

EBO Budget Development System (BDS)

Agency User's Guide

Revised July 26, 2022

Technical Support or Questions contact
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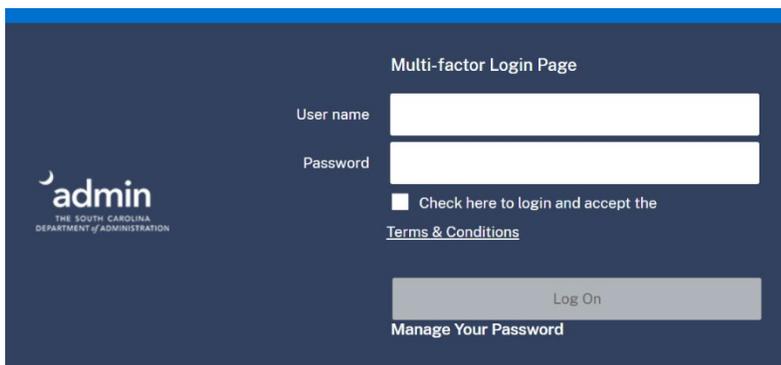
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2. General Budget Development System

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.



The screenshot shows a dark blue login page titled "Multi-factor Login Page". On the left is the "admin" logo for "THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION". On the right, there are input fields for "User name" and "Password". Below these is a checkbox labeled "Check here to login and accept the" with a link to "Terms & Conditions". At the bottom right, there is a "Log On" button and a link to "Manage Your Password".

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

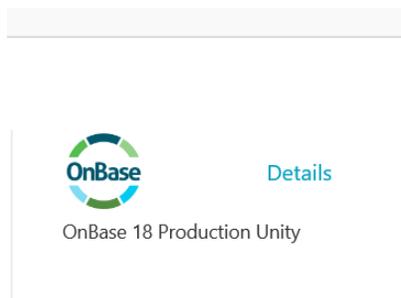


The screenshot shows a Duo authentication interface. On the left is the "SC EIS" logo and a sidebar with links: "What is this?", "Add a new device", "My Settings & Device", "Help Page?", and "Revised by Duo Security". The main area is titled "Choose an authentication method" and lists three options: "Duo Push (recommended)", "Call Me", and "Passcode". Each option has a corresponding green button: "Send Me a Push", "Call Me", and "Enter a Passcode".

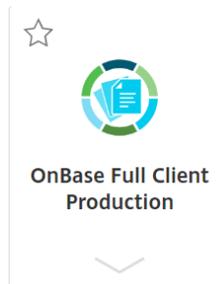
- If you get the following error message, see the section below for the instructions for Registering with Duo.

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

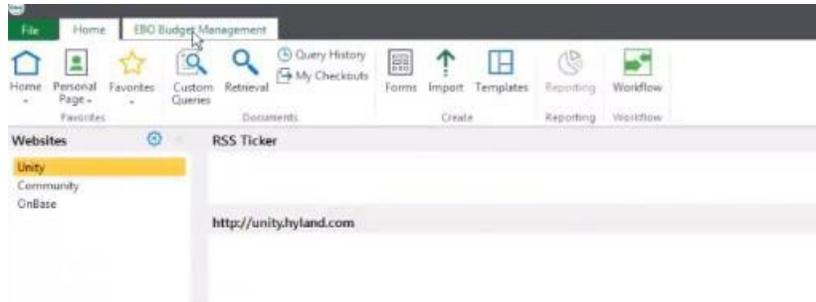
- Once logged on, the Citrix page with OnBase will appear. Depending on the user's role, there may be additional apps available to the user in Citrix.
- To access the Unity Client the user will click on the OnBase 18 Production Unity logo.



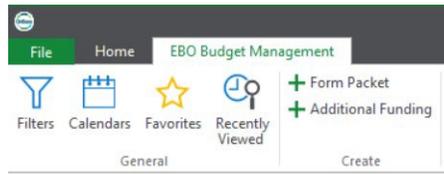
- If you see this logo instead, it is likely that you logged on using your SCEIS User ID. Please log off and log back in using your EBO BDS assigned User ID.



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



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



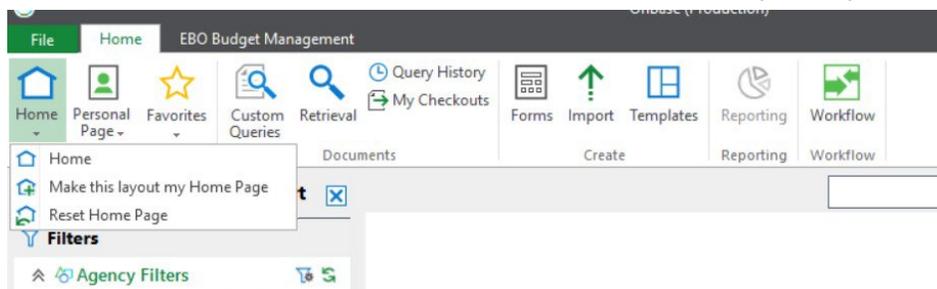
- The user will then see the list of available filters based on their user group(s).



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).

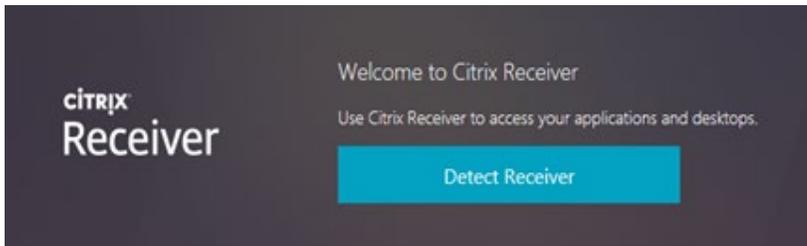
- To make the solution the user's permanent Home Page, go to the Home Tab and click the small black arrow under the house and choose Make this layout my Home Page.



