FISCAL YEAR **2016-2017**

Budget Instructions

Operating Budget

Department of Finance and Administration
Budget Division

August 2015

(Revised 9/9/2015)

Budget Instructions
Fiscal Year 2016-2017

Contents

Introduction

Budget Process Overview

Departmental budget requests are submitted to identify the needs of departments, to satisfy Tennessee Code Annotated (TCA) requirements, and to assist the Governor in presenting a recommended state budget to the General Assembly. TCA, Title 9, Chapter 4, Part 51 requires submission of a budget as a complete financial plan for the upcoming fiscal year. This financial plan should include expenditures for the operation of state agencies, as well as debt service and capital projects.

TCA, 9-4-5105 mandates that the Governor's recommended budget be transmitted to the General Assembly prior to February 1 (or prior to March 1 in the first year of a Governor's term). Agency requests must be submitted to the Budget Division by a deadline set in the preceding year in order to meet the statutory deadline for transmittal to the General Assembly. **Agency requests should be submitted by Thursday, October 1, 2015, in the following form: (a) a transmittal letter signed by the department or agency head, (b) a printed copy of your department's Program Summary report, and (c) four electronic media (CD) copies of your complete request information**. The Request Transmittal Checklist on page 34 will help you prepare a properly formatted budget request.

The Tennessee Governmental Accountability Act of 2013 (Acts of 2013, Public Chapter 243) amended the Accountability Act of 2002, which required strategic planning, performance-based budgeting, and performance audits, to require strategic planning, performance measures, and performance audits. To meet the requirements of the 2013 Accountability Act for agencies to include performance measures in their budget request, the Budget Office will continue to use the strategic plan measures provided to F&A's Office of Customer Focused Government.

We will continue to collect information about the activities agencies perform in order to achieve program objectives. TCA 9-4-5102 requires detailed statements identifying all substantial aspects of agency operations, priorities, and activities, to specifically include:

1. A description of the objective or objectives of each program;
2. A description of the activity or activities which are intended to accomplish each objective;
3. Indicators of quantity and quality of performance of these activities, and
4. The level of effort required to accomplish each activity in terms of funds and personnel.

The requests submitted should address operating budget needs. The operating budget consists of annual recurring costs for payroll and other program costs. Refer to the "**Base Budget Guidelines**" section on pages 11-12 for the base budget guideline level of funding for your base request. Requests for additional resources above the base budget are cost increases. Refer to the "**Cost Increase Guidelines**" section on pages 20-21 for information on entering cost increase requests.

These instructions describe the Budget Request System, version 2017, which was developed to assist in preparing your agency's budget request. This system is designed to detail the expenditures, revenues, and programs for the operation of state agencies. In addition to the Budget Request System, the Base Budget Reduction System is available for agencies to submit information concerning reduction funding ratios and targeted base budget reductions as directed by the Commissioner of Finance and Administration. This is a separate system not detailed in these instructions. Refer to the Base Budget Reduction instructions for information on using that system.

Installing the Budget Request System

You must use the new Budget Request System (VERSION 2017) to submit a Fiscal Year 2016-2017 budget request for your agency. Do not use a previous version. Unless you have a space problem on your computer, you should not have to remove the old system. In fact, you may want to keep the old system around to copy program information into the new system.

Which Version of Microsoft Access Should You Use?

The Budget Request System is only available in an Access 2003 version. This version is compatible with higher versions of Access (we have successfully tested the system in XP, 2007, and 2010), but it will not run with Access 2000 or lower. **You will need to contact your PC support group to get the appropriate version of Access (Access 2003 or higher) installed on your PC.** If you're not sure which version you use, contact your PC support group.

Downloading the System

To download the installation files, go to:

http://tn.gov/finance/article/fa-budget-instructions

Follow the instructions on this site to download the BR system and instructions. If you do not have internet access and you want the installation files either by email or CD, contact your budget analyst.

Due to internet policy, we are not able to distribute the BR system as a self-extracting zip file (".exe" extension). You will need to download the zip file and use either your own copy of WinZip or the unzip feature available in Microsoft Windows to unzip the files.

Installing the Budget Request System on a PC

1. Download the "BR2017.ZIP" file to your desktop or to your desired folder. Double click the "BR2017.ZIP" file to begin the unzip process. Depending on how your PC is set up, you can use either WinZip or the Compressed Folders Extraction Wizard available in Microsoft Windows. Refer to "Appendix H – Unzipping Tools" for more detailed instructions on this operation. If you need assistance, check with your PC support staff as they should be familiar with how this process works.

   The default system path is the "C:\BR2017" folder, so if you install the system anywhere else you will need to change the "Attachments" the first time you use the system (refer to page 31)

2. After unzipping the files, you can set up a shortcut to the system. You can create a shortcut by going to your desktop and clicking your right mouse button. Select "New"; "Shortcut". In the command line on the Create Shortcut dialog box, enter "C:\BR2017\BR2017***CD***.mdb" and click "Next." **Be sure to select the correct file here, as the two system files are similarly named**. In the box to select a name, enter "BR 2017" and click "Finish". Test your shortcut to be sure it brings up the "Main Menu" screen. Contact your PC support group if you need assistance setting up a shortcut.

Macro Security Settings

In Microsoft Access, the default macro security settings will not allow the macro's in the BR system to operate properly. Refer to Appendix E (Access 2003 Macro Security Settings), Appendix F (Access 2007 Special Setup Instructions) and Appendix G (Access 2010 Special Setup Instructions) for help in dealing with common set up problems in these environments. If you still need assistance, refer to the "Frequently Asked Questions" section of these instructions for contact information.

Installing the System on a Network (Multiple Users)

Some users may wish to set up the BR system on a network so that several people can access and enter budget information. The BR system has two separate databases – one that contains the computer programs, screens, reports, etc., that make the system work (the front end) and another that contains the budget request data you will enter (the back end). The front-end links to the back end via the database attachments utility. Use the following steps to set up the system for multiple users on a network:

1. **Install the system** - Install the system on one PC as described under the preceding section, "Installing the Budget Request System on a PC."
2. **Copy the "back end" to the network** - Create a folder or directory on the network where the back-end database will reside. This needs to be a directory to which all users have access and read-write permission. Copy the back-end database (BR2017.mdb) to this new directory. Be sure to **COPY** this file (do not move it), as moving it may cause problems later. Write down the full directory path where you copied this file (you'll need it for step # 3).
3. **Link the PC "front end" to the network "back end"** - Start the BR System (on your PC) to bring up the "Main Menu" screen. Click on the "System Utilities" button in the bottom center of the screen. From the "Utilities" menu, select "Attachments" and enter the network path where you copied the back-end database into the "Default Location" field. Click the "Attach Default" button to detach the local database and reattach the network database. After a few seconds you should see the new attachments to the network database.
4. **Copy the updated "front end" to other PC's** - Once you've successfully updated your attachments to the network on the first PC, you can copy that front-end database (BR2017***CD***.mdb) from your PC to each PC that will access the system. You can either email that front-end database (BR2017***CD***.mdb) to your other users or you can copy it up to the network for the other users to then copy down to their PC's. Copying this file will carry the database attachments you established in step 3 above to all other PC's. You should double-check each PC's attachments, though, to be sure they are properly linked (go into the "Attachments" screen to be sure each PC points to the desired location). You can create a desktop shortcut to this file on each PC as needed.

If several people are using the system on a network at one time, you may occasionally experience record locks. These are indicated by a lock symbol (it looks like a little gear with a line through it). These are caused when two people try to update a record or add a new record at the same time. If this occurs, whoever gets this symbol will have to wait until the first person is done with their operation.

Another word of caution involves the several “global” operations that affect the entire database – such as importing data. These should be managed with care so that work is not undone unintentionally.

Geographically Distributed Offices

If your budgeting functions are performed in a decentralized fashion, with offices across the state preparing their own separate requests, refer to "**Appendix C - Managing a Distributed Environment**" for information and tips on effectively managing such an environment.

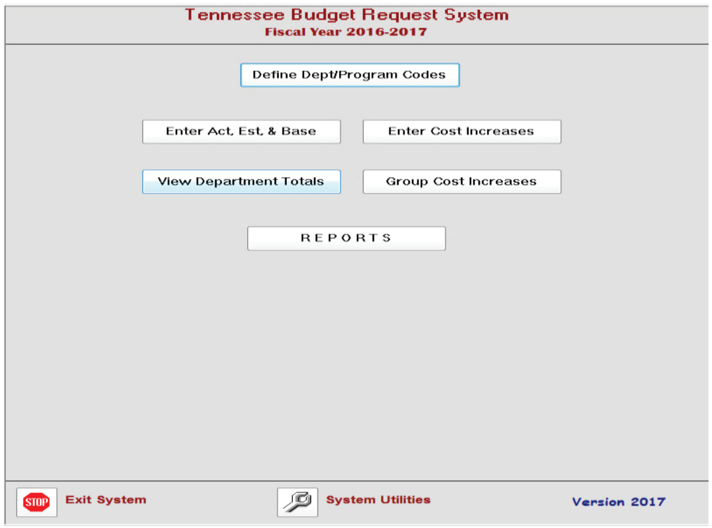
General System Instructions

Now that you’ve got the system set up, you can begin work on your budget request. The guidelines below apply throughout the system and will help you with properly entering and formatting your request.

- **ROUND** all dollars to the nearest $100.
- Enter all descriptions, titles, etc. as you would have them appear in the formal Budget Document. Capitalize proper names, **but do not use ALL CAPS**. Punctuate properly and verify spelling.
- Pressing the TAB or the ENTER key moves you forward to the next cell.
- SHIFT + TAB moves you backward to the previous cell.
- Pressing CTRL + ENTER in a description field (such as a Program description) allows you to start a new paragraph.
- In a numeric field, if you want to delete an amount, enter a numeric zero (“0”). A blank in a numeric cell can cause problems with calculated fields.
- Cells that require direct data entry are white. Cells that require subsidiary information (from another screen) are shaded gray. You cannot enter data into a gray-shaded cell.
- Refer to the "***Frequently Asked Questions***" section of these instructions for more pointers on using the Budget Request System.

Main Menu

The Main Menu screen introduces you to the primary functions of the Budget Request System

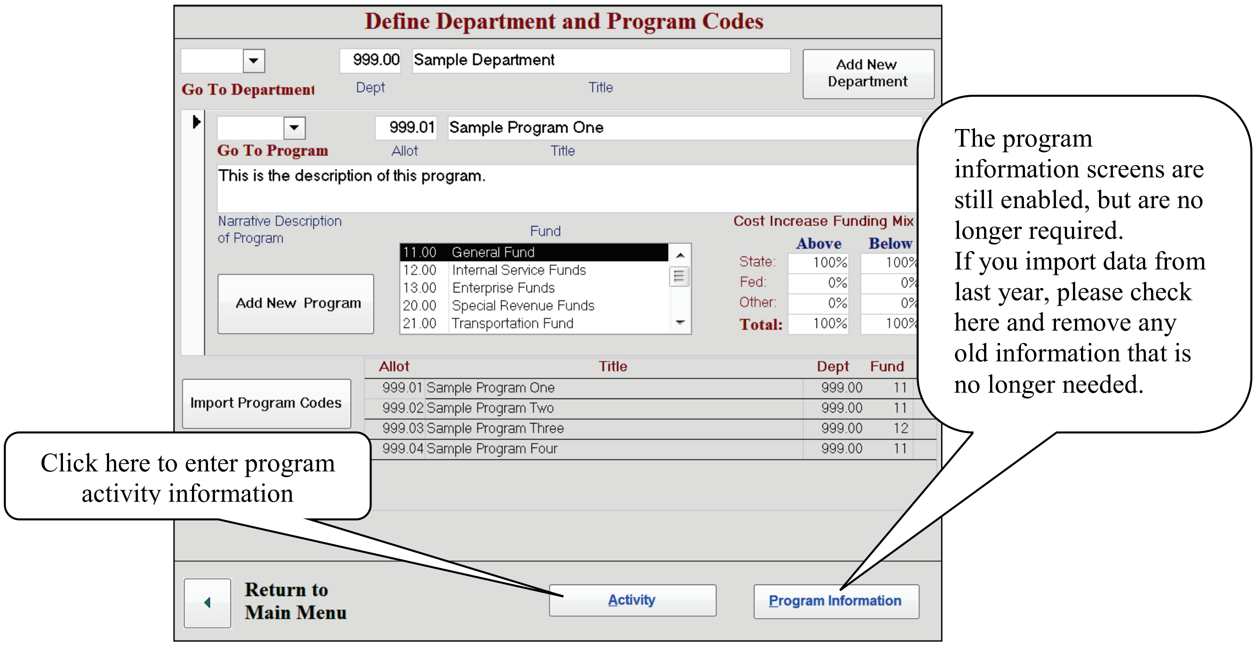


The following functions are accessed from the Main Menu screen

- **Define Dept/Program Codes**
  Use to set up and change your Department and Program structure. Also links to several subsidiary screens to enter Program and Performance Measures as well as Activity data.
- **Enter Act, Est, & Base**
  Use to enter Actual, Estimated and Base year information by program. Links to subsidiary screens to collect additional information for certain account codes. Also links to entry screens for dedicated appropriations, occupancy data, and revenues from taxes, licenses, and fees
- **View Department Totals**
  Shows departmental recap on expenditures, funding and positions.
- **Enter Cost Increases**
  Use to enter cost increase request items by program. Links to several subsidiary screens to collect detailed expenditure and revenue information.
- **Group Cost Increases**
  Use to group the cost increase detail you have entered by program into department-level priorities.
- **Reports**
  Gives you a menu of the reports available in the Budget Request System
- **System Utilities**
  Gives you a menu of system utilities including deleting a department, attaching an alternative database, modifying system parameters, importing or exporting system data, or loading in external Actual, Estimated or Base year data from another source.

Defining Department and Program Codes

The Define Department and Program Codes screen allows you to set up and modify information concerning your organization. Your department and program codes must be set up before you can enter any budget request data.



General Information

The entries you make here establish the accounting structure for setting up your budget request. This screen asks for general departmental information including program codes, program descriptions, titles, fund classification, and cost increase funding mixes for each of your divisions.

The "Cost Increase Funding Mix" **does** **not** relate to specific program cost increase requests. It is the funding ratio of base programs, reflecting percentages of state appropriations and federal and other departmental revenues, used to make global adjustments affecting programs statewide.

The payroll funding mix ("above the line") will be used by the Budget Division for costing any salary policy or benefits rate adjustments for positions included in the base budget. The "below the line" funding mix will be used by the Budget Division for operational rate adjustments, such as OIR rates, Motor Vehicle Management (MVM) rates, and Risk Management premiums.

If federal or other revenues are capped and could not be recognized for these global adjustments, then the funding ratios you provide should be adjusted to recognize this fact, and your budget analyst should be notified.

Funding ratios for budget reductions should be provided in the Budget Reduction System. This is a separate system from the BR system. Refer to the instructions for the Budget Reduction System for information on entering reduction ratios.

Instructions For Entering Department/Program Code Information

When you first use your BR System, you will need to enter your five digit department code and your departmental/agency name to create your department. After the initial set up, you will not have to enter it again. You can press "Add New Department" to add a new department if you are one of the few agencies that administer multiple departments. **Do not enter program codes** here as these are entered in the next step. The "Go To Department" pick list navigates you to a desired department.

To enter Program code information:

- Go to the "Allot" cell and enter your five digit program code (allotment code). This should be the first five digits of your Edison department code (formatted “999.99”)
- Move to the "Title" field and enter the program name.
- Go to the “Narrative Description of Program” field and provide a description of the program, including the statutory or constitutional objective(s) of the program, and a description of the major services that support the stated objective(s). This description should not exceed five to six sentences. Do not include TCA or federal statute citations. If you need further clarification on this field, please contact your budget analyst.
- Next, move to the "Fund" box and select the operating fund from the list.
- Finally, go to the cost increase Funding Mixes and enter the appropriate percentages for above the line and below the line expenditures as described above in general information. Be sure your fund mixes add up to 100 percent.
- Once you’ve entered all the information for an program, you can click "Add New Program" to enter another program. Repeat this process for each program in your budget request. The "Go To Program" pick list navigates you to a desired program.

You can also import program definitions from last year's system (if it is still installed on your PC) by clicking "Import Program Codes". This will import the information on this screen as well as the information on the Program Information screen.

Program Information and Activity Information

TCA 9-4-5102 requires us to collect information concerning the activities of each program. Each program should have at least one activity, and for each activity you will need to provide information concerning the objective(s) of the activity, indicators of the quantity or quality of the activity, and the level of effort required to accomplish the activity in terms of personnel and funding. To enter this information, click the “Activity” button and follow the instructions for entering activity allocations for each program.

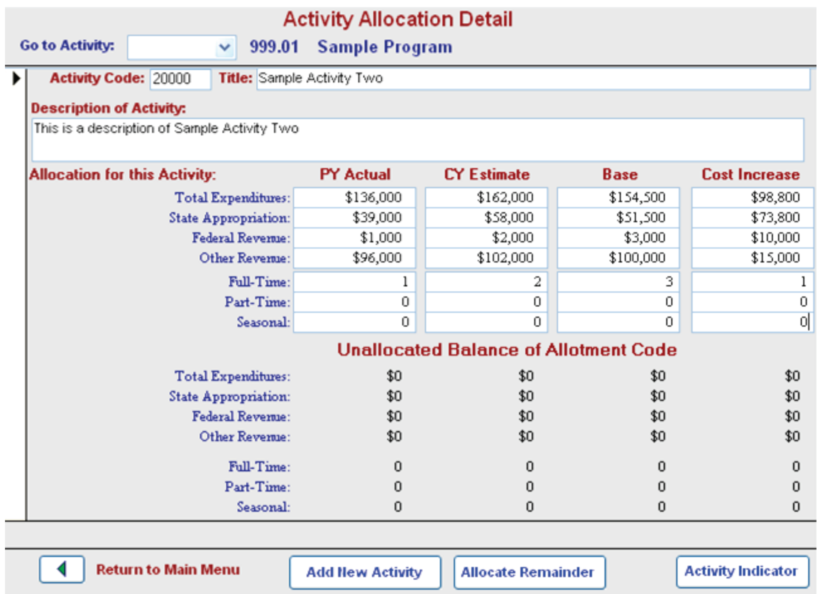
Although you are not required to submit program performance standards, measures, and other performance-based budgeting information, the data entry screens for these data are still enabled in the current version of the BR system. These screens are enabled only to allow agencies who may have imported data from previous years the ability to delete information that is no longer required. ***If you are importing data from last year to use as a starting point for your new budget request, please be sure to review the contents included under “Program Information” and “Program Measures” to be sure to delete any information you do not want to include***.

