# EBO Budget Development System (BDS)

Agency User's Guide

Revised July 26, 2022

Technical Support or Questions contact Beth.Quick@admin.sc.gov

# Contents

# Contents

Contents	5	2
2. Ger	neral Budget Development System	3
2.1.	Accessing the Budget Development System	3
2.2.	Custom Configuration	5
2.3.	Downloading Citrix	6
2.4.	Registering with Duo	8
2.5.	Common OnBase Buttons	14
3. Age	ncy Role	15
3.1.	Form Packet	15
3.1.1.	Creating a Form Packet	15
3.1.2.	Filling out Budget Forms	16
3.1.3.	Submitting a Form Packet	23
3.1.4.	Saving a Form Packet	23
3.1.5.	Generate Printable Form and Form Packet	24
3.2.	Executive Summary	24
3.2.1.	Printing and Exporting the Executive Summary	25
3.2.2.	Line Item Detail Entry	26
1.	Clicking on the '+' icon in the Executive Budget Summary Table:	26
3.	Importing List:	27
3.2.3.	Line Item Detail Submission	28
3.3.	Adding Additional Budget Request	29
3.4.	Additional Funding Requests	
3.4.1.	Accessing Additional Funding Request	
3.4.2.	Other Funds Survey	31
3.4.3.	Higher Ed Expenditures	31
3.4.4.	Submitting Additional Funding Requests	32
3.5.	Agency Common Errors	32

# 2. General Budget Development System

The sections below outline the general interactions that a user will have with the Budget Development System.

# 2.1. Accessing the Budget Development System

• To access the Unity Client, the user must first log into the multi-factor log in page at https://gateway.sc.gov/ You may be required to download Citrix. See Downloading Citrix section for instructions.

	Multi-factor Login Page
User name	
 Password	
	Check here to login and accept the
	Lerms & Conditions
	Log On
	Manage Your Password

• After the user has logged in, the user will be required to two-factor authenticate with DUO.

<ol> <li>The same incrementation</li> </ol>	Seled Me a restri
g <sup>0</sup> Cat the	Calible
Passcote	Enter a Pasacede
	2 Cat He 3 Passoole

• If you get the following error message, see the section below for the instructions for Registering with Duo.

We're sorry, access is not allowed because you are not enrolled. Please contact your organization's IT help desk for assistance.

- Once logged on, the Citrix page with OnBase will appear. Depending on the user's role, there may be additional apps available to the user in Citrix.
- To access the Unity Client the user will click on the OnBase 18 Production Unity logo.



• If you see this logo instead, it is likely that you logged on using your SCEIS User ID. Please log off and log back in using your EBO BDS assigned User ID.



• This is the screen the user should see when logging in for the first time.

He Home EBO B	Aget Management	Forms Import Templates	Reporting Workflow	
Websites ③ Unity Community OnBase	RSS Ticker http://unity.hyland.com			

• To access the EBO Budget Development System, the user will click on the EBO Budget Management Tab and then click on the filters icon.



• The user will then see the list of available filters based on their user group(s).



### 2.2. Custom Configuration

The first time a user accesses the EBO Budget Development System, the user may want to configure the system to make the EBO Budget Development System their Home Page (i.e. the first screen the user will see each time they log in).

• To make the solution the user's permanent Home Page, go to the Home Tab and click the small black arrow under the house and choose Make this layout my Home Page.

$\bigcirc$	1758							Onbuse (i ii	Judenonj	
File	Home	EBO E	Budget Mar	agement						
Home	Personal Page +	Favorites	Custom Queries	Retrieval	Query History My Checkouts	Forms	1 Import	Templates	Reporting	Workflow
Ho Ho Ma Res Filt	ome ake this layo set Home P <b>ters</b>	out my Hon Page	ne Page	t 🗙	ments		Creat	e	Reporting	Workflow
≈ 4	Agency	Filters		78 53						

# 2.3. Downloading Citrix

Please note that Citrix Workspace must be installed to use the gateway. To install Citrix Workspace, follow the steps provided below. You may need to contact your IT department to assist.

1. Click the **Detect Receiver** to allow Citrix to check your workstation to determine if Citrix Workspace is installed.

citrix Receiver	Welcome to Citrix Receiver
	Use Citrix Receiver to access your applications and desktops.
	Detect Receiver

2. If Citrix Workspace is already installed on your workstation, the "Application Shortcut" screen will display within a few moments.



- 3. If Citrix Workspace is not installed, you will be prompted to install the application.
- 4. Check the box next to the Citrix license agreement notice, then click Install.



- 5. Click Save.
- 6. When the download completes, click **Run** to install the Citrix Workspace app.
- 7. If prompted for permission to install Citrix workspace, click **Yes**.

Confirm installation is	complete					
Please wait while the download After Citrix Receiver is installed,	i process begins. click <b>Continue</b>					
Continue						
Do you want to run or save CitrixWorkspaceApp.exe from sceisgateway.sc.gov?		Run	Save	•	Cancel	] × [

8. Click Start to proceed.

log Citrix Workspace	×
Workspace	Welcome to Citrix Workspace Citrix Workspace app installs software that allows access to virtual applications that your organization provides, including software that allows access to the applications that use your browser. - Allow applications access to your webcam and microphone. - Allow applications to use your location. - Allow access to local applications authorized by your company. - Save your credential to log on automatically.
CITRIX	Click Start to set up and install Citrix Workspace app on your computer.
	Start Cancel

9. Check the "I accept the license agreement" box, then click Install.



10. Check the Enable Single Sign-on box, then click Install.



11. When the Installation Successful window appears, click **Finish** to close.



# 2.4. Registering with Duo

Navigate to the <u>https://sceismfa.sc.gov</u> DUO Registration site. Note: You must be on a state network (connected in the office or are using the VPN to log into the network to access this site).

**BDS Agency Training Manual** 

		Login Step 1
SCEIS SCENERPRISE INFORMATION SYSTEM THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION	User name	1
	Password	
		Log On
		Password Management Instructions Manage Your SCEIS Password

Enter your EBO Budget Development System User ID and Password.



