State of Oklahoma
P124 Budget Manual
8.8 Version

Revised: January 1, 2008

Authorized by: [_CORE_]	Original Issue: [04/01/2005]
Maintained by: [____Budget Lead___]	Current Version: [01/01/2008]
Review Date:	[08/01/2008]

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Document History

Doc Rev	Date	Description
1.0	04/01/2005	Initial Document
1.1	05/18/2005	Revised to replace screen shots with SnagIt
1.2	07/20/2005	Revised to include additional user documentation
1.3	08/02/2005	Revised with comments from Budget Analysts
1.4	04/17/2006	Revised to include *'Update Email Address';* add Chapter 8, *Reports*; edit '*Prior Year Expenditure in Current Year'*, and *'Position Distribution Customization'*
1.5	10/01/2007	Revised to update dates and features; include instructions on '*Add Budget Entry*' codes; include a flowchart of the budget cycle; include the new reports library; and include a chapter on *'Filing a Help Desk Case'*.
1.6	01/01/2008	Revised to add a chapter on Line Item Mass Adjustments (Chapter 10).

Chapter 1: General Information and Navigation

Contact Information

If you have questions related to budget input, contact your Office of State Finance (OSF) Budget Analyst(s).

Cabinet / Agencies	Budget Analyst	Phone Number

Security

You must have authorization to access and work with PeopleSoft 8.8 Budgeting functions. A budget center is driven by a department throughout the budgeting application. Each user is assigned a specific budget center(s) and budget role for budgeting:

Budget Preparer – responsible for preparing, modifying, and submitting a detailed line item budget for their budget center(s)

Budget Reviewer – responsible for reviewing, analyzing, and approving the budget center's (department's) budgets submitted by budget preparers

Agency Coordinator – a role that has access to run processes necessary for reporting purposes; is a separate log-in username and password; additional training is needed for security access within this role

Budget Coordinator – OSF is responsible for reviewing and approving agency budgets

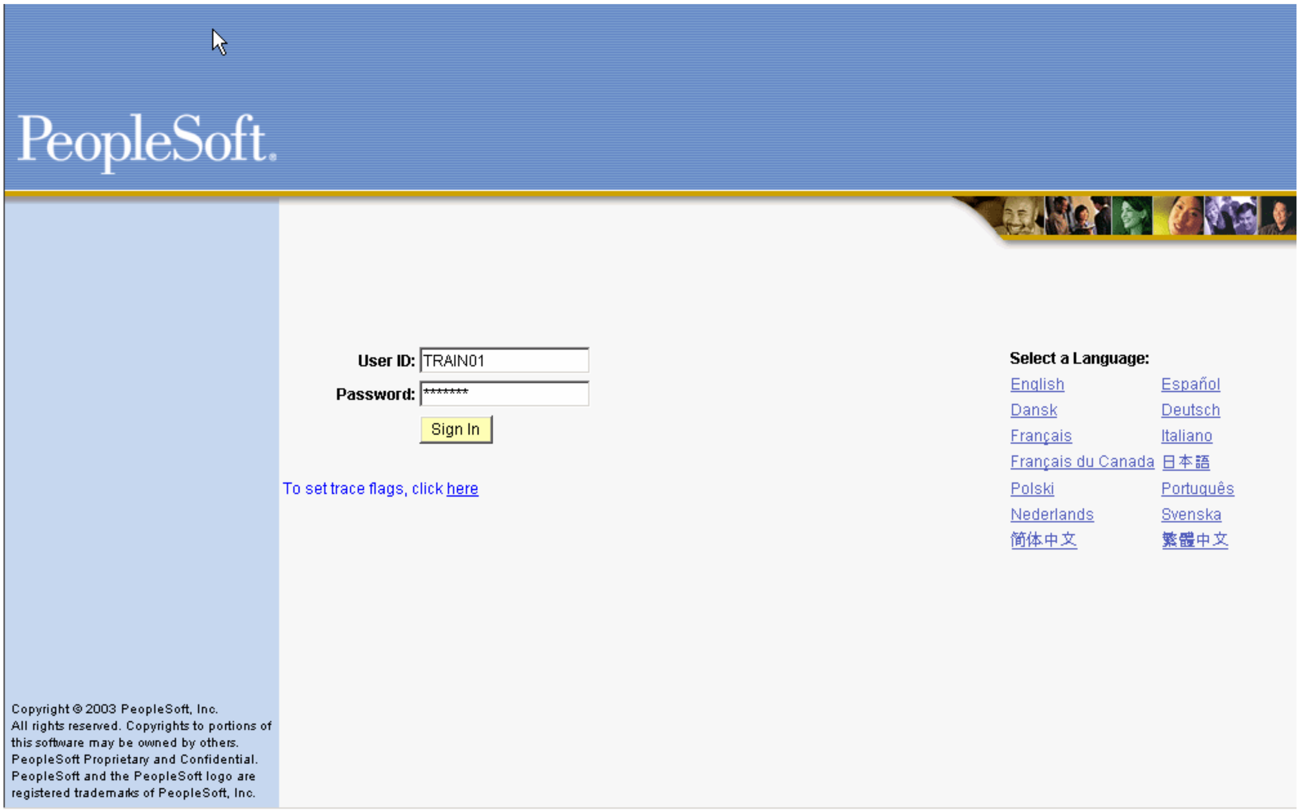
- If you do not have access to the application or need access to a different budget center(s), please contact your Budget Analyst. **OSF Form 301BUD, Budget User ID Form** must be submitted, which can be found on the CORE Website: http://www.ok.gov/OSF/CORE/Security/index.html

Accessing PeopleSoft 8.8 Budgeting

To access PeopleSoft 8.8 Budgeting, perform the following:

1. **Click** on your desktop to launch the Internet browser.
2. Enter the following URL in the IP address box:

   For Budgeting: http://www.ok.gov/OSF/CORE/Budget/index.html >> Budget



3. **Click** the Favorites menu. Select Add to Favorites. **Click** OK.

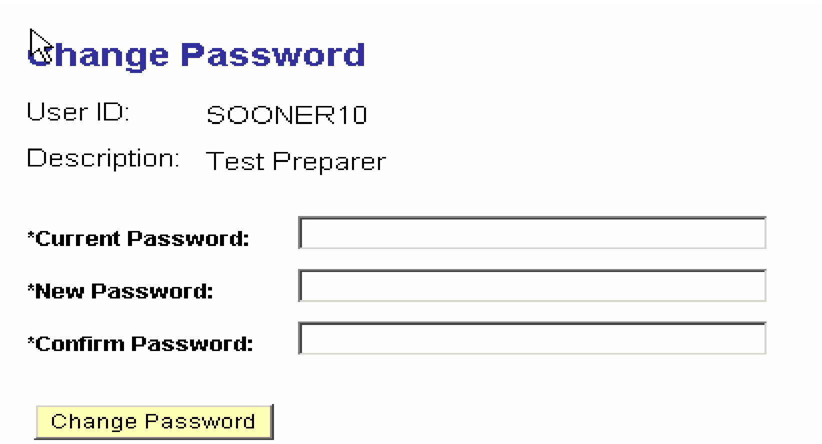
4. Enter your **User ID** and **Password**. **Click** Sign In. The home page displays.

NOTE: User IDs and passwords are case sensitive.

Changing Your Password

When you are granted system access, you are assigned a User ID and a password. This password is used to access the system for the first time only. After your initial sign-on, you are prompted to change your password. Follow the steps below to change your password:

1. **Click** the Change My Password link. The Change Password page displays.



2. **Enter the following:**

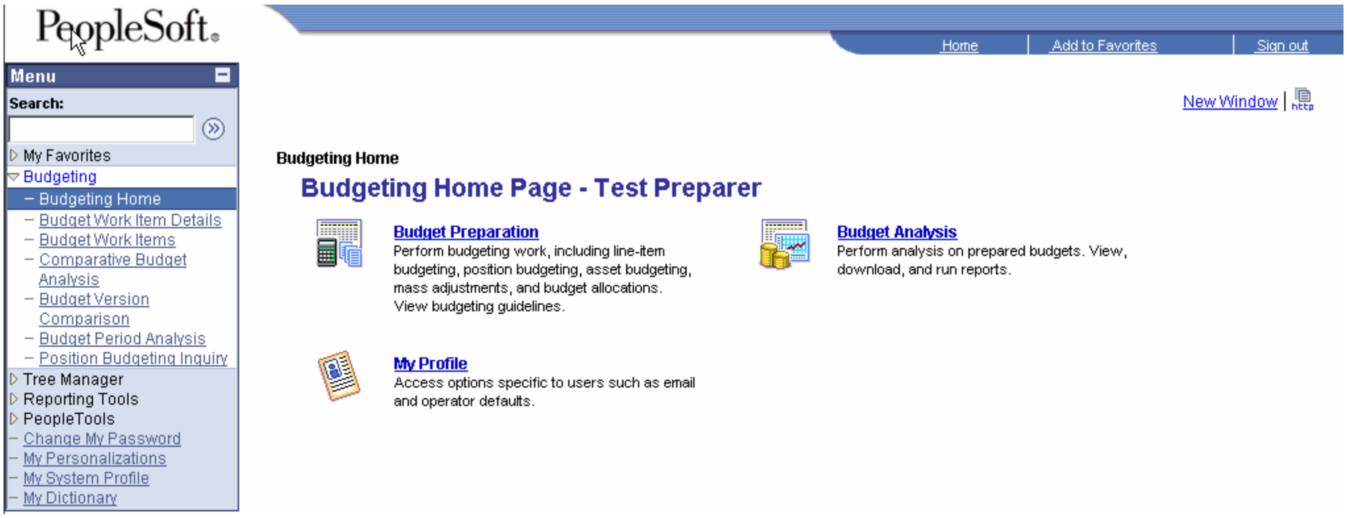
Current Password
New Password
Confirm Password

> **Note**: Passwords cannot contain special characters ($, %, etc.) or spaces. Do not copy and paste the new password to the Confirm Password field.

3. **Click** Change Password. Your password has been changed for the next time that you sign in. It is recommended that you sign out and sign back in with your new password.

Budgeting Home Page

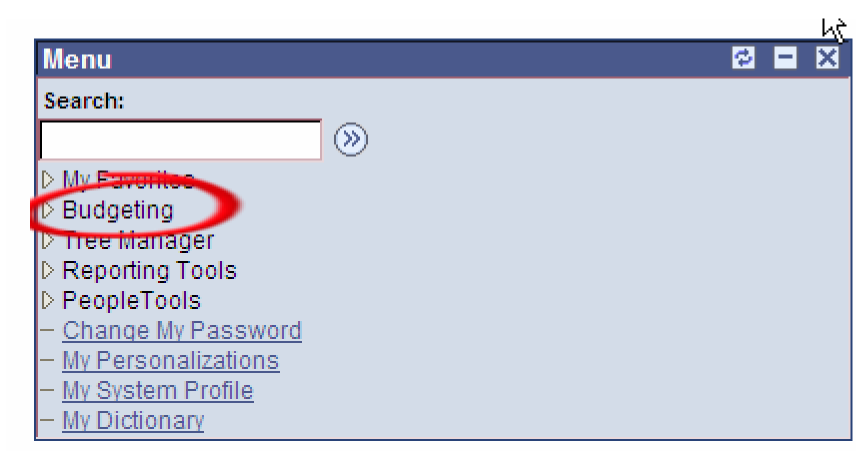
The Budgeting Home Page is a central place where you can access pages for Budget Preparation as well as Budget Analysis and My Profile.



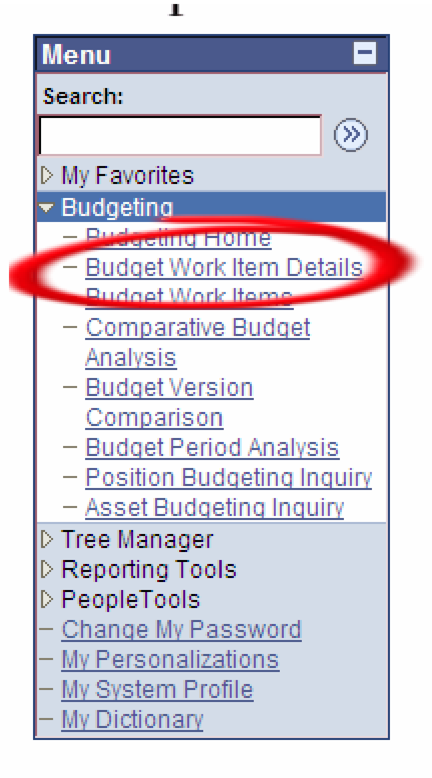
PeopleSoft Navigation

The pages to perform line item budgeting, position budgeting, and analysis are located under the **Budget Work Item Details** menu. This is your "home page" where you access the pages to enter your budget information.

1. **Click Budgeting** to expand and display budget menu options.



2. **Click** Budget Work Item Details.



Note: To minimize the menu and enlarge your working area, click . To maximize, click .

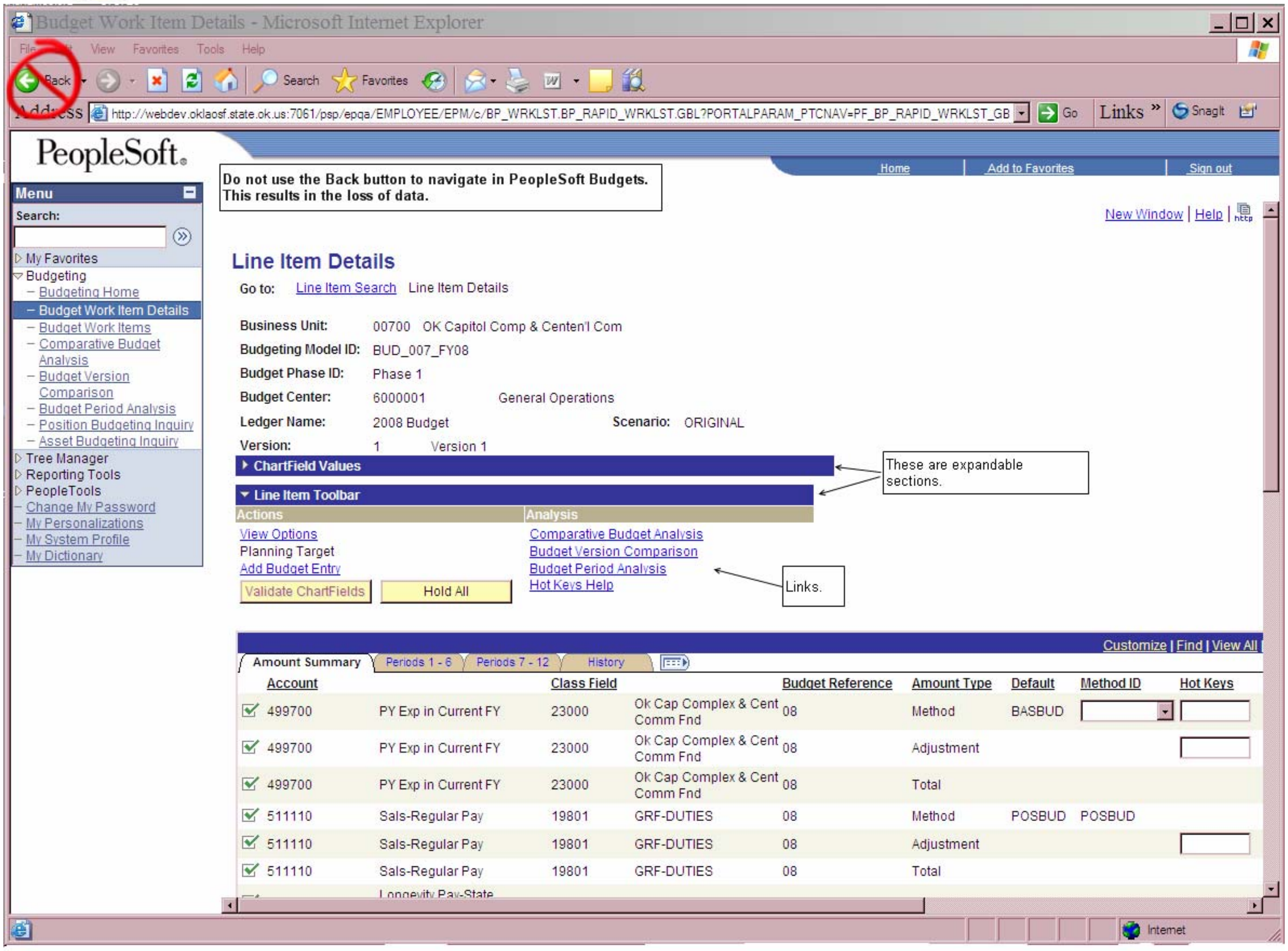
Note: The denotes a collapsed section that can be expanded by clicking on the .

If you get lost at any time during your budget input, **click** the **Budget Work Item Details** link on the menu to return to your "home page".

Standard Features

PeopleSoft uses standard Windows functionality. Some of the basic features are highlighted below.

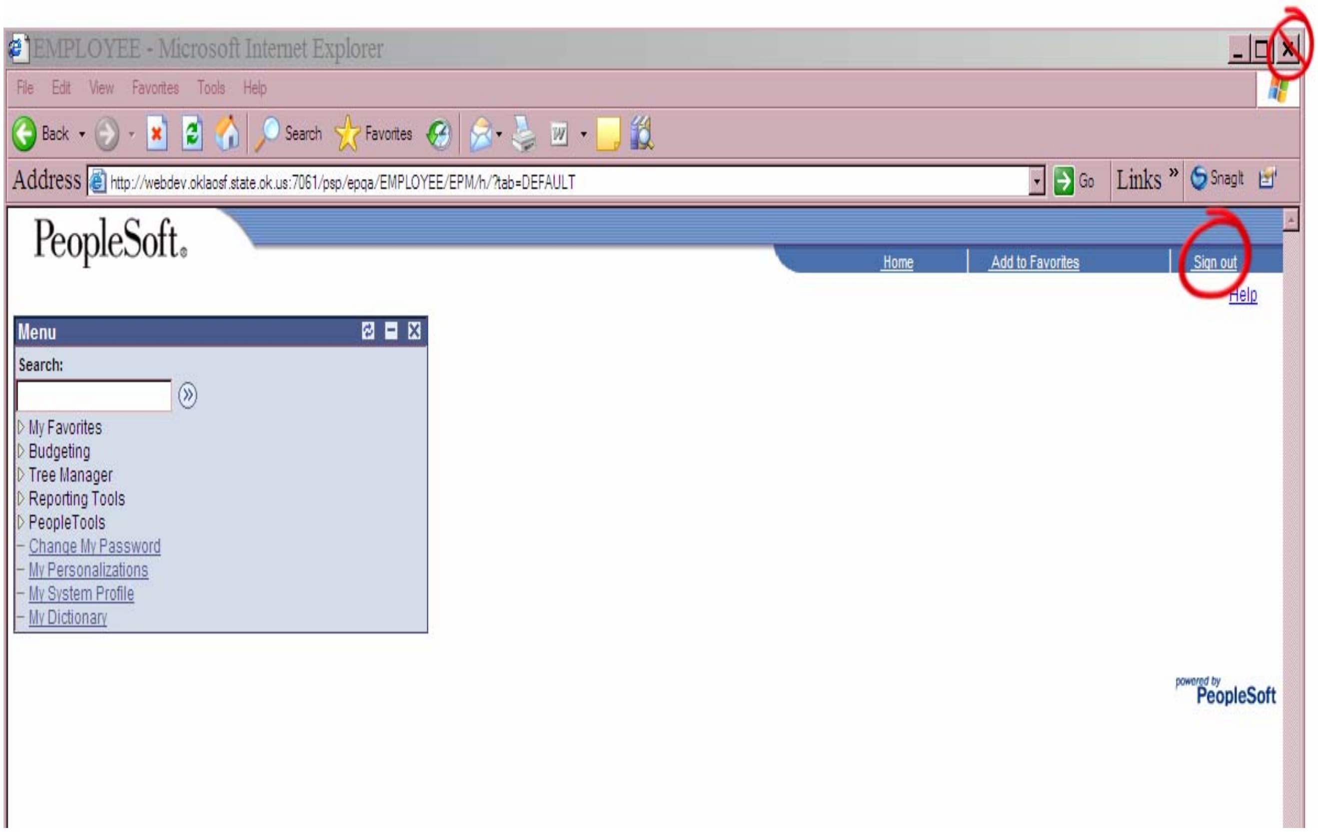
User ID	Drop down box displays available options
Search	Begins a search
	To look up a predefined list of values
Lookup	Begin a lookup based on search parameters
Save	Save button is usually found in the lower left of the page. **NOTE:** You may need to scroll down on a page to access this button.


Budget Work Item Details - Microsoft Internet Explorer
http://webdev.oklaosf.state.ok.us:7061/psp/epqa/EMPLOYEE/EPM/c/BP_WRKLST.BP_RAPID_WRKLST.GBL?PORTALPARAM_PTCNAV=PF_BP_RAPID_WRKLST_GB
PeopleSoft.
Home
Add to Favorites
Sign out
Do not use the Back button to navigate in PeopleSoft Budgets. This results in the loss of data.
New Window | Help
Menu
Search:
My Favorites
Budgeting
Budgeting Home
Budget Work Item Details
Budget Work Items
Comparative Budget Analysis
Budget Version Comparison
Budget Period Analysis
Position Budgeting Inquiry
Asset Budgeting Inquiry
Tree Manager
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile
My Dictionary
Line Item Details
Go to: Line Item Search Line Item Details
Business Unit: 00700 OK Capitol Comp & Centen'l Com
Budgeting Model ID: BUD_007_FY08
Budget Phase ID: Phase 1
Budget Center: 6000001 General Operations
Ledger Name: 2008 Budget
Scenario: ORIGINAL
Version: 1 Version 1
ChartField Values
Line Item Toolbar
These are expandable sections.
Actions
Analysis
View Options
Planning Target
Add Budget Entry
Validate ChartFields
Hold All
Comparative Budget Analysis
Budget Version Comparison
Budget Period Analysis
Hot Keys Help
Links.
Customize | Find | View All
Amount Summary
Periods 1 - 6
Periods 7 - 12
History
Account
Class Field
Budget Reference
Amount Type
Default
Method ID
Hot Keys
499700 PY Exp in Current FY 23000 Ok Cap Complex & Cent Comm Fnd 08 Method BASBUD
499700 PY Exp in Current FY 23000 Ok Cap Complex & Cent Comm Fnd 08 Adjustment
499700 PY Exp in Current FY 23000 Ok Cap Complex & Cent Comm Fnd 08 Total
511110 Sals-Regular Pay 19801 GRF-DUTIES 08 Method POSBUD POSBUD
511110 Sals-Regular Pay 19801 GRF-DUTIES 08 Adjustment
511110 Sals-Regular Pay 19801 GRF-DUTIES 08 Total
Internet

Logging Out

When you have completed your input and have checked your budget center in, make sure that you sign out of PeopleSoft. **DO NOT CLICK** **TO EXIT PEOPLESOFT!**

1. To sign out, **click** Sign out, located in the upper right corner of the page.

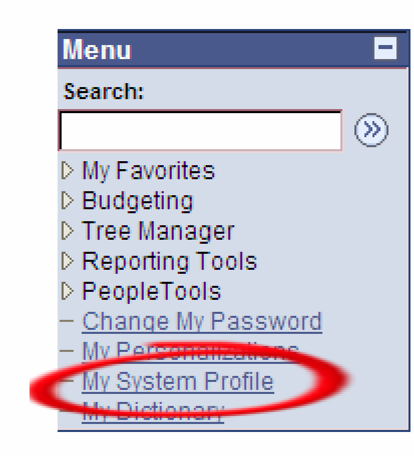


NOTE: PeopleSoft automatically logs you out of the Production system if there has been no activity for 60 minutes (20 minutes in training). However, if you have a budget checked out when the system times you out, the budget is still considered checked out. You will need to log back in and check in your budget.

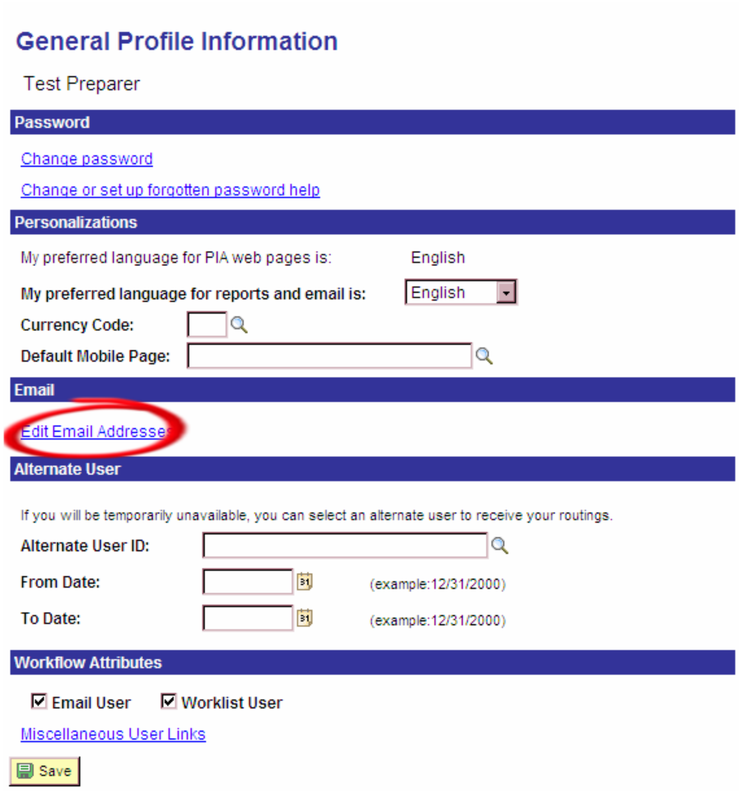
Updating User E-mail Address

This workflow feature enables an email while you are working with budget versions on the Budget Work Items or Budget Work Item Details pages. It is a feature in addition to the PeopleSoft Budgeting features that enables you to automatically generate email when milestone events occur within a budgeting cycle.

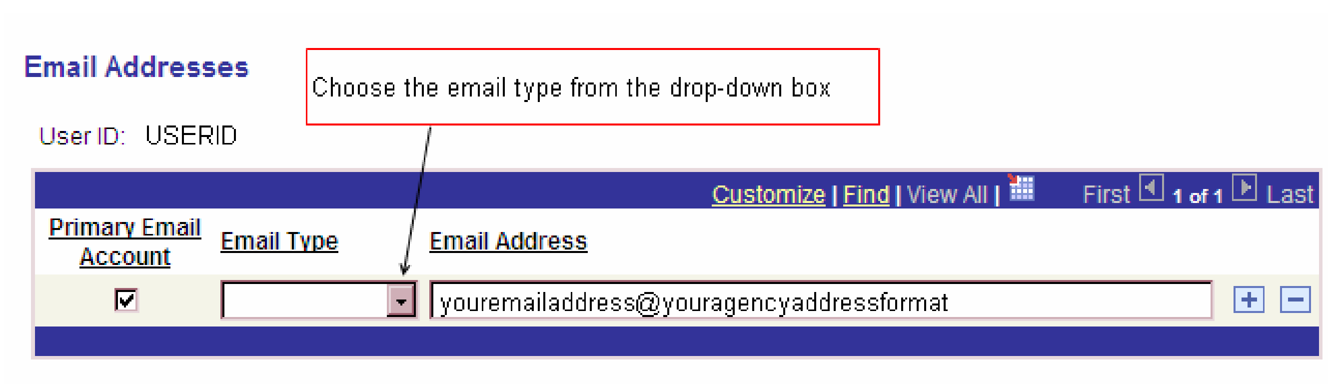
- Log into the Budget module
- **Click** the “My System Profile” hyperlink on the main menu



- **Click** the “Edit Email Addresses” hyperlink on the General Profile Information page



- Review the email address and change as needed.
    - If no changes are needed, press the “Cancel” button
    - If changes are made, press the “OK” button



The screen will return to the General Profile Information page. Be sure to save your changes.

NOTE: The CORE office provides the initial email address setup. Users are expected to maintain their own profile system information.

Overview of PeopleSoft Budgeting

Definition of Budget Terms

Some Agencies will budget by month and most by quarters. PeopleSoft provides both 12 monthly budget periods and 4 quarterly budget periods, for example, 2009-1, 2009-2, 2009-3, etc. State of Oklahoma's fiscal year begins in July, so 2009-1 equals July 2008; 2009-12 equals June 2009.

Prior Year Actuals = actuals for the prior fiscal year

Year to Date Actuals = year to date actuals for the current fiscal year

Current Year Budget = budget for the current fiscal year

PeopleSoft General Ledger defines **journal entries** by using a combination of GL Business Unit, Account, Department, Class Fund, Budget Reference, Ledger, Fiscal Year, Period and Currency Code and Scenario. Ledgers define whether data represents Actual, Budgets or Forecast data. The budget input will go to the GL in the BUDGETS Ledger. The original budget will be defined by the Scenario column with the value of ORIGINAL and revised budgets will have their own REVISED scenario (i.e. Revision 1). (Each agency's budget activities drive the number of revisions for the Scenario field.)

GLBU	Ledger	*Account	Department	Class Fund	Budget Reference	Scenario	**Period	Fiscal Year	Currency

***** **<u>NOTE</u>** – Some agencies will budget at the Account Summary level or the Account Detail level.

****** **<u>NOTE</u>** – Some agencies will budget by a Monthly period or Quarterly period.

The initial budget distribution rows will be driven by the Actuals data. Any changes to the distribution or additional distribution rows in Position Budgeting will require the **Model Recalculation Process** be run so the new chartfield strings will be populated to line-item budgets. An agency employee will need "Agency Coordinator" access to run this process, or the agency can request an OSF analyst to run the process. (Agency Coordinator access is given after taking a separate training class).

What are Budgeting Activities?

In PeopleSoft Budgeting, budget preparers are responsible for preparing, modifying, and submitting a detailed line-item budget for their respective budget centers (departments). State of Oklahoma is utilizing only two budget activities: **Line Item Budgeting** and **Position Budgeting**. Line Item budgeting is used for budgeting expenses for the new budget year. Position Budgeting is used for budgeting positions for the new budget year.

Budget preparers start with a base budget that is based upon the budget numbers from the prior year. The user will enter or update expenses for specific accounts that are direct user input (travel, training, supplies, etc.). The other expenses, such as salaries and benefits, are automatically calculated from Position Budgeting, if the agency is using Position Budgeting.

The sum of the line items for all budget centers makes up your organization's budget.

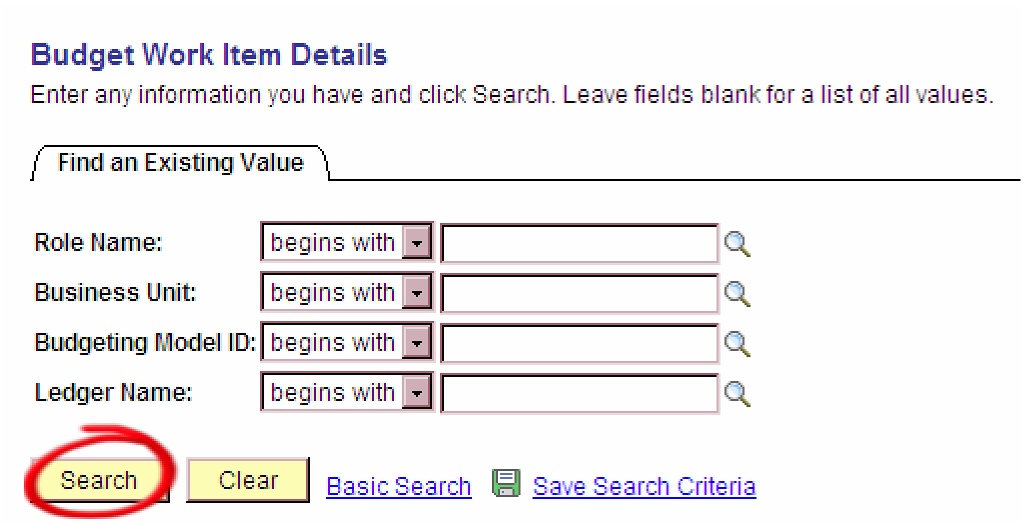
Checking Out the Budget

To access a budget, you must “check out” an activity for your budget center (State of Oklahoma has budget center = department). A user can only check out one budget center at a time. A budget center can only be checked out by one user at a time. Other users who want access to the same activity for the budget version you checked out can view the budget in read-only mode.

When you have finished working on the budget, you **must “check in”** the budget version.

NOTE – First work in the Position Budgeting activity and then go to the Line Item Budgeting activity. This will allow for edits to position budgeting pages to appear in the line item budgeting pages. Once the position budget numbers are in line items they can also be changed using Line Item Adjustments.

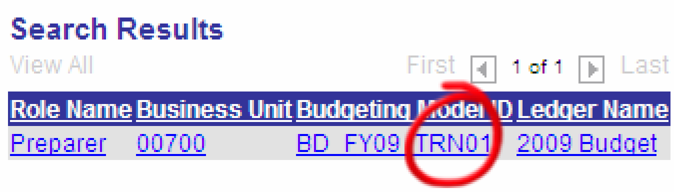
1. **Click** Search .



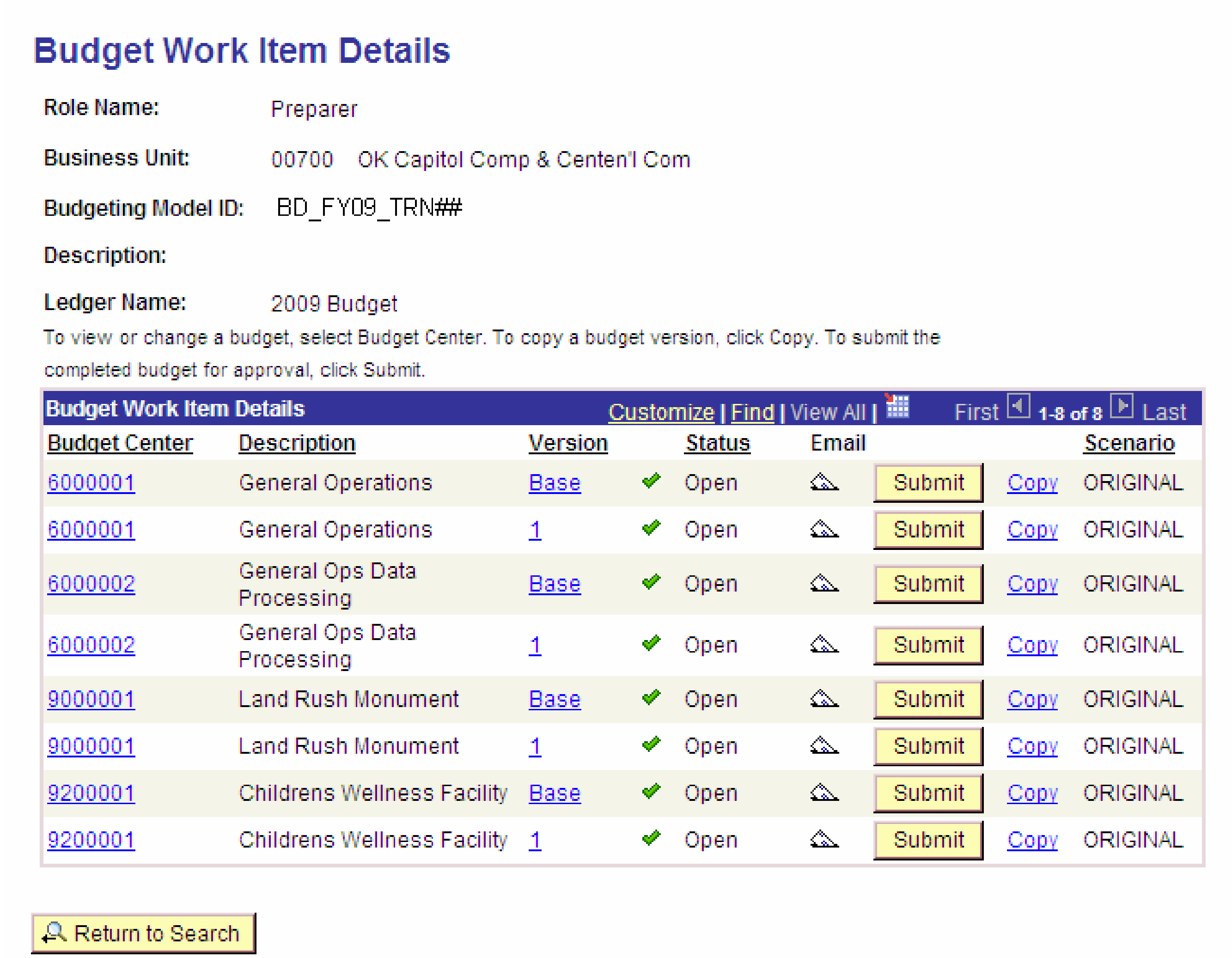
NOTE: For training only – if the search results list displays more than one role, select the Preparer role from the list.

<u>NOTE</u> – There will be opportunities to transfer from Position Budgeting pages to Line Item Budgeting pages. You need to check in the Position Budget before it will show up in the Line Item Budgeting pages. As a rule of thumb, if you’re making changes make sure you save and check in before moving between Position Budgeting and Line Item Budgeting pages.

2. The **Budget Work Item Details** search page displays and lists the budget models and ledgers to which the user has access. Select the **BD_FY09_TRN##** Budgeting Model ID from the Search Results (where the ## will be the number you have been assigned in training class; e.g. 01, 02, etc.).



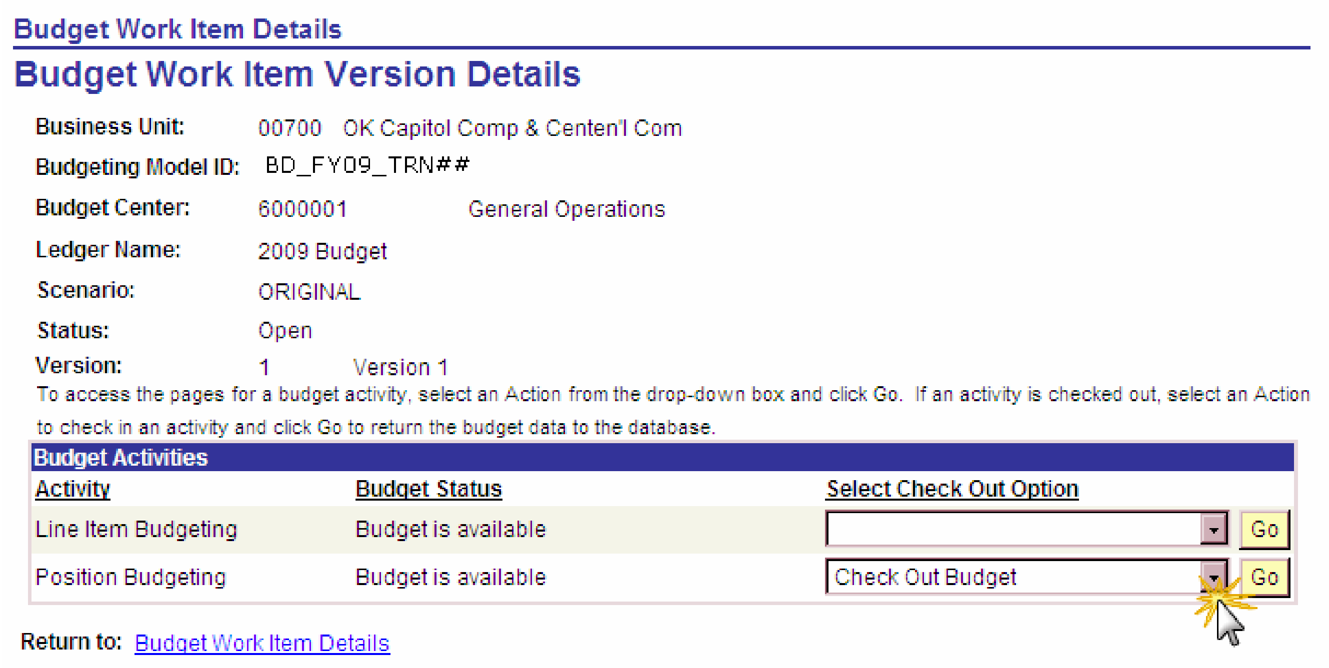
3. The Budget Work Item Details page displays the Budgeting Model's Budget Center Versions.



The following explains the information on this page:

Column	**Explanation**
Budget Center	The budget center code that is assigned to the user for budget input. Department is the budget center for State of Oklahoma.
Description	Budget Center name.
Version	Versions are like electronic scratch pads for the budget. They are used for data manipulation and comparison. Each budget center can have up to 3 working versions. Choose one version to submit as your final budget. The submitted budget will be copied to the Master version. Master versions can be created using the Copy feature if the user is not ready to submit for approval. The Base and Master versions are read-only. The ***Base Version*** will not be used for input. It displays in read-only mode. The *Base Version* is simply a skeletal view of what the budget looks like *before* the user inputs any amounts. For State of Oklahoma, this is zero (0).
Status	Current status of the budget work item. ***Open****:* Budget version is open and available to be worked on and has not been submitted. ***Submitted****:* Budget version at the Preparer level is submitted and ready for Reviewer action. All versions at the Preparer level are locked and cannot be modified. ***Rejected****:* Submitted version is rejected at the Reviewer level. All versions at the Preparer level are unlocked and in *Rejected* status and allow update. ***Approved****:* Submitted version is approved at the Reviewer level. ***Complete:*** A budget plan at the Coordinator level defined for the budgeting model is approved and completed. ***Not Ready****:* (Available only to Reviewers). The budget version is not available because not all of the budget versions at the Preparer levels are submitted. Once all Preparers have submitted their budgets, the status changes to Open.
Submit	**Click** this button when ready to submit a version for review. Individual versions that have been submitted at the Preparer level have a *Submitted* status.
Copy	Use this link to copy one version to another (See 'Using the Copy link' following).
Scenario	PeopleSoft ChartField used to identify different assumptions or types of budget information. The user cannot edit this value.

When the user **clicks** on the Version 1 for a Budget Center, the user goes to the Budget Work Item Version Details page where the budget can be “checked out”.



Check out / Check in Options

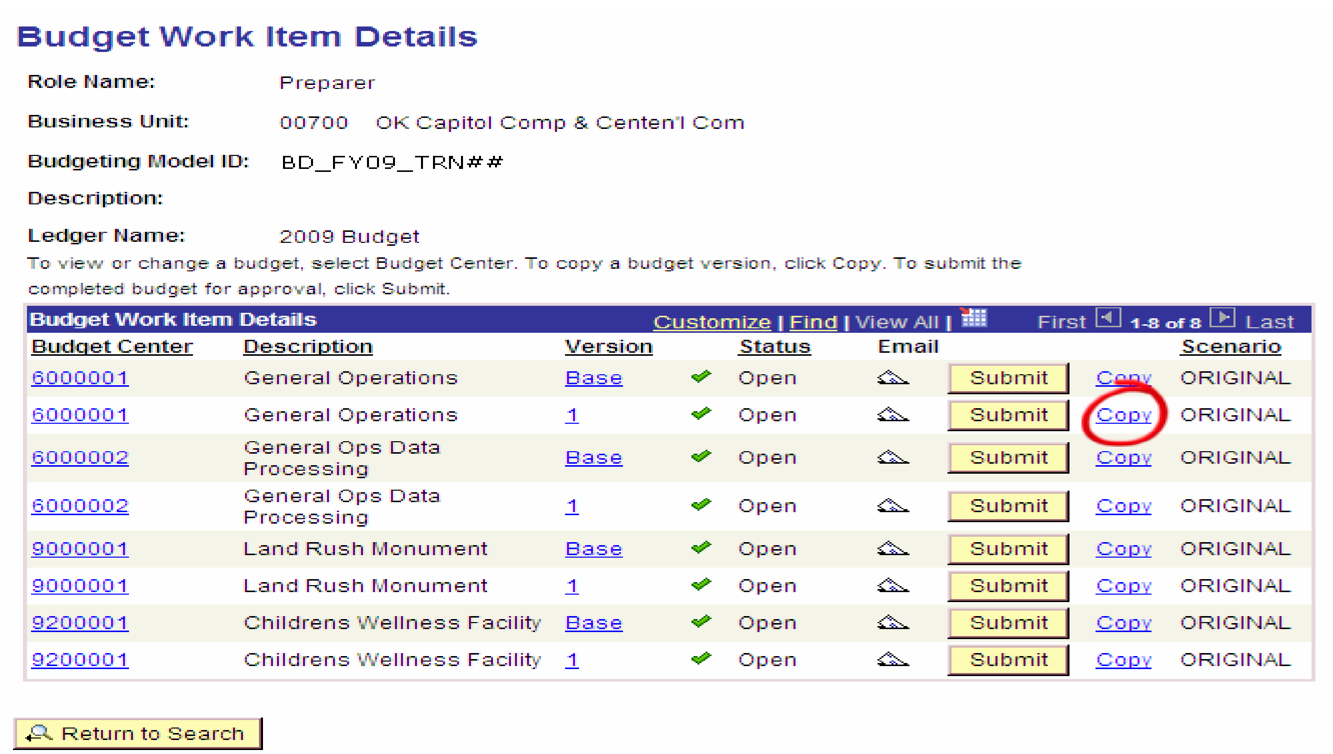
Option	Explanation
Check Out Budget	The system retrieves the budget data from the budgeting model needed to perform the activity.
Check Out Read-Only Budget	The user can view budget data as read-only, but cannot modify budget data.
Check In Budget	The system returns the updated budget data to the budgeting model that was used to perform the activity.
Check In Read-Only Budget	Check in a budget activity that has been previously checked out in read-only access.
Transfer to Activity	Enables the user to access a budgeting activity that is currently checked out.

Using the Copy link

The user can use the Copy link to copy budget data from one version to another. For example, if the user wants to increase salary and wages by 10% but does not want to input the entire budget data again, the copy link allows the user to copy what has been entered and apply the new percentage amount to view this situation. However, the user cannot have more than three working versions for a budget center level at one time. If three working versions already exist or if the user selects to copy to a working version that already exists, the system copies over the selected version. The application cannot copy working versions from one budget center to another.

To copy one version to another:

1. Select the Copy link next to the version desired to be copied on the **Budget Work Item Details** page.



Budget Work Item Details

Role Name: Preparer

Business Unit: 00700 OK Capitol Comp & Centen'l Com

Budgeting Model ID: BD_FY09_TRN##

Description:

Ledger Name: 2009 Budget

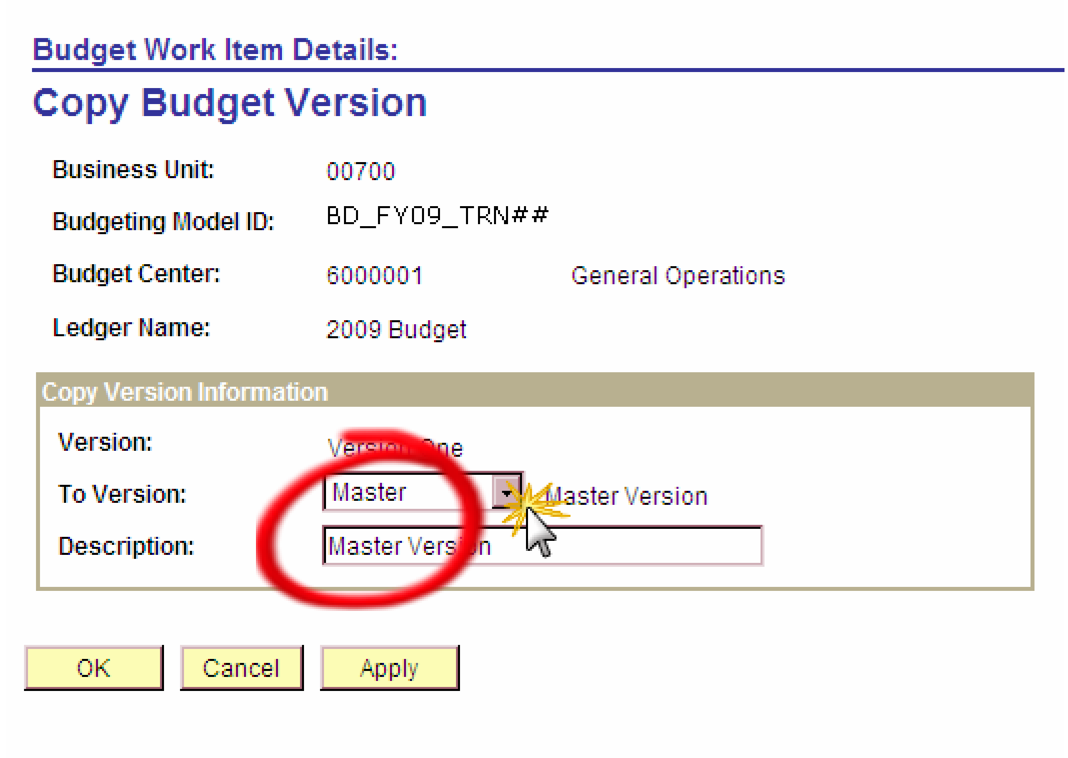
To view or change a budget, select Budget Center. To copy a budget version, click Copy. To submit the completed budget for approval, click Submit.

Budget Work Item Details — Customize | Find | View All | First 1-8 of 8 Last

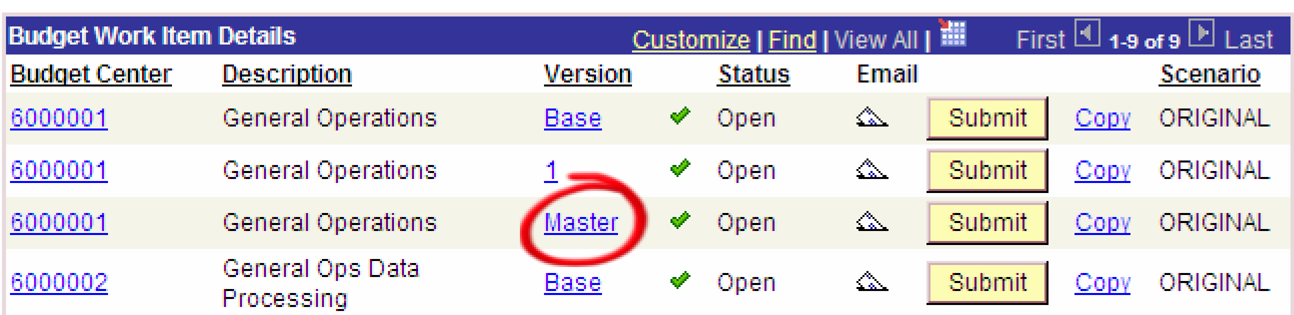
Budget Center	Description	Version		Status	Email			Scenario
6000001	General Operations	Base	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	1	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	Base	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	1	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	Base	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	1	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	Base	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	1	✔	Open		Submit	Copy	ORIGINAL

Return to Search

2. The Copy Budget Version page displays. In the “To Version” field, select the New Version (Master, Version 1, Version 2 or Version 3) and enter a Description in the description field (i.e. ‘Master Version’ or ‘10% Decrease’).



3. **Click** OK. The Budget Work Item Details page displays with the copied version in the Budget Work Item details list.



Chapter 2: Position Budgeting

General Information for Position Budget

Positions

Budgeting is driven by the positions in the HRMS system, but then changes can be made to the data in Budgeting. Data added or edited in Budgeting does not affect actual data in the HR system; however, it does integrate with the HR system for reporting purposes. Currently, there is no budget-to-actual reporting, but CORE hopes to have this functionality in the near future.
When adding new positions in Position Budgeting, the position number will be driven by a prefix "NP" for New Position and a sequential number following the prefix. Any new positions added in Budgets will not be filled with an employee and will show as Vacant. In HRMS, the position number is driven by the Agency.

Job Codes

Job codes will be Classified, Unclassified or Invalid. Positions are tied to Job Codes. If a job code is associated to a Salary Grade and the position is unfilled then the midpoint of the grade will be used for the salary. If the position is filled then the actual employee's salary, as of the date of the data export from HRMS to Budget, will be used.

Job Code	Format	Salary Plan	Salary Grade
Classified	e.g. A10A (Alpha-Numeric-Numeric-Alpha)	Yes	Yes
Unclassified	e.g. 2222 (Numeric-Numeric-Numeric-Numeric)	Yes	No
Invalid	e.g. A299 (Alpha-Numeric-Numeric-Numeric)	Yes	No

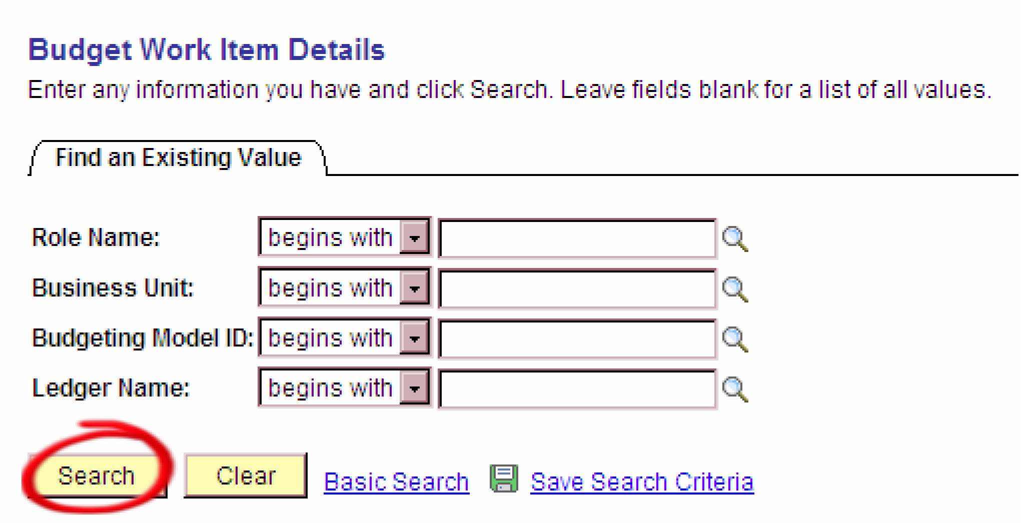
Employee Data

Budgeting uses employee data from the HRMS system.

Working with the Position Budget

Checking Out the Position Budget

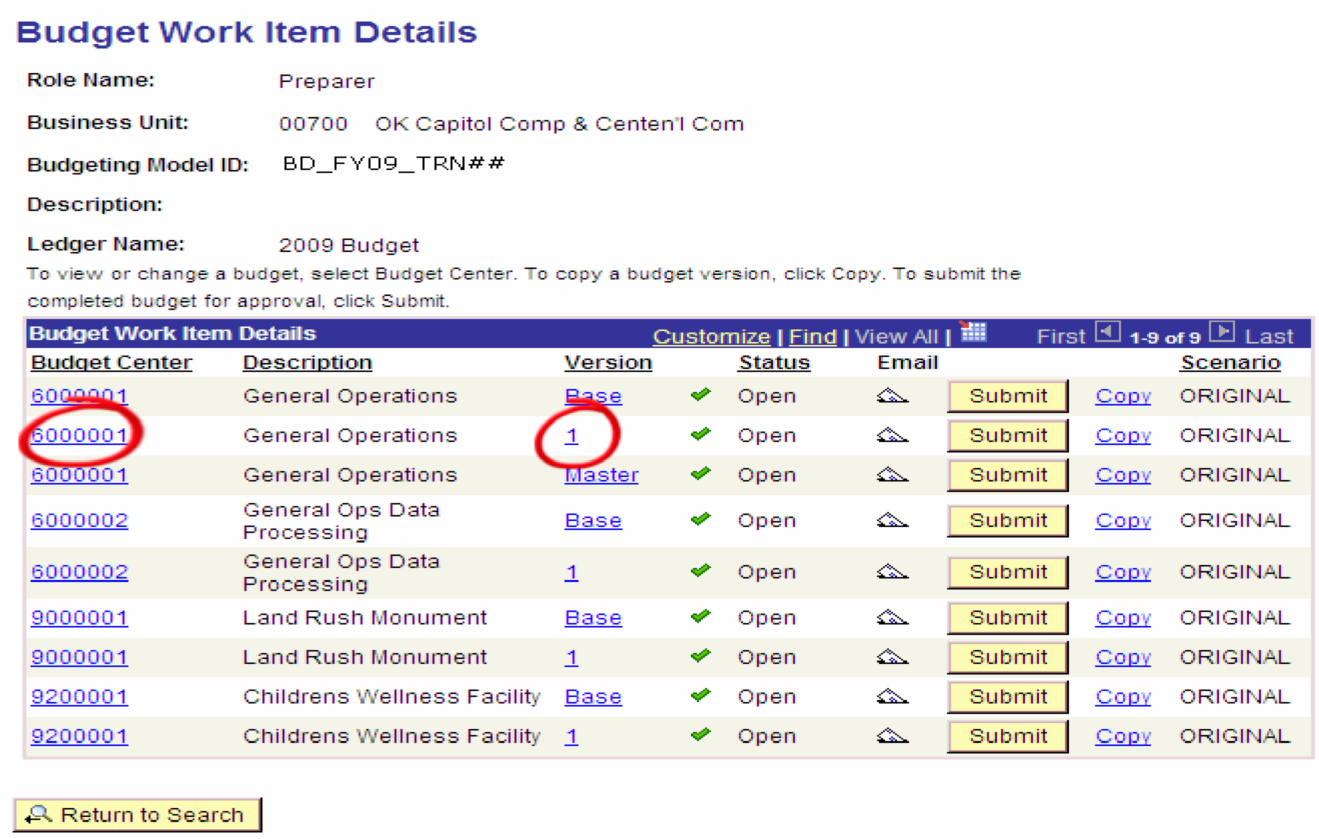
1. **Click** 



NOTE: For training only – if the search results list displays more than one role, select the Preparer role from the list.

2. The **Budget Work Item Details** search page displays and lists the budget models and ledgers to which the user has access.

3. The Budget Work Item Details page displays the Budgeting Model's Budget Center Versions. Select the appropriate **Version** for the desired Budget Center by **clicking** on the Version link or the Budget Center link.



Budget Work Item Details

Role Name: Preparer

Business Unit: 00700 OK Capitol Comp & Centen'l Com

Budgeting Model ID: BD_FY09_TRN##

Description:

Ledger Name: 2009 Budget

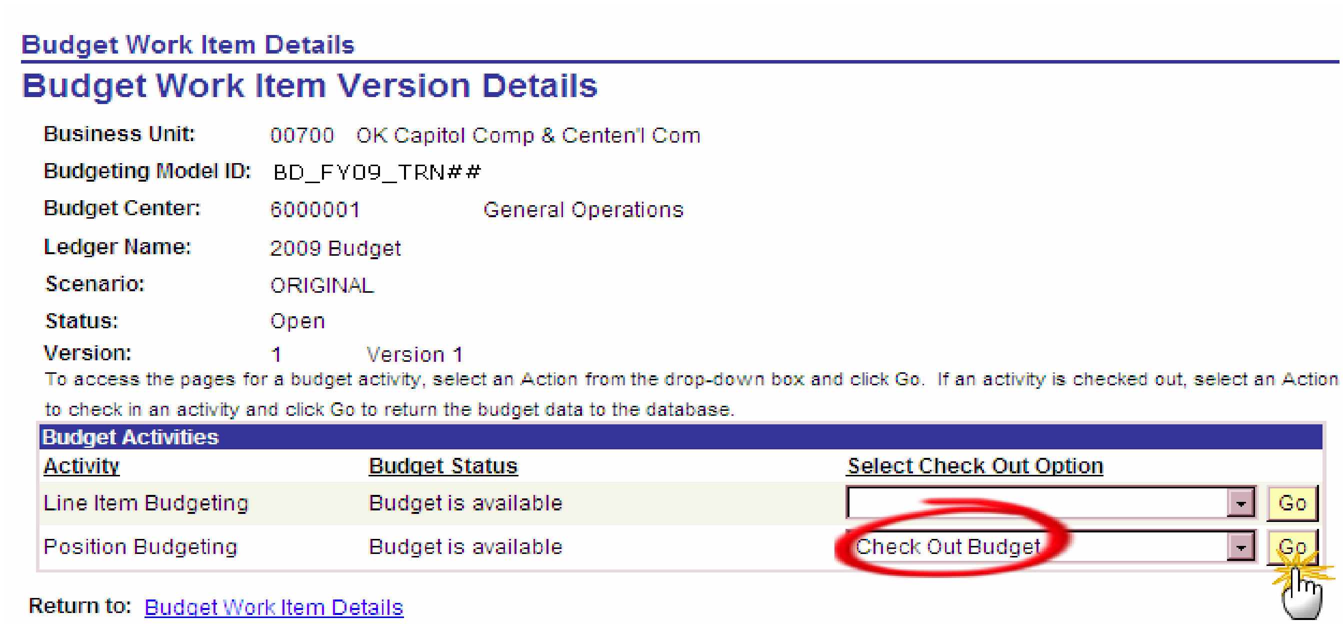
To view or change a budget, select Budget Center. To copy a budget version, click Copy. To submit the completed budget for approval, click Submit.

Budget Work Item Details Customize | Find | View All | First 1-9 of 9 Last

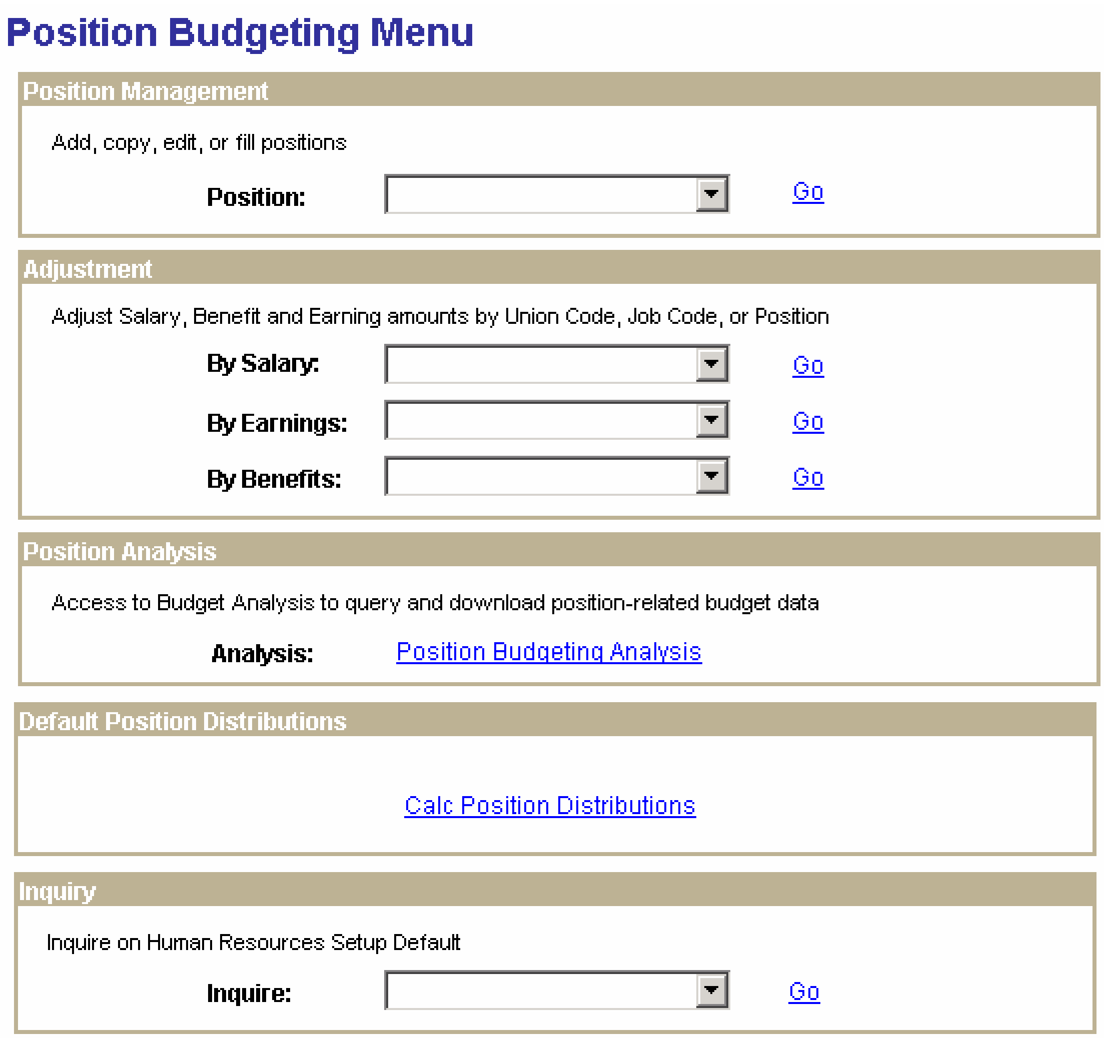
Budget Center	Description	Version		Status	Email			Scenario
6000001	General Operations	Base	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	1	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	Master	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	Base	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	1	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	Base	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	1	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	Base	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	1	✔	Open		Submit	Copy	ORIGINAL

Return to Search

4. The Budget Work Item Version Details page displays. State of Oklahoma is utilizing only two budget activities: **Line Item Budgeting** and **Position Budgeting**. Select **Check Out Budget** under the *Select Check Out Option* column for Position Budgeting activity.



5. **Click** Go. The Position Budgeting Menu page displays.

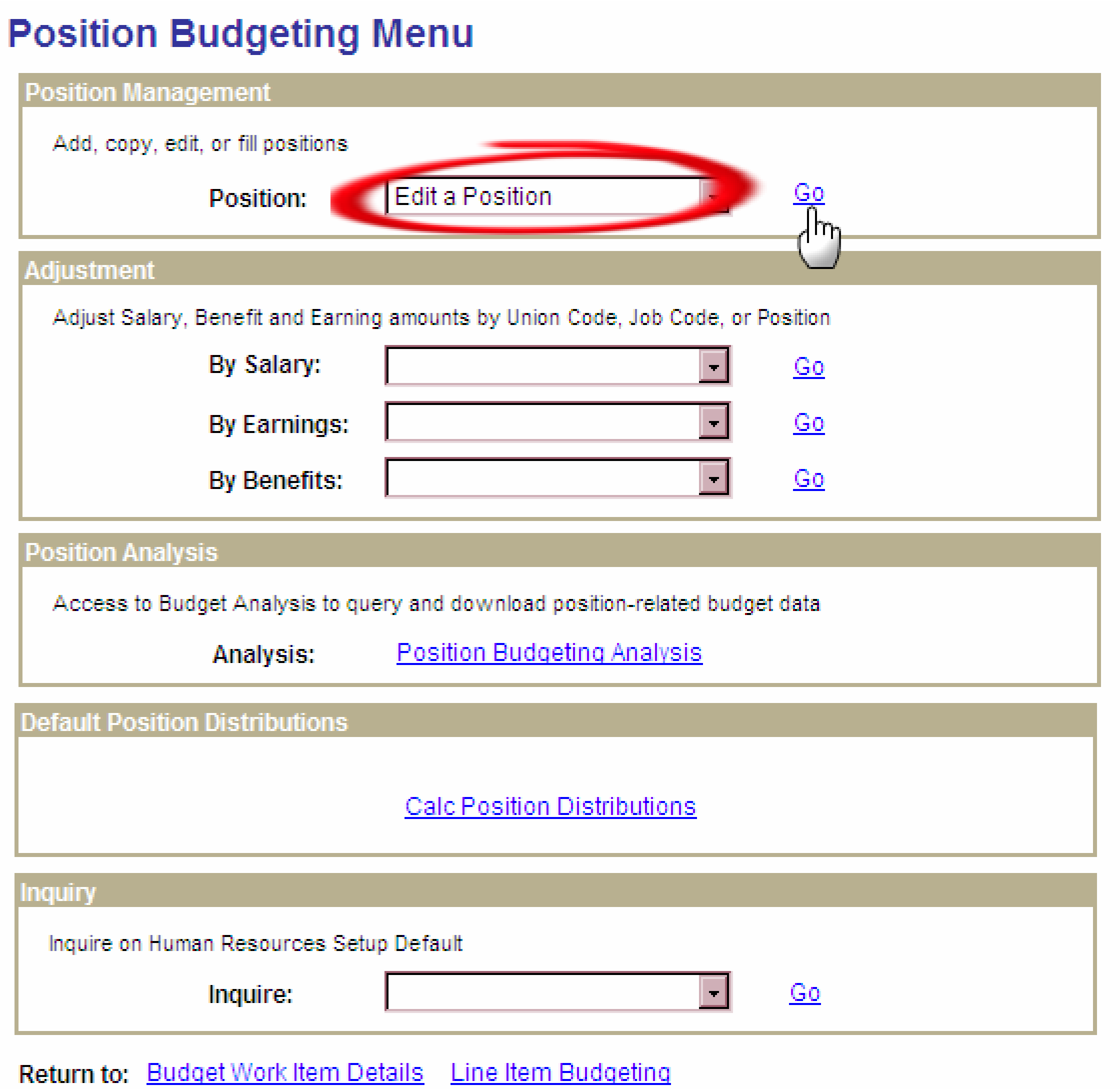


From the Position Budgeting Menu, the user can do any of the following:

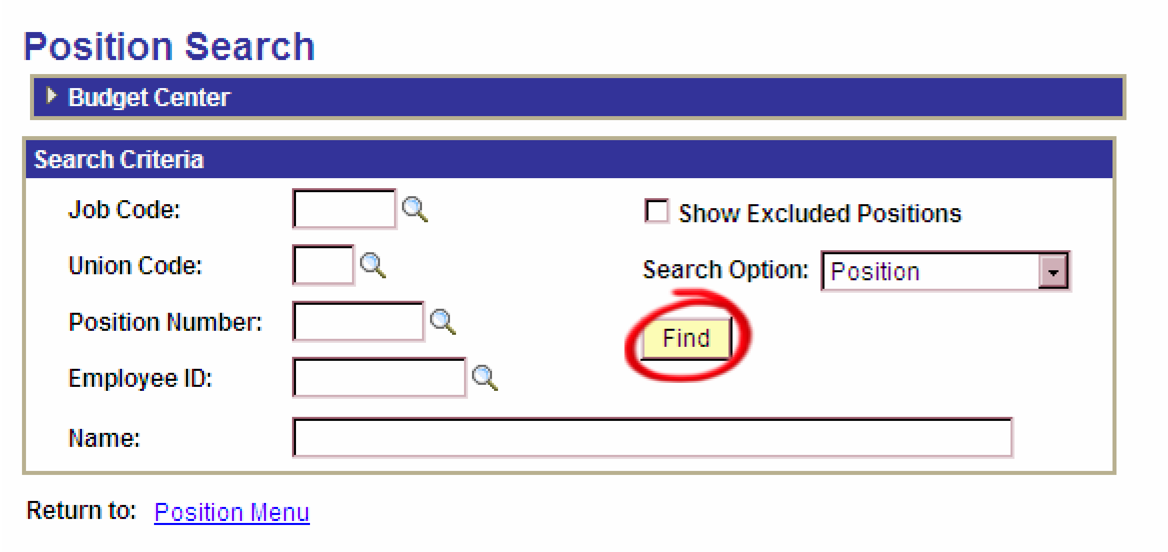
1. Add, copy, or edit position (**NOTE** – Fill Position will not be used since all employees coming over from HR will be assigned to a position.)
2. Adjust Salary, Earnings or Benefits
3. Look at Budget Analysis views for position data in an online report or download to excel
4. Copy Salary Distributions to Earnings, Benefits and Taxes using the Calc Position Distributions link. This is done for the entire budget center.
5. Inquire on HR Setup Defaults which will not be used by Preparers & Reviewers.

Editing a Filled Position

This page displays after you check out the budget for the position budgeting activity. Select **Edit a Position** and **click** on **Go**.



This takes the user to the Position Search page. After **clicking** Find, the user will see a list of positions for the budget center. Depending upon the desired display, the user can change the search option from “Position” to “Job Code” or “Employee”. The user may also enter criteria according to a specific Job Code, Position Code, Employee Number or Employee Name to narrow down the search. (Union code is not used at the State of Oklahoma). **Click** on Find.



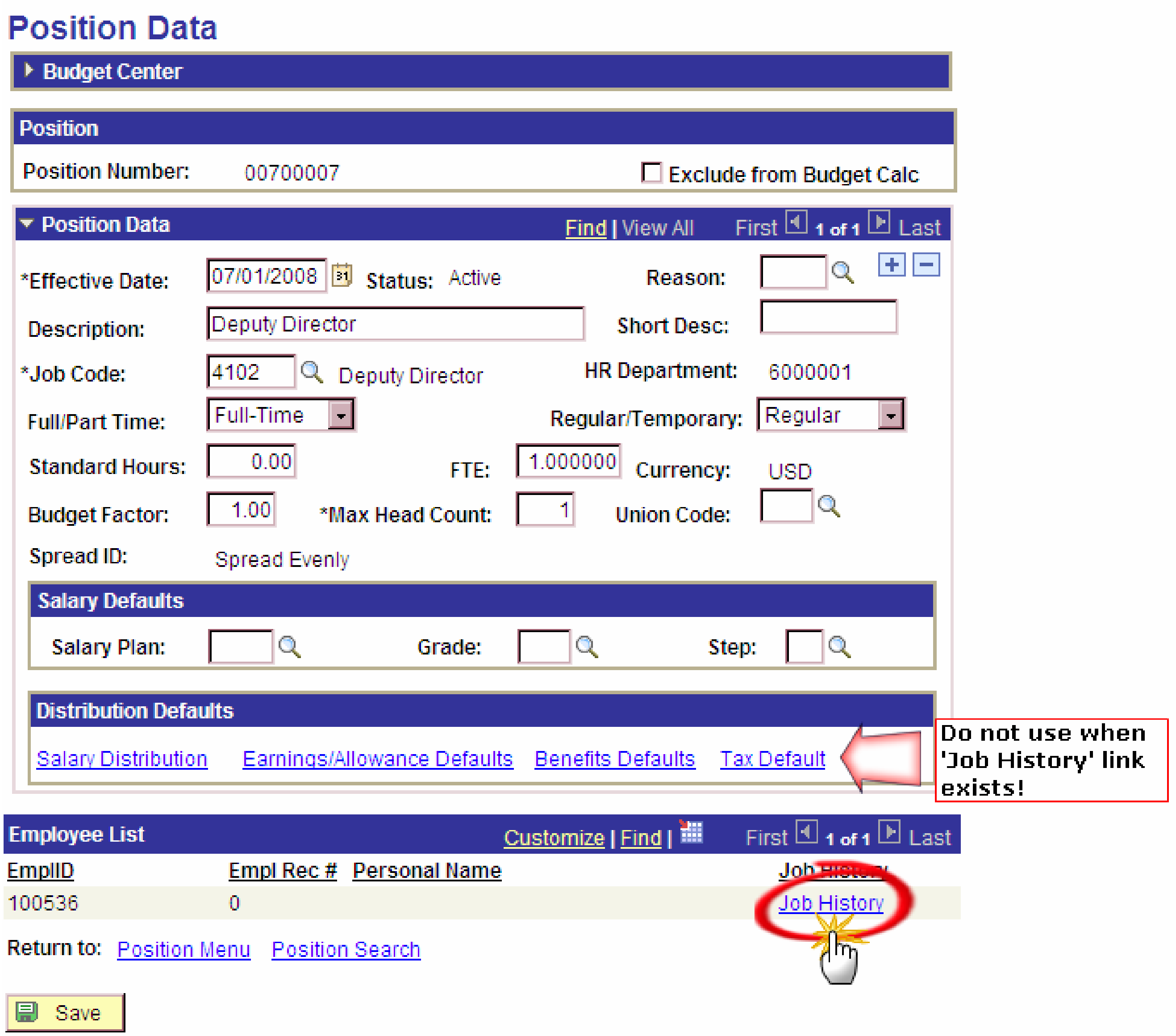
We'll start with editing a position that is Filled (where there is an incumbent). **Click** on the Deputy Director position.

Position Search Results

	Empl Rec #	Position Search	Description	Vacant	Currency Code	Budget Impact	Budget Calc
1	0	00700001	Executive Director	Yes	USD	104,242	Include
2	0	00700002	Administrative Officer	Yes	USD	73,959	Include
3	0	00700004	Administrative Officer	No	USD	69,965	Include
4	0	00700007	Deputy Director	Yes	USD	98,799	Include
5	0	00700008	Administrative Officer	Yes	USD	71,545	Include
6	0	00700016	Administrative Assistant	Yes	USD	51,558	Include
7	0	00700017	Administrative Officer	Yes	USD	13,146	Include
8	0	00700018	Director of Finance	Yes	USD	13,145	Include

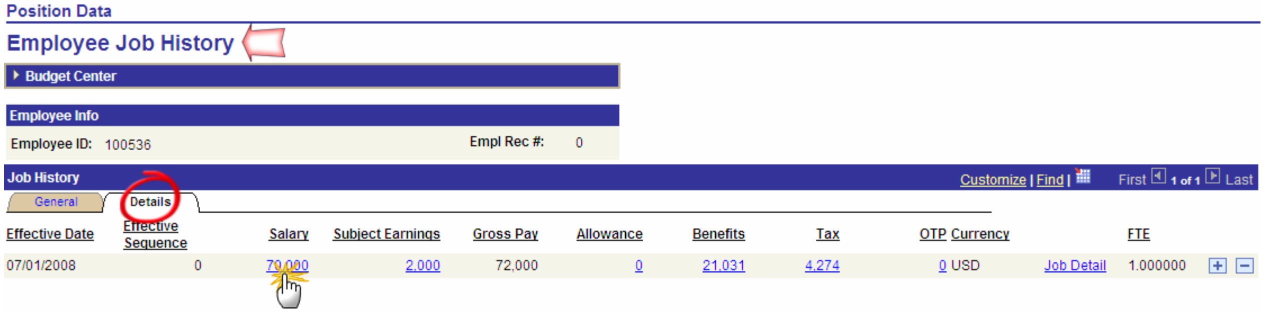
This brings up the Position Data page. Look at the bottom under the Employee List to see employees associated to this position. When there is an incumbent to a position, changes must be made in the Job History page. If position has multiple FTEs then you may have more than 1 employee id. Check your row count to see how many employees are tied to a position. **Click** on the Job History link.

NOTE:
It is important to go to Job History and to not use the Salary, Earnings, Benefits and Taxes links on the Position Data page, under the header Distribution Defaults. These are called the Default Position Data and are only used when no employee exists. Any information entered into the Default Position Data will be ignored in the budget as the Employee information in Job History takes precedence.

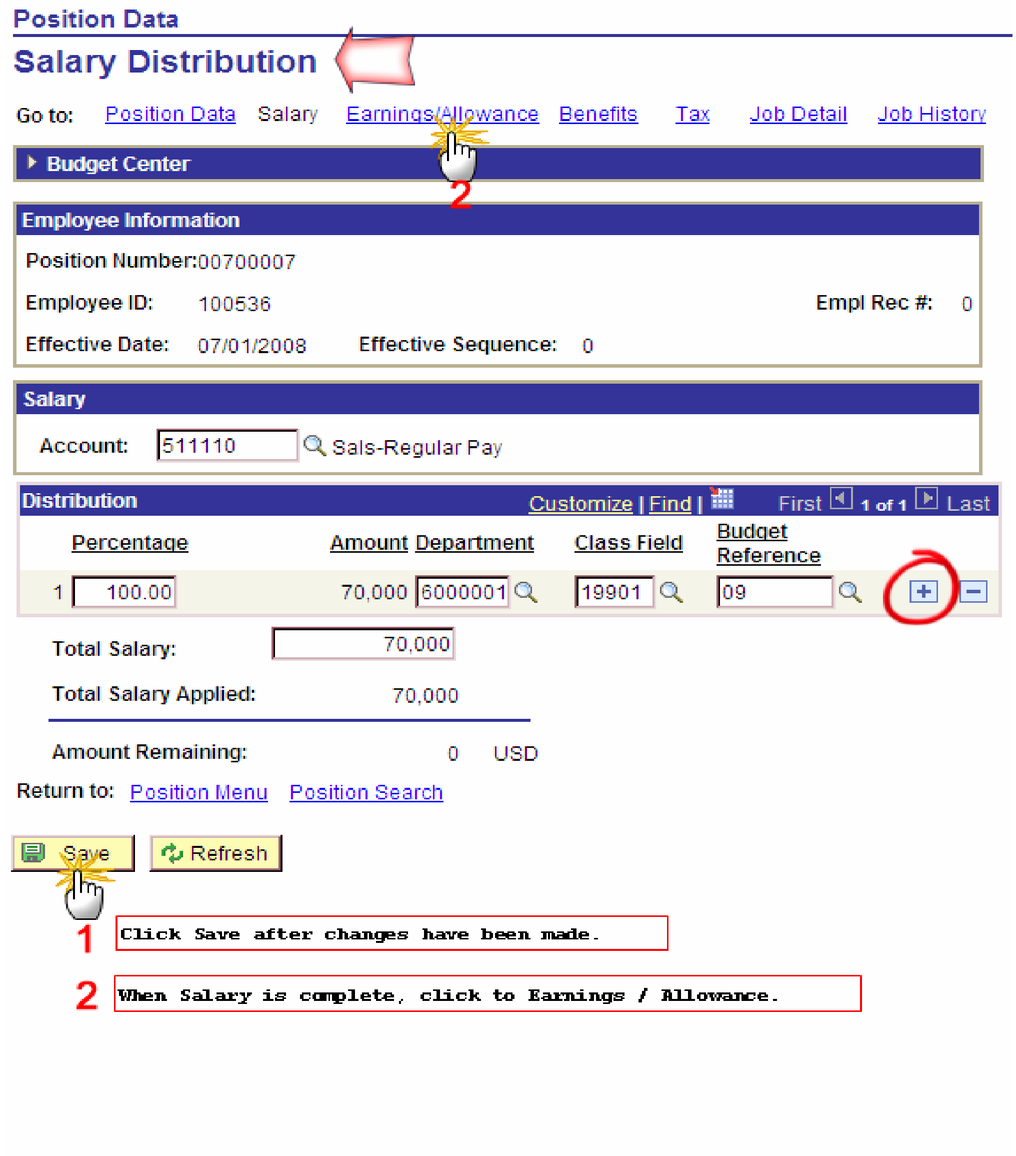

Position Data
Budget Center
Position
Position Number: 00700007
Exclude from Budget Calc
Position Data
Find | View All First 1 of 1 Last
*Effective Date: 07/01/2008
Status: Active
Reason:
Description: Deputy Director
Short Desc:
*Job Code: 4102 Deputy Director
HR Department: 6000001
Full/Part Time: Full-Time
Regular/Temporary: Regular
Standard Hours: 0.00
FTE: 1.000000
Currency: USD
Budget Factor: 1.00
*Max Head Count: 1
Union Code:
Spread ID: Spread Evenly
Salary Defaults
Salary Plan:
Grade:
Step:
Distribution Defaults
Salary Distribution
Earnings/Allowance Defaults
Benefits Defaults
Tax Default
Do not use when 'Job History' link exists!
Employee List
Customize | Find | First 1 of 1 Last
EmplID
Empl Rec #
Personal Name
Job History
100536
0
Job History
Return to: Position Menu Position Search
Save


Position Data
Employee Job History
Budget Center
Employee Info
Employee ID: 100536
Empl Rec #: 0
Job History
Customize | Find | First 1 of 1 Last
General
Details
Effective Date
Effective Sequence
Employee Status
Action
Position
Position Data
Job Code
Description
07/01/2008
0 Active
PAY
00700007
Deputy Director
4102
Deputy Director

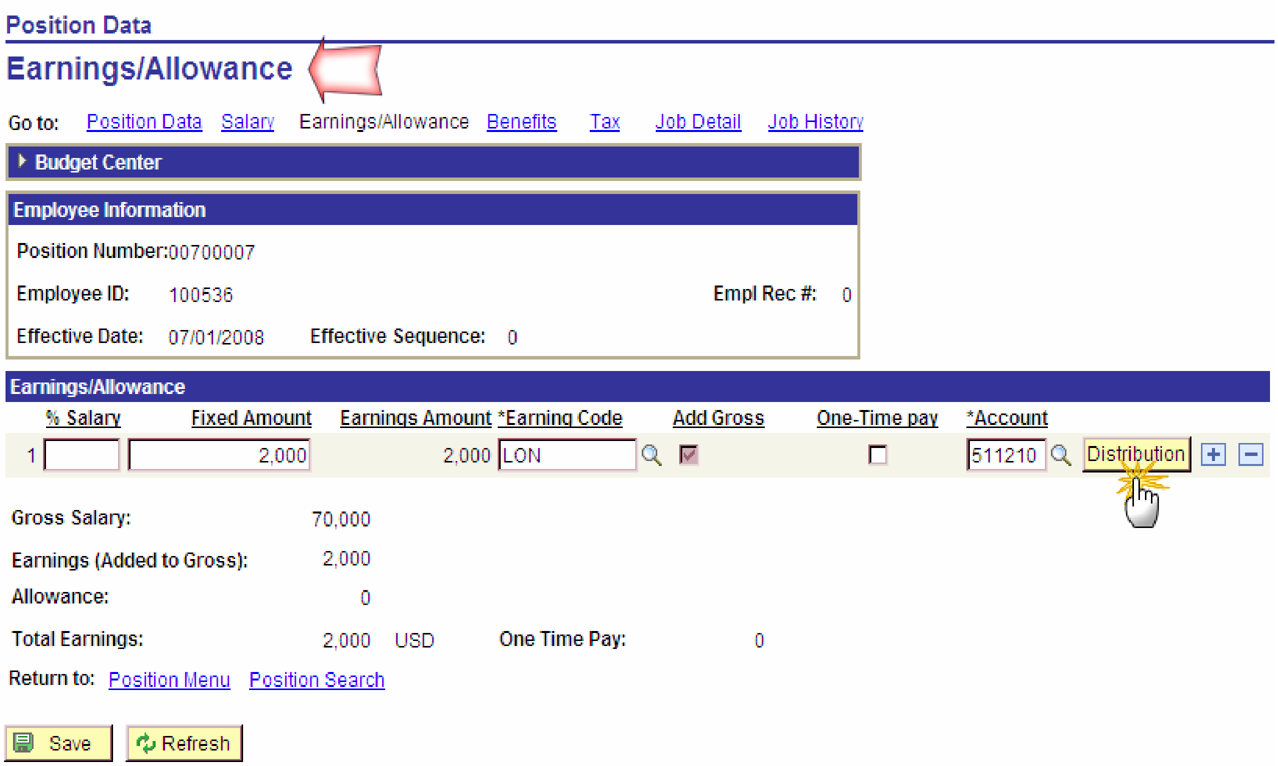
On the Employee Job History page, **click** on the Details tab.



On the Employee Job History page **click** on the Salary link.

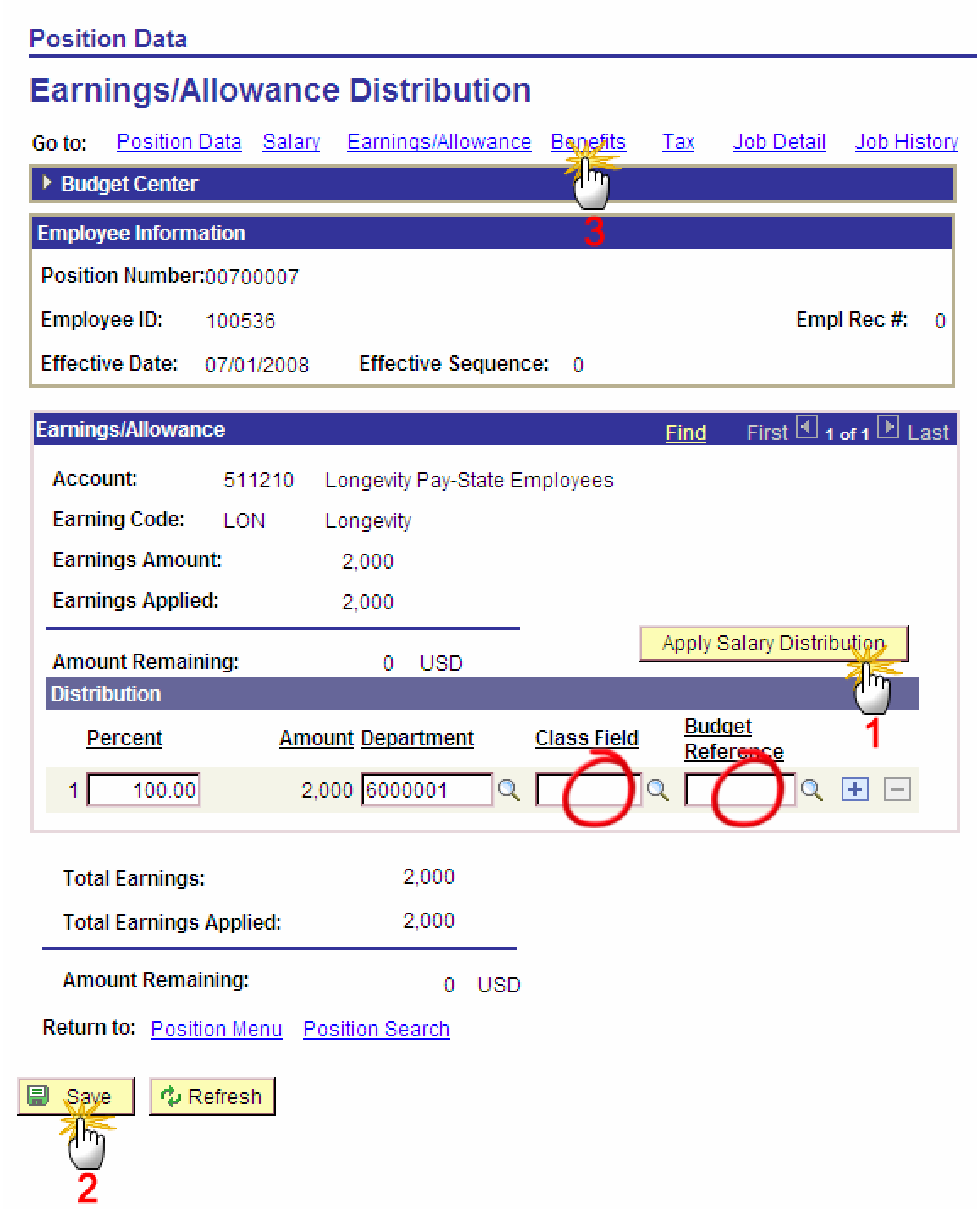


On the Salary Distribution page validate and/or enter the Account, Department, Class Field and Budget Reference with the respective percentages and the Total Salary Amount. If desired, the user can split the distribution by inserting a row (i.e. 50%/50% or 75%/25%). Use the + button to add a new row. **Click** on the Save pushbutton after updates are entered. **Click** on the Earnings/Allowance link.

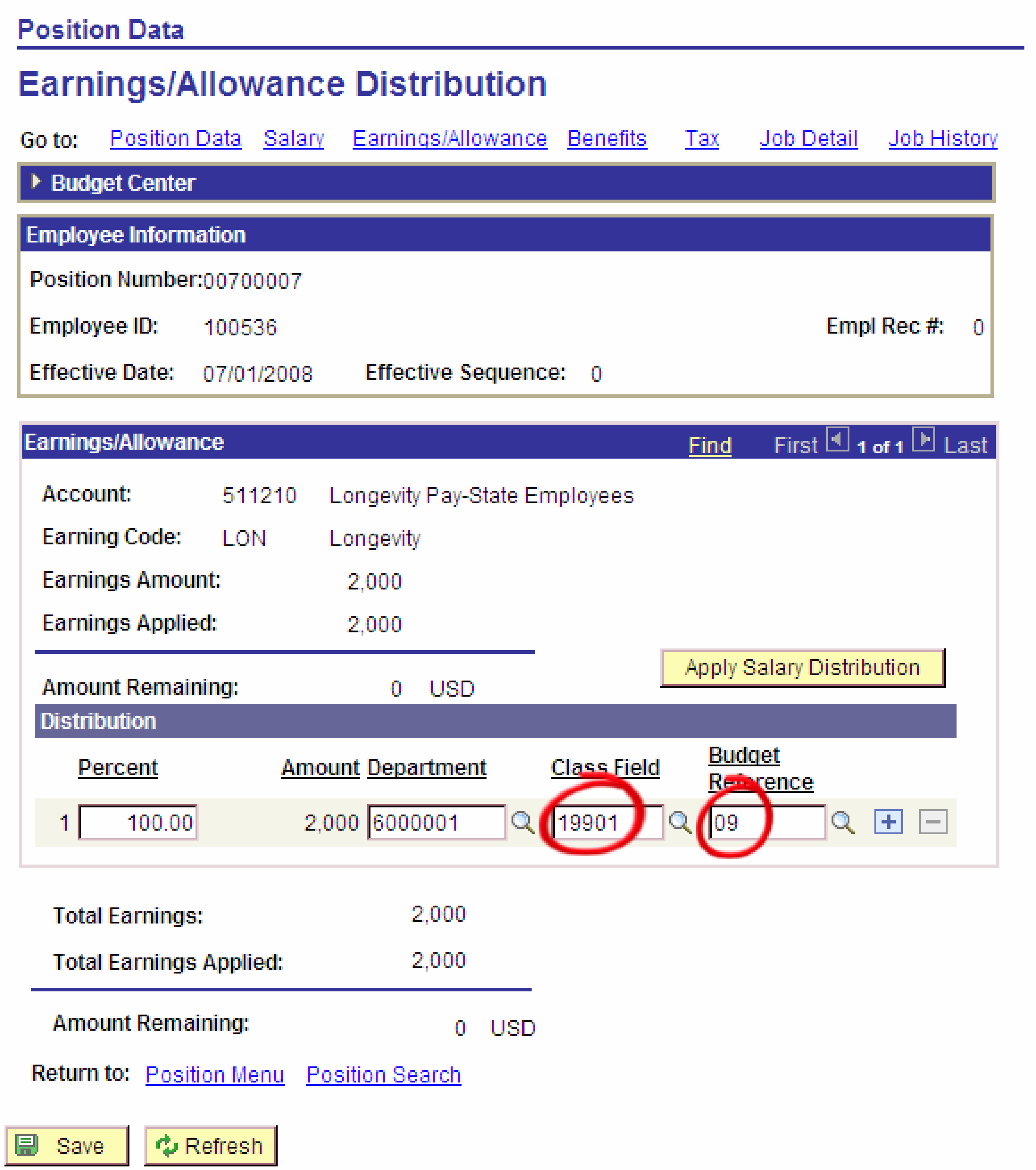


Validate and/or enter the % of Salary or Fixed Amount for the Earning Code(s) and Account. **Click** on the Distribution pushbutton.

NOTE ON DISTRIBUTION:
There is an automated process 'Calc Position Distribution' that will enable the user to more quickly and more efficiently populate the salary distribution for Earnings, Taxes, and Benefits. See page 75 of this user manual for more information.