Old program performance standards and measures data may be deleted by clicking on the record selector (thin vertical bar on the left side of the screen) and then pressing the delete button on your keyboard. You will be asked to confirm the delete operation.

Old program information (customers, clients, and users; purpose of program; etc.) cannot be deleted using the record selector. To delete this information, you will need to tab to each of the cells on this form and delete the contents therein.

Activities

Each program consists of one or more activities undertaken in accordance with a plan of action to realize identifiable goals and objectives. The Activity Allocation Detail screen allows you to catalog these activities and to allocate the resources required to achieve them.



Activity Allocation Detail

Go to Activity: 999.01 Sample Program

Activity Code: 20000 Title: Sample Activity Two

Description of Activity:
This is a description of Sample Activity Two

Allocation for this Activity:	PY Actual	CY Estimate	Base	Cost Increase
Total Expenditures:	$136,000	$162,000	$154,500	$98,800
State Appropriation:	$39,000	$58,000	$51,500	$73,800
Federal Revenue:	$1,000	$2,000	$3,000	$10,000
Other Revenue:	$96,000	$102,000	$100,000	$15,000
Full-Time:	1	2	3	1
Part-Time:	0	0	0	0
Seasonal:	0	0	0	0

Unallocated Balance of Allotment Code

Total Expenditures:	$0	$0	$0	$0
State Appropriation:	$0	$0	$0	$0
Federal Revenue:	$0	$0	$0	$0
Other Revenue:	$0	$0	$0	$0
Full-Time:	0	0	0	0
Part-Time:	0	0	0	0
Seasonal:	0	0	0	0

Return to Main Menu | Add New Activity | Allocate Remainder | Activity Indicator

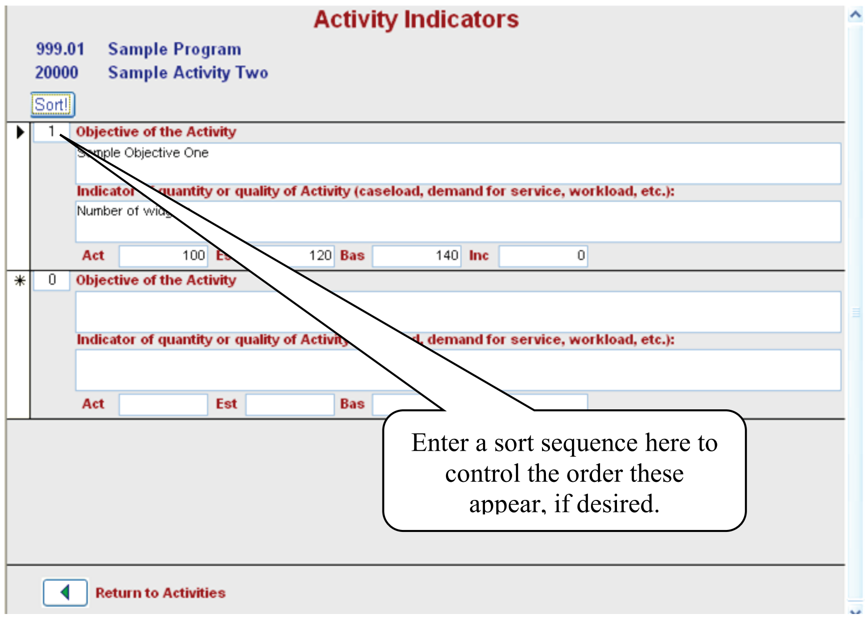
The Activity Code is a five-digit identifier for the Activity. If several programs perform the same activity, you can use the same Activity Code in each separate program to tie activities together. Within each program, though, you can only use a given activity code once. Each activity should be given a brief title as well as short description of that activity.

Since this screen is used to allocate resources from the entire program, you will need to wait until the Actual, Estimated, Base, and Cost Increase figures have been entered before you do the allocations. The screen shows any unallocated/overallocated dollars and positions in the bottom half of the screen. The goal is to allocate 100% of the program's resources to the activities that program performs (e.g. no "unallocated" amounts, either positive or negative).

The "Allocate Remainder" button will automatically replace the unallocated funds for a given program (those displayed in the bottom of your screen) with those displayed in the top of your screen. This is a quick way to populate the allocations for an program that allocates 100% to a single program or to populate the final allocation of a program.

Once an activity is established, click the "Activity Indicator" button to enter additional information about the activity.

Activity Indicators



Activity indicators quantify the performance of an activity. Typically these measures are expressed as caseload, demand for service, workload, etc. Activity indicators are a measure of the effort required to attain an outcome.

Each activity can have one or more objectives (what the activity is designed to accomplish). Each objective should have an indicator of the quantity or quality of the objective (what is being measured). ***You will have to format the measures manually*** (units, currency, percentages, etc.). This means you will have to enter all the punctuation (commas, decimals, percent signs, dollar signs, etc.). Typical formats to use are:

for currency, use $9,999
for units, use 9,999
For percents, use 99%

Base Budget Guidelines

The recurring base budget is defined as continuation of existing programs and levels of service to be provided with a level of funding not exceeding the current year recurring amount. The general base request guideline level of funding is the FY 2015-2016 work program amount less any non-recurring appropriations.

Agencies are to adhere to the base budget guideline for both total allotment and state appropriation. Thus, program expansions that would be funded by federal or other departmental revenue should be included in a cost increase request, not the base request. However, departmental revenues for continuation programs should be fully estimated in the base request. Agencies that generate program income, budgeted as departmental revenues, are to fully recognize such revenue for continuation programs in the base request. If growth in departmental revenues can be recognized in the base budget without expanding the total allotment, then the state appropriation required to support such programs would be lower than in the current year. In such cases, the department-wide state appropriation in the base request should be lower than in the current year recurring work program by that amount, while the total allotment would not decline.

If previously enacted legislation requires additional funding, over and above the recurring amount reflected in the current-year work program, the additional funding should be included in the cost increase request, not the base request, unless the agency can absorb the additional costs within current recurring funding levels. The revised fiscal note, as documented by the Fiscal Review Committee in the final Cumulative Fiscal Note for the legislative session should be considered.

Reorganizations

Agencies should submit the base request based on the organization structure in the current-year work program. **Reorganizations that shift functions or positions between programs are not to be reflected in the base request**. Any proposed reorganizations should be discussed with your budget analyst and submitted separately to the Budget Division. In such cases, agencies should submit an explanation and justification for each reorganization, along with detail by expenditure and revenue account for all three years to be reflected in the Budget Document (the previous year actual, current year estimated, and base budget). Position counts involved in any reorganization also should be provided for the three years by category (full-time, part-time, and seasonal).

Positions

The base request should include no "unfunded" positions. Only funded positions are to be included in the base request. If a funding source (federal or other revenue) for a position has expired or will expire in the current year, the position should be deleted in the base request. If the position must be continued in the new year, then a cost increase request, identifying the state appropriation or other funding source, should be submitted. The cost increase description should specifically explain that the new funding is needed to continue the existing function for which the federal or other revenue source has expired. Likewise, the criminal justice grant positions that are expiring in the current year should not be included in the base request.

Position counts for the previous "actual" year should reflect the authorized positions at June 30 of the year just ended. Position counts for the current "estimated" year should reflect the authorized positions at July 1 in the official work program, adjusted for any additional positions resulting from expansions approved **after** the work program, less any abolishments approved **after** the work program.

Equipment

The minimum threshold for the capitalization of equipment remains at $5,000. Funds requested for equipment purchases should be itemized. Funds for PC's with a unit cost less than $5,000 and other PC-related items should be identified under Computer Related Items (account "72200").

Motor vehicle purchases should be accounted for in the equipment account ("71600"). Maintenance and replacement charges associated with new and existing vehicles should be accounted for or requested as a cost increase, whichever is appropriate, in account "72500".

Auxiliary Files – Personnel and Energy Files

Instructions related to the auxiliary files are detailed in the appendices of these instructions. "**Appendix A - Personnel File"** describes the standard personnel file distributed to all agencies. This file will aid your determination of requests for base payroll and benefits costs (account codes "701" and "702"). "**Appendix B - Energy File"** describes the energy file distributed only to those agencies budgeting for utilities costs (account code "70500") outside the Facilities revolving Fund (FRF).

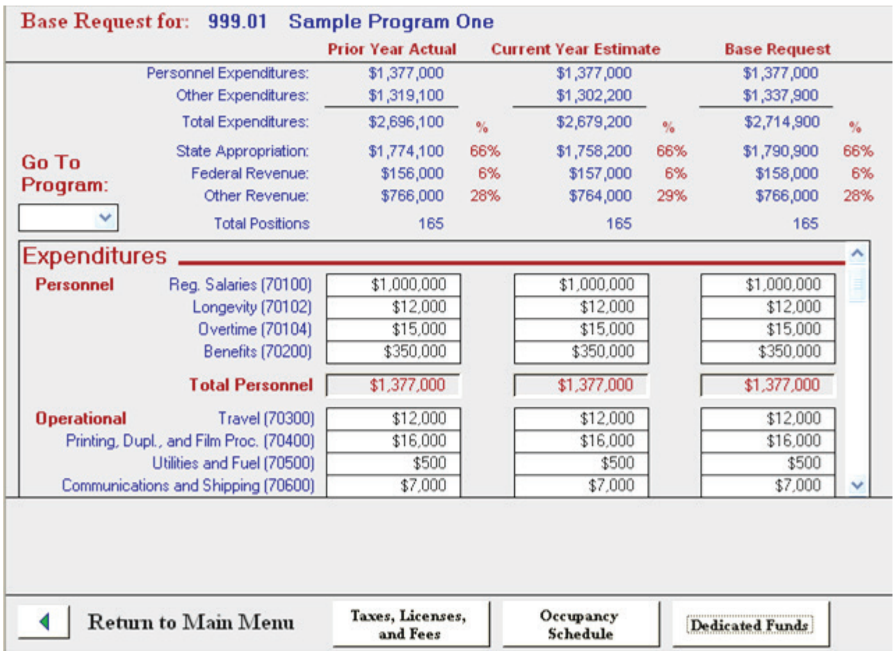
Federal, Current Services, and Inter-Departmental Revenues

You will need to provide information concerning the revenue source for Federal Revenue (68001 or 68002), Current Services Revenue (68080 or 68085), and Inter-Departmental Revenue (68090 or 68095).

For budgeting purposes, the funds from these revenue sources will continue to be rolled up into the associated revenue category (e.g. 68001 and 68002 in federal, 68080 and 68085 in current services, and 68090 and 68095 in interdepartmental). The subsidiary screens for entering this detail allow you to enter the appropriate revenue source code within each category. Refer to the instructions on the following pages for information on entering these revenue source codes.

Instructions For Entering Base Request Information

The Base Request screen allows you to enter and modify Actual, Estimated, and Base year information for each program in your budget request. This screen has several links to subsidiary screens to gather detailed information on professional services from third parties, supplies and materials, rentals and insurance, grants and subsidies, equipment, computer-related expenses, professional services by other state agencies, federal revenue, current services revenue, and interdepartmental revenue. These subsidiary screens feed total dollars for the affected account code back to the Base Request screen. The Base Request screen also links to the "Taxes, Licenses, and Fees", the "Occupancy Schedule", and the “Dedicated Appropriation” screens.



Note that some of the cells on the Base Request screen are white while others are shaded gray. The white cells accept the numbers you enter into them. The shaded cells are populated by entry to a subsidiary screen. To go to a subsidiary screen, simply press the button to the left of the cell.

General Information

- Enter the total amounts for actual, estimated, and base years that correspond with each account code listed. Note that totals entered are accumulated in the top portion of your screen. Funding mixes are also automatically calculated in this area of the screen. **ROUND DOLLARS TO THE NEAREST $100.**
- Enter the total number of full time, part time, and seasonal positions for actual, estimated, and base years. The quantities entered here should be whole numbers. Note that totals entered are accumulated in the top portion of your screen.
- You can change a number in a white cell simply by moving your cursor to that cell and entering a new number. Be careful to not simply delete a number**. If a number should be zero, then enter zero. Failure to do so may cause problems.** Edits to previously entered information can be made by clicking on the appropriate cell and replacing the incorrect entries

Using Subsidiary Base Request Screens

The subsidiary screens are used to enter detailed information about expenditures and revenues. This information automatically feeds into the appropriate cells on the Base Request screen. Each screen deals with a specific expenditure or revenue account code but they are very similar. New information is entered in the last row of the screen. New totals appear at the bottom after you enter any amounts. When you have finished data entry, click the "Return to Base Request" button. ***If you are unable to locate the "Return to Base Request button, please see Appendix I on page 56.***

Expenditures

Professional Services Provided by Third Parties (70800)

This account includes expenditures for professional and administrative services rendered by a third party (non-state provider).

1. Click on the "Professional Services – Third Party (70800)" button.
2. Select the most applicable category from the category pick list. Itemize significant material expenditures. As necessary, the "Other (please specify)" category can be selected. Please be sure to provide a meaningful description when the "Other (please specify)" category is used.
3. Type a brief description or name for each item in the "Description" column.
4. Enter the amounts for PY actual, CY estimated, and base periods.

Supplies and Materials (70900)

This account includes all supplies, materials, and minor equipment which are typically consumed or have a useful life of less than three years and have a unit value of less than $5,000.

1. Click on the "Supplies and Materials (70900)" button.
2. Please specify either "Sensitive Minor Equipment" or "Other (please specify)" for the category. Itemize significant material expenditures, if possible; otherwise include remaining expenditures in a lump sum.
3. Type a brief description or name for each item in the "Description" column.
4. Enter the applicable quantity and unit price of each item. The base year totals automatically calculate based on this information.

Rentals and Insurance (71000)

This account includes all rent, lease, or insurance payments to non-state entities.

1. Click on the "Rentals and Insurance (71000)" button.
2. Select the most applicable category from the category pick list. Itemize significant material expenditures, if possible; otherwise include remaining expenditures in a lump sum.
3. Type a brief description or name for each item in the "Description" column.
4. Enter the amounts for PY actual, CY estimated, and base periods.

Grants and Subsidies (71300)

1. Click on the "Grants and Subsidies (71300)" button.
2. Select the most applicable category from the category pick list. Itemize significant material expenditures. As necessary, the "Other (please specify)" category can be selected. Please be sure to provide a meaningful description when the "Other (please specify)" category is used.

3. Type a brief description or name for each item in the "Description" column.
4. Enter the amounts for PY actual, CY estimated, and base periods.

Equipment (71600)

This account includes machinery, implements, tools, furniture, livestock, vehicles, and other apparatus with a unit cost of $5,000 or more. These items have a minimum useful life of three years and do not lose their identity when used for the purpose intended. Also includes associated freight and installation costs.

1. Click the "Equipment (71600)" button.
2. Select the most applicable category from the category pick list. Itemize significant material expenditures. As necessary, the "Other (please specify)" category can be selected. Please be sure to provide a meaningful description when the "Other (please specify)" category is used.
3. Type a brief description of each item in the "Description" column.
4. Enter the applicable quantity and unit price of each item. The base year totals automatically calculate based on this information.

Computer Related Items (72200)

This account includes data processing equipment maintenance, data processing supplies, computer software not being capitalized, sensitive minor equipment (with a unit cost less than $5,000), rent or lease of data processing equipment, and data processing services provided by non-state agencies.

1. Click on the "Computer Related (72200)" button.
2. Select the most applicable category from the category pick list. Itemize significant material expenditures. As necessary, the "Other (please specify)" category can be selected. Please be sure to provide a meaningful description when the "Other (please specify)" category is used.
3. Type a brief description or name for each item in the "Description" column.
4. Enter the amounts for PY actual, CY estimated, and base periods.

Professional Services Provided by Other State Agencies (72500)

This account includes the cost of professional and administrative services rendered by another state agency.

1. Click on the "Prof. Services – State Agencies (72500)" button.
2. Select the most applicable category from the category pick list. Itemize significant material expenditures. As necessary, the "Other (please specify)" category can be selected. Please be sure to provide a meaningful description when the "Other (please specify)" category is used.
3. Type a brief description or name for each item in the "Description" column.
4. Enter the amounts for PY actual, CY estimated, and base periods.

Debt Interest (73200) and Trustee Fees (73300)

If yours is one of the few agencies needing to code expenditures to these account codes, you are directed to enter these amounts into Unclassified (71400). We ask that you provide a supplemental chart with your budget request that itemizes these expenditures by the correct account code (73200 and 73300). We will use this information to reorganize these expenditures into the correct account codes during our budget analysis.

Departmental Revenues

Complete this section for all programs to which departmental revenues are credited. Actual, estimated, and base year revenues should be entered for each revenue source (federal, charges for current services, local sources of revenue, interdepartmental payments, and other revenues). Earnings and charges for goods or services, donations and contributions or grants-in-aid from the federal government, political subdivisions, foundations, corporations and individuals should also be included in these revenue totals.

It is very important that close attention be given to your estimates of departmental revenues. Realistic estimates of departmental revenue are essential to preserve the integrity of the budget process. They serve the additional purpose of reducing the number of expansion requests and the additional paperwork that would otherwise be submitted to the joint finance committees during the year.

Federal Revenue

1. Click on the “Federal Revenue (68001, 68002)” button.
2. Under “Line”, select the appropriate revenue source account – 68001 or 68002.
3. **The Catalog of Federal Domestic Assistance (CFDA) number is a required value for all federal revenue estimates, as this information is critical in analyzing changes to federal funding in the upcoming year.** Select the CFDA number associated with each item from the list provided. If you need to add a CFDA number to the list (either a new CFDA or an old expired CFDA), you can do so by entering the CFDA number directly in the screen (formatted as “00.000”). If it is not in the look-up table, a pop-up screen will allow you to add it to the table. If you have a series of CFDA numbers you would like to add to the look-up table, you can get to the complete list of CFDA numbers through the “System Utilities” menu on the main menu. We have also included four “pseudo-CFDA” numbers for you to use in classifying your federal revenue, where applicable:

    99.001 – Indirect Cost Allocation
    99.002 – Direct Payments (No CFDA)
    99.003 – Expired (CFDA Unknown) – use this only if you do not know the old CFDA number.
    99.004 – New (CFDA Not Assigned)

    If you have imported data from the previous year, please take the time to update this information, especially those items that may be imported as “None” from the previous year.
4. Enter a brief description. This would normally be the federal program name, as identified in the Catalog of Federal Domestic Assistance.
5. Enter the total amounts for actual, estimated, and base years that correspond with each item.