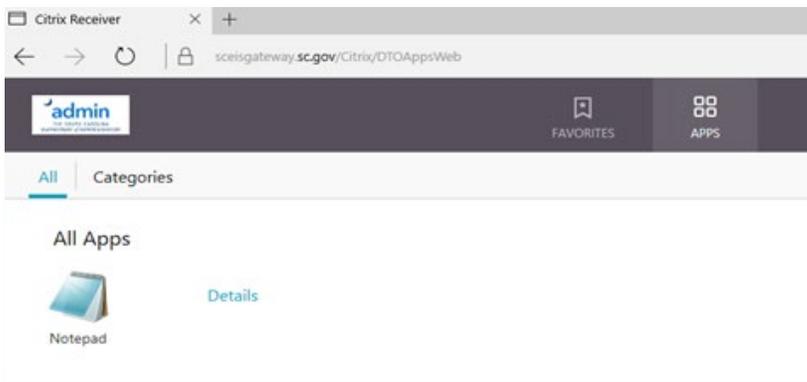
2.3. Downloading Citrix

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.

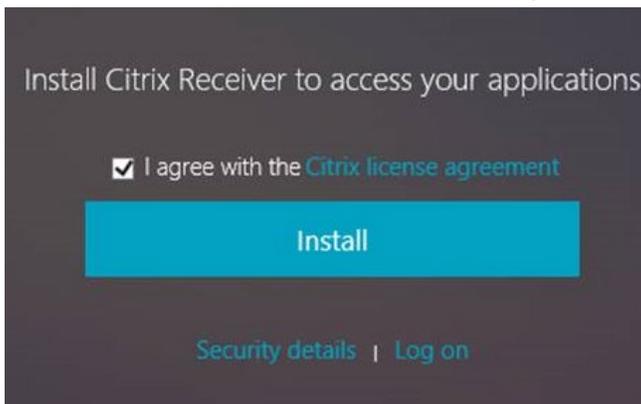
1. Click the **Detect Receiver** to allow Citrix to check your workstation to determine if Citrix Workspace is installed.



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



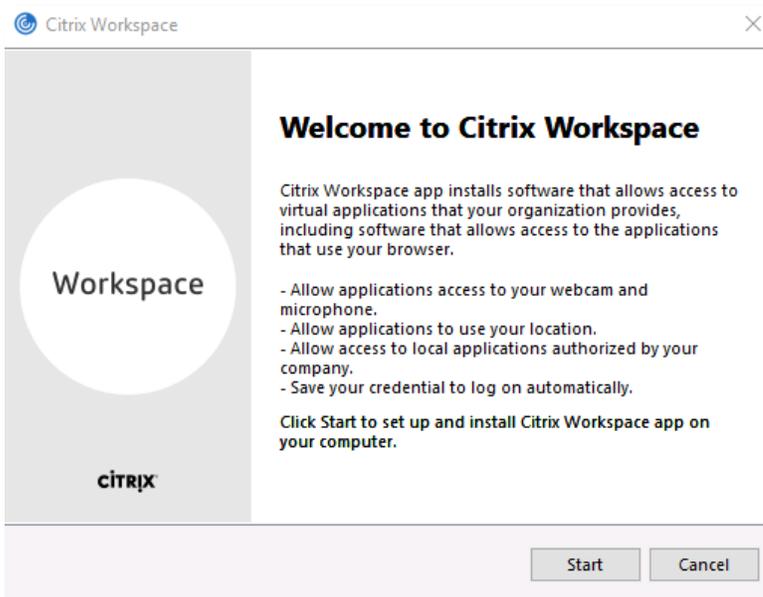
3. If Citrix Workspace is not installed, you will be prompted to install the application.
4. Check the box next to the Citrix license agreement notice, then click **Install**.



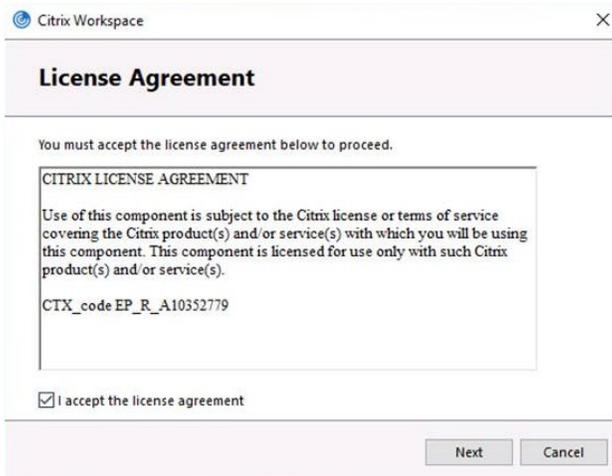
5. Click **Save**.
6. When the download completes, click **Run** to install the Citrix Workspace app.
7. If prompted for permission to install Citrix workspace, click **Yes**.



8. Click **Start** to proceed.



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 <https://sceismfa.sc.gov> 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).

