

# Budget Development System (BDS)

Budget Advisory Group  
August 2023

# BDS Agency Functions

- Enter Budget Requests – Form Packets (September)
- Enter Detail Budgets – Executive Summary (October)
- Enter Other Funds Survey – Additional Funding (October)
- Revise Budget Requests (December – May)

Filters Calendars Favorites Recently Viewed

General

+ Form Packet + MasterDataRequestType  
+ Additional Funding  
+ MasterDataValueType

Create

### EBO Budget Management

#### Filters

- Agency Filters
  - Executive Summaries Awaiting Agency Review (0)
  - Form Packets Awaiting Agency Review (0)
  - My Executive Summaries (0)
  - My Form Packets (0)
  - All Budget Years (1)
  - My Budget Line Items (0)
  - My Line Item Details (0)
  - My Agencies (7)
  - Additional Funds Awaiting Agency Review (0)
  - My Additional Funding Requests (0)

# BDS EBO Functions

- Review Agency Submissions
- Approve/Add Executive Budget Funding
- Approve/Add Legislative Budget Funding
- Reporting
- Appropriations Bill Building

# BDS System

- OnBase system (similar to IT Data Collection and CPIP)
- Separate from SCEIS
- Requires DUO 2-Factor Authentication

# Reporting in BDS

- Form Packet (PDF)
- Executive Summary (PDF and Excel exports)
- Additional Funding (PDF and Excel exports)
- My Budget Line Items (Excel exports)
- My Line Item Details (Excel exports)

Form Packet – Click Blue Button to Print PDF

The screenshot shows the 'Form Packet' application window. The top navigation bar includes 'File', 'Form Packet', 'Tasks', and 'Developer'. The 'File' menu is open, displaying options like 'Save and Close', 'Copy Object', 'Subscribe', 'History', 'Documents', 'Forms', 'Compose', 'Import', 'Discussions', 'Start a Discussion', 'Print', 'Print Preview', and 'Navigation'. Below the menu is a breadcrumb trail: 'Packet Information\*' > 'FORM A - BUDGET PLAN SUMMARY\*' > 'FORM B1' > 'FORM B2' > 'FORM C' > 'FORM D' > 'FORM E' > 'FORM F' > 'Technical Form'. The main header area displays 'Form Packet For: Department of Administration' and 'Status: Open' on the left, and 'Created By: EBO.AGENCY1' and 'Created Date: 8/23/2023 2:38:52 PM' on the right. The main content area features a 'Packet Information' section with a blue 'Generate Printable Packet' button. Below this, there are several input fields: 'Form Packet Status' (Open), 'Agency Name\*' (Department of Administration), 'Agency Code' (D500), 'Agency Section' (93), and 'Budget Year\*' (2024-2025).

Agency Budget Year Executive Summary

File Agency Budget Year Executive Summary Tasks Developer

Save Save and Close Copy Object Refresh History Documents Forms Import Discussions Start a Discussion Print Print Preview First Object Previous Object Next Object Last Object

Agency Budget Year Agency Forms Agency Budget Year Base Budget Agency Budget Year Actuals

Executive Summary For: Department of Administration Created By: OBUNITY\_SCHED  
 Status: Awaiting Line Item Details Created Date: 8/23/2023 2:48:25 PM

### Agency Budget Information

Budget Year  
2024-2025

Executive Summary Status  
Awaiting Line Item Details  Executive Summary Locked?

