

2026-2028 KBUD Budget Preparation Refresher Training

KBUD Budget Prep Refresher Overview

1. KBUD Training Schedule
2. OSBD Budget Prep Contact Information
3. OSBD Website Resources
4. 2026-2028 KBUD Budget Preparation Manuals
5. eMARS/KBUD Technical Information
6. eMARS/KBUD Issues
7. KBUD Reporting (EBI) Issues
8. KBUD Features
9. Program Table Changes
10. History Change Process
11. Capital Budget Information
12. Grant Maintenance Information
13. Personnel Run Process/Schedule
14. Formal Budget Submission/Schedule

KBUD Training Schedule

Budget Instructions Informational Meeting:

To be determined

KBUD Preparation Training Classes:

Refresher Classes – Virtual – Microsoft Teams

June 17 (Tue) – 10-11:30 am

June 26 (Thu) – 1-2:30 pm

New User /Other Classes – Virtual – Microsoft Teams

July 2 (Wed) – Boards

July 8 (Tue) – Capital ONLY Class (Send an email if you want to attend)

July 10 (Thu) – Universities (Includes Capital Budget)

July 16-17 (Wed & Thu) – New User (Includes Capital Budget)

July 22-23 (Tue & Wed) – New User (Includes Capital Budget)

Teams link and training material be sent out one day prior to the training start date

OSBD Budget Prep Contact Information

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

- **KBUD or EBI technical questions should be referred to the KBUD Administrator**
 - Any features/functionality of the application, browser issues, KBUD and/or KBUD Reporting (EBI) errors, accessibility, security, password resets, etc.
 - Email – KBUDAdministrator@ky.gov
 - Phone – 502-564-1210

OSBD Website Resources

➤ OSBD Website

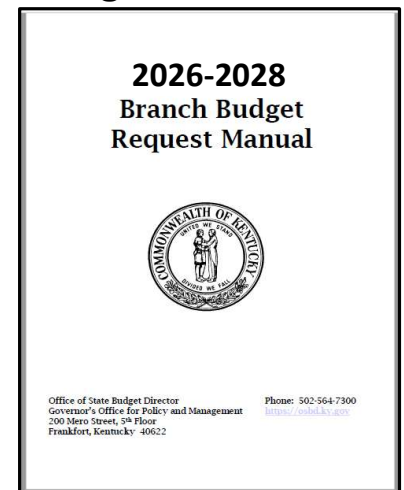
- Home Page: <http://osbd.ky.gov>

➤ 2628 Budget Prep Resources

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

- 2026-2028 Branch Budget Request Manual (Budget Instructions)
- Budget Request Templates
- Aids to Calculations (Post as they become available)
- History Change Form and Instructions
- Things to do before Personnel Runs Arrive
- Refresher Training Presentation

Budget Instructions

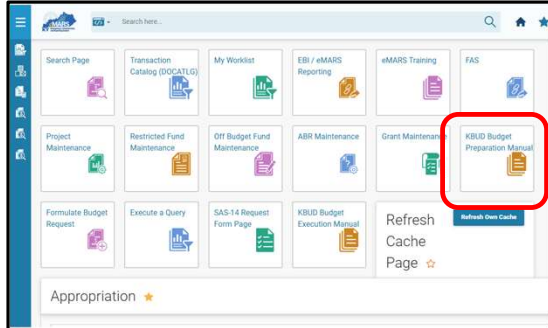


2026-2028 KBUD Budget Preparation Manuals

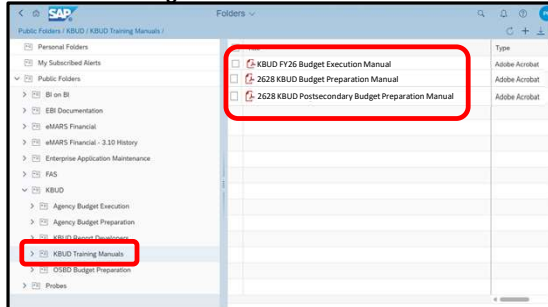
➤ 2026-2028 KBUD Budget Preparation Manuals