SCEIS SC ENTERPRISE INFORMATION SYSTEM
THE SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION

Login Step 1

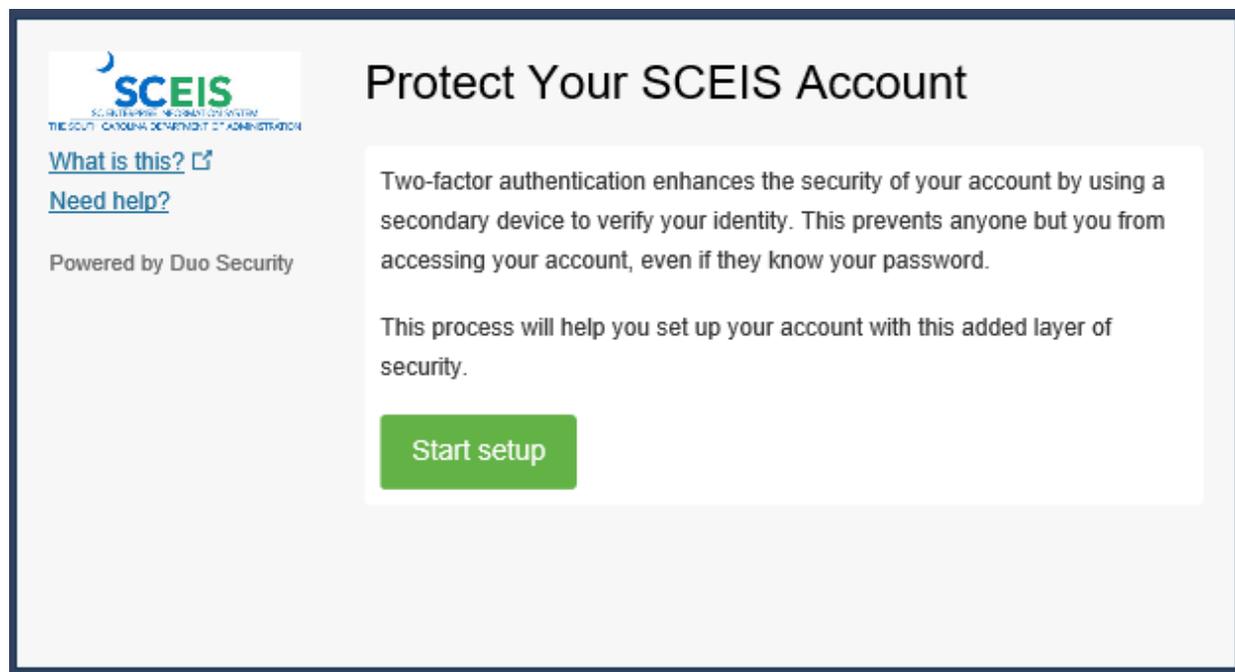
User name

Password

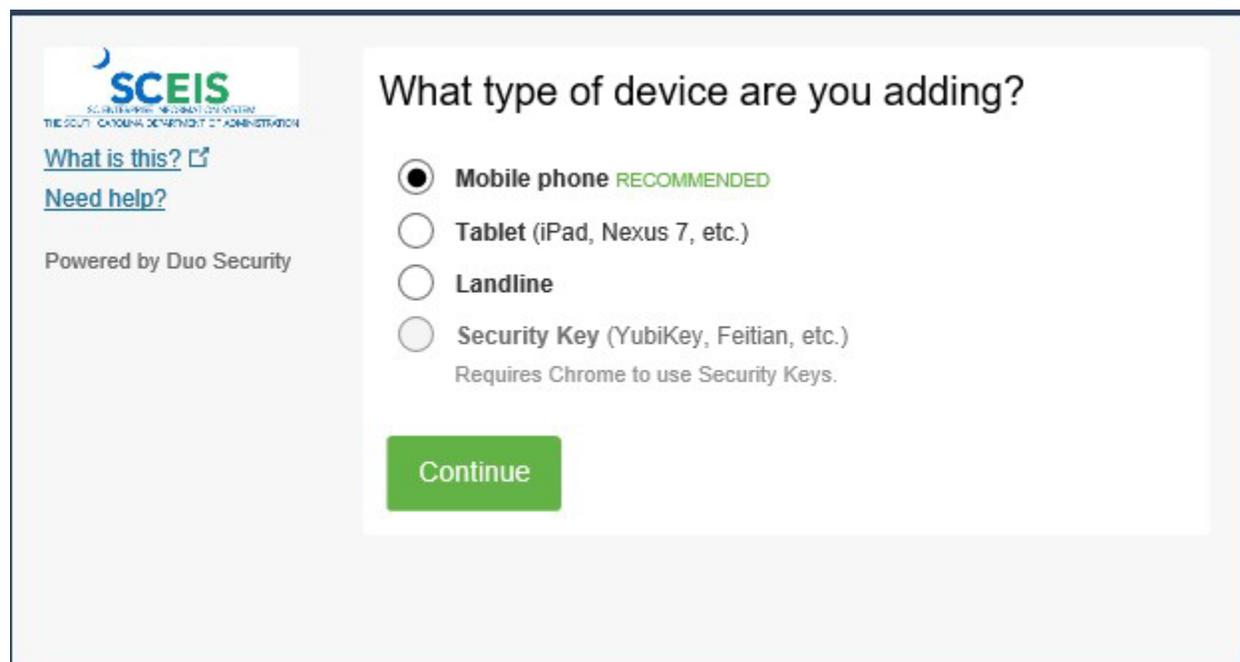
[Log On](#)

[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



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

SCEIS
SCOUTS CAROLINA DEPARTMENT OF ADMINISTRATION

[What is this?](#) [Need help?](#)

Powered by Duo Security

Enter your phone number

United States

+1 (717) 216-9983 ✓

Example: (201) 234-5678

You entered (717) 216-9983. Is this the correct number?

Back Continue

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.

SCEIS
SCOUTS CAROLINA DEPARTMENT OF ADMINISTRATION

[What is this?](#) [Need help?](#)

Powered by Duo Security

What type of phone is 717-216-9983?

iPhone

Android

Windows Phone

Other (and cell phones)

Back Continue

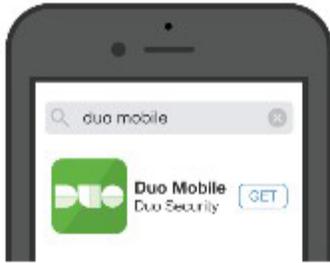


[What is this?](#)

[Need help?](#)

Powered by Duo Security

Install Duo Mobile for iOS



1. Launch the App Store app and search for "Duo Mobile".
2. Tap "Get" and then "Install" to download the app.

Back
I have Duo Mobile installed

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



[What is this?](#)

[Need help?](#)

Powered by Duo Security

My Settings & Devices

🍏 iOS 717-216-9983 JUST ADDED
Device Options

+ [Add another device](#)

Default Device: iOS 717-216-9983

When I log in: Ask me to choose an authentication method ▼

Saved
Continue to Login

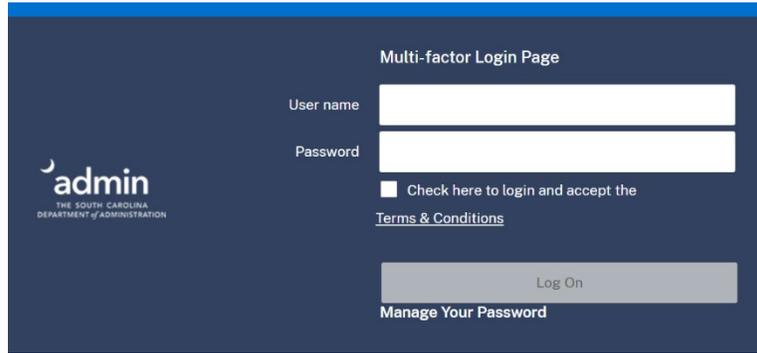
Click the Continue to Login button. Ensure the Ask me to choose an authentication method pulldown is selected.