Position Data
Earnings/Allowance Distribution
Go to: Position Data Salary Earnings/Allowance Benefits Tax Job Detail Job History
Budget Center
3
Employee Information
Position Number: 00700007
Employee ID: 100536
Empl Rec #: 0
Effective Date: 07/01/2008
Effective Sequence: 0
Earnings/Allowance
Find First 1 of 1 Last
Account: 511210 Longevity Pay-State Employees
Earning Code: LON Longevity
Earnings Amount: 2,000
Earnings Applied: 2,000
Apply Salary Distribution
Amount Remaining: 0 USD
Distribution
Percent Amount Department Class Field Budget Reference
1 100.00 2,000 6000001
1
Total Earnings: 2,000
Total Earnings Applied: 2,000
Amount Remaining: 0 USD
Return to: Position Menu Position Search
Save
Refresh
2

If the user wants to distribute the earnings to the same ChartFields as the salary distribution, **click** “Apply Salary Distribution”. However, if a distribution is desired that is different than the salary distribution, enter the Department, Class Field and Budget Reference distribution with the Percent and Save. See the following screen-shot for an example of fields that have been completed.



Position Data

Earnings/Allowance Distribution

Go to: Position Data Salary Earnings/Allowance Benefits Tax Job Detail Job History

Budget Center

Employee Information

Position Number: 00700007

Employee ID: 100536 Empl Rec #: 0

Effective Date: 07/01/2008 Effective Sequence: 0

Earnings/Allowance Find First 1 of 1 Last

Account: 511210 Longevity Pay-State Employees

Earning Code: LON Longevity

Earnings Amount: 2,000

Earnings Applied: 2,000

Amount Remaining: 0 USD

Apply Salary Distribution

Distribution

	Percent	Amount	Department	Class Field	Budget Reference
1	100.00	2,000	6000001	19901	09

Total Earnings: 2,000

Total Earnings Applied: 2,000

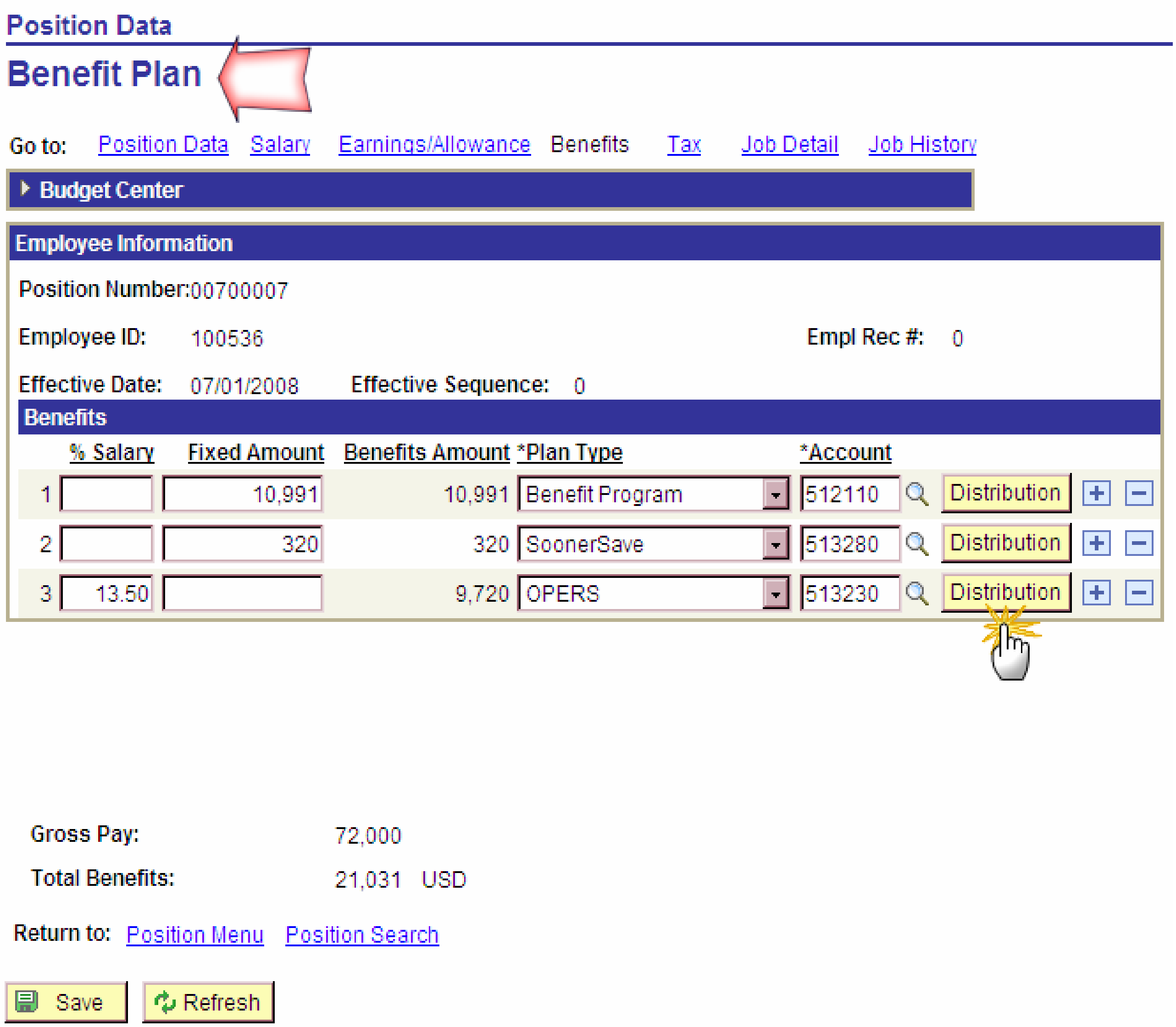
Amount Remaining: 0 USD

Return to: Position Menu Position Search

Save Refresh

Clicking on ‘Apply Salary Distribution’ automatically populates the Class Field and Budget Reference fields with the values that were input on the ‘Salary’ page.

Click on the Benefits link.



Enter the Plan Type and Account with the respective % of Salary or Fixed Amount and **click** on any of the available Distribution pushbuttons – **clicking** on one will expand all lines to the distribution fields, as shown below.

Position Data

Benefits Distribution

Go to: Position Data Salary Earnings/Allowance Benefits Tax Job Detail Job History

▸ Budget Center

Employee Information

Position Number: 00700007

Employee ID: 100536 Empl Rec #: 0

Effective Date: 07/01/2008 Effective Sequence: 0

Benefits Find First 1-3 of 3 Last

Account: 512110 Insur.Prem-Hlth-Life-State Pln

Plan Type: 01 Benefit Program

Benefits Amount: 10,991

Benefits Applied: 10,991

Amount Remaining: 0 USD

Apply Salary Distribution

Distribution

	Percent	Amount	Department	Class Field	Budget Reference
1	100.00	10,991	6000001		

Account: 513280 St.Match-Ad Fee-State Annuity

Plan Type: 03 SoonerSave

Benefits Amount: 320

Benefits Applied: 320

Amount Remaining: 0 USD

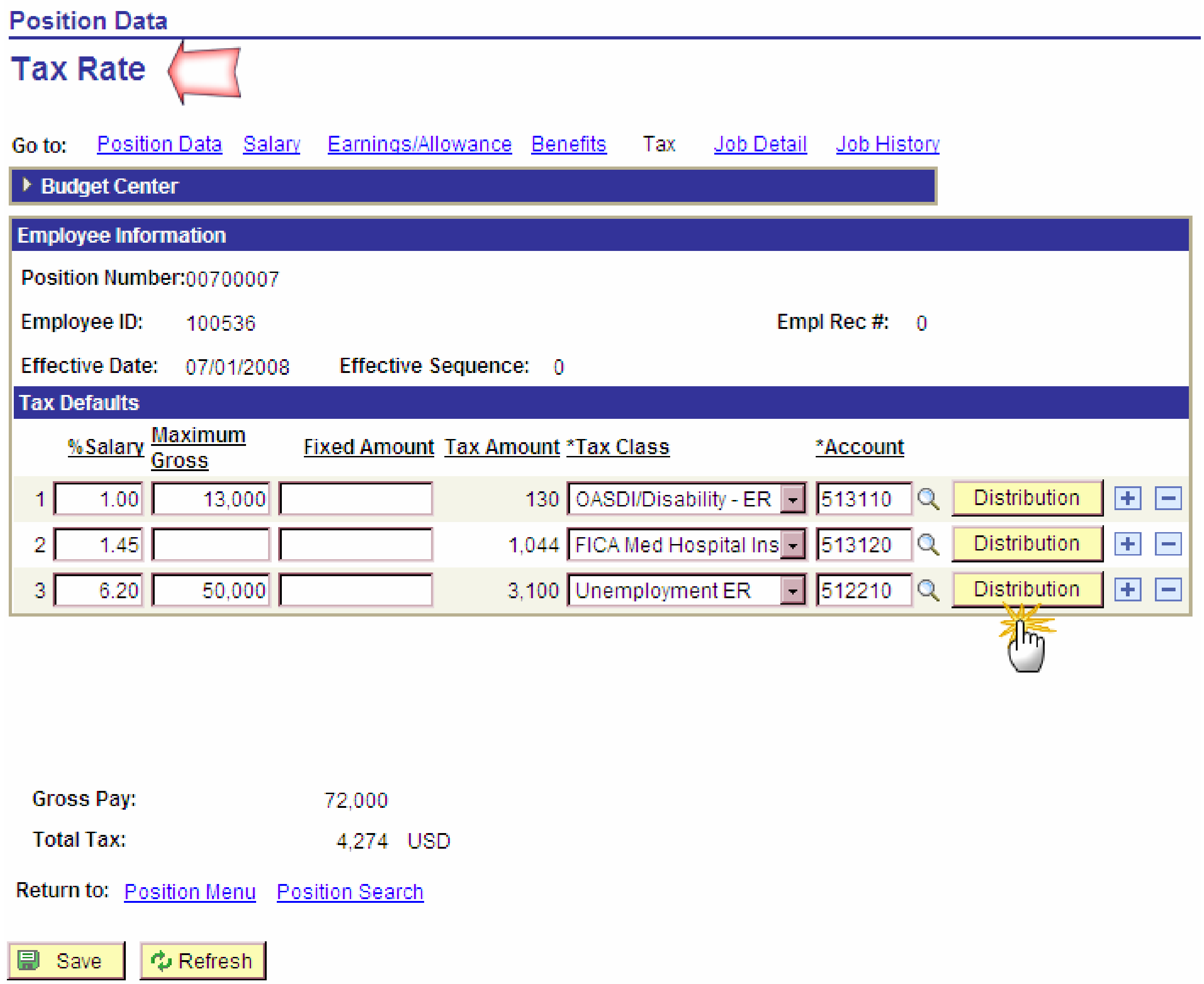
Apply Salary Distribution

Distribution

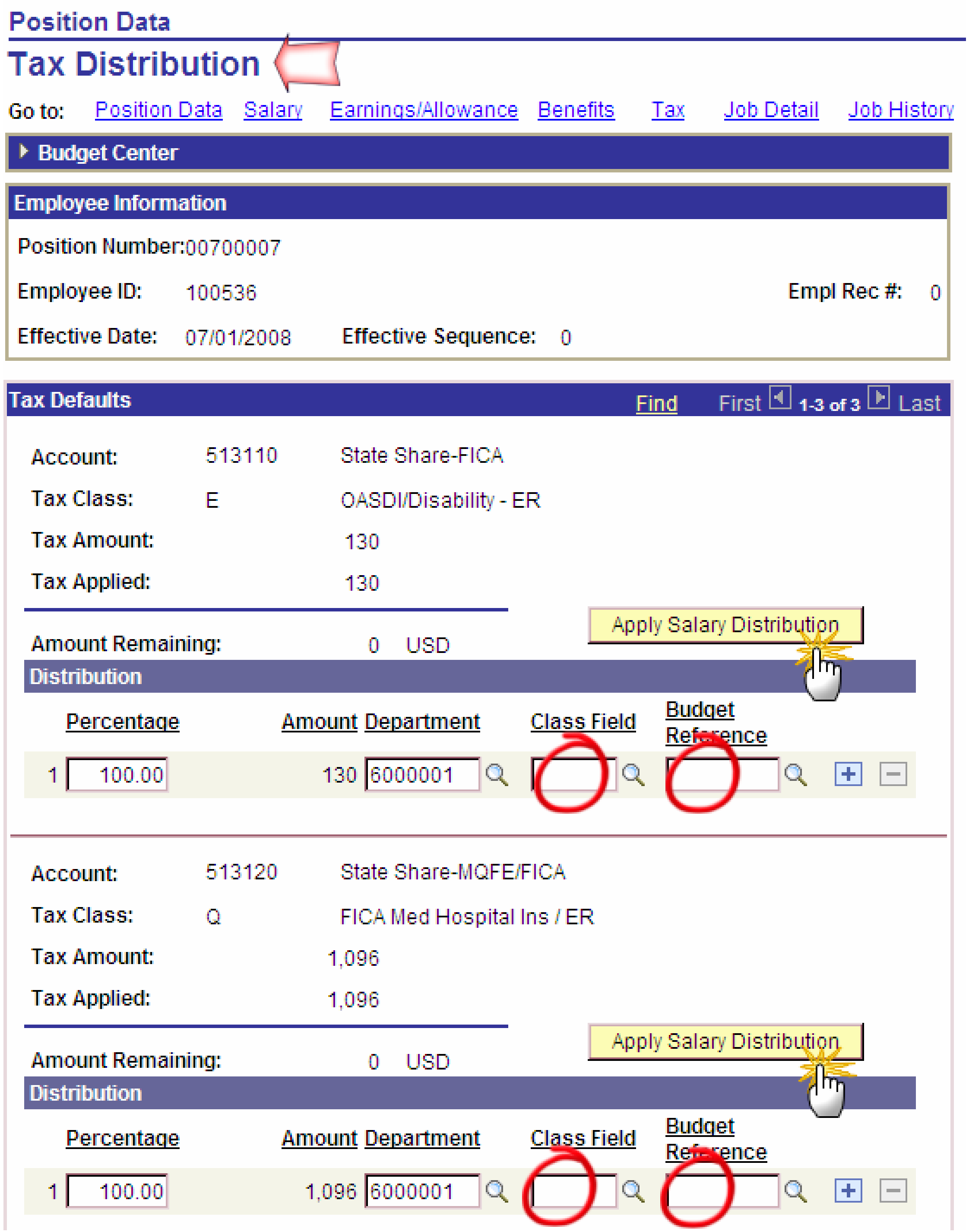
	Percent	Amount	Department	Class Field	Budget Reference
1	100.00	320	6000001		

Account: 513230 State Share OPERS

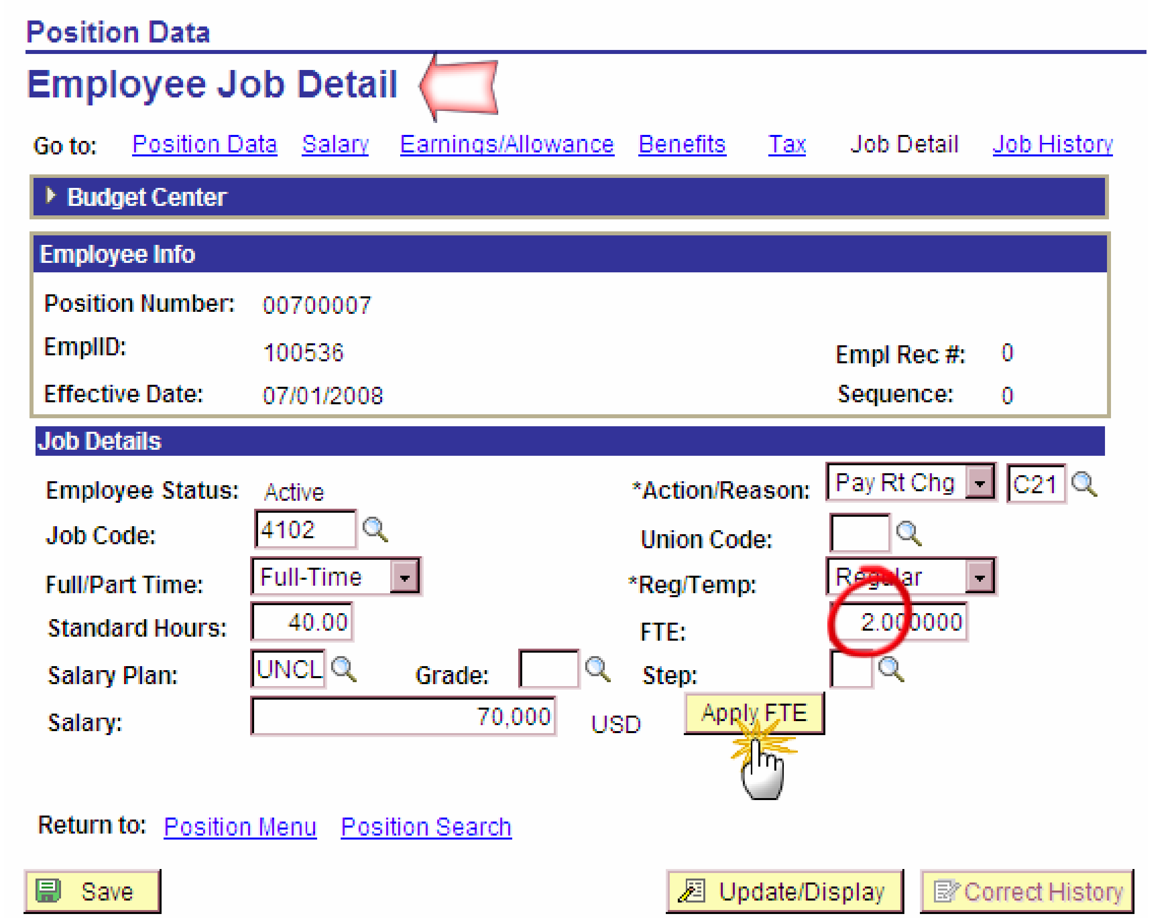
Enter the Department, Class Field, Budget Reference and Percent or **click** on the Apply Salary Distribution for each Plan Type and then **click** on Save. **Click** on the Tax link.



For each unique Tax Class enter the % of Salary, Max Gross or Fixed Amount and the Account and **click** on any of the available Distribution pushbuttons – **clicking** on one will expand all lines to the distribution fields.

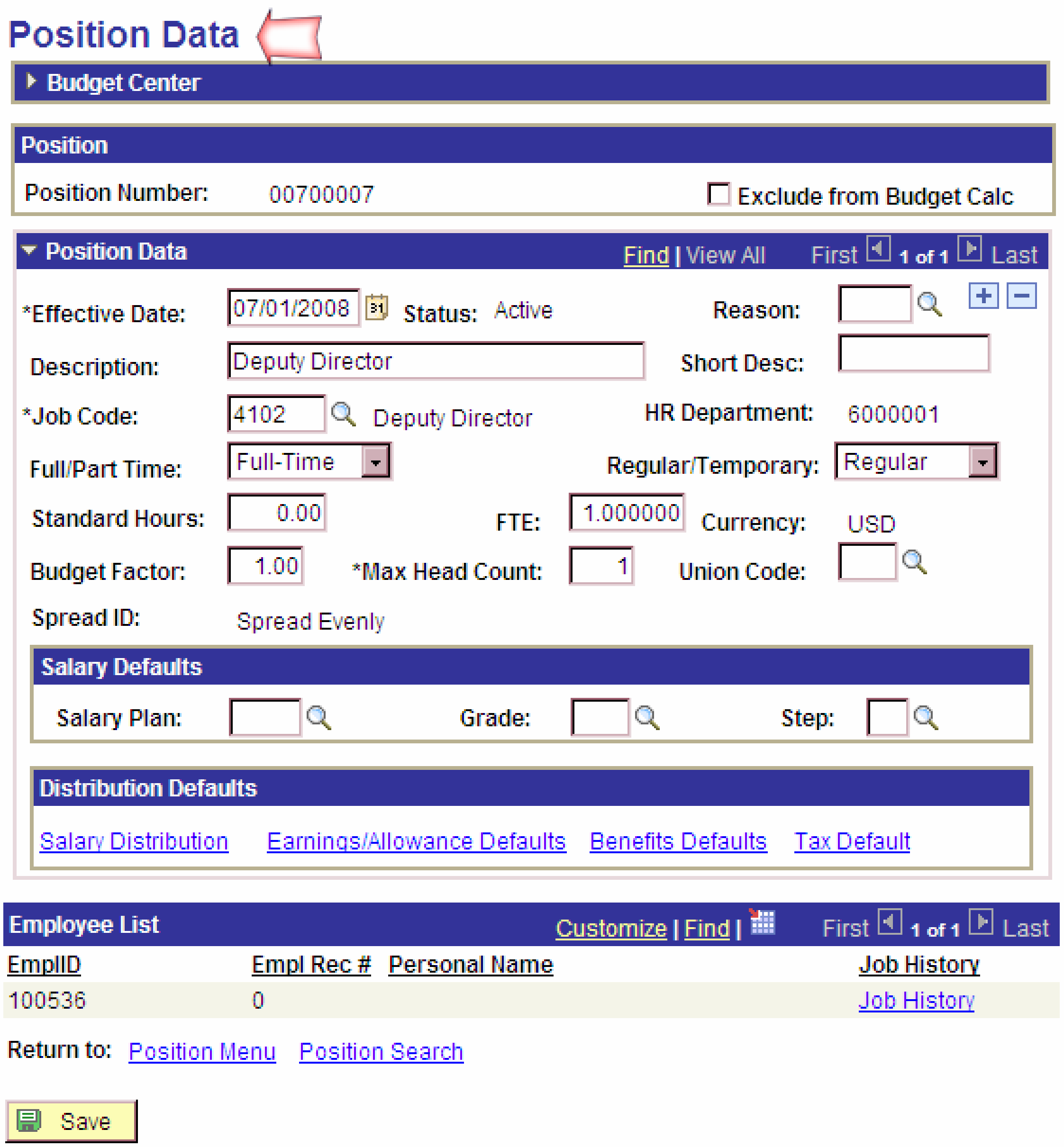


For each Tax Class enter the Department, Class Field and Budget Reference with the respective Percentage or **click** on the Apply Salary Distribution pushbutton and **click** on Save. **Click** on the Job Detail link.



To change the FTE, enter the new value and **click** on the Apply FTE pushbutton and Save. **Click** on the Job History link.

The user can insert a new effective dated row to change salary mid year, change funding sources and for transferring an employee to another department in the middle of the year. To navigate back to Position Data, **click** on the Deputy Director in the Position Data Column.



Position Data

Budget Center

Position

Position Number: 00700007 Exclude from Budget Calc

Position Data Find | View All First 1 of 1 Last

*Effective Date: 07/01/2008 Status: Active Reason:

Description: Deputy Director Short Desc:

*Job Code: 4102 Deputy Director HR Department: 6000001

Full/Part Time: Full-Time Regular/Temporary: Regular

Standard Hours: 0.00 FTE: 1.000000 Currency: USD

Budget Factor: 1.00 *Max Head Count: 1 Union Code:

Spread ID: Spread Evenly

Salary Defaults

Salary Plan: Grade: Step:

Distribution Defaults

Salary Distribution Earnings/Allowance Defaults Benefits Defaults Tax Default

Employee List Customize | Find | First 1 of 1 Last

EmplID	Empl Rec #	Personal Name	Job History
100536	0		Job History

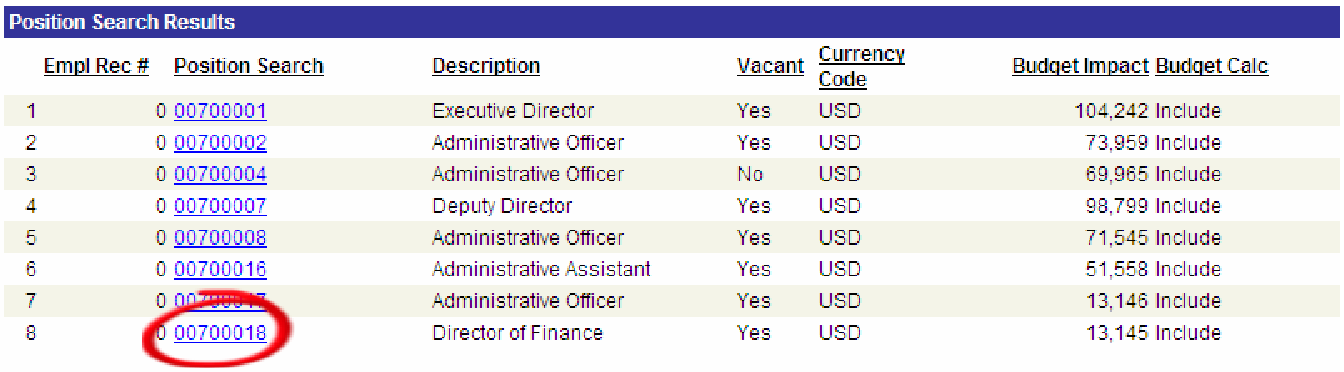
Return to: Position Menu Position Search

Save

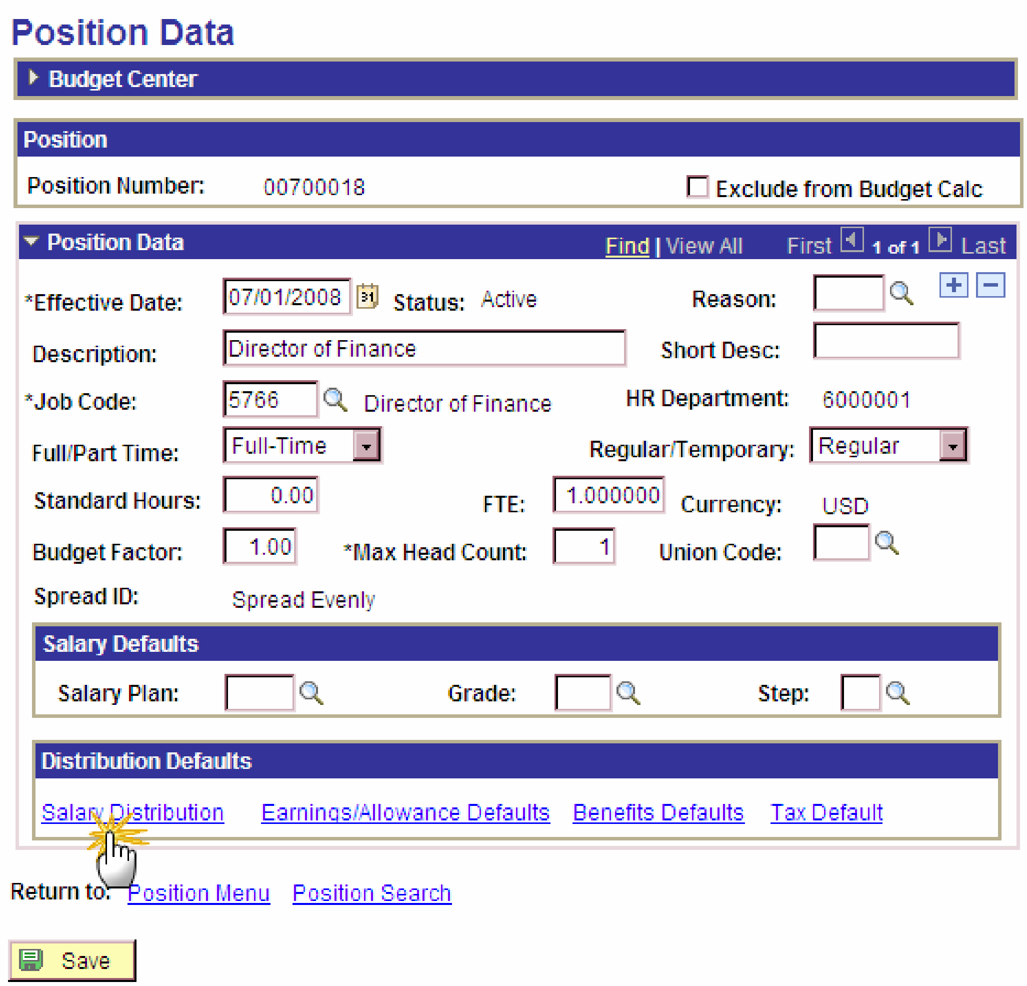
Click on Position Menu or Position Search to return to the Position Search or Position Menu.

Editing an UnFilled Position

We'll now edit a position that is UnFilled (where there are no incumbents). **Click** on the Director of Finance position. This brings up the Position Data page.


Position Search Results

	Empl Rec #	Position Search	Description	Vacant	Currency Code	Budget Impact	Budget Calc
1	0	00700001	Executive Director	Yes	USD	104,242	Include
2	0	00700002	Administrative Officer	Yes	USD	73,959	Include
3	0	00700004	Administrative Officer	No	USD	69,965	Include
4	0	00700007	Deputy Director	Yes	USD	98,799	Include
5	0	00700008	Administrative Officer	Yes	USD	71,545	Include
6	0	00700016	Administrative Assistant	Yes	USD	51,558	Include
7	0	00700017	Administrative Officer	Yes	USD	13,146	Include
8	0	00700018	Director of Finance	Yes	USD	13,145	Include


Position Data

Budget Center

Position

Position Number: 00700018 Exclude from Budget Calc

Position Data Find | View All First 1 of 1 Last

*Effective Date: 07/01/2008 Status: Active Reason:

Description: Director of Finance Short Desc:

*Job Code: 5766 Director of Finance HR Department: 6000001

Full/Part Time: Full-Time Regular/Temporary: Regular

Standard Hours: 0.00 FTE: 1.000000 Currency: USD

Budget Factor: 1.00 *Max Head Count: 1 Union Code:

Spread ID: Spread Evenly

Salary Defaults

Salary Plan: Grade: Step:

Distribution Defaults

Salary Distribution Earnings/Allowance Defaults Benefits Defaults Tax Default

Return to: Position Menu Position Search

Save

Click on the Salary Distribution link.

If the position has an unclassified job code, the salary amount will need to be entered. If the position has a classified job code, the mid-range salary amount will be populated. Enter the Account, Department, Class and Budget Reference Chartfields (and update the classified salary as necessary). If the distribution is for one set of chartfield values, then enter 100% and the Total Salary amount. If there needs to be another set of chartfield values for distribution, **click** on the Insert Row button and enter the % and department, class and budget reference values. *NOTE – If costs are split between more than one department, the budget center in which the change is made will be the owning department.* Save the page. **Click** on the Earnings/Allowance link. This brings up the Earnings/Allowance page.

Position Data

Earnings/Allowance Distribution

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: 00700018

Effective Date: 07/01/2008 Effective Sequence: 0

Earnings/Allowance Find First 1 of 1 Last

Account: 511210 Longevity Pay-State Employees

Earning Code: LON Longevity

Earnings Amount: 300

Earnings Applied: 300

Amount Remaining: 0 USD

Apply Salary Distribution

Distribution

	Percent	Amount	Department	Class Field	Budget Reference
1	100.00	300	6000001	19901	09

Total Earnings: 300

Total Earnings Applied: 300

Amount Remaining: 0 USD

Return to: Position Menu Position Search

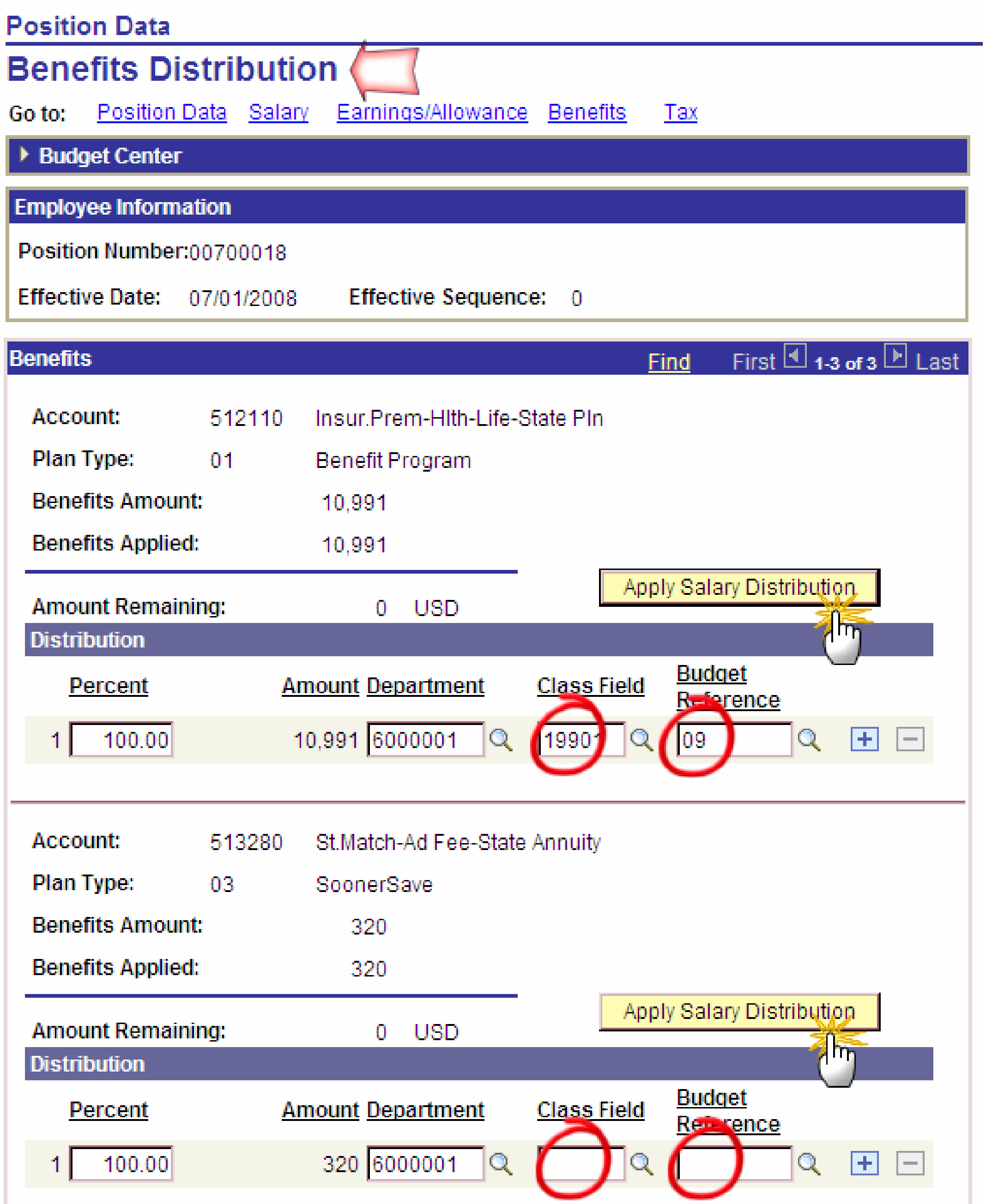
Save Refresh

For an Earning Code, enter the fixed amount or % of Salary and the Account code. **Click** on the Distribution pushbutton to define the remaining chartfield values.

If Earnings are to be distributed the same as Salary then **click** on the Apply Salary Distribution pushbutton and **click** Save. Otherwise, enter the Department, Class Field and Budget Reference for the Earning Code. If only one set of chartfield values are necessary, enter 100%. To distribute across more than one set of chartfield values, insert another row and modify the % to reflect the correct percentages for the chartfield values.

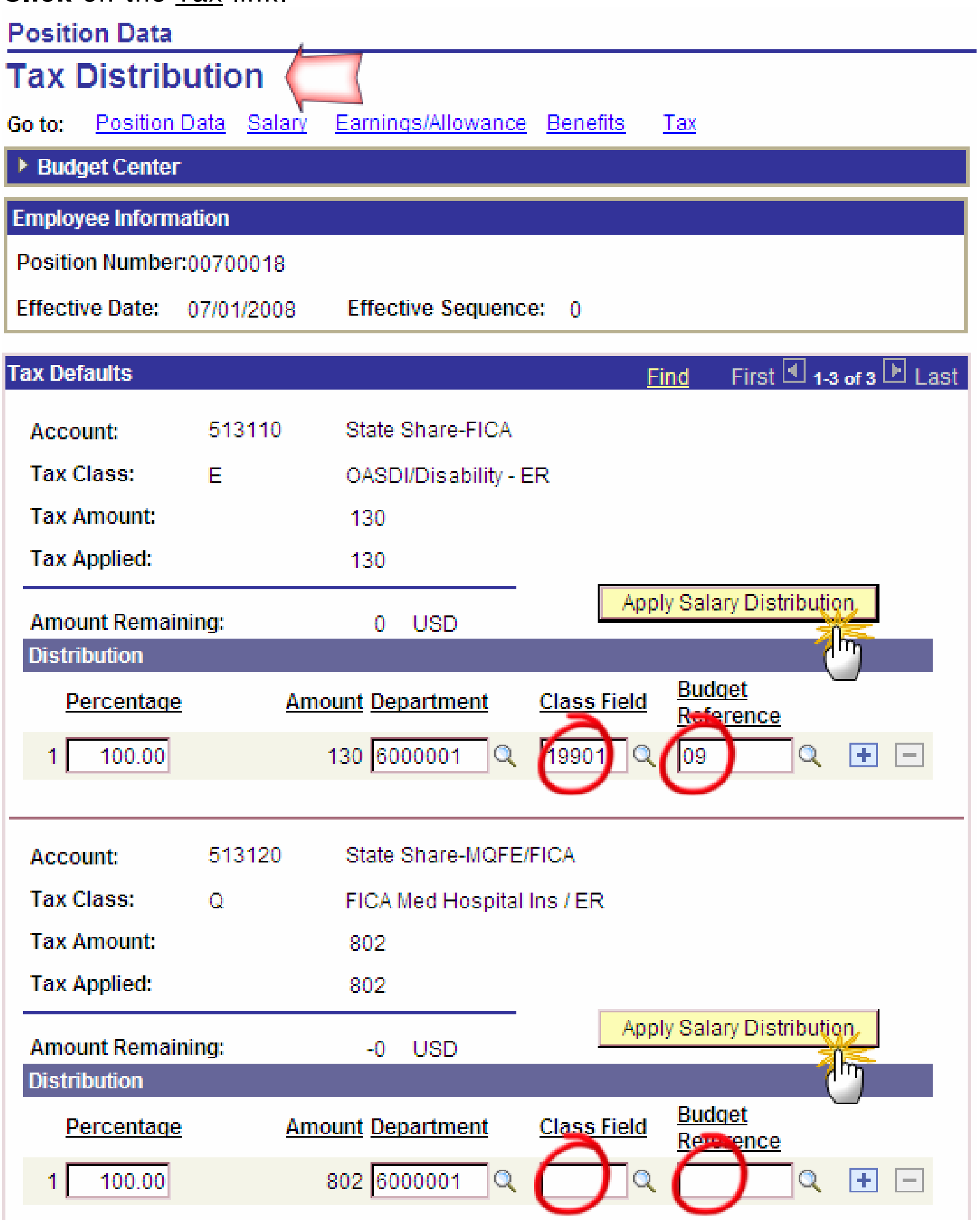
Click on the Benefits link.

This brings up the Benefit Plan page. The user can either accept the defaults or make changes to the Plan Types with the respective Account and % of Salary or Fixed Amount and then **click** on the Distribution pushbutton.



***NOTE** – All Benefits appear on the page.* If Benefits are to be distributed the same as Salaries, then click on the **Apply Salary Distribution** pushbutton and Save. Otherwise for each Plan Type enter the Department, Class Field and Budget Reference and Percent and click Save. Notice that the Class Field and Budget Reference values default in when you click on the Apply Salary Distribution pushbutton.

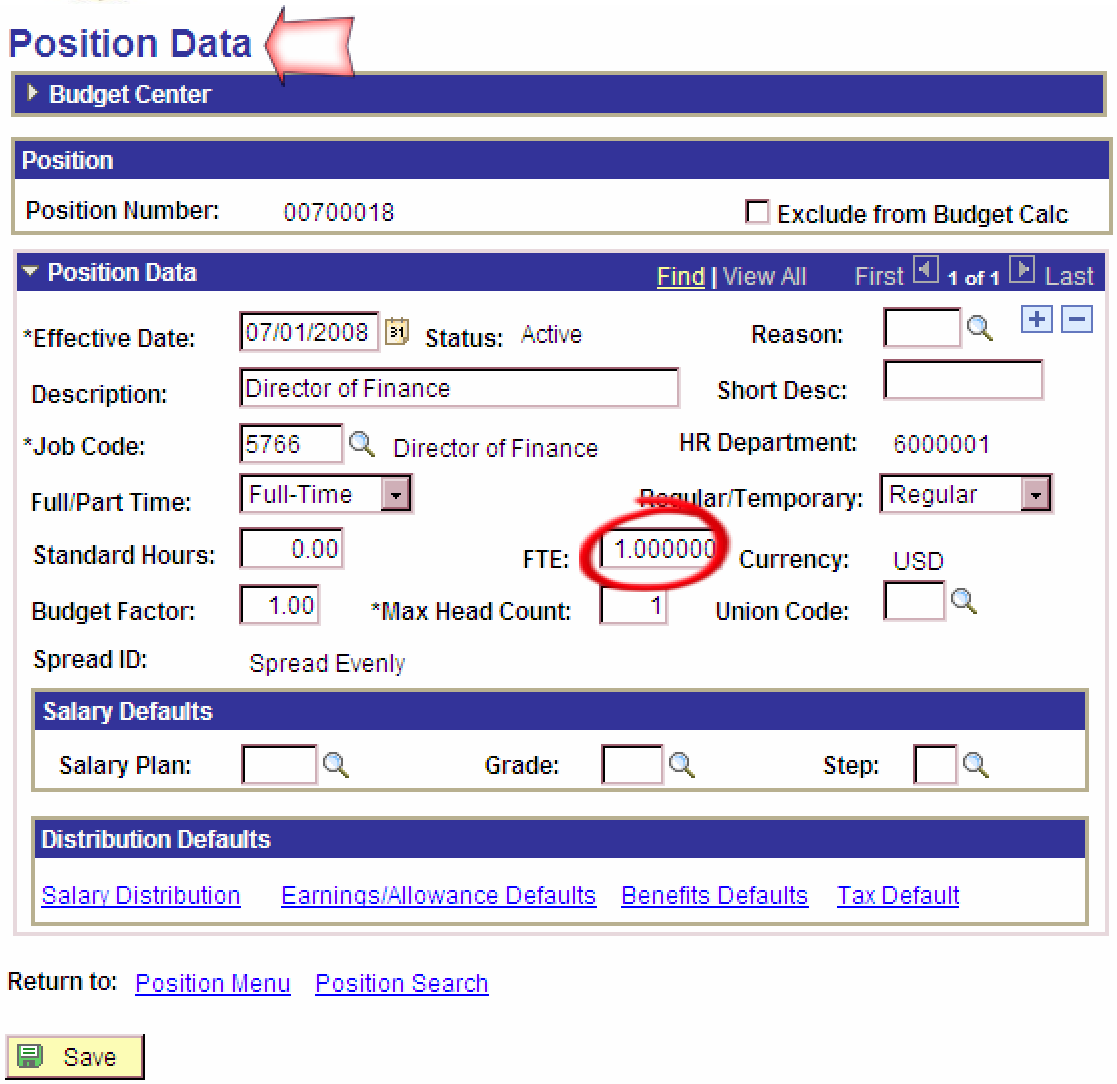
Click on the Tax link.



The user can either accept defaults or make changes for each Tax Class enter the % of Salary, Max Gross or Fixed Amount along with the Account code and Save. **Click** on the Distribution pushbutton.

If Tax Classes are to be distributed the same as Salary, then **click** on Apply Salary Distribution. Otherwise for each Tax Class enter the Percentage and **click** Save. Notice that the Class Field and Budget Reference values default.

Click on the Position Data link.

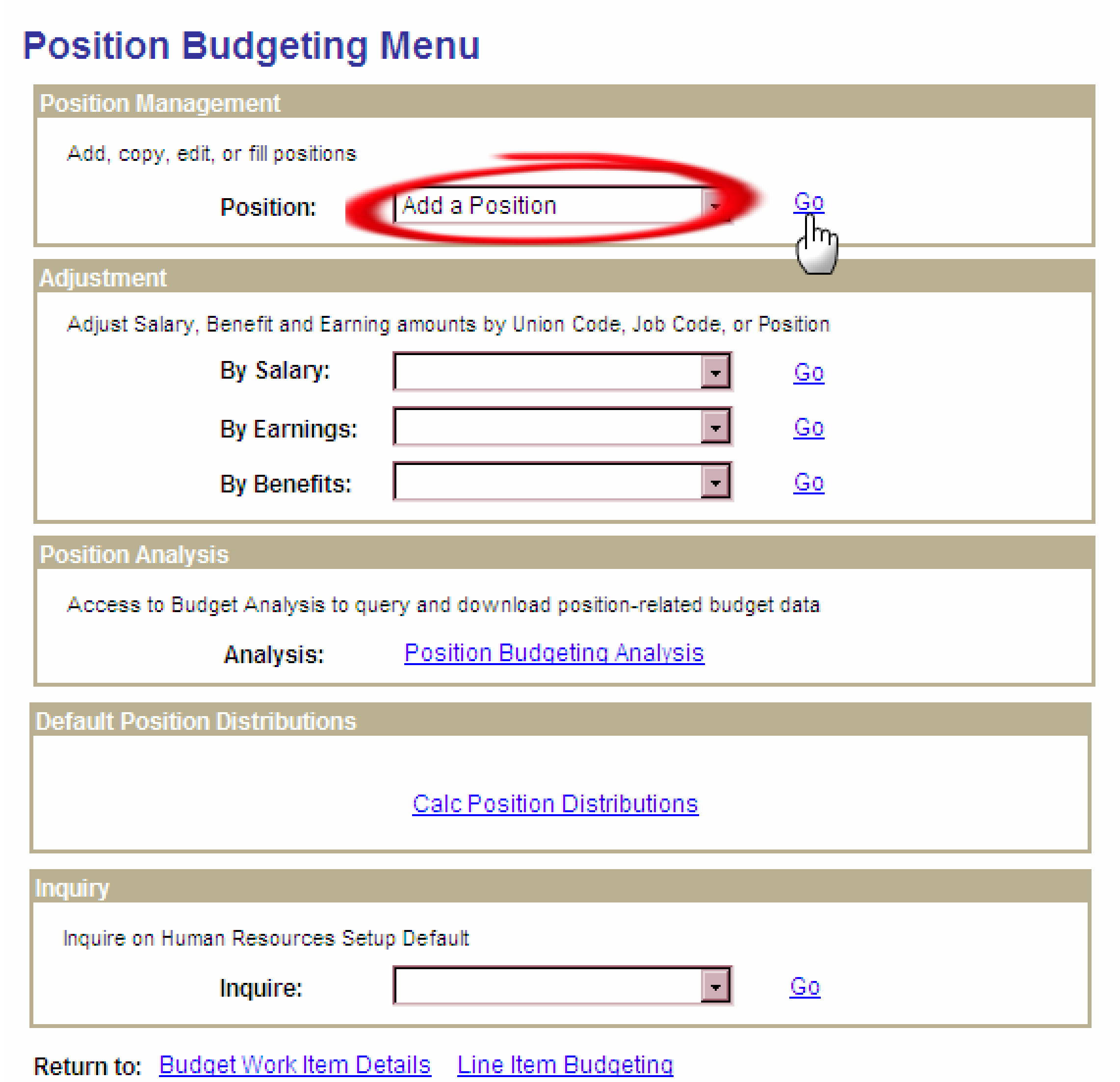


To update FTE on an unfilled position, modify the FTE value under the Position Data values and **click** on Save. **Click** on the Position Menu link.

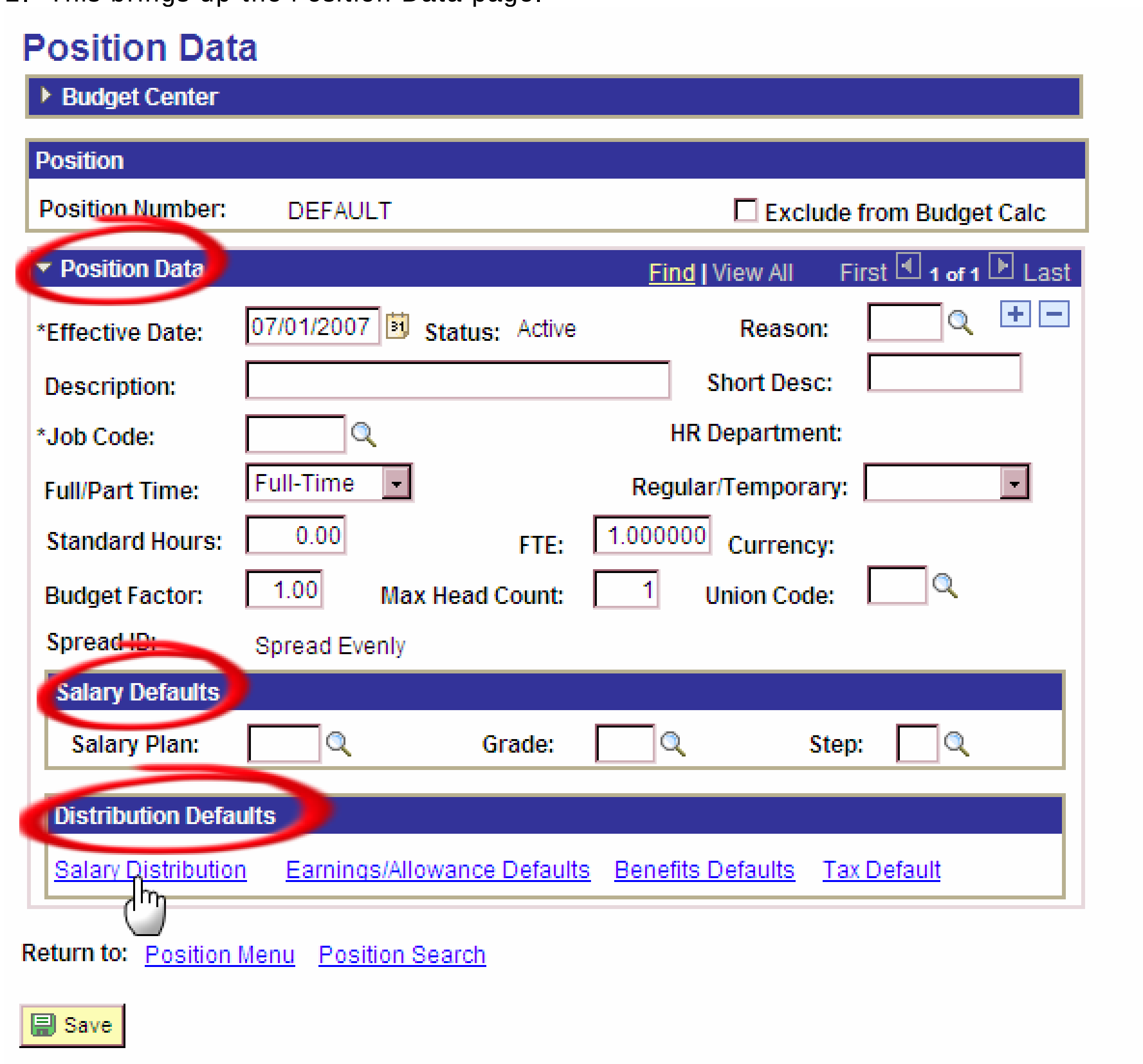
Adding a Position

This page displays after checking out the budget for the position budgeting activity.

1. Select **Add a Position** and **click** on **Go**.



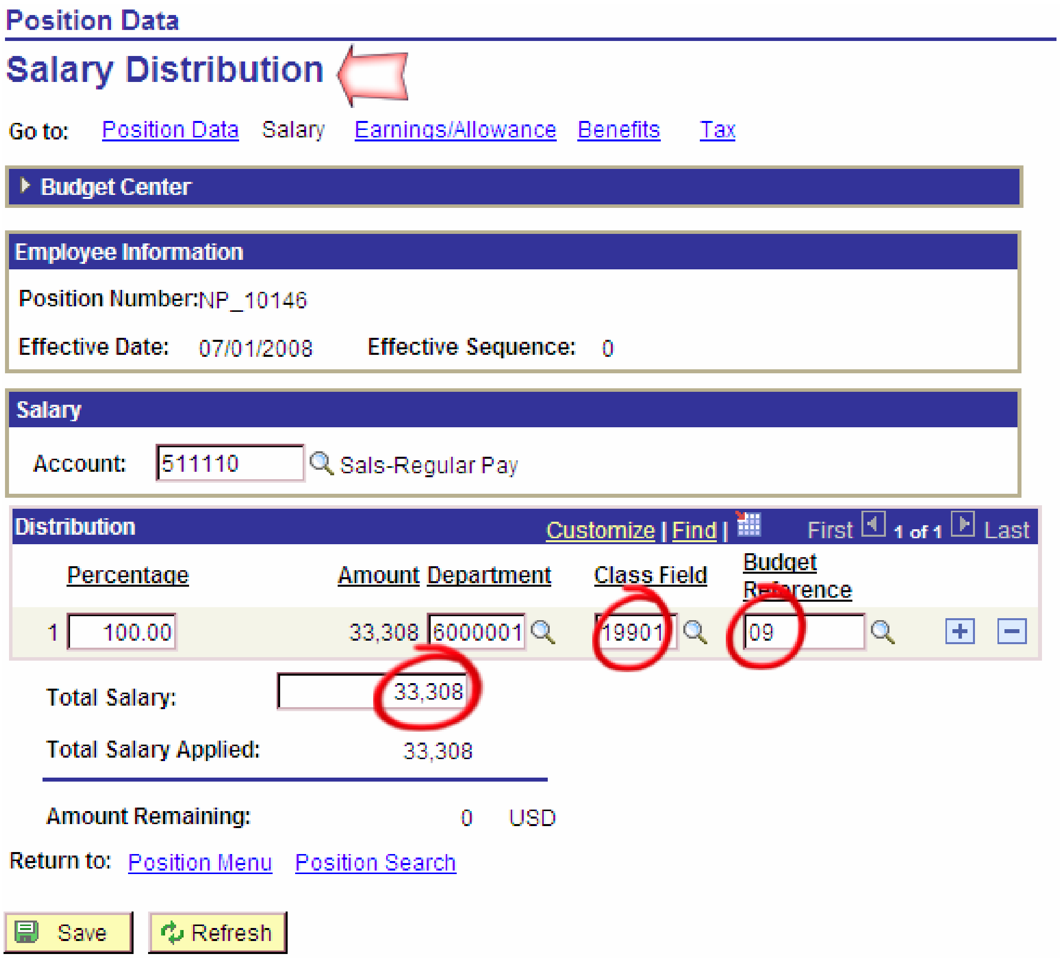
2. This brings up the Position Data page.



3. Enter values for the following fields under the Position Data section: Effective Date, Description, Short Description, Job Code, Full/Part Time, Regular/Temporary, Standard Hours, FTE, Budget Factor, Max Head Count.

Job Code	Salary Defaults	Distribution Defaults
Classified Job Code is defined by 4 characters Alpha-Numeric-Numeric-Alpha (e.g. A10A)	Salary Plan and Salary Grade will default in.	Salary – Salary Amount, Account and Department default in. Class Fund and Budget Reference do not default in. Earnings/Allowance – Earnings Code and Account default in. Class Fund and Budget Reference do not default in. Benefits – Plan Types and Accounts default in. Class Fund and Budget Reference do not default in. Tax – Tax Classes and Accounts default in. Class Fund and Budget Reference do not default in.
UnClassified Job Code is defined by 4 characters Numeric-Numeric-Numeric-Numeric (e.g. 1200)	*Salary Plan* defaults in but Salary Grade and Salary Step do not default in.	Salary – Account and Department default in. Salary Amount, Class Fund and Budget Reference do not default in. Earnings/Allowance – Earnings Code and Account default in. Class Fund and Budget Reference do not default in. Benefits – Plan Types and Accounts default in. Class Fund and Budget Reference do not default in.

4. Distribution Defaults must be added and/or verified for each of the following defaults: Salary Defaults, Earnings/Allowance Defaults, Benefits Defaults and Tax Default. **Click** on the Salary Distribution link.


Position Data

Salary Distribution

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: NP_10146

Effective Date: 07/01/2008 Effective Sequence: 0

Salary

Account: 511110 Sals-Regular Pay

Distribution Customize | Find | First 1 of 1 Last

	Percentage	Amount	Department	Class Field	Budget Reference
1	100.00	33,308	6000001	19901	09

Total Salary: 33,308

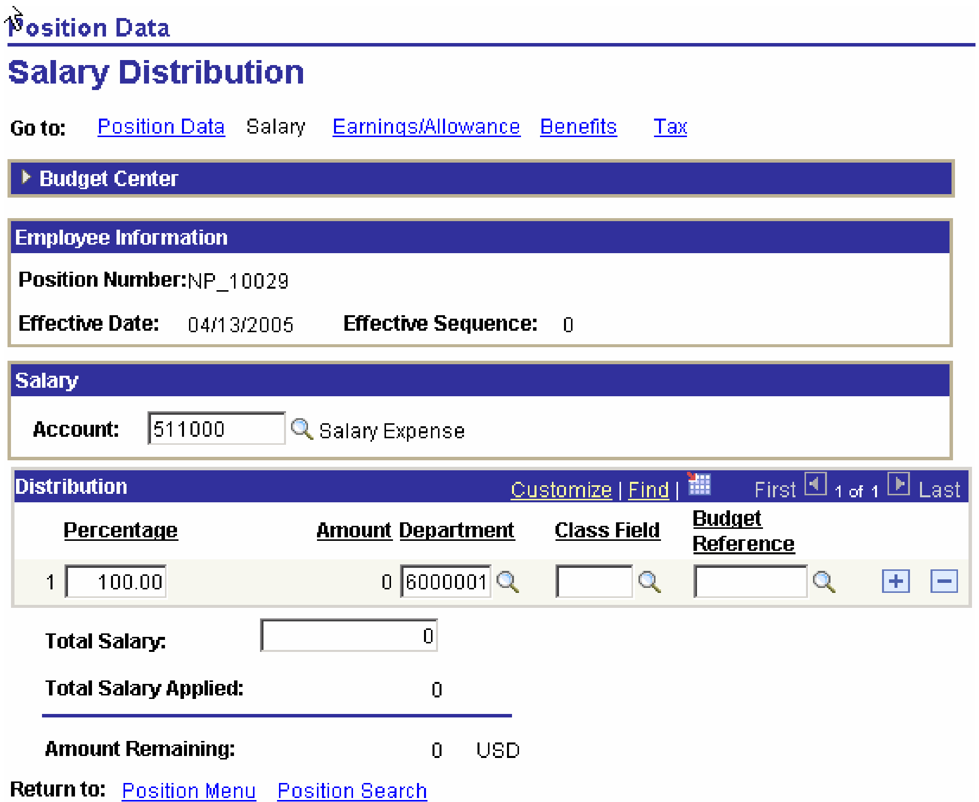
Total Salary Applied: 33,308

Amount Remaining: 0 USD

Return to: Position Menu Position Search

Save Refresh

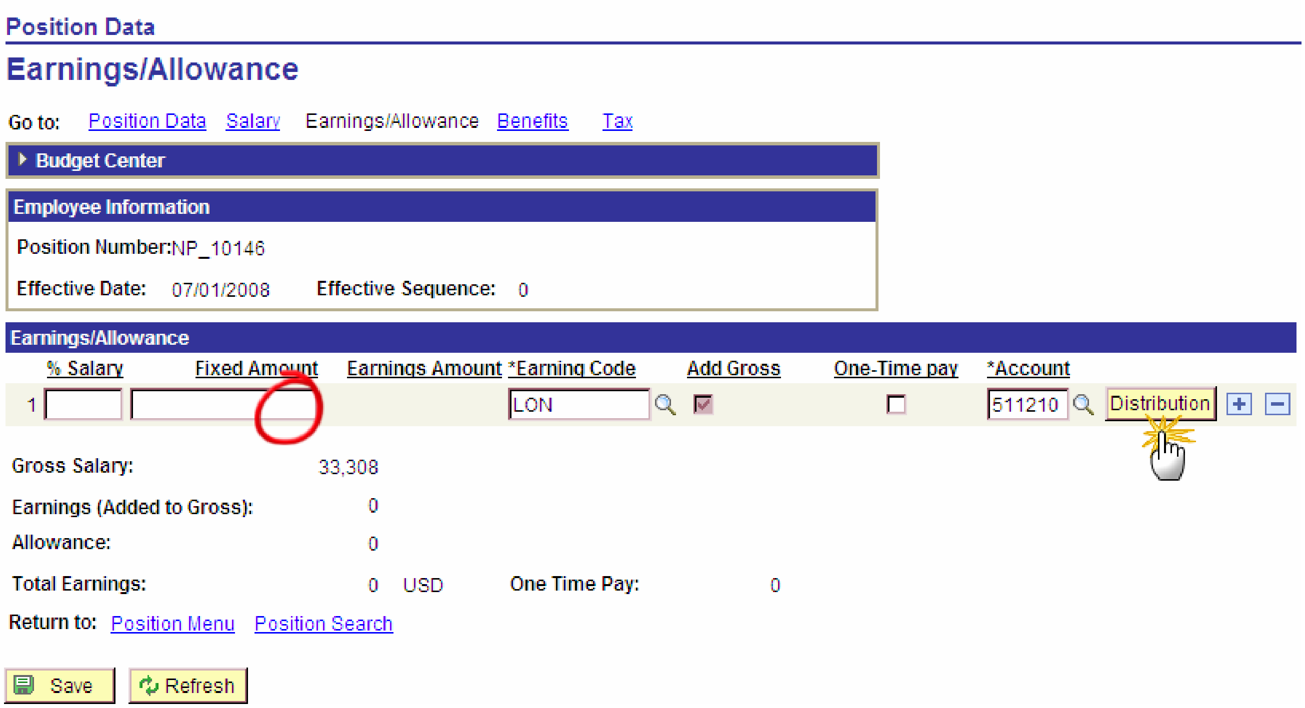
In the example above, the job code was classified so the salary amount, account and department have default values. The chartfield values Class Field and Budget Reference still need to be added. Enter the values and Save.



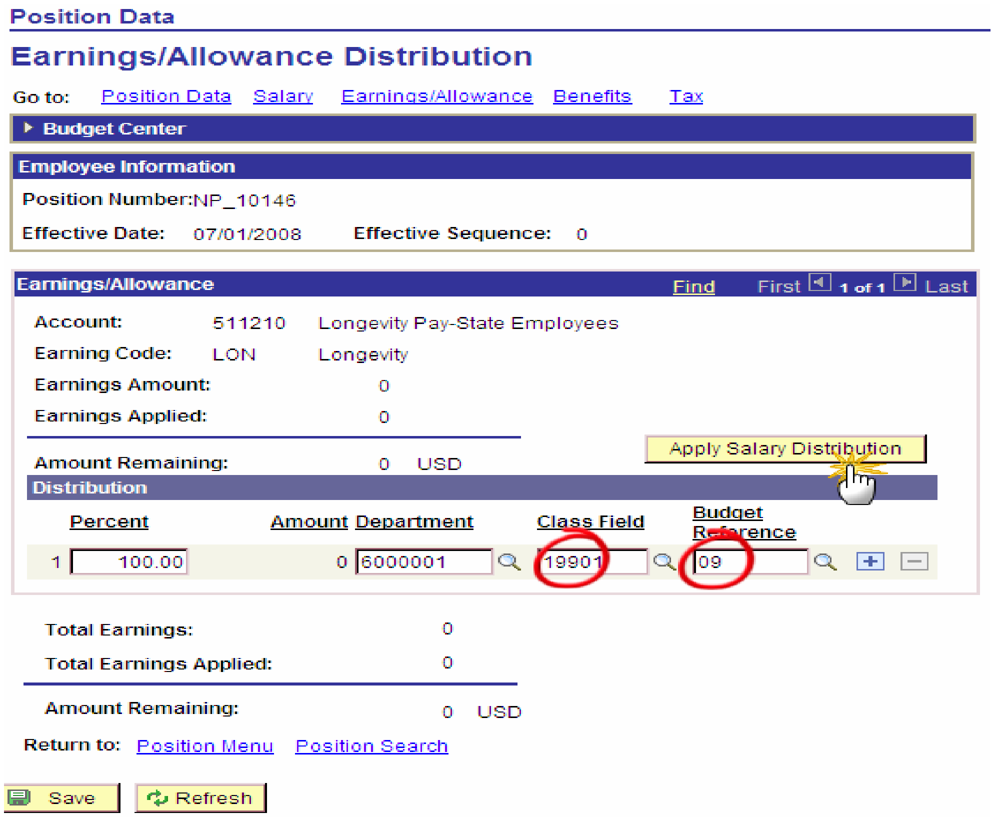
In the example above, the job code was unclassified so the salary amount does not default in but the account and department do show default values. The Salary amount, Class Field and Budget Reference will need to be entered. **Click** Save.

NOTE – In either examples above, if it is desired to distribute across more than one combination of chartfield values, then the user needs to insert a row and modify the percentages and then Save.

5. **Click** on the <u>Earnings/Allowance</u> link.



This example is for both a classified and unclassified job code. Earning codes and accounts can be added or modified. Save the page then **click** on the Distribution pushbutton.


Position Data

Earnings/Allowance Distribution

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number:NP_10146

Effective Date: 07/01/2008 Effective Sequence: 0

Earnings/Allowance Find First 1 of 1 Last

Account: 511210 Longevity Pay-State Employees

Earning Code: LON Longevity

Earnings Amount: 0

Earnings Applied: 0

Amount Remaining: 0 USD

Apply Salary Distribution

Distribution

	Percent	Amount	Department	Class Field	Budget Reference
1	100.00	0	6000001	19901	09

Total Earnings: 0

Total Earnings Applied: 0

Amount Remaining: 0 USD

Return to: Position Menu Position Search

Save Refresh

For each earning code and account combination, if the salary distribution is desired, **click** on the Apply Salary Distribution. Otherwise, enter the remaining chartfield value distributions. The user can also distribute across multiple combinations by inserting a row. Be sure to Save.

6. **Click** on the Benefits link.

Position Data

Benefit Plan

Go to: Position Data Salary Earnings/Allowance Benefits Tax

▸ Budget Center

Employee Information

Position Number: NP_10146

Effective Date: 07/01/2008 Effective Sequence: 0

Benefits

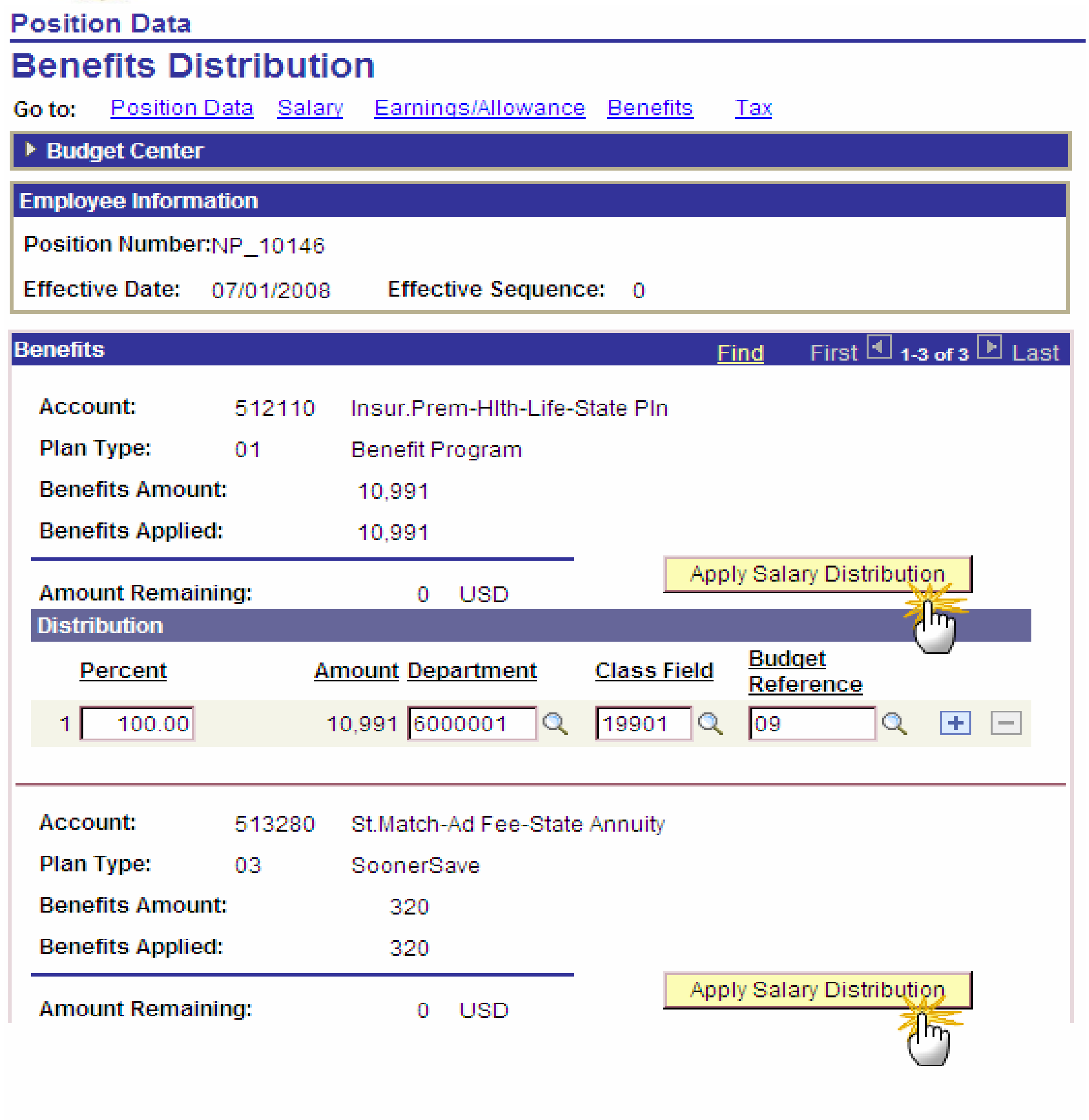
	% Salary	Fixed Amount	Benefits Amount	*Plan Type	*Account			
1		10,991	10,991	Benefit Program	512110	Distribution	+	−
2		320	320	SoonerSave	513280	Distribution	+	−
3	13.50		4,497	OPERS	513230	Distribution	+	−

Gross Pay: 33,308

Total Benefits: 15,808 USD

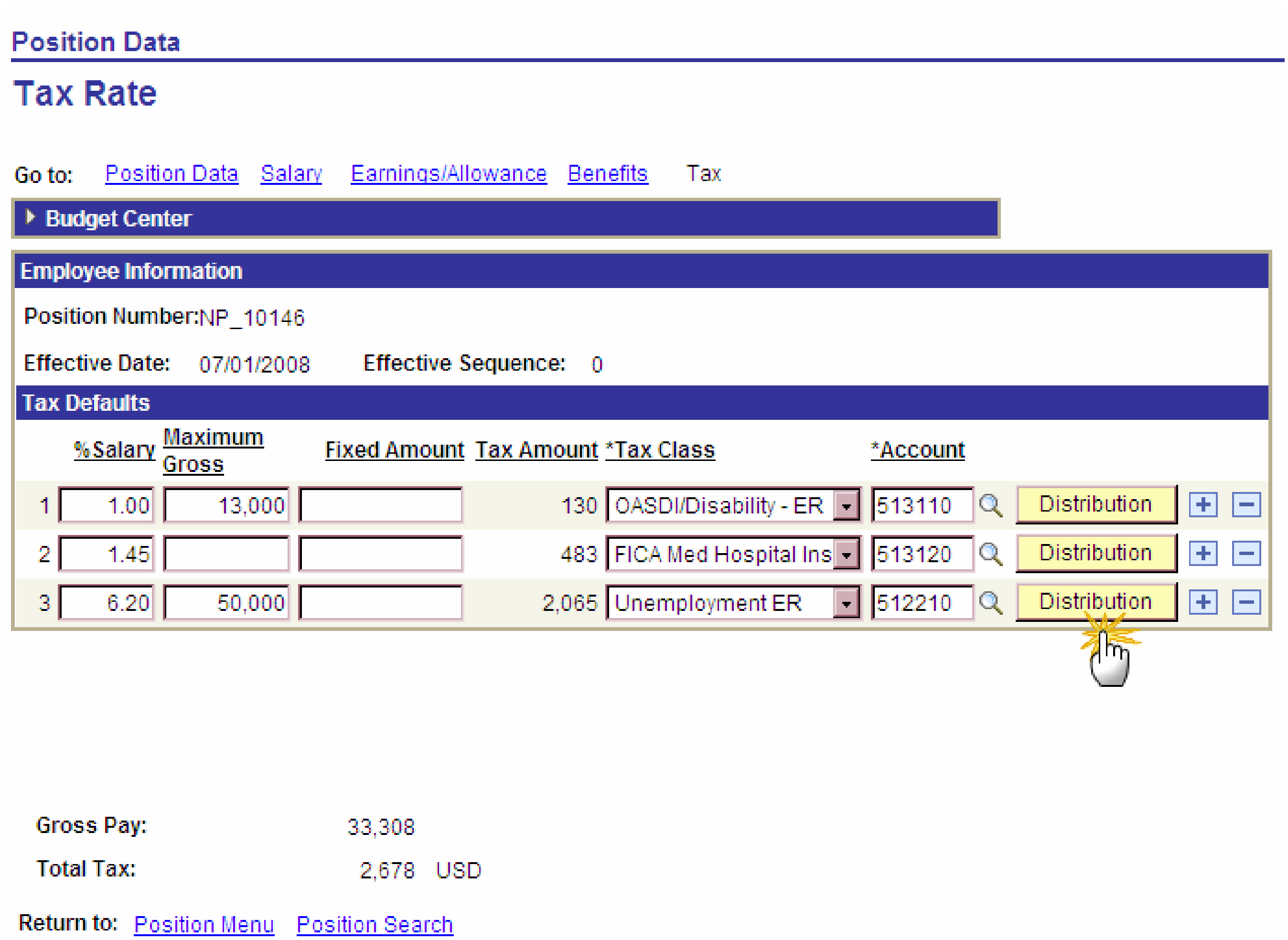
Return to: Position Menu Position Search

This example is for both a classified and unclassified job code. Plan type(s) and account(s) can be added or modified. Save and **click** on the Distribution pushbutton.



For each plan type and account combination, if the salary distribution is desired, **click** on the Apply Salary Distribution. Otherwise, enter the remaining chartfield value distributions. The user can also distribute across multiple combinations by inserting a row. Be sure to Save.

7. Click on the <u>Tax</u> link.



Position Data

Tax Rate

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: NP_10146

Effective Date: 07/01/2008 Effective Sequence: 0

Tax Defaults

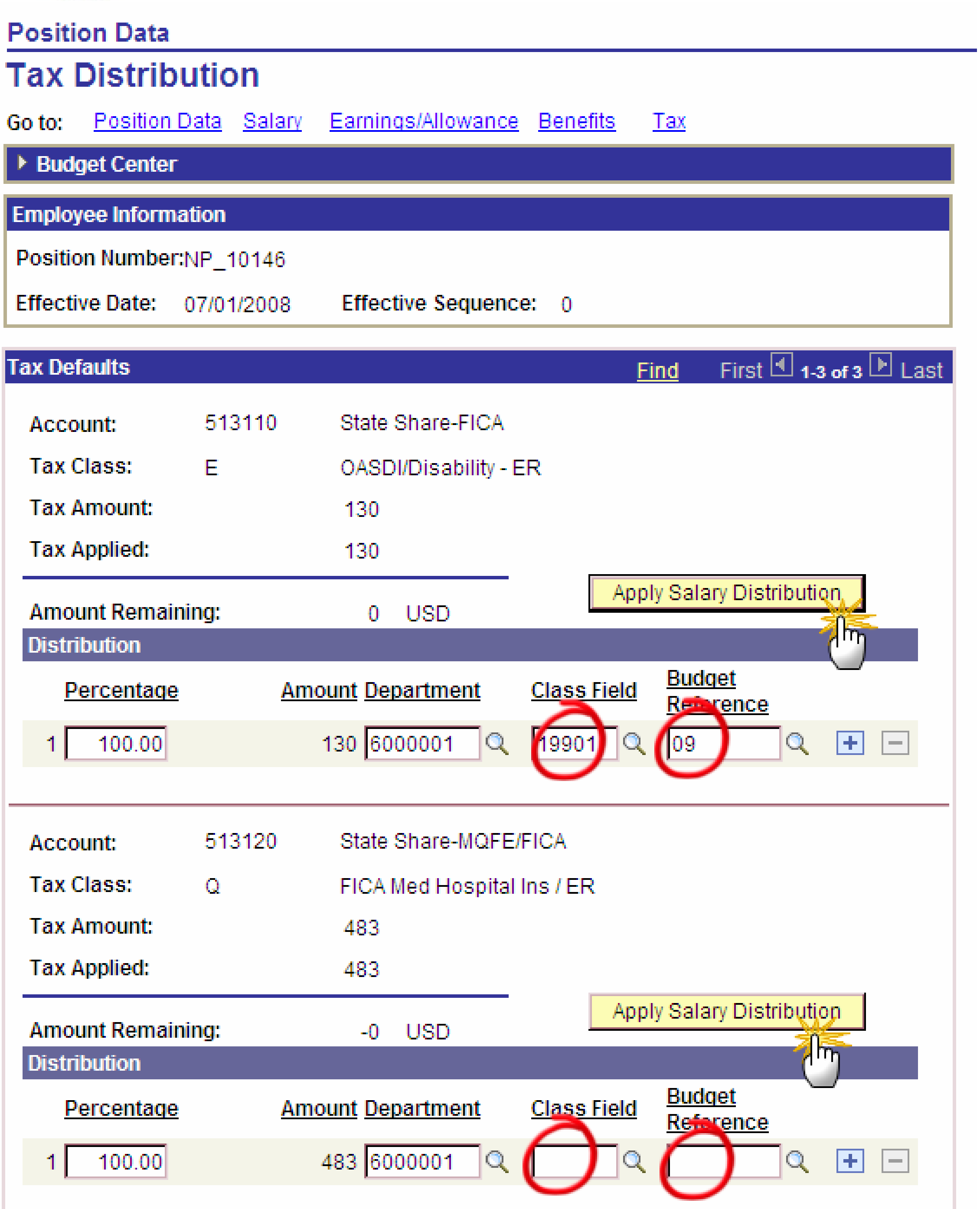
	%Salary	Maximum Gross	Fixed Amount	Tax Amount	*Tax Class	*Account
1	1.00	13,000		130	OASDI/Disability - ER	513110
2	1.45			483	FICA Med Hospital Ins	513120
3	6.20	50,000		2,065	Unemployment ER	512210

Gross Pay: 33,308

Total Tax: 2,678 USD

Return to: Position Menu Position Search

This example is for both a classified and unclassified job code. Tax class(es) and account(s) can be added or modified. Save then **click** on the Distribution pushbutton.



Position Data

Tax Distribution

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: NP_10146

Effective Date: 07/01/2008 Effective Sequence: 0

Tax Defaults Find First 1-3 of 3 Last

Account: 513110 State Share-FICA

Tax Class: E OASDI/Disability - ER

Tax Amount: 130

Tax Applied: 130

Amount Remaining: 0 USD

Apply Salary Distribution

Distribution

	Percentage	Amount	Department	Class Field	Budget Reference
1	100.00	130	6000001	19901	09

Account: 513120 State Share-MQFE/FICA

Tax Class: Q FICA Med Hospital Ins / ER

Tax Amount: 483

Tax Applied: 483

Amount Remaining: -0 USD

Apply Salary Distribution

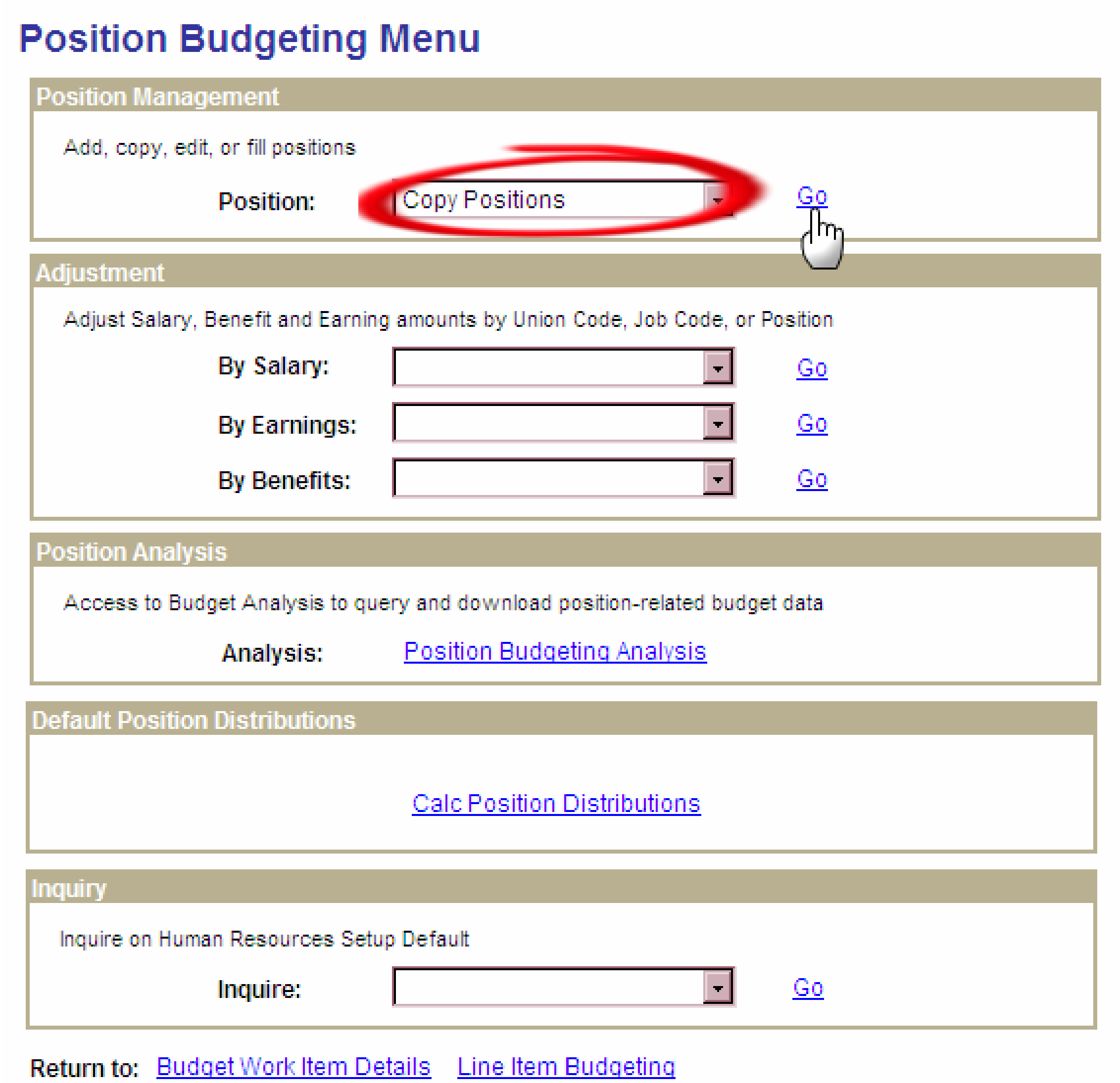
Distribution

	Percentage	Amount	Department	Class Field	Budget Reference
1	100.00	483	6000001		

For each tax class and account combination, if the salary distribution is desired, **click** on the Apply Salary Distribution. Otherwise, enter the remaining chartfield value distributions. The user can also distribute across multiple combinations by inserting a row. Be sure to Save.

Copying a Position

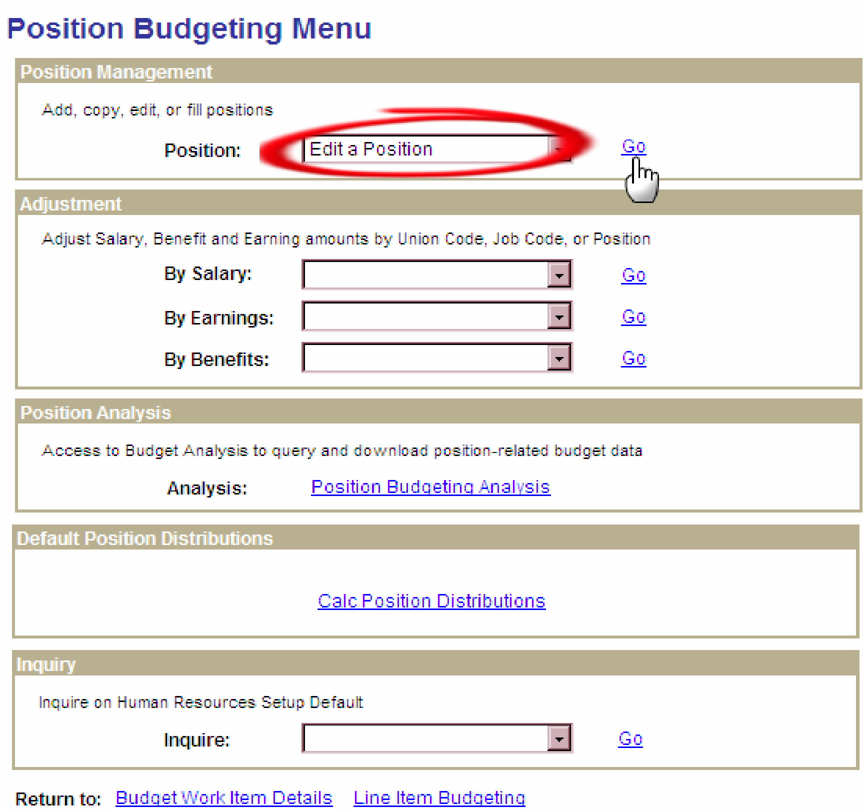
This page displays after checking out the budget for the position budgeting activity. Select **Copy Positions** and **click** on **Go**.



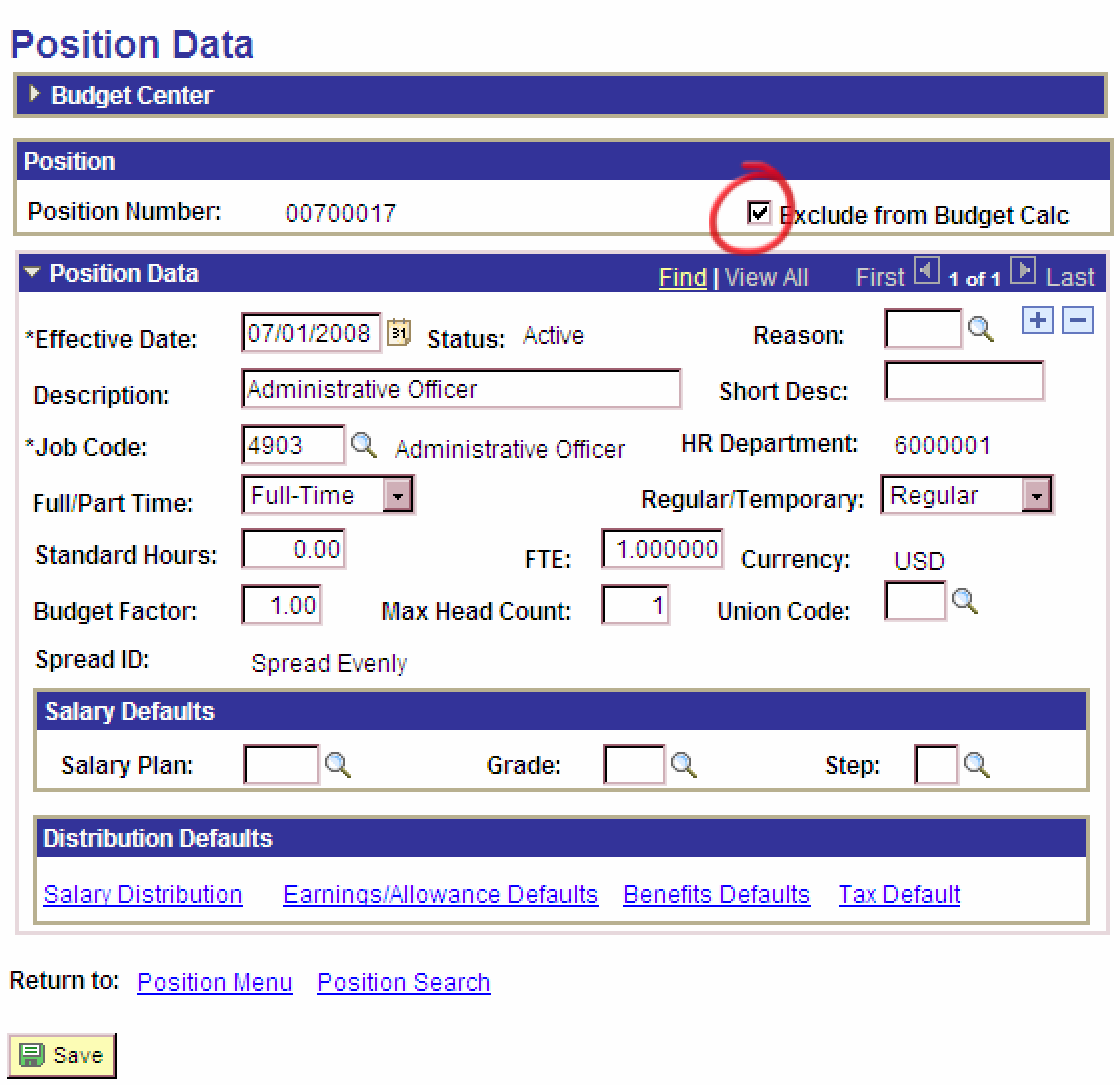
This brings up the Position Copy page. Enter the Effective Date, Number of Positions to Create, Copy from Position and **click** on the Copy pushbutton. See the steps for **Editing a Position** for instructions on modifying any of the data for these new positions.

Excluding a Position

Positions cannot be deleted in Position Budgeting, but they can be excluded from calculations in Position Budgeting. This page displays after checking out the budget for the position budgeting activity. Select **Edit a Position** and **click** on **Go**.



Click on Find and select the position that is to be excluded. This takes you to the Position Data page. Select the Exclude from Budget Calc checkbox to omit this position from the budget and Save.



Adjusting a Position

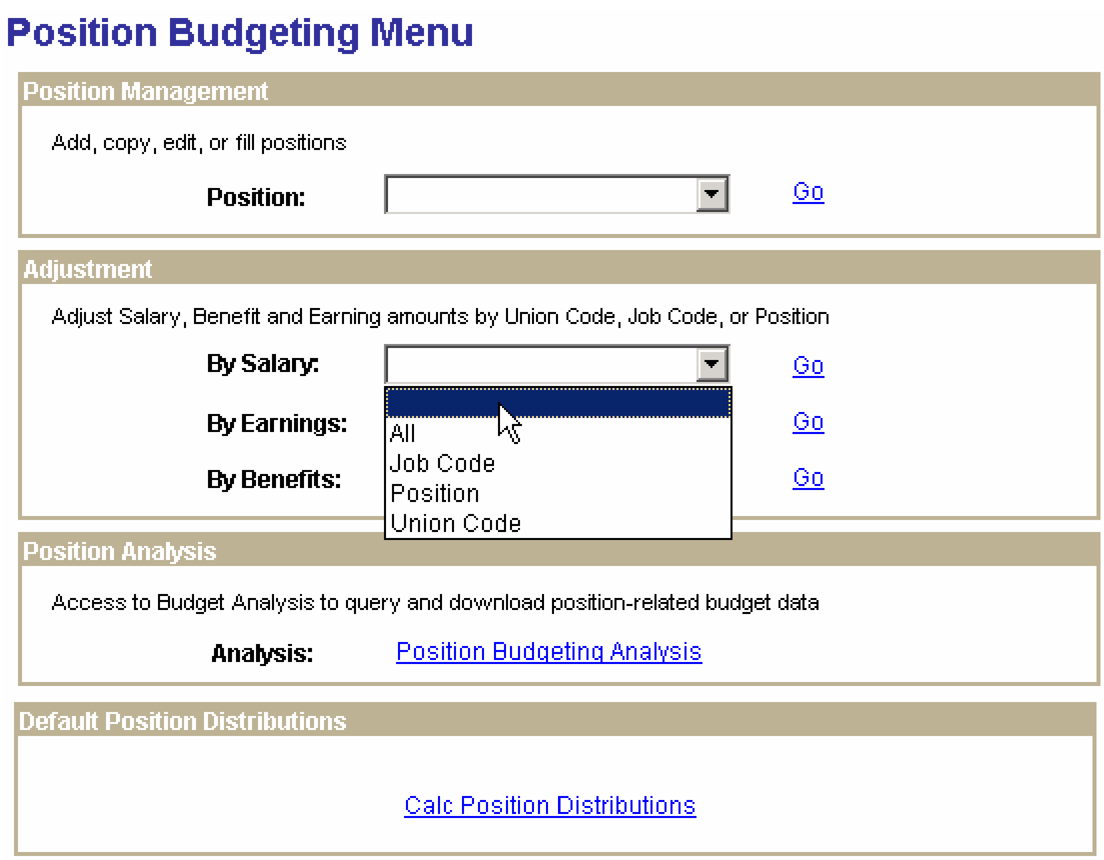
When the same change needs to be made to more than one employee or position in a Budget Center then a Mass Adjustment can be made. Mass Adjustments can be used to change existing effective dated rows or in creating future effective dated rows.

Mass Adjustments are made from the Position Budgeting Menu after the Position Budgeting Activity has been checked out.

NOTE: Mass Adjustments can only be performed on Salary, Earnings/Allowances and Benefits. Mass Adjustments cannot be made to any Tax amounts as taxes are generally based upon percentages of salary.

Step 1:

On the Position Budgeting Menu, determine if the adjustment is for Salary, Earnings or Benefits. Select the appropriate field and select if the adjustment is to be made to all employees or positions, or if it is to be made for a specific position or job code. Then **click** on Go.



Step 2:

Enter the following information into the fields:

As of Date:

Enter the date when this change should take effect. If it begins at the start of the Fiscal Year then enter 07/01/20XX otherwise it can be a future date.