Current Services Revenue

1. Click on the “Current Svcs Revenue (68080, 68085)” button.
2. Under “Line”, select the appropriate revenue source code – 68080 or 68085.
3. Enter a brief description.
4. Enter the total amounts for actual, estimated, and base years that correspond with each item listed.

Interdepartmental Revenue

1. Click on the "Inter-Dept. Revenue (68090, 68095)" button.
2. Under "Line", select the appropriate revenue source code – 68090 or 68095.
3. Enter the source(s) of the interdepartmental revenue (i.e. the department from which the revenue is received) in the "Source" column. If the source is limited to one or a few agencies, enter those agencies here (you can abbreviate the names). If the source is from multiple state agencies statewide, enter "statewide".
4. Type a brief description in the "Description" column that corresponds with each item.
5. Enter the total amounts for actual, estimated, and base years that correspond with each item listed.

Taxes, Licenses, and Fees

This form should be completed for each program that collects general revenues that are the proceeds from taxes, licenses and permits, fees, fines and forfeitures, and any other imposts laid specifically by law.

Unbudgeted departmental revenue should be accounted for in this area. The instructions below describe the entry of all these special revenues

1. Click on the "Taxes, Licenses, and Fees" button.
2. Select the most applicable category from the "Acct" pick list.
3. Enter the revenue source in the "Source and Title" column. These revenues should be listed by their revenue account and official title, as with the following examples (refer to Edison chart of accounts for a complete listing of revenue accounts):

   61021 Insurance Companies Premium Tax
   61075 Enhanced Coverage Fee
   62057 Drivers License Fee
   62062 Hunting and Fishing Licenses
   62083 Utilities Inspection Fees

4. Enter the total amounts for actual, estimated, and base years that correspond with each item listed.

Occupancy Schedule

This form is specifically designed for hospitals, correctional institutions, and special schools. The agency should provide the designated cost data, population or enrollment projections, and unit costs on an historical basis and on a base request level. The effects of any cost increase requests should also be included. The data should be provided on an annualized basis and as average daily costs.

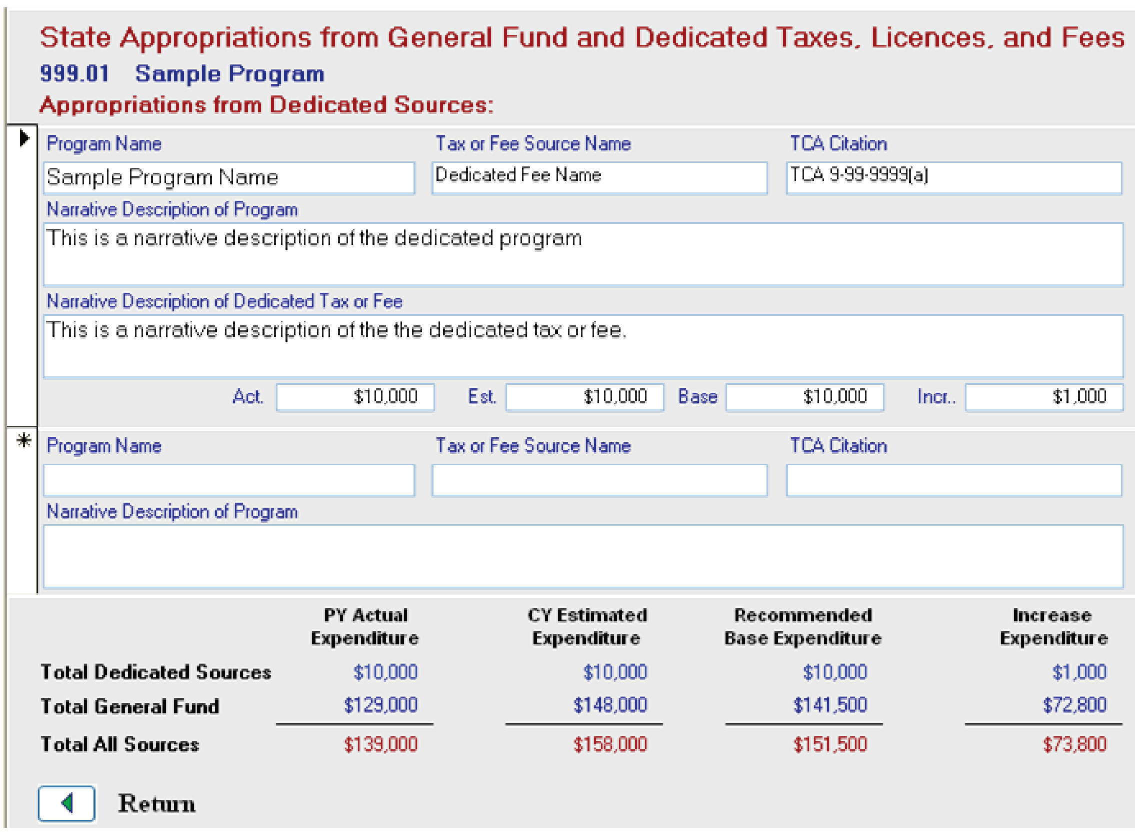
1. Click on the "Occupancy Schedule" button.
2. For each category listed, enter the totals for actual, estimated, and base years and cost increase items. Note that the "Cost Per Occupancy Day" calculates automatically when this information is entered.

State Appropriations from Dedicated Funds

While the Accountability Act of 2013 removed provisions requiring the Governor to publish a separate "State Taxpayers' Budget" section of the formal budget document, we will continue to collect information concerning revenues and expenditures from dedicated state tax sources. Although no longer being published, this information is critical to evaluating the budgetary impact of these programs.

This form allows you to enter appropriations from multiple dedicated tax, license, or fee sources for a given program. For each dedicated source, you should identify and describe the program supported, the TCA authority for the source, as well as a brief description of the source itself and the expenditures from the source for the three years represented in the Budget Document.

The State Appropriations from General Fund and Dedicated Taxes, Licenses, and Fees form is accessed from the Base Request screen. Click the "Dedicated Funds" button in the lower right portion of the Base Request screen to open the form.



State Appropriations from General Fund and Dedicated Taxes, Licences, and Fees

999.01 Sample Program

Appropriations from Dedicated Sources:

Program Name: Sample Program Name
Tax or Fee Source Name: Dedicated Fee Name
TCA Citation: TCA 9-99-9999(a)
Narrative Description of Program: This is a narrative description of the dedicated program
Narrative Description of Dedicated Tax or Fee: This is a narrative description of the the dedicated tax or fee.
Act. $10,000 Est. $10,000 Base $10,000 Incr.. $1,000

Program Name
Tax or Fee Source Name
TCA Citation
Narrative Description of Program

	PY Actual Expenditure	CY Estimated Expenditure	Recommended Base Expenditure	Increase Expenditure
Total Dedicated Sources	$10,000	$10,000	$10,000	$1,000
Total General Fund	$129,000	$148,000	$141,500	$72,800
Total All Sources	$139,000	$158,000	$151,500	$73,800

Return

Entering Dedicated Funds
Since this screen is accessed from the Base Request screen, all of the information you enter will be for the program selected on the Base Request screen. To change programs, you will need to return to the Base Request screen and select the desired program code and proceed to the Dedicated Funds form. Refer to the following instructions for entering data on this form:

1. Program Name – This may be the formal program (allotment code) name or, preferably, it should name the specific "sub-program" to which the revenues are dedicated.
2. Tax or Fee Source Name – Enter the name of the tax, license, or fee source here. This should be the formal name of the tax or fee as defined in the enacting legislation or in the state chart of accounts.
3. TCA Citation – Enter a complete TCA citation authorizing the collection, apportionment, and expenditure of the tax, license, or fee revenue.
4. Narrative Description of Program – Enter a brief description of the program supported by this tax, license, or fee.
5. Narrative Description of Dedicated Tax or Fee – Enter a description of the tax, license, or fee here. Be sure to identify the rate and source, the basis of apportionment, the collecting agency (if collected by another agency), and any restrictions on its use within the agency.
6. Act., Est., Base, and Incr. – Enter the amounts as they apply to each fiscal year. You should enter the actual expenditures from the dedicated appropriation for last fiscal year, the work program allotment from that source for the current year, and the base and cost increase requests from that source for next year. Do not enter revenue estimates, unless these are the same as the expenditure amounts (the revenue estimates are collected in the "Taxes, Licenses, and Fees" form).
7. After entering a revenue source, simply press the [TAB] key to go to the next record. You can enter as many dedicated funds records as needed to account for your dedicated taxes or fees.

If a given program has multiple dedicated funding sources, **you will need to repeat the program name and program description for each record**. An easy way to do this is to copy the desired record. To do this, click on the thin vertical bar on the left side of the record you wish to copy (the bar turns dark gray when selected). From the menu bar at the top of the screen, select *Edit, Copy*. Then select *Edit*, *Paste Append* (don't use the simple paste option, as this will not create a new record). You can then tab down to the new record and enter the information pertaining to the new tax, license, or fee source.

The bottom portion of the form displays summary information about the data you have entered. "Total Dedicated Sources" shows the total dedicated appropriations you have entered for this program. "Total General Fund" shows the remaining appropriations from the General Fund. "Total All Sources" is the sum of the appropriations from dedicated sources and the General Fund. This last line has the same figures that appear on the Base Request and Cost Increase Summary screens (total state appropriation).

Cost Increase Guidelines

Cost increases are additional resources (funding and positions) requested to alleviate emergency situations or to comply with legislative mandates or priorities of the administration. Listed below are some reasons for which cost increase requests would be considered:

- establishment of new programs or expansion of existing programs required by legislation, regardless of the year enacted
- implementation of legislative requirements
- addition of staff required by increased caseloads
- opening of new facilities
- replacement of terminated federal grants or declining federal grant dollars.

If previously enacted legislation requires additional funding, over and above the recurring amount reflected in the current-year work program, the additional funding should be included in the cost increase request, not the base request, unless the agency can absorb the additional costs within current recurring funding levels. The revised fiscal note, as documented by the Fiscal Review Committee in the final Cumulative Fiscal Note for the legislative session should be considered.

Cost increase requests for state-funded general fund programs are to be identified in one of two categories: (1) cost increases that are funded by offsetting base reductions in other less-essential programs, and (2) cost increases that require new funds.

1. **Cost Increases Offset by Base Reductions** – Cost increases offset by base reductions should be your highest priority cost increase requests.

   In effect, you will be submitting two levels of base requests: (1) a normal no-growth base request per the base budget guidelines and (2) a separate list of base reductions, which can be applied against the no-growth base request and will offset agency-funded general fund cost increase requests.

   You should not reduce your base request in the BR system to accommodate your cost increase requests. For cost increases to be offset by base reductions, you will need to provide a list of base reduction recommendations, identifying the programs you plan to cut in order to make cost increase funds available. You will use the Base Reduction System (provided separately) to enter these proposed reductions.

   Consider reductions looking forward to business process changes that increase efficiency and thus reduce appropriation requirements. The base budget reduction plans must be focused on reducing personnel, departmental and program administrative overhead costs, and program operating costs. These targeted reductions should reflect department-wide program priorities (aligned with your strategic plan) which will allow you to continue providing services.

   When you prepare cost increase request such as this, you will need to clearly identify what base reductions will be used to offset the cost of the cost increase. You will use the Base Reduction System to enter your proposed reduction detail. You should follow the instructions provided for that system, but in short, each proposed reduction item will have an identification number. You will reference that reduction number in the cost increase title on the "Define Departmental Cost Increase Groups" screen.

2. **Cost Increases Requiring New Funds** – These should be your lower priority cost increase requests.

   Agencies should limit these requests to mandatory increases for existing programs. We expect that recurring revenues will be available only for mandatory increases in existing programs and for targeted administration priorities.

Entering Your Cost Increase Request

Regardless of whether you are requesting new funds or are using offsetting funds, entering your cost increase request is a **two-step process** – entering cost increase detail and setting up cost increase groups.

Cost Increase Detail is the detailed expenditures and revenues by account code and positions by type for a program. This is where you specify the dollars and position changes you are requesting for a program. A program can have one or more cost increase detail items depending on your needs.

A ***Cost Increase Group*** is the actual cost increase request item to be considered for inclusion in the Governor's budget recommendations**.** For each cost increase group, a description should be provided which explains the proposed cost increase and defines how the cost increase supports the agency's strategic plan. The description should address the need that is to be met or the problem that will be solved with the additional resources.

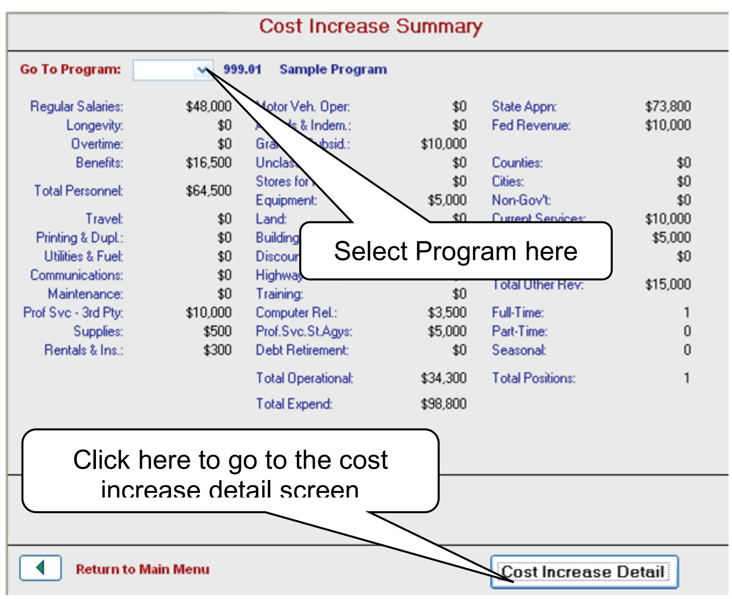
Cost increase groups communicate the priorities of your department and should be reflective of your departmental strategic plan. Agencies that have not submitted a strategic plan should include a statement of how the cost increase will support the achievement of the agency's goals and objectives.

Once you've set up your cost increase groups and have entered your cost increase detail, you will need to link the two together. You do this by assigning each cost increase detail to a cost increase group. A cost increase group can have one or more cost increase detail items assigned, which are automatically rolled up into the cost increase totals.

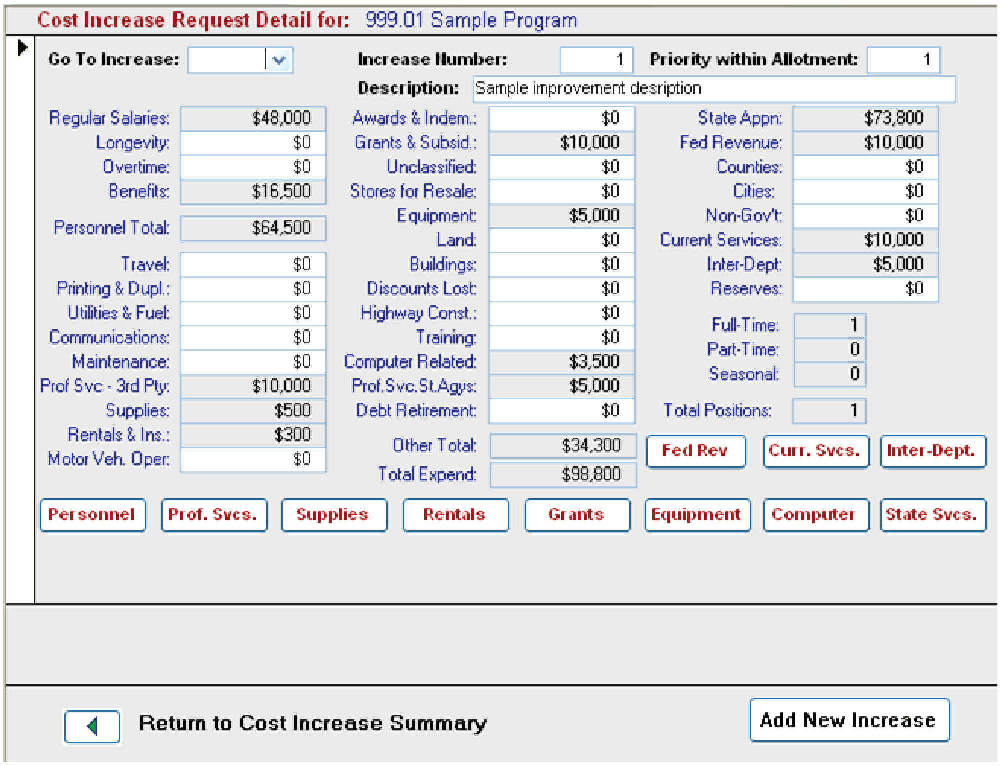
Cost Increase Detail

To enter cost increase detail, click the "Enter Cost Increases" button on the Main Menu screen. The starting point for cost increases is the "Cost Increase Summary" screen, which shows the net effect of all the cost increases you have entered for the program.

To enter your cost increase detail, select the desired program from the "Go To Program" pick list and click on the "Cost Increase Detail" button.



