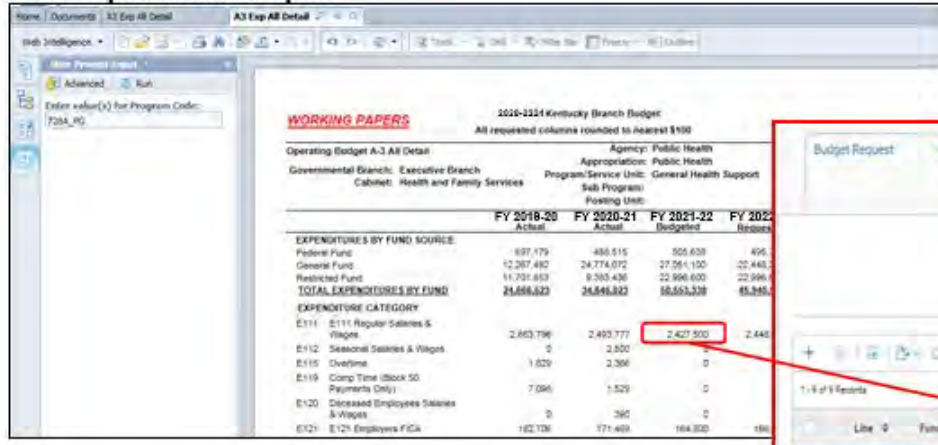
Posting Unit:

	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Requested	FY 2023-24 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

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 the calculator icon in the KBUD form cell to activate it
2. Use the calculator to make adjustments and click the OK button to store the new calculated amount in the cell.

A3 Exp All Detail Report

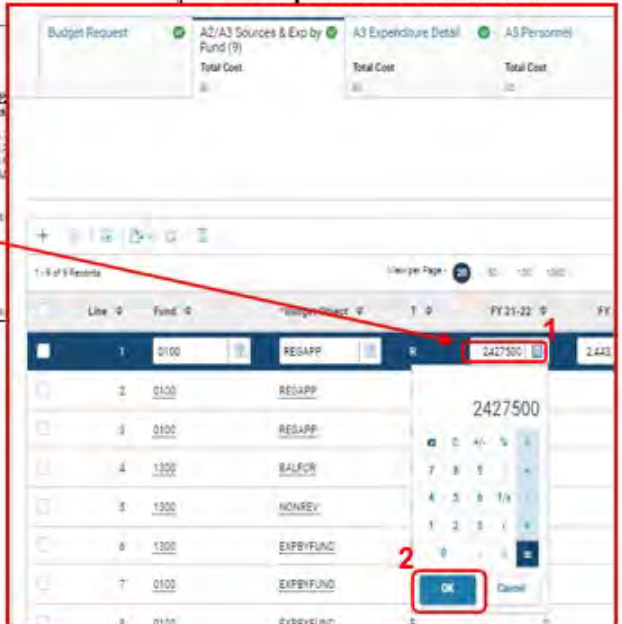


WORKING PAPERS
2020-2024 Kentucky Branch Budget
All requested columns rounded to nearest \$100

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

	FY 2018-20 Actual	FY 2020-21 Actual	FY 2021-22 Budgeted	FY 2022-23 Budgeted
EXPENDITURES BY FUND SOURCE:				
Federal Fund	697,179	486,515	505,639	495,100
General Fund	12,267,482	24,774,072	27,561,100	22,443,300
Restricted Fund	11,737,853	9,583,436	22,996,600	22,996,600
TOTAL EXPENDITURES BY FUND	25,686,822	25,846,822	56,563,339	45,935,000
EXPENDITURE CATEGORY				
E111 Regular Salaries & Wages	2,463,796	2,493,777	2,427,500	2,443,300
E112 Seasonal Salaries & Wages	0	2,500	0	0
E115 Overtime	1,629	2,366	0	0
E119 Comp Time (Block 50 Payments Only)	7,096	1,529	0	0
E120 Decreased Employees Salaries & Wages	0	390	0	0
E121 E121 Employees FICA	162,106	171,469	164,300	166,000

A3 Expenditure Detail Tab



Budget Request: A2/A3 Sources & Exp by Fund (9)
Total Cost: \$


A3 Expenditure Detail: Total Cost: \$

A3 Personnel: Total Cost: \$

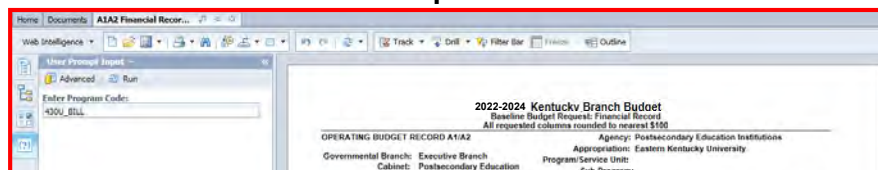
Line	Fund	Design Object	T	FY 21-22	FY 22-23
1	0100	REGAPP	N	2,427,500	2,443,300
2	0100	REGAPP			
3	0100	REGAPP			
4	1300	BALFOR			
5	1300	NONREV			
6	1300	EXPBYFUND			
7	0100	EXPBYFUND			
8	0100	EXPBYFUND			

Calculator: 2427500

OK Cancel

- 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

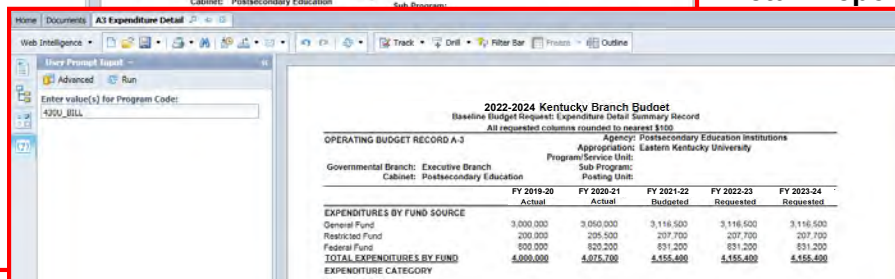


2022-2024 Kentucky Branch Budget
Baseline Budget Request: Financial Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD A1A2

Agency: Postsecondary Education Institutions
Appropriation: Eastern Kentucky University
Governmental Branch: Executive Branch
Cabinet: Postsecondary Education
Program/Service Unit:
Sub Program:

A3 Expenditure Detail Report



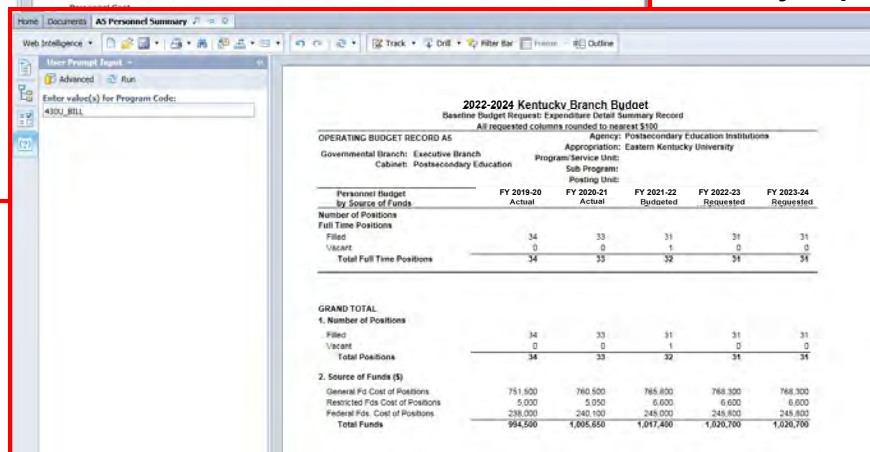
2022-2024 Kentucky Branch Budget
Baseline Budget Request: Expenditure Detail Summary Record
All requested columns rounded to nearest \$100

OPERATING BUDGET RECORD A-3

Agency: Postsecondary Education Institutions
Appropriation: Eastern Kentucky University
Governmental Branch: Executive Branch
Cabinet: Postsecondary Education
Program/Service Unit:
Sub Program:
Posting Unit:

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Budgeted	Requested	Requested
EXPENDITURES BY FUND SOURCE					
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
Federal Fund	800,000	820,200	831,200	831,200	831,200
TOTAL EXPENDITURES BY FUND	4,000,000	4,075,700	4,155,400	4,155,400	4,155,400
EXPENDITURE CATEGORY					
Postsecondary Grant					

A5 Personnel Summary Report

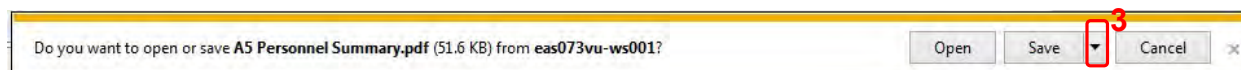


2022-2024 Kentucky Branch Budget
Baseline Budget Request: Expenditure Detail Summary Record
All requested columns rounded to nearest \$100


OPERATING BUDGET RECORD A5

Agency: Postsecondary Education Institutions
Appropriation: Eastern Kentucky University
Governmental Branch: Executive Branch
Cabinet: Postsecondary Education
Program/Service Unit:
Sub Program:
Posting Unit:

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Budgeted	Requested	Requested
Personnel Budget by Source of Funds					
Number of Positions					
Full Time Positions					
Filled	34	33	31	31	31
Vacant	0	0	1	0	0
Total Full Time Positions	34	33	32	31	31
GRAND TOTAL					
1. Number of Positions					
Filled	34	33	31	31	31
Vacant	0	0	1	0	0
Total Positions	34	33	32	31	31
2. Source of Funds (\$)					
General Fd Cost of Positions	751,600	760,500	765,600	768,300	768,300
Restricted Fd Cost of Positions	5,000	5,000	6,000	6,000	6,000
Federal Fd Cost of Positions	238,000	240,100	245,000	245,000	245,000
Total Funds	994,600	1,005,600	1,016,600	1,020,300	1,020,300



Do you want to open or save A5 Personnel Summary.pdf (51.6 KB) from eas073vu-ws001?

Open Save  Cancel

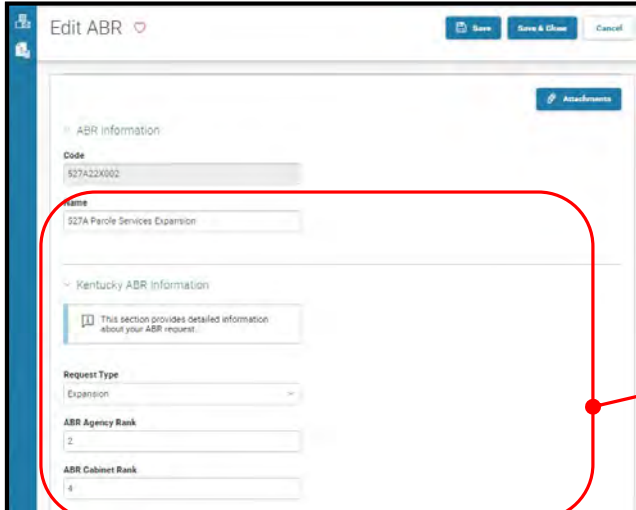
- You should now have the understanding on how to use KBUD and EBI (KBUD Reports) to create the necessary electronic and paper copies of the baseline reports required for your budget submission.

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 table and the 2224_B2-B3-B4-B5, B2/B3/B4/B5 Additional Budget Request form. These tools are the components necessary to produce the B1B2 Financial Record Report and B3 Expenditure Detail Report in EBI. The narrative data entered in the ABR Maintenance dimension table along with the numerical budget data entered on the agency's 2224_B2-B3-B4-B5 forms are translated into informative budget request reports. These reports are the final output used by agencies to submit their formal budget request to GOPM.

ABR Maintenance



B3 Expenditure Detail Report

B1B2 Financial Record Report

2022-2024 Kentucky Branch Budget
Additional Budget Request: Financial Record
All requested columns rounded to nearest \$100

ABR Maintenance

PRIORITY Cabinet #: 4 Agency #: 2

Agency: Corrections
Appropriation: Corrections Management
Program/Service Unit: Commissioner
Sub Program:
Posting Unit: 527A Parole Services Expansion

Governmental Branch: Executive Branch
Cabinet: Justice and Public Safety

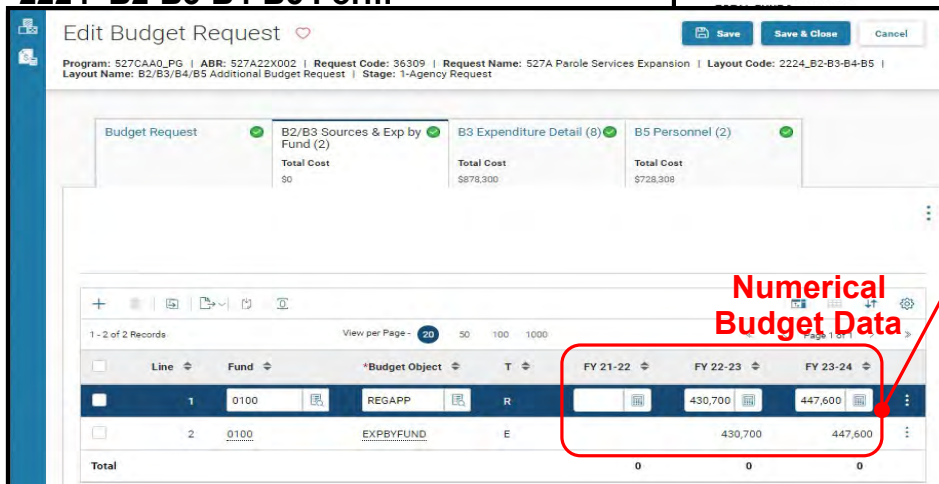
OPERATING BUDGET RECORD B-1/B-2

REQUEST TYPE: Expansion

REQUEST TITLE	FY 2021-22 Requested	FY 2022-23 Requested	FY 2023-24 Requested
SOURCE OF FUNDS			
General Fund	0	430,700	447,600
Regular Appropriation	0	430,700	447,600
TOTAL GENERAL FUND	0	430,700	447,600
TOTAL SOURCE OF FUNDS	0	430,700	447,600
EXPENDITURES BY CLASS			
Personnel Costs	0	407,700	424,600
Operating Expenses	0	23,000	23,000
TOTAL EXPENDITURES BY CLASS	0	430,700	447,600
EXPENDITURES BY FUND SOURCE			
General Fund	0	430,700	447,600
TOTAL EXPENDITURES BY FUND	0	430,700	447,600
PERSONNEL POSITIONS			
Number of Positions			
Full Time Positions - VACANT	0	4	4
GRAND TOTAL - Number of Positions	0	4	4
BUDGET POSITIONS COST BY FUND SOURCE			
General Fd Cost of Positions	0	355,700	372,600
TOTAL	0	555,700	572,600

Form Data

2224 B2-B3-B4-B5 Form



Numerical Budget Data

Line	Fund	Budget Object	T	FY 21-22	FY 22-23	FY 23-24
1	0100	REGAPP	R	430,700	447,600	
2	0100	EXPBYFUND	E	430,700	447,600	
Total				0	0	0

The 2022-2024 Budget Instructions requires agencies to complete Additional Budget Request Records when requesting budget authority from any budgetary fund source in excess of the calculations guidelines provided in the Baseline Budget Request and the Defined Calculations Budget Request. Requests for additional funding must be submitted on Additional Budget Request Records. Requests for current year appropriations for FY 2021-22 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 forms (B Forms) display and function much like the Baseline Budget Request forms (A Forms).

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

In KBUD, the 2224_B2-B3-B4-B5 form will be used to produce your agency's Additional Budget Request.

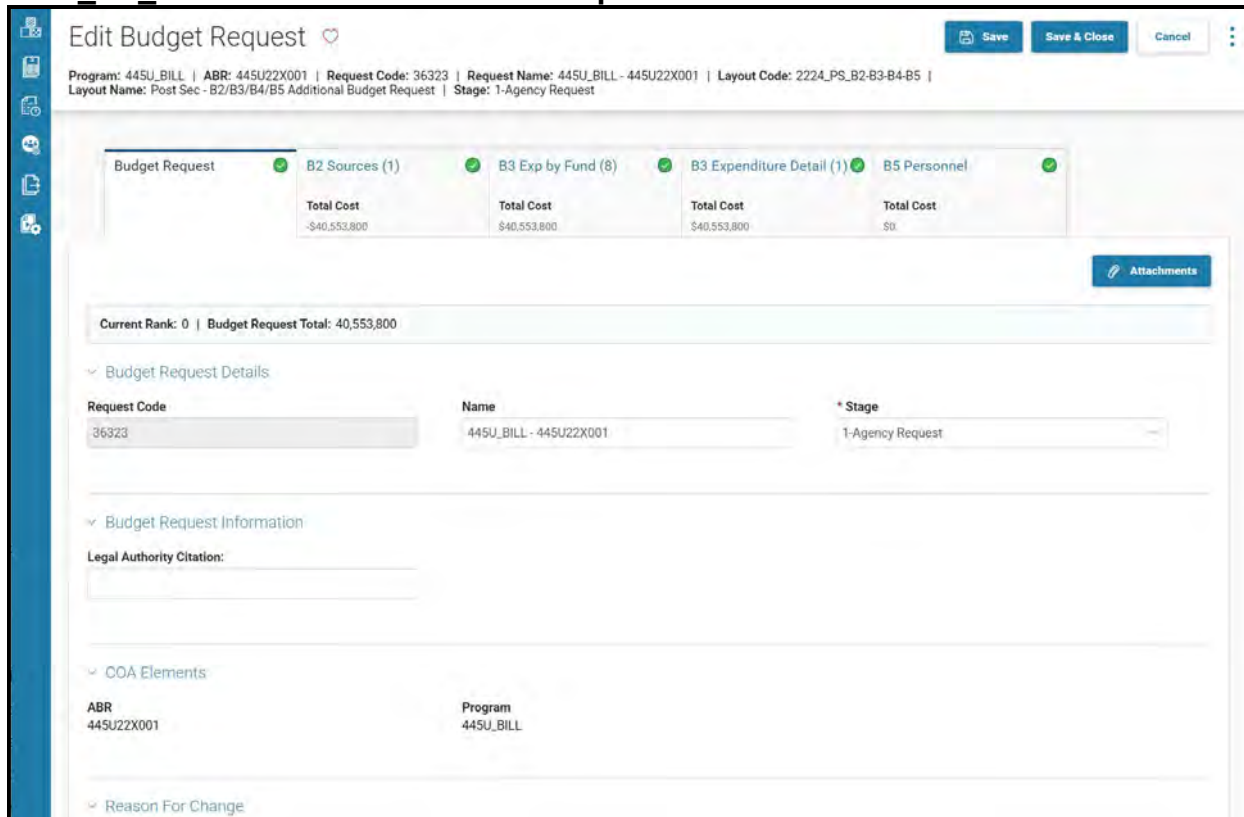
B2/B3/B4/B5 Additional Budget Request

<input type="checkbox"/>	Code	Name
<input type="checkbox"/>	2224_B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request

The 2224_PS_B2-B3-B4-B5 Additional Budget Request form contains multiple tabs to perform different functions to record the various components of your ABR data:

- Budget Request
- B2 Sources
- B3 Exp by Funds
- B3 Expenditure Detail
- B5 Personnel

2224_PS_B2-B3-B4-B5 Form with Multiple Tabs



Edit Budget Request Save Save & Close Cancel

Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 |
Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request

Budget Request	B2 Sources (1)	B3 Exp by Fund (8)	B3 Expenditure Detail (1)	B5 Personnel
Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
-\$40,553,800	\$40,553,800	\$40,553,800	\$0	\$0

Attachments

Current Rank: 0 | Budget Request Total: 40,553,800

Budget Request Details

Request Code: 36323 | Name: 445U_BILL - 445U22X001 | * Stage: 1-Agency Request

Budget Request Information

Legal Authority Citation:

COA Elements

ABR: 445U22X001 | Program: 445U_BILL

Reason For Change

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 2022-2024 Budget Instructions when a request meets the conditions of an ABR.

Section 3.2.1 Process Overview

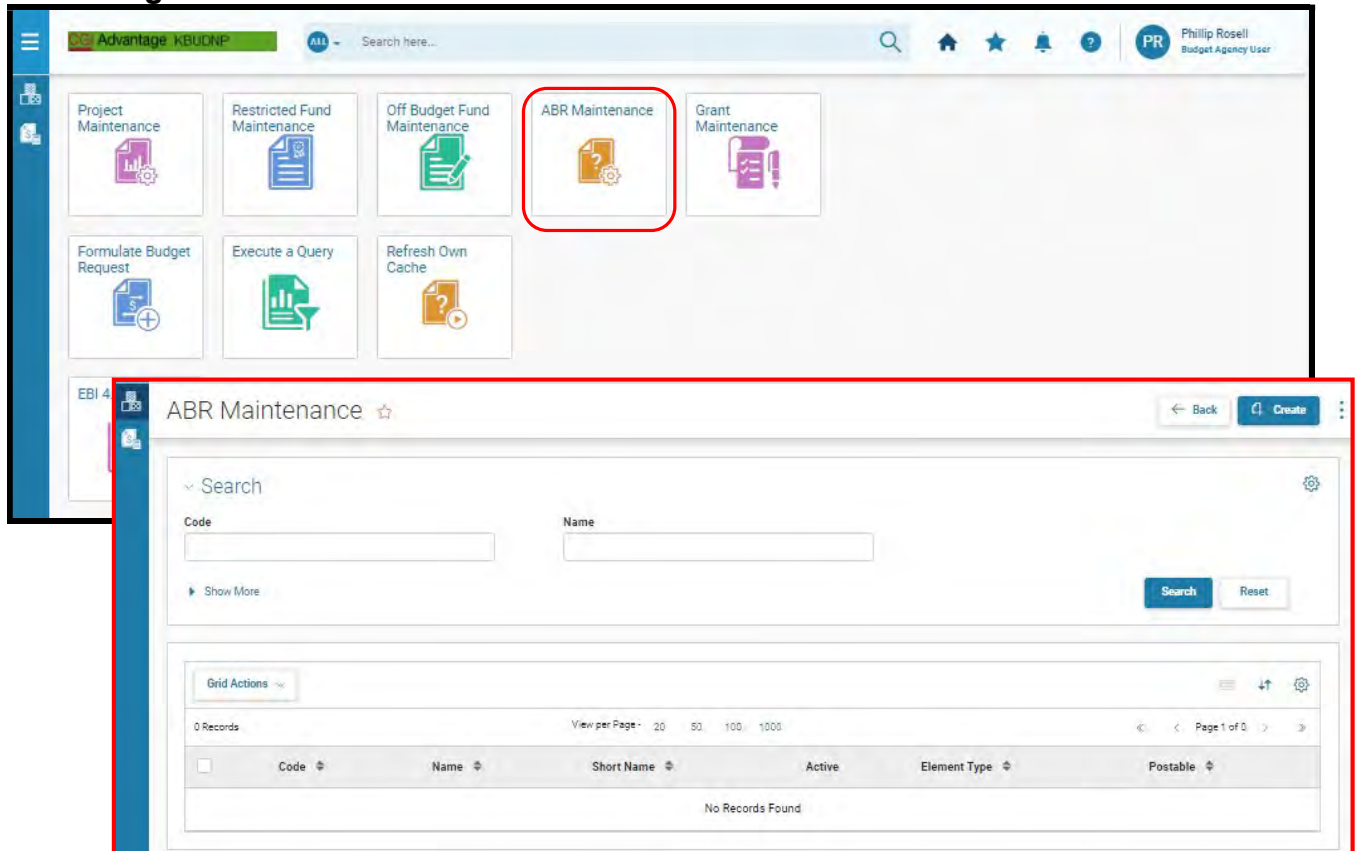
The following is a summarized description of the steps involved in the process to create an Additional Budget Request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the ABR Maintenance table to update the information for the blank ABR codes that will be used with the 2224_PS_B2-B3-B4-B5 Budget Request forms
- 2) Navigate to the Budget Layout Selection Page to choose the 2224_PS_B2-B3-B4-B5 Budget Request form
- 3) Create an instance of the 2224_PS_B2-B3-B4-B5 Budget Request form for an ABR
- 4) Manually enter the appropriate budget lines (data) into the budget line tab
 - 2224_PS_B2-B3-B4-B5 Budget Request Form Tabs
 - **B2 Sources**
 - **B3 Exp by Funds**
 - **B3 Expenditure Detail**
 - **B5 Personnel**
 - Login to KBUD Reports (EBI) and navigate to the 22-24 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 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:
 - Click on the ABR Maintenance tile, and the ABR Maintenance page will appear.

Home Page

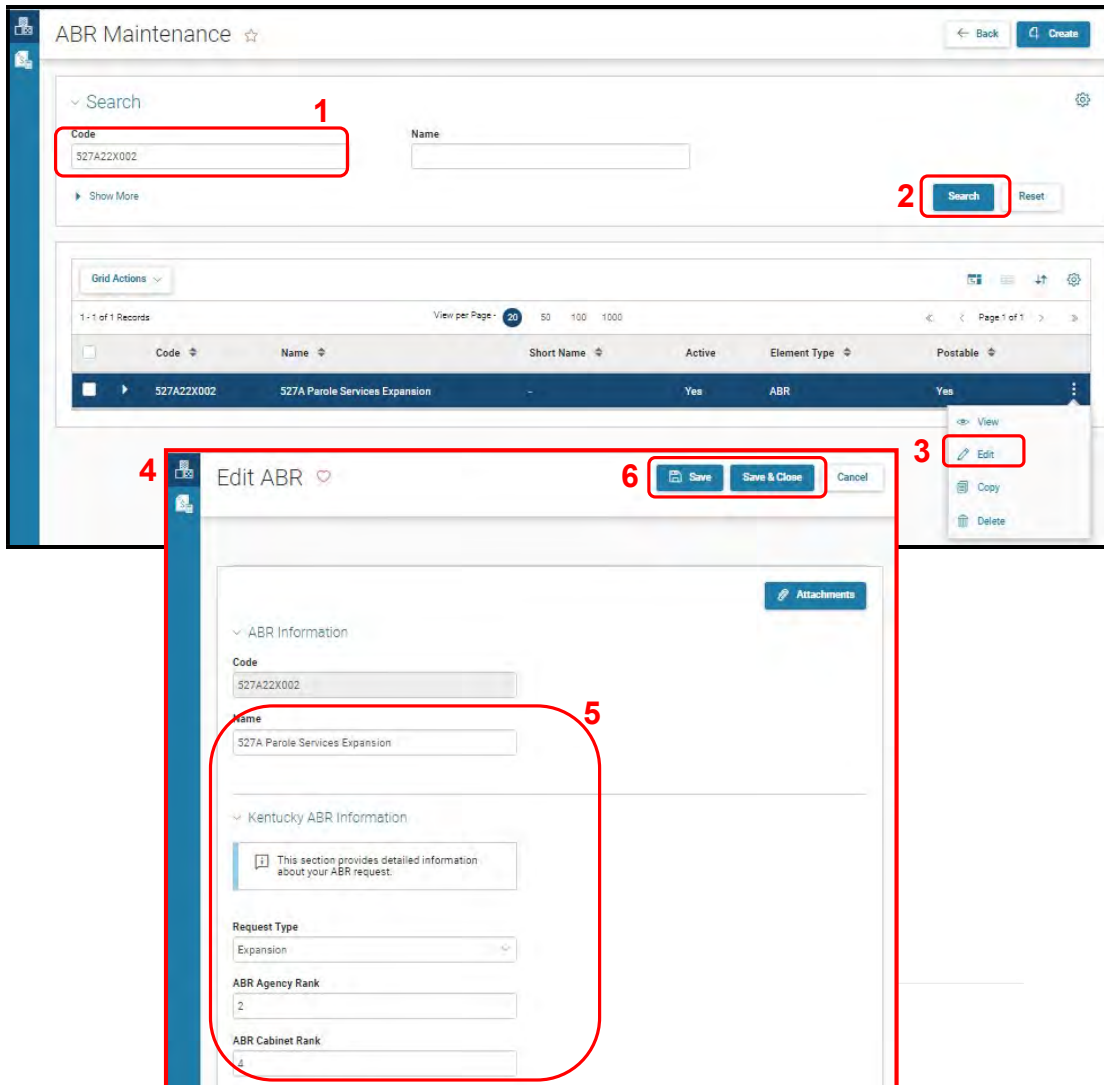


The screenshot shows the KBUD Home Page with a navigation bar at the top. The main area contains several tiles: Project Maintenance, Restricted Fund Maintenance, Off Budget Fund Maintenance, ABR Maintenance (highlighted with a red box), Grant Maintenance, Formulate Budget Request, Execute a Query, and Refresh Own Cache. Below the tiles, the ABR Maintenance page is shown, featuring a search bar with fields for Code and Name, a Search button, and a table with columns: Code, Name, Short Name, Active, Element Type, and Postable. The table currently displays 0 records.