Currency Code:

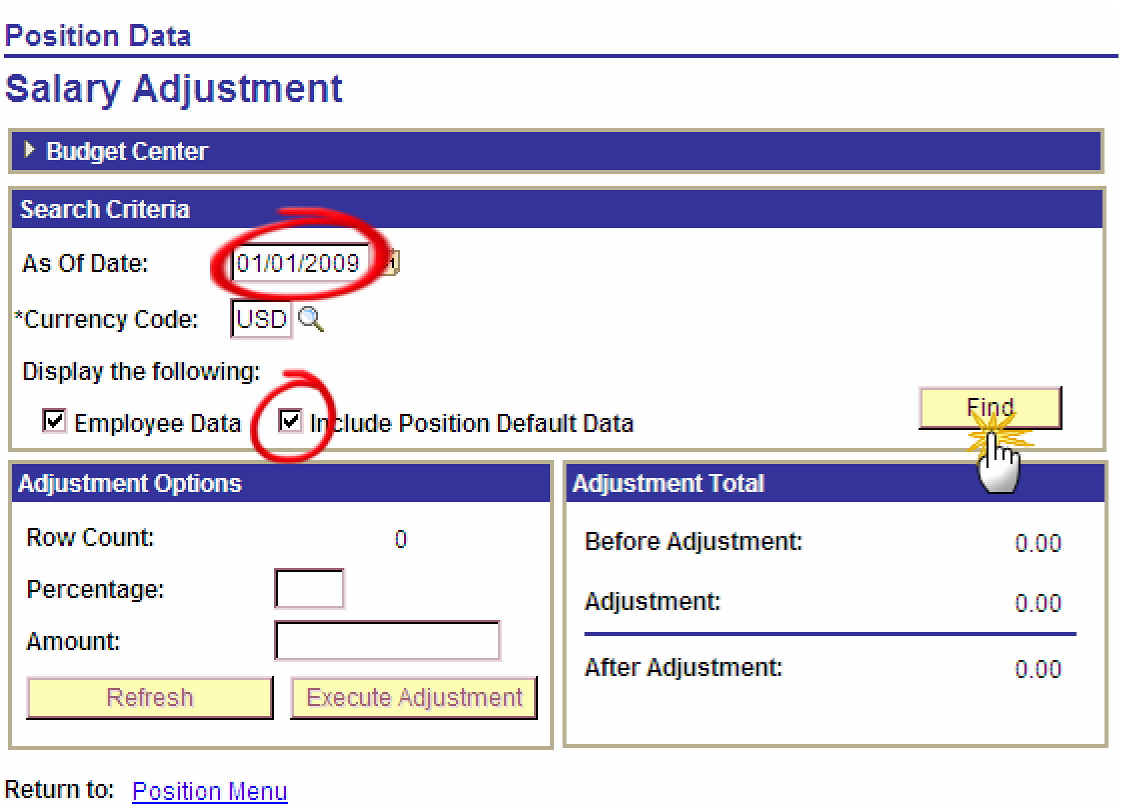
Should default to USD

Employee Data:

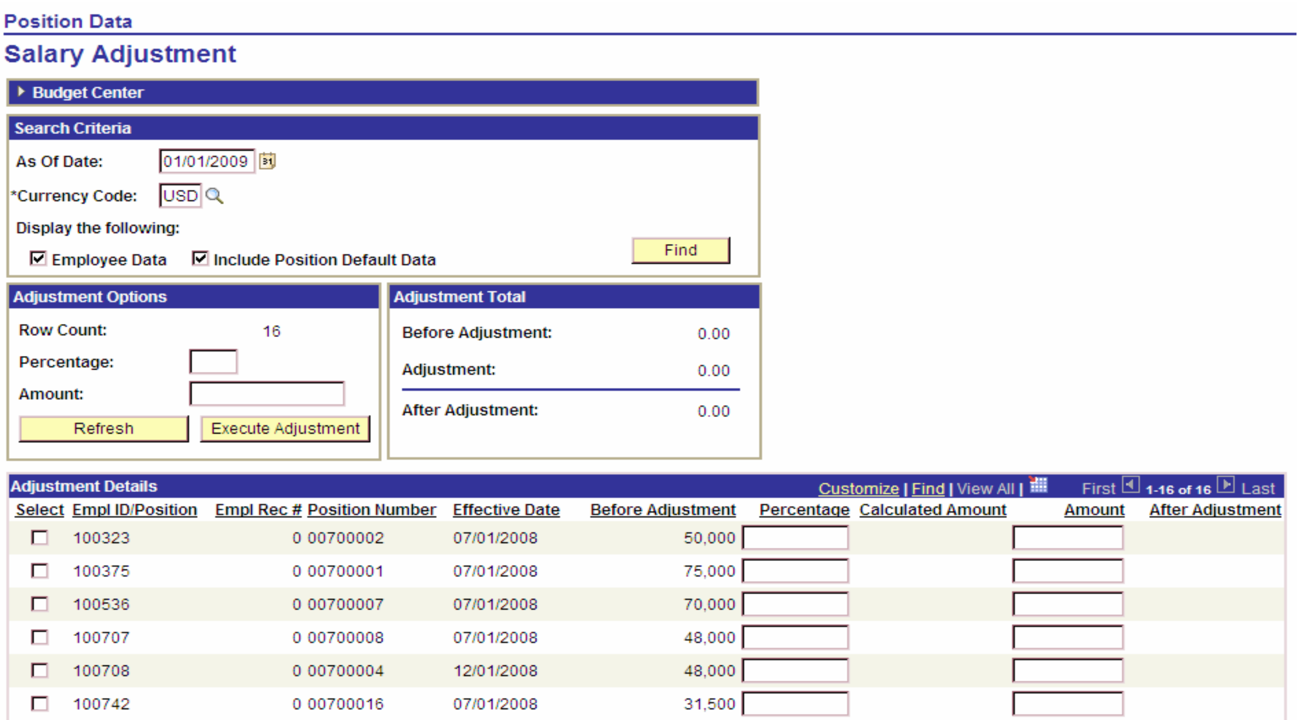
Check this box to make adjustments to the Employee Data under the Job History link

Include Position Default Data:

Check this box to make adjustments to the Default Position data. This would include any unfilled positions that do not have Employee Data.



Step 3:
Click on the Find button to show all selected positions



Step 4:

If only certain positions are desired to be changed, select only those by **clicking** on each position in the Select column or **click** on the Select All link at the bottom of the page to change all positions.

Amount:

Refresh | Execute Adjustment

After Adjustment: 410,808.00

Adjustment Details

Select	Empl ID/Position	Empl Rec #	Position Number	Effective Date	Before Adjustment	Percentage
☑	100323	0	00700002	07/01/2008	50,000	
☑	100375	0	00700001	07/01/2008	75,000	
☑	100536	0	00700007	07/01/2008	70,000	
☑	100707	0	00700008	07/01/2008	48,000	
☑	100708	0	00700004	12/01/2008	48,000	
☑	100742	0	00700016	07/01/2008	31,500	
☑	00700001	0	00700001	07/01/2008		
☑	00700002	0	00700002	07/01/2008		
☑	00700004	0	00700004	07/01/2008		
☑	00700007	0	00700007	07/01/2008		
☑	00700008	0	00700008	07/01/2008		
☑	00700016	0	00700016	07/01/2008		
☑	00700017	0	00700017	07/01/2008		
☑	00700018	0	00700018	07/01/2008	55,000	
☑	NP_10146	0	NP_10146	07/01/2008	33,308	

☑ Select All ☐ Clear All

Step 5:

Enter the Adjustment Percentage or Amount and **click** on the Refresh button. The After Adjustment amount is shown for each Position in the far right column. The changes have not been made on the database yet – this only demonstrates what will happen.

Adjustment Options

Row Count: 16

Percentage:

Amount: 1,000

Refresh | Execute Adjustment

Adjustment Total

Before Adjustment: 410,808.00

Adjustment: 16,000.00

After Adjustment: 426,808.00

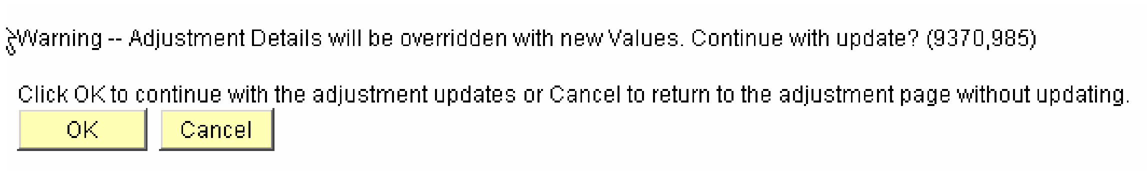
Adjustment Details — Customize | Find | View All | First 1-16 of 16 Last

Select	Empl ID/Position	Empl Rec #	Position Number	Effective Date	Before Adjustment	Percentage	Calculated Amount	Amount	After Adjustment
☑	100323	0	00700002	07/01/2008	50,000			1,000.00	51,000.00
☑	100375	0	00700001	07/01/2008	75,000			1,000.00	76,000.00
☑	100536	0	00700007	07/01/2008	70,000			1,000.00	71,000.00
☑	100707	0	00700008	07/01/2008	48,000			1,000.00	49,000.00
☑	100708	0	00700004	12/01/2008	48,000			1,000.00	49,000.00
☑	100742	0	00700016	07/01/2008	31,500			1,000.00	32,500.00
☑	00700001	0	00700001	07/01/2008				1,000.00	1,000.00
☑	00700002	0	00700002	07/01/2008				1,000.00	1,000.00
☑	00700004	0	00700004	07/01/2008				1,000.00	1,000.00
☑	00700007	0	00700007	07/01/2008				1,000.00	1,000.00
☑	00700008	0	00700008	07/01/2008				1,000.00	1,000.00
☑	00700016	0	00700016	07/01/2008				1,000.00	1,000.00
☑	00700017	0	00700017	07/01/2008				1,000.00	1,000.00
☑	00700018	0	00700018	07/01/2008	55,000			1,000.00	56,000.00
☑	NP_10146	0	NP_10146	07/01/2008	33,308			1,000.00	34,308.00
☑	NP_10147	0	NP_10147	10/01/2008				1,000.00	1,000.00

Customize | Find | View All First 1-16 of 16 Last

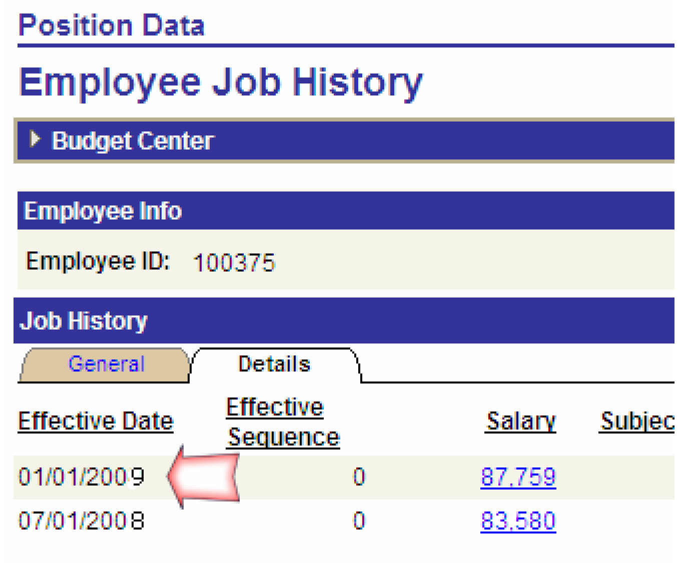
☑ Select All ☐ Clear All

Step 6:
Click on the Execute Adjustment button to apply the changes to the database. A warning message will appear since there is the potential of changing many records. **Click** on the OK button on the warning message.

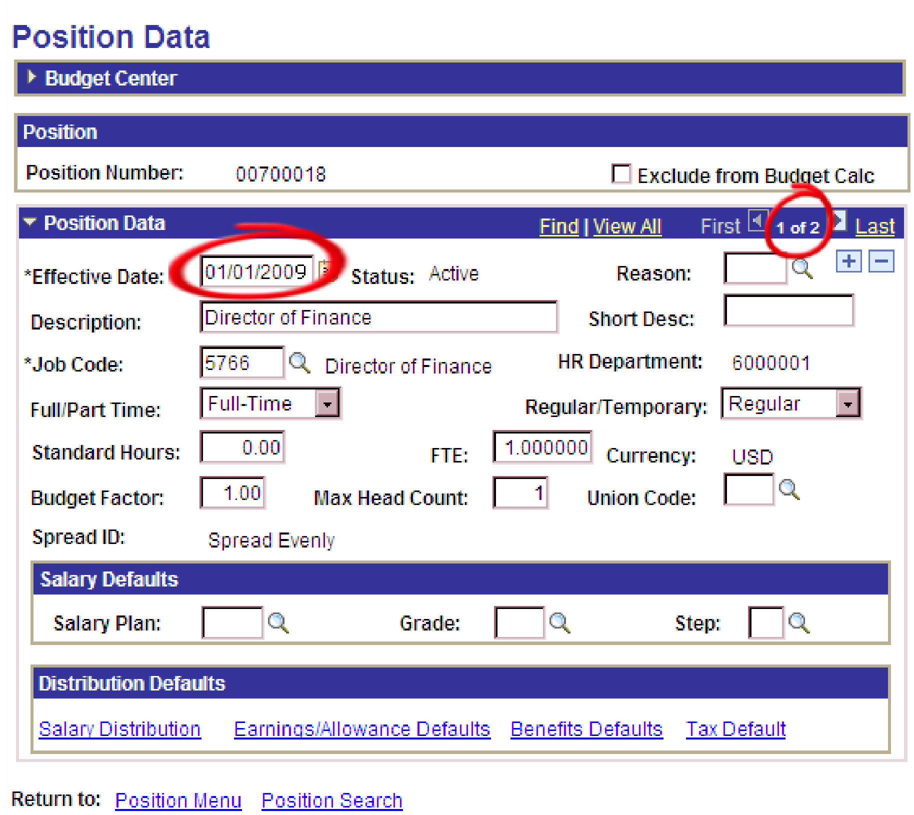


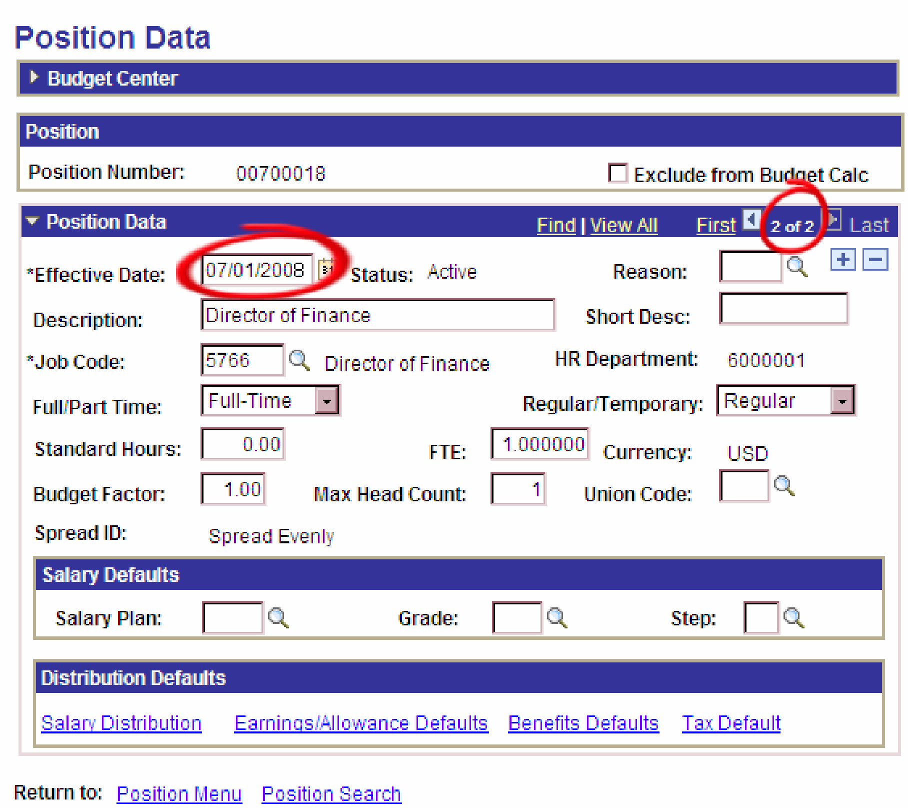
Additional Notes:

If the adjustment is made for a future date and that effective dated row did not previously exist then it will be created e.g. 01/01/2009 row was created for this employee.



If the adjustment for a future date is made to the Default Position Data then the additional effective dated row is shown as follows: 01/01/2009 row was created for the Default Position Data.





Earnings and Benefits Adjustments

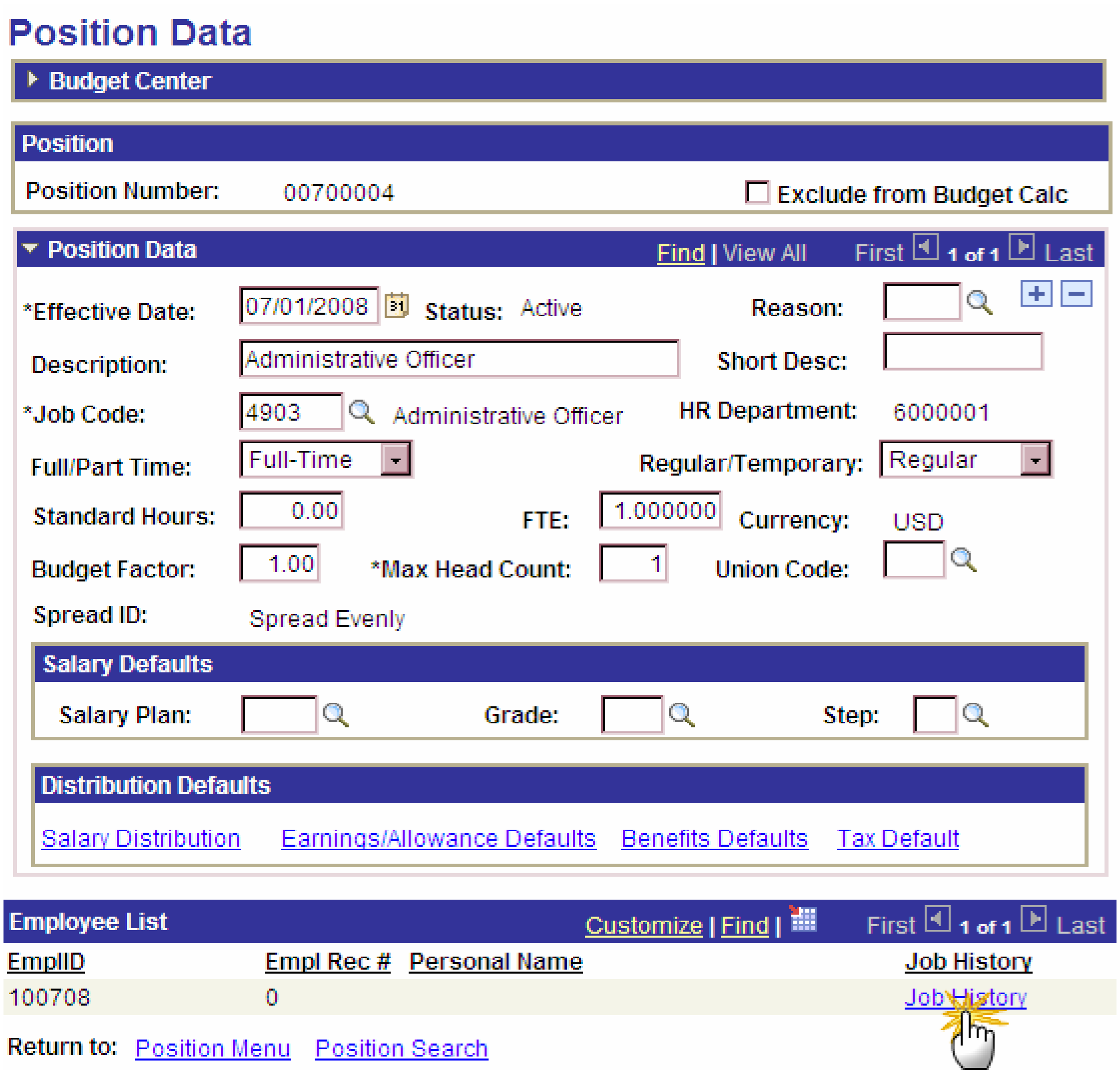
When making adjustments to Earnings or Benefits, instead of entering the amount of the adjustment a new actual amount must be entered. This works differently from the Salary Mass Adjustments. **Click** on the Refresh button in order to see the changes. A warning message will appear when Execute Adjustment is **clicked**.

Scheduling Longevity by Position

When a position has longevity, the amount will be spread evenly across all periods in the fiscal year. OSF rules state that the longevity amount should be shown in a specific period. This can be handled two different ways in the PeopleSoft Budgets system depending upon how many positions there are in the Budget Center.

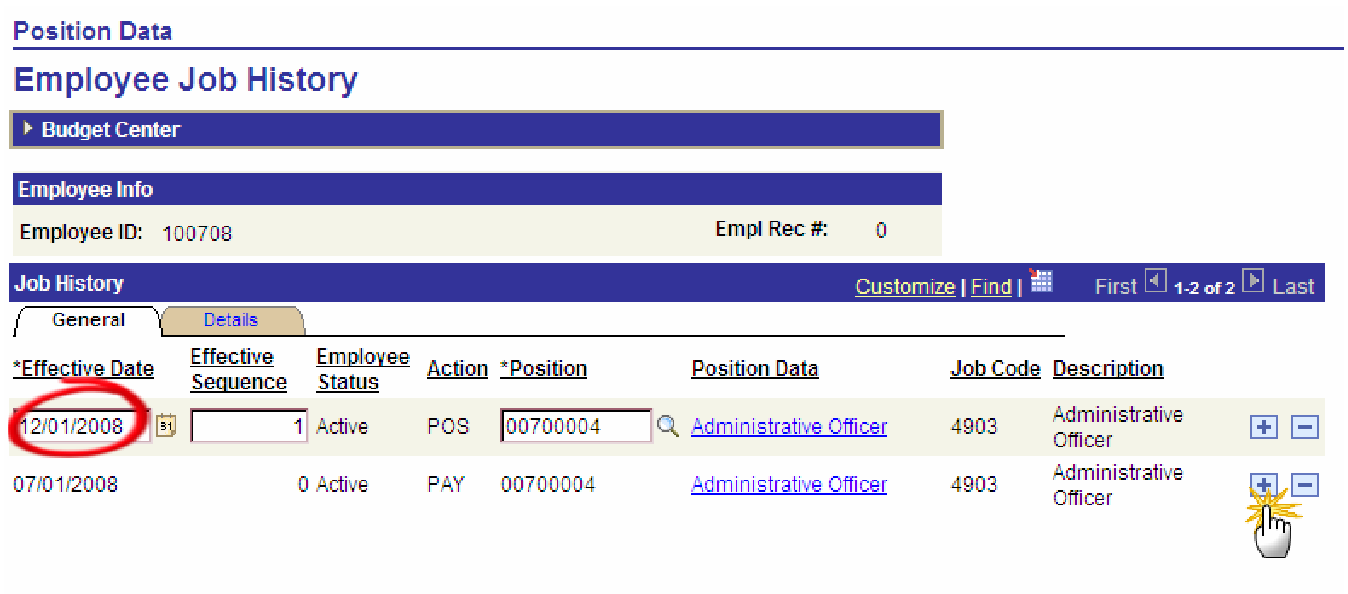
If there are a manageable number of positions, the longevity can be modified in Position Budgeting using effective dated rows. If there are too many positions, then an adjustment can be made by period to the payroll accounts in Line Item Budgeting. This method will be shown in the Line Item Budgeting chapter.

Step 1:
Click on the Job History link for the Employee



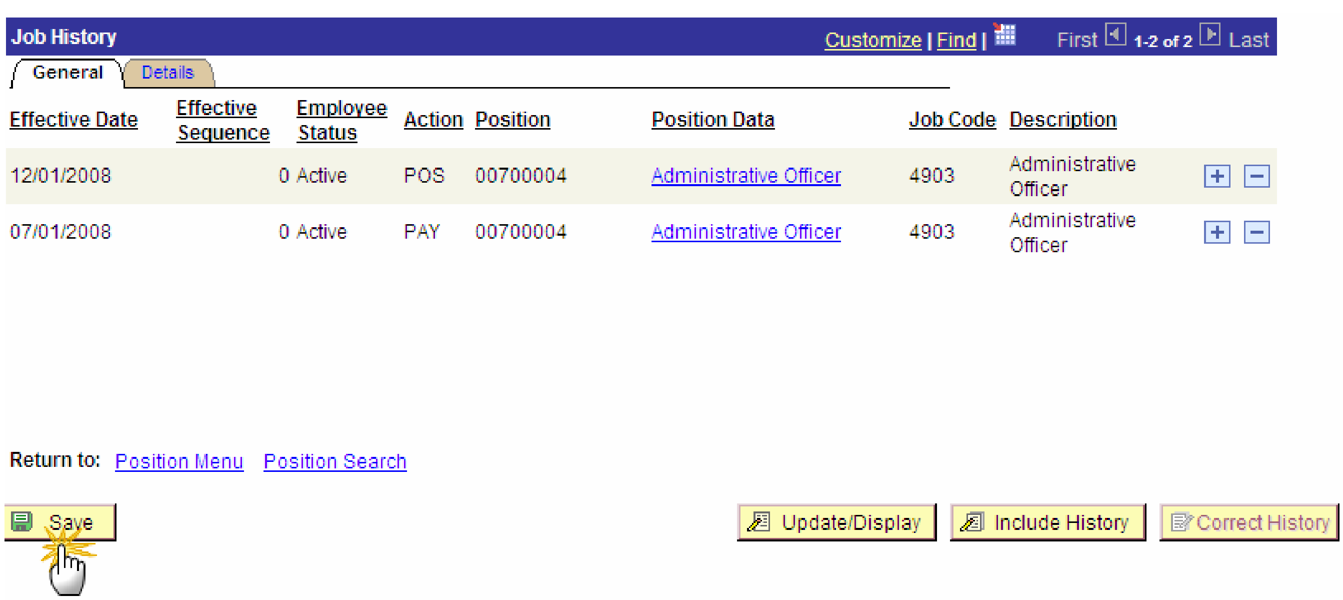
Step 2:

Create a new effective dated row for the employee on the Employee Job History page by **clicking** on the + button. Make the effective date for the period where the longevity should be budgeted i.e. if working with a monthly model and the period needs to be in December (Period 6) then use 12/01/2008. If working with a quarterly model and the longevity needs to be in the second quarter (Period 2) then use 10/1/2008.



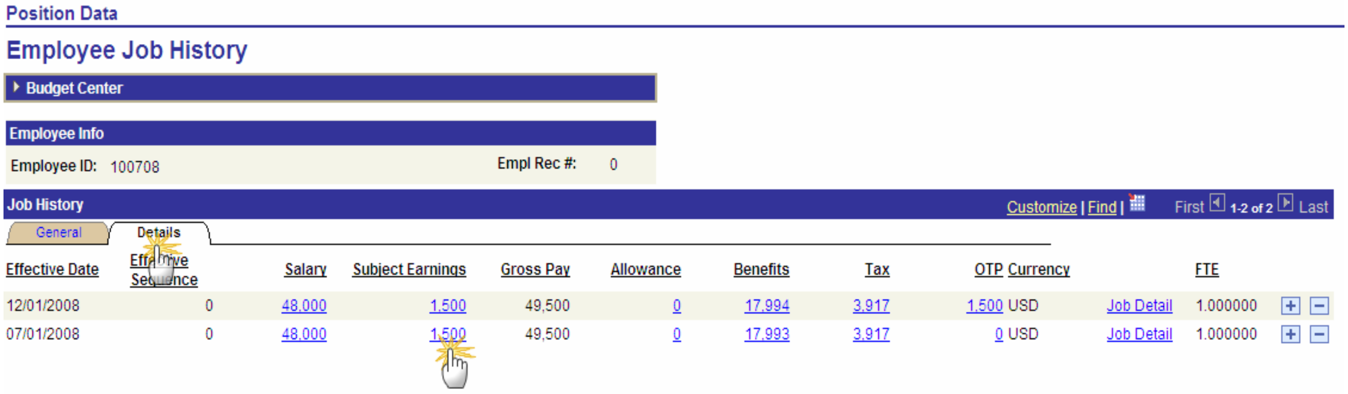
Step 3:

Click on save to create the effective dated row.



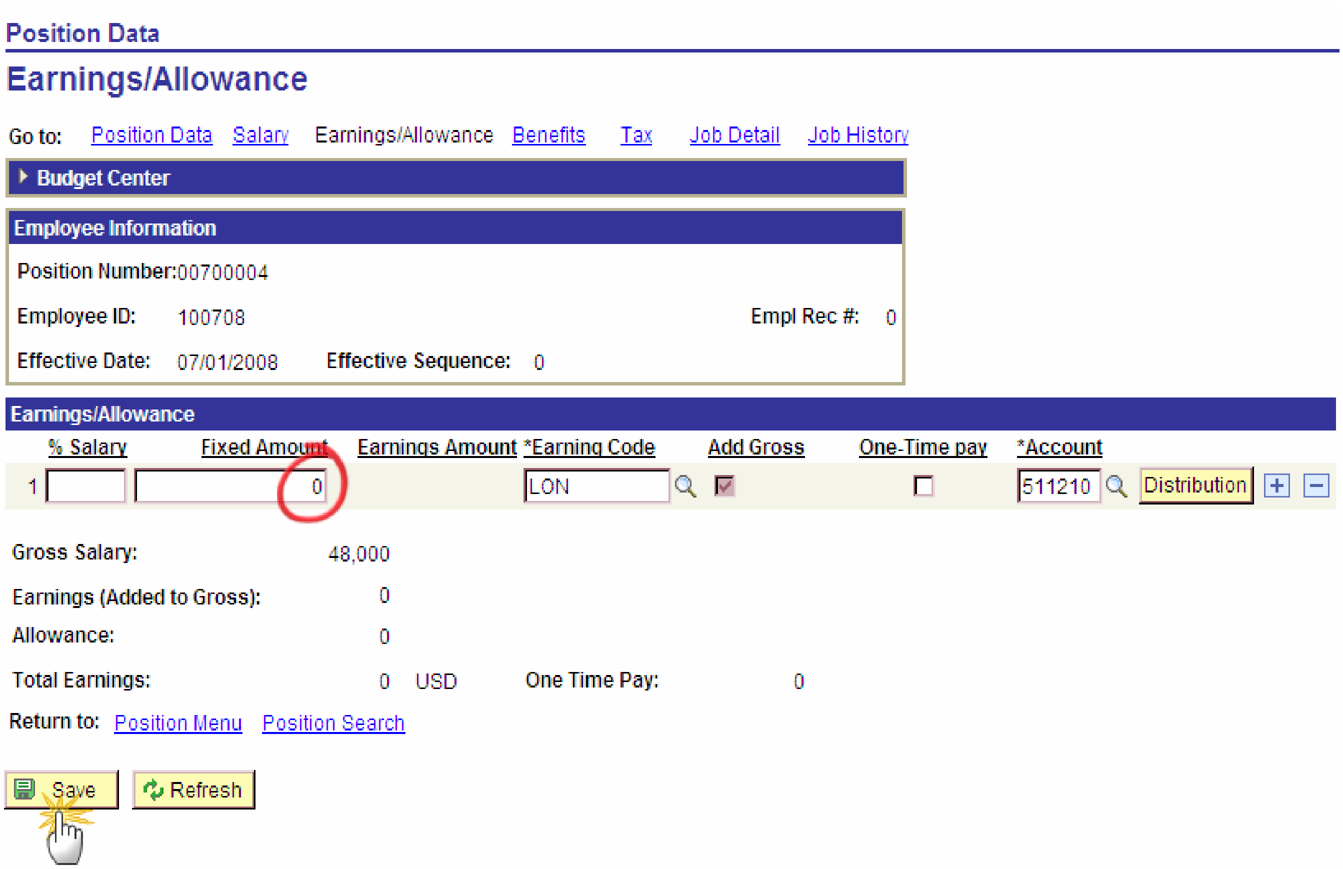
Step 4:

Go to the Details tab and **click** on the longevity amount under the Subject Earnings column in the original effective dated row (07/01/2008).



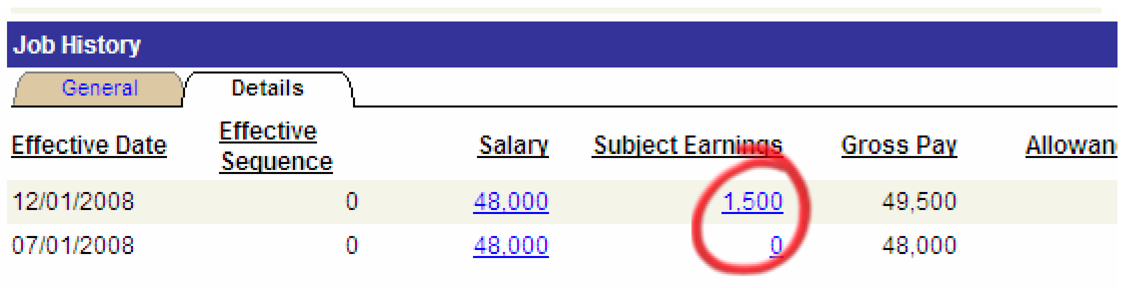
Step 5:

Change the longevity amount to 0 and save.



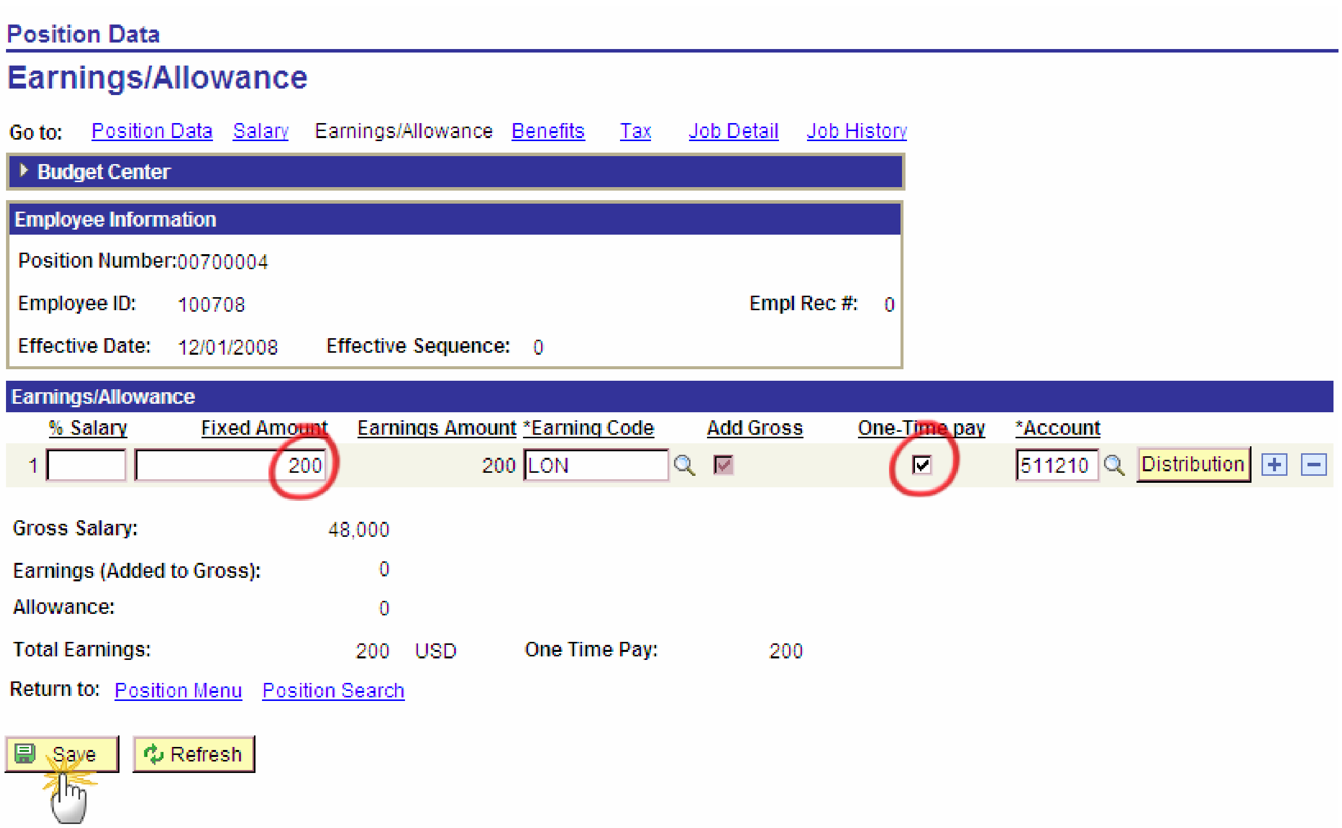
Step 6:

Go back to Job History using the link at the top of the page, **click** on the Details tab, and **click** on the longevity amount under the Subject Earnings column for the new Effective Dated row (12/01/2008 for this example).



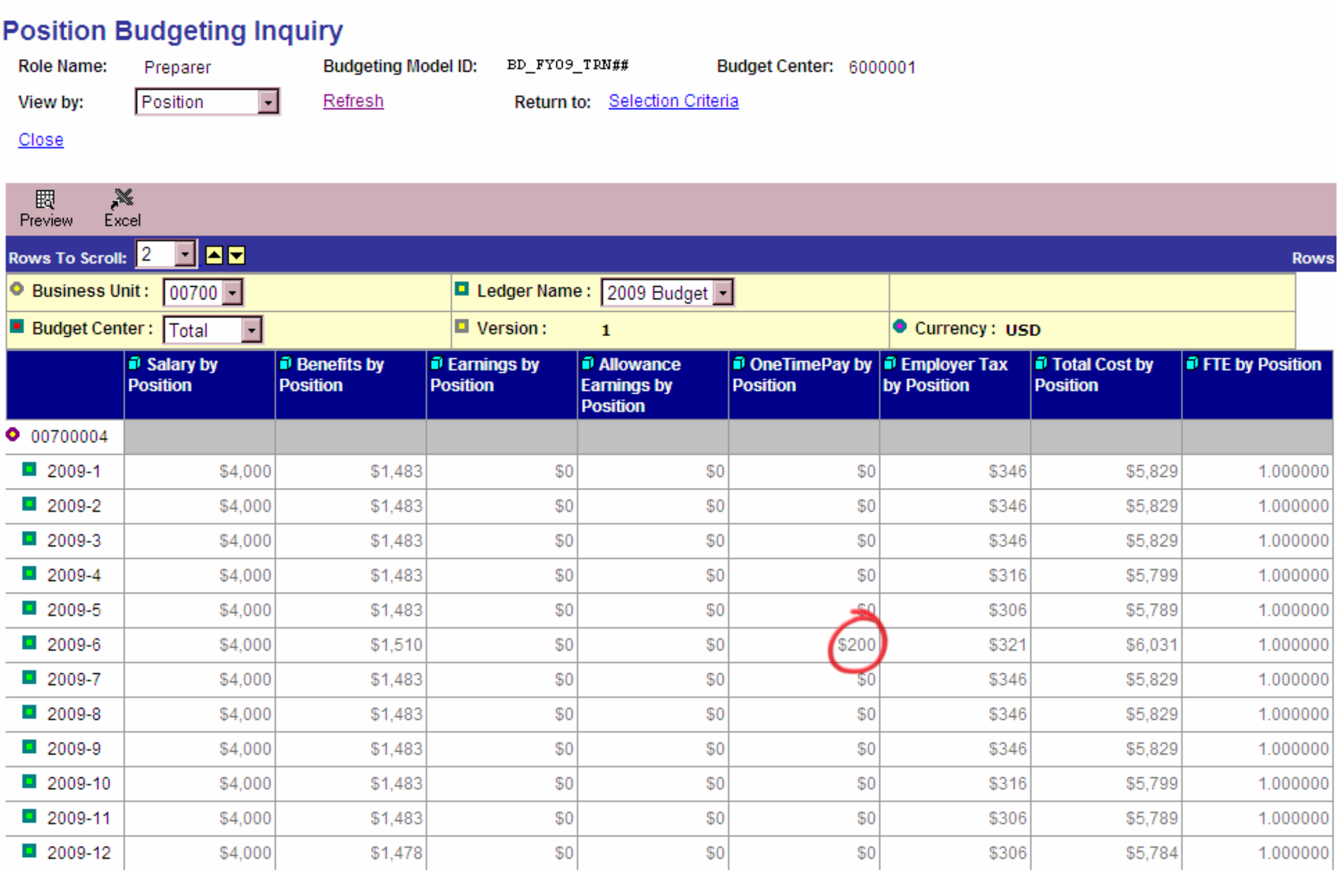
Step 7:

Enter the correct longevity amount and **click** the One Time Pay checkbox. (**Clicking** the One Time Pay checkbox puts the Longevity into only that period instead of spreading the amount over the remainder of the year). **Reminder**: You will need to 'Apply Salary Distribution' on each of the data on this new row that has been created, or use 'Calc Position Distribution'.



Step 8:

As seen by the Position Budgeting Analysis report, longevity is now only shown in that period and the taxes will be calculated correctly.



Position Budgeting Inquiry

Role Name: Preparer Budgeting Model ID: BD_FY09_TRN## Budget Center: 6000001

View by: Position Refresh Return to: Selection Criteria

Close

Preview Excel

Rows To Scroll: 2 Rows

Business Unit : 00700 Ledger Name : 2009 Budget

Budget Center : Total Version : 1 Currency : USD

	Salary by Position	Benefits by Position	Earnings by Position	Allowance Earnings by Position	OneTimePay by Position	Employer Tax by Position	Total Cost by Position	FTE by Position
00700004								
2009-1	$4,000	$1,483	$0	$0	$0	$346	$5,829	1.000000
2009-2	$4,000	$1,483	$0	$0	$0	$346	$5,829	1.000000
2009-3	$4,000	$1,483	$0	$0	$0	$346	$5,829	1.000000
2009-4	$4,000	$1,483	$0	$0	$0	$316	$5,799	1.000000
2009-5	$4,000	$1,483	$0	$0	$0	$306	$5,789	1.000000
2009-6	$4,000	$1,510	$0	$0	$200	$321	$6,031	1.000000
2009-7	$4,000	$1,483	$0	$0	$0	$346	$5,829	1.000000
2009-8	$4,000	$1,483	$0	$0	$0	$346	$5,829	1.000000
2009-9	$4,000	$1,483	$0	$0	$0	$346	$5,829	1.000000
2009-10	$4,000	$1,483	$0	$0	$0	$316	$5,799	1.000000
2009-11	$4,000	$1,483	$0	$0	$0	$306	$5,789	1.000000
2009-12	$4,000	$1,478	$0	$0	$0	$306	$5,784	1.000000

NOTE: This method is currently not working for an unfilled position. The system is not calculating the longevity correctly when using the Default Position Data. The Line Item Adjustment method will need to be used if there are unfilled positions with longevity. A case has been logged with PeopleSoft GSC.

Adding Seasonal or Temporary Employees

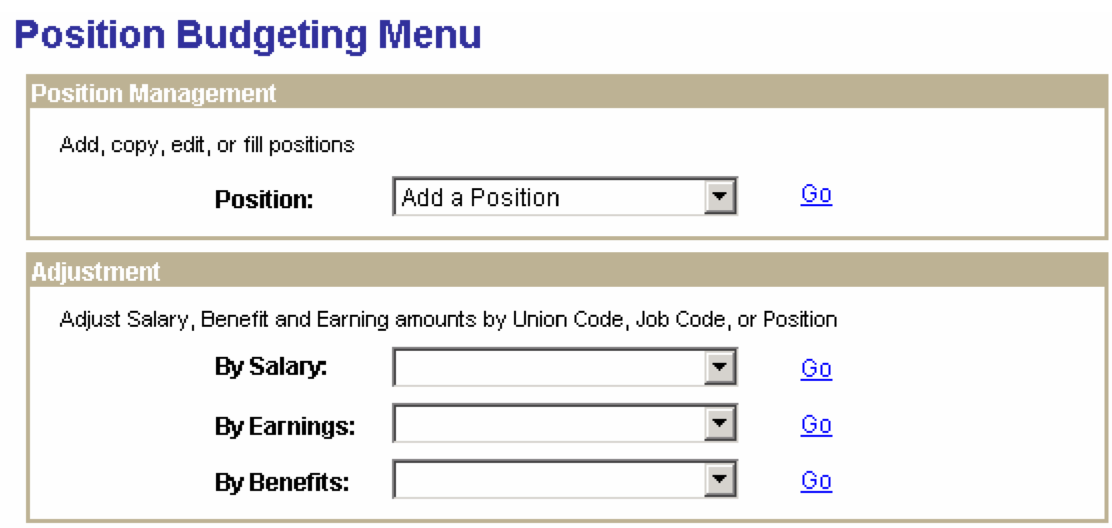
Seasonal or Temporary Employees can be handled using effective dates to budget amounts in the correct periods.

For example, a temporary employee is needed with the following employment dates and payments. **NOTE**: A quarterly budget is used for this example – this will also work with a monthly budget.

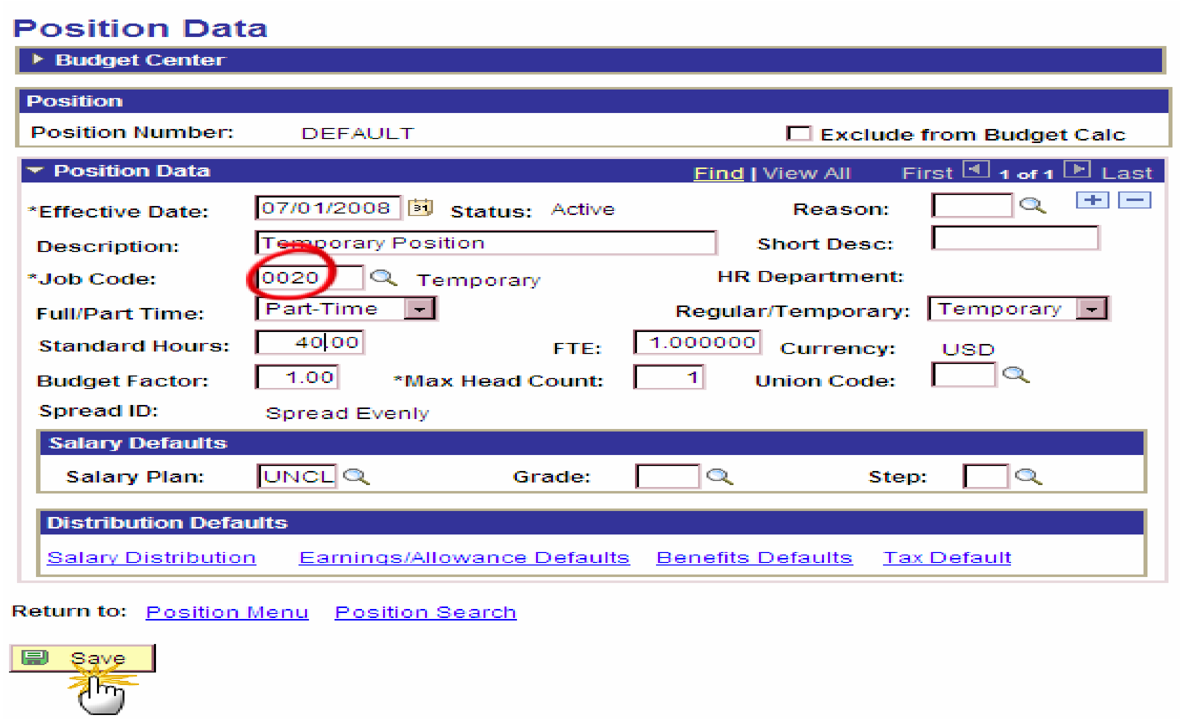
First Quarter	$1500
Second Quarter	$0
Third Quarter	$0
Fourth Quarter	$1500

An effective date will need to be created each time there is a change in the amount so for this example there will need to be three effective dated rows. The following steps will demonstrate how to add the temporary position with the effective dates. **Reminder**: 'Apply Salary Distribution' needs to be applied when changes are made to Earnings, Benefits, and Taxes.

Step 1:
From the Position Budgeting Menu, select the option to add a position and **click** on Go.

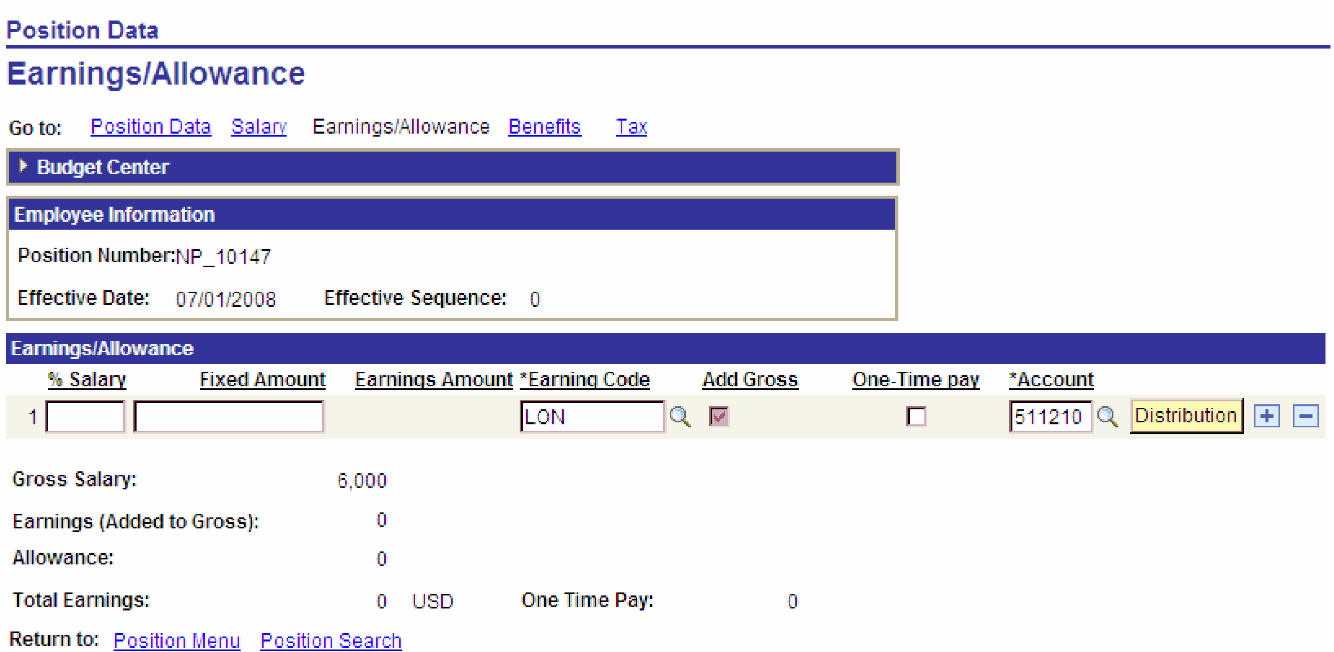


Step 2:
Enter the first quarter with an effective date of 07/01/2008. Enter a job code and change the Full/Part Time field to Part-Time and the Regular/Temporary field to Temporary. **Click** on the Save button.

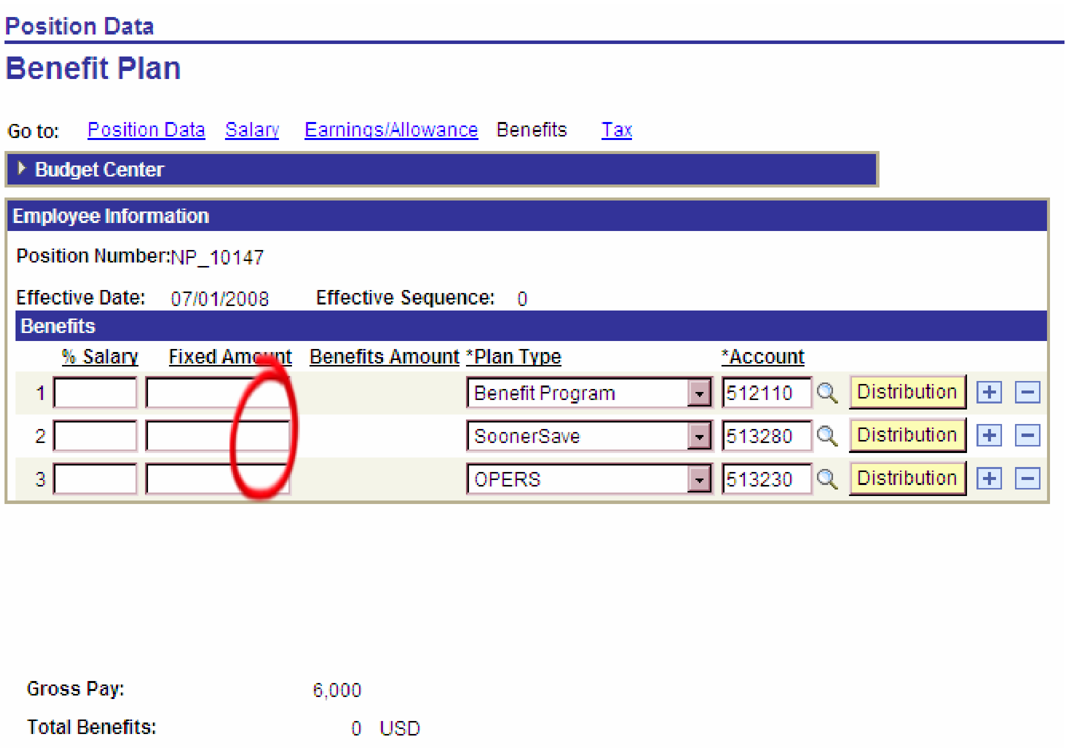


Step 3:
Click on the link for Salary Distribution. Enter the **annual** salary amount which would be 1,500 x 4 quarters = 6,000. Also enter the distribution fields for Class and Budget Reference. **Click** on save.

Step 4:
Click on the Earnings/Allowance link and check the default Earnings/Allowances. Make any necessary changes and save.



Step 5:
Click on the Benefits link and check the default Benefits. Make any necessary changes and save.



Position Data

Benefit Plan

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: NP_10147

Effective Date: 07/01/2008 Effective Sequence: 0

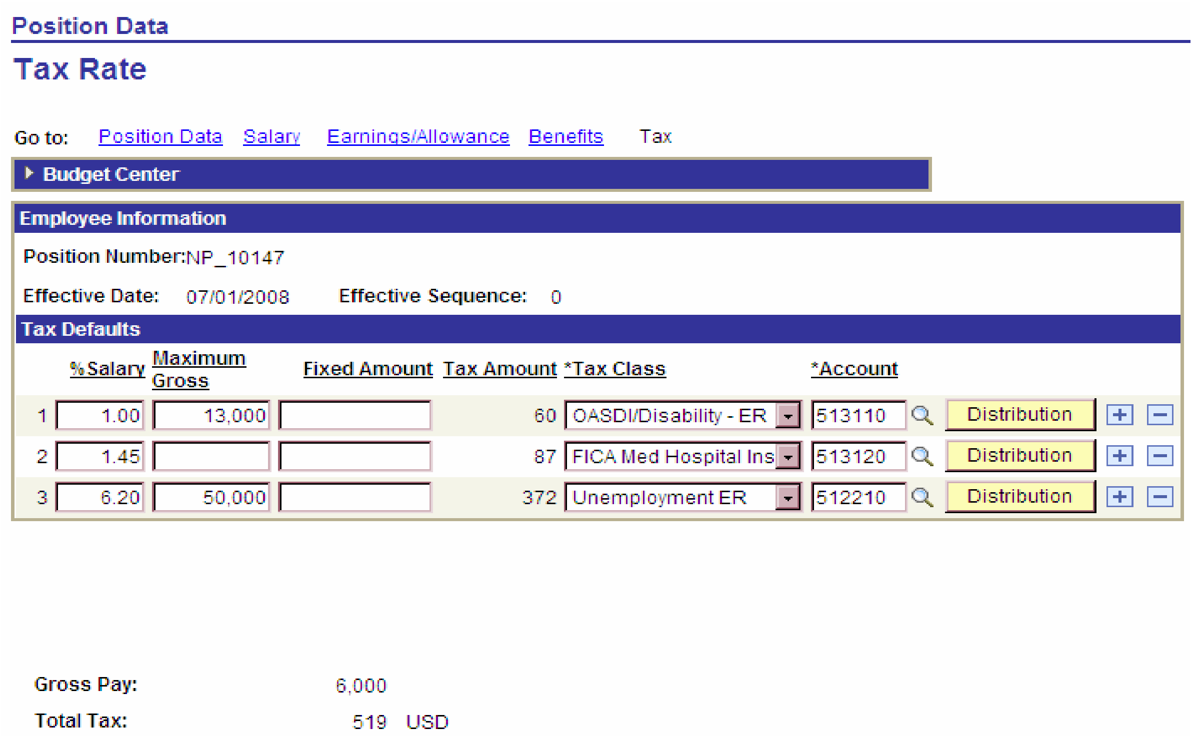
Benefits

	% Salary	Fixed Amount	Benefits Amount	*Plan Type	*Account	
1				Benefit Program	512110	Distribution
2				SoonerSave	513280	Distribution
3				OPERS	513230	Distribution

Gross Pay: 6,000

Total Benefits: 0 USD

Step 6:
Click on the Tax link and check the default taxes. Make any necessary changes and save.


Position Data

Tax Rate

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: NP_10147

Effective Date: 07/01/2008 Effective Sequence: 0

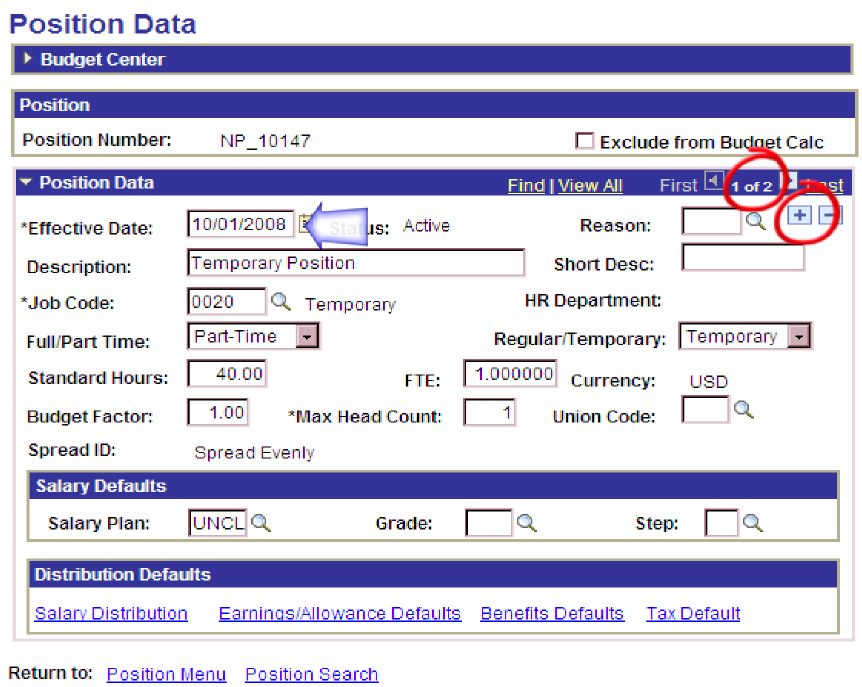
Tax Defaults

	%Salary	Maximum Gross	Fixed Amount	Tax Amount	*Tax Class	*Account			
1	1.00	13,000		60	OASDI/Disability - ER	513110	Distribution	+	−
2	1.45			87	FICA Med Hospital Ins	513120	Distribution	+	−
3	6.20	50,000		372	Unemployment ER	512210	Distribution	+	−

Gross Pay: 6,000

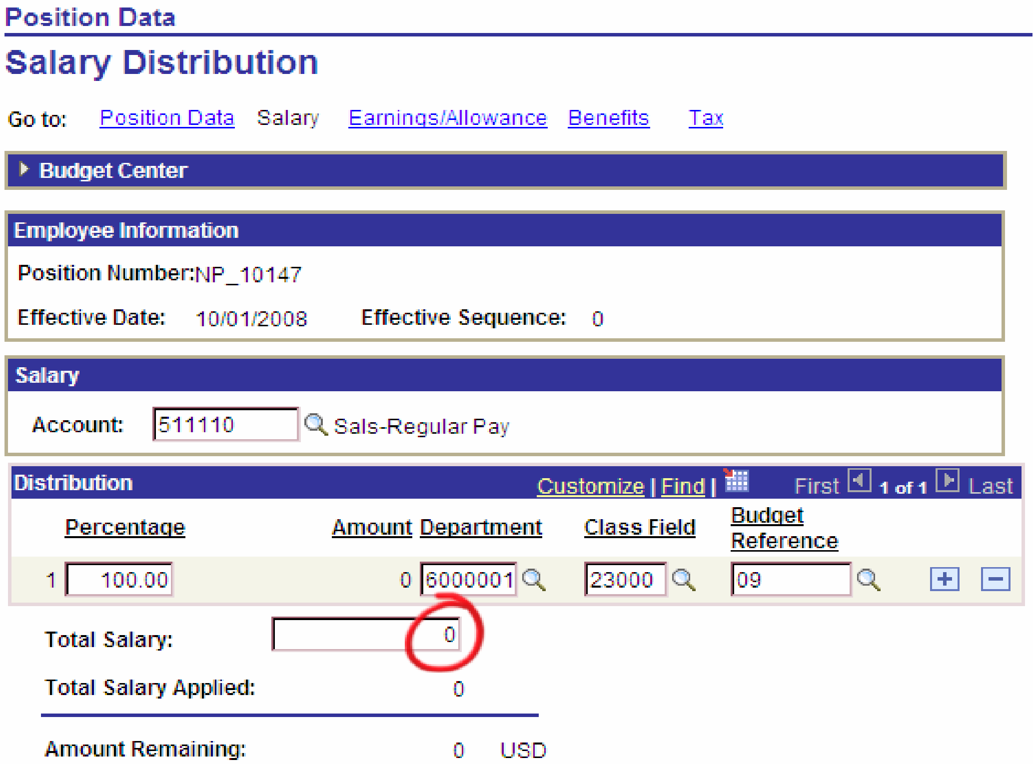
Total Tax: 519 USD

Step 7:
Click on the Position Data link and add a second effective dated row using the + button. For this example the effective date will be 10/01/2008 for the start of the second quarter.

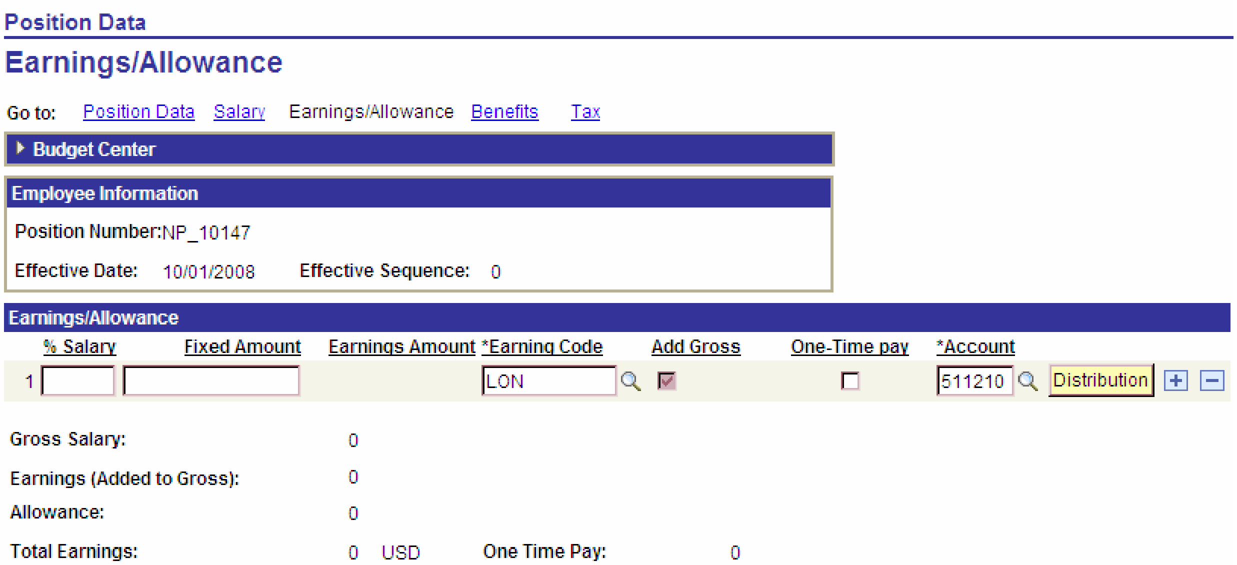


Step 8:

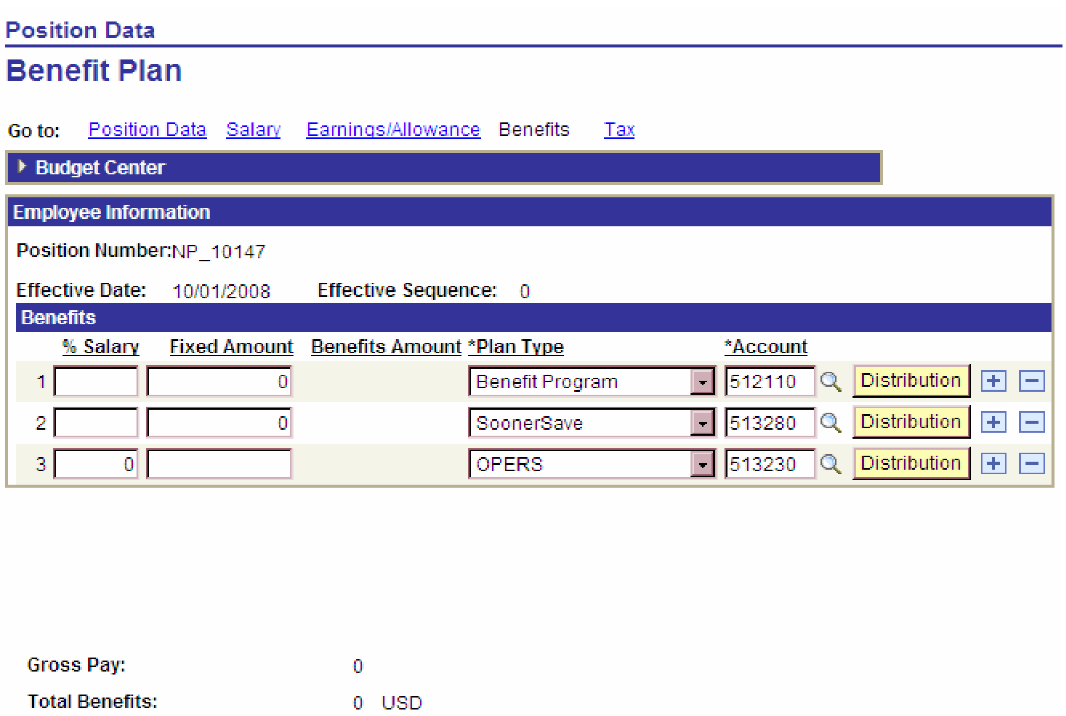
Click on the Salary Distribution link and change the salary amount to 0. You will also need to add the Salary Distribution fields, as they are not copied across when you add an effective date to an unfilled position. **Click** on Save.



Step 9:
Click on the Earnings/Allowance link and check the default Earnings/Allowances. Make any necessary changes and save.



Step 10:
Click on the Benefits link and check the default Benefits. Make any necessary changes and save.



Position Data

Benefit Plan

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: NP_10147

Effective Date: 10/01/2008 Effective Sequence: 0

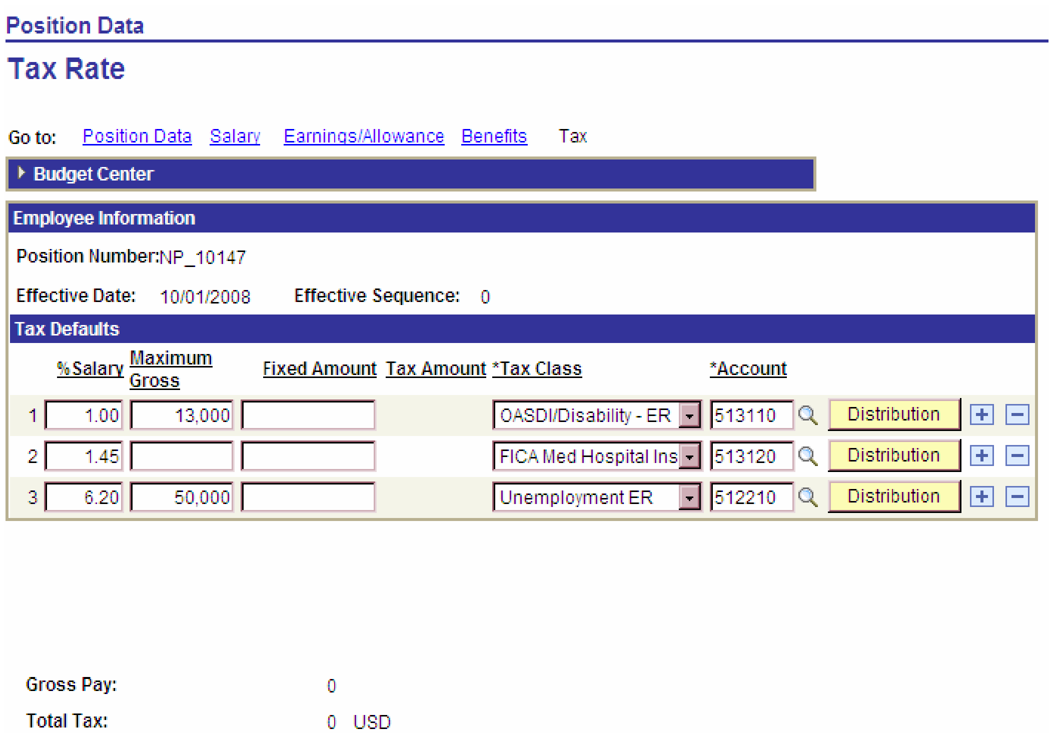
Benefits

	% Salary	Fixed Amount	Benefits Amount	*Plan Type	*Account	
1		0		Benefit Program	512110	Distribution
2		0		SoonerSave	513280	Distribution
3	0			OPERS	513230	Distribution

Gross Pay: 0

Total Benefits: 0 USD

Step 11:
Click on the Tax link and check the default taxes. Make any necessary changes and save.



Position Data

Tax Rate

Go to: Position Data Salary Earnings/Allowance Benefits Tax

Budget Center

Employee Information

Position Number: NP_10147

Effective Date: 10/01/2008 Effective Sequence: 0

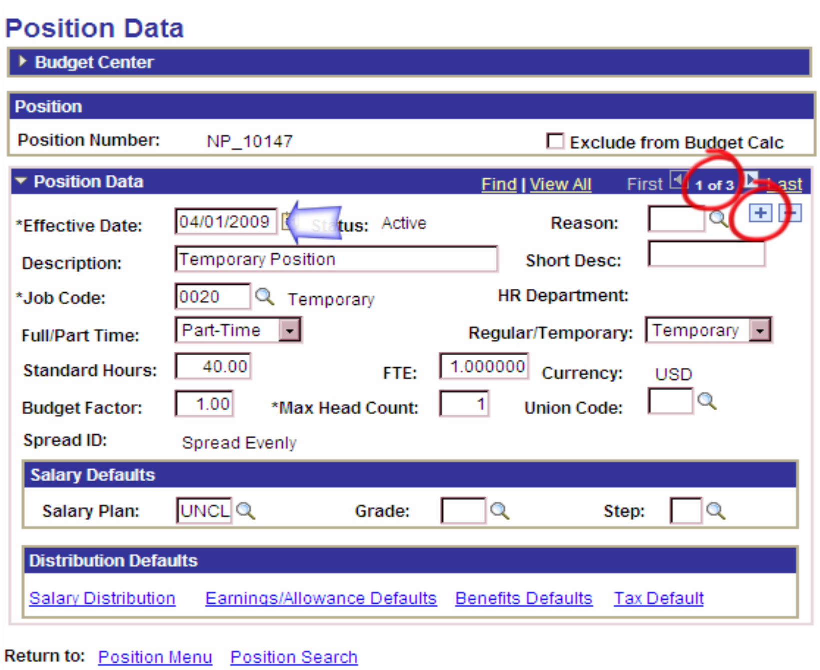
Tax Defaults

	%Salary	Maximum Gross	Fixed Amount	Tax Amount	*Tax Class	*Account	
1	1.00	13,000			OASDI/Disability - ER	513110	Distribution
2	1.45				FICA Med Hospital Ins	513120	Distribution
3	6.20	50,000			Unemployment ER	512210	Distribution

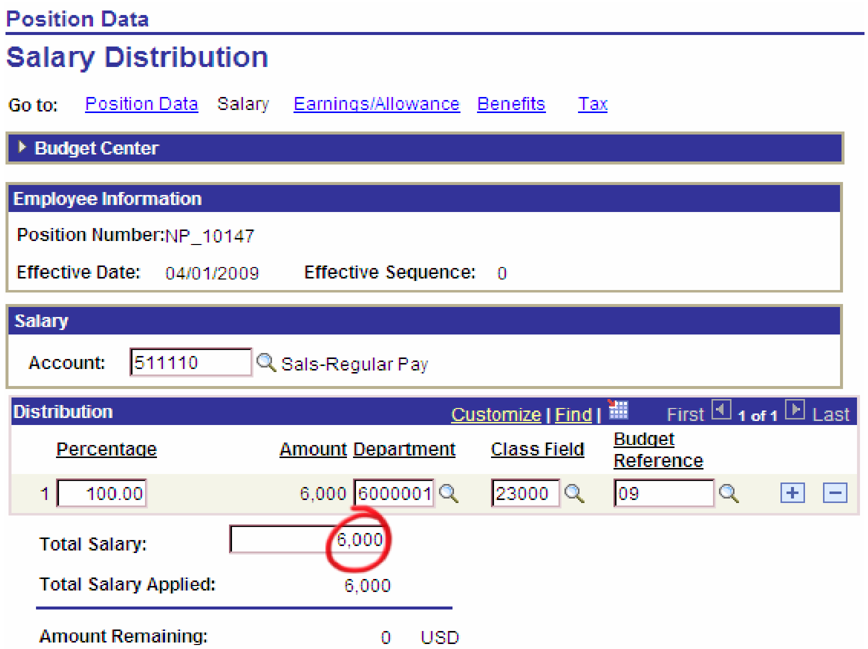
Gross Pay: 0

Total Tax: 0 USD

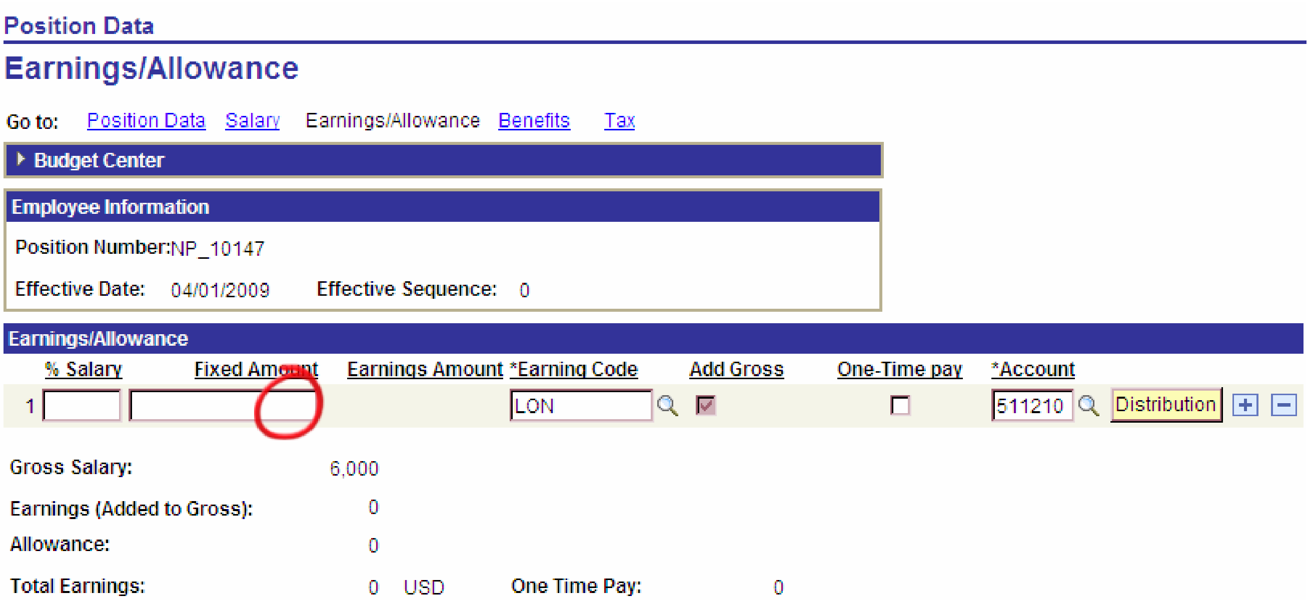
Step 12:
Click on the Position Data link and add a third effective dated row using the + button. For this example the effective date will be 04/01/2009 for the start of the fourth quarter. (**NOTE**: An effective dated row is not needed for the third quarter, as the amount ($0) remains the same from the second quarter).



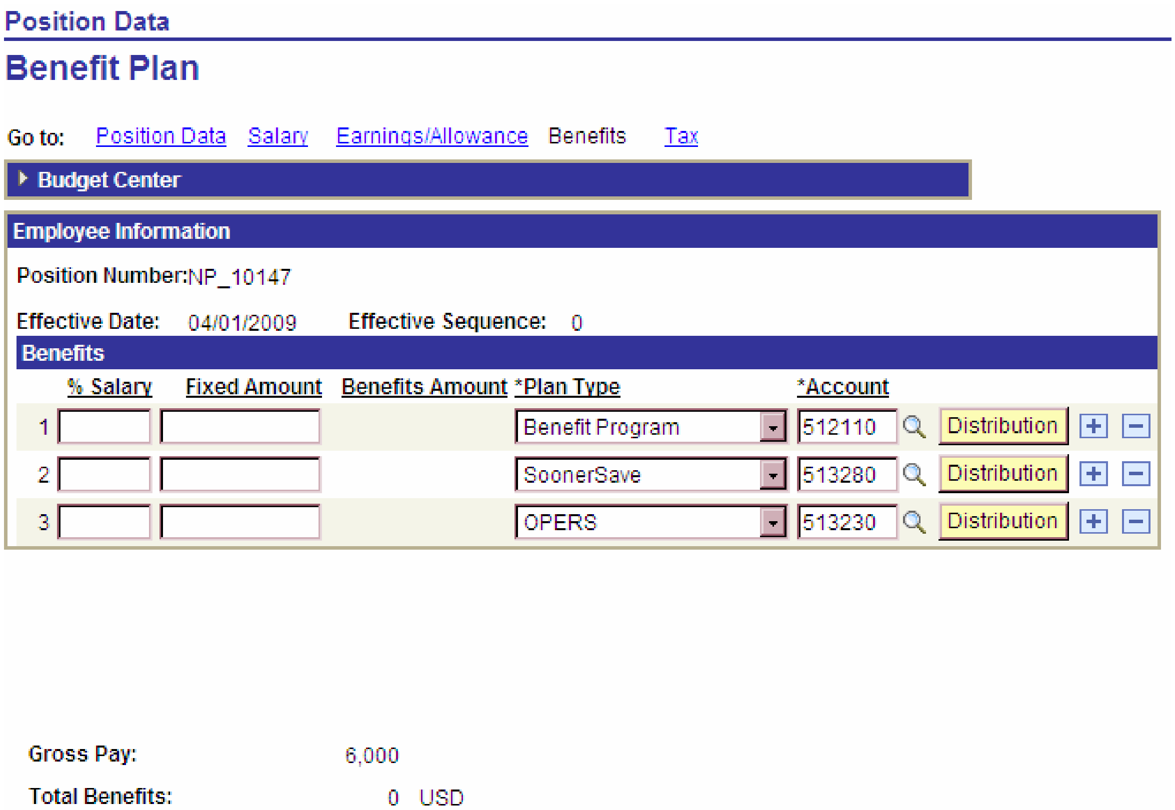
Step 13:
Click on the link for Salary Distribution. Enter in the **annual** salary amount which would be 1,500 x 4 quarters = 6,000. The Salary Distribution fields will need to be entered, as they are not copied across when an effective date row is added to an unfilled position. **Click** on Save.



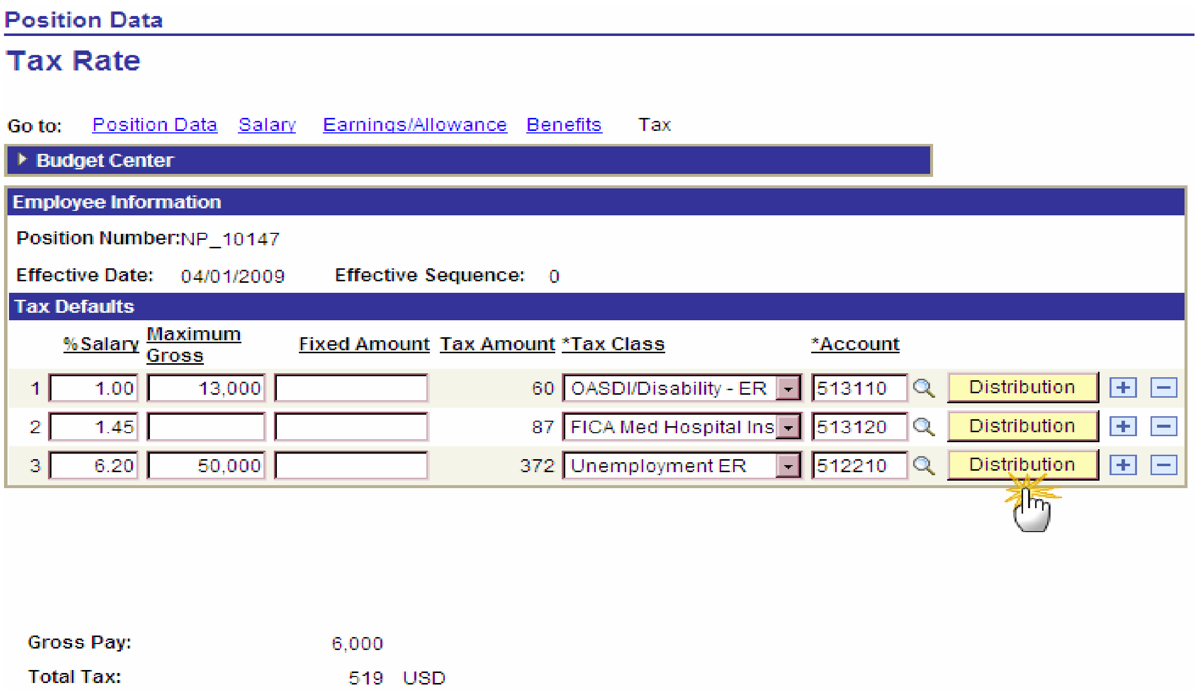
Step 14:
Click on the Earnings/Allowance link and check the default Earnings/Allowances. Make any necessary changes and save. **Reminder**: 'Apply Salary Distribution' on all pages.



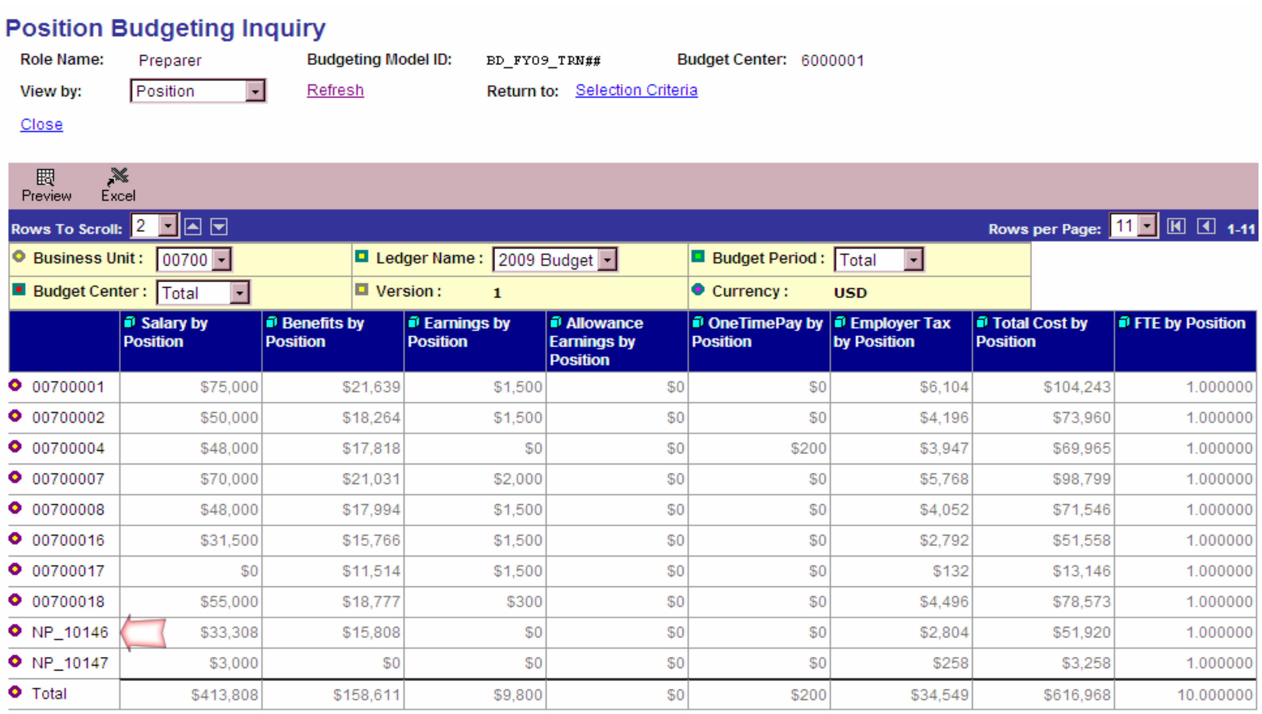
Step 15:
Click on the Benefits link and check the default Benefits. Make any necessary changes and save.



Step 16:
Click on the Tax link and check the default taxes. Make any necessary changes and save.



Step 17:
To check that the position has been created correctly, run the Position Budgeting Analysis report from the Position Budgeting Menu.



Position Budgeting Inquiry

Role Name: Preparer Budgeting Model ID: BD_FY09_TRN## Budget Center: 6000001
View by: Position Refresh Return to: Selection Criteria
Close

Preview Excel
Rows To Scroll: 2 Rows per Page: 11 1-11

Business Unit : 00700 Ledger Name : 2009 Budget Budget Period : Total
Budget Center : Total Version : 1 Currency : USD

	Salary by Position	Benefits by Position	Earnings by Position	Allowance Earnings by Position	OneTimePay by Position	Employer Tax by Position	Total Cost by Position	FTE by Position
00700001	$75,000	$21,639	$1,500	$0	$0	$6,104	$104,243	1.000000
00700002	$50,000	$18,264	$1,500	$0	$0	$4,196	$73,960	1.000000
00700004	$48,000	$17,818	$0	$0	$200	$3,947	$69,965	1.000000
00700007	$70,000	$21,031	$2,000	$0	$0	$5,768	$98,799	1.000000
00700008	$48,000	$17,994	$1,500	$0	$0	$4,052	$71,546	1.000000
00700016	$31,500	$15,766	$1,500	$0	$0	$2,792	$51,558	1.000000
00700017	$0	$11,514	$1,500	$0	$0	$132	$13,146	1.000000
00700018	$55,000	$18,777	$300	$0	$0	$4,496	$78,573	1.000000
NP_10146	$33,308	$15,808	$0	$0	$0	$2,804	$51,920	1.000000
NP_10147	$3,000	$0	$0	$0	$0	$258	$3,258	1.000000
Total	$413,808	$158,611	$9,800	$0	$200	$34,549	$616,968	10.000000

Step 18:

Click on the green box Budget Period : and drag the Budget Period field into the report to see the amounts budgeted by period.

Preview Excel

Rows To Scroll: 2 — Rows per Page: 11 — 1-11

Business Unit : 00700 | Ledger Name : 2009 Budget | Budget Period : Total

Budget Center : Total | Version : 1 | Currency : USD

	Salary by Position	Benefits by Position	Earnings by Position	Allowance Earnings by Position	OneTimePay by Position	Employer Tax by Position	Total Cost by Position	FTE by Position
00700001	$75,000	$21,639	$1,500	$0	$0	$6,104	$104,243	1.000000
00700002	$50,000	$18,264	$1,500	$0	$0	$4,196	$73,960	1.000000
00700004	$48,000	$17,818	$0	$0	$200	$3,947	$69,965	1.000000
00700007	$70,000	$21,031	$2,000	$0	$0	$5,768	$98,799	1.000000
00700008	$48,000	$17,994	$1,500	$0	$0	$4,052	$71,546	1.000000
00700016	$31,500	$15,766	$1,500	$0	$0	$2,792	$51,558	1.000000
00700017	$0	$11,514	$1,500	$0	$0	$132	$13,146	1.000000
00700018	$55,000	$18,777	$300	$0	$0	$4,496	$78,573	1.000000
NP_10146	$33,308	$15,808	$0	$0	$0	$2,804	$51,920	1.000000
NP_10147	$3,000	$0	$0	$0	$0	$258	$3,258	1.000000
Total	$413,808	$158,611	$9,800	$0	$200	$34,549	$616,968	10.000000

Step 19:

Look at the amounts by period for the position that was just created. The dollars should be in the right periods because of the effective dates.

Preview Excel

Rows To Scroll: 2 — Rows per Page: 20 — 1-20

Business Unit : 00700 | Ledger Name : 2009 Budget

Budget Center : Total | Version : 1 | Currency : USD

	Salary by Position	Benefits by Position	Earnings by Position	Allowance Earnings by Position	OneTimePay by Position	Employer Tax by Position	Total Cost by Position	FTE by Position
00700001								
2009-1	$6,250	$1,804	$125	$0	$0	$551	$8,730	1.000000
2009-2	$6,250	$1,804	$125	$0	$0	$551	$8,730	1.000000
2009-3	$6,250	$1,804	$125	$0	$0	$489	$8,668	1.000000
2009-4	$6,250	$1,804	$125	$0	$0	$487	$8,666	1.000000
2009-5	$6,250	$1,804	$125	$0	$0	$487	$8,666	1.000000
2009-6	$6,250	$1,804	$125	$0	$0	$487	$8,666	1.000000
2009-7	$6,250	$1,804	$125	$0	$0	$551	$8,730	1.000000
2009-8	$6,250	$1,804	$125	$0	$0	$551	$8,730	1.000000
2009-9	$6,250	$1,804	$125	$0	$0	$489	$8,668	1.000000
2009-10	$6,250	$1,804	$125	$0	$0	$487	$8,666	1.000000
2009-11	$6,250	$1,804	$125	$0	$0	$487	$8,666	1.000000
2009-12	$6,250	$1,795	$125	$0	$0	$487	$8,657	1.000000
00700002								

Calc Position Distribution Customization

This customization takes the Distribution values from the Salary Distribution page and defaults them into the Earnings/Allowance, Benefits and Taxes Distribution pages. This saves the user from manually going into the Earnings/Allowance, Benefits and Taxes Distribution pages and **clicking** on the Apply Salary Distribution button for each distribution line.

The Position Distribution Customization is run for each Budget Center while the Position Budgeting Activity is checked out.

The recommended sequence for running the process is:

1) Check that the Salary Distribution fields are correct for existing positions that have come across from HR
2) Add any new positions, and check that the Salary Distribution fields are correct
3) Run the Calc Position Distribution process
4) Change the Earnings/Allowance, Benefits and Taxes Distribution fields where the Salary Distribution defaults need to be overridden.

Finding Missing Position Distributions

All included Positions **must** have values for the Account, Department, Class Fund and Budget Ref distribution fields. If the values are missing then line items will be created with missing chartfields and your budget cannot be approved.

Several queries have been created that will help check for the missing Distributions. The queries run from the **Master** version on the extract tables so the working version must first be copied to Master and then the **Extract** process run (see Chapter 4 Extracting for Customized Reports).

There are five queries that start with OCP_POS_DISTRIB. The first query, OCP_POS_DISTRIB_ALL, shows distributions for Salary, Earnings, Benefits and Taxes combined. However, this query shows multiple rows in the spreadsheet based upon how many different salary, earnings, benefits and tax distribution lines exist. It is a little difficult to read, so four other queries were created that split up the distributions by Salary, Earnings, Benefits and Taxes. To run the queries use the following steps:

Step 1:

Navigate to **Reporting Tools >> Query >> Query Viewer**. Use Search to find the query that you want to run and **click** the Run to Excel link.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with OCP_POS_DISTRIB

Search Advanced Search

Search Results

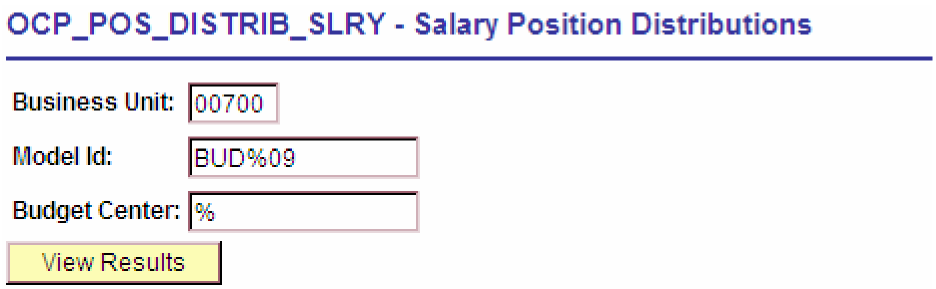
*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-5 of 5 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
OCP_POS_DISTRIB_ALL	All Position Distributions	Public		HTML	Excel	Schedule	Favorite
OCP_POS_DISTRIB_BNFT	Benefit Position Distributions	Public		HTML	Excel	Schedule	Favorite
OCP_POS_DISTRIB_EARN	Earning Position Distributions	Public		HTML	Excel	Schedule	Favorite
OCP_POS_DISTRIB_SLRY	Salary Position Distributions	Public		HTML	Excel	Schedule	Favorite
OCP_POS_DISTRIB_TAX	Tax Position Distributions	Public		HTML	Excel	Schedule	Favorite

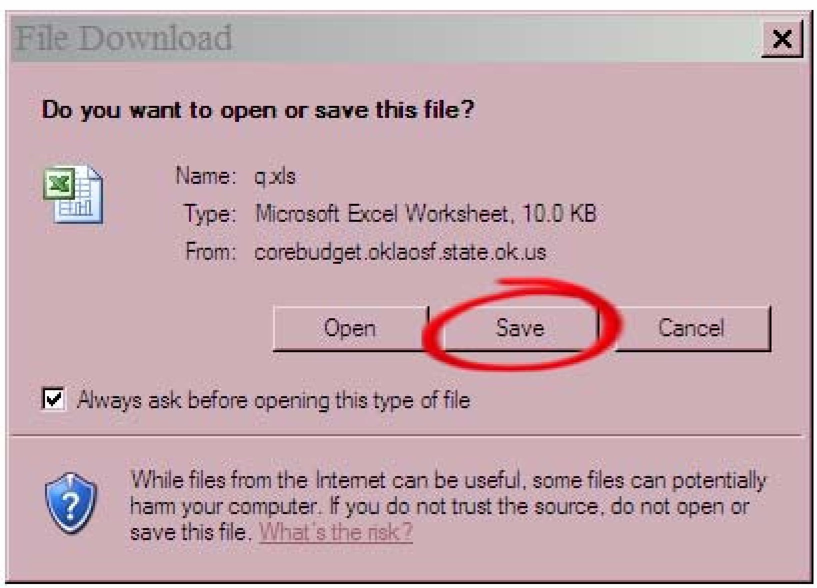
Step 2:

Enter the Business Unit, Model Id and Budget Center. The % wildcard character can be used in the Model Id field and the Budget Center field. In Model Id, entering BUD%09 would select the Original 2009 Budget Model. To select all Budget Centers enter a % in the Budget Center field or enter 10% for all Budget Centers beginning with 10. **Click** on the View Results button.



Step 3:

Click on the Save button to download the data to Excel. Once saved in a spreadsheet, the rows can be sorted, or an AutoFilter can be used to find the missing Distribution fields.