You should be presented with the two-factor setup screen. Click Start Setup

What is this? L* <ul> <li>Mobile phone RECOMMENDED             </li> <li>Tablet (iPad, Nexus 7, etc.)             </li> <li>Landline             </li> <li>Security Key (YubiKey, Feitian, etc.)</li> <li>Requires Chrome to use Security Keys.</li> </ul>		What type of device are you adding?
Continue	<u>What is this?</u> <b>L</b> <u>Need help?</u> Powered by Duo Security	<ul> <li>Mobile phone RECOMMENDED</li> <li>Tablet (iPad, Nexus 7, etc.)</li> <li>Landline</li> <li>Security Key (YubiKey, Feitian, etc.) Requires Chrome to use Security Keys.</li> </ul>

Select the type of device you are adding. Usually this will be the Mobile phone option to register your work assigned phone.

	Enter your phone number
What is this? Dank	United States
Powered by Duo Security	<ul> <li>+1 (717) 216-9983 ✓</li> <li>Example: (201) 234-5678</li> <li>✓ You entered (717) 216-9983. Is this the correct number?</li> <li>Back Continue</li> </ul>

Enter the phone number of your work phone in the field after selecting United States and select the type of phone in the next dialog shown below.

	What type of phone is 717-216-9983?
<u>What is this?</u> 다 <u>Need help?</u> Powered by Duo Security	<ul> <li>iPhone</li> <li>Android</li> <li>Windows Phone</li> </ul>
	Other (and cell phones) Back Continue



If you already have DUO Mobile for IOS installed, click the I have DUO installed button.

What is this?	( ios 717-2	16-9983 JUST ADDED	Device Options
Powered by Duo Security	+ Add another devi	ce	
	Default Device:	iOS 717-216-9983	
	When I log in:	Ask me to choose an authenticate	on method 🔽
	Saved	Continue to Login	

Click the Continue to Login button. Ensure the Ask me to choose an authentication method pulldown is selected.

		Multi-factor Login Page
	User name	stocentral
	Password	•••••
SCEIS SC ENTERPRISE INFORMATION SYSTEM THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION		Check here to login and accept the <u>Terms &amp; Conditions</u>
		Log On
		Password Management Instructions Manage Your SCEIS Password

Log in using the User ID and password you will use to access the OnBase Application on the Multi Factor Login Page

SCEIS SCEIS TESCH COMPACTOR SCHOOL	Choose an authentication method	Send Me a Push
Add a new device My Settings & Devices Need help?	🛞 Call Me	Call Me
Powered by Duo Security	Passcode	Enter a Passcode

In most cases you will want DUO to "Send me a Push" option so click the Send me a push method

### 2.5. Changing a Password

Click the Manage Your Password link on the log on page or navigate to <u>https://scpasswordreset.sc.gov/PMUser</u> to change your password. If you are a new user, you may be prompted to change your password on your first log on.

		Multi-factor Login Page
	User name	
admin The SOUTH CARCINA DEPARTMENT (/ ADMINISTRATION	Password	Check here to login and accept the Terms & Conditions
		Log On Manage Your Password

On the Password Management site, you will enter your EBO BDS OnBase assigned User ID (not your SCEIS User ID).

admin The South Carolina Department of Administration	
Enter Your User Name	
Enter your user name (for example, domain\username or username@domain):	
ebo.analyst1	
	ок

You will have a few options for password management. You will need to complete the series of questions asked in order to gain access to change your password or have it reset if you have forgotten your password.

Welcome, Analyst1, EBO. If you are not Analyst1, EBO, click here. Configure your profile and manage your passwords by using the tasks below.



If you know your current password, you can securely change it.

### 2.6.Common OnBase Buttons

- **Magnifying Glass**: The Magnifying Glass represents the field that has a database look up associated with it. Click on icon to see a list of available inputs or start typing an input and select it from the drop down that appears.
- **Pencil**: The Pencil Icon is used when editing data in a table. To begin editing click on the icon. Once the user is finished editing the data, they will click the pencil icon again to lock in their changes.
- **Save**: If the user sees the 🖾 icon in the ribbon the user can click on it to save what they are working on and come back to it later. To access the data later navigate to the appropriate filter it is stored in.

# 3. Agency Role

The sections below outline the interactions that an agency user will have with the Budget Development System.

# 3.1.Form Packet

The sections below serve as a guide to creating a form packet, filling out budget forms, and submitting a from packet.

# 3.1.1. Creating a Form Packet

• To create a form packet for the new budget year, the agency user will navigate to the EBO Budget Management Tab and click on the Form Packet button.



• The Packet Information tab will be auto filled based on the current budget year and the top agency the agency user is assigned to. The user can click on the magnifying glass under agency name to select a different agency if the user is assigned to multiple agencies, this will auto fill Agency Code and Agency Section.

File Form Packet	Teska De	weloper		Form	Packet					-	۰×
Save and Close	Capy Object  Add to •  Actions	G Refresh	e 🕑 History History	Documents	Fermi • Document	Computer Timport	G Dan a	Discussion	Print Print Preview Print	Navigation	
Packet Information*	FORM A - BUDGET	PLAN SUMMARY	FORM B1	FORM 82	FORM C	FORM D	FORM E	FORM F	Technical Form		
Form Packet For: Com Status: Open	mission On Hig	her Education							Cre Created Date: !	ated By: EBO 5/14/2020 2:0	AGENCY 02:11 PM
Packet Info	rmation								Ger	verste Printable	Packet
Form Packet Status											
Open											
Agency Name*					Agency C	ode					
Commission On Highe	er Education			I Q	H030						
Agency Section					Budget Ye	tar*					
11					Budget '	rear: 2020-20	221				$\nabla$

# 3.1.2. Filling out Budget Forms

• Form text fields allow for formatted text.

(		В	1	U	5	24	۲	==	00	1	=	Α	As
	field	4.4											
	fiel	d-1											

• To fill out a form B1, B2, C, or D Form click the '+' icon in the table.