Instructions for Entering Cost Increase Detail



1. Enter an increase number. This is a unique identifier for this cost increase detail item.
2. Enter a priority for this cost increase. This is for sorting purposes on the cost increase detail report. **The priorities considered by the Budget Division are the departmental priorities set in the Cost Increase Groups screen.**
3. Type a short description for the cost increase item.
4. Enter the item's expenditure information, as appropriate for the account codes listed, in their corresponding cells. You should note that several cells (e.g. Salaries, Benefits, Equipment, etc.) require detailed information from a subsidiary screen. These subsidiary screens are obtained by clicking on the respective button at the bottom of the screen. Follow the instructions on the following pages when entering data in the subsidiary screens.
5. Additional cost increase items *for the current program* may be entered by clicking on the "Add New Increase" button and repeating steps # 1 - 4. To enter additional cost increase items *for another program*, simply return to the "Cost Increase Summary" screen, select the desired program from the pick list, and click on "Cost Increase Detail".
6. Use the "Go to Increase" pick list to locate any previously entered cost increase detail records for a program.
7. When all cost increases are entered correctly, click on the "Return to Cost Increase Summary" button to view the totals for all items entered for the program selected. When these totals appear correct, click on the "Return to Main Menu" button.

Using Subsidiary Cost Increase Request Screens

The cost increase subsidiary screens are similar to the subsidiary screens for the base request. New information is entered in the last row of the screen. New totals appear at the bottom of each screen after you enter any amounts. When you have finished entering data, click on the "Return to Cost Increase Detail" button.

Personnel

1. Click on the "Personnel" button.
2. Select the most applicable category from the category pick list. Category options include: "new position", "upgrade", and "other." Only new positions will affect the position counts on the Cost Increase Request Detail screen.
3. Enter the class type and grade information in the appropriate cells.
4. Select the "Full-time, Part-time, or Seasonal" designation from the pick list.
5. Enter the number of positions requested.
6. Enter the number of months that the position(s) are to be funded.
7. Enter the appropriate ***MONTHLY*** salary. "Flex" positions, which automatically flex up to a higher position classification after a probationary period, should be funded at the first step of the higher classification.
8. Benefits will calculate automatically. For new positions, the single insurance rate (health plus average life rate) effective January 1, 2016, is $545.38 monthly ($6,544.56 annually). The FICA rate remains at 7.65%. The TCRS rate for all new hires after 7/1/2014 is 8.87%. If necessary, select "Override Benefits" to disable the benefits calculation and enter a specific monthly benefits amount.
9. Annualized amounts will calculate automatically for each detail item you enter. The subtotal of all items appears at the bottom of the screen, and will automatically become the personnel (salaries and benefits) totals for this cost increase item.
10. Directly enter the longevity and overtime information on the Cost Increase Request Detail screen.

Professional Services - Third Party (Non-State Agencies) (70800)

1. Click on the "Professional Services" button.
2. Select the most applicable category from the category pick list.
3. Type a brief description of each item in the "Description" column.
4. Enter the increase amount.
5. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the professional services total for this cost increase item.

Supplies (70900)

1. Click the "Supplies".
2. Select the most applicable category from the category pick list.
3. Type a brief description of each item in the "Description" column.
4. Enter the applicable quantity and price of each item. The cost increase totals calculate automatically based on this information.
5. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the supplies total for this cost increase item.

Rentals and Insurance (71000)

1. Click on the “Rentals” button.
2. Select the most applicable category from the category pick list.
3. Type a brief description of each item in the “Description” column.
4. Enter the increase amount.
5. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the rentals and insurance total for this cost increase item.

Grants (71300)

1. Click on the “Grants” button.
2. Select the most applicable category from the category pick list.
3. Type a brief description of each item in the “Description” column.
4. Enter the increase amount.
5. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the grants total for this cost increase item.

Equipment (71600)

1. Click the “Equipment” button to obtain its subsidiary screen.
2. Select the most applicable category from the category pick list.
3. Type a brief description of each item in the “Description” column.
4. Enter the applicable quantity and price of each item. The cost increase totals calculate automatically based on this information.
5. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the equipment total for this cost increase item.

Computer Related (72200)

1. Click the “Computer” button to obtain its subsidiary screen.
2. Select the most applicable category from the category pick list.
3. Type a brief description of each item in the “Description” column.
4. Enter an OIR project number, if applicable.
5. Enter the increase amount.
6. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the equipment total for this cost increase item.

Professional Services Provided by Other State Agencies (72500)

1. Click on the “State Svcs” button to obtain its subsidiary screen.
2. Select the most applicable category from the category pick list.
3. Type a brief description of each item in the “Description” column.
4. Enter the increase amount.
5. Enter the OIR project number, if applicable.
6. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the professional services – state agencies total for this cost increase item.

Departmental Revenue

When entering revenue funding for cost increases, do not to enter more revenue than is required to fund the expenditures. This will be indicated on the Cost Increase Request Detail screen as negative state appropriations (highlighted in yellow).

Federal Revenue

1. Click on the "Federal Revenue" button.
2. Under "Line", select the appropriate revenue source code – 68001 or 68002.
3. Select the most applicable category from the category pick list.
4. Provide a short description for each item.
5. Enter the increase amount.
6. **The Catalog of Federal Domestic Assistance (CFDA) number is a required value for all federal revenue estimates.** Select the CFDA number associated with each item from the list provided. As with the Base Request detail screen, you can update the look-up table as needed to reflect CFDA numbers not in the list. You can also select a "pseudo-CFDA" number, where applicable:
   - 99.001 – Indirect Cost Allocation
   - 99.002 – Direct Payments (No CFDA)
   - 99.003 – Expired (CFDA Unknown)
   - 99.004 – New (CFDA Not Assigned)
7. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the federal revenue total for this cost increase item.

Current Services Revenue

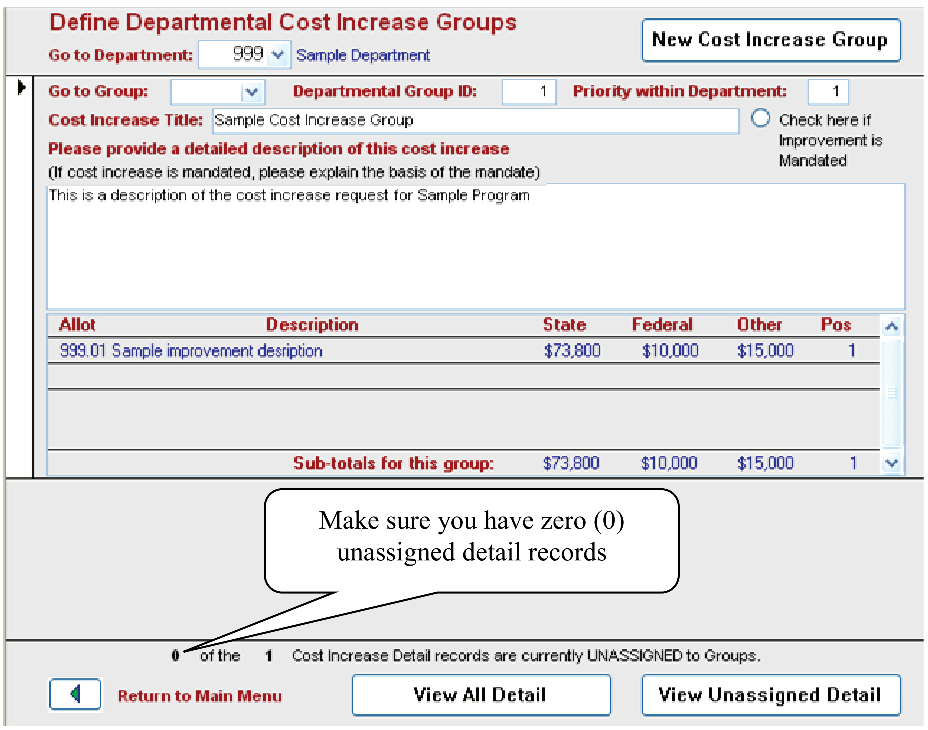
1. Click on the "Current Services" button.
2. Under "Line", select the appropriate revenue source code – 68080 or 68085.
3. Select the most applicable category from the category pick list.
4. Provide a short description for each item.
5. Enter the increase amount.
6. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the current services total for this cost increase item.

Interdepartmental Revenue

1. Click on the "Interdepartmental Revenue" button.
2. Under "Line", select the appropriate revenue source code – 68090 or 68095.
3. Select the most applicable category from the category pick list.
4. Provide a short description for each item.
5. Enter the increase amount.
6. Enter the source of the interdepartmental revenue. This should identify the agency or agencies from which this revenue will be collected. If this revenue will be collected statewide (from most or all state agencies), then enter "Statewide" here.
7. The subtotal of all entered items appears at the bottom of the screen, and will automatically become the interdepartmental total for this cost increase item.

Grouping Your Cost Increases

Once your individual cost increase items are entered, it is necessary to assign each of them to groups. This assignment action is necessary to prioritize your cost increases. It is important to note that you must assign your cost increase detail items to departmental groups before you submit your request to Finance and Administration. **Even if you only have one cost increase detail for your department, you must set up a group and assign that detail item to that group.**



Regardless of how you group your cost increases, each group must be prioritized according to your department's needs and should reflect your departmental strategic plan. **Be sure to explain in the description how the cost increase supports the strategic plan**.

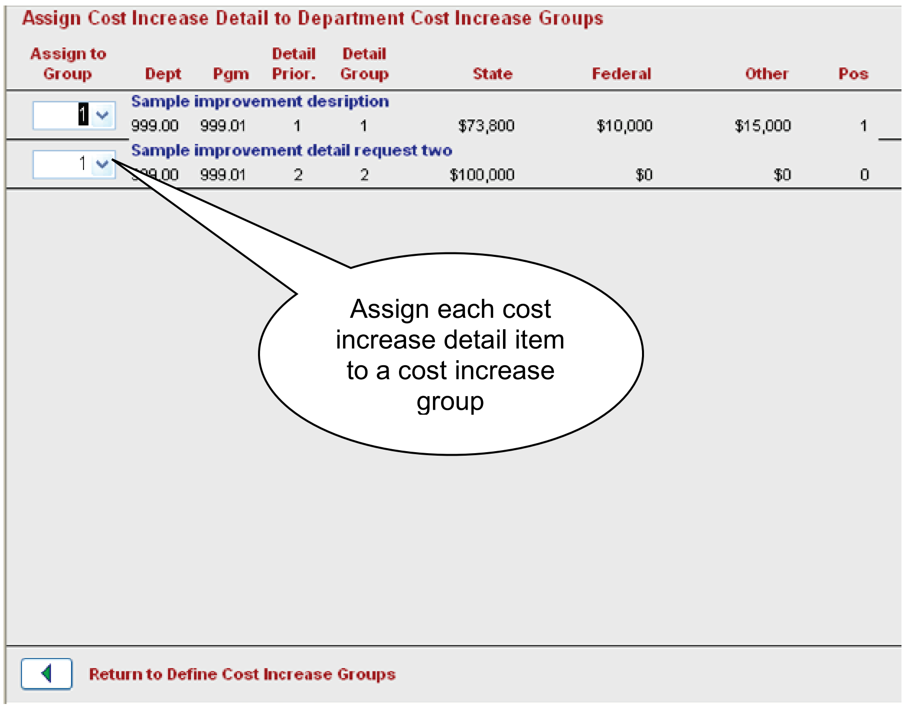
Establish Groups

1. Select your department from the "Go to Department" pick list.
2. "Departmental Group ID" is automatically assigned by the system.
3. Enter a priority for this cost increase group.
4. Provide a short title for the cost increase group in the "Cost Increase Title".
   Base Reduction Offsets – include the phrase **"- Offset by Base Reduction #nnn"** where "nnn" is the reduction number specified in your proposed base reductions.
5. Specify if the cost increase is mandated.
6. Provide a detailed description of the cost increase group. For technical reasons, please do not use double quotes (" ") to offset text. Use single quotes (' ') instead.
7. To create a new cost increase group click on the "New Cost Increase Group" button and repeat steps 3 through 6.

Assigning Cost Increase Detail to Groups

Once you have set up your cost increase groups, you can assign the cost increase detail items to the various groups you have established. To do so, you can work from either the "View All Detail" or the "View Unassigned Detail" perspective.

The "View All Detail" screen shows all of the cost increase detail items you have entered and allows you to assign them to cost increase groups. The "View Unassigned Detail" screen shows just those detail items that are not assigned or are assigned to a group that has been deleted.



Assign cost increase items to a group by clicking on the “Assign to Group” pick list and selecting the appropriate group. Groups may contain one or more individual cost increase items.

When all cost increase detail items have been assigned to groups, click on the “Return to Define Cost Increase Groups” button.

It is important to note that when you delete a group, the system does not delete the cost increase detail items for that group. If you delete a group, the detail items will still appear here and will be assigned to a non-existent group. To delete detail cost increase items, you must return to the "Enter Cost Increases" screen and delete them from there.

Department Totals

This screen allows you to review the total Actual, Estimated, Base, and Cost Increase amounts requested for your department. The cumulative totals of all program entries are shown.

Go To Department:

Departmental Summary

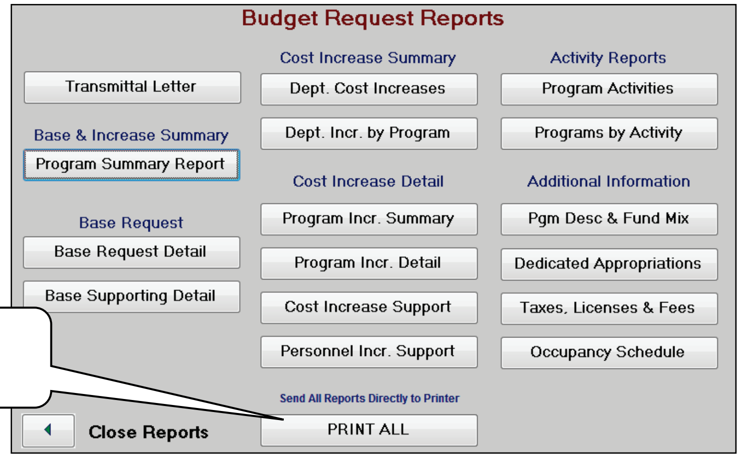
Sample Department

Expenditures	Actual	Estimate	Base	Cost Increase
Personnel Expenditures	$10,000.00	$14,000.00	$18,000.00	$64,500.00
Other Expenditures	$226,000.00	$248,000.00	$236,500.00	$134,300.00
Total Expenditures	$236,000.00	$262,000.00	$254,500.00	$198,800.00
Funding				
State Appropriations	$139,000.00	$158,000.00	$151,500.00	$173,800.00
Federal Revenue	$1,000.00	$2,000.00	$3,000.00	$10,000.00
Other Revenue	$96,000.00	$102,000.00	$100,000.00	$15,000.00
Positions				
Full-Time	1	2	3	1
Part-Time	2	3	4	0
Seasonal	3	4	5	0
Total Positions	6	9	12	1

Return to Main Menu

Generating Reports

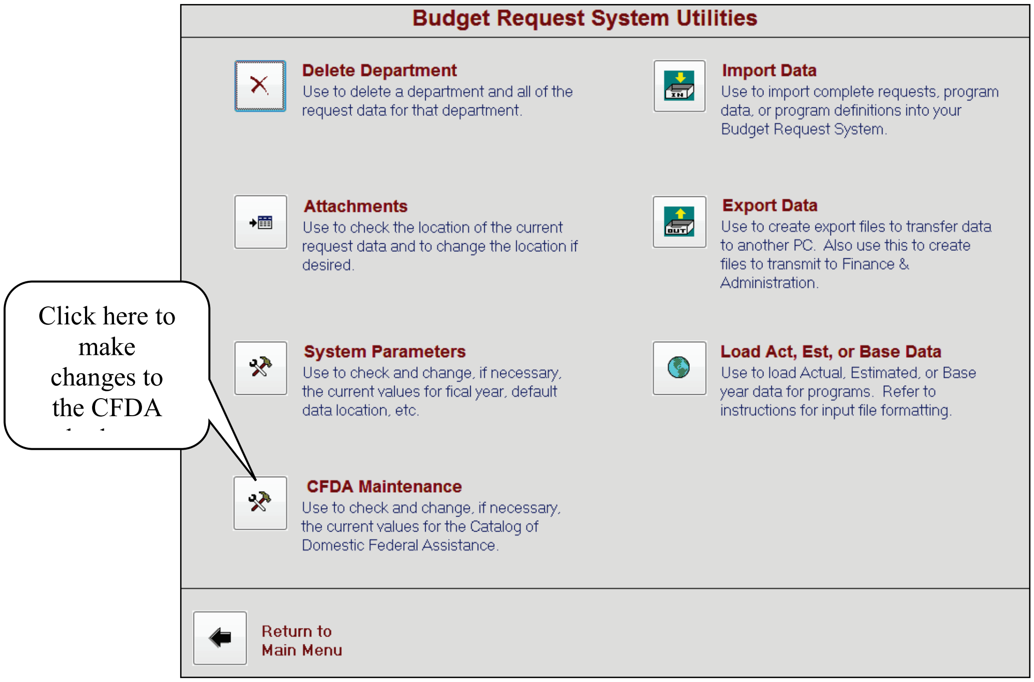
This screen allows you to print a variety of schedules of the data you have entered in all other sections. You can preview these reports online and the print the schedules shown on your screen.



- **Transmittal Letter**
  High level summary reporting the total base and cost increase funding required for you agency
- **Program Summary Report**
  Summary totals by program. Also departmental totals.
- **Base Request Detail**
  By expenditure and revenue account detail of actual, estimated, and base by program.
- **Base Supporting Detail**
  Detail information entered on low level subsidiary screens (professional services, grants, etc.) by program.
- **Dept. Cost Increases**
  Summary of departmental cost increases.
- **Dept. Incr. by Program**
  Summary of departmental cost increases by program.
- **Program Incr. Summary**
  Summary totals of individual program cost increases.
- **Program Incr. Detail**
  Program cost increase detail by expenditure and revenue account.
- **Cost Increase Support**
  Cost increase detail entered in subsidiary screens (sub-account) by cost increase detail number within program.
- **Personnel Incr. Support**
  Detail personnel cost increase information by program, position type, and cost increase detail number.
- **Program Activities**
  For each program, a listing of activities, allocations, and activity measures.
- **Programs by Activity**
  For each activity, a listing of programs, allocations, and activity measures.
- **Dept. Program Information**
  Listing of programs, program descriptions, cost increase funding mixes, and other program information.
- **Dedicated Appropriations**
  Dedicated appropriations from taxes, licenses, and fees.
- **Taxes, Licenses & Fees**
  Detail tax, license, and fee revenue information entered by program.
- **Occupancy Schedule**
  Detail institutional occupancy information entered by program.

