

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>Narratives</p> <input checked="" type="checkbox"/> Agency Narrative <input checked="" type="checkbox"/> Program Narrative <input checked="" type="checkbox"/> Division Narrative	<p>Operating Budget Request</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>Capital Construction/Building Renewal</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>Information Technology</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

Global Status:

Budget Cycle: Agency: Version:

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

<p>Narratives</p> <input checked="" type="checkbox"/> Agency Narrative <input checked="" type="checkbox"/> Program Narrative <input checked="" type="checkbox"/> Division Narrative	<p>Operating Budget Request</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>Capital Construction/Building Renewal</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>Information Technology</p> <input checked="" type="checkbox"/> IT Project Proposal <input checked="" type="checkbox"/> IT Agency Summary
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Display : Show Fatales Show Warnings Show Success

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

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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: 2025-2027

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 REQUEST	Unlocked	Passed	No

- Confirm the Balance Checking Status is **Passed**.
- Finally, click on Submit Request.
- 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.