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

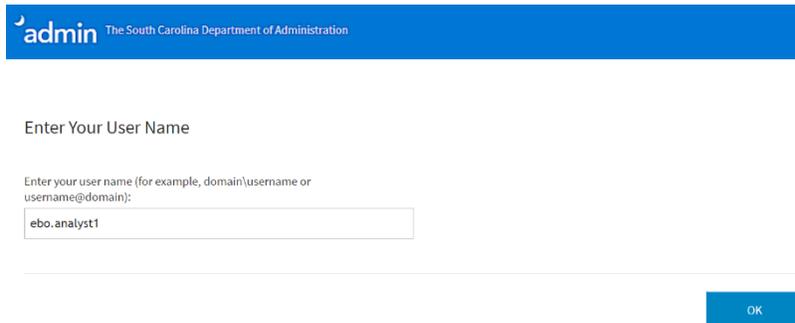
In most cases you will want DUO to “Send me a Push” option so click the Send me a push method

2.5.Changing a Password

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



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



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.



Manage My Profile

Manage my profile with Password Manager.



Forgot My Password

Set your new password by answering a series of private questions.



Manage My Password

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

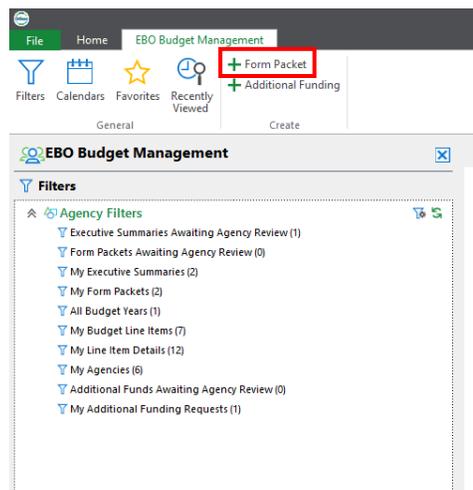
The sections below outline the interactions that an agency user will have with the Budget Development System.

3.1.Form Packet

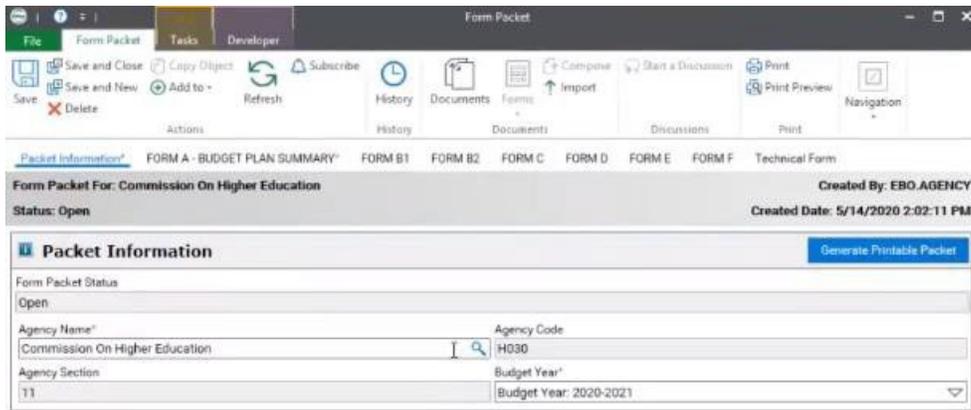
The sections below serve as a guide to creating a form packet, filling out budget forms, and submitting a from packet.

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.

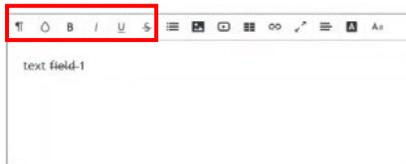


- The Packet Information tab will be auto filled based on the current budget year and the top agency the agency user is assigned to. The user can click on the magnifying glass under agency name to select a different agency if the user is assigned to multiple agencies, this will auto fill Agency Code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

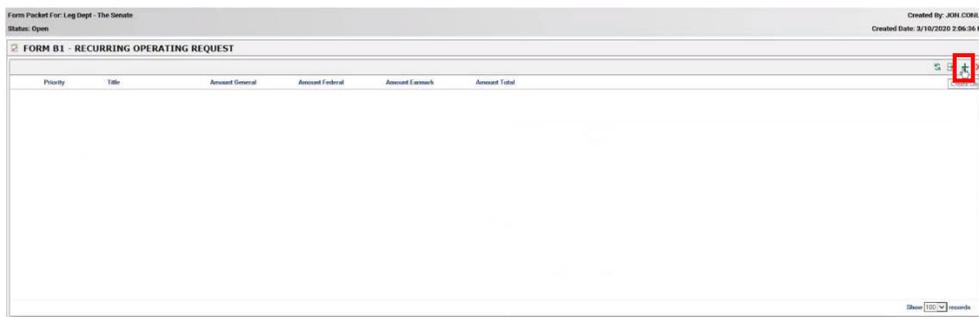


3.1.2. Filling out Budget Forms

- Form text fields allow for formatted text.



- 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.



- 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 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.

Packet Information: [FORM A - BUDGET PLAN SUMMARY](#) FORM B1 FORM B2 FORM C FORM D FORM E FORM F Technical Form

Form Packet For: Commission On Higher Education Created By: EBO.AGENCY
 Status: Open Created Date: 5/14/2020 2:02:11 PM

FORM A - BUDGET PLAN SUMMARY [Generate Printable Form](#)



Fiscal Year Agency Budget Plan

OPERATING REQUESTS (FORM B1)

NON-RECURRING REQUESTS (FORM B2)

CAPITAL REQUESTS (FORM C)

PROVISOS (FORM D)

Please identify your agency's preferred contacts for this year's budget process

	Name	Phone	Email
Primary Contact			
Secondary Contact			

For the Fiscal Year, my agency is (mark "X"):

Requesting General Fund Appropriations.

Requesting Federal/Other Authorization.

Not requesting any changes.

For the Fiscal Year, my agency is (mark "X"):

Requesting Non-Recurring Appropriations.

Requesting Non-Recurring Federal/Other Authorization.

Not requesting any changes.