System Utilities

The System Utilities screen is the path to many of the "housekeeping" functions of the Budget Request System. This screen gives you access to all of the database management features you will need to manage the system.



Delete Department

Use this function to delete an entire department and all of its data (base request, cost increases, programs, etc.). Obviously, this function is to be used with extreme caution and is protected with several layers of warning messages to avoid accidental use. Please note that there is not an "UNDO" feature here. This function is helpful if you have accidentally created a bad department number.

When using the delete department function, you will be prompted for the department code (e.g. 999.00) you wish to delete. You will receive two warning messages to ensure you do not accidentally delete your department.

Attachments

The "Attachments" function controls where your PC is connected for its budget request data. In a network installation (see installation instructions), you will use this function to edit the default connections and attach your system to the desired data location.

As installed, the default location is "C:\BR2017". If you install to a different location or you are using the system in a distributed environment, enter the new path where your data is stored into the "Default Location" field. Next, click the "Attach Default" button to detach the current data file and re-attach to the new path specified in the default location.

System Parameters

The System Parameters table contains information such as the retirement rate and the insurance rate used for position cost increases and the fiscal year of the budget request. ***This table has been set up for fiscal year 2016-2017 and should not need any changes.***

CFDA Maintenance

The CFDA look-up table contains a listing of the entire Catalog of Domestic Federal Assistance as of August 4th, 2015. Use this feature if you need to add CFDA items that are not in the list.

Import Data

This function allows you to import data from another Budget Request System. To import data, **it must first be exported from another system**. You cannot use this function to import directly from another BR system. The Import button gives you a menu of two importing options that mirror the functions in the Export function:

- **All Data (COMPLETE)**
  Loads all the information for a department from the files created in the "Export - All Data" operation. This option was designed to enable you to completely load data from another computer. ***Use this option with caution, as it scans the input for which departments are to be loaded and it completely erases all data for those departments on the target computer***.

- **Program(s)**
  Loads the program information from the files created in the "Export - ONE Program" operation. Use this option when you want to load the information for one program (allotment code) from another computer.

- **Performance Measures**
  Loads the performance standards and measures from a previously exported file. ***You will not need to use this option, as program-level performance standards and measures are no longer part of the budget request process.***

Export Data

This function allows you to export data to another Budget Request System. This is also the function you will use to create the files you transmit to Finance and Administration. The Export button gives you a menu of two exporting options:

- **All Data**
  Creates 16 files containing all of the information you currently have loaded on your system. Use this option when you are ready to transmit your request data to Finance and Administration. This option will check your activity allocations and alert you if any of your allocations are incomplete. You can also use this option if you want to transfer all of your data to another computer.

- **ONE Program**
  Creates 16 files containing all of the information for the program you choose from the pick list. Use this option when you want to transmit the information for one program to another computer.

Load Act, Est, or Base Data

This function allows you to import much of your Actual, Estimated, and Base information from external sources such as Excel and text files. The format for these files is very simple, and any valid data gets loaded into the selected location. Once you have loaded data, you can change it manually, just as if you had entered it directly. Please remember to enter rounded amounts.

Refer to the Base Request screen. You can load any of the "white" boxes from external data. Since we need more details on the "gray" boxes, you must still enter these manually. For instance, you can load Equipment for Actual and Estimated, but not for Base. Also, please note that State Appropriations cannot be loaded. This is calculated from the data you load.

Data Requirements - Spreadsheets:

- Must be WK1, WK3, or XLS (5.0 only)
- Program Code in first column; formatted numeric, 2 decimal places (i.e. 317.02)
- Object/Rev. Source/Position code in second column; formatted as text (i.e. 010, 012, 03, 801, etc.). Quotation marks are not needed if the field is marked as text.
  Valid position codes are "full", "part", and "seas" (without quotes).
- Amount in third column, formatted numeric.

Data Requirements - Text Files:

- Must have "TXT" file extension.
- Program Code in first field; formatted numeric (no quotation marks), 2 decimal places (i.e. 317.02)
- Comma separator
- Line item in second field; formatted string (i.e. "010", "012", "03", "801", etc.). **Quotation marks are required**.
  Valid position codes are "full", "part", and "seas".
- Comma separator
- Amount in third field, formatted numeric (no quotation marks).

Now That You're Done

Now that you have entered all of your budget request information, you are ready to put together your request package to transmit to Finance and Administration. To help you with this process here is a checklist of items to ensure your package is complete:

Request Transmittal Checklist

- ❑ All titles and descriptions (department, program, program, cost increase, etc.) have proper capitalization (not ALL CAPS) and punctuation.
- ❑ Programs have accurate Cost Increase Funding Mixes and correct operating funds.
- ❑ Actual, Estimated, Base, and Cost Increase dollars have been rounded to nearest $100.
- ❑ Base year guidelines have been followed concerning work program less non-recurring amounts.
- ❑ All cost increase detail items have been assigned to cost increase groups. Cost increase groups have been properly prioritized and any mandates have been properly explained (including TCA or other legal citation). Explanation has been given linking the cost increase groups to the agency strategic plan.
- ❑ All programs have been spread to the appropriate activities. There are no surpluses or deficits on the Activity Allocation screen.
- ❑ Personnel file has been updated per the instructions in "Appendix A – Personnel File".
- ❑ Prepare four (4) duplicate CD's containing the 16 data files (See "Exporting Data - All Data"), the personnel file, the Base Reduction file (RedData2017.mdb), and any other supporting documentation you wish to include with your request. Media should be labeled with the agency name, agency number, and the fiscal year of the request.
- ❑ Prepare one (1) copy of the transmittal letter (either system generated or custom letter in similar format) signed by the agency head.
- ❑ Prepare one (1) copy of the Program Summary Report printed from the Budget Request System.

Deadline: Thursday, October 1, 2015

Send completed requests to:

F&A Division of Budget
312 Rosa L Parks Ave
18th Floor, Desk 18.333A
Nashville, Tennessee 37243

Frequently Asked Questions

Over the years agencies encounter similar problems and have similar questions concerning the Budget Request System. In an effort to address these issues, please review the following problems and questions that are common when using the Budget Request System

What are Activity Allocations?

Activity allocations allow us to analyze how resources (people and dollars) are allocated to the activities performed by state agencies. In some cases agencies organize their programs to perform a single activity. In these cases the allocation is simply 100% to that program. More often though, a program performs activities that service several of the agency's objectives. In these cases, the agency must tell us how much of their resources are allocated to each of the activities they perform.

What are Cost Increase Funding Mixes?

Cost Increase Funding Mixes are the ratios we use to determine the funding requirements for global budget recommendations. The typical example is a salary increase. When we adjust your base to include the cost of an across-the-board salary increase, we also have to determine how the increase will be funded. These mixes are in no way related to any specific cost increases your agency may be requesting, as you already provide this information when you enter your cost increase request.

External to the Budget Request System, we also ask that you report any special considerations concerning reductions (such as OIR rate reductions, TCRS rate reductions, etc.). If your agency has certain constraints on funding that would require unique handling of reductions, please let us know. You should use the Budget Reduction System (provided separately) to enter reduction funding ratios.

How do I delete records?

On some screens, you may notice a thin vertical bar on the left side of the screen. This is the current record status bar. A black triangle in the status bar indicates the values you see are what is saved on the database. A pencil indicates you are editing (changing) the record. You can press the ESC key anytime the pencil is showing to UNDO any changes you have entered.

Any time you see this bar you can click on it and press DELETE to delete the current record. Be careful though. Once deleted, you cannot UNDO the delete.

I deleted a dollar amount and I got an "Invalid use of Null" or "Field 'BRAct.000' cannot be Null" error message. What did I do?

Microsoft Access can't handle a blank number field, so, if you're trying to delete a single dollar amount, you really need to replace it with a zero.

Can I copy lengthy descriptions from a Word document and paste them into the Budget Request System?

Yes. From Word you can select the text you wish to copy and select EDIT, COPY. Then move to the Budget Request System, place the cursor in the description field and select EDIT, PASTE.

Our system is installed on the LAN and sometimes I get a crossed-out gear symbol in the record status bar and I cannot update the record. What is happening?

This gear-shaped symbol in the record status bar indicates that another user has the database locked while they enter their data. Whenever multiple users have access to the BR System, there is always the chance they may try to work on the same record. In most cases they may not even know they have locked others from making changes. This lock is only temporary as long as that person is editing that record. As soon as they have finished editing the record, it is unlocked for others.

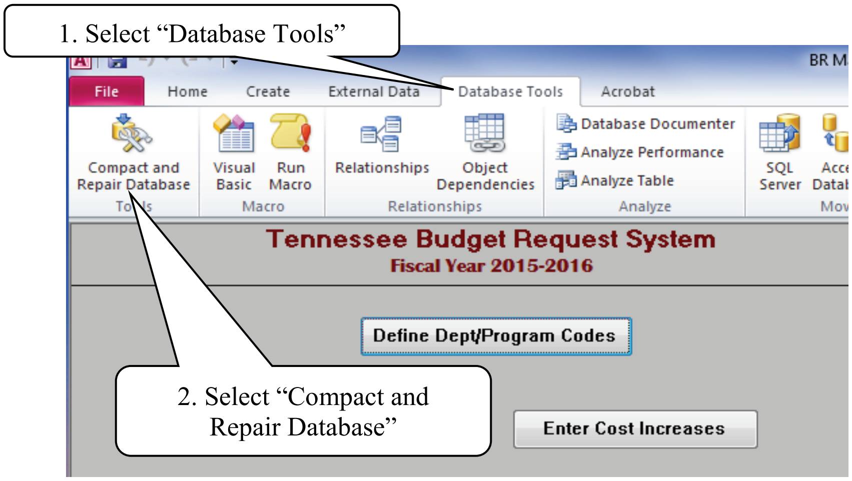
This can be confusing at times because the people are not even working on the same program, for example. As far as the database is concerned, it doesn't know what programs are affected, it only sees that two people are trying to add a new record at the same time and it gives one person access while locking out the other one until the first person is finished.

For this reason, if you are working in a multi-user environment, it is best not to leave a record in the edit mode (a pencil symbol in the record status bar) for a long period of time. If you do leave your computer for any time, it is always best to exit the system first.

My system has worked fine for weeks, but when I clicked on the icon today I got the message that it can't open the database and the files might be corrupt. What have I done?

Don't worry. This message sounds scarier than it really is. Although a corrupt file can spell disaster after weeks of data entry, Microsoft actually has a very effective database repair facility that is already built in to your system.

To repair a corrupt database, start up Access from your desktop and follow these steps:



1. Select "Database Tools", "Compact and Repair".

2. You may be prompted to tell Access where you want to "Database to Compact From." Select "C:\BR2017\BR2017.MDB" (or wherever you installed your system – refer to pages 4-6 of these instructions).

3. After selecting the file, you may be prompted to tell Access where you want to "Compact Database Into." Select "BR2017.MDB" again. This way you are repairing the file back onto itself.

4. Repeat steps 1-3 with the file "BR2017**CD**.MDB."

When done, try again to start the system.

One final comment about protecting your data: Please be sure you have reliable and regular backups of your database. Even as reliable as the repair facility is, it cannot repair a file damaged by a hard drive crash or one deleted by accident. ***Your best protection is always a good back up***. To make a backup of your data, simply copy the back-end database (BR2017.MDB) to another location (or you can give it another name (such as "Copy of BR2017.MDB"). Also, if your back-end database is on the network, it's probably being backed up nightly by your IT staff. Check with them to determine the best back up method for your environment.

Who can I call if I have technical problems?

The first people to rely on are your own IT technical support personnel. Many of the problems that occur, especially in a network environment, can be resolved by them. If they are not able to help, or if they or you have technical questions, please contact:

Zach Barnett	741-7774	zachary.barnett@tn.gov
Rick Newton	532-8364	rick.newton@tn.gov

Who can I call if I have questions about the content of my budget request?

Any budget policy questions should be directed to your Finance and Administration Budget analyst.

Appendix A - Personnel File

Introduction

The personnel file will be sent separately to each agency by your F&A Budget analyst. This file is provided for use in planning your base personnel requirements (salaries, longevity, and benefits). **It should be updated and returned with your budget request**.

The personnel files we are using for the FY 2017 budget request have been generated from the BEARS position inventory database. The initial load of the position inventory, as with the personnel files from previous fiscal years, is created from an extract of the Edison HCM modules.

The intent for using the new format for FY 2017 is twofold:

First, the new extraction process eliminates some of the issues we've asked you to manually clean up in the past. The new BEARS format displays only one record for each position. You will no longer need to remove overlaps and "jobsharing" positions. The insurance rates are now a blended rate to reflect the mid-year group health insurance premium increase, so you will no longer need to add a lump sum adjustment for this mid-year increase. The FICA calculation now takes into account the cap on social security earnings to which that rate applies.

Second, by updating the budgeted position data in this format, we hope to be able to load your updates directly into BEARS when we go live later this year. There will still be some clean-up to do at that later date, but it should facilitate bringing this information online sooner.

What You Need to Do

These files should be reviewed and updated to represent the most accurate information to date for each program. This file should include all positions that will be **authorized and established** in your **base** request. Do not include any new positions requested as cost increases in your budget request. Do not remove positions you are proposing to abolish in your reduction plans, as these will be dealt with through the base budget reduction review process.

In some cases, you may need to add positions to this file. Consider the following conditions that might cause you to add any ***authorized*** but as yet unestablished positions:

1) cost increase positions received in the current year,
2) ***approved*** current-year expansion positions that are not yet established, and
3) ***approved*** current-year work program reorganizations.

New current-year authorized positions that are not on the personnel file yet should be added to the file at the end of each program. Be sure to include all of the associated benefits calculations (insurance, retirement, and FICA) required for these new positions.

All vacant positions should be funded at the first step of their salary range. If a position is vacant, whether on the original file or through turnover after this file was generated, the salary should reflect this first step salary amount. Vacant series 900 positions should be updated to include correct salary and benefits amounts. Part-time and seasonal positions should also be checked for proper amounts. This file projects funding for "flex" positions at the first step of the higher classification. Flex positions are positions which automatically flex up to a higher position classification after a probationary period. The single insurance rate (see chart below) should be used for all vacant positions.

Any abolished positions should be marked for deletion from the file. Refer to the detailed instructions below for guidance on marking position for deletion. ***Do not simply delete positions from this file.***

Longevity should reflect the number of years to be paid to each individual during FY 2016-2017.

New to the personnel file this year is a blended rate using six months at the 1/1/15 effective rate and another six months at the 1/1/16 effective rate. This change should negate the need to enter a lump sum adjustment.

How This File Should Be Used

Once all adjustments have been made to this file, each column should be totaled. These totals should be compared with the recurring current-year work program amounts for account codes 70100, 70102 and 70200.

The department-wide total account 70100 salaries estimate in the base budget request normally should not exceed the recurring current-year work program amount. If the updated personnel file projects a lower account 70100 salaries requirement, the agency may retain this "equity" balance in its base request. If the personnel file projects a higher account 70100 salary requirement, then the amount required by the personnel file should be included in the base request, along with necessary program adjustments to stay within the base budget guideline.

The total account 70200 benefits estimate in the base budget request should consist of the following:

(A) the total benefits costs projected in the updated personnel file, plus
(B) benefits associated with the budgeted account 70100 equity balance, plus
(C) benefits associated with budgeted account 70104 overtime.

Any payroll or benefits shortages, compared with the current recurring work program, should be resolved and funded within the base budget guideline for total program costs. The only exceptions should be for any positions which were only partially funded during the current year due to the mid-year phase-in of new facilities or programs. In such cases, cost increase requests for next year may be submitted to fully annualize the costs of the new program being phased in during the current year.

Orientation to the New Format

At first glance, the new BEARS format doesn't look much different than the previous personnel file layout. You'll probably notice that the new format includes a lot of new information that was not on the old personnel files. After familiarizing yourself with the new format, you may proceed to the "Instructions" section below for guidance in preparing this file for FY 2017.

The BEARS position inventory format consists of two major components – budgeted position information and actual Edison information for that position.

Budgeted Position Data

The first 21 data columns (B through V) are the budgeted position information. This is the information you will update to reflect any changes needed for your FY 2017 base personnel requirements. This is what you should update.

Edison (Actuals) Data

The 19 columns after the budget information (W through AO) are the actuals information from Edison. This shows information concerning the selected incumbent employee for that position. You will not need to update this information, as it comes directly from Edison. The "Instructions" section below provides detailed information on each of the columns in the file.

Due to the fact that this file is an extract of the BEARS position inventory on 8/17/2015, all of the data is static at the point which it was extracted. ***There are no formulas in the files themselves***. If you need to make changes to your budgeted information, you will need to either ***manually calculate*** some values or ***set up the necessary formulas*** based on the information provided here. Refer to the individual column descriptions below for information concerning the calculations of these columns.

Instructions

General instructions

Please do not make any changes to the layout provided here. Do not add, move, or delete any of the columns. We need to maintain a standard format for all agencies in order to load your changes back into BEARS.

Do not delete any rows to remove positions that should not be included in your position inventory. To remove a position, simply mark “D” in the A/C/D column as described below.

You can insert rows as needed to properly account for new authorized positions not currently established in Edison. Simply add these new rows where they should appear and provide all of the budgeted position information you can for these positions. Be sure to mark the “A/C/D” column with an “A”. If you add new rows, please be sure to properly account for any calculated columns as defined below.

All dollar amounts are annualized amounts

Field Definitions

A/C/D

Add, change, delete indicator. Simply mark “A” for new positions that you are adding, “C” for positions you are changing, and “D” for positions you wish to delete. If you are not changing any of the information for a position, simply leave this field blank. It is very important to update this column for any changes you make, as this will help us identify and properly process these changes.

AgyCd

The five-digit budget code for your agency (i.e. 31700, 33100, 31625, etc.). This is not your business unit.

AllotCd

The five-digit budget code for your allotment (i.e. 31701. 31702, etc.).

PosNbr

The eight-digit Edison position number. Do not change this number on any of the data provided to you. This number is critical to ensure a correct match to the Edison data. For most new (added) positions, you may leave this blank, unless the position is established in Edison prior to your submission.

