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To: AST Leads, Finance Directors,
Public Budget Formulation (PBF) Operating Budget Users

From: State Budget Division

Cc: Cassandra Alston, John Taylor, Tracy Powers, Angie Young, Bruce Burnett,
Doug Cooper, Scott Houston, Agency Advocates,
sceis@sceis.sc.gov, State Budget Division PBF Team

Subject: PBF Operating Budget Go Live Thursday, September 5, 2013

The State Budget Division is pleased to announce that the SCEIS PBF system will go live for Operating Budget data entry and form completion, today, Thursday, September 5, with report functionality to go live at a later date. We will let you know as soon as PBF reports are available. The State Budget Division and the SCEIS Team would like to thank agencies and higher education institutions for their participation in PBF Operating Budget training. The SCEIS Communications team will send each PBF user the information on how to log onto the system.

For assistance using PBF, users who attended PBF Operating Budgets training are invited to register on Blackboard for Ready Room sessions on September 11, 16 and/or 19. Users received Ready Room registration instructions in the email "Registration for PBF Ready Room Sessions Now Open," sent Monday, August 26. **Please contact your State Budget Analyst with any questions or assistance using PBF.** Your analyst will be sending additional information on how to load your detail budget and budget requests into PBF.

Should users need assistance logging into PBF on or after September 5, they should contact the SCEIS Help Desk at (803) 896-0001 (Select option 1 for SCEIS Help) or fill out a ticket online at <http://www.sceis.sc.gov/requests/>. When contacting the SCEIS Help Desk, users should note that they are requesting help with PBF.

Additional budget instructions can be found on the State Budget Division website at <http://www.budget.sc.gov>. Users may also visit the SCEIS uPerform website at <https://uperform.sc.gov/gm/folder-1.11.21244> to access PBF Operating Budget training materials and work instructions.

Thank you.
Les Boles