• Some forms will have a table input like the one below. To add rows to the table, click the '+' icon.

	• ×
Factor Hanne	
	~
	Show 100 V records

- If the user creates a B1, B2, C, D that form will enforce the required fields to be filled out to submit the form packet.
- All printable PDF or Word forms will have a header at the top of the document.

Agency Name:	Sea Grant Consor	rant Consortium					
Agency Code:	P260	Section:	48				

Form A

- Form A is a required form and will be required to be filled out by every user.
  - If Not Requesting Changes is checked under the B1 section, no B1 forms must be submitted.
    - If any of the top two boxes are checked there must be at least one B1 form submitted with the packet.
  - If Not Requesting Changes is checked under the B2 section, no B2 forms must be submitted.
    - If any of the top two boxes are checked there must be at least one B2 form submitted with the packet.
  - If No Changes is checked under the C section, no C forms must be submitted.
    - If Capital Projects Requested is checked there must be at least one C form submitted with the packet.
  - If Not requesting any proviso changes is checked under the D section, no D forms must be submitted.
    - If any of the top two boxes are checked there must be at least one D form submitted with the packet.

	. The second sec	store a same source and source an		0
Form Packet For: Commission On Higher Education				Created By: EBO.AGENC1
atatus, open				Created Date: 5/ 14/2020 2.02.11 PM
FORM A - BUDGET PLAN SUMMAR	(			Generate Printable Form
				Fiscal Year Agency Budget Plan
		For the Fiscal Year, n	my agency is (mark "X"):	
OPERATING REQUESTS (FORM B1)		Requesting Gener	rel Fund Appropriations.	
or Exercise Reducara (Form Bil)		M Requesting Feder	al/Other Authorization.	
		Live requesting an	ty changes.	
		For the Fiscal Year, n	my agency is (mark "X"):	
		Requesting Non-R	Recurring Appropriations	
NON-RECORDING REQUESTS (FORM 82)		Requesting Non-R	Recurring Federal/Other Authorization	
		☑ Not requesting an	ny changea.	
		For the Fiscal Year, n	my agency is (mark "X"):	
CAPITAL REQUESTS (FORM C)		Capital Projects R	Request	
		No Changes		
		For the Fiscal Year, a	ny agency is (mark "X"):	
		Requesting a new	r proviso and/or substantive changes to existing provisos.	
PROVISOS (PORBAD)		Only requesting te	echnical proviso changes (such as date references).	
		Not requesting an	ny proviso changes.	
Please identify your agency's preferred contacts for this year's	budget process			
Na	ne	Phone	Email	
Primary Contact				
Secondary Contact				

#### Form B1 and B2

Packet Information	FORM A - BUDGET PLAN SUMMARY'	FORM 81 FORM 82 FORM C FORM	FORM E FORM F Technical For	m			
Form Packet For: 5 Status: Open	iea Grant Consortium						Created By: EB0.AGENCY Created Date: 5/14/2020 2:09:09 PM
FORM B1	- RECURRING OPERATING	G REQUEST					
							S 🗄 + 🗙
Priority	Title	Amount General Amoun	Federal Amount Earmark	Amount Restricted	Amount Total		
	1 Recurring Request	\$1.00	\$2.00	\$3.00	\$4.00 \$10.00		·
						lą.	
1 - 1 of 1 records							Show 100 v records

- Sometimes a user will create a B1 form or a B2 form and the related form may not have been created yet. The system allows for a temporary TBD form placeholder to denote that there will be a form related later.
- To relate a form the user will click on the related request drop down and select a related form from the list.

FORM B1 - RECURRING OPERATING REQUEST	T.						
Form Type: Form B1							Created By: EBO.AGENCY Created Date: 5/14/2020 2:09:48 PM
	Restricted:	\$4.00					
	Total:	\$10.00					
	What is the net chang	e in requested appropriations for fiscal y	year?				
	General:	1.00					
	Federal	2.00					
New Preitinge	Earmarked:	3.00					
New Positions	Restricted:	4.00					
	Total	10.00					
	Please provide the tot	tal number of new positions needed for t	this request.				
	Factor N	ame					
	HR/Perso	onnel Related					
	Related to	o a Non-Recurring request - If so, select	st related request below				
Fectors Associated With The Nequest	1.2.42						
	1						UNUN TO TICONUS
Related Request	TBD						
Statewide Enterprise Strategic Objective	FormBase					la l	
	< None > Clour relationship					169	
Accountability Of Funds							
	U. What anecific stratery	as outlined in the Fiscal Year Strategic	r Planning and Performance Measurement template	of agency's accountability report	does this funding request support?		~

#### Form C

FORM C - CAPITAL REQUEST*		
Form Type: Form C		Created By: EBO AGENCY
		Created Date: 5/14/2020 2:14:12 PM
FORM C - CAPITA	REQUEST	Besterate Printable Form
Agency Priority	3	
	Provide the Agency Priority Ranking from the Executive Summary.	
Title	Capital Request	
	Provide a brief, descriptive title for this request.	
	General. \$100,000.00	
	Federal: \$0.00	
âmount	Earmarked \$0.00	
	Restricted. \$0.00	
	Total \$100,000.00	
	How much is requested for the project in the Fiscal Year?	
	91 O B / U S = 10 11 CO 2 As	
CPIP Priority	tes	I
	Identify the project's CPIP plan year and priority number, along with the first year in which the project to	as included in the agency's CPIP. If not included in the agency's CPIP, please provide an explanation.
	If the project involves a request for appropriated state funding, briefly describe the agency's contingen	y plan in the event that state funding is not made available in the amount requested.
	1 () β / ⊻ ÷ ≡ 12 (Ο ⊞ ∞ ,″ ⇒ 12 Аз	
Other Approvais		
	I. What approvals have already been obtained? Are there additional approvals that must be secured in or	Ser for the project to succeed? (Institutional board, JBRC, SFAA, etc.)

#### Form D

• Form D forms allow for the generation of Word Forms. To generate a Word form, the user will click on the Generate Word Form button.