Agency Name Agency Code Agency Section  
 Department of Administration D500 93

Funding Total

State	Federal	Earmarked	Restricted	Total
\$16,000,000.00	\$0.00	\$0.00	\$0.00	\$16,000,000.00

FTEs Total

State	Federal	Earmarked	Restricted	Total
4.00	0.00	0.00	0.00	4.00

### \$ Executive Budget Summary

Import Line Item Details Print Executive Summary

Agency Code	Agency Name	Budget Year	Form Type	Priority	Title	Total Requested	Total Current Amount	Balance?	FTE
D500	Department of Administration	2024-2025	Form B1	1	Recurring Test Request	\$1,000,000.00	\$1,000,000.00	Yes	
D500	Department of Administration	2024-2025	Form B2	2	Non-Recurring Test Request	\$5,000,000.00	\$5,000,000.00	Yes	
D500	Department of Administration	2024-2025	Form C	3	Capital Test Request	\$10,000,000.00	\$10,000,000.00	Yes	

1 - 3 of 3 records Show 100 records

Executive Summary – Click Blue Button to print PDF or Green box with arrow to export



Other  
Funds  
Surveys –  
Additional  
Funding

Click Blue  
Button to  
Print PDF

Additional Funding

File Additional Funding Tasks Developer

Save Save and Close Save and New Delete Copy Object Add to Refresh History Documents Forms Import Compose Discussions Start a Discussion Print Print Preview Navigation

Additional Funding Information\* Other Funds Cash Higher Ed Expenditures Other Funds Revenue

Agency Code: D500 Budget Year: 2024-2025  
Agency Name: Department of Administration Created Date: 8/23/2023 2:48:28 PM

**Additional Funding Information** [Print Combined Other Funds](#)

Funding Status  
Open

Agency Name\* Department of Administration Agency Code D500

Agency Section 93 Budget Year\* 2024-2025

**Agency Additional Funding Contact Information**

Agency Contact  
Beth

Agency Contact Phone Number (555) 555-5555 Agency Contact Email beth@test.admin.gov

Link To Fees  
Link...

Additional Funding

File Additional Funding Tasks Tasks Tools Developer

Save Save and Close Save and New Delete Copy Object Add to Refresh Subscribe History Documents Forms Import Compose Discussions Start a Discussion Print Print Preview Navigation

Additional Funding Information\* Other Funds Cash Higher Ed Expenditures Other Funds Revenue

Agency Code: D500 Budget Year: 2024-2025  
 Agency Name: Department of Administration Created Date: 8/23/2023 2:48:28 PM

\$ Revenues Print Revenues Generate Revenues

✎ 📄 ↺ 📄 + ✖

FundNumber	FundTitle	CommitmentItem	CommitmentItem Title	Enabling Statu
------------	-----------	----------------	----------------------	----------------

Other Funds Surveys – Additional Funding – Click Green box with arrow to export

OnBase (DevelopmentSSO)

File Home EBO Budget Management Filter

Open Create Delete Add to Favorites Add to Personal Page Add to Tile Groups Save Filter Settings Auto Size Column Widths Reset Filter Settings Display Column Chooser Open in New Window Collapse All Print Print Preview Export to Excel Compose Document Refresh Retrieve all records Display as Dashboard

EBO Budget Management

Filters

Agency Filters

- Executive Summaries Awaiting Agency F
- Form Packets Awaiting Agency Review .
- My Executive Summaries (1)
- My Form Packets (1)
- All Budget Years (1)
- My Budget Line Items (3)
- My Line Item Details (0)
- My Agencies (6)
- Additional Funds Awaiting Agency Revi
- My Additional Funding Requests (1)

My Budget Line Items

Agency Code	Agency Name	Budget Year	Form Type	Priority	Title	Total Requested	Total Current Amount	Balanc	FTE Total Requested	FTE Total Current	FTEs Balance?
D500	Department of Administration	2024-2025	Form B1	1	Recurring Test Request	\$1,000,000.00	\$1,000,000.00	Yes	4.00	4.00	Yes
D500	Department of Administration	2024-2025	Form B2	2	Non-Recurring Test Request	\$5,000,000.00	\$5,000,000.00	Yes	0.00	0.00	Yes
D500	Department of Administration	2024-2025	Form C	3	Capital Test Request	\$10,000,000.00	\$10,000,000.00	Yes	0.00	0.00	Yes

