Subject: Public Budget Formulation (PBF) Operating Budget Course Materials and Business Process Procedures Now Online

Audience: Finance Directors, AST Leads, Training Coordinators, Future PBF Operating Budgets Users

As you are aware, the SCEIS PBF system will be replacing the existing mainframe budget system. Training for PBF users is currently underway, and to assist users in preparing for the new system, the SCEIS Team has posted all course materials from *PBF120 PBF Portal Navigation and Reports* and *PBF200 Managing Operating Budget with PBF for Agency Users* as well as a series of PBF Business Process Procedures (BPPs) on the SCEIS uPerform website. The documents are available for reference at all times to assist users in working in the PBF system.

The direct link to the PBF documents on the SCEIS uPerform website is https://uperform.sc.gov/gm/folder-1.11.21244?mode=EU.

To locate the documents from the SCEIS homepage, point your mouse to **Training** in the left navigation bar and select **SCEIS uPerform**. PBF documents are located under the **Public Budget Formulation (PBF)** link.

Below is a complete list of the PBF documents now available:

PBF Operating Budget Course Materials

- PBF120 Navigation Course Guide – PDF (all users)
- PBF120 Navigation Course Guide Notes – PDF (all users)
- PBF200 Operating Budget Course Guide – PDF (all users)
- PBF200 Operating Budget Course Guide Notes – PDF (all users)

PBF Operating Budget Work Instructions (BPPs)

- Create Base Expenditure and Position Budgets – PDF (all users)
- Create Base Revenue – PDF (all users)
- Create Decision Package - Governor's Request – PDF (all users)
- Create Decision Package - House Request – PDF (all users)
- Create Decision Package - Senate Request – PDF (all users)
- Create Mid-Year FTE Change – PDF (all users)
- Create SBD Base Budget Adjustment Form – PDF (State Budget Division users only)
- Stage Advancer – PDF (all users)

If you have any questions about this message, please email them to sceis@sceis.sc.gov.