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 code assigned to this request in the Code textbox
2. Click the Search button to search for the fund (If no records are returned, you need to redefine your search. You may want to try using a wildcard search: Example - 527A22*)
3. Check the 3 dot menu and select the Edit function
4. The Edit ABR screen will appear
5. Update any of the ABR information not greyed out
6. Click either the Save or the Save & Close button

ABR Maintenance



The screenshot displays the ABR Maintenance interface. At the top, there is a search section with a 'Code' textbox (containing '527A22X002') and a 'Name' textbox. A red box labeled '1' highlights the 'Code' textbox. To the right of the textboxes is a 'Search' button (labeled '2') and a 'Reset' button. Below the search section is a table with columns: Code, Name, Short Name, Active, Element Type, and Postable. The table contains one record with Code '527A22X002' and Name '527A Parole Services Expansion'. A red box labeled '3' highlights the three-dot menu icon at the end of the record. A modal window titled 'Edit ABR' is open, showing the 'ABR Information' section. The 'Code' field is greyed out, while the 'Name' field (containing '527A Parole Services Expansion') is editable. A red box labeled '4' highlights the modal title bar. A red box labeled '5' highlights the 'Name' field. At the bottom of the modal, there are fields for 'Request Type' (set to 'Expansion'), 'ABR Agency Rank' (set to '2'), and 'ABR Cabinet Rank' (set to '4'). A red box labeled '6' highlights the 'Save' and 'Save & Close' buttons at the bottom of the modal.



Additional Budget Requests

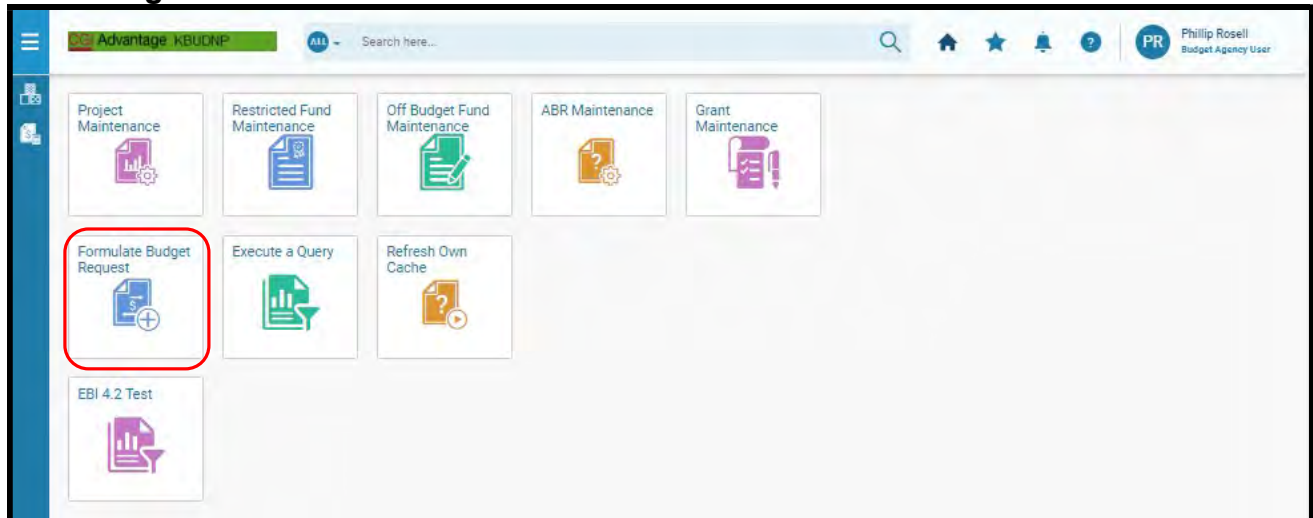
- Here is some additional guidance to assist in filling out the ABR Maintenance page. The following information should be completed for each ABR.

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 the 2224_PS_B2-B3-B4-B5 Form

- From the Home page, you can navigate to the KBUD forms by clicking the Formulate Budget Request tile. The Budget Layout Selection page will appear.

Home Page



Budget Layout Selection Page

Grid Actions			
1 - 20 of 25 Records			
View per Page - 20 50 100 1000			
Page 1 of 2			
Code	Name		
<input type="checkbox"/> 	<u>2224 PS A2-A3-A4-A5</u>		Post Sec - <u>A2/A3/A4/A5 Baseline Budget Request</u> Select
<input type="checkbox"/> 	<u>2224 PS B2-B3-B4-B5</u>		Post Sec - <u>B2/B3/B4/B5 Additional Budget Request</u> Select
<input type="checkbox"/> 	<u>2224 CAPITAL FUND</u>		Capital Request by Fund Source Select
<input type="checkbox"/> 	<u>2224 CAPITAL EXPEND</u>		Capital Request Expenditures Select
<input type="checkbox"/> 	<u>2224 CAP IMPONOPBUD</u>		Capital Request – Impact on Operating Budget Select

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 2224_PS_B2-B3-B4-B5 form by clicking on the corresponding blue Select button. The Select Budget Request page will appear.

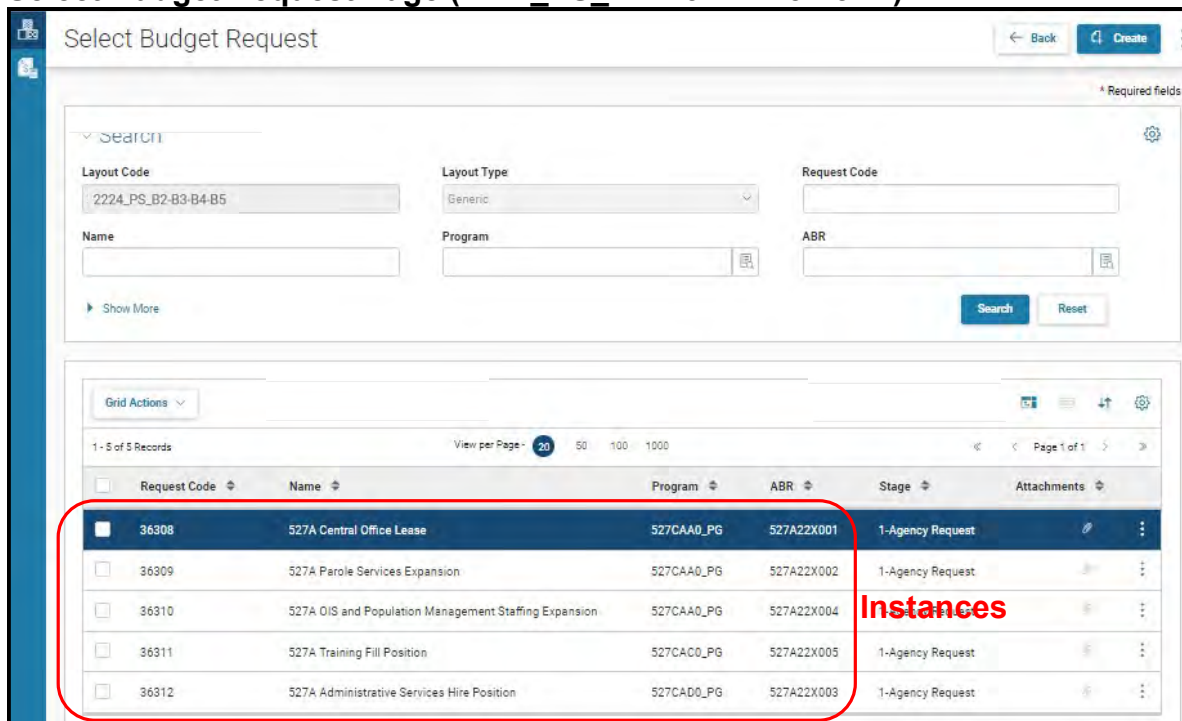
Budget Layout Selection Page



Code	Name	Action
2224 PS A2-A3-A4-A5	Post Sec - A2/A3/A4/A5 Baseline Budget Request	Select
2224 PS B2-B3-B4-B5	Post Sec - B2/B3/B4/B5 Additional Budget Request	Select
2224 CAPITAL FUND	Capital Request by Fund Source	Select
2224 CAPITAL EXPEND	Capital Request Expenditures	Select
2224 CAP IMPONOPBUD	Capital Request - Impact on Operating Budget	Select

- Please keep in mind, the Select Budget Request page will display all the instances of this specific form (2224_PS_B2-B3-B4-B5) you have created.

Select Budget Request Page (2224_PS_B2-B3-B4-B5 Form)



Select Budget Request

Layout Code: 2224_PS_B2-B3-B4-B5 | Layout Type: Generic | Request Code: | Name: | Program: | ABR: | Search | Reset

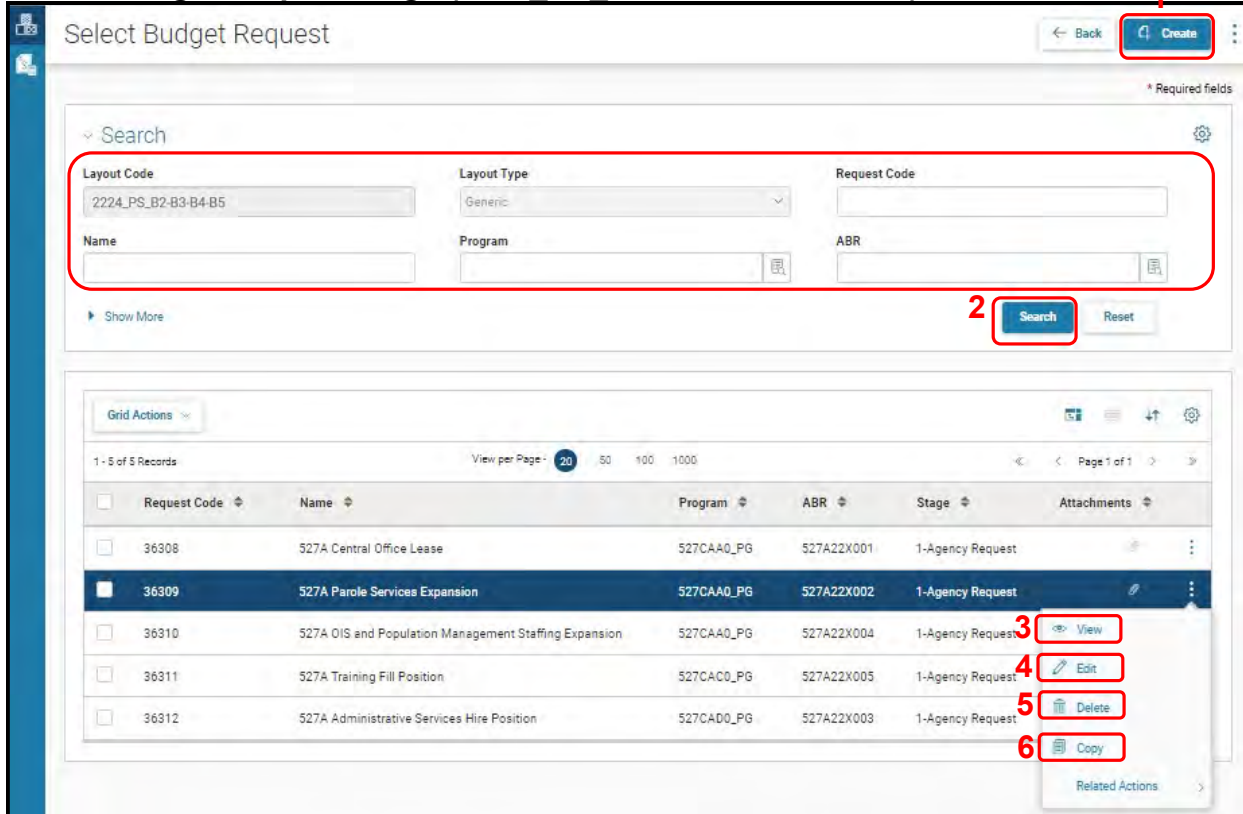
Request Code	Name	Program	ABR	Stage	Attachments
36308	527A Central Office Lease	527CAA0_PG	527A22X001	1-Agency Request	
36309	527A Parole Services Expansion	527CAA0_PG	527A22X002	1-Agency Request	
36310	527A OIS and Population Management Staffing Expansion	527CAA0_PG	527A22X004	1-Agency Request	
36311	527A Training Fill Position	527CAC0_PG	527A22X005	1-Agency Request	
36312	527A Administrative Services Hire Position	527CAD0_PG	527A22X003	1-Agency Request	

Instances

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

1. Use the Create button to create a new instance of this specific budget form
2. Use the Search button to search for previous created forms
3. Use the View feature to only view (no editing) an existing instance of this specific form
4. Use the Edit feature to edit an existing instance of this specific form
5. Use the Delete feature to delete an existing instance of this specific form
 - a. (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 the tabs and then exit the form and perform the deletion procedure)
6. Use the Copy feature to copy an existing instance of this specific form

Select Budget Request Page (2224_PS_B2-B3-B4-B5 Forms)



The screenshot shows the 'Select Budget Request' page. A red box labeled '1' highlights the 'Create' button in the top right corner. Another red box labeled '2' highlights the 'Search' button below the search filters. A third red box labeled '3' highlights the 'View' button in the actions menu for the selected record (36309). A fourth red box labeled '4' highlights the 'Edit' button. A fifth red box labeled '5' highlights the 'Delete' button. A sixth red box labeled '6' highlights the 'Copy' button. The search filters include Layout Code (2224_PS_B2-B3-B4-B5), Layout Type (Generic), Request Code, Name, Program, and ABR. The table below shows a list of records with columns for Request Code, Name, Program, ABR, Stage, and Attachments.

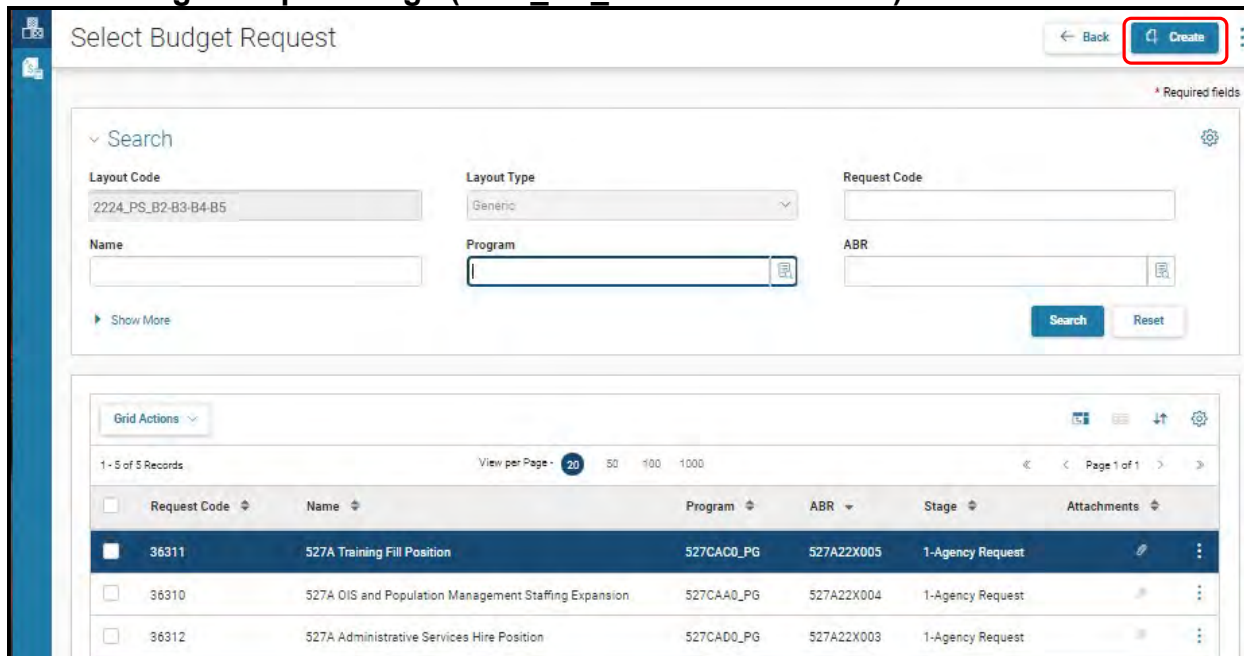
Request Code	Name	Program	ABR	Stage	Attachments
36308	527A Central Office Lease	527CAA0_PG	527A22X001	1-Agency Request	
36309	527A Parole Services Expansion	527CAA0_PG	527A22X002	1-Agency Request	
36310	527A OIS and Population Management Staffing Expansion	527CAA0_PG	527A22X004	1-Agency Request	
36311	527A Training Fill Position	527CAC0_PG	527A22X005	1-Agency Request	
36312	527A Administrative Services Hire Position	527CAD0_PG	527A22X003	1-Agency Request	

Section 3.2.4 Creating the Additional Budget Request Form

In this section, we will create a 2224_PS_B2-B3-B4-B5 form for ABR code 445U22X001 and Program 445U_BILL_2224.

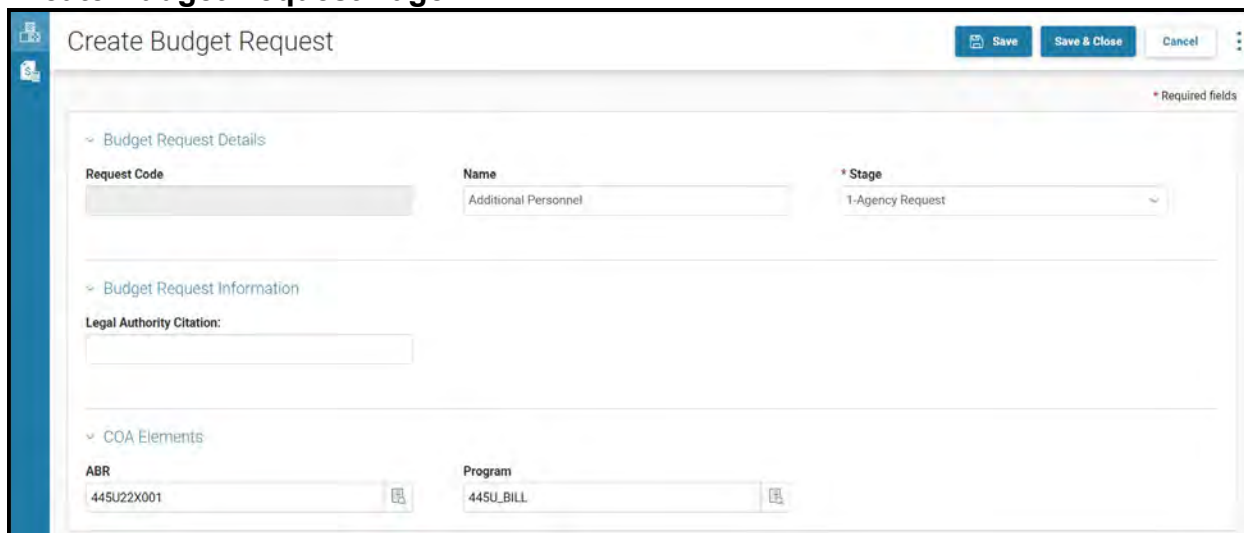
- From the Select Budget Request page, click the Create button. The Create Budget Request page will appear and allow you to create a new instance of the 2224_PS_B2-B3-B4-B5 form.

Select Budget Request Page (2224_PS_B2-B3-B4-B5 Form)



Request Code	Name	Program	ABR	Stage	Attachments
36311	527A Training Fill Position	527CAC0_PG	527A22X005	1-Agency Request	
36310	527A OIS and Population Management Staffing Expansion	527CA40_PG	527A22X004	1-Agency Request	
36312	527A Administrative Services Hire Position	527CA00_PG	527A22X003	1-Agency Request	

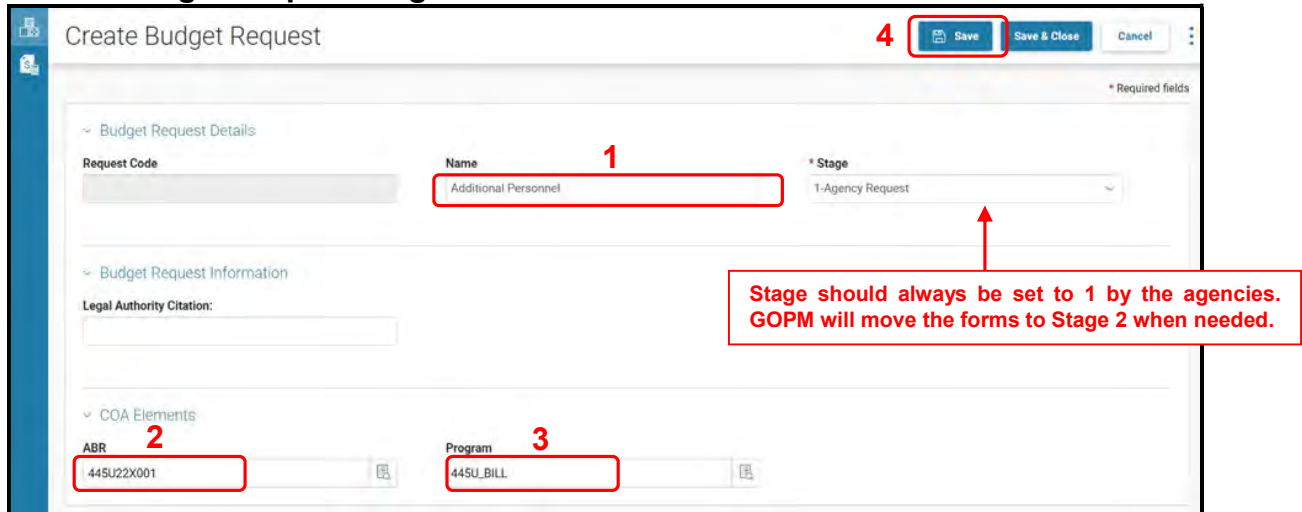
Create Budget Request Page



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

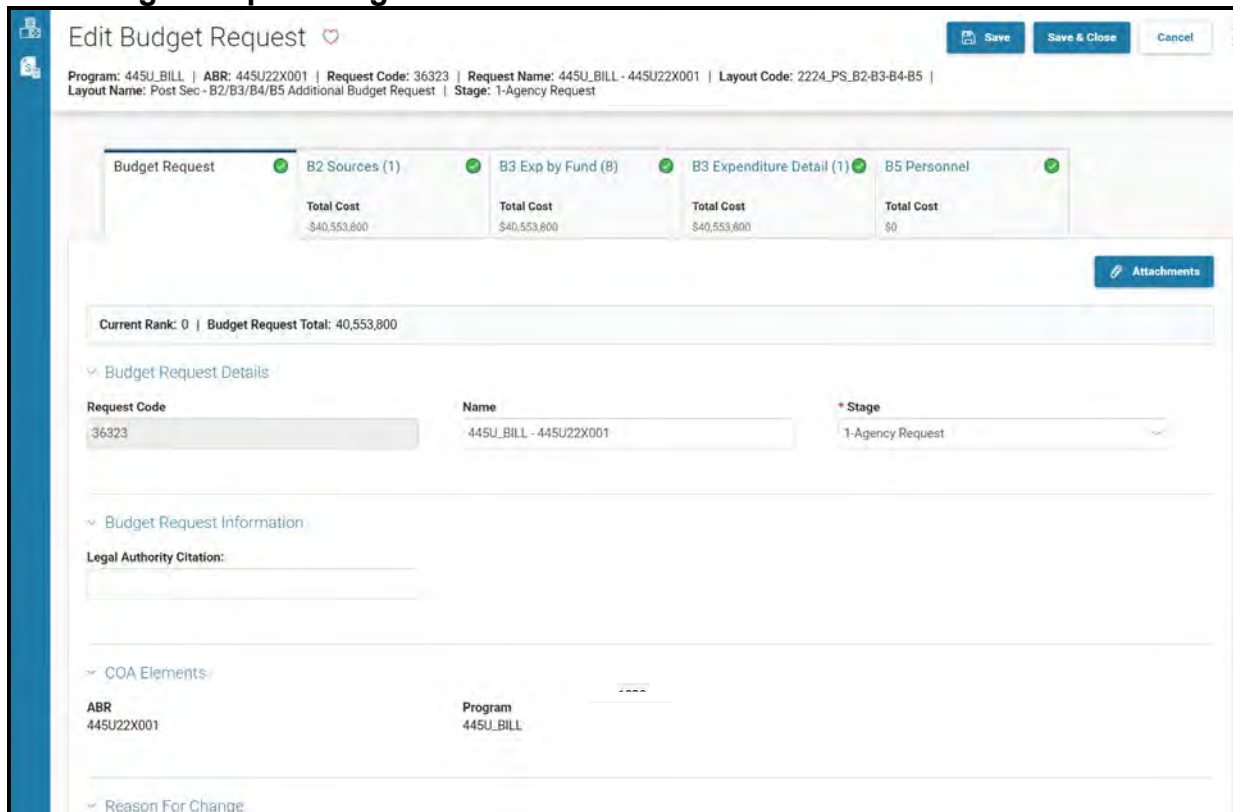
1. Fill in the Name textbox
2. Fill in the ABR textbox with the ABR code (Example – 445U22X001)
3. Fill in the Program textbox with the Program code associated with this ABR (Example – 445U_BILL_2224)
4. Click the Save button, and the Edit Budget Request Page (new form) with all its appropriate tabs will be created

Create Budget Request Page



The screenshot shows the 'Create Budget Request' form. A red box labeled '4' highlights the 'Save' button in the top right corner. A red box labeled '1' highlights the 'Name' text box, which contains the text 'Additional Personnel'. A red box labeled '2' highlights the 'ABR' text box, which contains the code '445U22X001'. A red box labeled '3' highlights the 'Program' text box, which contains the code '445U_BILL'. A red arrow points from a text box to the 'Stage' dropdown menu, which is set to '1-Agency Request'. The text box contains the following text: 'Stage should always be set to 1 by the agencies. GOPM will move the forms to Stage 2 when needed.'