For the Fiscal Year, my agency is (mark "X"):

Capital Projects Request

No Changes

For the Fiscal Year, my agency is (mark "X"):

Requesting a new proviso and/or substantive changes to existing provisos.

Only requesting technical proviso changes (such as date references).

Not requesting any proviso changes.

Form B1 and B2

Packet Information: FORM A - BUDGET PLAN SUMMARY | **FORM B1** | FORM B2 | FORM C | FORM D | FORM E | FORM F | Technical Form

Form Packet For: Sea Grant Consortium Created By: EBO.AGENCY
 Status: Open Created Date: 5/14/2020 2:09:09 PM

FORM B1 - RECURRING OPERATING REQUEST

Priority	Title	Amount General	Amount Federal	Amount Earmark	Amount Restricted	Amount Total
1	Recurring Request	\$1.00	\$2.00	\$3.00	\$4.00	\$10.00

1 - 1 of 1 records Show 100 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

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 change in requested appropriations for fiscal year?

General: 1.00
 Federal: 2.00
 Earmarked: 3.00
 Restricted: 4.00
 Total: 10.00

New Positions

Please provide the total number of new positions needed for this request.

Factors Associated With The Request

Factor Name
HR/Personnel Related
Related to a Non-Recurring request - If so, select related request below

1 - 2 of 2 records Show 100 records

Related Request

Statewide Enterprise Strategic Objective

TBD FormBase
< None >
Clear relationship

Accountability Of Funds

What specific strategy as outlined in the Fiscal Year Strategic 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 - CAPITAL REQUEST [Generate 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.

Amount:

General:	\$100,000.00
Federal:	\$0.00
Earmarked:	\$0.00
Restricted:	\$0.00
Total:	\$100,000.00

How much is requested for this project in the Fiscal Year?

CPIP Priority: text

Identify the project's CPIP plan year and priority number, along with the first year in which the project was 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 contingency plan in the event that state funding is not made available in the amount requested.

Other Approvals: [Redacted]

What approvals have already been obtained? Are there additional approvals that must be secured in order 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 - PROVISIO REVISION REQUEST

Form Type: Form D

Created By: EBO.AGENCY
Created Date: 5/14/2020 2:14:47 PM

FORM D - PROVISIO REVISION REQUEST

Generate Printable Form **Generate Word Form**

Number: 1234567890
Cite the proviso according to the renumbered list for the Fiscal 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.

Other Agencies Affected: test1
Which other agencies would be affected by the recommended action? How?

Summary & Explanation: test2
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.

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

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

FORM D - PROVISIO REVISION REQUEST

NUMBER 1234567890
Cite the proviso according to the renumbered list for FY 2020-21 (or mark "NEW").

TITLE Form D Example
Provide the title from the FY 2019-20 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 FY 2020-21? If so, cite it here.

REQUESTED ACTION Add
Choose from: Add, Delete, Amend, or Codify.

OTHER AGENCIES AFFECTED test1
Which other agencies would be affected by the recommended action? How?

SUMMARY & EXPLANATION test2

Form E and F

- If the user fills out the title field on form E or F the form will enforce required fields to be filled out to submit the form packet.

Packet Information: FORM A - BUDGET PLAN SUMMARY, FORM B1, FORM B2, FORM C, FORM D, **FORM E**, FORM F, Technical Form

Form Packet For: Sea Grant Consortium

Status: Open

Created By: EBO AGENC
Created Date: 5/14/2020 2:09:09 PM

FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN Generate Printable Form

Title: Form E Test

Amount: 100.00

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 EBO.

Associated FTE Reductions

How many FTEs would be reduced in association with this General Fund reduction?

Program/Activity Impact

What programs or activities are supported by the General Funds identified?

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: Provide a brief, descriptive title for this request.

Form Type: Please Select a Type of Technical Form

Amount:

General:	90.00
Federal:	90.00
Earmarked:	90.00
Restricted:	90.00
Total:	90.00

How much is requested for this project in the Fiscal Year? This amount should correspond to the total for all funding sources on the Executive Summary.

General:	0.00
Federal:	0.00
Earmarked:	0.00
Restricted:	0.00
Total:	0.00

New Positions: Please provide the total 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

Form Type: Allocation, **Realignment**, Restructure, < None >

3.1.3. Submitting a Form Packet

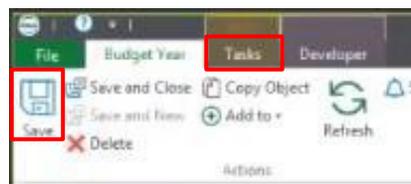
- To submit a Form Packet, the agency user will navigate to the tasks tab and click the Submit button. REVIEW submission carefully before clicking the icon below.



- 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.

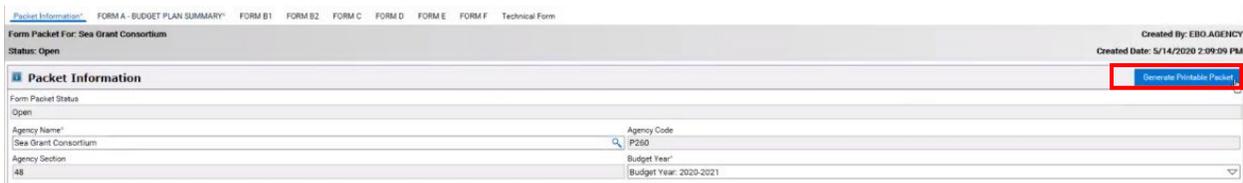
Agency Code	Agency Name	Budget Year	Form Packet Status	Last Status Update
E200	Attorney General's Office	Budget Year: final test	Completed	5/28/2020 2:37 PM
P260	Sea Grant Consortium	Budget Year: final test	Completed	5/29/2020 12:09 PM

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.



