Base Appropriation Instructions
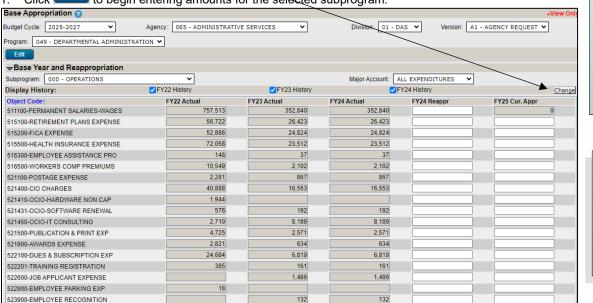
Purpose
➤ To provide a detailed breakdown, by Object Code, of the base appropriation and personal services limitation (PSL), as authorized by a budget bill and/or an A-Bill. The Base Appropriation screen also provides for the identification of the base appropriation by fund type for each of Operations and Government Aid.

Getting Started
In the left-margin menu, under **Base**, click **Appropriation**.

- *Budget Cycle* defaults to the current cycle.
- Select *Agency*, *Division* (if applicable), *Version*, *Program* and *Subprogram* from the options that have been assigned to you (see Time-Saver Tip on the right margin).
- Select a *Major Account*.
- Expenditure history at the selected *Major Account* level is displayed. Unchecking the *FY22*, *FY23* or *FY24 History* boxes and clicking [Change] removes those columns from the display (also see Screen Tip on the right margin). **NOTE:** FY24 Actual will not be available until early July 2024.

1. Click [Edit] to begin entering amounts for the selected subprogram.

Base Appropriation					»View Only
Budget Cycle: 2025-2027	Agency: 065 - ADMINISTRATIVE SERVICES		Division: 01 - DAS	Version: A1 - AGENCY REQUEST	
Program: 049 - DEPARTMENTAL ADMINISTRATION					
[Edit]					
▽Base Year and Reappropriation					
Subprogram: 000 - OPERATIONS			Major Account: ALL EXPENDITURES		
Display History:	☑FY22 History	☑FY23 History	☑FY24 History		Change
Object Code↑	FY22 Actual	FY23 Actual	FY24 Actual	FY24 Reappr	FY25 Cur. Appr
511100-PERMANENT SALARIES-WAGES	757,513	352,840	352,840		0
515100-RETIREMENT PLANS EXPENSE	56,722	26,423	26,423		
515200-FICA EXPENSE	52,886	24,824	24,824		
515500-HEALTH INSURANCE EXPENSE	72,058	23,512	23,512		
516300-EMPLOYEE ASSISTANCE PRO	148	37	37		
516500-WORKERS COMP PREMIUMS	10,549	2,102	2,102		
521100-POSTAGE EXPENSE	2,281	867	867		
521400-CIO CHARGES	40,888	16,553	16,553		
521410-OCIO-HARDWARE NON CAP	1,944				
521431-OCIO-SOFTWARE RENEWAL	576	192	192		
521450-OCIO-IT CONSULTING	2,710	8,189	8,189		
521500-PUBLICATION & PRINT EXP	4,725	2,571	2,571		
521900-AWARDS EXPENSE	2,821	634	634		
522100-DUES & SUBSCRIPTION EXP	24,684	6,819	6,819		
522201-TRAINING REGISTRATION	385	161	161		
522600-JOB APPLICANT EXPENSE		1,486	1,486		
522900-EMPLOYEE PARKING EXP	18				
523900-EMPLOYEE RECOGNITION		132	132		