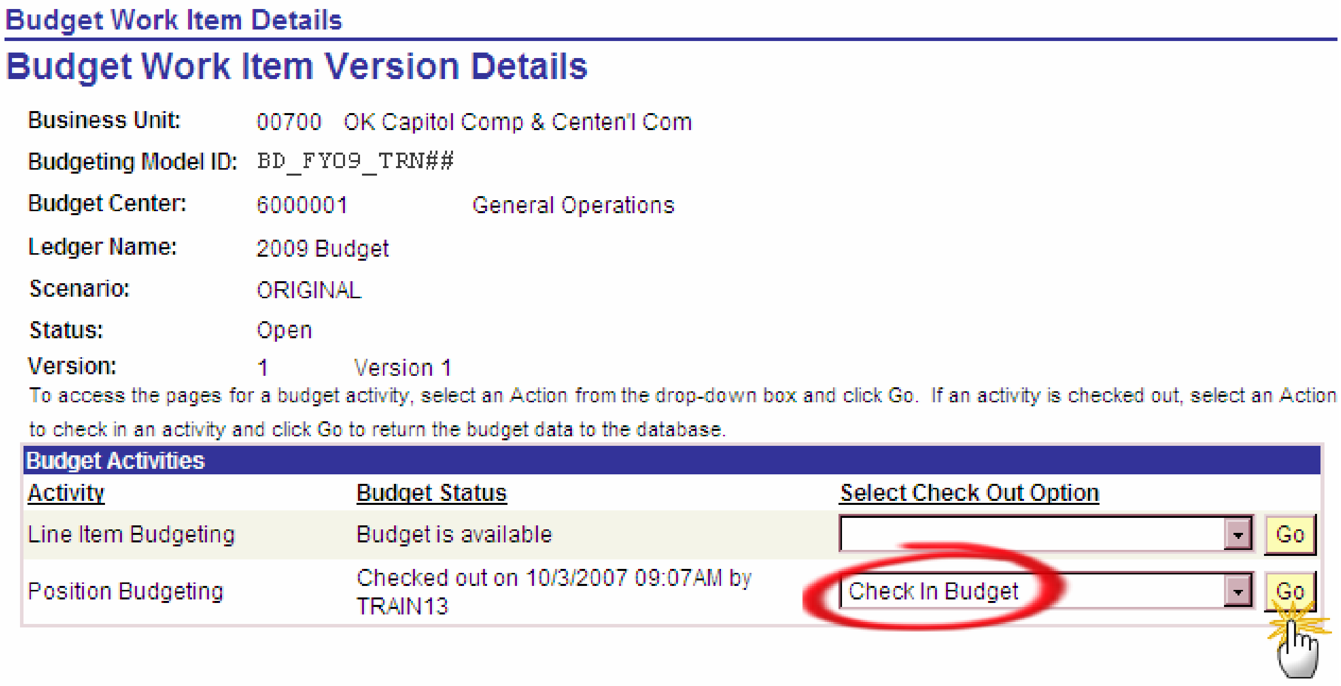
NOTES:

- The query does not select excluded positions and does not select the Default position when there is an employee job history record.
- Earnings, Benefits and Taxes with zero dollars do not require distribution values.
- There is a limit on how much data can be returned from a query. You will see an error message in the browser or in your Excel Spreadsheet if you reach the limit. In this situation you will have to select one Budget Center at a time or limit the query by using the % character to select fewer Budget Centers.

•

Checking in the Position Budget

Be sure to check in the position budget before moving to the Line Item Budgeting activity or at the end of the day. This is important because if the budget is left checked out overnight then you may not be able to get back in the next day. Also, the Position values will not be pulled into Line Item Budgeting unless the Position Budget is checked in before Line Items are checked out.



Budget Model Recalc Process

The Budget Model Recalc process is a batch job run by the Agency Coordinator or OSF Budget Analyst. It is run on the entire model to sync up Position Budgeting with Line Item Budgeting. This process can take 15-30 minutes to run depending upon the size of the model but often has to be run overnight because of the resources that it uses.

The Recalc process will add any new line items that are needed in line item budgeting based upon the position distributions. The Recalc will also distribute any dollars that need to be distributed to a different budget center e.g. when a position is funded by multiple departments.

Before running a Recalc, the working version must be copied to the **Master** for each Budget Center. This is because the Recalc will only distribute the dollars to other Budget Centers from the Master. However, once the Recalc has been run there is no need to copy the Master back into the Working Version.

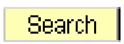
If dollars are distributed within a Budget Center, running the Recalc process may be avoided by going into Line Item budgets and adding any missing line items that will be needed by the Position Budget. This must be done before going into Position Budgeting. However, some users have also been able to make this work after they have done Position Budgeting by adding the missing line items, checking out Position Budgets, saving a position and checking in.

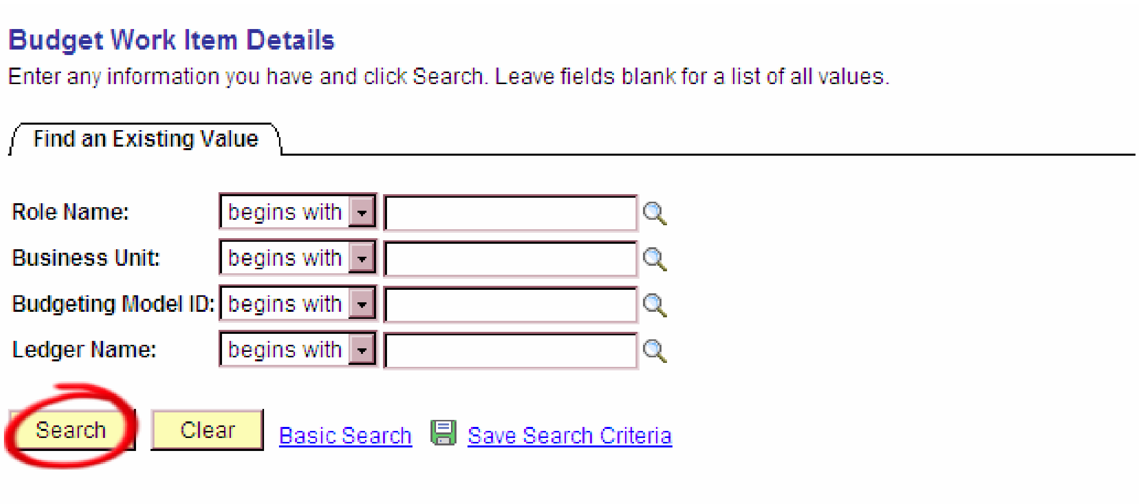
Only the Agency Coordinator can run the Model Recalc process at the agency level. Otherwise, if this process is needed, contact OSF Helpdesk to request the process be run.

Chapter 3: Line Item Budgeting

Working with the Line Item Budget

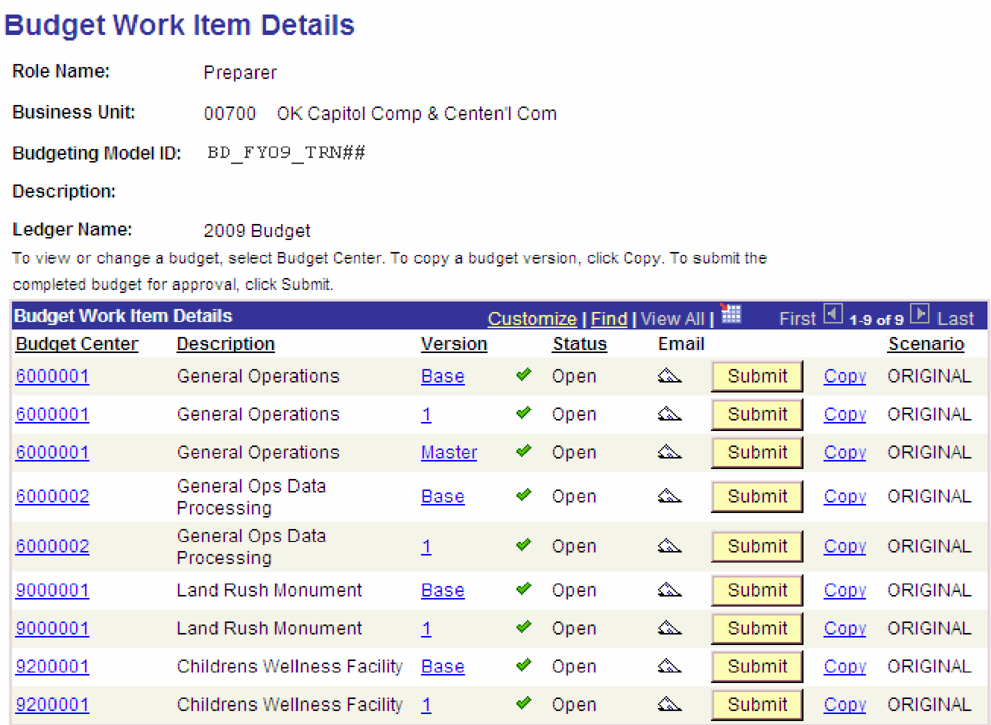
Checking Out the Line Item Budget

1. **Click** 



NOTE: For training only – if the search results list displays more than one role, select the Preparer role from the list.

2. The **Budget Work Item Details** page displays and lists the budget centers for which the User ID has responsibility.



Budget Work Item Details

Role Name: Preparer

Business Unit: 00700 OK Capitol Comp & Centen'l Com

Budgeting Model ID: BD_FY09_TRN##

Description:

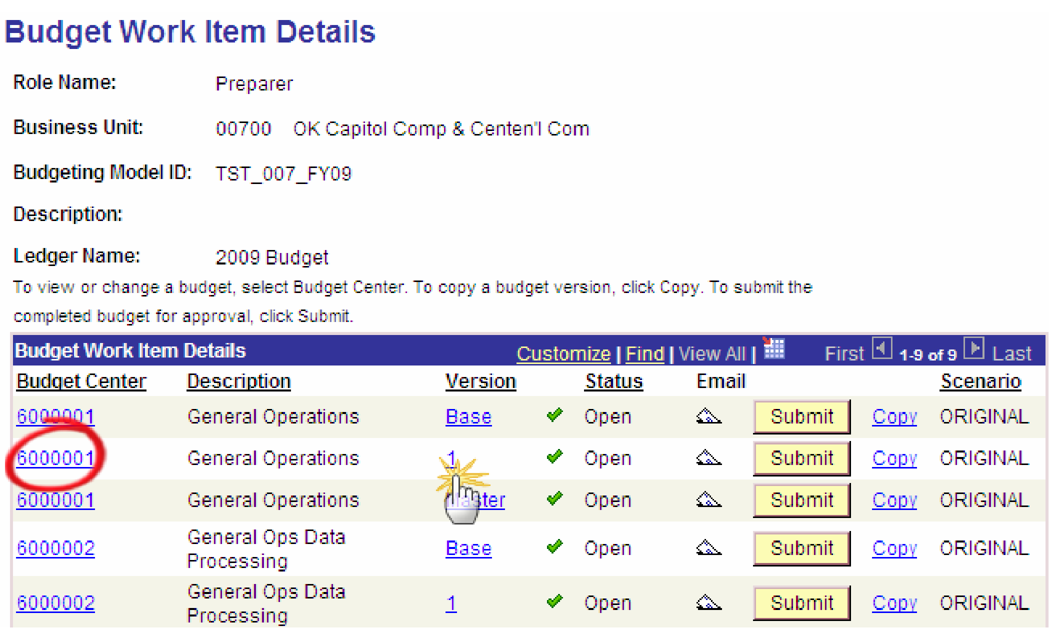
Ledger Name: 2009 Budget

To view or change a budget, select Budget Center. To copy a budget version, click Copy. To submit the completed budget for approval, click Submit.

Budget Work Item Details Customize | Find | View All | First 1-9 of 9 Last

Budget Center	Description	Version		Status	Email			Scenario
6000001	General Operations	Base	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	1	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	Master	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	Base	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	1	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	Base	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	1	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	Base	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	1	✔	Open		Submit	Copy	ORIGINAL

3. Select the appropriate **Version** for the desired Budget Center by **clicking** on the Version link or the Budget Center link.



Budget Work Item Details

Role Name: Preparer

Business Unit: 00700 OK Capitol Comp & Centen'l Com

Budgeting Model ID: TST_007_FY09

Description:

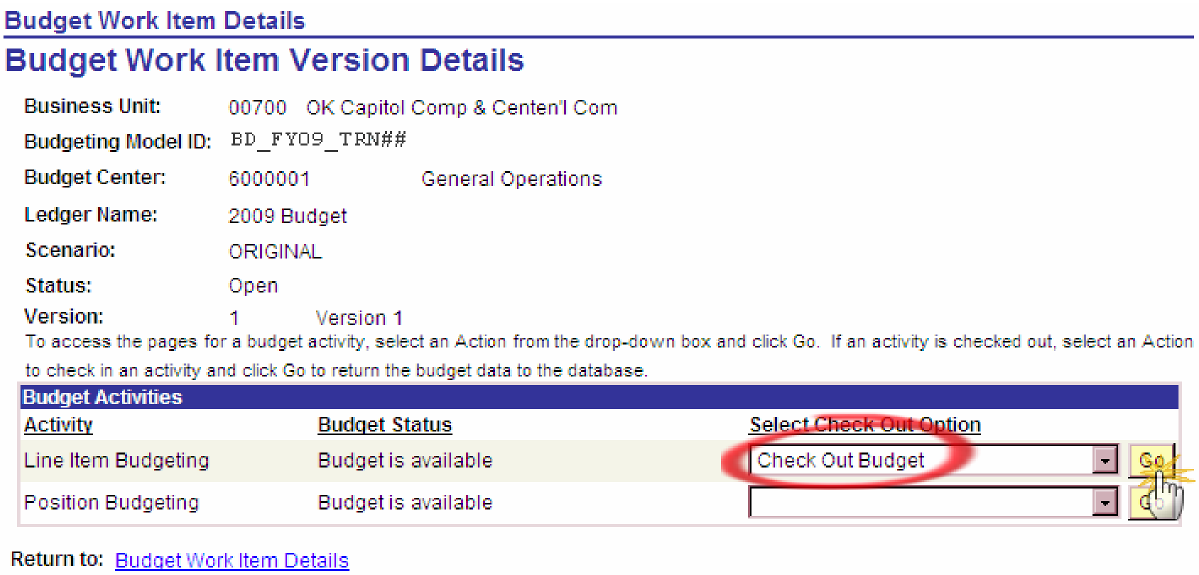
Ledger Name: 2009 Budget

To view or change a budget, select Budget Center. To copy a budget version, click Copy. To submit the completed budget for approval, click Submit.

Budget Work Item Details Customize | Find | View All | First 1-9 of 9 Last

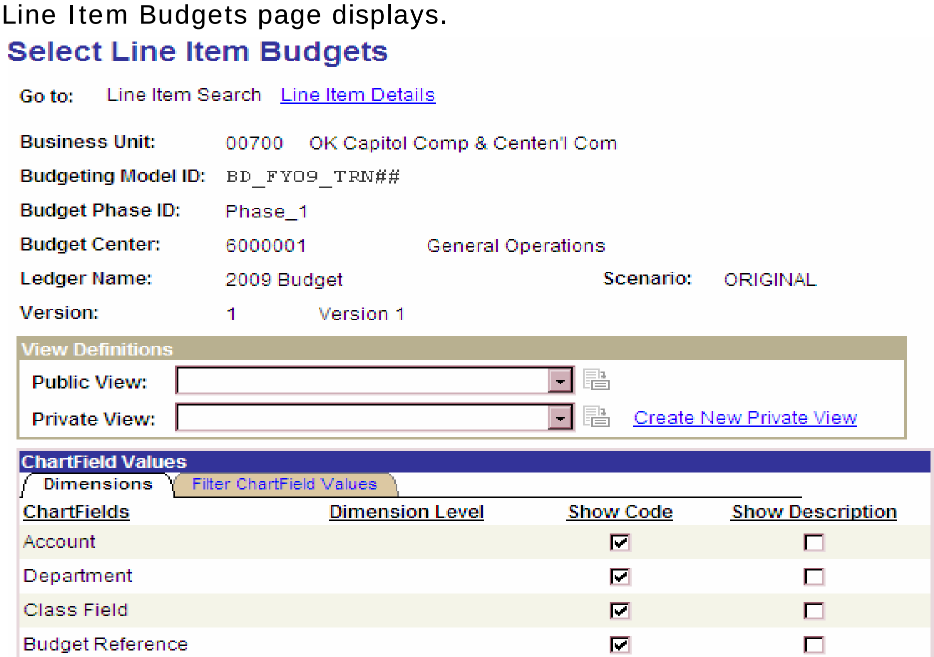
Budget Center	Description	Version		Status	Email			Scenario
6000001	General Operations	Base	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	1	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	Master	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	Base	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	1	✔	Open		Submit	Copy	ORIGINAL

4. The Budget Work Item Version Details page displays. State of Oklahoma is utilizing only two budget activities: **Line Item Budgeting** and **Position Budgeting**. Line Item budgeting is used for budgeting expenses for the new budget year. Position Budgeting is used for budgeting positions for the new budget year. Select **Check Out Budget** under the *Select Check Out Option* column for Line Item Budgeting.



5. **Click** Go.

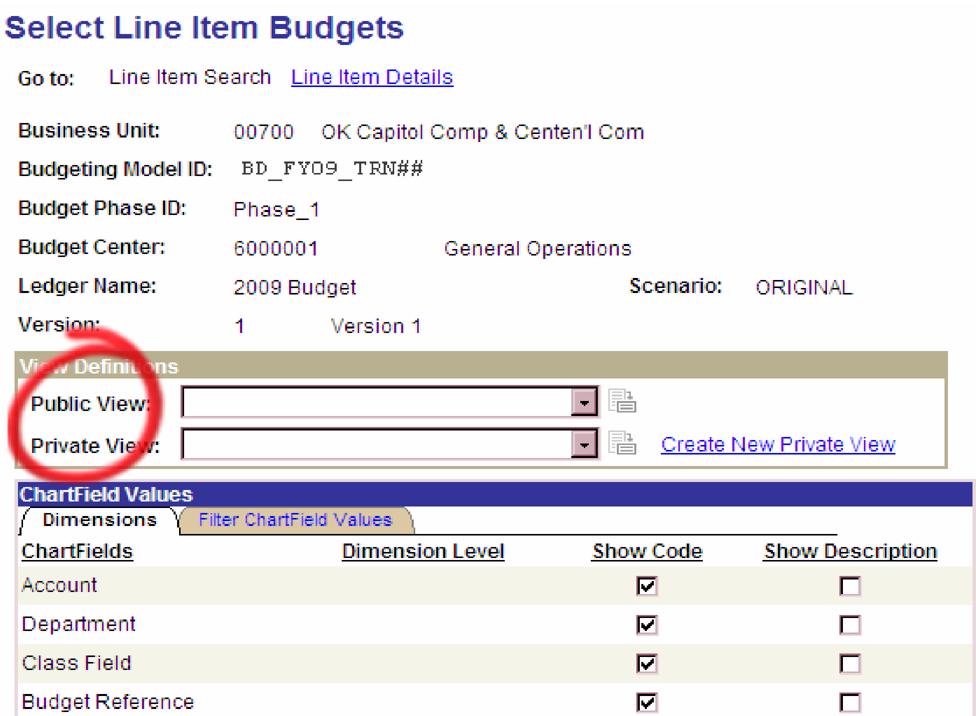
6. The Select Line Item Budgets page displays.



Entering Line Item Expenses

Select Line Item Budgets page

This page displays after checking out the budget. This page lets the user work with line-item budgets in *data slices.* This increases the efficiency of the system and enables multiple budget users to access different data slices of the budgeting model at the same time. With line item budgets, fixed budget amounts can be entered into line items directly or the system can calculate budget amounts by applying methods (See 'Methods').


Select Line Item Budgets

Go to: Line Item Search Line Item Details

Business Unit: 00700 OK Capitol Comp & Centen'l Com
Budgeting Model ID: BD_FY09_TRN##
Budget Phase ID: Phase_1
Budget Center: 6000001 General Operations
Ledger Name: 2009 Budget Scenario: ORIGINAL
Version: 1 Version 1

View Definitions
Public View:
Private View: Create New Private View

ChartField Values
Dimensions | Filter ChartField Values

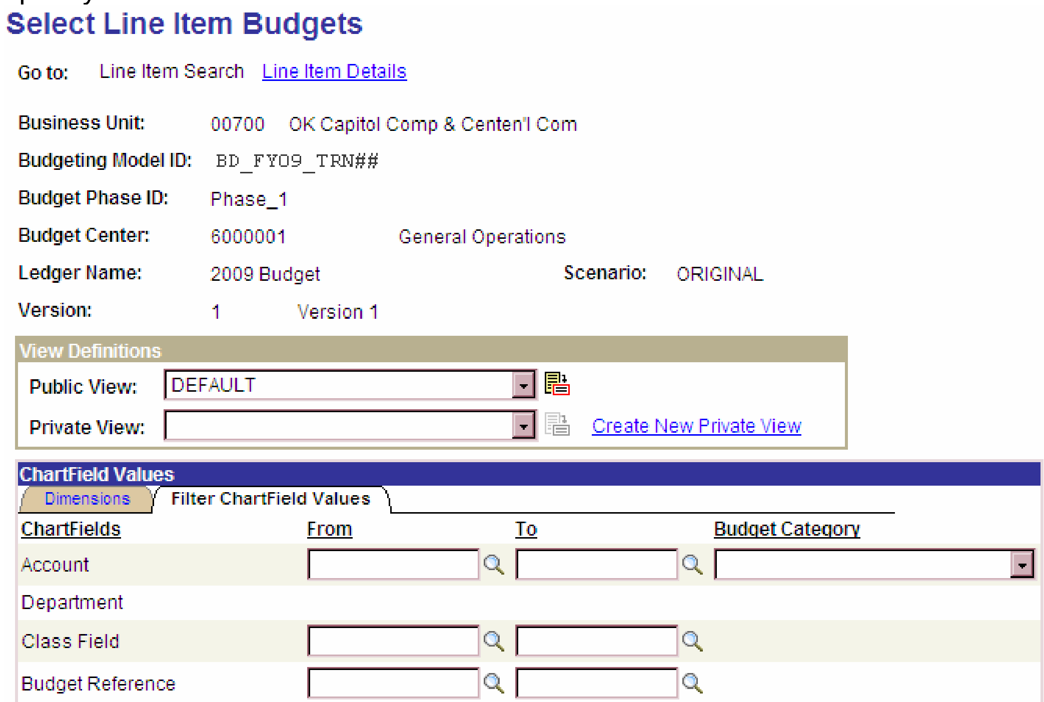
ChartFields	Dimension Level	Show Code	Show Description
Account		☑	☐
Department		☑	☐
Class Field		☑	☐
Budget Reference		☑	☐

The user can select a Public View (i.e. Default). This is the default view set up by the Budget Coordinator and only shows the method line (i.e. the Adjustment line does not show). The user can set up a private view (see 'Adding a Private View'), use the Default Public View, or simply **click** on 'Line Item Details' to see the Method row, Adjustment row and Total row.

The **Chartfield Values** section enables the user to set up filters to control the amount and type of data that appears on the Amount Summary page. The Chartfield Values section provides two ways to filter and view budget information:

The Dimensions tab displays the defaults currently set to display the Code and Description for the Account and Class field, and the Code for the Budget Reference field.

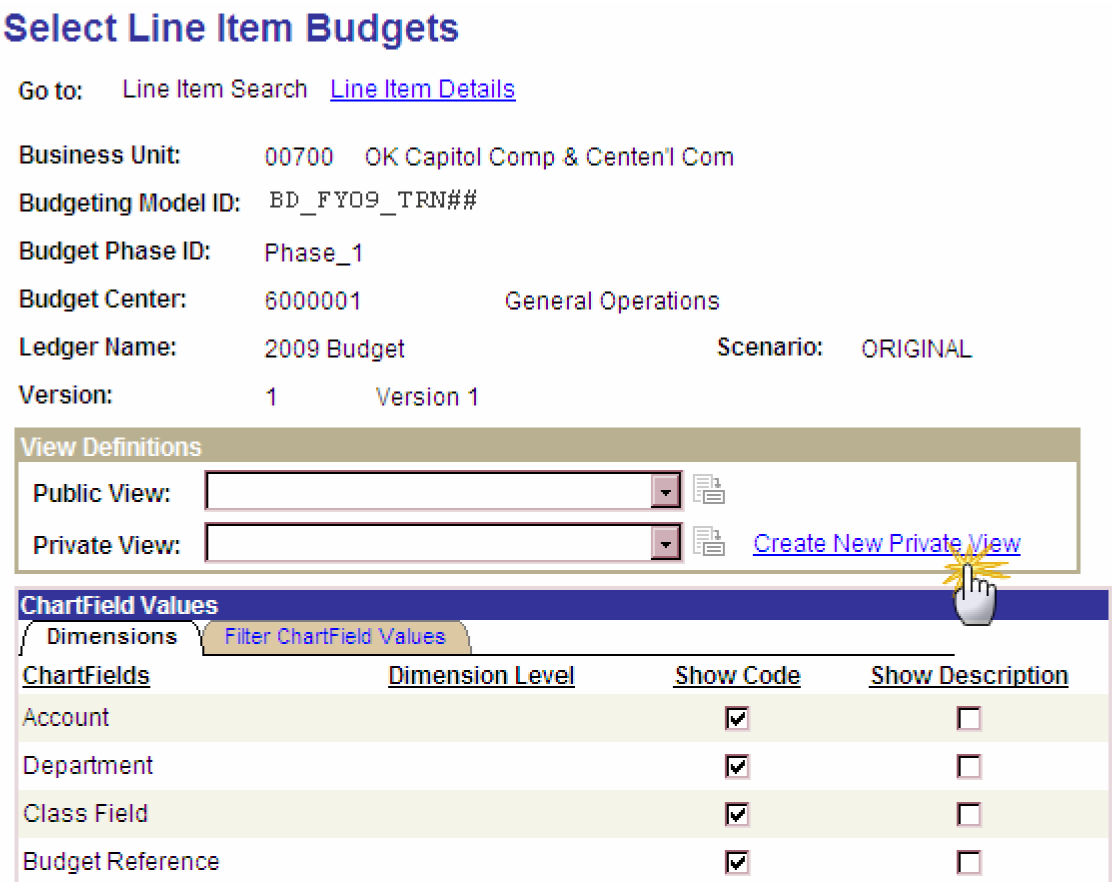
The Filter Chartfield Values tab allows the user to narrow the selection of line item budgets by entering an account range in the 'From' and 'To' fields. The Budget Category drop down list allows the user to select a budget category from a list to only view a category of line items that you specify.



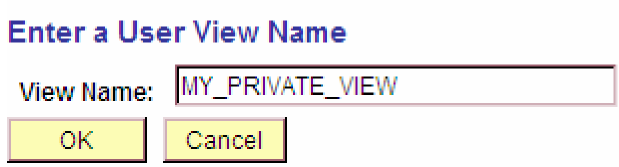
Select the "Default" value in the Public View field to filter the data in the Line Item Details page.

Adding a Private View

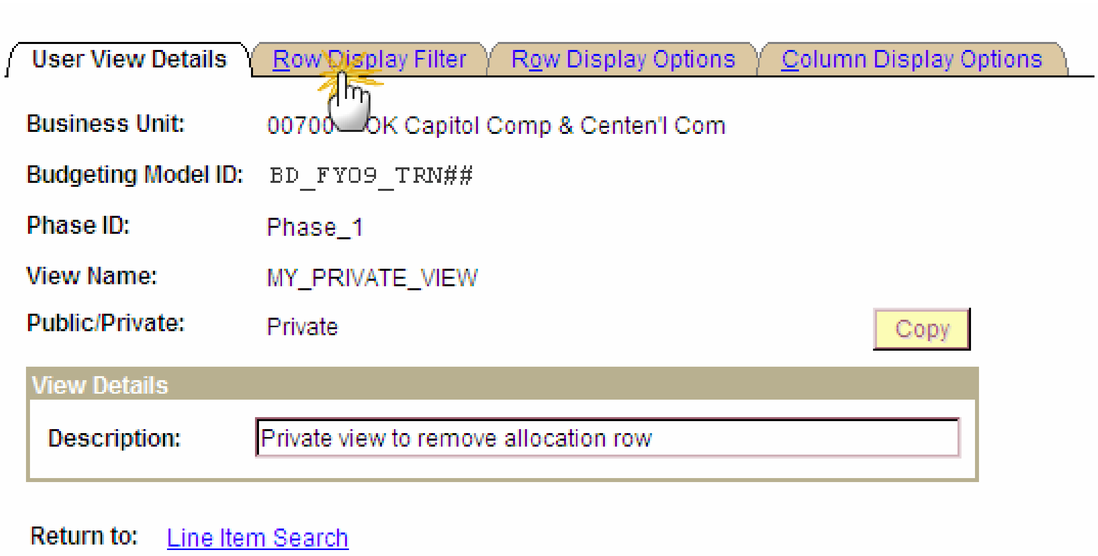
Once you've checked out a line item budget and you're on the Select Line Item Budgets page, you can add a Private View to help filter the data in the Line Item Details page. **Click** on the **Create New Private View** link.



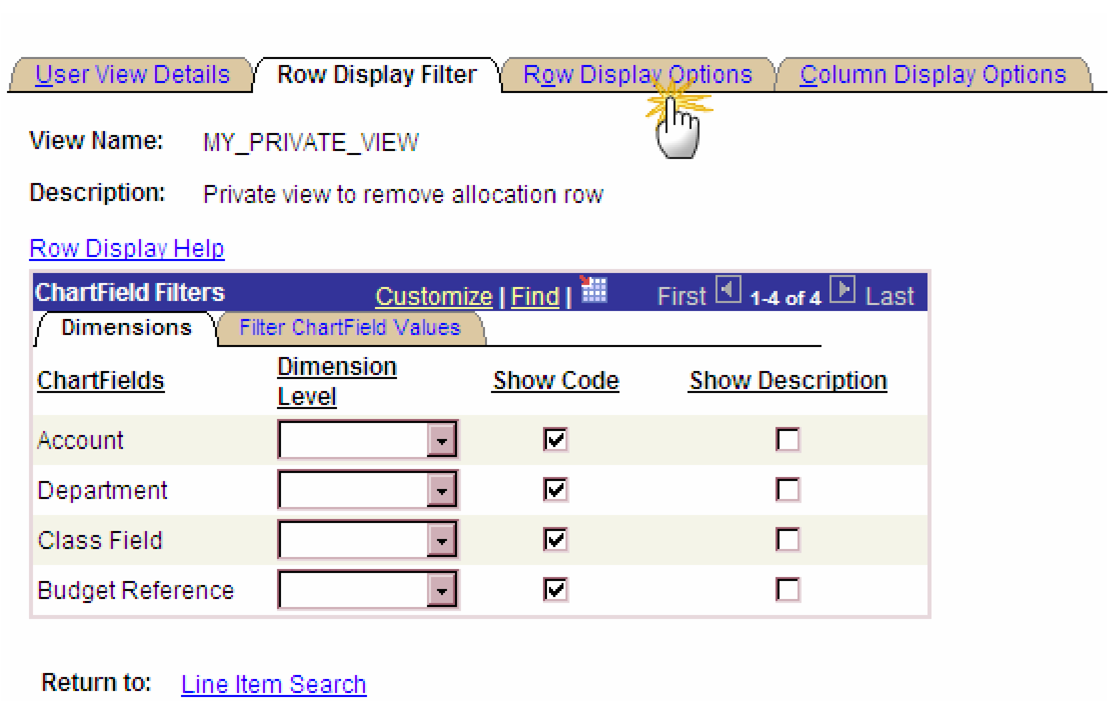
Enter a View Name and **click** OK.

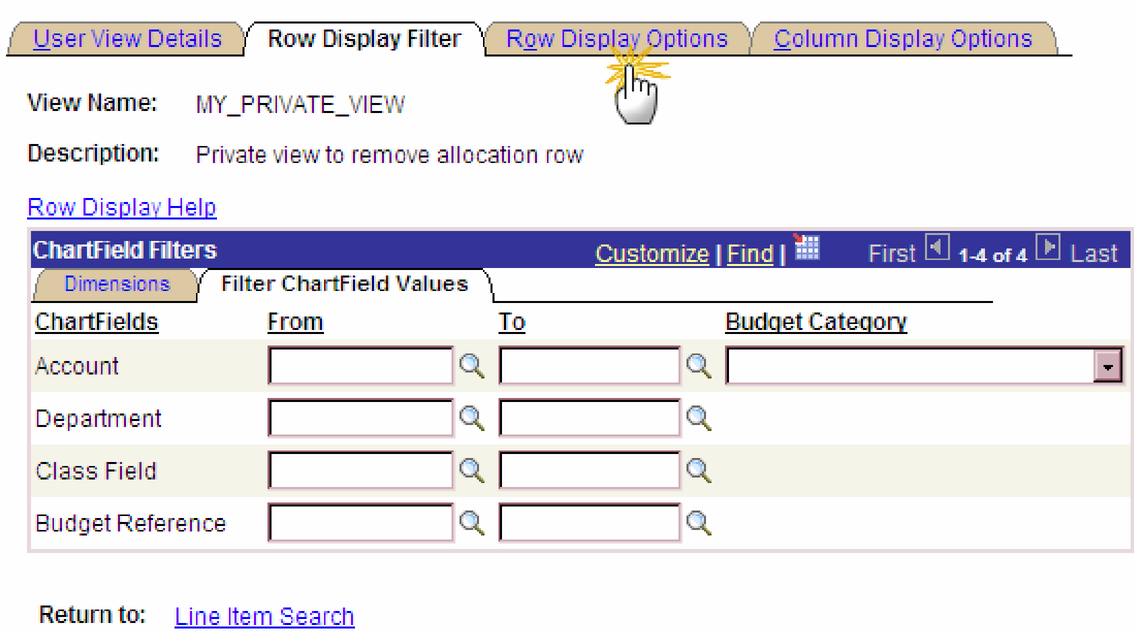


Enter a Description and **click** on the **Row Display Filter** folder tab.

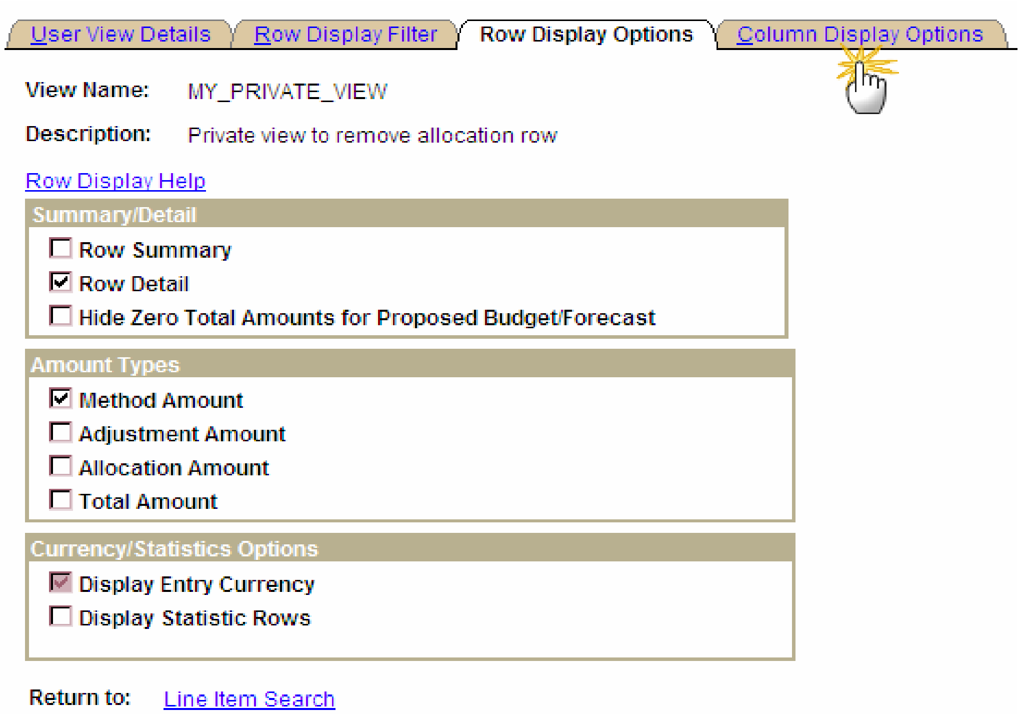


Identify which Chartfield dimensions you want to display codes and descriptions along with whether you want to display a certain level in the chartfield tree. **Click** on the **Filter Chartfield Values** folder tab.

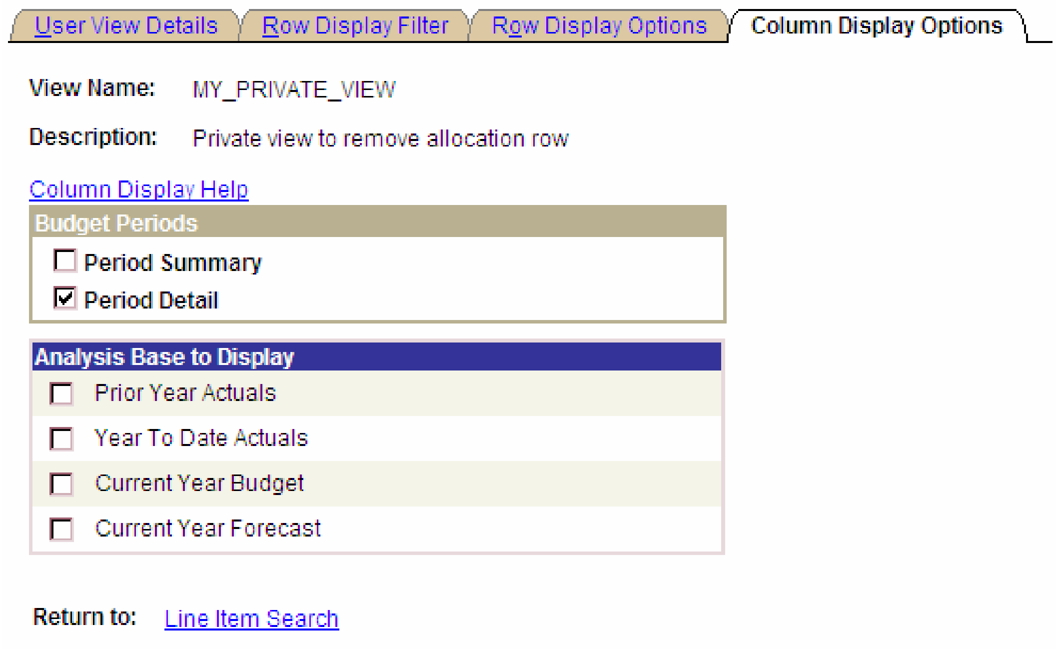




If you'd like to filter on a range of chartfield values and Budget Category, enter the values here. **Click** on the **Row Display Options** folder tab.



Establish the rows to be displayed in this view from the following: Summary Detail options (Row Summary, Row Detail and Hide Zero Total Amounts), Amount Types (Method, Adjustment, Allocation and Total Amounts) and Currency/Statistic Options.
NOTE – State of Oklahoma is not currently using the Allocation Amount functionality. **Click** on the **Column Display Options** folder tab.



Establish the rows to be displayed in this view from the following: Budget Periods (Period Summary and Period Detail) and Analysis Base to Display (Prior Year Actuals, Year to Date Actuals, Current Year Budget and Current Year Forecast).
NOTE *– Only Prior Year Actuals and YTD Actuals are available in the Original Budget Model. Current Year Budget will be available in the Revision Budget Model.*
Save the new Private View. Now the user is ready to use this view to filter data.

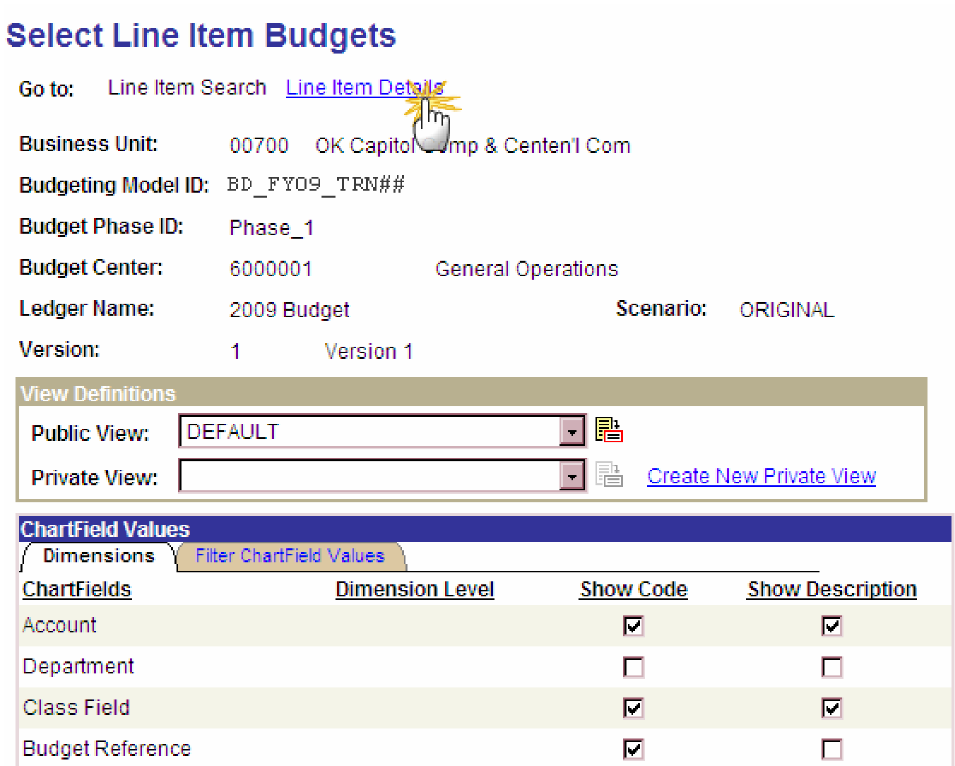
To enter line item expenses, perform the following:

1. On the **Select Line Item Budgets** page under the **View Definitions** section, leave the default as the following:

Public View – Default

NOTE: Views can be defined in the budget model or when viewing the checked out budget.

2. **Click** the Line Item Details link at the top of the page.



Select Line Item Budgets

Go to: Line Item Search Line Item Details

Business Unit:	00700 OK Capitol Comp & Centen'l Com		
Budgeting Model ID:	BD_FY09_TRN##		
Budget Phase ID:	Phase_1		
Budget Center:	6000001 General Operations		
Ledger Name:	2009 Budget	Scenario:	ORIGINAL
Version:	1 Version 1		

View Definitions

Public View: DEFAULT

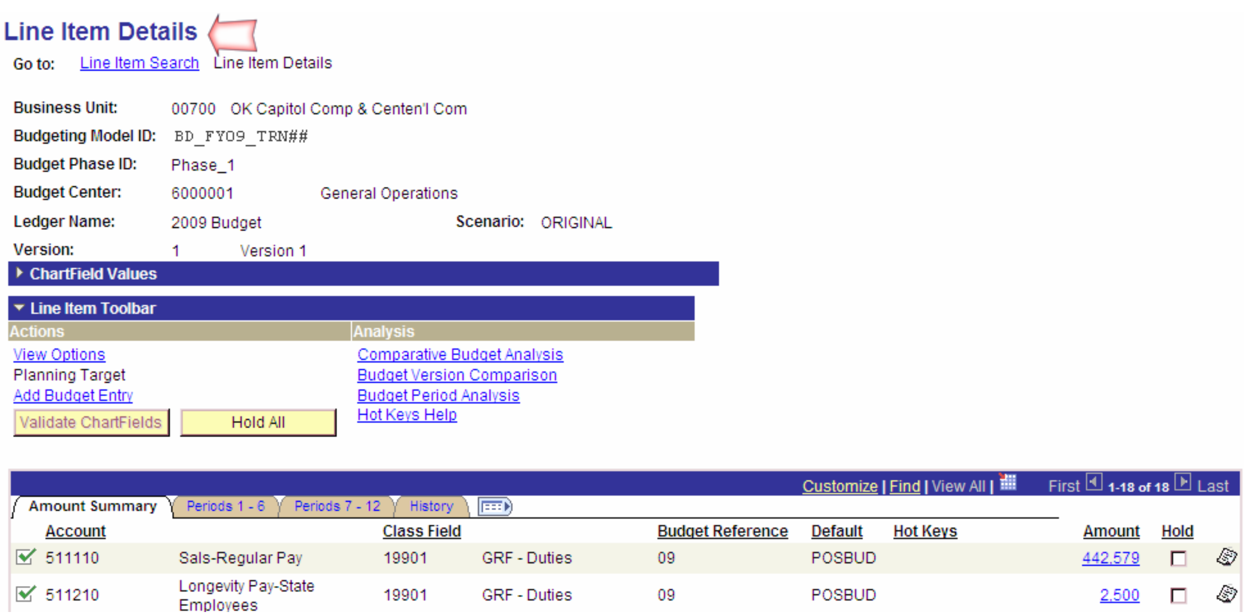
Private View: Create New Private View

ChartField Values

Dimensions | Filter ChartField Values

ChartFields	Dimension Level	Show Code	Show Description
Account		☑	☑
Department		☐	☐
Class Field		☑	☑
Budget Reference		☑	☐

3. The Line Item Details page displays.



Line Item Details

Go to: Line Item Search Line Item Details

Business Unit:	00700 OK Capitol Comp & Centen'l Com		
Budgeting Model ID:	BD_FY09_TRN##		
Budget Phase ID:	Phase_1		
Budget Center:	6000001 General Operations		
Ledger Name:	2009 Budget	Scenario:	ORIGINAL
Version:	1 Version 1		

ChartField Values

Line Item Toolbar

Actions	Analysis
View Options	Comparative Budget Analysis
Planning Target	Budget Version Comparison
Add Budget Entry	Budget Period Analysis
Validate ChartFields Hold All	Hot Keys Help

Customize | Find | View All | First 1-18 of 18 Last

Amount Summary | Periods 1 - 6 | Periods 7 - 12 | History

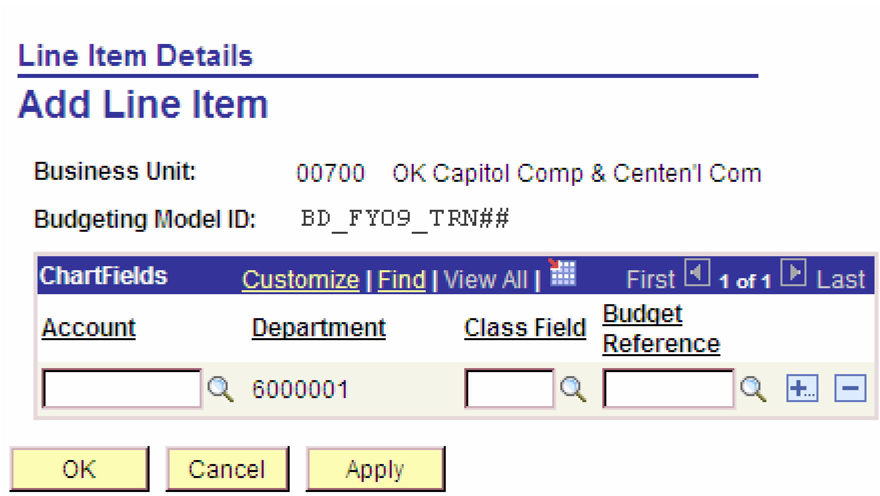
Account		Class Field		Budget Reference	Default	Hot Keys	Amount	Hold
511110	Sals-Regular Pay	19901	GRF - Duties	09	POSBUD		442,579	☐
511210	Longevity Pay-State Employees	19901	GRF - Duties	09	POSBUD		2,500	☐

The Line Items Detail page is the primary page where the users work with line-item budgets. At the bottom of the page, the annual budget data for each line item appears in a grid.

The **ChartField Values** section is the same Chartfield values section as seen on the Select Line Item Budgets page. Again, this section enables the user to set up filters to control the amount of data that appears in the grid.

The **Line Item Toolbar** section contains links where you can access other options:

Add Budget Entry – Preparers can add new line items.



Hot Keys Help - Hot keys are used to assist you in entering budget amounts. Hot keys are characters that you enter in the Hot Keys column to quickly enter budget data across periods. For example, to enter 1000 for all 12 periods if budgeting monthly or 4 periods if budgeting quarterly, you would enter 'R1000' in the Hotkeys field. If you **click** the Hot Keys Help link, a separate window displays the codes for the hot keys:

Hot Key Information:

Use the below characters in the Hot Keys column to quickly enter budget data across periods. Click the save button to execute the commands.

Characters for Hot Keys:

R = Repeat
S = Spread
P = Prorate Spread
I = Increased Percentage
D = Decreased Percentage

(For example, typing R100 in the Hot Keys column would place 100 in all periods, or use R100@1:3 to repeat 100 in only periods 1-3.)

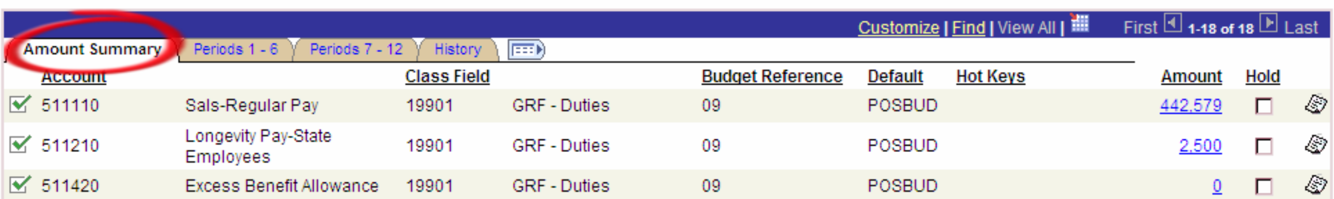
R (Repeat) = Repeats across all cells.
S (Spread) = Spreads value evenly across all cells

P (Prorate Spread) = Spreads value across all cells using the same percent-to-total relationship of existing data

I (Increased Percentage) = Increases all cells by the percentage specified

D (Decreased Percentage) = Decreases the input by the percentage specified

The Grid



Account		Class Field		Budget Reference	Default	Hot Keys	Amount	Hold
511110	Sals-Regular Pay	19901	GRF - Duties	09	POSBUD		442,579	
511210	Longevity Pay-State Employees	19901	GRF - Duties	09	POSBUD		2,500	
511420	Excess Benefit Allowance	19901	GRF - Duties	09	POSBUD		0	

The **Amount Summary** tab displays annual line item information in summary form. This page displays the Account and Description, Class Field and Description, Budget Reference, Default method and Method ID (see 'Methods'), Hot Key fields, Amount, and **NOTES** ( ) button by default.

If the budget model is quarterly then the **Periods 1 – 4** tab allows you to view detailed line item information for periods 1 – 4.

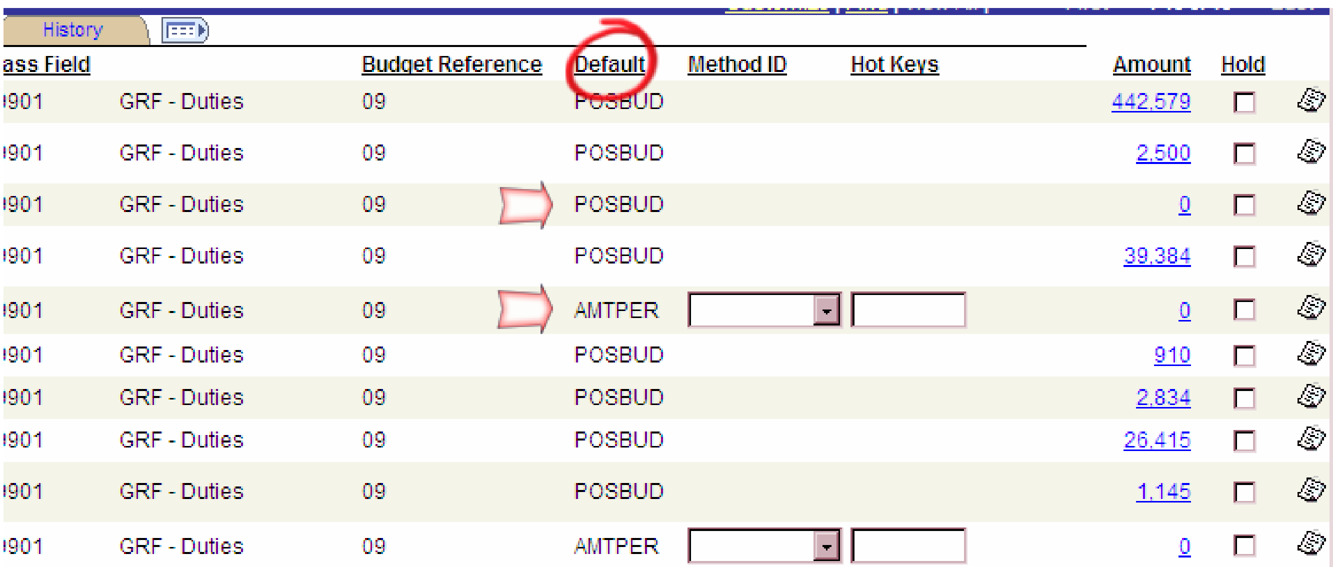
If the budget model is monthly then the **Periods 1 – 6 and Periods 7 - 12** tabs allow you to view detailed line item information for periods 1 – 6 and 7-12 respectively.

The **History** tab allows you to view line item information and their historical values.

The button allows you to view all columns on one page.

Methods

The Line Item Details page assigns each line item a **method**. Methods are used to facilitate budget calculations and derive the budget amounts. For example, the AMTPER method is used to manually input the budgeting amounts for each period. The default methods assigned to each account are determined by the OSF Budget Coordinator and are listed under the 'Default' column in the grid. In most cases, the default method can be overridden (see Overriding Default Methods). Common methods are explained in detail in the 'Using Methods' section.



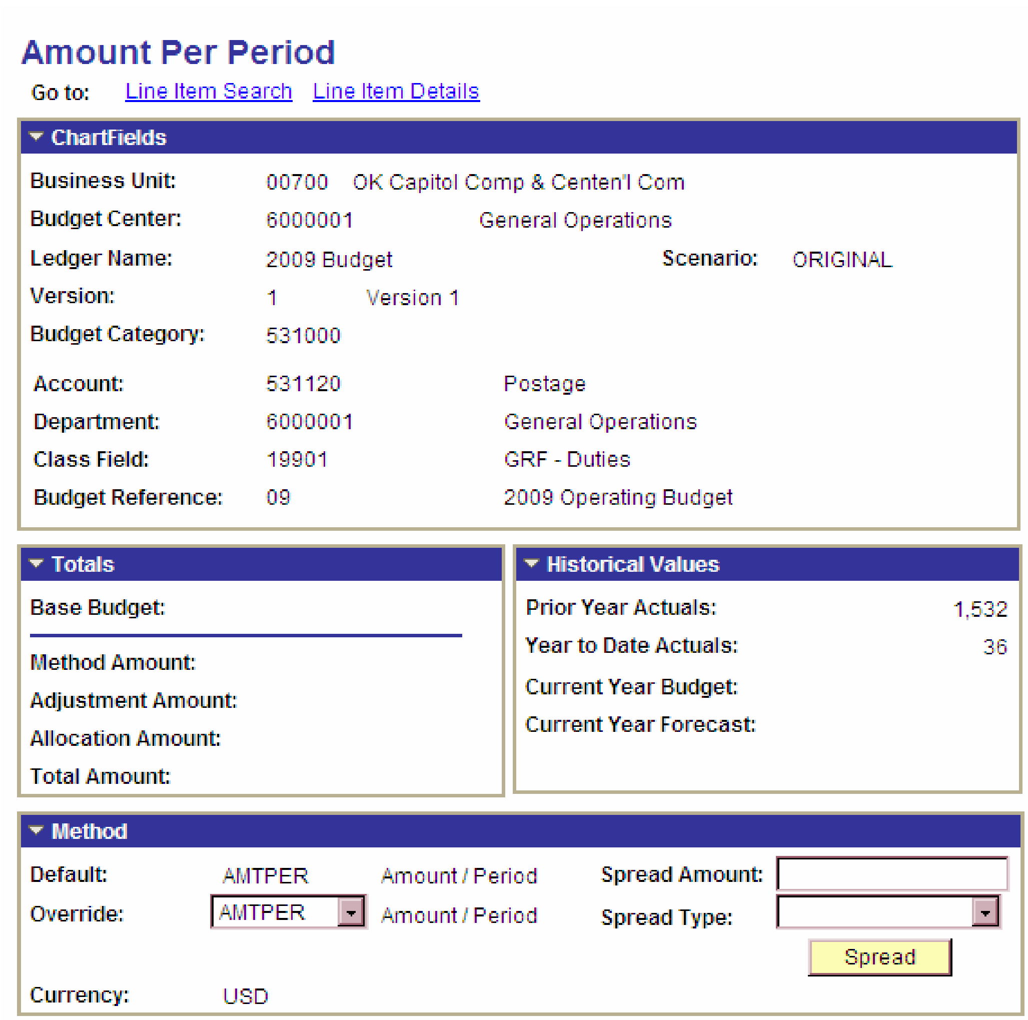
ass Field		Budget Reference	Default	Method ID	Hot Keys	Amount	Hold
901	GRF - Duties	09	POSBUD			442,579	
901	GRF - Duties	09	POSBUD			2,500	
901	GRF - Duties	09	POSBUD			0	
901	GRF - Duties	09	POSBUD			39,384	
901	GRF - Duties	09	AMTPER			0	
901	GRF - Duties	09	POSBUD			910	
901	GRF - Duties	09	POSBUD			2,834	
901	GRF - Duties	09	POSBUD			26,415	
901	GRF - Duties	09	POSBUD			1,145	
901	GRF - Duties	09	AMTPER			0	

Depending on the Default Method (POSBUD vs. AMTPER in the example above), selecting the blue hyperlink of the amount will take the user to a page where the values can be entered or, if the default method is POSBUD, **clicking** on the blue hyperlink will open Position Budgeting (i.e. will check out the position budgeting model for this budget center).

Displaying Additional Information

Once the user **clicks** the blue hyperlink '0' in line items, the page displayed is the Method Details page. Additional information can be displayed on the Method Details page. This additional information can include ChartFields, Totals and Historical Values for a specific line item.

To display details, **click** next to any or all of the following: **ChartFields**, **Totals** and/or **Historical Values,** depending on which details are desired. To minimize, **click** .


Amount Per Period
Go to: Line Item Search Line Item Details

ChartFields

Business Unit:	00700	OK Capitol Comp & Centen'l Com
Budget Center:	6000001	General Operations
Ledger Name:	2009 Budget	Scenario: ORIGINAL
Version:	1	Version 1
Budget Category:	531000	
Account:	531120	Postage
Department:	6000001	General Operations
Class Field:	19901	GRF - Duties
Budget Reference:	09	2009 Operating Budget

Totals

Base Budget:
Method Amount:
Adjustment Amount:
Allocation Amount:
Total Amount:

Historical Values

Prior Year Actuals:	1,532
Year to Date Actuals:	36
Current Year Budget:	
Current Year Forecast:	

Method

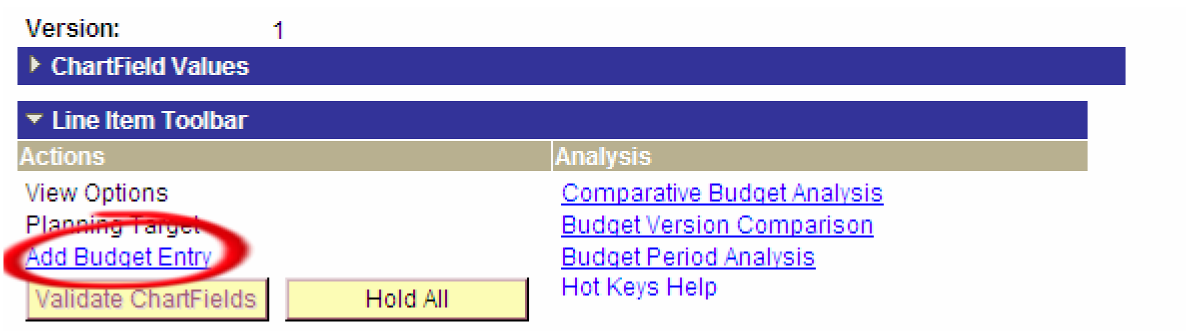
Default:	AMTPER	Amount / Period	Spread Amount:
Override:	AMTPER	Amount / Period	Spread Type:
			Spread
Currency:	USD		

The sections on this page are described below:
ChartFields – This section identifies general information for the line item you are working on.
Totals – This section identifies the total calculated amount.
Historical Values – This section allows you to see the historical annual amounts for the line item you are viewing for comparisons.

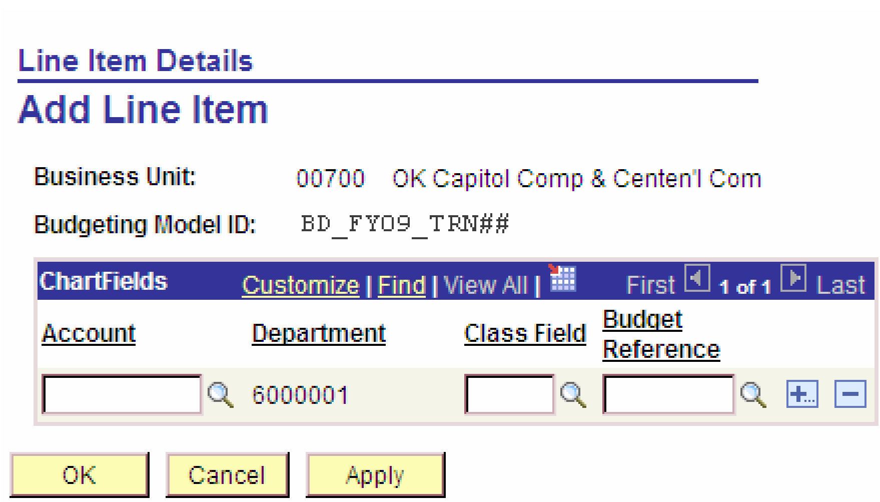
Add a Budget Entry

If Preparers need a line item that does not already exist in the list of line items, they can use the hyperlink, 'Add a Budget Entry'.

The **Line Item Toolbar** section contains links where preparers can access other options. Choose Add Budget Entry.

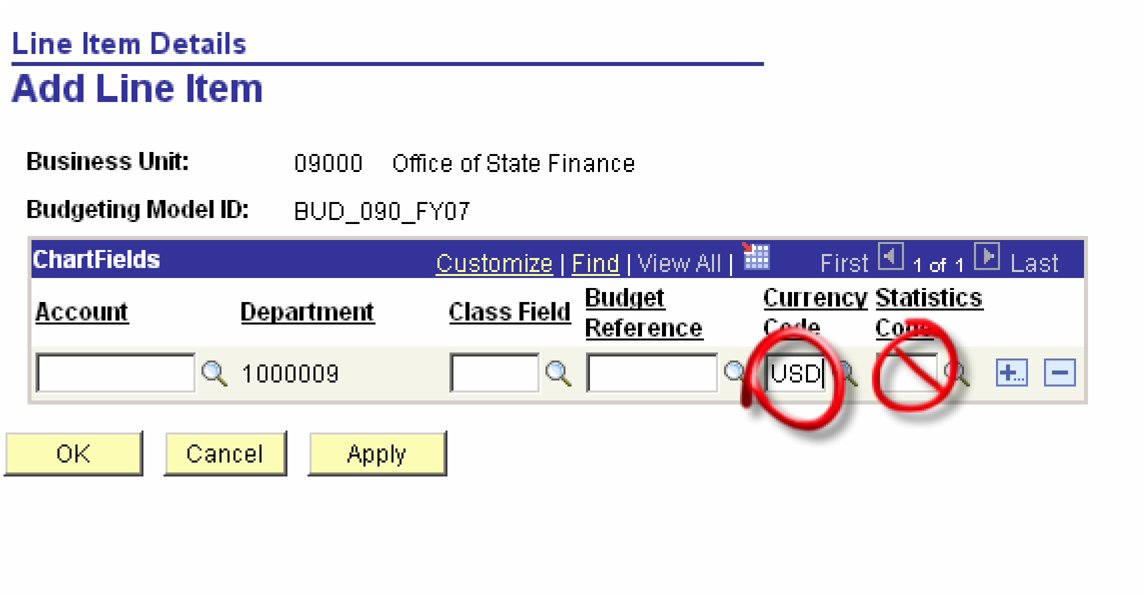


Add Budget Entry – Preparers can add new line items.



Enter the **Account**, **Class Field** and **Budget Reference**.

If the 'Add Budget Entry' screen appears with blank Currency and Statistics code fields, enter the value 'USD', in all capital letters, in the Currency field. Leave the Statistics field blank.



NOTE: The 'Add Budget Entry' screen does not appear this way in all budget models.

Using Methods

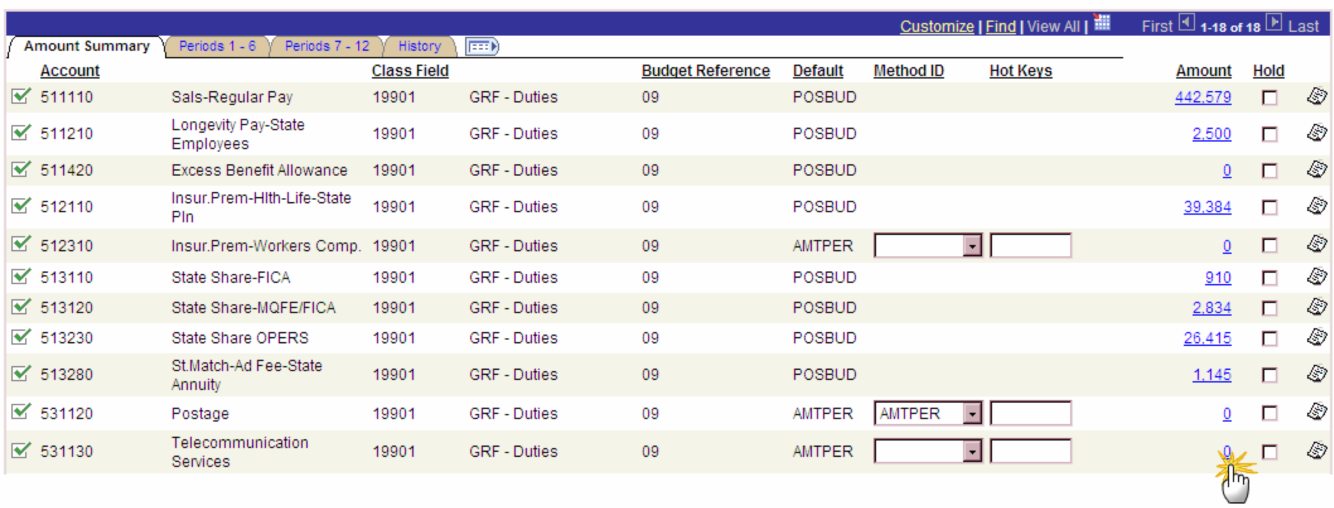
Methods are used to see the monthly or quarterly budget detail and how the annual amounts are derived. The Budget Coordinator has set up default methods per line item. The only default methods used are POSBUD and AMTPER. The methods being used for PeopleSoft Budgeting are: Amount Per (AMTPER), Annual % (ANN%), Base Budget (BASBUD), Itemization (ITM), Method=0 (METH=0), Period % (PER%) and Position Budget (POSBUD). Position Budget is described in Chapter 2. Certain rules apply to each method and each method is described in detail in this section.

Entering Line Items Using Amount Per (AMTPER) Method

The Amount Per method allows you to enter an amount for each budget period. The user can manually enter the amount to apply to each period, or the system can spread the amount equally over all periods or repeat the amount over each period. This section details how to perform both of these actions.

To manually enter line item amounts using the AMTPER Method:

1. On the **Line Item Details** page, **click** the amount link for an account where AMTPER is the default method. The **Amount Per Period** method details page displays.


Customize | Find | View All | First 1-18 of 18 Last

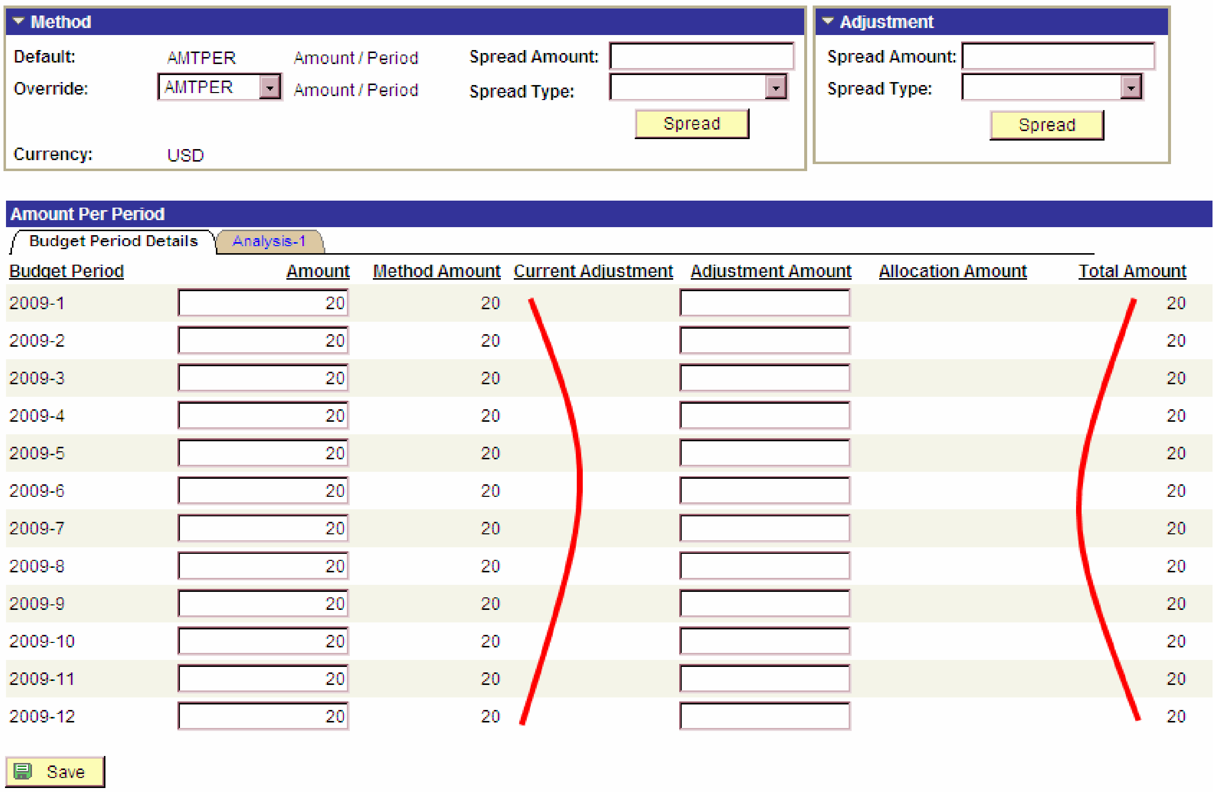
Amount Summary | Periods 1 - 6 | Periods 7 - 12 | History

Account		Class Field		Budget Reference	Default	Method ID	Hot Keys	Amount	Hold
511110	Sals-Regular Pay	19901	GRF - Duties	09	POSBUD			442,579	
511210	Longevity Pay-State Employees	19901	GRF - Duties	09	POSBUD			2,500	
511420	Excess Benefit Allowance	19901	GRF - Duties	09	POSBUD			0	
512110	Insur.Prem-Hlth-Life-State Pln	19901	GRF - Duties	09	POSBUD			39,384	
512310	Insur.Prem-Workers Comp.	19901	GRF - Duties	09	AMTPER			0	
513110	State Share-FICA	19901	GRF - Duties	09	POSBUD			910	
513120	State Share-MQFE/FICA	19901	GRF - Duties	09	POSBUD			2,834	
513230	State Share OPERS	19901	GRF - Duties	09	POSBUD			26,415	
513280	St.Match-Ad Fee-State Annuity	19901	GRF - Duties	09	POSBUD			1,145	
531120	Postage	19901	GRF - Duties	09	AMTPER	AMTPER		0	
531130	Telecommunication Services	19901	GRF - Duties	09	AMTPER			0	

The **Amount Per Period** page displays expandable sections at the top of the page for additional information, method information, and the grid for budget period details.

2. Enter the numeric values directly into the Amount fields. For example, enter 20 in the Amount field for every period.

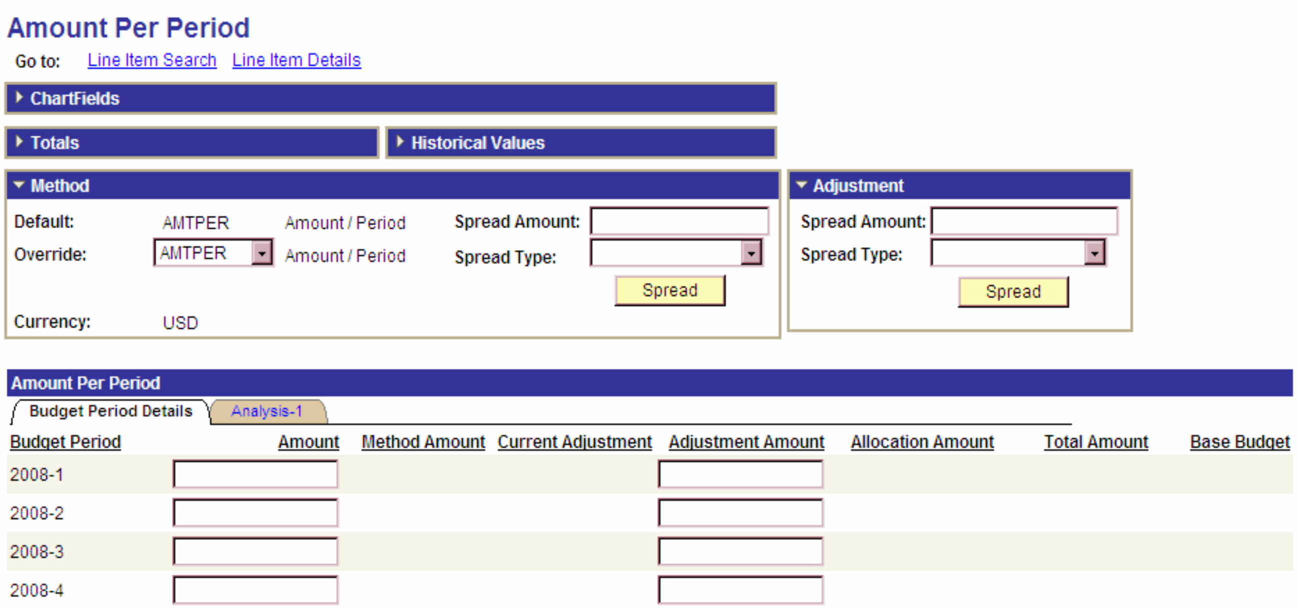
3. **Click** Save. The Amount Per Period page remains and the Method Amount and Total Amount fields are populated with values.



4. **Click** Line Item Details to return to the previous page.

To spread the amount equally over all periods or repeat the amount over each period using the AMTPER method:

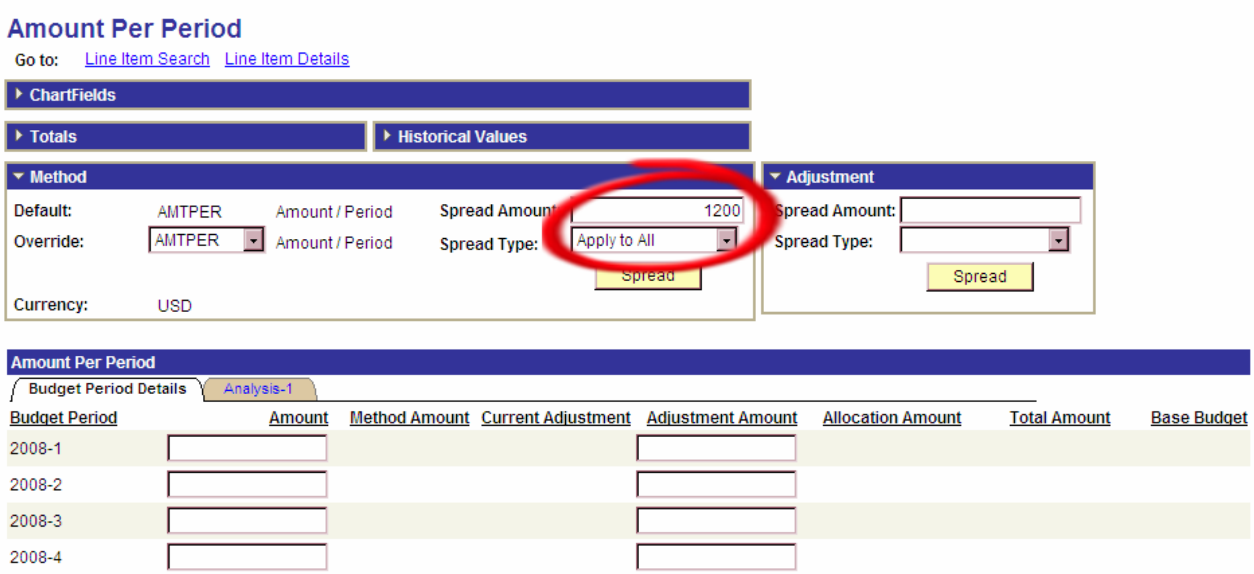
1. On the **Line Item Details** page, **click** the amount link for an account where AMTPER is the default method. The **Amount Per Period** method details page displays.



2. Enter the amount in the **Spread Amount** field. For example, enter 12000.

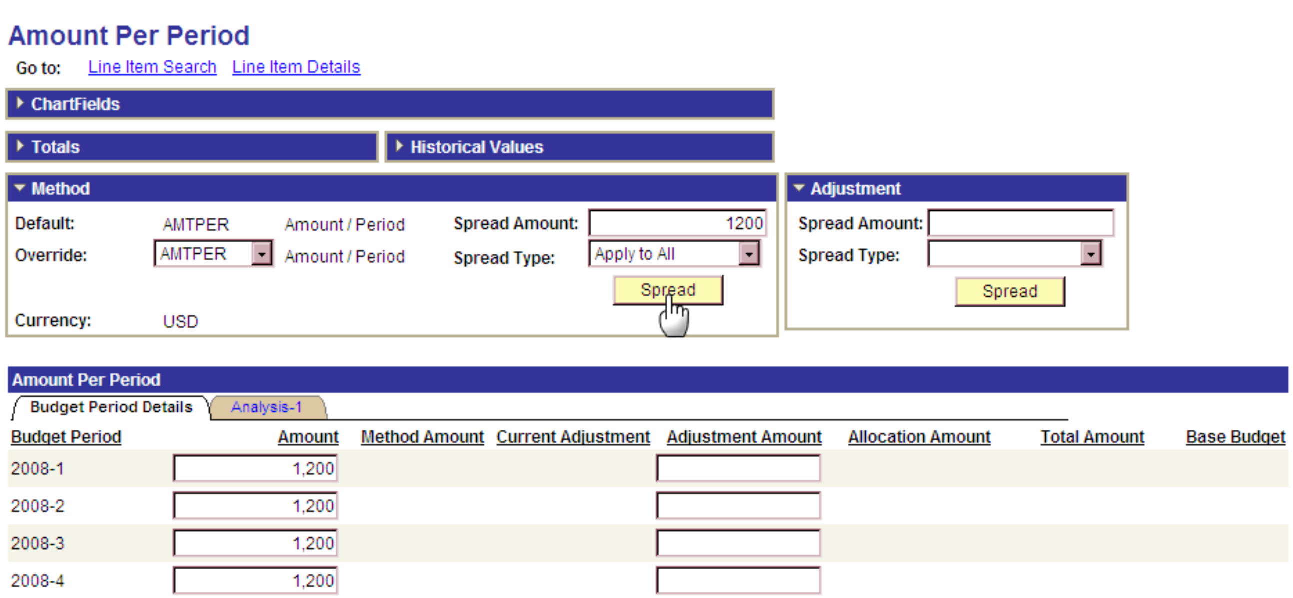
3. Select the appropriate spread type from the **Spread Type** drop down box:

Spread evenly - spreads the amount equally over all the periods.
<u>NOTE</u>: The 'Spread evenly' option may cause rounding issues. It is not a recommended 'Spread Type'.
Apply to all - applies the specified amount to each of the periods.



4. **Click** Spread. The values are spread evenly or applied to all fields in the grid.

5. **Click** Save. The Amount Per Period page remains and the Method Amount and Total Amount fields display the spread amount evenly distributed across periods.



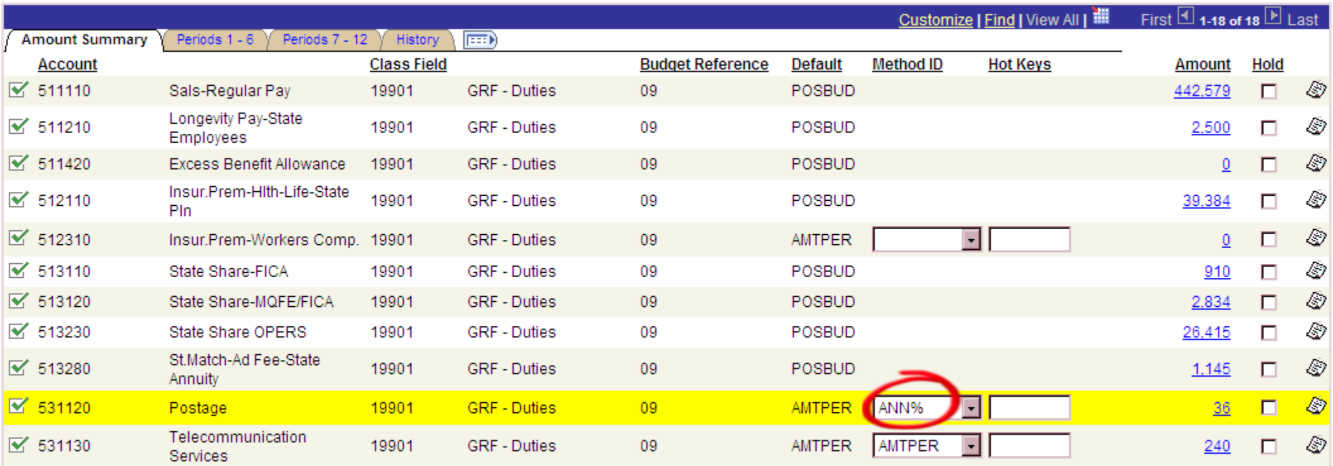
6. **Click** Line Item Details to return to the previous page.

Entering Line Items Using Annual % (ANN%) Method

The ANN% method is used to increase a budget center's distribution by an annual percentage. This method may not be used in FY 2006, but possibly in future budget years.

To enter a line item using the Annual % Method:

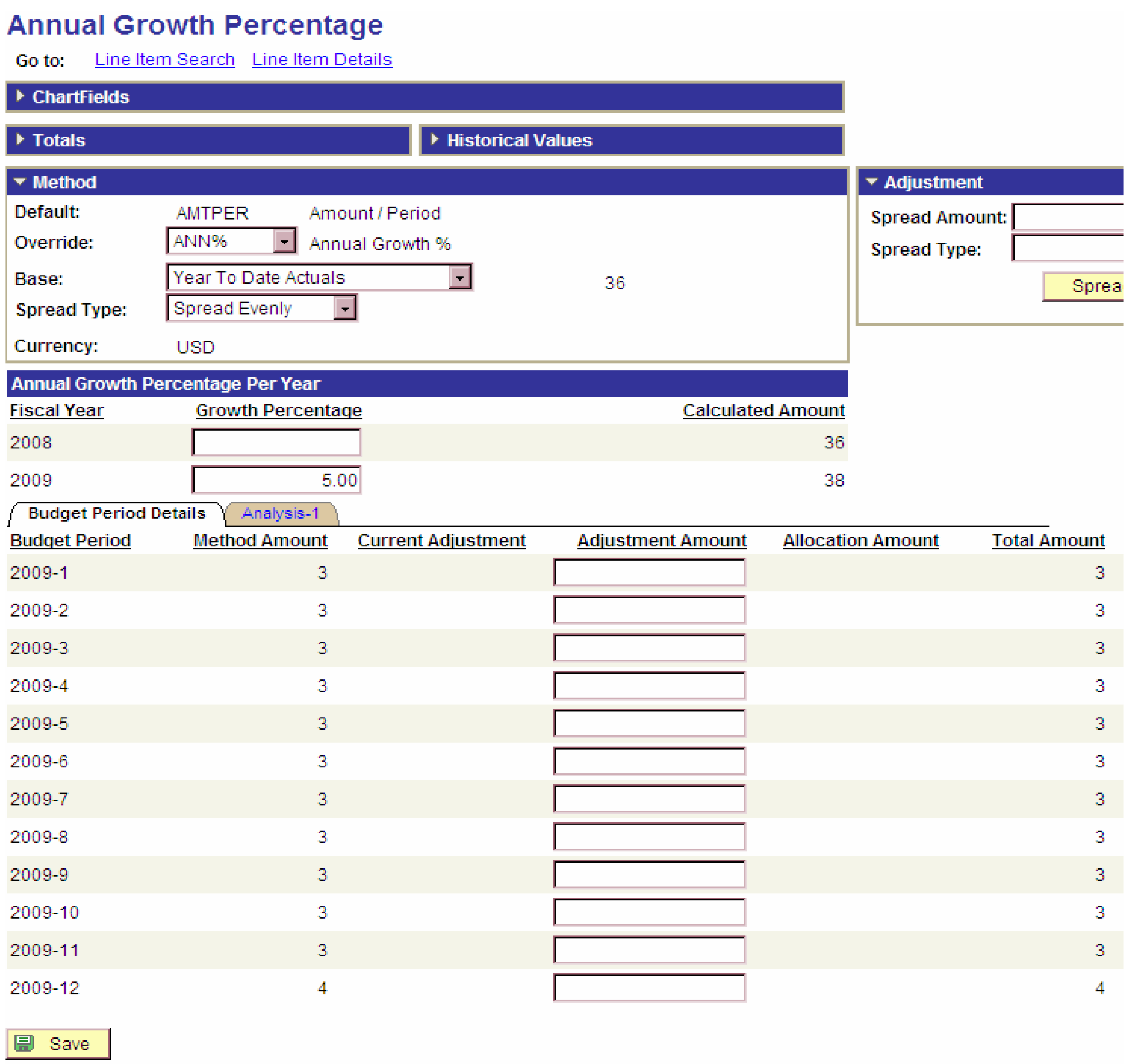
1. Change the Method ID to ANN%. This will automatically go to the 'Annual Growth Percentage' page.



Amount Summary | Periods 1 - 6 | Periods 7 - 12 | History

Customize | Find | View All | First 1-18 of 18 Last

Account		Class Field		Budget Reference	Default	Method ID	Hot Keys	Amount	Hold
511110	Sals-Regular Pay	19901	GRF - Duties	09	POSBUD			442,579	
511210	Longevity Pay-State Employees	19901	GRF - Duties	09	POSBUD			2,500	
511420	Excess Benefit Allowance	19901	GRF - Duties	09	POSBUD			0	
512110	Insur.Prem-Hlth-Life-State Pln	19901	GRF - Duties	09	POSBUD			39,384	
512310	Insur.Prem-Workers Comp.	19901	GRF - Duties	09	AMTPER			0	
513110	State Share-FICA	19901	GRF - Duties	09	POSBUD			910	
513120	State Share-MQFE/FICA	19901	GRF - Duties	09	POSBUD			2,834	
513230	State Share OPERS	19901	GRF - Duties	09	POSBUD			26,415	
513280	St.Match-Ad Fee-State Annuity	19901	GRF - Duties	09	POSBUD			1,145	
531120	Postage	19901	GRF - Duties	09	AMTPER	ANN%		36	
531130	Telecommunication Services	19901	GRF - Duties	09	AMTPER	AMTPER		240	



Annual Growth Percentage

Go to: Line Item Search Line Item Details

ChartFields

Totals | Historical Values

Method

Default: AMTPER Amount / Period

Override: ANN% Annual Growth %

Base: Year To Date Actuals 36

Spread Type: Spread Evenly

Currency: USD

Adjustment

Spread Amount:

Spread Type:

Sprea

Annual Growth Percentage Per Year

Fiscal Year	Growth Percentage	Calculated Amount
2008		36
2009	5.00	38

Budget Period Details | Analysis-1

Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount
2009-1	3				3
2009-2	3				3
2009-3	3				3
2009-4	3				3
2009-5	3				3
2009-6	3				3
2009-7	3				3
2009-8	3				3
2009-9	3				3
2009-10	3				3
2009-11	3				3
2009-12	4				4

Save

2. The Annual Growth Percentage page displays. If there are not any amounts, enter a spread amount in the Adjustment section and choose a Spread Type and **click** on Spread and Save. If there is already an amount that the user wants to increase by a percentage, select the Base, Spread Type under the Method section and then enter the Growth Percentage in the Annual Growth Percentage Per Year and Save.

Base

Current Year Budget – Uses the Current Year Budget as the Base from which to calculate an Annual % increase or decrease.

Prior Year Actuals – Uses the Prior Year Actuals as the Base from which to calculate an Annual % increase or decrease.

Year to Date Actuals – Uses the Year to Date Actuals as the Base from which to calculate an Annual % increase or decrease.

Spread Type

Spread Evenly – the system distributes the spread amount equally across the budget periods for the line item.
Spread Weighted – the system adjusts the amount on a proportional basis against the base ledger selected when performing the spread.

3. **Click** on **Line Item Details**.

Entering Line Items Using Base Budget (BASBUD) Method

The BASBUD method is used to change the values back to the base budget amounts. State of Oklahoma is not seeding base budget amounts, so this would make the values zero if this method is used. This method is useful if the budget is seeded with values in future years, or to correct an item which has had a value entered. BASBUD changes the value to default back to the Base Budget amount values, which are all zero.

To enter a line item using the Base Budget Method:

1. Change the Method ID to BASBUD and Save. This will update the amount values to the base budget values.

513120	State Share-MQFE/FICA	19901	GRF - Duties	09	POSBUD			2,834
513230	State Share OPERS	19901	GRF - Duties	09	POSBUD			26,415
513280	St.Match-Ad Fee-State Annuity	19901	GRF - Duties	09	POSBUD			1,145
531120	Postage	19901	GRF - Duties	09	AMTPER	BASBUD		37
531130	Telecommunication Services	19901	GRF - Duties	09	AMTPER	AMTPER		240
531170	Informational Service	19901	GRF - Duties	09	AMTPER			0

513230	State Share OPERS	19901	GRF - Duties	09	POSBUD			26,415
513280	St.Match-Ad Fee-State Annuity	19901	GRF - Duties	09	POSBUD			1,145
531120	Postage	19901	GRF - Duties	09	AMTPER	BASBUD		0
531130	Telecommunication Services	19901	GRF - Duties	09	AMTPER	AMTPER		240
531170	Informational Service	19901	GRF - Duties	09	AMTPER			0

Entering Line Items Using Itemization (ITM) Method

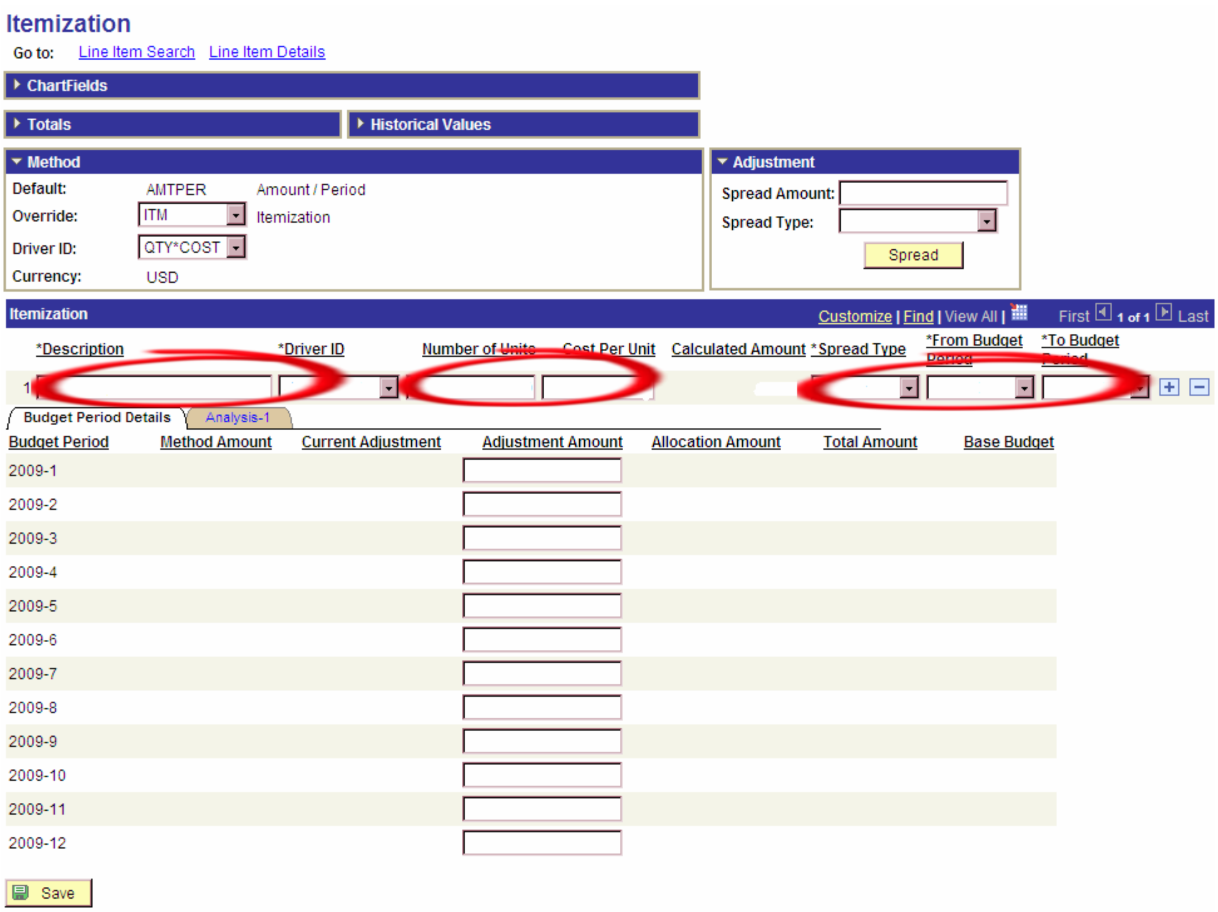
The **Itemization Method** is used to detail components of the account expense. The method default for an account assigned the ITM method cannot be overridden, however, CORE does not set up any models using this as the default value.

To enter a line item using the Itemization Method:

1. On the Line Item Details page, change the Method ID to be "ITM". If a distribution row already has a Default of "ITM", then select the amount link.