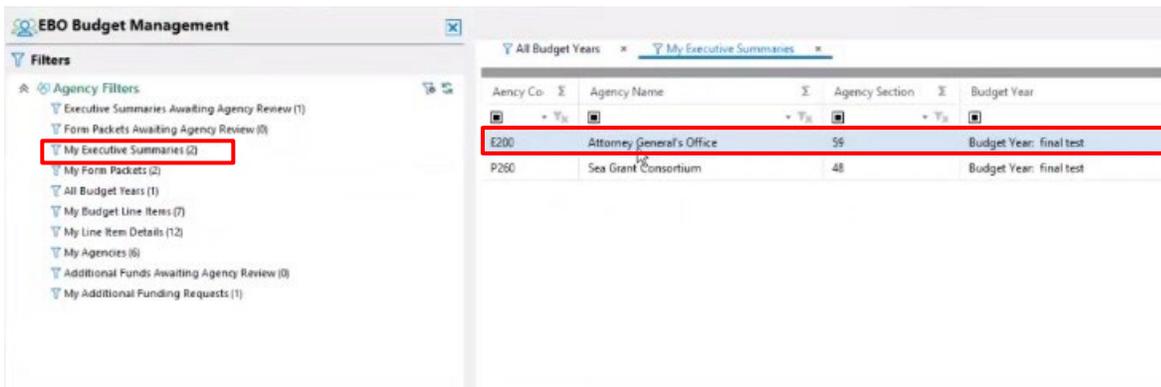
- **Printable Form Packet:** To generate a printable form for the entire packet, the user will navigate to the Packet Information tab and click on the Generate Printable Packet button. This will open the PDF version of the form packet.



The screenshot shows a web interface for "Packet Information". At the top, there are navigation tabs: "Packet Information", "FORM A - BUDGET PLAN SUMMARY", "FORM B1", "FORM B2", "FORM C", "FORM D", "FORM E", "FORM F", and "Technical Form". The main content area is titled "Form Packet For: Sea Grant Consortium" and "Status: Open". On the right side, it says "Created By: EBO AGENCY" and "Created Date: 5/14/2020 2:09:09 PM". Below this, there is a "Packet Information" section with a "Generate Printable Packet" button highlighted in red. The form contains fields for "Form Packet Status" (Open), "Agency Name" (Sea Grant Consortium), "Agency Code" (P260), "Agency Section" (48), and "Budget Year" (2020-2021).

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.



The screenshot shows the "EBO Budget Management" interface. On the left, there is a "Filters" sidebar with "My Executive Summaries (2)" highlighted in red. The main area displays a table of budget items. The table has columns for "Agency Co.", "Agency Name", "Agency Section", and "Budget Year". The first row is highlighted in red and contains the following data:

Agency Co.	Agency Name	Agency Section	Budget Year
E200	Attorney General's Office	56	Budget Year: final test
P260	Sea Grant Consortium	48	Budget Year: final test

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.

Agency Budget Year Agency Forms Agency Budget Year Base Budget Agency Budget Year Actuals

Executive Summary For: Attorney General's Office Created By: OBRUNTY_SCHED
Created Date: 5/28/2020 2:37:50 PM

Status: Complete Executive Summary Locked?

Agency Budget Information

Budget Year:

Executive Summary Status:

Agency Name: Attorney General's Office Agency Code: E200 Agency Section: 59

Funding Total				
State	Federal	Earmarked	Restricted	Total
\$7,035,000.00	\$20,000,000.00	\$0.00	\$0.00	\$27,035,000.00

FTEs Total				
State	Federal	Earmarked	Restricted	Total
3.00	0.00	0.00	0.00	3.00

Executive Budget Summary [Import Line Item Details](#) [Print Executive Summary](#)

Agency Code	Agency Name	Budget Year	Form Type	Priority	Title	Total Requested	Total Current Amount	Balance?	FT
E200	Attorney General's Office	Budget Year: final test	Form B1	1	Stability Funding	\$3,000,000.00	\$3,000,000.00	Yes	
E200	Attorney General's Office	Budget Year: final test	Form B2	2	IT and Infrastructure	\$3,600,000.00	\$3,600,000.00	Yes	
E200	Attorney General's Office	Budget Year: final test	Form B1	3	Deputy Director CVS	\$115,000.00	\$115,000.00	Yes	
E200	Attorney General's Office	Budget Year: final test	Form B1	4	Atty State Grand Jury	\$220,000.00	\$220,000.00	Yes	
E200	Attorney General's Office	Budget Year: final test	Form B1	5	Increase Federal Auth	\$20,000,000.00	\$20,000,000.00	Yes	
E200	Attorney General's Office	Budget Year: final test	Allocation	A	Allocations	\$100,000.00	\$100,000.00	Yes	

1 - 6 of 6 records Show 100 records

- 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.

Agency Code	Agency Name	Form Type	Priority	Title	Total Requested	Total Current Amount	Balance?	FTE Total Current Count	FTE To
P200	See Grant Consortium	Form B1	1	Recurring Request	\$10.00	\$0.00	No	0.00	0.00
P200	See Grant Consortium	Form B2	2	Non-Recurring Request	\$10.00	\$0.00	No	0.00	0.00
P200	See Grant Consortium	Form C	3	Capital Request	\$100,000.00	\$0.00	No	0.00	0.00

Line Item Detail Information

Detail For: Recurring Request Created By: EBO.AGENCY
Created Date: 5/14/2020 2:36:14 PM

Budget Line Item Detail Information

Agency Priority	Request Title
1	Recurring Request
Funded Program	Program
9500.050000.000	State Employer Contributions
Commitment Item	Commitment Item
501040	New Agency Head
Job Title	Job ID
Accountant/Fiscal Analyst II	30000249

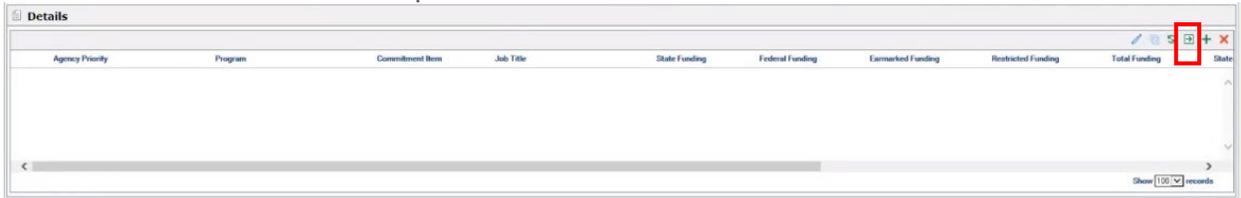
Funding	Federal	Ex-empted	Restricted	Total
State	\$1.00	\$2.00	\$3.00	\$4.00
FTEs	1.00	2.00	4.00	10.00

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.