2. Enter **FY24 Re-appropriation** and **FY25 Current Appropriation** for each Object Code. Note that negative numbers are not permitted.
   - *FY24 Reappr* should equal the allocation to this subprogram of the program's unexpended balance of FY 2023-24 appropriation (i.e. reappropriations and encumbrances).
   - *FY25 Cur Appr* is the new appropriation authority allocated to the subprogram as authorized by a budget bill and/or an A-Bill. Re-appropriations and encumbrances should be included in the FY24 Reappr column. Federal or cash fund appropriation authority administratively provided for FY25 by the State Budget Division should not be included. The sum of allocations to subprograms must equal legislative appropriations to the program for each fund type.
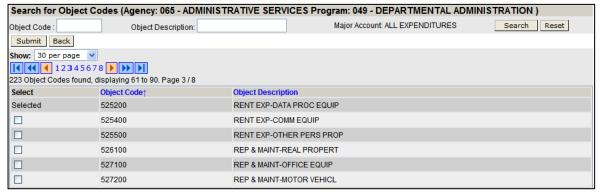
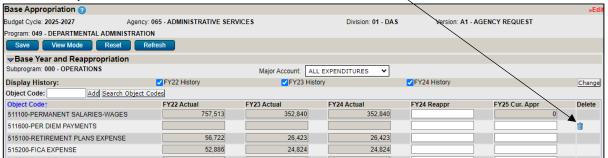| Base Appropriation					»View Only
Budget Cycle: 2025-2027	Agency: 065 - ADMINISTRATIVE SERVICES		Division: 01 - DAS	Version: A1 - AGENCY REQUEST	
Program: 049 - DEPARTMENTAL ADMINISTRATION					
[Edit]					
▽Base Year and Reappropriation					
Subprogram: 000 - OPERATIONS			Major Account: ALL EXPENDITURES		
Display History:	☑FY22 History	☑FY23 History	☑FY24 History		Change
Object Code↑	FY22 Actual	FY23 Actual	FY24 Actual	FY24 Reappr	FY25 Cur Appr
511100-PERMANENT SALARIES-WAGES	757,513	352,840	352,840		0
515100-RETIREMENT PLANS EXPENSE	56,722	26,423	26,423		
515200-FICA EXPENSE	52,886	24,824	24,824		
515500-HEALTH INSURANCE EXPENSE	72,058	23,512	23,512		
516300-EMPLOYEE ASSISTANCE PRO	148	37	37		

- **Base Year and Reappropriation** and **Funding** sections will collapse or expand by clicking the blue triangle icon.
- **NOTE:** The Object Code 511100-Permanent Salaries-Wages for FY25 Cur Appr is shaded, indicating it cannot be edited and is linked to the **Permanent Salaries Base** screen.

3. At an agency's request, the State Budget Division will extract the FY 2024-25 Budget Status Report "Budgeted Amount" (subprogram level data from the BUAPPROP, BUREAPPR, and BUENC sub-ledgers) from the EnterpriseOne accounting system for import. See the State Budget Division's memo regarding the FY 2024-25 Budget Status Report for more information.
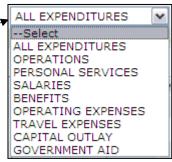
V9.0

Base Appropriation Instructions

4. To add Object Codes, either enter a known **Object Code** and click the [Add] button; or click the [Search Object Codes] button to search by Object Code or Object Description.

    - On the search screen, the *Object Code* field will search for codes that begin with what is entered while the *Object Description* field will search for the characters contained in the description. Click on **Search**.
        - The Major Account selection limits the search results to that group of object codes.

Search for Object Codes (Agency: 065 - ADMINISTRATIVE SERVICES Program: 049 - DEPARTMENTAL ADMINISTRATION)

Object Code : [   ]   Object Description: [   ]   Major Account: ALL EXPENDITURES   [Search] [Reset]

[Submit] [Back]

Show: [30 per page ▼]

|◀ ◀◀ ◀ **1 2 3 4 5 6 7 8** ▶ ▶▶ ▶|

223 Object Codes found, displaying 61 to 90. Page 3 / 8

Select	Object Code↑	Object Description
Selected	525200	RENT EXP-DATA PROC EQUIP
☐	525400	RENT EXP-COMM EQUIP
☐	525500	RENT EXP-OTHER PERS PROP
☐	526100	REP & MAINT-REAL PROPERT
☐	527100	REP & MAINT-OFFICE EQUIP
☐	527200	REP & MAINT-MOTOR VEHICL

    - You may select multiple Object Codes from the search results. Click **Submit** to return to the previous screen with the selected Object Code(s).
    - Click **Reset** to clear the criteria entered.
    - Click **Back** to return to the previous screen without returning an Object Code.

    - Object Codes added unnecessarily can be deleted by clicking the 🗑 button.
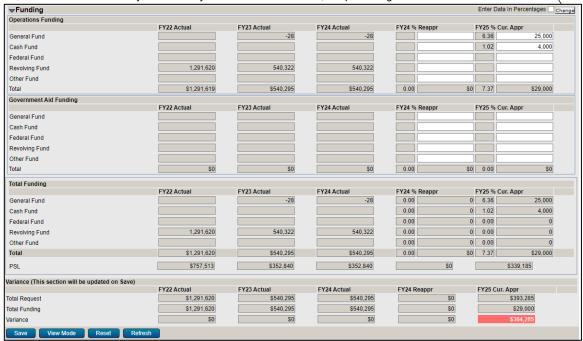   - Object codes that have historical data cannot be deleted.