- Includes summary of all processes and detailed step-by-step instructions with screenshots from eMARS/KBUD 4.0
- eMARS/KBUD Home Page (State Agency Manual Only) - <https://emars4.ky.gov/finprodonIn/Advantage4>
- EBI KBUD Training Manual Folder - <https://ebi43.ky.gov/eMARS/BI/logonNoSso.jsp>

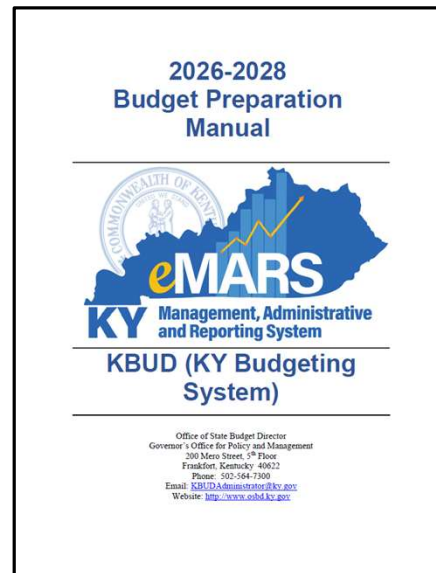
eMARS/KBUD Home Page



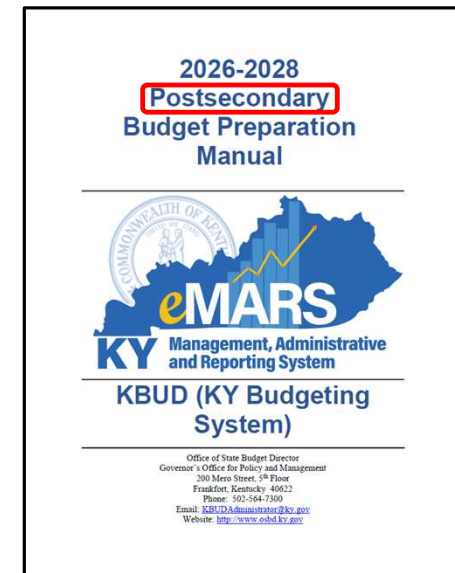
EBI KBUD Training Manuals



State Agencies



Universities Only



KBUD Technical Information

➤ eMARS/KBUD Integration (April 2024)

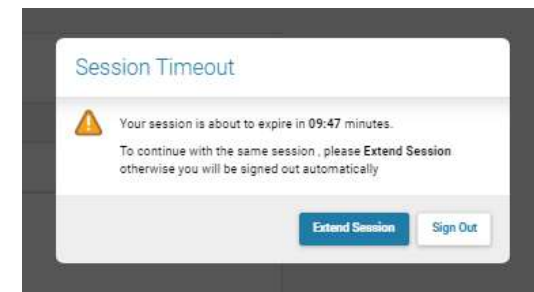
- Old KBUD Link No Longer Active – ~~<https://kbud.ky.gov>~~
- New Link – <https://emars4.ky.gov/finprodonln/Advantage4>
- KBUD Functionality is available 24 Hours/7 Days
- eMARS Functionality is available from 6am to 7pm

➤ Technical Requirements

- Browser Compatibility
 - ✓ Google Chrome
 - ✓ Microsoft Edge
 - ✓ Mozilla Firefox

➤ Session Timeout Feature

- If KBUD detects no activity within a 20-minute interval, a Session Timeout warning will appear and a 10 minutes countdown will begin before it automatically logs you out. **WARNING: If the user takes no action or clicks the Sign Out button and the data entries have not been saved, the budget data will be cleared and the application will close, which means the data is lost and cannot be recovered.**