Agency Priority	Program	Commitment Item	Job Title	State Funding	Federal Funding	Ex-empted Funding	Restricted Funding	Total Funding	State

3. Importing List:

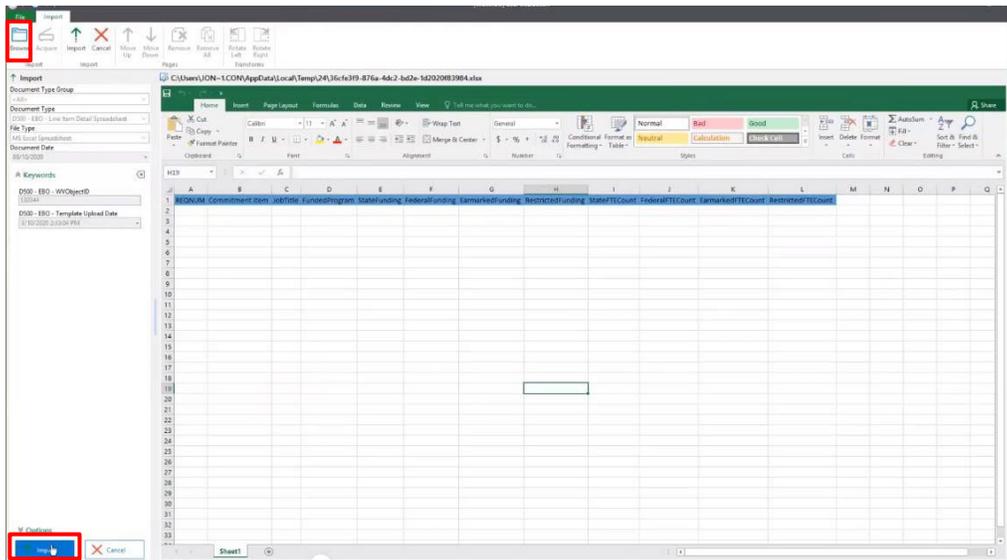
- The user will click on the arrow button in the details section to export the excel template.



- 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.



- 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.



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

Budget Year: _____
Budget Year: final test

Agency Name: Attorney General's Office Agency Code: E200 Agency Section: 59

Description: _____
Title: Stability Funding Form Type: Form B1 Agency Priority: 1 FormID: 919

Funding Balancing				
State Requested	Federal Requested	Earmarked Requested	Restricted Requested	Total Requested
\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00
State Current Amount	Federal Current Amount	Earmarked Current Amount	Restricted Current Amount	Total Current Amount
\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00
Amounts Balance?	Amounts Balance?	Amounts Balance?	Amounts Balance?	Totals Balance?
Yes	Yes	Yes	Yes	Yes

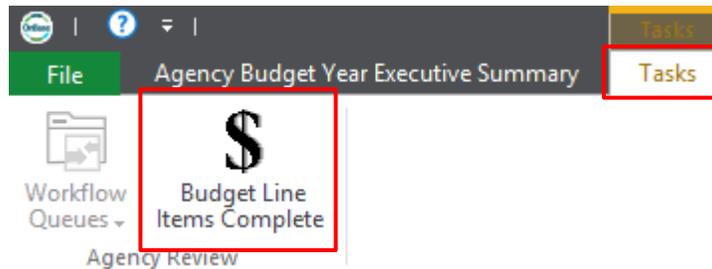
FTE Balancing				
State Requested	Federal Requested	Earmarked Requested	Restricted Requested	Total Requested
0.00	0.00	0.00	0.00	0.00
State Current	Federal Current	Earmarked Current	Restricted Current	Total Current
0.00	0.00	0.00	0.00	0.00
Amounts Balance?	Amounts Balance?	Amounts Balance?	Amounts Balance?	Totals Balance?
Yes	Yes	Yes	Yes	Yes

Line Item Detail Count: 3

Details

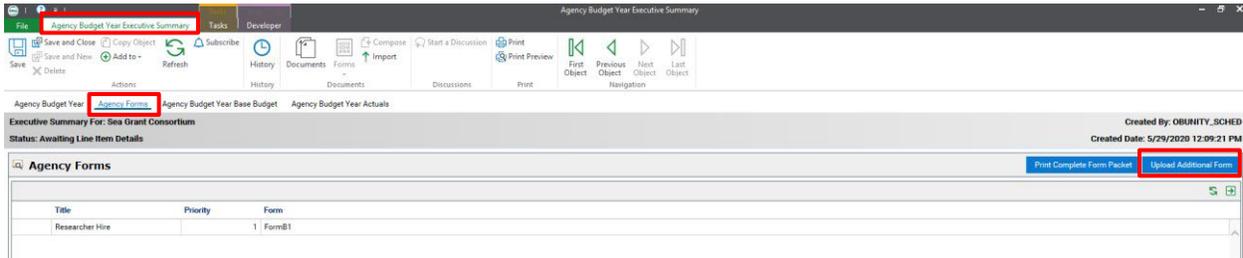
Agency Priority	Program	Commitment Item	Job Title	State Funding	Federal Funding	Earmarked Funding	Restricted Funding	Total Funding
1	0103.000000.000	501008		\$1,593,963.00	\$0.00	\$0.00	\$0.00	\$1,593,963.00
1	9500.050000.000	913000		\$557,887.00	\$0.00	\$0.00	\$0.00	\$557,887.00
1	0103.000000.000	512001		\$848,150.00	\$0.00	\$0.00	\$0.00	\$848,150.00

- 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.

