

# Agency Budget Request Submission Instructions

## Purpose

- Provide directions to the Agency Administrator on how to submit an agency's request.

## Getting Started

The process for submitting an agency's budget has two steps:

1. Verify that the request passes all Balance Checking and edits as defined.
2. Submit the request in the system.

## Verify the Request

On the left-margin menu, under "Administration", click "Balance Checking".

**Administration**

- Support Tables
- Security
- User Options
- Balance Checking
- Umbrella Programs

- **Budget Cycle** defaults to the current cycle.
- Select **Agency** and **Version** from the options that have been assigned to you.
- Select **Check All**.

**Balance Checking Status** »View Only

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY VERSION

Please select one or more of the following to perform balance checking.

Check All (Required for final submission)

Narratives	Operating Budget Request	Capital Construction/Building Renewal	Information Technology
<input checked="" type="checkbox"/> Agency Narrative	<input checked="" type="checkbox"/> Base Appropriation	<input checked="" type="checkbox"/> Request Summary	<input checked="" type="checkbox"/> IT Project Proposal
<input checked="" type="checkbox"/> Program Narrative	<input checked="" type="checkbox"/> Issue Details	<input checked="" type="checkbox"/> Reaffirmations	<input checked="" type="checkbox"/> IT Agency Summary
<input checked="" type="checkbox"/> Division Narrative	<input checked="" type="checkbox"/> Budget Modifications	<input checked="" type="checkbox"/> Cap. Const. Projects	
	<input checked="" type="checkbox"/> Funds Analysis	<input checked="" type="checkbox"/> Building Renewal Projects	

- Click on  to initiate the balance checking process.

Once complete, the screen will update and look similar to this:

**Note:** **Global Status** must have a green check mark . If a red 'X' icon  appears then all fatal conditions must be resolved before the version can be submitted.

**Balance Checking Status** »View Only

**Global Status:** 

Budget Cycle: 2017-2019 Agency: 065 - ADMINISTRATIVE SERVICES Version: A1 - AGENCY VERSION

Please select one or more of the following to perform balance checking.

Check All (Required for final submission)

Narratives	Operating Budget Request	Capital Construction/Building Renewal	Information Technology
<input checked="" type="checkbox"/> Agency Narrative	<input checked="" type="checkbox"/> Base Appropriation	<input checked="" type="checkbox"/> Request Summary	<input checked="" type="checkbox"/> IT Project Proposal
<input checked="" type="checkbox"/> Program Narrative	<input checked="" type="checkbox"/> Issue Details	<input checked="" type="checkbox"/> Reaffirmations	<input checked="" type="checkbox"/> IT Agency Summary
<input checked="" type="checkbox"/> Division Narrative	<input checked="" type="checkbox"/> Budget Modifications	<input checked="" type="checkbox"/> Cap. Const. Projects	
	<input checked="" type="checkbox"/> Funds Analysis	<input checked="" type="checkbox"/> Building Renewal Projects	

Display :  Show FataIs  Show Warnings  Show Success

Narratives	Base Appropriation	Issues	Budget Modifications	Funds Analysis	CC Request Summary	CC Reaffirmations	CC Project Requests
CC Building Renewals	IT Project Proposal	IT Agency Summary					

- Click on each tab to see the results of the specific area. All  must be resolved for the **Global Status** to turn green.

# Agency Budget Request Submission Instructions

## Submit the Request

On the left-margin menu, under the Administration section, click "Support Tables".

- Select your **Agency**.
- Click on the **Versions** tab.
- Click on the version to be submitted under the Description (Select Version) column.

**Manage Support Tables - Agencies** ?

Budget Cycle: 2017-2019

• Agencies Major Accounts Object Codes Job Codes Funds Grants Narratives Proj Codes Proj Types

• Versions Programs Divisions Projects Assets Funds Grants Object Codes

**Agency**

Description: DEPT OF ADMINISTRATIVE SERVICES  
Code: 065

**Versions** Create Version Copy Versions Merge Versions

Description (Select Version)	Lock Status	Balance Checking Status	Submitted?
» A1 - AGENCY VERSION	Unlocked	Passed	No

**Version** »View Only

Description: AGENCY VERSION  
Type: A  
Number: 1  
Active:

Edit Lock Submit Request

Budget Request Documents: [OBR][CCBR]

- Confirm the **Balance Checking Status** is **Passed**.
- Finally, click on .
- Once the system has completed the process, the version will be locked and shown as **Submitted**.
  - **NOTE:** Only the State Budget Division may unlock a submitted version. Once unlocked, the version will need to once again pass Balance Checking to be re-submitted.