KBUD Issues

➤ Agency Accessibility Issues

- Postsecondary Education (Universities) cannot access KBUD or EBI directly because of the state's firewall
 - Need to establish a Citrix account through CPE Technical Support (cpetech.support@ky.gov)
- Other agencies outside the state's firewall
 - Need to establish VPN accounts through COT

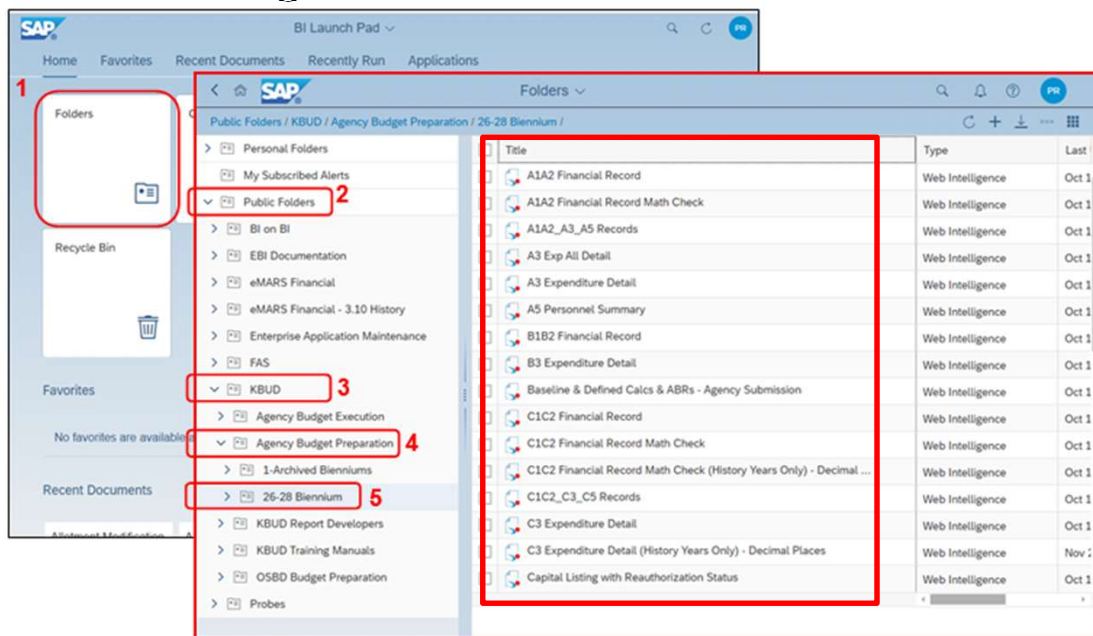
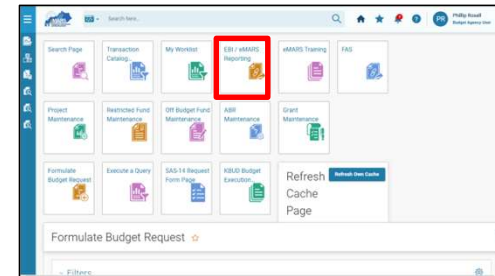
➤ User Accounts Locked

- Users are given 3 grace logins to change the password before the User ID is locked
 - Self-Generated Password Reset will now work if the account is locked and the user has set up their security questions
- If your User ID is locked, you can either use the self-reset or contact the KBUD Administrator (KBUDAdministrator@ky.gov) to have the account reactivated

KBUD Reporting (EBI)

➤ Enterprise Business Intelligence (4.3)

- Access EBI through the EBI/eMARS Reporting tile on your KBUD Home Page or
- Access EBI directly through the Web link
<https://ebi43.ky.gov/eMARS/BI/logonNoSso.jsp>
- Navigate to KBUD's 26-28 Biennium Folder



KBUD Reporting (EBI) Issues

➤ KBUD Reporting

- **Problem:** Upgrade to EBI 4.3 made significant changes to the User Interface
- **Solution:** Use the KBUD Budget Prep User manual for step-by-step instructions

Example of Step-by-step Instructions

In this scenario, we will run and print the B1B2 Financial Record Report for the Program 445U_BILL, Murray State University and ABR 445U26X001. You will need to repeat this process for each ABR.