FORM D - PROVISO REVISION REQUE	ST*	
Form Type: Form D		Created By: EBO.AGENCY
		Created Date: 5/14/2020 2:14:47 PM
FORM D - PROVISO	REVISION REQUEST	Generate Printable Form Generate Word Form
Number	1234567890	
	Cite the proviso according to the renumbered list for the Flacal Year (or mark "NEW"),	
Title	Form D Example	
	Provide the title from the Fiscal Year Appropriations Act or suggest a short title for any new request	
Budget Program	test program	
	Identify the associated budget program(s) by name and budget section.	
Related Budget Request		
	Is this request associated with a budget request you have submitted for fiscal year? If so, cite it here.	
Requested Action	Add	
	Select requested action from drop down menu.	
	11 O B / U ÷ ≔ 121 ⊡ 11 ∞ ,* ≕ 121 As	
	test1	
Other Agences Affected		
	Which other agencies would be affected by the recommended action? How?	
	11 ◊ 8 / <u>U</u> ÷ ≡ 12 © 12 ∞ ,* ≡ 12 As	
	test)	
Summary & Explanation		
	Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it.	
	Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.	
	Я О В / Щ 5 ≡ 🗷 О ⊞ ∞ , / ≕ 🖸 Аз	

• This will open the Word form in a separate window.

Agency Code:	P260	Saction	49
Agency Code:	P260	Section:	40
	FORM D - PRO	OVISO REVISION F	EQUEST
NUMBER	1234567890		
	Cite the proviso according t	o the renumbered list for FY 2030-21 (e	ir mark "AZW").
TITLE	Form D Example		
BUDGET BROGDIN	Provide the title from the F1	2019-20 Appropriations Act or sugges	t a thert title for any new request.
BUDGET FROGRAM	Identify the associated hude	et program(c) by name and hidpot cost	0.0
RELATED BUDGET REQUEST			
	It this request associated we	th a hudget request you have submitted	for FT 2020-21? If so, etta it have.
REQUESTED ACTION	Add		
OTHER LOTNOTES	Choose from Add Delete, A	wind or Codifi	
AFFECTED	test i		10.1
	Which other agencies would test?	be affected by the recommended action	e7 How?
			I
SUMMARY & EXPLANATION			

#### Form E and F

• If the user fills out the <u>title field</u> on form E or F the form will enforce required fields to be filled out to submit the form packet.

Packet Information' FORM A - BUD	QET PLAN SUMMARY' FORM B1 FORM B2 FORM C FORM C FORM C FORM F FORM F Technical Form	
Form Packet For: Sea Grant Consor	rlium	Created By: EBO.AGEN
Status: Open		Created Date: 5/14/2020 2:09:09 1
FORM E - AGENCY CO	OST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN	Generate Printable Form
Title	Form E Test	
Amount		×
	What is the General Fund 3% reduction amount (minimum based on the Fiscal Year recurring appropriations)? This amount should correspond to the reduction spreadsheet prepared by E	EBO
	1 0 B / U 5 ≡ 20 © ₩ ∞ ,' ≕ 0 A.	
Associated FTF Reductions		
	How many FTEs would be reduced in association with this General Fund reduction?	
	¶ () B / U 5 ≡ 🗷 © ⊞ ∞ ,' ≕ 🖾 A=	
	I	
Pressme (Anth-the Internet)		
configuration of the state of t		
	What programs or activities are supported by the General Funds identified?	
	¶ O B / U & ≡ 12 O III co ,' ≕ 13 As	
summary		
	Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions.	
	Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.	

#### Technical Forms

• Technical forms are how the user will account for things like restructures and realignments. \**This should only be used as an additional form from the Executive Summary. See Executive Summary section below.* 

Technical Form											
Title	1										
	Provide a brief, descri	Provide a brief, descriptive title for this request									
Form Type					$\bigtriangledown$						
	Please Select a Type of	of Technical Form									
Amount	General	\$0.00									
	Federal	\$0.00									
	Earmarked.	\$0.00									
	Restricted:	\$0.00									
	Total:	\$0.00									
	How much is requested for this project in the Facul Year? This amount should correspond to the total for all funding sources on the Executive Bummary.										
	General:	0.00									
	Federal	0.00									
New Positions	Earmarked.	0.00		I							
	Restricted.	0.00									
	Total	0.00									
	Please provide the tot	tal number of new positions needed for this request.									

• The user can select the type of form from the form type drop down.

Technical Form									
Title	Realignment Test Provide a breid, descriptive tille for this request								
Form Type		$\nabla$							
	Allocation								
	Resignment b								
	Restructure								
	« None »								

### 3.1.3. Submitting a Form Packet

• To submit a Form Packet, the agency user will navigate to the tasks tab and click the Submit button. <u>REVIEW</u> submission carefully before clicking the icon below.



• Once the form packet is submitted it will move on to the analyst review.

### 3.1.4. Saving a Form Packet

- If the agency user is not ready to submit a form packet, they can save their changes and come back to it later by navigating to the tasks tab and clicking on the save icon.
  - Note that this does not submit and approve the packet it will only save it so that the user can come back to it later.



• To access saved packets the user will navigate to My Form Packets and click on the packet they wish to make changes to.

🖌 Filters		Y My Form Packets	×								
	78 S	Agency Code	Σ	Agency Name	Σ	Budget Year	Σ	Form Packet Status	Σ	Last Status Update	Σ
Executive Summaries Awaiting Agency Review (1)			• T <sub>X</sub>		• T <sub>X</sub>		• T <sub>N</sub>		• T <sub>N</sub>	=	• T <sub>X</sub>
Y Form Packets Awaiting Agency Review (0)		E200		Attorney General's Office		Budget Year: final test		Completed		5/28/2020 2:37 PM	
₩ Form Packets (2)		P260		Sea Grant Consortium		Budget Year: final test		Completed		5/29/2020 12:09 PM	
√ All Budget Years (1)											
₩ My Budget Line Items (7)											
√ My Line Item Details (12)											
₩ My Agencies (6)											
Y Additional Funds Awaiting Agency Review (0)											
T My Additional Funding Requests (1)											
T My Additional Funding Requests (1)											
₩ Additional Funding Requests (1)											
V My Additional Funding Requests (1)											
¥ My Additional Funding Requests (1)											
™ My Additional Funding Requests (1)											

### 3.1.5. Generate Printable Form and Form Packet

- At any point in the budgeting process the agency will be able to generate a printable form or form packet.
- **Printable Form**: To generate a single item printable form, the user will navigate to the form and click on the Generate Printable Form button.
- Printable Form Packet: To generate a printable form for the entire packet, the user will navigate to the Packet Information tab and click on the Generate Printable Packet button. This will open the PDF version of the form packet.