513120	State Share-MQFE/FICA	19901	GRF - Duties	09	POSBUD		
513230	State Share OPERS	19901	GRF - Duties	09	POSBUD		
513280	St.Match-Ad Fee-State Annuity	19901	GRF - Duties	09	POSBUD		
515420	Marketing Consulting Services	19901	GRF - Duties	09	AMTPER	ITM	
531120	Postage	19901	GRF - Duties	09	AMTPER		
531130	Telecommunication Services	19901	GRF - Duties	09	AMTPER	AMTPER	

2. The Itemization method details page displays.



3. As appropriate, complete the following fields:

Description (Required)

Driver ID (Required) – The Driver ID determines how the amount is derived. The two options for Driver ID are:

PERSUM (sum of periods) – If selected, enter a value in the Calculated Amount field. Then it spreads or repeats the amount across budget periods.

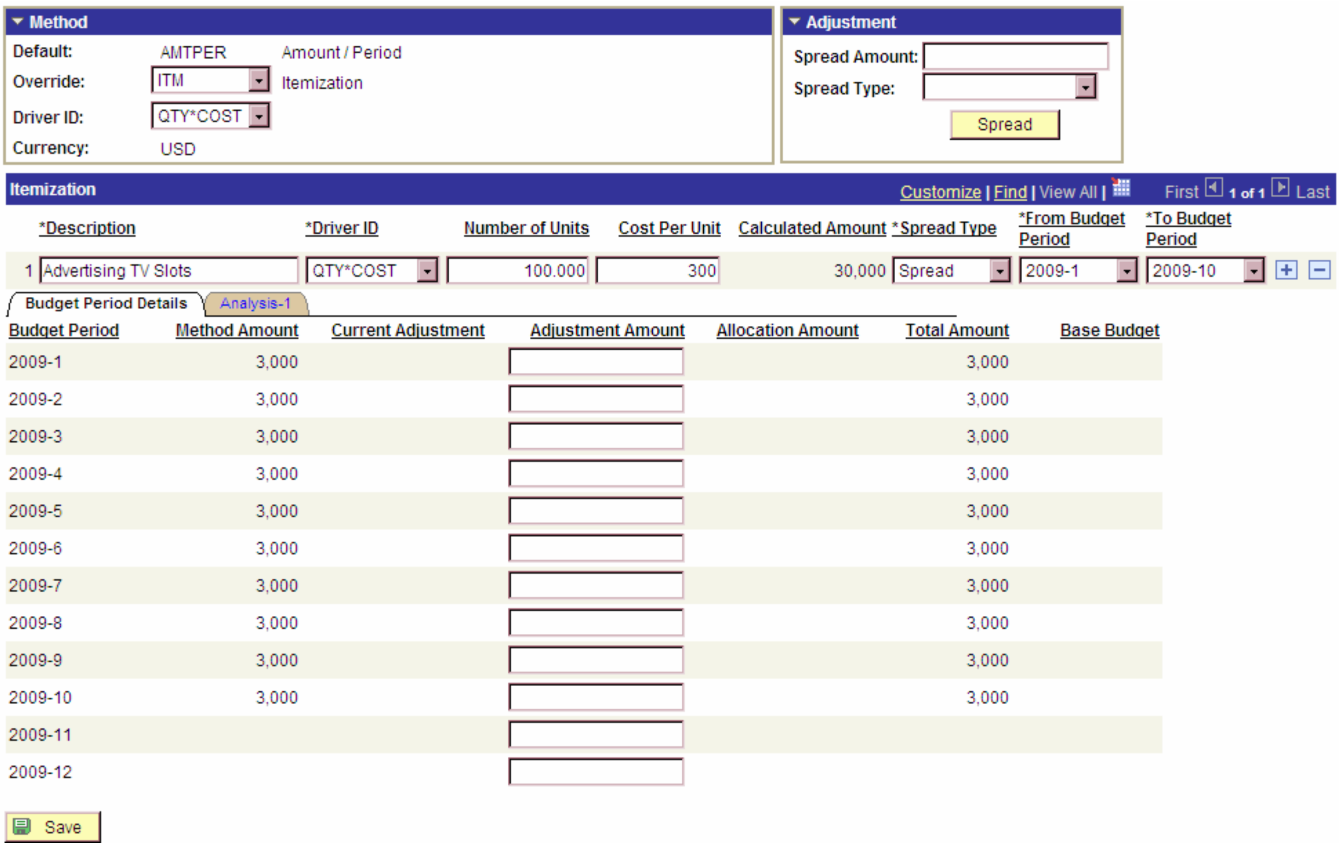
QTY * COST (quantity * cost) - Multiplies the number of units by the cost per unit and displays the result in the Calculated Amount field. Then it spreads or repeats the amount across budget periods.

Number of Units/Cost Per Unit - Enter values if ***QTY*COST*** is selected as the driver. The system uses the values to determine the calculated amount for the item.

Calculated Amt - Displays an entered value if ***PERSUM*** is selected as the driver or displays the calculated amount if *QTY * COST* is selected as the driver.

Spread Type (Required) – Used to define how the calculated amount is applied to the budget period. Two options are available:
Repeat – repeats the calculated amount across all periods.
Spread – spreads the calculated amount evenly across the range of budget periods specified.
From Budget Period and To Budget Period (Required) - Enter the range of the budget periods for the item.

> **NOTE:** The From Budget Period and the To Budget Period are based on the fiscal year and not the calendar year. The 'From' period must be smaller than the 'To' period.



Method

Default: AMTPER Amount / Period
Override: ITM Itemization
Driver ID: QTY*COST
Currency: USD

Adjustment

Spread Amount:
Spread Type:
Spread

Itemization Customize | Find | View All | First 1 of 1 Last

	*Description	*Driver ID	Number of Units	Cost Per Unit	Calculated Amount	*Spread Type	*From Budget Period	*To Budget Period
1	Advertising TV Slots	QTY*COST	100.000	300	30,000	Spread	2009-1	2009-10

Budget Period Details | Analysis-1

Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2009-1	3,000				3,000	
2009-2	3,000				3,000	
2009-3	3,000				3,000	
2009-4	3,000				3,000	
2009-5	3,000				3,000	
2009-6	3,000				3,000	
2009-7	3,000				3,000	
2009-8	3,000				3,000	
2009-9	3,000				3,000	
2009-10	3,000				3,000	
2009-11						
2009-12						

Save

4. **Click** Save. The values are populated in all fields and the Method Amount is derived.

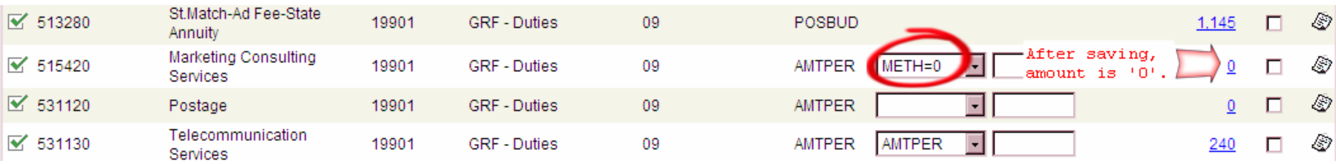
5. **Click** Line Item Details to return to the previous page.

Entering Line Items Using Zero (METH=0) Method

The METH=0 method is used to change the values to zero amounts. State of Oklahoma is seeding the base budget to have zero amounts, so using METH=0 to make the values return to zero amounts is similar to using the method BASBUD.

To enter a line item using the Zero Method:

1. Change the Method ID to METH=0 and Save. This will update the amount values to be zero.



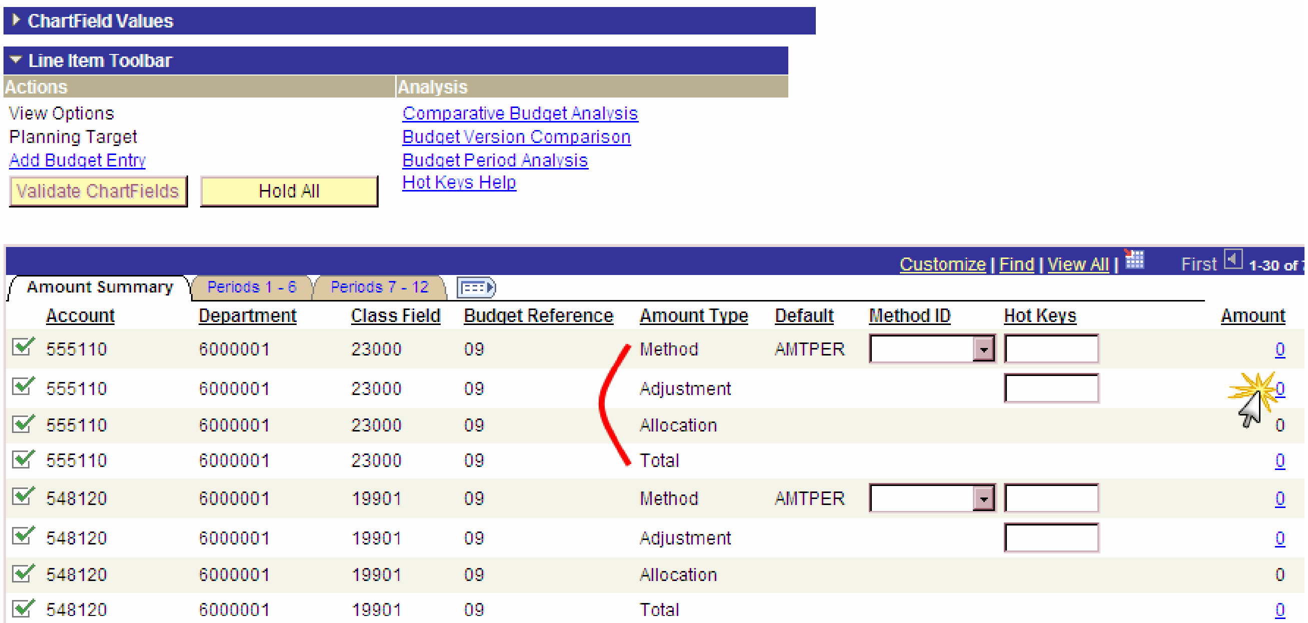
513280	St.Match-Ad Fee-State Annuity	19901	GRF - Duties	09	POSBUD			1,145	
515420	Marketing Consulting Services	19901	GRF - Duties	09	AMTPER	METH=0		0	
531120	Postage	19901	GRF - Duties	09	AMTPER			0	
531130	Telecommunication Services	19901	GRF - Duties	09	AMTPER	AMTPER		240	

Overriding Default Methods

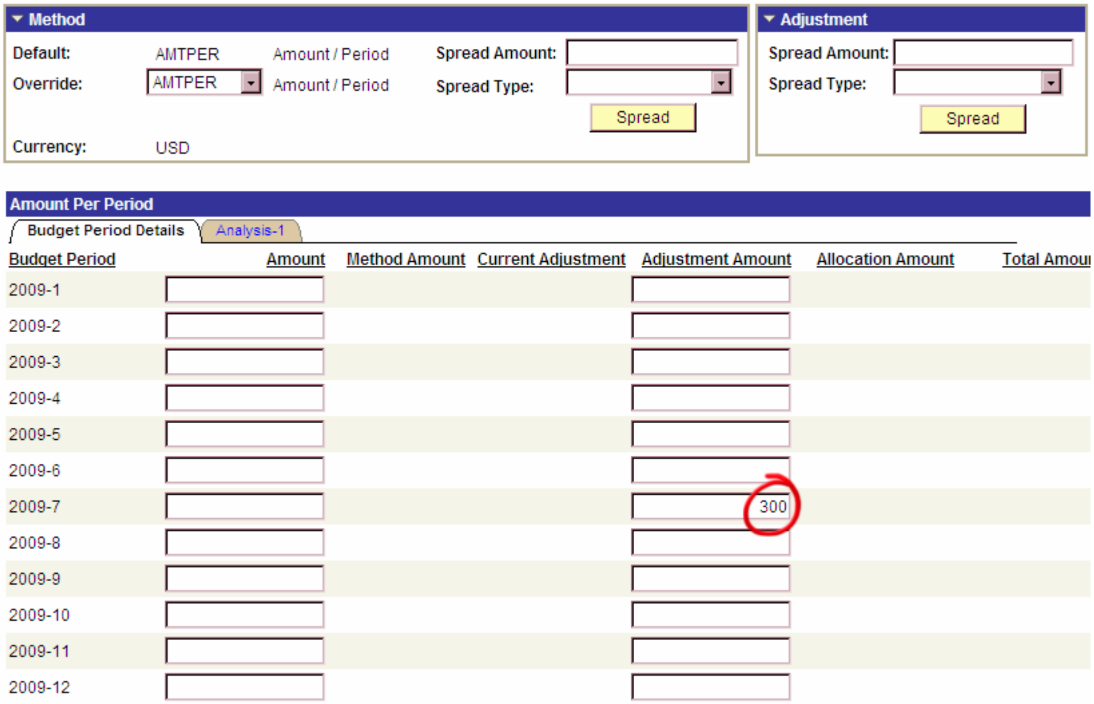
To override the default method set by the Budget Coordinator, select the appropriate method from the **Method ID** drop down box. The Method ID field will now display the actual method being used. Most of the methods can be overridden, except for POSBUD which pulls in the data from Position Budgeting.

Using the Adjustment Column

If no filtering has been done by the Preparer in the Line Item Search page, each chartfield will show 4 rows (Method, Adjustment, Allocation and Total) for Amount Type. To enter values in the Adjustment bucket, **click** in the Hot Keys field or **click** on the Amount.



When **clicking** on the Amount column, the user is taken to the Amount Per Period page. The user can enter Spread Amounts and Spread Type in the Adjustment section or just go to the Budget Period and enter the Adjustment Amounts. Save the page. Each time an adjustment amount is entered it is date stamped with user identification. The user can double-**click** on the  next to the adjustment amount to see this history.

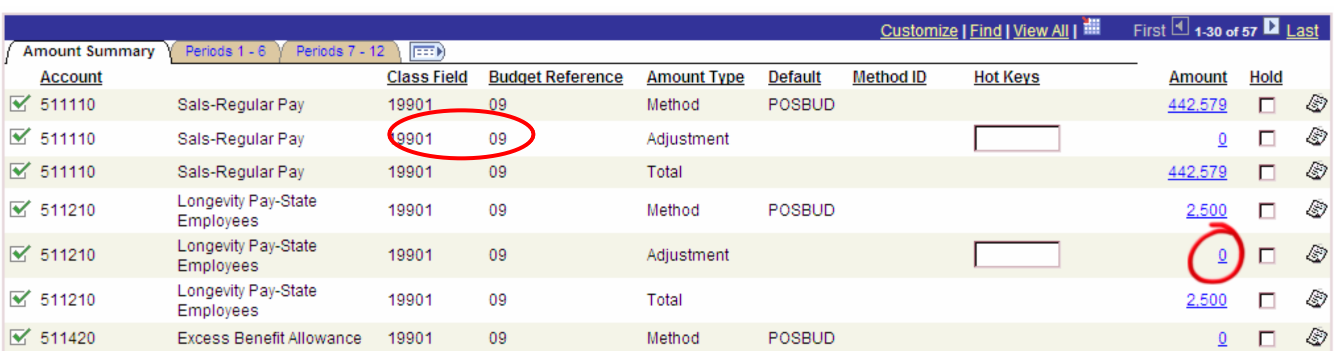


Scheduling Longevity in Line Item Budgets

For agencies with many positions it may be better to change the Salary Expense Account by period at the line item budgets level. The user will also need to manually adjust the Tax Account as the tax amounts will not be in the correct period.

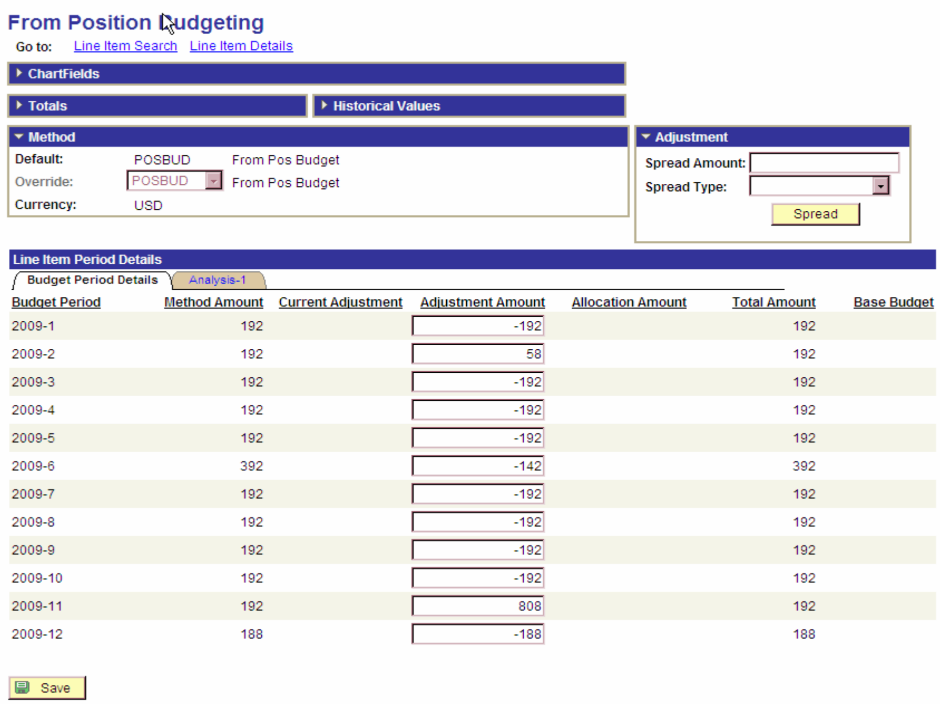
Step 1:

In Line Item Budgets change the private view so that an adjustment and total line are shown for each line item. **Click** on the Salary Expense Account adjustment amount.

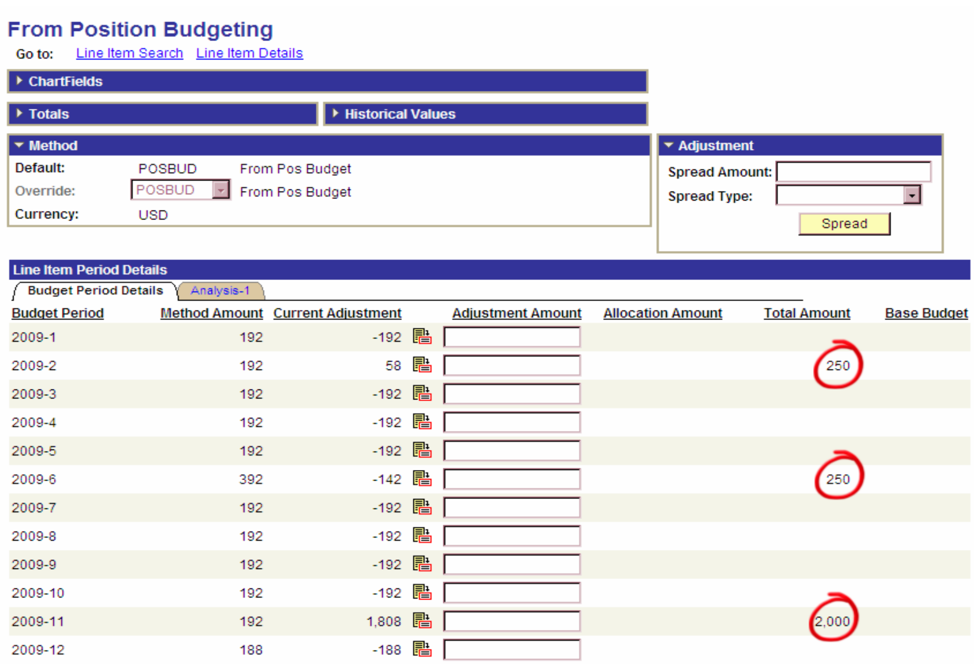


Step 2:

Enter in the adjustments to each period and save.



Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2009-1	192		-192		192	
2009-2	192		58		192	
2009-3	192		-192		192	
2009-4	192		-192		192	
2009-5	192		-192		192	
2009-6	392		-142		392	
2009-7	192		-192		192	
2009-8	192		-192		192	
2009-9	192		-192		192	
2009-10	192		-192		192	
2009-11	192		808		192	
2009-12	188		-188		188	



Budget Period	Method Amount	Current Adjustment	Adjustment Amount	Allocation Amount	Total Amount	Base Budget
2009-1	192	-192				
2009-2	192	58			250	
2009-3	192	-192				
2009-4	192	-192				
2009-5	192	-192				
2009-6	392	-142			250	
2009-7	192	-192				
2009-8	192	-192				
2009-9	192	-192				
2009-10	192	-192				
2009-11	192	1,808			2,000	
2009-12	188	-188				

Step 3:

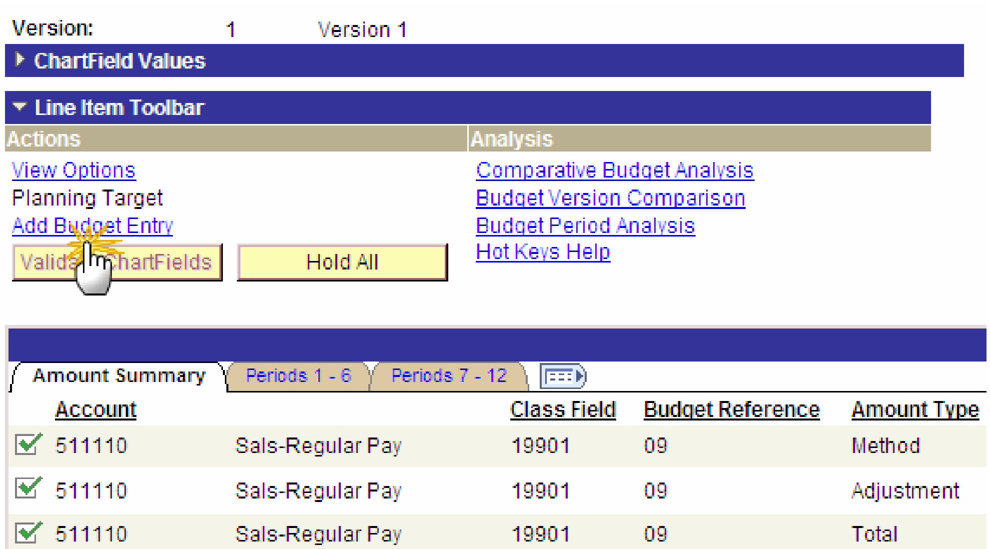
Return to Line Item Details and then make period adjustments to the other Position Budgeting account for taxes etc. to coincide with the periods in which the longevity payments occur.

Prior Year Expenditure in the Current Year – Account 4997xx

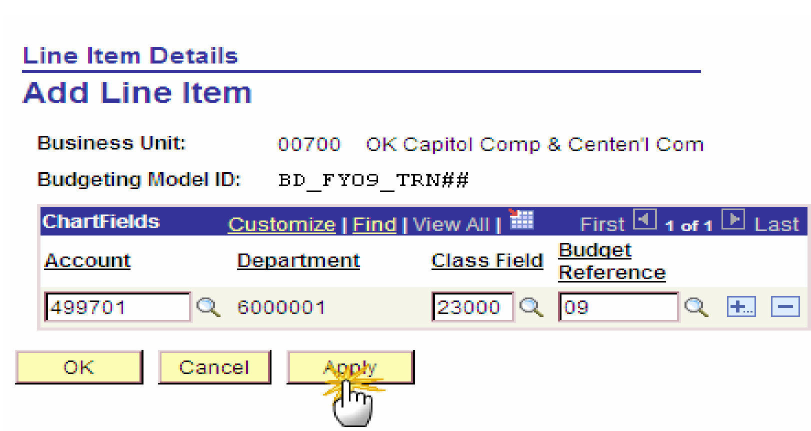
To enter prior year expenditures into the current year, a special budget only account has been created that can be used in line item details. If an agency is budgeting at the summary level, the preparer will use account 499700. If an agency is budgeting at the detail level then use account 499701. This takes the place of OSF Form 33 - Estimate of Income as used in the ICS system.

To enter the prior year expenditures use the following steps in Line Item Details.

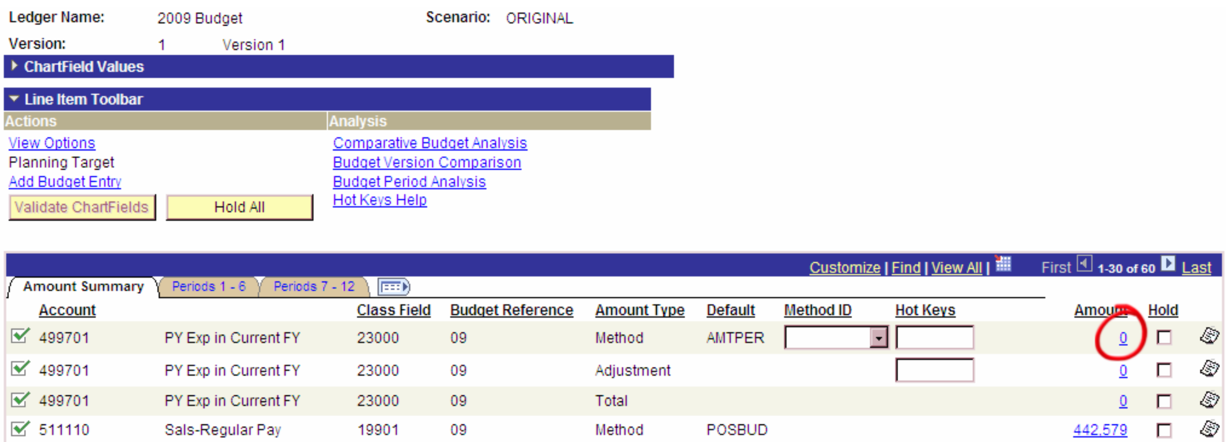
Step 1:
Click on the Add Budget Entry link



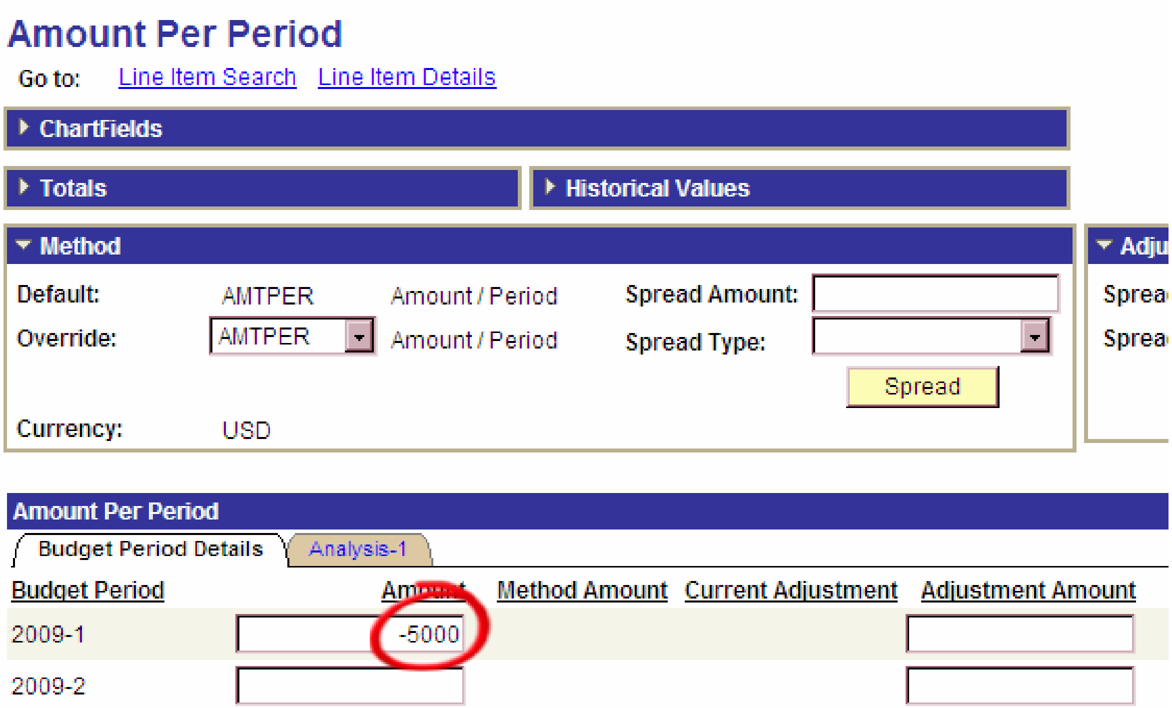
Step 2:
Enter in Account 499700 or 499701 and the Class field. Budget Reference should be for the current year i.e. when entering the 2009 budget use a Budget Reference of 09. **Click** Apply. **Click** on the OK button.



Step 3:
Click on the new line item amount.



Step 4:
Enter a negative amount for prior year expenditure into the first period, and **click** on Save.

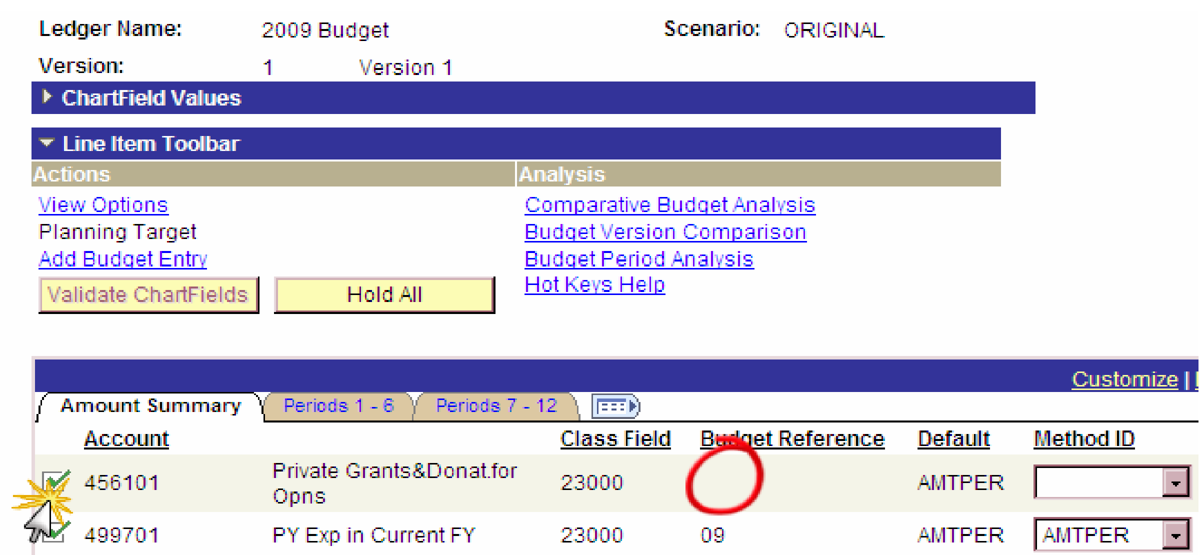


Changing Bud Ref on Revenue Accounts

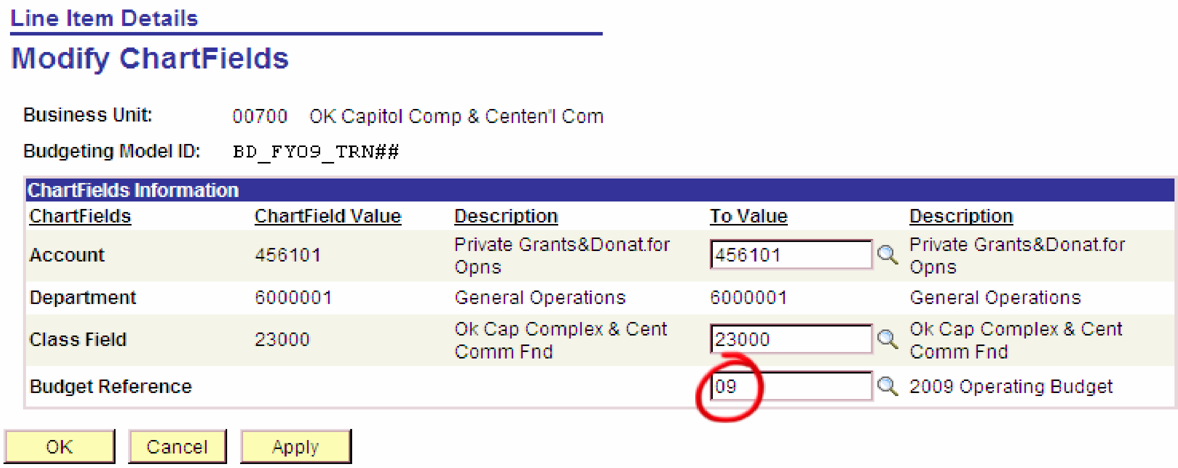
When Revenue Accounts (4xxxxx) are created in Line Item Details from the GL system, the Budget Reference field usually comes in as blank. This is happening because the Budget Reference field is not being entered for Revenue Accounts in the GL system so it cannot be mapped to the new Budget Reference value in the Budgets system. CORE Budget intends to develop a process that will automatically populate the Budget Reference for revenue accounts. If, however, the user finds that there are still missing budget references, please execute the following steps to add the budget reference manually.

To enter the Budget Reference for a line item, use the following steps:

Step 1:
Go to the Line Item Details page and **click** on the green checkmark for the line item that needs a budget reference entered.



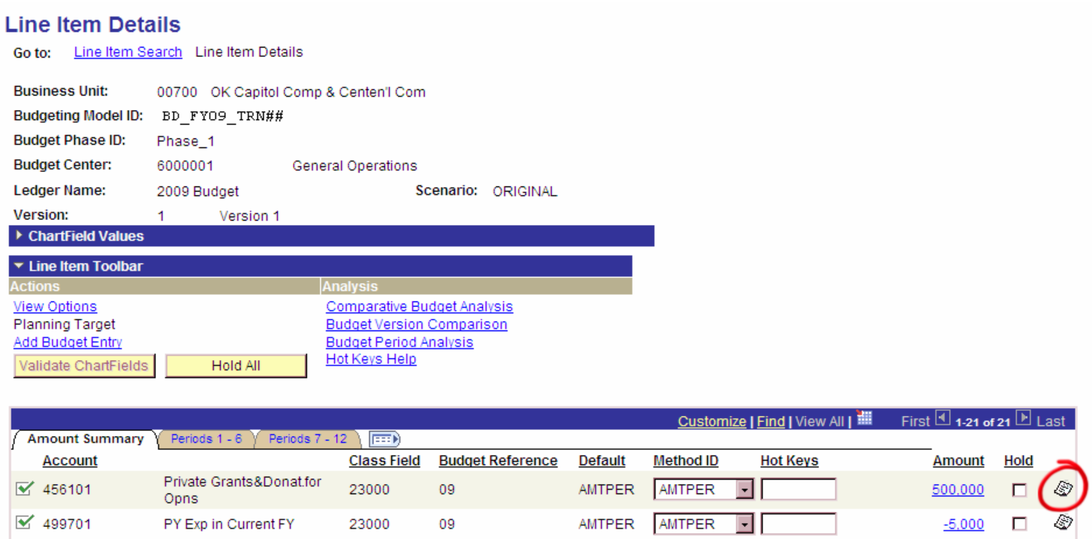
Step 2:
Enter in the correct Budget Reference and **click** on the OK button. The user will then be taken back to the Line Item Details page where the Budget Reference has been changed. **Click** Save on the line item details page.



Adding Notes

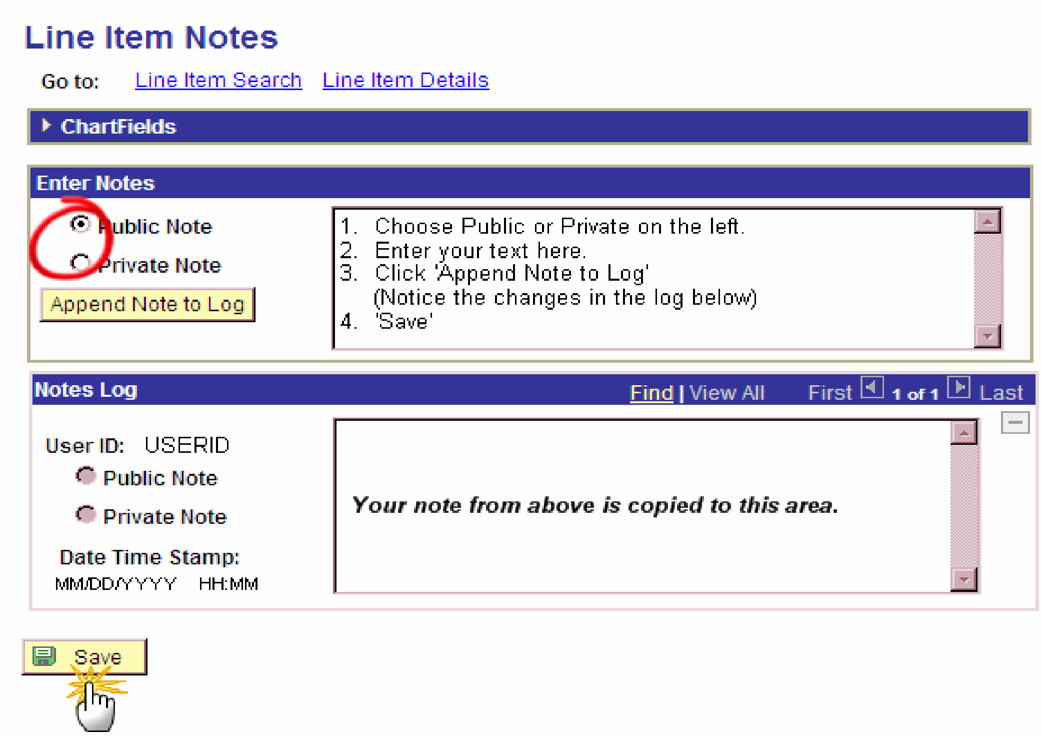
PeopleSoft provides the capability to add **Notes** to a particular line item. These **Notes** can be created for Public or Private View. If a Private **Note** is created, only the user who created it can see it – no other user can view the **Note**.

Entering Line Item Notes



To add a Note:

1. On the **Line Item Details** page, **click** .



2. Select **Public Note** or **Private Note** to indicate whether or not the **Note** can be viewed publicly.

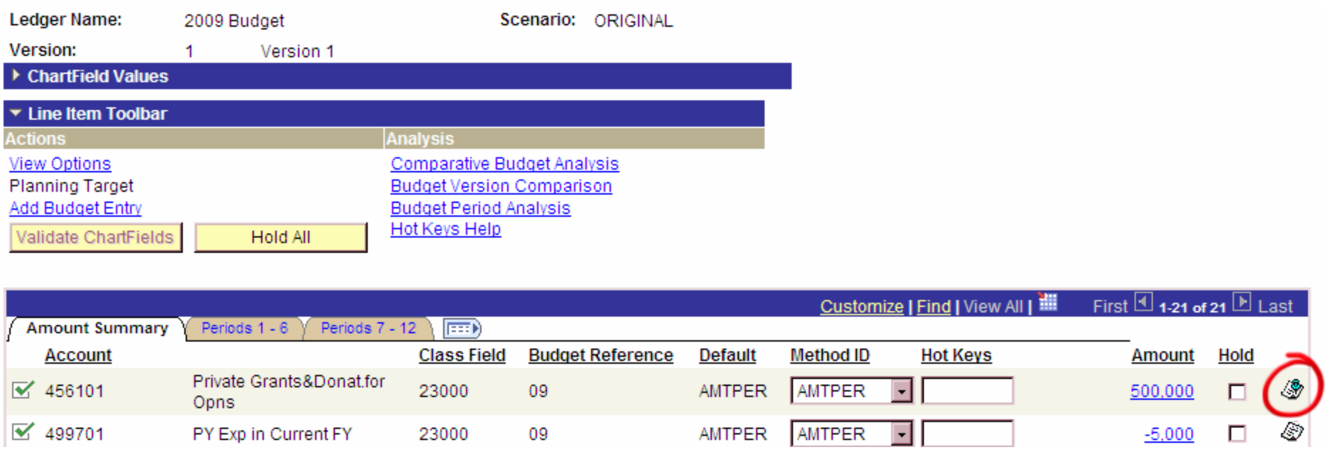
3. Enter the **Note** in the text box.

4. **Click** Append Note to Log.

5. **Click** Save.

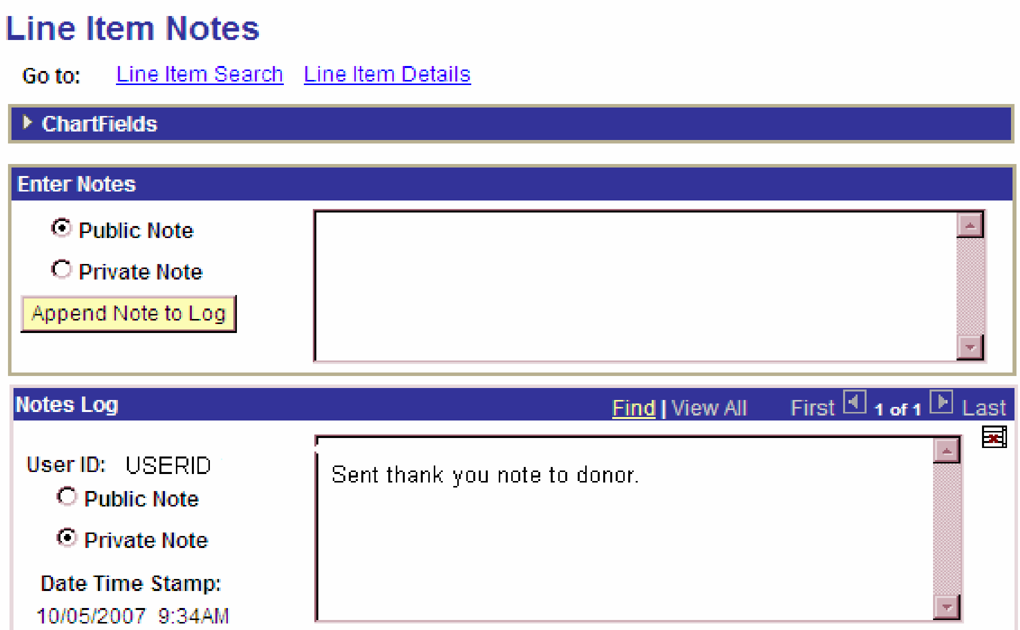
Viewing Notes

If a **Note** has been added to a line item, the system displays a **Note** icon with a blue pushpin to indicate that a **Note** exists for the entry.



To view a Note:

1. **Click** .



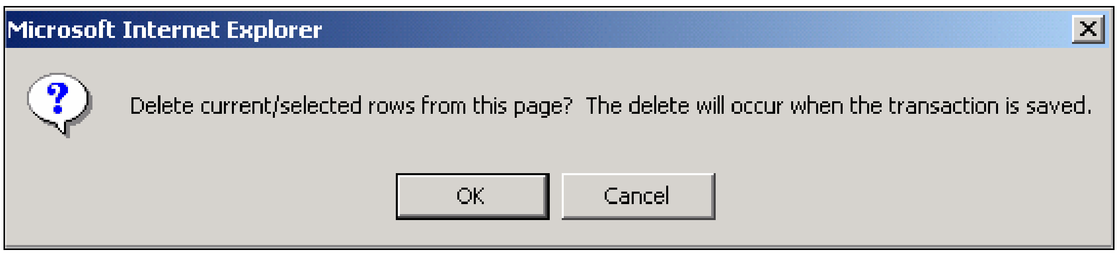
2. **Click** View All to display all **Notes** for this line item, if there are multiple **Notes**.
3. As appropriate, enter additional **Notes**.

Deleting Notes

You can delete **Notes** that have been created.

To delete a Note:

1. On the **Line Item NOTES** page, **click** on the **NOTE** to be deleted. A message displays.



2. **Click** OK to delete the **Note**. **Click** Cancel to not delete.

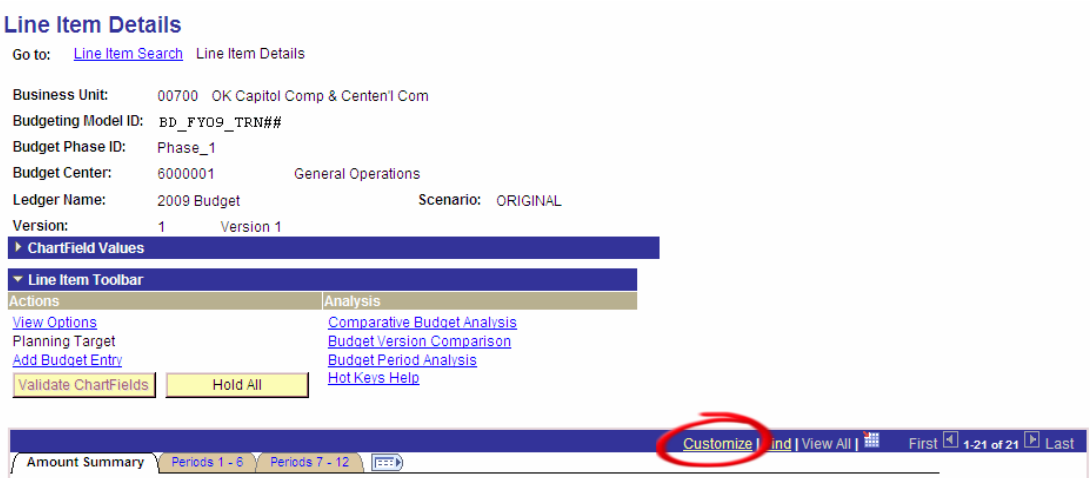
3. **Click** Line Item Details to return to the previous page.

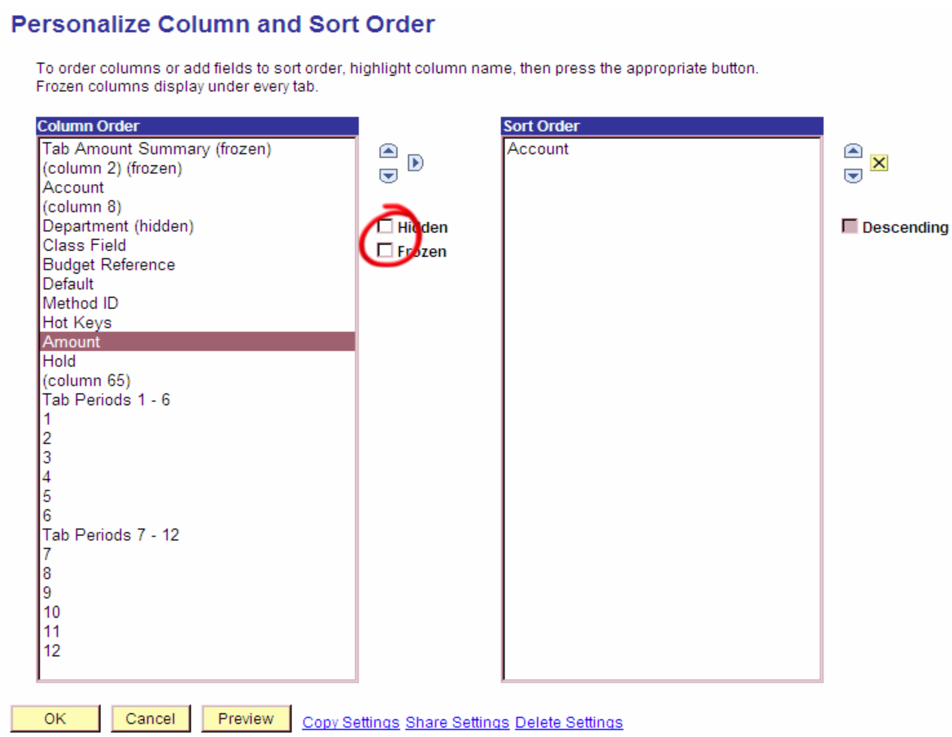
Customizing the Line Item Details Page

PeopleSoft provides the capability to customize the page by allowing the user to change the column order, sort order, and to hide and freeze fields.

Accessing the Customize Page

1. On the **Line Item Details** grid, **click** Customize.



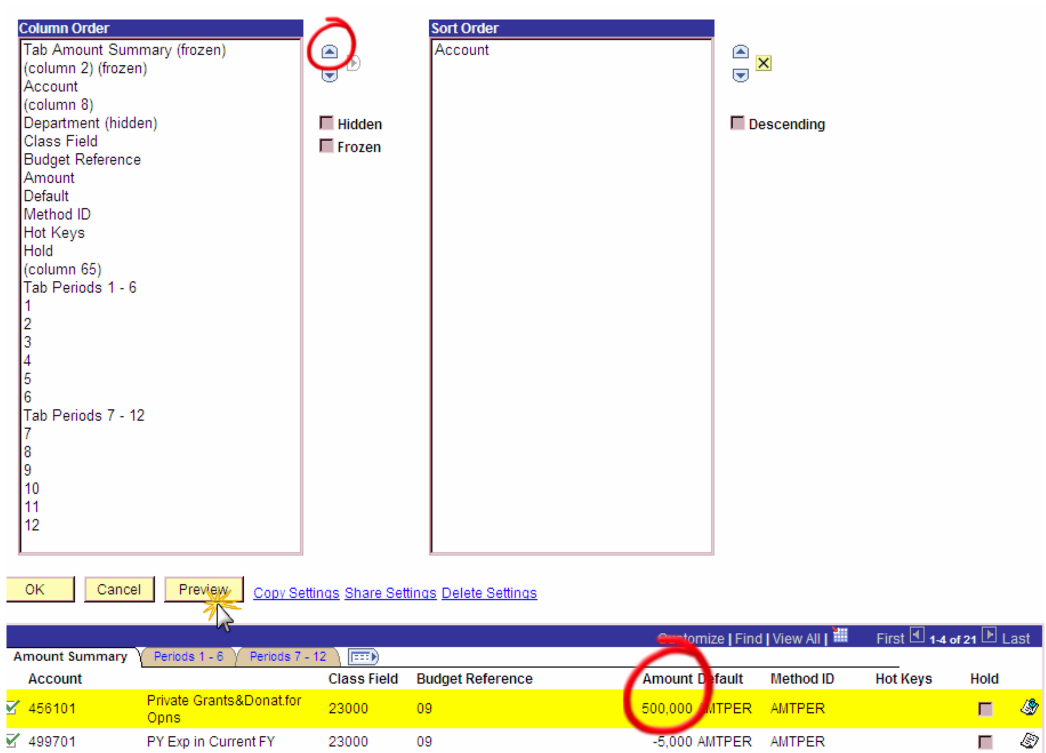


Changing Column Order

To change the column order:

1. **Click** the column heading to move and **click** the up or down arrow until the column heading is moved to the desired location. In this example, the amount field is moved to show just after budget reference.

2. **Click** Preview. The order selection displays in preview mode at the bottom of the page.



3. **Click** OK if satisfied with the customization which then returns the user to the previous page. The Line Item Details page displays as specified on the Customization page.

Hiding/Freezing Fields

The user can temporarily hide a field from display. Additionally, the user can "freeze" a field so that the field remains displayed as the user moves from tab to tab.

1. **Click** on the field(s) that the user wishes to hide or freeze.

2. As appropriate, check ☑ Hidden or ☑ Frozen.

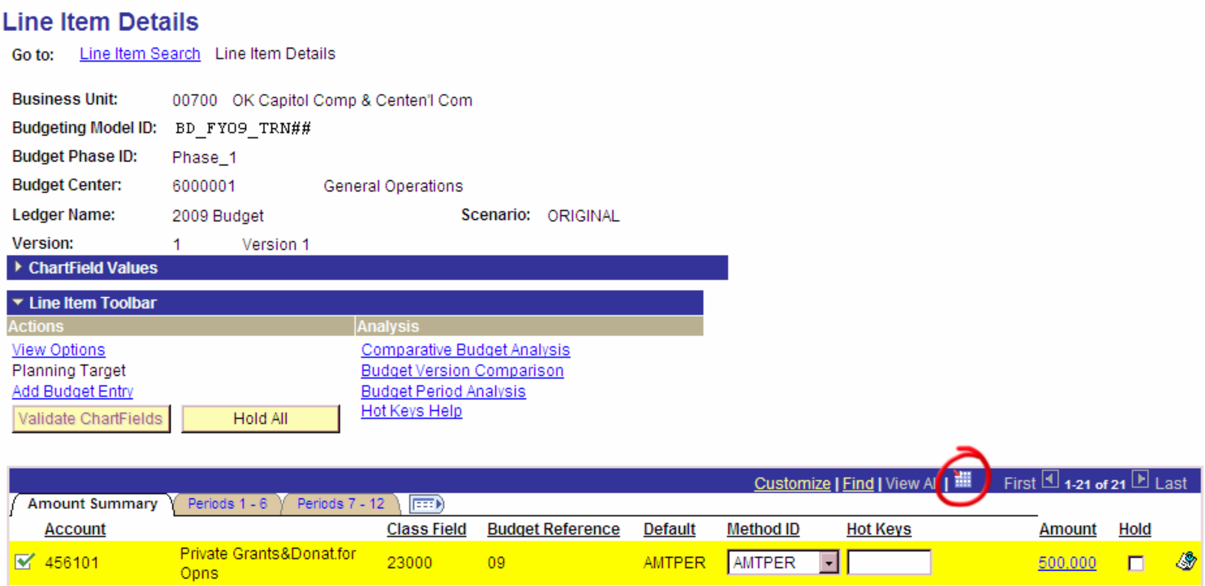
   A notation displays next to the field indicating that the field is hidden or frozen.

Download to Excel

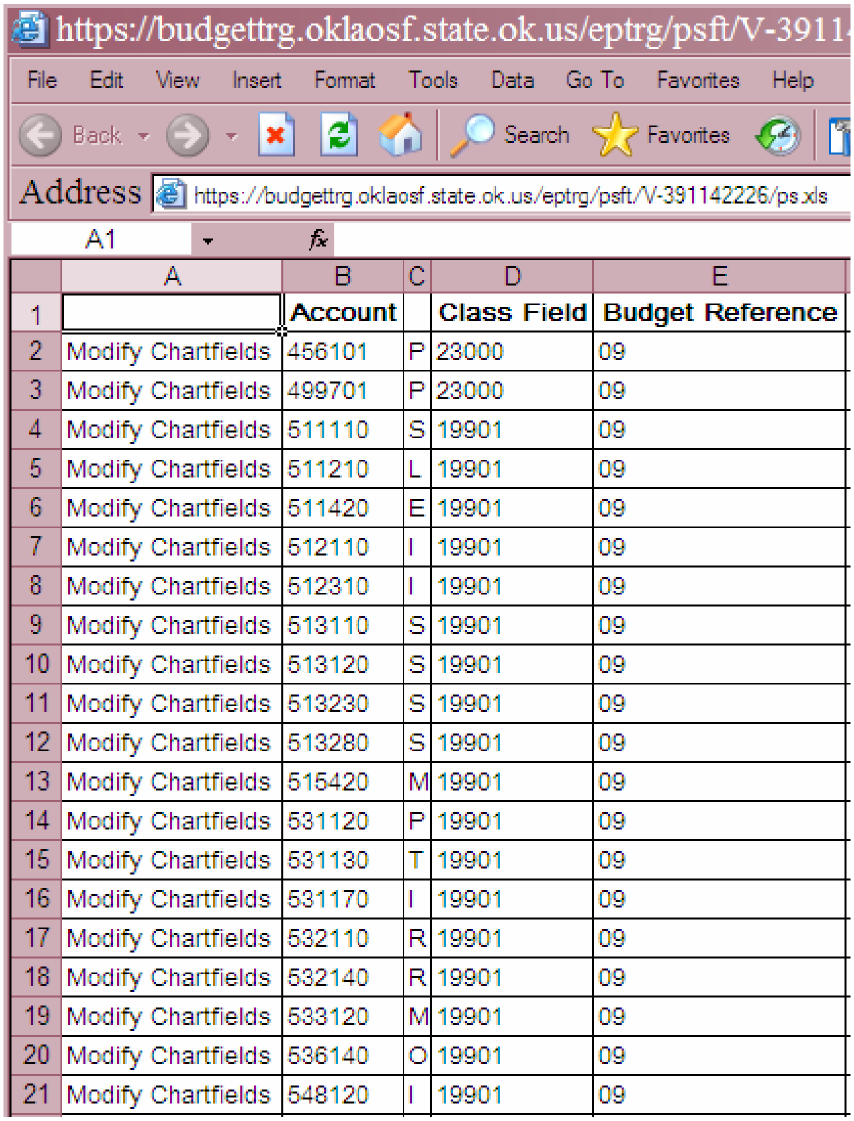
PeopleSoft allows the user to export line item data to a spreadsheet in Microsoft Excel for further data manipulation or analysis. When the ( ) button is **clicked**, the system opens a new window, loads Excel, and imports the line item data into an Excel worksheet.

To download line item data to Excel:

1. On the **Line Item Details** page, **click** the button. (**NOTE**: If your PC uses pop-up blockers then you will need to hold down the Ctrl key when you **click** on the button and continue holding the Ctrl key until the spreadsheet has fully loaded.)



2. A separate window displays in Excel with the line item information.



	A	B	C	D	E
1		Account		Class Field	Budget Reference
2	Modify Chartfields	456101	P	23000	09
3	Modify Chartfields	499701	P	23000	09
4	Modify Chartfields	511110	S	19901	09
5	Modify Chartfields	511210	L	19901	09
6	Modify Chartfields	511420	E	19901	09
7	Modify Chartfields	512110	I	19901	09
8	Modify Chartfields	512310	I	19901	09
9	Modify Chartfields	513110	S	19901	09
10	Modify Chartfields	513120	S	19901	09
11	Modify Chartfields	513230	S	19901	09
12	Modify Chartfields	513280	S	19901	09
13	Modify Chartfields	515420	M	19901	09
14	Modify Chartfields	531120	P	19901	09
15	Modify Chartfields	531130	T	19901	09
16	Modify Chartfields	531170	I	19901	09
17	Modify Chartfields	532110	R	19901	09
18	Modify Chartfields	532140	R	19901	09
19	Modify Chartfields	533120	M	19901	09
20	Modify Chartfields	536140	O	19901	09
21	Modify Chartfields	548120	I	19901	09

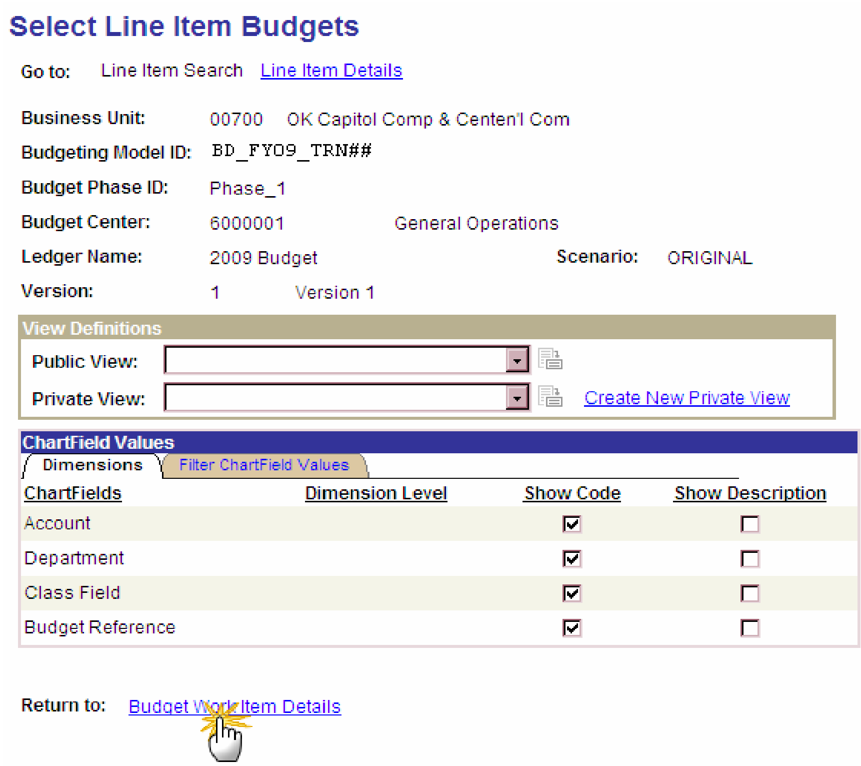
3. Save the file as an Excel file (.xls) by **clicking** on File – Save As.

Checking In the Line Item Budget

Once the preparer has completed entering the expense budget for the current budget center, the budget must be *checked in*. If the budget is not checked in, it will remain unavailable to others except in Read-Only mode.

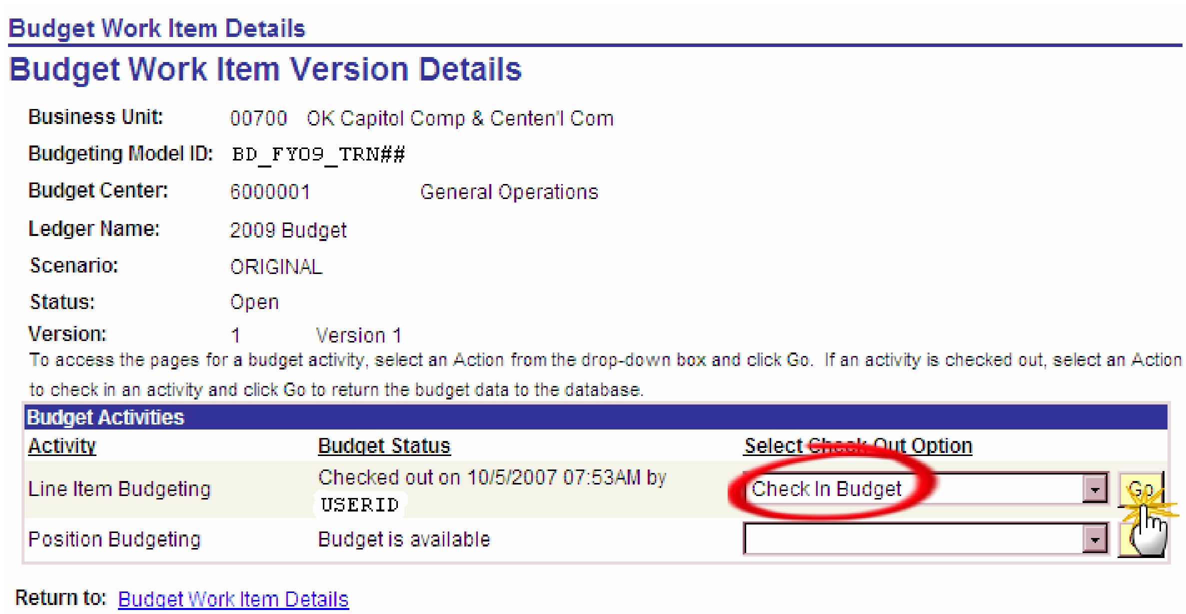
1. On the **Line Item Details** page, **click** Line Item Search.

2. The **Select Line Item Budgets** page displays.

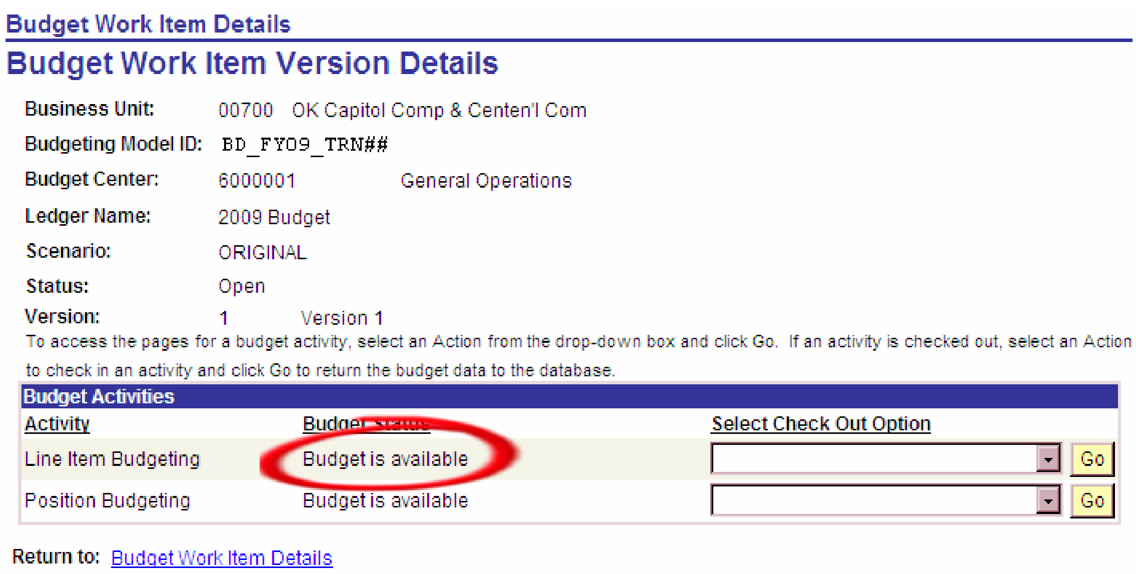


3. **Click** Budget Work Item Details at the bottom of the page. The Budget Work Item Version Details page displays.

4. Select **Check In Budget** under the *Select Check Out Option* column.



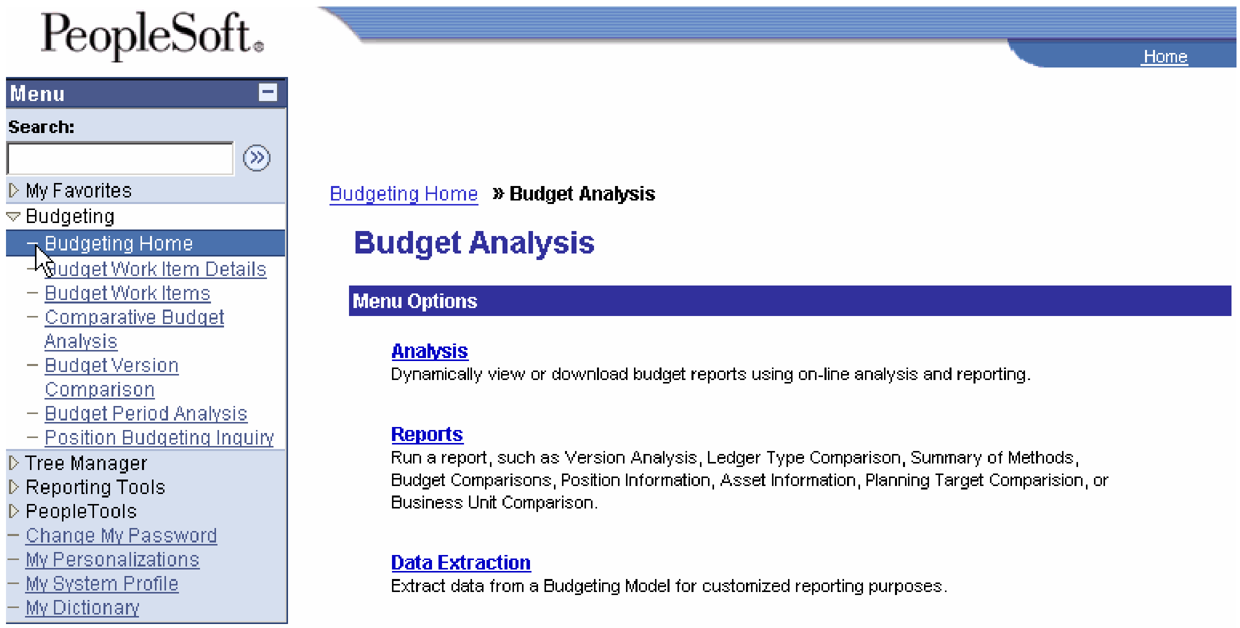
5. **Click** Go. The Budget Work Item Version Details page remains and the budget activity is available.



Chapter 4: Budget Analysis

PeopleSoft Budgeting offers numerous analysis features to perform analysis to compare budgets, versions, and budget periods. Initially, we are using four online analysis pages: three for line item budgeting and one for position budgeting. The analysis pages for line item budgeting are: Comparative Budget Analysis, Budget Version Comparison, and Budget Period Analysis. The analysis page for position budgeting is Position Budgeting Inquiry. The user does not have to check out a budget version to run analysis reports. **<u>However, the system automatically checks out the budget to run the report, so it is very important to close the online analysis report when finished viewing the report.</u>**

All online analysis pages can be accessed via the Budgeting Home or via the links under Menu.



Or, the **line item** analysis page links can be found on the Line Item Details page.

The analysis page for **position budgeting** can also be found on the Position Budgeting Menu page.

Online Budget Analysis

The following online budget analysis options are available:

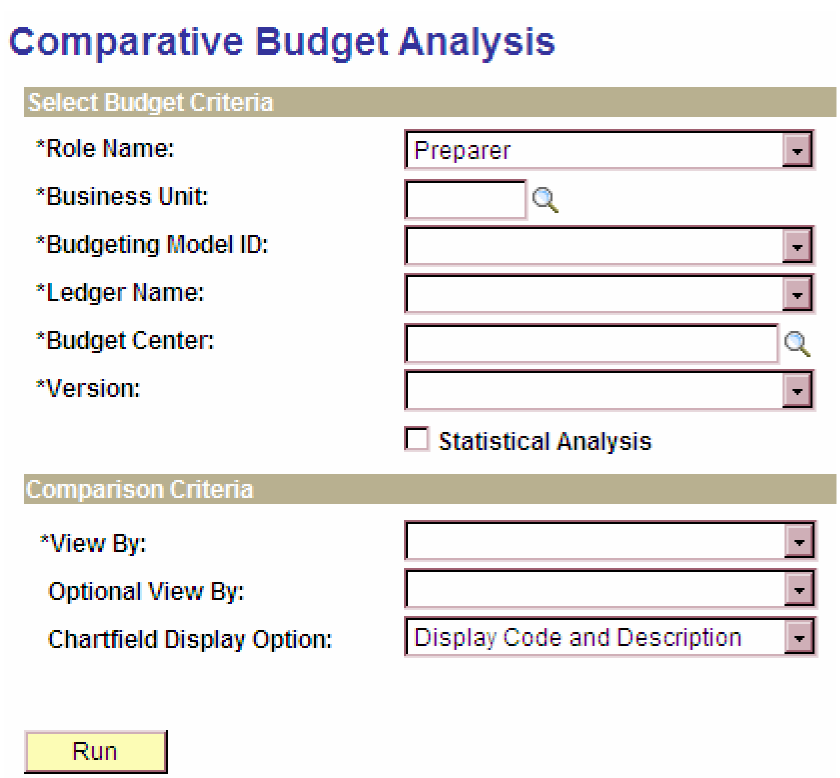
Report	Purpose
Comparative Budget Analysis	This report shows the current year proposed budget data against historical budget data and can calculate variances.
Budget Version Comparison	This report shows the proposed budget amounts for each version.
Budget Period Analysis	This report shows the proposed budget amounts for each budget period for a budget version.
Position Budgeting Analysis	This report displays the salary, benefits, earnings, allowance earnings, one time pay, employer tax, total cost and FTE by position, job code or employee for your budget center.

The analysis pages all function in the same manner. We will begin describing the standard features and functions of the analysis pages using the Comparative Budget Analysis report.

Comparative Budget Analysis

1. From the home page, select Comparative Budget Analysis on the menu.

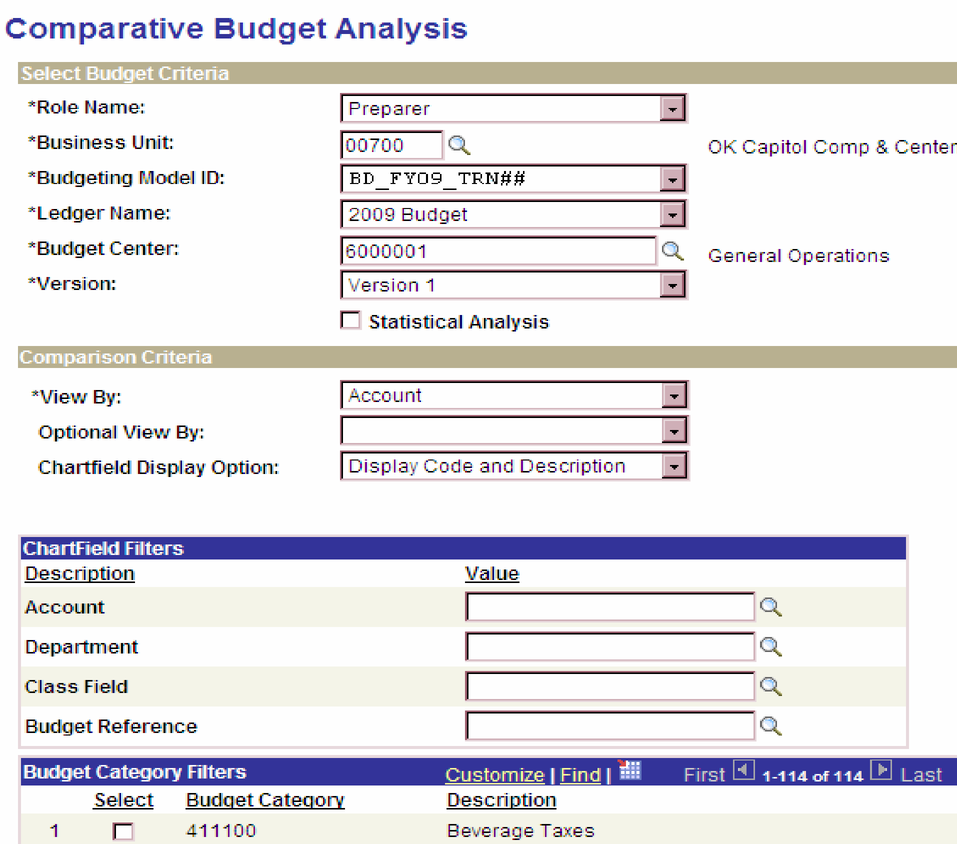
2. The Comparative Budget Analysis page displays.



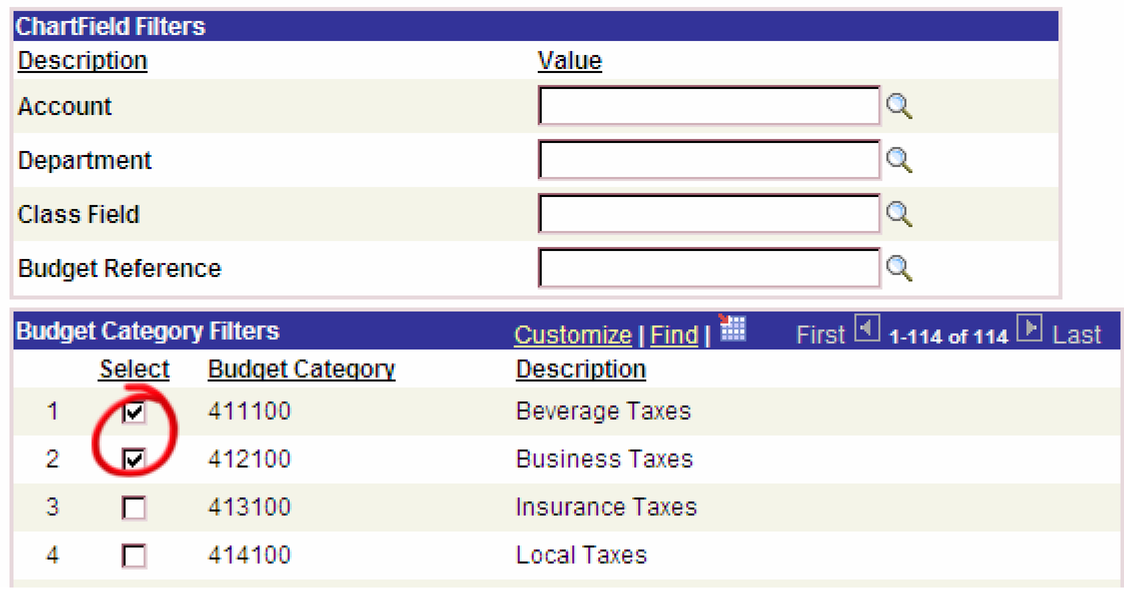
Standard features of analysis pages

All analysis pages require you to enter:

- **Role Name –** normally defaults according to the current user profile. However, if you have more than one role, and you want to review information at the Division level, select the Reviewer role. If you want to view information at the Budget Center level, select the Preparer role.
- **Business Unit –** normally defaults according to the current user profile – State of Oklahoma has a business unit representing Agency.
- **Budgeting Model ID –** will change every year. Displays as 'BD_FY09_TRN##' (where Business Unit and Fiscal Year define unique budgeting model values). After the Budgeting Model ID, a grid displays at the bottom of the page for you to filter analysis results (see below).
- **Ledger Name –** will change every year. Displays as '2009 Budget'.
- **Budget Center –** represents a department value.
- **Version –** select the version to display.
- **View By -** determines how the data will be displayed in the left column of the grid. Select to view by Account, Budget Category, Budget Reference, Class or Department.



Optionally, the user can enter filter criteria in the **Chartfield Filters** or **Budget Category Filters** sections in the grid at the bottom of the page.

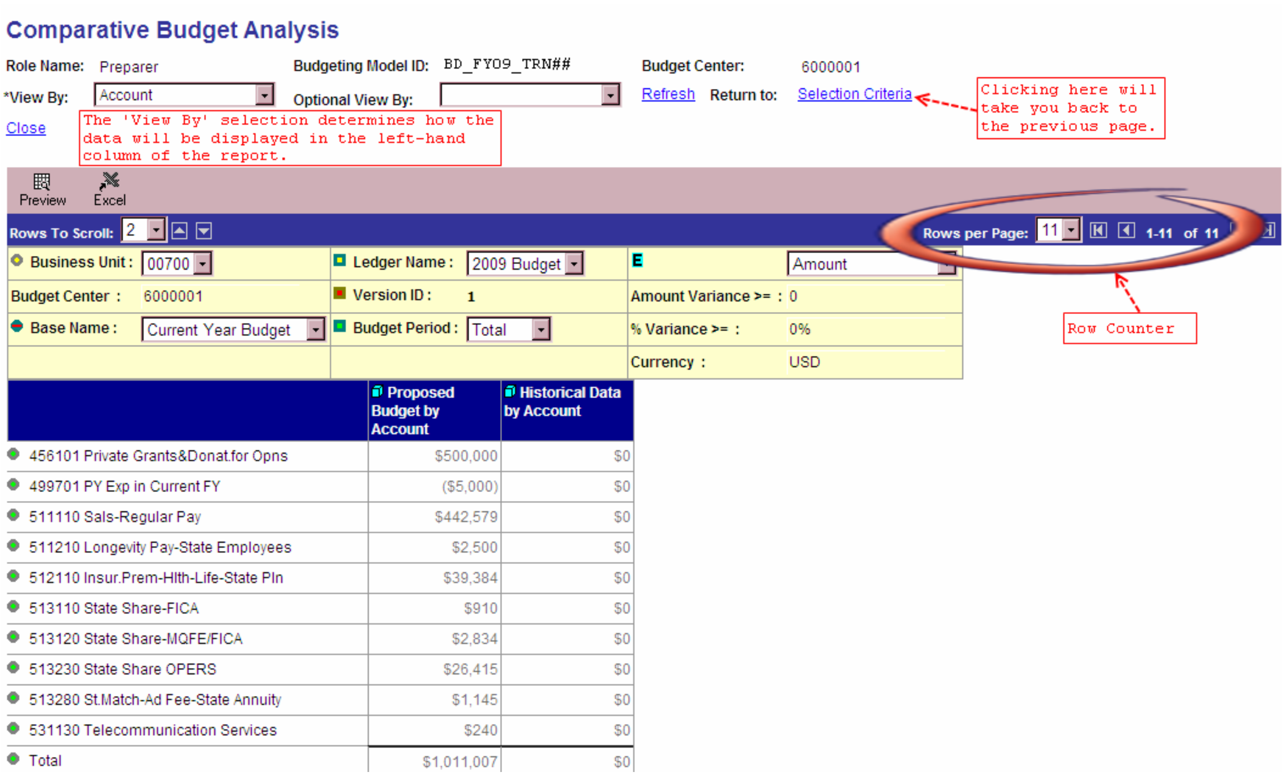


ChartField Filters	
Description	Value
Account	
Department	
Class Field	
Budget Reference	

Budget Category Filters — Customize | Find | First 1-114 of 114 Last

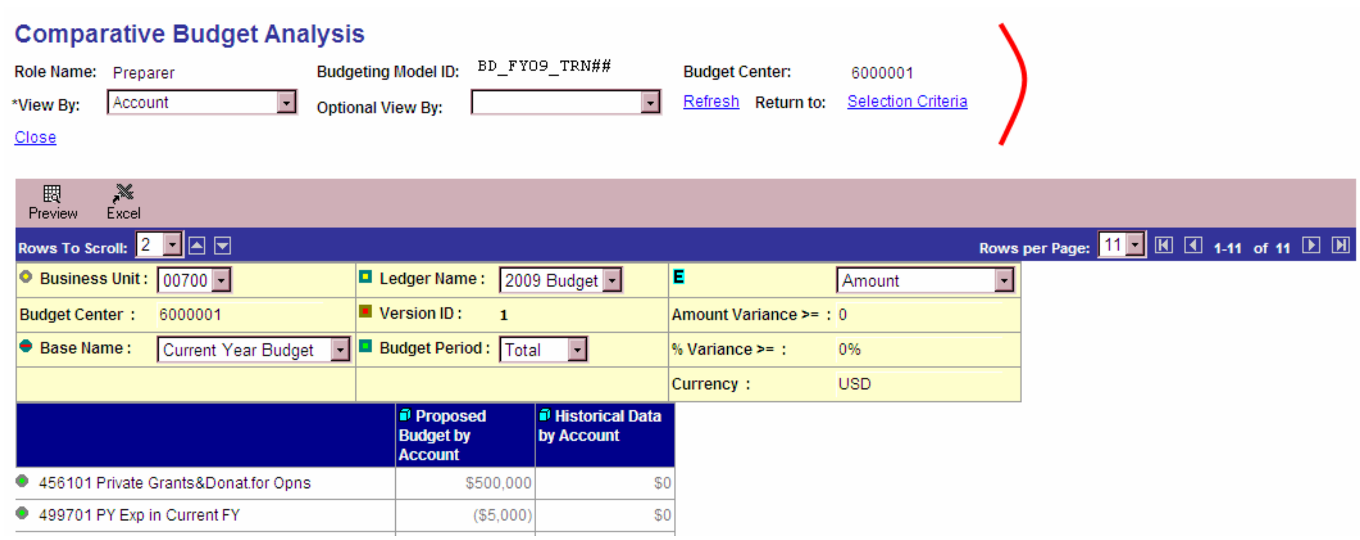
	Select	Budget Category	Description
1	☑	411100	Beverage Taxes
2	☑	412100	Business Taxes
3	☐	413100	Insurance Taxes
4	☐	414100	Local Taxes

After you have completed the required fields, **click** Run and the report displays. All reports display with basic information at the top of the page and the report in a dynamic grid at the bottom.


Comparative Budget Analysis
Role Name: Preparer
Budgeting Model ID: BD_FY09_TRN##
Budget Center: 6000001
*View By: Account
Optional View By:
Refresh
Return to: Selection Criteria
Clicking here will take you back to the previous page.
Close
The 'View By' selection determines how the data will be displayed in the left-hand column of the report.
Preview
Excel
Rows To Scroll: 2
Rows per Page: 11
1-11 of 11
Row Counter
Business Unit : 00700
Ledger Name : 2009 Budget
E
Amount
Budget Center : 6000001
Version ID : 1
Amount Variance >= : 0
Base Name : Current Year Budget
Budget Period : Total
% Variance >= : 0%
Currency : USD
Proposed Budget by Account
Historical Data by Account
456101 Private Grants&Donat.for Opns $500,000 $0
499701 PY Exp in Current FY ($5,000) $0
511110 Sals-Regular Pay $442,579 $0
511210 Longevity Pay-State Employees $2,500 $0
512110 Insur.Prem-Hlth-Life-State Pln $39,384 $0
513110 State Share-FICA $910 $0
513120 State Share-MQFE/FICA $2,834 $0
513230 State Share OPERS $26,415 $0
513280 St.Match-Ad Fee-State Annuity $1,145 $0
531130 Telecommunication Services $240 $0
Total $1,011,007 $0

The report can be broken up into sections for further explanation:

The first section of the page details information entered on the previous page as well as links and options for displaying data on the report.



Role Name, Budgeting Model ID, and Budget Center - default based on information entered on the previous page.

View By - drop down box lists options to indicate the order in which to display the results. Options are to order by Account, Budget Category, Budget Reference, Class and Department.

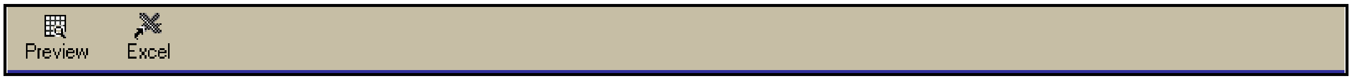
Optional View By - drop down box lists the same options in the View By list, and is used to display the data using a second dimension of data.

Refresh – **click** this link if you make changes to any of the parameters this section. This will refresh the report based on the new parameters.

Selection Criteria – **click** this link if you want to return to the previous page where you entered your initial parameters.

Close – **click** this link to close the report and return to the previous page where you entered your initial parameters. **It is important to click "Close" when finished because running the online analyses 'checks out' your budget and the budget must be 'checked in'**.

The second section of the page contains two buttons to preview the report and export the report to Excel.



When the **Preview** button is selected, the report opens in a separate window and is available for printing, if needed.

Budget Analysis Inquiry by Account

Rows: 1-11 of 11

Business Unit: 00700 **Ledger Name: 2009 Budget Amount**

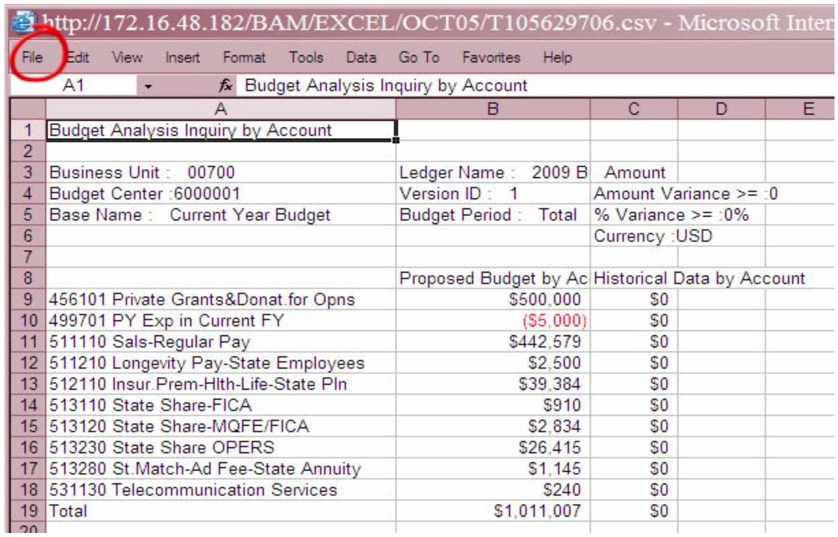
Budget Center : **6000001** **Version ID: 1** **1** **Amount Variance >= : 0**

Base Name: Current Year Budget Budget Period: Total **% Variance >= : 0%**

Currency : **USD**

	Proposed Budget by Account	Historical Data by Account
456101 Private Grants&Donat.for Opns	$500,000	$0
499701 PY Exp in Current FY	($5,000)	$0
511110 Sals-Regular Pay	$442,579	$0
511210 Longevity Pay-State Employees	$2,500	$0
512110 Insur.Prem-Hlth-Life-State Pln	$39,384	$0
513110 State Share-FICA	$910	$0
513120 State Share-MQFE/FICA	$2,834	$0
513230 State Share OPERS	$26,415	$0
513280 St.Match-Ad Fee-State Annuity	$1,145	$0
531130 Telecommunication Services	$240	$0
Total	$1,011,007	$0

When the **Excel** button is selected, the report opens in a separate window in Excel. Once the report is open in Excel, the user can save the file as an Excel file and format the cells as needed to see all values. Exporting to Excel allows the user to see **all** accounts on one page.



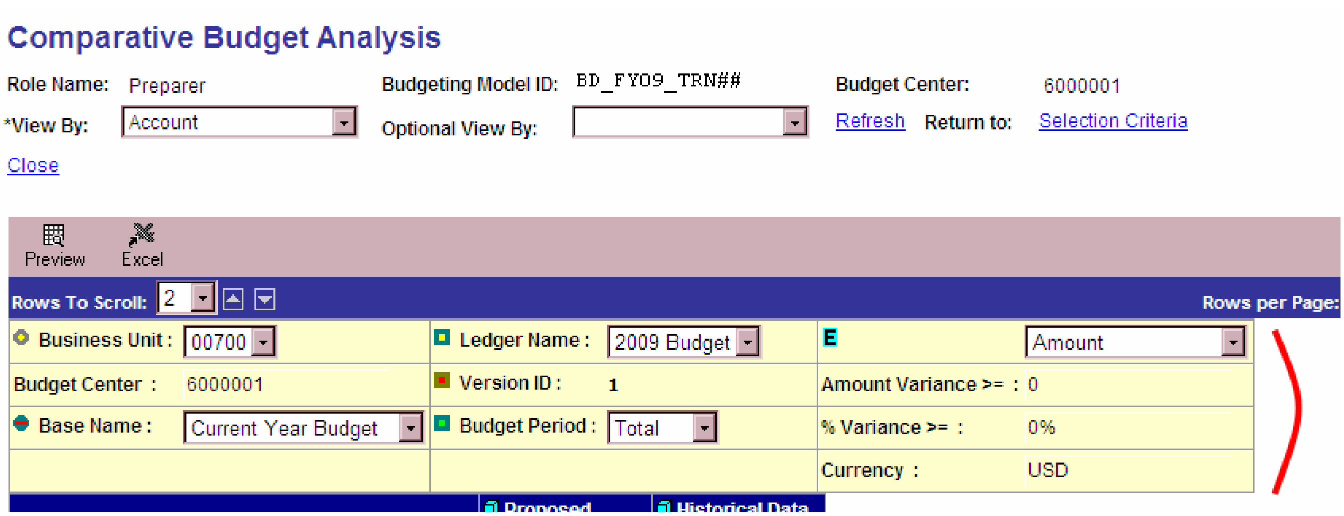
http://172.16.48.182/BAM/EXCEL/OCT05/T105629706.csv - Microsoft Inter

File Edit View Insert Format Tools Data Go To Favorites Help

A1 Budget Analysis Inquiry by Account

	A	B	C	D	E
1	Budget Analysis Inquiry by Account				
2					
3	Business Unit : 00700	Ledger Name : 2009 B	Amount		
4	Budget Center :6000001	Version ID : 1	Amount Variance >= :0		
5	Base Name : Current Year Budget	Budget Period : Total	% Variance >= :0%		
6			Currency :USD		
7					
8		Proposed Budget by Ac	Historical Data by Account		
9	456101 Private Grants&Donat.for Opns	$500,000	$0		
10	499701 PY Exp in Current FY	($5,000)	$0		
11	511110 Sals-Regular Pay	$442,579	$0		
12	511210 Longevity Pay-State Employees	$2,500	$0		
13	512110 Insur.Prem-Hlth-Life-State Pln	$39,384	$0		
14	513110 State Share-FICA	$910	$0		
15	513120 State Share-MQFE/FICA	$2,834	$0		
16	513230 State Share OPERS	$26,415	$0		
17	513280 St.Match-Ad Fee-State Annuity	$1,145	$0		
18	531130 Telecommunication Services	$240	$0		
19	Total	$1,011,007	$0		

The third section of the page contains parameters to help the user determine what information displays in the report. This section is dynamic, and the information in this section can be dragged and dropped into the grid to view information according to the user's needs. The icons next to the field names are used to drag and drop the fields to the grid.



Business Unit - the available options depend on the business unit assigned to the User ID

Budget Center – displays the Budget Center for which the data is extracted and report generated

Base Name –select the base ledger to which to compare the proposed budget

Ledger Name – select the proposed budget (or Total) to which the base ledger is compared

Version ID – the version from which the budget data is extracted for the report

Budget Period – select the budget period (or Total) to display in the report

The **drop down list** in the last column is used to see different views of the report. The information in the report can be viewed by the dollar amounts, Variances by Account, and Variance % by Account.

> **Amount Variance >=** - a data entry field used to filter the data in the report. (EX: to only see amounts greater than or equal to $10,000, enter 10,000 in this field and press the TAB key).
>
> **% Variance >=** – a data entry field used to filter the data in the report. (EX: to only see percentage variances greater than or equal to 5%, enter 5% in this field and press the TAB key).

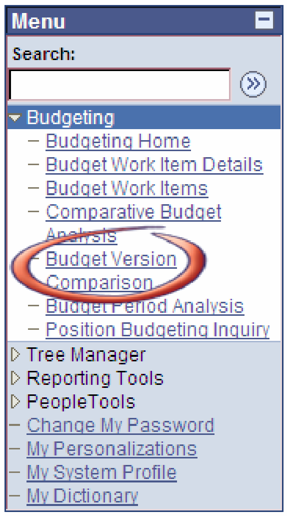
Currency – leave as the default.

Budget Version Comparison

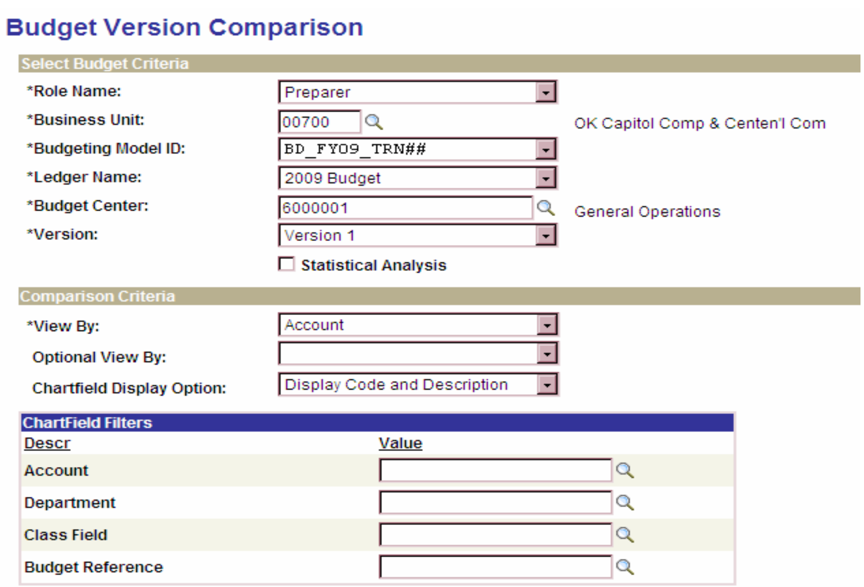
The ***Budget Version Comparison*** report allows the user to specify the parameters for a comparison across budget versions. The report shows the proposed budget amounts for each version based on the parameters defined.