1. Double click on the B1B2 Financial Record Report to open up the parameter dialog box,
2. Type in 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 445U26X001
3. As you type, the prompt to (manual entry) will appear. Once you click on it,
4. It will appear on the left side panel.
5. Click the Run button to run the report.

The screenshot shows the SAP KBUD Reporting interface. On the left, a folder tree lists various reports, with 'B1B2 Financial Record' highlighted. On the right, a preview of the 'B1B2 Financial Record Report' is shown. Below the folder tree, a parameter dialog box is open. It has a search bar and a list of prompts. The 'Enter value(s) to' section contains two prompts: 'Program Code' and 'Enter ABR Code'. The 'Selected value(s)' section contains two values: '445U26X001' and '445U_BILL'. The 'Run' button is at the bottom right of the dialog box.

KBUD Reporting (EBI) Issues

➤ KBUD Reporting

- **Problem:** Run Button is not enabled (greyed out)
- **Solution:** Report Parameter Value(s) have not been added to the left-side panel of the Prompt dialog box

The screenshot shows the 'Prompts' dialog box for KBUD Reporting. The left panel has two prompts: 'Enter value(s) for Program Code: Please select at least one value' and 'Enter ABR Code: Please select at least one value'. Both prompts are highlighted with a red box. The right panel shows a search bar and a list of program codes and names. The 'Run' button at the bottom right is greyed out. Below the screenshot, the text 'No Values Added' is written in red.

Program Code	Program Name
020G	Judicial Form Retirement System-Administration
035J	Agriculture Development - Statewide MSA Admin
035S	Ag Marketing and Product Promotion
035W	Agriculture
035W_CMAP	Agriculture
045C	Auditor of Public Accounts
PPAM	Kentucky Standardbred Breeder Incentive Fund
079F	IT Service Management
082K_CMAP	Kentucky Infrastructure Authority
095F	Facilities Management
102A	Office of Administrative Services
PPDN	Mine Subsidence Insurance
PPGC	Executive Director

The screenshot shows the 'Prompts' dialog box for KBUD Reporting. The left panel has two prompts: 'Enter value(s) for Program Code: (1) 728S_BILL_2628' and 'Enter ABR Code: (1) 728S26X001'. Both prompts are highlighted with a red box. The right panel shows a search bar and a list of program codes and names. The 'Run' button at the bottom right is enabled. Below the screenshot, the text 'Values Added' is written in red.

Program Code	Program Name
020G	Judicial Form Retirement System-Administration
035J	Agriculture Development - Statewide MSA Admin
035S	Ag Marketing and Product Promotion
035W	Agriculture
035W_CMAP	Agriculture
045C	Auditor of Public Accounts
PPAM	Kentucky Standardbred Breeder Incentive Fund
079F	IT Service Management
082K_CMAP	Kentucky Infrastructure Authority
095F	Facilities Management
102A	Office of Administrative Services
PPDN	Mine Subsidence Insurance
PPGC	Executive Director

KBUD Reporting (EBI) Issues

➤ KBUD Reporting

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

The screenshot displays the SAP S/4HANA interface for the report 'D_RSTFD Fund'. The report title is '2026-2028 Kentucky Operating Budget Request: Restricted Fund'. The report content shows a summary of resources and expenditures for the period 2022-24. The 'Actual' column for 2022-24 shows a total of 216,688,184 for resources and 42,768,634 for expenditures. The 'Export to' dialog box is open, showing the 'PDF' option selected. The 'Export' button is highlighted with a red box and the number 3.