Fem Packet For Sea Grant Consortium Central By EE Central Consortium Central Constraints Central Constrain	DAGENCY
Status Data Schullen Conne	
Greated Date: 3/14/2020	2:09:09 PM
Packet Information	le Packet
Fom Packet Status	
Open	
Agency Name' Agency Code	
See Brant Consortium Q P260	
Agency Section Budget Year'	
48 Budget Year: 2020-2021	$\nabla$

### 3.2. Executive Summary

- To access the Executive Summary the agency will navigate to the My Executive Summaries filter.
  - This will show an OnBase tabular view of the form packets that were submitted. The user can double click the packet submitted to view the data in OnBase.

⊗ Agency Filters	78 S	Aency Co Σ	Agency Name	Σ	Agency Section 2	Budget Vear
V Executive Summaries Awaiting Agency Review (1) V Form Packets Awaiting Agency Review (0)		. Y.				
V Form Packets Awaiting Agency Review (0)		100		• T <sub>R</sub>	• 15	
V My Executive Summaries (2)		E200	Attomey General's Office		59	Budget Year: final test
Wy Form Packets (2)		P260	Sea Grant Consortium		48	Budget Year: final test
Why Budget Line Items (7)						
T My Line Item Details (12)						
T My Agencies (6)						
T Additional Funds Awaiting Agency Review (0)						
T My Additional Funding Requests (1)						

# 3.2.1. Printing and Exporting the Executive Summary

- To print the Executive summary the user will click on the Print Executive Summary button. This will generate a printable PDF.
- Additionally, the user can click on the green arrow below the Print Executive Summary button to export the Executive Summary as an Excel file.

Executive Summary For: Attorney	General's Office										Cn	eated By: OBUNITY,	SCHEE
Status: Complete											Created D	ate: 5/28/2020 2:3	7:50 PN
Agency Budget Info	rmation												
Budget Year													
Budget Year: final test													
Executive Summary Status										Cuertine Summ	and asked?		
Complete										La creative dumin	ay country:		
Agency Name		Aency Code						Agency Section					
Attorney General's Office		Q E200						59					
Funding Total													
State		Federal			Earmarke	ed .		Restricted		Ţ	otal		
\$7,035,000.00 \$20,000,000.00				\$0.00	\$0.00				s	27,035,000.00			
FTEs Total													
State		Federal			Earmarke	rd .		Restricted		T	otal		
3.00		0.00			0.00			0.00		3	.00		
\$ Executive Budget S	ummary										Import Line Item Details	Print Executive Sum	mary
												S B	×
Agency Code		Agency Name		Budget Year		Form Type	Priority	Title		Total Requested	Total Current Amount	Balance?	FT
E200	5	Attorney General's Office	5	Budget Year: final test	7	Form B1	1	Stabilit	ty Funding	\$3,000,000.01	\$3,000,000.00	Yes	~
E200	5	Attorney General's Office	50	Budget Year: final test	5	Form B2	2	IT and	Infrastructure	\$3,600,000.00	\$3,600,000.00	Yes	
E200	53	Attorney General's Office	5	Budget Year: final test	5	Form B1	3	Deputy	Director CVS	\$115,000.00	\$115,000.00	Yes	
E200	5	Attorney General's Office	5	Budget Year: final test	5	Form B1	4	Atty St	ate Grand Jury	\$220,000.00	\$220,000.00	Yes	
E200	53	Attorney General's Office	5	Budget Year: final test	5	Form B1	5	Increa	se Federal Auth	\$20,000,000.00	\$20,000,000.00	Yes	
E200	1	Attorney General's Office	<b>F</b> I	Budget Year: final test	5	Allocation	A	Allocat	tions	\$100,000.00	\$100,000.00	Yes	
<													2

• Below is an example of what the Executive Summary export will look like.

Agency Name:	Sea Grant Consortium
Agency Code:	P260
Section:	48

BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Recurring Request	1	2	3	4	10	1.00	2.00	3.00	4.00	10.00
2	B2 - Non- Recurring	Non-Recurring Request	1	2	3	4	10	0.00 🔊	0.00	0.00	0.00	0.00
3	C - Capital	Capital Request	100,000	0	0	0	100,000	0.00	0.00	0.00	0.00	0.00
TOTALS			100,002	4	6	8	100,020	1.00	2.00	0.00	4.00	10.00

# 3.2.2. Line Item Detail Entry

- There are 3 ways to add a budget line item detail:
  - 1. Clicking on the '+' icon in the Executive Budget Summary Table:
    - This will open the Budget Line Item Detail Window where the user can input the budget data. This is the best way to enter the detail data.