Edit Budget Request Page

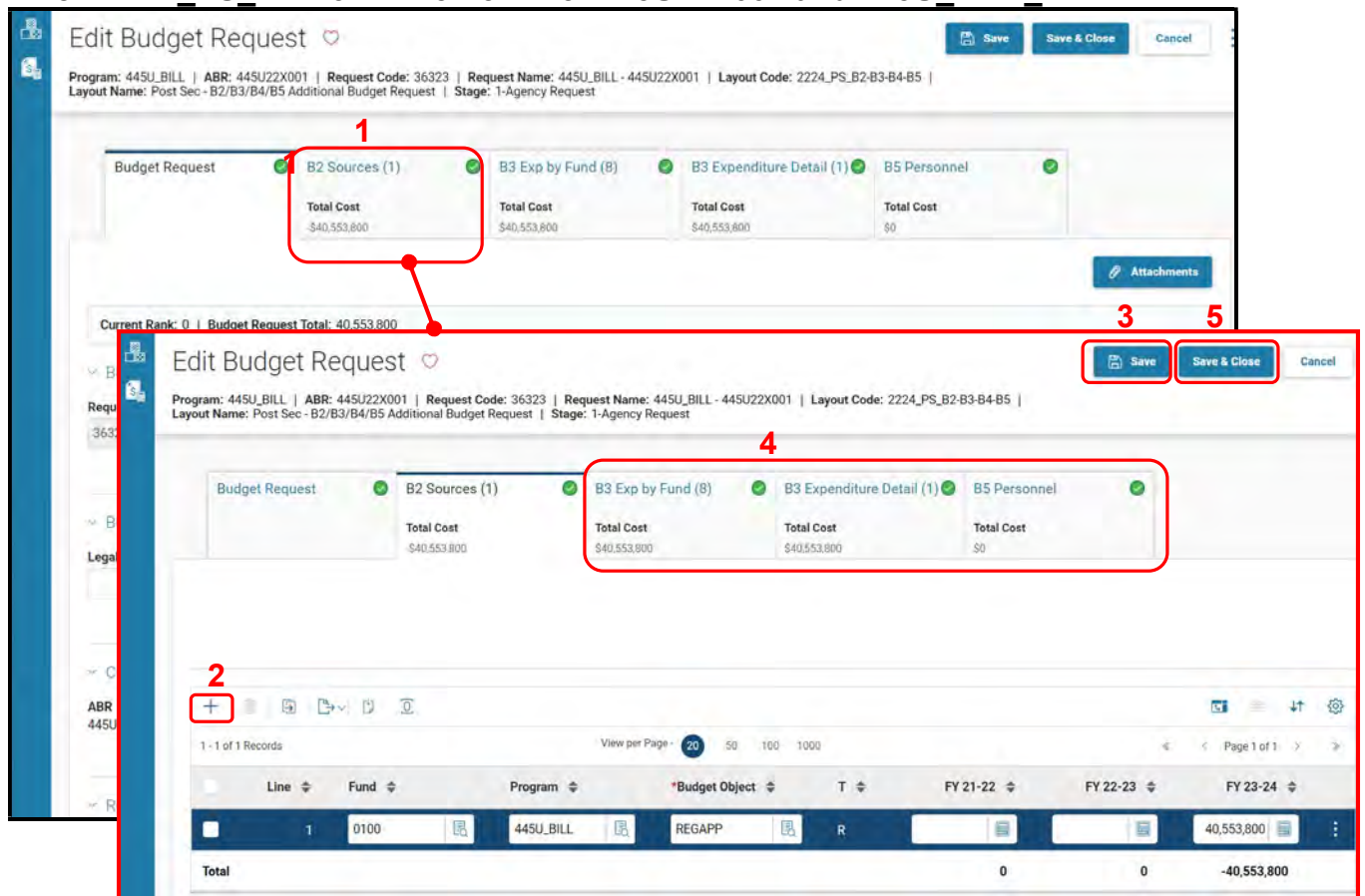


The screenshot shows the 'Edit Budget Request' page. At the top, there is a summary bar with the following information: Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 | Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request. Below this, there is a table with five columns: Budget Request, B2 Sources (1), B3 Exp by Fund (B), B3 Expenditure Detail (1), and B5 Personnel. Each column has a 'Total Cost' row. The 'Total Cost' for Budget Request is \$40,553,800, for B2 Sources (1) is \$40,553,800, for B3 Exp by Fund (B) is \$40,553,800, for B3 Expenditure Detail (1) is \$40,553,800, and for B5 Personnel is \$0. Below the table, there is a section for 'Attachments'. The main form area is divided into three sections: 'Budget Request Details', 'Budget Request Information', and 'COA Elements'. The 'Budget Request Details' section contains the 'Request Code' (36323), 'Name' (445U_BILL - 445U22X001), and 'Stage' (1-Agency Request). The 'Budget Request Information' section contains the 'Legal Authority Citation' field. The 'COA Elements' section contains the 'ABR' (445U22X001) and 'Program' (445U_BILL) fields. At the bottom, there is a 'Reason For Change' field.

Section 3.2.5 Entering Budget Data in the 2224_PS_B2-B3-B4-B5 Form

1. Click on the B2 Sources (NOTE: You can now add your Sources of Funds information)
2. Click on the Plus sign + to add a new blank line (NOTE: Continue to add new blank lines for each line of budget data you need to enter for this fund. Enter a separate budget line for each budget object required by the 2022-2024 Budget Instructions)
3. Once you have finished entering all your budget lines for this tab, click the Save button (NOTE: When entering numerical budget data, enter the data to the nearest \$100).
4. Click the other tabs to add more budget lines
5. Click the Save & Close button to exit the form when done adding the budget lines

New 2224_PS_B2-B3-B4-B5 Form for 445U22X001 and 445U_BILL_2224



Edit Budget Request

Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 | Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request

Budget Request | **B2 Sources (1)** | **B3 Exp by Fund (8)** | **B3 Expenditure Detail (1)** | **B5 Personnel**

Total Cost: -\$40,553,800 | Total Cost: \$40,553,800 | Total Cost: \$40,553,800 | Total Cost: \$0

Current Rank: 0 | Budget Request Total: 40,553,800

Edit Budget Request

Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 | Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request

Budget Request | **B2 Sources (1)** | **B3 Exp by Fund (8)** | **B3 Expenditure Detail (1)** | **B5 Personnel**

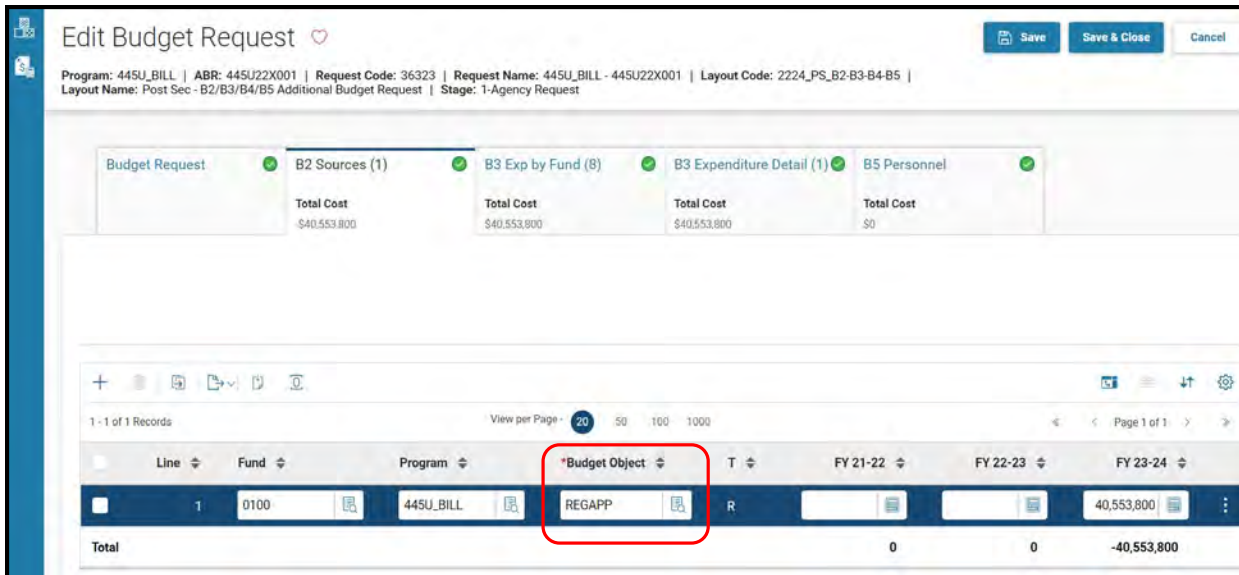
Total Cost: \$40,553,800 | Total Cost: \$40,553,800 | Total Cost: \$40,553,800 | Total Cost: \$0

+

1 - 1 of 1 Records | View per Page: 20 | 50 | 100 | 1000 | Page 1 of 1

Line	Fund	Program	*Budget Object	T	FY 21-22	FY 22-23	FY 23-24
1	0100	445U_BILL	REGAPP	R			40,553,800
Total					0	0	-40,553,800

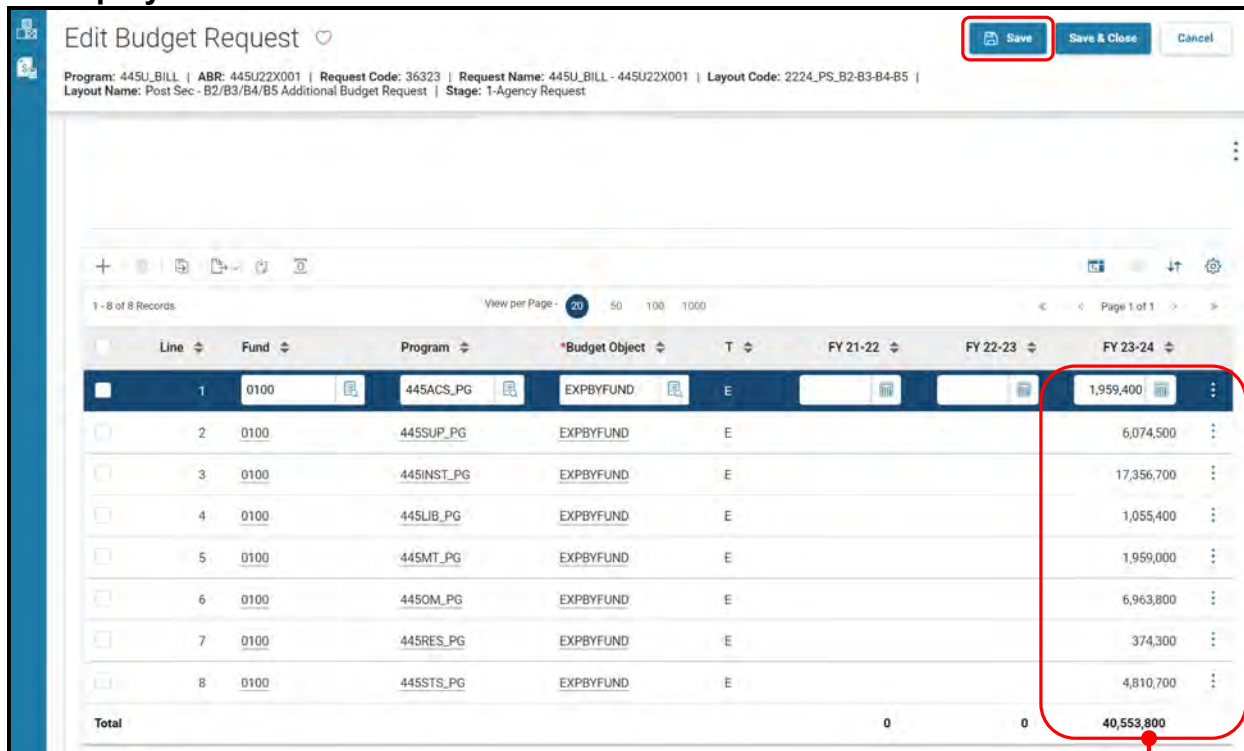
- Continue this same process with the remaining form's tabs until you have completed the form.
- Ensure the necessary form's tabs include budget data for each budget object. You can reference the budget object types by going to OSBD's Website, <http://osbd.ky.gov/Pages/KBUD-Information.aspx>, and viewing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



- To complete the 2224_PS_B2-B3-B4-B5 form, you will need to enter the budget lines for the B3 Exp by Fund, B3 Expenditure Detail and B5 Personnel tabs.
- The total expenditures on the B3 – Expenditure Detail tab must agree with the total expenditures by fund (EXPBYFUND) on the B3 Exp by Fund tab and the program narrative.
- The following is a list of typical Budget Object codes you will use for expenditures:
 - E111 – Regular Salaries and Wages
 - E121 – Employer Social Security Rates
 - E122 – Employer Retirement Contribution Rate
 - E123 – Health Insurance Premiums
 - E124 – Life Insurance Costs
 - E131 – Worker Compensation Premiums
 - E184 – Personnel Board Assessments
 - E222 – Facilities & Support Services charges for state-owned space (includes utilities)
 - E802 – COT Rated Services
 - E226 – Motor Pool Rental Charges
 - E162 – Facilities Security Charges
 - E254 – Insurance Premium (Fire & Tornado)

- E133 – Governmental Services Center
- Click on the B3 Exp by Fund tab and enter the necessary budget lines for your request. Then click on the B3 Expenditure Detail tab and enter the necessary budget lines for your request ensuring the total dollars reconcile. Click the Save button when you have finished entering your budget lines.

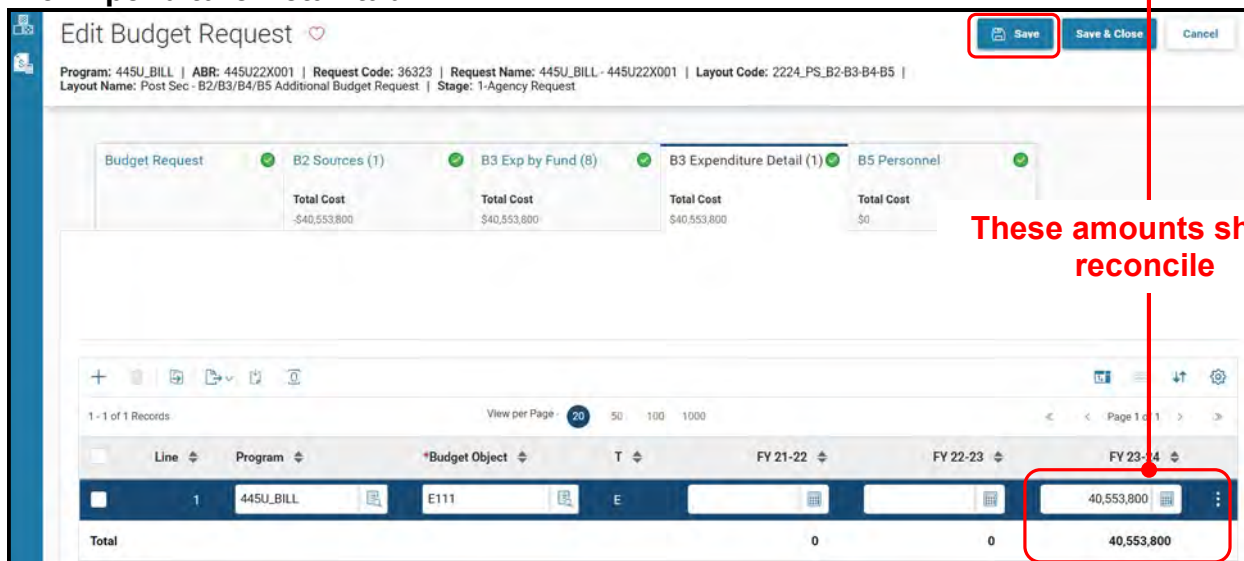
B3 Exp by Fund tab



Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 | Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request

Line	Fund	Program	Budget Object	T	FY 21-22	FY 22-23	FY 23-24
1	0100	445ACS_PG	EXPBYFUND	E			1,959,400
2	0100	445SUP_PG	EXPBYFUND	E			6,074,500
3	0100	445INST_PG	EXPBYFUND	E			17,356,700
4	0100	445LIB_PG	EXPBYFUND	E			1,055,400
5	0100	445MT_PG	EXPBYFUND	E			1,959,000
6	0100	445OM_PG	EXPBYFUND	E			6,963,800
7	0100	445RES_PG	EXPBYFUND	E			374,300
8	0100	445STS_PG	EXPBYFUND	E			4,810,700
Total					0	0	40,553,800

B3 Expenditure Detail tab



Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 | Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request

Line	Program	Budget Object	T	FY 21-22	FY 22-23	FY 23-24	
1	445U_BILL	E111	E			40,553,800	
Total					0	0	40,553,800

These amounts should reconcile

Additional Budget Requests

- 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

Edit Budget Request

Save

Save & Close

Cancel

Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 | Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request

Budget Request

B2 Sources (1)

B3 Exp by Fund (8)

B3 Expenditure Detail (1)

B5 Personnel (6)

Total Cost

-\$40,553,800

Total Cost

-\$40,553,800

Total Cost

\$40,553,800

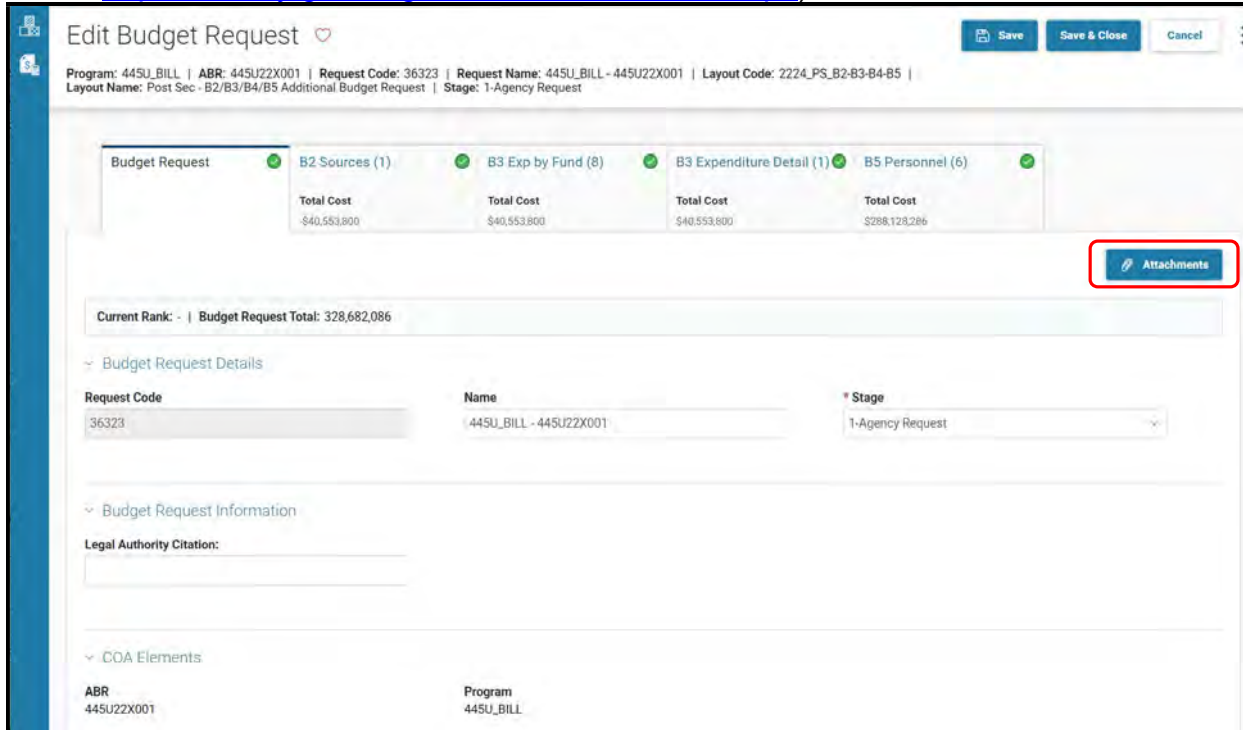
Total Cost

\$288,128,286

Line	Program	Budget Object	T	Status	FY 21-22	FY 22-23	FY 23-24
1	445U_BILL	FULLTIME	R	FILLED	1,413	1,413	1,413
2	445U_BILL	PARTTIME	R	FILLED	106	106	106
3	445U_BILL	OTHERPOS	R	FILLED	43	43	43
4	445U_BILL	GFPOS	E	0	44,581,400	43,753,800	43,753,800
5	445U_BILL	RESPOS	E	0	47,664,500	48,492,100	48,492,100
6	445U_BILL	FEDPOS	E	0	3,795,300	3,795,300	3,795,300
Total					96,039,638	96,039,638	96,039,638

Additional Budget Requests

- The final step to complete the 2224_PS_B2-B3-B4-B5 form is to use the Attachment button to load the program narrative created in Microsoft Word. The template for the program narrative is named 2022-2024 Additional Budget Record B4, and it is located on OSBD's Website (Link to Webpage - <http://osbd.ky.gov/Pages/KBUD-Information.aspx>).



Edit Budget Request

Program: 445U_BILL | ABR: 445U22X001 | Request Code: 36323 | Request Name: 445U_BILL - 445U22X001 | Layout Code: 2224_PS_B2-B3-B4-B5 |
Layout Name: Post Sec - B2/B3/B4/B5 Additional Budget Request | Stage: 1-Agency Request

Budget Request	B2 Sources (1)	B3 Exp by Fund (8)	B3 Expenditure Detail (1)	B5 Personnel (6)
Total Cost	Total Cost	Total Cost	Total Cost	Total Cost
\$40,553,800	\$40,553,800	\$40,553,800	\$40,553,800	\$288,128,286

Attachments

Current Rank: - | Budget Request Total: 328,682,086

Budget Request Details

Request Code: 36323 | Name: 445U_BILL - 445U22X001 | Stage: 1-Agency Request

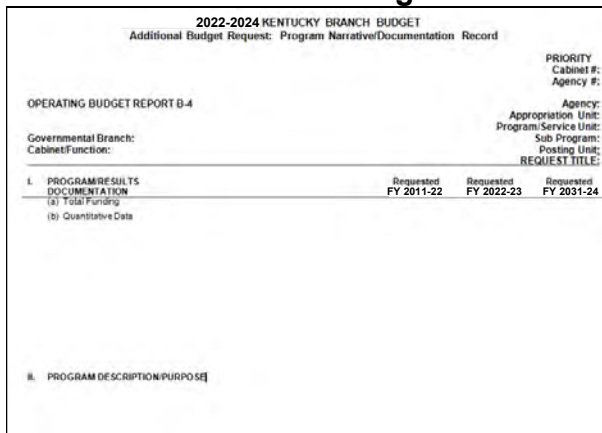
Budget Request Information

Legal Authority Citation:

COA Elements

ABR: 445U22X001 | Program: 445U_BILL

2022-2024 Additional Budget Record B4 (Program Narrative Template)



2022-2024 KENTUCKY BRANCH BUDGET
Additional Budget Request: Program Narrative/Documentation Record

OPERATING BUDGET REPORT B-4

Governmental Branch:
Cabinet/Function:

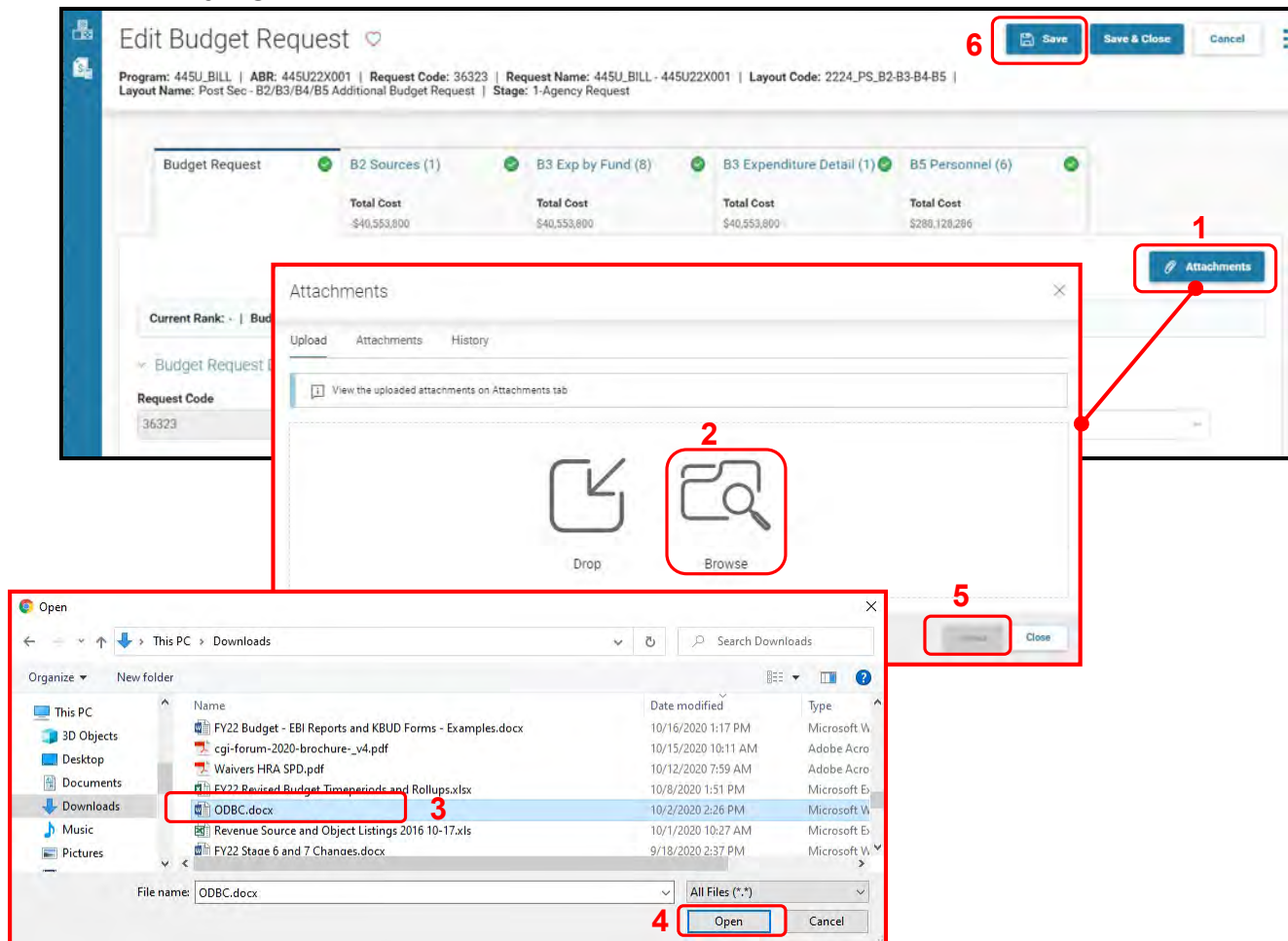
PRIORITY
Cabinet #:
Agency #:

Agency:
Appropriation Unit:
Program/Service Unit:
Sub Program:
Posting Unit:
REQUEST TITLE:

	Requested FY 2011-22	Requested FY 2022-23	Requested FY 2031-24
I. PROGRAM/RESULTS DOCUMENTATION			
(a) Total Funding			
(b) Quantitative Data			

II. PROGRAM DESCRIPTION/PURPOSE

- To upload your B4 program narrative Word document, follow these steps:
 1. Click Attachments button to open up the KBUD Upload tool
 2. Click on the Browse icon to open up the Windows File Upload screen
 3. Navigate to the file's location and click on the File Name
 4. Click the Open button
 5. Click the Upload button to add the file as an attachment to the tab
 6. Click the Save button to finalize the attachment



The screenshot illustrates the process of uploading a file to a budget request. The top window, 'Edit Budget Request', shows the request details and a summary table. The 'Attachments' button is highlighted with a red box and the number 1. Below it, the 'Attachments' modal is open, showing 'Upload' and 'Attachments' tabs. The 'Browse' icon is highlighted with a red box and the number 2. A Windows File Explorer window is open, showing the 'Downloads' folder. The file 'ODBC.docx' is selected and highlighted with a red box and the number 3. The 'Open' button in the File Explorer is highlighted with a red box and the number 4. The 'Upload' button in the Attachments modal is highlighted with a red box and the number 5. Finally, the 'Save' button in the 'Edit Budget Request' window is highlighted with a red box and the number 6.