1. The 'Export' button in the top toolbar is highlighted with a red box and the number 1.

2. The 'PDF' option in the 'Export to' dialog box is highlighted with a red box and the number 2.

3. The 'Export' button in the 'Export to' dialog box is highlighted with a red box and the number 3.

Cash Control Account	Title	Actual P-Y 2022-24	Actual P-Y 2024-25	Budgeted P-Y 2025-26	Requested P-Y 2026-27	Requested P-Y 2027-28
1340-2020	Restricted Fish & Game Fund	41,238,681	45,421,334	64,844,700	66,060,700	66,946,600

KBUD Features

➤ Using Excel Files is a convenient method to upload multiple lines of budget data within a form versus manually entering budget data line by line

- KBUD's import feature will not work unless the Excel file is formatted with the correct headers

1 of 1: Error (BF22005): null - Unable to Import. Number, order, or names of columns in the file are incorrect.

- Use the Export feature to create an Excel File with the correct headers
- Add the necessary budget data to the Excel File
 - Ensure leading zeros from objects like "0100" are not dropped "100" (format as text or use a leading apostrophe, '0100)
 - Use the Text or Number format on dollar amounts, **not Accounting or Currency (Will cause errors)**
- Navigate to the desired Form/Tab and add a blank budget line
- KBUD Budget Prep Manual pages 13-17 describe the process in detail

KBUD Features

- Using Excel Files is a convenient method to upload multiple lines of budget data within a form versus manually entering budget data line by line

Excel file (all lines and columns formatted as text)

	A	B	C	D	E	F	G	H	I
1	Line	Fund	Budget Object	T	FY 25-26	FY 26-27	FY 27-28	DC FY 26-27	DC FY 27-28
2	1	0100	REGAPP		2,439,600	2,443,100	2,439,600	132,000	164,800
3		0100	REGAPP		0	192,300	209,600	0	0
4		0100	REGAPP		0	-121,900	0	0	0
5		1300	BALFOR		309,800	174,200	135,600		

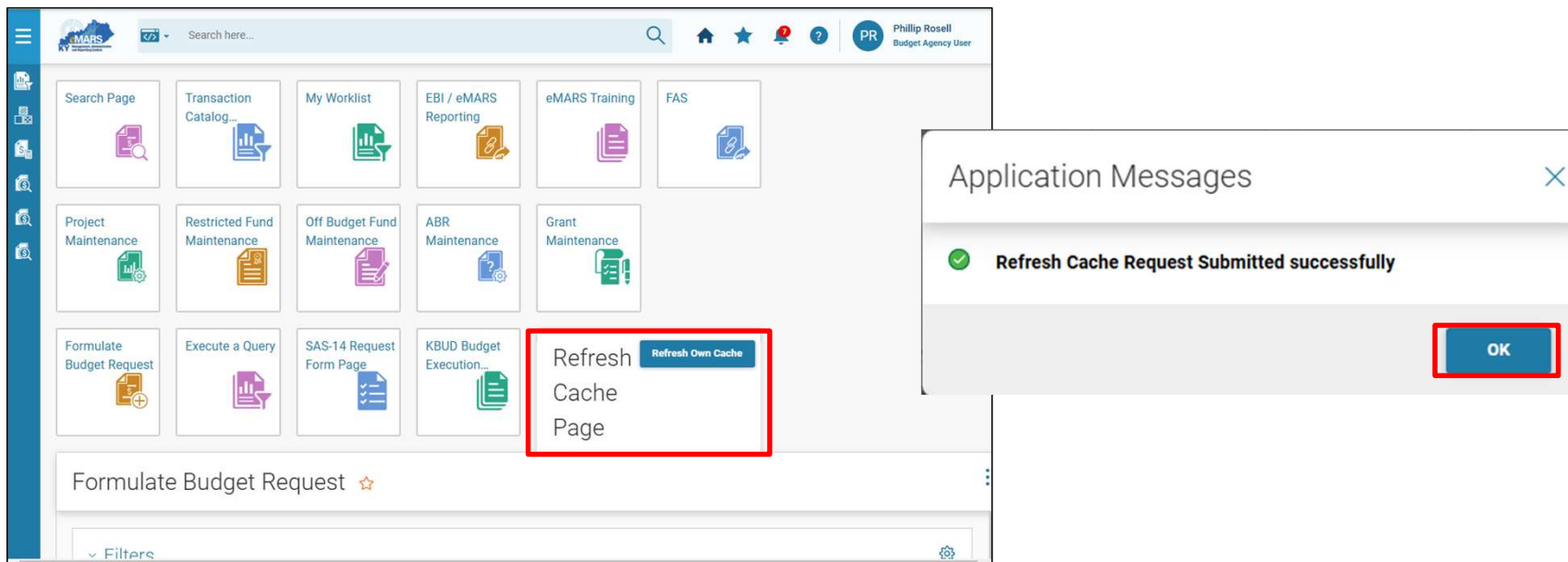
2628 A2-A3-A4-A5 Form - A2/A3 Sources & Exp by Fund Headers