ClassCd

The six-digit Edison class code. This number may be changed if you are reclassifying a position, but you’ll need to be sure to also update any of the associated fields that may be affected by such a change (PositionTitle, BudgetBaseSalary, and any of the totals that are impacted, as well). ***Updates to this field will be loaded into BEARS***

Position Title

This is the title of the position based on the class code above. You may change this field, if you like, but BEARS will use the class code to update this field. Updates to this field ***will not*** be loaded into BEARS.

BgtBaseSalary

This is the budgeted base salary amount for this position. It should reflect the current salary of the incumbent employee for a filled position. For vacant positions, this field will reflect the salary of the last employee of record for this position. If no previous employee is detected, it will default to the minimum salary for that position classification. ***Updates to this field will be loaded into BEARS***.

BgtPosType

This is the position type assignment for this position. It should be coded as “F” (full time), “P” (part time), and “S” (seasonal). ***Updates to this field will be loaded into BEARS***.

AgySalAdj

This field allows agencies to specify an additional amount – either positive or negative – to the base budgeted salary amount. The intent is to allow you to account for any mid-year salary adjustments, but may also be used to record other planned deviations from the budgeted base salary amount. ***Updates to this field will be loaded into BEARS***.

FASalAdj

This field is similar to the AgySalAdj field above in that it allows for an adjustment to the budgeted base salary amount. The intent for this field is for F&A to use to record adjustments separate from agency adjustments. ***Updates to this field will be loaded into BEARS, but it is requested that agencies do not update this field.***

BgtLongAmt

This is the budgeted longevity amount to be paid out in FY 2017. It is calculated based on the service months recorded for this position (last longevity payment at time of extract – see EDLastLongMos column). ***Updates to this field will be loaded into BEARS.***

BgtTotSalLong (*Calculation*)

The sum of BgtBaseSalary, AgySalAdj, FASalAdj, and BgtLongAmt
Used as the basis for the calculation of retirement (BgtRetAmt) and FICA (BgtFICAAmt)
The sum of this column will be used to analyze your FY 2017 base salary request (account 70100")

BgtInsCovg

Specifies the type of insurance coverage budgeted for this position. See the insurance amount description (BgtInsAmt) for details on this calculation. ***Updates to this field will be loaded into BEARS.***

BgtRetPlan

Specifies the retirement plan budgeted for this position. See the retirement amount description (BgtRetAmt) for details on this calculation. ***Updates to this field will be loaded into BEARS.***

BgtInsAmt (*Calculation*)

The blended annual insurance amount based on the coverage code selected above. See the following table for rates.

Effective	A Single	B Family	C EE Plus Spouse	D EE Plus Child(ren)
1/1/2015	$ 6,325.56	$ 16,350.72	$ 13,221.36	$ 9,466.32
1/1/2016	$ 6,544.56	$ 16,920.24	$ 13,681.32	$ 9,794.88
Blended Rate	$6,435.06	$16,635.48	$13,451.34	$9,630.60

BgtRetAmt (*Calculation*)

The retirement amount based on the retirement plan code selected above. The following table summarizes the rates effective for FY 2017. See the complete table of rates at the end of these instructions.

Enrollment	State Plan	Troopers/Wildlife Officers	Judicial	Teachers
LEGACY	15.03%	18.4%	22.87%	9.04%
HYBRID	8.87%	9.62%	12%	9%

BgtFICAAmt (*Calculation*)

The total FICA amount calculated as 6.20% of BgtTotSalLong up to $118,500 for Social Security and 1.45% of BgtTotSalLong for Medicare.

BgtTotBen (*Calculation*)

The sum of BgtInsAmt, BgtRetAmt, and BgtFICAAmt
The sum of this column will be used to analyze your FY 2017 base benefits request (account 70200")

Position Funding Mix

Allows you to specify the funding source for each position as a mix of general fund state appropriations (GFStatePct), dedicated state appropriations (DedStatePct), federal revenue (FedRevPct), and other departmental revenues (OthRevPct). The sum of these four fields should always equal 1 (100%) for a given position. ***Updates to these fields will be loaded into BEARS.***

Edison Fields

The Edison fields are intended to provide additional information about each position ***at the time of this extract***. The Edison information will tell you whether a position is filled or vacant. If a position is filled, you'll see the full name of the employee.

You'll also see a repeat of the actuals version of the budgeted amounts described above. Since the initial load data was built on this information, there will not be any difference in the budgeted amounts and the actual amounts, but going forward, this is where you would be able to see differences between the budgeted position amounts and what may be in Edison at a given point in time.

Any updates to the Edison fields ***will not*** be loaded into BEARS at this time.

Supplement to Instructions – Retirement Lookup Table based on BgtRetPlan

RetCd	RetPlan	RetRate
0	Null	0
1	State Prior Class A	0.1503
2	State Prior Class B	0.1503
3	State Police Prior Class C	0.1503
6	State Judges Prior Class	0.2287
7	Attorney General Prior Class	0.2287
8	Null	0
9	Null	0
12	Wildlife Officer Prior Class B	0.1503
13	Public Service Comm Prior Class	0.1503
17	Attorney General Prior Class	0.2287

20	Teacher 10 Mo	0.1503
21	General State Employee Group I	0.1503
22	State Class B Transferred	0.1503
23	State Class A	0.1503
24	Teacher 12 Mo	0.1503
26	Teacher Class A	0.1503
31	Wildlife Officer Class A	0.1503
32	State Prior Class B Ltd	0.1503
33	State Police Prior to 7/1/76	0.1503
37	Attorney General Group III	0.2287
38	Group II Wildlife Special	0.1503
39	Group II State Police Special	0.1503
40	Hybrid Teacher	0.09
41	Hybrid General State Employee	0.0887
42	Hybrid General Assembly	0.0887
43	Hybrid Judicial	0.12
44	Hybrid ORP Member	0.09
45	Hybrid Public Safety	0.0962
46	State Judges 74-76	0.2287
47	Attorney General 74-76	0.2287
75	State Police After 7/1/76	0.184
76	State Judges After 7/1/76	0.2287
77	Attorney General After 7/1/76	0.2287
78	Wildlife Officer After 7/1/76	0.184
79	Public Service Comm After 7/1/76	0.1503
80	General Assembly Noncontributory	0.1503
85	UT Ag Extension Service	0
86	Aged State	0
88	Null	0
89	General Assembly Contributory	0.1503
102	State Prior Class B	0.1503
103	State Police Prior Class B	0.1503
105	Teacher Prior B Discontinued	0.1503
109	Null	0
124	Teacher - Teacher Plan	0.0904
125	Teacher - State Plan	0.1503
147	Group III Attorney General	0.2287
175	State Police After 7/1/76	0.184
176	Group IV State Judge	0.2287
177	Group I Attorney General	0.2287
221	State Election Commission	0.1503
999	Generic State Rate	0.1503

Appendix B - Energy File

Excel files containing utility expenditure calculations will be provided separately by email to assist those agencies responsible for payment of utilities. Agencies participating in the FRF should not complete this file. These data will be compiled and projected using a statistical projection model. The results will then be returned to your agency for use in building the base budget for account code 70500. A separate form should be completed for each program.

Total utility expenditures include actual expenses incurred for such items as electricity, oil, heat and other utilities. If the “other” energy type is needed, please indicate in the space provided what type of utilities is being reported. After the individual energy costs have been input, the file will automatically calculate a grand total for the year. Do not estimate expenditures for next year.

Once expenditures are included, indicate the square footage requirements for each year. Please estimate the FY 2016-2017 square footage total. A space is provided for additional detail if unique situations have occurred or square footage has changed significantly from the prior fiscal year.

Daily occupancy information is requested. This should include, if applicable, all residents, day population, and staff.

Please submit this file no later than August 31 of this year to allow time for the Budget Division to run the model and provide you with the utilities projections. This file is being provided to affected agencies. The file will be returned to departments no later than ten days after its receipt in the Budget Division for use in preparing your Budget Request for next year.

Appendix C - Managing a Distributed Environment

The Budget Request System was designed for use by a central agency budget office to prepare and submit their annual budget request to Finance and Administration. The Budget Request System can also be used to prepare individual programs' requests and then transmit them to a central office to be compiled into the formal agency budget request. If your agency uses the Budget Request System in this manner, the following tips may help you avoid some problems.

Distributing the System

You have several options for distributing the system to your various locations. Locations that have internet access can simply download the files from the internet. You can also email the zip file ("BR2017.ZIP") to any locations that do not have internet access. If you need to send a CD (no email or network connections), contact your budget analyst to obtain an installation CD. You can make as many copies as needed of this CD to distribute to the locations that need the system.

Unique Programs (Allotment Codes)

Using the Budget Request System in a distributed environment will only work if each site is responsible for a unique program or a unique group of programs. If more than one site works on the same program, ***the system cannot merge these into one request***. You will have to collect this information external to the Budget Request System and key the request centrally.

Managing Activities

Agencies will have to enter activity data for each program. If an agency uses a department-wide activity structure (multiple programs using the same set of activities), the agency budget office is responsible for coordinating the entry of data using this structure. In the current version of the BR system, there is no method for distributing activity definitions. Activities will have to be entered for each program.

Importing/Exporting Program Data vs. All Data

When you import or export data, you will be prompted as to what kind of import/export you wish to perform. When you import "All Data", then all of the existing data for the department on the importing PC ***will be erased and replaced with the imported data***. This function is used primarily to set up a new PC with all of the agency's data.

Importing Program data will only import and replace program data for the program(s) being imported. None of the other programs, programs definitions, program allocations, etc. will be altered. This is the method used most often in a distributed environment to transfer program detail between PC's.

Cost Increase Groups

Even in a distributed environment, the assignment of cost increase **detail** items to cost increase **groups** should be performed centrally by the agency budget office. These groupings and priorities span the agency and represent a logical grouping and order of priority as determined by the agency's executive staff. It is best to inform your offices to ***not*** assign their cost increase detail items to cost increase groups.

Appendix D – Technology Standards

Budget requests for fiscal year 2016-2017 technology purchases should adhere to the following technology standards:

1. The recommended desktop PC and the laptop replacement standard is four years. Agencies should select a single device to meet their staff needs when conducting workstation replacement. This can be a desktop, laptop or Windows based tablet. If staff is mobile by the nature of their work responsibilities then a laptop or tablet is the preferred platform. The XP operating system is no longer supported by Microsoft and is a security risk. XP devices should no longer be in use and should not be on the network.

2. **Funding for replacement of devices is the responsibility of each agency. Agencies are encouraged to use the OIR Equipment Replacement Fund to fund the purchase of new computer hardware.** Agencies will need to budget for the repayment of the costs for the purchase of the equipment over a 48 month period of time. A one-time surplus fee will be charged to the agency on month 49.

3. It is important to use supported versions of software and to have sufficient hardware capacity for business applications. Please be sure the agency's base funding reflects the need to migrate to supported versions of operating systems and other software packages as older versions become obsolete. Refer to the "Official Standard Products List" link located at http://oir.intranet.tn.gov/policy/policy-main for the latest version of the technical requirements which govern the planning, acquisition, use, and management of information technology resources.

Hardware – Please see the Workstation Consolidation Project page to view the current statewide contracts for notebooks, desktops and tablets.

Software – The following minimum PC software standards should be used:

- New desktop and laptop devices ordered off contract come with Windows 7.
- Internet Explorer (IE) 9 or 10.0 is currently in use. Beginning January 12, 2016 Microsoft will only support the most current version of IE for a supported operating system will receive technical support and security updates. On that date IE 11 will be the only browser supported for Windows 7 and 8.1 operating systems. Therefore, the agency should migrate to IE11 by January 2016.
- System Center Configuration Manager – SCCM 2012
- Symantec Endpoint Protection – SEP 12
- Microsoft Office 2010 is the current version and Office 2013 will become an emerging standard as email services are migrated to Exchange Online. Microsoft Office 2003 is obsolete and 2007 is twilight. Agencies should budget an upgrade if they are running Office 2007 or earlier versions.
- Outlook client 2010, 2007, and Outlook Web Access (OWA) is supported. Outlook client 2013 will become an emerging standard as email services are migrated to Exchange Online.

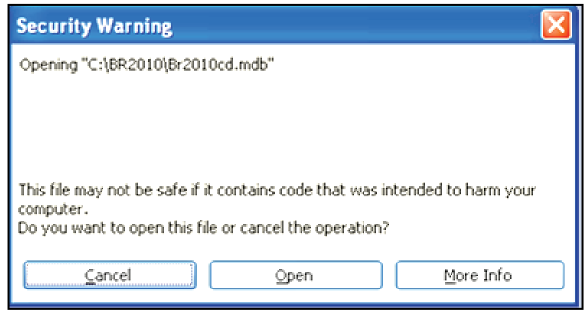
If you have any questions regarding these standards contact:

Alan Atherton, Executive Director, End Point Management
(615) 253-6852 (Alan.Atherton@tn.gov)

Upgrading to these standards should be performed within the base funding level, if possible. Agencies that cannot meet these standards within the base guideline funding level may request cost increase funding necessary to meet the technology standards. Agencies should first determine that the minimum technology standards are inadequate before requesting funding for higher levels of function or performance.

Appendix E – Access 2003 Macro Security Settings

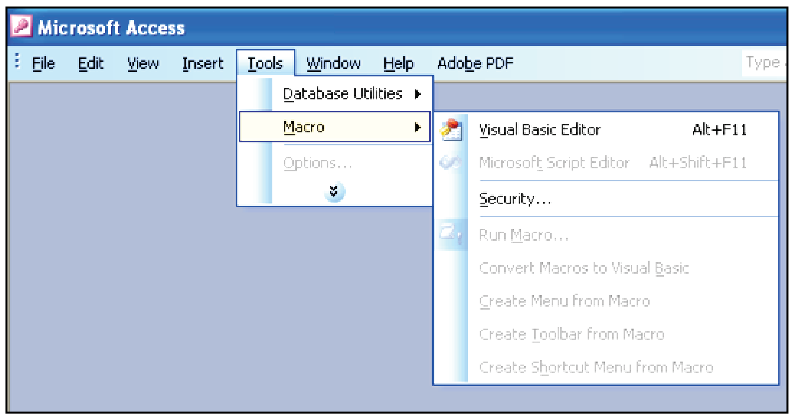
When you first try to open the system, you get this error message:



Click “Cancel”.

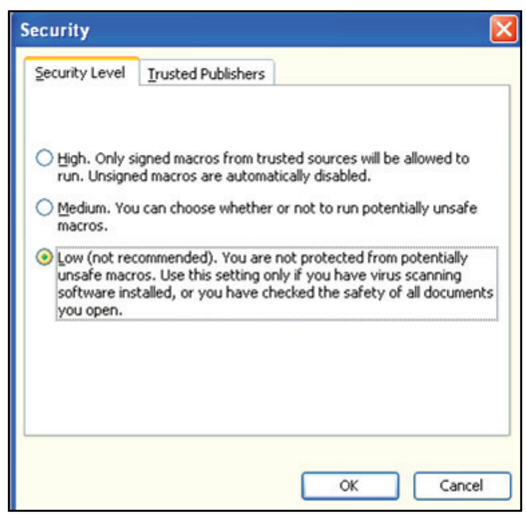
Close (exit) Access, then restart Access

Usually you can start Access by: “Start”, “All Programs”, “Microsoft Office”, “Microsoft Access 2003”



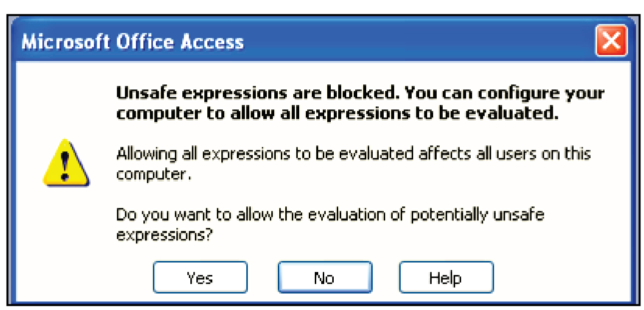
From the blank Access screen, select the “Tools” tab.

Select “Macro”, then “Security”.



From the “Security” pop up, select “Low”

Then click “OK”.



You will get a warning message.

Reply “No”

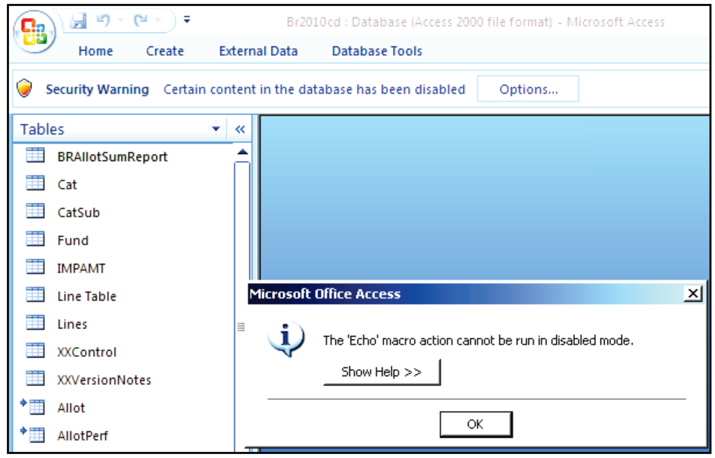
Close (exit) Access, and then retry the system.

Appendix F – Access 2007 Special Set-up Instructions

PROBLEM: Cannot Run Macro

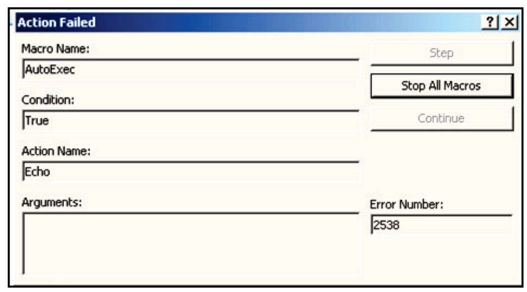
When you first try to open the system, you get the following error message.

Click "OK".