										5	•
Agency Code		Agency Name		Form Type	Priority	Title	Total Requested	Total Current Amount	Balance?	FTE Total Current Count	-
P260	53	See Grant Consortium	53	Form B1	1	Recurring Request	\$10.00	\$0.00	No		0.00
P260	53	Sea Grant Consortium	53	Form B2	2	Non-Recurring Request	\$10.00	\$0.00	No		0.00
P250	.50	Sea Grant Consortium	53	Form C	3	Capital Request	\$100,000.00	\$0.00	No		0.00
200	-90-) -	Sea Grant Consortium	U.J	rom C	3	Capital negoest	\$100,000.00	50.00	NO		
										Et and	- 17

hal For Rocard by Edo AdBric/ Total Date: 5/14/2020 22.66:14 PM	Line Item Detail Information					at a
Construction         Regent Tile         Construct Tile          Cons <th>Detail For: Recurring Request</th> <th></th> <th></th> <th></th> <th></th> <th>Created By: EBO.AGENCY</th>	Detail For: Recurring Request					Created By: EBO.AGENCY
Badget Line Item Detail Information         Report Tile         Image: Tile         Tile         Image: Tile         Image: Tile         Tile <td< th=""><th></th><th></th><th></th><th></th><th></th><th>Created Date: 5/14/2020 2:36:14 PM</th></td<>						Created Date: 5/14/2020 2:36:14 PM
Begent Tile:         Begent Tile:	\$ Budget Line Item Detail Information					
Image: Page and Security Request         Page and Security Request           undel Program         Page and Security Request         Page and Security Request           constructed Rem         Constructed Rem         Constructed Rem           01040         Q         New Agency Head         Security Request           01040         Q         New Agency Head         Security Request           01040         Q         Security Request         Security Request           01040         Q         Security Request         Security Request           constructed Rem         Q         Security Request         Security Request           constructed Rem         Q         Security Request         Security Request           constructed Rem         Q         Security Request         Security Request           unding         Security Request         Security Request         Security Request	Agency Priority			Request Title		
Pogen         Pogen           5000 000000000000000000000000000000000	1			Recurring Request		
3500 05000 000         State Employer Contributions           ammitteent item         Committeent item           01040 0         New Agency Head           ab Tric         Job D           constraint/Fiscal Analyst II         Job D           anding         Interview           inte	Funded Program			Program		
Commitment Rem         Commitment Rem           01040         Q         New Agroy Head         Color           01040         Q         New Agroy Head         Color         Co	9500.050000.000		٩	State Employer Contributions		
Difted         Q         New Agency Head           ab The         Jab D         Jab D           counter/Encal Analyst II         Q         30002249           unding	Commitment Item			Commitment Item		
ability         Job ID           Locounter/Fiscal Analyst II         Q           anding         Second Restricted           Tate         Federal         Restricted           100         ISon0         Ison0	501040		٩	New Agency Head		
Accountant/Fiscal Analyst II         Q         [800002249           unding	Job Title			Job ID		
unding Tate Federal Exmarked Restricted Total ti no 152.00 154.00 154.00	Accountant/Fiscal Analyst II		٩	30000249		
unding Tate <u>Federal Exmerked Restricted Total</u> 13 n0 [15 n0 ] [5 n0 ] [5 n0 ] [5 n0 ]						
Value         Febrari         Esmandral         Pestolical         Total           11 no         16 sono         16 sono         16 sono         16 sono	Funding					
3100 \$200 \$300 \$400 \$1000	State	Federal	Earmarked		Restricted	Total
100 00 000 000 000	\$1.00	\$2.00	\$3.00		\$4.00	\$10.00
Tés la	FTEs					
Ate Federal Earmarked Restricted Total	State	Federal	Earmarked		Restricted	Total
1.00 3.00 4.00 10.00	1.00	2.00	3.00		4.00	10.00

2. Clicking the pencil icon and typing in each field: Once the user is done editing the Details table, they must click the pencil icon again to lock in the changes made.

ls								_	
								105	€ +
Igency Priority	Program	Commitment Nem	Job Title	State Funding	Federal Funding	Earmarked Funding	Restricted Funding	Total Totaling	5

#### 3. Importing List:

• The user will click on the arrow button in the details section to export the excel template.

Details									
								105	∋ + ×
Agency Priority	Program	Commitment Item	Job Title	State Funding	Federal Funding	Earmarked Funding	Restricted Funding	Total Funding	State
									~
<									>
								Show 100	✓ records

 Once the user has added data to the template and saved it, the user can click the Import Line Item Details button in the executive summary window.

Executive Budget Sur	nmary								Import Lingtern Details P	rint Executive Summary
										S 🕀 + 🗙
Agency Code		Agency Name	Form Type	Priority	Title	Total Requested	Total Current Amount	Balance?	FTE Total Current Coun	t FTE To
P260	页	Sea Grant Consortium	Form B1	1	Recurring Request	\$10.00	\$10.00	Yes		10.00
P260	5	See Grant Consortium	Form B2	2	Non-Recurring Request	\$10.00	\$0.00	No		0.00
P260	50	Sea Grant Consortium	5 Form C	3	Capital Request	\$100,000.00	\$0.00	No		0.00
,										
- 3 of 3 records									She	ow 100 V records

- This will open the import window
- The user will click browse and navigate to the Excel file with the budget detail information.
- The user can see a preview of what the file will look like and can do a visual check to ensure the data is accurate.
- The user will click the import button to import the detail budget line item data.

								Cardena a	New York											
Browne Acquire Import Cancel Mov	re Moure Down	ave lamore Al	Rotate Rotale	60 H a																
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133344	1 1	EQNUM Com	mitment item	JobTitle Fr	indedProgram	StateFunding	FederalFund	ng Earmarkee	Funding P	estrictedFund	ing StateFTECour	nt FederalFTECo	unt EarmarkedF	TECount Re	striktedFTECoun					
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### 3.2.3. Line Item Detail Submission

- At any point during the line item detail entry the user can click the save button in the top left corner. This will save their changes until they can come back to it at a later time.
- The amount and FTEs must balance to the form totals by source of funding. A visual of a green bar and a red bar has been added to let the user know if (green) they can submit, or (red) they need to still balance items.