<input type="checkbox"/>	Line	Fund	*Budget Object	T	FY 25-26	FY 26-27	FY 27-28	DC FY 26-27	DC FY 27-28
No Records Found									

KBUD Features

➤ Refresh Cache Page

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



KBUD Features

➤ Subtotal Feature

- Allows the user to choose a fund or budget object and view the subtotals
- Click on the Greek letter sigma Σ and choose fund or budget object to turn it on
- Once in subtotal view, click on the Greek letter sigma Σ and choose None to turn it off

The left screenshot shows the 'Budget Request' summary. A red box highlights the toolbar containing the sigma icon (Σ). The summary shows 'A2/A3 Sources & Exp by Fund (7)' with a 'Total Cost' of '\$240,000'.

The right screenshot shows the 'Edit Budget Request' view. A red box highlights the sigma icon (Σ) in the toolbar. Below the toolbar is a table of budget lines:

Line	Fund	Budget Object	T	FY 23-24
1	0100	BEGAPP	R	3,116,500
2	1300	BALFOR	R	
3	1300	CURBEC	R	247,700
4	1200	CURBEC	R	831,200
5	0100	EXPRYEUND	E	3,116,500
6	1300	EXPRYEUND	E	227,700
7	1200	EXPRYEUND	E	831,200
				-49,000

Program Table Changes

- Any requests for updates to the Program Table should be made as soon as possible to your OSBD Policy & Budget analyst for review and approval
- _PGs/_SPs, Function, and Function Type Codes are listed on the 2628 Full Program Table for the purpose of displaying History on the on the A1A2 Financial Record and C1C2 Financial Record report
- Changes to the Full Program Table can affect History, so ensure the program table is correct prior to making History changes
- No chart of account element is ever deleted from the Full Program Table, so please do not ask to delete any old codes

2628 Full Program Table Example

129C_PG - Air Quality - Program -	_PG or _SP (Balance Forwards)
129C - Air Quality - Type -	Function Type (All other Sources of Funds)
BC00 - DAQ Division of Air Quality - Program -	Functions (Expenditures)
BCC0 - DAQ Air Emissions Fees - Program -	
590C - Division of Air Quality - Type -	
BC00 - Division for Air Quality - Program -	
BCC0 - Air Emissions Fees - Program -	

History Change Process

➤ **FY24 History has been loaded to KBUD (FY25 History will be loaded in late July)**

1. History change requests need to be accomplished by the agencies through their OSBD Policy & Budget analyst
2. **Highly recommend** agencies to start with history changes as they begin their 2628 budget preparation
3. Agencies can affect changes in two ways:
 - Program Table changes
 - Use the 2628 Historical Change Request Form (Excel Spreadsheet) and the History Change Instructions
4. Process is also described in the 2628 KBUD Budget Preparation Manual – Section 8 History Changes