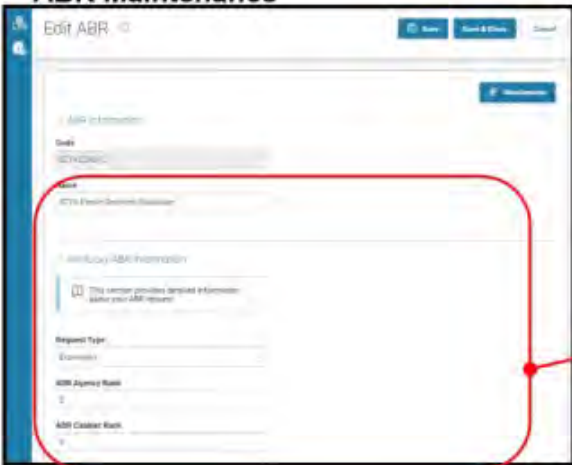
Budget Request	B2 Sources (1)	B3 Exp by Fund (8)	B3 Expenditure Detail (1)	B5 Personnel (6)
Total Cost	\$40,553,800	\$40,553,800	\$40,553,800	\$288,128,286

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 4.2 (EBI 4.2) which houses the KBUD Reports and navigate to the 22-24 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 ABR Maintenance tables are used to populate KBUD reports. You can directly trace the ABR Maintenance 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.

ABR Maintenance



B3 Expenditure Detail Report

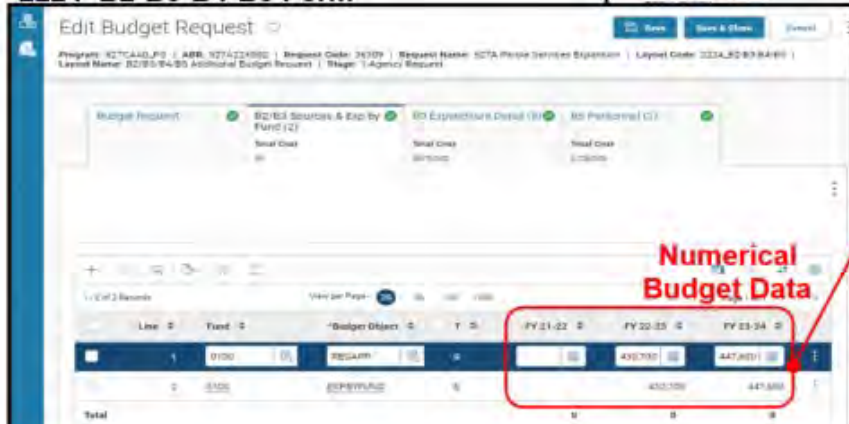
B1B2 Financial Record Report

OPERA
Governmental Branch: Executive Branch
Appropriation: Corrections Management
Program/Service Unit: Commissioner
Sub Program: POSTING UNIT
REQUEST TITLE: 527A People Services Expansion

REQUEST TYPE: Expansion

	FY 2021-22 Requested	FY 2022-23 Requested	FY 2023-24 Requested
Form Data			
General Fund	0	430,700	447,600
Regular Appropriation	0	430,700	447,600
TOTAL GENERAL FUND	0	430,700	447,600
TOTAL SOURCE OF FUNDS	0	430,700	447,600
EXPENDITURES BY CLASS			
Personnel Costs	0	407,700	424,600
Operating Expenditures	0	23,000	23,000
TOTAL EXPENDITURES BY CLASS	0	430,700	447,600
EXPENDITURES BY FUND SOURCE			
General Fund	0	430,700	447,600
TOTAL EXPENDITURES BY FUND	0	430,700	447,600
PER PERSONNEL POSITIONS			
Full Time Positions - VACANT	0	4	4
GRAND TOTAL - Number of Positions	0	4	4
BUDGET POSITIONS COST BY FUND SOURCE			
General Fund Cost of Positions	0	385,700	372,600
	0	385,700	372,600

2224 B2-B3-B4-B5 Form



Program: 027CA40.P0 - ABR: 527A22X000 | Request Code: 36109 | Request Name: 527A People Services Expansion | Layout Code: 033A_B2-B3-B4-B5 | Layout Name: B2/B3-B4/B5 Additional Budget Request | Page: 1-Agency Request

Budget Request: B2/B3 Sources & Exp by Fund (12) | B3 Expenditure Detail (B3) | B5 Personnel (C3)

Line	Fund	Budget Object	FY 21-22	FY 22-23	FY 23-24
1	0100	PERSONNEL	407,700	424,600	
	0	EXPENSE	430,700	447,600	
Total			0	0	0

Numerical Budget Data

- We will run the two ABR reports for Program 445U_BILL, Murray State University and ABR 445U22X001 that are required for your budget submission (NOTE: There are no supportive math check reports for ABRs).

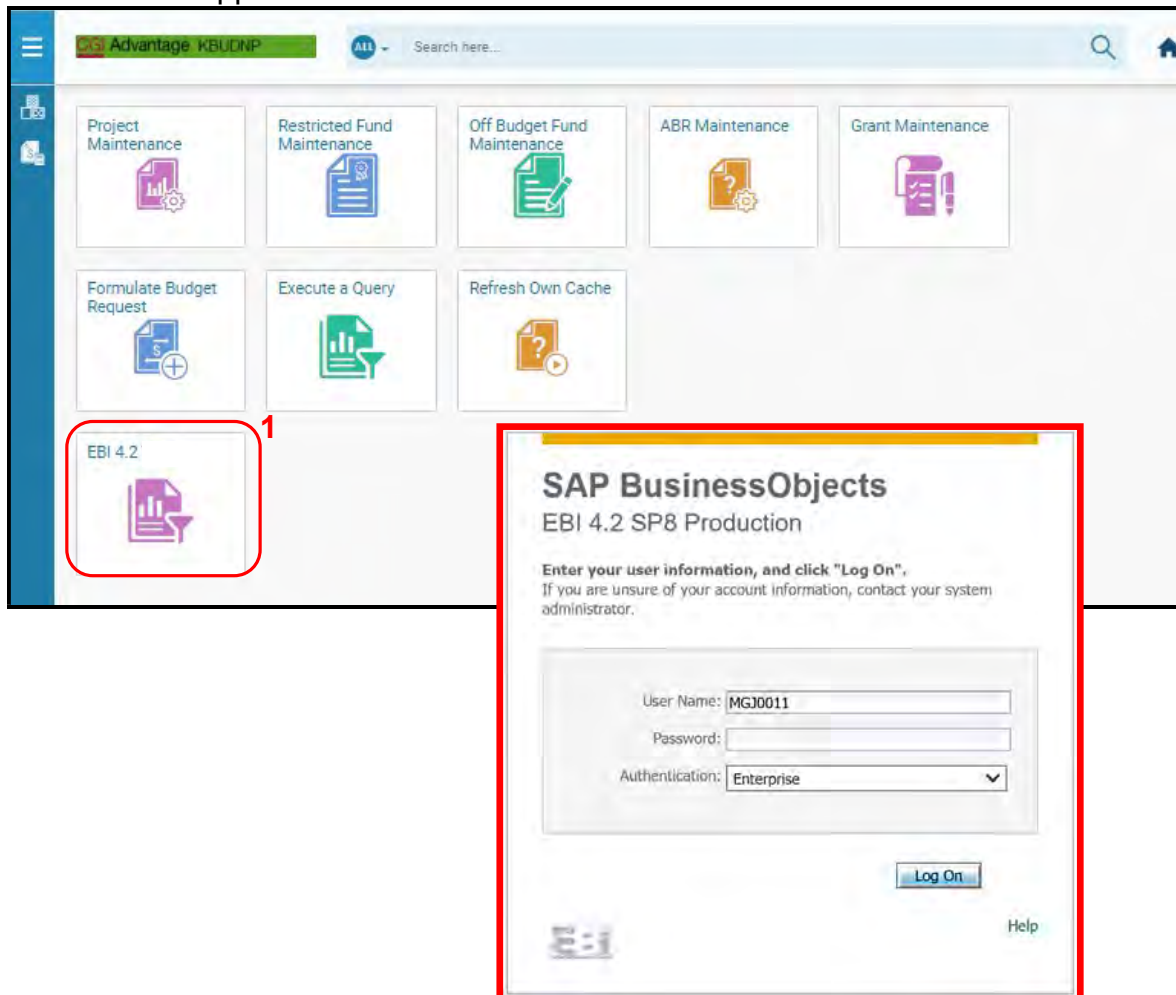
Required ABR Reports

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

Supportive ABR Report

(NONE)

- To access the login webpage to EBI 4.2 which contains KBUD reports:
 1. Click on the EBI 4.2 tile located on the KBUD Home page to access the application



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



SAP BusinessObjects
EBI 4.2 SP8 Production

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

User Name: 2

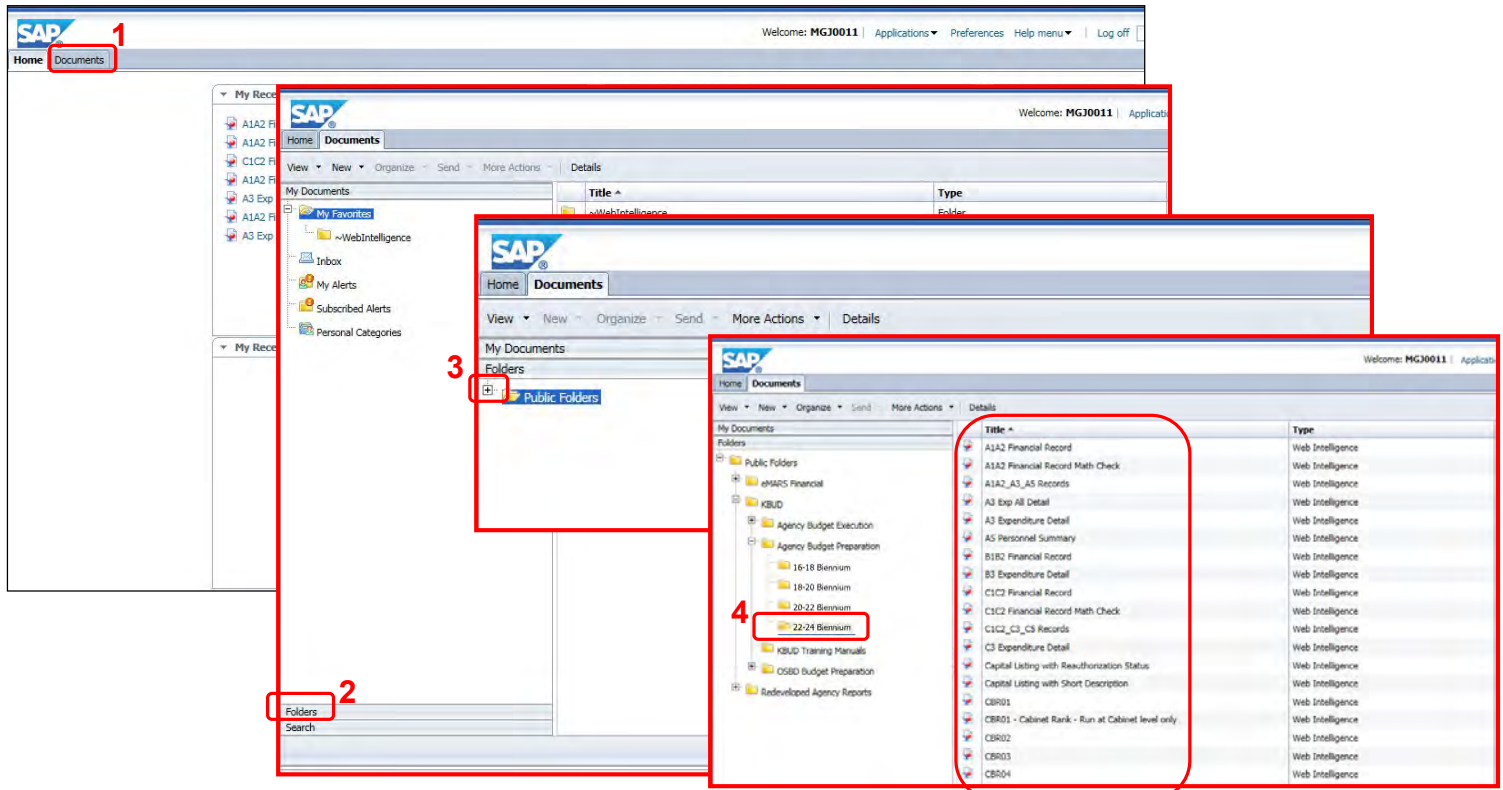
Password:

Authentication: Enterprise

3

Help

- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 22-24 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 22-24 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 EBI application interface with four numbered callouts indicating the navigation steps:


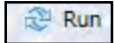

- 1:** Click the Documents tab in the top navigation bar.
- 2:** Click the Folders bar at the bottom of the page to access the Public Folders.
- 3:** Expand all the Public Folders in the left sidebar.
- 4:** Open the 22-24 Biennium folder under the Agency Budget Preparation folder. The available reports will appear on the right side of the web page.

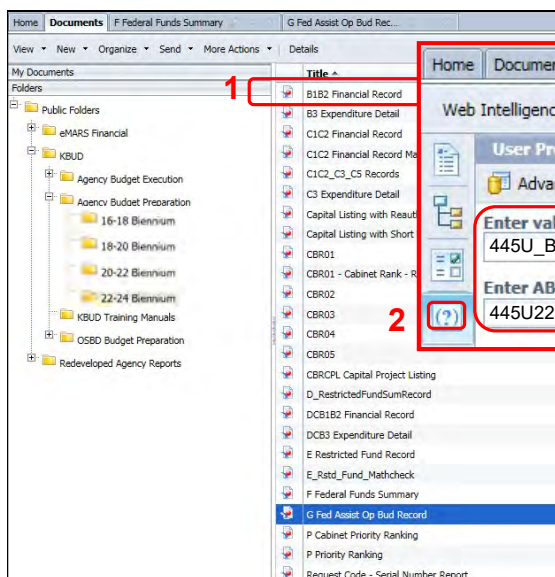
The right sidebar displays a list of reports under the heading "My Documents". The reports are listed in a table with columns "Title" and "Type".

Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A1_A5 Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
A5 Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure Detail	Web Intelligence
C1C2 Financial Record	Web Intelligence
C1C2 Financial Record Math Check	Web Intelligence
C1C2_C1_C3 Records	Web Intelligence
C3 Expenditure Detail	Web Intelligence
Capital Listing with Reauthorization Status	Web Intelligence
Capital Listing with Short Description	Web Intelligence
CBR01	Web Intelligence
CBR01 - Cabinet Rank - Run at Cabinet level only	Web Intelligence
CBR02	Web Intelligence
CBR03	Web Intelligence
CBR04	Web Intelligence






Additional Budget Requests

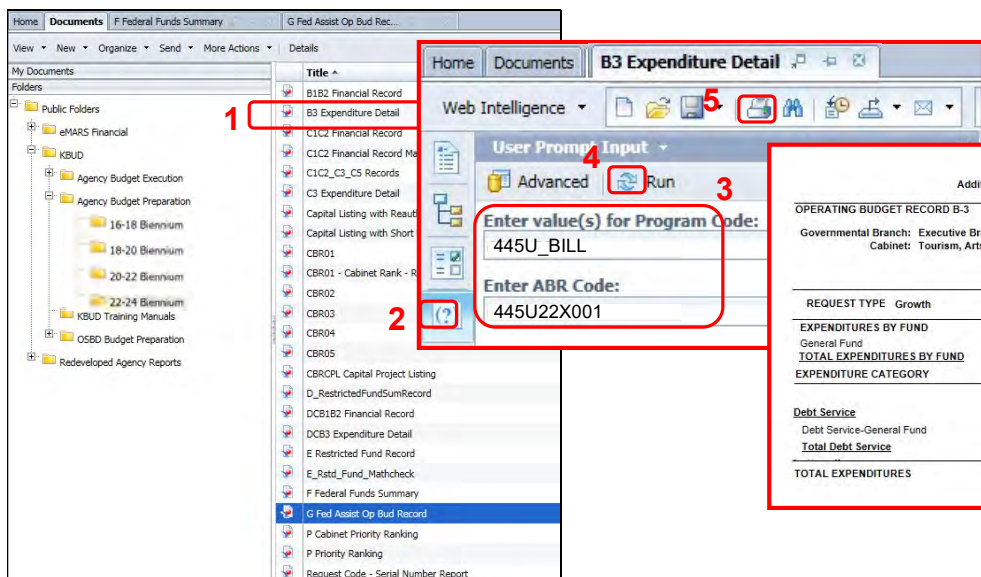
- In this scenario, we will run and print the B1B2 Financial Record Report for the Program 445U_BILL, Murray State University and ABR 445U22X001. You will need to repeat this process for each ABR.
 - Double click on the B1B2 Financial Record Report to open up the report
 - Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
 - Enter the required parameters/variables into the Program Code and ABR text boxes. In this scenario, we will enter the Program code 445U_BILL and ABR 445U22X001
 - Once the proper parameters/variables are entered, the Run icon  will be enabled. Click the Run icon to run the report
 - If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



B1B2 Financial Record Report

2022-2024 Kentucky Branch Budget Additional Budget Request: Financial Record All requested columns rounded to nearest \$100				PRIORITY Cabinet #: 49 Agency #: 10
OPERATING BUDGET RECORD B-1/B-2				Agency: Tourism, Arts and Heritage
Governmental Branch: Executive Branch Cabinet: Tourism, Arts and Heritage				Appropriation: Parks Program/Service Unit: General Administration and Support Sub Program: Posting Unit: REQUEST TITLE: 678A3_PG
REQUEST TYPE: Growth	FY 2021-22 Requested	FY 2022-23 Requested	FY 2023-24 Requested	
SOURCE OF FUNDS				
General Fund				
Regular Appropriation	0	4,345,000	9,578,500	
Total General Fund	0	4,345,000	9,578,500	
TOTAL SOURCE OF FUNDS	0	4,345,000	9,578,500	
EXPENDITURES BY CLASS				
Debt Service	0	4,345,000	9,578,500	
TOTAL EXPENDITURES BY CLASS	0	4,345,000	9,578,500	
EXPENDITURES BY FUND SOURCE				
General Fund	0	4,345,000	9,578,500	
TOTAL EXPENDITURES BY FUND	0	4,345,000	9,578,500	
PERSONNEL POSITIONS				
Number of Positions				
GRAND TOTAL - Number of Positions	0	0	0	
BUDGET POSITIONS COST BY FUND SOURCE				
TOTAL FUNDS	0	0	0	

- In this second scenario, we will run and print the B3 Expenditure Detail Report for the Program 445U_BILL, Murray State University and ABR 445U22X001. You will need to repeat this process for each ABR.
 1. Double click on the B3 Expenditure Detail Report to open up the report
 2. Click on Question Mark icon  to ensure the parameters/variables' text boxes are visible. This will allow you to enter the required parameters/variables
 3. Enter the required parameters/variables into the Program Code and ABR text boxes. In this scenario, we will enter the Program code 445U_BILL and ABR 445U22X001
 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

2022-2024 Kentucky Branch Budget			
Additional Budget Request: Expenditure Detail Summary Record			
All requested columns rounded to nearest \$100			
OPERATING BUDGET RECORD B-3		Agency: Tourism, Arts and Heritage Appropriation: Parks Governmental Branch: Executive Branch Program/Service Unit: General Administration and Support Cabinet: Tourism, Arts and Heritage Sub Program: Posting Unit: REQUEST TITLE 670A3_PG	
REQUEST TYPE	Growth	FY 2021-22 Requested	FY 2022-23 Requested
EXPENDITURES BY FUND			
General Fund		0	4,345,000
TOTAL EXPENDITURES BY FUND		0	4,345,000
EXPENDITURE CATEGORY			
Debt Service			
Debt Service-General Fund		0	4,345,000
Total Debt Service		0	4,345,000
TOTAL EXPENDITURES		0	4,345,000

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

Section 4 Capital Budget Request

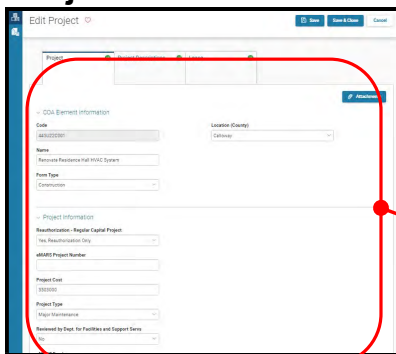
Section 4.1 Budget Form Overview

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

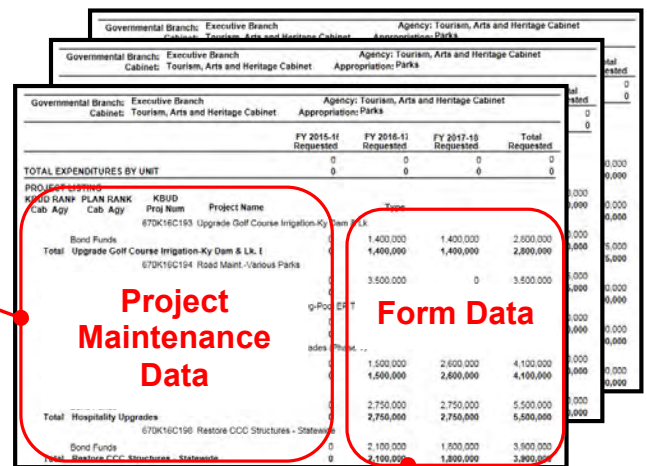
- 2224_CAPITAL_FUND, Capital Request by Fund Source
- 2224_CAPITAL_EXPEND, Capital Request Expenditures
- 2224_CAP_IMPONOPBUD, Capital Request - Impact on Operating Budget

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 Maintenance 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.

Project Maintenance

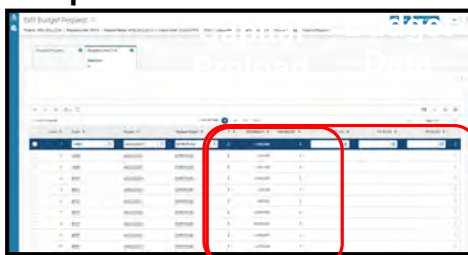


Capital Budget Reports

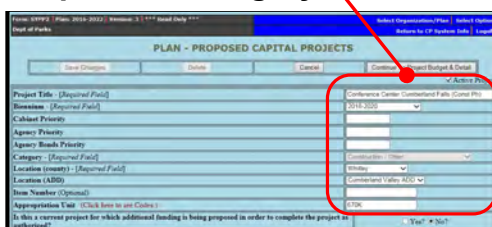


Governmental Branch:	Executive Branch	Agency:	Tourism, Arts and Heritage Cabinet
Cabinet:	Tourism, Arts and Heritage Cabinet	Appropriation:	Parks
TOTAL EXPENDITURES BY UNIT			
KBUD RANK	KBUD Proj Num	FY 2015-16 Requested	FY 2016-17 Requested
670K16C193	Upgrade Golf Course Irrigation-Ky Dam & Lk. E	1,400,000	1,400,000
Total Upgrade Golf Course Irrigation-Ky Dam & Lk. E		1,400,000	1,400,000
670K16C194 Road Maint - Various Parks		3,500,000	0
Total Hospitality Upgrades		2,750,000	2,750,000
670K16C196 Restore CCC Structures - Station		2,100,000	1,800,000
Total Restore CCC Structures - Station		2,100,000	1,800,000

Capital Forms



Capital Planning System Data





Capital Budget Requests

In KBUD, there is preloaded project (Capital) budget data that automatically loads into the KBUD Capital Forms and project data prepopulated in the Project Maintenance 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 data (Version 3 data as of June 29, 2021), so if any changes were made to the project's budget amounts or it's descriptive data in the Six-Year Capital Planning System after this date, the Project Maintenance table and/or the budget amounts 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, 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

Line	Fund	Project	Budget Object	2020REQ	2021REQ	FY 22-23	FY 23-24
1	ASB	44SU22C001	EXPENSE	1,500,000	0		
2	ASB	44SU22C002	EXPENSE	1,125,000	0		
3	ASB	44SU22C003	EXPENSE	1,600,000	0		
4	BPSP	44SU22C004	EXPENSE	4,840,000	0		
5	BPSP	44SU22C005	EXPENSE	225,000	0		
6	BPSP	44SU22C006	EXPENSE	900,000	0		

Prepopulated Capital Data in the KBUD Project Maintenance Table

COA Element Information

Code: 44SU22C001 Location (County): Calloway

Name: Renovate Residence Hall HVAC System

Form Type: Construction

Project Information

Reauthorization - Regular Capital Project: Yes, Reauthorization Only

eMARS Project Number:

Project Cost: 3503000

Project Type: Major Maintenance

Reviewed by Dept. for Facilities and Support Servs: No

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

- Only information on projects identified in the 2022-24 biennium with the Capital Plan will be transferred to KBUD.
- Real Property Lease projects and Maintenance Pools were not included in the Capital Plan, so these projects will have to be entered directly into KBUD.
- Real Property Lease projects and Reauthorized projects with no request for additional Funds must have a \$0.01 entered into the FY 2021-22 column in the Capital Request by Fund Source form.