To run the Budget Version Comparison Report:

1. On the menu, **click** the Budget Version Comparison link.



2. The Budget Version Comparison page displays.



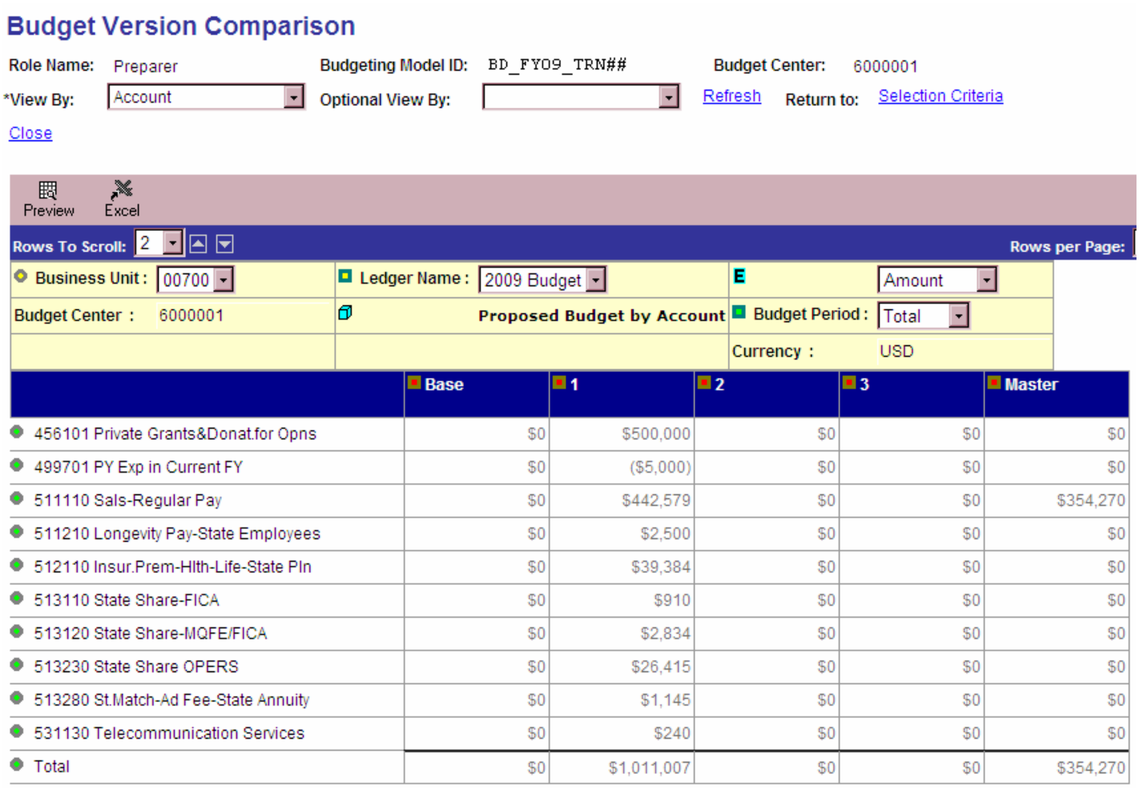
NOTE: If other reports have run during your current PeopleSoft session, the criteria fields default from your previous inquiry.

3. Complete the following:

Role Name (defaults to current user profile)
Business Unit (defaults to current user profile)
Budgeting Model ID
Ledger Name
Budget Center
Version
View By

4. Optionally, enter filter criteria in the **Chartfield Filters** or **Budget Category Filters** sections.

5. **Click** Run. The Budget Version Comparison report displays based on chosen parameters.



Budget Version Comparison

Role Name: Preparer | Budgeting Model ID: BD_FY09_TRN## | Budget Center: 6000001
*View By: Account | Optional View By: | Refresh | Return to: Selection Criteria
Close

Preview Excel

Rows To Scroll: 2 | Rows per Page:

Business Unit : 00700 | Ledger Name : 2009 Budget | E Amount
Budget Center : 6000001 | Proposed Budget by Account | Budget Period : Total
Currency : USD

	Base	1	2	3	Master
456101 Private Grants&Donat.for Opns	$0	$500,000	$0	$0	$0
499701 PY Exp in Current FY	$0	($5,000)	$0	$0	$0
511110 Sals-Regular Pay	$0	$442,579	$0	$0	$354,270
511210 Longevity Pay-State Employees	$0	$2,500	$0	$0	$0
512110 Insur.Prem-Hlth-Life-State Pln	$0	$39,384	$0	$0	$0
513110 State Share-FICA	$0	$910	$0	$0	$0
513120 State Share-MQFE/FICA	$0	$2,834	$0	$0	$0
513230 State Share OPERS	$0	$26,415	$0	$0	$0
513280 St.Match-Ad Fee-State Annuity	$0	$1,145	$0	$0	$0
531130 Telecommunication Services	$0	$240	$0	$0	$0
Total	$0	$1,011,007	$0	$0	$354,270

6. As appropriate, drag and drop various data fields for analysis.

7. As appropriate, **click** Preview to preview the report.

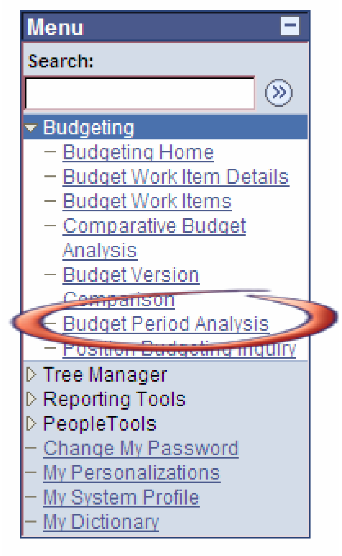
8. As appropriate, **click** Excel to transfer to Excel.

Budget Period Analysis

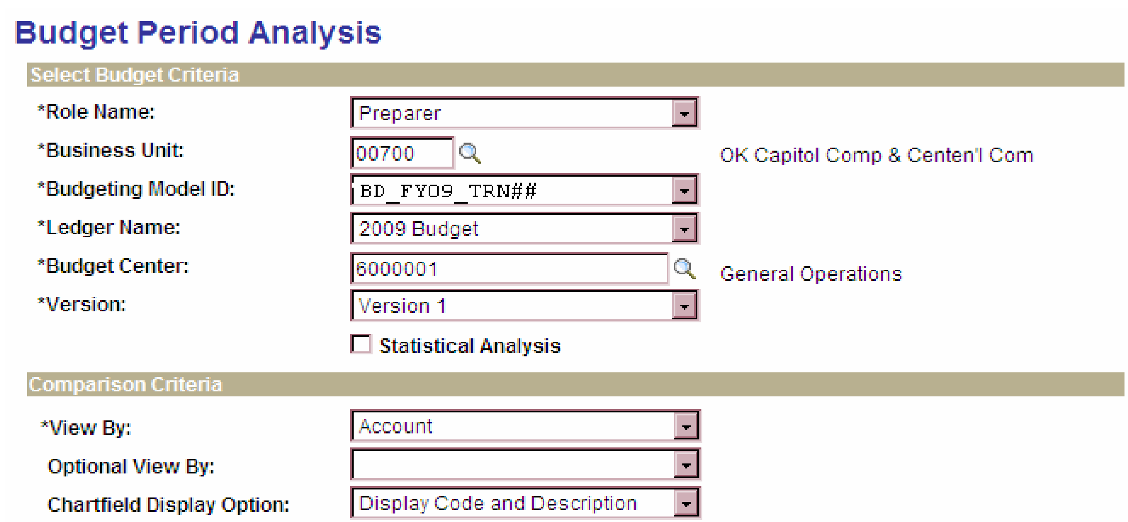
The ***Budget Period Analysis*** view allows the user to specify the parameters for an analysis across budget periods for a budget version. The report shows the proposed budget amounts for each budget period based on the parameters defined.

To run the Budget Period Analysis Report:

1. On the menu, **click** the Budget Period Analysis link.



2. The Budget Period Analysis page displays.



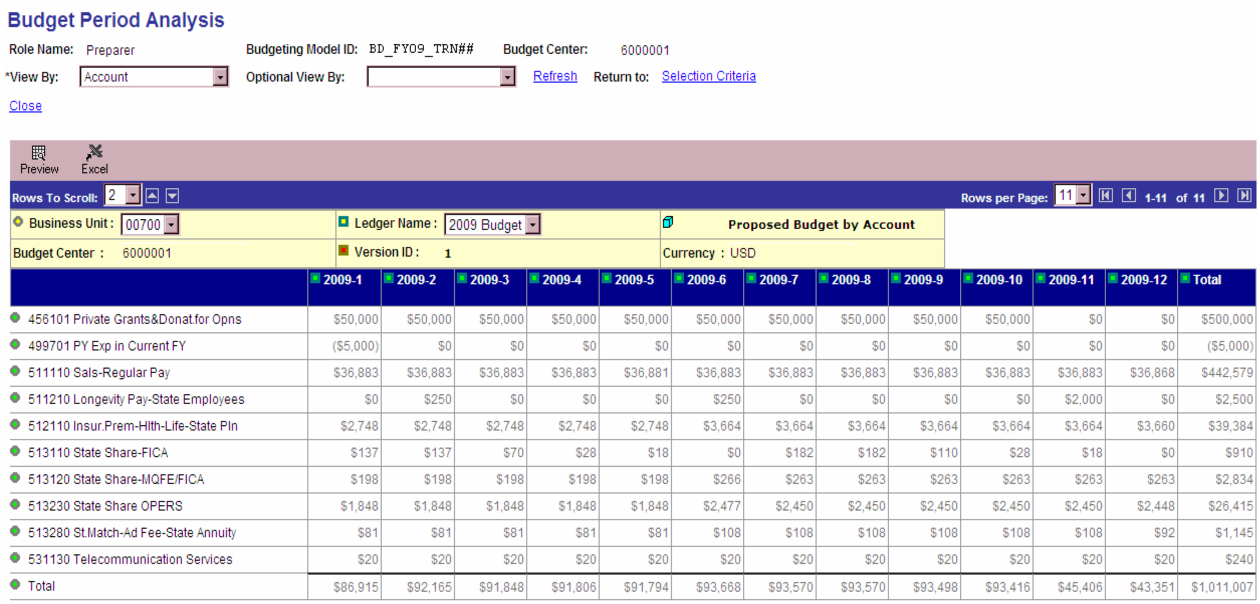
NOTE: If other reports have run during your current session of PeopleSoft, the criteria fields default from your previous inquiry.

3. Complete the following:

Role Name (defaults to current user profile)
Business Unit (defaults to current user profile)
Budgeting Model ID
Ledger Name
Budget Center
Version
View By

4. Optionally, enter filter criteria in the **Chartfield Filters** or **Budget Category Filters** sections.

5. **Click** Run. The Budget Period Analysis report displays.



Budget Period Analysis

Role Name: Preparer Budgeting Model ID: BD_FY09_TRN## Budget Center: 6000001

*View By: Account Optional View By: Refresh Return to: Selection Criteria

Close

Preview Excel

Rows To Scroll: 2 Rows per Page: 11 1-11 of 11

Business Unit : 00700 Ledger Name : 2009 Budget Proposed Budget by Account

Budget Center : 6000001 Version ID : 1 Currency : USD

	2009-1	2009-2	2009-3	2009-4	2009-5	2009-6	2009-7	2009-8	2009-9	2009-10	2009-11	2009-12	Total
456101 Private Grants&Donat.for Opns	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000	$0	$0	$500,000
499701 PY Exp in Current FY	($5,000)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($5,000)
511110 Sals-Regular Pay	$36,883	$36,883	$36,883	$36,883	$36,881	$36,883	$36,883	$36,883	$36,883	$36,883	$36,883	$36,868	$442,579
511210 Longevity Pay-State Employees	$0	$250	$0	$0	$0	$250	$0	$0	$0	$0	$2,000	$0	$2,500
512110 Insur.Prem-Hlth-Life-State Pln	$2,748	$2,748	$2,748	$2,748	$2,748	$3,664	$3,664	$3,664	$3,664	$3,664	$3,664	$3,660	$39,384
513110 State Share-FICA	$137	$137	$70	$28	$18	$0	$182	$182	$110	$28	$18	$0	$910
513120 State Share-MQFE/FICA	$198	$198	$198	$198	$198	$266	$263	$263	$263	$263	$263	$263	$2,834
513230 State Share OPERS	$1,848	$1,848	$1,848	$1,848	$1,848	$2,477	$2,450	$2,450	$2,450	$2,450	$2,450	$2,448	$26,415
513280 St.Match-Ad Fee-State Annuity	$81	$81	$81	$81	$81	$108	$108	$108	$108	$108	$108	$92	$1,145
531130 Telecommunication Services	$20	$20	$20	$20	$20	$20	$20	$20	$20	$20	$20	$20	$240
Total	$86,915	$92,165	$91,848	$91,806	$91,794	$93,668	$93,570	$93,570	$93,498	$93,416	$45,406	$43,351	$1,011,007

6. As appropriate, drag and drop various data fields for analysis.

7. As appropriate, **click** Preview to preview the report.

8. As appropriate, **click** Excel to transfer to Excel.

9. **Click** Close.

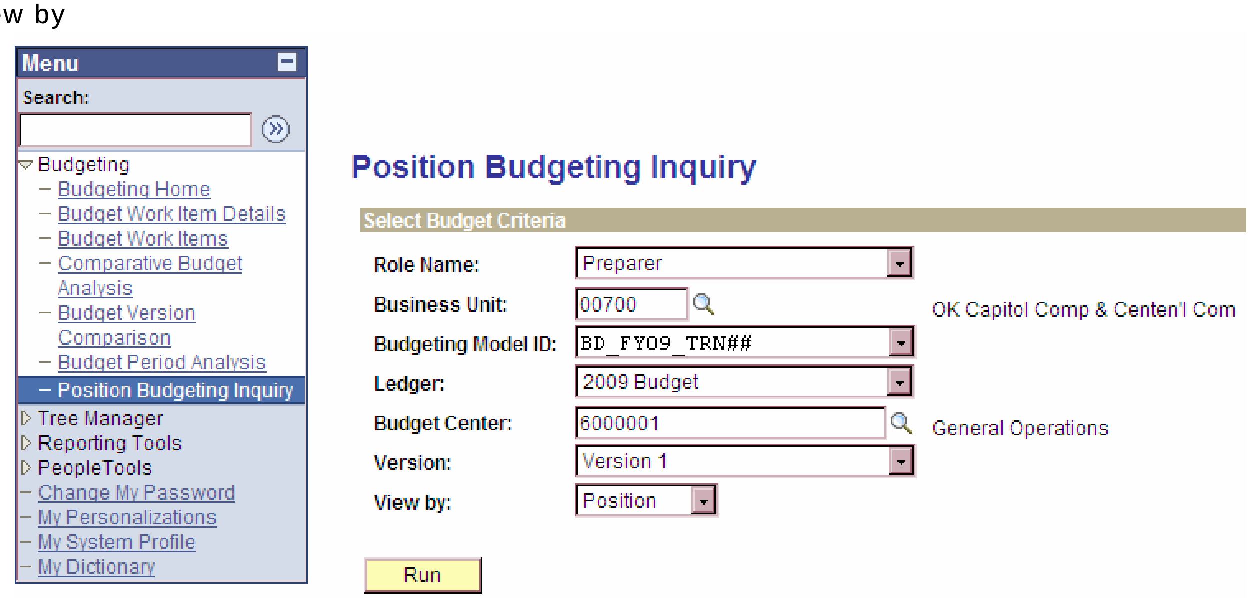
Position Budgeting Inquiry

The ***Position Budgeting Inquiry*** report displays the salary, benefits, earnings, allowance earnings, one time pay, employer tax, total cost and FTE by position for a budget center.

To run the Position Budgeting Inquiry Report:

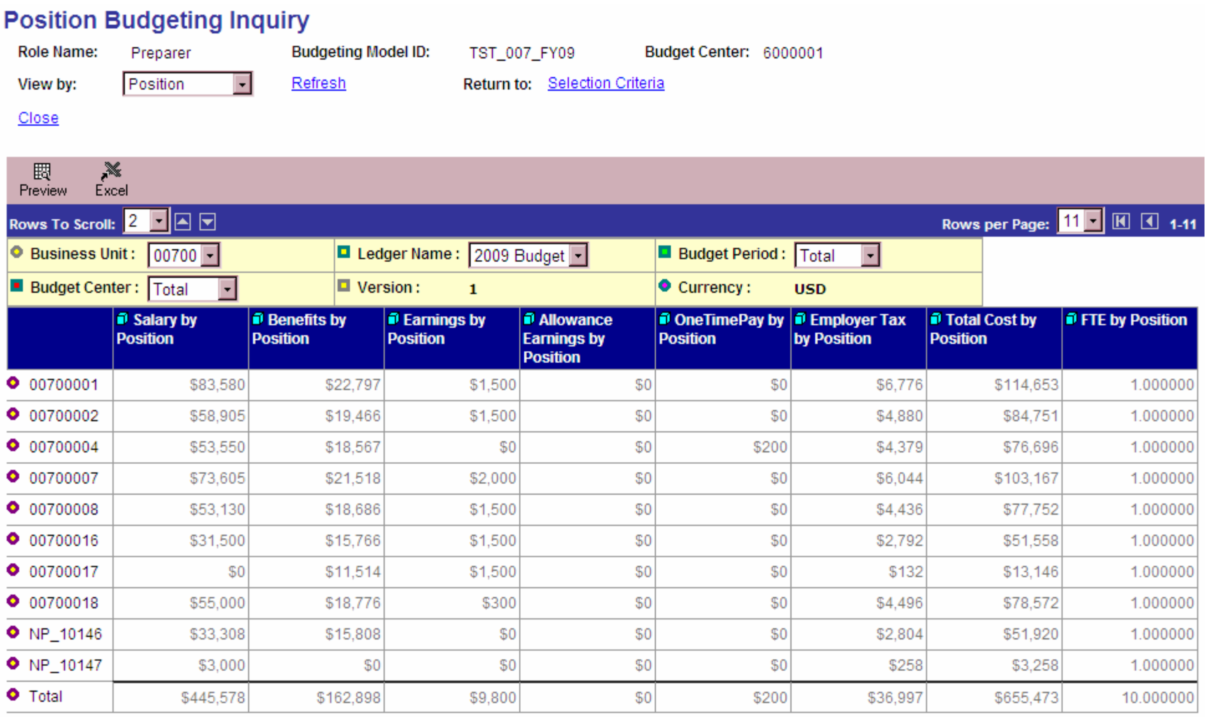
On the menu, **click** the Position Budgeting Inquiry link. The Position Budgeting Inquiry page displays. Enter the following fields:

Role Name (defaults to the current user profile)
Business Unit (defaults to the current user profile)
Budgeting Model ID
Ledger
Budget Center
Version
View by



NOTE: When running the report, if you are a Preparer, be sure to specify the correct version.

Click Run. The Position Budgeting Inquiry page displays.



	Salary by Position	Benefits by Position	Earnings by Position	Allowance Earnings by Position	OneTimePay by Position	Employer Tax by Position	Total Cost by Position	FTE by Position
00700001	$83,580	$22,797	$1,500	$0	$0	$6,776	$114,653	1.000000
00700002	$58,905	$19,466	$1,500	$0	$0	$4,880	$84,751	1.000000
00700004	$53,550	$18,567	$0	$0	$200	$4,379	$76,696	1.000000
00700007	$73,605	$21,518	$2,000	$0	$0	$6,044	$103,167	1.000000
00700008	$53,130	$18,686	$1,500	$0	$0	$4,436	$77,752	1.000000
00700016	$31,500	$15,766	$1,500	$0	$0	$2,792	$51,558	1.000000
00700017	$0	$11,514	$1,500	$0	$0	$132	$13,146	1.000000
00700018	$55,000	$18,776	$300	$0	$0	$4,496	$78,572	1.000000
NP_10146	$33,308	$15,808	$0	$0	$0	$2,804	$51,920	1.000000
NP_10147	$3,000	$0	$0	$0	$0	$258	$3,258	1.000000
Total	$445,578	$162,898	$9,800	$0	$200	$36,997	$655,473	10.000000

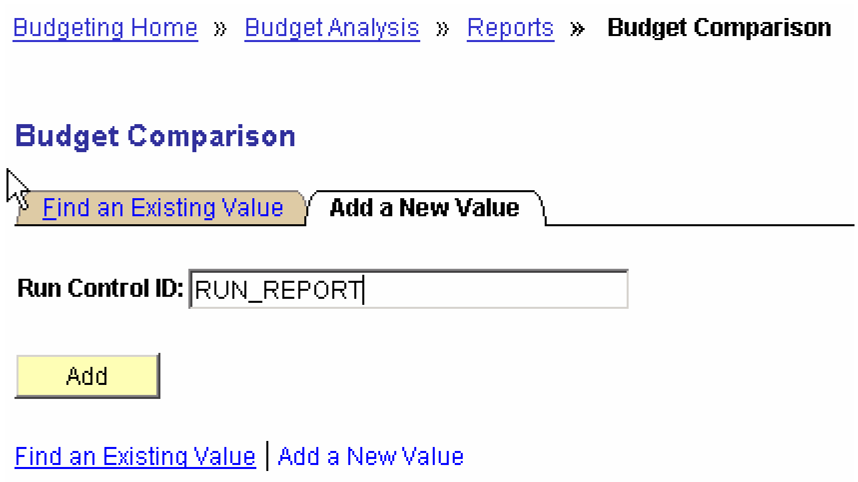
5. As necessary, drag and drop data for analysis.
6. As necessary, **click** to open Excel and work with data in a spreadsheet.
7. **Click** Close.

Budget Analysis Batch Reports

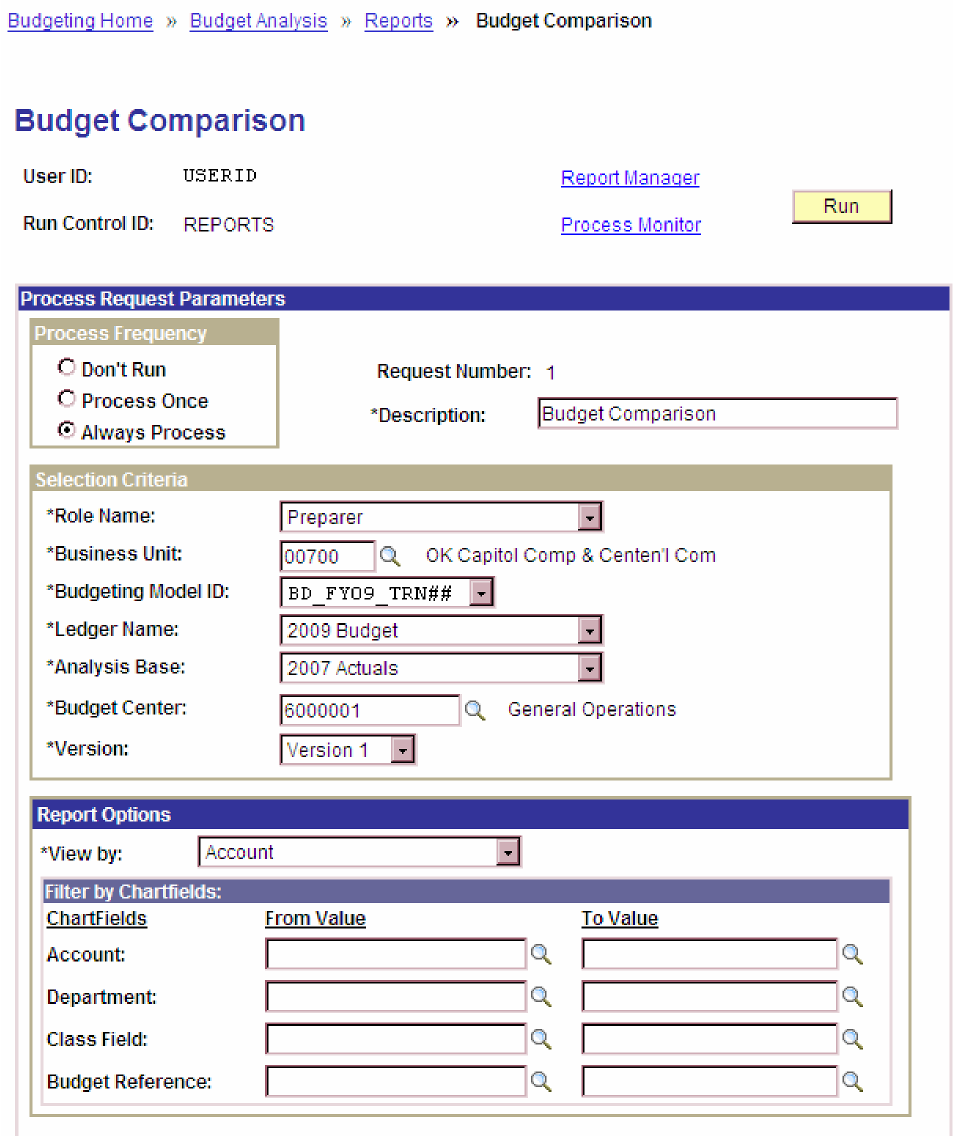
There are seven delivered PeopleSoft batch analysis reports. They can only be accessed from the Budgeting Home menu. Navigation: Budgeting >> Budgeting Home >> Budget Analysis >> Reports. See Chapter 9 for more information on Reports.

Budget Comparison Report

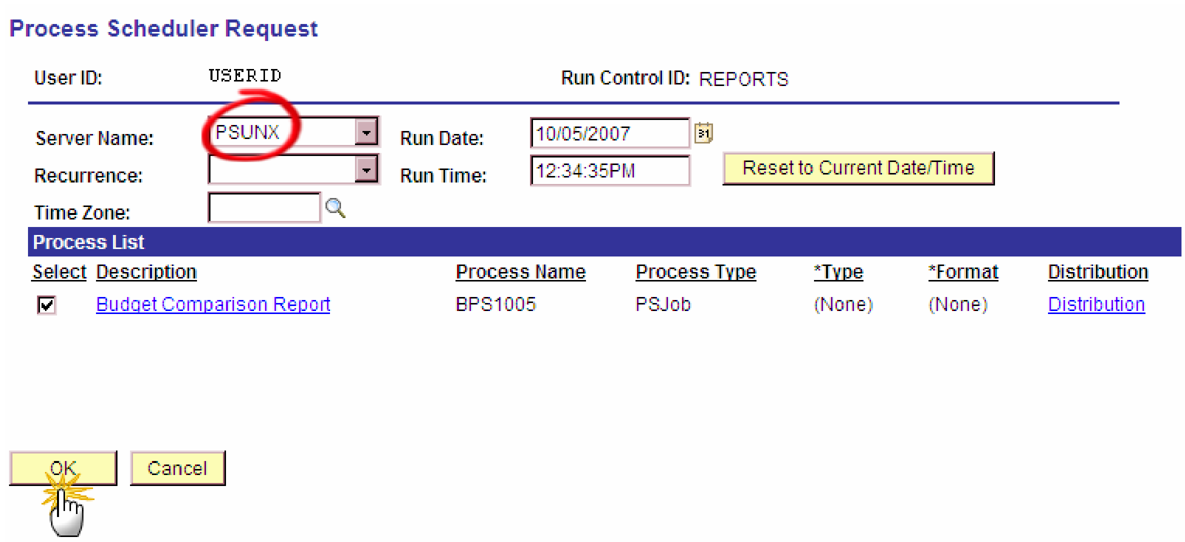
As an example of running a batch report select the Budget Comparison link and add a new Run Control. (This run control will be available for next time you want to run the report).



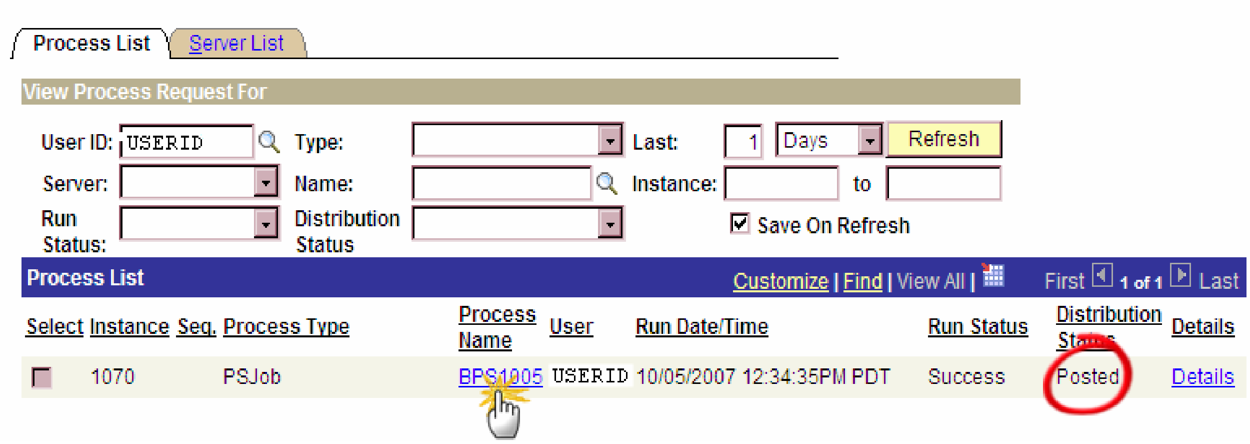
Enter the Run Control parameters and **click** on the Run push button. ***Make sure to change the Process Frequency to Always Process.***



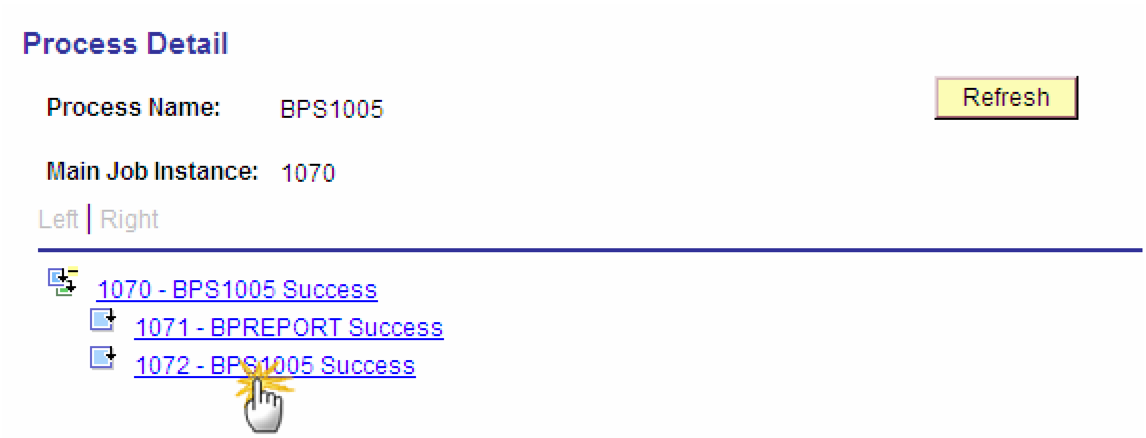
On the Process Scheduler Request page, enter in a Server Name of PSUNX and **click** on the OK button.



Click on the Process Monitor link to see the report processing. Periodically **click** on the Refresh button to update the Run Status.



Once the Run Status has changed to Success, **click** on the link under Process Name BPS1005.



Click on the last link which has the report name, i.e. BPS1005, to display the Process Detail.

Click on the link for View Log/Trace. A PDF file is created. Adobe Acrobat must be installed on your PC to view this type of file.

View Log/Trace

Report

Report ID:	1047	Process Instance:	1072	Message Log
Name:	BPS1005	Process Type:	SQR Report	
Run Status:	Success			

Budget Comparsion - Total Year

Distribution Details

Distribution Node: psshttp   Expiration Date: 10/12/2007

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,582	10/05/2007 12:38:44.000000PM PDT
bps1005_1072.PDF	2,882	10/05/2007 12:38:44.000000PM PDT
Trace File	2,169	10/05/2007 12:38:44.000000PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	USERID

Click on the link under Name BPS1005_1072.PDF where the 1072 represents the process instance for your report (that is, for each report run, this number will be different).

Budget Comparison Report

BPS1005
12:38:31_PM
05-OCT-2007

Business Unit:	00700	OK Capitol Comp & Centen'l Com
Budgeting Model ID:	TST_007_FY09	
Ledger Name:	2009 Budget	
Currency Code:	USD	
Budget Center:	6000001	General Operations
Version:	Version 1	
View By:	Account	

Account	Description	2009 Budget	2007 Actuals	Variance	%
456101	Private Grants&Donat.for Opns	500,000	0	500,000	0.00
499701	PY Exp in Current FY	-5,000	0	-5,000	0.00
	Total: Revenue	495,000	0	495,000	0.00
511110	Sals-Regular Pay	442,579	381,183	61,396	16.11
511210	Longevity Pay-State Employees	2,500	9,702	-7,202	-74.23
511420	Excess Benefit Allowance	0	5,322	-5,322	-100.00
512110	Insur.Prem-Hlth-Life-State Pln	39,384	37,932	1,452	3.83
512310	Insur.Prem-Workers Comp.	0	18	-18	-100.00
513110	State Share-FICA	910	24,598	-23,688	-96.30
513120	State Share-MQFE/FICA	2,834	5,753	-2,919	-50.74
513230	State Share OPERS	26,415	48,857	-22,442	-45.93
513280	St.Match-Ad Fee-State Annuity	1,145	1,608	-463	-28.79
515420	Marketing Consulting Services	0	0	0	0.00
531120	Postage	0	1,532	-1,532	-100.00
531130	Telecommunication Services	240	8,449	-8,209	-97.16
531170	Informational Service	0	1,850	-1,850	-100.00
532110	Rent of Office Space	0	13,500	-13,500	-100.00
532140	Rent-Equipment And Machinery	0	1,464	-1,464	-100.00
533120	Mtce-Rep.-Equipment-Vendors	0	117	-117	-100.00
536140	Office Supplies (Expendable)	0	7,498	-7,498	-100.00
548120	Interest Payments-Bond Debt	0	0	0	0.00
555110	Pmts-Local Gov't-Gen Govt	0	275,350	-275,350	-100.00
	Total: Expenditure	516,007	824,733	-308,726	-37.43
	Total: Budget Center 6000001	1,011,007	824,733	186,274	22.59

page 1 of 1

Extracting Data for Customized Reports

The customized reports (check limits, forms, etc) are run differently from the delivered PeopleSoft batch reports. To run the customized reports the data has to be extracted from the Budget model into separate tables that have specifically been set up for customized reports. The Preparer can run this Extraction process, however, it is not efficient and, since it runs for each budget center, it takes a long time to run and uses many resources. It is not recommended to run this process as a preparer. Instead, CORE offers a short training class for those wishing to gain access as an Agency Coordinator, who can run the Extract process at the roll-up level, allowing the agency a more timely and efficient method to run the processes. See Chapter 7 for information on the Agency Coordinator Role. If your agency does not have an Agency Coordinator, call the OSF Help Desk to request OSF run the Extraction and Composite Budget processes for you.

The customized reports should only be run from the **Master** Version so if the budget centers have not been submitted, or it has been rejected, then you should first copy the working version to the Master version for the Budget Centers that you want to use in the report. A batch extract process is then run that will extract the data from the Budget model into the Customized reporting tables.

Step 1:
Determine which of the Budget Centers you want to use for the customized report and **click** on the working version copy link on the Budget Work Item Details page.

Budget Work Item Details

Role Name: Preparer

Business Unit: 00700 OK Capitol Comp & Centen'l Com

Budgeting Model ID: BD_FY09_TRN##

Description:

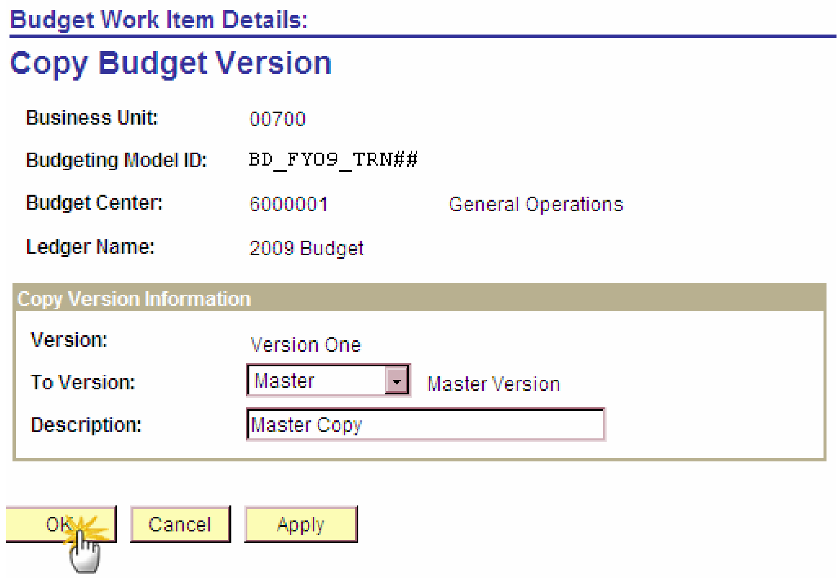
Ledger Name: 2009 Budget

To view or change a budget, select Budget Center. To copy a budget version, click Copy. To submit the completed budget for approval, click Submit.

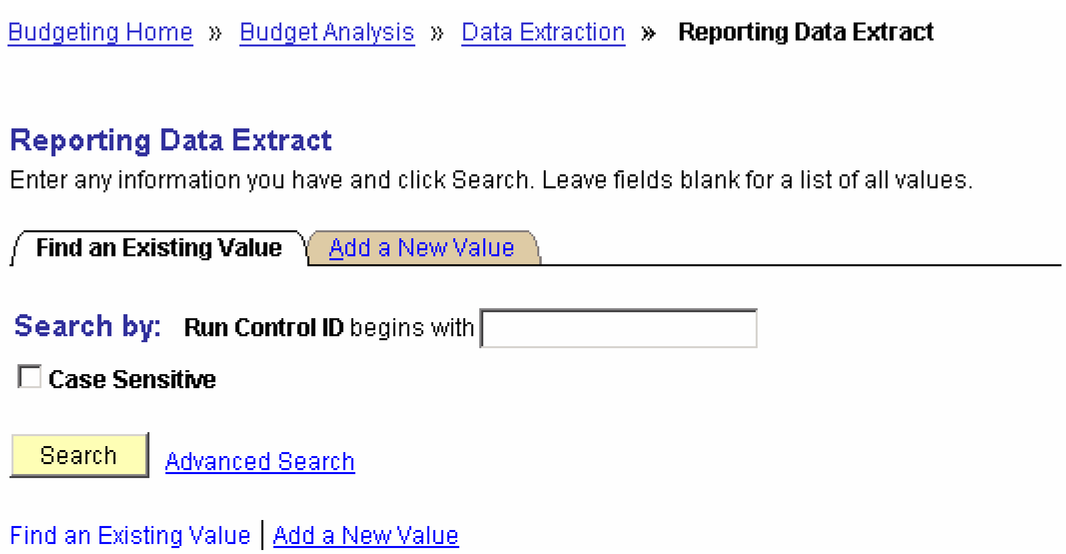
Budget Work Item Details — Customize | Find | View All | First 1-9 of 9 Last

Budget Center	Description	Version		Status	Email			Scenario
6000001	General Operations	Base	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	1	✔	Open		Submit	Copy	ORIGINAL
6000001	General Operations	Master	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	Base	✔	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	1	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	Base	✔	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	1	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	Base	✔	Open		Submit	Copy	ORIGINAL
9200001	Childrens Wellness Facility	1	✔	Open		Submit	Copy	ORIGINAL

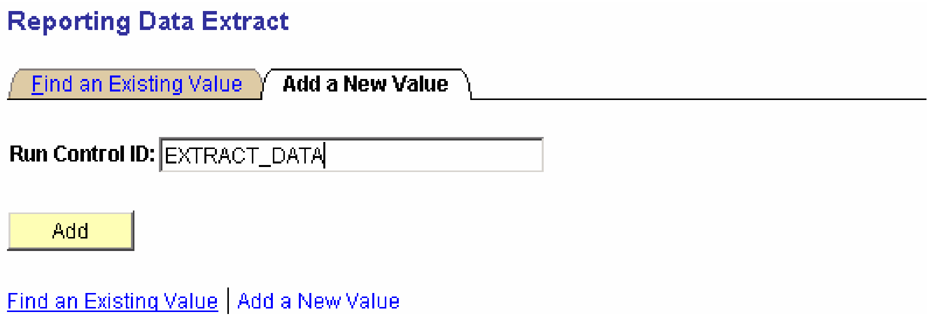
Step 2:
Select Master in the To Version field, enter a description (optional), and **click** on the OK button.



Step 3:
Navigate to Budgeting Home >> Budget Analysis >> Data Extraction >> Reporting Data Extract



Step 4:
Enter a Run Control ID. This id cannot contain embedded spaces and will be available next time the extract is run. **Click** on the Add button.

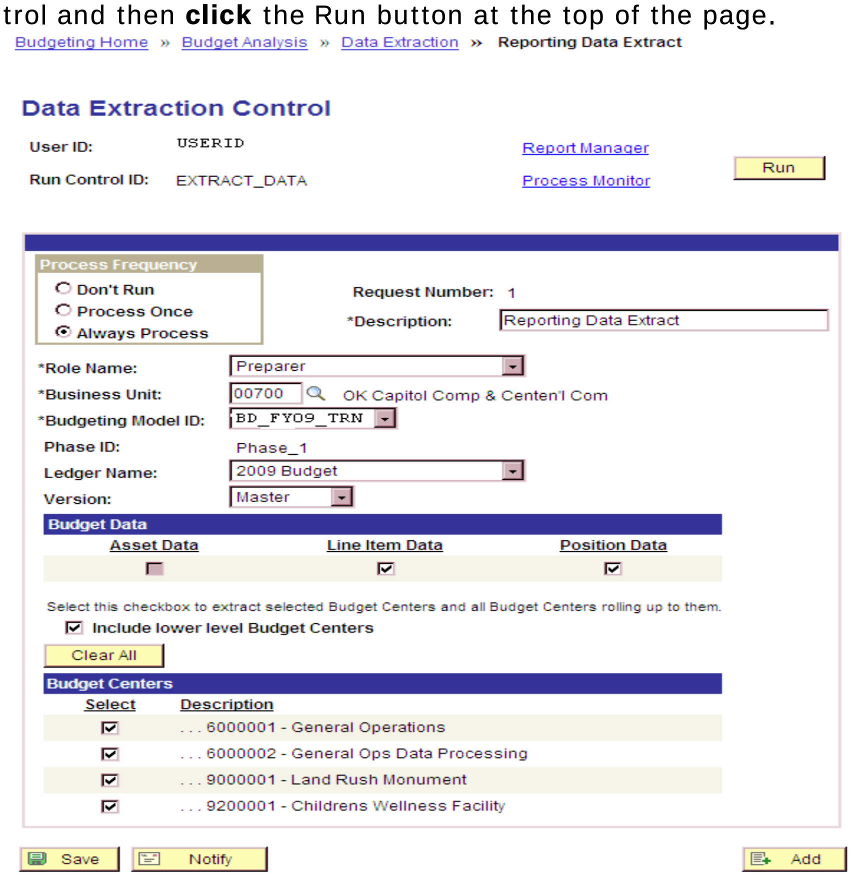


Step 5
Fill in the Data Extract run control using the Budget model information and the options shown below.

NOTE:

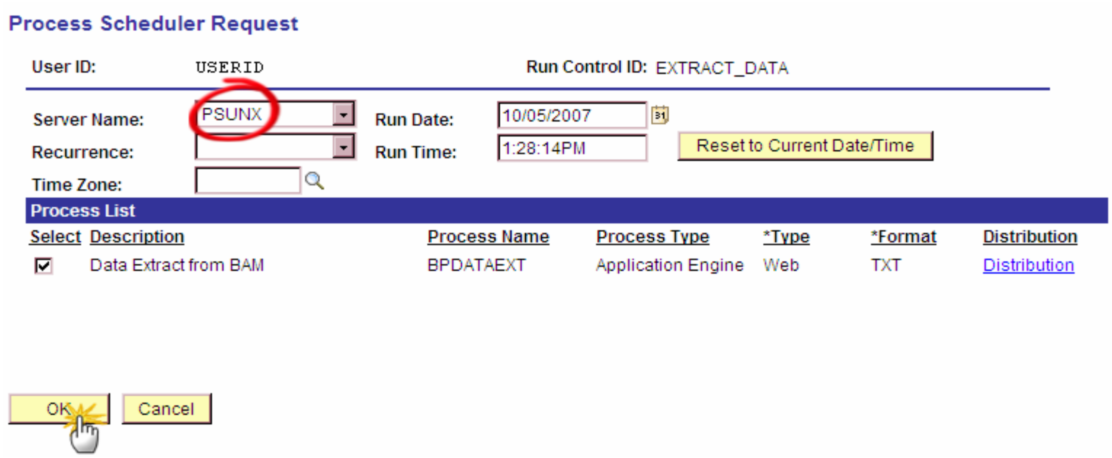
- Make sure you select **Master** in the Version field and **click** on **Always Process** under the Process Frequency section.
- You may or may not have Position Data depending upon your model.
- **Click** on the Select All button if you are running for all Budget Centers, or check only the Budget Center that you want to use in the reports.

Save the Run Control and then **click** the Run button at the top of the page.



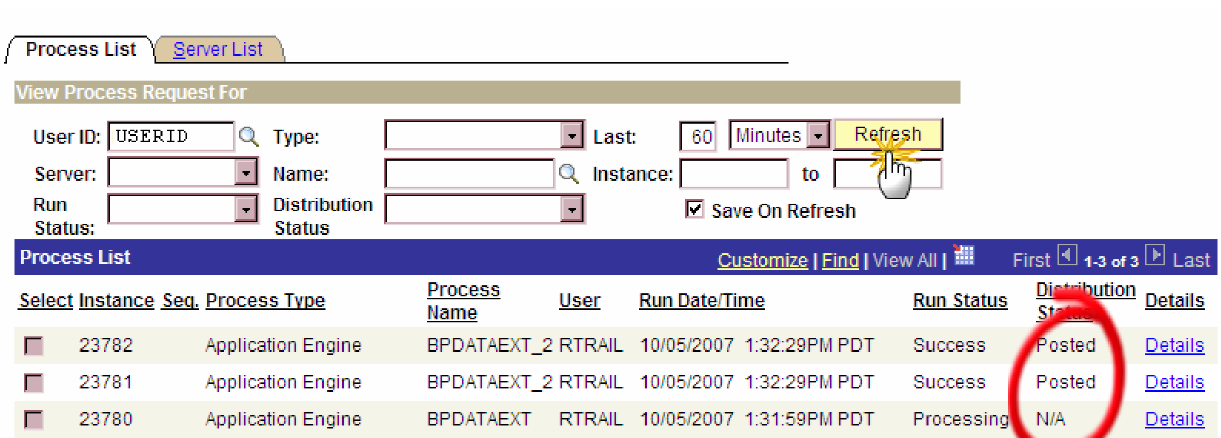
Step 6:

Click on the OK button to start the extract. The extract should be run on the **PSUNX** server.



Step 7:

Click on the Process Monitor link to view the extract job running. Periodically **click** on the Refresh button to update the Run Status until it shows Successful on <u>all</u> the extract jobs. **NOTE**: There is a primary job called BPDATAEXT, and several secondary jobs for Line Item Budgeting and Position Budgeting for each budget center chosen in the parameters. The secondary jobs are called BPDATAEXT_2. The secondary jobs will complete before the primary extract.

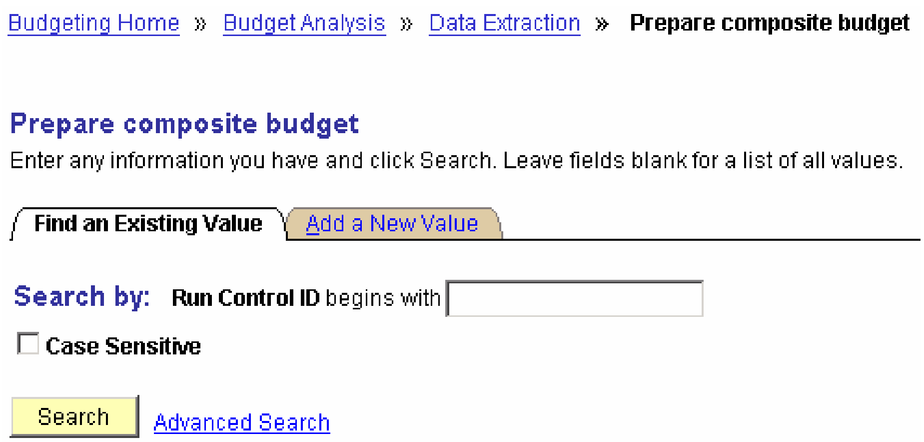


Preparing Composite Budget for Reporting

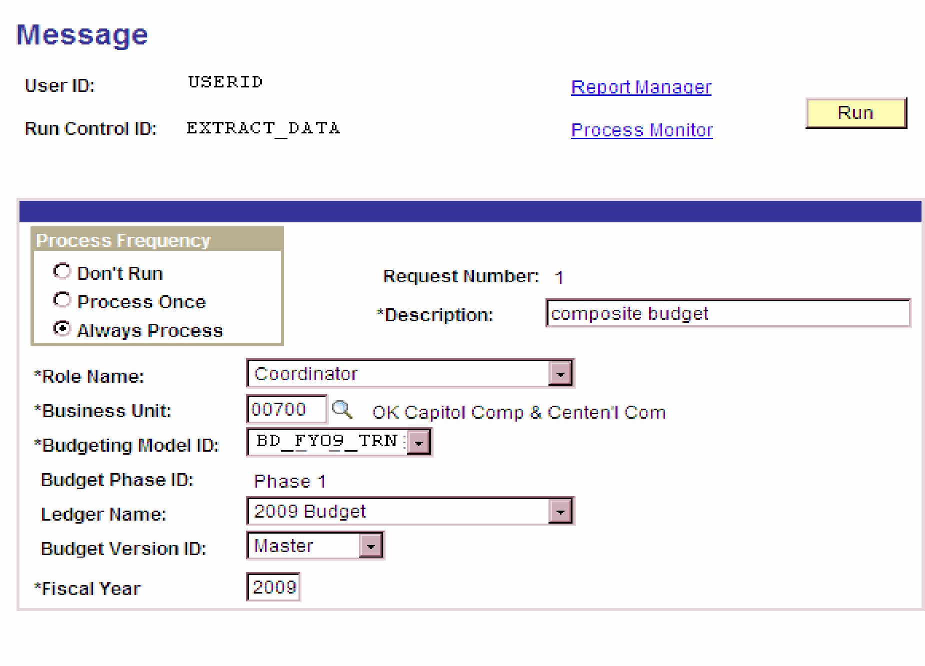
- For many of the customized reports, not only does the user run the Reporting Data Extract, but also the Prepare Composite Budget.

Prepare Composite Budget

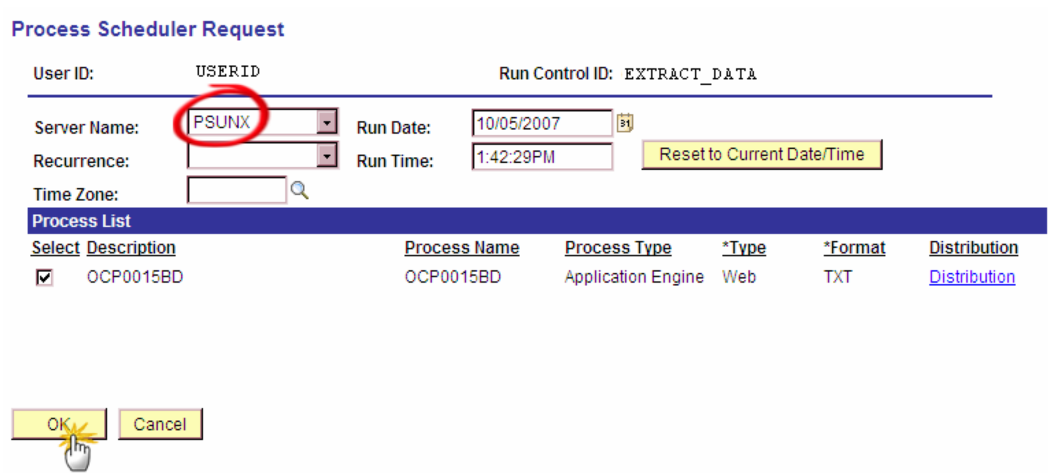
- After completing the Reporting Data Extract, navigate to Budgeting Home >> Budget Analysis >> Data Extraction >> Prepare composite budget



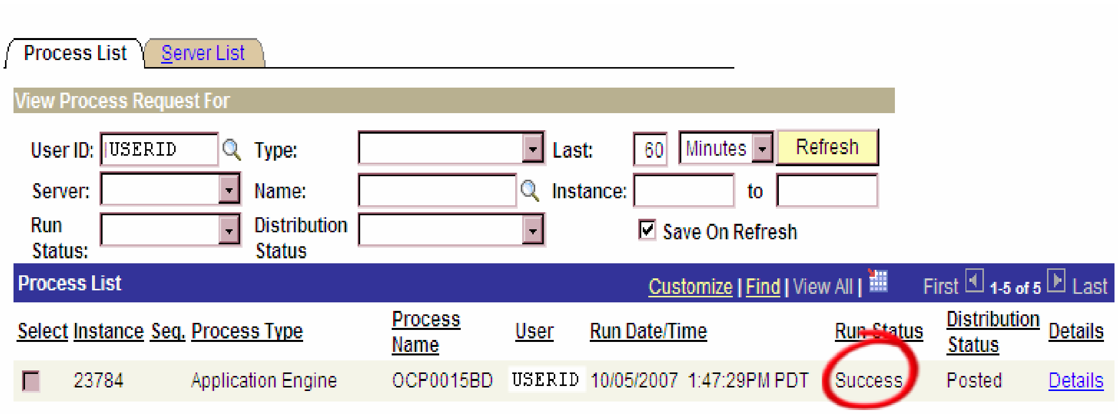
- Add or find an existing Run Control and set it up for your agency as shown below. You can use the same name as the Extract Run Control or choose a different one. Make sure you select Master for the Budget Version ID field. **Click** on the Run button.



- Change the Server Name to **PSUNX** and **click** on the OK button.



- Use the Process Monitor link to view the Job running. Periodically **click** on the Refresh button and wait until the Run Status is changed to Success. Now you are ready to run reports.


Process List
Server List
View Process Request For
User ID: USERID
Type:
Last: 60 Minutes
Refresh
Server:
Name:
Instance:
to
Run Status:
Distribution Status
Save On Refresh
Process List
Customize | Find | View All |
First 1-5 of 5 Last
Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Details
23784 Application Engine OCP0015BD USERID 10/05/2007 1:47:29PM PDT Success Posted Details

Chapter 5: Submitting the Budget

Understanding the Submit Process

Once the budget has been finalized, it must be submitted by the Preparer to the Budget Reviewer for approval.

Submit Version. When a version is submitted, the system automatically copies the submitted *Version* to *Master*. Once the budget is submitted, no further changes are allowed. It displays in read-only mode.

If the Budget Coordinator or Reviewer rejects your budget, your budget's status will read *Rejected* and reverts to read/write mode. The budget is then available for the Preparer to make the necessary changes and resubmit the budget.

Important NOTES:

Do not submit your budget until you are certain that Position and Line Item Budgeting are complete.

Once you submit your budget, it automatically becomes read-only and no further changes are allowed.

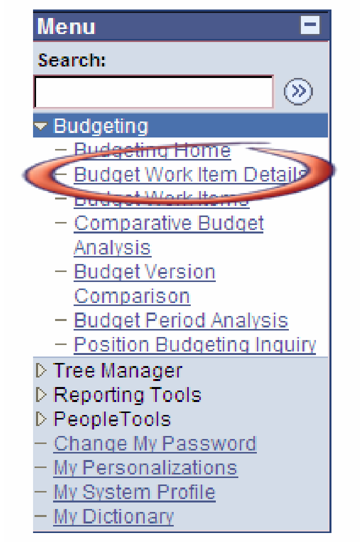
If the Master already exists and you submit a new version, the existing information in the Master will be replaced.

Only submit a working version (not Base or Master). Although you can submit from Base or Master, the Base will not contain your changes and some issues have been found in the system when the Master is submitted by a Preparer.

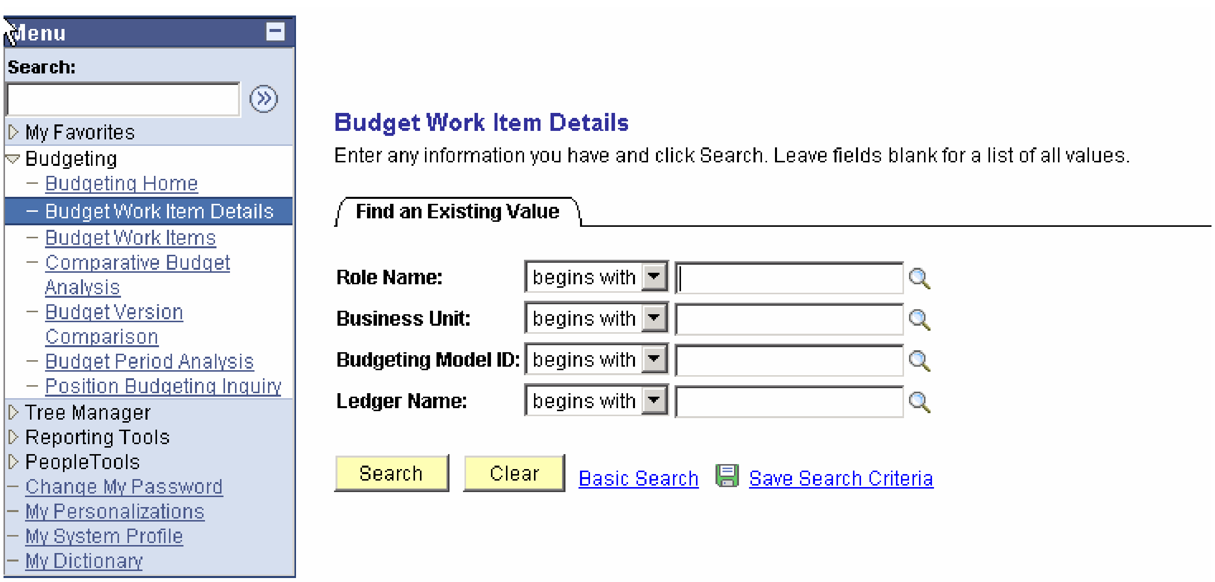
Submitting a Budget

To submit a budget, follow the steps below:

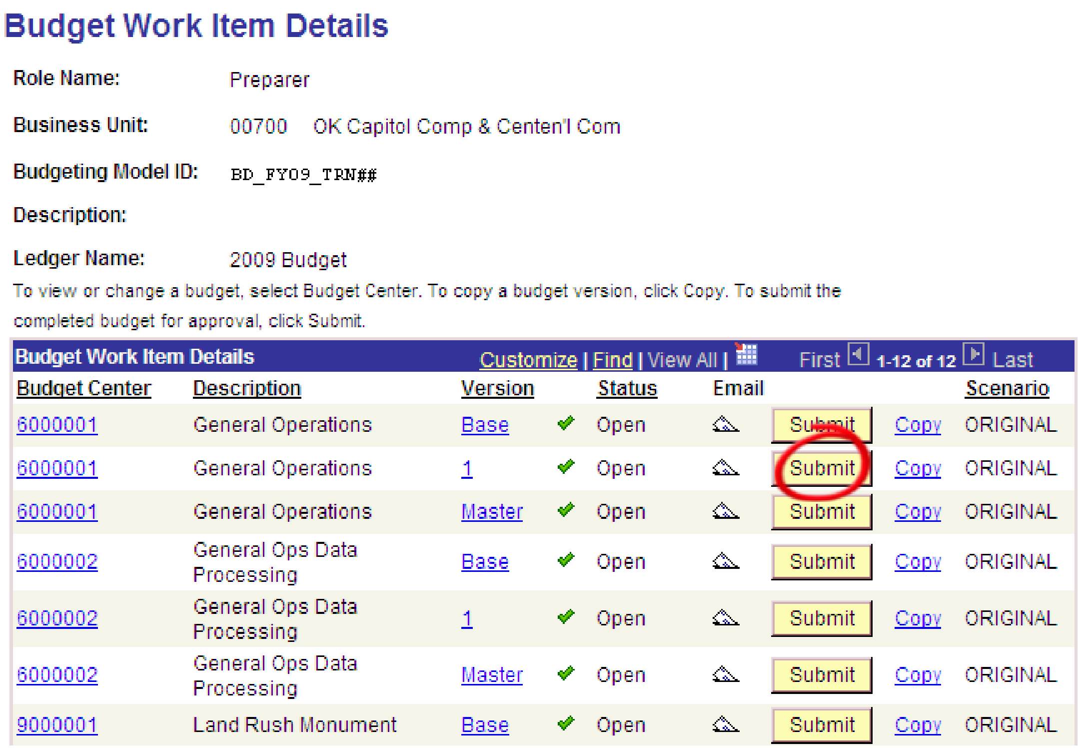
1. Select Budget Work Item Details from the budget menu.



2. The search page displays. **Click** Search.



3. On the **Budget Work Item Details** page, **click** Submit next to the version of the budget to be submitted.



Budget Work Item Details

Role Name: Preparer

Business Unit: 00700 OK Capitol Comp & Centen'l Com

Budgeting Model ID: BD_FY09_TRN##

Description:

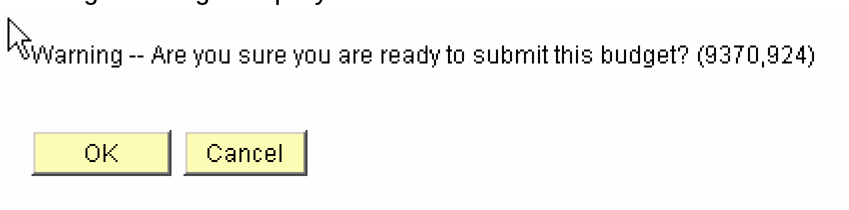
Ledger Name: 2009 Budget

To view or change a budget, select Budget Center. To copy a budget version, click Copy. To submit the completed budget for approval, click Submit.

Budget Work Item Details Customize | Find | View All | First 1-12 of 12 Last

Budget Center	Description	Version	Status	Email			Scenario
6000001	General Operations	Base	Open		Submit	Copy	ORIGINAL
6000001	General Operations	1	Open		Submit	Copy	ORIGINAL
6000001	General Operations	Master	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	Base	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	1	Open		Submit	Copy	ORIGINAL
6000002	General Ops Data Processing	Master	Open		Submit	Copy	ORIGINAL
9000001	Land Rush Monument	Base	Open		Submit	Copy	ORIGINAL

4. The following warning message displays.

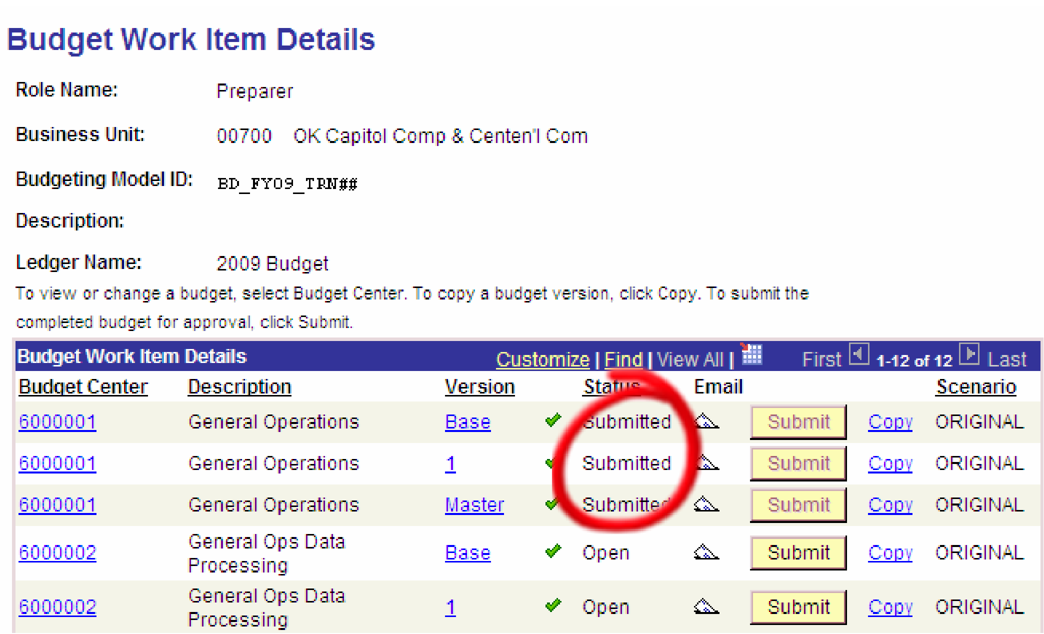


Warning -- Are you sure you are ready to submit this budget? (9370,924)

OK Cancel

5. If you are certain that you want to submit the budget, **click** OK, otherwise, choose Cancel.

The status for all of your budget versions now reads "Submitted," and the Submit button is grayed out. If you select any version of your budget, it is read-only at this point.
The system automatically copies the version to Master for you.



6. If the Reviewer or Budget Coordinator rejects the budget, the status will read *Rejected*.

Chapter 6: Reviewer Role

Understanding the Reviewer Role

What is the Reviewer Role?

Budget Reviewers review budgets submitted by Agency Budget Preparers. Reviewers may reject the budget back to Preparers for revision. Once the Budget Reviewer is satisfied with the budget center budget, the Reviewer submits the budget center to the Budget Coordinator for review.

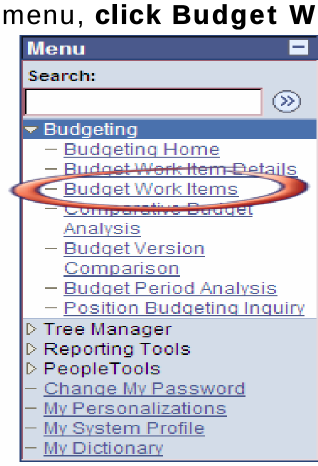
Using the Budget Work Items page

What is the Budget Work Items page?

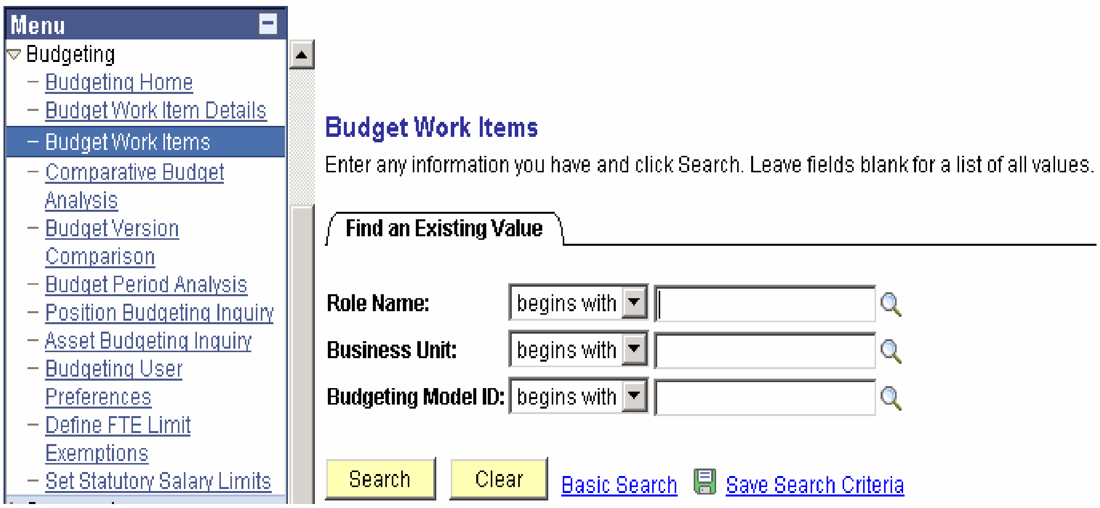
The **Budget Work Items** page provides a high-level view of the budget centers. This page allows the Reviewer to review and reject each budget center's budget. It also allows the Reviewer to see the status of budget center's budgets. The Reviewer can use the **Budget Work Item <u>Details</u>** page to submit a budget but only the **Budget Work Items** page allows you to reject a budget.

To review the budget center(s):

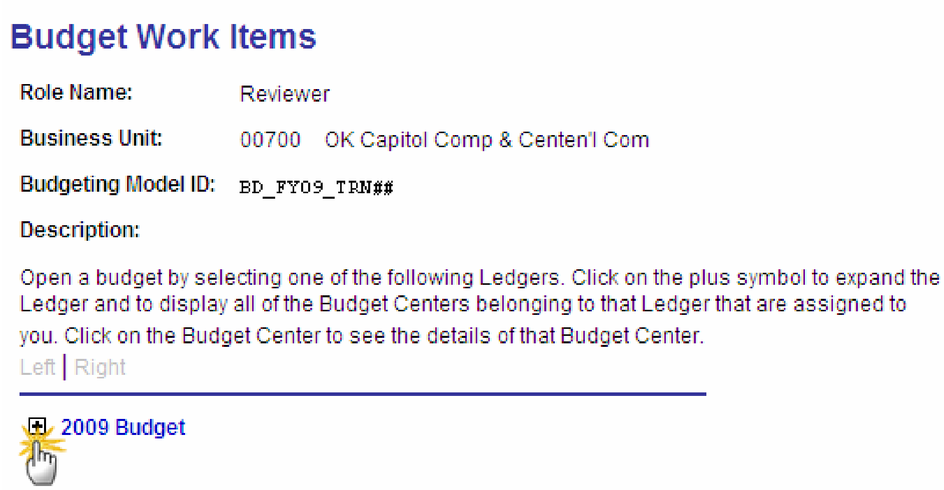
1. From the Budgeting menu, **click Budget Work Items**.



2. The Budget Work Items page displays. **Click** Search.



3. **Click** the plus sign (⊞) to expand the tree.

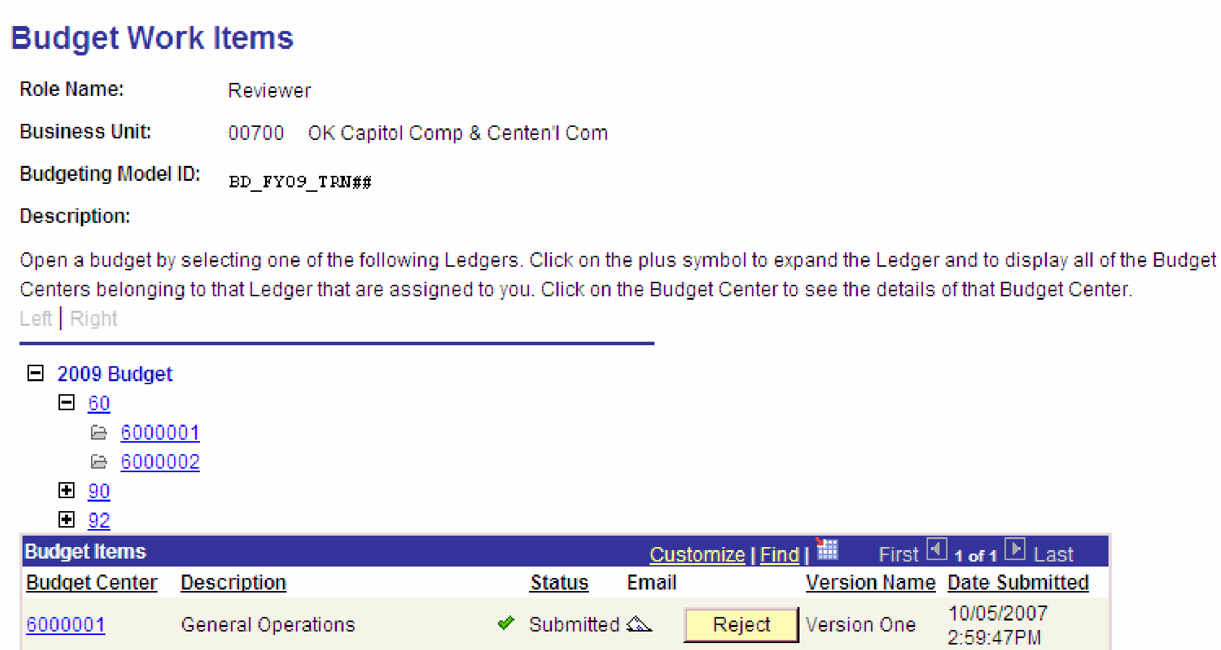


4. The **Budget Work Items** page displays the budget center(s) that are assigned to the user. If the budget center(s) assigned to you are not correct, contact the Budget Coordinator.

Budget Center Status

The Reviewer may check the status of each budget center at any point during the budget cycle.

1. Select a budget center and the **Budget Items** grid will display at the bottom of the page.



The following explains the information found in the **Budget Items** grid:

Column	Explanation
Budget Center	The cost center or division roll-up that is assigned to you for budget input or review.
Description	Budget center name.
Status	Current status of the budget work item. ***Open**:* Budget version is open and available to be worked on and has not been submitted. ***Submitted**:* Budget version at Reviewer level is submitted and ready for rejection or approval action. All versions at Reviewer level are locked and cannot be modified. ***Rejected**:* Submitted version is rejected at Reviewer or Budget Coordinator level. All versions at Preparer level are unlocked and in *Rejected* status and allows updates. ***Approved**:* Submitted version is approved and submitted at Reviewer level. ***Complete:*** A budget plan at the Coordinator level defined for the budgeting model is approved and completed. ***Not Ready**:* (Available only to Reviewers). The budget version is not available because not all of the budget versions at the Preparer levels are submitted. Once all Preparers have submitted their budgets, the status changes to Open.
Email	This feature is not used.
Reject	Use this button to reject the budget back down to the cost center.

All versions for the selected budget center display. Any of the budget versions can be checked out in read-only mode for review.

2. Select a budget center at the lowest level of the budget center tree from the budget items list.

Budget Work Items

Role Name: Reviewer

Business Unit: 00700 OK Capitol Comp & Centen'l Com

Budgeting Model ID: BD_FY09_TRN##

Description:

Open a budget by selecting one of the following Ledgers. Click on the plus symbol to expand the Ledger and to display all of the Budget Centers belonging to that Ledger that are assigned to you. Click on the the Budget Center to see the details of that Budget Center.

Left | Right

- 2009 Budget
  - 60
    - 6000001
    - 6000002
  - 90
  - 92

Budget Items — Customize | Find | First 1 of 1 Last

Budget Center	Description	Status	Email	
6000002	General Ops Data Processing	Open		Reject

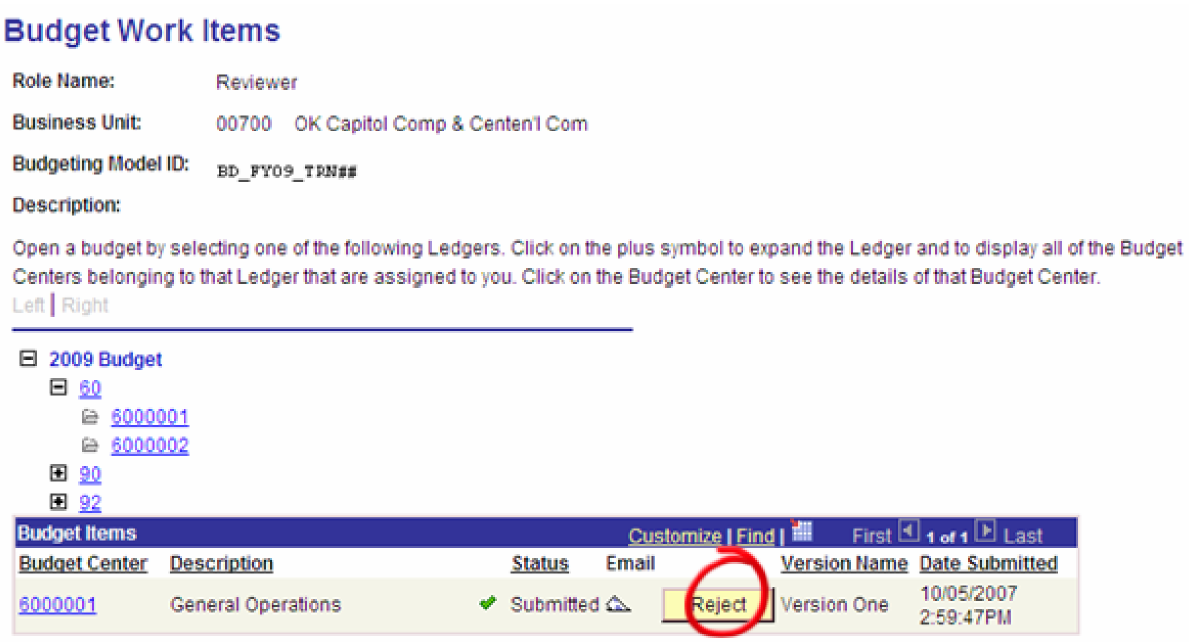
NOTE: In this example, the *Master* version does not exist for the budget center selected because the budget has not been submitted.

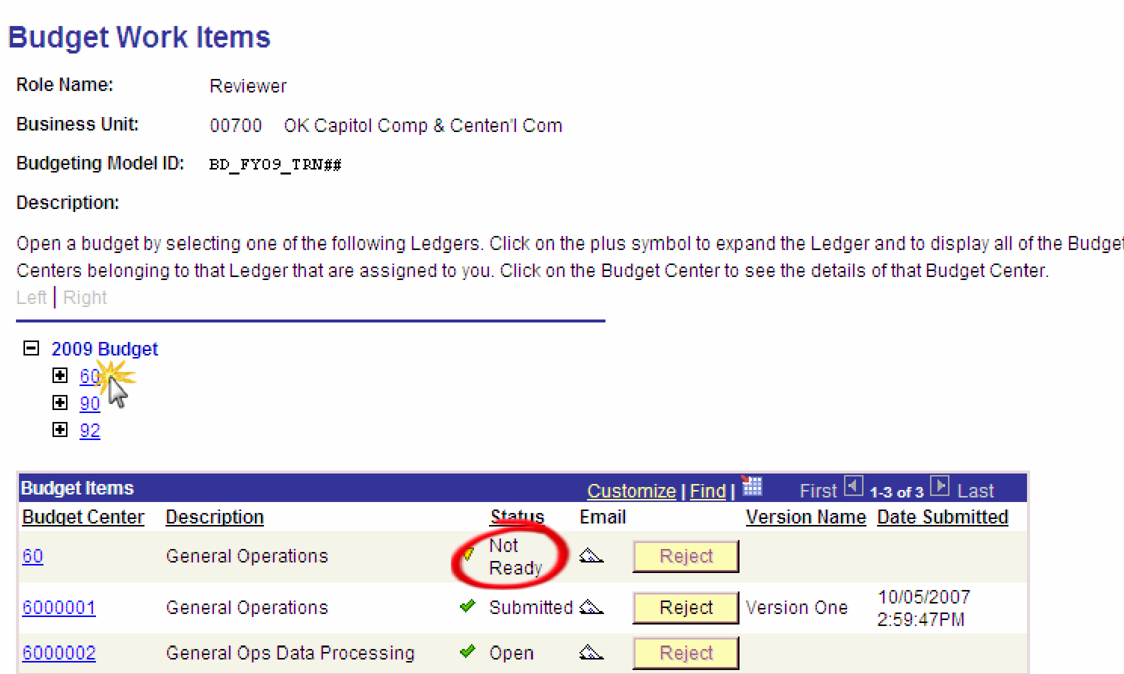
Reviewers cannot see Preparers' working versions (1, 2 or 3) and must make their own working version (1, 2 or 3) from the Master Version in order to make changes. Reviewers cannot make working versions until all budget centers below a rollup node have been submitted. The Reviewer will have to communicate with the Preparer to find out which working version contains the most recent budget information if the budget has not yet been submitted.

If the budget has been submitted, the Master version will be displayed and will be submitted up for review and approval.

Rejecting a Budget Center

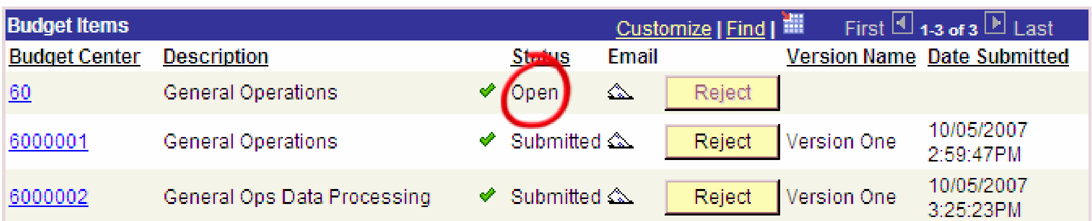
When the Budget Preparer submits a version, the status will change from ***Open*** to ***Submitted*** and the Reject button is enabled.





In this example, the status for the roll-up budget center, **60 – General Operations**, displays Not Ready because all budget centers under this roll-up budget center have not been submitted.

After all of the budget center(s) have been submitted, the status will change from Not Ready to Open.

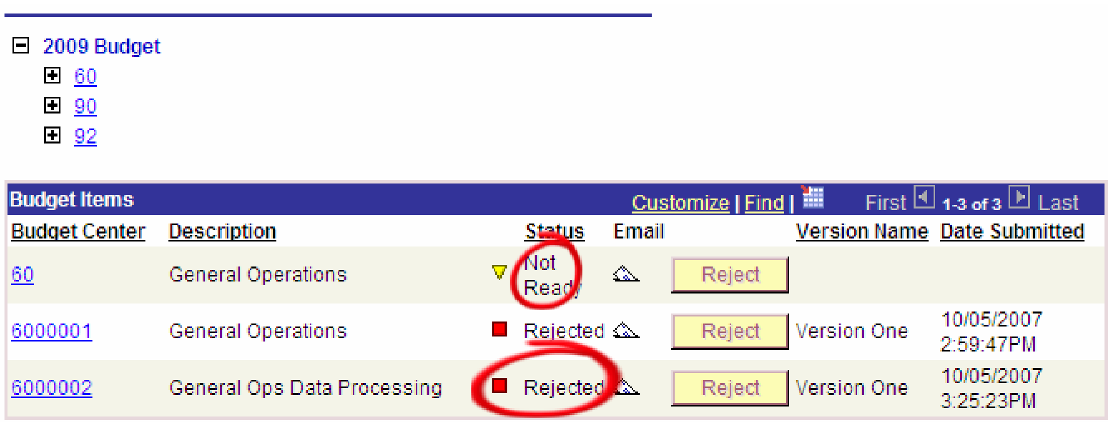


Budget Center	Description	Status	Email		Version Name	Date Submitted
60	General Operations	Open		Reject		
6000001	General Operations	Submitted		Reject	Version One	10/05/2007 2:59:47PM
6000002	General Ops Data Processing	Submitted		Reject	Version One	10/05/2007 3:25:23PM

If the Reviewer is not satisfied with the budget submitted for a budget center, the budget can be rejected back to the Preparer by **clicking** the Reject button.

When the budget has been rejected, the status will change to Rejected and the Reject button will be disabled.

The status of the roll-up budget center will change back to Not Ready and the Preparer will be able to go back and make changes to the budget center.

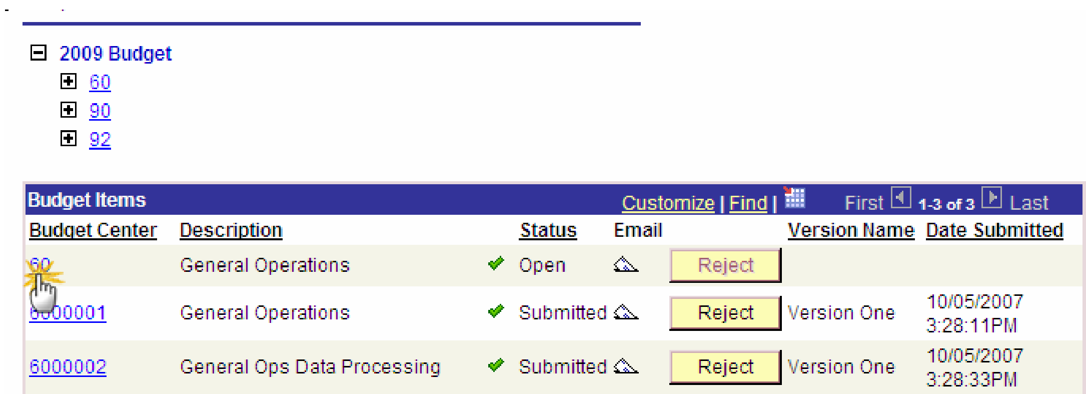


2009 Budget
- 60
- 90
- 92

Budget Center	Description	Status	Email		Version Name	Date Submitted
60	General Operations	Not Ready		Reject		
6000001	General Operations	Rejected		Reject	Version One	10/05/2007 2:59:47PM
6000002	General Ops Data Processing	Rejected		Reject	Version One	10/05/2007 3:25:23PM

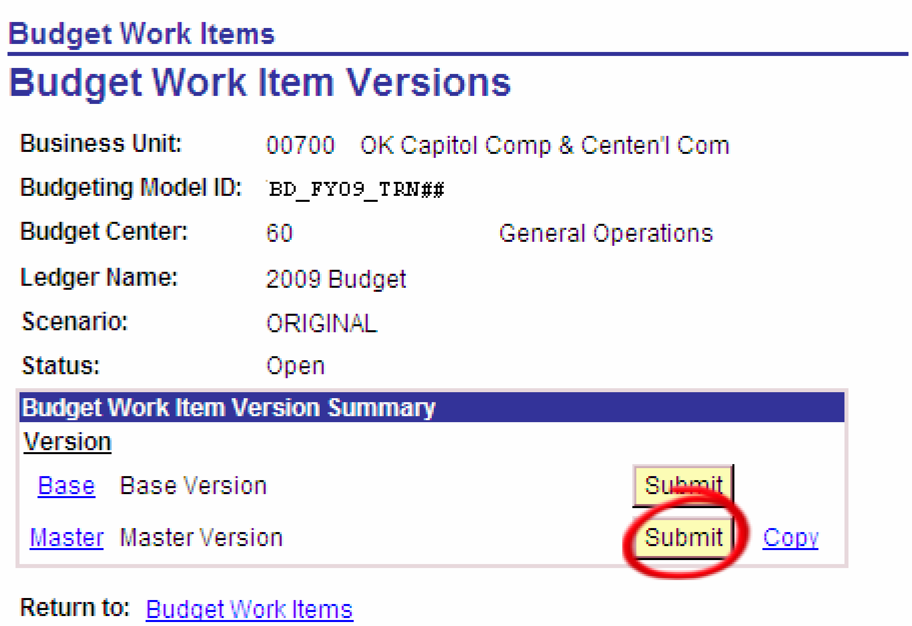
Submitting a Budget at the Reviewer Level

The Reviewer submits the roll-up Budget Center. This can be done in **Budget Work Items** or **Budget Work Item <u>Details</u>**. For **Budget Work Items**, go into the model as a Reviewer and expand the tree to show the roll-up Budget Centers.



Click on the roll-up Budget Center that you want to submit e.g. 60. The status at the roll-up level should be Open in order to do a Submit.

Click on the roll-up Budget Center e.g. 60 on the Budget Items grid and **click** on the button next to the Master version.



To submit from **Budget Work Item Details**, go into the model in **Budget Work Item Details** as a Reviewer and **click** the Submit button next to the Master version at the roll-up level. This method will be easier if you have a lot of roll-up Budget Centers to submit at once. Its disadvantage is that it does not list all the individual Budget Centers that combine into the roll-up, their status and which Version was submitted by the Preparer.

Chapter 7: The Agency Coordinator Role

Understanding the Agency Coordinator

What is the Agency Coordinator Role?

The Agency Coordinator role allows limited access to the Budget system at the highest hierarchal level. The Agency Coordinator may run some processes not accessible to the 'Preparer' and 'Reviewer' and run other processes more efficiently than a 'Preparer' or 'Reviewer'.

The Agency Coordinator is able to:

- View model checkouts online
- Run the Model Recalculation process for Position budgeting
- Run Data Extraction processes more efficiently

CORE offers a separate, short, informal training class to offer access to this role. The role requires a security form (BUD301) be submitted to the CORE security office before access is granted. Refer to training guide P224 – Agency Coordinator User Guide for more information and instructions for this role.

Agency Coordinator Sign-On

The Agency Coordinator role uses a separate User ID. This will be the same User ID used in Budgeting followed by "AC" standing for 'Agency Coordinator'. The password may be assigned to be the same password as the Budgeting User ID.

View Model Checkouts

The Agency Coordinator can view Budget model checkouts through the Budget system. If there is a budget center checked out by the Preparer, the Agency Coordinator cannot run the Extract processes. If the Preparer is unavailable to check in their budget, the Agency Coordinator can check the budget in using a special process only available to Agency Coordinators. Refer to the Agency Coordinator User Guide.

Model Recalculation

The Model Recalculation process is used only if the agency is using Position Budgeting. The budget model must be checked in before running the process. Use the 'View Model Checkouts' to verify all model budget centers are checked in. Do not check out budget centers while Model Recalculation is processing. The Agency Coordinator must communicate and coordinate with the agency budget Preparers.

The Model Recalculation is run on the entire model to sync up Position Budgeting with Line Item Budgeting. It can take 15-30 minutes to run depending upon the size of the model. Refer to the Agency Coordinator User Guide.

Data Extraction

To run the customized reports, the budget data has to be extracted to separate tables that have specifically been set up for customized reports. These reports should only be run from the Master Version so if the budget centers have not been submitted, they need to be copied to the Master from the working version.

Running the Data Extraction processes from the Agency Coordinator role minimizes the number of required processes and requires considerably less processing time and resources. Refer to the Agency Coordinator User Guide.

There are two processes that are run:
- Reporting Data Extract
- Prepare Composite Budget

Once these two processes have been run, all delivered and custom reports may be run as desired. Refer to the chapter on reports in this manual.

Chapter 8: Creating Revisions to the Original Budget

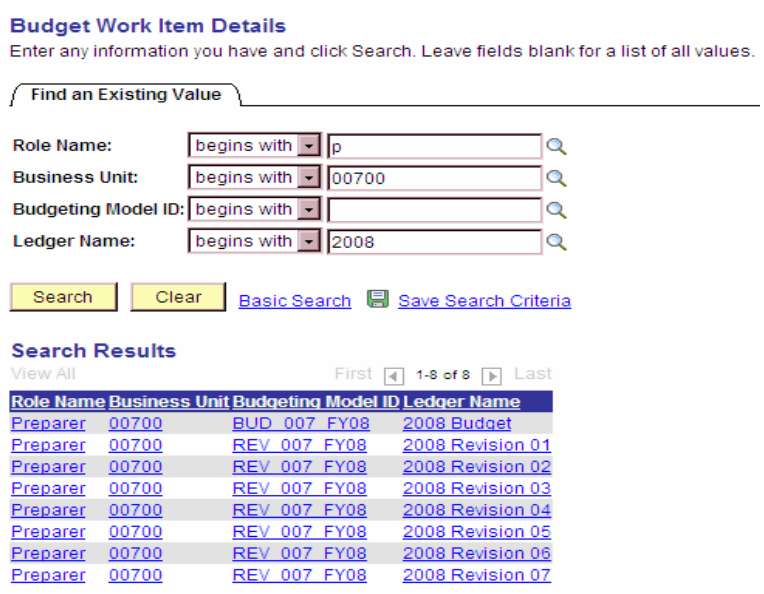
Understanding the Revision Models

What is the purpose of Revision Models?

State of Oklahoma requires any revisions to the budget after the budget is approved to be associated to a revision scenario. The revision model will work in exactly the same manner as the budget model, except that the revision model will contain the current approved budget values in the History tab. The number of revisions will depend on the agency.

Navigating to the Revision Model

1. **Click** on Budgeting – Budget Work Item Details and **click** on Search. All Budgeting Model IDs for the revision models that are available to the user show in the results. Scenario will show as a revision.
2. Select the first unused revision model in which to make the updates to the budget.
3. Follow the same steps in the Position Budgeting and Line Item Budgeting chapters. However, agencies are only able to add new positions in the position budgeting activity of the revisions, and not be able to edit any existing positions.
4. Follow the same steps in the Submitting and Approving chapters.


Budget Work Item Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Role Name: begins with p

Business Unit: begins with 00700

Budgeting Model ID: begins with

Ledger Name: begins with 2008

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-8 of 8 Last

Role Name	Business Unit	Budgeting Model ID	Ledger Name
Preparer	00700	BUD_007_FY08	2008 Budget
Preparer	00700	REV_007_FY08	2008 Revision 01
Preparer	00700	REV_007_FY08	2008 Revision 02
Preparer	00700	REV_007_FY08	2008 Revision 03
Preparer	00700	REV_007_FY08	2008 Revision 04
Preparer	00700	REV_007_FY08	2008 Revision 05
Preparer	00700	REV_007_FY08	2008 Revision 06
Preparer	00700	REV_007_FY08	2008 Revision 07

Chapter 9: Reports

Budget Work Program Reports

Check Limits – This report replicates the information from the ICS Check Limits Report.

Business Unit Budget Summary – This report breaks down the budget by account code within each fund by Business Unit, Division and Department.

Estimate of Income and Cash Flow – This report closely replicates the information from the ICS Form 33 with one change: it shows revenue annually instead of quarterly.

Budget by Division/Fund – This report replicates the information from the ICS Form 21 (expenditures at the 2-digit level and funding).

Budget by Account/Fund – This report replicates the information from the ICS Forms 16, 17 and 18. It can be run by Business Unit, Division, and Department.

Position Budget – This report closely replicates the information from the ICS Form 47 with one change: it includes total personnel costs (account codes 511000, 512000, and 513000).

Version Analysis – This report allows the user to compare their different versions (Version 1, Version 2, Master Version) for a particular scenario (i.e. Original, Revision 1, etc.). This report does not need the Composite Budget to be run.

Ledger Type Comparison – This report allows the user to compare one ledger (i.e. 2008 Revision 2) with another ledger (i.e. 2008 Revision 3). This report does not need the Composite Budget to be run.

Summary of Methods – This report allows the user to view the budget methods and amounts within a particular ledger (i.e. 2008 Budget or 2008 Revision #). This report does not need the Composite Budget to be run.

Budget Comparison – This report allows the user to compare two different ledgers (i.e. 2008 Budget with 2008 Revision 1). This report does not need the Composite Budget to be run.

Position Information – This report allows the user to view information based on their position budget. It only shows information by owning department (i.e. where the position is budgeted, not where the funding is distributed between departments). This report does not need the Composite Budget to be run.

Navigation for Processes Necessary to Run Reports

NOTE about reports: All of the above reports run on the composite budget, unless specified otherwise. This means that *Data Extraction* and *Prepare Composite Budget* processes must be run – see Chapter 7 on the Agency Coordinator Role, or P224 Agency Coordinator manual.