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

History Change Process

➤ **Common reasons an agency would request a history change:**

- The need to move General Fund (Regular Appropriation) amounts because the budget request program does not correspond to the allotment structure in eMARS
- Source of funds and expenditure changes due to reorganizations
- The need to spread a Restricted or Federal fund's Balance Forward to several programs/subprograms since the entire amount landed in one specific program/subprogram
- The need to spread Federal Fund Current Receipts to several programs/subprograms because the drawdowns were deposited into a single fund/function account
- Payroll costs that were recorded in E154 (Personal Services Exp Reimb/Distr) or E169 (Indirect Personnel Costs) that now need to be reflected in the payroll expenditure codes (E111 - E124) to accurately display the salary and fringe benefit expenditures by the E111-E124 object codes
- Expenditures do not match the correct source of funds and need to move to a different program

Capital Budget Information

➤ **Capital Project Data from Six Year Plan**

- The Capital Project information will be preloaded into KBUD from the Capital Planning system (2026-2032 Capital Projects)
- KBUD used Version 2 data (May 21 - June 2, 2025) from the Capital Planning System. If agencies made updates (change amounts or added new projects) to projects in the Capital Planning System after this date, agencies will need to make those same updates in KBUD.
- Agencies will need to add leases where costs are \$200K or higher/annually to KBUD (lease amounts are entered as \$.01 so the project titles appear on the Capital Reports in EBI)

Grant Maintenance Information

➤ Grant Maintenance Data from 2426 Budget Prep

- Grant data loaded for the 2628 Budget Prep came from the 2426 Budget Prep
- Saves the agency time by not having to retrieve prior biennium grant data and reentering into the system
- Agencies will need to update any outdated information like grant award amounts and grant descriptions

2426 Grant Information

Grant Award

This section provides detailed information about the currently selected Grant.

FY 2021-2022 - Actual	FY 2022-2023 - Actual
27,360,720	17,373,530
FY 2023-2024 - Estimate	FY 2024-2025 - Estimate
14,013,200	17,975,500
FY 2025-2026 - Estimate	
17,975,500	

Grant Award
Years Updated

2628 Grant Information

Grant Award

This section provides detailed information about the currently selected Grant.

FY 2023-2024 - Actual	FY 2024-2025 - Actual
27,360,720	17,373,530
FY 2025-2026 - Estimate	FY 2026-2027 - Estimate
14,013,200	17,975,500
FY 2027-2028 - Estimate	
17,975,500	

Schedule

➤ **Personnel Run Information**

- Recommend reviewing and updating any outdated Personnel data
- Draft Baseline Personnel Runs with Vacancy Spreadsheets should be available in late July
- Final Baseline Personnel Runs should be available in August

➤ **KBUD 2628 Budget Prep Forms will be available in August**

- Maintenance Tables are currently available
 - Grant, Restricted Fund, Off Budget Fund, Capital Projects, ABRs can be updated
 - Requests for additional Grant, ABR, or Project codes can be sent to KBUDAdministrator@ky.gov
- Capital data (Version 2) is preloaded, so 2628 Capital Reports with amounts will be available

Formal Budget Submission/Schedule

➤ **Submission Format and Quantities**

- Budget Request Format and Copies
 - 1 Printed Copy to OSBD with Official Letter
 - 3 Printed Copies to LRC
 - 1 **Searchable** Electronic Copy to OSBD
 - 1 **Searchable** Electronic Copy to LRC
- A-6 Budgeted Position Record
 - 1 **Searchable** Electronic Copy to OSBD
 - 1 **Searchable** Electronic Copy to LRC
- Final version of budget request submitted in a **searchable** PDF format

➤ **Schedule**

- Budget Requests due to OSBD/LRC by October 1

Questions?