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 ▾	
2224_CAPITAL_FUND	Capital Request by Fund Source	Select
2224_CAPITAL_EXPEND	Capital Request Expenditures	Select
2224_CAP_IMPONOPBUD	Capital Request - Impact on Operating Budget	Select

The Capital Budget Request forms will include the amounts, fiscal years, fund sources and expenditure codes or cost elements required by the 2022-2024 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 2022-2024 Budget Instructions.

Section 4.2.1 Process Overview

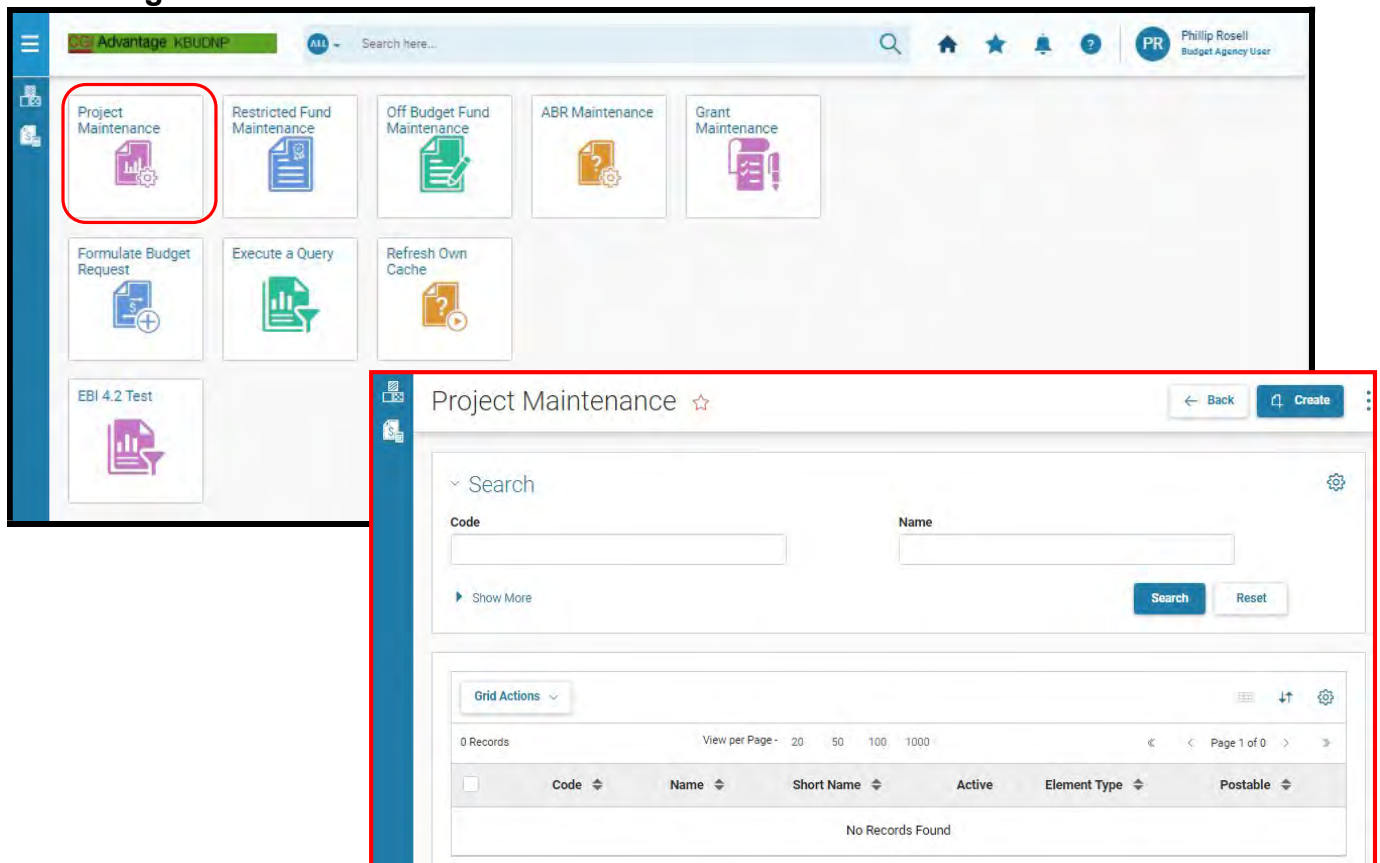
The following is a summarized description of the steps involved in the process to create a Capital Budget Request in order to help users understand the flow of the detailed instructions:

- 1) Login to KBUD and navigate to the Project Maintenance table to update the information for one of the projects
- 2) Navigate to the Budget Layout Selection Page to choose the 2224_CAPITAL_FUND, Capital Request by Fund Source form
- 3) Create an instance of the 2224_CAPITAL_FUND form
- 4) Manually enter the appropriate budget lines (data) into the budget lines tab
- 5) Repeat this process for the 2224_CAPITAL_EXPEND and 2224_CAPITAL_IMPONOBUD forms if they apply to the project
- 6) Login to KBUD Reports (EBI) and navigate to the 22-24 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 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:
- Click the on the Project Maintenance tile. The Project Maintenance page will appear.

Home Page

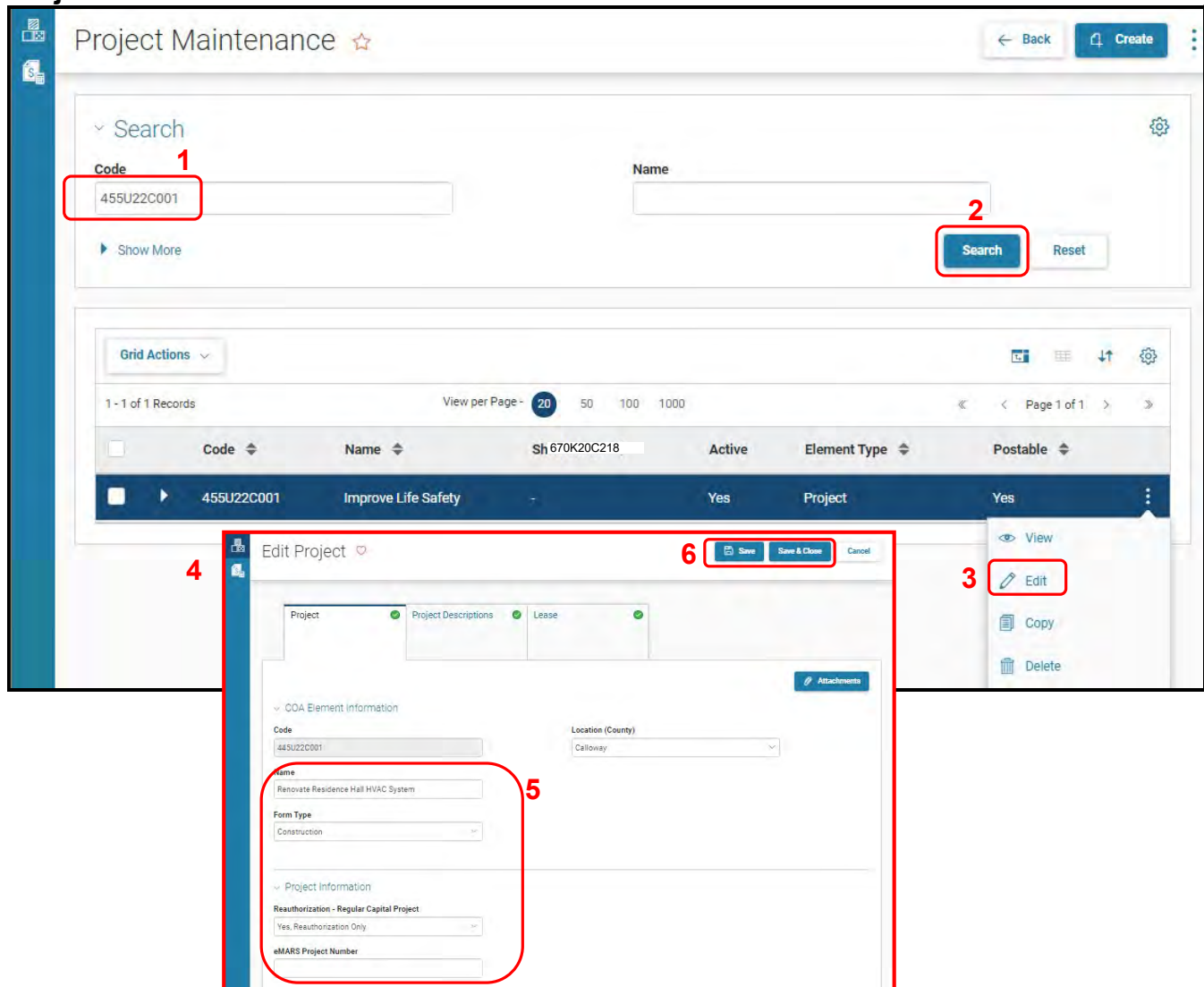


The image shows two screenshots from the KBUD application. The top screenshot is the Home Page, which features a sidebar with a menu and a main area with several tiles. The 'Project Maintenance' tile is highlighted with a red box. The bottom screenshot is the Project Maintenance page, which also has a red box around it. It shows a search bar with fields for 'Code' and 'Name', a 'Search' button, and a table with columns: Code, Name, Short Name, Active, Element Type, and Postable. The table currently displays '0 Records' and 'No Records Found'.

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 3 dot menu and select the Edit function
4. The Edit Project screen will appear
5. Update any of the Project information not greyed out
6. Click either the Save or the Save & Close button

Project Maintenance



The screenshot displays the 'Project Maintenance' interface. At the top, there is a 'Search' section with a 'Code' field (containing '455U22C001', marked with a red box and number 1) and a 'Name' field. A 'Search' button (marked with a red box and number 2) and a 'Reset' button are located to the right. Below the search section is a table with columns: Code, Name, Sh, 670K20C218, Active, Element Type, and Postable. The table shows one record with Code '455U22C001' and Name 'Improve Life Safety'. A three-dot menu is visible at the end of the row. To the right of the table, a context menu is open, showing options: View, Edit (marked with a red box and number 3), Copy, and Delete. Below the table, the 'Edit Project' screen is shown (marked with a red box and number 4). It contains a 'COA Element Information' section with fields for Code (445U22C001), Location (County) (Calloway), Name (Renovate Residence Hall HVAC System), Form Type (Construction), and Project Information (Reauthorization - Regular Capital Project, Yes, Reauthorization Only). The 'Name' field is highlighted with a red box and number 5. At the top of the 'Edit Project' screen, there are buttons for 'Save', 'Save & Close' (marked with a red box and number 6), and 'Cancel'.

- 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
 - **CBR-01, Project Summary Record**
 - **CBR-02, Capital Project Record**
 - **CBR-03, Capital Equipment Record**
 - **CBR-04, Capital Information Technology System Record**
 - **CBR-05, Real Property Lease Record**
- Here is some additional guidance to assist in filling out Project Maintenance page.

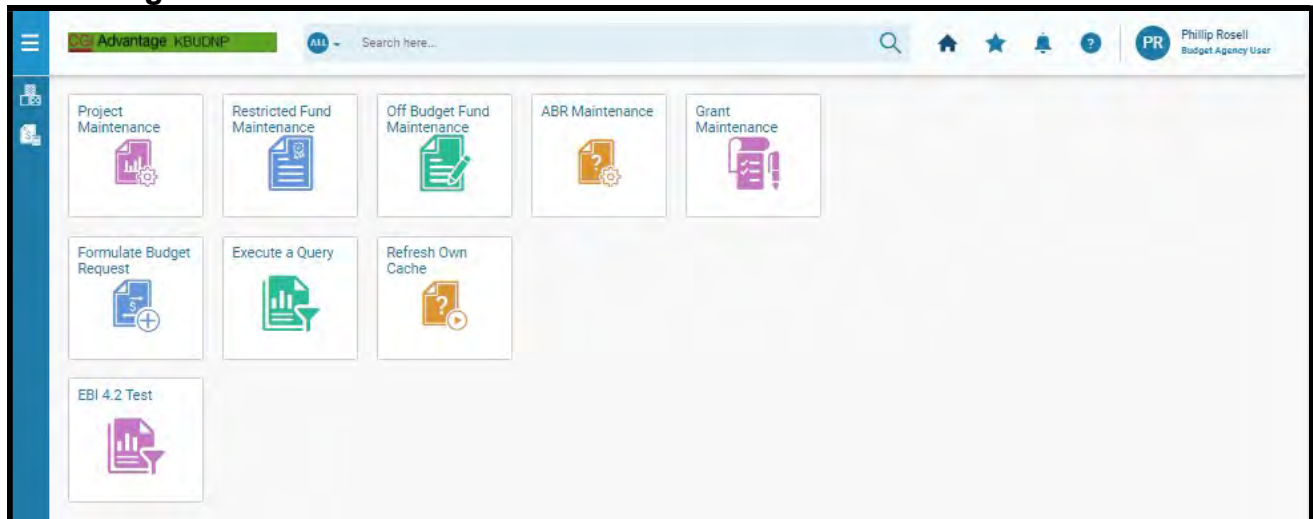
Name	Enter the Project Title (Populated by the 6-Year Plan data)
Form Type	Construction, Equipment, Information Technology System, or Lease - Select the CBR form type. (Populated by the 6-Year Plan data)
Location (County)	Construction, Equipment, or Lease - Select the county in which the project will 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 2022-2024 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)

Completion or Acquisition Date	<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 2024 – enter 08/24. (Populated by the 6-Year Plan data) Acquisition Date - Equipment - Enter the anticipated acquisition date of the equipment. Example: Equipment to be purchased in September 2023 – enter 09/23. (Populated by the 6-Year Plan data)</p>
Long Project Description	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.
Short Project Description	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.
Priorities-Capital Budget Request - Cabinet	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)
Priorities-Capital Budget Request - Agency	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)
Priorities-Six Year Capital Plan - Cabinet	Construction, Equipment, or Information Technology System - Enter the cabinet priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)
Priorities-Six Year Capital Plan - Agency	Construction, Equipment, or Information Technology System - Enter the agency priority from the 6-Year Capital Plan. (Populated by the 6-Year Plan data)

Section 4.2.3 Navigate to the 2224_CAPITAL_FUND Form

- From the Home page, you can navigate to the KBUD forms by clicking the Formulate Budget Request tile. The Budget Layout Selection page will appear.

Home Page



Budget Layout Selection Page

Grid Actions			
1 - 20 of 25 Records			View per Page: 20 50 100 1000
Code	Name		
2224 A2-A3-A4-A5	A2/A3/A4/A5 Baseline Budget Request		Select
2224 B2-B3-B4-B5	B2/B3/B4/B5 Additional Budget Request		Select
2224 E_FUND-RECEIPTS	E Restricted Funds & Receipts Form		Select
2224 G	G Federal Assistance Form		Select
2224 OFFBUD FUND	Off Budget Funds		Select
2224 CAPITAL FUND	Capital Request by Fund Source		Select
2224 CAPITAL EXPEND	Capital Request Expenditures		Select
2224 CAP IMPONOPBUD	Capital Request – Impact on Operating Budget		Select

- 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 2224_CAPITAL_FUND form by clicking on the corresponding link. The Select Budget Request page will appear.

Budget Layout Selection Page

Code	Name	
2224 PS A2-A3-A4-A5	Post Sec - A2/A3/A4/A5 Baseline Budget Request	Select
2224 PS B2-B3-B4-B5	Post Sec - B2/B3/B4/B5 Additional Budget Request	Select
2224 CAPITAL FUND	Capital Request by Fund Source	Select
2224 CAPITAL EXPEND	Capital Request Expenditures	Select
2224 CAP IMPONOPBUD	Capital Request – Impact on Operating Budget	Select

- Please keep in mind, the Select Budget Request page will display the instance of this specific form (2224_CAPITAL_FUND) you have created. A single form will be created for each appropriation unit which contains all its capital projects within it.

Select Budget Request Page (2224 CAPITAL FUND Form)

Select Budget Request

← Back

Create

Search

Layout Code

2224_CAPITAL_FUND

Layout Type

Generic

Request Code

Name

Project

Show More

Search

Reset

Grid Actions

1 - 3 of 3 Records

View per Page - 20 50 100 1000

Page 1 of 1

Request Code

Name

Project

Stage

Attachments

36329

445U_BILL_2224

445U_BILL_2224

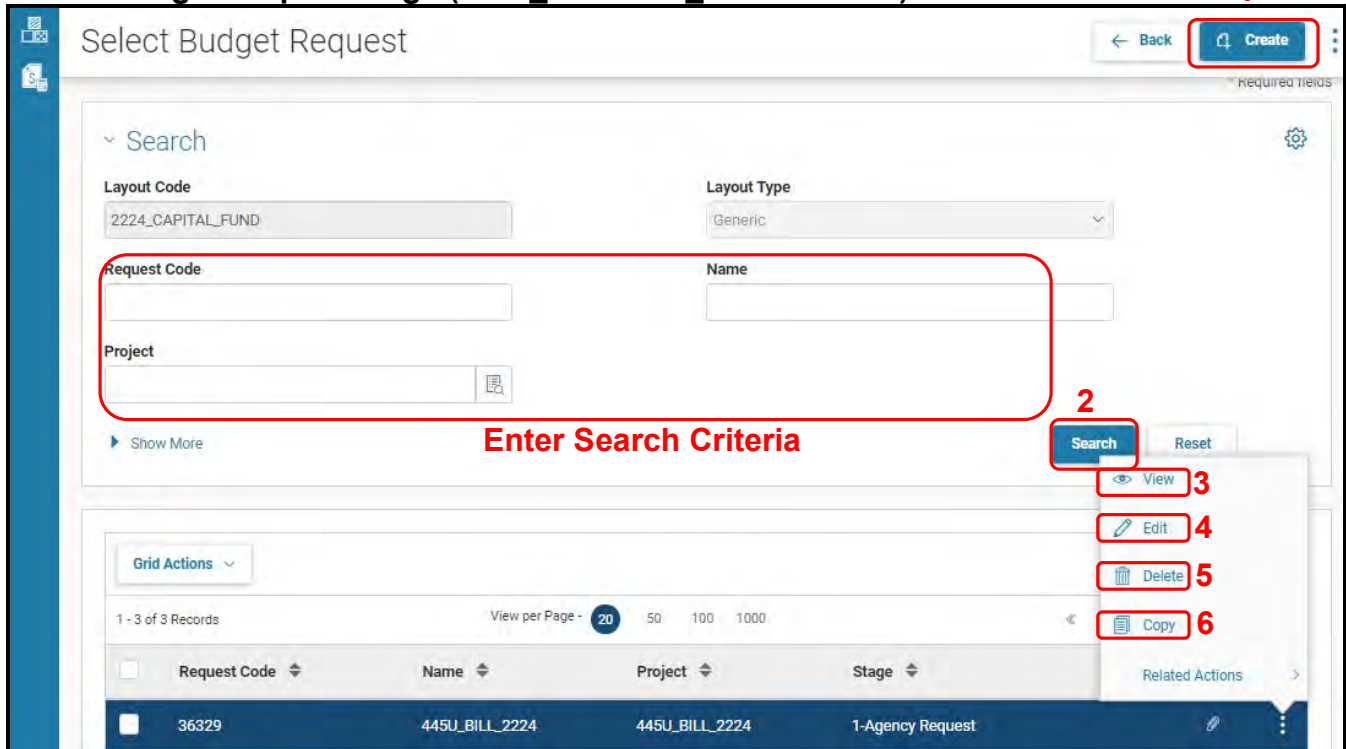
1-Agency Request

Instances

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

1. Use the Create button to create a new instance of this specific budget form
2. Use the Search button to search for previous created forms
3. Use the View feature to only view (no editing) an existing instance of this specific form
4. Use the Edit feature to edit an existing instance of this specific form
5. Use the Delete feature to delete an existing instance of this specific form
6. Use the Copy feature to copy an existing instance of this specific form

Select Budget Request Page (2224_CAPITAL_FUND Forms)



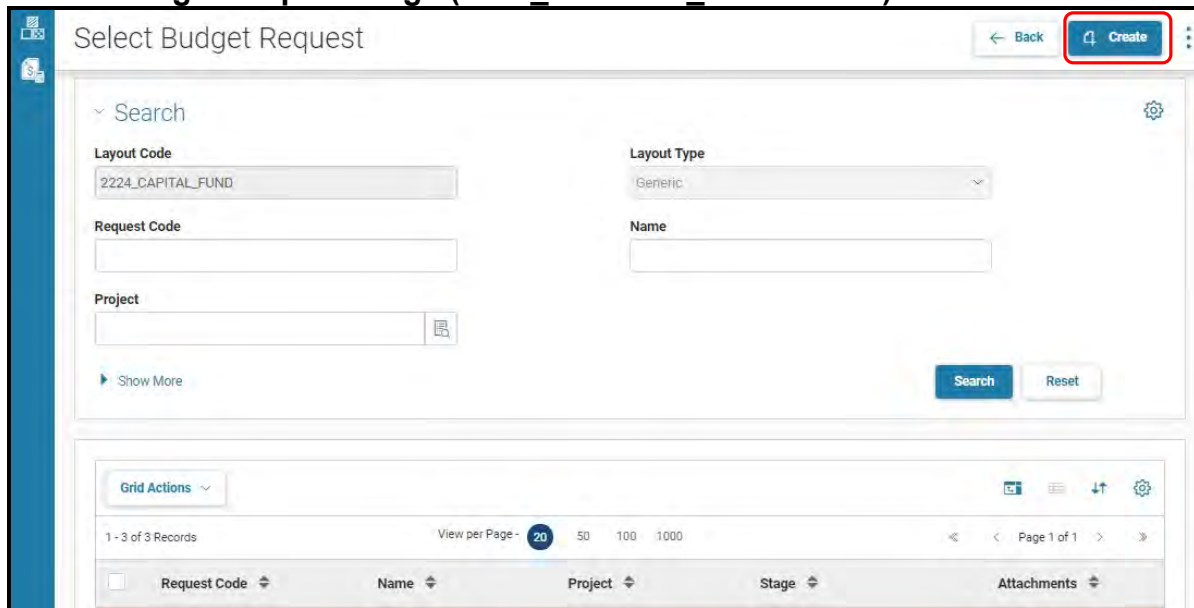
The screenshot shows the 'Select Budget Request' page. A red box labeled '1' highlights the 'Create' button in the top right corner. A red box labeled '2' highlights the search criteria fields (Request Code, Name, Project) with the text 'Enter Search Criteria' below them. A red box labeled '3' highlights the 'Search' button. A red box labeled '4' highlights the 'View' button in the dropdown menu. A red box labeled '5' highlights the 'Delete' button in the dropdown menu. A red box labeled '6' highlights the 'Copy' button in the dropdown menu. The page also shows a table with columns: Request Code, Name, Project, and Stage. The first row of data shows Request Code 36329, Name 445U_BILL_2224, Project 445U_BILL_2224, and Stage 1-Agency Request.

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 using Program 445U_BILL_2224, Murray State University.

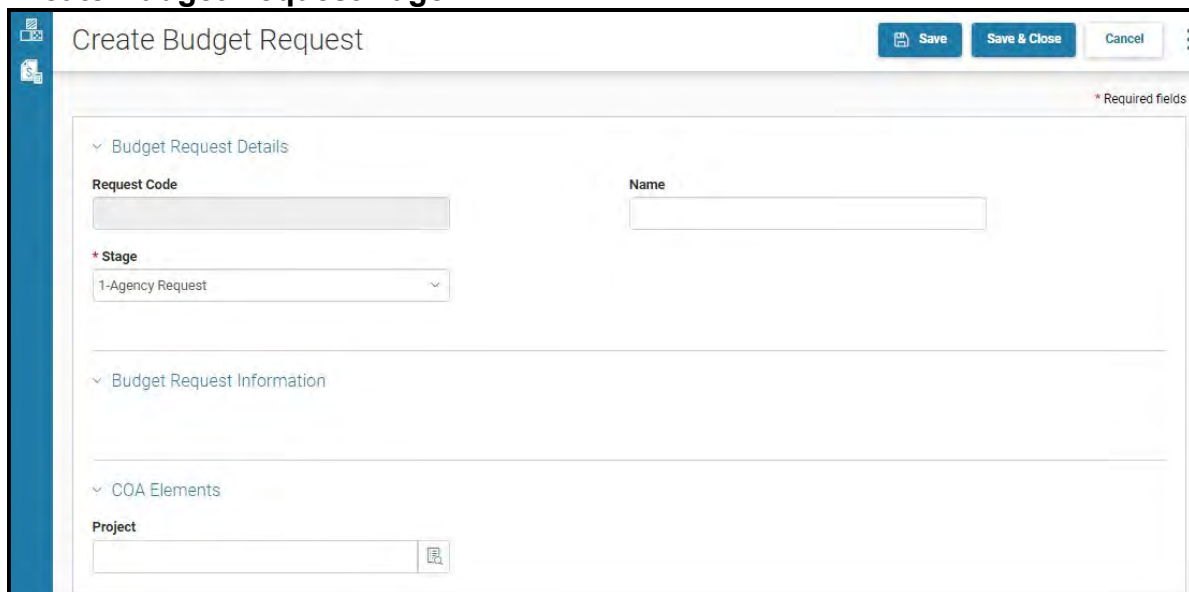
- From the Select Budget Request page, click the Create button. The Create Budget Request page will appear and allow you to create a new instance of the 2224_CAPITAL_FUND form.

Select Budget Request Page (2224_CAPITAL_FUND Form)



The screenshot shows the 'Select Budget Request' page. At the top right, there are 'Back' and 'Create' buttons. The 'Create' button is highlighted with a red box. Below the buttons is a search section with a 'Layout Code' dropdown set to '2224_CAPITAL_FUND', a 'Layout Type' dropdown set to 'Generic', and input fields for 'Request Code', 'Name', and 'Project'. There is a 'Show More' link and 'Search' and 'Reset' buttons. At the bottom, there is a table with columns: Request Code, Name, Project, Stage, and Attachments. The table shows 1 - 3 of 3 Records and a 'View per Page' dropdown set to 20.