Agency Budget Line Item Form	
Budget Rem Title: Recurring Request	Created By: EBO.AGENCY
Requested Amounts and Current Amounts match!	Created Date: 5/14/2020 2:38:56 PM
Agency Budget Line Item Form	
Budget men Title: Recurring Request	Created By: EBO AGE/ICY
Requested Amounts and Current Amounts do not match	Created Date: 5/14/2020 2:35 08 PM

adapt Ham Title: Stability Funding											Created By: FBO
quested Amounts and Current Amou	nts matcht									Created D	oter 5/28/2020 2:3
										c.c.a.c.a.c.	
Agency Budget Line Ite	m										
udget Year											
ludget Year: final test											
gency Name			Aency Code					Agency Section			
Attorney General's Office			E200					59			
rescription											
fitle		13		For	m Type			Agency Priority	F	ormID	
Stability Funding				× Fo	irm B1			1		919	
unding Balancing											
State Requested	Federal Requested			Ear	rmarked Requested		Restricted Requi	ested	Total Requested		
\$3,000,000.00	\$0.00			\$0	0.00		\$0.00		\$3,000,000.00		
State Current Amount	Federal Current Amount			Ear	rmarked Current Amount		Restricted Curre	nt Amount	Total Current Amo	ant	
\$3,000,000.00	\$0.00			\$0	0.00		\$0.00		\$3,000,000.00		
mounts Balance?	Amounts Balance?			An	nounts Balance?		Amounts Balanc	e?	Totals Balance?		
Yes	Yes			Ye	16		Yes		Yes		
TE Balancing											
itate Requested	Federal Requested			Ear	rmarked Requested		Restricted Requi	ested	Total Requested		
0.00	0.00			0.	00		0.00		0.00		
itate Current	Federal Current			Ear	rmarked Current		Restricted Curre	nt	Total Current		
0.00	0.00			0.	00		0.00		0.00		
imounts Balance?	Amounts Balance?			An	nounts Balance?		Amounts Balance	w?	Totals Balance?		
Yes	Yes			Ye	15		Yes		Yes		
ine Item Detail Count:					3						
Details											
										1	
Agency Priority	Program	c	ommitment Item	Jot	o Title	State Funding	Federal Fu	nding Earmarked Funding	Restricted Fund	ing Total	Funding
1	<b>0103.000000.000</b>	5	501058	72		\$1,59	3,963.00	\$0.00	\$0.00	\$0.00	\$1,593,963.0
1	9500.050000.000	51	513000	53		\$55	7,887.00	\$0.00	\$0.00	\$0.00	\$557,887.0

• To submit the budget line items the user will click the tasks tab, and then click the Budget Line Items Complete button. This will send the items to the analyst for review. REVIEW your submission carefully before clicking the icon below.



### 3.3. Adding Additional Budget Request

• If necessary, the agency user can upload additional forms after the budget form packet has already been submitted. To do this, the user will navigate to the Agency Budget Year Executive Summary filter and click on the Agency Forms tab. The user will then click on the Upload additional Form button.

	ency Budget Year Executive Summary	Agency Budget Y				eloper	Tasks Develo	cutive Summary	File Agency Budget Year Exe
	irst Previous Next Last Object Object Object Navigation	First Previou. Object Object	Print R Print Preview Print	C Start a Discussion	Forms Documents	b Document	Subscribe	Refresh	Save and Close (Copy ) Save and New (Add to Copy ) Copy (Copy ) Add to Copy (Copy )
Created By: OBUNITY_SC					udget Year Actuals	dget Agency B	udget Year Base Budg	Agency Bu	Agency Budget Year Agency Fo
Created Date: 5/29/2020 12:09:21								ls	atus: Awaiting Line Item Deta
Print Complete Form Packet Upload Additional For									Agency Forms
S									
						Form	prity Fr	Drin	1000
								1110	Title

• A window will open asking the user to select the type of form they are creating.

•		
-Agency Form Upload:		
Select the type of request you wish to create:	B1 - Recurring Request B2 - Non-Recurring Request C - Capital Request D - Proviso Revision Request	Cancel
	Technical Form Other	

• The user will then fill out the form and click the Submit button.

Z FORM C - CAPITAL REQU	EST
Agency Priority	4
	Provide the Agency Priority Ranking from the Executive Summary
Title	ASI T
	Provide a birief, descriptive title for this request.
	General \$0.00
	Federal 90.00
Amount	Exmanded 90.00
An age of the second	Restricted: 90.00
	Total 90.00
	How much is requested for this project in the FaceN FaceY Res? This ensure thousd correspond to the total for all funding sources on the Executive Bummary.
CPIP Priority	
	Another the screen's CPIP plan war and screen's across with the first war in which the screen's CPIP. If not included in the assenv's CPIP if not included in the assenv's CPIP if not included in the assenv's CPIP.
	If the project involves a request for appropriated state funding, briefly describe the agency's contingency plan in the event that state funding is not made available in the amount requested.
Other Approvals	
	His sports are a response to the contract of the contract of the project to solutear (mission and contract of the project to solutear).
Long-Term Planning and Sustainability	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

# 3.4. Additional Funding Requests

## 3.4.1. Accessing Additional Funding Request

- To access additional funding, the user will click on the additional funding button in the ribbon.
  - This will open the additional funding window.



• The user must fill out any necessary funding information in the additional funding information tab.

				nditures Other Funds Revenue	ding Information* Other Funds Cash Higher Ed Exper	Additional Funding I
Budget Year					H030	Agency Code: H03
Created Date: 5/19/2020 3:12:07 PM					Commission On Higher Education	Agency Name: Com
Print Combined Other Funds					onal Funding Information	Additiona
						Funding Status
						Open
		agency Code				Agency Name*
		H030	9		On Higher Education	Commission On Hi
		ludget Year"			1	Agency Section
	hi .					11
				nation	y Additional Funding Contact Infor	Jagency A
						Agency Contact
		Agency Contact Email			t Phone Number	Agency Contact Pho
						Link To Fees

## 3.4.2. Other Funds Survey

- To access the Other Funds Survey Cash or Revenues, the user will click on the Other Funds Cash tab or Other Funds Revenues tab.
- The user can click on the Generate Cash Expenditures button to implement a copy of the expenditures currently in the system. \*DO NOT CLICK THIS BUTTON IF THERE IS DATA SHOWING. IT WILL DUPLICATE THE DATA.
   Alternatively, the user can click on the green '+' button to add new rows.
- To print the Other Funds Cash or Revenues the user will click on the Print button.