Data Extraction - ***Budgeting > Budgeting Home > Budget Analysis >Data Extraction > Reporting Data Extract***

Prepare Composite Budget - ***Budgeting > Budgeting Home > Budget Analysis >Data Extraction > Prepare Composite Budget***

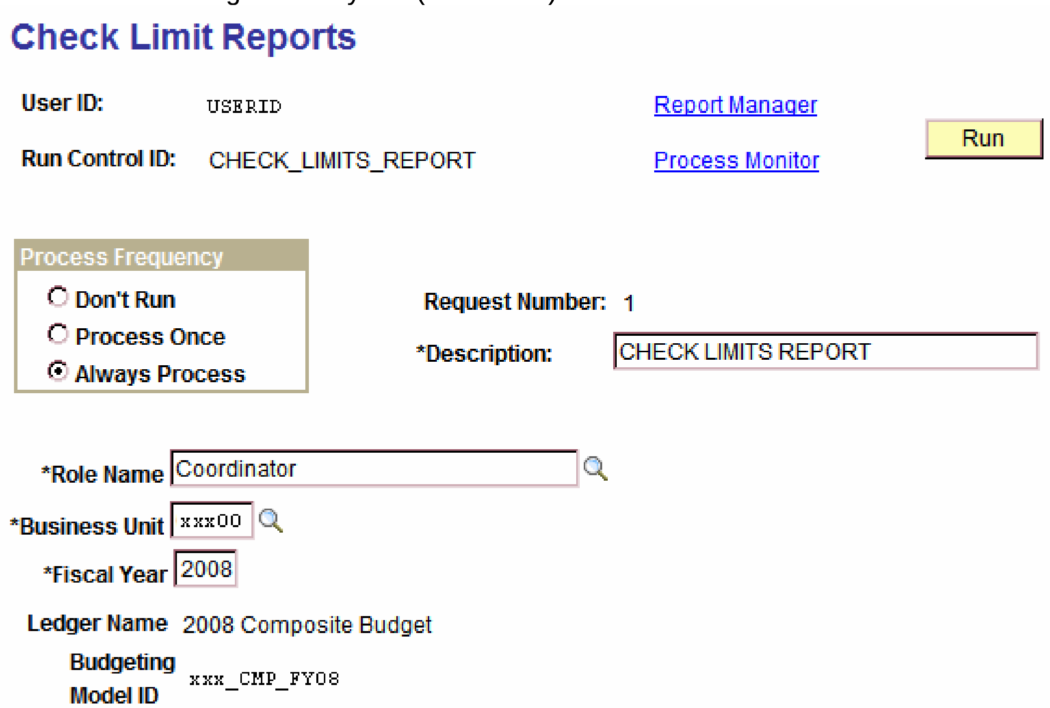
Check Limits Report – OCP_0001

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Fiscal Year: four-digit fiscal year (i.e. 2008)



Example: Check Limits Report

State Finance - PS

Budgetary Limits Comparison Report

OCP0001
04:14:47_PM
21-OCT-2007

Business Unit: xxx00 Description: Agency Name
Fiscal Year: 2008

	Budgeted Amount
Operating Budget	$16,500,000
Capital Budget	$0
700 Class Budget	$0
	$16,500,000

Agency Limits	Budgeted Amount	Limit Amount	Adjustment Amount	Total Amount	Difference
Salaries (511)	$386,270	* No Limit *	$0	* No Limit *	$386,270
Professional Services (515)	$0	* No Limit *	$0	* No Limit *	$0
Personal Services (511-515)	$404,481	* No Limit *	$0	* No Limit *	$404,481
Equipment (541,542,549)	$0	* No Limit *	$0	* No Limit *	$0
Lease Purchases (543)	$0	$0	$0	$0	$0
Federal Class Funds (400-440)	$0	* No Limit *	$0	* No Limit *	$0
Revolving Class Funds (2XX,49X,445)	$15,436,515	* No Limit *	$0	* No Limit *	$15,436,515
Total Operating Expenditures	$16,500,000	* No Limit *	$0	* No Limit *	$16,500,000

FTE'S	Budgeted Amount	Limit Amount	Adjustment Amount	Total Amount	Difference
FTE'S VERSUS LIMITS (1st QTR)	8.0	12.0	0.0	12.0	4.0
FTE'S VERSUS LIMITS (4th QTR)	8.0	12.0	0.0	12.0	4.0
FTE'S VERSUS LIMITS (2nd QTR)	8.0	12.0	0.0	12.0	4.0
FTE'S VERSUS LIMITS (3rd QTR)	8.0	12.0	0.0	12.0	4.0

If Position Budgeting is used, the check limits report will include this section.

Division Limits

Division	Division Description	Budget Amount	Limit Amount	Difference	
60	General Operations	$16,500,000	$1,500,000	$-15,000,000	***

In general, asterisks show a problem, unless there is legislative exceptions given.

Programmed Retirement

Division	Division Description	Programmed Retirement	Programmed Salaries	Percentage
60	General Operations	$7,088	$386,270	1.83

Average Insurance

Division	Division Description	Programmed Insurance	Programmed FTE	Amount Per FTE
60	General Operations	$11,123	8.0	1,390

If Position Budgeting is used, these sections will be shown in the Check Limits Report.

Statutory Salaries

Job Class	Description	Number Authorized	Minimum Salary	Maximum Salary	Total Max Salary	Budgeted FTE	Average Budget Salary	
4815	Executive Director	1.00	$0	$79,600	$83,580	1.00	$83,580	***

Line Items

Class Funding	Purpose	Appropriation
19801	GRP-Duties	$1,066,511

Division	Department	Amount
60	6000001	$587,169

Total Division $587,169

Total Class Funding $587,169 Difference $479,342

Appropriated funds - limits and budget and difference is shown.

Class	Beginning Cash Balance	Prior Year Expenditures	Total Income	Current FY Expenditures	Capital Expenditures	Ending Balance	
230	$47,099	$0	$433,515	$15,436,515	$0	$-14,955,901	***

Revolving Funds - budgeted income, budgeted expenditures and difference.

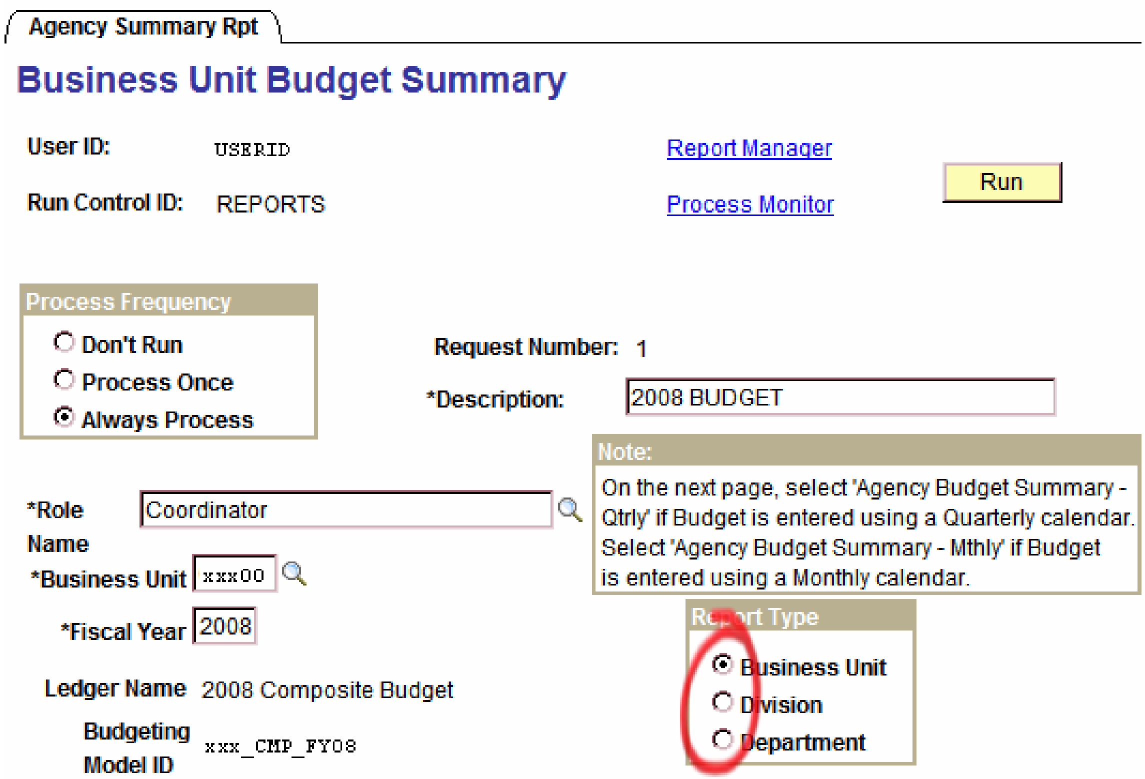
Business Unit Budget Summary – OCP_0006 (A)

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Fiscal Year: four-digit fiscal year (i.e. 2008)
Report Type: choose to summarize by Business Unit, Division, or Department
(**NOTE**: report is by budget period: monthly or quarterly)



On the Run page, the user must select which calendar they are using in their Budget Work Program. The Monthly calendar will have the report name, OCP_0006A and the Quarterly calendar will have the report name, OCP_0006. **NOTE**: if the agency is on a Monthly calendar, and Quarterly is chosen, this report will only show the first four months and the budget will be understated.

Example: Bus Unit Budget Summary, Report Type Business Unit

State Finance - PS

Agency Budget - Summary by Business Unit

OCP0006
04:29:10 PM
21-OCT-2007

Bus Unit #: xxx00 Bus Unit Name: Agency Name
Fiscal Year: 2008

Fund	Account	Per1	Per2	Per3	Per4	Per5	Per6	Per7	Per8	Per9	Per10	Per11	Per12	Total
198 General Revenue	511 Excess Benefit Allowance	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	386,270
	512 Insur.Prem-Hlth-Life-Sta	943	943	929	916	916	916	943	943	929	916	916	916	11,123
	513 Employee Def.Incentive S	591	591	591	591	591	591	591	591	591	591	591	591	7,098
	515 Business Support Service	0	0	0	0	0	0	0	0	0	0	0	0	0
	519 Flexible Benefits-Admini	0	0	0	0	0	0	0	0	0	0	0	0	0
	521 In-State Lodging	0	0	0	0	0	0	0	0	0	0	0	0	0
	522 Plane Fare-Other Pub.Tra	0	0	0	0	0	0	0	0	0	0	0	0	0
	530 ADMINISTRATIVE EXPENSE	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	182,688
	531 ERP System Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	532 Rent of Office Space	0	0	0	0	0	0	0	0	0	0	0	0	0
	533 Mtce-Rep.-Equipment-Vend	0	0	0	0	0	0	0	0	0	0	0	0	0
	536 Office Supplies (Expenda	0	0	0	0	0	0	0	0	0	0	0	0	0
	541 Data Processing Equipmen	0	0	0	0	0	0	0	0	0	0	0	0	0
	548 Interest Payments-Bond D	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	476,316
	555 Pmts-Local Gov't-Gen Gov	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total for Fund 198	88,639	88,639	88,625	88,613	88,613	88,613	88,639	88,639	88,625	88,613	88,613	88,613	1,063,485
230 Ok Cap Fund	530 ADMINISTRATIVE EXPENSE	250	250	250	250	250	250	250	250	250	250	250	250	3,000
	555 Pmts-Local Gov't-Gen Gov	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	15,433,515
	Total for Fund 230	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	15,436,515
	Total for BU xxx00	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000

Example: Bus Unit Budget Summary, Report Type Division

State Finance - PS | Agency Budget - Summary by Division | OCP0006 04:36:06 PM 21-OCT-2007

Bus Unit #: xxx00 Bus Unit Name: Agency Name
Fiscal Year: 2008

Division: 60 General Operations

Fund	Account	Per1	Per2	Per3	Per4	Per5	Per6	Per7	Per8	Per9	Per10	Per11	Per12	Total
198 General Revenue	511 Excess Benefit Allowance	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	386,270
	512 Insur.Prem-Hlth-Life-Sta	943	943	929	916	916	916	943	943	929	916	916	916	11,123
	513 Employee Def.Incentive S	591	591	591	591	591	591	591	591	591	591	591	591	7,088
	515 Business Support Service	0	0	0	0	0	0	0	0	0	0	0	0	0
	519 Flexible Benefits-Admini	0	0	0	0	0	0	0	0	0	0	0	0	0
	521 In-State Lodging	0	0	0	0	0	0	0	0	0	0	0	0	0
	522 Plane Fare-Other Pub.Tra	0	0	0	0	0	0	0	0	0	0	0	0	0
	530 ADMINISTRATIVE EXPENSE	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	182,688
	531 ERP System Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	532 Rent of Office Space	0	0	0	0	0	0	0	0	0	0	0	0	0
	533 Mtce-Rep.-Equipment-Vend	0	0	0	0	0	0	0	0	0	0	0	0	0
	536 Office Supplies (Expenda	0	0	0	0	0	0	0	0	0	0	0	0	0
	541 Data Processing Equipmen	0	0	0	0	0	0	0	0	0	0	0	0	0
	548 Interest Payments-Bond D	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	476,316
	555 Pmts-Local Gov't-Gen Gov	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total for Fund 198	88,639	88,639	88,625	88,613	88,613	88,613	88,639	88,639	88,625	88,613	88,613	88,613	1,063,485
230 Ok Cap Fund	530 ADMINISTRATIVE EXPENSE	250	250	250	250	250	250	250	250	250	250	250	250	3,000
	555 Pmts-Local Gov't-Gen Gov	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	15,433,515
	Total for Fund 230	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	15,436,515
	Total for Division 60	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000

Example: Bus Unit Budget Summary, Report Type Department

State Finance - PS | Agency Budget - Summary by Department | OCP0006 04:47:23 PM 21-OCT-2007

Bus Unit #: xxx00 Bus Unit Name: Agency Name
Fiscal Year: 2008

Department: 6000001 General Operations

Fund	Account	Per1	Per2	Per3	Per4	Per5	Per6	Per7	Per8	Per9	Per10	Per11	Per12	Total
198 General Revenue	511 Excess Benefit Allowance	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	386,270
	512 Insur.Prem-Hlth-Life-Sta	943	943	929	916	916	916	943	943	929	916	916	916	11,123
	513 Employee Def.Incentive S	591	591	591	591	591	591	591	591	591	591	591	591	7,088
	515 Business Support Service	0	0	0	0	0	0	0	0	0	0	0	0	0
	519 Flexible Benefits-Admini	0	0	0	0	0	0	0	0	0	0	0	0	0
	521 In-State Lodging	0	0	0	0	0	0	0	0	0	0	0	0	0
	522 Plane Fare-Other Pub.Tra	0	0	0	0	0	0	0	0	0	0	0	0	0
	530 ADMINISTRATIVE EXPENSE	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	15,224	182,688
	531 ERP System Services	0	0	0	0	0	0	0	0	0	0	0	0	0
	532 Rent of Office Space	0	0	0	0	0	0	0	0	0	0	0	0	0
	533 Mtce-Rep.-Equipment-Vend	0	0	0	0	0	0	0	0	0	0	0	0	0
	536 Office Supplies (Expenda	0	0	0	0	0	0	0	0	0	0	0	0	0
	541 Data Processing Equipmen	0	0	0	0	0	0	0	0	0	0	0	0	0
	548 Interest Payments-Bond D	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	476,316
	555 Pmts-Local Gov't-Gen Gov	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total for Fund 198	88,639	88,639	88,625	88,613	88,613	88,613	88,639	88,639	88,625	88,613	88,613	88,613	1,063,485
230 Ok Cap Fund	530 ADMINISTRATIVE EXPENSE	250	250	250	250	250	250	250	250	250	250	250	250	3,000
	555 Pmts-Local Gov't-Gen Gov	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	15,433,515
	Total for Fund 230	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	15,436,515
	Total for Dept 6000001	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000

Estimate of Income and Cash Flow – OCP_0025

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Fiscal Year: four-digit fiscal year (i.e. 2008)

Estimate of Income Report

User ID: USERID

Run Control ID: INCOME_REPORT

Report Manager

Process Monitor

Run

Process Frequency

- Don't Run
- Process Once
- Always Process (selected)

Request Number: 1

*Description: Estimate of Income Report

*Role Name: Coordinator

*Business Unit: xxx00

*Fiscal Year: 2008

Ledger Name: 2008 Composite Budget

Budgeting Model ID: xxx_CMP_FY08

Example: Estimate of Income Report (shows one page per class fund in the agency)

```
State Finance        Budget Work Program for the Fiscal Year Ending June 30, 2008        OCP0025
                          Estimate of Income to Business Unit Class Funding                04:51:40_PM
                                                                                           21-OCT-2007
         Bus Unit Name: Agency Name          xxx00
         Fund Name:     General Revenue                 198
```

Description	Total
A. Cash Balance	$0
B. Expenditures During FY For PY Obligations-Operations	$0
C. Cash Available (LINE A - LINE B)	$0
Income By Source By 3-Digit Receipt Code	
REC Code Source	Total
631100 Appropriated Transfers In	$1,066,485
D. Total Income To The Fund	$1,066,485
E. Total Funds Available Furing The Year (C+D)	$1,066,485
F. Expenditures During Year For Current FY Operations	$1,063,485
G. Expenditures During Year For Capital Outlay	$0
H. Balance At The End Of The Year (Line E - F+G)	$3,000

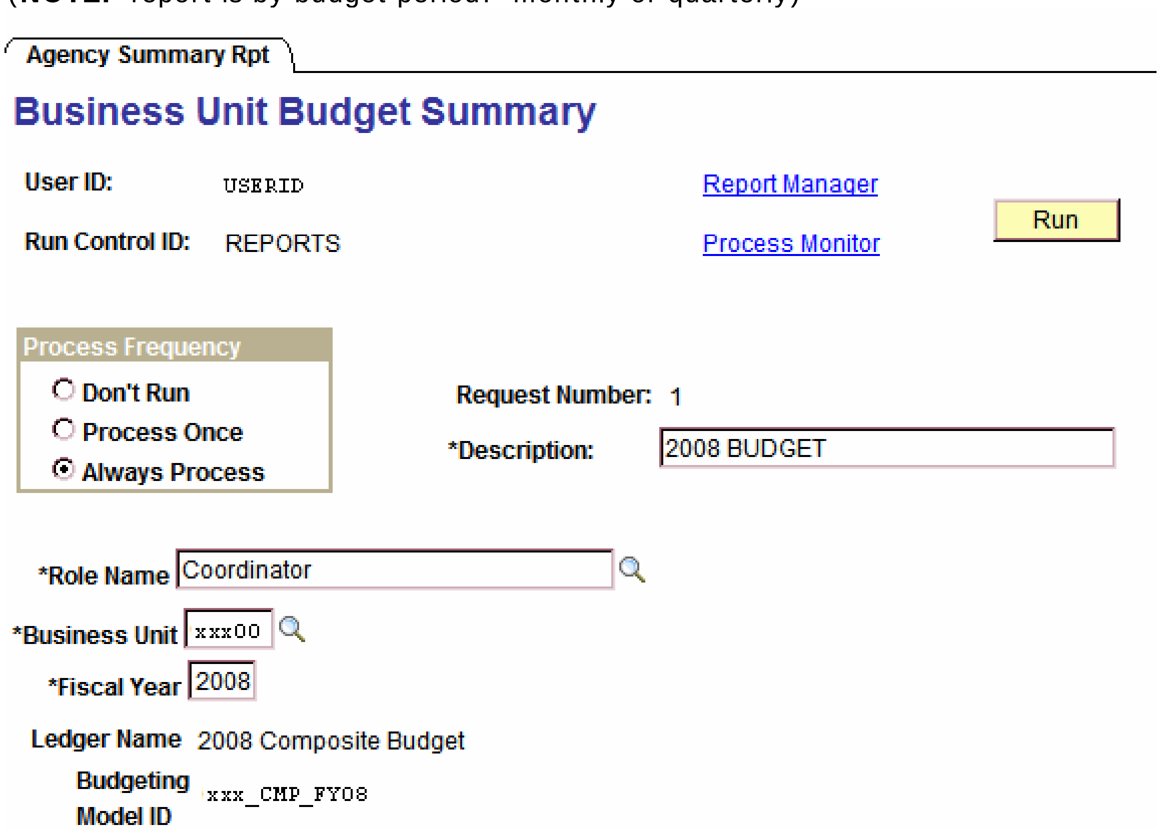
Budget by Division / Fund – OCP_0031 (A)

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Fiscal Year: four-digit fiscal year (i.e. 2008)
(**NOTE:** report is by budget period: monthly or quarterly)



On the Run page, the user must select which calendar they are using in their Budget Work Program. The Monthly calendar will have the report name, OCP_0031A and the Quarterly calendar will have the report name, OCP_0031. **NOTE:** if the agency is on a Monthly calendar, and Quarterly is chosen, this report will only show the first four months and the budget will be understated.

Example: Budget by Division / Fund, Monthly budget periods

State Finance - PS | Agency Budget - Summary by Division | OCP0031A 05:11:06 PM 21-OCT-2007

Bus Unit #: xxx00 Bus Unit Name: Agency Name
Fiscal Year: 2008

Division	Division Description	Per1	Per2	Per3	Per4	Per5	Per6	Per7	Per8	Per9	Per10	Per11	Per12	Total
60	General Operations	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000
90	Cap Improvement	0	0	0	0	0	0	0	0	0	0	0	0	0
		1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000

Fund	Fund Description	Per1	Per2	Per3	Per4	Per5	Per6	Per7	Per8	Per9	Per10	Per11	Per12	Total
198	General Revenue	88,639	88,639	88,625	88,613	88,613	88,613	88,639	88,639	88,625	88,613	88,613	88,613	1,063,485
230	Ok Cap Fund	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	15,436,515
		1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000

Example: Budget by Division / Fund, Quarterly budget periods

State Finance - PS | Agency Budget - Summary by Division

Bus Unit #: xxx00 Bus Unit Name: Agency Name
Fiscal Year: 2008

Division	Division Description	Qtr1	Qtr2	Qtr3	Qtr4	Total
60	General Operations	1,375,016	1,375,016	1,375,002	1,374,989	5,500,022
90	Cap Projects	0	0	0	0	0
		1,375,016	1,375,016	1,375,002	1,374,989	5,500,022

Fund	Fund Description	Qtr1	Qtr2	Qtr3	Qtr4	Total
198	General Revenue	88,639	88,639	88,625	88,613	354,517
230	Agency Revolving Fund	1,286,376	1,286,376	1,286,376	1,286,376	5,145,505
		1,375,016	1,375,016	1,375,002	1,374,989	5,500,022

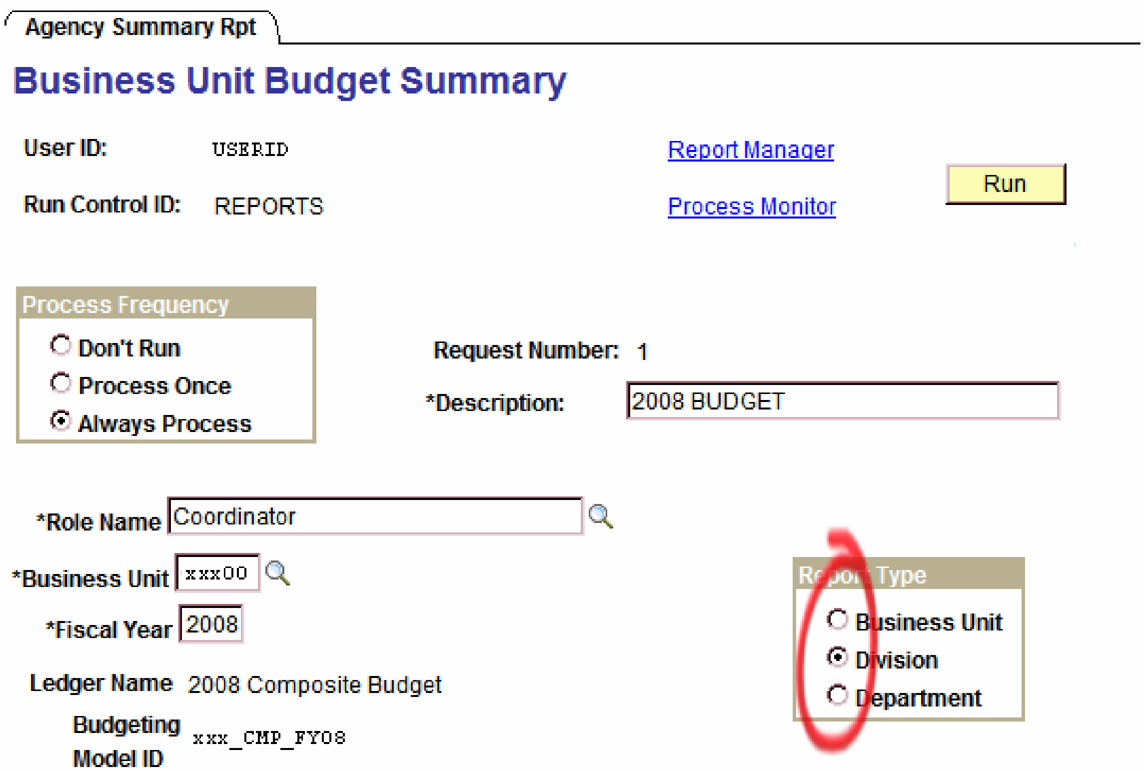
Budget by Account / Fund – OCP_0030 (A)

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

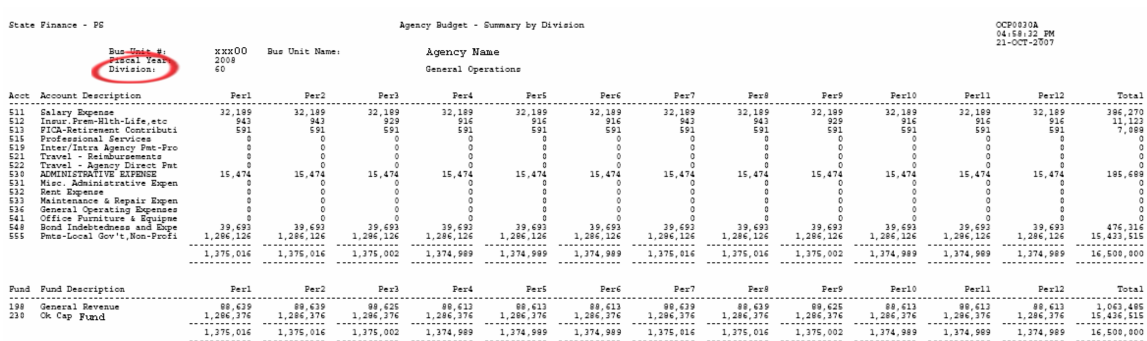
Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Fiscal Year: four-digit fiscal year (i.e. 2008)
Report Type: choose summary by Business Unit, Division, or Department
(**NOTE:** report is by budget period: monthly or quarterly)



On the Run page, the user must select which calendar they are using in their Budget Work Program. The Monthly calendar will have the report name, OCP_0031A and the Quarterly calendar will have the report name, OCP_0031. **NOTE:** if the agency is on a Monthly calendar, and Quarterly is chosen, this report will only show the first four months and the budget will be understated.

Example: Budget by Acct / Fund, Report Type Division



State Finance - PS

Agency Budget - Summary by Division

OCP0030A
04:58:32 PM
21-OCT-2007

Bus Unit #: xxx00 Bus Unit Name: Agency Name
Fiscal Year: 2008
Division: 60 General Operations

Acct	Account Description	Per1	Per2	Per3	Per4	Per5	Per6	Per7	Per8	Per9	Per10	Per11	Per12	Total
511	Salary Expense	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	32,189	386,270
512	Insur.Prem-Hlth-Life,etc	943	943	929	916	916	916	943	943	929	916	916	916	11,123
513	FICA-Retirement Contributi	591	591	591	591	591	591	591	591	591	591	591	591	7,088
515	Professional Services	0	0	0	0	0	0	0	0	0	0	0	0	0
519	Inter/Intra Agency Pmt-Pro	0	0	0	0	0	0	0	0	0	0	0	0	0
521	Travel - Reimbursements	0	0	0	0	0	0	0	0	0	0	0	0	0
522	Travel - Agency Direct Pmt	0	0	0	0	0	0	0	0	0	0	0	0	0
530	ADMINISTRATIVE EXPENSE	15,474	15,474	15,474	15,474	15,474	15,474	15,474	15,474	15,474	15,474	15,474	15,474	185,688
531	Misc. Administrative Expen	0	0	0	0	0	0	0	0	0	0	0	0	0
532	Rent Expense	0	0	0	0	0	0	0	0	0	0	0	0	0
533	Maintenance & Repair Expen	0	0	0	0	0	0	0	0	0	0	0	0	0
536	General Operating Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
541	Office Furniture & Equipme	0	0	0	0	0	0	0	0	0	0	0	0	0
548	Bond Indebtedness and Expe	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	39,693	476,316
555	Pmts-Local Gov't,Non-Profi	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	1,286,126	15,433,515
		1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000

Fund	Fund Description	Per1	Per2	Per3	Per4	Per5	Per6	Per7	Per8	Per9	Per10	Per11	Per12	Total
198	General Revenue	88,639	88,639	88,625	88,613	88,613	88,613	88,639	88,639	88,625	88,613	88,613	88,613	1,063,485
230	Ok Cap Fund	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	1,286,376	15,436,515
		1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	1,375,016	1,375,016	1,375,002	1,374,989	1,374,989	1,374,989	16,500,000

Example: Budget by Acct / Fund, Report Type Department, Quarterly periods

State Finance - PS

Agency Budget - Summary by Department

OCP0030
05:04:47_PM
21-OCT-2007

Bus Unit #:	xxx00	Bus Unit Name:	Agency Name
Fiscal Year:	2008		
Department:	6000001		General Operations

Account	Account Description	Qtr1	Qtr2	Qtr3	Qtr4	Total
511	Salary Expense	32,189	32,189	32,189	32,189	128,757
512	Insur.Prem-Hlth-Life,etc	943	943	929	916	3,730
513	FICA-Retirement Contributions	591	591	591	591	2,363
515	Professional Services	0	0	0	0	0
519	Inter/Intra Agency Pmt-Prof Se	0	0	0	0	0
521	Travel - Reimbursements	0	0	0	0	0
522	Travel - Agency Direct Pmts	0	0	0	0	0
530	ADMINISTRATIVE EXPENSE	15,474	15,474	15,474	15,474	61,896
531	Misc. Administrative Expenses	0	0	0	0	0
532	Rent Expense	0	0	0	0	0
533	Maintenance & Repair Expense	0	0	0	0	0
536	General Operating Expenses	0	0	0	0	0
541	Office Furniture & Equipment	0	0	0	0	0
548	Bond Indebtedness and Expenses	39,693	39,693	39,693	39,693	158,772
555	Pmts-Local Gov't,Non-Profits	1,286,126	1,286,126	1,286,126	1,286,126	5,144,505
		1,375,016	1,375,016	1,375,002	1,374,989	5,500,022

Fund	Fund Description	Qtr1	Qtr2	Qtr3	Qtr4	Total
198	General Revenue	88,639	88,639	88,625	88,613	354,517
230	Agency Revolving Fund	1,286,376	1,286,376	1,286,376	1,286,376	5,145,505
		1,375,016	1,375,016	1,375,002	1,374,989	5,500,022

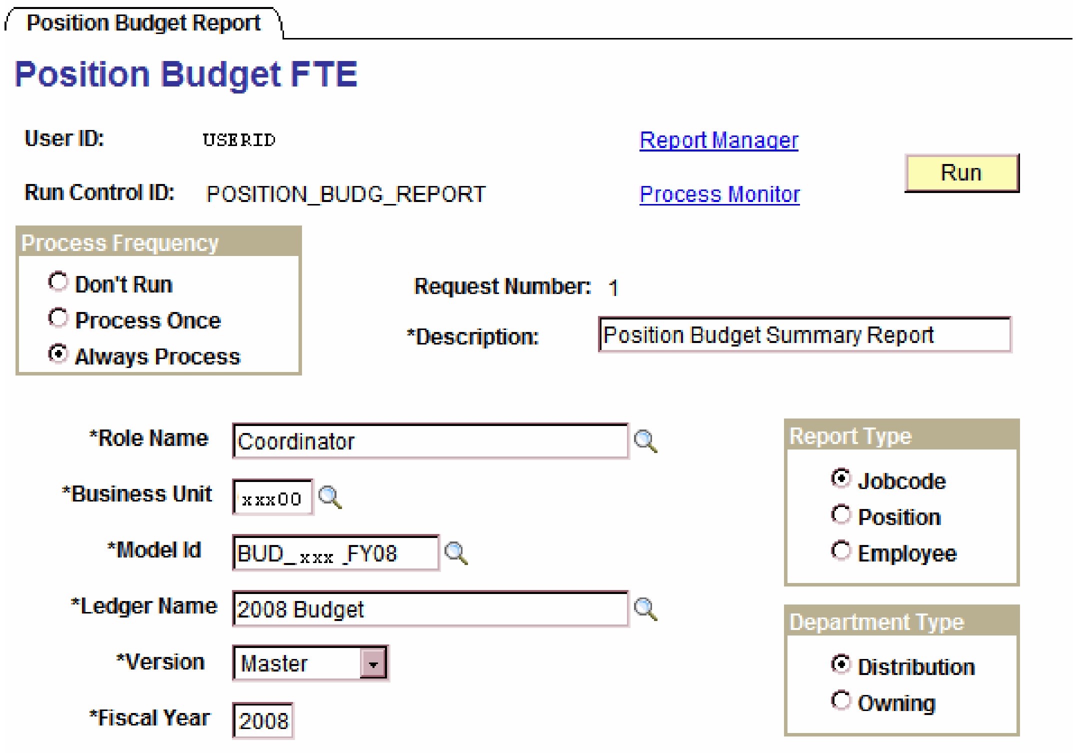
Position Budget – OCP_0029

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Model ID: BUD_xxx_FY## or REV_xxx_FY##
Ledger Name: ledger title (i.e. 2008 Budget or 2008 Revision 1)
Version: i.e. Master, Version 1, etc
Fiscal Year: four-digit fiscal year (i.e. 2008)
Report Type: choose between showing Jobcode, Position, or Employee summaries
Department Type: choose between distribution (e.g. if user has employees distributed between two or more departments) or owning (the department in which the employee has been budgeted)



Example: Position Budget, Report Type Jobcode, original budget

State Finance - PS — Position Budget Report — OCP0029, 21-OCT-2007, 05:18:29_PM

Business Unit: xxx00 — Business Unit Name: Agency Name
Department: 6000001 — Department Name: General Operations
Fiscal Year: 2008

		FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		TOTAL	
Job Code	Job Code Description	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount
4102	Deputy Director	1.00	24,775	1.00	24,775	1.00	24,775	1.00	24,775	1.00	99,098
4815	Executive Director	1.00	27,641	1.00	27,641	1.00	27,641	1.00	27,641	1.00	110,565
4903	Administrative Officer	3.00	58,452	3.00	58,452	3.00	58,452	3.00	58,452	3.00	233,808
4952	Administrative Assistant	2.00	24,921	2.00	24,921	2.00	24,921	2.00	24,921	2.00	99,684
5766	Director of Finance	1.00	3,286	1.00	3,286	1.00	3,286	1.00	3,286	1.00	13,143
		8.00	139,075	8.00	139,075	8.00	139,075	8.00	139,075	8.00	556,299

Version Analysis – BPS_1001

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on BPS1001 , the last line '###### BPS1001_Success', 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process

Description: put the title of the report or any other description; do not leave blank

Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)

Business Unit: your budgeting business unit, i.e. 09000

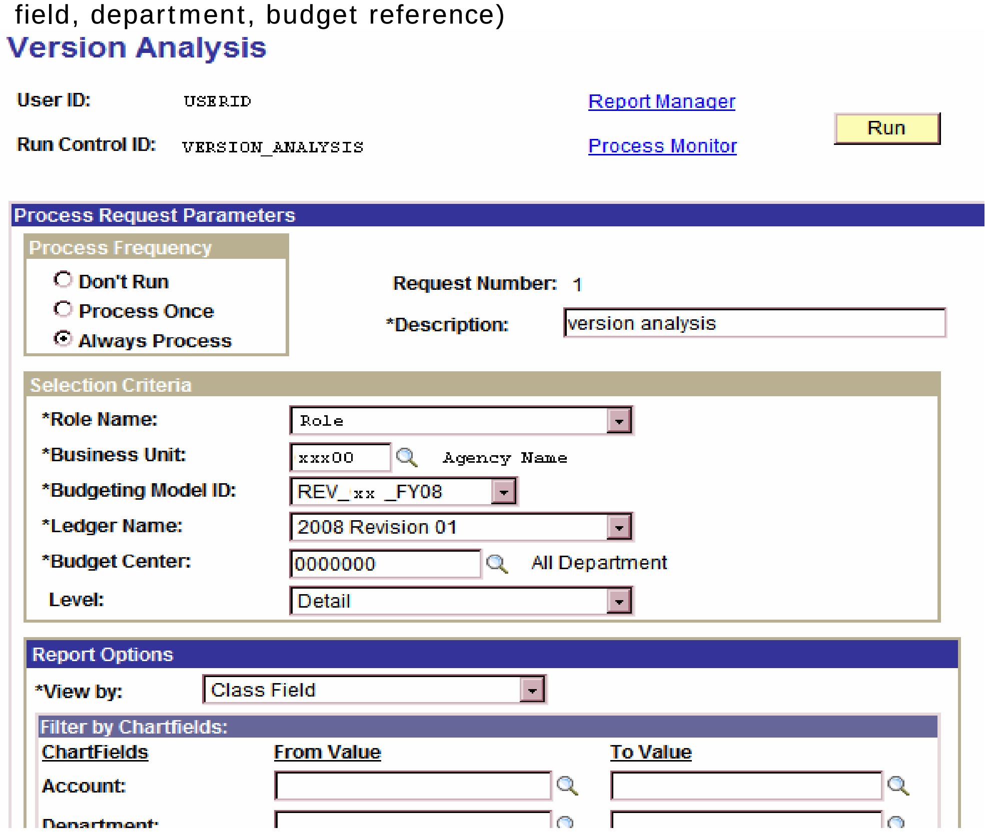
Budgeting Model ID: BUD_xxx_FY08 for original budget work program, or REV_xxx_FY08 for a revision model, for example

Ledger: Fiscal Year Budget, or Fiscal Year Revision ##

Budget Center: this is a seven-digit value relating to a particular department (budget center) or, if using Agency Coordinator role, the 0000000 All Departments can be run

Level: user can choose either detail or summary level

View by: user must choose which chartfield they wish to see in the report (account, class field, department, budget reference)



Example: a Revision model viewed by Class Field (fund)

Version Comparison Report

BPS1001
02:18:08_PM
21-OCT-2007

Business Unit: xxx00 Agency Name
Planning ID: REV xxx FY08
Ledger Name: 2008 Revision 01
Currency Code: USD
Budget Center: 6000001 General Operations

View By: Class Field

Class Fiel	Description	Base	Version 1	Version 2	Version 3	Master
19801	GRF-Duties	0.00				0.00
19802	Capitol Service Fund	0.00				0.00
19803	Capitol Fund	0.00				0.00
23000	Ok Cap Fund	0.00	-12,000,000.00			-15,000,000.00
	Total: Budget Center 6000001	0.00	-12,000,000.00	0.00	0.00	-15,000,000.00

Example: a Revision model viewed by Account

Version Comparison Report

BPS1001
03:01:48_PM
21-OCT-2007

Business Unit: xxx00 Agency Name
Planning ID: REV_xxx_FY08
Ledger Name: 2008 Revision 01
Currency Code: USD
Budget Center: 6000001 General Operations

View By: Account

Account	Description	Base	Version 1	Version 2	Version 3	Master
531310	Prem-Property or Liab.Insur.	0.00				0.00
531390	Photographic Supplies & Svcs	0.00				0.00
531520	Prem-Property,Liab.Ins.-Hed	0.00				0.00
531600	Misc.Administrative Fee	0.00				0.00
532110	Rent of Office Space	0.00				0.00
532140	Rent-Equipment And Machinery	0.00				0.00
532150	Rent-Telecommunication Equip.	0.00				0.00
533120	Mtce-Rep.-Equipment-Vendors	0.00				0.00
536130	Office Supplies Non-Expendable	0.00				0.00
536140	Office Supplies (Expendable)	0.00				0.00
541110	Office Furniture & Equipment	0.00				0.00
541120	Data Processing Equipment	0.00				0.00
541130	Data Processing Software	0.00				0.00
541170	Equip-Manufacturing-Production	0.00				0.00
548120	Interest Payments-Bond Debt	0.00				0.00
555110	Pmts-Local Gov't-Gen Govt	0.00	12,000,000.00			15,000,000.00
	Expenditure	0.00	-12,000,000.00	0.00	0.00	-15,000,000.00
631000	Transfers In	0.00				0.00
631100	Appropriated Transfers In	0.00				0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Total: Budget Center 6000001	0.00	-12,000,000.00	0.00	0.00	-15,000,000.00

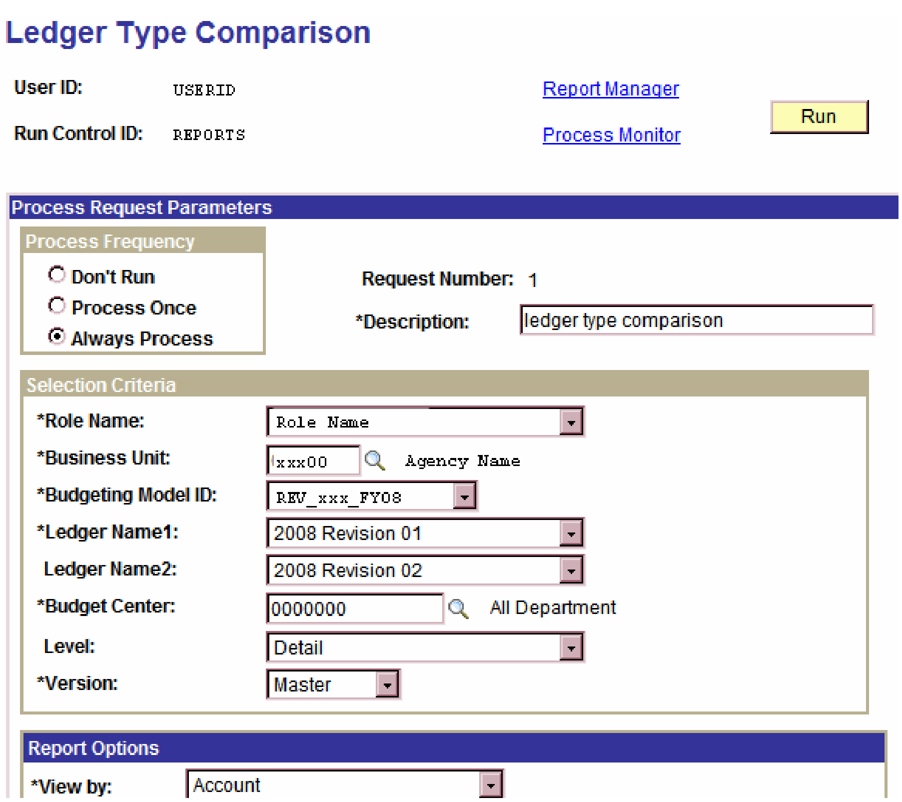
Ledger Type comparison – BPS_1002

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on BPS1002 , the last line '###### BPS1002_Success', 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Budgeting Model ID: BUD_xxx_FY08 for original budget work program, or REV_xxx_FY08 for a revision model, for example
Ledger Name 1 & 2: Fiscal Year Budget, or Fiscal Year Revision ##
Budget Center: this is a seven-digit value relating to a particular department (budget center) or, if using Agency Coordinator role, the 0000000 All Departments can be run
Level: user can choose either detail or summary level
Version: this is Master, Version 1, etc.
View by: user must choose which chartfield they wish to see in the report (account, class field, department, budget reference)


Ledger Type Comparison

User ID: USERID
Run Control ID: REPORTS
Report Manager
Process Monitor
Run

Process Request Parameters
Process Frequency
Don't Run
Process Once
Always Process
Request Number: 1
*Description: ledger type comparison

Selection Criteria
*Role Name: Role Name
*Business Unit: xxx00 Agency Name
*Budgeting Model ID: REV_xxx_FY08
*Ledger Name1: 2008 Revision 01
Ledger Name2: 2008 Revision 02
*Budget Center: 0000000 All Department
Level: Detail
*Version: Master

Report Options
*View by: Account

Example: Comparison of Revision 1 and Revision 2, viewed by Account

Proposed Ledger Comparison Report

BPS1002
03:13:06_PM
21-OCT-2007

Business Unit: xxx00 Agency Name
Budgeting Model ID: REV_xxx_FY08
Ledger Name: 2008 Revision 01
Currency Code: USD
Budget Center: 6000001 General Operations
Version: Master
View By: Account

		Ledger Name	
ACCOUNT	**Description**	2008 Revision 01	2008 Revision 02
531390	Photographic Supplies & Svcs	0.00	
531520	Prem-Property,Liab.Ins.-Hed	0.00	
531600	Misc.Administrative Fee	0.00	
532110	Rent of Office Space	0.00	
532140	Rent-Equipment And Machinery	0.00	
532150	Rent-Telecommunication Equip.	0.00	
533120	Mtce-Rep.-Equipment-Vendors	0.00	
536130	Office Supplies Non-Expendable	0.00	
536140	Office Supplies (Expendable)	0.00	
541110	Office Furniture & Equipment	0.00	
541120	Data Processing Equipment	0.00	
541130	Data Processing Software	0.00	
541170	Equip-Manufacturing-Production	0.00	
548120	Interest Payments-Bond Debt	0.00	
555110	Pmts-Local Gov't-Gen Govt	15,000,000.00	-3,000,000.00
	Expenditure	-15,000,000.00	-3,000,000.00
631000	Transfers In	0.00	
631100	Appropriated Transfers In	0.00	
	Revenue	0.00	0.00
	Total: Budget Center 6000001	-15,000,000.00	3,000,000.00

Summary of Methods – BPS_1004

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on BPS1004 , the last line '###### BPS1004_Success', 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

- Always Process
- Description: put the title of the report or any other description; do not leave blank
- Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
- Business Unit: your budgeting business unit, i.e. 09000
- Budgeting Model ID: BUD_xxx_FY08 for original budget work program, or REV_xxx_FY08 for a revision model, for example
- Ledger Name: Fiscal Year Budget, or Fiscal Year Revision ##
- Budget Center: this is a seven-digit value relating to a particular department (budget center) or, if using Agency Coordinator role, the 0000000 All Departments can be run
- Level: user can choose either detail or summary level
- Version: this is Master, Version 1, etc.

Summary of Methods

User ID: USERID

Run Control ID: REPORTS

Report Manager

Process Monitor

Run

Process Request Parameters

Process Frequency

- ○ Don't Run
- ○ Process Once
- ◉ Always Process

Request Number: 1

*Description: summary methods

Selection Criteria

*Role Name:	Role Name
*Business Unit:	xxx00 Agency Name
*Budgeting Model ID:	REV_xxx_FY08
*Ledger Name:	2008 Revision 01
*Budget Center:	0000000 All Department
Level:	Detail
*Version:	Master

Example: Summary of Revision 1

Summary of Methods and Amounts

BPS1004
03:33:43_PM
21-OCT-2007

Business Unit: xxx00 Agency Name
Planning ID: REV xxx FY08
Ledger Name: 2008 Revision 01
Currency Code: USD
Budget Center: 6000001 General Operations

Version: Master

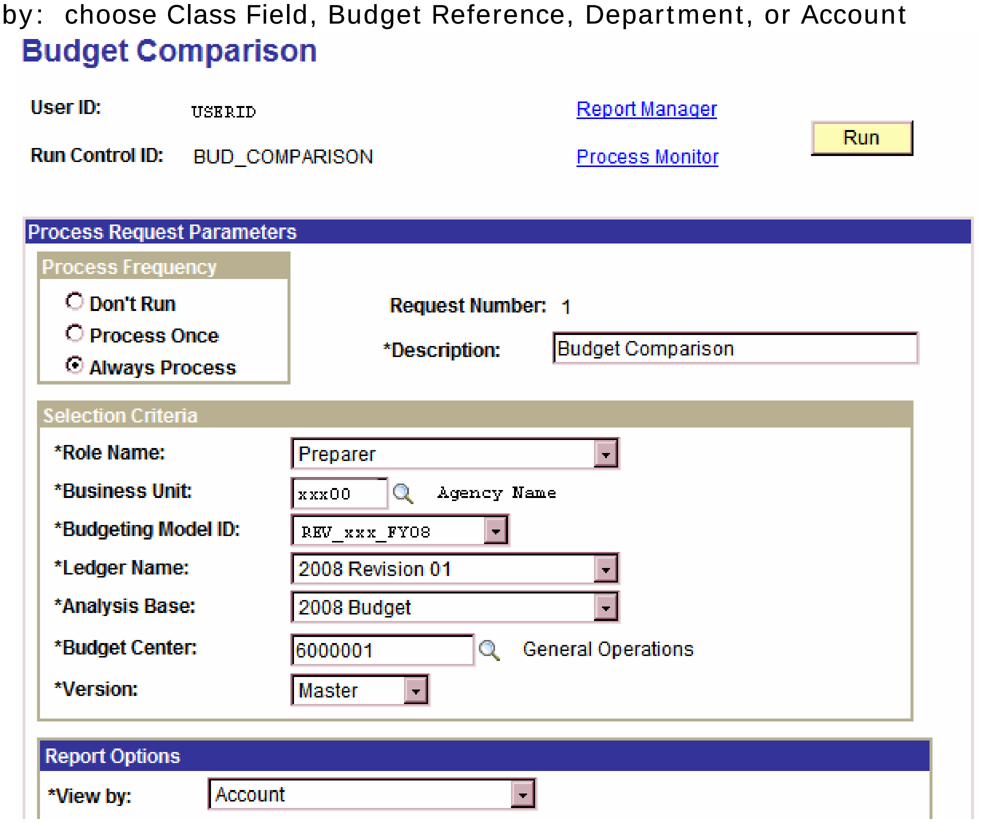
Account	Department	Class Field	Budget Reference	Default Method	Override Method	Method Amount	Adjust/ Allocation Amount	Total
511110	6000001	19801	08	POSBUD		0.00	0.00	0.00
531260	6000001	19801	08	AMTPER		0.00	0.00	0.00
531310	6000001	19801	08	AMTPER		0.00	0.00	0.00
531390	6000001	19801	08	AMTPER		0.00	0.00	0.00
531520	6000001	19801	08	AMTPER		0.00	0.00	0.00
531600	6000001	19801	08	AMTPER		0.00	0.00	0.00
532110	6000001	19801	08	AMTPER		0.00	0.00	0.00
532140	6000001	19801	08	AMTPER		0.00	0.00	0.00
532150	6000001	19801	08	AMTPER		0.00	0.00	0.00
533120	6000001	19801	08	AMTPER		0.00	0.00	0.00
536130	6000001	19801	08	AMTPER		0.00	0.00	0.00
536140	6000001	19801	08	AMTPER		0.00	0.00	0.00
541110	6000001	19801	08	AMTPER		0.00	0.00	0.00
541120	6000001	19801	08	AMTPER		0.00	0.00	0.00
541130	6000001	19801	08	AMTPER		0.00	0.00	0.00
541170	6000001	19801	08	AMTPER		0.00	0.00	0.00
548120	6000001	19801	08	AMTPER		0.00	0.00	0.00
548120	6000001	19802	08	AMTPER		0.00	0.00	0.00
555110	6000001	19801	08	AMTPER		0.00	0.00	0.00
555110	6000001	19802	08	AMTPER		0.00	0.00	0.00
555110	6000001	19803	08	AMTPER		0.00	0.00	0.00
555110	6000001	23000	08	AMTPER	AMTPER	15,000,000.00	0.00	15,000,000.00
	Total Expenditure					-15,000,000.00	0.00	-15,000,000.00

Budget Comparison – BPS_1005

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on BPS1005 , the last line '###### BPS1005_Success', 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:
- Always Process
- Description: put the title of the report or any other description; do not leave blank
- Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
- Business Unit: your budgeting business unit, i.e. 09000
- Budgeting Model ID: BUD_xxx_FY08 for original budget work program, or REV_xxx_FY08 for a revision model, for example
- Ledger Name: Fiscal Year Budget, or Fiscal Year Revision ##
- Budget Center: this is a seven-digit value relating to a particular department (budget center) or, if using Agency Coordinator role, the 0000000 All Departments can be run
- Level: user can choose either detail or summary level
- Version: this is Master, Version 1, etc.
- View by: choose Class Field, Budget Reference, Department, or Account


Budget Comparison

User ID: USERID — Report Manager
Run Control ID: BUD_COMPARISON — Process Monitor
Run

Process Request Parameters

Process Frequency
- Don't Run
- Process Once
- Always Process

Request Number: 1
*Description: Budget Comparison

Selection Criteria
*Role Name: Preparer
*Business Unit: xxx00 Agency Name
*Budgeting Model ID: REV_xxx_FY08
*Ledger Name: 2008 Revision 01
*Analysis Base: 2008 Budget
*Budget Center: 6000001 General Operations
*Version: Master

Report Options
*View by: Account

Example: Comparison of 2008 Original Budget with 2008 Revision 1, viewed by Account

Budget Comparison Report

BPS1005
03:42:01_PM
21-OCT-2007

Business Unit: xxx00 Agency Name
Budgeting Model ID: REV_xxx_FY08
Ledger Name: 2008 Revision 01
Currency Code: USD
Budget Center: 6000001 General Operations
Version: Master
View By: Account

Account	Description	2008 Revision 01	2008 Budget	Variance	%
531390	Photographic Supplies & Svcs	0.00	0.00	0.00	0.00
531520	Prem-Property,Liab.Ins.-Hed	0.00	0.00	0.00	0.00
531600	Misc.Administrative Fee	0.00	0.00	0.00	0.00
532110	Rent of Office Space	0.00	0.00	0.00	0.00
532140	Rent-Equipment And Machinery	0.00	0.00	0.00	0.00
532150	Rent-Telecommunication Equip.	0.00	0.00	0.00	0.00
533120	Mtce-Rep.-Equipment-Vendors	0.00	0.00	0.00	0.00
536130	Office Supplies Non-Expendable	0.00	0.00	0.00	0.00
536140	Office Supplies (Expendable)	0.00	0.00	0.00	0.00
541110	Office Furniture & Equipment	0.00	0.00	0.00	0.00
541120	Data Processing Equipment	0.00	0.00	0.00	0.00
541130	Data Processing Software	0.00	0.00	0.00	0.00
541170	Equip-Manufacturing-Production	0.00	0.00	0.00	0.00
548120	Interest Payments-Bond Debt	0.00	476,316.00	476,316.00	100.00
555110	Pmts-Local Gov't-Gen Govt	15,000,000.00	433,514.88	-14,566,485.12	-3,360.09
	Total: Expenditure	-15,000,000.00	-1,499,999.96	-13,500,000.04	-900.00
631000	Transfers In	0.00	433,514.88	-433,514.88	-100.00
631100	Appropriated Transfers In	0.00	1,066,484.88	-1,066,484.88	-100.00
	Total: Revenue	0.00	1,499,999.76	-1,499,999.76	-100.00
	Total: Budget Center 6000001	-15,000,000.00	-0.20	-14,999,999.80	*******.**

Example: Comparison of 2008 Original Budget with 2008 Revision 1, viewed by Class Field (fund)

Budget Comparison Report

BPS1005
03:49:58_PM
21-OCT-2007

Business Unit: xxx00 Agency Name
Budgeting Model ID: REV_xxx_FY08
Ledger Name: 2008 Revision 01
Currency Code: USD
Budget Center: 6000001 General Operations
Version: Master
View By: Class Field

Class Field	Description	2008 Revision 01	2008 Budget	Variance	%
19801	GRF-Duties	0.00	2,999.80	-2,999.80	-100.00
19802	Capitol Service Fund	0.00	0.00	0.00	0.00
19803	Capitol Fund	0.00	0.00	0.00	0.00
23000	Ok Cap Fund	-15,000,000.00	-3,000.00	-14,997,000.00	*******.**
	Total: Budget Center 6000001	-15,000,000.00	-0.20	-14,999,999.80	*******.**

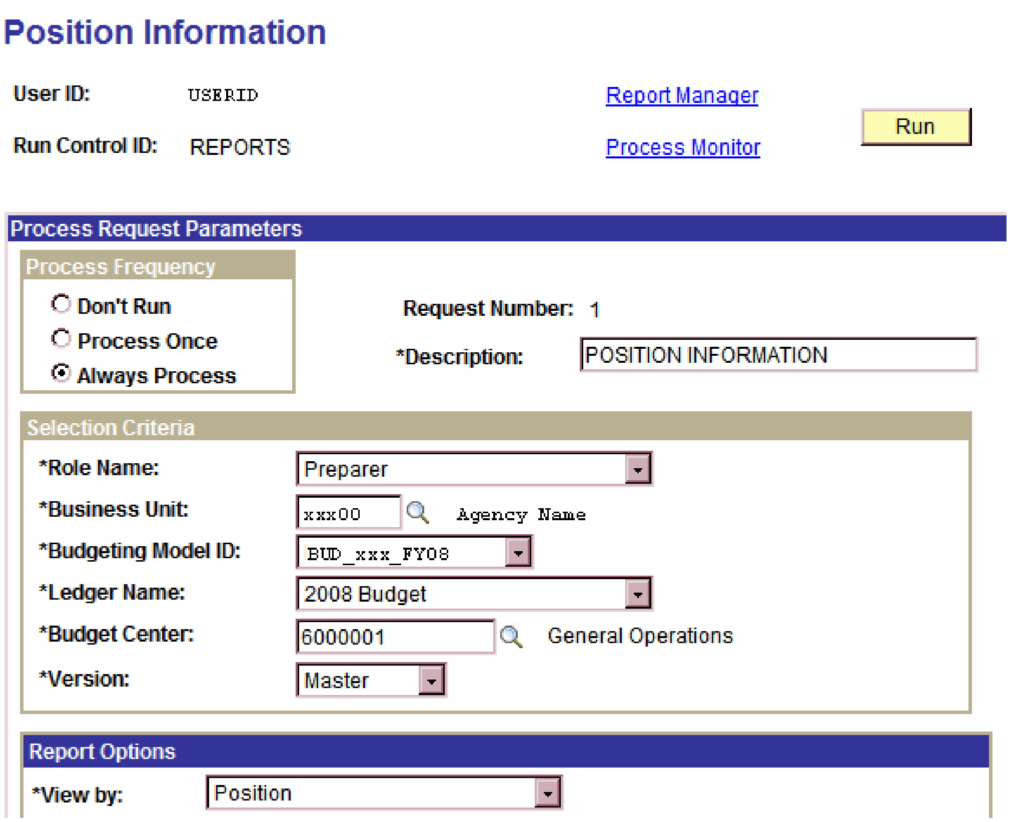
Position Information – BPS_1007

Navigation: Budget >> Budgeting >> Budgeting Home >> Budget Analysis >> Reports

Report Retrieval: From Process Monitor, **click** on BPS1007 , the last line '###### BPS1007_Success', 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Always Process
Description: put the title of the report or any other description; do not leave blank
Role Name: Preparer, Reviewer, or Coordinator (if you have Agency Coordinator role access)
Business Unit: your budgeting business unit, i.e. 09000
Budgeting Model ID: BUD_xxx_FY08 for original budget work program, or REV_xxx_FY08 for a revision model, for example
Ledger Name: Fiscal Year Budget, or Fiscal Year Revision ##
Budget Center: this is a seven-digit value relating to a particular department (budget center) or, if using Agency Coordinator role, the 0000000 All Departments can be run
Level: user can choose either detail or summary level
Version: this is Master, Version 1, etc.
View by: choose Class Field, Budget Reference, Department, Account, Position, or Job Code



Position Information

User ID: USERID
Run Control ID: REPORTS
Report Manager
Process Monitor
Run

Process Request Parameters

Process Frequency
Don't Run
Process Once
Always Process

Request Number: 1
*Description: POSITION INFORMATION

Selection Criteria

*Role Name: Preparer
*Business Unit: xxx00 Agency Name
*Budgeting Model ID: BUD_xxx_FY08
*Ledger Name: 2008 Budget
*Budget Center: 6000001 General Operations
*Version: Master

Report Options

*View by: Position

Example: Original budget, viewed by Position

Position Budget Report

BPS1007
03:56:04_PM
21-OCT-2007

Business Unit: xxx00 Agency Name
Planning ID: BUD_xxx_FY08
Ledger Name: 2008 Budget
Currency Code: USD
Budget Center: 6000001 General Operations

Version: Master

View by: Position

Position	Description	Salary	Earnings	Benefits	Tax	Total Cost
001	Executive Director	40,000.00	0.00	10,000.00	6,000.00	56,000.00
002	Administrative Officer	40,000.00	0.00	10,000.00	6,000.00	56,000.00
004	Administrative Officer	40,000.00	0.00	10,000.00	6,000.00	56,000.00
007	Deputy Director	40,000.00	0.00	10,000.00	6,000.00	56,000.00
008	Administrative Officer	40,000.00	0.00	10,000.00	6,000.00	56,000.00
016	Administrative Assistant	40,000.00	0.00	10,000.00	6,000.00	56,000.00
017	Administrative Assist	40,000.00	250.00	10,000.00	6,000.00	56,250.00
018	Director of Finance	0.00	0.00	0.00	0.00	0.00
	Total Cost Budget Center 6000001	280,000.00	250.00	70,000.00	42,000.00	392,250.00

Financials Application Budget Reports

Budget Scenario Report – This report shows a comparison of the Original Budget Work Program and each submitted / posted Revision. The final column in the report totals each row.

Budget Request Report – This report allows several different types of reports to be run. There are three columns: two prior year actuals and the current budget work program.

Budget to Actual Higher Ed Report – This report gives the budget to actual comparison, by major account level, for the year.

Budget to Actual Revenue Report – This report compares the budgeted revenue with the actual received revenue.

Budget to Actual YTD Summary Report – This report compares the budget with the actual expenditures, with a year-to-date column.

Budget to Actual Monthly Summary Report – This report compares the budget with the actual expenditures, with columns for the current month of the report, as well as for year-to-date values.

Budget to Actual Comparison Report – This report allows the user to compare annual and year-to-date budget with actual expenditures, by department, class fund, and account.

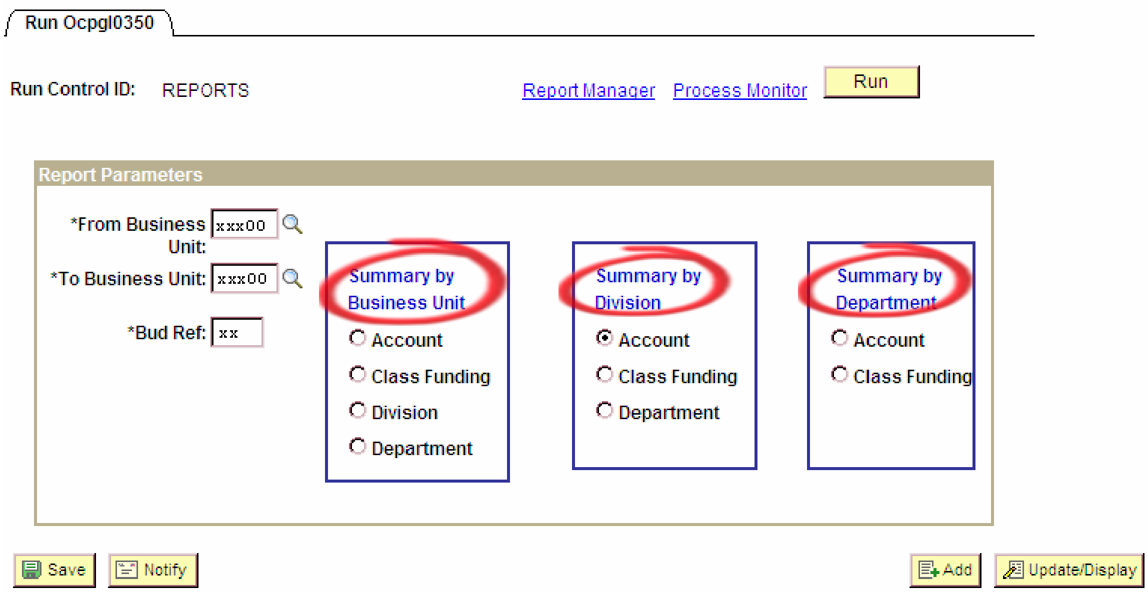
Budget Scenario Report – OCP_0350_GL

Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports

Report Retrieval: From Process Monitor, **click** on Details, 'View Log/Trace' then the 'pdf' hyperlink.

Run Control Parameters:

From Business Unit: your budgeting business unit, i.e. 09000
To Business Unit: generally will be the same as above
Bud Ref: the two-digit budget reference for which you want the report.



Choices of summaries: there are nine reports that the user can run from this Run Control. Each one shows the total budget per Original, and each subsequent Revision dependent on the radio button chosen:

Summary by Business Unit:

Account – total agency budget per account code
Class Funding – total agency budget per class fund
Division – total agency budget per division
Department – total agency budget per budget center

Summary by Division (shows all divisions):

Account – total division budget per account code
Class Funding – total division budget per class fund
Department – total division budget per budget center

Summary by Department (shows all budget centers):

Account – total department budget per account code
Class Funding – total department budget per class fund

EXAMPLE: Summary by Division – by Account

Business Unit Budget Scenario Report
Division by Account
Budget Reference Year 2007
as of 10/12/2007

OCPGL0350
01:31:23_PM

Division: 60 General Operations

Account	Description	Scenario ORIGINAL	REV_01	REV_02	REV_03	REV_04	REV_05	REV_06	REV_07	TOTAL
REVENUE										
459100	Other Grnts,Refunds&Reimbsmnts	3,000,000								3,000,000
	Total Revenue	3,000,000								3,000,000
EXPENSE										
511110	Sals-Regular Pay	381,190								381,190
511210	Longevity Pay-State Employees	7,502								7,502
512110	Insur.Prem-Hlth-Life-State Pln	54,488								54,488
512210	Unemployment Compen.-Payroll	952								952
513110	State Share-FICA	24,216								24,216
513120	State Share-MQFE/FICA	5,652								5,652
513230	State Share OPERS	48,837								48,837
513280	St.Match-Ad Fee-State Annuity	2,268								2,268
521110	In-State Mileage-Motor Vehicle	2,004								2,004
521120	In-State Meals-Subsistence Exp	96								96
521140	In-State Miscellaneous Charges	156								156
521150	In-State Lodging	252								252
521310	Travel Reimb.-Non-State Empls.	1,800								1,800
530000	ADMINISTRATIVE EXPENSE	38,316	2,223	2,223	2,223					44,985
532110	Rent of Office Space	13,500								13,500
536150	Data Processing Supplies	996								996
541110	Office Furniture & Equipment	504								504
541120	Data Processing Equipment	996								996
541130	Data Processing Software	504								504
548120	Interest Payments-Bond Debt	476,076								476,076
555110	Pmts-Local Gov't-Gen Govt	435,000								435,000
	Total Expense	1,495,305	2,223	2,223	2,223					1,501,974

EXAMPLE: Summary by Department – by Class Fund

Business Unit Budget Scenario Report
Department by Class Funding
Budget Reference Year 2007
as of 10/12/2007

OCPGL0350
01:46:25_PM

Department: 6000001 General Operations

Class Funding	Description	Scenario ORIGINAL	REV_01	REV_02	REV_03	REV_04	REV_05	REV_06	REV_07	TOTAL
REVENUE										
23000	Ok Cap Fund	3,000,000								3,000,000
	Total Revenue	3,000,000								3,000,000
EXPENSE										
19611	FY06-Carryover				4,446					4,446
19701	GRF-Duties	582,729	2,223	2,223	-2,223					584,952
19702	Capitol	476,076								476,076
23000	Ok Cap Fund	435,000								435,000
	Total Expense	1,493,805	2,223	2,223	2,223					1,500,474

EXAMPLE: Summary by Business – by Division

Business Unit Budget Scenario Report
Agency Summary by Division
Budget Reference Year 2007
as of 10/12/2007

OCPGL0350
01:52:20_PM

Division	Description	Scenario ORIGINAL	REV_01	REV_02	REV_03	REV_04	REV_05	REV_06	REV_07	TOTAL
REVENUE										
60	General Operations	3,000,000								3,000,000
90	Land Operations	110,004								110,004
	Total Revenue	3,110,004								3,110,004
EXPENSE										
60	General Operations	1,495,305	2,223	2,223	2,223					1,501,974
	Total Expense	1,495,305	2,223	2,223	2,223					1,501,974

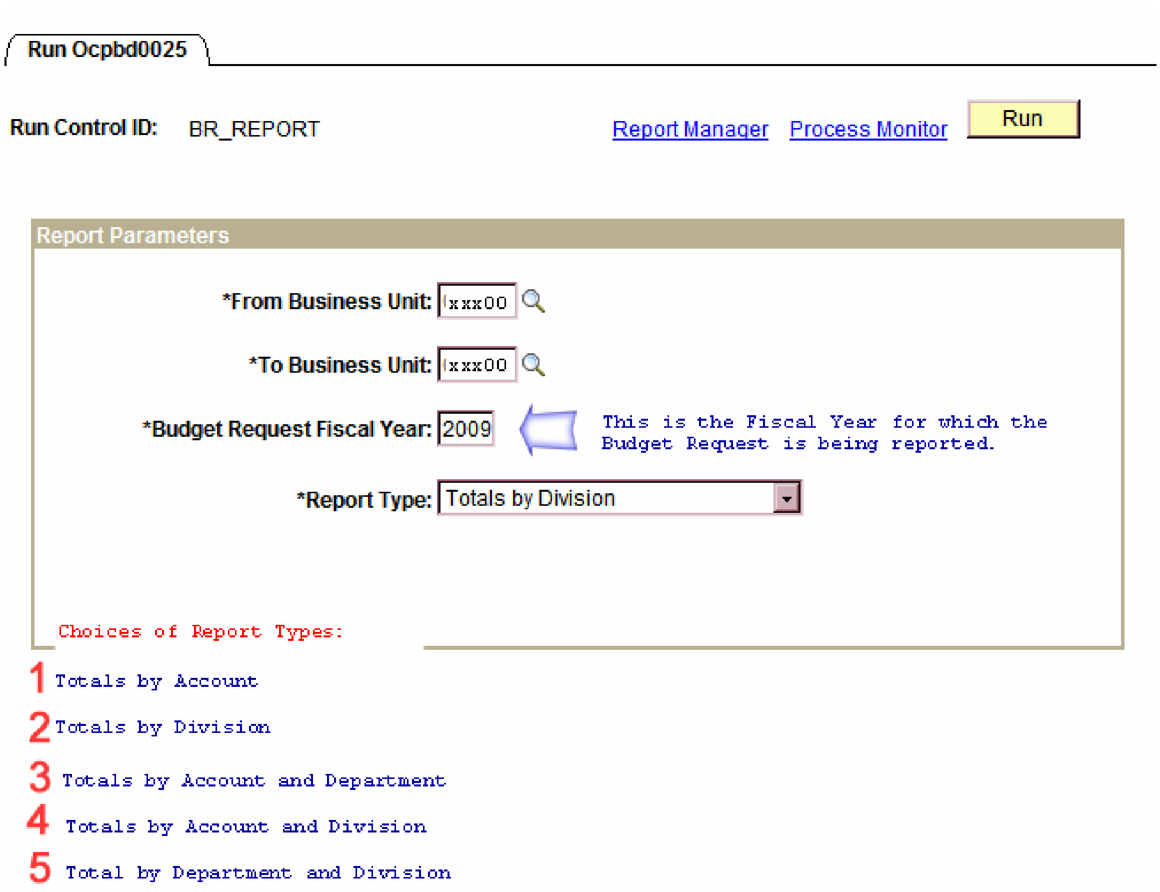
Budget Request Report – OCP_0025_BD

Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports

Report Retrieval: From Process Monitor, **click** on Details, 'View Log/Trace' then the 'pdf' hyperlink.

Run Control Parameters:

From Business Unit: your budgeting business unit, i.e. 09000
To Business Unit: generally will be the same as above
Budget Request Fiscal Year: the fiscal year for which the budget request is being reported – the four-digit year after the current year
Report Type: there are five choices which total two prior year actual expenditures and the current budget work program dependent upon the report type chosen



Example: Budget Request Report – Total by Division

BUDGET REQUEST REPORT
OFFICE OF STATE FINANCE

PERIOD COVERED: JULY 1, 2006 - JUNE 30, 2008

BUSINESS UNIT EXPENDITURE SUMMARY BY DIVISION

OCPBD0025
20-OCT-2007

11:02:30_AM

Business Unit: xxx00 Agency Name

DIVISION	DESCRIPTION	FY-2006 ACTUAL	FY-2007 ACTUAL	FY-2008 BUDGET
60	General Operations	16,748,995.30	3,515,573.01	16,499,999.96
TOTAL EXPENDITURES		16,748,995.30	3,515,573.01	16,499,999.96

CLASS FUNDING	DESCRIPTION	FY-2006 ACTUAL	FY-2007 ACTUAL	FY-2008 BUDGET
194XX	General Revenue Fund	7.02	0.00	0.00
195XX	General Revenue Fund	18,940.15	9,273.67	0.00
196XX	General Revenue Fund	2,563,832.97	335,797.03	0.00
197XX	General Revenue	0.00	1,056,395.71	0.00
198XX	General Revenue	0.00	0.00	1,063,485.08
23000	Ok Cap Fund	1,215.16	279,106.60	15,436,514.88
576XX	Special Cash Fund	14,165,000.00	1,835,000.00	0.00
TOTAL FUNDING		16,748,995.30	3,515,573.01	16,499,999.96

Example: Budget Request Report – Total Division by Department

BUDGET REQUEST REPORT
OFFICE OF STATE FINANCE

PERIOD COVERED: JULY 1, 2006 - JUNE 30, 2008

DIVISION EXPENDITURE SUMMARY BY DEPARTMENT

OCPBD0025
20-OCT-2007

11:23:51_AM

Business Unit: xxx00 Agency Name

DIVISION: 60 General Operations

DEPARTMENT	DESCRIPTION	FY-2006 ACTUAL	FY-2007 ACTUAL	FY-2008 BUDGET
6000001	General Operations	16,744,503.20	3,515,573.01	16,499,999.96
6000002	General Ops Data Processing	4,492.10	0.00	0.00
TOTAL EXPENDITURES		16,748,995.30	3,515,573.01	16,499,999.96

CLASS FUNDING	DESCRIPTION	FY-2006 ACTUAL	FY-2007 ACTUAL	FY-2008 BUDGET
19411	FY-2004 Carryover	7.02	0.00	0.00
19501	GRF-Duties	6,063.96	0.00	0.00
19511	FY05-Carryover	12,876.19	9,273.67	0.00
19601	GRF-Duties	1,439,262.90	106,137.65	0.00
19602	Capitol Service Fund	287,252.50	212,751.50	0.00
19603	Capitol Fund	837,317.57	12,678.43	0.00
19611	FY06-Carryover	0.00	4,229.45	0.00
19701	GRF-Duties	0.00	580,319.71	0.00
19702	Capitol Service Fund	0.00	476,076.00	0.00
19801	GRF-Duties	0.00	0.00	1,063,485.08
23000	Ok Cap Fund	1,215.16	279,106.60	15,436,514.88
57601	Special Cash Fund	14,165,000.00	1,835,000.00	0.00
TOTAL FUNDING		16,748,995.30	3,515,573.01	16,499,999.96

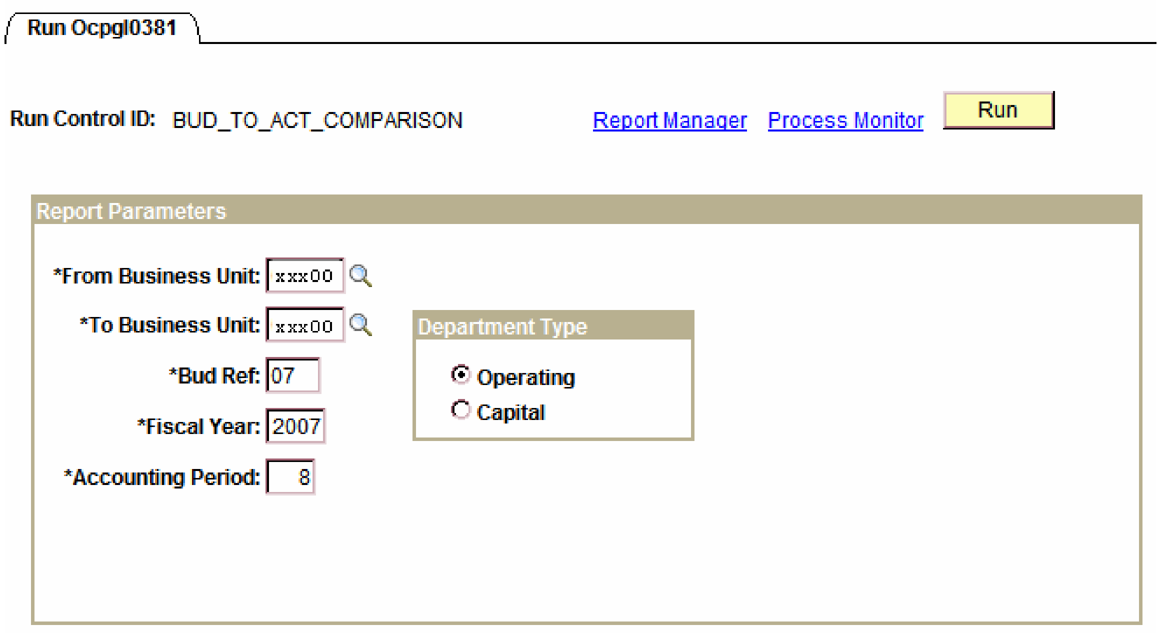
Budget to Actual Higher Ed Report – OCP_0381_GL

Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports

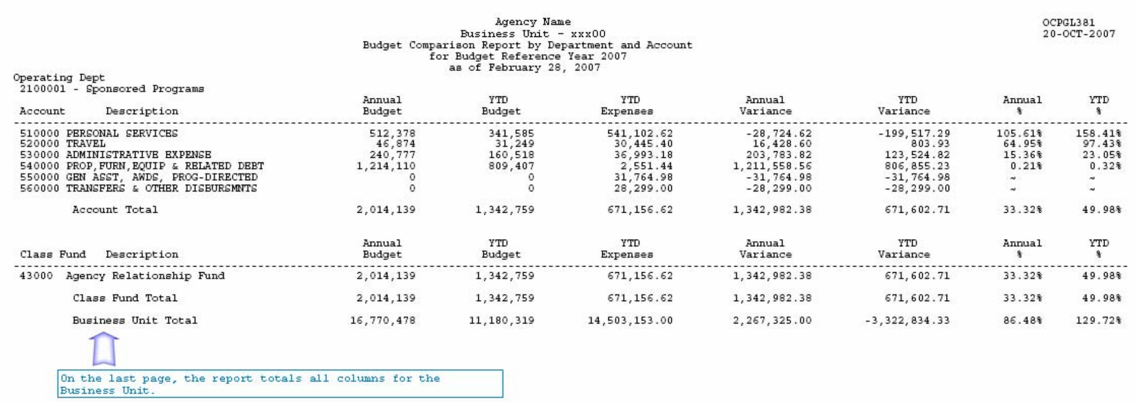
Report Retrieval: From Process Monitor, **click** on OCP381GL , the last line '###### OCPGL381_Success', 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

From Business Unit: your budgeting business unit, i.e. 09000
To Business Unit: generally will be the same as above
Bud Ref: the two-digit budget reference for which you want the report
Fiscal Year: the four-digit fiscal year for which you want the report
Accounting Period: this is a number 1 – 12 indicating the month for the report, i.e. accounting period 8 = February



Example: Higher Ed Report for Operating departments, accounting period 8



Agency Name
Business Unit - xxx00
Budget Comparison Report by Department and Account
for Budget Reference Year 2007
as of February 28, 2007

OCPGL381
20-OCT-2007

Operating Dept
2100001 - Sponsored Programs

Account	Description	Annual Budget	YTD Budget	YTD Expenses	Annual Variance	YTD Variance	Annual %	YTD %
510000	PERSONAL SERVICES	512,378	341,585	541,102.62	-28,724.62	-199,517.29	105.61%	158.41%
520000	TRAVEL	46,874	31,249	30,445.40	16,428.60	803.93	64.95%	97.43%
530000	ADMINISTRATIVE EXPENSE	240,777	160,518	36,993.18	203,783.82	123,524.82	15.36%	23.05%
540000	PROP,FURN,EQUIP & RELATED DEBT	1,214,110	809,407	2,551.44	1,211,558.56	806,855.23	0.21%	0.32%
550000	GEN ASST, AWDS, PROG-DIRECTED	0	0	31,764.98	-31,764.98	-31,764.98	~	~
560000	TRANSFERS & OTHER DISBURSMNTS	0	0	28,299.00	-28,299.00	-28,299.00	~	~
	Account Total	2,014,139	1,342,759	671,156.62	1,342,982.38	671,602.71	33.32%	49.98%

Class Fund	Description	Annual Budget	YTD Budget	YTD Expenses	Annual Variance	YTD Variance	Annual %	YTD %
43000	Agency Relationship Fund	2,014,139	1,342,759	671,156.62	1,342,982.38	671,602.71	33.32%	49.98%
	Class Fund Total	2,014,139	1,342,759	671,156.62	1,342,982.38	671,602.71	33.32%	49.98%
	Business Unit Total	16,770,478	11,180,319	14,503,153.00	2,267,325.00	-3,322,834.33	86.48%	129.72%

On the last page, the report totals all columns for the Business Unit.

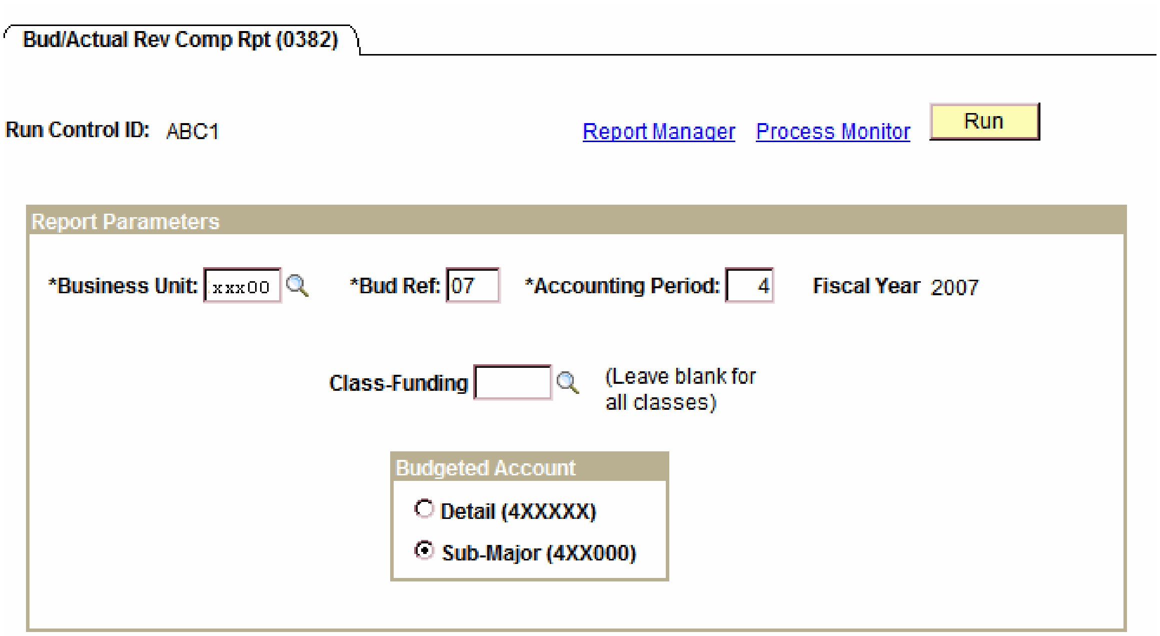
Budget to Actual Revenue Report – OCP_0382_GL

Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports

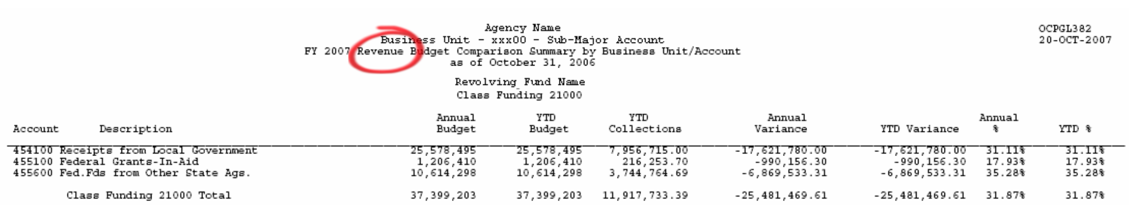
Report Retrieval: From Process Monitor, **click** on OCP382GL , the last line '###### OCPGL382_Success', 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

Business Unit: your budgeting business unit, i.e. 09000
Bud Ref: the two-digit budget reference for which you want the report
Accounting Period: this is a number 1 – 12 indicating the month for the report, i.e. accounting period 8 = February
Class-Funding: user can choose only one fund, or leave blank for all
Budgeted Account: choose either detail or sub-major level



Example: Revenue Budget-to-Actual, Sub-Major Account level – each page of report has a different class fund, with totals at end of report.



Agency Name
Business Unit - xxx00 - Sub-Major Account
FY 2007 Revenue Budget Comparison Summary by Business Unit/Account
as of October 31, 2006

OCPGL382
20-OCT-2007

Revolving Fund Name
Class Funding 21000

Account	Description	Annual Budget	YTD Budget	YTD Collections	Annual Variance	YTD Variance	Annual %	YTD %
454100	Receipts from Local Government	25,578,495	25,578,495	7,956,715.00	-17,621,780.00	-17,621,780.00	31.11%	31.11%
455100	Federal Grants-In-Aid	1,206,410	1,206,410	216,253.70	-990,156.30	-990,156.30	17.93%	17.93%
455600	Fed.Fds from Other State Ags.	10,614,298	10,614,298	3,744,764.69	-6,869,533.31	-6,869,533.31	35.28%	35.28%
	Class Funding 21000 Total	37,399,203	37,399,203	11,917,733.39	-25,481,469.61	-25,481,469.61	31.87%	31.87%

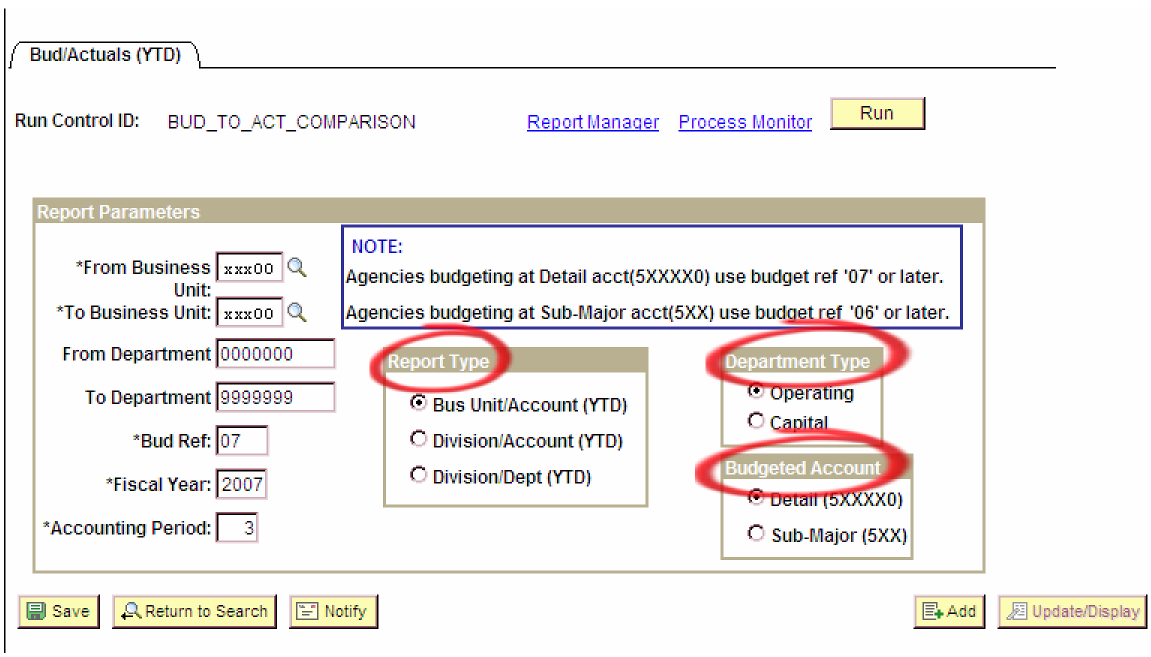
Budget to Actual YTD Summary Report – OCP_0341_GL

Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports

Report Retrieval: From Process Monitor, **click** on Details, 'View Log/Trace' then the 'pdf' hyperlink.

Run Control Parameters:

- From Business Unit: your budgeting business unit, i.e. 09000
- To Business Unit: generally will be the same as above
- From Department: auto-populated as '0000000'; you may choose your own department
- To Department: auto-populated as '9999999'; you may choose the same department as in 'From Department', or choose another to get all departments between the two choices
- Bud Ref: the two-digit budget reference for which you want the report
- Fiscal Year: the four-digit fiscal year for which you want the report
- Accounting Period: this is a number 1 – 12 indicating the month for the report, i.e. accounting period 3 = September



Example: Budget to Actual YTD Summary by Business Unit and Detail Accounts for Operating Departments

Agency Name
Business Unit - xxx00 - Detail Account
FY-2007 Operating Budget Comparison Summary by Business Unit/Account
as of September 30, 2006

OCPGL341
15-OCT-2007
11:29:41_AM

xxx00 - Agency Name
Department: 6000001 - 6000002

Account Description	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511110 Sals-Regular Pay	381,190	95,301	91,850.01	0.00	0.00	91,850.01	289,339.99	3,450.99	24.10	96.38
511210 Longevity Pay-State Employees	7,502	1,878	2,326.00	0.00	0.00	2,326.00	5,176.00	-448.00	31.01	123.86
511420 Excess Benefit Allowance	0	0	1,108.23	0.00	0.00	1,108.23	-1,108.23	-1,108.23	~	~
512110 Insur.Prem-Hlth-Life-State Pln	54,488	13,629	7,996.32	0.00	0.00	7,996.32	46,491.68	5,632.68	14.68	58.67
512210 Unemployment Compen.-Payroll	952	476	0.00	0.00	0.00	0.00	952.00	476.00	0.00	0.00
512310 Insur.Prem-Workers Comp.	0	0	18.00	0.00	0.00	18.00	-18.00	-18.00	~	~
513110 State Share-FICA	24,216	6,054	5,860.67	0.00	0.00	5,860.67	18,355.33	193.33	24.20	96.81
513120 State Share-MQFE/FICA	5,652	1,413	1,370.65	0.00	0.00	1,370.65	4,281.35	42.35	24.25	97.00
513230 State Share OPERS	48,837	12,207	11,772.02	0.00	0.00	11,772.02	37,064.98	434.98	24.10	96.44
513280 St.Match-Ad Fee-State Annuity	2,268	567	400.95	0.00	0.00	400.95	1,867.05	166.05	17.68	70.71
521110 In-State Mileage-Motor Vehicle	2,004	501	120.24	0.00	0.00	120.24	1,883.76	380.76	6.00	24.00
521120 In-State Meals-Subsistence Exp	96	24	0.00	0.00	0.00	0.00	96.00	24.00	0.00	0.00
521140 In-State Miscellaneous Charges	156	39	15.00	0.00	0.00	15.00	141.00	24.00	9.62	38.46
521150 In-State Lodging	252	63	0.00	0.00	0.00	0.00	252.00	63.00	0.00	0.00
521310 Travel Reimb.-Non-State Empls.	1,800	450	-709.74	0.00	0.00	-709.74	2,509.74	1,159.74	-39.43	-157.72
522150 Registration - Agency Direct	0	0	0.00	85.00	0.00	85.00	-85.00	-85.00	~	~
530000 ADMINISTRATIVE EXPENSE	44,985	11,247	0.00	0.00	0.00	0.00	44,985.00	11,247.00	0.00	0.00
531120 Postage	0	0	214.25	0.00	0.00	214.25	-214.25	-214.25	~	~
531130 Telecommunication Services	0	0	1,932.28	0.00	0.00	1,932.28	-1,932.28	-1,932.28	~	~
531150 Printing & Binding Contrs	0	0	1,058.60	0.00	0.00	1,058.60	-1,058.60	-1,058.60	~	~
531190 Exhibitions,Shows,Spec.Events	0	0	675.00	0.00	0.00	675.00	-675.00	-675.00	~	~
531230 ERP System Services	0	0	54.62	0.00	0.00	54.62	-54.62	-54.62	~	~
531260 Membership in Organizations	0	0	50.00	0.00	0.00	50.00	-50.00	-50.00	~	~
532110 Rent of Office Space	13,500	3,375	3,373.50	10,120.50	0.00	13,494.00	6.00	-10,119.00	99.96	399.82
532140 Rent-Equipment And Machinery	0	0	146.39	0.00	0.00	146.39	-146.39	-146.39	~	~
536140 Office Supplies (Expendable)	0	0	594.90	35,349.85	0.00	35,944.75	-35,944.75	-35,944.75	~	~
536150 Data Processing Supplies	996	249	0.00	0.00	0.00	0.00	996.00	249.00	0.00	0.00
541110 Office Furniture & Equipment	504	126	0.00	0.00	0.00	0.00	504.00	126.00	0.00	0.00
541120 Data Processing Equipment	996	249	0.00	0.00	0.00	0.00	996.00	249.00	0.00	0.00
541130 Data Processing Software	504	126	0.00	0.00	0.00	0.00	504.00	126.00	0.00	0.00
548120 Interest Payments-Bond Debt	476,076	119,019	119,378.49	0.00	0.00	119,378.49	356,697.51	-359.49	25.08	100.30
555110 Pmts-Local Gov't-Gen Govt	435,000	108,750	0.00	0.00	0.00	0.00	435,000.00	108,750.00	0.00	0.00
Totals	1,501,974	375,743	249,606.38	45,555.35	0.00	295,161.73	1,206,812.27	80,581.27	19.65	78.55

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19611 FY06-Carryover	4,446	1,110	-26.73	4,000.00	0.00	3,973.27	472.73	-2,863.27	89.37	357.95
19701 GRF-Duties	586,452	146,864	130,254.62	41,555.35	0.00	171,809.97	414,642.03	-24,945.97	29.30	116.99
19702 Capitol	476,076	119,019	119,378.49	0.00	0.00	119,378.49	356,697.51	-359.49	25.08	100.30
23000 Ok Cap Fund	435,000	108,750	0.00	0.00	0.00	0.00	435,000.00	108,750.00	0.00	0.00

Example: Budget to Actual YTD Summary by Division and Sub-Major Accounts for Operating Departments

Agency Name
Business Unit - xxx - Sub-Major
FY-2007 Operating Budget Comparison Summary by Account/Division
as of November 30, 2006

OCPGL341
20-OCT-2007
10:47:23_AM

Division - 60 - General Operations
Department: 6000001 - 6000002

Account Description	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	388,692	161,965	160,318.06	0.00	0.00	160,318.06	228,373.94	1,646.94	41.25	98.98
512 Insur.Prem-Hlth-Life,etc	55,440	23,191	13,345.20	0.00	0.00	13,345.20	42,094.80	9,845.80	24.07	57.54
513 FICA-Retirement Contributions	80,973	33,735	32,644.95	0.00	0.00	32,644.95	48,328.05	1,090.05	40.32	96.77
515 Professional Services	0	0	605.39	0.00	0.00	605.39	-605.39	-605.39	~	~
521 Travel - Reimbursements	4,308	1,795	1,210.63	0.00	0.00	1,210.63	3,097.37	584.37	28.10	67.44
522 Travel - Agency Direct Pmts	0	0	871.71	0.00	0.00	871.71	-871.71	-871.71	~	~
530 ADMINISTRATIVE EXPENSE	44,985	18,743	0.00	0.00	0.00	0.00	44,985.00	18,743.00	0.00	0.00
531 Misc. Administrative Expenses	0	0	8,389.21	0.00	0.00	8,389.21	-8,389.21	-8,389.21	~	~
532 Rent Expense	13,500	5,625	6,256.06	7,871.50	0.00	14,127.56	-627.56	-8,502.56	104.65	251.16
536 General Operating Expenses	996	415	3,136.55	26,524.47	0.00	29,661.02	-28,665.02	-29,246.02	2978.01	7147.23
541 Office Furniture & Equipment	2,004	835	0.00	0.00	0.00	0.00	2,004.00	835.00	0.00	0.00
548 Bond Indebtedness and Expenses	476,076	198,365	198,964.85	0.00	0.00	198,964.85	277,111.15	-599.85	41.79	100.30
555 Pmts-Local Gov't,Non-Profits	435,000	181,250	144,200.00	0.00	0.00	144,200.00	290,800.00	37,050.00	33.15	79.56
Totals	1,501,974	625,919	569,942.61	34,395.97	0.00	604,338.58	897,635.42	21,580.42	40.24	96.55

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19611 FY06-Carryover	4,446	1,850	-26.73	4,000.00	0.00	3,973.27	472.73	-2,123.27	89.37	214.77
19701 GRF-Duties	586,452	244,454	226,804.49	30,395.97	0.00	257,200.46	329,251.54	-12,746.46	43.86	105.21
19702 Capitol Fund	476,076	198,365	198,964.85	0.00	0.00	198,964.85	277,111.15	-599.85	41.79	100.30
23000 Ok Cap Fund	435,000	181,250	144,200.00	0.00	0.00	144,200.00	290,800.00	37,050.00	33.15	79.56
Totals	1,501,974	625,919	569,942.61	34,395.97	0.00	604,338.58	897,635.42	21,580.42	40.24	96.55
Totals for Bus Unit xxx00	1,501,974	625,919	569,942.61	34,395.97	0.00	604,338.58	897,635.42	21,580.42	40.24	96.55

1 NOTE: This agency has only one division. After all divisions have sub-totaled, the report will total all columns for the Business Unit.