Create Budget Request Page

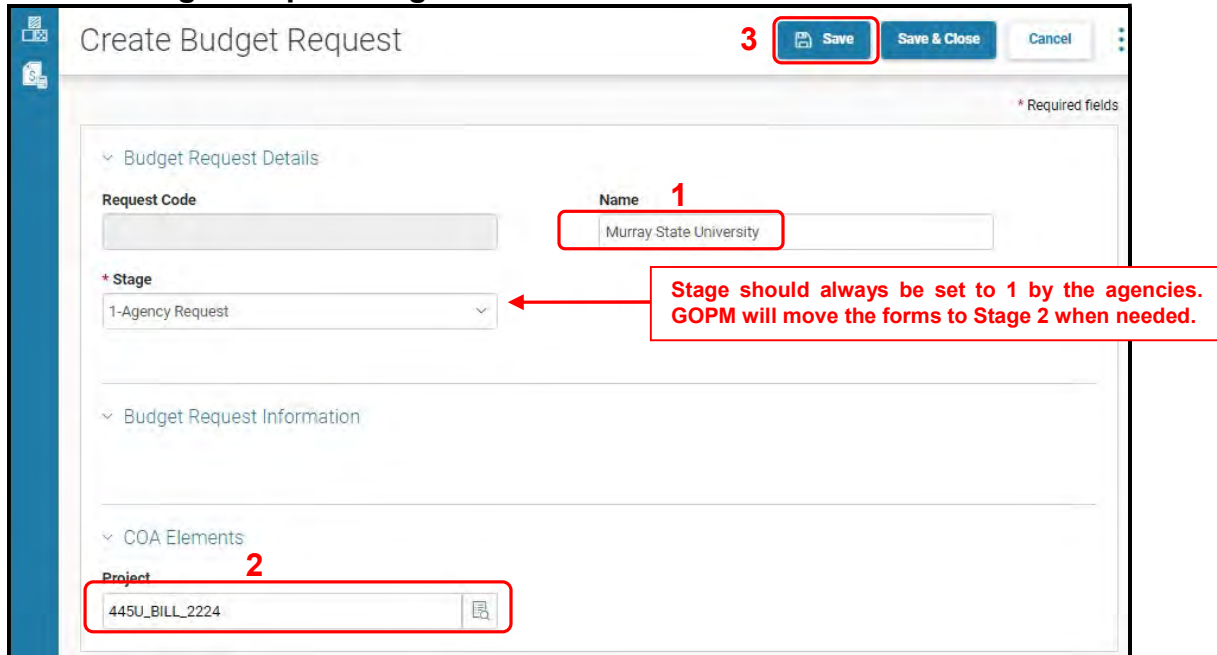


The screenshot shows the 'Create Budget Request' page. At the top right, there are 'Save', 'Save & Close', and 'Cancel' buttons. The page is divided into sections: 'Budget Request Details' with 'Request Code' and 'Name' input fields, a required 'Stage' dropdown set to '1-Agency Request', 'Budget Request Information', 'COA Elements', and a 'Project' input field. A legend indicates that fields with an asterisk are required.

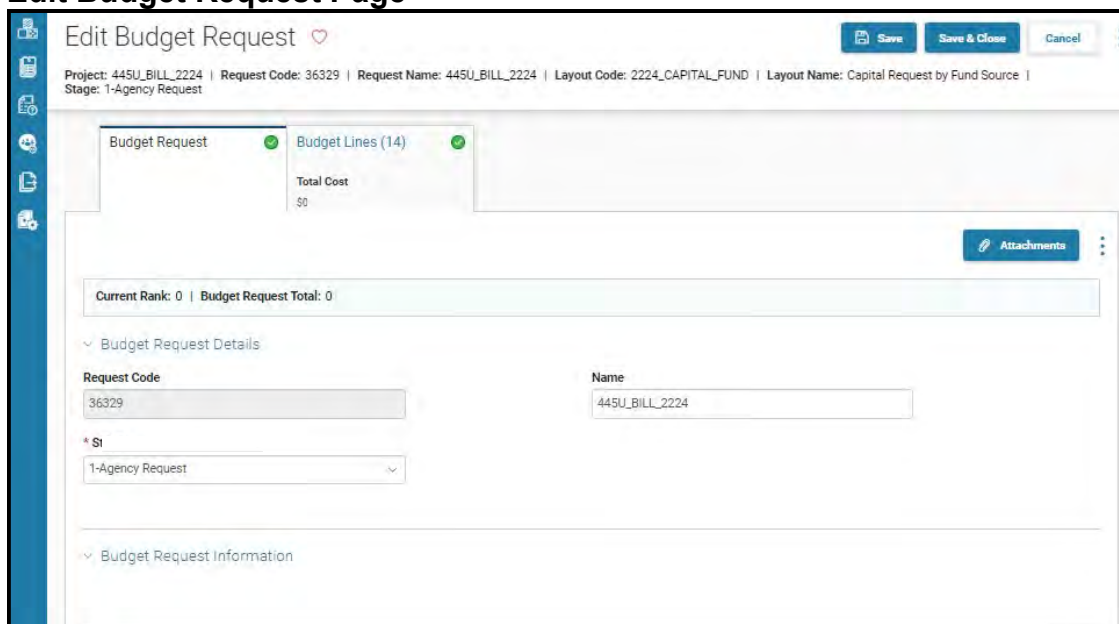
From the Create Budget Request page, you will need to complete these steps:

1. Fill in the Name textbox
2. Fill in the Restricted Fund textbox with the Project code (Example – 445U_BILL_2224)
3. Click the Save button, and the Edit Budget Request Page (new form) with all its appropriate tabs will be created

Create Budget Request Page



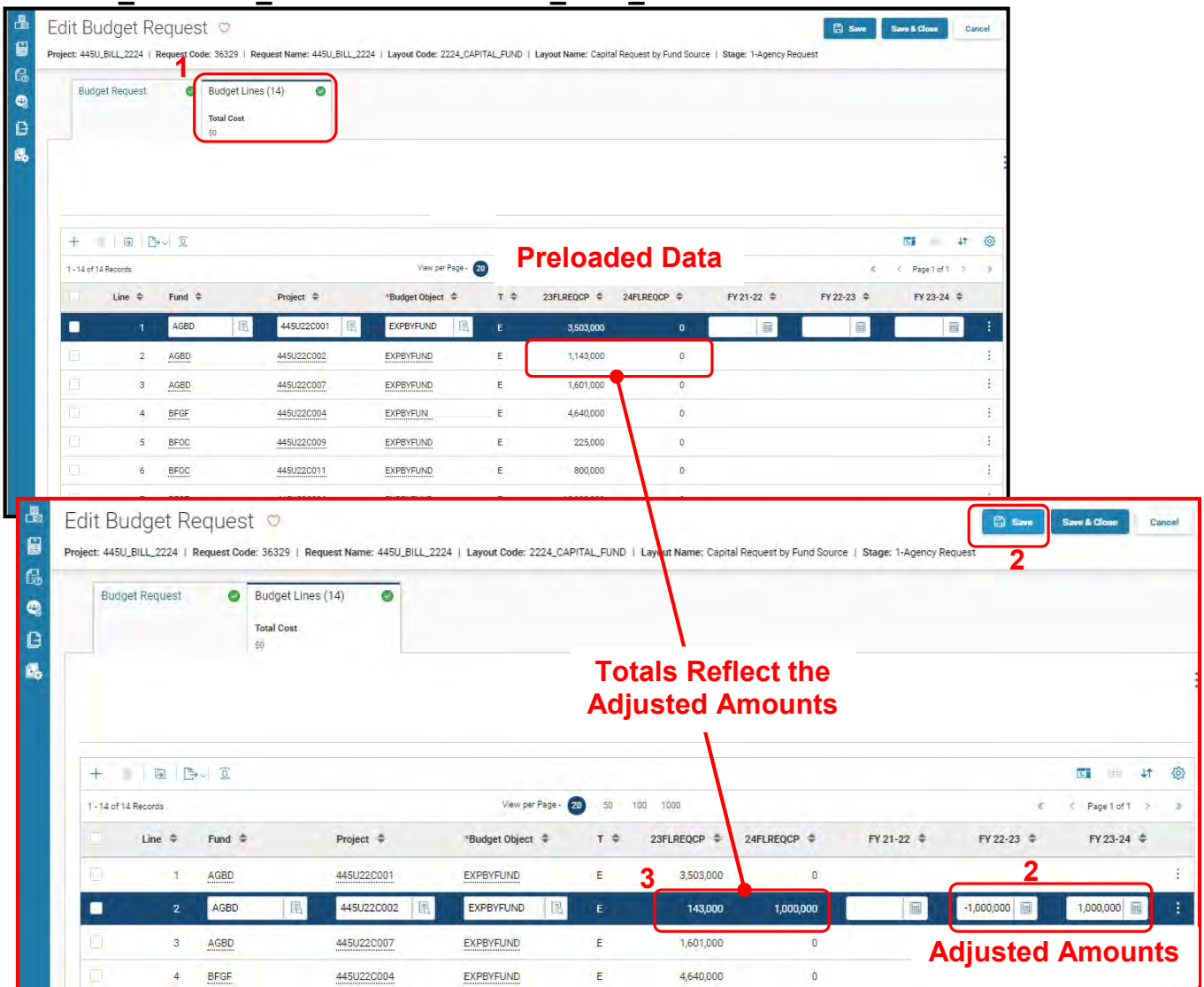
Edit Budget Request Page



Section 4.2.5 Entering Budget Data in the 2224_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 23FLREQCP and 24FLREQCP columns)
 - Click on the FY 22-23 and FY 23-24s cell to change the data (NOTE: You cannot directly change the amounts in the 23FLREQCP and 24FLREQCP cells. Enter the adjusted amounts and click the Save button)
 - The adjustment amounts are now reflected in the totals for the 23FLREQCP and 24FLREQCP columns). Continue this process until you have updated all of the Fund/Project combinations. Once you have finished, click the Save or the Save & Close button

New 2224_CAPITAL_FUND Form for 445U_BILL_2224



Preloaded Data

Line	Fund	Project	Budget Object	T	23FLREQCP	24FLREQCP	FY 21-22	FY 22-23	FY 23-24
1	AGBD	445U22C001	EXPBYFUND	E	3,503,000	0			
2	AGBD	445U22C002	EXPBYFUND	E	1,143,000	0			
3	AGBD	445U22C007	EXPBYFUND	E	1,601,000	0			
4	BFGF	445U22C004	EXPBYFUND	E	4,640,000	0			
5	BFOC	445U22C009	EXPBYFUND	E	225,000	0			
6	BFOC	445U22C011	EXPBYFUND	E	800,000	0			

Totals Reflect the Adjusted Amounts

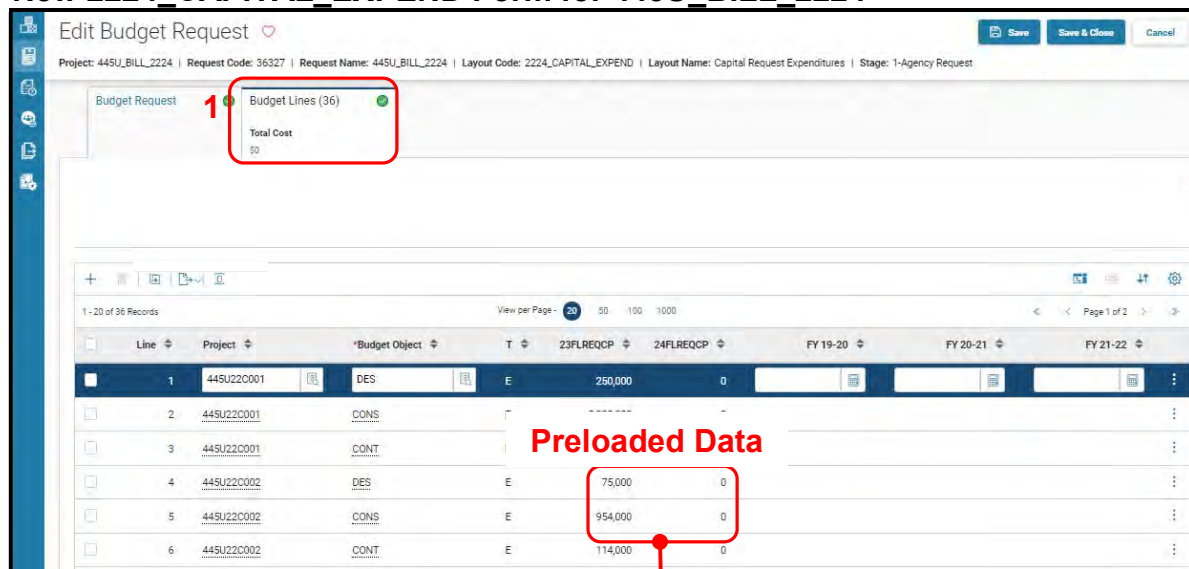
Adjusted Amounts

Line	Fund	Project	Budget Object	T	23FLREQCP	24FLREQCP	FY 21-22	FY 22-23	FY 23-24
1	AGBD	445U22C001	EXPBYFUND	E	3,503,000	0			
2	AGBD	445U22C002	EXPBYFUND	E	143,000	1,000,000		-1,000,000	1,000,000
3	AGBD	445U22C007	EXPBYFUND	E	1,601,000	0			
4	BFGF	445U22C004	EXPBYFUND	E	4,640,000	0			

Section 4.2.6 Creating and Entering Budget Data in the 2224_CAPITAL_EXPEND Form

- Use the same process described in the previous section to create a new instance of a 2224_CAPITAL_EXPEND form for Program 445U_BILL_2224, Murray State University. 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 23FLREQCP and 24FLREQCP columns)
 - Click on the FY 22-23 and FY 23-24 cells to change the data. You cannot directly change the amounts in the 23FLREQCP and 24FLREQCP cells. Enter the adjusted amounts and click the Save button
 - The adjustment amounts are now reflected in the totals for the 23FLREQCP and 24FLREQCP columns). Continue this process until you have updated all of the Budget Object/Project combinations. Once you have finished, click the Save or the Save & Close button

New 2224_CAPITAL_EXPEND Form for 445U_BILL_2224

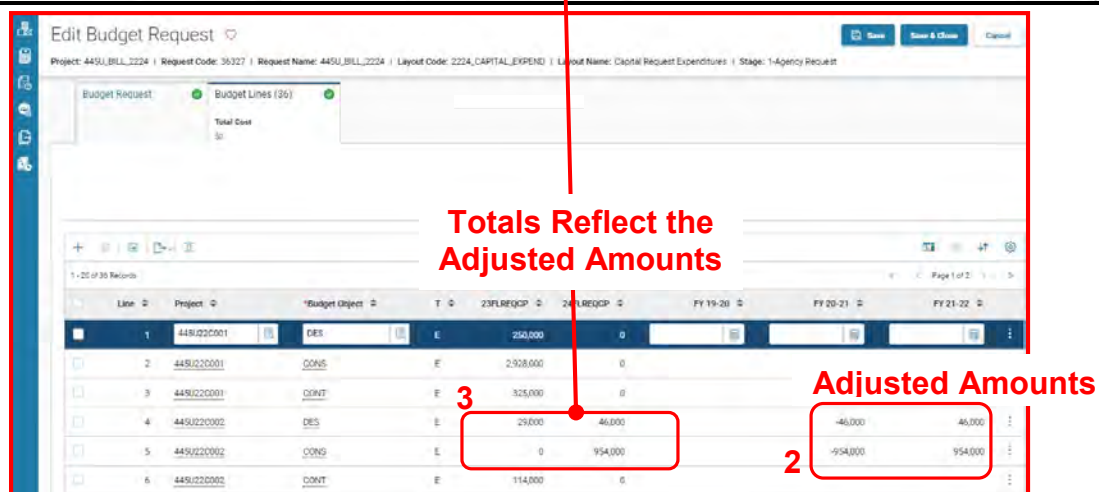


1 Budget Lines (36)

Total Cost 50

Line	Project	Budget Object	T	23FLREQCP	24FLREQCP	FY 19-20	FY 20-21	FY 21-22
1	445U22C001	DES	E	250,000	0			
2	445U22C001	CONS	E					
3	445U22C001	CONT	E					
4	445U22C002	DES	E	75,000	0			
5	445U22C002	CONS	E	954,000	0			
6	445U22C002	CONT	E	114,000	0			

Preloaded Data



2 Budget Lines (36)

Total Cost 50

Line	Project	Budget Object	T	23FLREQCP	24FLREQCP	FY 19-20	FY 20-21	FY 21-22
1	445U22C001	DES	E	250,000	0			
2	445U22C001	CONS	E	2,308,000	0			
3	445U22C001	CONT	E	325,000	0			
4	445U22C002	DES	E	25,000	46,000			
5	445U22C002	CONS	E	0	954,000			
6	445U22C002	CONT	E	114,000	0			

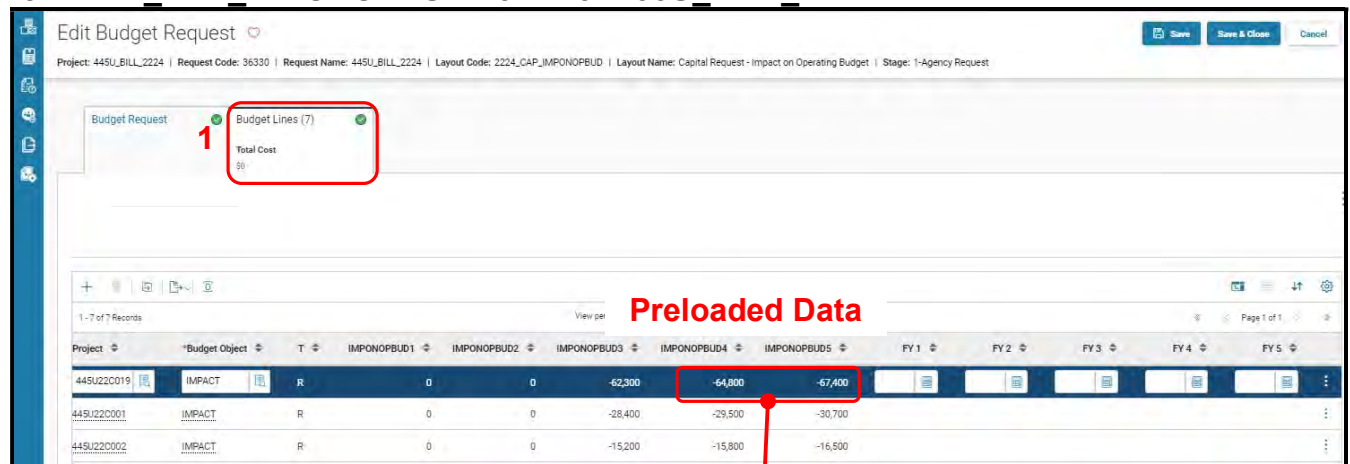
Totals Reflect the Adjusted Amounts

3 Adjusted Amounts

Section 4.2.7 Creating and Entering Budget Data in the 2224_CAP_IMPONOPBUD Form

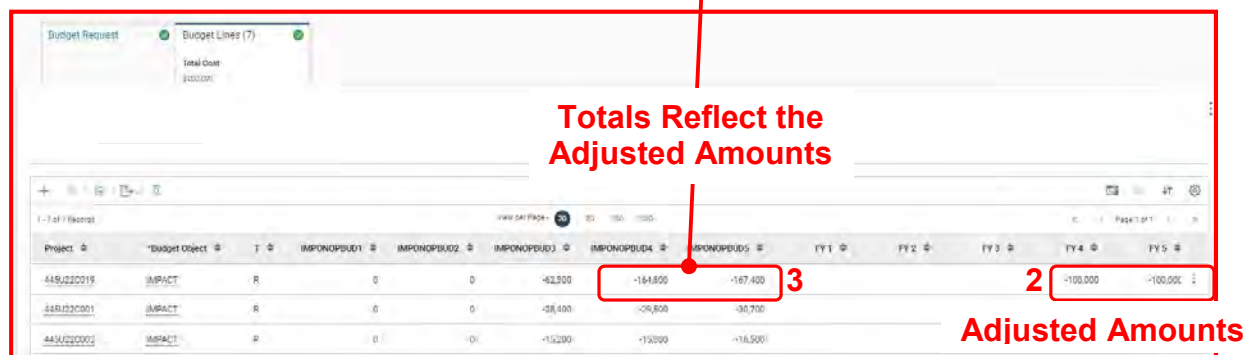
- Use the same process described in the previous section to create a new instance of a 2224_CAP_IMPONOPBUD form for Program 455U_BILL_2224, Murray State University. Once you create the form, you will be able to view the preloaded five year projections for the Impact and Cost Elimination budget objects for each Fund/Budget Object/Project combination (NOTE: If the Capital Project did not have an impact on operating budget, it will not be preloaded to the form). You can follow these steps to review and **manually** adjust the budget line information if necessary.
 - Click on the Budget Lines tab (NOTE: You can now see the Preloaded information populated on your form in the IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 columns)
 - Click on the FY 1, FY 2, FY 3, FY 4, or FY 5 cells to change the data. You cannot directly change the amounts in the IMPONOPBUD1, IMPONOPBUD2, IMPONOPBUD3, IMPONOPBUD4, and IMPONOPBUD5 cells. Enter the adjusted amounts and click the Save button
 - 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 or the Save & Close button

New 2224_CAP_IMPONOPBUD Form for 455U_BILL_2224



Preloaded Data

Project	Budget Object	T	IMPONOPBUD1	IMPONOPBUD2	IMPONOPBUD3	IMPONOPBUD4	IMPONOPBUD5	FY1	FY2	FY3	FY4	FY5
445U22C019	IMPACT	R	0	0	-62,300	-64,800	-67,400					
445U22C001	IMPACT	R	0	0	-28,400	-29,500	-30,700					
445U22C002	IMPACT	R	0	0	-15,200	-15,800	-16,500					



Totals Reflect the Adjusted Amounts

Adjusted Amounts

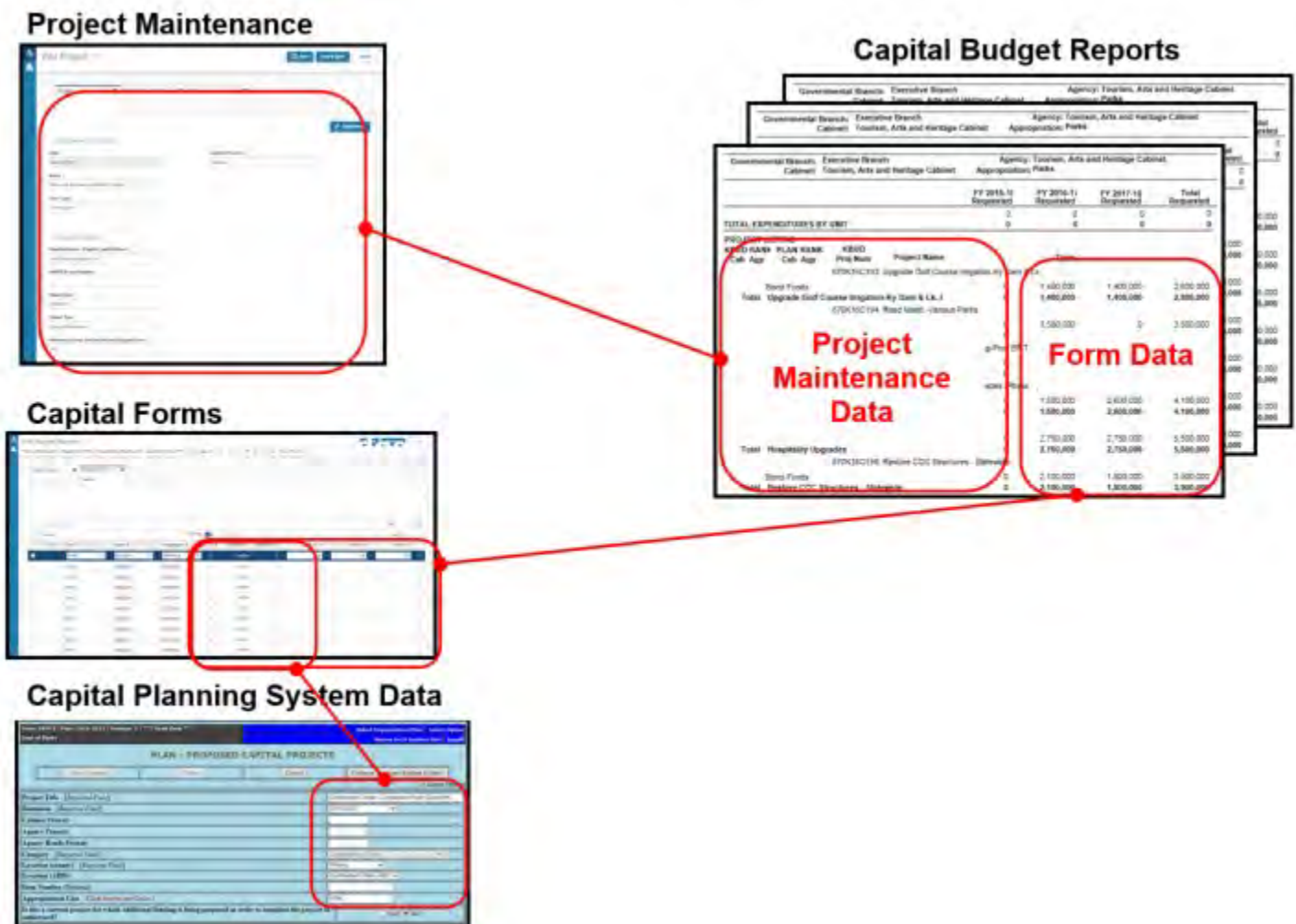
Project	Budget Object	T	IMPONOPBUD1	IMPONOPBUD2	IMPONOPBUD3	IMPONOPBUD4	IMPONOPBUD5	FY1	FY2	FY3	FY4	FY5
445U22C019	IMPACT	R	0	0	-62,300	-164,800	-167,400				-100,000	-100,000
445U22C001	IMPACT	R	0	0	-28,400	-29,500	-30,700					
445U22C002	IMPACT	R	0	0	-15,200	-15,800	-16,500					

- Once all the projects' maintenance data have been updated and the Capital forms have been updated, the associated Project reports can be created and printed.

