

# 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".

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

**Administration**

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

**Balance Checking Status** »View Only



Budget Cycle:  Agency:  Version:

Please select one or more of the following to perform balance checking.  Check All (Required for final submission)

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

Budget Cycle:  Agency:  Version:


Please select one or more of the following to perform balance checking.  Check All (Required for final submission)

**Global Status:** 

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

Budget Cycle: 2023-2025

Agencies Major Accounts Object Codes Job Codes Bargaining Units Issues Funds Grants Narratives Screen Settings Bud Mod Settings Base Appr Settings Proj Codes Proj Types Argus Services

Versions Programs Divisions Projects Assets Funds Grants Object Codes

Agency

Description: DEPT OF ADMINISTRATIVE SERVICES  
Code: 065

Versions Create Version Copy Versions Merge Versions »View Only

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

Version

Description: AGENCY REQUEST  
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.