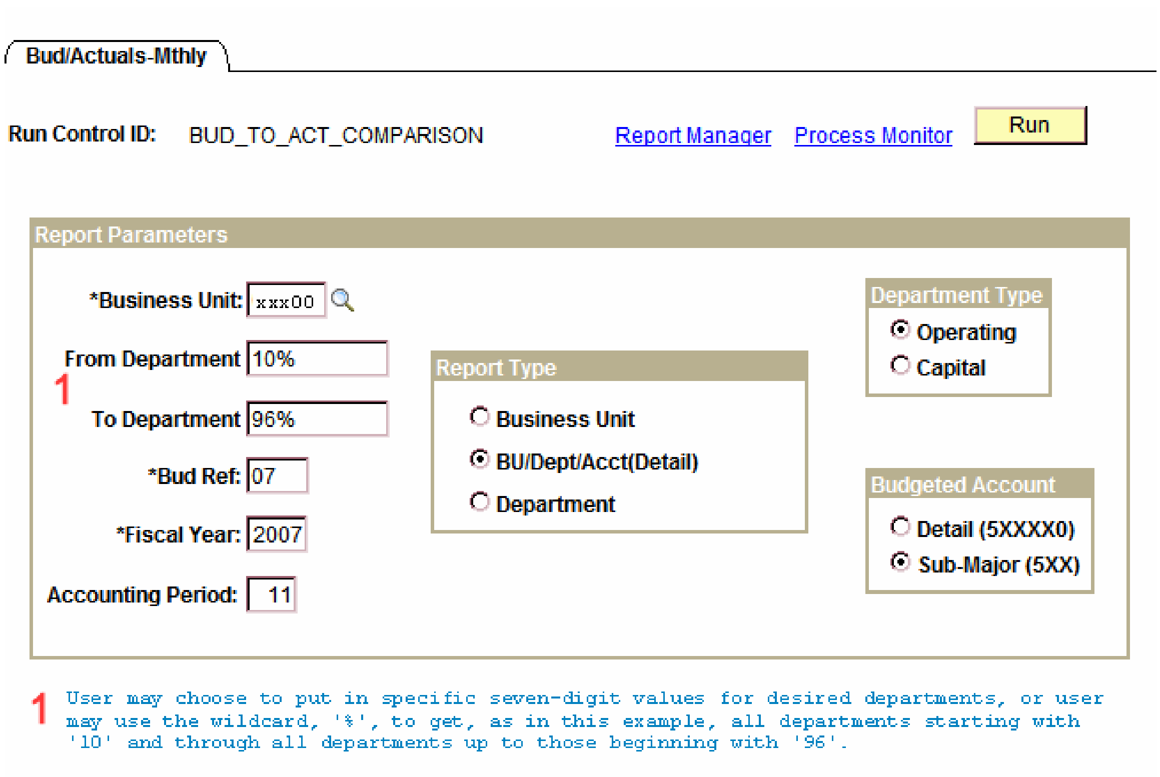
Budget to Actual Monthly Summary Report – OCP_0336_GL

Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:

- Business Unit: your budgeting business unit, i.e. 09000
- From Department: user can choose '0000000'; choose any other department; or use the wildcard '%', as in the following example
- To Department: user can choose '9999999'; choose the same department as in 'From Department', choose another to get all departments between the two choices; or use the wildcard '%'
- Bud Ref: the two-digit budget reference for which you want the report
- Fiscal Year: the four-digit fiscal year for which you want the report
- Accounting Period: this is a number 1 – 12 indicating the month for the report, i.e. accounting period 8 = February
- Report Type: user can choose to total by Business Unit, by Department by Account (detailed), or by Department
- Department Type: user chooses capital or operating departments
- Budgeted Account: user chooses detail accounts or sub-major account levels.



Example: Monthly Budget-to-Actual, Department report type

Agency Name
Business Unit - xxx00 - Major Account Groups
FY 2007 Budget vs. Actuals by Department
as of May 31, 2007

OCPGL336
20-OCT-2007
12:11:01_PM

OPERATING BUDGET
Department: 6000001 General Operations

		*** Current Month ***				*** Year To Date ***			Total
Account	Budget	Expenses	Enc. & Pre-Enc.	Variance	Budget	Expenses	Enc. & Pre-Enc.	Variance	Budget
51xxxx PERSONAL SERVICES	43,683	43,043.41	0.00	639.59	481,465	472,895.81	0.00	8,569.19	525,105
515xxx Professional Services	0	698.95	0.00	-698.95	0	1,991.22	0.00	-1,991.22	0
52xxxx TRAVEL	359	261.00	0.00	98.00	3,949	7,139.57	0.00	-3,190.57	4,308
53xxxx ADMINISTRATIVE EXPENSE	4,957	3,878.33	-7,002.03	8,080.70	54,524	43,510.62	2,493.34	8,520.04	59,481
54xxxx PROP,FURN,EQUIP & RELATED DEBT	39,715	39,792.97	0.00	-77.97	436,865	446,544.84	0.00	-9,679.84	476,580
55xxxx GEN ASST, AWDS, PROG-DIRECTED	36,250	0.00	0.00	36,250.00	398,750	144,200.00	0.00	254,550.00	435,000
TOTAL Expenditures	124,964	87,674.66	-7,002.03	44,291.37	1,375,553	1,116,282.06	2,493.34	256,777.60	1,500,474

NOTE: The last page of the report totals for the entire Business Unit by account. There is also a page that totals by department for entire Business Unit – see two examples below.

Agency Name
Business Unit - xxx00 - Major Account Group
FY 2007 Budget vs. Actuals Agency Summary
as of May 31, 2007

OCPGL336
20-OCT-2007
12:11:01_PM

OPERATING BUDGET
Departments: 6000001 - 6000002

		*** Current Month ***				*** Year To Date ***			Total
Account	Budget	Expenses	Enc. & Pre-Enc.	Variance	Budget	Expenses	Enc. & Pre-Enc.	Variance	Budget
51xxxx PERSONAL SERVICES	43,683	43,043.41	0.00	639.59	481,465	472,895.81	0.00	8,569.19	525,105
515xxx Professional Services	0	698.95	0.00	-698.95	0	1,991.22	0.00	-1,991.22	0
52xxxx TRAVEL	359	261.00	0.00	98.00	3,949	7,139.57	0.00	-3,190.57	4,308
53xxxx ADMINISTRATIVE EXPENSE	4,957	3,878.33	-7,002.03	8,080.70	54,524	43,510.62	2,493.34	8,520.04	59,481
54xxxx PROP,FURN,EQUIP & RELATED DEBT	39,840	39,792.97	0.00	47.03	438,240	446,544.84	0.00	-8,304.84	478,080
55xxxx GEN ASST, AWDS, PROG-DIRECTED	36,250	0.00	0.00	36,250.00	398,750	144,200.00	0.00	254,550.00	435,000
TOTAL Expenditures	125,089	87,674.66	-7,002.03	44,416.37	1,376,928	1,116,282.06	2,493.34	258,152.60	1,501,974
Totals for Bus Unit xxx00	125,089	87,674.66	-7,002.03	44,416.37	1,376,928	1,116,282.06	2,493.34	258,152.60	1,501,974

Agency Name
Business Unit - xxx00
FY 2007 Budget vs. Actuals Summary by Department
as of May 31, 2007

OCPGL336
20-OCT-2007
12:11:01_PM

OPERATING BUDGET

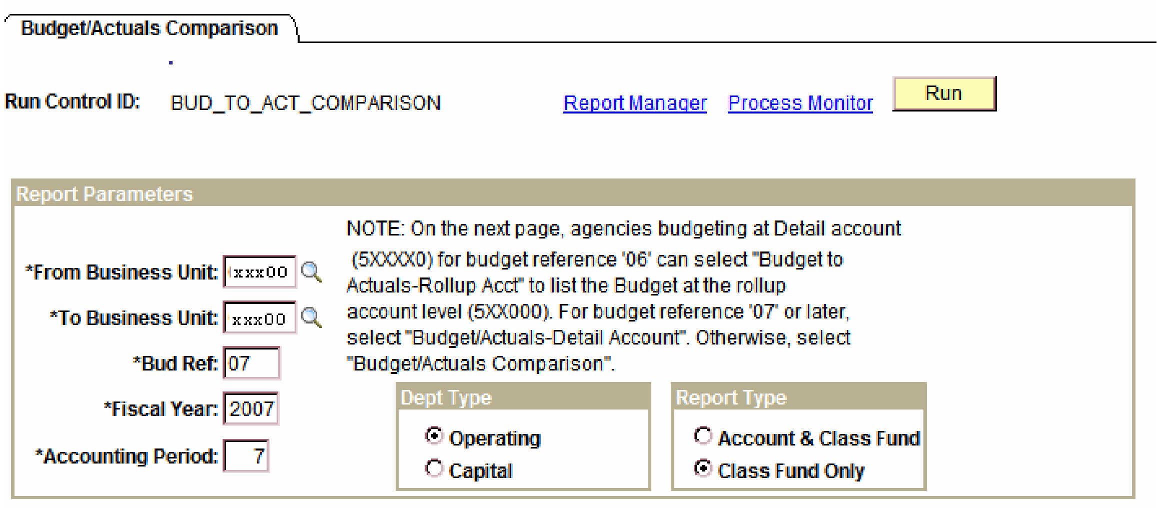
		*** Current Month ***				*** Year To Date ***			Total
Department	Budget	Expenses	Enc. & Pre-Enc.	Variance	Budget	Expenses	Enc. & Pre-Enc.	Variance	Budget
6000001 General Operations	124,964	87,674.66	-7,002.03	44,291.37	1,375,553	1,116,282.06	2,493.34	256,777.60	1,500,474
6000002 General Ops Data Processing	125	0.00	0.00	125.00	1,375	0.00	0.00	1,375.00	1,500
Grand Total	125,089	87,674.66	-7,002.03	44,416.37	1,376,928	1,116,282.06	2,493.34	258,152.60	1,501,974
Totals for Bus Unit xxx00	125,089	87,674.66	-7,002.03	44,416.37	1,376,928	1,116,282.06	2,493.34	258,152.60	1,501,974

Budget to Actual Comparison Summary Report – OCP_0326_GL, OCP_0335_GL, and OCP_0338_GL

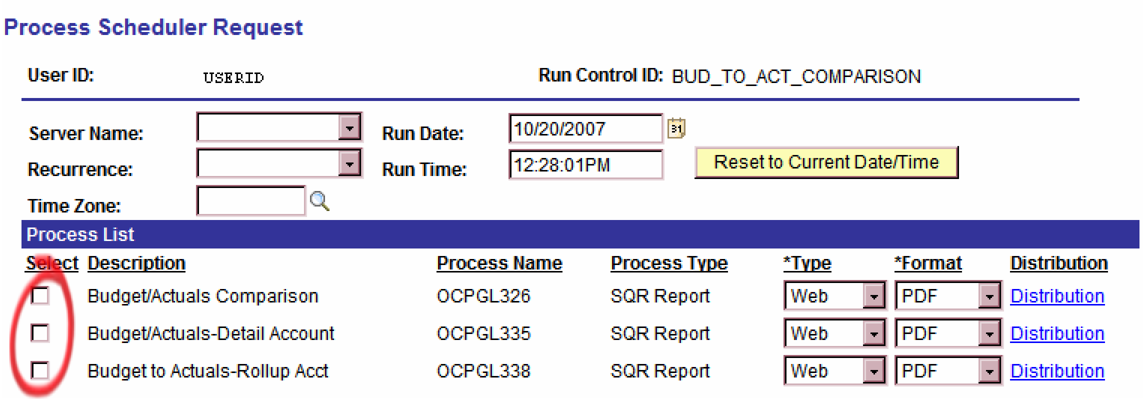
Navigation: Financials >> Commitment Control >> Review Budget Activities >> Budget Reports

Report Retrieval: From Process Monitor, **click** on Details , 'View Log/Trace', then the 'pdf' hyperlink.

Run Control Parameters:
- From Business Unit: your budgeting business unit, i.e. 09000
- To Business Unit: generally the same as 'From Business Unit'
- Bud Ref: the two-digit budget reference for which you want the report
- Fiscal Year: the four-digit fiscal year for which you want the report
- Accounting Period: this is a number 1 – 12 indicating the month for the report, i.e. accounting period 8 = February
- Report Type: user can choose to total by Class Funding or by Account and Class Fund
- Department Type: user chooses capital or operating departments



Run page Choices: option of running report at detail account level or rollup account level



Example: Budget-to-Actual Comparison, Class Fund, OCPGL326

Agency Name
Business Unit - xxx00
FY 2007 Operating Budget Comparison by Department and Class Fund
as of January 31, 2007

OCPGL326
20-OCT-2007
12:30:07_PM

Department: 6000001 General Operations

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19611 FY06-Carryover	4,446	2,591	-26.73	4,000.00	0.00	3,973.27	472.73	-1,382.27	89.37	153.35
19701 GRF-Duties	584,952	341,492	327,851.26	26,254.97	0.00	354,106.23	230,845.77	-12,614.23	60.54	103.69
19702 Capitol Service Fund	476,076	277,711	278,550.79	0.00	0.00	278,550.79	197,525.21	-839.79	58.51	100.30
23000 Ok Cap Fund	435,000	253,750	144,200.00	0.00	0.00	144,200.00	290,800.00	109,550.00	33.15	56.83
	1,500,474	875,544	750,575.32	30,254.97	0.00	780,830.29	719,643.71	94,713.71	52.04	89.18

Department: 6000002 General Ops Data Processing

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19701 GRF-Duties	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00
	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00
Totals for Division 60	1,501,974	876,419	750,575.32	30,254.97	0.00	780,830.29	721,143.71	95,588.71	51.99	89.09
Totals for Bus Unit xxx00	1,501,974	876,419	750,575.32	30,254.97	0.00	780,830.29	721,143.71	95,588.71	51.99	89.09

Example: Budget-to-Actual Comparison, Account & Class Fund, OCPGL338

Agency Name
Business Unit - xxx00
FY 2007 Operating Budget Comparison by Department and Account
as of January 31, 2007

OCPGL338
20-OCT-2007
12:38:13_PM

Department: 6000001 General Operations

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
511 Salary Expense	388,692	226,751	228,550.80	0.00	0.00	228,550.80	160,141.20	-1,799.80	58.80	100.79
512 Insur.Prem-Hlth-Life,etc	55,440	32,600	19,977.78	0.00	0.00	19,977.78	35,462.22	12,622.22	36.03	61.28
513 FICA-Retirement Contributi	80,973	47,229	46,511.03	0.00	0.00	46,511.03	34,461.97	717.97	57.44	98.48
515 Professional Services	0	0	605.39	0.00	0.00	605.39	-605.39	-605.39	~	~
521 Travel - Reimbursements	4,308	2,513	4,305.64	0.00	0.00	4,305.64	2.36	-1,792.64	99.95	171.33
522 Travel - Agency Direct Pmt	0	0	871.71	0.00	0.00	871.71	-871.71	-871.71	~	~
530 ADMINISTRATIVE EXPENSE	44,985	26,240	0.00	0.00	0.00	0.00	44,985.00	26,240.00	0.00	0.00
531 Misc. Administrative Expen	0	0	10,966.72	0.00	0.00	10,966.72	-10,966.72	-10,966.72	~	~
532 Rent Expense	13,500	7,875	8,505.06	5,622.50	0.00	14,127.56	-627.56	-6,252.56	104.65	179.40
536 General Operating Expenses	996	581	4,530.40	24,632.47	0.00	29,162.87	-28,166.87	-28,581.87	2928.00	5019.43
541 Office Furniture & Equipme	504	294	3,000.00	0.00	0.00	3,000.00	-2,496.00	-2,706.00	595.24	1020.41
548 Bond Indebtedness and Expe	476,076	277,711	278,550.79	0.00	0.00	278,550.79	197,525.21	-839.79	58.51	100.30
555 Pmts-Local Gov't,Non-Profi	435,000	253,750	144,200.00	0.00	0.00	144,200.00	290,800.00	109,550.00	33.15	56.83
	1,500,474	875,544	750,575.32	30,254.97	0.00	780,830.29	719,643.71	94,713.71	52.04	89.18

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19611 FY06-Carryover	4,446	2,591	-26.73	4,000.00	0.00	3,973.27	472.73	-1,382.27	89.37	153.35
19701 GRF-Duties	584,952	341,492	327,851.26	26,254.97	0.00	354,106.23	230,845.77	-12,614.23	60.54	103.69
19702 Capitol Service Fund	476,076	277,711	278,550.79	0.00	0.00	278,550.79	197,525.21	-839.79	58.51	100.30
23000 Ok Cap Fund	435,000	253,750	144,200.00	0.00	0.00	144,200.00	290,800.00	109,550.00	33.15	56.83
	1,500,474	875,544	750,575.32	30,254.97	0.00	780,830.29	719,643.71	94,713.71	52.04	89.18

Other pages of this example show totals by Division and totals by Business Unit.

Agency Name
Business Unit - xxx00
FY 2007 Operating Budget Comparison by Department and Account
as of January 31, 2007

OCPGL338
20-OCT-2007
12:38:13_PM

Department: 6000002 General Ops Data Processing

Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
541 Office Furniture & Equipme	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00
	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19701 GRF-Duties	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00
	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00
Totals for Division 60	1,501,974	876,419	750,575.32	30,254.97	0.00	780,830.29	721,143.71	95,588.71	51.99	89.09
Totals for Bus Unit xxx00	1,501,974	876,419	750,575.32	30,254.97	0.00	780,830.29	721,143.71	95,588.71	51.99	89.09

Example: Budget-to-Actual Comparison, Account & Class Fund, OCPGL335

Agency Name
Business Unit - xxx00
FY 2007 Operating Budget Comparison by Department and Account
as of January 31, 2007

OCPGL335
20-OCT-2007
12:55:17_PM

Department: 6000002 General Ops Data Processing

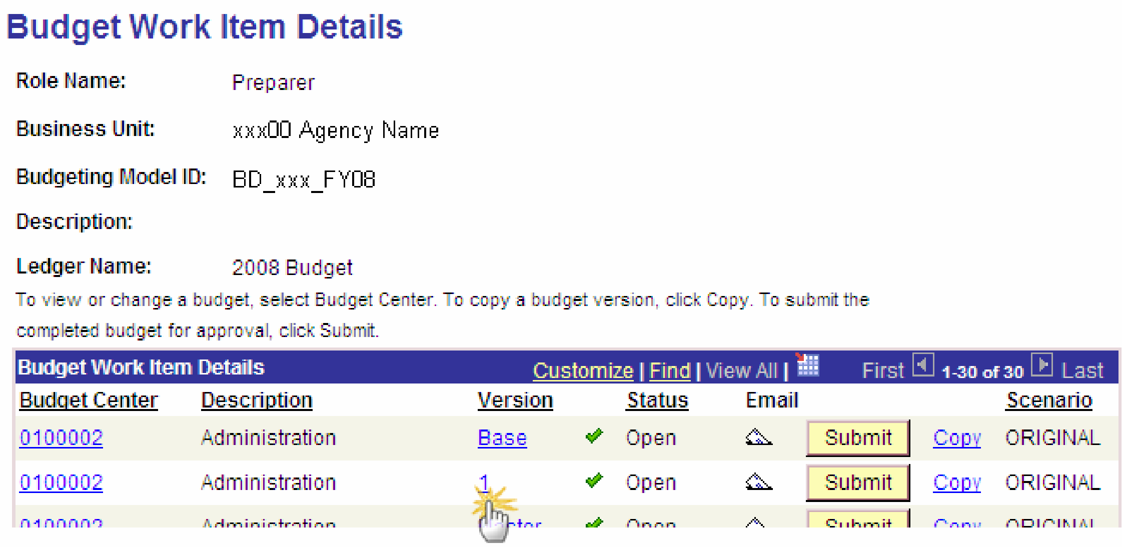
Account	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
541120 Data Processing Equipment	996	581	0.00	0.00	0.00	0.00	996.00	581.00	0.00	0.00
541130 Data Processing Software	504	294	0.00	0.00	0.00	0.00	504.00	294.00	0.00	0.00
	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00

Class Funding	Annual Budget	YTD Budget	Expenses	Encumbrance	Pre-Encumbrance	Total Exp, Enc,Pre-Enc	Annual Variance	YTD Variance	Annual %	YTD %
19701 GRF-Duties	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00
	1,500	875	0.00	0.00	0.00	0.00	1,500.00	875.00	0.00	0.00
Totals for Division 60	1,025,898	598,708	472,024.53	30,254.97	0.00	502,279.50	523,618.50	96,428.50	48.96	83.89
Totals for Bus Unit xxx00	1,025,898	598,708	472,024.53	30,254.97	0.00	502,279.50	523,618.50	96,428.50	48.96	83.89

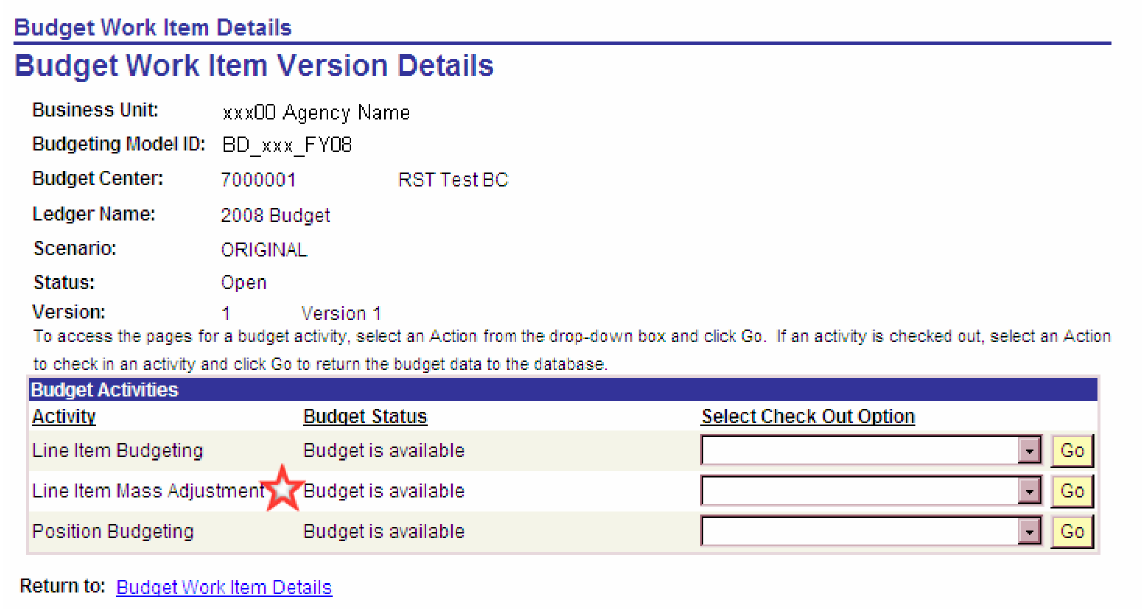
Chapter 10: Line Item Mass Adjustments

Training: Users will need to file an amended 301BUD Security form with OSF CORE Office in order to get access to this functionality. The training will be a one-hour demonstration. This functionality will first be offered in the FY-2009 Budget model.

Line Item Mass Adjustments allow the Budget Preparer the opportunity to adjust any previously-entered line items by an amount / percentage for chosen accounts and budgeting periods. This functionality checks out a budget from the BAM server and the preparer navigates to the Line Item Mass Adjustments via the Budget Work Item Details page and clicking on the working version of the budget center the user desires to adjust.



If the user has chosen to use Line Item Mass Adjustments, the user will see the following screen. Notice there is a third line on the check-out page named “Line Item Mass Adjustments”. After you have entered data in Position and/or Line Item Budgeting, use the drop-down box and checkout a Line Item Mass Adjustments budget. These budgets are checked out in the same way that the line item budgeting and position budgeting are checked out.



Budget Work Item Details

Budget Work Item Version Details

Business Unit:	xxx00 Agency Name
Budgeting Model ID:	BD_xxx_FY08
Budget Center:	7000001 RST Test BC
Ledger Name:	2008 Budget
Scenario:	ORIGINAL
Status:	Open
Version:	1 Version 1

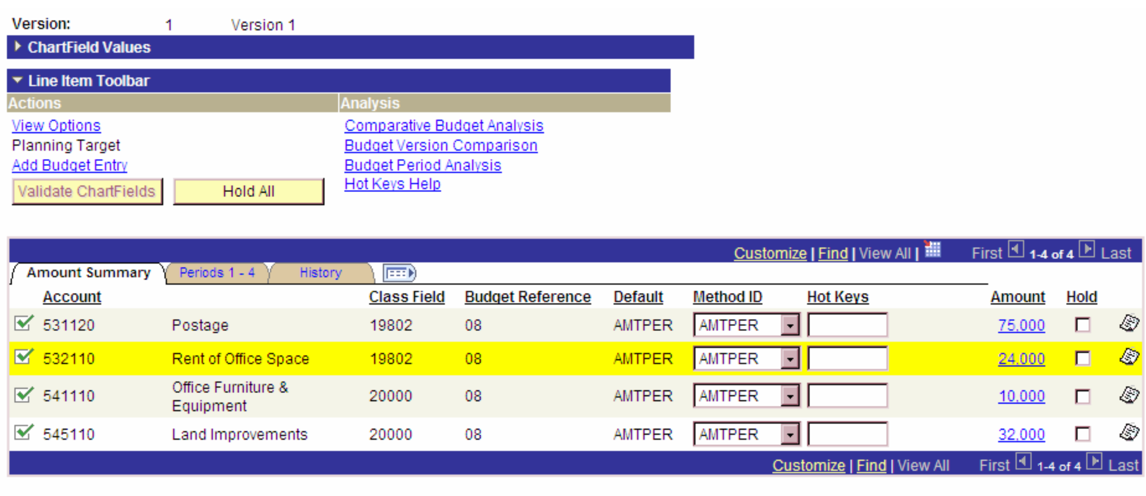
To access the pages for a budget activity, select an Action from the drop-down box and click Go. If an activity is checked out, select an Action to check in an activity and click Go to return the budget data to the database.

Budget Activities

Activity	Budget Status	Select Check Out Option
Line Item Budgeting	Budget is available	Go
Line Item Mass Adjustment	Budget is available	Go
Position Budgeting	Budget is available	Go

Return to: Budget Work Item Details

Enter your line items as in previous years. Note the line items as shown below.



Version: 1 Version 1

ChartField Values

Line Item Toolbar

Actions	Analysis
View Options	Comparative Budget Analysis
Planning Target	Budget Version Comparison
Add Budget Entry	Budget Period Analysis
Validate ChartFields / Hold All	Hot Keys Help

Customize | Find | View All | First 1-4 of 4 Last

Amount Summary | Periods 1 - 4 | History

Account		Class Field	Budget Reference	Default	Method ID	Hot Keys	Amount	Hold
531120	Postage	19802	08	AMTPER	AMTPER		75,000	
532110	Rent of Office Space	19802	08	AMTPER	AMTPER		24,000	
541110	Office Furniture & Equipment	20000	08	AMTPER	AMTPER		10,000	
545110	Land Improvements	20000	08	AMTPER	AMTPER		32,000	

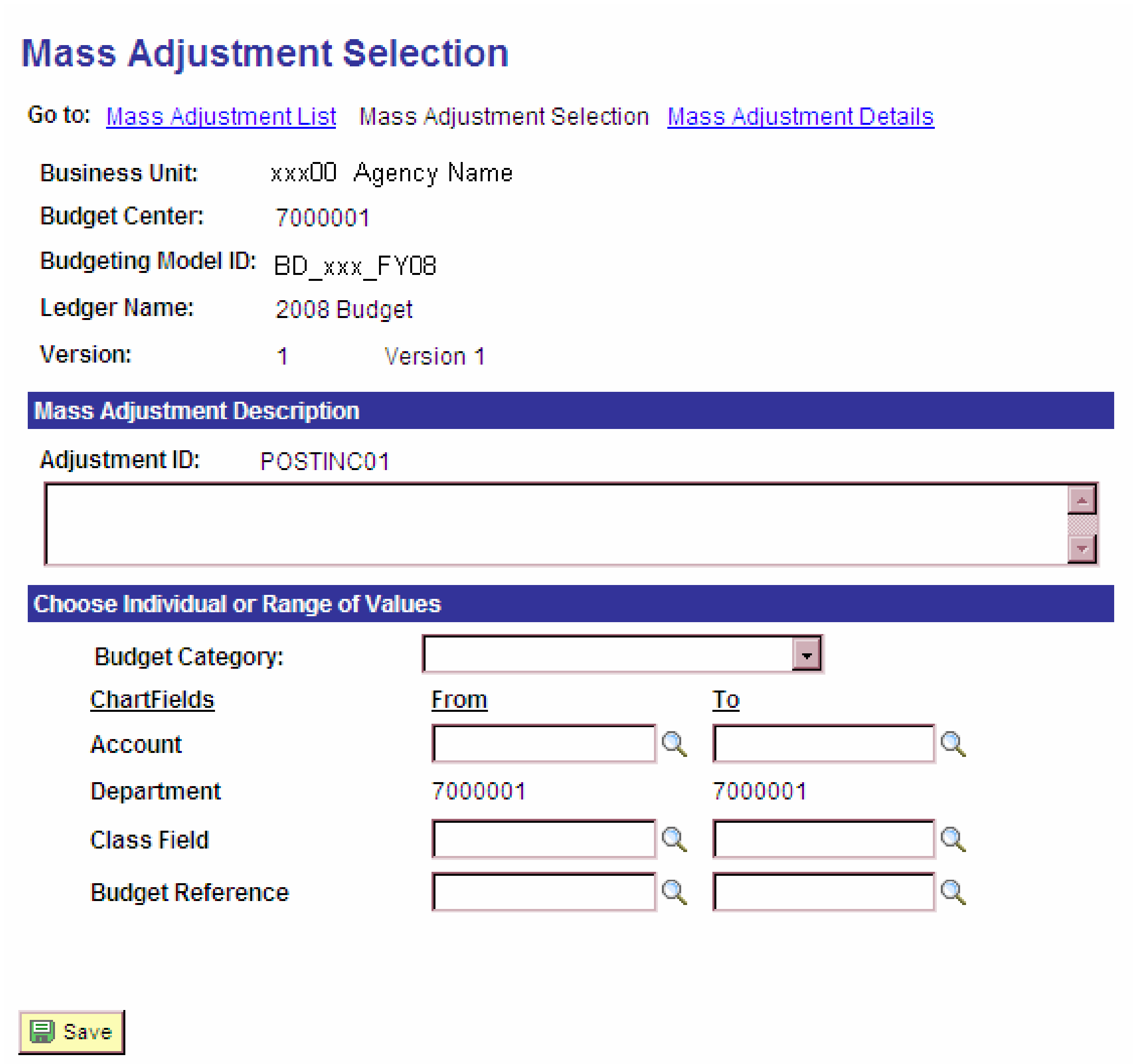
Customize | Find | View All First 1-4 of 4 Last

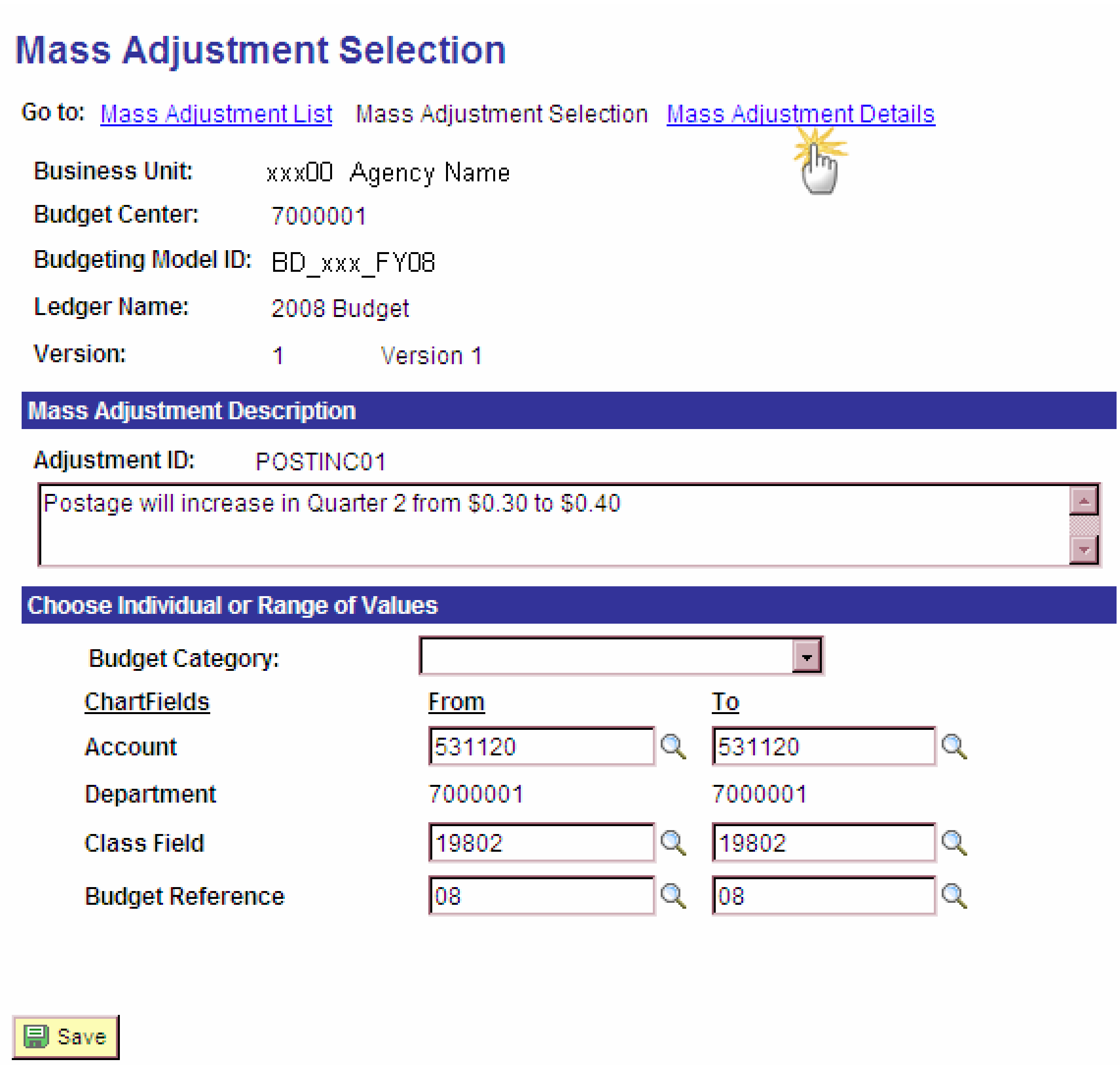
Check in your line item budget version.

Check out the line item mass adjustment version. The Mass Adjustment List page shows as below. Type the name of the adjustment as you choose – the name should reflect what the adjustment is intended to do. In this example, POSTINC01 reflects that there has been an increase in postage.

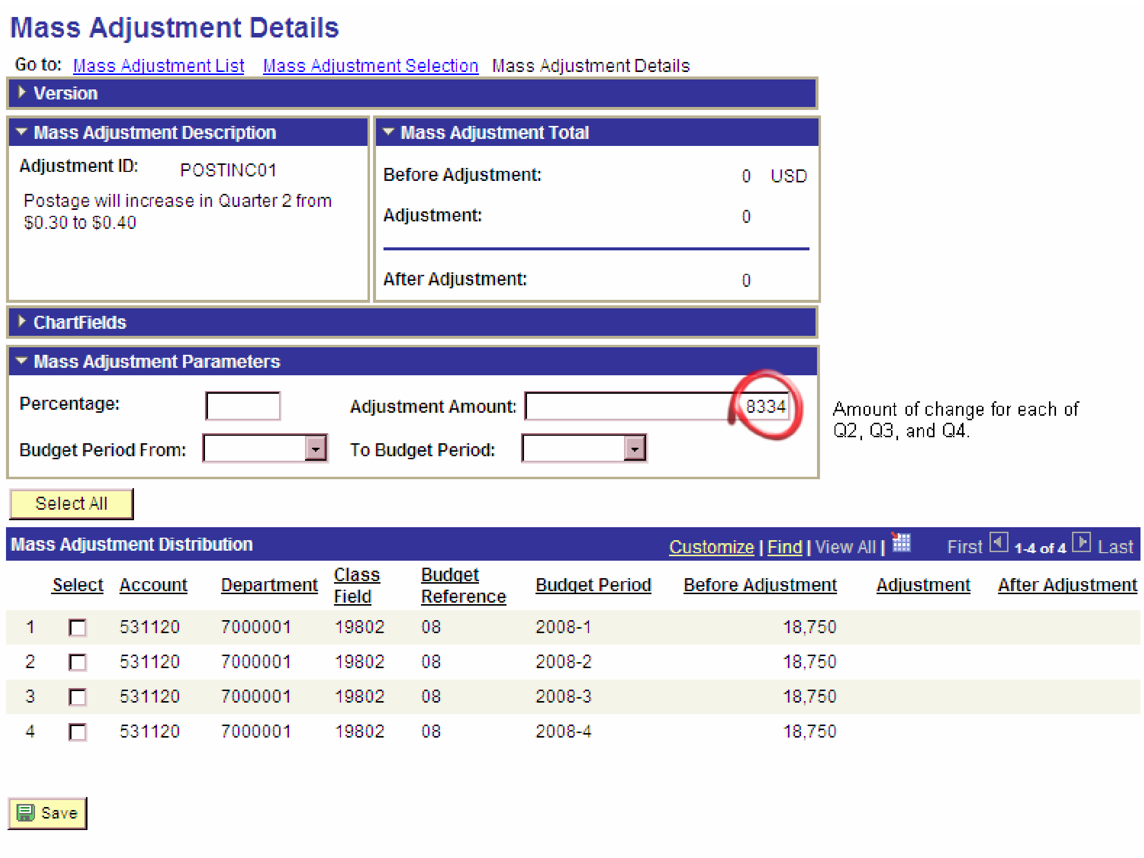
After clicking ‘Save’, the ‘Go’ button turns black. Click on ‘Go’.

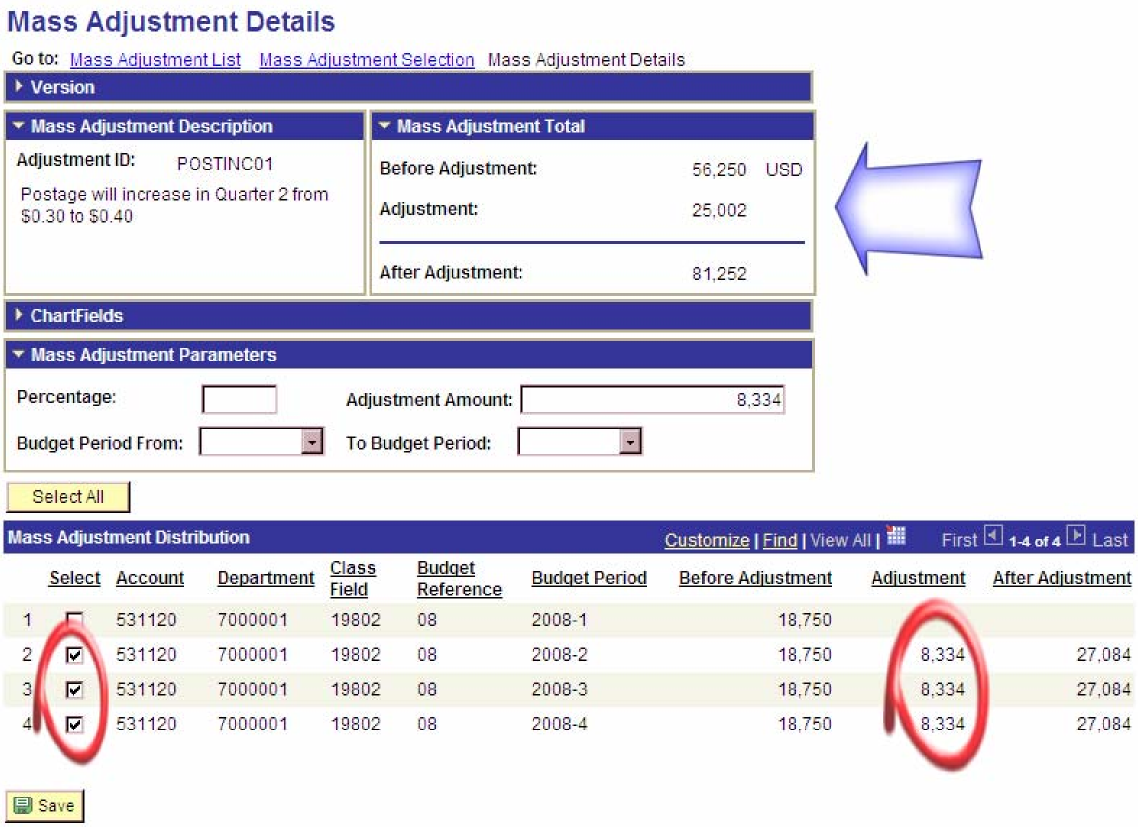
The following page displays. Fill in the description, account, class field and budget reference boxes. Click ‘Save’.


Mass Adjustment Selection
Go to: Mass Adjustment List Mass Adjustment Selection Mass Adjustment Details
Business Unit: xxx00 Agency Name
Budget Center: 7000001
Budgeting Model ID: BD_xxx_FY08
Ledger Name: 2008 Budget
Version: 1 Version 1
Mass Adjustment Description
Adjustment ID: POSTINC01
Choose Individual or Range of Values
Budget Category:
ChartFields
From
To
Account
Department
7000001
7000001
Class Field
Budget Reference
Save



Once the Mass Adjustment Selection has been filled, click ‘Mass Adjustment Details’. This is where the user will put dollar amounts for the adjustments.

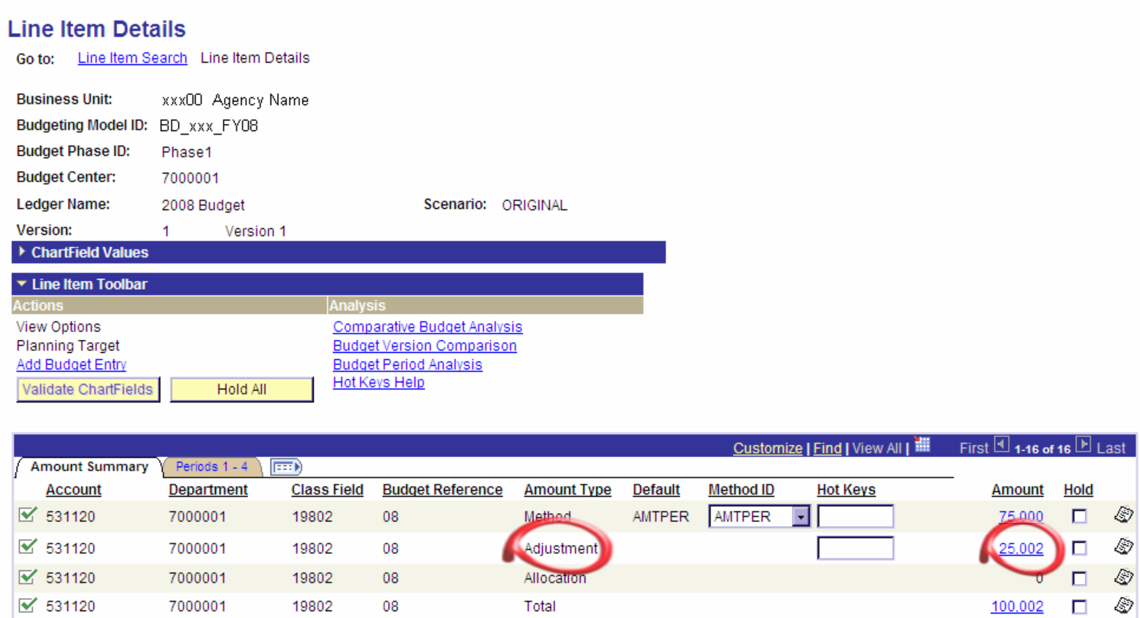

Mass Adjustment Details
Go to: Mass Adjustment List Mass Adjustment Selection Mass Adjustment Details
Version
Mass Adjustment Description
Adjustment ID: POSTINC01
Postage will increase in Quarter 2 from $0.30 to $0.40
Mass Adjustment Total
Before Adjustment: 0 USD
Adjustment: 0
After Adjustment: 0
ChartFields
Mass Adjustment Parameters
Percentage:
Adjustment Amount: 8334
Amount of change for each of Q2, Q3, and Q4.
Budget Period From:
To Budget Period:
Select All
Mass Adjustment Distribution
Customize | Find | View All |
First 1-4 of 4 Last
Select Account Department Class Field Budget Reference Budget Period Before Adjustment Adjustment After Adjustment
1 531120 7000001 19802 08 2008-1 18,750
2 531120 7000001 19802 08 2008-2 18,750
3 531120 7000001 19802 08 2008-3 18,750
4 531120 7000001 19802 08 2008-4 18,750
Save



Click 'Save'. This will save the adjustments under the Adjustment ID.

Click on the hyperlink, 'Mass Adjustment List', and note the amount in the adjustment column. It should match exactly what is in the Mass Adjustment Details page.

Click ‘Apply’ and Check-in the mass adjustments budget. Go into your line item details budget to see the adjustment you have just applied.

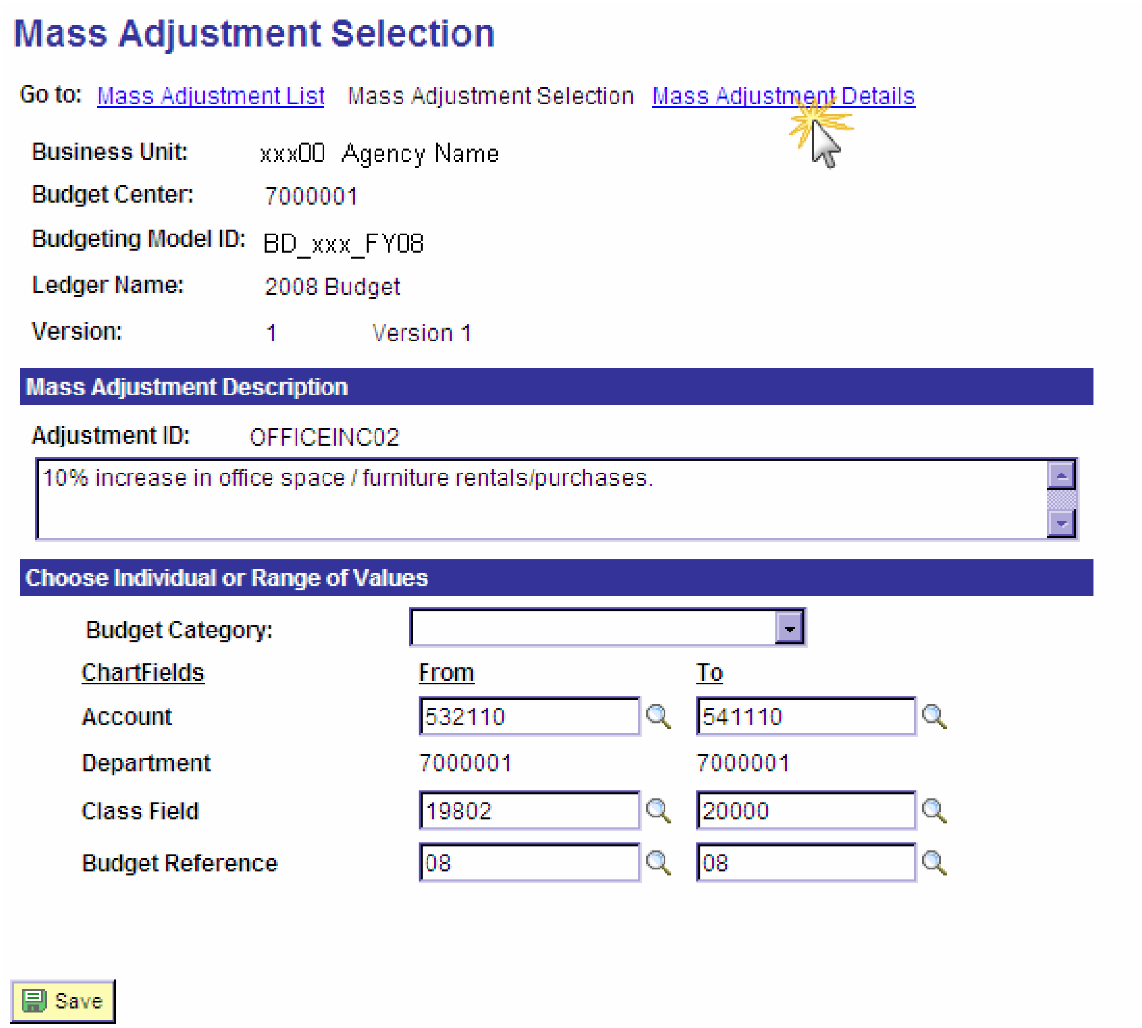


The above is an example of a mass adjustment for an absolute dollar amount. The user can also choose to make mass adjustments under a dynamic percentage.

For instance, you have been told that there will be a 10% increase in the office space and office furniture rentals / purchases.

Check out the Line Item Mass Adjustments budget. The adjustment that was made in the previous example is still in the list, only now, with the ‘Apply’ button not available. In order to make another adjustment, click on the ‘+’ to add a row. Name the adjustment and click ‘Save’, then click ‘Go’ to go to the Mass Adjustments Selection page.


Mass Adjustment List
Business Unit: xxx00 Agency Name
Budget Center: 7000001
Budgeting Model ID: BD_xxx_FY08
Ledger Name: 2008 Budget
Version: 1 Version 1
Adjustments
Customize | Find | View All |
First 1-2 of 2 Last
*Adjustment ID
Statistical Budgeting
Adjustment Amount
Currency Code
1 OFFICEINC02
Go
Apply
Reverse
2 POSTINC01
Go
25,002 USD
Apply
Reverse
Return to: Budget Work Item Details
Save
1
2



Notice that all line items between the two accounts listed above and the two class fields listed above will be adjusted. If there are any line items but the two – 532110 and 541110 – then they will also be adjusted. That is, if you use account 536130 with a class field of 19802, or an account 532110 with class field 19810, these will all be adjusted. Note: on the 'Mass Adjustment Details' page, you will have the option to check the box in the 'Select' column to make the adjustment or leave it blank to not adjust that budget period for that combination of account and class field.

Mass Adjustment Details

Go to: Mass Adjustment List Mass Adjustment Selection Mass Adjustment Details

Version

Mass Adjustment Description

Adjustment ID: OFFICEINC02

10% increase in office space / furniture rentals/purchases.

Mass Adjustment Total

Before Adjustment:	29,000	USD
Adjustment:	2,900	
After Adjustment:	31,900	

ChartFields

Mass Adjustment Parameters

Percentage: 10.00 Adjustment Amount:

Budget Period From: To Budget Period:

Select All

Mass Adjustment Distribution Customize | Find | View All | First 1-8 of 8 Last

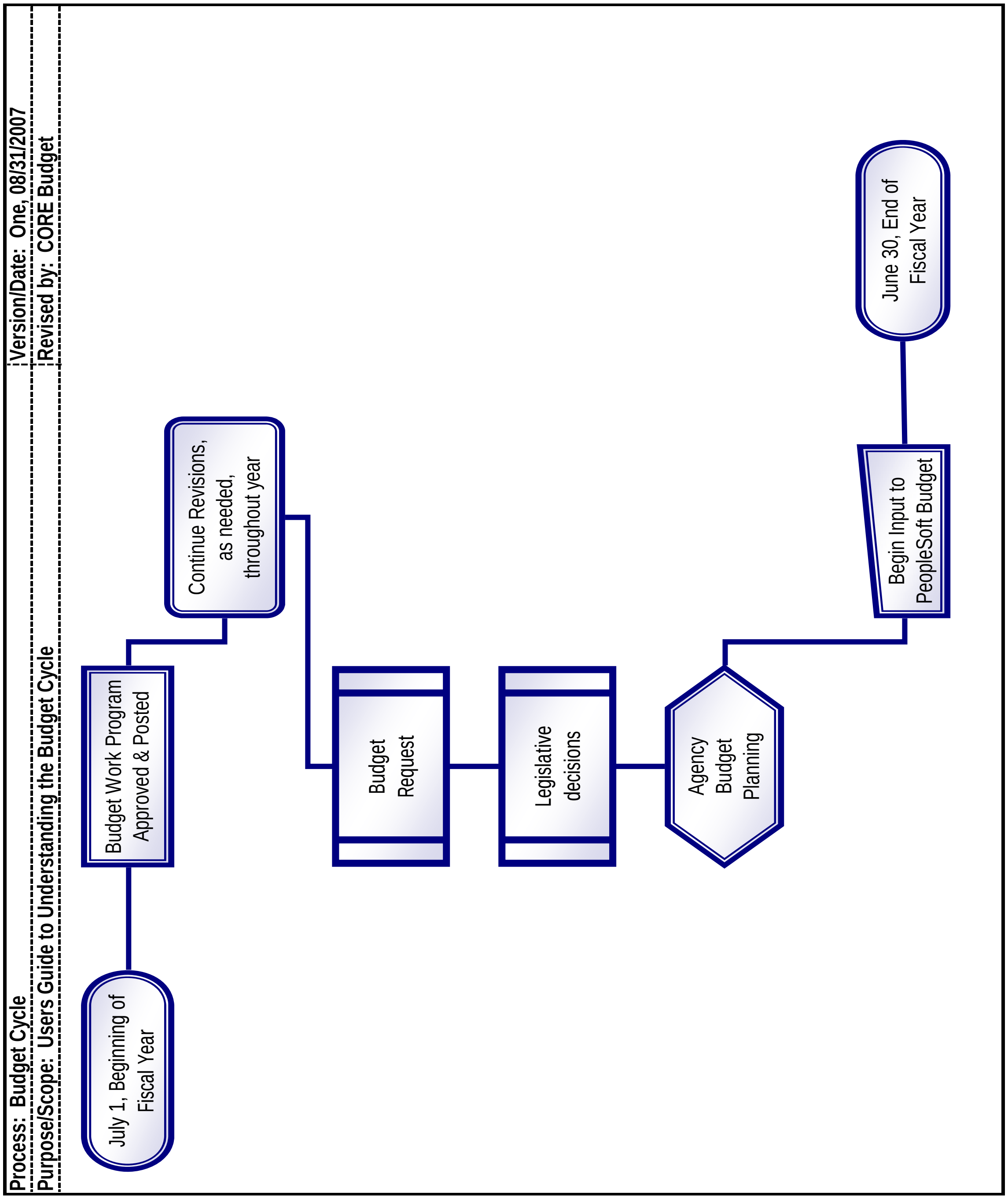
	Select	Account	Department	Class Field	Budget Reference	Budget Period	Before Adjustment	Adjustment	After Adjustment
1	☑	532110	7000001	19802	08	2008-1	6,000	600	6,600
2	☑	532110	7000001	19802	08	2008-2	6,000	600	6,600
3	☑	532110	7000001	19802	08	2008-3	6,000	600	6,600
4	☑	532110	7000001	19802	08	2008-4	6,000	600	6,600
5	☐	541110	7000001	20000	08	2008-1	2,500		
6	☐	541110	7000001	20000	08	2008-2	2,500		
7	☑	541110	7000001	20000	08	2008-3	2,500	250	2,750
8	☑	541110	7000001	20000	08	2008-4	2,500	250	2,750

Save

If this is correct, go back to the Mass Adjustment List and 'Apply' the adjustment. You can see the changes in the Line Item Details list.

☑	532110	7000001	19802	08	Method	AMTPER	AMTPER	24,000	☐
☑	532110	7000001	19802	08	Adjustment			2,400	☐
☑	532110	7000001	19802	08	Allocation			0	☐
☑	532110	7000001	19802	08	Total			26,400	☐
☑	541110	7000001	20000	08	Method	AMTPER	AMTPER	10,000	☐
☑	541110	7000001	20000	08	Adjustment			500	☐
☑	541110	7000001	20000	08	Allocation			0	☐
☑	541110	7000001	20000	08	Total			10,500	☐

Chapter 11: Budget Cycle



Budget Cycle – Narrative

Process: Budget Cycle	**Version/Date: One, 08/31/2007**
Purpose/Scope: Users Guide to Understanding the Budget Cycle	**Revised by: CORE Budget**

1. July 1 is the beginning of the Fiscal Year for the State. Budget Work Programs are to be turned in to OST by June 1, or as soon thereafter as is possible. Agencies need budget in order to conduct business.

2. OSF then approves and posts the Budget Work Program. The Agency may do Budget Revisions, as needed, throughout the Fiscal Year.

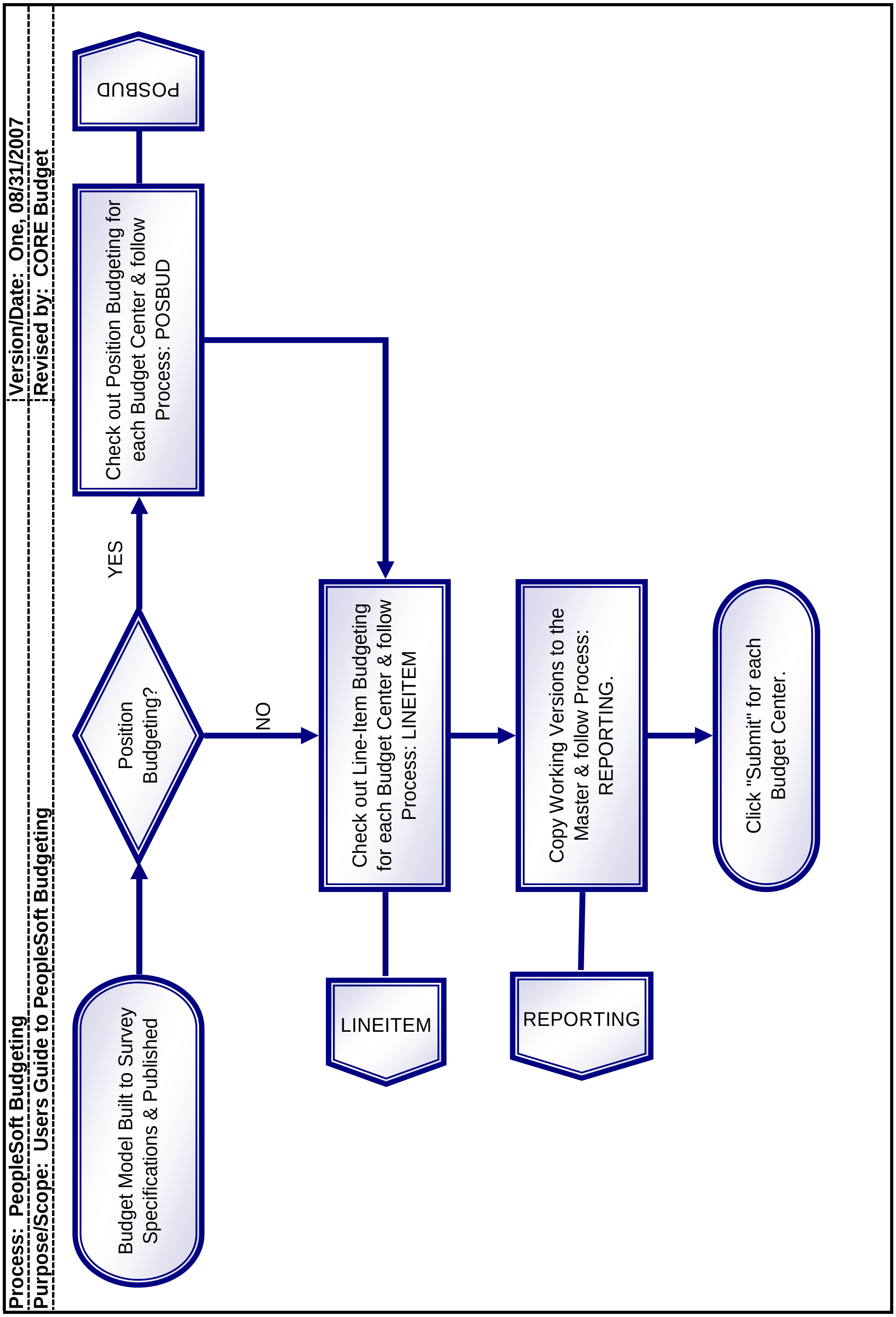
3. Agencies begin work on the Budget Request for the next Fiscal Year. The Request is to be submitted to OSF by October 1.

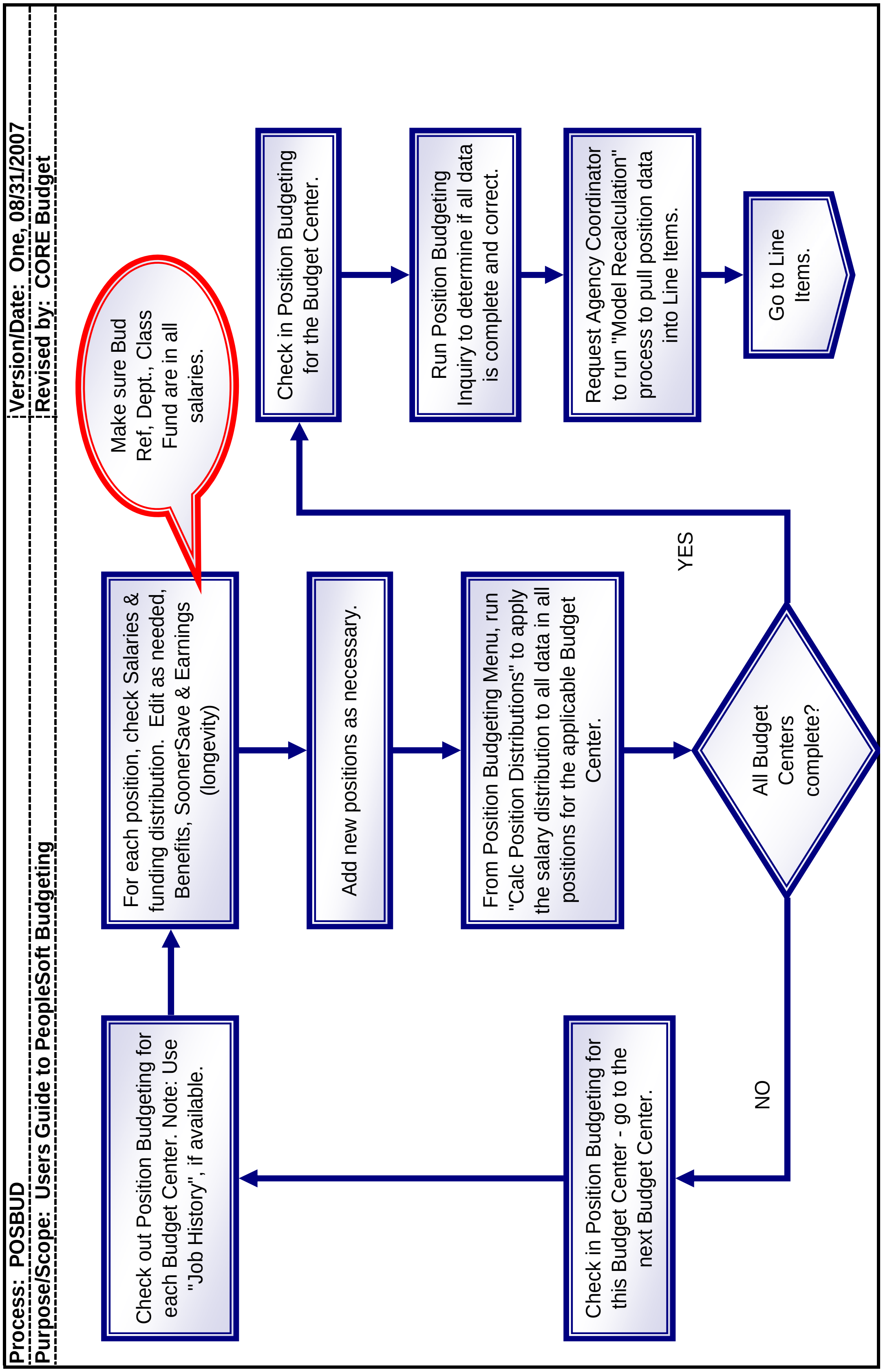
4. The Legislative Session runs February through May. During the session, Legislators determine appropriations and limits for agencies. OSF CORE Group is concurrently gathering information from agencies and building Budget Models.

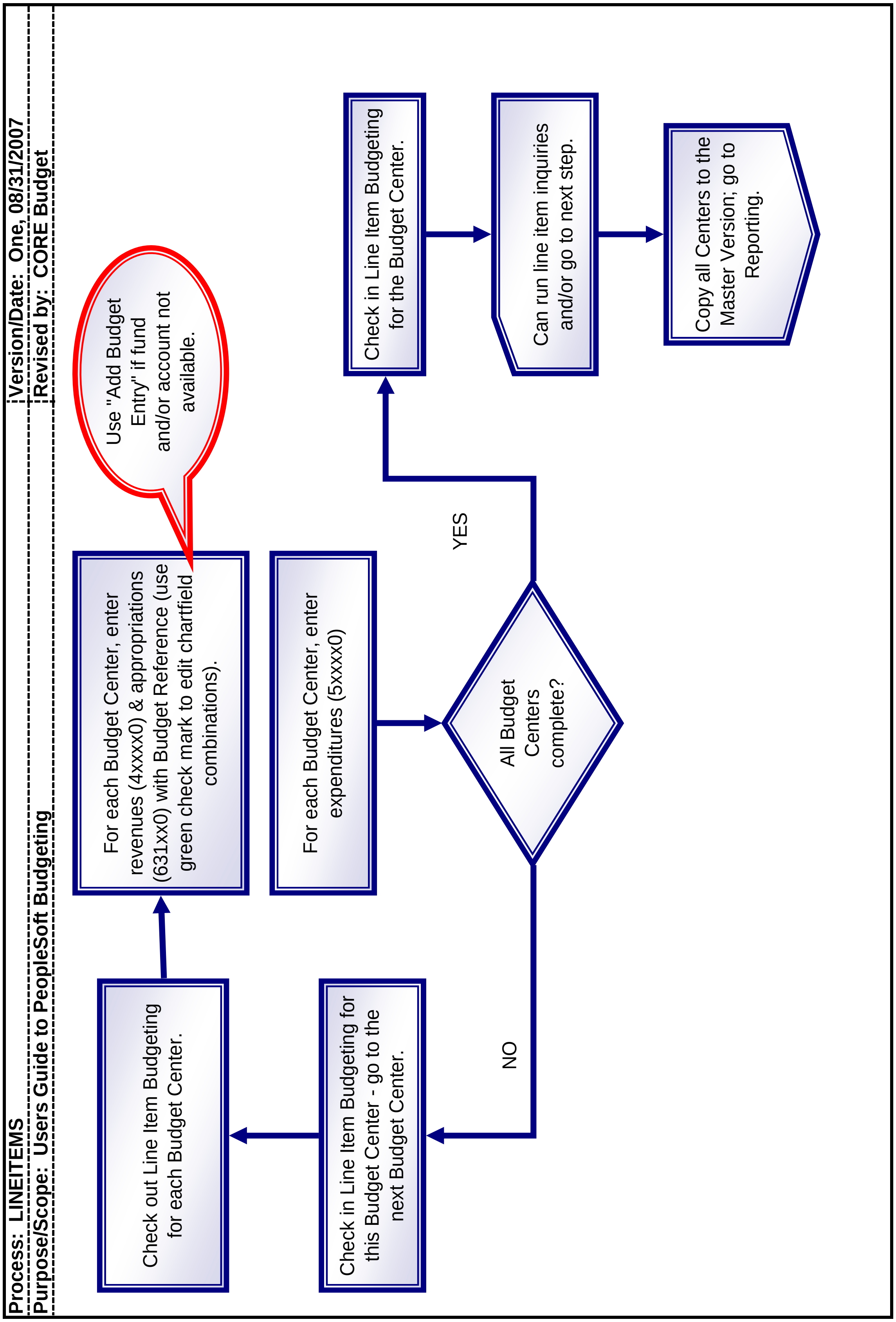
5. Once the appropriation and limits bills have been signed by the Governor, agencies can begin their budget planning.

6. When PeopleSoft Budget Models are available, agency personnel may begin the data input. See Process PeopleSoft Budgeting for further information.

7. June 30 is the end of the Fiscal Year for the State. The goal for CORE, OSF, and the agencies is to have Budget entered for the next Fiscal Year by this date. However, there are many criteria involved that have an effect on this goal. Be sure that the agency personnel are following OSF memos and news releases. If there are any questions, please feel free to contact OSF HelpDesk or the Budget Analyst from OSF.

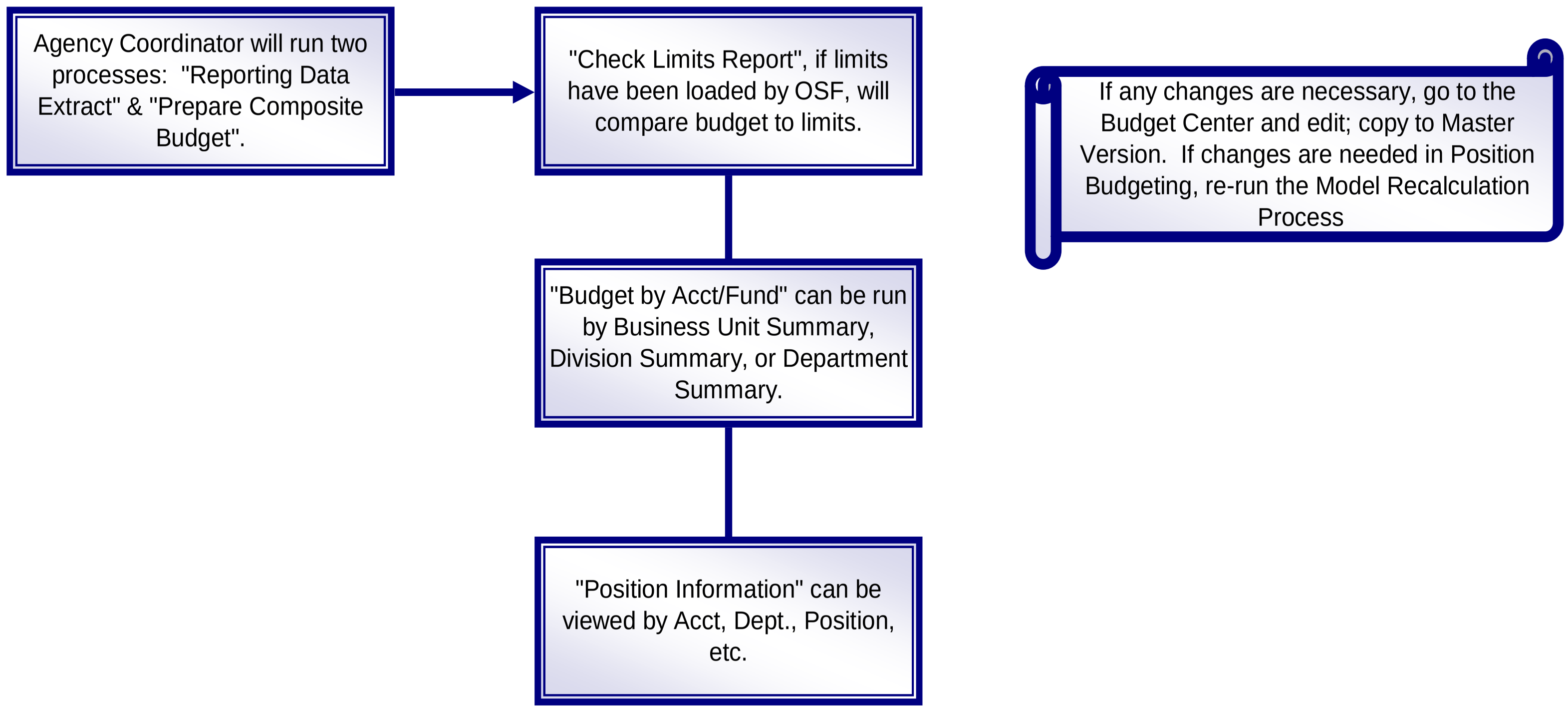

Process: PeopleSoft Budgeting
Version/Date: One, 08/31/2007
Purpose/Scope: Users Guide to PeopleSoft Budgeting
Revised by: CORE Budget
Budget Model Built to Survey Specifications & Published
Position Budgeting?
YES
NO
Check out Position Budgeting for each Budget Center & follow Process: POSBUD
POSBUD
Check out Line-Item Budgeting for each Budget Center & follow Process: LINEITEM
LINEITEM
Copy Working Versions to the Master & follow Process: REPORTING.
REPORTING
Click "Submit" for each Budget Center.


Process: POSBUD
Version/Date: One, 08/31/2007
Purpose/Scope: Users Guide to PeopleSoft Budgeting
Revised by: CORE Budget
Check out Position Budgeting for each Budget Center. Note: Use "Job History", if available.
For each position, check Salaries & funding distribution. Edit as needed, Benefits, SoonerSave & Earnings (longevity)
Make sure Bud Ref, Dept., Class Fund are in all salaries.
Add new positions as necessary.
From Position Budgeting Menu, run "Calc Position Distributions" to apply the salary distribution to all data in all positions for the applicable Budget Center.
All Budget Centers complete?
YES
NO
Check in Position Budgeting for this Budget Center - go to the next Budget Center.
Check in Position Budgeting for the Budget Center.
Run Position Budgeting Inquiry to determine if all data is complete and correct.
Request Agency Coordinator to run "Model Recalculation" process to pull position data into Line Items.
Go to Line Items.


Process: LINEITEMS
Version/Date: One, 08/31/2007
Purpose/Scope: Users Guide to PeopleSoft Budgeting
Revised by: CORE Budget
Check out Line Item Budgeting for each Budget Center.
For each Budget Center, enter revenues (4xxxx0) & appropriations (631xx0) with Budget Reference (use green check mark to edit chartfield combinations).
Use "Add Budget Entry" if fund and/or account not available.
For each Budget Center, enter expenditures (5xxxx0)
All Budget Centers complete?
NO
Check in Line Item Budgeting for this Budget Center - go to the next Budget Center.
YES
Check in Line Item Budgeting for the Budget Center.
Can run line item inquiries and/or go to next step.
Copy all Centers to the Master Version; go to Reporting.

Process: Reporting | **Version/Date: One, 08/31/2007**

Purpose/Scope: Users Guide to PeopleSoft Budgeting | **Revised by: CORE Budget**



Process: PeopleSoft Budgeting

1. Agencies will be given the opportunity to voice choices of what is in their budget model for the upcoming Fiscal Year via the Budget Details survey. It is highly recommended that you take advantage of the survey.
   Once the Budget models are published and become available to the agency, you may login to the model and begin work on the Budget Work Program.

2. If your agency has chosen to do Position Budgeting, this will be the first part of the budget you will enter. For each Budget Center (department): (Note: always work in a working version, not Base or Master)
   a. Check out Position Budgeting for a Budget Center. Search/edit positions. Use "Job History" link, if available.
   b. For all dated rows, for all positions, check/update the salary page; verifying that Budget Reference, Department, and Class Fund are filled in; distributing the salary between departments and/or class funding, if desired.
   c. Update other tabs for each position; such as, Benefits (Health), SoonerSave, Earnings/Longevity as all Budgeting Models have defaults loaded for these. This is not a must, but if you desire more accurate values, you may do so.
      Do not change the default values for taxes and OPERS.
   d. Add new positions as necessary, following the previous steps.
   e. On the "Position Budgeting Menu", run the "Calc Position Distributions" to apply the salary distribution you chose to all data in all positions for the applicable Budget Center. This process will automatically use the same distribution that you had for the salary. Even if you did not distribute the salary between departments and/or class funds, this process will auto-fill the class fund and budget reference to all other pieces in each position line. This process does the same as the "Apply Distribution" button for each tab of each position (see End User Guide P124 for further information).
   f. Check in the Position Budgeting for this Budget Center.
   g. Follow the previous six steps for each Budget Center that contain positions.
   h. Run the Position Budgeting Inquiry to determine if all data is complete and correct. Some other helpful queries are: OCP_POS_DISTRIB_ALL; OCP_POS_DISTRIB_BNFT; OCP_POS_DISTRIB_EARN; OCP_POST_DISTRIB_SLRY; OCP_POS_DISTRIB_TAX. These queries will allow you to find any missing chartfields (bud ref, dept, class fund)
      Note: Reporting Data Extract process must be run on the Master copy before these queries can be run.
   i. Once you have determined that your Position Budget is complete and correct, the Agency Coordinator at your agency can run the Model Recalculation Process (see P124 User Guide) to bring your position information into your line item budget.
      This only needs to be run once (unless you change anything in your Position Budget).
      Note: The Model Recalc may not need to be run - check line items first to see if the data automatically pulled into line items.

Process: PeopleSoft Budgeting

3. All agencies will enter budgets into the line item budgeting.
   (Note: always work in a working version, not Base or Master, which are "read only")
   a. Check out a working version (generally, 1) of the Budget Center in which you wish to work.
   b. Lines with accounts and class funds that were used in the prior year will be mapped into the current year's line items. If there are new accounts and/or class funds, you will need to add a new line. Use "Add Budget Entry" and input account, budget reference, class fund, and, if necessary USD for Currency.
      Input all revenues (accounts 4xxxx0) and appropriations (account 631xx0). Be sure that there is a Budget Reference on the line.
      Input all expenditures (accounts 5xxxx0) with Budget Reference on the line.
      Note: if a line exists but is missing a field (i.e. budget reference), use the green check mark at the left of the line item, which will open a new page where you can fill in the missing fields.
   c. Check in the line item budgeting for this Budget Center.
   d. Follow the previous three steps until all Budget Centers have had their budgets entered.
   e. Run line item inquiries on working versions of each Budget Center; or, copy each Budget Center to the Master and go to Reports.

4. Getting Reports:
   a. Agency Coordinator will run two processes to get data ready for reports: "Reporting Data Extract" and "Prepare Composite Budget". See Agency Coordinator User Guide P224.
   b. CORE Budget is preparing a Reports Library that explains all reports that are available. Here are some that might be useful.
      "Check Limits Report" - if being run for the Original Budget, limits may not be loaded into the system yet, check with your budget analyst. This report compares legislative limits to the budget.
      "Budget by Acct/Fund" - reports a budget summary by account and class fund - can be run at the Business Unit Summary level, at the Division level, and/or at the Department level.
      "Position Information" - can be run to be viewed by Account, Budget Reference, Class Field, Department, Job Code, or Position. This report shows salary, earnings, benefits, taxes, and total amount by the criteria chosen in the run control ID.

5. If there are any changes that need to be made, go back to that Budget Center and follow the previous steps. Note: unless you change data in Position Budgeting, you do not need to run the Model Recalcualtion process again. Note: if you make changes to any of the line items and/or position budgeting, you will need to copy to the Master only those centers that were changed, and the Data Extract and Composite Budget processes will need to be run again.

6. When all Budget Centers are complete and you are satisfied with your budget entries, submit the working version of each Budget Center - this is done from the Budget Work Item Details page.

Chapter 12: OSF Help Desk

Filing a Help Desk Case with OSF

If you are having any problems with the PeopleSoft Budget Application, it is recommended that you file a case with the Office of State Finance's Help Desk. There are two methods of doing this:

1) Call 521-2444 and state your problem to the personnel at the Help Desk;
2) Send an email to helpdesk@osf.ok.gov which states in detail, succinctly, your problem.

Helpful Information for Help Desk Cases

There is particular information that you, the user, can give the Help Desk personnel that will help CORE Budget and OSF Budget Division help you more efficiently. Below is a set of examples of the types of information that is helpful – **NOTE:** some of these examples may not pertain to your case in particular.

1) Your agency number (i.e. 090);
2) An exact explanation of the problem;
3) An exact explanation of the expected result;
4) What steps you may have taken;
5) Screen shots of error messages and/or a pasted copy of the message;
6) Navigation within the system;
7) The exact process names;
8) Department numbers;
9) The specific budget (i.e. FY-2008 Original; FY-2008 Revision 4; etc.);
10) The role that the user was using (i.e. Agency Coordinator, Preparer, Reviewer).

Chapter 13: Budget Training Activities

Budget Training Activities

State of Oklahoma's Budget Training Environment

User ID	Budget Model
TRAIN01	BD_FY09_TRN01
TRAIN02	BD_FY09_TRN02
TRAIN03	BD_FY09_TRN03
TRAIN04	BD_FY09_TRN04
TRAIN05	BD_FY09_TRN05
TRAIN06	BD_FY09_TRN06
TRAIN07	BD_FY09_TRN07
TRAIN08	BD_FY09_TRN08
TRAIN09	BD_FY09_TRN09
TRAIN10	BD_FY09_TRN10

A) Check Out and Check In a Budget

1. Navigate to Budgeting >> Budgeting Work Item Details.
2. Enter Business Unit 00700 and **click** on the Search button.
3. Select your model as a Preparer.
4. From the Budget Work Item Details page, select Version 1 on the first Budget Center.
5. Check out the Line Item Budgeting Activity.
6. Return to the Budget Work Item Version Details (use the link at the bottom of the page).
7. Check in the Line Item Budgeting Activity.
8. Return to the Budget Work Item Details (again use the link at the bottom of the page).

B) Check Out and Transfer to an Activity

1. Navigate to Budgeting >> Budgeting Work Item Details
2. Enter Business Unit 00700 and **click** on the Search button.
3. Select your model as a Preparer.
4. From the Budget Work Item Details page, select Version 1 on the first Budget Center.
5. Check out the Line Item Budgeting Activity.
6. Sign out of PeopleSoft Budgets (do not close the window).
7. Sign back into PeopleSoft Budgets.
8. Navigate to Budgeting >> Budgeting Work Item Details.
9. Enter Business Unit 00700 and **click** on the Search button.
10. Select your model as a Preparer.
11. On the Budget Work Item Details page, use the check out options to Transfer back into the Line Item Activity.
12. Return to the Budget Work Item Details page.
13. Check in the Line Item Budgeting Activity.

C) Copy a Budget Center Version

1. Navigate to Budgeting >> Budgeting Work Item Details.
2. Enter Business Unit 00700 and **click** on the Search button.
3. Select your model as a Preparer.
4. Use the Copy link on the first budget center to copy Version 1 to a *Master Version*.

D) Edit a Filled Position

1. Navigate to Budgeting >> Budgeting Work Item Details.
2. Enter Business Unit 00700 and **click** on the Search button.
3. Select your model as a Preparer.
4. From the Budget Work Item Details page, select Version 1 on the first Budget Center.
5. Check out the Position Budgeting Activity
6. From the Position Budgeting Menu, select the option to Edit a Position and **click** on Go.
7. On the Position Search page, leave all search fields blank to list all positions.
8. **Click** on position 00700001.
9. On the Position Data page, **click** on the Job History link to find the employee's Job History.
10. **Click** on the Details tab on the Employee Job History page and then **click** on the salary amount.
11. On the Salary Distribution page change the salary amount to $50,000 and distribute the amount over two departments as follows:
    Line 1: 75% to Department 6000001, Class 19901 and Budget Ref 09.
    Line 2: 25% to Department 6000002, Class 19901 and Budget Ref 09.
12. **Click** on the link to go to the Earnings/Allowances page, and add a line for Comp Time Paid (CTP) with an amount of $1,500. Use Account 511110.
13. **Click** on the Distribution button for <u>one</u> of the lines, and apply the salary distributions to Longevity and Comp Time Paid.
14. **Click** on the Benefits link and then **click** on the Distribution button to go and apply the salary distributions to the Benefits lines.
15. **Click** on the Tax link and then **click** on the Distribution button to go and apply the salary distributions to the Tax lines.
16. Go back to the Position Budgeting Menu.

E) Add a New Position

1. From the Position Budgeting Menu, select the option to Add a Position and **click** on Go.
2. Fill in the Position Data fields (use a classified job code). Make sure you enter a description.
3. Go to the Salary Distribution page.
4. Verify/enter the Distribution chartfield values and salary amount.
5. Go to the Earnings/Allowance page.
6. Verify/enter the Distribution chartfield values and amounts for each line.
7. Go to the Benefits page.
8. Verify/enter the Distribution chartfield values and amounts for each line.
9. Go to the Tax Rate page.
10. Verify/enter the Distribution chartfield values amounts for each line.

F) Copy a Position and Exclude a Position

1. From the Position Budgeting Menu, select the option to Copy Positions and **click** on Go.
2. Fill in the Position Copy fields to create **two** new positions. Use July 1, 2008 as the effective date and copy from any existing position.
3. Return to the Position Search page.
4. **Click** on the Find button to show the list of Positions.
5. Select the first copied position and change the number of FTE's to 3.
6. Return to the Position Search page.
7. Select and change the second copied position so that it is excluded from the budget.
8. Return to the Position Search page, check the Show Excluded Positions checkbox and **click** on Find to refresh the list of Positions. (The excluded position should show with zero budget impact.)

G) Adjust Employee Salaries

1. From the Position Budgeting Menu, select the option to adjust employee salaries by Job Code.
2. On the Salary Adjustment page, enter an As of Date of July 1, 2008 and enter Job Code 4903 (Administrative Officer). Find the employees that match the criteria.
3. Select all employees and adjust the employee salaries by $700.
4. Use the Refresh button to see the effect of the adjustment and if satisfied then Execute the Adjustment.

H) Create a Private View for Line Item Budgets

1. Navigate to Budgeting >> Budgeting Work Item Details
2. Enter Business Unit 00700 and **click** on the Search button.
3. Select your model as a Preparer.
4. From the budget Work Items Detail page, select the first budget center and checkout the Version 1 Line Item Budgeting Activity.
5. **Click** on the link Create a New Private View.
6. Use your first name as the View Name.
7. On the next page, enter the view description.
8. On the Row Display Filter tab, check the option to show Account Description and remove the checkmark for showing Department.
9. On the Row Display Options tab, check the options to show Method Amount, Adjustment Amount, and Total Amount.
10. On the Column Display Options tab, check the options to show Prior Year and Year to Date Actuals.
11. Save the new view and return to the Line Item search page.
12. Make sure your new private view is selected and go to Line Item Details.
13. Look at the History tab to see the prior and year to date actuals.
14. Return to the Line Item Search page.
15. Change your private view to remove the options for Adjustment Amount and Total Amount (on the Row Display Options tab).
16. Save the changed View and return to the Line Item Search page.
17. Go to Line Item Details to see your changes.

I) Enter Line Item Budget Amounts

1. Go to the Line Item Details page and make sure you are on the Account Summary tab.
2. Expand the ChartField Values area.
3. **Click** on the “Filter ChartField Values” tab.
4. Select “Administrative Expenses” on the Budget Category dropdown menu.
5. **Click** on the “Refresh Dimensions” button.
6. For the first line item, use the Periods 1 – 4 tab to enter $1,000 for each period.
7. **Click** on Save and return to the Amount Summary tab.
8. For the second line item, **click** on the line item amount link and enter $3,000 into all periods.
9. **Click** on Save and return to Line Item Details.
10. For the third line item, use the hot key field to spread $20,000 over all periods. **Click** on Save.
11. For the fourth line item, use the hot key field to repeat $800 in periods 1, 2 and 3. **Click** on Save.
    (Hint: Use the Hot Keys Help link to find out how to format the hot key commands).

J) Enter Line Item Budget Amounts using Methods

1. Go to the Line Item Details page and make sure you are on the Account Summary tab.
2. Expand the ChartField Values area.
3. **Click** on the “Filter ChartField Values” tab.
4. Select “Administrative Expenses” on the Budget Category dropdown menu.
5. **Click** on the “Refresh Dimensions” button.
6. For the fifth line item, override the method id to Itemize (ITM) the budget values.
7. Add an Itemization line using the QTY*COST driver id and spread the total cost over all four periods.
8. On the sixth line item, override the method id to Annual Growth (ANN%).
9. Using the Year to Date Actuals as the base, use a weighted spread, and a growth rate of 5%. **Click** on Save and return to the Line Items Details page.
10. Go back to the first line item and override the method to zero out the line item amount (METH=0). **Click** on Save.

K) Change Line Item Budgets using the Adjustment Column

1. Go to the Line Item Details page and make sure you are on the Amount Summary tab.
2. Expand the ChartField Values area.
3. **Click** on the “Filter ChartField Values” tab.
4. Select “Administrative Expenses” on the Budget Category dropdown menu.
5. **Click** on the “Refresh Dimensions” button.
6. On the second line item, **click** on the amount field.
7. Use the Adjustment spread fields to spread $2,000 evenly over all periods.
8. Save the adjustment.
9. Enter another adjustment for $600 in period 1 and 2.
10. Save the adjustment.
11. **Click** on the link next to the Adjustment column to view the adjustment history.
12. Return to the Line Item Details.
13. If the adjustment amount is not shown on the Line Item Details page then change your private view to show the Adjustments line and the Total Line for each line item.

L) Add a new Line Item Entry for Revenue Estimates

1. From the Line Items Details page, **click** on the Add Budget Entry link.
2. Enter the chartfield values for the new entry (use any combination of chartfields for which no line items already exist in the budget center).
3. After returning to the Line Item Details page, **click** on the 0 amount link of the new line item.
4. Manually add 500 to each budget period (could also use the AMTPER method spread fields to save time).
5. Save and return to the Line Item Details page.

M) Add a new Line Item Entry to estimate Operational Expenditures during FY for Prior Year Obligations (for Estimate of Income report)

1. From the Line Items Details page, **click** on the Add Budget Entry link.
2. Enter the revenue chartfield values for the new entry. Use account 499700 and Budget Reference 09.
3. After returning to the Line Item Details page, **click** on the 0 amount link of the new line item.
4. Manually subtract 400 from the first budget period.
5. Save and return to the Line Item Details page.

N) Add a NOTE to a Line Item

1. On the first line item, **click** on the **NOTES** icon at the far right of the line.
2. Create a public **NOTE** to say that this line item is no longer required.
3. Append the **NOTE** to the log.
4. Save and return to the Line Item Details.

O) Customize the Line Item Details Grid

1. **Click** on the Customize icon on the Line Item Details grid.
2. Change Account to be in descending order.
3. Hide the Hold field.
4. Move the Amount field after the Budget Reference field.
5. Preview your changes.
6. Save and return to the Line Item Details.
7. Verify that the changes have been made in the Line Item details grid.

P) Download the Line Item Details to Excel

1. On the Line Item Details grid, **click** on the Download Icon.
2. When the new browser window appears, save the excel spreadsheet onto your C: drive or into My Documents, using File >> Save As. Save the file as an Excel spreadsheet.
3. Using My Computer on your desktop or Windows Explorer, navigate to the Excel spreadsheet and open it up.

Q) Run a Comparative Budget Analysis

1. From the PeopleSoft menu on the left-side, navigate to Budgeting >> Comparative Budget Analysis.
2. Fill in the run parameters to use your model and view by Account.
3. Once the report is displayed, add an optional view of Class.
4. Preview the report.
5. Close the report.

R) Run a Budget Period Analysis

1. From the PeopleSoft menu on the left-side, navigate to Budgeting >> Budget Period Analysis.
2. Fill in the run parameters to use your model and view by Budget Category.
3. Once the report is displayed, add the optional view by Class Funding.
4. Drag and drop the Class Funding to show Class within Budget Category instead of Budget Category within Class.
5. Preview the report.
6. Download the report to Excel.
7. Close the report.

S) Run a Position Budgeting Inquiry

1. From the PeopleSoft menu on the left-side, navigate to Budgeting >> Position Budgeting Inquiry.
2. Fill in the run parameters to use your model and view by Employee.
3. Once the report is displayed, show only the numbers for Budget Period 2009-1.
4. Preview the report.
5. Close the report.

T) Submit a Budget Center for Review

1. Navigate to Budgeting >> Budgeting Work Item Details.
2. Enter Business Unit 00700 and **click** on the Search button.
3. Select your model as a Preparer.
4. Select the first Budget Center in your model and check in any activities still checked out.
5. **Click** the Submit button next to Version 1.
6. **Click** on OK to confirm the Submit.
7. After the Status column has been changed to submitted, check out the Version 1 Line Item Activity (**NOTE** that you can only Check Out Read-Only).
8. Check in the Version 1 Line Item Activity.

U) Reject a Budget Center as a Reviewer

1. Navigate to Budget >> Budget Work Items.
2. Enter Business Unit 00700 and **click** on the Search button.
3. Select your model as a Reviewer.
4. Expand the Budget Center tree and **click** on the Roll-up Budget Center.
5. Find the Budget Center you submitted in the previous activity and **click** on the Reject button.
6. **Click** on OK to confirm the Reject.
7. Go back in the model (under Budget >> Budget Work Item Details) as a Preparer, and verify the status of the previously submitted Budget Center.