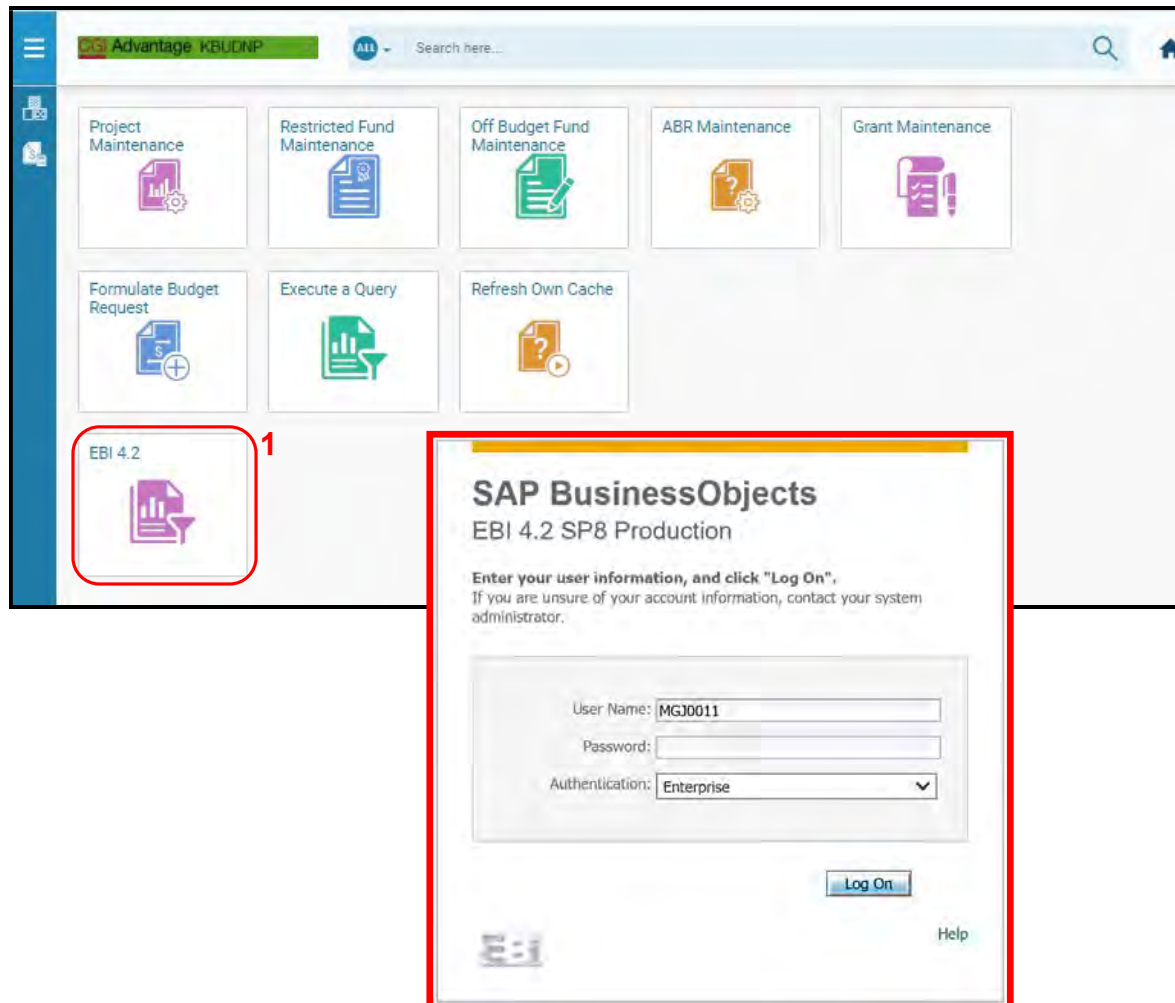
Section 4.2.8 Login to KBUD Reports (EBI) to Access Capital Reports

In this section, we will login to SAP's Enterprise Business Intelligence Version 4.2 (EBI 4.2) which houses the KBUD Reports and navigate to the 22-24 Biennium folder to access the necessary budget request reports. Reference Section 5, KBUD Reports, for more in depth explanation of reports.

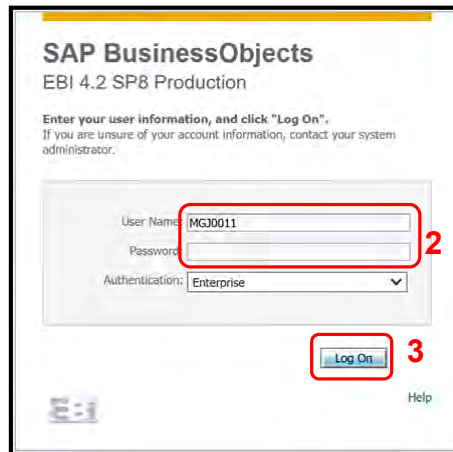
- Reports are the final output of the budget request process. It is important to understand that the data entered directly into the KBUD forms and Project Maintenance tables are used to populate KBUD reports.



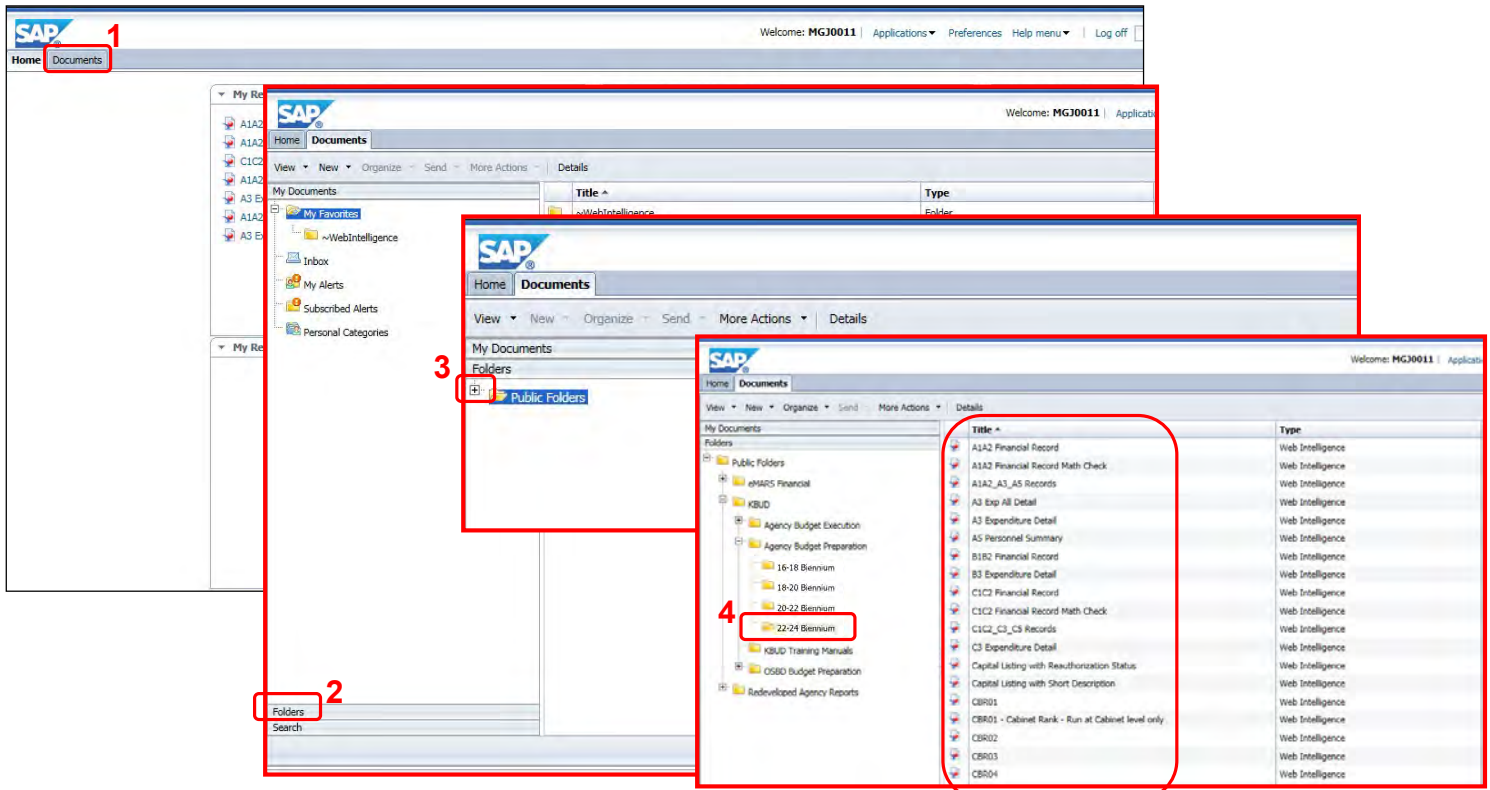
- In this scenario, we will run the CBR01 Project Summary Report for 455U_BILL_2022 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project. Based on the results of this report, we can determine which other CBR reports are needed for this submission:
 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 EBI 4.2 tile located on the KBUD Home page to access the webpage, or open your web browser and enter the direct link to EBI 4.2 and paste it into the URL: <https://ebi42.ky.gov/BOE/BI/logonNoSso.jsp>



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

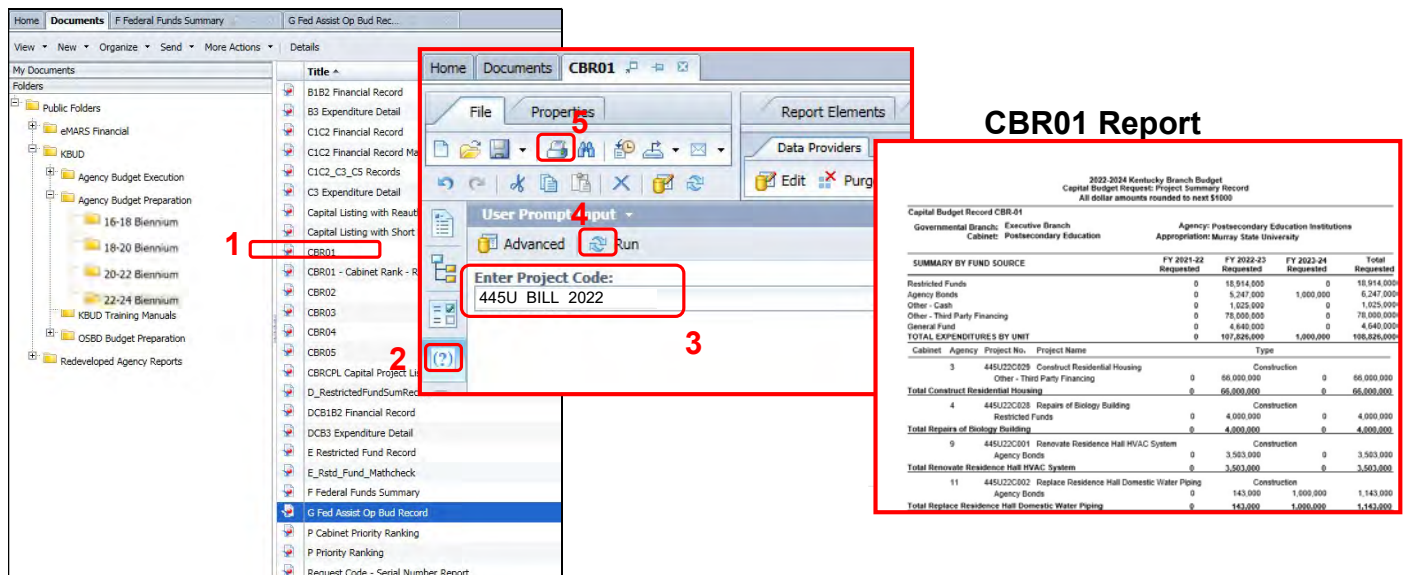


- The Home tab is the entry point into the EBI application. Once in the application, navigate to the KBUD 22-24 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 1. Click the Documents tab
 2. Click on the Folders bar at the bottom of the page to access the Public Folders
 3. Expand all the Public Folders
 4. Open the 22-24 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 445U_BILL_2022 to determine the Form Type (Construction, Equipment, Information Technology System, or Lease) for each project.

1. Double click on the CBR01 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 445U_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

2022-2024 Kentucky Branch Budget
Capital Budget Request: Project Summary Report
All dollar amounts rounded to next \$1000

Capital Budget Record CBR-01
Governmental Branch: Executive Branch
Cabinet: Postsecondary Education
Agency: Postsecondary Education Institutions
Appropriation: Murray State University

SUMMARY BY FUND SOURCE		FY 2021-22 Requested	FY 2022-23 Requested	FY 2023-24 Requested	Total Requested
Restricted Funds		0	18,914,000	0	18,914,000
Agency Bonds		0	1,247,000	1,000,000	6,247,000
Other - Cash		0	1,025,000	0	1,025,000
Other - Third Party Financing		0	78,000,000	0	78,000,000
General Fund		0	6,445,000	0	4,540,000
TOTAL EXPENDITURES BY UNIT		0	107,826,000	1,000,000	108,826,000




Cabinet	Agency	Project No.	Project Name	Type
3	445U22C029		Construct Residential Housing	Construction
			Other - Third Party Financing	
			Total Construct Residential Housing	66,000,000
4	445U22C028		Repairs of Biology Building	Construction
			Total Repairs of Biology Building	4,000,000
9	445U22C001		Renovate Residence Hall HVAC System	Construction
			Total Renovate Residence Hall HVAC System	3,503,000
11	445U22C002		Replace Residence Hall Domestic Water Piping	Construction
			Total Replace Residence Hall Domestic Water Piping	1,143,000

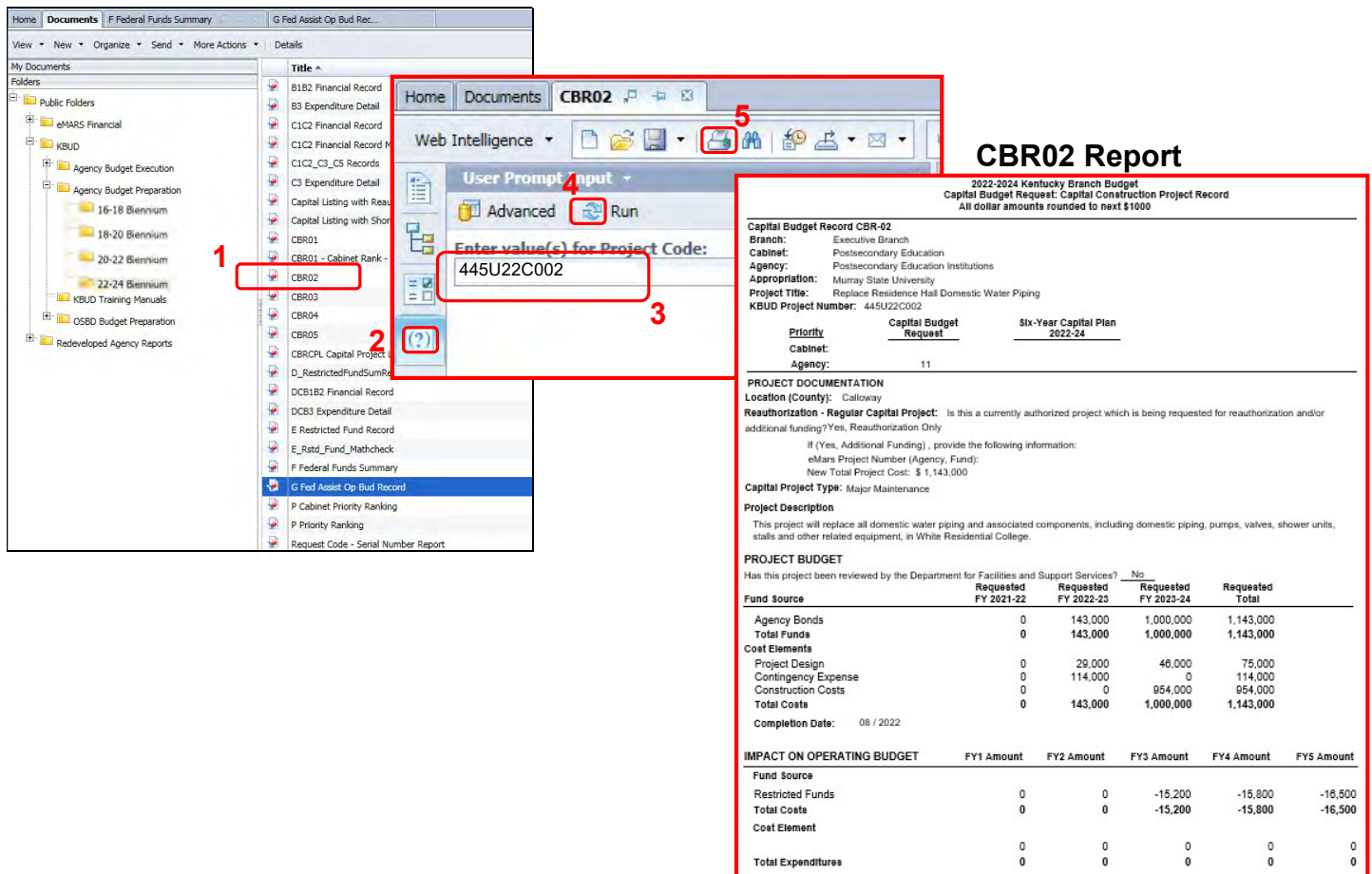
- After reviewing the CBR01 Project Summary Report for 445U_BILL_2224, it was determined that there were only Construction, and Equipment projects on the report. Therefore, only the following two additional reports need to be created for the Capital Budget Request.

1. **CBR-02, Capital Project Record**
2. **CBR-03, Capital Equipment Record**



Capital Budget Requests

- In this scenario, we will run the CBR02 Capital Project Report for Capital Construction Project 455U22C002, Replace Residence Hall Domestic Water Piping. The CBR02 Report will need to be created for each of the Capital Construction projects.
 - Double click on the CBR02 Report to open up the report
 - Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
 - Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 670K20C207
 - Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
 - If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR02 Report

2022-2024 Kentucky Branch Budget
Capital Budget Request: Capital Construction Project Record
All dollar amounts rounded to next \$1000

Capital Budget Record CBR-02
Branch: Executive Branch
Cabinet: Postsecondary Education
Agency: Postsecondary Education Institutions
Appropriation: Murray State University
Project Title: Replace Residence Hall Domestic Water Piping
KBUD Project Number: 445U22C002

Priority	Capital Budget Request	Six-Year Capital Plan 2022-24
Cabinet:		
Agency:	11	


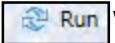

PROJECT DOCUMENTATION
Location (County): Calloway
Reauthorization - Regular Capital Project: Is this a currently authorized project which is being requested for reauthorization and/or additional funding? Yes, Reauthorization Only
If (Yes, Additional Funding), provide the following information:
eMars Project Number (Agency, Fund):
New Total Project Cost: \$ 1,143,000
Capital Project Type: Major Maintenance

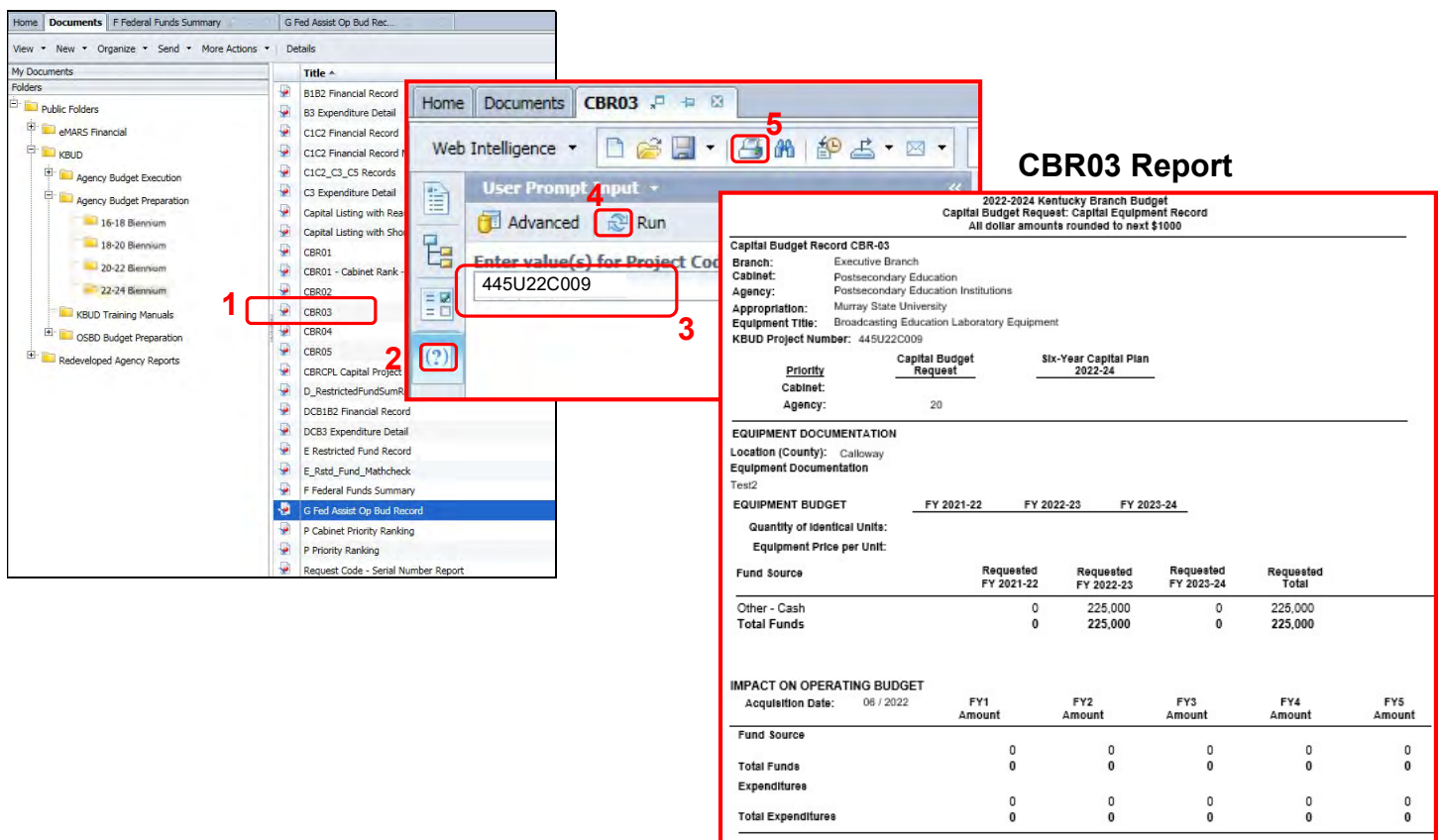
Project Description
This project will replace all domestic water piping and associated components, including domestic piping, pumps, valves, shower units, stalls and other related equipment, in White Residential College.

PROJECT BUDGET
Has this project been reviewed by the Department for Facilities and Support Services? ☐ No

Fund Source	Requested FY 2021-22	Requested FY 2022-23	Requested FY 2023-24	Requested Total
Agency Bonds	0	143,000	1,000,000	1,143,000
Total Funds	0	143,000	1,000,000	1,143,000
Cost Elements				
Project Design	0	20,000	46,000	75,000
Contingency Expense	0	114,000	0	114,000
Construction Costs	0	0	954,000	954,000
Total Costs	0	143,000	1,000,000	1,143,000
Completion Date:	06 / 2022			

IMPACT ON OPERATING BUDGET	FY1 Amount	FY2 Amount	FY3 Amount	FY4 Amount	FY5 Amount
Fund Source					
Restricted Funds	0	0	-15,200	-15,800	-16,500
Total Costs	0	0	-15,200	-15,800	-16,500
Cost Element					
	0	0	0	0	0
Total Expenditures	0	0	0	0	0

- In this scenario, we will run the CBR03 Capital Project Report for Capital Equipment Project 445U22C009, Broadcasting Education Laboratory Equipment. The CBR03 Report will need to be created for each of the Capital Equipment projects.
 - Double click on the CBR03 Report to open up the report
 - Click on Question Mark icon  to ensure the parameter/variable text box is visible. This will allow you to enter the required parameter/variable
 - Enter the required parameter/variable into the Project Code text box. In this scenario, we will enter the Project code 445U22C009
 - Once the proper parameter/variable is entered, the Run icon  will be enabled. Click the Run icon to run the report
 - If you want to print a paper copy, click the Printer icon  and follow the prompts to export the report to a PDF format. Open the PDF report in Adobe Reader and use the print feature in Adobe Reader to print a paper copy



CBR03 Report

2022-2024 Kentucky Branch Budget
Capital Budget Request: Capital Equipment Record
All dollar amounts rounded to next \$1000

Capital Budget Record CBR-03

Branch: Executive Branch
Cabinet: Postsecondary Education
Agency: Postsecondary Education Institutions
Appropriation: Murray State University
Equipment Title: Broadcasting Education Laboratory Equipment
KBUD Project Number: 445U22C009

Priority	Capital Budget Request	Six-Year Capital Plan 2022-24
Cabinet:		
Agency:	20	

EQUIPMENT DOCUMENTATION

Location (County): Calloway
Equipment Documentation

	FY 2021-22	FY 2022-23	FY 2023-24
EQUIPMENT BUDGET			
Quantity of Identical Units:			
Equipment Price per Unit:			
Fund Source	Requested FY 2021-22	Requested FY 2022-23	Requested FY 2023-24
Other - Cash	0	225,000	0
Total Funds	0	225,000	0

IMPACT ON OPERATING BUDGET

Acquisition Date: 06 / 2022

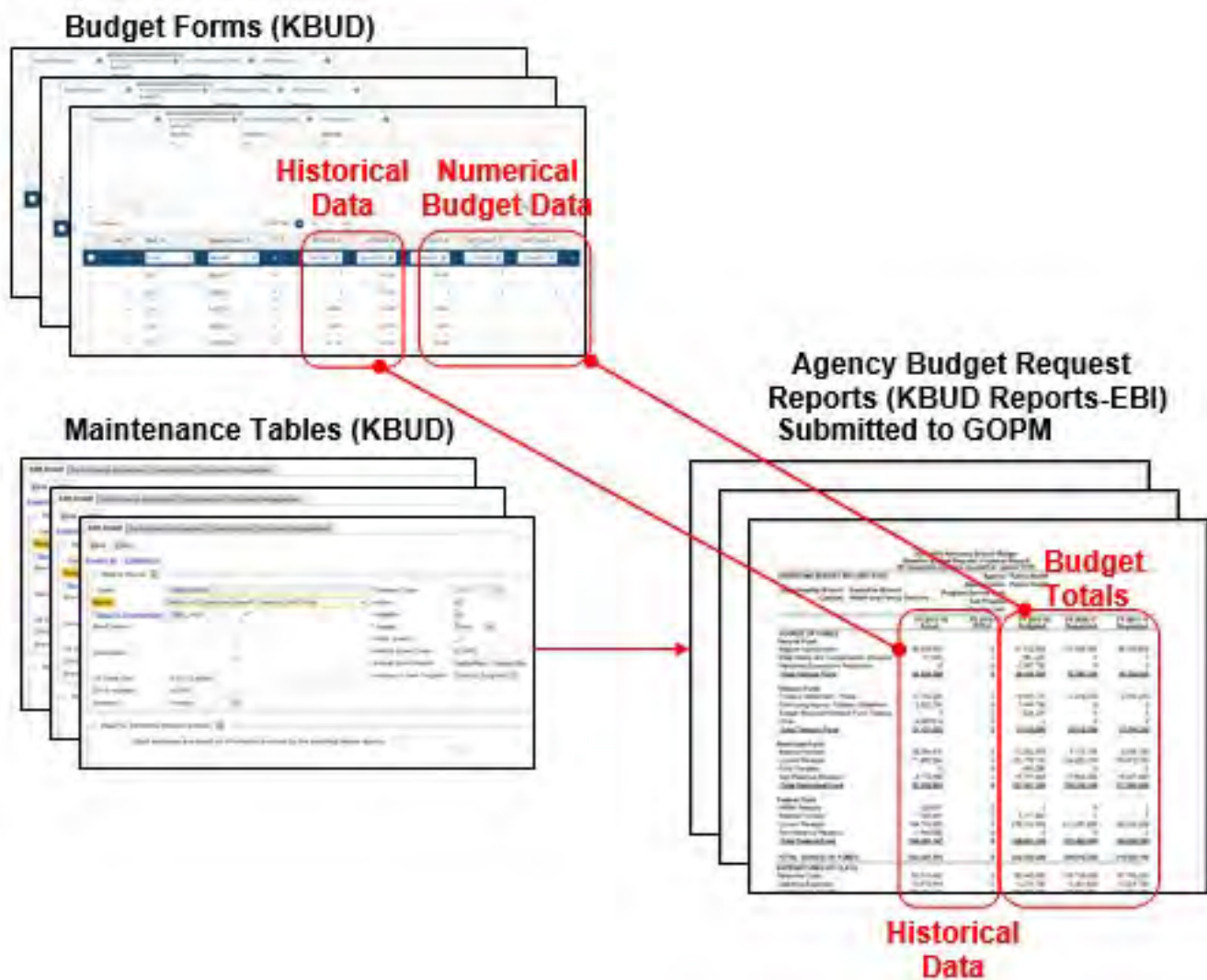
	FY1 Amount	FY2 Amount	FY3 Amount	FY4 Amount	FY5 Amount
Fund Source					
Total Funds	0	0	0	0	0
Expenditures					
Total Expenditures	0	0	0	0	0

- 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 GOMP. It is very important to understand the relationship between KBUD's maintenance 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.