Base Appropriation ❓   »Edit

Budget Cycle: 2025-2027   Agency: 065 - ADMINISTRATIVE SERVICES   Division: 01 - DAS   Version: A1 - AGENCY REQUEST

Program: 049 - DEPARTMENTAL ADMINISTRATION

[Save] [View Mode] [Reset] [Refresh]

▽**Base Year and Reappropriation**

Subprogram: 000 - OPERATIONS   Major Account: [ALL EXPENDITURES ▼]

Display History: ☑FY22 History   ☑FY23 History   ☑FY24 History   Change

Object Code: [   ] [Add] [Search Object Codes]

Object Code↑	FY22 Actual	FY23 Actual	FY24 Actual	FY24 Reappr	FY25 Cur. Appr	Delete
511100-PERMANENT SALARIES-WAGES	757,513	352,840	352,840	[ ]	[0]	
511600-PER DIEM PAYMENTS				[ ]	[ ]	🗑
515100-RETIREMENT PLANS EXPENSE	56,722	26,423	26,423	[ ]	[ ]	
515200-FICA EXPENSE	52,886	24,824	24,824	[ ]	[ ]	

5. Enter **Funding** amounts for both the **FY24 Reappr** and **FY25 Cur Appr** columns as needed.
    - Funding amounts must be entered separately for Operations and Government Aid.
        - The total of the funding amounts entered must balance with the total of the amounts entered by Object Code.
        - The system requires that Operations and Government Aid object totals balance to Operations and Government Aid Funding before the budget request can be submitted.
    - The Major Account filter controls what group of object codes can be edited.
        - *Operations Funding* can only be edited if **All Expenditures** or **Operations** are selected.
        - *Government Aid Funding* can only be edited if **All Expenditures** or **Government Aid** are selected.
    - There are five Fund Types: General Fund, Cash Fund, Federal Fund, Revolving Fund, and Other Fund (if Other Fund is used, the Program Narrative should explain the funding source).

[ALL EXPENDITURES ▼]
--Select
ALL EXPENDITURES
OPERATIONS
PERSONAL SERVICES
SALARIES
BENEFITS
OPERATING EXPENSES
TRAVEL EXPENSES
CAPITAL OUTLAY
GOVERNMENT AID

CAUTION: You <u>must</u> click [Save] whenever exiting a screen <u>or risk losing unsaved data</u>. Save frequently to avoid data loss.

V9.0

Base Appropriation Instructions

➤ Funding may be entered by two methods, *Whole Dollar* or *Percentage*.

- To change methods, check the box to enter data in percentages then click [Change].
- Un-checking the box and clicking [Change] returns the system to the *Whole Dollar* entry method.

  i. *Whole Dollar* method
    - Enter amounts, by fund type, for each year.
    - Be sure to determine the amounts to be entered for Operations and Government Aid.
    - System will calculate totals and variance when [Refresh] or [Save] are clicked.
    - **NOTE:** System will only save dollar amounts, not percentages.

  ii. *Percentage* Method
    - Enter percentage amount, by fund type, for FY24 re-appropriation and FY25 current appropriation.
    - If you enter amounts exceeding 100%, you will need to resolve the variance.
    - The system will calculate, based upon the respective object codes, the dollar amounts for both the Operations and Government Aid Funding sections.
    - Upon [Refresh] or [Save], the system will calculate a dollar amount based upon the percentage. You may need to correct the effect of rounding using the *Whole Dollar* method.
    - **NOTE:** System will only save the dollar amounts, not percentages.

6. Click [Save] to commit the data entered to the database and check for Variances.
   - **Variances** do not need to be resolved in order to save. However, all **Variances** must be resolved before your budget request can be submitted.

Variance (This section will be updated on Save)	FY22 Actual	FY23 Actual	FY24 Actual	FY24 Reappr	FY25 Cur. Appr
Total Request	$1,291,620	$540,295	$540,295	$0	$393,285
Total Funding	$1,291,620	$540,295	$540,295	$0	$29,000
Variance	$0	$0	$0	$0	$364,285

- The system will calculate the variance for total **FY24 Re-appropriations** and **FY25 Current Appropriations**. Any variance will be highlighted with *red shading*.
- Use of the Percentage funding method may produce a variance due to rounding. To correct, use the *Whole Dollar* method.

7. Click [View Mode] to exit Edit Mode. While in View Mode you may switch to a different Program and Subprogram and continue entering your Base Appropriation or change to a different screen from the left-margin menu.