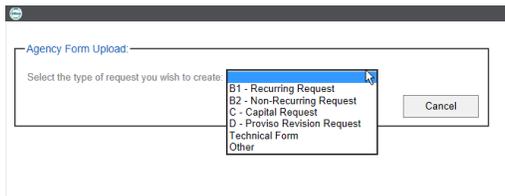


3.3. Adding Additional Budget Request

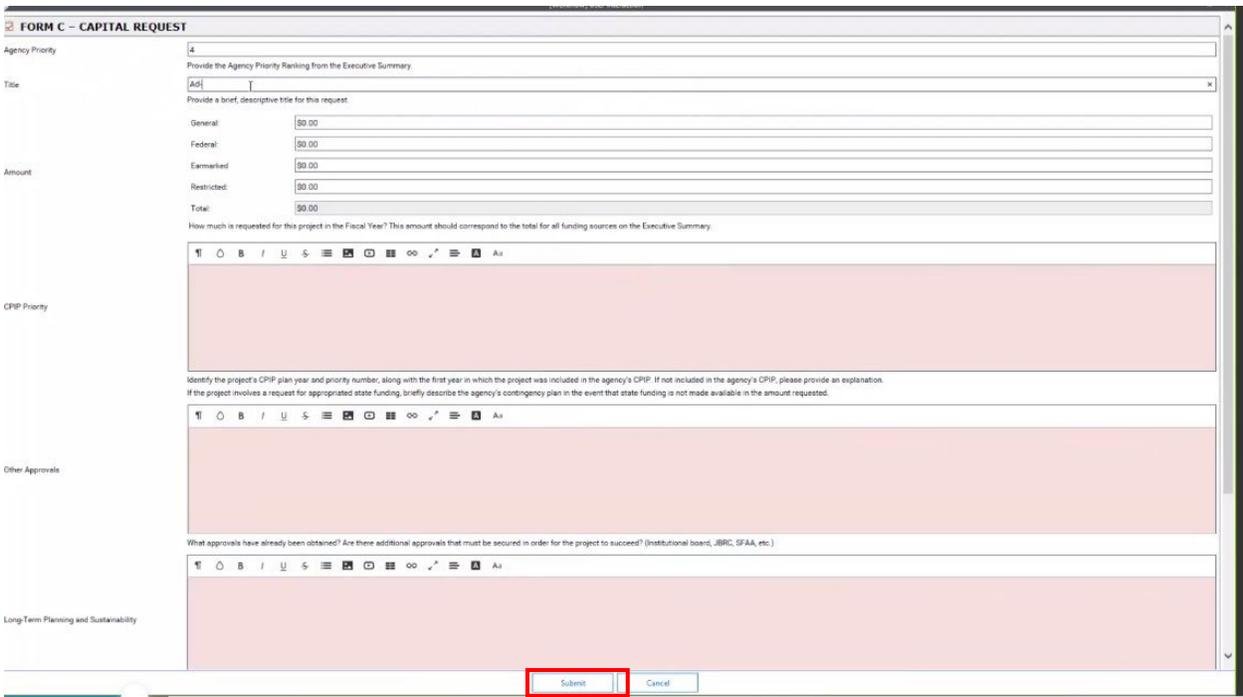
- If necessary, the agency user can upload additional forms after the budget form packet has already been submitted. To do this, the user will navigate to the Agency Budget Year Executive Summary filter and click on the Agency Forms tab. The user will then click on the Upload additional Form button.



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



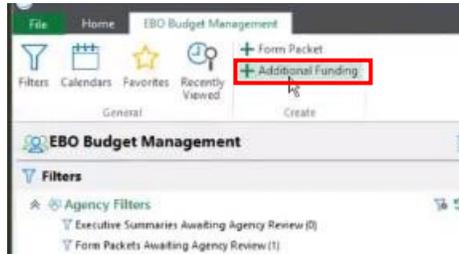
- The user will then fill out the form and click the Submit button.



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.

A screenshot of the 'Additional Funding Information' form in the EBO Budget Management application. The form is displayed in a window with a title bar that includes 'Additional Funding Information' (highlighted with a red box), 'Other Funds Cash', 'Higher Ed Expenditures', and 'Other Funds Revenue'. The form contains the following fields:

- Agency Code:** H030
- Agency Name:** Commission On Higher Education
- Budget Year:** 2020
- Funding Status:** Open
- Agency Name*:** Commission On Higher Education
- Agency Code:** H030
- Agency Section:** 11
- Budget Year*:** 2020
- Agency Contact:** (empty field)
- Agency Contact Phone Number:** (empty field)
- Agency Contact Email:** (empty field)
- Link To Fees:** (empty field)

A 'Print Combined Other Funds' button is located in the top right corner of the form. The form is set against a light gray background with a white border.

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.

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 is a holding account for general revenue.
30350006	LAW ENFORCE FD TOKT	\$1,304,691.38	\$265,644.40	490.77	The funds received from statute 14-1-212(a) is used for general litigation 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 rest!
30350007	CIVIL LITIGATION	\$1,674,806.45	\$3,929,345.74	42.62	The Attorney General's Office utilizes civil litigation funds for 20% of the Agency's state personal services and fringe totaling over 2m 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 et al). These efforts include personal services, fringe, operating and litigation expenses to enforce this act. Diligent enforcement 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 to 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 trafficking, drug abuse enforcement, and securities investor protection awareness in the State. Carryforward is crucial to these efforts since the
30350052	BORI PROSECUTION FDS	\$197,500.00	\$0.00	0.00	These funds are forward to our office per Statute 34-39-150(D)(E) to assist in the cost to represent the state in deferred presentment litigation.

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.
 - Here the user can enter in the higher ed data and click save.

Higher Ed Expenditures

Created By: EBO AGENCY
5/19/2020 3:13:46 PM

Agency Code: H030
Agency Name: Commission On Higher Education

Funded Program: []
Program Title: []

Commitment Item: []
Commitment Item Title: []

Approved? []

Funding	Federal	Earmarked	Restricted	Total
General	\$0.00	\$0.00	\$0.00	\$0.00

3.4.4. Submitting Additional Funding Requests

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



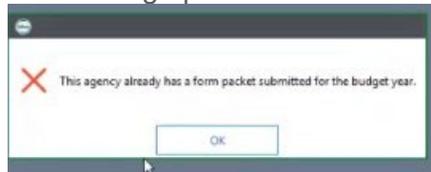
3.5. Agency Common Errors

- **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.

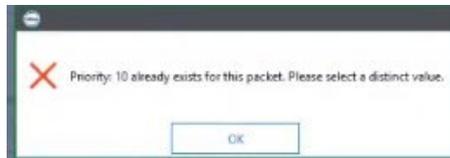
Please check the following:
Request: Recurring Request has a related request of TBD



- **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 will be presented with the error message pictured below.



- **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.



- **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.

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

OK

- **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.