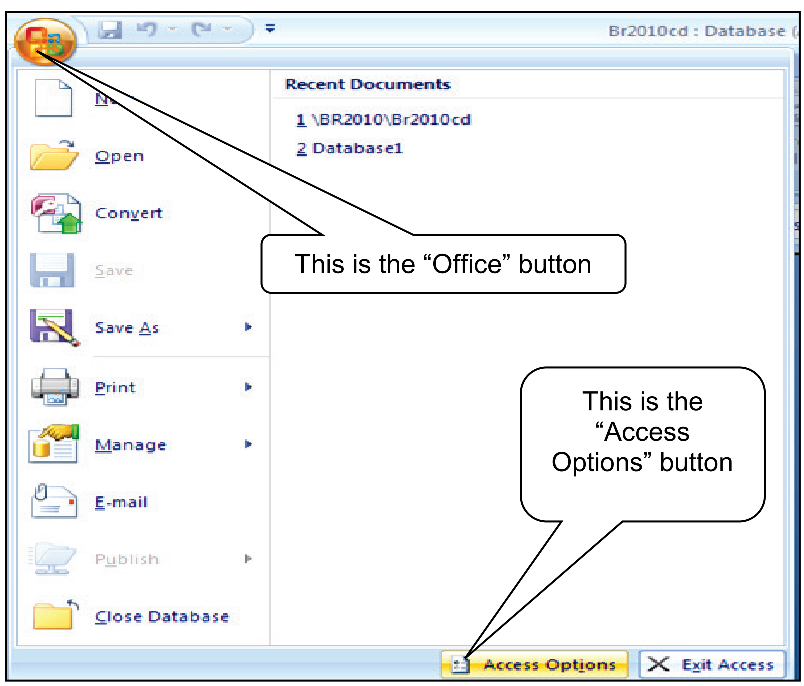
You then get the "Action Failed" message.

Click the "Stop All Macros" button.



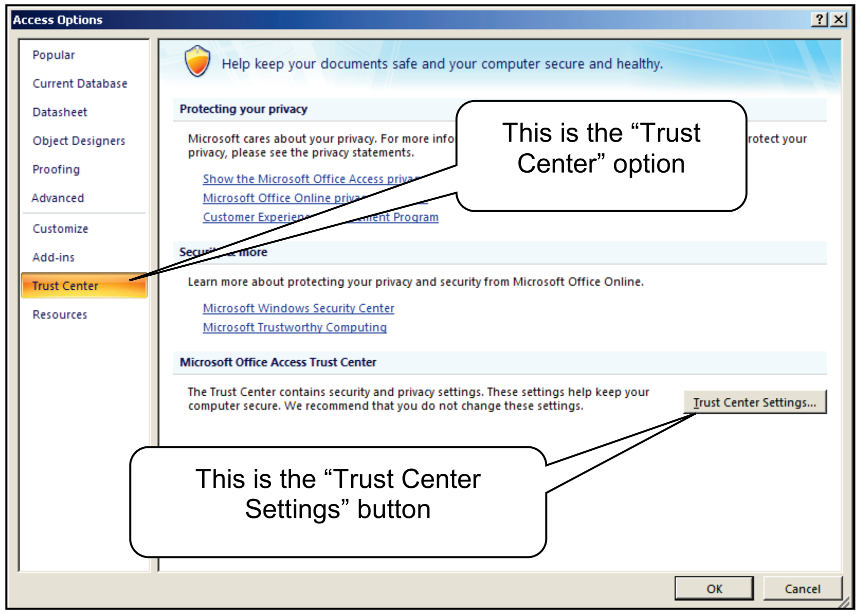
Click on the "Office" button in the extreme upper left corner.

Click the "Access Options" button in the lower right corner of the menu.



From the "Access Options" screen, click on the "Trust Center" option.

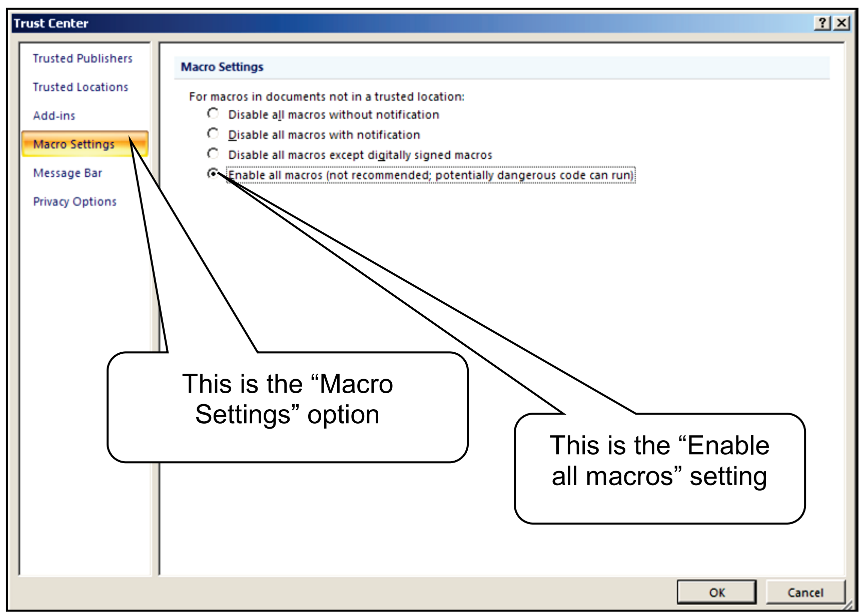
Next click on the "Trust Center Settings" button on the lower right portion of the screen.



From the "Trust Center" menu, select the "Macro Settings" option. Select the last setting – "Enable all macros".

Click "OK" to close the Trust Center and Access Options screens.

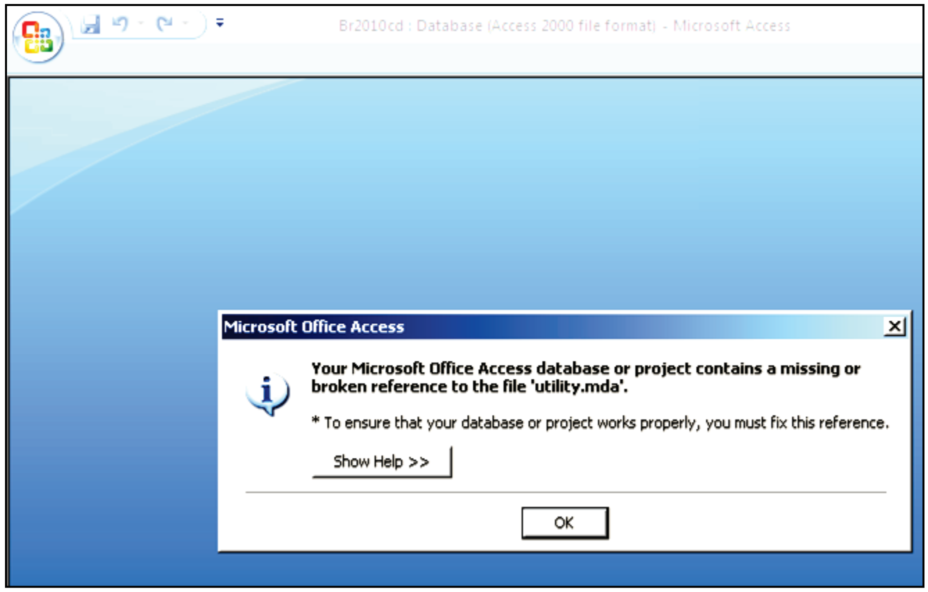
Close (exit) Microsoft Access and then restart it to enable your changes.



PROBLEM: **<u>Missing Utility.mda</u>**

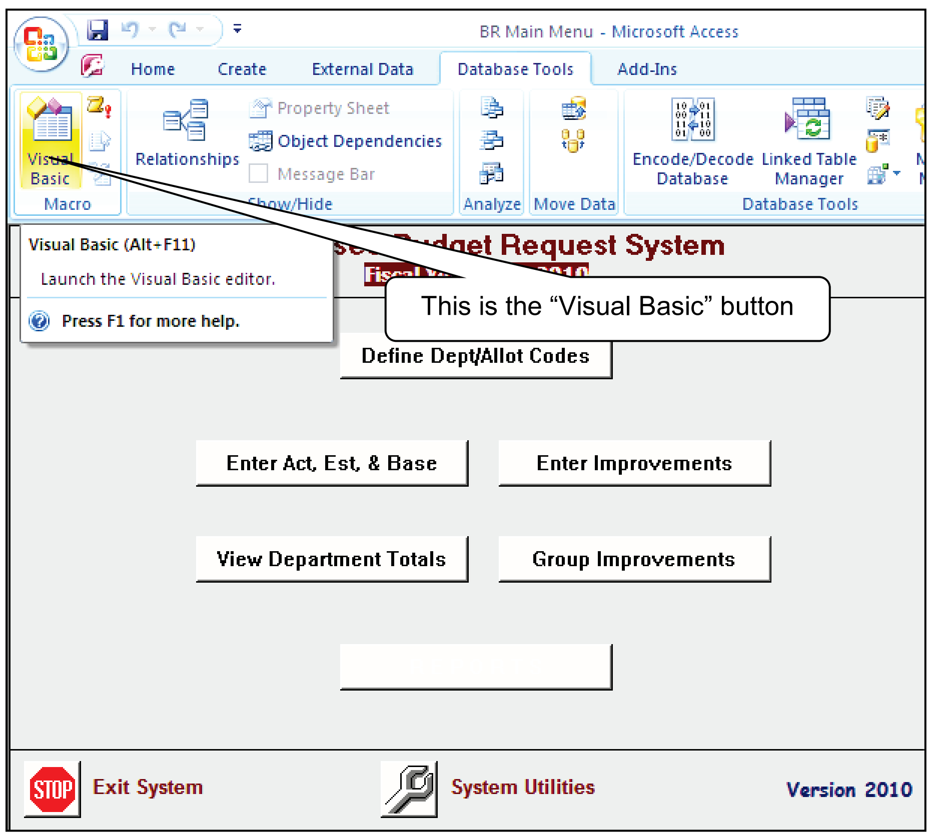
Start Access again and open the system. Once your new macro security settings are enabled, you may also get the following error message:

Click "OK" and the BR Main Menu screen should appear.



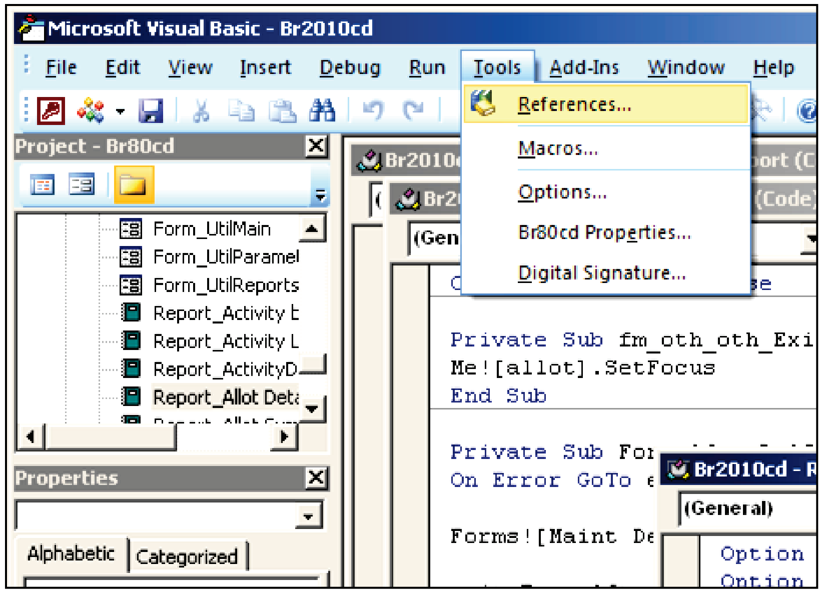
Click on the "Database Tools" tab.

Then click on the "Visual Basic" button to go to the VBA editor.



In the VBA Editor screen, click on the "Tools" tab.

Select the "References" option.



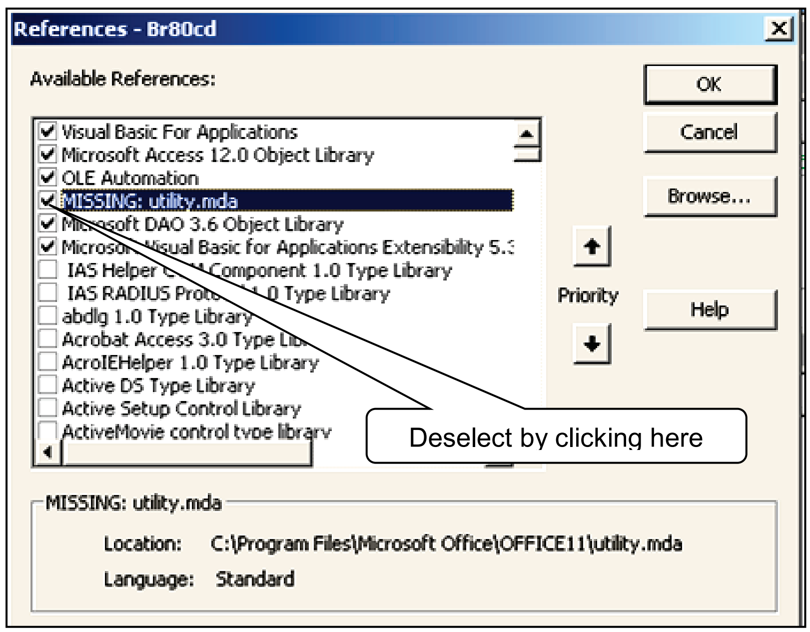
From the "References" pop up, locate the item that states:
"MISSING: utility.mda"

Deselect (un-check) this item.

Click the "OK" button in the upper right portion of the pop up.

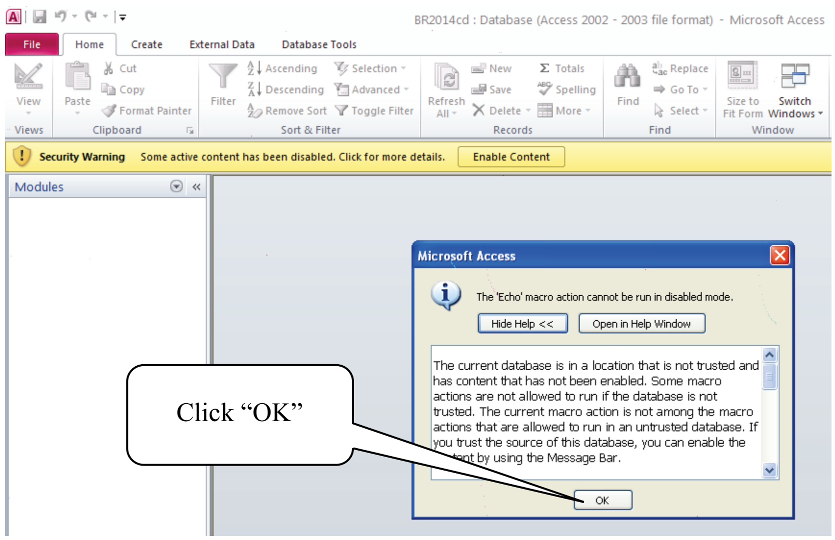
At this point you should close (exit) Access again and then restart it.

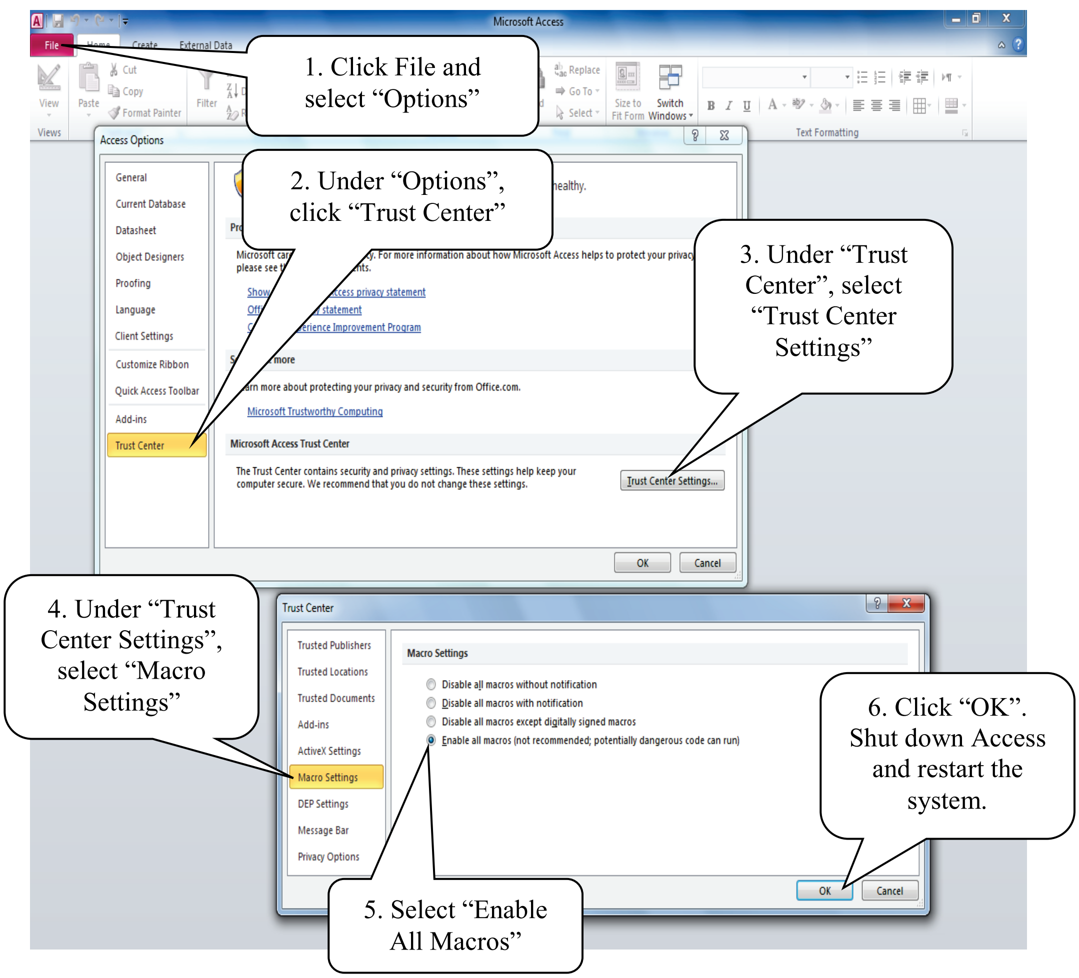
The system should function normally without any error messages.