Budget Line Items – View or Export all requested items

OnBase (DevelopmentSSO)

File Home EBO Budget Management Filter

Open Create Delete Add to Favorites Add to Personal Page Add to Tile Groups Save Filter Settings Auto Size Column Widths Reset Filter Settings Open in New Window Collapse All Print Print Preview Export to Excel Compose Document Refresh Retrieve all records Display as Dashboard

EBO Budget Management

Filters

- Agency Filters
  - Executive Summaries Awaiting Agency F
  - Form Packets Awaiting Agency Review .
  - My Executive Summaries (1)
  - My Form Packets (1)
  - All Budget Years (1)
  - My Budget Line Items (3)
  - My Line Item Details (0)
  - My Agencies (6)
  - Additional Funds Awaiting Agency Revi
  - My Additional Funding Requests (1)

My Line Item Details

Agency Code	Agency Name	Budget Year	Agency Priority	Request Type	Request Title	Program	Commitment Item	Job Title	State Funding	Federal Funding	Earmarked Fur
D500	Department of Administration	2024-2025	1	Form B1	Recurring Test Request	1004.050000.000	501059	Accountant/Fiscal Analyst III	\$200,000.00	\$0.00	
D500	Department of Administration	2024-2025	1	Form B1	Recurring Test Request	9500.050000.000	513000		\$50,000.00	\$0.00	
D500	Department of Administration	2024-2025	1	Form B1	Recurring Test Request	1004.050000.000	512001		\$750,000.00	\$0.00	
D500	Department of Administration	2024-2025	2	Form B2	Non-Recurring Test Request	98DN.000000X000	561000		\$5,000,000.00	\$0.00	
D500	Department of Administration	2024-2025	3	Form C	Capital Test Request	99DN.000000.000	507000		\$10,000,000.00	\$0.00	

Line Item Details – View or Export all detail budget data

# Reporting from EBO

- Base Budget Report (BOBJ)
- Actuals Report (BOBJ)
- Error Reports (BOBJ)
- Budget Stage Reports (BOBJ)

# EBO Base Budget Report - Business Objects

State Funded Program	Commitment Item	General Dollars	Federal Dollars	Earmarked Dollars	Restricted Dollars	Total Dollars	General FTEs	Federal FTEs	Earmarked FTEs	Restricted FTEs	Total FTEs
<b>Total 1000.151000.000:</b>				\$2,174,225	\$293,268	\$2,467,493			18.00	5.80	23.80
1000.152000.000	501058 - Classified Positions			\$100,683		\$100,683			3.00		3.00
	512001 - Other Operating Expenses			\$225,000		\$225,000			0.00		0.00
<b>Total 1000.152000.000:</b>				\$325,683		\$325,683			3.00		3.00
1000.152500.000	501058 - Classified Positions			\$1,152,126		\$1,152,126			25.00		25.00
	508000 - Debt Service			\$750,386		\$750,386			0.00		0.00
	512001 - Other Operating Expenses			\$28,904,606		\$28,904,606			0.00		0.00
<b>Total 1000.152500.000:</b>				\$30,807,118		\$30,807,118			25.00		25.00
1000.153000.000	501058 - Classified Positions			\$336,299		\$336,299			5.50		5.50
	501060 - Unclassified Positions			\$25,375		\$25,375			0.50		0.50
	512001 - Other Operating Expenses			\$70,000		\$70,000			0.00		0.00
<b>Total 1000.153000.000:</b>				\$431,674		\$431,674			6.00		6.00
1000.351000X000	561000 - Miscellaneous Operations			\$23,450,000		\$23,450,000			0.00		0.00
<b>Total 1000.351000X000:</b>				\$23,450,000		\$23,450,000			0.00		0.00
1000.400500.000	501058 - Classified Positions	\$2,135,664		\$0		\$2,135,664	31.00		4.00		35.00
	501070 - Other Personal Services	\$75,000				\$75,000	0.00				0.00
	512001 - Other Operating Expenses	\$4,518,509		\$500,000		\$5,018,509	0.00		0.00		0.00
<b>Total 1000.400500.000:</b>		\$6,729,173		\$500,000		\$7,229,173	31.00		4.00		35.00
1001.150100.000	501058 - Classified Positions			\$307,525		\$307,525			3.50		3.50
	501060 - Unclassified Positions			\$424,745		\$424,745			2.50		2.50
	501070 - Other Personal Services			\$12,000		\$12,000			0.00		0.00
	512001 - Other Operating Expenses			\$425,000		\$425,000			0.00		0.00