ne: Attorney General's Offi	ce				Created Date: 5/28/2020 3			
r Funds Cash					Print Cash Expenditures Generate Cash Exp			
					/ 🕫 S 🖻			
Fund Number	Fund Title	Year End Cash Balance	Total Expenditures	Percentage Of Expenditures	Describe in detail why the agency needs to carry forward a balance greater than one-sixth (16.5% = $6$			
30350000	OPERATING REVENUE	\$99,528.18	\$0.00	0.00	The ending cash balance is a combination of different revenue sources waiting to be pushed down to sub funds. This i 'holding' account for general revenue.			
30350006	LAW ENFORCE FD TCKT	\$1,304,691.38	\$265,844.40	490.77	The funds received from statute $14\cdot1\cdot212(e)$ is used for general ittigation and other operating expenses by the agency. The agency is dependent on this revenue to pay these operating expenses annually. Currently, all of the funds in this account are restri			
30350007	CIVIL LITIGATION	\$1,674,806.45	\$3,929,345.74	42.62	The Attorney General's Office utilizes civil itigation funds for 20% of the Agency's state personal services and fringe totaling over 3m annually. These positions include critically needed attorneys, law enforcement, support staff, and temporary position			
30350008	CLERK OF COURT	\$1,089.18	\$0.00	0.00	detail			
30350009	IDC RETAINED	\$385.92	\$0.00	0.00	details			
30350010	TOBACCO SETTLEMENT	\$2,939,000.28	\$435,932.78	674.19	These funds are used to support the efforts of diligent enforcement of the Tobacco Escrow Fund Act (Statute 11-48-er These efforts include personal services, fringe, operating and litigation expenses to enforce this act. Diligent enforcem of this			
30350011	COM CRIM LIT	\$500,000.00	\$0.00	0.00	Statutes 14-1-206(7), 14-1-207(7), 14-1-207(8) require a balance of 500k to be maintained in the fund to provide support counties involved in complex criminal litigation.			
30350012	BONDSMAN FEES	\$1,098.11	\$1,087.33	100.99	The funds generated per Section 38-53-100 support the State Grand Jury Clerk of Court. Carryforward is needed for ongoing operations of the Clerk of Court SGJ.			
30350014	VICTIM SERVICE FUNDS	\$18,281.15	\$0.00	0.00	These funds are utilized to support the outreach programs for victims of violent crimes. These are generally one time funds, therefore, carryforward is crucial to the assistance of these programs.			
30350051	OP REV-GRANTS EXT	\$60,903.74	\$4,054.53	1502.12	These funds are combined one time donations and non-state funded grants to support domestic violence, human 2 trafficing, drug abuse enforcement, and securities investor protection awareness in the State. Carryforward is crucial these efforts since the			
00070070	000 000000 (Tool (Tool)	A107700.00	00.00		These funds are forward to our office per Statute 34-39-150(D)(E) to assist in the cost to represent the state in deferre			

# 3.4.3. Higher Ed Expenditures

- To access the Higher Ed Expenditures, the user will click on the Higher Ed Expenditures tab. This tab is for lump sum agencies ONLY.
- The user will then click on the '+' button to open the Higher Ed data entry window.
   o Here the user can enter in the higher ed data and click save.

Agency Name: Commission On Higher E	ducation	🖨 I 🗿 🔹 I Additionalify			undingHigheEd – 🗆 🗙			Created Date: 5/19/2020 3:12:07			
\$ Higher Ed Expenditures		File AdditionalFundingHigherEd Save and Close (C Copy Object K A Subscribe (A File) (C Compose A B				Start a Discussion 🔮 Print			Print Higher Ed Expenditure		
		Save Delete	Add to - Refresh	History Documents	Forms Timport	Print Preview	Navigation			/ 🛛 S 🕀 + 🗙	
Funded Program	Program Title		Actions	History	Documenta Discussio	es Print		ked Amount	Restricted Amount	Total Amount	
		Higher Ed Information									
		AdditionalFundingHighe	wEd			c	5/19/2020 3:13:46 PM				
		\$ Higher Ed									
		Agency Code H030			Agency Name Commission On Higher Education						
		Funded Program		q	Program Title					A.	
		Commitment Item		9	Commitment Item Title						
		Approved?									
		Funding									
		General \$0.00	Federal \$0.00	Earmarked \$0.00	Restricted \$0.00	Total \$0.00					
<:										Show 100 V records	
					R						

### 3.4.4. Submitting Additional Funding Requests

• To submit additional funding requests, the user will click on the Submit Funding button in the ribbon.



## 3.5. Agency Common Errors

.

• **Related Request TBD:** the system will not allow a user to submit a form that has a related request of TBD. To fix this error, the user will need to navigate back to the form and select an existing related request.

Please check the following: Request: Recurring Request has a related request of TBD
DK
Form Packet Already Submitted: the agency will only be able to submit one
form packet a year. If the agency tries to submit a second form packet, they w



• **Priority Number Violation**: The priority number has already been used for the form packet. To fix this error the user will have to enter in a unique priority number.



• **Budget information does not balance**: The budget information does not balance, to fix this error the user will have to balance the line items and retry submission.

One or more Line Items still needs to be balanced. Please rebalance, then resubmit.

OK

• **Commitment Item Requires a Job**: The Line item detail will not be able to be submitted unless the commitment item has a job specified. To fix this the user will need to specify a job.\_\_\_\_\_



• **Bulk Import Failed**: When the user uploads an Excel file that does not match the correct format, they will be presented with a bulk import has failed error. To correct this the user must update the columns in the Excel file.

e bulk import has failed with the exception: System.Exception: No column header row detected in the file D500EBOParseBudgetLineItemDetails.D500EBOParseBudgetLineItemDetails.ReadExcelfile(Application app, WorkflowEventArgs args) in :line 313 D500EBOParseBudgetLineItemDetails.D500EBOParseBudgetLineItemDetails.OnWorkflowScriptExecute(Application app, WorkflowEventArgs args) in :line 70
DK

• **Review before marking as complete**: To avoid errors in submission, please double check each form by reviewing the printable packet before marking as complete. This will help prevent analysts from having to push back items for resubmission.