Appendix G – Access 2010 Special Set-up Instructions

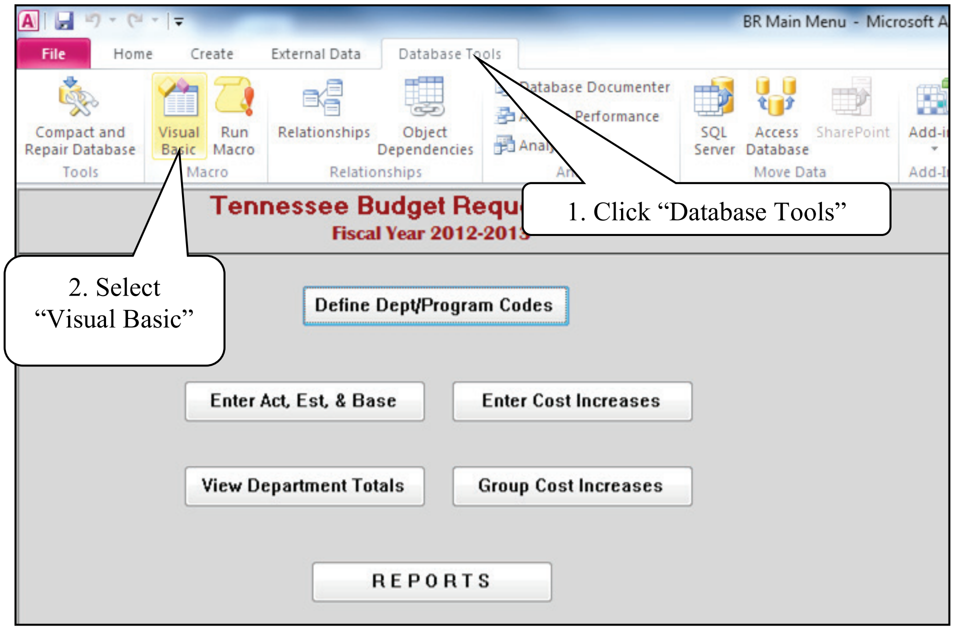
<u>**PROBLEM: Cannot Run Macro**</u>

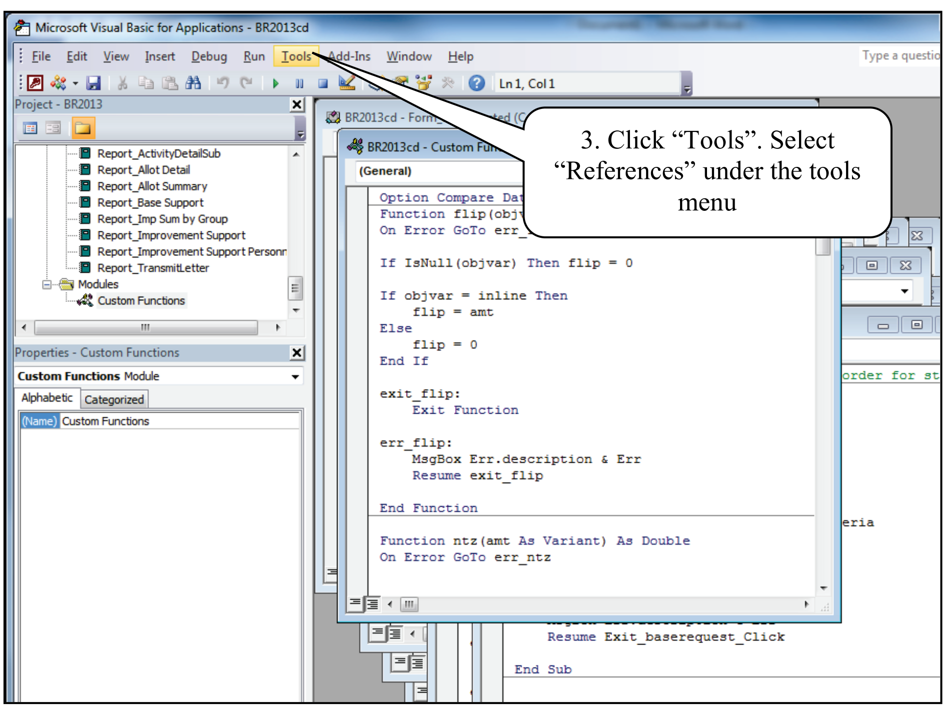


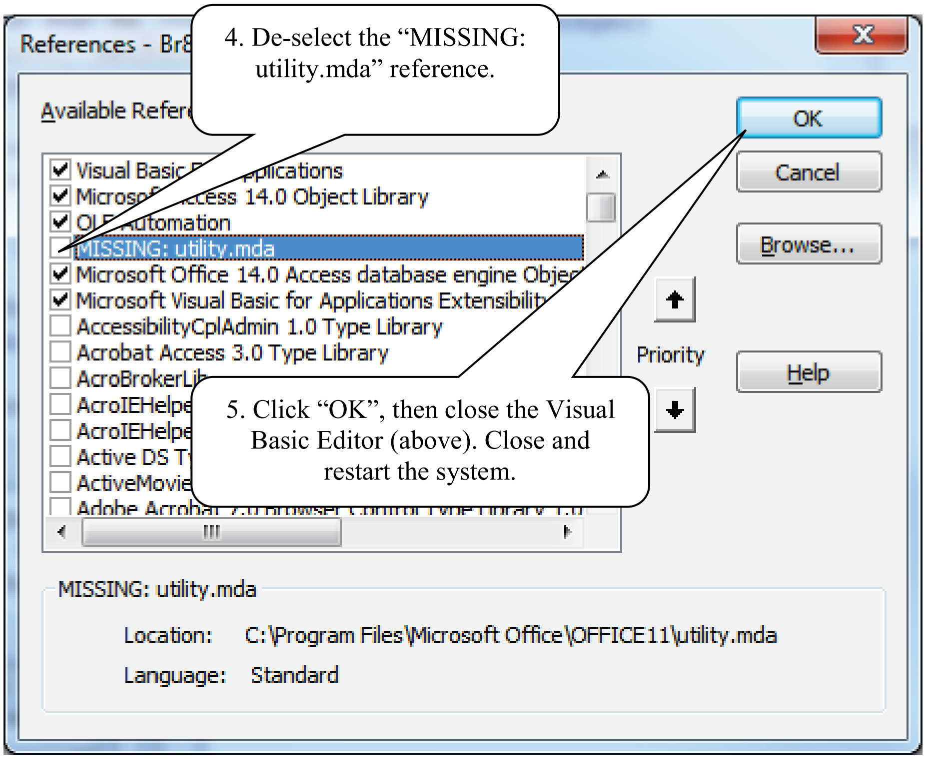


PROBLEM: <u>Missing Utility.mda</u>

Click "OK" on the error message to go to the main menu screen (below).







References - Br8
4. De-select the "MISSING: utility.mda" reference.
Available Refere
OK
Cancel
Browse...
Visual Basic For Applications
Microsoft Access 14.0 Object Library
OLE Automation
MISSING: utility.mda
Microsoft Office 14.0 Access database engine Objec
Microsoft Visual Basic for Applications Extensibility
AccessibilityCplAdmin 1.0 Type Library
Acrobat Access 3.0 Type Library
AcroBrokerLib
AcroIEHelpe
AcroIEHelpe
Active DS Ty
ActiveMovie
Priority
Help
5. Click "OK", then close the Visual Basic Editor (above). Close and restart the system.
MISSING: utility.mda
Location: C:\Program Files\Microsoft Office\OFFICE11\utility.mda
Language: Standard

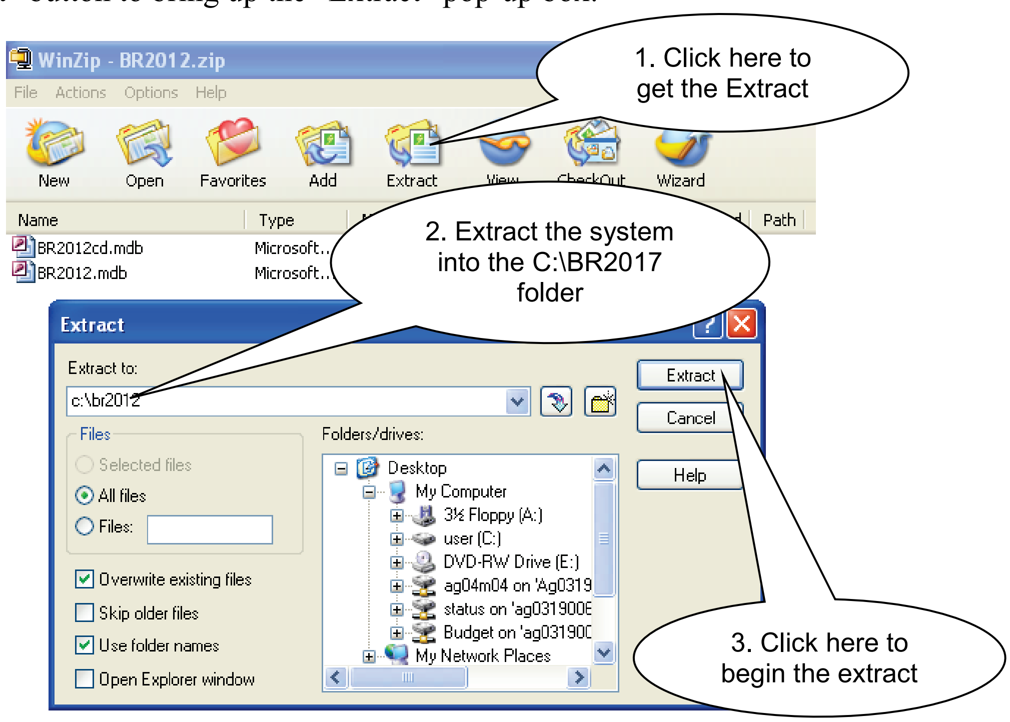
Appendix H – Unzipping Tools

To unzip a file, you can use either WinZip or the Compressed Folders Extraction Wizard in XP. These instructions guide you through both options. If you're not sure what option you have available, simply double click the zip file and let your PC decide. If presented with options, you may see a choice between "WinZip Executable" or "Compressed (zipped) Folders". You can select either of these as they end up with the same result.

After successfully unzipping the files, it is highly recommended that you delete the "BR2017.zip" file you downloaded. If you accidentally run this zip file later, it can overwrite your already installed system and erase any data you have entered. If you need to re-install your system, you can always download the zip file again.

WinZip

When you use WinZip, you will get a screen that looks like the one below. Click the "Extract" button to bring up the "Extract" pop-up box.

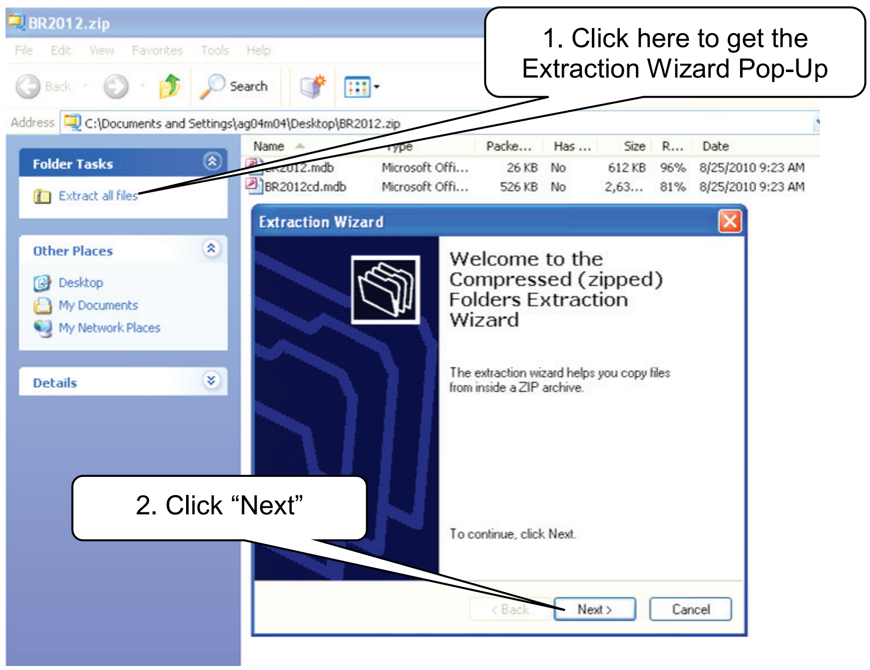


You will need to specify the folder where you want to extract the file. If you do not extract to the system default ("C:\BR2017"), please be sure to modify your system attachments later (see p. 31).

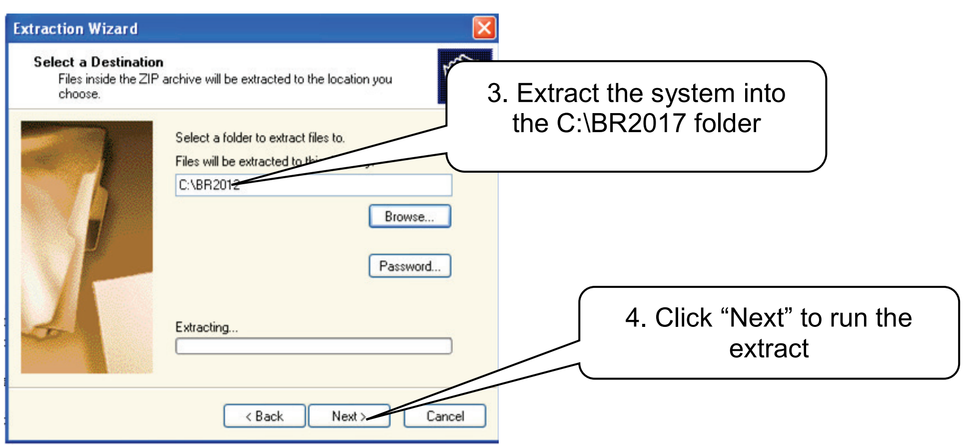
Click "Extract" on the pop-up box to run the extract. After you unzip the files you can close WinZip

Compressed Folders Extraction Wizard

When you use the Compressed Folders Extraction Wizard, you will get a screen that looks like the one below. Click the “Extract all files” under the Folder Tasks to bring up the “Extraction Wizard” pop-up box.



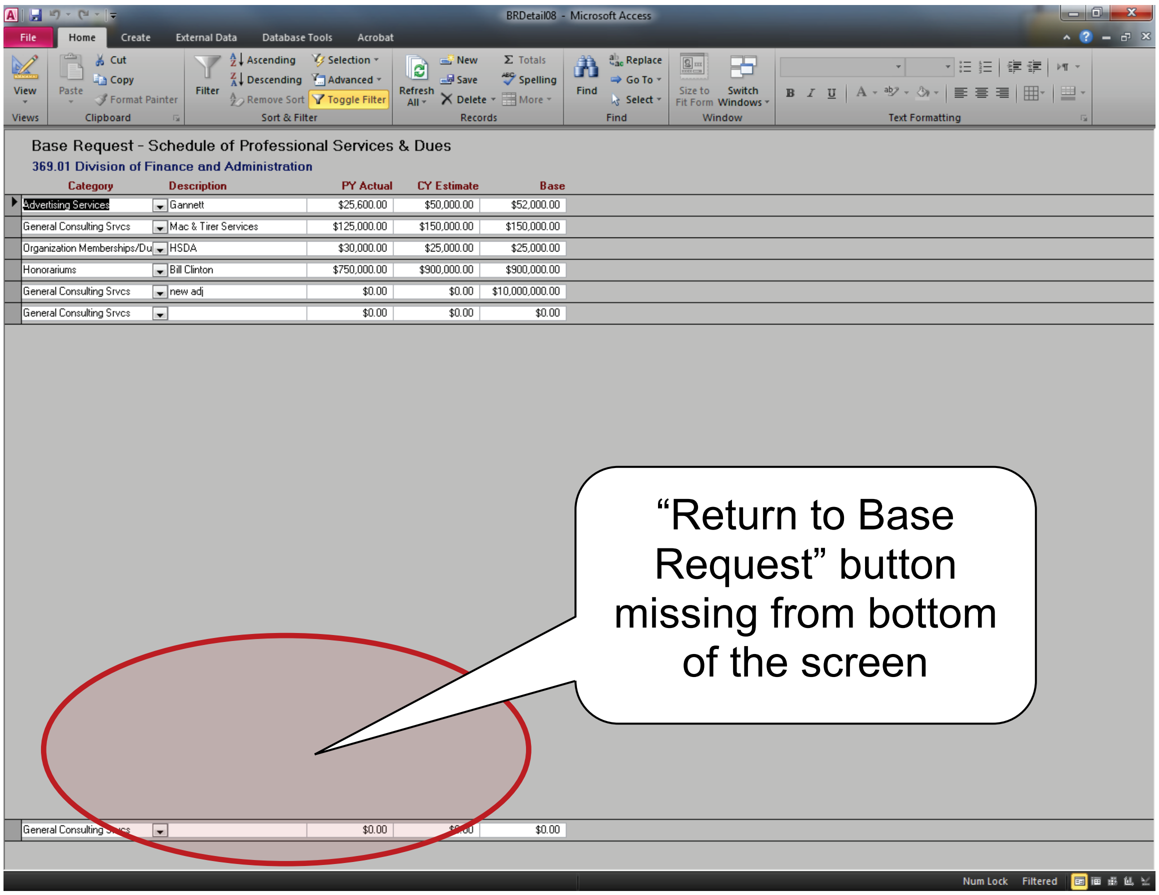
Use the “Browse” button to locate the folder where you want to extract the file. If you do not extract to the system default (“C:\BR2017”), please be sure to modify your system attachments later (see p. 31).



Click “Next” on the pop-up box to run the extract. When done, click “Finish” to exit the wizard.

Appendix I – "Return to Base Request" button missing.

There is a known issue you may encounter when using the subsidiary base request screens (e.g. Professional Services, Supplies and Materials, Rentals and Insurance). After performing the necessary data entry you may be unable to locate the "Return to Base Request" button to exit. If you experience this issue please close the screen with the following work-around. Closing the screen in another manner will cause revenue and expenditure reconciliation errors.



To close the screen, navigate your mouse pointer to the upper right hand corner of the screen. Click the small lower "X" to close the window. DO NOT click the red "X"!