# EBO Actuals Report – Business Objects

## Fiscal Year 2021-2022 Actuals Report

<b>Agency Code:</b>	D500
<b>Agency Name:</b>	Department of Administration
<b>Section:</b>	93

State Funded Program	Commitment Item	General Dollars	Federal Dollars	Earmarked Dollars	Restricted Dollars	Total Dollars
0100.010000.000	501014 - Executive Director	\$279,855				\$279,855
	501058 - Classified Positions	\$551,803		\$2,110,927		\$2,662,730
	501060 - Unclassified Positions	\$62,081		\$643,455		\$705,536
	501070 - Other Personal Services	\$52,401		\$47,392		\$99,793
	512001 - Other Operating Expenses	\$736,728		\$362,870		\$1,099,598
	517075 - Alloc Other Entities			\$2,777,719		\$2,777,719
	<b>Total 0100.010000.000:</b>		<b>\$1,682,868</b>		<b>\$5,942,363</b>	
1000.150501.000	501058 - Classified Positions			\$3,561,228		\$3,561,228
	501070 - Other Personal Services			\$346,112		\$346,112
	507000 - Permanent Improvements			\$969,945		\$969,945
	512001 - Other Operating Expenses	\$3,060,239		\$13,746,465		\$16,806,704
	517088 - General Fund Transfer	\$293,542				\$293,542
<b>Total 1000.150501.000:</b>		<b>\$3,353,781</b>		<b>\$18,623,750</b>		<b>\$21,977,531</b>
1000.150506X000	561000 - Miscellaneous Operations	\$3,150,000				\$3,150,000
<b>Total 1000.150506X000:</b>		<b>\$3,150,000</b>				<b>\$3,150,000</b>
1000.151000.000	501058 - Classified Positions			\$598,475	\$240,767	\$839,242
	501070 - Other Personal Services			\$47,716	\$10,284	\$58,000

# BDS Tips & Tricks

- BDS is not easily breakable.
- Charts & Graphs do not work well inside the PDF printouts.
- Green/Red Balancing Header is available in Executive Summary.
- Use the pencil to edit in Other Funds Survey and click pencil again when done editing.
- Remember to Save often.



# BDS FAQs

- How can I make the PDF printout of the budget request packet look the way I want?
  - The PDF formatting is very hard to manipulate. Your text justifications should be presented in the system. Please save any graphics or tables for handouts during budget hearings.

# BDS FAQs

- What is the reasoning behind the Other Funds Cash & Revenue entries?
  - Section 2-65-20 of the S.C. Code of Laws requires all state agencies to provide detailed statements of the sources of all other funds contained in their budgets.

# BDS FAQs

- How should the Other Funds Cash & Revenue entries be calculated?
  - Actual Cash and Revenue are populated from SCEIS data and should be reviewed and explained.
  - Current Year Revenue estimates should be updated to reflect anticipated revenues.
  - Future Year Revenues should be estimated based on projections and should equal or exceed budgeted Other Funds.

# BDS Future Functionality

- Master Data reports and request forms
- Realignment & Restructuring forms
- Non-Recurring funding tracking (Surplus, CRF, EIA, Lottery)
- Additional reporting exports in BDS
- Additional BOBJ reports

# Budget Planning Documents

## Budget Development System