KBUD Reports are hosted in a Web-based application named Enterprise Business Intelligence (EBI) developed by the vendor SAP. KBUD uses EBI Version 4.2 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 4.2) - <https://ebi42.ky.gov/BOE/BI/logonNoSso.jsp>

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.

Home

Documents

View

New

Organize

Send

More Actions

Details

My Documents

Folders

Public Folders

KBUD

Agency Budget Execution

2011

2015

2016

2017

2018

2019

2020

Agency Budget Preparation

16-18 Biennium

18-20 Biennium

20-22 Biennium

22-24 Biennium

KBUD Training Manuals

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

Section 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. Here are the most common operating budget reports.

- A Reports are referred to as the Baseline (BL) 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 and are associated with data entered 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 ($A + B = C$) or ($BL + ABR = C$).
 - 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

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. These contain the program codes used to build your budget.

Program Consolidation Levels

Consolidation Level 1	
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.

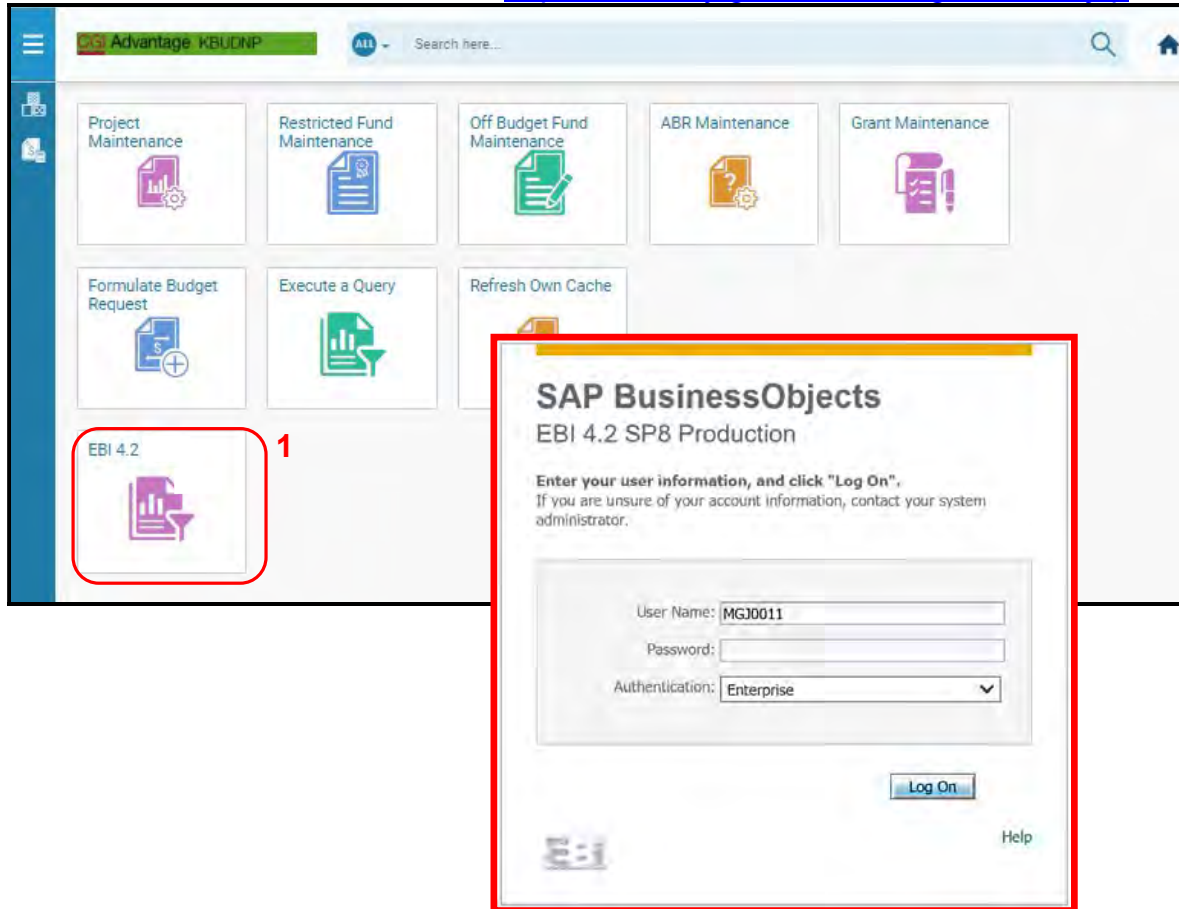
- STATE - Commonwealth of Kentucky - Program -
 - EXEC - Executive Branch - Program -
 - + 50 - Tourism, Arts and Heritage - Program -
 - + 50_CMAP - Tourism, Arts and Heritage - Program -
 - 552H_BILL - Kentucky Center for the Arts - Program -
 - 552E_PG - Kentucky Center for the Arts - Program -
 - 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 ($A + B + DC = C$) 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

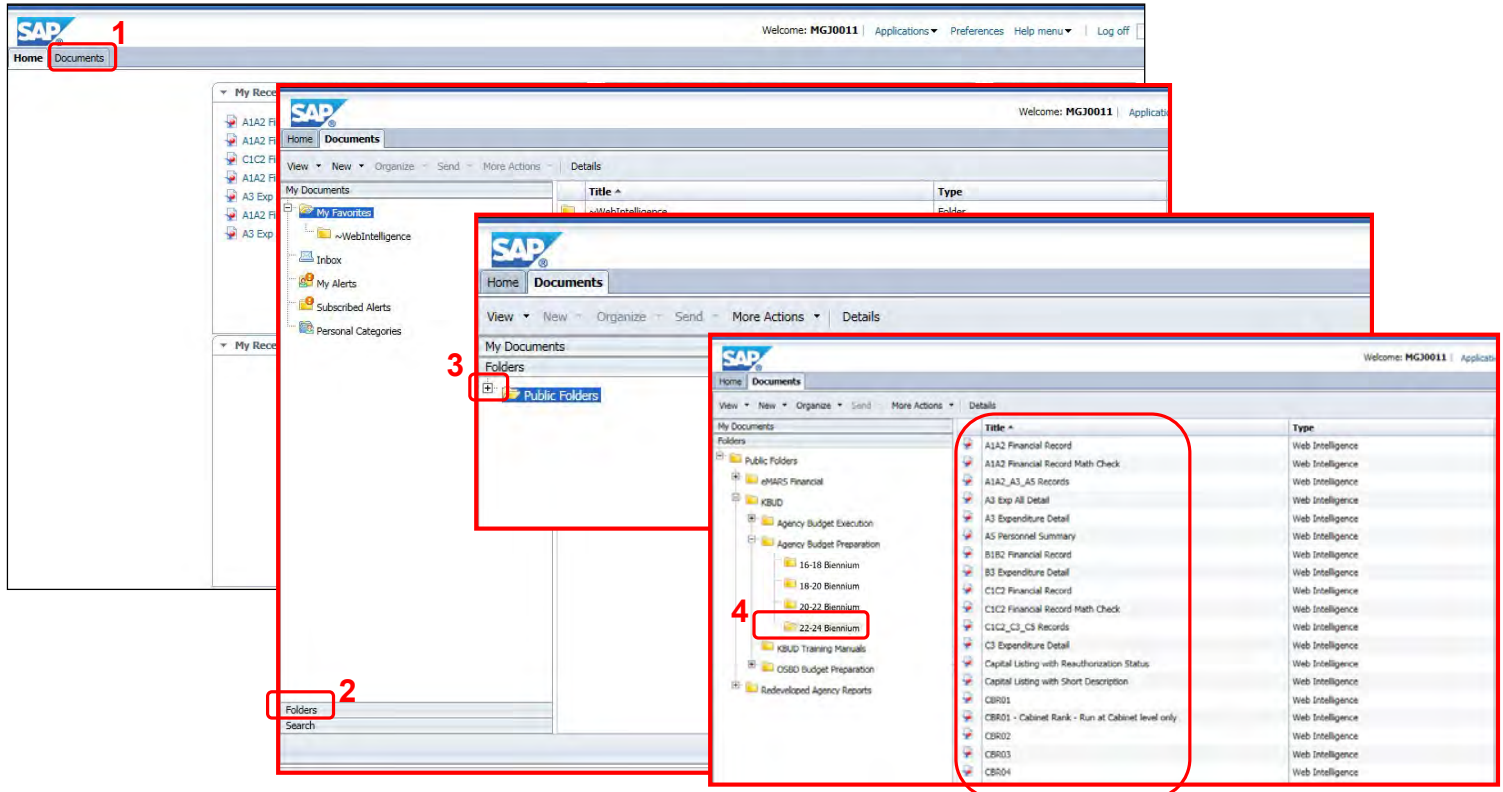
- There are two ways to access the login webpage to EBI 4.2 which contains KBUD reports:
 - Either click on the EBI 4.2 tile located on the KBUD Home page to access the webpage, or open your web browser and enter the direct link to EBI 4.2 and paste it into the URL textbox: <https://ebi42.ky.gov/BOE/BI/logonNoSso.jsp>



- 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 22-24 Agency Budget Preparation folders which contain all the reports necessary for your budget submission.
 - Click the Documents tab
 - Click on the Folders bar at the bottom of the page to access the Public Folders
 - Expand all the Public Folders
 - Open the 22-24 Biennium folder under the Agency Budget Preparation folder.
The available reports will appear on the right side of the web page



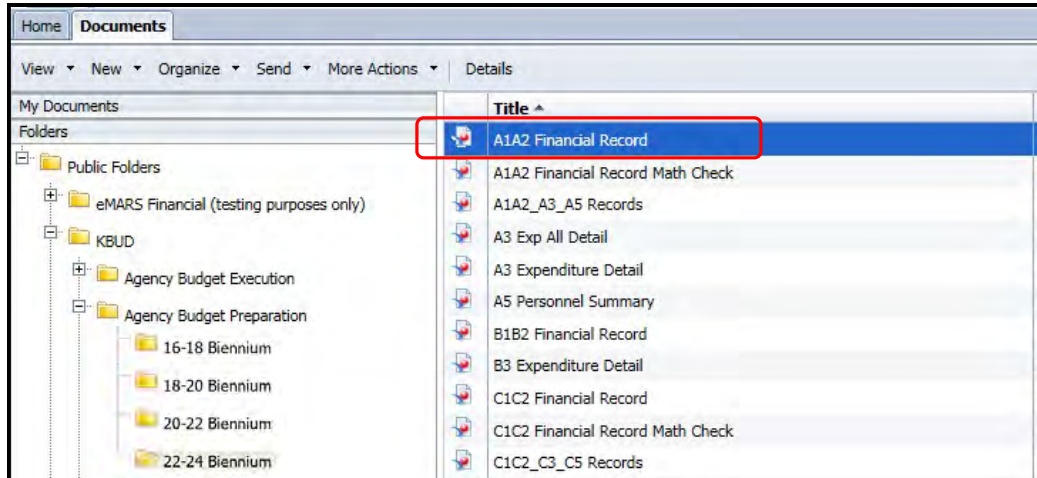
The screenshots illustrate the navigation process within the SAP EBI application:

- Step 1:** The top screenshot shows the SAP EBI Home page. The 'Documents' tab is highlighted in the top navigation bar.
- Step 2:** The middle screenshot shows the 'My Documents' view. The 'Folders' bar at the bottom is highlighted, and the 'Public Folders' link is visible.
- Step 3:** The bottom screenshot shows the 'Public Folders' expanded view. The 'Agency Budget Preparation' folder is expanded, and the '22-24 Biennium' folder is highlighted.
- Step 4:** The rightmost screenshot shows the list of reports available under the '22-24 Biennium' folder. The reports are listed in a table with columns for 'Title' and 'Type'.

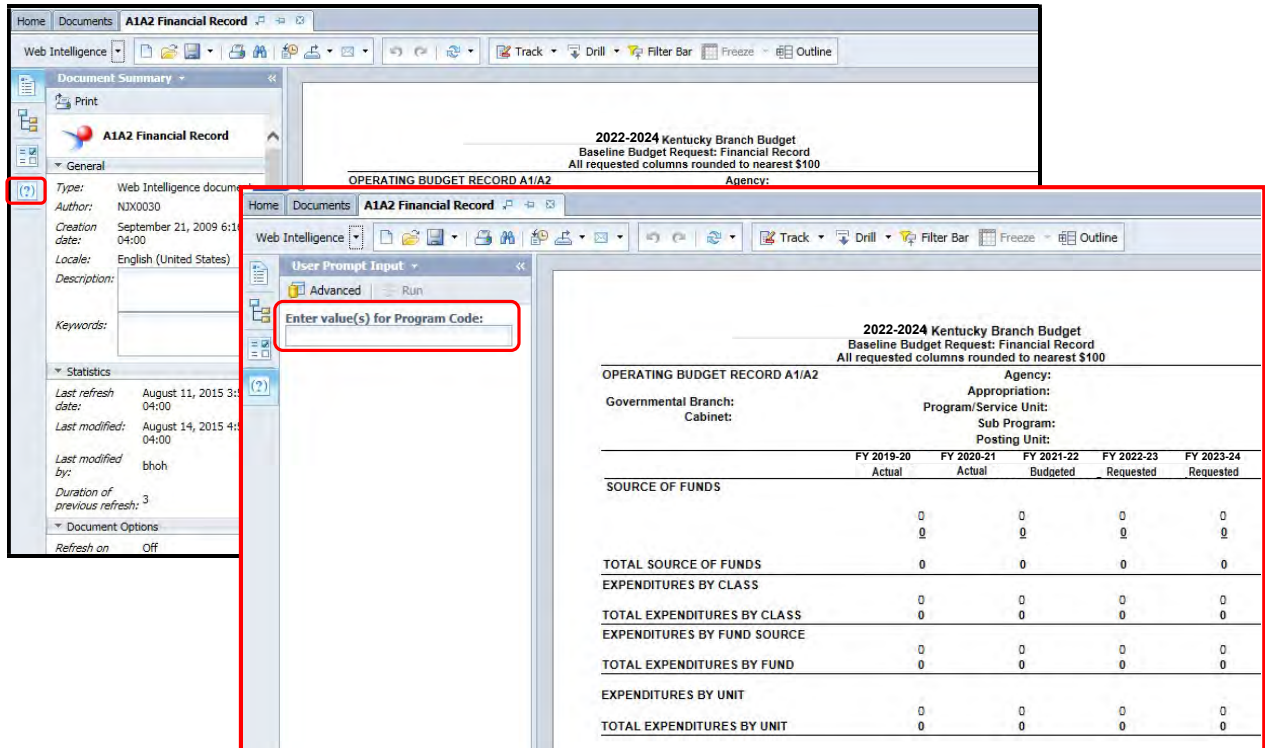
Title	Type
A1A2 Financial Record	Web Intelligence
A1A2 Financial Record Math Check	Web Intelligence
A1A2_A3_AS Records	Web Intelligence
A3 Exp All Detail	Web Intelligence
A3 Expenditure Detail	Web Intelligence
AS Personnel Summary	Web Intelligence
B1B2 Financial Record	Web Intelligence
B3 Expenditure 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

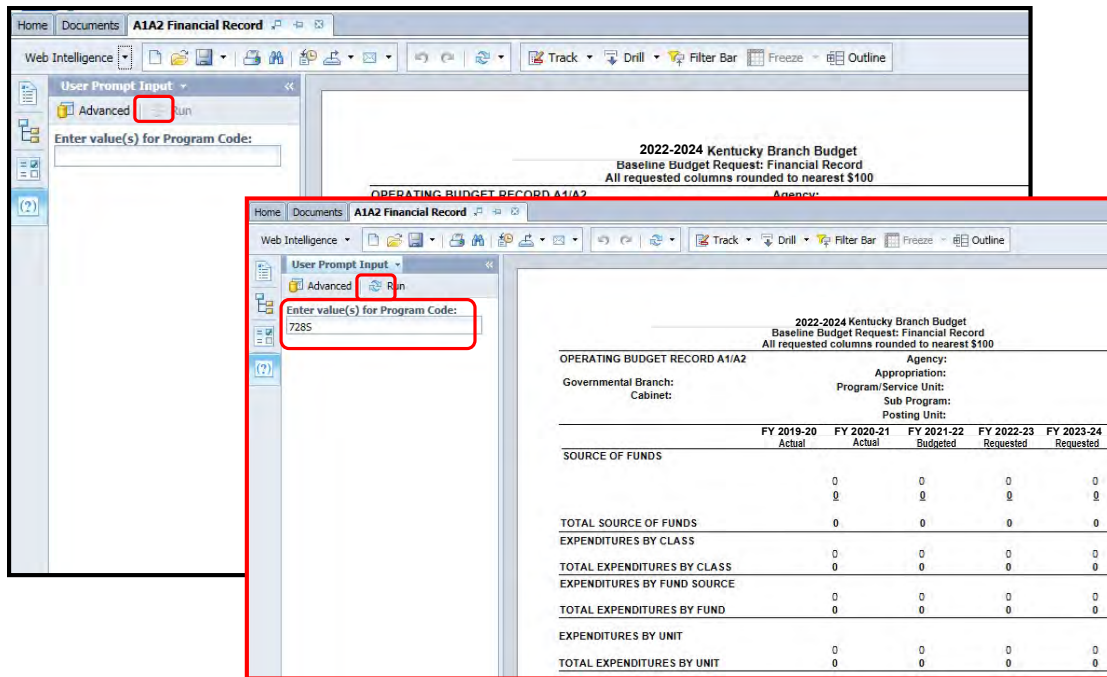
- The easiest method to open a report is to double click on the title of the report.



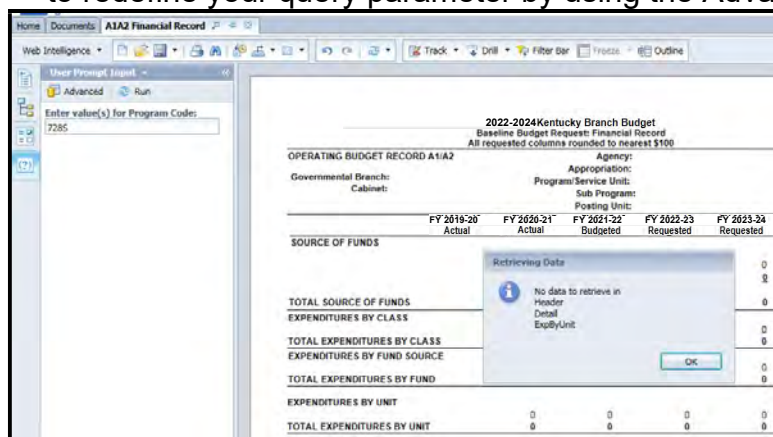
- Most, if not all reports, require some type of parameter or variable to run the query. If the User Prompt Input textbox is not showing, click on the Question Mark Icon to display the User Prompt Input textbox.



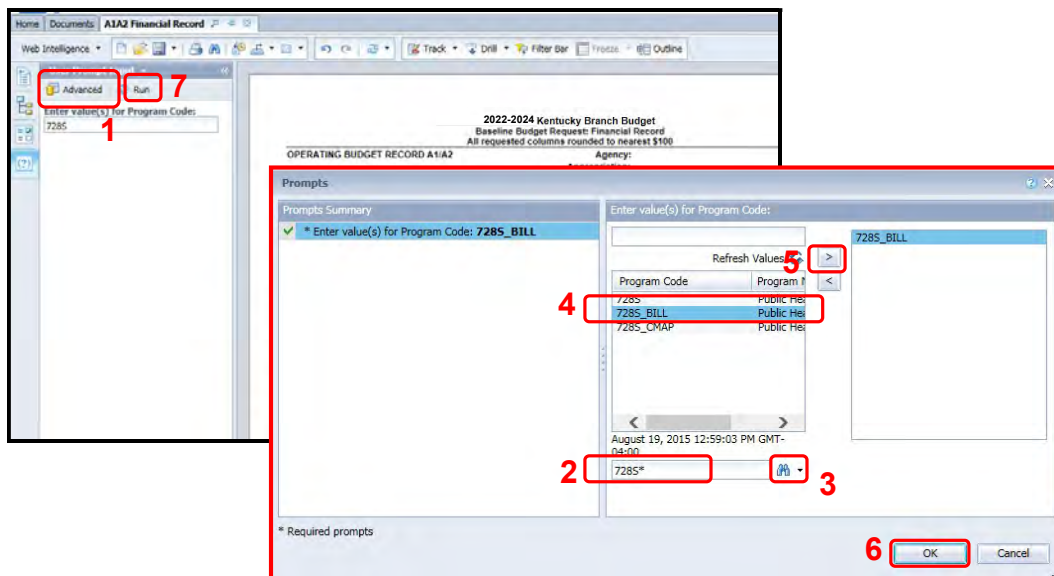
- If the Run icon is not enabled (greyed out), enter a value in the parameter/variable User Prompt Input textbox, and click out of the textbox. The Run icon should now be enabled.



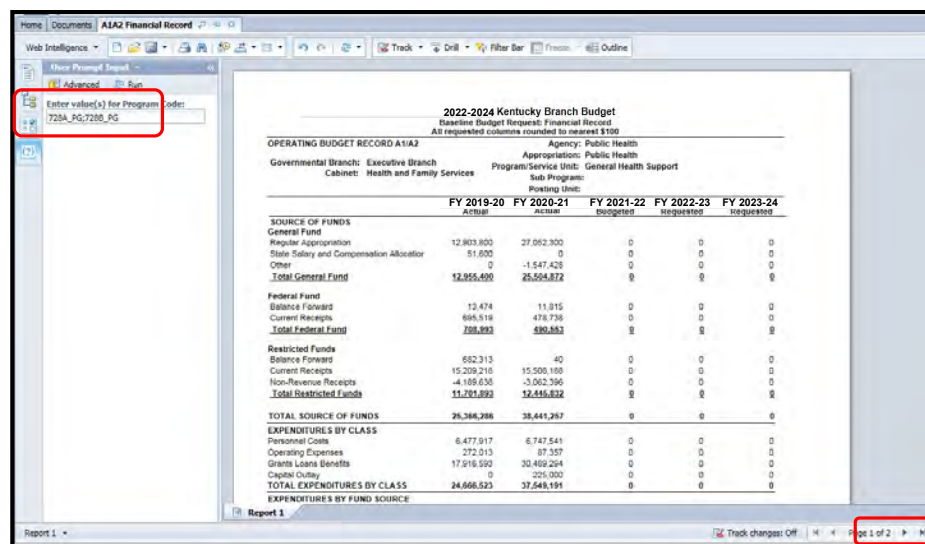
- The User Prompt Input textbox will accept any kind of parameter/variable (good or bad), so the Run icon being enabled is not an indication of whether the parameter/variable will work with the query. If you run the query and receive the error below, you have either entered a bad value and therefore 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:
 - Click the Advanced icon
 - Enter a value in the Search box, using a wildcard may be helpful. In this case, I used 728* as the program code
 - Click the binoculars icon to perform your wildcard search
 - Select the best value from list returned
 - Click the Right arrow key to move the Record over to the selection box
 - Click the OK button to close the Search box and the selected value will be returned
 - 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.



	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
	Actual	Actual	Budgeted	Requested	Requested
SOURCES OF FUNDS					
General Fund					
Regular Appropriation	12,903,800	27,062,300	0	0	0
State Salary and Compensation Allocation	51,800	0	0	0	0
Other	0	-1,547,428	0	0	0
Total General Fund	12,955,600	25,514,872	0	0	0
Federal Fund					
Balance Forward	12,474	11,015	0	0	0
Current Receipts	684,518	478,736	0	0	0
Total Federal Fund	708,993	690,653	0	0	0
Restricted Funds					
Balance Forward	662,313	40	0	0	0
Current Receipts	15,209,210	15,000,108	0	0	0
Non-Revenue Receipts	-4,189,036	-3,062,360	0	0	0
Total Restricted Funds	11,721,892	12,455,632	0	0	0
TOTAL SOURCE OF FUNDS	26,366,286	38,441,267	0	0	0
EXPENDITURES BY CLASS					
Personnel Costs	6,477,917	6,747,541	0	0	0
Operating Expenses	272,013	87,357	0	0	0
Grants Loans Benefits	17,916,590	30,409,204	0	0	0
Capital Outlay	0	225,303	0	0	0
TOTAL EXPENDITURES BY CLASS	24,666,523	37,549,191	0	0	0
EXPENDITURES BY FUND SOURCE					

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.

